

No. PER(AP-B)E(3)-17/2012  
Government of Himachal Pradesh  
Department of Personnel  
Appointment-II

Dated Shimla-171002, the 10<sup>th</sup> July, 2013

**OFFICE MEMORANDUM**

**Subject : "Comprehensive Guiding Principles-2013" for regulating the transfer of State Government employees.**

The undersigned is directed to say that a policy for regulating transfers of Officers/ Officials of the State Government was issued vide O.M. No.Per(AP-B)B(7)-1/2008 dated 10<sup>th</sup> April, 2008. These guiding principles have been amended and clarified from time to time.

Due to changed circumstances, administrative social-economic changes and in the light of certain directions given by Hon'ble High Court, H.P vide judgment passed in CWP No. 2387 of 2012 – titled as Alka Chakor Versus State of H.P. and others on 21-06-2012 and in consonance with the directions made by the Hon'ble High Court in CWPs No. 8487, 6479, 7996 and 6214 of 2012 titled as Amir Chand & Others Vs State of H.P. and others & CWP No. 7656 of 2012 titled N.S.Verma V/s State of H.P & Ors, it has become imperative to give a new shape to the existing principles.

The State Government has constituted a Cabinet Sub Committee under the Chairmanship of Thakur Kaul Singh, Hon'ble Health & Family Welfare Minister and having Shri G.S. Bali, Hon'ble Food, Civil Supplies & Consumer Affairs Minister, Shri Mukesh Agnihotri, Hon'ble Industries Minister as Members and Pr. Secretary (Personnel) as Member Secretary.

After considering the recommendations of the Sub Committee and administrative conveniences, the Government has decided to prescribe the following Guiding Principles for regulating the transfers of State Government employees.



As such in supersession of Guiding Principles regarding transfer of State Government officers/officials issued vide O.M. No. Per(AP-B)B(7)-1/2008 dated 10<sup>th</sup> April, 2008 and as amended/clarified from time to time, henceforth all the transfers/postings in respect of Officers/ Officials of the State Government will be made in accordance with the following Comprehensive Guiding Principles :

1. **Short title and applicability:** These may be called “**Comprehensive Guiding Principles-2013**” for regulating the transfers of officers/officials working under the Government of Himachal Pradesh including the officers/ officials working in Boards/ Corporations and Autonomous Bodies under State Government.
  - (i) The above principles shall also be applicable to the Teachers of Education Department.
  - (ii) These shall come into force with immediate effect.
2. The General transfers will normally be ordered during the period from 10<sup>th</sup> April to 25<sup>th</sup> May or as per the instructions issued by the Government from time to time and all the transfers will be made on administrative grounds as well as in the public interest as per requirement. The transfer of teachers of Education Department will also be regulated as per provisions contained in Para 22.
  - 2.1 Officers/Officials returning from long leave, training or on revocation of suspension where the vacancy so caused has already been filled up, or in the case of promotion, shall be adjusted against vacant posts during the non-transfer period. However, the suspended employees on revocation of suspension will not be posted at the same station.
3. The following officers/ officials shall not be posted in their home



districts/division/ sub division/ range, adjoining range/ block/  
adjoining beat/ circle/ adjoining circle etc. –

- |     |  |   |
|-----|--|---|
| 1.  | All India Service Officers.  |   |
| 2.  | H.P. Administrative Services,<br>H.P. Police Service Officers<br>and H.P. Forest Services.                               |   |
| 3.  | All District level officers and<br>their equivalent officers,<br>Divisional Forest Officers.                             | Will not be posted in<br>Home District  |
| 4.  | Asstt. Excise and Taxation<br>Commissioner and Excise<br>and Taxation Officers and<br>Excise and Taxation<br>Inspectors. |   |
| 5.  | Police Inspector, Police Sub<br>Inspector and Asstt. Sub<br>Inspector, Police.   |   |
| 6.  | Distt. Attorney, Deputy Distt.<br>Attorney   |   |
| 7.  | Public Prosecutor  | On the event of fresh<br>appointment will not be<br>posted at such place for<br>five years where he/she<br>has practiced as an<br>Advocate. Further, will<br>also not be posted at<br>such place where the<br>spouse is practicing as<br>an Advocate. |
| 8.  | Asstt. Distt. Attorney   | Not to be posted in<br>Home Sub-Division  |
| 9.  | Block Development Officers   | Not to be posted in their<br>Home Sub- Division<br>except for tribal areas  |
| 10. | Tehsildars   | Not to be posted in<br>Home Sub-Divisions<br>and adjoining Tehsils<br>to Home sub division  |



