

Directorate General, CRPF
Block No.1, CGO Complex, Lodhi Road, New Delhi-110 003.
(Ministry of Home Affairs)

No. T.IX-Instn/2014 – Min

Dated, the 6th February, 2014

STANDING ORDER NO. 02/2014

Subject : **TRANSFER POLICY OF MINISTERIAL/STENOGRAPHIC/OFFICIAL LANGUAGE CADRE.**

In supersession of the transfer guidelines issued vide Standing Order No. 2/2011 and all other subsequent instructions/ addendum issued on the subject, the revised guidelines for the transfer of Ministerial/Stenographic/Official Language cadre of Central Reserve Police Force will be as under:-

1. APPLICATION.

These transfer guidelines shall apply to all officers/officials of the Ministerial /Stenographic /Official Language cadre in Central Reserve Police Force.

2. DEFINITION.

Terms and expressions used in this order are defined as under:-

- a) **Competent Authority** – means the authority empowered to order transfer.
- b) **Officer**- means an officer of Ministerial/Stenographic/Official Language cadre of Central Reserve Police Force.
- c) **Official**- means an official of Ministerial/Stenographic/Official Language cadre of Central Reserve Police Force.
- d) **Transfer/Posting** – means the movement of a Government servant from one headquarter station in which he is employed to another such station either-
 - (i) To take up the duties of a new post, or
 - (ii) In consequence of a change of his headquarters.
- e) **Tenure** – means the period of continuous posting in a particular station/area/region/NCR (including Govt. duty/attachment etc. beyond 90 days). In case any official is on attachment/temporary duty from hard area to soft area or vice versa for more than 90 days, the period of such attachment/temporary duty will be counted towards tenure of that specific place where he is attached or on temporary duty.
- f) **Zonal Tenure** – means total period spent in a particular Zone including choice posting.
- g) **Sector Tenure** - means total period spent in a particular Sector including choice posting.
- h) **Hard area posting**-
Continuous posting in the following areas which have been classified as hard areas (Except when it is given as choice / home posting. Personnel willing for hard areas can be rotated within the hard areas of the zone– but not continuously in home State / District.)

- 1) New GCs / Ranges / Other static Establishments under raising upto 5 years from the date of initial raising of such New GCs / Ranges / Other static Establishments.
- 2) Whole North Eastern Region,
- 3) Whole J&K and
- 4) Static formations located in Operational areas of Gaya (Bihar), Hazaribagh, Palamu, Chaibasa (Jharkhand), Midnapur (W/B), Rayagada (Odisha), Dantewada, Bijapur (Chhattisgarh) and Gadchiroli (Maharashtra) and Administrative areas of Raipur and Jagdalpur (Chhattisgarh) and all the Bns deployed in the following Districts of LWE affected States :- **(To be reviewed every year by ops branch).**

S.No.	State	Number of Distt/ Cities	Name of Districts/Cities
DISTRICTS			
1	Andhra Pradesh	16	Anantapur, Adilabad, East Godavari, Guntur, Karimnagar, Khammam, Kurnool, Medak, Mehaboobnagar, Nalgonda, Prakasam, Srikakulam, Vishakapatnam, Vizianagaram, Warangal and Nizamabad.
2	Bihar	22	Arwal, Aurangabad, Bhojpur, East Champaran, Gaya, Jamui, Jehanabad, Kaimur, Munger, Nalanda, Nawada, Rohtas, Sitamarhi, West Champaran, Muzzafarpur, Sheohar, Vaishali, Banka, Lakhisarai, Begusarai and Khagaria.
3	Chhattisgarh	16	Bastar, Bijapur, Dantewada, Jashpur, Kanker, Korea (Baikunthpur), Narayanpur, Rajnandgaon, Sarguja, Dhamtari, Mahasamund, Gariyaband, Balod, Sukma, Kondagaon and Balrampur.
4	Jharkhand	21	Bokaro, Chatra, Dhanbad, East Singhbhum, Garhwa, Giridih, Gumla, Hazaribagh, Koderma, Latehar, Lohardagga, Palamu, Ranchi, Simdega, Saraikela - Kharaswan, West Singhbhum, Khunti, Ramgarh, Dumka, Deoghar and Pakur.
5	MP	1	Balaghat
6	Maharashtra	4	Chandrapur, Gadchiroli, Gondia and Aheri
7	Odisha	19	Gajapati, Ganjam, Keonjhar, Koraput, Malkangiri, Mayurbhanj, Navrangpur, Rayagada, Sambhalpur, Sundargarh, Nayagarh, Kondhamal, Deogarh, Jajpur, Dhenkanal, Kalahandi, Nuapada, Bargarh and Bolangir.
8	Uttar	3	Chandauli, Mirzapur and Sonbhadra

