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**Government of Haryana
General Administration Department
General Services-III Branch**

No. 23/22/2012-2GSIII

Dated Chandigarh, the 19-11-2014

To

1. All the Additional Chief Secretaries/ Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State.
3. The Commissioners, Ambala, Hisar, Rohtak & Gurgaon Division.
4. All the CAs/MDs of all Boards/Corporations/Public Sector Undertakings.
5. All the Deputy Commissioners & Sub Divisional Officers (Civil).
6. The Registrars of all the Universities in the State of Haryana.

Subject: Transfer of Surplus employees of Boards/ Corporations to another Departments on transfer basis.

I am directed to intimate you that services of two Stenographer Grade-I whose particulars are given in the table appended below have been declared surplus in Haryana Financial Corporation. Such type of employees after clarified in diminishing cadre need to be transferred in other department on transfer basis under the guidelines bearing No. 23/5/2001-2GSIII dated 18-9-2003. You are requested to send your requisitions to the Government if there are posts of same cadre are lying vacant in your department so that these employees can be adjusted.

Sr. No.	Name & Category Sh./Smt.	Designation	Qualification	Date of Retirement	Pay Scale (Rs.)	Present Basic Pay
1.	Neeraj (General)	Stenographer (G-II)	BA, MBA and Dip. In comm. & Sectt. Practice	31.10.2032	9300-34800+G.P Rs. 3200/-	13030+3200
2.	Shubha Goyal (General)	Stenographer (G-II)	M.A. (English)	30.04.2029	9300-34800+G.P Rs. 3200/-	13030+3200
3.	Shanti Arora (General)	Assistant Manager	BA	18.04.2022	9300-34800+ 3600 GP	15620+3600

You are again requested to examine the feasibility for absorption of these Officers/ officials in your Department/ Organization on transfer basis against the available vacant posts of similar nomenclature posts

Wavend Kumar
**Superintendent General Services-III
for Chief Secretary to Government Haryana**

M 18/11

SSA (General)