



### **CIRCULAR**

Incidents of loss of items owing to theft in some rooms of the Gorton Castle Building have been reported in the past few days.

In order to prevent recurrence of such incident's employees of both Audit and A&E offices and security personnel on duty are advised to adhere to the following measures immediately.

- personal belongings/valuables may not be left unattended and should be kept at a safe place.
- employees before leaving office should ensure that cabinets and drawers of their table/almirah are locked.
- Security personnel on duty especially after office hours should check and lock rooms of both offices at the earliest and also ensure that the rooms in the morning are not opened prior to 7.30 AM. Security personnel at the entrance gate may ensure that no vehicle enters the premises of Gorton Castle Building without valid parking sticker and that no unauthorised person enters the office premises.
- If required, proper checking should be done at the entry and exit points by the security personnel on duty.
- Senior Audit Officer (Estate) may ensure that in case any complaint of loss of belongings/items are reported prime facie investigation on the basis of CCTV footage with the approval of competent authority is initiated to identify the accused and initiate further action in accordance with the rules. It is emphasised that GFR provisions from Rule 33 to Rule 38 should be strictly followed and the entire procedure be completed within a reasonable time period.



The above measures would lead to strengthening of internal controls.

However employees of both Audit and A&E offices should be vigilant in order to achieve zero tolerance in the matter.

**Authority:- Principal Accountant General orders dated 02-05-25**

**sd/-**


**Welfare Officer**

**No. Welfare/Audit/Theft/2025-26/131-137**

**Dated :- 08-05-2025**

**Copy for information to**

- 1. Secretary to Principal Accountant General (Audit) HP Shimla-3**
- 2. Secretary to Principal Accountant General (A&E) HP Shimla-3**
- 3. Senior Audit Officer (Estate)**
- 4. Senior Audit Officer (GD)**
- 5. All officers/officials of Audit on e-mail**
- 6. All officers/officials of A&E on e-mail**
- 7. Notice Board**

  
**Welfare Officer**



**CIRCULAR**

**Subject:- Prohibition of consumption of gutka etc in office premises.**

It has come to notice that some officials are chewing gutka and spitting the same in the office wall corners/washbasins/toilets of the Gorton Castle Building thereby degrading the cleanliness and decorum of the office.

Rule 22 of CCS (conduct) Rules 1964 envisage that Government servant shall not be under the influence of any interacting drug or drink during duty hours.

As Consuming and spitting of products like gutka are prohibited, all employees are advised to refrain from such act and any violation would result in disciplinary action against the guilty Government servant.

**Authority:- Principal Accountant General orders dated 05-05-2025**

*sd/-*  
Welfare Officer

**No. Welfare/Audit/Prohibition Gutka/2025-26/121-125**

**Dated :- 05-05-2025**

**Copy for information to**

1. Secretary to Principal Accountant General (Audit) HP Shimla-3
2. Secretary to Principal Accountant General (A&E) HP Shimla-3
3. All officers/officials of Audit on e-mail
4. All officers/officials of A&E on e-mail
5. Notice Board

*Amelika*  
Welfare Officer  
*05/05/25*





### CIRCULAR

Please refer to circular dated 26-11-24 (copy enclosed) wherein it has been emphasized that it is mandatory for all the MTS entitled for dress allowance to strictly follow the dress code and to wear proper uniform during office hours.

कृपया दिनांक 26-11-24 के परिपत्र (प्रतिलिपि संलग्न) को देखें जिसमें इस बात पर जोर दिया गया है कि ड्रेस भत्ते के हकदार सभी एमटीएस के लिए ड्रेस कोड का सख्ती से पालन करना और कार्यालय समय के दौरान उचित वर्दी पहनना अनिवार्य है।

It is again reiterated that MTS drawing dress allowance may strictly adhere to the dress code during office hours and any violation would attract action under the rules.

