

**NO. PER (A-IV) B (15)-3/2009
GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF PERSONNEL (A-IV)**

From

The Secretary (Personnel) to the
Government of Himachal Pradesh

To

1. All Divisional Commissioners in H.P.
2. All Heads of Departments in H.P.
3. All Deputy Commissioners in H.P.

Dated Shimla-2, the 12th May, 2010

**SUBJECT: REGARDING INDICATING FULL NAME IN T.R.1
FORMS AND ENDORSING OF COPIES OF
SANCTION OF EARNED LEAVE / JOINING
REPORTS ETC. TO CONTROLLER (F&A)
DEPARTMENT OF PERSONNEL.**

Sir/ Madam,

I am directed to invite a reference to the subject mentioned above and to say that from time to time, DOP has issued instructions that copies of sanctions relating to earned leave / charge assumption & relinquishing reports etc. may be also sent to the Controller (F&A) Department of Personnel (Accounts) H.P. Secretariat and in the charge assumption / relinquishing reports, full names of concerned officers should invariably be indicated so that these can be put in appropriate files. It has, however been noticed that:

- a) Most of sanctions relating to earned leave / Half Pay leave etc. and Charge relinquishing / assumption reports are not endorsed to the Controller (F&A) Department of Personnel (Accounts). As the service record of HPAS Officers / HPSS Officers is maintained in that Section, a copy of such sanctions of Earned / Half Pay leave etc. should invariably be endorsed to the Controller (F&A) Department of Personnel (Accounts) so that requisite entries in service book can be made. Similarly, the copies of all Charge relinquishing / assumption reports should also be endorsed to the Controller (F&A) Department of Personnel (Accounts).

Contd.P/2.

- b) Consequent upon transfer of officers / proceeding and return from leave full name of concerned Officer is not indicated in the charge assumption / relinquishing reports (T.R.-I Forms), in most of cases. It is, therefore re-iterated that full name of concerned officers should also invariably be indicated in the T.R.-I Forms (Charge relinquishing / assumption reports). All departure / joining reports in respect of HPAS / HPSS Officers should be submitted only on the T.R.-I forms.

Yours faithfully,



Joint Secretary (Personnel) to the
Government of Himachal Pradesh

NO. AS ABOVE. DATED SHIMLA-2 THE 12th MAY, 2010

COPY TO:

1. The Director, Treasuries and Accounts Department, Himachal Pradesh, Shimla vide this Department's letter No. Per(A-IV)-B(3)-10/2005, dated 17th November, 2008 followed by subsequent reminders bearing No. PER (A-IV) B (15)-3/2009 dated 9th April, 2009, 29th May, 2009 and 29th October, 2009 with the request that necessary modifications / amendments in the T.R.-I forms may kindly carry out as already requested.
2. All Himachal Pradesh Admn. Services / H.P. Sectt. Services Officers for information and necessary action as indicated above.
3. The Controller (Finance & Accounts), Department of Personnel, H.P. Secretariat, Shimla-171002.



Joint Secretary (Personnel) to the
Government of Himachal Pradesh