

No. Per (AP-B) B (6)-1/2013
Government of Himachal Pradesh
Department of Personnel
Appointment-II

Dated Shimla-171 002, **6th April, 2018.**

From

Principal Secretary (Personnel) to the
Government of Himachal Pradesh

To

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

Subject: Transfer of Class-IV employees – instructions thereof.

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that as per prevailing procedure, the transfers and postings of Class-IV employees is approved by the Hon'ble Chief Minister, H.P. during the ban period. The matter has been examined and it has been decided that henceforth the proposals for the transfer and posting in respect of Class-IV employees shall be approved by the concerned Minister-in-charge only. The transfer & posting of Class-IV employees may be ordered by strictly observing the following conditions:

- i. Transfer and posting should strictly be processed/approved in accordance with the Comprehensive Guiding Principles-2013 circulated vide this department O.M dated 10-07-2013,
- ii. The transfer of Class-IV employees shall be ordered in a fair, transparent and impartial manner to avoid hardship to them and resultant litigation, and
- iii. No transfer shall be approved / ordered where the tenure prescribed under the Comprehensive Guiding Principles-2013 ibid is not met with. However, in genuine circumstances, the same can be ordered after approval from the Minister-in-Charge in relaxation of norms relating to stay at one place by recording reasons.



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2. These instructions may be brought to the notice of all concerned for strict compliance and can also be seen on website www.himachal.nic.in/personnel.

Yours faithfully,



(Amarjeet Singh)

Special Secretary (Personnel) to the
Government of Himachal Pradesh
Tele No. 0177 - 2622132

Endst No. Per (AP-B)B(6)-1/2013 Dated Shimla-171 002, **6th April, 2018**

A copy is forwarded for information and necessary action to :

1. The Pr. PS to the Hon'ble Chief Minister, H.P.
2. The Private Secretaries to all Ministers, Himachal Pradesh.
3. The PS to Chief Secretary to the Government of Himachal Pradesh
4. The PS to ACS-cum-Pr. Secretary to Chief Minister, H.P. Shimla-2
5. All the Managing Directors/Chief Executive Officers/ Secretaries/
Registrar of Boards/Corporations/ Government Universities in H.P.



Special Secretary (Personnel) to the
Government of Himachal Pradesh