पुनः यह दोहराया जाता है कि एमटीएस आहरित ड्रेस भत्ता कार्यालय समय के दौरान ड्रेस कोड का कड़ाई से पालन करता है और किसी भी उल्लंघन पर नियमों के तहत कार्रवाई की जाएगी।

Though adherence to wearing of proper uniform or not by MTS drawing dress allowance is monitored on daily basis by entry in a register in welfare section but to further strengthen internal controls PAs/Sr. AOs/AAOs at HQs are also requested to report any cases of violation of dress code by MTS deployed to perform duties under their control in order to achieve zero tolerance in the matter.

यद्यपि एमटीएस द्वारा उचित वर्दी पहनने या न पहनने के अनुपालन की निगरानी कल्याण अनुभाग में एक रजिस्टर में प्रविष्टि द्वारा दैनिक आधार पर की जाती है, लेकिन आंतरिक नियंत्रणों को और मजबूत करने के लिए मुख्यालयों में पीएस/सीनियर एओएस/एओ से यह भी अनुरोध किया जाता है कि वे अपने नियंत्रण में ड्यूटी करने के लिए तैनात एमटीएस द्वारा ड्रेस कोड के उल्लंघन के किसी भी मामले की रिपोर्ट करें ताकि मामले में शून्य सहिष्णुता प्राप्त की जा सके।

Authority:- Sr. DAG (Admin) orders dated 27-05-2025

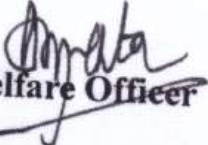
-Sd-  
Welfare Officer  
दिनांक : 27.05.2025

सं:कल्याण/ले०प०/सूचना/2025-26/203-213

Copy for information to :-

- 1 Secretary to Principal Accountant General (Audit) HP Shimla-3
2. PA to Sr. DAG (Admn.)
3. PA to DAG (AMG-I)

4. PA to DAG (AMG-II)
5. PA to DAG (AMG-III)
6. All 13 regular MTS for strict compliance
7. Sr. AO (ITA)
8. All Sr. AOs at HQs
9. All AAOs at HQs
10. Welfare Assistant (Audit)
11. Caretaker for strict compliance

  
Welfare Officer





No. Welfare/Audit/uniform/2024-25/505-65

Dated: -26/11.2024

**Circular**

It is mandatory for all the MTS entitled for dress allowance, to strictly follow the dress code and to wear proper uniform during office hours.

It has been brought to the notice of the welfare section that the MTS who are otherwise drawing dress allowance admissible under rules are not wearing proper uniform during office hours and the competent authority has viewed the matter seriously.

All the MTS are therefore directed to wear proper uniform during office hours and any violation will attract action against the defaulters.

All the concerned officers of the sectors/sections are also requested to report any violation of dress code by the MTS deployed under their control, to welfare section.

Authority: - *[Signature]* vide dt 25/11/24

*[Signature]*  
Welfare Officer

**Copy for information to:-**

1. Secretary to Pr. Accountant General
2. PA to Sr. DAG (Admn.)
3. PA to DAG (AMG-I)
4. PA to DAG (AMG-II)
5. PA to DAG (AMG-III)
6. All 15 regular MTS for strict compliance
7. Sr. Audit Officer (ITA)
8. All Sr. Audit Officer at HQ's
9. All Asstt. Audit Officer at HQ's
10. Welfare Assistant/Caretaker for strict compliance

*[Signature]*  
Welfare Officer



भारत सरकार  
भारतीय लेखापरीक्षा तथा लेखा विभाग  
प्रधान महालेखाकार (लेखापरीक्षा)  
हिमाचल प्रदेश, शिमला-171003



Government of India  
Indian Audit and Accounts Department  
Principal Accountant General (Audit)  
Himachal Pradesh, Shimla-171003

## **Circular**

To maintain a productive and professional work environment employees of both offices of the Accountants General as per conduct rules are duty bound to contribute to a focused workplace and ensure to remain at their designated workstations during office hours.

