

HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT

NO.PWE-94-82 (Misc)/28-ES-I  
From

645049

Dated:- 03-07-2025

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,  
(i/c Electrical/Mechanical).  
All the Executive Engineer(s) HPPWD,  
LAOs Shimla/Mandi /Kangra HPPWD,

Subject:-

Maintenance of Records-Inclusion of Show Cause  
Notices, Warnings, etc. In the Service Book, ACR  
Dossier and Personal File of Engineers.

I am directed to enclose herewith a photocopy of a  
letter No. PWD-A-B0(14)/16/2025 dated 28-06-2025 received from the Secretary  
(PW) to the Govt. of H.P.Shimla on the subject cited above for information and  
taking further necessary action please.

You are, therefore, requested to issue directions to all  
concerned to ensure placing copies of all show cause notices, warnings etc.  
issued during last two years in service Books, ACR Dossiers, and Personal Files  
of concerned officers and compliance report thereof be supplied to this office  
within seven days . Any non-compliance of these instructions shall be viewed  
seriously.

Encl: As Above

Signed by Vijay Kumar  
Dhiman  
Date: 03-07-2025 14:32:16

Registrar,  
Himachal Pradesh,PWD  
Shimla-2

Copy forwarded for information and similar necessary action to:-

1. Copy to 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.Copy to the All Heads of Branches in this office for information and further  
necessary action please.

-sd-  
Registrar,  
Himachal PradeshPWD  
Shimla-2

PWD-A-B0(14)/16/2025-PWD-A-HIMACHAL PRADESH SECRETARIAT

No. No.PWD-A-B0(14)/16/2025  
Government of Himachal Pradesh  
Public Works Department

From

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

To

✓ The Engineer-in-Chief,  
HPPWD, Shimla-171002.

Dated: Shimla-2 the

28-06-2025

Subject:-

**Maintenance of Records – Inclusion of Show Cause  
Notices, Warnings, etc. in the Service Book, ACR  
Dossier and Personal File of Engineers.**

Sir,

I am directed to say that it has been observed that in certain instances, disciplinary communications such as Show Cause Notices, Warnings etc. issued to officers/officials are not being appropriately recorded in their Service Books, ACR Dossiers, and Personal Files which leads to incomplete records during assessments for promotion, grant of financial benefits, and other service-related decisions.

You are therefore requested to issue directions to all concerned to ensure placing copies of all show cause notices, warnings etc. issued during last two years in Service Books, ACR Dossiers, and Personal Files of concerned officers and compliance report thereof be supplied to this department within a fortnight. Any non-compliance with these instructions shall be viewed seriously.

Yours faithfully,

Signed by

Surjeet Singh Rathore

Date: 27.06.2025 20:11:04  
(Surjeet Singh Rathore)

Addl. Secretary(PW) to the  
Government of Himachal Pradesh.

Endst.No:As above Dated: Shimla-2 the  
Copy for information and necessary action to:-

2025



1. The Special /Addl./Under Secretary(PW) to the Government of H.P.
2. The dealing assistant dealing with APAR seat in PW-A Section, H.P. Secretariat to ensure placing of copies of above stated documents in APAR dossier of Executive Engineer (Civil) / Superintending Engineer (Civil).

Addl. Secretary(PW) to the  
Government of Himachal Pradesh.