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|-----|-----------------------------|--|
| 11. | Naib Tehsildar              | Not to be posted in Home Sub-Divisions.  |
| 12. | Superintending Engineer     | Will not be posted in their Home Circle / District excepting design.   |
| 13. | Executive Engineers         | Will not be posted in their Home Division excepting design.  |
| 14. | Forest Range Officers       | Will not be posted in their Home Division.   |
| 15. | Deputy Ranger               | Will not be posted in their Home Range and adjoining Ranges.   |
| 16. | Assistant Engineers         | Will not be posted in their Home Sub-Divisions.  |
| 17. | Junior Engineers            | Will not be posted in their Home Sub-Divisions.  |
| 18. | Forest Guard                | Will not be posted in their Home Block and adjoining Beats.  |
| 19. | Kanungo                     | Will not be posted in their Home Tehsil/ Sub Tehsil excepting Tribal Areas. Officials of this category belonging to Tribal Areas will not be posted in their Home Kanungo Circles. |
| 20. | Patwaries                   | Will not be posted in Home Patwar Circles and adjoining Patwar Circles excepting in Tribal areas.  |
| 21. | Panchayat Secretaries/ Gram | Will not be posted in their  |



	Panchayat Avam Vikas Adhikaries/ Panchayat Sahak	Home Panchayats and adjoining Panchayats.
22.	Panchayat Inspectors	Will not be posted in their Home Blocks.
23.	Key-Man/ Fitter/ Lineman/ T-Mate/ Pump Operator/ Supervisor/ Work Inspector/ Road Supervisor and equivalent field officials.	Will not be posted in their Home Sections.

4. **Posting of Class-IV employees:-** In the Department where District cadre of Class-IV has been formed, the transfers of Class-IV employees will be made within District only subject to fulfillment of other conditions.

5. **Concessions to certain categories of employees:-**The Officers/ Officials of following categories will be allowed concession while posting or transfers:-

5.1 **Concessions to widows:** Such Officers/Officials, as far as possible will not be posted at the Difficult/Hard/ Tribal Areas.

5.2 **Concessions to the wives of soldiers:** The wives of Officers/Officials of Military/Central Para-Military Forces will, as far as possible, be posted/ appointed at convenient places, subject to availability of vacancy.

5.3 **Concessions to handicapped employees:** As far as possible, Officers/Officials with 60% and above physical disability should be given stations of their choice. In the circumstances where it is absolutely not possible, subject to vacancy, they should at least be given postings on road heads or convenient stations where bus service is available.

It is possible that at the time of making postings the information on physical disability is not available because of which a person with physical disability is posted to any inconvenient stations. In order to rule out such eventualities and



the resultant hardships to the people with physical disability, the entries about the physical disability should be made in service books, incumbency statements, seniority lists and any other documents relied upon by the department for making transfers & postings.

