

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

From

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

To

1. All the Administrative Secretaries to the
Government of Himachal Pradesh.
2. All Heads of Department in Himachal Pradesh
3. All Divisional Commissioners, Himachal Pradesh
4. All the Deputy Commissioners in Himachal Pradesh.

Dated Shimla-2

th
29 May, 2018

Subject: Implementation of orders of Hon'ble Chief Minister in the transfer
proposal -instruction thereof .

Sir.

I am directed to refer to the Comprehensive Guiding Principles-2013 issued by Department of Personnel (AP-II) vide O.M. dated 10-07-2013 and further instructions issued from time to time with regard to making transfers under these principles.

Circumstances during the ban period and during General transfer are mentioned in Para -8 and 9 respectively of the above principles, as amended from time to time. Para-23 provides that any of the provisions 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. When a ban on transfers is in force transfers of all govt. employees except Class-IV employees require approval of the Chief Minister.

It has been observed that despite clear approval for a transfer conveyed by the Chief Minister's office, these proposals are still submitted on departmental file for approval of the Chief Minister. While this delays implementation of the orders of the Chief Minister, it also unnecessarily adds to paper work. Henceforth, the following procedure will be followed:-

- (1) In cases where approval of the Chief Minister for the transfer has been conveyed and no relaxation of any kind is required, the transfer orders shall be issued by the competent authority viz. HoD/Administrative Department at his own level.

J. Shamba

Contd.....2/-

- (2) In cases where approval of the Chief Minister for the transfer has been conveyed, but it requires condonation on account of (1) short stay (2) short distance, the Minister-in-Charge will be competent to accord relaxation/condonation of these two conditions. The transfer proposal will not be submitted to the Chief Minister to seek relaxation /condonation of these two conditions.
- (3) In cases where approval of the Chief Minister for a transfer has been conveyed and the same requires condonation/relaxation of the Comprehensive Guiding Principles other than the two conditions enumerated in (2) above, the proposals shall be put up on file for the consideration of the Chief Minister.
- (4) In cases where approval of the Chief Minister has been conveyed for the transfer, but implementation is not feasible due to non-availability of vacancy, the proposal shall be put up to the Minister-in-Charge of the department to take a final view within the parameters of the Comprehensive Guiding Principles.
- (5) In cases where orders of the Chief Minister on a request/representation for transfer are "put up on file" the proposal will be submitted after due examination by the department to the Chief Minister through the Minister-in-charge.
- (6) In cases/transfer proposals where the orders of the Chief Minister are "examine and/or report" the concerned department with the approval of Minister-in-charge will order transfer in respect of Class-III and Class-IV employees, if the proposal satisfies the provisions of the Comprehensive Guiding Principles. Otherwise the proposal will be closed. However, such proposals in respect of Class-I and Class-II employees will be put up for approval of Hon'ble Chief Minister.

Action taken on the orders of the Chief Minister shall invariably be reported to the Chief Minister's Office by sending an independent compliance report. No reference is to be made in the transfer orders to the UO Note by which instructions of the Chief Minister have been conveyed.

J. Shankar

Contd.....3/-

These instructions may be brought to the notice of all concerned for strict compliance and can also be seen on website www.himachal.nic.in/personnel.

Yours faithfully,



(Om Prakash Bhandari)

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Tel. No. 0177-2626097

Endst. No. Per(AP-B)E(3)-17/2012-Part Dated Shimla -171002, 29th May, 2018

A copy is forwarded for information and necessary action to :

1. The Pr. PS to the Hon'ble Chief Minister , H.P.
2. The Private Secretaries to all Ministers, Himachal Pradesh.
3. The PS to Chief Secretary to the Government of Himachal Pradesh.
4. The PS to ACS-cum-Pr. Secretary to Chief Minister, H.P. Shimla-2
5. All the Managing Directors/Chief Executive Officers/Secretaries/Registrar of Boards/ Corporations/Government Universities in H.P.



Deputy Secretary (Personnel) to the
Government of Himachal Pradesh