

No. A-22011/1/2015 – Ad. II
Government of India
Ministry of Corporate Affairs

5th Floor, 'A'- Wing, Shastri Bhawan,
Dr. Rajendra Prasad Road, New Delhi

Dated: 6th January, 2015

OFFICE MEMORANDUM

Sub: Annual Rotational Transfer for the year – 2015 for ICLS and its feeder cadres.

Annual Rotational Transfers and request transfers for the year 2015 of ICLS officers and Group 'B' officers (where all India Seniority list is maintained) 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. Accordingly, information in respect of officers working in field offices is requested from Regional Directors and other controlling officers as per annexure enclosed.
3. RDs (and other controlling officers having service books) are requested to forward each and every request transfer application, received by them which falls under the purview of Ministry Headquarters.
4. In addition, RDs (and other controlling officers having service books) are requested to ensure updation of all records relating to personal details, educational details and entire service history, etc. in the MCA21 HRMS portal. It shall be treated on priority basis and should be strictly complied.
5. The information/applications as per annexure, are required to be sent latest by 12th January, 2015. **Applications received after 12th January, 2015 will not be considered.**

Encl: As above



(Rakesh Kumar)

Under Secretary to the Government of India

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To

1. All Regional Directors/ ROCs/ OLs/ ROC-cum-OLs.
2. The Secretary, CLB, New Delhi----in respect of officers in CLB
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 :
2. MCA ID :
3. Date of Birth :
4. Home Town :
5. Present Office and Region :

6. Choice of Stations 1:
(3 choices are mandatory in order of priority) 2:
3:

7. Reason for transfer request:

8. 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

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

Signature (with date) _____

Name _____