

No. PBW-A-B(8)-4/2024
Government of Himachal Pradesh
Public Works Department

From

The Pr. Secretary (PWD) to the
Government of Himachal Pradesh.

To

The Engineer-in-Chief,
H.P. Public Works Department,
Shimla-171002.

Dated: Shimla-2, the _____ 5-10-2026

Subject: Regarding regulation of overstayed period of employees of HPPWD upon transfer / repatriation - Procedure to be followed by Field Officers for relieving and joining of officers/officials upon transfer/repatriation.

Sir,

I am directed to refer to this Department's instructions issued vide letter No. PBW-AB(15)-25/2023 dated 17.08.2023, subsequent instructions dated 01.10.2024 and 23.11.2024, and the instructions issued by the Department of Personnel vide letter No. Per(AP-B)E(3)-17/2012-Part dated 04.09.2023, regarding regulation of overstayed period upon transfer/repatriation and prompt relieving of Government servants, and to say that despite the aforesaid instructions, instances have come to the notice of the Government where transferred officers/officials are either not relieved within the prescribed period or, after being relieved, do not join their new place of posting within the admissible joining time/journey period.

In order to ensure uniformity, accountability and strict implementation of transfer/repatriation orders, the following

procedure shall henceforth be followed by all concerned Field/Controlling Officers in HPPWD:—

1. Immediate action on receipt of transfer/repatriation order

1.2. The concerned Controlling Officer shall communicate the transfer/repatriation order to the officer/official concerned without delay and shall ensure that the order is implemented within the prescribed time.

1.3. No officer/official under orders of transfer shall be permitted to continue at the existing station merely on the ground that he/she has made a representation against the transfer, unless specific orders/stay/modification have been issued by the competent authority.

2. Time-limit for relieving

2.1. In accordance with the Department of Personnel instructions dated 04.09.2023, the concerned Controlling Authority shall relieve the transferred officer/official promptly and, in any case, not later than two working days where the post does not require transfer of charge/inventory irrespective of the fact that he/ she is Class-I Officer and he / she himself / herself has to relinquish the charge on H.P.T.R.-1.

2.2. In cases where the post requires formal transfer of charge/inventory, the officer/official shall be relieved not later than five working days.

2.3. The requirement of handing over charge shall not be used as a ground for keeping an officer/official under transfer beyond the aforesaid period. The charge/record/inventory shall be handed over in accordance with the prescribed procedure and the relieving process shall be completed within the stipulated period.

2.4. Where the transferred officer/official is not relieved within the stipulated period, the officer/official shall, in terms of the instructions of the Department of Personnel, be deemed to have been relieved, and the Controlling Officer responsible for such delay shall be liable for appropriate action under the applicable rules/instructions.

3. Preparation of charge/handing-over arrangements

3.1. Immediately upon receipt of the transfer order, the Controlling Officer shall make necessary arrangements for handing over the charge, records, Government property, works, contracts, files, court cases, financial matters and other responsibilities entrusted to the transferred officer/official.

3.2. Wherever applicable, a proper charge report/handing-over and taking-over report shall be prepared and signed by both the relieving and relieving/receiving officers.

3.3. The charge report shall clearly indicate pending works, important correspondence, court cases, arbitration matters, disciplinary cases, audit objections, Government references, financial liabilities and other matters requiring immediate attention.

4. Relieving order

4.1. A formal relieving order shall be issued by the competent Controlling Officer indicating:

- reference to the transfer/repatriation order;
- date and time of relieving;
- details of charge handed over;
- new place of posting/parent department; and
- direction to report for duty at the new place of posting/parent department immediately after expiry of admissible joining time/journey period.

4.2. The date of actual relieving shall be properly recorded in the service record.

5. Joining at new place of posting

5.1. An officer/official who has been relieved from the existing station shall proceed to the new place of posting and join duty after availing only the admissible joining time/journey period as applicable under the relevant rules/instructions.

5.2. The officer/official shall submit his/her joining report to the competent officer at the new place of posting immediately on expiry of the admissible joining time/journey period.

5.3. The receiving Controlling Officer shall ensure that the joining report is accepted and recorded promptly and that a copy of the joining report is forwarded to the previous office and the next higher authority, wherever required.

6. Monitoring of joining

6.1. The Controlling Officer shall monitor the joining of every transferred officer/official and shall not wait for the employee to approach the office after expiry of joining time.

6.2. In case the officer/official does not join within the admissible joining time/journey period, the matter shall immediately be brought to the notice of the next higher authority along with the factual position and the period of absence.

7. Leave after transfer/relieving

 7.1. An officer/official who has been relieved on transfer shall not treat the transfer order as suspended merely by submitting an application for leave to the previous Controlling Officer.

7.2. After relieving, any leave sought by the officer/official shall be dealt with by the competent authority in accordance with the applicable leave rules. Mere submission of a leave application shall not by itself confer a right to remain absent.

7.3. In particular, where an officer/official under transfer seeks medical leave, the procedure prescribed in the Department's instructions dated 17.08.2023 and subsequent instructions to get him /her medically examined from the Medical Board shall be strictly followed.

7.4. In cases covered by the instructions dated 17.08.2023, the Controlling Officer shall not regularize/accept the medical certificate submitted by the transferred employee in the ordinary manner. The employee shall be directed to get himself/herself medically examined by the Medical Board of the concerned Zonal Hospital, as prescribed.

7.5 The Controlling Officer shall specifically inform the Medical Board that the employee is under transfer/repatriation and that the medical examination has been sought in the context of the transfer order.

