

No. Per (AP-B)B(7)-1/2010
Government of Himachal Pradesh
Department of Personnel (AP-II)

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From

The Chief Secretary to the
Government of Himachal Pradesh.

To

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

Dated Shimla-171 002, **16th April, 2011.**

Subject: General Transfers of Government employees -
Lifting of Ban.

Sir,

I am directed to refer to the subject cited above and to say that it has been decided by the Government to lift ban on transfers w.e.f. **16-04-2011 to 16-05-2011**. Transfers may be ordered during this period and while doing so, the following instructions/ directions shall be strictly observed:

1. Transfers should be ordered in such a manner that Guiding Principles for effecting transfers of State Government employees are kept in view.
2. Ministers Incharge are authorised to approve/decide transfers in their respective Departments in respect of all categories of employees.
3. The transfers shall be restricted to the barest minimum keeping in view the administrative requirements and in no case shall the number of transfers exceed the upper ceiling of 6 (six) percent of the total cadre strength of the Department.
4. The transfers of employees be ordered in a fair and equitable manner to avoid hardship to employees and consequent litigation.
5. Employees can directly apply for transfer to their Department if they wish to have a change of location and will give in writing that transfer TA/DA will not be claimed.
6. No transfer may be ordered where tenure prescribed under the guiding principles is not met with. However, in exceptional

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cases where the transfer is to be ordered on administrative grounds in condonation of short stay, such transfers shall be ordered with the prior and explicit approval of Hon'ble Chief Minister, H.P.

7. Employees to be transferred from non-tribal areas to Tribal and Difficult Areas will move first and relieve the employees from these areas. The employees transferred from Tribal and Difficult Areas will be relieved only after the joining of their substitutes.
8. While issuing transfer orders, the instructions relating to the posting of employees in their Home Districts/Home Sub-Division/Tehsil/Home Range/Adjoining ranges/Home Block/adjoining beat/ home circle/ adjoining home circle as contained in the O.M. dated 10th April, 2008 vide which Guiding Principles for effecting transfers of State Government employees have been circulated should be adhered to strictly.
9. Employees transferred shall join new place of postings within the admissible joining time.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

Endst. No.Per(AP-B)B(7)-1/2010 Dated Shimla-2, **16th April, 2011.**

Copy for information and necessary action is forwarded to :-

1. The Special Secretary-cum-Pr. Private Secretary to Chief Minister, H.P.
2. The Director, Public Relations, HP, Shimla for Press Note.
3. The Private Secretaries to All Ministers/ Chief Parliamentary Secretaries, Himachal Pradesh.
4. All the Chief Executive Officers/ Managing Directors/ Secretaries/ Registrars of Boards/ Corporations/Universities in Himachal Pradesh.
5. Spare copies 100.

Sd/-

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

