

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

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Dated Shimla-171002, the 21<sup>st</sup> October, 2023

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 the Departments in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.

Subject:

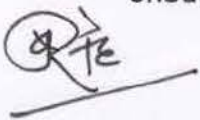
General Transfers of Group-C & Group-D Government employees- lifting of Ban.

Madam/Sir,

I am directed to invite your attention to the subject cited above and to say that it has been decided by the Government to lift the ban on transfers' w.e.f. 21-10-2023 to 31-10-2023 in respect of Group-C and Group-D officials only. The general transfer may be ordered during this period and while doing so, the following conditions may be strictly observed:

1. Transfers should be strictly ordered in accordance with the "Comprehensive Guiding Principles-2013" circulated vide OM No. PER(AP-B}E(3)-17/2012 dated 10th July, 2013 as amended from time to time .
2. While ordering transfers, normal tenure/stay of three years of an official is to be considered. However, an official having completed the tenure/stay of not less than two years at one station could also be considered in view of the administrative requirement.
3. The transfers shall be restricted to the barest minimum keeping in view the administrative requirement and in no case shall exceed 3 (three) percent of the respective cadre strength in the Department. It will be personal responsibility of the concerned HoDs/ MDs/CEOs/ Registrars of the respective Department/ Corporation/Board/ Universities etc. to ensure that this limit of 3% is not exceeded under any circumstances.

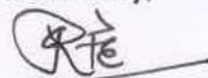
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4. Ministers-in-charge are authorized to approve/decide transfers in their respective Departments in respect of all Group-C and Group-D categories.
5. Where condonation/relaxation of short stay, short distance etc. is involved, the transfer will be made with the approval of the Chief Minister through Minister-in-charge in view of Para 9.2 of CGP-2013 dated 10-07-2013.
6. The transfers of employees be ordered in a fair and equitable manner to avoid hardships and consequent litigation.
7. Employees can directly apply for transfer to their Department.
8. The Department will ensure that employees who are engaged in Disaster relief and restoration should not be transferred during this period.
9. With effect from 01-11-2023, the ban on transfers will again become operative.

These instructions may be brought to the notice of all concerned for strict compliance and can be seen at the departmental website i.e. [www.himachal.nic.in/personnel](http://www.himachal.nic.in/personnel).

Yours faithfully,



(Balbir Singh)

Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh  
Phone NO.0177-880851  
Email ID; persbr2-hp@nic.in

Endst.No. Per{AP-B}B{6}-1/2013 Dated Shimla-2, the 21<sup>st</sup> October, 2023  
Copy for information and necessary action to:

1. The Pr. Private Secretary to Hon'ble Chief Minister, HP.
2. The Director, Information & Public Relations, HP Shimla for publicity.
3. The Private Secretaries to all Ministers, Himachal Pradesh.
4. All the Chief Executive Officers/Managing Directors/Secretaries/Registrars of Boards/Corporations/Universities in Himachal Pradesh.
5. Spare copies-10



Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh