

No. Per(AI)B(3)-16/88-Vol. III
Government of Himachal Pradesh
Department of Personnel(A-I)

From

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

To

1. All the Administrative Secretaries to the
Government of Himachal Pradesh
2. All the Head of Departments, Himachal Pradesh

Dated- Shimla-2 18/04/2017

Subject:-

Regarding forwarding the charge relinquishment and
joining report on the TR-I.

Sir/Madam,

I am directed to refer to the subject cited above and to say
that it has been observed that the charge relinquishment as well as charge
assumption reports are being forwarded on a simple letter which should be
avoided. Such reports should invariably be submitted by the concerned officer
on the prescribed TR-I form. In this context, it is also requested that these
reports on TR Form-I may be forwarded to all concerned as the same are
required to be placed on record by them for future reference.

Yours faithfully,



(Amarjeet Singh)

Special Secretary(Personnel) to the
Government of Himachal Pradesh