

No. A-22011/7/2020 – Ad. II
Government of India
Ministry of Corporate Affairs

5th Floor, 'A'- Wing, Shastri Bhawan,
Dr. Rajendra Prasad Road, New Delhi
Dated: 24.12.2020

OFFICE MEMORANDUM

Sub: Annual Rotational Transfer for the year – 2021.

This is an intimation of beginning of the exercise of Annual Rotational Transfer (ART) 2021 as per provisions of the revised Transfer Policy dated 06.01.2020.

2. The cases of transfer of Group 'A' and 'B' officials (all India seniority) and requests of Group 'B' and C officials for inter-region transfer are to be considered under ART 2021. Accordingly, all officials who have completed the prescribed office tenure, may submit 'Station Option' to their Controlling Officers, in the prescribed proforma **latest by 31st Jan, 2021**. Besides this, request for pre-mature transfer on personal grounds may also be submitted in the said proforma within the ibid timeline.

3. All requests and Station Options, received from Gp A, B & C officials, may be compiled and submitted by the Controlling Officers to respective Regional Directors (RDs), **immediately after 31st Jan, 2021**.

4. As per extant Govt instructions as far as possible the persons with disabilities may be exempted from the Rotational Transfer, subject to administrative exigencies and need for professional growth in the organisation. Therefore, such officials should also indicate 'Station Option' in the prescribed proforma.

5. A new office of **Central Scrutiny Cell (CSC)** is being set up in IICA Complex, Manesar, and it will be functional by the end of March, 2021. Hence, officials willing to work in this office may indicate the same in the 'Station Option' and endorse a copy of the request **directly to US/SO (AD-II) vide email**, besides submitting it through the prescribed administrative channel in due course.

6. Regional Directors will compile and forward inter-region transfer requests of Gp B & C officials, **latest by 05th Feb 2021** to the Ministry and all requests and options of Gp A officers, **latest by 15th Feb, 2021, by e-mail only**, in two separate tranches.

7. As per the new policy, Regional Directors are competent to decide intra-region transfer of Group 'B' (all India seniority) and Group 'B' & 'C' (regional seniority) officials on the basis of recommendations of respective Regional Transfer Committees. The exercise of Regional ART 2021 may be completed by **15th April, 2021**. The Regional Transfer Committees will also consider those cases of Gp B officials (all India seniority) who are not transferred by the Ministry under the ART, despite completion of tenure.

8. The Group 'A' and 'B' officials posted in MCA Hqrs will submit requests to US/SO(Ad.II) through their Controlling Officer/Division Head, within the prescribed timeline.

Encl: As above



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To

1. All Regional Directors/ ROCs/ OLs/ ROC-cum-OLs
2. The Director, SFIO, New Delhi- in respect of Gp 'A' ICLS officers in SFIO
3. The General Manager, IEPF authority----in respect of Gp 'A' ICLS officers and Gp 'B' officers of the Ministry in IEPFA
4. Joint Director, ICLS Academy, Manesar
5. Section Officer, Ad.II---- in respect of ICLS officers in Hqrs
6. E-Gov. Cell (Employee Corner in Transfer/ Posting)

**PROFORMA FOR TRANSFER REQUESTS OR STATION OPTIONS OF GROUP 'A'
OFFICERS
OR
INTER-REGION TRANSFER REQUESTS OF GROUP 'B' & 'C' STAFF**

1. Name & Designation :
2. MCA ID :
3. Date of Birth :
4. Home Town :
5. Present Office and Region :
6. Educational Qualifications :
7. **Posting Profile** :
(From initial joining in the Ministry to till Date)

Sl. No.	Designation	Office & Station	From (Date)	To (Date)

8. Choice of Stations 1:
(3 choices are mandatory in order of priority) 2:
3:
9. Reason for transfer request:

10 Whether any of the choice mentioned above is barred by re-posting restrictions (Para 4 of transfer policy annexed as annexure-I (Gp A) and annexure-II (Gp B) circulated vide Ministry's OM dated 06.01.2020.

Signature (with date) _____

Name _____

Verification by controlling officer

11. Recommendations/Remarks of the Regional Director/ Controlling Officer:

Signature (with date) _____

Name _____