

**OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION A.P. HYDERABAD**

Rc.No.23970/E1A/2011

Date: 3.6.2011

Sub: APM&HS – Transfers and postings – certain instructions –  
Regarding.

Ref: 1. G.O.Ms.No.93, Finance (DCM-III) Dept, dt.14.5.2011.  
2. G.O.Rt.No.1055, HM&FW (A1) Dept., dt. 1.6.2011.

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Personal attention of the Principals of Medical Colleges and Superintendents of Teaching Hospitals under the control of the Director of Medical Education is invited to the subject matter and references cited.

They are informed that in the reference 1<sup>st</sup> cited, Government have relaxed ban on transfers of employees until 15 June 2011 subject to certain conditions and guidelines specified therein. In order to operationalise the orders issued in the reference first cited and in order to consider the requests for transfer of the staff under Health, Medical and Family Welfare Department through counselling process, certain guidelines have been issued by the Government in the reference 2<sup>nd</sup> cited (Copy enclosed).

The Heads of the Institutions are therefore requested to intimate the same to all the Professors / Associate Professors working under their control who are seeking transfers and forward the requests of transfer afresh only in the prescribed **Proforma – I**, mentioned in reference 2<sup>nd</sup> cited, to this Office by **6<sup>th</sup> June 2011 before 5.00 p.m.**

Transfer requests submitted prior to the issuance of Govt. orders vide reference 2<sup>nd</sup> cited by the individuals and forwarded by the institutions **are not valid and will not be considered.**

Further they are also requested to furnish the information pertaining to long standing doctors in the prescribed **Proforma – II**, enclosed herewith, with regard to service particulars of the Professors / Associate Professors, by deputing the concerned Drawing Officers to the Office of the Director of Medical Education on **6.6.2011 at 11:00 a.m.**, so as to process the same and submit to Government. It is also informed that the Drawing Officers will be held responsible for not submitting the information on **6.6.2011.**

They are also requested to furnish information regarding existing vacancy position of Professors, Associate Professors and Assistant Professors and mismatch postings of Professors, Associate Professors and Assistant Professors if any, under their control along with copies of necessary orders.

Information mentioned in Proforma I and Proforma II should be submitted to this Office both in soft (in excel sheets) and hard copies.

**Any transfer requests received by this Office after 6<sup>th</sup> June 2011 will not be considered.**

The Govt. Orders in the references cited and the proformas mentioned may be downloaded from the DME website / concerned institutions emails.

This may be treated as **MOST URGENT.**

Sd/- Dr.T.Ravi Raju,  
Director of Medical Education

// t.c.f.b.o//

Superintendent

contd.PTO

To:

All the Principals of Medical Colleges under the control of DME.

All the Superintendents of Teaching General Hospitals and Speciality Hospitals under the control of DME.

The Principal, Govt. Dental College & Hospital, Hyderabad.

The Principal, Govt. Dental College & Hospital, Vijayawada.

The Director, MNJ Institute of Oncology & RCC, Hyderabad.

The Director, RIMS Kadapa.

The Director, RIMS Srikakulam.

The Director, RIMS Adilabad.

The Director, RIMS Ongole.

The Project Director, APSACS, DM&HS Campus, Sultan Bazar, Hyderabad.

The Chief Executive Officer, Rajiv Aarogyasri Health Care Trust, YSR Bhavan, Jubilee Hills, Hyderabad.

The Superintendent, Govt. Nizamia General Hospital, Hyderabad.

The Director, Indian Institute of Health & Family Welfare, Vengal Rao Nagar, Hyderabad.

Copy submitted to: The Principal Secretary to Government, HM&FW Dept., Govt. of A.P., Hyderabad – for favour of information.

**PROFORMA - I**

**Annexure To GO Rt .....Dated 01 June 2011**

HEALTH, MEDICAL & FAMILY WELFARE DEPARTMENT

APPLICATION FOR TRANSFER

UNDER GOMS.NO.93, FINANCE (DCM.III) DEPARTMENT, DATED:14-05-2011

Date:

1	Name	
2	Designation	
3	Present post and station of working	
4	Date from which working at present station (including all posts)	
5	Posts and Stations to which transfer is sought	1
		2
		3
		4
		5
6	Grounds on which he is seeking transfer	1
		2
		3
7	Belongs to which Zone / District	

SIGNATURE OF THE APPLICANT

**FOR OFFICE USE ONLY**

8	Whether his request fulfils the pre-conditions for transfer laid down in the G.O.		
9	Vacancy position at places opted for	Place	Status
		1	
		2	
		3	
10	Any Remarks		

Senior Asst.