	Pradesh		
9	West Bengal	4	Bankura, West Medinipur, Purulia and Birbhum
Total Districts		106	

- i) **Soft area posting** – means the continuous tenure/posting in the places/areas/regions other than those classified as hard areas posting as per para 2(h) above.
- j) **Cooling off period**- means reckoning of period between two consecutive postings to a particular Zone/Sector or station/region/NCR including cases pertains to choice posting.
- k) **National Capital Region (NCR)** -means all CRPF offices/Battalions located in Delhi, New Delhi, Gurgaon, Noida, Greater Noida , Sonipat, Faridabad.
- l) **Attachment**- means temporary placement at a place other than the declared headquarters.
- m) **Family**- means spouse, children and parents.
- n) **Cut off date**- means the crucial date from which the tenure is reckoned.
- o) **Home Posting** - means posting to the desired station/place/NCR falling within home state or nearby states.
- p) **Terminal Posting**- means choice posting to the officers/officials retiring within 2 years.
- q) **Choice Sector** – means allotment for choice sector.
- r) **Choice posting** – means posting to the desired station/place/region /NCR.
- s) **Compassionate Ground** – means cases covering for choice allotment/posting on various grounds as defined in this transfer policy.
- t) **Region** - means comprising stations / places / cities falls within a particular area which can be accessed within over night journey by train.
- u) **Promotee** – means an officer/official of the Ministerial/Stenographic/Official Language cadre who has been released on promotion.

3. **AUTHORITY FOR TRANSFER.**

a) **Directorate Level.**

Directorate General will issue inter Zone/Sector transfer between Zones/RAF/Communication and CoBRA. Apart from above, the Directorate General will issue transfer orders in respect of officers/officials posted in the offices/institutions as mentioned below: -

- (i) Directorate General
- (ii) ISA and CRPF Academy

Further, Directorate General in special circumstances/exigencies of service condition may issue transfer orders from/to any office in respect of any officer/official within Force.

b) Zonal Level.

- i) Spl DsG & Addl. DG Zones may issue transfers of officers/officials including Inter Sector transfers, within their Adm jurisdiction including 100 bedded CH & Training Institutions.
- ii) Besides above, the responsibility to provide/post officials /officers to and from Ops Sectors & Ops Ranges will rest with the Zonal Hqrs. concerned.

c) Sector Level.

- (i) Sector IsGP will issue transfer of officers/officials within their Sectors including 50 bedded CH, Training Institutions and AWS/CWS/SWS.
- (ii) IG (RAF), CoBRA and IG (Comn) will issue transfer of officers/officials within their jurisdiction.

d) Range Level

- i) Range DIsGP shall be competent to order transfers of officials only within their Ranges.
- ii) DIsG RAF Ranges and DIG Signal Range will also affect transfers of officials only within their Ranges.

