

**Directorate of Estates,  
Himachal Pradesh, Press Block,  
H.P. Secretariat, Shimla-171002.**

Email: estate-hp(at)nic(dot)in

H.P.Sectt.DID Code : 2880

Directorate of Estates - Officers

Designation	Name	Room No	Office	PBX	Residence
Director of Estates	Sh. Sunil Verma(HAS)	A-311	2626450	625	--

Staff working in the Directorate of Estates

Name & Designation	Dealing with the General Pool houses located at	PBX	Office
Sh. Parveen Bharota, Sr. Asstt.(R-203)	PIO and RTI matters, Kasumpti seat(along with T.A. Kasumpti areas), Inspection/dismantling of Govt. accommodation, MLA seats, Audit & PAC Matters, Vidhan Sabha Matters.	816	2621018
Smt. Saroj Kumari, Sr. Asstt.(R-203)	Nabha, HP Pool Seats.	816	2621018
Sh. Deepak Meghta, Sr. Asstt.(R-201)	All establishment matters, Court cases, Budget, HAC matters, Brockhurst seat and Issue of seniority lists of Govt. accommodation & Reconciliation of accounts (Receipts & Exp. With the A.G.	831	2621018
Kumari Sujata Negi, Clerk(R-201)	U.S. Club & Richmond, Barnes Court, Transit Accommodation (Jakhoo, Himachal Bhawan & Sanjauli) seats and sanction orders, Preparation of all office bills, quarterly returns of ETDS, Stationary & Store issue of Annual Administrative report of department.	831	2621018
Smt. Nisha Kumari, JOA(IT)(R-201)	SDA, Mehli Ellerslie, Maintenance of cash book and correspondence related to cash and issue of General NDC to Officers/Officials who have not been allotted Government Accommodation and Miscellaneous notifications/ Circular etc.	831	2621018
Smt. Santosh Sharma, Data Entry Operator(R-201)	All data entry related to House Allotment on computer as well in House allotment registers on monthly basis updation of online application and Diary work of the office.	831	2621018
Smt. Shivani, Data Entry Operator (R-203)	All data entry related to House Allotment in computer as well in House allotment registers on monthly basis updation of online application and dispatch work of the office in monthly basis and Despatch work of the office.	816	2621018
Smt. Kamlesh Kumari, Peon	In addition to her work she will look after cleanliness of office in the absence of Sh. Sat Pal, Sweeper and also submit/bring office bills to /from treasury.	---	2621018
Sh. Moti Ram, Chawkidar	In addition to his own work he will distribute necessary office Dak/ court summons.	---	2621018
Sh. Sat Pal, Sweeper	In addition to his own work he will distribute necessary office Dak/court summons and also submit/bring office bills to /from treasury.	---	2621018