

From

The Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

To

1. **All the Additional Chief Secretaries/
Principal Secretaries/Secretaries to the
Government of Himachal Pradesh, Shimla-171002.**
2. **All the Heads of Departments in Himachal Pradesh.**
3. **All the Divisional Commissioners/Deputy
Commissioners in Himachal Pradesh.**
4. **All the Managing Directors of Board/Corporations in
Himachal Pradesh.**

Dated Shimla-171 002, the 7th October, 2010.

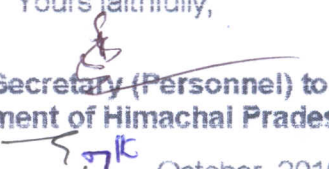
Subject:-

**Regarding indicating full name in TR-1 Forms and
endorsing of copies of sanction of earned
leave/joining reports etc. to Controller (F&A),
Department of Personnel.**

Sir,

I am directed to invite a reference to the subject mentioned above and to say that from time to time, Department of Personnel has issued instructions that copies of sanctions relating to earned leave/charge assumptions & relinquishing reports etc. may also be sent to the Controller (F&A), Department of Personnel and in the charge assumption/relinquishing reports, full names of concerned officers should invariably be indicated so that these can be put in appropriate files. The Treasuries, Lotteries and Accounts Department has also revised the format of TR-1, vide their notification No. Fin(TR)B(15)-11/95-III dated 7th September, 2010, wherein provisions regarding indicating of full name with designation have been incorporated. It is therefore, requested that all the officers working under your administrative control may be given instructions that in future charge assumption/relinquish reports may be submitted to the Department of Personnel as well as to the Controller (F&A), DOP, on the revised TR-1 Form, indicating therein, full name & designation, so that these charge reports can be placed in the appropriate files. Further, copies of earned leave sanctions in respect of IAS/HPAS/HPSS Officers may also invariably be sent to Controller (F&A), DOP in addition to Department of Personnel.

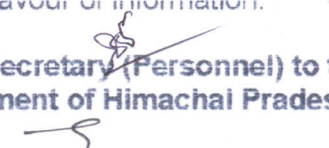
Yours faithfully,


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

Endst. No. As above, Dated Shimla-171002, the

7th October, 2010.

Copy to Director, Treasuries, Lotteries and Accounts, Himachal Pradesh, Shimla-171009, w.r.t. the above referred to letter for favour of information.


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