उत्पादक और व्यावसायिक कार्य वातावरण बनाए रखने के लिए, आचरण नियमों के अनुसार महालेखाकार के दोनों कार्यालयों के कर्मचारी एक केंद्रित कार्यस्थल में योगदान करने और कार्यालय समय के दौरान अपने निर्दिष्ट कार्यस्थलों पर रहना सुनिश्चित करने के लिए बाध्य हैं।

Employees of both Audit and A&E offices are also advised to utilize the scheduled office hours effectively and remain engaged in their work responsibilities and avoid standing in groups in the office premises and near the main entrance gate.

लेखापरीक्षा और लेखा हकदारी कार्यालयों दोनों के कर्मचारियों को यह भी सलाह दी जाती है कि वे निर्धारित कार्यालय समय का प्रभावी ढंग से उपयोग करें और अपनी कार्य जिम्मेदारियों में लगे रहें और कार्यालय परिसर में और मुख्य प्रवेश द्वार के पास समूहों में खड़े होने से बचें।

Further employees are encouraged to use break hours for relaxation and informal discussions ensuring that the areas are kept clean and tidy.

इसके अलावा, कर्मचारियों को विश्राम और अनौपचारिक चर्चाओं के लिए ब्रेक के घंटों का उपयोग करने के लिए प्रोत्साहित किया जाता है, यह सुनिश्चित करते हुए कि क्षेत्रों को साफ सुथरा रखा जाता है।

Every individual is requested to take individual ownership and play a role in maintaining positive work environment and have a unique honour/pride of working in the historical Gorton Castle Building.



प्रत्येक व्यक्ति से अनुरोध है कि वे व्यक्तिगत स्वामित्व लें और सकारात्मक कार्य वातावरण बनाए रखने में भूमिका निभाएं और ऐतिहासिक गॉर्टन कैसल बिल्डिंग में काम करने का एक अनूठा सम्मान / गर्व प्राप्त करें।

Authority:- Sr. DAG (Admin) cum Estate Officer order dated 02-06-2025

-Sd-  
Welfare officer

No. Welfare/Audit/Work Environment/2025-26/256-271

Dated:- 02-06-2025

Copy for information to:-

1. Secretary to Principal Accountant General (Audit) HP Shimla-3
2. Secretary to Principal Accountant General (A&E) HP Shimla-3
3. PA to Sr. DAG (Admn.)
4. PA to DAG (AMG-I)
5. PA to DAG (AMG-II)
6. PA to DAG (AMG-III)
7. PA To DAG (Admn.) (A&E)
8. PA to DAG (Pension/VLC)
9. All officers/officials of Audit on e-mail
10. All officers/officials of A&E on e-mail
11. Notice Board
12. Caretaker (Audit)
13. Caretaker (A&E)
14. Sr. AOs Association of both Audit and A&E office
15. AAOs Association (recognized) of both Audit and A&E office
16. Group 'C' Association of both offices

*Amanta*  
Welfare officer  
02/06/25



भारत सरकार  
भारतीय लेखापरीक्षा तथा लेखा विभाग  
प्रधान महालेखाकार ( लेखापरीक्षा )  
हिमाचल प्रदेश, शिमला-171003



Government of India  
Indian Audit and Accounts Department  
Principal Accountant General (Audit)  
Himachal Pradesh, Shimla-171003

## Circular

In line with commitment to energy conservation and as a step to ensure safety of the Gorton Castle Building it is reiterated that the main electricity switch is turned off at 7:00 PM, everyday, by the Watch and Ward security personnel on duty.

ऊर्जा संरक्षण के प्रति प्रतिबद्धता के अनुरूप और गॉर्टन कैसल बिल्डिंग की सुरक्षा सुनिश्चित करने के लिए एक कदम के रूप में यह दोहराया जाता है कि मुख्य बिजली स्विच को हर रोज शाम 7:00 बजे ड्यूटी पर तैनात सुरक्षा कर्मियों द्वारा बंद कर दिया जाता है।

However in case of exigencies of office work which require presence of staff of both offices of the Accountants General beyond 7:00 PM the lights of the respective floor/area as the case may be should not be switched off provided approval of the competent authority to undertake office work beyond 7:00 PM has been obtained, in writing.

