

No. Per(AP-B)E(3) 17/2012-Part-V
Government of Himachal Pradesh
Department of Personnel (AP.II)

From

Deputy Director of
School Education (Sec)

03 NOV 2025

Diary No. 9054
Kangra at Dharamshala

The Secretary (Personnel) to the
Government of Himachal Pradesh

1. All the Administrative Secretaries to the Government of Himachal Pradesh
2. All the Heads of Department in Himachal Pradesh
3. All Divisional Commissioners, Himachal Pradesh
4. All the Deputy Commissioners in Himachal Pradesh.
5. All the Managing Directors/Chief Executive Officers/ Secretaries/Registrar of Boards/ Corporations/Govt. Universities/Autonomous Bodies etc. in H.P

Dated Shimla-171002, the 4th October, 2025

Subject: Comprehensive Guiding Principles-2013 for regulating the transfer of State Government employees – prescribing of Proforma for transfer.

Sr./Madam,

I am directed to invite your attention to this department's O.M. of even number dated 10th July 2013 vide which CGP-2013 have been issued and can be accessed at the link www.himachal.nic.in/personnel. The above comprehensive guiding principles do not contain any Proforma for issuing transfer of the officers/officials. A Proforma is an absolutely essential document for issuing a transfer order because it serves as an official checklist that confirms key details, obtains necessary internal approvals, and establishes transparency before the final order is issued and in the absence of Proforma, a transfer order could be delayed & disputed.

2. Accordingly, it has been decided that the while considering the proposal of the transfer of employees under the State Government, in accordance with the CGP-2013, the information on the annexed Proforma with regard to every employees to be transferred may be prepared and sent for necessary prior approval of the competent authority.

.....2.

- 4. These instructions may be brought to the notice of the all concerned for compliance in letter and spirit and violation of the above shall attract action against the defaulting Officer(s)/ Official(s).
- 5. These instructions can also be seen on the website www.himachal.nic.in/personnel.

Yours faithfully,

(P. B. Singh)
 Additional Secretary, Department of School Education,
 Government of Himachal Pradesh,
 Shimla-171001
 E-mail ID: pbsingh@hp.nic.in

**DIRECTORATE OF SCHOOL EDUCATION
 HIMACHAL PRADESH, LALPANA, SHIMLA-171001**

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

November, 2025

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

Directorate of School Education
 03 NOV 2025
 Himachal Pradesh, Shimla-171001

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

**Deputy Director of
 School Education (Sec)**
 04 NOV 2025
 Dispatch No. 14249
 Kangra at Dharamshala

**NO:-EDN-KGR(General Instruction)/-2022-
 Office of the Dy. Director of School Education(Secondary)
 Kangra at Dharamshala.**

Dated: Dharamshala-176215. 04-11-2025

All the Principals / Headmasters GSSS / GHS of District Kangra are directed to brought these instructions to the notice of all concerned under their jurisdiction.

**Dy. Director of School Education(Sec.)
 Kangra at Dharamshala**

Proforma for the transfer of an employee under the State Government

Sl. No.	Name	Date of initial appointment	Date of joining of current posting with category of station and number of years / months served	Last three postings with number of years / months served	Proposed place of transfer with category of station	Remarks
1	2	3	4	5	6	7

Handwritten signature or initials in a circle.