

Government of Himachal Pradesh  
Department of Personnel  
Appointment-II

No. Per (AP.B)E(3)-17/2012-Part Dated Shimla-2, <sup>15</sup>13 February, 2025

OFFICE MEMORANDUM

Subject: Comprehensive Guiding Principles-2013 (CGP-2013) for regulating the transfer of State Government employees – prescription of new provision thereof.

The Comprehensive Guiding Principles-2013 for regulating the transfer of State Government employees have been framed and circulated vide this Department O.M of even number dated 10<sup>th</sup> July, 2013. In the above said CGP-2013, there is no provision for redressal of grievances of the transferred employee. The matter has been examined and it has considered imperative to prescribe a provision for redressal of grievance in the above said Guiding principles in view of administrative exigencies and public interest, as the employer is expected to resolve grievances in a fair and impartial manner. Accordingly. It has been decided to insert the following new provision as Para 22A after Para 22 and before para 23 of O.M. dated 10<sup>th</sup> July, 2013:-

**“22 A. Redressal of grievance on account of Transfer:** In case any employee, who is transferred feels aggrieved, should not proceed further to direct approach the Hon’ble Court.

**The concerned employee will have to join at the station to which he/she is transferred/posted within permissible joining time in compliance of the order issued first so as the government/departmental work continues smoothly.**

To seek redressal of a grievance, the proper course for him/her is to address the authority who had issued the transfer order in the department in the form of a representation containing points regarding developments or facts having a bearing on his/her transfer. The issuing Authority shall put up the file with all facts and circumstances to the Competent Authority who had approved the concerned transfer order for resolution of the grievance(s) in a fair and impartial manner in reasonable time on priority by passing a

speaking and reasonable order. The action as may be called for, will be ensured **within 30 (thirty) days**.

If the Competent Authority after examination of the representation thoroughly orders for the cancellation of the earlier transfer order in that case the earlier position of posting will be restored. If the transfer order is not cancelled then the original transfer order shall prevail."

2. This decision of the Government may please be brought to the notice of all concerned.

*M. Sudha Devi*

(M. Sudha Devi)  
Secretary (Personnel) to the  
Government of Himachal Pradesh

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Copy to :

1. The Secretary to the Governor, H.P. Shimla-2
2. Pr. Secretary to the Hon'ble Chief Minister, H.P. Shimla
3. All the Administrative Secretaries to the Government of Himachal Pradesh
4. All the Heads of Department in Himachal Pradesh
5. All Divisional Commissioners, Himachal Pradesh
6. All the Deputy Commissioners in Himachal Pradesh.
7. The secretary, H.P. Vidhan Sabha, Shimla-4
8. The Secretary, HPPSC, Shimla-2
9. The Secretary to Lokayukta, H.P Shimla-2.
10. The Registrar General, H.P. High Court, Shimla-1.
11. All the Managing Directors/Chief Executive Officers/ Secretaries/Registrar of Boards/ Corporations/Govt. Universities/Autonomous Bodies etc. in H.P
12. Guard file/spare copies.

*Balbir Singh*

(Balbir Singh)  
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