

**PERSONAL ATTENTION**

**No. 4-88/72-Vety-Vol-41-Loose**  
Directorate of Animal Husbandry,  
Himachal Pradesh, Shimla-5.

From

The Director, Animal Husbandry,  
Himachal Pradesh, Shimla-5.

To

All the Heads of Offices,  
Animal Husbandry Department,  
Himachal Pradesh.

Dated Shimla 171005, the

November, 2024

Subject:-

**Regarding Direct Correspondence with Higher Authorities- instructions, thereof.**

Memo,

On the subject cited above, it is observed by the undersigned that some of the Paravets and JOA(IT) etc. are corresponding directly with the Head of the Department instead sending their requests through proper channel.

In this regard, your attentions is invited to the Government of India decisions No. 26, 26-A and 26-B read with Rule 3(1)(iii) of the CCS (Conduct) Rules, 1964 which provide that the Government servant will do nothing which is unbecoming of a Government servant and also to the para 8.5.1 of Office Manual, which provides that no member of the Department shall submit any letter/ representation/ request directly to the Government and Head of the Department/ Office. And all the communications should be sent through proper channel to the higher authority, accordingly.

In view of above mentioned, all the officers/ officials are directed to adhere to the aforesaid instructions in letter and spirit and failure to observe these instructions shall be severely dealt with under the CCS(Conduct) Rules.

**Apart from above, all the Deputy Directors and Assistant Directors of Animal Husbandry Department are directed bring these instructions to the notice of all officers/ officials working under your control for strict compliance.**

sd/-

**(Dr. Pradeep Kumar Sharma)**  
Director, Animal Husbandry,  
Himachal Pradesh, Shimla-5.  
Phone No. 0177-2830089  
E-mail:- dir-ah-hp@nic.in

No. as above

16921-28

Dated Shimla-5, the **26 NOV 2024** November, 2024

**Copy for information and necessary action is forwarded to:-**

1. All the Superintendents Grade-I, Directorate of Animal Husbandry, Himachal Pradesh, Shimla for similar action.
2. The Nodal Officer (IT), Directorate of Animal Husbandry, Himachal Pradesh, Shimla-5 for uploading on the Departmental website.

**(Dr. Pradeep Kumar Sharma)**  
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