

HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT

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

Dated:-

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:-

**Hand book on Personnel Matters-instructions
regarding.**

Sir,

**I am directed to enclose herewith a photocopy of
letter No. Per (AP-B)-A(1)-1/2011 dated 16.05.2026 received from the Chief
Secretary to the Government of Himachal Pradesh on the subject cited above for
information and taking further necessary action please.**

Encl: As Above

Yours faithfully;

Signed by

Som Bhardwaj

Date: 23-05-2026 13:19:00

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.

-Sd-

Registrar,

Himachal Pradesh PWD

Shimla-2

No. Per (AP-B)- A (1)-1/2011
Government of Himachal Pradesh
Department of Personnel
(Appointment-II)

From

The Chief Secretary to the
Government of Himachal Pradesh

To

- PR/En-c
B-I
22/5/26
- 1 All the Administrative Secretaries to the Government of Himachal Pradesh
 - 2 All the Head of Departments in Himachal Pradesh
 - 3 All the Divisional Commissioners / Deputy Commissioners in Himachal Pradesh
 - 4 All the Managing Directors/ Registrars/Secretaries of Boards/ Corporations/ Universities/ Autonomous Bodies in Himachal Pradesh

948
22/5/26

Dated Shimla-171002, the 16th May, 2026

Subject

Hand Book on Personnel Matters- instructions regarding.

Sir/Madam,

I am directed to invite your attention on the subject cited above and to say that the Department of Personnel and Finance Department, under the State Government, functions as the Nodal Department in all matters relating to personnel policies, service conditions and framing and interpretation of rules. All relevant notifications, orders, guidelines, instructions and statutory provisions issued/ circulated by the Personnel Department as well as Finance Department are duly hosted on the official website of the Department for ready reference.

2. A need was felt to comprehensively update and revise the *Hand Book on Personnel Matters*, which was earlier published in the years 1986 and 1995, in order to consolidate and present a structured compendium of the extant instructions, notifications and orders issued from time to time. Accordingly, a revised and updated version, namely *Hand Book on Personnel Matters (Edition-2021)*, has been brought out.
- Nilanj

3. While issuing Hand Books, it has been meticulously emphasized in **DISCLAIMER** – “Though all possible care has been taken to ensure accuracy and consistency in the event of a conflict between the Handbook and Government orders/ instructions on the subject, the latter will prevail. Any information given herein cannot be cited in any dispute or litigation, nor is it a substitute for a legal interpretation/ evidence. The user will be solely responsible for any consequence of the decision taken on the basis of information contained in this Handbook.”

4. The Handbook broadly comprises two parts ; the second part contains the authentic text of instructions, notifications and orders issued by the Department of Personnel and Finance, while the first part consists of chapter-wise descriptive narratives of instructions intended to facilitate ease of understanding and reference of the aforesaid instructions.

5. However, it has been observed that certain discrepancies, inadvertent errors and clerical mistakes have crept into the descriptive portions contained in various chapters of the Handbook. In several instances, judicial pronouncements by the Hon'ble High Court have relied upon these descriptive portions which have led to ambiguity and interpretations not fully aligned with the original instructions/orders issued by the Department of Personnel and the Finance Department.

6. It is pertinent to mention here that the *Hand Book on Personnel Matters* is primarily a reference document and does not, in itself, carry independent legal sanctity. The binding force rests only with the original notifications, instructions and orders etc. issued by the competent authorities and incorporated therein.

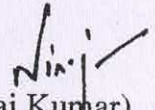
7. In view of the foregoing, it has become imperative to devise the following parameters/guiding principles, which shall be scrupulously adhered to while examining and processing cases relating to service matters, establishment issues and other personnel-related subjects, with due reference to the provisions, instructions and guidelines contained in the Handbook on Personnel Matters. These parameters are intended to ensure uniformity, transparency, administrative consistency and adherence to the established legal and procedural framework while dealing with such matters.:-

N.H.J.

- in case of any inconsistency or ambiguity, reliance shall invariably be placed on the original notifications, orders and instructions issued by the Department of Personnel and the Finance Department;
- no decision shall be based solely on the descriptive portions of the Handbook without due verification from the original source documents;
- all Departments shall exercise due diligence to ensure that interpretations and administrative decisions remain in strict conformity with the extant rules and instructions issued by the competent authorities.
- In case of any ambiguity, doubt or lack of clarity in interpretation, the Administrative Department shall invariably seek formal clarification or considered opinion from the Department of Personnel or the Finance Department, as the case may be, before taking any decision.

8. These instructions may also be accessed on the departmental website, namely Department of Personnel, Government of Himachal Pradesh under the "Personnel Matters Handbook" section.

Yours faithfully,



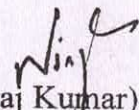
(Niraj Kumar)

Joint Secretary (Personnel) to the
Government of Himachal Pradesh
Email persbr2-hp@nic.in
Phone No. 0177 2626416

Endst No. As above

Dated Shimla-171002, the 16th May, 2026

Copy to the all Branch Officers / Section Officers, Himachal Pradesh Secretariat, Shimla-171002 for information and strict compliance.


(Niraj Kumar)

Joint Secretary (Personnel) to the
Government of Himachal Pradesh

Email persbr2-hp@nic.in

Phone No. 0177 2626416