

**No. A-22011/1/2020 – 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: 10.01.2020

**OFFICE MEMORANDUM**

**Sub: Annual Rotational Transfer for the year – 2020.**

This is an intimation of beginning of the exercise of Annual Rotational Transfer (ART) 2020 as per provisions of the revised Transfer Policy dated 06.01.2020.

2. As per the revised policy, the cases of transfer of Group 'A' officers (on request or otherwise) and requests of Group 'B' and C officials for inter-region transfer, will be considered by the ART Committee of the Ministry. Accordingly, all officials who have completed office tenure, may submit Station Option to their controlling officers, in the enclosed proforma (Annexure-A), **latest by 31st Jan, 2020**. Similarly, request for pre-mature transfer will also be submitted in the said proforma by the ibid timeline.

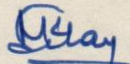
3. All requests and Station Options, received from Gp A, B & C officials, will be complied and submitted by Controlling Officers to respective Regional Directors (RDs), **immediately after 31st Jan, 2020**.

4. Regional Directors will compile and forward inter-region transfer requests of Gp B & C officials, **latest by 05<sup>th</sup> Feb 2020** to the Ministry and all requests and options of Gp A officers, **latest by 15<sup>th</sup> Feb, 2020**, by e-mail only, in two separate tranches.

5. 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 a committee of officers (Regional Transfer Committee) which will be constituted in each Directorate. The exercise of Regional ART 2020 will be completed by **15<sup>th</sup> April, 2020**. The Regional Transfer Committee will also consider those cases of Gp B officials (all India Seniority) wherein inter-region transfer requests are not approved by the Ministry under the ART.

6. The Group 'A' and 'B' officers posted in MCA Hqrs will submit requests under ART 2020 to US (Ad.II) through their Controlling Officer/Division Head, within the prescribed timeline.

Encl: As above



(Manish Kumar Sahay)

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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 in IEPFA
4. Joint Director, ICLS Academy
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 \_\_\_\_\_