

No. OM - 110/2006
GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF PERSONNEL, ADMINISTRATIVE REFORMS AND TRAINING
ADMINISTRATIVE REFORMS

Dated Itanagar the 13th February 2007

OFFICE MEMORANDUM

**Sub: Joining and Relief and Transfer of Charge of Officers on Transfer -
Certain Clarifications Issued - Regarding.**

A Government servant holds office at the pleaser of the Government. Government issues orders regarding transfers and posting of officers from time to time as per administrative requirements. It is clarified that once transfer/posting orders are issued by the competent authority, no further order or permission is required for the officer to join in his new place of posting. The following instructions regarding joining and relief of officers on transfer are hereby reiterated for clarity.

(2) As soon as the transfer/posting orders are issued, the relieving officer will proceed and join in his new place of posting without undue delay.

(3) The relieved officer will prepare the accounts of the cash, stores and other records to be handed over to the relieving officer on his assumption of charge of the office, hand over the same to the relieving officer, as and when he comes to assume charge of the office. The relieved officer should not absent himself or obstruct in anyway his reliever from joining the post smoothly. Such action, if any, on the part of the relieved officer will tantamount to disobedience of Govt. orders, attracting disciplinary action under the CCS (CCA) and other relevant Rules in force.

(4) In cases, where the relieved officer does not hand over charge to the relieving officer when he comes to join, the relieving officer will assume charge of the office unilaterally/ex-parte so as to implement the Govt.'s orders and to enable the officer to discharge his duties and responsibilities without delay. The relieved officer will stand automatically relieved once the relieving officer assumes charge of the office. A copy of the Joining Report and Assumption of Charge should be sent to the Head of the Department concerned, the immediate Controlling Officer, the Treasury Officer, and all concerned, as usual.

(5) In such cases of unilateral assumption of charge, the relieving officer will cause to have the case, stores, and other documents to be verified and checked and prepare a report mentioning the discrepancies, if any.

(6) The relieving officer will draw the last pay and allowances of the relieved officer up to date of relief (date of joining of relieving officer) for disbursement to the relieved officer. Thereafter, the Last Pay Certificate (LPC) of the relieved officer should be sent the new place of posting of the relieved officer.

(7) This is for information of all the Ministries/Departments/Organizations. They are requested to bring it to the notice of all concerned for strict compliance.

Sd/-13.2.2007
(Otem Dai)
Commissioner (AR)
Government of Arunachal Pradesh

Copy to:-

1. The Secretary to Governor, Arunachal Pradesh, Itanagar.
2. The Secretary to Chief Minister, Arunachal Pradesh, Itanagar.
3. The PS to Chief Secretary, Govt. of Arunachal Pradesh, Itanagar.
4. The PS to Ministers/Speaker/Dy. Speaker, Government of Arunachal Pradesh, Itanagar/Naharlagun.
5. All Commissioners/Secretaries/Joint Secretaries, Government of Arunachal Pradesh, Itanagar.
6. The Secretary, Arunachal Pradesh Public Service Commission, Arunachal Pradesh, Itanagar.
7. All Deputy Secretaries/Under Secretaries, Government of Arunachal Pradesh, Itanagar.
8. All Deputy Commissioners/Additional Deputy Commissioners, Arunachal Pradesh.
9. All Heads of Officers, Government of Arunachal Pradesh, located at Itanagar/Naharlagun.
10. The DIPR, Govt. of Arunachal Pradesh for publication in the Arunachal Pradesh Extraordinary Gazette. He is further requested to supply 300 copies to the undersigned.
11. Office copy.



(Kirba Lomi)
Under Secretary (AR)
Government of Arunachal Pradesh