

A-22011/01/2013-Admn.II
Government of India
Ministry of Corporate Affairs

New Delhi dated 07th February, 2013

OFFICE MEMORANDUM

Subject : Annual Transfer 2013

The undersigned is directed to intimate that Hon'ble CAM has approved, the existing transfer policy (circulated last year by OM dt 03.02.2012), for **Annual Transfers 2013** (to be completed before 31.03.2013) and **for transfers during 2013-14**, both for ICLS and subordinate grades.

2. Accordingly, the following information and request transfer applications are invited from eligible employees, through their RDs and other controlling officers, latest by **25-02-2013** :

(a) Information (in **Annexure A**) related to ICLS officers, who have completed **3 years or more on 31.03.2013**, as ROC/OL/ROCCumOL.

(b) Information (in **Annexure B**) related to ICLS officers, who have completed **10 years or more at a station on 31.03.2013 (including as head of office)**

(c) Applications for request transfer (in **Annexure C**) on grounds (like retirement within 2 years, etc) mentioned in para 2.7 of the transfer policy, both from ICLS officers and Group B/C officers, who have **completed 3 years* at a station on 31.03.2013**

(* 2 years if posted in NE Region and J&K)

3. The received applications and information, shall be considered on the basis of provisions in transfer policy, vacancies and substitutes availability, timely submission of APARs, pendency of case related to vigilance or otherwise, administrative exigencies, etc. .

(RK Pandey)

Under Secretary to the Government of India
(Telefax : 23383507)

1. (i) All seven RDs, (ii) Secretary CLB, New Delhi, (iii) Additional Director (Admin) SFIO, New Delhi, (iv) Director ICLS Academy, Manesar for --- information/applications related to Gr A/B/C officers in their control and (v) SO, Ad.II -- for remaining officers who are outside these controlling officers. *(pt circulate to all ICLS in HQ)*

2. EG Cell for placing in Employees Corner/Transfer.

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FORMAT for 'Information' in respect of ICLS officers, who have completed '3 years or more', on 31-3-2013, as ROCs/ OLs/ ROCCumOLs

1. Name and date of birth :
2. Home Town in service book :
3. Present Grade/Designation and present office :
4. History of Postings in this Ministry (beginning from the entry in Group A) :

SL	Designation/ Grade	Office	From	To


5. Choice of Stations (in case of rotational transfers) :
 - 1.
 - 2.
 - 3.

Signature of officer (with date) _____
Name _____

Verification by controlling officer

I have verified the above information as per records available and it is found to be correct.

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


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FORMAT for 'Information' in respect of ICLS officers (including tenure as heads of offices) who have completed 'continuous 10 years or more' on 31-3-2013 in present station

1. Name and date of birth :
2. Home Town in service book :
3. Present Grade/Designation and present office :
4. History of Postings in this Ministry (beginning from the entry in Group A) :

SL	Designation/ Grade	Office	From	To


5. Choice of Stations (in case of rotational transfers) :
 - 1.
 - 2.
 - 3.

Signature of officer (with date) _____
Name _____

Verification by controlling officer

I have verified the above information as per records available and it is found to be correct.

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


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FORMAT for 'Request transfer applications' of ICLS officers and Group B/C officers

1. Name and date of birth :
2. Home Town in service book :
3. Present Grade/Designation and present office : _____ :
4. History of Postings in this Ministry :
(i) after entry in Group A for ICLS officers and (ii) after entry in Group B/C for others

SL	Designation/ Grade	Office	From	To


5. Choice of stations for request transfer :
1
2
3
6. Grounds for seeking transfer :

Signature of officer (with name and date) _____

Verification by controlling officer

I have verified the above information as per records available and it is certified as correct.

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


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