तथापि, कार्यालय कार्य की अत्यावश्यकताओं के मामले में जिसमें महालेखाकार के दोनों कार्यालयों के कर्मचारियों की अपराह्न 7:00 बजे के बाद उपस्थिति अपेक्षित है, संबंधित तल/क्षेत्र, जैसा भी मामला हो, की रोशनी को बंद नहीं किया जाना चाहिए बशर्ते कि 7:00 बजे के बाद कार्यालय कार्य करने के लिए सक्षम प्राधिकारी का अनुमोदन लिखित रूप में प्राप्त किया गया हो।

Employees of both offices of the Accountants General are requested to adhere to the instructions in letter and spirit as switching off main electricity switch at 7:00 PM sharp is essential for ensuring safety of the historical Gorton Castel Building.



महालेखाकार के दोनों कार्यालयों के कर्मचारियों से अनुरोध है कि वे निर्देशों का अक्षरशः पालन करें क्योंकि ऐतिहासिक गॉर्टन कास्टेल बिल्डिंग की सुरक्षा सुनिश्चित करने के लिए शाम 7:00 बजे मुख्य बिजली स्विच को बंद करना आवश्यक है।

Authority:- Sr. DAG (Admin) cum Estate Officer order dated 02-06-2025

-Sd-  
Welfare officer

No. Welfare/Audit/Work Environment/2025-26/272-285

Dated:- 02-06-2025

Copy for information to:-

1. Secretary to Principal Accountant General (Audit) HP Shimla-3
2. Secretary to Principal Accountant General (A&E) HP Shimla-3
3. PA to Sr. DAG (Admn.)
4. PA to DAG (AMG-I)
5. PA to DAG (AMG-II)
6. PA to DAG (AMG-III)
7. PA To DAG (Admn.) (A&E)
8. PA to DAG (Pension/VLC)
9. All officers/officials of Audit on e-mail
10. All officers/officials of A&E on e-mail
11. Notice Board
12. Caretaker (Audit)
13. Caretaker (A&E)
14. Security Personnel (Outsourced all 12)

*Menta*  
Welfare officer  
02/06/25





### CIRCULAR

As per Fundamental Rules (F.R.) No 11, the whole time of a Government Servant is at the disposal of the Government.

मौलिक नियमों (एफआर) नंबर 11 के अनुसार, सरकारी कर्मचारी का पूरा समय सरकार के नियंत्रण में होता है।

With a view to meeting the emergencies of work the competent authority can in the interest of public service take a decision to keep the office open fully or partially on public holidays/Sunday.

कार्य की आपात स्थितियों को पूरा करने की दृष्टि से सक्षम प्राधिकारी लोक सेवा के हित में सार्वजनिक अवकाश/रविवार को कार्यालय को पूर्णतः अथवा आंशिक रूप से खुला रखने का निर्णय ले सकता है।

As per Manual of General Procedure and of the Establishment Branch and with a view to ensure proper maintenance of security arrangements staff will not be permitted to attend office on working days after 07:00 PM. Members of staff who wish to attend office after 07:00PM should obtain written permission of Sr. Deputy Accountant General (Admin) or Deputy Accountant General of the respective AMG/section through the respective branch officers.

सामान्य प्रक्रिया नियमावली और स्थापना शाखा के अनुसार और सुरक्षा व्यवस्था के उचित रखरखाव को सुनिश्चित करने के उद्देश्य से कर्मचारियों को कार्य दिवसों में शाम 07:00 बजे के बाद कार्यालय में उपस्थित होने की अनुमति नहीं दी जाएगी। कर्मचारी जो 07:00 बजे के बाद कार्यालय में उपस्थित होना चाहते हैं, उन्हें संबंधित शाखा अधिकारियों के माध्यम से संबंधित एएमजी / अनुभाग के वरिष्ठ उप महालेखाकार (प्रशासन) या उप महालेखाकार की लिखित अनुमति प्राप्त करनी चाहिए।

Similar permission should be obtained for working on public holidays and Sundays also. Rooms of the AMG/sections of both offices will be opened only if a member of the supervisory staff of the AMG/section also attends office and he is in possession of a written permission from the Deputy Accountant General concerned to attend office. A copy of the permission shall be provided to welfare section, well in advance.

