

New Delhi dated 21st February, 2012

OFFICE MEMORANDUM

Subject --- Annual Transfers 2012


After approval of the Transfer Policy 2012 by the Hon'ble CAM on 19-1-2012, the following information is required from RDs and other controlling officers :

- (a) Applications for **inter office request transfer by Group A officer** (Annexure A)
- (b) Applications for **inter region request transfer by Group B officer** (where all India seniority list is maintained) (Annexure B)
- (c) Applications for **inter region request transfer by Group B and C officer** (where regional seniority list is maintained and where inter region transfer entails loss of seniority) (Annexure C)
- (d) **Posting profiles all Group A officers** in the region by RD and other controlling officers (for officers outside RD control) (Annexure D)

2. Both the **administrative transfers** and **request transfers** will be considered as per provisions of transfer policy, administrative requirement and on following parameters :

- (a) Officer not barred by **re-posting restrictions** (Para 2.3 of transfer policy)
- (b) Sanctioned and actual **strength** of offices affected by his transfer
- (c) **Availability of APARs** for the last 5 years (2006-2011) and **gradings** therein.
- (d) Whether officer is in the **zone of promotion**
- (e) Position in the grade wise **seniority list**

3. The RDs (and other controlling officers having service books) are requested to forward each and every request transfer application, received by him. In addition, the posting profiles of all Group A officer in his region is also to be forwarded, for his/her screening for administrative transfers. The information/applications are required to be sent **latest by 05-03-2012.**


21/2/12
(RK Pandey)

Under Secretary to the Government of India

1. Regional Directors of **E&NER, NR, SR, SER, WR** and **NWR**
2. The Secretary, CLB, New Delhi --- in respect of officers in CLB
3. The Director, SFIO, New Delhi. --- in respect of officers in SFIO
4. Director ICLS Academy --- in respect of all AD(probationers) in his control
4. SO; Ad.II --- in respect of officer in Hqrs, LLP and officers not covered above.
5. ✓ EG Cell (Employees Corner/Transfer)

FORMAT for Request transfers of Group A officers

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 this Ministry (after entry in Group A) (in below table) :

SL	Designation/ Grade	Office	From	To

7. Choice of Stations : 1
(**3 choices are mandatory** in order of priority) 2
3

8. Whether any of the choices mentioned above is barred by re-posting restrictions (**Para 2.3 of transfer policy dated 19-1-2012**) :

Signature (with date) _____
Name _____

Verification by controlling officer

FORMAT for 'Inter Region Request transfers' of Group 'B' officers
(holding posts in which All India Seniority is maintained)

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 this Ministry :
(after entry in Group B) (in below table)

SL	Designation/ Grade	Office	From	To

7. Choice of Stations : 1
(3 choices are mandatory) in order of priority 2
3

Signature (with date) _____
Name _____

Verification by controlling officer

FORMAT for 'Inter Region Request transfers' of Group 'B' and 'C' officers
(holding posts in which regional seniority list is maintained and inter-region transfer entails loss of seniority in the office of the new region)

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 this Ministry :
(after entry in Group C and B) (in below table)

SL	Designation/ Grade	Office	From	To

7. Choice of Stations : 1
(**3 choices are mandatory** in order of priority) 2
3

Signature (with date) _____
Name _____

Verification by controlling officer

FORMAT for Posting Profiles of 'Group A' officers

1. Name :
2. Date of Birth :
3. Home Town :
4. Present Post and Grade :
5. Present Office :
6. Dates of career progression
(all stages of DR appointment and promotions)
7. History of Postings in this Ministry :
(beginning from the first DR entry in B/A)

SL	Designation/ Grade	Office	From	To

Signature of the controlling RD or other controlling officer
(with name, designation and date)