

No. GAD-D(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 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.

Dated:-Shimla-2, the

19th March, 2021

Subject:- Instructions regarding reservation in Himachal Bhawan/Himachal Sadan, New Delhi, Himachal Bhawan Chandigarh and in Circuit House, Willy's Park Shimla.

Sir,

I am directed to refer to the subject cited above and to say that instructions regarding reservation in the Himachal Bhawan/Himachal Sadan, New Delhi, Himachal Bhawan Chandigarh and in Peterhoff/Circuit House, Willy's Park Shimla are being issued by this Department from time to time. With a view to bring swiftness and transparency in reservation of rooms in the above guest houses, the State Government has started online reservation of rooms with effect from 25.02.2021. Now, due to the changed scenario, most of the instructions issued in the past require to be re-visited again and necessary changes/additions are to be incorporated for ensuring better service delivery. Some of these instructions have also become redundant and are to be reviewed in view of the recent developments in reservation process. Therefore, in supersession of all the previous instructions issued in this behalf from time to time, the following revised instructions are hereby issued for strict compliance of all concerned:-

1. The online applications/requests for reservation of rooms in the Himachal Bhawan/Himachal Sadan, New Delhi, Himachal Bhawan Chandigarh and in Circuit House, Willy's Park Shimla, for the same day shall be accepted by 5.00PM (excluding Sunday/Gazetted Holidays). However, applications/requests for reservation of rooms for subsequent day(s) may be submitted by the applicants even after 5.00PM. The applications/requests are to be submitted online on the web link- <https://himatithi.nic.in> .
2. Online application can be submitted only three days before the date on which room is required.
3. Submission of online application does not assure reservation of rooms. Room(s) if any allotted can be cancelled at any time without assigning any reasons.
4. The officer(s)/official(s) applying for reservation shall have to mention whether he/she is on official/private visit. The reservation will be made as per protocol of the State Government. However, priority will be given to the officer/official who is on official tour. Provided that such officer/official shall have to produce/submit a copy of tour programme or a certificate/document issued by the competent Controlling Authority, indicating clearly the duration of the official tour programme/visit, to the officer in charge of the respective Bhawan/Sadan/Circuit House/Rest House, failing which the officer/official will be treated on private visit and room tariff shall be charged accordingly. A copy of Tour Programme, if any, shall be retained for office record in respective Bhawan/Sadan etc.
5. With a view to stop proxy reservation/ stay in the Bhawan/Sadan/Circuit House/Rest House and also because of security consideration, all the visitors have to sign the Visitors Register before checking in. Entry in the Visitor Register should be made by name with full address/Mobile number, purpose of visit, category of staff, if any.
6. All occupants shall produce their photo identity card at the reception while checking-in. It may be Aadhar Card/ Pan Card/Driving License/Election Identity Card/Photo Identity Card issued by the State/Central Government or any other valid ID proof with photograph. A copy of such Identity Card shall be retained for office record in respective Bhawan/Sadan etc, if not uploaded with online application.

7. An officer/official shall not be permitted to occupy the Guest house/Circuit House/Rest House situated at his/her own Head Quarter except when the officer is on transfer or returning from long leave(more than one month).
8. Request of applicants for reservation in the name of family members of Hon'ble Minister/MLA/Officer/official etc. shall invariably mention the name and relation with the Hon'ble Minister/MLA/Officer/Official, failing which the application/request shall not be entertained.
9. Reservation shall not be made for more than three days at a stretch. In exceptional cases, accommodation in excess of this limit can be permitted with the prior approval of GAD. In case the accommodation is reserved for more than one day and the same is not occupied by the applicant on the first day of reservation, the reservation for subsequent day(s) shall automatically stand cancelled for the remaining day/days.
10. In case an accommodation remains vacant on a particular day, the officer in charge of the Guest house/Rest house shall allot the rooms with concurrence of the GAD for that day.
11. Reservation will be subject to the availability and eligibility and the authority reserves the right to cancel the reservation without assigning any reason.

You are requested that the above instructions may be circulated in your offices and are followed henceforth in letter and spirit.

Yours faithfully,

(Sachin Kanwal)

Joint Secretary(GAD)to the
Govt. of Himachal Pradesh.

Ph. 0177-2880661

Endst. No. GAD-D(D)1-1/2014 Dated: Shimla, 19th March, 2021

Copy for information with the request to ensure compliance of above instructions:-

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, Madhya Marg, Sector-28 Chandigarh.
4. The Deputy Manager, Peterhoff, H.P. State Guest House, Shimla-4.

(Sachin Kanwal)

Joint Secretary(GAD)to the
Govt. of Himachal Pradesh.