

**No. A-22011/1/2014-Ad.II**  
**Government of India**  
**Ministry of Corporate Affairs**

5<sup>th</sup> Floor, 'A' Wing, Shastri Bhawan,  
New Delhi, dated 16.01.2014

**OFFICE MEMORANDUM**

**Subject: Annual Rotational Transfer 2014 for ICLS and its feeder cadres.**

Annual Rotational Transfers and request transfers will be considered as per provision of transfer policy, administrative requirement. Recommendations of the Transfer Committees formed as per O.M. No. A-42011/123/2013-Ad.II dated 31.12.2013 will be sought.

2. Attention is invited attentions to Transfer Policy for ICLS and feeder cadres dated 19.01.2012. 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) Application for inter region request transfer by Group B officer (where all India Seniority list is maintained (Annexure B)

(c) Posting profiles of all Group A officers in the region by RD and other controlling officers (for officers outside RD control) (Annexure C)

3. RDs (and other controlling officers having service books) are requested to forward each and every request transfer application, received by them. In addition, the posting profile of all Group 'A' officer in the region is also be forwarded for his/her screening for administrative transfers. The information/applications are required to be sent latest by 24-01-2014.

  
**(Alok Kumar)**  
**Director**  
**Ph: 2338 2386**

1. Regional Directors of NR, ER, NER, NWR, WR, SER, SR
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. SO, Ad.II--- in respect of officers in Hqrs.
5. E-Gov Cell (Employee Corner/Transfer)

**FORMAT for Request transfer 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 Posting in this Ministry :
- (after entry in Group A) (in below table)

Sl	Designation/Grade	Office	From	To

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

8. Whether any of the choice 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

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**FORMAT for 'Inter Region Request transfer' 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 Posting 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

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**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. Date of career progression :  
(all stages of DR appointment and promotions)
7. History of Posting in this Ministry :  
(beginning from the first DR entry in B/A)

SL	Designation/Grade	Office	From	To

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