

No. Per(AP)AB(15)-11/2012-I
Government of Himachal Pradesh
Department of Personnel (AI)



From

The Chief Secretary to the
Government of Himachal Pradesh.

To

All the IAS officers/ HODs in
Himachal Pradesh.

Dated Shimla-2 the

To
The Director,
Animal Husbandry
Shimla (HP)

04 February, 2019.

**Subject: Regarding submission of Joining/Departure Reports
on T.R.-1 Form.**

Sir/Madam,

I am directed to refer to the subject noted above and to say that it has been observed that some IAS officers and HODs are submitting their departure and joining reports in a letter shape which is generally addressed to the concerned Administrative Secretary and copy is endorsed to this department. The Class-I officers are required to submit the report regarding charge relinquishment or assumption or transfer of the charge on TR-1 form while proceeding on leave or joining back the post/duty on expiry of leave and copy is required to be endorsed to all concerned department(s).

In view of above, you are requested to ensure to submit the charge relinquish/assumption report on TR-1 Form while proceeding on leave or joining the post/duty after availing leave or transfer and also to endorse the copy of TR-1 form to all the concerned department(s) specifically to the Department of Personnel (Appointment-1) and the Controller (F&A), Department of Personnel, H.P. Secretariat, Shimla-2.

Yours faithfully,

(Amarjeet Singh)

Special Secretary(Personnel) to the
Government of Himachal Pradesh.

☎ 0177-2622132

Email: persbr1-hp@nic.in.

7.2.19

7/2/19
JP

EST
7/2/19

Smt. Manoj
and Sh. Jayant
8/2/19


B/F

No- 4-42/68-Vety-39- dated Shimla-5,

Febuary, 2019. 13 FEB 2019

Copy forwarded for information and strict compliance:-

1. The Chief Secretary to the Government of Himachal Pradesh, Shimla-3 w.r.t. his letter as referred to the above for favour of information, please.
2. The Joint Director, Animal Husbandry (H.Q) / (SLBP) & (S&W) Directorate of Animal Husbandry, Shimla-5.
3. The Joint Director, Animal Husbandry, Palampur, Distt. Kangra, H.P.
4. All the Head of Offices, Animal Husbandry Department (HP)
5. All the Deputy Directors / Assistant Directors / Senior Veterinary Officers and Veterinary Officers Directorate of Animal Husbandry, Shimla-5.
6. The Assistant Director, Animal Health/Breeding, Pangi at Killar, Distt Chamba, H.P.
7. The Assistant Director, (SD) Bharmour Distt Chamba, H.P.
8. The Assistant Director, Animal Health/Breeding, Spiti at Kaza, Distt Lahaul Spiti, H.P.
9. The Assistant Director, Sheep Breeding Farm, Jeori, Distt Shimla, H.P.
10. The Assistant Director (CP) Palampur Distt Kangra, H.P.
11. The Senior Veterinary Officers / Veterinary Officers concerned through Deputy Directors of Animal Husbandry.
12. Dr. Suresh Kefta, Senior Veterinary Officer-Cum (IT Cell) Directorate of Animal Husbandry, Himachal Pradesh, Shimla-5 with the direction to upload the said notification on the departmental website, immediately.


Director, Animal Husbandry,
Himachal Pradesh.