Superintendent

Deputy Director

Addl. Director

**COUNSELLING COMMITTEE DECISION**

APPROVED / NOT APPROVED

REASONS FOR REJECTION

SIGNATURES OF THE COMMITTEE:

PROFORMA - II

PARTICULARS OF LONG STANDING EMPLOYEES IN THE PRESENT STATION

S.No	Name of the Doctor / Gazetted Employee	Designation	Speciality	Period of stay at present station in all cadres Years / Months / Days wise eg: 5y/6m/22days	Date of Joining in APM&HS	Date of Passing PG exam	Whether retiring on or before 30.6.2012.	If so, date of Retirement	Remarks, if any
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									



**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

**PUBLIC SERVICES – Transfers and postings of employees – Lifting of ban on transfers – Orders – Issued.**

**FINANCE (DCM-III) DEPARTMENT**

G.O.Ms.No. 93

Dated: 14.05.2011

Read the following:-

- 1) G.O.Ms.No.100, Fin (W&M) Dept, dt.01.05.2007.
- 2) G.O.Ms.No.143, Fin (W&M) Dept, dt.21.06.2007.
- 3) G.O.Ms.No.154, Fin (W&M) Dept, dt.04.07.2007.
- 4) G.O.Ms.No.23, Fin (W&M) Dept, dt.23.01.2008.
- 5) G.O.Ms.No.134, Fin (W&M) Dept, dt.09.05.2008.
- 6) G.O.Ms.No.143, Fin (W&M) Dept, dt.31.05.2008.
- 7) G.O.Ms.No.169, Fin (W&M) Dept, dt.26.06.2008.
- 8) G.O.Ms.No.169, Fin (W&M) Dept, dt.17.06.2009.
- 9) G.O.Ms.No.196, Fin (W&M) Dept, dt.22.07.2009.
- 10) G.O.Ms.No.175, G.A.(Accom.A2) Dept, dt.9.4.2010.
- 11) G.O.Ms.No.7, Fin (DCM-III) Dept, dt.24.01.2011.

\* \* \*

**ORDER**

Orders were issued in the G.O ninth cited imposing ban on all transfers except in respect of certain cases referred therein.

2. The Government after careful consideration hereby relaxes the ban on transfers subject to the following conditions.

- i) The relaxation of ban is valid only for the period from **16<sup>th</sup> May, 2011 to 15<sup>th</sup> June, 2011.**
- ii) The relaxation of ban applies to the School Education and Higher Education Departments also and the detailed guidelines for transfer of Teachers / Lecturers will be issued by the School Education / Higher Education Department separately in consonance with the guidelines now approved.
- iii) All the transfers have to be effected by the competent authorities as per the existing orders on delegation subject to the existing Government orders and conditions prescribed herein. The competent authority shall submit the transfer proposals to the next higher authority where transfers are on administrative grounds, who will not approve the transfers unless absolutely necessary and after recording reasons for accepting the proposals (such transfers also be within the ceiling prescribed herein).
- iv) The competent authority as defined shall complete the transfers on or before 15<sup>th</sup> June, 2011. The Head of the Department should be made responsible for the implementation of the transfer orders. In any case, the employee would be deemed to be relieved at the end of 7 days of the receipt of the transfer order. Any violation of this condition shall be viewed seriously by the Government.