इसी तरह की अनुमति सार्वजनिक अवकाश और रविवार को भी काम करने के लिए प्राप्त की जानी चाहिए। एएमजी / दोनों कार्यालयों के अनुभागों के कमरे केवल तभी खोले जाएंगे जब एएमजी / अनुभाग के पर्यवेक्षी स्टाफ का कोई सदस्य भी कार्यालय में उपस्थित होता है और उसके पास कार्यालय में उपस्थित होने के लिए संबंधित उप महालेखाकार से लिखित अनुमति होती है। अनुमति की एक प्रति कल्याण अनुभाग को अग्रिम रूप से प्रदान की जाएगी।



A register should be maintained by the AAO (both Audit & A&E) of the concerned AMG/section for recording details of the staff of their section working after 7:00 PM on working days and on public holidays/Sunday.

कार्य दिवसों और सार्वजनिक अवकाशों/रविवार को कार्यालय समय से बाहर काम करने वाले अपने अनुभाग के कर्मचारियों के विवरण रिकॉर्ड करने के लिए संबंधित एएमजी/अनुभाग के स०लेप०अ०/लेअ० (लेखा परीक्षा और लेखाहकदारी दोनों) द्वारा एक रजिस्टर रखा जाना चाहिए।

The register should be put up to the branch officer after the entries are attested by the AAO.

1. Serial No
2. Date of Attendance
3. Name of official
4. Duration of time permitted
5. Actual time of arrival and departure

एएओ द्वारा प्रविष्टियों को सत्यापित करने के बाद रजिस्टर को शाखा अधिकारी के सामने रखा जाना चाहिए।

1. क्रम संख्या
2. उपस्थिति की तिथि
3. अधिकारी का नाम
4. अनुमत समय की अवधि
5. आगमन और प्रस्थान का वास्तविक समय

Further a register shall also be maintained at the main entrance to the office in which all staff members coming to office on holidays/Sunday for official work should note their full name, section, exact time of arrival and correct time of departure. No unauthorised person or officer/official of both offices of the Accountants Generals without proper permission of the competent authority should enter the premises of Gorton Castle Building.

इसके अलावा, कार्यालय के मुख्य प्रवेश द्वार पर एक रजिस्टर भी रखा जाएगा जिसमें आधिकारिक काम के लिए छुट्टियों पर कार्यालय आने वाले सभी स्टाफ सदस्यों को अपना पूरा नाम, अनुभाग, आगमन का सही समय और प्रस्थान का सही समय नोट करना



चाहिए। किसी भी अनधिकृत व्यक्ति अथवा महालेखाकार के दोनों कार्यालयों के अधिकारी/कर्मचारी को सक्षम प्राधिकारी की उचित अनुमति के बिना गॉर्टन कैसल भवन के परिसर में प्रवेश नहीं करना चाहिए।

All employees should strictly adhere to the aforementioned instructions and any violation of the above shall be considered as an act of indiscipline/unbecoming of a Government Servant and would entail disciplinary action under the rules.

