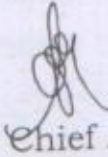


Subject: **Handing over/taking over of record on transfer etc.**

Please refer to the above-mentioned subject and instructions No.2/14/2011-2AR dated 01.07.2014 of the Chief Secretary to the Government of Haryana, Administrative Reforms Department (copy enclosed).

You are directed to carefully go through the enclosed instructions of the State Government. It is further directed that appropriate handing over and taking over of the records must be ensured by the exiting and incoming officials. A sample proforma is enclosed to prepare this report. One copy each of this report shall be sent to the Head office at Panchkula and office of the concerned ZAs, ZMEOs and the SEs. The concerned DDOs are directed not to issue any LPC (Last Pay Certificate) if handing over/taking over report is not submitted to them by the transferred officials. Implementation of these instructions will be regularly reviewed in the State-level meetings.


24/8/2015
Chief Administrator

U.O. NO.PSCA-2015/81370-564

Dated: 24-08-15


To

1. All the ZAs, ZMEOs, DMEOs & the Secretaries-cum-E.Os of the Market Committees.
2. All the SEs & XENs, HSAMB in the State.
3. All the Branch Incharges at Hqrs.

Endst. No. 81565

Dated: 24-08-15

A copy is forwarded to the Addl. Chief Secretary to the Government of Haryana, Agriculture Department for information.

 24/8/15

CHARGE HANDING OVER REPORT

To

(To be addressed to the immediate Superior/Boss/Head of office)

(A) Details of Records Handed Over

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

(B) Details of important matters pending

(Correspondence, short note of the present status and future course of action)

1. _____
2. _____
3. _____

Handed over
Signature _____
Name: _____
Designation: _____
Name of office _____

Taken Over
Signature _____
Name: _____
Designation: _____
Name of office: _____

Date of handing over/taking over _____

(For use of immediate Superior/Boss/Head of office)

Verified and accepted and forwarded to:-

1. The D.D.O. for issuance of L.P.C.
2. The Chief Administrator, HSAMB Panchkula for information and n/action.
3. Concerned ZA, ZMEO, DMEO, SE/XEN (as the case may be)

Signature _____
Name _____
Designation _____
Date _____

File No. 2/14/2011-2AR
Government of Haryana, Chief Secretary' Office,
Administrative Reforms Department.

Chandigarh
Dated 1.7.2014

To

- 1- All the Administrative Secretaries, to Government of Haryana.
- 2- All Head of Departments in Haryana
- 3- The Commissioners, Rohtak, Gurgaon, Hisar & Ambala Divisions.
- 4- The Registrar, Punjab & Haryana High Court, Chandigarh.
- 5- All the Deputy Commissioners in Haryana.
- 6- The Registrars of the Universities in Haryana.

Subject:- Introduction of procedure for handing over/taking over of record on transfer, etc.

Sir/Madam,

I am directed to refer you on the subject noted above and to inform you that it come to the notice of the State Government that many times old record does not become available and it become difficult to fix the responsibility as to who is responsible for misplacement of record. The Government has considered the issue and decided to adopt the procedure for handing over/taking over of the record at the time of transfer/ new appointment of the officers/ officials so that the problem of non availability of record may not overcome and will becomes convenient to fix the responsibility of the person who misplaces the record/ files. This will also make official concerned more responsible towards handing & maintenance of records.

- 2- It is therefore, requested to ensure the implementation of these instructions in all the offices under your kind control.
- 3- Acknowledgment of this letter will be appreciated.

Yours faithfully

KDm.

Under Secretary (AR)
For Chief Secretary to Government Haryana
Administrative Reforms Department.

sl 1.7.14

Endst No. .2/14/2011-2AR

Dated Chandigarh the 1.7.2014

A copy is forwarded to the PSCM, APSCM-I, APSCM-II, Principal OSD/CM, DPSCM, OSD/CM, Private Secretaries to the Chief Minister/Ministers/Ministers of the State for information of the Chief Minister/Ministers/Ministers of the State, Haryana.

KDm

Under Secretary (AR)
for Chief Secretary to Government Haryana
Administrative Reforms Department.

sl 1.7.14

Endst No. . 2/14/2011-2AR

Dated Chandigarh the 1.7.2014

A copy is forwarded to the Member Secretary, Haryana Bureau of Public Enterprises for information and necessary action. They are requested to send the copy of these instructions to all the Boards/ Corporations in the State of Haryana for taking necessary action.

KRSM
Under Secretary (AR)
for Chief Secretary to Government Haryana
Administrative Reforms Department.
SP 117114

Endst No. . 2/14/2011-2AR

Dated Chandigarh the 1.7.2014

A copy is forwarded to the following for information where necessary action:-

- 1- The Director General Information and Public Relation Haryana Chandigarh
For giving appropriate publicity
- 2- The Director, Local Bodies Haryana for circulating these instructions to the MC/ Council/ Corporations in the State.

KRSM
Under Secretary (AR)
for Chief Secretary to Government Haryana
Administrative Reforms Department.
SP 117114

JI DAX
A copy is forwarded to all the Branch officers/ Superintendents/ Deputy Superintendents of Haryana Civil Secretariat/ ACS Revenue & Disaster Management Department for information and necessary action.

KRSM
Under Secretary (AR)
for Chief Secretary to Government Haryana
Administrative Reforms Department.
SP 1.7.14

To

All the Branch Officers/ Superintendents/ Deputy Superintendents Haryana Civil Secretariat/ Chandigarh Revenue & Disaster Management Department.

U.O. No. 2/14/2011-2AR

Dated Chandigarh the 1.7.2014