- v) All transfers other than the transfers for administrative reasons shall be done by counseling. All the employees seeking transfer will be asked for three preferences and accommodated to the extent possible. When more than one employee opts a particular place, the preference shall be given to the employee who has put in longest service in a particular station, subject to the employee not having charges pending against him/her.
- vi) The employees who are retiring before 30.06.2012 shall not be transferred. The standing instructions on the transfers of Office Bearers of recognized employees unions as issued in Circular Memo No.26135/Ser. Welfare/2002-1 of G.A. (Services) Department, dt. 19.6.2002 shall be followed scrupulously.
- vii) No person shall be transferred before completion of two years of service in a particular station as on 15.05.2011 and no person shall be retained beyond 5 years of service. However, not more than 20% of the employees in any cadre will be transferred. This is to ensure that there is no dislocation of work. Service in all cadres at a station will be counted while calculating period of stay. While effecting the transfers, the Competent authority shall give priority as given below.
- a. Longest standing employee downwards.
  - b. Employee working in “hardship areas”.
  - c. Employees with outstanding record on request.
  - d. Employees with disabilities of 40% or more as certified by a competent authority as per “Persons with Disabilities (P.W.D) (Equal opportunities, protection of rights and full participation) Act, 1995.
  - e. Husband and Wife cases (Only one of the spouses shall be shifted following the prescribed procedure).
  - f. Employees having mentally retarded children to a place where medical facilities are available.
  - g. Cases of compassionate appointment.
  - h. Medical grounds for the diseases (either self or spouse or dependent children and dependent parents) of Cancer, Heart Operations, Neurosurgery, Bone TB, Kidney transplantation to places where such facilities are available.
- viii) If the employees who have put in more than 2 years of service, constitute more than 20% of the total strength, the employees who have put in longer service at a particular station shall be transferred without exceeding the overall ceiling of 20%.
- ix) The transfers shall be effected from focal to non-focal, non-focal to non-focal or from non-focal to focal posts only. In no case, persons shall be transferred from one focal post to another focal post. The focal and non-focal post shall be as defined by the department concerned.
- x) The provisions of G.O.Ms.No.610, G.A.(SPF-A) Dept, dt.30.12.1985 will be strictly adhered to and the ratios prescribed maintained.

- xi) The existing instructions on posting of second level and higher level Gazetted Officers to their native districts shall be followed.
- xii) Employees shall invariably be transferred from their existing location on promotion, unless no such posts exist at a different location.
- xiii) All the transfers effected by following the procedure where employees indicated preference for stations shall be treated as request transfers for the purpose of sanction of T.T.A. and other transfer benefits.
- xiv) The competent authority shall be personally responsible for compliance with the guidelines prescribed above and any deviation from the guidelines herein shall be viewed seriously. The officer immediately superior to competent authority shall ensure that all the transfers are as per the existing government orders and are kept at barest minimum.
- xv) The transfer policy should be an effective tool in capacity building with departmental employees getting a variety of experience within the department, thus becoming more fit to hold higher responsibilities.
- xvi) Transfers on compassionate and personal grounds have been misused from time to time. Once transfers are effected, the Head of the Department will verify the truthfulness of the grounds in a few test cases and report to Government if necessary, to curb misuse.
- xvii) No relaxation proposal will be entertained by any department for a period of six months commencing from 16<sup>th</sup> June, 2011. Thereafter, Secretaries will review department wise, quarterly, the number of relaxations given within their departments and submit the same to Chief Secretary / Chief Minister for information.

3. It is also ordered that the revenue earning departments viz. 1) Commercial Taxes Department, 2) Prohibition & Excise Department and 3) Stamps & Registration Departments shall follow the separate guidelines issued in G.O second read above. The Transport Department and Forest Department shall make the general transfers as per the guidelines issued in G.O.Ms.No.147, TR&B (Ser.IV) Dept, dt.12.06.2007 and G.O.Ms.No.81, EFS&T (For.V) Dept, dt. 8.7.2008 respectively.

4. The ban on transfers will come into force with effect from 16.06.2011 and necessary orders to that effect will be issued at appropriate time.

5. This order is available in the internet and can be accessed at the address <http://www.goir.ap.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)  
G.SUDHIR  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

All Departments of Secretariat.

All Heads of Departments.

All District Collectors.

The Registrar, High Court of Andhra Pradesh, Hyderabad.

The Prl.Secretary, A.P.P.S.C., Hyderabad.

The Registrar, A.P. Administrative Tribunal, Hyderabad.

The Prl.Accountant General, Andhra Pradesh, Hyderabad.  
The Pay and Accounts Officer, Hyderabad.  
The Director of Treasuries and Accounts, A.P., Hyderabad.  
All District Treasury Officers.  
All Officers/Sections in Finance Department.  
Copy to SF/SCs.  
// Forwarded :: By order //  
SECTION OFFICER



GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

A.P Medical & Health Services – Transfer and Posting of Employees – Instructions Issued

HEALTH MEDICAL & FAMILY WELFARE (A1) DEPARTMENT

G.O.Rt.No.1055

Date: 1<sup>st</sup> June 2011

Read:-

G.O.Ms.No.93, Finance (DCM-III) Dept, dt.14.5.2011

-- XX --

**ORDER :-**

1. In the reference read above, the Government have relaxed the ban on transfer of employees until 15 June 2011 subject to certain conditions and guidelines specified therein. In order to operationalise the orders issued in the reference first read above, the following Committees are hereby established for considering the request for transfer of the staff of Health, Medical and Family Welfare Department through counselling process, duly following the guidelines enumerated herein:

- I) A.P. Medical Education Service (Professors / Associate and Assistant Professors in the Medical College / Teaching Hospitals):
- i) Commissioner of Health & Family Welfare .. Chairman
  - ii) Director of Medical Education .. Member
  - iii) Additional Director of Medical Education (Admn) .. Member / Convener
- II) AP Health & Family Welfare Service and APVVP Service (Doctors and Specialists of all ranks and other non-medical and administrative posts under the control of Directorate of Public Health & Family Welfare and APVVP for whom the HOD / Government is the competent authority):
- i) Commissioner of Health & Family Welfare .. Chairman
  - ii) Director of Public & Health & Family Welfare .. Member
  - iii) Commissioner, A.P.V.V.P. .. Member
  - iv) Additional Director (Planning and Monitoring) & APVVP Joint Commissioner (General) .. Member –Convener for the respective HODs
- III) The counselling for the Zonal Cadre posts of the Health & Family Welfare Department will be conducted by the following Committees:
- i) Zone – 1
    - 1. Dr Prakash Bhatia, Professor & HoD SPM, OMC Hyderabad -- Chairman
    - 2. Regional Director -- Member – Convener
    - 3. DMHO / DCHS / Superintendent & Principal of the Teaching Hospital of the districts in the zone -- Members
  - ii) Zone – II
    - 1. Dr Sucharita Murthy, Director, IPM - Chairman
    - 2. Regional Director - Member – Convener
    - 3. DMHO / DCHS / Superintendent & Principal of the Teaching Hospital of the districts in the zone - Members
  - iii) ZONE –III
    - 1. Dr Raja Prasanna Kumar, Additional Director MCH – Chairman
    - 2. Regional Director - Member- Convener
    - 3. DMHO / DCHS / Superintendent & Principal of the Teaching Hospital of the districts in the zone - Members

- iv) ZONE –IV
1. Dr Sampath Kumar, Additional Director of Medical Education – Chairman
  2. Regional Director  
Convenor - Member –
  3. DMHO / DCHS / Superintendent & Principal of the  
Teaching Hospital of the districts in the zone - Members
- v) ZONE –V
1. Dr Sai Babu, Addl Director (Population Stabilisation) - Chairman
  2. Regional Director  
Convenor - Member –
  3. DMHO / DCHS / Superintendent & Principal of the  
Teaching Hospital of the districts in the zone - Members
- vi) ZONE –VI
1. Dr Keshaiiah, Joint Commissioner of APVVP – Chairman
  2. Regional Director  
Convenor - Member –
  3. DMHO / DCHS / Superintendent & Principal of the  
Teaching Hospital of the districts in the zone - Members
- IV) The Committees for all other posts of the District cadre in Medical and Health Department will comprise of the following:
1. Regional Director of Medical and Health of the Region  
Chairman -
  2. DCHS and the Superintendent of the Teaching / District Hospital  
Members -
  3. Nursing Superintendent of Teaching Hospital/ District Hospital  
Members -
  4. District Medical and Health Officer  
Member -
- /
- Convener

2. Considering the complexity of the Medical and Health department that comprises of more than two hundred cadres, sub-cadres and diverse specialties, the Government hereby issue the following guidelines for implementation by the Counselling Committees to ensure transparency and fairness in transfers and postings of staff, in addition to the conditions and guidelines prescribed in the G.O. first cited:

#### **General Guidelines**

- a) All transfers and postings shall be effected strictly in accordance with the government orders, guidelines, instructions, rules and regulations in vogue and the process for transfer shall be transparent duly providing equitable opportunity principle to all staff members.
- b) Transfers should not exceed 20% of any one cadre and no TTA/Joining time etc., shall be granted in case of request transfers.
- c) For the purpose of defining duty station, especially in case of urban areas, the institutions located within an urban agglomeration with the same HRA shall be counted as a single duty station.
- d) For the purpose of defining if a staff member has been 'long-standing' at a duty station, five years of service at the station in all cadres shall be considered. However, in case of Ministerial staff working in the offices of RDM&HS, DM&HOs, Teaching Hospitals, Medical Colleges, DLO, DTBCO, and DMO, three years shall be counted as 'long-standing'.
- e) For computing 20% of the cadre strength, the following priority shall be followed:
  - i. Long standing staff (3 years) working in the offices of RDM&HS, DM&HOs, Teaching Hospitals, Medical Colleges, DLOs, DTBCOs, and DMO shall be counted first.
  - ii. Request applications; and
  - iii. Long standing Staff (5years) working at institutions.

