

HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT

NO.PWE-94-82 (Misc)/29-ES-I 839401

Dated:- 01-04-2026

From

Engineer-in-Chief,  
HP.PWD, Shimla-2.

To

The Engineer-in-Chief (Projects) HPPWD,  
The Chief Architect HPPWD, Shimla,  
All the Chief Engineer (s) HPPWD,  
All the Superintending Engineer (s) HPPWD,  
All the Executive Engineer(s) HPPWD,  
LAOs Shimla/Mandi /Kangra HPPWD,

Subject:-

Trainee/Job Trainee schemes for engagement of  
work personnel in Group-A,B&C posts-Maintenance  
of service record thereof.

Sir,

I am directed to enclose herewith a photocopy of  
letter No. No.PER(AP)-C-B(2)-2/2015-L dated 17-03-2026 received from the  
Secretary (Personnel) to the Government of H.P. Shimla on the subject cited  
above for information and taking further necessary action please.

Encl: As Above

Yours faithfully;

Signed by

Som Bhardwaj

Date: 01-04-2026 14:06:26

Registrar,

Himachal Pradesh, PWD

Shimla-2

Copy forwarded for information and similar necessary action to:-

1. The Executive Engineer (IT Wing) HP.PWD Shimla-2 with direction to upload this letter a/w its enclosures on the official website of the Department.
2. The Supdt.Gr.I ES-I,II,III for information and necessary action.

-sd-

Registrar,

Himachal Pradesh PWD

Shimla-2



No.PER(AP)-C-B(2)-2/2015-L  
Government of Himachal Pradesh,  
Department of Personnel(AP-III).

From

The Secretary(Personnel) to the  
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Divisional Commissioners in Himachal Pradesh.
3. All Heads of Departments in Himachal Pradesh.
4. All Deputy Commissioners in Himachal Pradesh.

Dated: Shimla-171002, the 17<sup>th</sup> March, 2026

Subject:-

Trainee/Job Trainee schemes for engagement of work personnel in Group-A, B & C posts - Maintenance of service record thereof.

Sir,

I am directed to refer to the subject cited above and to say that the service conditions of personnel engaged against the services/cadres of the Government as Trainee and Job Trainees are regulated in accordance with the terms & conditions of the respective schemes issued by the Government for their engagement and no service Rules and other rules are applicable to Trainee/Job Trainee. The issue whether "Service Book" of Trainee/Job Trainee is to be maintained or not was engaging attention of the Government.

The Himachal Pradesh Financial Rules and Supplementary Rules mandate for maintaining Service Book and these Rules are not applicable in the case of Trainee/Job Trainee. However, it has been considered desirable to maintain the service book of personnel engaged as Trainee and Job Trainee which may facilitate upkeep of his/her service record.

These instructions may be brought to the notice of all concerned for compliance.

Yours faithfully,

*Sant Raj Puharta*

(Sant Raj Puharta)  
Deputy Secretary(Personnel) to the  
Government of Himachal Pradesh.

\*\*\*\*

*IF  
Res-I  
B-1*

*24/3/26*

*6796  
25/3/26*