

No.15/01/2024-4HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(Human Resources-I Branch)

Dated Chandigarh, the 26th December, 2024

To

All the Administrative Secretaries to Government Haryana
All the Heads of Departments,
All the Managing Directors/Chief Administrators of all the Boards/ Corporations in Haryana State.
All the Divisional Commissioners in the State of Haryana.
All the Deputy Commissioners in the State of Haryana.
All the Registrars of Universities in Haryana.

Subject: Regarding transfer of an employees from one station to another.

Sir/Madam,

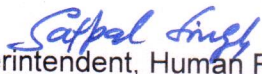
I am directed to invite your attention towards Government letter No. 15/01/2024-4HR-I, dated 26.01.2024 and No. 15/16/2017-1GS-II, dated 12.04.2017 vide which it was decided to bring the entire process of transfer of Government employees within the ambit of e-governance. The instructions, dated 26.01.2024 specified that no transfer order of employee of any Group would be issued without receipt of preliminary or final transfer advisory from the office of Chief Minister, Haryana and procedure and timeline for implementing such "advisories" was also prescribed. Your attention is also invited to Government circular letter no.45/15/2004-1GS-II, dated 18.11.2000 on the subject of validity of transfer outside the HRMS transfer module vide which it was directed that transfer orders including temporary transfer of an employee of any Department/Board/Corporation/University etc. within the same or different station or from one Department to another shall not be valid if the same have not been issued through the HRMS transfer module. In the instructions dated 18.12.2020 it was further directed that all the employees who are transferred were not to join at the new station/office unless the transfer order was issued through HRMS transfer module and further they had to submit their relieving and joining report "online" only.

2. It has been observed that these instructions are not being complied with in letter and spirit and transfer orders are being issued by various Departments/Boards/Corporations/Universities at their own level without acquiring the necessary "Transfer Advisory" from the office of Chief Minister, Haryana and also without usage of HRMS transfer module. This is a violation of directions issued by the Government from time to time.

3. Government has considered the matter and it is hereby clarified once again that no Department/Board/Corporation/University shall transfer any of its employee of any Group A, B, C and D without the said "Transfer Advisory" form Chief Minister's office. Further, upon receipt of such an "advisory" the transfer order of the employee shall be issued immediately through HRMS transfer module **only**. Failure to adhere to above instructions will invite disciplinary action.

4. **These instructions may please be brought to the notice of all concerned for immediate and strict compliance.**

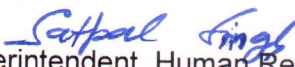
Yours faithfully,


Superintendent, Human Resources-I,
for Chief Secretary to Government Haryana.

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A copy is forwarded to all the Private Secretaries/Secretaries/Sr. Secretaries attached with Ministers to bring to the notice of their Ministers for compliance in letter and in spirit.


Superintendent, Human Resources-I,
for Chief Secretary to Government Haryana.