- 5.4 **Concession to couples working under H.P. Government:** In case wife and husband both are working under the State Government, efforts should be made to post them at one place or near places as far as possible, subject to vacancy.
- 5.5 **Concession to officials likely to retire:** In case of Class-III and Class-IV officials likely to retire within two years, as far as possible, should be posted in the convenient places/stations, subject to vacancy.
6. **Postings of near relatives** : As far as possible, father-son, real brothers, wife and near relatives may not be posted in a office and in different offices of a department where they are supposed have to work together or subordinate to each other. This will not be applicable to the non-administrative posts like doctors etc.
7. **Postings/transfers of Contract Employees** : The employees appointed on contract basis shall be eligible for transfer after completion of three years of service, at par with the regular employees on administrative grounds, wherever required. The transfer/posting of such contractual employees will be made on need based basis.
8. **During the ban period** : During the period of ban, transfers will be ordered with the prior approval of the Chief Minister, if needed, that too in the following circumstances:-
- (i) To fill up the required posts lying vacant in tribal/difficult/hard area which need immediate filling up in the public interest or such functional posts in the absence of which the work is suffering.



- (ii) To fill up the vacancies arising on account of retirement, promotion and new creation.
- (iii) In the cases where employees are transferred on account of disciplinary proceedings/vigilance cases/criminal proceedings etc.
- (iv) To fill up the vacant posts in view the administrative exigencies.
- (v) In the cases of exigencies and on administrative grounds as well as priorities of the Government, by recording reasons in writing, the condition of short stay and short distance can be condoned.

**9. During General Transfers:** During general transfers, the powers to order transfers will be exercised by the following authorities:

- 9.1 Transfers of Class-IV employees will be ordered by the Head of the Department with the prior approval of concerned Minister-in-charge.
- 9.2 Head of the Departments will be competent to order transfers in respect of Class-III employees after having obtained the approval of Minister-in-charge. Where condonation/relaxation of short stay and short distance etc. is involved, the transfers will be made with the approval of the Chief Minister through Minister-in-charge.
- 9.3 Transfers in respect of Class-I and II officers where stay is complete will be ordered with the approval of Minister-in-charge of the concerned Department. In the cases of short stay and any other relaxation, approval of Chief Minister will be obtained through Minister-in-charge.
- 9.4 Officers born on the cadre of IAS/ IPS/ IFS/ HPAS/ HPPS/ HPFS, Head of the Departments and District Level Officers in all Departments will be transferred with the approval of Chief Minister.





10. **Normal stay at a place:** The Government can transfer any officer/official at any time irrespective of stay, in view of administrative exigency, in the public interest. However, normally the tenure/stay of an officer/official at one station shall be three years which will not be applicable to the Officers of IAS/HPAS/ HPPS/HPFS, other allied Services and all Class-I & II Officers.

10.1 The maximum limit of stay in respect of incumbents of the posts where public dealing is directly involved or otherwise to perform arduous duties, will be as under:-

- |     |   |             |
|-----|---|-------------|
| (A) | <b>Police Department</b><br>Police Constables   | Three years |
| (B) | <b>Excise &amp; Taxation Department</b>   |             |
|     | (i) <b>Excise &amp; Taxation Officers</b>   |             |
|     | (a) Posted at Barriers  | One year    |
|     | (b) Brewery/Bottling Plant/<br>Flying Squad/Circle/Office   | Two years   |
|     | (ii) <b>Excise &amp; taxation Inspectors</b>  |             |
|     | (a) Posted at Barriers  | One year    |
|     | (b) Brewery/Bottling Plant/<br>Flying Squad/Circle/Office   | Two years   |
| (C) | <b>All Departments</b><br>Inspectors of Food & Civil Supplies, Labour<br>& Employment, Weight & Measure and<br>Motor vehicles, RTO (Non-HPAS), Mining<br>Officers | Two years   |
| (D) | <b>Health &amp; Family Welfare &amp; Urban Development Departments</b><br>Sanitary/Food/Drug Inspectors   | Two years   |
| (E) | <b>Local Audit Department</b><br>Junior and Senior Auditors   | Two years   |

The tenure of officers/officials mentioned above may be extended subject to the satisfaction of their work and conduct by the competent authority(s) and on administrative exigencies. However, on completion of tenure these officers/officials shall not be transferred/posted in another barrier.

