

**Most Urgent**  
**Personal Attention**

No. Per(AP-B)B (15)-26/2020  
Government of Himachal Pradesh  
Department of Personnel (Appointment-II)

From

The Additional Chief Secretary (Personnel) to the  
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in H.P.
3. All Divisional Commissioners in H.P.
4. All Deputy Commissioners in H.P.
5. The Registrar General, H.P. High Court, Shimla-171001
6. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
7. The Secretary, H.P. Public Service Commission, Shimla-2.
8. The Managing Director/Secretaries of Boards/Corporations/ Public Sector Undertakings/ Autonomous Bodies etc.

Dated Shimla-2, the 18<sup>th</sup> June, 2020.

Subject: Regarding noting and drafting- instructions thereof.

Sir/Madam,

I am directed to refer to the subject cited above and to say that detailed procedure for dealing the various types of receipts, noting and drafting has been laid down in Chapter-XI of the Office Manual (Third Edition) published by the Government of H.P. in April, 2011. It is imperative that the detailed process is followed meticulously so that the issues involved are addressed, related correspondence/noting portion are referred to, IT tools are utilized to the optimum and appropriate decision by the competent authority is facilitated.



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2. However, it has been observed that the instructions contained in the Office Manual are not being followed in letter and spirit. Recently, an instance came to the notice of the Hon'ble High Court of H.P. wherein, the noting sheet had been pasted over. Hence, it is directed that in case old notes require amendment/modification, addition/deletion/substitution because of factual errors or any other reason or there is some printing deficiency, then instead of pasting it over, it should be cancelled by putting a cross mark and fresh notes be generated. In no case, such methods of over writing or pasting over of the noting sheets should be resorted to, which might indicate tampering of record of handwritten or computer-typed notes/comments/proposal.

3. These instructions be brought to the notice of all concerned for strict compliance. Any departure or deviation shall attract disciplinary proceedings apart from criminal action against the defaulter(s).

Yours faithfully,



(O.P. Bhandari) 18/06/2020

Deputy Secretary(Personnel) to the  
Govt. of Himachal Pradesh  
Phone No. 0177-2626097

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