

MOST Urgent

No. PWD-A-E0(1)/27/2024
Government of Himachal Pradesh
Public Works Department

From

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

To

The Engineer-in Chief,
HPPWD, Shimla-2

Dated Shimla-2

2026

Subject:-

Regarding unauthorized direct correspondence with the
Government by Government employees-violation of
conduct rules.

Sir,

I am directed to invite your attention to this department letter of even number dated 30.07.2025 (copy enclosed) whereby detailed instructions were circulated for refraining all Government employees in HPPWD to make direct correspondence with the higher authorities but it is matter of concern that many officers / officials are still not adhering to these instructions & making direct correspondence with the Govt. totally in contravention of CCS (Conduct) Rules.

It is again reiterated that Rule 3(1)(iii) of the CCS (Conduct) Rules, 1964 provides that the Government servant will do nothing which is unbecoming of a Government servant and para 8.5.1 of Govt. of HP Office Manual, 2011 also provides that no member of the Department shall submit any letter/representation/request directly to the Governor / Chief Minister / Minister/ Chief Secretary / Secretary / Special Secretary / Additional Secretary / Joint Secretary/Deputy Secretary/Under Secretary or Head of the Department/Office. Further, Rule 11 of CCS (Conduct) Rules, 1964 provides that no Government servant shall, except in accordance with any general or special order of the Government or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any Government servant or any

other person to whom he is not authorized to communicate such document or information.

The Rule 20 of CCS (Conduct) Rules, 1964 also provides that no Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further their interests in respect of matters pertaining to their service under the Government. Moreover, Rule 3 of CCS (Conduct) Rules, 1964 provides that every Government servant is expected to maintain absolute integrity and discipline in official dealings, which includes adhering to prescribed channels of communication. The CCC (CCA) Rules, 1965 also empower the Disciplinary Authorities to take appropriate action against employees who are found guilty of misconduct, including violation of procedural discipline and insubordination.

In view of above, you are, directed to retreat these instructions to the notice of all concerned officers/officials under your control for strict adherence in letter & spirit, under intimation to this department and any violation of these instructions shall be treated as misconduct and disciplinary action should be taken against the erring officers/officials, as per the extant rules and instructions.

This may be treated as most urgent.

Yours faithfully,

(Shilpi Beakta)

Additional Secretary (PW) to the
Government of Himachal Pradesh

Dated 06/08/2026

Endst No. As above.

Copy forwarded for necessary action to the followings:-

1. All the CEs/SEs/EEs/AEs and other staff of HPPWD.
2. Nodal Officer (IT), O/o ENC, HPPWD for uploading on official website.

Additional Secretary (PW) to the
Government of Himachal Pradesh