

**No. 15/01/2024-4HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(HUMAN RESOURCES-I BRANCH)**

Dated, Chandigarh the 26th January, 2024.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments of Haryana.
3. All the Divisional Commissioners of the State of Haryana.
4. All the Deputy Commissioners of the State of Haryana.

Subject: Implementation of transfer orders issued by the Government.

Sir/Madam

I am directed to invite your kind attention to the instructions issued vide No. 15/16/2017-1GS-II dated 12.04.2017 on the subject cited above and to say that object of bringing the "entire process of transfer within the ambit of e-governance" envisaged in the said instructions dated 12.04.2017 is not being realized completely in all departments. The matter has been re-considered by State Government and the para 4.1 and 4.2 of the said instructions regarding procedure for implementation of a transfer order is substituted with immediate effect as follows:-

4.1 For Class I & II services:

In first instance, Chief Minister office will issue 'preliminary transfer advisory' to the Department for transfers based on suggestions received from the department and suggestions directly received in Chief Minister office on administrative or other valid grounds. The 'preliminary transfer advisory' will be issued only through email just as is already the case for 'final transfer advisory' and transfer orders shall be issued within three (03) working days by the department positively and copy of order shall be provided to Chief Minister office through email indicating the reference number of Chief Minister office. If no objection is received on a 'preliminary transfer advisory' in the "Chief Minister Office within two (02 days) through email citing the reasons for the same" 'the preliminary transfer advisory' shall automatically get converted into the 'final transfer advisory' and be got implemented forthwith by the Administrative Secretary or Head of Department, as the case may be.

If any objection is found by the department on policy/legal ground regarding one or more transfers, the whole order shall be sent back to Chief Minister office within two (02) days through email citing the reasons for the same. (Departments shall not send objections on administrative ground only). After considering the same, the final transfer advisory' will sent by Chief Minister office through e-mail which will be implemented by the department immediately by issuing orders without fail.

4.2 For Class III & IV services:

In first instance Chief Minister office will issue "preliminary transfer advisory to the Department for transfers based on suggestions received from the department and suggestions directly received in Chief Minister office on administrative or other valid grounds. The 'preliminary transfer advisory' will be issued only through email just as is

already the case for 'final transfer advisory' and transfer orders shall be issued within three (03) working days by the department positively and copy of order shall be provided to Chief Minister office through email indicating the reference number of Chief Minister office. If no objection is received on a 'preliminary transfer advisory' in the "Chief Minister Office within two (02 days) through email citing the reasons for the same" 'the preliminary transfer advisory' shall automatically get converted into the 'final transfer advisory' and be got implemented forthwith by the Administrative Secretary or Head of Department, as the case may be.

If any objection is found by the department on policy/legal ground regarding one or more transfers, only that part of advisory shall be sent back to Chief Minister office within two (02) days through email citing the reasons for the same. (Regarding rest of the part of the advisory, the order shall be issued by the department). Departments shall not send objections on administrative ground only. After considering the same, the 'final transfer advisory' shall be sent by Chief Minister office through e-mail which shall be implemented by the department immediately by issuing orders without fail.

2. It is directed that both the 'preliminary transfer advisory' as well as 'final transfer advisory' will invariably also be sent through email to the concerned Administrative Secretary in case of para 4.1 and to the concerned Head of Department in case of para 4.2, who shall both be duty bound to ensure strict compliance within the prescribed time periods for implementation of every transfer advisory whether preliminary or final.

3. It is also directed that details of Nodal Officers (Transfer) both at the level of Government and Directorate respectively, be provided to Officer on Special Duty to the Chief Minister (OSD/CM (SG) in the format give below at email id : osdcmsgtrf@gmail.com within two days from the date of issuance of these instructions:-

Sr. No.	Name	Designation	E-mail id	Mobile No.	Landline No.

4. The all Administrative Secretaries and Heads of Department are directed to personally ensure strict compliance of above instructions.

Yours faithfully,

Tilak Ram

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

Endst. No. No. 15/01/2024-4HR-I

Dated, Chandigarh the 26th January, 2024.

A copy, each, is forwarded to the following for information and necessary action:-

1. All Senior Special Secretaries/ Senior Secretaries/Private Secretaries posted with Hon'ble Chief Minister/Deputy Chief Minister/Hon'ble Ministers/Hon'ble State Ministers for information of Chief Minister/Deputy Chief Minister/Hon'ble Ministers and Hon'ble State Ministers.
2. All Senior Secretary/Secretary/Private Secretary posted with Chief Principal Secretary to Chief Minister, Principal Secretary to Chief Minister, Additional Principal Secretary to Chief Minister, Deputy Principal Secretary to Chief Minister and Officer on Special Duty with Chief Minister.

Tilak Ram

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