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GAD (D)1-1/2014  
Government of Himachal Pradesh  
General Administration Department  
(Section-D)

From

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

To

1. All ACSs/Principal Secretaries/Secretaries/  
Special Secretaries/Addl. Secretaries/Joint  
Secretaries/Deputy Secretaries/ Under Secretaries  
to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. All Chairman/Managing Directors of Boards/  
Corporations in Himachal Pradesh.
4. All Deputy Commissioners in H.P.
5. The Registrar, H.P. High Court, Shimla.
6. The Registrar, H.P. University, Shimla-5/  
Agriculture University, Palampur/Dr. Y.S. Parmar  
University of Horticulture & Forestry, Nauni, Solan.

Dated Shimla-2, the 10<sup>th</sup> July, 2014

Subject:-

Instructions regarding reservation in Himachal Bhawan/Himachal  
Sadan, New Delhi/Himachal Bhawan, Chandigarh.

Sir,

I am directed to refer to the subject cited above and to say that the instructions issued by the Government regarding reservation of Himachal Bhawan/Sadan, New Delhi & Himachal Bhawan, Chandigarh are not being adhered to strictly, as a result of which the accommodation in these Bhawans is not being utilized effectively. In order to provide better service of accommodation for reservation in favour of officers/officials etc. in these Bhawans, following instructions are hereby reiterated :-

1. The applications/requests for reservation in no circumstances will be entertained after 12.00 (Noon) of the same day in respect of Himachal Bhawan, Chandigarh and after 12.00 (Noon) of the previous day in respect of Himachal Bhawan/Sadan New Delhi.
2. Officers/officials applying for reservation shall have to indicate whether they would be on official duty or private visit during their stay in State

H. N. Chandra



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Guest Houses/Rest Houses. Priority will be given to the officers/officials who are on official tour and for that purpose, they may enclose a copy of tour programme duly approved by competent authority/ copy of letter in support. Room tariff shall be charged accordingly at respective Bhawans/Rest Houses.

3. Requests for reservation in the name of family members of officers/officials/dignitaries without mentioning the name and relation, shall not be entertained if proper name and relation is not indicated.
4. To stop proxy and for security purpose, permit holders may be asked for Identity Proof in the respective Bhawans at the time of check in. No person shall be allowed to stay on the name of other person.
5. Reservation shall not be made for more than three days at a stretch. In case, the accommodation is made for more than one day and is not occupied on the first day / occupied by some one else on part of the reservation for subsequent day shall automatically stand cancelled.
6. Reservation is subject to availability and eligibility and can be cancelled without assigning any reason.

You are, therefore, requested to bring the above instructions to the notice of all concerned under your control/department for strict compliance.

Yours faithfully,

*Maha Nand Thakur*  
(Maha Nand Thakur)  
Joint Secretary (GAD) to the  
Government of Himachal Pradesh

Endst. No. as above, Dated Shimla-2, the 16<sup>th</sup> July, 2014.  
Copy for information and necessary action to :-

1. The P.S. to Secretary to Governor, H.P. Shimla-2.
2. The P.S. to Secretary (Lokayukta), H.P. Shimla.
3. The P.S. to Secretary, H.P. Vidhan Sabha, Shimla-4.
4. The Pr. P.S. to Hon'ble Chief Minister.
5. The Auditor General, H.P.
6. The Private Secretaries to all Ministers/Chief Parliamentary Secretaries, H.P.
7. The G.M. Himachal Bhawan, 27-Sikandra Road, New Delhi.
8. The G.M. Himachal Salan, 18-Sardar Patel Marg, New Delhi.
9. The G.M. Himachal Bhawan, Sector-28-B, Chandigarh.

R.C. - 16/19  
MTB - 16/21  
H/S - 16/25  
H/BCMD - 16/28

*Maha Nand Thakur*  
Joint Secretary (GAD) to the  
Govt. of Himachal Pradesh.



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No.GAD (D)1-1/2014  
Government of Himachal Pradesh  
General Administration Department  
(Section-D)

From

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

To

1. The General Manager, Himachal Bhawan  
27-Sikandra Road, New Delhi.
2. The General Manager, Himachal Sadan,  
18-Sardar Patel Marg, Chanakyapuri, New Delhi.
3. The Assistant General Manager,  
Himachal Bhawan, Chandigarh,  
Madhya Marg Sector-28, Chandigarh.
4. The Dy. Manager,  
Peterhoff H.P. State Guest House  
Shimla-171004

Dated Shimla-2, the 10/10/2019

Subject:- Instructions regarding reservation in Himachal Bhawan/Himachal Sadan, New Delhi, Himachal Bhawan, Chandigarh and in Peterhof, Shimla.

Sir,

In continuation to this Department letter of even number dated 12th June 2018, on the subject cited above, I am directed to say that instructions issued by this Department vide letter under reference (copy enclosed), regarding reservation in Himachal Bhawan and Himachal Sadan, New Delhi and in Himachal Bhawan, Chandigarh are not being adhered to, as a result of which the accommodation in these Bhawans/Sadan is not being utilized properly.

It has also been indicated in audit objection raised by Sr. Audit Officer (C) HP AG that some VIP guests /visitors stayed in Himachal Bhawan/Sadan, New Delhi without signing the Visitor Book & without producing Identity Card and some persons stayed in these Bhawans/Sadan on permits issued in favour of others, as proxy. This not only threatens the security of these Bhawans/Sadan but is also against

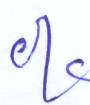


the guidelines of Delhi Police. The visitor register is not being signed by the visitors which poses a security threat in these Bhawans/Sadan.

It is imperative that the visitor register is signed by all visitors before checking in. The entry in visitor register should be made by name with full address/Mobile number mentioning the purpose of visit & category of tariff and copy of Identity Card ( i.e. Adhaar Card or Driving license or any other ID proof) of visitor is to be retained in Office record. The detail of ID be entered in the visitor register.

Therefore, in order to provide better and proper services of accommodation and to ensure proper security check in these Bhawans/Sadan, these instructions are hereby reiterated for strict compliance, by HPTDC and by all visitors who stay in the above mentioned Bhawans/Sadan.

Yours faithfully,



(Manoj Tomar)  
Addl. Secretary (GAD) to the  
Government of Himachal Pradesh  
2019

Endst. No. as above, Dated Shimla-2, the  
Copy for information and necessary action to :-

1. All ACSs/Principal Secretaries/Secretaries/Special Secretaries/Addl. Secretaries/ Joint Secretaries / Deputy Secretaries / Under Secretaries to the Govt. of H.P
2. The Registrar General, H.P. High Court, Shimla.
3. The Accountant General, Himachal Pradesh, Shimla.
4. All Chairmen/Managing Directors of Boards/ Corporations in Himachal Pradesh.
5. All Heads of Departments in Himachal Pradesh.
6. All Deputy Commissioners in H.P.
7. The Registrar, H.P. University, Shimla-5/ Agriculture University, Palampur/Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni, Solan.
8. The P.S. to Secretary to Governor, H.P. Shimla-2.
9. The Pr. P.S. to Hon'ble Chief Minister.
10. The Private Secretaries to all Ministers, H.P.
11. The P.S. to Secretary (Lokayukta), H.P. Shimla.
12. The P.S. to Secretary, H.P. Vidhan Sabha, Shimla-4.



(Manoj Tomar)  
Addl. Secretary (GAD) to the  
Govt. of Himachal Pradesh.