सभी कर्मचारियों को उपर्युक्त अनुदेशों का कड़ाई से पालन करना चाहिए और उपर्युक्त के किसी भी उल्लंघन को सरकारी कर्मचारी के प्रति अनुशासनहीनता/अशोभनीय कार्य माना जाएगा और नियमों के तहत अनुशासनात्मक कार्रवाई की जाएगी।

Authority:- Sr. DAG (Admin) orders dated 27-05-2025

-Sd-

Welfare Officer

दिनांक : 27.05.2025

सं:कल्याण/ले०प०/सूचना/2025-26/214-228

Copy for information to:-

1. Secretary to Principal Accountant General (Audit) HP Shimla-3
2. Secretary to Principal Accountant General (A&E) HP Shimla-3
3. PA to Sr. DAG (Admn.)
4. PA to DAG (AMG-I)
5. PA to DAG (AMG-II)
6. PA to DAG (AMG-III)
7. PA to DAG (Admn.) (A&E)
8. PA to DAG (Pension/VLC)
9. All officers/officials of Audit on e-mail
10. All officers/officials of A&E on e-mail
11. Notice Board
12. Caretaker (Audit)
13. Caretaker (A&E)
14. Security Personnel (Outsourced all 12)
15. AAO (GD) Audit

Welfare Officer  
27/05/25





**CIRCULAR**

1. The agreement undertaken between the respective Audit and A&E offices and the vendor provides that outsourced staff viz MTS/Safaiwalas/Canteen Attendants/Halwai cum Cook/DEOs shall attend office on all days of the week (Monday to Saturday).

संबंधित लेखा परीक्षा और लेखा हकदारी कार्यालयों और विक्रेता के बीच किए गए समझौते में यह प्रावधान है कि आउटसोर्स किए गए कर्मचारी अर्थात् एमटीएस/सफाईवाला/कैंटीन परिचर/हलवाई सह रसोइया/डीईओ सप्ताह के सभी दिनों (सोमवार से शनिवार) को कार्यालय में उपस्थित होंगे।

2. Accordingly the attendance and duties performed by the outsourced staff in their respective categories is monitored by Welfare Section/Manager Canteen/GD section (Audit & A&E offices).

तदनुसार, आउटसोर्स कर्मचारियों द्वारा उनकी संबंधित श्रेणियों में की गई उपस्थिति और कर्तव्यों की निगरानी कल्याण अनुभाग/प्रबंधक कैंटीन/जीडी अनुभाग (लेखा परीक्षा और लेखा हकदारी कार्यालय) द्वारा की जाती है।

3. To strengthen internal controls henceforth outsourced employees of both offices of the Accountants General who attend office on non-working days as per contract agreement shall enter their details alongwith time of entry and departure in office in a register available with security personnel at the Main entrance gate (near gumti) separately for both Audit and A&E offices. This would be in addition to the procedure of attendance already in place in respect of outsourced staff of both offices.

अब से आंतरिक नियंत्रणों को सुदृढ़ करने के लिए महालेखाकार के दोनों कार्यालयों के आउटसोर्स कर्मचारी, जो संविदा करार के अनुसार गैर-कार्य दिवसों पर कार्यालय आते हैं, लेखा परीक्षा और लेखा हकदारी दोनों कार्यालयों के लिए मुख्य प्रवेश द्वार (गुमटी के निकट) पर सुरक्षा कर्मियों के पास उपलब्ध रजिस्टर में कार्यालय में प्रवेश और प्रस्थान के समय के साथ अपना विवरण दर्ज करेंगे। यह दोनों कार्यालयों के आउटसोर्स स्टाफ के संबंध में पहले से मौजूद उपस्थिति की प्रक्रिया के अतिरिक्त होगा।



4. Security personnel deployed for Watch and Ward duties should ensure compliance of the above procedure in letter and spirit and any violation shall be viewed seriously by the competent authority and action against the defaulter (security personnel on duty) will be initiated in accordance with the terms and conditions envisaged in the contract agreement

पहरा और निगरानी ड्यूटी के लिए तैनात सुरक्षा कर्मी को इसका अक्षरशः अनुपालन सुनिश्चित करना चाहिए और किसी भी उल्लंघन को सक्षम प्राधिकारी द्वारा गंभीरता से लिया जाएगा और चूककर्ता (ड्यूटी पर तैनात सुरक्षा कर्मी) के विरुद्ध कार्रवाई संविदा करार में परिकल्पित निबंधन और शर्तों के अनुसार शुरू की जाएगी।