10.2 It is not necessary to prescribe normal stay in respect of Class-IV



employees since these officials hold non administrative posts and do not involve in public dealing. As far as possible, these Officials may not be transferred before completion of three years stay at a place provided it is not necessary to do so in public interest or due to administrative reasons.

- 11. Relinquish of Charge by the transferred Officers/Officials:** As far as possible all transferred officers/officials will relinquish the charge without waiting for substitutes excepting Difficult/Tribal/ Hard Areas after handing over the charge to the officer/official nominated by the competent authority. All the departments will ensure to incorporate in the transfer orders as to which officer/official will move first keeping in view the administrative circumstances of the department.
- 12. Posting of Employees in Hard /Difficult/Remote/Hard Areas:** In view of the observations made by the Hon'ble High Court vide judgment dated 27-08-2007 in CWP No. 1105/2006 titled as Sushila Sharma, Head Teacher V/s State of H.P. & others, every department will ensure that all the employees are treated fairly and equally in the matter of transfer and posting. The Departments may also ensure that every employee during his tenure of service, serves in Tribal/Hard/Difficult Areas and also in Remote/ Rural Areas. While making transfers the Department shall ensure that the employees who have already served in Tribal/ Hard Areas as well as Remote/ Rural Areas are not again sent to these Areas and there may be a continuous process of change whereby all the employees have a chance to serve in Tribal/ Hard Areas as well as Remote/ Rural Areas and measures shall be taken to ensure that employees remained posted in the Urban Areas/ Cities for a long period, are transferred and posted to Rural/ Remote Areas and Hard/ Tribal Areas in the transfer season when the transfers are made. It will be the responsibility of concerned Head of Department/competent authority to relieve the officer/official transferred



to tribal / difficult / hard / remote / rural areas.

12.1 All the Departments will ensure that all employees during their entire period of service will serve for at least single tenure in the Tribal/ Difficult/Hard areas and remote/rural areas. In order to earn their promotion, service in such areas will be mandatory. This would be subject to adequate number of posts being available in such areas. However, this will not apply to those employees who have less than 5 (Five) years to superannuate. This stipulation is to be incorporated in R & P Rules wherever applicable. A common provision to this effect has been devised by the Department of Personnel after having obtained the approval of competent authority. No Government employee can claim his transfer or posting as a matter of right. It will be the discretion of the State Government to post/ transfer any employee anywhere in the State keeping in view of the administrative exigencies/convenience.

**13. Procedure for relieving of officers/officials transferred to tribal/ difficult/hard areas:** With a view to replace the Officers/Officials who have completed the normal tenure/stay in tribal/ difficult/hard areas, following procedure may be strictly adopted:

13.1 It shall be mandatory and responsibility of the Appointing Authority or the Controlling Authority, as the case may be, to relieve the employees transferred to Tribal/ Difficult/Hard areas within a period of seven days from the date of issue of orders.

13.2 In case the employee is not relieved within seven days, he/she shall deemed to be relieved on the completion of seventh day and such employees shall not be paid salary beyond the deemed date of relieving in case such employee does not join duties at the new place of posting.

  
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- 13.3 In case of 13.2 above, disciplinary action will be initiated against the concerned Controlling Authority responsible for not relieving the employee concerned within seven days.
- 13.4 It shall be the responsibility of the concerned Controlling Authority that no leave of any kind may be granted to such employees under transfer to tribal/difficult/ hard areas. In case any employee proceeds on leave on medical grounds, he/she will be immediately directed to appear before the Medical Board within three days without fail.
- 13.5 In case due to medical problem, the employee concerned is not in a position to serve in tribal/difficult/ hard areas and when a request in writing is made by such employee, he/she shall immediately be directed to appear before the Medical Board, if certificate from Medical Board is not attached.
- 13.6 In all such cases, the Medical Board shall be the competent authority to issue Medical Certificate. The Medical Certificate issued by any authority other than the Medical Board shall not be accepted and considered as valid.
- 13.7 In case any request is received from any employee under transfer to tribal/Difficult areas, such Officer/Official shall not be accommodated in any other area except Tribal/Hard/Difficult areas.
- 14. Preparation of data-base:** It shall be imperative for all Government Department/Board/ Corporations to maintain complete data base of transfers/postings of their employees for effective implementation of the "Comprehensive Guiding Principles-2013" for regulating the transfers of officers/officials.





