

By Speed Post/FAX

No.A-22011/01/2011-Admn.-II
Government of India
Ministry of Corporate Affairs

Shastri Bhavan, 'A' Wing, 5th Floor,
New Delhi, dated 11 February, 2011

Office Memorandum

Subject --- (a) Annual Rotational Transfer (Intra-region and Inter-region) of ICLS officers after 3 years in a office and 10 years in a region ; and (b) Inter-Region Transfers of Group B officers on request or on account of surplus in the region

The undersigned is directed to say that on the basis of existing transfer policy, requests for inter-office/inter-region transfers from eligible ICLS officers (either completed 3 years in a office/10 years in a region as on date or completing it on 30-6-2011) and requests for inter-region transfer of Group 'B' officers are invited in the enclosed format, with choice of cities, by 28th February 2011.

2. All such applications (with choice of stations) shall be forwarded by respective RDs after verification of particulars. For officers outside the control of RD, their controlling officers, having custody of service record, shall forward after verification.

3. In addition to above, the RDs and other controlling officers are also requested to send the name of all the officers, with their information in enclosed format, who are due for inter office/ inter region transfers, as per transfer policy, even if the officer has not submitted any application or any choice of station on his own.


11-2-11
(R.K. Pandey)

Under Secretary to the Government of India

1. All 6 RDs, 20 ROCs (including LLP), 17 OLs and SO (Ad.II) (for Hqrs).
2. The Secretary, CLB, New Delhi.
3. The Director, SFIO, New Delhi.
4. To 'Employees Corner' (E.Gov. Cell, MCA) for placing on website ('transfer')

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FORMAT for Inter-office and Inter-region transfers of ICLS officer due for transfer under Annual Rotational Transfer


1. Name :
2. Date of Birth :
3. Home Town and Place of residence of family/spouse :
4. Present Post and Grade :
5. Present Office and Region :
6. History of Postings in ICLS and feeder grades (in below table)

S.No.	Designation/Grade	Office	From	To

7. In the order of :
Priority (Choice of station for transfer)
(officer completing/completed 10 years
in a region will give choices outside his
present region)
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

Signature (with date) _____
Name _____

Verification by controlling officer


R. K. PANDNEY
आर. के. पाण्डेय / R. K. PANDNEY
अवर सचिव / Under Secretary
कॉर्पोरेट अफेयर्स / Ministry of Corporate Affairs
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

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FORMAT for Inter-region transfers of Group B staff --- (a) on request and (b) on account of surplus position in the region in the post

1. Name :
2. Date of Birth :
3. Home Town and Place of residence of family/spouse :
4. Present Post and Grade :
5. Present Office and Region :
6. History of Postings in ICLS and feeder grades (in below table)

S.No.	Designation/Grade	Office	From	To

7. In the order of Priority (Choice of station for transfer) :
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

Signature(with date) _____
Name _____

Verification by controlling officer



आर. के. पाण्डे/R. K. PANDEY
अवर सचिव Under Secretary
व्यवसायिक कार्य Ministry of Corporate Affairs
11-2-11