

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

From

The Secretary (Personnel) to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the
Government of Himachal Pradesh
2. All the Heads of Department in Himachal Pradesh
3. All Divisional Commissioners, Himachal Pradesh
4. All the Deputy Commissioners in Himachal Pradesh.
5. All the Managing Directors/Chief Executive Officers/
Secretaries/Registrar of Boards/ Corporations/Govt.
Universities/Autonomous Bodies etc. in H.P

Dated Shimla-171002, the 4th October, 2025

Subject:

Comprehensive Guiding Principles-2013 for regulating the
transfer of State Government employees - prescribing of
Proforma for transfer.

Sir/Madam,

I am directed to invite your attention to this department's
O.M of even number dated 10th July 2013 vide which CGP-2013 have been
issued and can be accessed at the link www.himachal.nic.in/personnel. The
above comprehensive guiding principles do not contain any Proforma for
issuing transfer of the officers/officials. A Proforma is an absolutely essential
document for issuing a transfer order because it serves as an official
checklist that confirms key details, obtains necessary internal approvals,
and establishes transparency before the final order is issued and in the
absence of Proforma, a transfer order could be delayed & disputed.

2. Accordingly, it has been decided that the while considering
the proposal of the transfer of employees under the State Government, in
accordance with the CGP-2013, the information on the annexed Proforma
with regard to every employees to be transferred may be prepared and sent
for necessary prior approval of the competent authority.

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4. These instructions may be brought to the notice of the all concerned for compliance in letter and spirit and violation of the above shall attract action against the defaulting Officer(s)/ Official(s).

5. These instructions can also be seen on the website www.himachal.nic.in/personnel.

Yours faithfully,



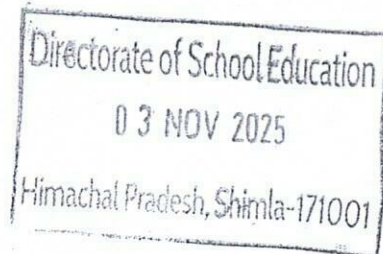
(Balbir Singh)
Additional Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No. 0177-2880851
e-mail ID: persbr2-hp@nic.in

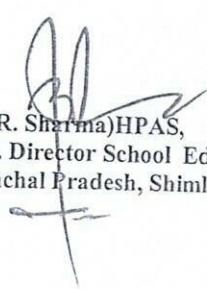
**DIRECTORATE OF SCHOOL EDUCATION
HIMACHAL PRADESH, LALPANI, SHIMLA-171001**

Endorsement No: EDN (SE)-H(1)A(7) /2025(PER), dated
Copy is forwarded for information and necessary action to:-

November, 2025

1. All the Joint Director (Schools), Directorate of School Education, H.P. Shimla-1.
2. The Joint Controller (F&AS), Directorate of School Education, H.P. Shimla-1.
3. The District Attorney, Directorate of School Education, H.P. Shimla-1.
4. All the Nodal/Branch Officer, Directorate of School Education, Shimla-1.
5. All the Deputy Director of Education (Elementary/Secondary/Quality) in Himachal Pradesh with the directions that these instructions also be brought to the notice of all concerned under their jurisdiction.
6. ✓ The Nodal Officer-IT Cell, Directorate of School Education, Himachal Pradesh, Shimla-1 with the remarks to upload the same on departmental website.
7. The Assistant Controller (F&AS), Directorate of School Education, H.P. Shimla-1.
8. All the Branch Superintendent/Incharge, Directorate of School Education H.P. Shimla-1.
9. The Section Officer (F&AS), Directorate of School Education, H.P. Shimla-1.
10. P.S. to Director School Education, Himachal Pradesh, Shimla-01.
11. P.A. to Additional Director (Admn), Dte. of School Education, H.P. Shimla-1
12. Guard file.




(B.R. Sharma)HPAS,
Addl. Director School Education,
Himachal Pradesh, Shimla-1,

Proforma for the transfer of an employee under the State Government

Sl. No.	Name	Date of initial appointment	Date of joining of current posting with category of station and number of years / months served	Last three postings with number of years / months served	Proposed place of transfer with category of station	Remarks
1	2	3	4	5	6	7

(Handwritten signature/initials)