- f) Application / Proposal for transfers shall be called for and received up to 6 June 2011, scrutinized by 8.6.2011, counselling shall be conducted between 9.6.2011 to 13.6.2011 and the transfers shall be effected on or before 15.06.2011 as per the condition stipulated by the Govt in Finance Dept.
- g) In respect of third level Gazetted Officers for which Government is the competent authority, the concerned HOD shall receive the requests, scrutinize, place before the Counselling Committee and submit proposals to Government by 12.6.2011 for issue of orders.
- h) No person shall be transferred before completion of two (2) years of service in a particular station as on 16-05-2011.
- i) The transfers in any way should not violate the six point formula, as notified in G.O.Ms.No.610, G.A.(SPF.A) Dept, dt.30.12.1985, as amended from time to time.
- j) The persons who are on foreign deputation and completed their period of deputation may be repatriated immediately and consider postings on repatriation in the counselling.
- k) The Head of the Department (HOD) shall upload the following information on their respective website to ensure transparency.
  - i. Names of faculty members / Doctors / Officers / Nurses / other cadres of Staff who are working in the same station continuously for more than five and more than 10 years separately.
  - ii. Vacancies existing in different cadres shall be clearly indicated. Concealment of any vacant post will be treated as a serious and deliberate violation by the head of the concerned office/department.
  - iii. Newly created posts of Assistant Professors / Civil Assistant Surgeons by transferring posts from surplus to needy departments.
  - iv. Vacancies of Specialists in all APVVP and Teaching Hospitals.
  - v. Vacancies of regional labs of Institute of Preventive Medicine.
  - vi. Vacancies of RIMS Medical Colleges at Kadapa, Adilabad, Ongole and Srikakulam.
  - vii. List of requests for transfers.

#### **Guidelines for Transfer of Doctors and Nurses**

- a. Transfer and posting of doctors shall be strictly to the specialist post to which they belong. Specialists shall not be posted in any post earmarked for a different speciality. Mis-match postings are strictly prohibited.
- b. Civil Assistant Surgeons with specialist degrees/diplomas shall not be considered for posting in PHC vacancies.
- c. Deputy Civil Surgeons with speciality degrees/diplomas other than in Public Health and Epidemiology shall not be considered for SPHO vacancies.
- d. Specialists currently working under the control of Director of Public Health shall be posted in the specialities earmarked for that speciality in CHCs currently under the control of Directorate of Public Health and / or hospitals under the control of APVVP / DME / IPM
- e. Transfer of doctors who have put in more than five years in the same station will not be undertaken automatically, but only consequent on valid request for transfers by others of same speciality. Further the request can be considered against clear vacancy and in the absence of the same, by shifting the person who has put in the longest service beyond five years in the Hospital.
- f. In case of AP Medical Education Service, the following guidelines shall be followed:
  - i) All the specialists currently working in 'mis-match' posts shall be given first preference and all those currently working as Tutors / CAS/ Assistant Professors in departments other than their speciality shall be transferred and posted in their own speciality. There shall be no doctor working in mis-match posts in any medical institution after 15 June 2011.
  - ii) Thereafter, specialists with MD/MS/MCH/DM currently working under APVVP and DPH and in-service candidates who have returned after completing MD/MS Course and awaiting posting be given an opportunity for posting as Assistant Professors in teaching hospitals duly considering their seniority and other priorities defined by the Government, after obtaining a notarised affidavit

that 'she / he would not seek return to their parent department at any time in their service and that she / he would take the last rank in the seniority as Assistant Professor.

