

No.PER(AP)-C-B(15)-3/2024-Loose
Government of Himachal Pradesh
Department of Personnel (AP-III)



Dated: Shimla-171002, the

30th June, 2026

From

The Pr. Secretary (Personnel) to the
Government of Himachal Pradesh.

To

Managing Director	
Executive Director	
General Manager (A)	8.
Procurement Officer	
Asstt. Procurement Officer	
PS/PA	02.07.26

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Divisional Commissioners in Himachal Pradesh.
3. All the Head of Departments in Himachal Pradesh.
4. All the Deputy Commissioners in Himachal Pradesh
5. All the Chairmen/Managing Directors/Secretaries & Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities, etc. in H.P.

Subject: Regarding service conditions of Trainees and Job Trainees engaged under respective schemes-Instructions thereof.

Madam/Sir,

I am directed to refer to the subject cited above and to say that the State Government has issued Trainee and Job Trainee schemes for engagement of workforce vide instruction No. PER(AP)-C-B(15)-3/2024-Loose, dated 14.05.2025 and PER(AP)-C-B(15)-3/2024, dated 19.07.2025, respectively. The issues regarding grant of paternity leave to trainee/job trainee and procedure to regulate cases of extension in joining time in respect of the Trainee/Job Trainee were engaging attention of the Government.

2. After careful consideration, it has now been decided that a male Government Trainee/Job Trainee engaged, with less than two surviving children, shall be entitled for paternity leave for a period of 15 days (fifteen days), during the confinement of his wife for childbirth, i.e., upto 15 days before, or upto six months from the date of delivery of the child.

3. It has further been decided that in the cases where a request is received, from the Trainee/Job Trainee recommended by the authorized recruiting agencies under the respective schemes, for extension in joining time, such cases, shall be regulated strictly in accordance with the

36
instructions issued by the State Government vide letter No. Per(AP)-C-B(2)-2/2015, dated 09.09.2016.

4. These instructions may be followed strictly and also brought to the notice of all concerned under your control for strict compliance.

Yours faithfully,

(Sant Raj Puharta)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh.
Tel.No. 0177-2620851

Endst.No.As above

Dated: Shimla the

30th June, 2026

Copy forwarded for information and necessary action to:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
2. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
3. The Registrar General, H.P. High Court, Shimla-171001.
4. The Secretary, H.P. Public Service Commission, Shimla.
5. The Secretary, H.P. Rajya Chayan Aayog, Matani Road near Pakka Bharo, Hamirpur, Himachal Pradesh-177001.
6. The Joint Secretary (GAD) to the Government of Himachal Pradesh, Shimla-2 w.r.t. item No.9 of CMM meeting dated 06.06.2026.
7. All the Section Officers in the H.P. Secretariat, Shimla-171002.

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Endst. No. E3166044 HPSCSC-B/9/2025-Admin -4391-4401

Dated: 21-07-2026

Copy to:-

1. All the Managers/Officers, HP State Civil Supplies Corporation Ltd. for information and necessary action.
2. The Assistant Computer Programmer, for uploading the above instructions on the official website of this Corporation.

General Manager(Admin.)
HP State Civil Supplies Corporation Ltd.
Head Office, Kasumpti, Shimla-09

No.Per (AP)-C-B(2)-2/2015
Government of Himachal Pradesh
Department of Personnel (AP-III)

Dated: Shimla-171002, the 9th September, 2016

From

To Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Divisional Commissioners in Himachal Pradesh.
3. All Head of Departments in Himachal Pradesh.
4. All Deputy Commissioners in Himachal Pradesh.

Subject: Candidates recommended by the PSC/SSC for appointment to State Services/posts- delay in joining revival of offer of appointment after their cancellation - determination of seniority thereof.

Sir,

I am to refer to the subject cited above and to say that it has come to the notice of the Government that in certain cases, the candidates recommended by the PSC/SSC or any other recruiting authority for appointment take long time to join by seeking extension in joining time and in spite of the long delay in joining the candidates are allowed the benefit of seniority on the basis of their initial selection. The question whether in such cases it would not be desirable to depress the seniority of the candidates who are appointed on the result of the selections by interviews/examination was considered and it has been decided that the following procedure may be adopted now. This procedure will be applicable both in case of (a) selection through interview and (b) examinations.

- (i) In the offers of appointment issued by different Ministries/Departments, it should be clearly indicated that the offer would lapse if the candidates did not join within a specified period (which shall not normally exceed **one** month).

Contd...P/2.

- (ii) If, however, within the period stipulated, a request is received from the candidate(s) for extension of time, it may be considered by the Ministries/ Departments and if they are satisfied, an extension for a limited period of **three** months may be granted but extension beyond three months should not be granted liberally and it may be granted only as an exception where facts and circumstances so warrant and in any case only upto a maximum of **six** months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after the expiry of six months from the date of issue of the original offer of appointment. The candidates who join within the above period of six months will have their seniority fixed under the seniority rules applicable to the service/post concerned to which they are appointed, without any depression of seniority.
- (iii) If, even after the extension(s) if any granted by the Ministry/Departments, a candidate does not join within the stipulated time (which shall not exceed a period of **six** months), the order of appointment should lapse automatically.
- (iv) An offer of appointment which has lapsed, should not ordinarily be revived later, except in exceptional circumstances and on grounds of public interest. The Commission should in all cases be consulted before such offers are revived.
- (v) In a case where after the lapsing of the offer, the offer is revived in consultation with the Public Service Commission as mentioned in sub-para (iv) above, the seniority of the candidates concerned would be fixed below those who have already joined the posts concerned within the prescribed period of six months; and if the candidate joins before the candidates of the next selection/examination join, he should be placed below all others of his batch. If however, the candidate joins after some or all the candidates of the next selection/examination have joined, he should be:

(a) in cases of selection through interview, placed at the bottom of all the candidates of the next batch.

(b) in the case of examination, allotted to the next years batch and placed at the bottom.

2. These instructions may also be brought to the notice of all concerned for strict compliance.

Yours faithfully,


(Tarun Shridhar)

Addl. Chief Secretary (Personnel) to the
Government of Himachal Pradesh
Telephone No. 0177-2622382

Endst.No.Per(AP)-C-B(2)-2/2015 Dated: Shimla the 9th September, 2016

Copy forwarded for information and necessary action to:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
2. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
3. The Registrar, H.P. High Court, Shimla-171001.
4. The Secretary, H.P. Public Service Commission, Shimla.
5. The Secretary, H.P. Staff Selection Commission, Hamirpur.
6. All the Section Officers in H.P. Secretariat, Shimla-171002.
7. Spare Copies (50).


Under Secretary (Personnel) to the
Government of Himachal Pradesh