

Sub:- Estt – DME, AP, VJA – Public Services - Human Resources –
Transfers and Postings of Employees – Guidelines / Instructions –
Particulars of the Non Medical Assistant (Gazetted) category - Reg.

1.G.O.Ms.No.318, HM&FW(B1) Department Dt:06.05.2017

Ref:-

2.G.O.Ms.No.45, Finance (HR.I.Plg & Policy) Department,
Dt:24.06.2019

3.G.O.Ms.No.262 HM&FW(B1) Department, Dt:01.07.2019

4.This Office Memo RC.No.6399/E3.C/2019, Dt:01.07.2019

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The attention of all the Heads of the Institutions under the control of the Director of Medical Education, Andhra Pradesh, Vijayawada are invited to the references cited and they are requested to furnish the particulars of the following categories, who have completed (05) years of service at one station station in all cadres, as per seniority and also vacancy position in the enclosed proforma **on or before 04.07.2019 at 05:00 PM**

- a. Chief Dietician
- b. Dietician
- c. Chief Biochemist
- d. Biochemist
- e. Non-Medical Assistant (G)
- f. Lecturer in Nuclear Medicine Techniques and RSO
- g. Lecturer in Radiological Physics and Radiological Physicist/ Physicist.
- h. Clinical Psychologist
- i. Perfusionist
- j. Chief Chemist
- k. Librarian
- l. Physical Director
- m. Pharmaceutical Chemist

The attention of Officers in address entry are requested to receive applications for request transfers from eligible candidates of above cadres and submit the same to this office duly countersigning with prescribed application proforma is enclosed herewith in Annexure-III a special messenger on or before 05.07.2019 5 PM

Sd/-Dr.K.Babji
Director of Medical Education.

To

All the Principals of Medical Colleges in the State.
All the Superintendents of Teaching Hospitals in the state
The Director of RIMS Institutions at Srikakulam, Ongole and Kadapa
Copy to the C.I.O, O/oDME, AP, Vijayawada with a request to place the same in the DME Official Website.

ANNEXURE - III
APPLICATION FOR GENERAL TRANSFERS 2019

As per G.O.Ms.No.45, Fin (HR.I.PLG. & Policy) Dept., Dated.24.06.2019 & G.O.Rt.No.262 HM&FW[B1]Dept,dt:01.07.2019

1	Name of the faculty					
2	Designation & speciality					
3	Employee ID No. /CF,MS No.					
4	Place of working					
5	Date of Birth					
6	Date of Superannuation					
7	Date from which working in the present station including all cadres. Station means place [city/ town/ village] of actual working for the purpose of transfers and not office or institution					
8	Date from which working in the present station (in all cadres) as on 24.06.2019					
9	No of years completed in the present station in all cadres as on 24/06/2019.	Years	Months	Days		
10	If Transfer request is on disability (40%) VH, HH, PH grounds (Specify clearly enclose latest certificate from competent Authority)					
11	Is transfer request is on mentally challenged childre, grounds (enclose latest certificate from competent authority)					
12	Whether the applicant/ spouse/ dependent children /dependent parents are suffering from cancer, open heart operation, Neurosurgery, Kidney transplantation seeking transfer to where such facilities are available[Medical record with certificate issued by the authority should be enclosed]	Yes / No				
13	Whether you are a widow appointed on compassionate grounds. (enclose documentary evidence)					
14	Are you a office bearer of a recognized employees Association. As per Circular Memo.No.245/ SW/ A1/ 14GA [SW] Dept:16.09.2014 and 17225/ SW/A1/2014-1 of GA[SW] Dept, dated: 27.09.2017. Enclose documentary proof of election and term in all post of cadre					
15	Is request transfer is on any other grounds					
16	Request for place of posting on transfer					
17	Whether any charges/ACB/Vigilance cases pending .[If so furnish details] against applicant					
18	Are you Visually challenged employee requesting for exemption from transfer (required documents to be enclosed)	Yes / No				

I hereby declare that the above particulars furnished by me are correct and I am liable for disciplinary action for any wrong information submitted above.

Signature of the applicant

Certified that the particulars submitted by the applicant are verified and found correct as per the records available in this office and the application of the above doctor is forwarded for General transfer 2019 after having fulfilled the conditions stipulated in the Government orders.

Signature of the competent Authority
Name & Designation with office seal