

HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT

**OFFICE ORDER**

In order to comply with the provisions of Chapter-X (Filing System) of Office Manual 2011 of department of Personnel Govt. of H.P. the filing system shall hence forth mandatorily be operated in all the sections/ branches of various offices of PWD as mentioned against each:-

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|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Engineer-in-Chief office Shimla/ Chief Engineer (Shimla Zone) | Estt. Sections (I,II&III), Cash Section, Work Section, Budget Section, CTR Section, Legal Cell, Vigilance Section, Store Purchase Section, Mech. Section, C.R. Cell, PMGSY/ World bank Section, M&P Section, General Section, Drawing Section (Roads & Buildings); Hort. Section.       |
| (2) Engineer-in-Chief (Q.C. & Design wing)                        | Q.C. & Design wing at U.S. Club, Shimla and Dharamshala.                                                                                                                                                                                                                                |
| (3) Chief Engineer (NH)                                           | Chief Office at U.S. Club, Shimla.                                                                                                                                                                                                                                                      |
| (4) Chief Conservator (Forest)                                    | Branch at U.S. Club, Shimla.                                                                                                                                                                                                                                                            |
| (5) Chief Architect                                               | Chief Architect office at Shimla, Senior Architect Officer Mandi & Dharamshala.                                                                                                                                                                                                         |
| (6) Chief Engineer-cum-Project Director, HPRIDC, SRP              | Chief Engineers office at Niranman Bhawan, Shimla, CMU Divisions at Shimla, Una, Hamirpur and Dharmashala.                                                                                                                                                                              |
| (7) Chief Engineer's Office (Mandi, Kangra & Hamirpur Zones)      | Estt. Section (Gazetted & Non-Gazetted), Cash Section, Work Section, Budget Section, CTR Section, Legal Cell, Vigilance Section, Store Purchase Section, Mech. Section, C.R. Cell, PMGSY Section, Q.C. Design wing, N.H. Section, General Section, Drawing Section (Roads & Buildings). |
| (8) Circle Offices (Civil/Elect/Mech./NH)                         | Estt. Section, Work Section, Drawing Branch, Budget Section, Design Section, PMGSY Cell.                                                                                                                                                                                                |
| (9) Arbitration Circle, Solan.                                    | Circle office, HP PWD at Solan.                                                                                                                                                                                                                                                         |
| (10) Land Acquisition Collector.                                  | Shimla, Mandi and Kangra.                                                                                                                                                                                                                                                               |
| (11) Division Offices (Civil/Elect/Mech./NH)                      | C- Branch, Accounts Branch & drawing Branch.                                                                                                                                                                                                                                            |

Any deviation from aforesaid orders shall be viewed seriously.

Engineer-in-Chief,  
Niranman Bhawan, Nigam Vihar,  
HP, PWD, Shimla- 171 002.

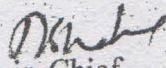
Not-PW-RTI-Meeting-Filing System-WS-2015-2749-70 Dated:- 17/6/15

- Copy to all Chief Engineers for information & necessary action and compliance.
- Copy to Chief Engineer-cum-Project Director, HPRIDC, SRP, Shimla for information & necessary action and compliance.
- Copy to Chief Architect, HP, PWD, Shimla-2 for information & necessary action and compliance.
- Copy to all the Superintending Engineers in HP PWD for information & necessary action and compliance.



5. Copy to the Superintending Engineer, Arbitration Circle, HP PWD, Solan for information & necessary action and compliance.
6. Land Acquisition Officer, HP PWD Shimla, Mandi and Kangra for information & necessary action and compliance.
7. Copy to Senior Architect, HP, PWD, Mandi and Dharamshala for information & necessary action and compliance.
8. Copy to all the Executive Engineers in HP PWD for information & necessary action and compliance.
9. Copy to all head of the branches O/O Engineer-in-Chief, HP PWD, Shimla-2 for information & necessary action and compliance.
10. Nodal Officer (IT) O/O Engineer-in-Chief, HP, PWD, Shimla for uploading in website.

They are requested to ensure that the filing system is adopted as per the provisions of Chapter-X (Filing System) of Office Manual, Any lapse in this regard will be their personal responsibility.

  
Engineer-in-Chief  
Nirman Bhawan, Nigam Vihar,  
HP, PWD, Shimla- 171 002.  
