



**"Say YES to LIFE/ Say NO to DRUGS"**

**Chaudhary Sarwan Kumar  
Himachal Pradesh Krishi Vishvavidyalaya, Palampur  
General Administration Branch**



No.QSD.8-26/CSK HPKV (GA)/-

Dated, Palampur, the 7453-7535

From

To

Registrar



10 FEB 2025

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Heads of Departments/Offices/Units, CSKHPKV, Palampur.
3. All the Associate Directors/Scientists Incharge/Prog. Coordinators RRC/RSSs/KVKs, CSKHPKV, Palampur.

**Subject: Regarding make references/minutes/proceedings to the meeting(s) or discussion(s) with the competent authority-important instruction thereof.**

Sir/Madam,

I am directed to send herewith the copy of letter No. AGR-B(15)17/2022 dated 29.01.2025 alongwith its enclosure received from the Secretary(Agr.) to the Government of Himachal Pradesh, Shimla on the above subject and to request to adhere the instructions contained in letter No. Per (AR)F(10)-2/2025 dated 21.01.2025 issued by the Chief Secretary to the Government of Himachal Pradesh, Shimla for strict implementation, please.

This issues with the approval of Competent Authority.

Yours faithfully,

Encls: As above.

  
Assistant Registrar (Admn.),  
CSK HPKV, Palampur

Endst. No.: Even

Dated: Even

Copy to:-

1. The Incharge, UNS, CSKHPKV, Palampur for uploading the same on the University Website.
2. The PS to Vice-Chancellor/SPS to Registrar, CSKHPKV, Palampur.

  
Assistant Registrar (Admn.),  
CSK HPKV, Palampur.

No.Agr.A-B(15)17/2022  
Government of Himachal Pradesh  
Department of Agriculture

From

Secretary (Agr.) to the  
Government of Himachal Pradesh

To

1. The Director of Agriculture,  
Himachal Pradesh, Shimla-5
2. The Managing Director,  
H.P. State Agriculture Marketing Board,  
Vipnan Bhawan Khalini, Shimla-2
3. The Registrar,  
CSKHPKV Palampur,  
Distt.Kangra-176001
4. HP State & Organic Produce  
Certification Agency Shimla-5



Dated Shimla-2 the

29 January, 2025

Subject:-

Regarding Make references/minutes/ proceedings to the meeting(s) or discussion(s) with the competent authority- important instruction thereof.

Sir,

I am directed to invite your attention to letter No. Per(AR)F(10)-2/2025 dated 21.01.2025 received from the Chief Secretary Government of Himachal Pradesh, on the subject cited above and to request you to adhere the instruction of (AR) Department and bring these instruction to the notice of all concerned under your control for strict implementation and adherence.

Yours faithfully,

(Jogi Ram Attri)

Deputy Secretary (Agr.) to the  
Government of Himachal Pradesh

Registrar

AR(SA)

29/01/2025

Support (copy)

4.2.2025

SMH-1-CM



No. Per (AR)F(10)-2/2025  
Government of Himachal Pradesh  
Department of Personnel (Administrative Reforms)

From

Chief Secretary to the  
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh
2. The Resident Commissioner,  
HP Himachal Bhawan Sikandra Road New Delhi
3. All Head of Departments in Himachal Pradesh.
4. All the Divisional Commissioners in H.P.
5. All the Deputy Commissioners in H.P.
6. The Secretary to Governor, Himachal Pradesh Raj Bhawan, Shimla-2.
7. The Secretary, Himachal Pradesh Vidhan Sabha Shimla-4.
8. The Secretary to Lokayukta, H.P. Shimla-2.
9. The Registrar General, H.P. High Court, Shimla-171001.
10. The Managing Directors/Chief Executive Officers/Secretaries/ Registrars of all the Boards/Commissions/Corporations/ Autonomous Bodies/PSUs Govt. Universities etc.

Dated: Shimla-2, the

9<sup>th</sup> January, 2025

Subject:-

**To make references/minutes/proceedings to the meeting(s) or discussion(s) with the competent Authority-important instruction thereof.**

Madam/Sir,

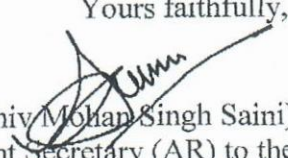
I am directed to refer to the subject cited above and to say that a decision by a Competent Authority is a decision made by a person or Department that has the legal power to perform a specific function. The competent authority has the authority to take action on a matter, and only they can take action on it. It is observed that various decisions are taken by the Competent Authority at different levels in meetings or during discussions. Meeting minutes/proceedings are official documents that record the important details of a meeting and should be issued as soon as possible after the meeting etc. for necessary action.

It has come to the notice of the Government that name and designation of the authorities are being mentioned frequently in the official notes, which need to be avoided for an impartial and uniform working. It is advisable that rather than mentioning the name and designation of the authority, the reference/minutes/proceedings may be made to the meeting(s) or discussion(s) with the Competent Authority. Therefore, it is also impressed upon that the same may be noted in making any record/note on files or otherwise and further action may be ensured as per relevant decision taken in meetings or discussions under defined and definite rules/instructions/guidelines.

These instructions may be brought to the notice of the all concerned for compliance in letter and spirit and violation of the above shall attract action against the defaulting Officer(s)/Official(s).

These instructions can also be seen on the website [www.himachal.nic.in/](http://www.himachal.nic.in/)

Yours faithfully,

  
(Shiv Mohan Singh Saini)  
Joint Secretary (AR) to the  
Government of Himachal Pradesh  
Phone No. 0177-2622498/2880400

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