

No. Per(AP-B)E(3)-17/2012-Part
Government of Himachal Pradesh
Department of Personnel
(Appointment-II)

From

The Chief Secretary 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 H.P.
3. All the Divisional Commissioners, H.P.
4. All the Deputy Commissioners in H.P.
5. All the Managing Directors/Chief Executive Officers/Secretaries/Registrars of Boards/Corporations/Govt. Universities/PSUs/Autonomous Bodies etc. in H.P

Dated Shimla 17100, the 4th September, 2023

Subject: Relieving of government servant upon transfer.

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that in order to expedite the joining of under transfer officers/officials to their new place of posting, the Government of HP in the Finance Department, vide notification No. Fin(C)B(7)1/2023 dated 24.05.2023, has amended the Central Civil Services (Joining Time) Rules, 1979, stipulating that the joining time admissible for transfer within 30 km or less shall be one day and beyond 30 Km shall be five days. Similar instructions have been issued by DoP in respect of contract employees vide letter No. PER(AP)C-B(2)-2/2015-L-II dated 31st July, 2023,.

In this regard, it has come to the notice of the Government that the transfer orders in respect of officials/officers issued with the approval of the competent authorities are not being implemented in time as the concerned Controlling Authorities are



not relieving the officials/officers under orders of transfer, promptly to the detriment of the public works. A need has, therefore, been felt to issue instructions for prompt relieving of under transfer officers/officials.

3. In view of the above, it has been decided that the concerned Controlling Authorities may be directed to relieve the officer/officials promptly and not later than two working days in case of posts not requiring transfer of charge/inventory. In case of posts requiring transfer of charge/inventory, the officers/officials may be relieved not later than five working days. If a transferred employee is not relieved in this stipulated period, he will be deemed to have been relieved. Failure to comply with these directions may invite disciplinary action under extant rules.

4. These instructions may be brought to the notice of all concerned for strict compliance. The instructions are also available at website www.himachal.nic.in/personnel.

Yours faithfully,



(Balbir Singh)

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No. 0177-2880851