- iii) The in-service candidates who completed post-graduate studies in non-clinical and para-clinical disciplines but have not passed the final examination be posted as emergency duty medical officers in the existing vacancies.
  - iv) The vacant posts existing under the Rajiv Gandhi Institute of Medical Sciences (RIMS) at Kadapa, Ongole, Srikakulam and Adilabad shall be considered as part of the vacancy pool of DME for the purpose of transfer and posting of Assistant / Associate Professors and Professors.
  - v) The posts of Emergency Duty Medical Officers (EDMOs) in teaching hospitals shall be filled with candidates with specialist degree or diploma and those who have completed pre/para clinical post graduate studies but not passed the qualifying examination. In case of medical officers with only MBBS degree, an work experience in a PHC as Civil Assistant Surgeon for not less than two years in tribal areas, three years in remote and interior areas, four years in other rural areas and five years in urban areas. All other medical officers with MBBS qualification currently working in teaching colleges and hospitals shall be transferred to PHCs /CHCs under the Directorate of Public Health.
  - vi) The counselling for those currently working as Professors and Associate Professors shall be conducted before posting those recently promoted and awaiting posting orders.
- g. The following guidelines shall be followed for the Nursing Staff:
- i. Nursing Personnel with M.Sc and B.Sc qualification and currently working in Teaching Hospitals and Nursing Colleges / Schools shall not be transferred except in exceptional cases, for which reasons shall be recorded in writing.
  - ii. The Nursing Personnel with specialised training (recognised by the Nursing Council of India and the Government) and those working in specialised disciplines in teaching hospitals like maternity and paediatric care, intensive care units, operation theatres, trauma and burns wards, emergency services, etc., shall not be shifted non-specialist locations.
  - iii. The nursing cadre of the Directorate of Public Health, Directorate of Medical Education and the APVVP shall be considered as a single pool for the purpose of transfers and postings.
  - iv. Nursing Personnel with M. Sc and B Sc qualification shall be posted in Teaching, District and Area Hospitals to the extent possible subject to availability of vacancies and adherence to rules and regulations in force.

#### **Grievance Redressal**

- a) The Counselling Committees established herein shall receive representation made by any staff member at any time expressing any concern or grievance regarding any transfer and examine the same strictly in accordance with the government orders, instructions and guidelines and pass appropriate orders in writing or refer the matter to the higher authorities, as deem appropriate. No grievance or representation shall remain unattended.
- b) A Grievance Redressal Committee is hereby constituted with the Commissioner of Health and Family Welfare, NRHM Mission Director, and CEO Arogya Sri, which will examine all grievances relating to the transfers and postings arising during or after the counselling and pass necessary orders.
- c) The Commissioner of Health and Family Welfare shall establish a Grievance Redressal cell with a phone line, receptionist and an e-mail address, which shall be publicised widely amongst all staff members. The grievance cell shall function from 9 AM to 8 PM every day from 2 to 15 June 2011
- d) Employees may be advised not to make multiple representations at various levels as a transparent policy and process is being adopted for transfers.

3. All concerned are hereby instructed to take immediate action to operationalise these orders with immediate effect. A format for application for transfer is enclosed herewith for adoption.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DR PV RAMESH  
PRINCIPAL SECRETARY TO THE  
GOVERNMENT

To

All HODs under the Control of HM&FW Dept (we).

Mission Director of NRHM

All Principal of Government Medical Colleges

All Directors of RIMS, Kadapa, Srikakulam, Adilabad, Ongole

All Superintendents of Government Teaching Hospitals

All Regional Directors of Medical and Health Services

All District Medical and Health Officers

All District Coordinators of Hospital Services

All Committee Members through respective Heads of Departments

All District Collectors

Copy to

OSD to Minister(M&H)

PS to Special CS to CM

PS to Principal Secretary Health

SF/SC

**// FORWARDED:: BY ORDER //**

**SECTION OFFICER**

**PROFORMA - I**

**Annexure To GO Rt .....Dated 01 June 2011**

HEALTH, MEDICAL & FAMILY WELFARE DEPARTMENT

APPLICATION FOR TRANSFER

UNDER GOMS.NO.93, FINANCE (DCM.III) DEPARTMENT, DATED:14-05-2011

Date:

1	Name	
2	Designation	
3	Present post and station of working	
4	Date from which working at present station (including all posts)	
5	Posts and Stations to which transfer is sought	1
		2
		3
		4
		5
6	Grounds on which he is seeking transfer	1
		2
		3
7	Belongs to which Zone / District	

SIGNATURE OF THE APPLICANT

**FOR OFFICE USE ONLY**

8	Whether his request fulfils the pre-conditions for transfer laid down in the G.O.		
9	Vacancy position at places opted for	Place	Status
		1	
		2	
		3	
10	Any Remarks		

Senior Asst.

Superintendent

Deputy Director

Addl. Director

**COUNSELLING COMMITTEE DECISION**

APPROVED / NOT APPROVED

REASONS FOR REJECTION

SIGNATURES OF THE COMMITTEE: