

(GOVERNMENT OF TAMIL NADU)

Personnel and Administrative (Per.s) Reforms Department

Letter No3013/Per-S/94-I

dt 17.1.94 .

Sub: Public Services - Transfer of Government servants from one station to another once in three years - Format for submission of applications - Instructions - Issued.

Ref: G.O. Ms- No.10, Personnel and Administrative Reforms (Per.S) Department, Dt 7.1.94.

* * *

I am directed to invite your attention to the G.O. cited wherein revised procedures for effecting transfers of Government servants in Group A/ B' and C have been laid down.

2. According to instructions in paragraphs (x) (i) and (j) under item V, "Registration of request for Transfer", contained in Annexure I to the said G.O. the Government servants should send their requests for transfer to the transferring authorities through proper channel specifying the station/zone to which they may be considered for transfer indicating a maximum of 3 alternative options. They may also submit advance copies of their applications direct to the transferring authority, on the basis of which the request for transfer shall be registered by the said authority on a first-come, first-served' basis. As per para x(e), the registration number has to be communicated to the applicant.

3. In order to ensure that the Government servants furnish all the relevant details required for registering their requests in the prescribed register, a format in which the Government servants requesting for transfer may apply to the transferring authorities is annexed to this letter. However, applications not made in the prescribed format may also be registered, and if any particulars are wanted, they may be called for separately.

4. The Government servants should indicate the station/zone to which they require transfer in the order of preference as they may desire, under column 7 of the format, subject to a maximum of three alternative options.

5. The transferring authority should consider the requests of the Government servants in the order of preference indicated by them, and only when the Government servants could not be transferred to the station/zone indicated in the first choice, he should be considered for transfer to the second choice, and so on.

6. I am to state in this connection that an application for mutual transfer should be either a common application signed by both parties and separate applications in which mutuality is clearly expressed by both persons. Mere interchange of two persons without such prior registered, requests cannot be deemed to be mutual transfer for purpose of the instructions contained in the G.O. cited.

7. Further, the transferring authorities are requested to maintain the Register of requests for transfer properly. These registers will have to be produced at the time of inspection of the office and also if and when called for.

8. I am to request that the instructions contained in G.O. cited (which has already been sent to you) and in this letter may be communicated, immediately, to all transferring authorities under your control.

9. The receipt of the G.O. cited and this letter may be acknowledged immediately.

Yours faithfully
for Chief Secretary to Government

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GOVERNMENT OF TAMIL NADU

Letter No. 15575/S/96-1 Personnel and Administrative Reforms (S) Department Secretariat
Madras - 600 009.

Dated : 12.4.1996.

From

Thiru. P S. Pandyan, I.A.S.,
Secretary to Government.

To

All Secretaries to Government, Departments of Secretariat, Madras - 9. All Departments of Secretariat, Madras - 9. All Heads of Departments including District Collector / District Judges and Chief Judicial Magistrates.

Sir,

Sub :Public Services - Transfer of Government Servants from one station / Post to another once in 3 years - Request transfer during the non- transfer period - Clarification—
Issued.

Ref :(i) G.O. Ms. No. 10, Personnel and Administrative Reforms (S) Department, dated :
7.1.94.
(ii) Government Letter No. 94572/94-10, Personnel and Administrative Reforms'(S)
Department, dated 25.1.96.
(iii) From the Director of Local Fund Audit Letter No. AA2/83126/95 dated: 26.2.96.
(iv) From the Director of Sericulture Letter RC.No. 3340/DSEI/96 dated : 11.3.96.

I am directed to refer to the references cited

2. In the Government letter second cited, instructions were issued to effect the request transfers during the non-transfer period also by imposing the following restrictions:

- i) The Government servant should have completed one year of service where he is working.
- ii) The request transfer should be only to a vacant post,
- iii) Request transfers should be made only with reference to seniority of registration made in the register.
- iv) Request transfer should not be to a native place/district, if the departmental- rules prohibit such transfers to native place /district.
- v) If the request is made for appointment to a specific post.

- vi) If it is considered that it would not be desirable to post the applicant to the requested station for reasons of public-interest.
- vii) If the applicant has worked in the requested station earlier.
- a. for more than 2 years during the last four years.
- (or)
- b. he had been punished for any irregularity while working in that station.
- (viii) Specific order of the Government should be obtained in such cases.

3. With reference to the clarifications sought for in the letter third and fourth cited the following clarifications are issued for guidance and observance.

S.No.	Point raised	Clarifications
(i)	Whether the orders of the Government have to be Obtained for all types of restrictions Mentioned in para 2 (i) to (vii) or to the type of case referred to at item (vii) only.	The cases which satisfy the conditions, restrictions imposed therein need not be sent to the Government. However, Specific orders of the Government should be obtained in case, if any relaxation is proposed to any of the restrictions imposed therein.
(ii)	Whether the restrictions imposed therein are applicable for request transfers during non-transfer period as well as transfer period.	The restrictions referred to above are applicable for request transfers during the transfers as well as non- transfer period also.
(iii)	Whether the applicant who worked in the requested station * earlier for more than 2 years during the last 4 years' is eligible for request transfer or not.	The applicant who worked in the requested station earlier for more than 2 years during last 4 years is not eligible for request transfer.
(iv)	Whether the applicant who worked in the requested stations early had been punished of any irregularity while working in that station is eligible for request transfer or not	If the applicant who worked in the requested station earlier had been punished for any irregularity while working in that station. He is not eligible for request transfer

Yours Faithfully
(A.M. JOHN BRITTO)
For Secretary to Govt