

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

Dated Chandigarh, the 9<sup>th</sup> January, 2025

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 employee from one station to another.**

Sir/Madam,

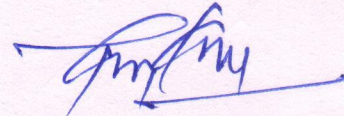
I am directed to refer the Government letter of even number dated 26.12.2024 vide which it was clarified that no Department/Board/Corporation/University shall transfer any of its employee of any Group A, B, C and D without "**Transfer Advisory**" received from Chief Minister's office. Further, upon receipt of such an "advisory" the transfer order of the employee shall be issued immediately through **HRMS transfer module only** as entire process of transfer of Government employees was brought within the ambit of e-governance vide letter No. 15/01/2024-4HR-I, dated 26.01.2024 and No. 15/16/2017-1GS-II, dated 12.04.2017. It was further conveyed that failure to adhere to these instructions will invite disciplinary action against the delinquent officer/official.

2. Despite the above all, it has been noticed that these instructions are still not being complied with in true letter and spirit by the departments/boards/corporations etc. and transfer orders are being issued at their own level without receipt of "**transfer advisory**" from the office of Chief Minister's office and without HRMS transfer Module in violation of instructions dated 26.12.2024 and thereafter, cases are being sent to office of Chief Secretary to Government Haryana for ex-post facto approval.

3. Taking a serious note of such defiance, all the Administrative Secretaries are requested to issue strict directives to the departments/boards/corporations/universities etc. under their administrative control to adhere to above instructions meticulously and it is specifically clarified that no ex-post facto approval for any of such transfer issued in breach of Government instructions dated 26.12.2024 shall be granted and strict disciplinary action shall be taken against the delinquent officer(s) and official(s) by the office of Chief Secretary to Government Haryana.

4. All the Administrative Secretaries are also requested to provide the self-compiled list/information of such transfer orders issued in breach of Government instructions dated 26.12.2024 to this office by **13.01.2025** positively through special messenger without failure.

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

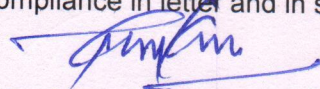


Superintendent, Human Resources-I,  
for Chief Secretary to Government Haryana.

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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.