4. TENURE OF POSTING.

- a) The sanctioned posts of Ministerial/Stenographic/Official Language cadre in hard areas are lesser than the posts available in soft area postings except ASI (Steno) and isolated posts. Thus, keeping in this fact as well as with a view to proper rotation of these officers/officials from soft to hard and vice versa, tenures of these ranks have been prescribed as under:-

Rank	Soft Area posting	Hard Area posing
AC(Min), AC(PS), SM(Min), SM(ST), Insp (ST), Insp (HT),	5	2
AD(OL), SM(HT), INSP/LIB, SI/LIB, HC/LIB, HC/GO, CT/LIB	Isolated post	-
Insp(Min), ASI(M) AND HC(M)	3	2
SI(Min)	4	2
SI(ST)	(4+4) i.e. 4 years each in two different stations	2
CT(DFT), CT(PEON), CT(FARASH) AND CT/SK(M) {Subject to conditions as laid down in para 7 C a) }	5	2

Note:- The percentage of the posts of ASI (Steno) in hard area are much higher than soft area postings. Thus, it is not practically feasible to rotate ASI (Steno) from hard areas to soft area and vice versa routinely. However, rotation will be done as per requirement and on compassionate grounds.

- b) In case, any officers/officials is transferred from one soft areas posting to another soft area posting or from one hard area posting to another hard area posting, the tenure in such cases will be reckoned by clubbing such consecutive postings.

5. CRITERIA FOR POSTING TO DTE. GENERAL.

- a) Officers/officials having completed 2 years service in the present grade will be considered for posting to Directorate. The officers/officials having Computer knowledge as well as working experience of higher offices will be given preference.
- b) In all cases a minimum 3 "Very Good" grading in ACRs of last 05 years and clear record of service will be considered.
- c) In order to post suitable and eligible officers/officials to Directorate General, Zonal offices will identify officers/officials with potential and aptitude for working in higher offices and forward their nominations to Directorate General at the time of Summer Chain Transfer for consideration on merit.

6. ROTATION.

All officer/official will be rotated on transfer in such a way that after every hard area posting, he/she should be posted to a soft area and vice versa as per tenure policy except in the case of ASI (ST) and isolated posts.

7. TYPES OF TRANSFER.

Transfer of officers/officials will only be based on the concept of "hard area posting" and "soft area posting". The transfer of officers/officials will be broadly classified in three types viz. *Summer chain transfer, Transfer on Promotion and Other administrative transfers,*

A) Summer Chain Transfers.

- (a) Summer Chain Transfer will cover the cases of the following categories of officers/officials:-
- (i) Transfer cases of officers/officials who have completed/completing prescribed tenure in a particular station/area/region/NCR as on prescribed cut of date.
- (ii) Transfer cases of officers/officials who have completed/completing prescribed tenure in soft areas and hard areas.
- (iii) Transfer cases of officers/officials who have not completed/completing prescribed tenure in soft areas and hard areas as on prescribed cut off date yet requested for transfer on various grounds as defined in transfer policy.

b) Time Schedule.

- (i) Time schedule for issuing summer chain transfer of officers/officials will be as under:-
- 1) By Dte.Genl. : By 15th January.
 - 2) By Zonal Hqr : By 1st February.
 - 3) By Sector IsGP : By 25th February.
 - 4) By Range DIsGP : By 15th March.
- (ii) However, all such summer chain transfer orders will be effective from 1st April and to be implemented by 30th April positively.
- (iii) In other cases of normal transfer, promotion and repatriation, the concerned Zones will decide their further allotment within 7 days and Sectors/Ranges will further finalize their final posting within next 7 days on their allotment by the Directorate. In all, the final posting in such cases should be made within 15 days from the allotment by Directorate.
- (iv) It will be the responsibility of concerned head of office to ensure relief of transferee/promotee within 20 days from the receipt of transfer/promotion order. Retention beyond this period in a particular office will be done only with the written permission from the transferring authority. **For non-relief of a transferee/promotee within 20 days without written and specific permission of the transferring authority, the concerned head of office will be held fully responsible.**

c) Constitution of Board.

The Board to decide the Summer Chain Transfers of Ministerial/Stenographic/Official Language Cadre, will comprise the following officers:-

- i) One DIG each from Zonal Hqr. In case DIG is not posted/available in the Zonal Hqr, the SDG/ADG will nominate one DIG from any office under their administrative jurisdiction.
- ii) DIG (Org) Dte.
- iii) AC (Min. Branch) Dte.

Senior most DIG will preside over the Board.

d) Cut off date.

