

No. A-22011/07/2016 - AD. II  
Government of India  
Ministry of Corporate Affairs

5<sup>th</sup> Floor, 'A' - Wing, Shastri Bhawan,  
Dr. Rajendra Prasad Road, New Delhi  
Dated: 25<sup>th</sup> November, 2016

OFFICE MEMORANDUM

**Sub: Annual Rotational Transfer for the year - 2017 for ICLS and its subordinate cadres.**

Annual Rotational Transfers and request transfers for the year 2017 of ICLS officers and Group 'B' & 'C' officers/ officials will be considered by Ministry as per provision of transfer policy & administrative requirement.

2. In this regard, attention is invited towards the provisions of Transfer Policy for ICLS and feeder cadres circulated vide Ministry's OM dated 03.02.2012 and as amended vide Ministry's OM dated 22.02.2013 in respect of policy of inter-region and intra-region transfer/ posting of Gr. 'B' and 'C'. Accordingly, each and every transfer request from ICLS officers and its subordinate cadre officials working in field offices, is requested to be forwarded by Regional Directors as per annexure enclosed herewith for consideration of Ministry Headquarters.

3. All ICLS officers and its subordinate cadre employees are hereby informed to submit their transfer requests to their concerned RDs through their controlling officers as per annexure. No advance copies/ hard copies will be entertained.

4. All Regional Directors will compile all the applications received from officials under their jurisdiction and send the scanned copies thereof to the Ministry through e-mail only, alongwith their case specific recommendations. RDs may send the compiled applications to the Ministry latest by 9<sup>th</sup> December, 2016. **Applications received after 9<sup>th</sup> December, 2016 will not be considered.**

5. RDs (and other controlling officers having service books) will ensure, and duly verify details relating to personal entries, educational details and entire service history, etc. mentioned in the transfer requests, before forwarding it to Ministry Headquarters.

Encl: As above

  
(Kshitish kumar)

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To

1. All Regional Directors/ ROCs/ OLs/ ROC-cum-OLs.
2. CRC, Manesar – in respect of officers in CRC, Manesar.
3. The Director, SFIO, New Delhi---- in respect of officers in SFIO
4. Section Officer, AD.II--- in respect of officers in Hqrs.
5. E-Gov. Cell (Employee Corner/Transfer)

**Annexure**

**Format for Request transfer of Group 'A' officers or for 'Inter Region request transfer' of Group 'B' officers (Holding posts in which All India Seniority is maintained)**

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

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

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

9. Whether any of the choice mentioned above is barred by re-posting restrictions (Para 2.3 of transfer policy circulated vide Ministry's OM dated 03.02.2012)

Signature (with date) \_\_\_\_\_

Name \_\_\_\_\_

**Verification by controlling officer**

10. Remarks of RD/ Controlling Officer, if any:

Signature (with date) \_\_\_\_\_

Name \_\_\_\_\_