

**Government of Himachal Pradesh**  
**Department of Forests**

No. FFE-A(B)16-3/2020

Dated: Shimla-2, the 28.12.2020

**NOTIFICATION**

Consequent upon the notification no. Fin(TAL)B(15)-2/2010 dated 28.12.2019 issued by Finance Department, Government of Himachal Pradesh wherein it has been decided to discontinue the system of expenditures through cheques in the department of Forests and it has been decided to bring all expenditures of department of Forests having cheques system under the purview of treasury mode from 01.01.2020, the Governor, Himachal Pradesh is pleased to order that in the event of transfers/posting, proceeding on leave or joining the post/duty after availing leave all Class-I (Gazetted) officers in the Forest Department henceforth shall submit their charge assumption and relinquish report on T.R. 1 Form instead of Form 50 with immediate effect.

By order

R.D.Dhiman

Additional Chief Secretary (Forests) to the  
Government of Himachal Pradesh

Endst. No. :-As above.

Dated: Shimla-2, the 28.12.2020

Copy for information and necessary action is forwarded to:-

1. The Spl. Secy-cum-Pr. Private Secretary to Hon'ble Chief Minister, HP, Shimla-2
2. The Senior Private Secretary to Forest Minister, H.P. Shimla-2.
3. The Additional Chief Secretary(Personnel/Finance) to the Government of Himachal Pradesh
4. The Pr. Chief Conservator of Forests (HoFF), HP, Shimla-171001 is directed to implement the aforesaid notification with immediate effect in the Department of Forests. It is also requested that proposal to effect changes in the Forest Manual may kindly be taken up accordingly and convey the same to all concerned.
5. All Divisional Commissioners/Deputy Commissioners in the State of Himachal Pradesh.
6. The Special Secretary(Finance)-cum-Director(T&A) H.P., w.r.t his Notification No. Fin(TAL)B(15)-2/2010 dated 28.12.2019.
7. The Pr. Chief Conservator of Forests (WL), HP, Shimla-171001.
8. The Managing Director, HP State Forest Dev. Corporation Ltd., Shimla-171009.
9. The Chief Project Director, H.P. Mid Himalayan Watershed Dev. Project, Solan.
10. All the APCCFs/CCFs/ Conservator for Forests, HP.
11. The Private Secretary to Chief Secretary, H.P. Govt. Shimla-2.
12. The Private Secretary to Additional Chief Secretary (Forests), HP Govt. Shimla-2.
13. The Dy. Controller (F&A), o/o PCCF, HP Shimla-171001.
14. Guard File.

(Paryeen Kumar Taak)

Deputy Secretary (Forests) to the  
Government of Himachal Pradesh  
Phone No. 0177-2628476

3148

31/12/2020

31/12/2020

28/12/2020

Sub E F  
2/12/20  
CCE (H&S)  
APCCF (H&S) 31/12/20  
PCCF (HoFF)  
29.12.2020



**T. R. FORM NO. 1**

[See T. R. 2.25]

**Certificate of Transfer of Charge**

Certified that we have in the fore/after noon of this day respectively made over and received charge of the office of \_\_\_\_\_

\_\_\_\_\_ in terms Order/Notification No. \_\_\_\_\_  
dated \_\_\_\_\_.

Signature of Relieved Government Officer

Designation \_\_\_\_\_

Station \_\_\_\_\_  
Date \_\_\_\_\_ 20 \_\_\_\_\_

Signature of Relieving Government Officer

Designation \_\_\_\_\_

Memo. of the balance for which responsibility is accepted by the relieving officer.

(a) Cash Balance

(As per Cash Book)

(b) Permanent Advance, if any

(c) Stamps in double lock (May use separate sheets)

(d) No. of sealed bags said to contain cash and/or other valuables as per register kept in T. R. Form No. 8.

(e) Packets containing duplicate keys of padlock of Banks and Government Offices

(f) Cheque Forms

(g) Computer :-

(i) Hardware

(ii) Computer Stationery

(h) Details of outstanding adjustment of Advance drawals, if any.

Station \_\_\_\_\_

Dated \_\_\_\_\_ 20 \_\_\_\_\_

Relieved  
Government Officer

Relieving  
Government Officer

*Note :-* This form will also be used by Treasury Officer besides Collector and Sub-divisional Officers-in-Charge of a Treasury.