

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)
हिमाचल प्रदेश, गॉर्टन कैसल
शिमला - 171 003



Office of the Principal Accountant General (Audit)
Himachal Pradesh,
Gorton Castle, Shimla-171 003

I/1315778/2026

16-02-2026

सेवा में,

वरिष्ठ उप महालेखाकार (प्रशासन, हकदारी, सम्पदा एवं प्रोक्योरमेंट, आई टी, हिंदी ,
SFAR)
वरिष्ठ उप महालेखाकार, ए0एम0जी0 – I,
उप महालेखाकार, ए0एम0जी0 – II,
उप महालेखाकार, ए0एम0जी0 – III,
कल्याण अधिकारी,
वरिष्ठ लेखापरीक्षा अधिकारी (आई. टी. ए.)

विषय Observance of Consolidated Guidelines on Official Dealings between
the Administration and Members of Parliament and State Legislatures – reg.

महोदय/महोदया,

उपरोक्त विषय पर पत्र संलग्न है |

भवदीया,

संलग्न: उपरोक्त |

वरिष्ठ लेखापरीक्षा अधिकारी
समन्वय एवं प्रतिवेदन

To,

Sr. Dy. Accountant General (Admn., Entitlement, E & P, IT & DA,
SFAR and Hindi),

Sr. Dy. Accountant General (AMG-I),

Dy. Accountant General (AMG-II),

Dy. Accountant General (AMG-III),

Welfare Officer,

Sr. Audit Officer (ITA)

Subject: Observance of Consolidated Guidelines on Official Dealings between
the Administration and Members of Parliament and State Legislatures – reg.

Sir/Madam,

HQ's has forwarded OM No. 11013/16/2025-PP.A-III dated
12.01.2026 issued by the Department of Personnel & Training, Ministry of
Personnel, Public Grievances and Pensions regarding consolidated guidelines on
official dealings between the Administration and Members of Parliament and State
Legislatures (copy enclosed).

The said guidelines reiterate the importance of prompt, courteous
and proper handling of all communications and interactions with Members of
Parliament and Members of State Legislatures. The instructions, inter alia,
emphasize:

- Acknowledgement of communications within 15 days and issuance of final
reply within the prescribed timeline.
- Ensuring replies are issued at the appropriate level.
- Observance of courtesy, respect and due protocol in all official interactions.
- Avoidance of undue delay or procedural lapses.
- Strict adherence to the applicable Conduct Rules.

In this regard, all you are requested to direct the AMGs/section under
your control to ensure that the above guidelines are scrupulously adhered to.
Further, a proper mechanism may be put in place to monitor receipt,
acknowledgement and timely disposal of such communications.

Yours faithfully,

Encls: As above.

Sd/-
Sr. Audit Officer
Coordination & Report