

HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT

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

659692

Dated:- 25-7-2025

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:-

Regarding implementation of the provisions of HP office  
Manual with regard to file work, maintenance of record  
and weeding out of old record.

I am directed to enclose herewith a photocopy of letter No.  
PWD-A-GO(2)/1/2025-654769 dated 19-07-2025 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.

Encl: As Above

Signed by Vijay Kumar  
Dhiman  
Date: 25-07-2025 19:40:17

Registrar,  
HimachalPradesh,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. All the Head of the Branches in this office for information & necessary action.

Registrar,  
HimachalPradeshPWD  
Shimla-2

No. PWD-A-G0(6)/1/2025  
Government of Himachal Pradesh  
Public Works Department

From

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

To

The Engineer-in-Chief,  
HPPWD, Nigam Vihar,  
Shimla-171002

Dated: Shimla-2, the

2025.

Subject:-

Regarding implementation of the provisions of HP Office Manual with regard to file work, maintenance of record and weeding out of old record.

Sir,

I am directed to refer to the subject cited above and to say that during review meeting of the Department held on 21/06/2025 under the chairmanship of Chief Secretary to the Govt. of HP, it was observed that the file work in the field stations is not being done as per requirement of Chapter-XI of HP Office Manual. The daak received in the field offices is not being processed with proper notings and no proper office record is being maintained. Due to improper maintenance of record, the department is facing various administrative, legal, financial and judicial implications.

In view of above, all the field offices henceforth will ensure to execute file work as per the provisions of Chapter-XI of HP Office Manual. **All the Daak/correspondence will compulsorily be processed on file Noting** and decisions taken on any issue should be reasoned and well documented.

Besides, it is also observed that due to poor maintenance of record, it is very difficult to get the required record

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prepared in time for defending the court cases or for any reference. Hence, all field offices will ensure that old record is maintained in proper manner as per provisions of Chapter-XIX of HP Office Manual and weeding out of old record is done from time to time as per relevant provision of the Office Manual. Further, all the Heads of Office will ensure that the staff in the field offices is compulsorily trained on office manual.

Yours faithfully,

Signed by

Surjeet Singh Rathore

Date: 18-07-2025 20:14:11  
(Surjeet Singh Rathore)

Additional Secretary (PW) to the  
Government of Himachal Pradesh

Endst. No. As above.

Dated: Shimla-02

19 /07/2025

Copy forwarded for strict compliance to the following:-

- ✓ 1. All Chief Engineers of HPPWD through e-m-c, HPPWD.
2. All Superintending Engineers of HPPWD.
3. All Executive Engineers of HPPWD.

Additional Secretary (PW) to the  
Government of Himachal Pradesh