- 14.1 Personnel Management Information System (PIMS) has already been introduced in all Government Departments which will be used for maintaining the data base as to in which category of station(s) the employee has served throughout his service career and entries will be made in the data base/PMIS which shall be updated on regular basis. In the data base/ PMIS, details of all the employees showing their various places of posting from the day they are inducted into service should be made clearly reflecting whether the employee has served in a tribal/difficult/hard areas or not. Efforts should also be made to ensure that every employee serves in all the five categories of stations as defined in para 15. In certain cases, keeping in view the problems of a particular employee, an exception can be made only after passing a reasoned order clearly specifying as to why the policy is not being followed in that case.
- 14.2 The concerned department will also ensure that when transfers are made, the record in the data base is looked into and the employees who have served in tribal/difficult/hard/remote /rural areas, are not again sent to these areas. In addition, an officer/official who has already served in the particular category of station may not be transferred again to that category of station.
- 15. Categorization of the Stations:** The State of HP is hereby categorized into following categories of stations i.e. "A", "B", "C", "D" & "E" only for the purpose of regulating the transfers of employees:

**Category 'A'**

**SOFT STATIONS:**

All stations situated within the radius of 15 kms. from the State headquarter and District headquarters connected with road including



stations where on foot journey is less than 2 (Two) Kms., (Except in District Kinnaur and Lahaul & Spiti)

**Category 'B'**

- Rural Areas:**
- (i) All stations situated within the radius of 20 kms. from Sub Division /Tehsil headquarter.
  - (ii) All stations beyond the radius of 15 Kms. from State headquarter and District headquarters where bus service is not available and on foot journey is more than 3 (Three) Kms.
  - (iii) Home town or area adjoining to area of home town within the radius of 20 Kms. of the employee regardless of its category.

**Category 'C'**

**Difficult / hard areas:**

Where journey on foot is 5 (Five) kms and the climatic conditions are very harsh. Remote areas without facilities for communicating and not connected with road.

**Category 'D'**

**Tribal Areas**

**Category 'E'**

**Most Difficult Areas :**

1. Dodra Kwar area of Rohroo Sub-Division
2. Pandrah Bis Pargana, Munish Darkali and Gram Panchayat Kashapat, Gram Panchayats of Rampur Tehsil of District Shimla.
3. Pandrah Bis area of Nichar sub Division of Kinnaur District.
4. Pin Valley of Lahaul & Spiti District.

5. Bara Bhangal areas of Baijnath Sub Division of Kangra District.
6. Chauhar Valley of Mandi District.
7. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada-Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil, Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi district, Spiti, Pooh, Pangi, Lahaul Sub Division of Tribal Districts.
8. Where journey on foot is more than 10 Kms.

Notwithstanding anything contained in these principles, the State Government employees who have crossed fifty five years of age are exempted from posting in 'C', 'D' & 'E' categories of stations except on promotion.

**16. Regarding tenure and age limit for posting in Difficult/Tribal/Hard Areas/Most Difficult Areas etc. :**

- 16.1 The normal tenure for transfers in Difficult/Tribal/ Hard/Most Difficult areas will be three years i.e. Two Winters and Three Summers. It may be ensured that the Officers/ Officials have actually completed the prescribed tenure. In case any Officer/ Official remain on long leave for whatsoever reasons, this period of absence will be deducted and he/she will have to serve more in that Area for equal period. As far as possible, efforts will be made not to post Officers/Officials in Difficult/ Tribal/Hard/Remote Areas who have crossed the age of 55



(fifty five) years, but this will not be applicable in the case of promotions. On completion of normal tenure in Difficult/ Tribal/ Hard/Remote areas the concerned Officers/ Officials will have an option of 5 (five) Stations of choice which will be for more than one District and as far as possible, efforts will be made to post them in any one station of their choice of that category of stations in which he/she has not served earlier. The employees posted in these Areas who after completion of normal tenure of Two Winters and Three Summers do not offer the choice of Stations for posting and continue to serve there, can be transferred and posted anywhere in the State.

