

No. PER (AP)-C-C(2)-2/2015-Part  
Government of Himachal Pradesh  
Department of Personnel (Apptt.-III)

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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 Heads of Departments in Himachal  
Pradesh

Dated Shimla-171002, the 13<sup>th</sup> April, 2022

Subject: - Regarding assigning of seniority and counting of  
contractual service for regularisation in case of  
inter-district transfer – Policy instructions thereof.

Madam/Sir,

I am directed to refer to this Department's letter No. PER(AP)-C-B(2)-2/2015-loose dated 5<sup>th</sup> December, 2016 on the subject cited above which, inter-alia, provide that inter cadre/establishment transfers of contract appointees is not permissible. However, in rare and exceptional circumstances, if inter district/establishment transfer is ordered with approval of the competent authority, the official will be treated as fresh appointee in the new cadre/establishment and placed at the bottom of the existing panel/list of contractual officials working in/on the same grade/posts for the purpose of determination of seniority.

2. It has been brought to the notice of the State Government that in various departments contractual appointees have been transferred under Inter-District Transfer Policy of the individual Departments with approval of the competent authority. Proposals are being received in this department for clarification whether the service rendered by the contract appointee in his/her previous District/establishment may be counted for the purpose of his regularization in the same cadre/grade in district/establishment in

  
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which he has been transferred with approval of the competent authority or otherwise? Keeping in view the provision of the policy instructions dated 05-12-2016, referred to as above, the action on the part of concerned officer/authority to regularise the contractual employees by counting such services rendered in the previous District/ establishment is in absolute violation of instructions and attract strict disciplinary action.

3. Accordingly, the matters for regularisation of contractual appointees in case of inter district transfer with prior approval of the competent authority and assigning of seniority has been engaging the attention of the State Government. After careful consideration, it has been decided that in case a contractual appointee is transferred under rare and exceptional circumstances under the Inter-District Transfer Policy of the concerned department(s) with prior approval of competent authority, he will be treated as fresh appointee in the new cadre/establishment. He will be placed at the bottom of existing panel/list of contractual officials working in/on the same/identical grade/posts. The contractual officials, already working in the same district/cadre/establishment and grade/post to which transfer(s) has been made, and subsequently regularised after the transferee on completion of the prescribed length of contractual service, shall regain his/her seniority position in the cadre/establishment after their regularisation, being placed higher on the panel/list at the time of transfer.

4. In the case of the transferred contractual appointee, an entry has to be made against his name in the record/panel list that his/her seniority position will be subject to change upon regularization of officials placed higher in the list/panel of contractual officials working in/on the same grade/post before his/her inter-district transfer.

A handwritten signature in black ink, consisting of stylized initials, possibly 'RTE', with a horizontal line drawn underneath.

5. The wording of the entry would be as "Seniority is subject to change upon regularisation of officials placed higher in the list/panel of contractual officials working in/on the same grade/post before his/her inter-district transfer in accordance with the instructions contained in the letter of the Department of Personnel letter No. PER(AP)C-B(2)-2015-Part dated 11-04-2022".

6. These instructions may be brought to the notice of the all concerned for strict compliance. Any departure would attract the disciplinary action against the erring official(s)/officer(s).

7. These instructions can be seen/had at [www.himachal.nic.in/personnel](http://www.himachal.nic.in/personnel).

8. Please acknowledge receipt.

Yours faithfully,



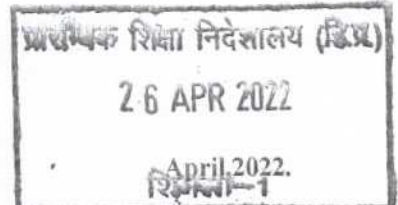
(Balbir Singh)

Under Secretary (Personnel) to the  
Government of Himachal Pradesh  
Phone No.0177-2880851

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

Endorsement No: EDN-H(Ele)A-1/2022-(128)(Personnel), dated  
Copy for information and necessary action to: -

1. All the Deputy Directors of Elementary Education Himachal Pradesh with the direction to examine the instructions carefully and settle all the cases of inter-district transfer pending/already decided cases, covered under the amended inter-district transfer policy, in respect of contractual teachers ~~have to be covered~~ <sup>has</sup> under these guidelines.
2. The Branch Officer/Superintendent Establishment-III & IV, Directorate of Elementary Education, HP Shimla-1.
3. The Nodal Officer-IT cell, Directorate of Elementary Education, Himachal Pradesh, Shimla-1 with the remarks to upload the same on departmental website.
4. P.S. to the Director Elementary Education, HP Shimla-1.
5. P.A. to the Joint Director (Admn.), Directorate of Elem. Edu. H.P. Shimla-1.
6. Guard.



DIRECTOR.