

No. 15/16/2017-1GS-II  
HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT

Dated: Chandigarh, the 18<sup>th</sup> July, 2019.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments in the State of Haryana.

**SUBJECT : Temporary transfer or short term deputation of the officers/officials.**

Sir/Madam,

I am directed to invite your attention to sub rule 89 of Rule 8 of the Haryana Civil Services (General) Rules, 2016 in which the term temporary transfer has been defined as under:-

*“temporary transfer” means transfer of a Government employee from one station to another for a limited period not exceeding 180 days, inclusive the day(s) of outward and inward journey, specifically mentioned in the order. It includes temporary duty or deputation from one station to another within the same department.”*

2. It has been observed that even as introduction of online transfer policy is reducing the element of discretion, the power of Head of Departments and Administrative Secretaries for short term deputation of officials is being got exploited by vested interests.
3. All the Heads of Departments and Administrative Secretaries are directed that henceforth as far as possible only additional charges will be given to meet the shortfall against any post in any office. If it becomes absolutely necessary for a Head of Department or Administrative Secretary to use the power of temporary transfer or short term deputation vested in them by any executive instructions/rules, the said power shall be exercised in every single case only with the prior approval of Hon'ble Chief Minister.
4. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,



Superintendent General Services-II  
for Chief Secretary to Government Haryana 