Government of Himachal Pradesh
Department of Personnel
Appointment-II

No. Per (A.P.B)E(3)-17/2012-Part Dated Shimla-2, the 25th July,2026

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 10th July, 2013 and have subsequently been amended from time to time.

2. It has been observed by the Government that the existing provisions contained in Para 16.1 of the Comprehensive Guiding Principles-2013 relating to option of 5 (five) Stations of choice on completion of tenure in Difficult /Tribal /Hard /Most Difficult Areas have resulted in ambiguity in implementation, as transfers are required to be effected keeping in view the administrative requirements and larger public interest rather than employee preferences. Further, there is no specific provision regarding reckoning of service rendered while merely holding additional charge in such areas for the purpose of completion of prescribed tenure.

3. Accordingly, with a view to removing the aforesaid ambiguities, ensuring uniform implementation of the transfer policy and providing greater clarity regarding the reckoning of tenure in Difficult, Tribal, Hard and Most Difficult Areas, the Government has decided to amend Para 16.1 of the Comprehensive Guiding Principles–2013. The existing provision shall stand substituted by the following:

> Para-16.1 The normal tenure for transfers in Difficult /Tribal /Hard /Most Difficult areas will be three years i.e. Two Winters and Three summers. It may be ensured that the Officers/ Officials have actually completed the prescribed tenure. In case any Officer/official remain on long leave or whatsoever reasons, this period of absence will be deducted and he /she will have to serve more in that Areas for equal period. As far as possible, efforts will be made not to post Officers/Officials in Difficult /Tribal /Hard /Remote Areas who have crossed the age of 55 (fifty five) years, but this will not be applicable in case of promotions.

Sh. Suresh
4/8/26

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Further, any period during which an officer merely held on intermittently discharged the duties of a post under additional charge in a Difficult , Tribal, Hard or most Difficult area, without being regularly posted or appointed against such post, shall not be treated as qualifying service rendered in that area. Such period shall neither be reckoned nor counted towards the prescribed tenure of service in Difficult, Tribal, Hard or Most Difficult areas for the purpose of determining eligibility for any benefit, concession, preference, incentive under the applicable policy, rules or instructions."

4. The decision of the Government may kindly be brought to the notice of all concerned for strict compliance.

(Niraj Kumar)
Joint Secretary (Personnel) to the
Government of Himachal Pradesh

DIRECTORATE OF SCHOOL EDUCATION
HIMACHAL PRADESH, LALPANI, SHIMLA-171001 14 AUG 2026

Endorsement No: EDN (SE)-H(1)A(7) /2025 (PER), dated August, 2026
Copy is forwarded for information and necessary action to:-

1. The Additional Director (Schools), Directorate of School Education, H.P. Shimla-1.
2. The Joint Director (Schools), Directorate of School Education, H.P. Shimla-1.
3. The Joint Controller (F&AS), Directorate of School Education, H.P. Shimla-1.
4. The District Attorney, Directorate of School Education, H.P. Shimla-1.
5. All the Nodal/Branch Officer, Directorate of School Education, Shimla-1.
6. All the Deputy Director of Education (Elementary/Secondary/Quality) in Himachal Pradesh with the directions that these instructions also be brought to the notice of all concerned under their jurisdiction.
7. The Assistant Controller (F&AS), Directorate of School Education, H.P. Shimla-1.
8. All the Branch Superintendent/Incharge, Directorate of School Education H.P. Sml-1.
9. The Section Officer (F&AS), Directorate of School Education, H.P. Shimla-1.
10. The In-charge, IT Cell, Directorate of School Education, Himachal Pradesh, Shimla-1 with the remarks to upload the same on departmental website.
11. P.S. to Director School Education, Himachal Pradesh, Shimla-01.
12. All the P.A. to Additional Director (Admn), Dte. of School Education, H.P.Shimla-1
13. Guard file.

(B.R. Sharma)HPAS,
Addl. Director School Education,
Himachal Pradesh, Shimla-1,