From
The Secretary (Personnel) to the Government of Himachal Pradesh

To
1. All Divisional Commissioners in H.P.
2. All Heads of Departments in H.P.
3. All Deputy Commissioners in H.P.

Dated Shimla-2, the 12th May, 2010

SUBJECT: REGARDING INDICATING FULL NAME IN T.R.1 FORMS AND ENDORSING OF COPIES OF SANCTION OF EARNED LEAVE / JOINING REPORTS ETC. TO CONTROLLER (F&A) DEPARTMENT OF PERSONNEL.

Sir/ Madam,

I am directed to invite a reference to the subject mentioned above and to say that from time to time, DOP has issued instructions that copies of sanctions relating to earned leave / charge assumption & relinquishing reports etc. may be also sent to the Controller (F&A) Department of Personnel (Accounts) H.P. Secretariat and in the charge assumption / relinquishing reports, full names of concerned officers should invariably be indicated so that these can be put in appropriate files. It has, however been noticed that:

a) Most of sanctions relating to earned leave / Half Pay leave etc. and Charge relinquishing / assumption reports are not endorsed to the Controller (F&A) Department of Personnel (Accounts). As the service record of HPAS Officers / HPSS Officers is maintained in that Section, a copy of such sanctions of Earned / Half Pay leave etc. should invariably be endorsed to the Controller (F&A) Department of Personnel (Accounts) so that requisite entries in service book can be made. Similarly, the copies of all Charge relinquishing / assumption reports should also be endorsed to the Controller (F&A) Department of Personnel (Accounts).
b) Consequent upon transfer of officers/proceeding and return from leave full name of concerned Officer is not indicated in the charge assumption/relinquishing reports (T.R.-I Forms), in most of cases. It is, therefore re-iterated that full name of concerned officers should also invariably be indicated in the T.R.-I Forms (Charge relinquishing/assumption reports). All departure/joining reports in respect of HPAS/HPSS Officers should be submitted only on the T.R.-I forms.

Yours faithfully,

[Signature]

Joint Secretary (Personnel) to the
Government of Himachal Pradesh

DATED SHIMLA-2 THE 24th MAY, 2010

COPY TO:


2. All Himachal Pradesh Admn. Services / H.P. Sectt. Services Officers for information and necessary action as indicated above.

3. The Controller (Finance & Accounts), Department of Personnel, H.P. Secretariat, Shimla-171002.

[Signature]

Joint Secretary (Personnel) to the
Government of Himachal Pradesh

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