Authority:- Sr. DAG (Admin) cum Estate Officer orders dated 29.05.2025

-sd-

Welfare Officer

दिनांक : 29.05.2025

सं:कल्याण/ले०प०/सूचना/2025-26/239-253

Copy for information to:-

1. Secretary to Principal Accountant General (Audit) HP Shimla-3
2. Secretary to Principal Accountant General (A&E) HP Shimla-3
3. PA to Sr. DAG (Admn.)
4. PA to DAG (AMG-I)
5. PA to DAG (AMG-II)
6. PA to DAG (AMG-III)
7. PA to DAG (Admn.) (A&E)
8. PA to DAG (Pension/VLC)
9. All officers/officials of Audit on e-mail
10. All officers/officials of A&E on e-mail
11. Notice Board
12. Caretaker (Audit) for necessary action
13. Caretaker (A&E) for necessary action
14. Security Personnel (Outsourced all 12)
15. AAO (GD) Audit

Welfare Officer

*[Signature]*  
29/5/25





**CIRCULAR**

In view of security reasons the entry of vehicles (four wheelers and two wheelers) of employees of the offices of the Principal Accountant General (Audit) and Principal Accountant General (A&E) Himachal Pradesh Shimla for parking in the premises of Gorton Castle Building during office hours **on first come first served basis** has been regulated afresh through issuance of parking stickers as per criteria envisaged in para 3 of circular dated 05-12-2024 (copy enclosed) with the approval of competent authority.

Employees of both offices are hereby informed that henceforth old parking stickers issued during previous years may be treated as **cancelled/withdrawn**.

**Vehicles bearing old parking stickers will not be allowed entry in the premises of Gorton Castle Building.**

Security personnel entrusted with the security of the building may ensure that only vehicles bearing the new parking sticker enter the premises of Gorton Castle Building during office hours.

Authority:- Pr.AG cum Estate Manager orders dated 21-04-2025

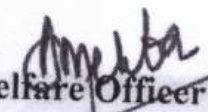
Welfare Officer

No. Welfare/Audit/Parking Sticker/2025-26/44-55

Dated: 21-04-2025

Copy for information to:-

1. Secretary to Estate Manager cum Principal Accountant General HP Shimla-3
2. Secretary to Principal Accountant General (A&E) HP Shimla-3
3. PA to Sr. DAG (Admn.)
4. PA to DAG (AMG-I)
5. PA to DAG (AMG-II)
6. PA to DAG (AMG-III)
7. PA to DAG (Admn.) (A&E)
8. PA to DAG (Pension/VLC)
9. All officers/officials of Audit on e-mail
10. All officers/officials of A&E on e-mail
11. Manager (Canteen)
12. Notice Board

  
Welfare Officer





## CIRCULAR

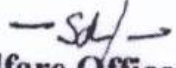
**Subject:- Issuance of Parking Sticker for the vehicles of employees of the O/o the Principal Accountant General (Audit) HP Shimla and O/o the Principal Accountant general (A&E) HP Shimla.**

1. The undersigned is directed to inform that the entry of vehicles of employees of the O/o the Principal Accountant General (Audit) HP Shimla and O/o the Principal Accountant General (A&E) HP Shimla in the premises of Gorton Castle building during office hours only with parking stickers issued during the previous years and upto 29-11-2024 will be valid upto 28-02-2025. From 01-03-2025 no vehicle of employee with old parking sticker will be allowed to enter in the premises of Gorton Castle building.
2. Therefore employees of both offices housed in the Gorton Castle building are requested to apply for fresh Parking Stickers in the prescribed proforma (Copy enclosed) .
3. It may further be ensured that application form for issuance of four wheeler or two wheeler parking sticker may be submitted to Welfare Section only if the vehicle is registered in the name of officer/official himself/herself. In case the vehicle is registered in the name of his/her spouse, son, daughter (Unmarried) the application form should be forwarded alongwith an undertaking or declaration by the owner of the vehicle stating that the applicant is using the vehicle for entering Gorton Castle building for official purpose only.
4. Moreover applicants must mention the number of the parking sticker Permit No. issued to them in previous years and upto 29-11-2024 in the application form and all the applicants must surrender the old parking sticker issued to them .
5. Security personnel entrusted with the security of the building have been directed by the competent authority that with effect from 01-03-2025 vehicles which do not bear the parking sticker will not be allowed to enter the premises of Gorton Castle building in view of security reasons.
6. An individual employee may be issued parking sticker for ONE FOUR WHEELER and ONE TWO WHEELER ONLY. Copy of I-card, Registration certificate and Driving License must be enclosed alongwith the application form.
7. Issuance of parking sticker for employees not having vehicles registered as envisaged in para 03 ibid in special cases/medical reasons would require approval of the Estate Manager cum Principal Accountant General.