- 16.2 The Officers/Officials transferred from areas specified "C", "D" & "E" of para 15, will not be relieved of their duties till their substitutes join. Of late it has been observed that the officers/ officials transferred to Difficult/ Tribal/ Remote/ Rural areas get their transfer cancelled or modified on one pretext or the other resulting inconvenience to the employees who are transferred from these Areas. In such situation, it will be ensured that the transfer orders of the employees who are transferred to Difficult/ Tribal/ Hard/Remote/ Rural Areas will neither be cancelled nor modified without making reference to the concerned Administrative Department to put forth its views. The condition of joining at new place of posting within the joining time period will be incorporated in the order itself and defaulting Officers/ Officials will be proceeded against Departmentally. It will be the responsibility of the Head of Department/competent authority to relieve the transferred employee and it may also be specified in the transfer orders as to who will be relieved first. Besides, it will also be ensured




that Officers/ Officials posted in Tribal/Difficult/hard/ Rural areas join their place of postings and do not manage to get their transfers cancelled on frivolous grounds/extraneous considerations. In case of such Officers/Officials already working in Tribal/Difficult/Hard areas who have completed their normal tenure but could not be relieved due to non joining of the substitute, shall be deemed relieved after completion of fourth years to join their duties at the State Headquarter for further posting.

- 16.3 The employees who are transferred to difficult/tribal/ hard/ rural areas, proceed on leave on medical grounds, it shall be imperative on all the Departments to strictly follow the procedure prescribed at para 13. Even if an Officer/official does not comply with the orders of the higher authorities i.e. HOD or Controlling Officer, as the case may be, disciplinary proceedings may be initiated against such officer/official under Rule 14 of the CCS (CCA) Rules, 1965.
- 16.4 The transfer orders will be issued very carefully and the work in the difficult/tribal/ hard/remote/rural areas may not be allowed to suffer for want of working hands and the conditions of substitute will also be stipulated invariably in the transfer order itself, wherever necessary, in the interest of public. No transfer orders will be issued during the closure of Rohtang Pass in the winter season relating to stations of that area.
- 16.5 Minimum 05 (five) years tenure would be mandatory for the employees belonging to tribal area and "C", "D" & "E" categories of stations to serve in their home Districts except the categories of Officers/Officials who cannot be posted in their Home Stations.





17. On request from public representatives at all levels, on administrative exigencies and in the public interest, transfer shall be considered by the competent authority.
18. **Index card for transfers:** Besides electronic data base in form of Personnel Management Information System (PIMS), every department will also maintain index card in alphabetical manner in respect of every officer/official containing the following information which will be more useful to keep in view the qualifications/experience/details of posting/transfer in every category of stations from the day of induction into service and the fact whether the employee has served in a tribal/difficult/hard/remote/rural areas or not, while making transfers:-
- 1 Name & designation of the officer/official
  - 2 Date of birth
  - 3 Date of initial appointment
  - 4 Date of retirement
  - 5 Mode of recruitment
  - 6 Educational and other qualification
  - 7 Training & Experience
  - 8 Home District/Division/Sub-Division/Circle/Beat, as the case may be.
  - 9 Details of first appointment and subsequent postings and tenure in respective category of station thereof.
  - 10 Date of posting on present post/place/category of station.
  - 11 Whether served in a tribal/difficult/hard/remote/rural areas or not, if yes, detail of period of posting and category of station/area
  - 12 Any other relevant information.
19. Where, disciplinary proceedings under Rule 14 of CCS (CCA) Rules for major penalty or criminal proceedings or vigilance case, as the case may be, are contemplated or initiated against a Government servant after prima facie case is made out, such employee can be transferred on administrative grounds after recording the reasons in writing.
20. The employees posted at border areas and industrial areas such as





