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

OFFICE MEMORANDUM


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 Kamar)
Under Secretary to the Government of India
Tele/fax: 011-2338507

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  
(3 choices are mandatory in order of priority)
   1: 
   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 ___________________________________