Application in the prescribed format for fresh parking permit sticker should be submitted to Welfare Section latest by 15-02-2025 except in cases of transfer/promotion/deputation/purchase of new Four wheeler/Two wheeler.

Authority :- Pr. AG orders dated:- 02-12-2024

  
Welfare Officer

No. Welfare/Audit/Parking Sticker/2024-25/ 675-86

Dated:- 05.12.2024

Copy for information to:-

1. Secretary to Estate Manager cum Principal Accountant General HP Shimla-3
2. Secretary to Principal Accountant General (A&E) HP Shimla -3
3. PA to Sr. DAG (Admn.)
4. PA to DAG (AMG-I)
5. PA to DAG (AMG-II)
6. PA to DAG (AMG-III)
7. PA to DAG (Admn.) (A&E)
8. PA to DAG (Pension/VLC)
9. All officers/officials of Audit on e-mail
10. All officers/officials of A&E on e-mail
11. Manager (Canteen)
12. Notice Board.

  
Welfare Officer





**CIRCULAR**

Permission in respect of sports quota recruited players in State/National/International tournaments is being granted by the competent authority in accordance with the HQs instructions and the period of absence for participation in such tournaments is being treated as on duty with reference to DOPT OM dated 16-07-1985 & 07-11-1988 and also regularised by special CL (maximum 30 days) in case of tournaments of local importance (district level).

Further players recruited under sports quota are being allowed to play from any State as per HQs instructions.

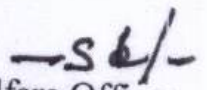
Instances have come to notice that sports quota recruited players for participation in State/National tournaments are leaving office without permission of the competent authority as and when NOC is issued by the sector/section.

**In terms of Rule 3 (I) (ii) of CCS (conduct) Rule 1964 every Government servant shall at all times maintain devotion to duty.**

Leaving HQs for participation in State/National tournaments without seeking permission of the competent authority is viewed as conduct of unbecoming of a Government servant and will call for disciplinary action in accordance with the relevant rules as and when such irregularly comes to notice.

Controlling officers under whom the sports quota recruited players are working may **strictly ensure** that the sports quota recruited players are not relieved for participation in the State/National tournaments till permission of the competent authority for participation is conveyed by welfare section, failing which they shall be held responsible for the lapse.

Authority:- Pr.AG orders dated 02-05-2025

  
Welfare Officer

No.Welfare/Audit/Sports/Permission/2025-26/168-19

Dated:- 01-05-2025

Copy for information to:-

1. Secretary to Principal Accountant General HP Shimla-3
2. Secretary to Principal Accountant General (A&E) HP Shimla-3
3. PA to Sr. DAG (Admn.)
4. PA to DAG (AMG-I)
5. PA to DAG (AMG-II)
6. PA to DAG (AMG-III)
7. PA to DAG (Admn.) (A&E)



8. PA to DAG (Pension/VLC)
9. All officers/officials of Audit on e-mail
10. All officers/officials of A&E on e-mail
11. Notice Board
12. General Secretary Sports and Recreation Club to please mentor sports persons and advising them to adopt the procedure as per rules.

*Amelba*  
Welfare Officer  
*10/05/05*