Baddi, Barotiwala, Una, Mehatpur, Kala Amb, Nurpur, Parwanoo, Damtal, Paonta Sahib, Nalagarh, Tahliwal etc. or any other areas notified by the Government from time to time may necessarily be transferred as per tenure specified in these guidelines and not allowed to stay at such stations for more than five years and such employees shall not again be posted in these areas within a period of five years.

21. In case any complaint is received from any person/ quarter about the functioning of an officer/official addressed to Minister-in-charge or the Head of the department, the same must be sent to the head of the Administrative Department, who will verify the complaint and if the complaint is found to be true, then alone can the employee be transferred and action deemed fit can be initiated.
22. Apart from whatsoever contained in the above paras 1 to 21, the following procedure may also be adhered to while ordering transfer of Teachers of Education Department :-
  - 22.1 It would be ensured that sufficient number of Teachers during the academic session will be available specially in the educational institutions situated in Rural, Hard, Difficult and Tribal Areas as specified in para 15 and equitable opportunity to every Teacher to serve in all category of stations.
  - 22.2 The Appointing Authority can also immediately transfer the concerned Teacher at his own level after receiving complaint of serious nature involving allegations of moral turpitude, RTE and serious misconduct as mentioned in CCS Conduct Rules, 1964, pending inquiry if he is prima facie satisfied in respect of the allegations so leveled against the Teacher.
  - 22.3 In case of poor academic performance, (low result percentage), or long absence from College/School, the concerned teacher(s) can be transferred at any time.

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22.4 Competent authority to order transfers of Teachers: The respective cadres shall be as under :

(a)	Deputy Director Hr/Ele. Education Principal/ Lecture(College Cadre) & Principal (School Cadre)	Pr. Secy.(Education)
(b)	Headmaster/Lect. (School Cadre) DPE's	Director of Hr. Educations.
(c)	TGT's	Director of Ele. Education.
(d)	C&V and JBT's	Dy. Director of Ele. Education. (respective District)
(e)	Under 1% Inter District Transfer quota	Director of Elementary Education.

The competent authorities can exercise the powers within their respective jurisdiction only.

23. **Power to relax** : Any of the provision of these Comprehensive Guiding Principles can be relaxed with the prior approval of the Hon'ble Chief Minister to be obtained on departmental file through Minister-in-charge of the Department concerned.

*S.K.B.S. Negi*  
(S.K.B.S. Negi)

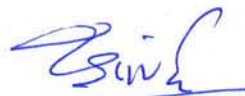
Pr. Secretary (Personnel) to the  
Government of Himachal Pradesh

No. PER(AP-B)E(3)-17/2012 Dated Shimla-171002 10<sup>th</sup> July, 2013  
Copy to:-

1. The Secretary to the Governor, H.P. Shimla-171002.
2. The Principal Secretary to the Hon'ble Chief Minister, H.P.
3. All the Administrative Secretaries to the Govt. of H.P.
4. All Heads of Departments in Himachal Pradesh.
5. All Divisional Commissioners in Himachal Pradesh.



6. All Deputy Commissioners in Himachal Pradesh.
7. The Secretary, Vidhan Sabha, H.P. Shimla-171004.
8. The Secretary, H.P. Public Service Commission Shimla-2.
9. The Secretary to Lokayukta, H.P. Shimla-171002.
10. The Registrar General, H.P. High Court, Shimla-171001.
11. The Registrars of all the Universities in H.P.
13. The Secretaries/Chairmen/ Managing Directors of the Public Sector Undertakings/Autonomous Bodies and Boards etc.
14. 200 spare copies.



(Prem Singh Thakur)  
Under Secretary (Personnel) to the  
Government of Himachal Pradesh.

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