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.

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
5. SO; Ad.II --- in respect of officer in Hqrs, LLP and officers not covered above.
6. 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) :

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

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

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

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