

No.EDN-HE(26)B(6)34/2023-(Peon)-TC  
 Directorate of Higher Education  
 Himachal Pradesh.

Dated: Shimla-1, the \_\_\_\_\_

To

The Deputy Director of Higher Education  
 Mandi Distt. Mandi HP.

**Subject: - Transfer/Adjustment (Class-IV employees)**

Memo;

The approval of the competent authority/for transfer/ adjustment of the following Class-IV employee(s) is /is hereby conveyed for further order as under: -

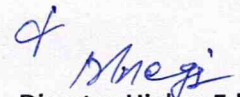
Sr. No	Name & Designation Sh/Smt.	From	To	Remarks
1	Smt. Jaiwant Devi, Peon	GSSS Gohar, Distt. Mandi	GHS Bawa, Distt. Mandi	against vacancy.

**Note:** The said approval may be implemented without TTA/JT and officials being replaced with TTA/JT, if in order in consonance with transfer policy, under intimation to this Directorate at the earliest.

It is, therefore, directed to issue further orders of the above employee(s) immediately, if the said approval(s) is in order in consonance with transfer policy. If the concerned employee has earlier been transferred on Administrative Grounds/ Public Interest then the case may be referred back to this Directorate immediately for soliciting further directions.

**You will also ensure that the Head of institution will relieve the incumbent first before allowing the substitute to join vice whom the transfer orders have been accorded and will send the joining/ relieving report to you and to this directorate immediately. No surplus arrangement be made in any instance otherwise the salary of the surplus incumbent will be recovered from the controlling officer/DDO.**

If, transferee does not join at his new place of posting within stipulated period after expiry of joining time, if allowed, the same will be informed to this directorate immediately for disciplinary action. The employee transferred from Sub-Cadre/ Tribal Area will be relieved only after joining of his/her substitute.

  
 Director Higher Education  
 Himachal Pradesh