7.6. The fact that the employee is under transfer shall be mentioned in the proceedings of the Medical Board and in the medical certificate/report issued by it.

7.7. No period of absence beyond admissible joining time shall be regularized merely on the basis of a medical certificate obtained otherwise than through the prescribed procedure, wherever the aforesaid instructions require examination by the Medical Board.

8. Unauthorized absence/non-joining

8.1. If an officer/official does not join the new place of posting within the admissible joining time/journey period and has no sanctioned leave or other valid authority for the period of absence,

the period shall be treated as unauthorized absence, subject to orders of the competent authority under the applicable rules.

8.2. The Controlling Officer shall immediately issue an appropriate communication to the concerned officer/official requiring him/her to report for duty forthwith and explain the reasons for non-joining.

8.3. In appropriate cases, disciplinary proceedings shall be initiated for failure to comply with the transfer order and/or unauthorized absence, in accordance with the applicable service rules and Government instructions.

8.4. The provisions of FR-17 and FR-17-A, as applicable, shall be kept in view while dealing with unauthorized absence/desertion of post.

9. Regulation of overstayed period

9.1 Any period beyond the admissible joining time/journey period shall not be treated as automatically regularized merely because the employee subsequently joins at the new station.

9.2 The case for regulation of the excess/overstayed period shall be submitted to the competent authority along with:

- transfer/repatriation order;
- relieving order;
- joining report;
- details of admissible joining time/journey period;
- explanation furnished by the employee;
- leave application, if any;
- medical certificate/report, if any;
- report of the Controlling Officer; and
- any other relevant record.

9.3 In the case of Gazetted officers/establishment, the excess period shall not be regularized without obtaining the approval of

the Pr. Secretary/Secretary (PWD), as applicable under the prevailing delegation/instructions.

9.4 Cases relating to the remaining establishment shall be dealt with at the level of the Engineer-in-Chief, HPPWD, in accordance with the prevailing orders/delegation.

10. Repatriation from deputation/secondment

10.1. In cases where an officer/official is on deputation / secondment with another department/organization for a specified period, the borrowing organization shall be requested, wherever necessary, to relieve the officer/official on expiry of the approved period.

10.2. The officer/official shall report back to the parent department immediately upon expiry of the approved deputation/secondment period, unless a competent authority has specifically approved extension before expiry of the existing period.

10.3. Mere submission of a request for extension of deputation/secondment shall not entitle the officer/official to continue beyond the approved period.

10.4. The concerned parent/borrowing department shall monitor the expiry of deputation/secondment and ensure timely repatriation and joining.

11. Responsibility of Field Officers

11.1. The responsibility for timely implementation of transfer/repatriation orders shall rest primarily with the concerned Controlling Officer.

11.2. The superior controlling authority shall also periodically review pending relieving and joining cases and ensure that no transferred officer/official is retained or allowed to remain absent in contravention of Government instructions.

11.3. Any deliberate or avoidable delay in relieving a transferred officer/official, or failure to monitor his/her joining after relieving, shall be viewed seriously and may invite disciplinary action under the applicable rules.

12. Monthly monitoring/reporting

12.1. The Chief Engineers/Superintending Engineers/Executive Engineers and other concerned Controlling Officers shall maintain an updated record of all transfer/repatriation cases.

12.2. Cases where an officer/official has not joined after expiry of admissible joining time shall be reported to the next higher authority without delay, indicating the action proposed/taken under the applicable rules.

12.3. The supervisory authorities shall conduct periodic review of such cases so that unauthorized absence and overstaying do not continue for prolonged periods.

13. General

13.1. All concerned officers shall ensure strict compliance with the instructions contained in this communication as well as the existing instructions/rules governing joining time, transfer, relieving, leave and unauthorized absence.

13.2. No local practice or administrative arrangement shall be adopted which has the effect of keeping a transferred officer/official at the previous station beyond the period permitted under the Government instructions.

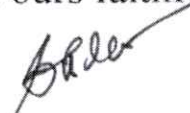
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13.3. The instructions contained herein shall be brought to the notice of all officers/officials under the administrative control of HPPWD and shall be strictly adhered to.

13.4. Any deviation from these instructions shall be brought to the notice of the competent authority immediately, along with reasons for such deviation.

The Engineer-in-Chief, HPPWD is requested to circulate these instructions to all Chief Engineers, Chief Architect, Superintending Engineers, Executive Engineers, Sr. Architects, Architects, Assistant Engineers and other concerned Controlling Officers for strict compliance.

Failure to comply with the aforesaid instructions, particularly regarding timely relieving, monitoring of joining and dealing with unauthorized absence/overstaying, shall render the concerned officer(s) liable for appropriate action under the applicable rules.

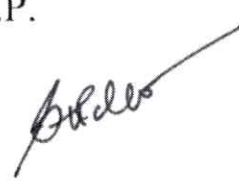
Yours faithfully,


(Shilpi Beakta)

Addl. Secretary (PWD) to the
Government of Himachal Pradesh

Endst.No.As above Dated: Shimla-2 the 25.10.2026
Copy to following for information and necessary action:-

1. The Pr.PS to Hon'ble PWD Minister, H.P.
2. All the Chief Engineers, HPPWD, HP.
3. All the Chief Architects, HPPWD, HP.
4. All the Superintending Engineers, HPPWD, HP.
5. All the Executive Engineers, HPPWD, H.P.
6. All the Assistant Engineers, HP.


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Government of Himachal Pradesh