

File No. Per (AR) G(6)-1/1996(Loose)
Department of Personnel
Administrative Reforms Organization
Government of Himachal Pradesh

From

The Secretary (AR) 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
3. All the Divisional Commissioner in Himachal Pradesh
4. All the Deputy Commissioner in Himachal Pradesh

Dated: Shimla-02, the

18th May, 2023

Subject:

Instructions regarding handing over charge on transfer thereof.

Sir/Madam,

I am directed to refer to the subject cited above and to say that It has come to the notice of the government that during transfers of ministerial staff /government employee the officials are not following proper procedure of handing over or taking over charge as contained in the office manual Chapter XV.

Now therefore, I am enclosing a copy of instructions for all concerned for strict compliance. Any deviation of these instructions shall be viewed seriously.

Yours faithfully,



(Mohan Datt)
Joint Secretary (AR) to the
Government of Himachal Pradesh.
Phone No. 2628480

15.2.4 Handing over Charge on transfer

“The Assistants on their transfer from one section or office to another cannot just leave the section or office and join in the new section or new office of a posting. They are required to first properly hand over the pending receipts, all registers and files, besides preparing a list of important and time bound papers/ matters so that the records remain in proper custody at all times and no Important and time bound *case* remains unattended or delayed.

With the above end in view the following procedure is required to be observed when assistants are transferred to or out of section or from one station to the other:

- (i) The official transferred out of the section/cell or from an office will prepare three lists, consisting respectively of:-
 - (a) All undealt receipts remaining with him. The undealt receipts will be tallied with the entries in the assistant's diary.
 - (b) Registers and records and Assistant's diary maintained by him ; and
 - (c) All files including guard files in his custody.

In addition to this, he will also separately prepare a list of receipts/files/matters of urgent nature, court cases, Vidhan Sabha matters and other important matters which need to be attended to without delay by his successor;

- (ii) In case, at the time of his transfer his replacement/successor has been posted and has joined, he will hand over the undealt receipts/all registers and records including assistant's diary and file according to the three lists prepared as at (i) above under proper signatures of the relieved and relieving official. A copy of each of the three lists will be retained by both the officials and the three copies will be handed over to though Section Officer/Superintendent Grade I/Superintendent Grade II or Senior Assistant supervising the work;
- (iii) Where an official is transferred out without his replacement /successor having been posted, the official transferred out shall, before leaving for his new posting, prepares the three lists of receipts, registers and files as at (i) above and hand over the same together

with the receipts/files/registers to the Section Officer/Superintendent Grade I/Superintendent Grade II and Sr. Assistant supervising his work. He will also prepare another list indicating the receipts of urgent nature, court cases, Vidhan Sabha matters and other important matters needing attention without delay and hand over the same to the supervisory officer supervising his work, so that he assigns such receipts/matters to some other dealing hand as an interim measure. As and when the replacement/successor joins, he shall take over the undealt receipts, files and registers by signing the lists and tallying the undealt receipts with the entries in the assistant diary and the registers and files with the lists thereof;

- (iv) Where an official posted in a Section/wing or an office is not able to take over the charge because of his predecessor being on leave etc. at the time of his joining, the official shall prepare lists of pending receipts, registers (including assistant's diary) and current files (including guard files) and hand over a copy of all these lists to the Section's Supervisor (Section Officer, Superintendent Grade/Grade-II or senior Assistant as the case may be) pointing out the important pending receipts left unattended so that the Section's supervisor may initiate measures for their immediate disposal and if necessary inform the Branch Officer of the position. As and when the official posted out rejoins duty in the office, he should be asked by the supervisor of the section to verify the entries in the lists and sign the lists.

It is the personal responsibility of the official transferred to or from the section/office to prepare the lists in the above manner and to hand over the same to the Supervisor of the Section/Office personally. A copy of these lists is to be attached with the joining /departure reports by the supervisor while forwarding the joining /departure reports to the next superior/higher authority without which the joining /departure reports will not be deemed to be complete.

The Section Officer/ Superintendent Grade I/Superintendent Grade II/ Senior Assistant supervising the work of the official concerned will bring to the notice of the Branch Officer in writing both any deviation from this procedure as well as details of important papers and cases left unattended or likely to remain unattended and ensure issue of orders for their prompt disposal. Any lapse in this behalf is the personal responsibility of the supervisor of the Section".

These instructions be adhered strictly.