

No. Per(AP)AB(15)-11/2012-I
Government of Himachal Pradesh
Department of Personnel (AI)

From

The Chief Secretary to the
Government of Himachal Pradesh.

To

All the IAS officers/ HODs in
Himachal Pradesh.

Dated Shimla-2 the

04 February, 2019.

Subject: *Regarding submission of Joining/Departure Reports on T.R.-1 Form.*

Sir/Madam,

I am directed to refer to the subject noted above and to say that it has been observed that some IAS officers and HODs are submitting their departure and joining reports in a letter shape which is generally addressed to the concerned Administrative Secretary and copy is endorsed to this department. The Class-I officers are required to submit the report regarding charge relinquishment or assumption or transfer of the charge on TR-1 form while proceeding on leave or joining back the post/duty on expiry of leave and copy is required to be endorsed to all concerned department(s).

In view of above, you are requested to ensure to submit the charge relinquish/assumption report on TR-1 Form while proceeding on leave or joining the post/duty after availing leave or transfer and also to endorse the copy of TR-1 form to all the concerned department(s) specifically to the Department of Personnel (Appointment-1) and the Controller (F&A), Department of Personnel, H.P. Secretariat, Shimla-2.

Yours faithfully,



(Amarjeet Singh)

Special Secretary(Personnel) to the
Government of Himachal Pradesh.

☎ 0177-2622132

Email: persbr1-hp@nic.in.