The crucial date for completion of tenure of posting will be 31st May of particular year. The cases for all officers/officials who would be completing their tenure by 31st May of particular year would be submitted for SCT. For instance in SCT-2014, cases of all officers/officials completing tenure by 31st May 2014 will be considered.

B. Transfer on Promotion.

a) **Release on Promotion.**

- (i) On release on promotion of officers/officials, the Directorate General will allot them to Zones/Sector for further posting based on vacancies, requests for allotment of Zones/Sectors, previous posting particulars and other relevant aspects.

- (ii) Subject to vacancies and other Administrative constraints, an official on release on promotion may be permitted to continue in same office if he has not completed tenure. In such cases, the tenure in hard/soft areas will be continued.
- (iii) Directorate General can also post any promotee to specific office on administrative grounds.

b) Relief on transfer/promotion.

The promotees except where the stay/specific order has been given by the Court of Law, should invariably be relieved within 20 days from the date of issue of final transfer on promotion irrespective of the following facts:-

- (i) Whether reliever of the officer/official reported or otherwise.
- (ii) Whether any representation against such transfer has been preferred and any decision on such representations received or otherwise.
- (iii) Whether the official is holding any important assignment/table or otherwise.
- (iv) However promotees should only be relieved on transfer on promotion on fulfilling of the following conditions:-
 - (1) Proper medical examination of a promotee is conducted by the prescribed Medical Officer within one year period and he is placed in medical category SHAPE- one.
 - (2) Neither any Departmental proceedings / prosecution for criminal charge is pending against him nor any punishment of withholding of increment etc. is in currency.
 - (3) He is free from vigilance angle.
 - (4) The promotee is not under suspension.

c) Refusal of Promotion.

As per DOP&T OM No. 16/7/90-Estt (Pay-I) dated 09/09/1992, the following guidelines are to be followed by the concerned authorities in respect of those who forego promotion by making a written request:-

- (i) Appointing/Competent Authorities should accept the requests of foregoing promotions only on extreme compassionate ground and not in a routine manner as per existing provisions.
- (ii) Request to forego promotion should be accepted within 30 days from the date of release of promotion and allotment to Zones/Sectors by this Directorate irrespective of the fact whether their final allotment/posting released by Zones/Sectors or otherwise.
- (iii) An officer/ official on release of promotion after expiry of foregone period should be posted to the place where he was originally posted, had he not foregone promotion subject to availability of vacancy at the original place.
- (iv) A promotee can forego promotion only once in a particular rank.

C. **Other Transfers.**

Transfers other than those issued during summer chain transfer and transfer on promotion viz in public interest, on medical or compassionate grounds, terminal posting, posting requests of husband and wife, posting requests of handicapped officers/officials, posting requests of officers/officials having differently abled children and other administrative transfers etc., will fall under this category. The guidelines for such transfers are as under:-

a) **Transfer of CT (Ministerial) Cadre.**

Transfer in respect of Constable (Daftry/Peon /Farash/SK(M)) will be regulated as per provision contained in this policy. However, being low paid officials, the following relaxation/terms and conditions may be applied while regulating transfer cases of these categories:-

- i) Transfer of Constable (Daftry/Peon/Farash/SK(M)) may be continued to be regulated as per provision contained in this policy. However, Zone/Sector tenure as prescribed, may not be strictly applied to these personnel and they may not be transferred to other locations routinely unless applied for. Efforts may be taken to accommodate maximum personnel within the Zones/Sectors in case they are to be transferred on Adm. Grounds.
- ii) Request for choice posting in respect of personnel who have completed tenure in North-East/J&K region and LWE affected areas may be considered sympathetically for their postings to a place of their choice and as per the merit of the case.
- iii) Request for transfer within Zone/Sector may be decided at Zonal/Sector level and under mutual consultation where ever required. In case it is not possible to adjust cases at Zonal/Sector level, only such cases need to be forwarded to Directorate for consideration.

b) **Terminal Posting/Transfer.**

The officer/official who is due to retire within **two years** to be reckoned from the cut off date, may be considered for a terminal posting of their choice place/station/region or to the nearby place/station/region covered by overnight journey by train, subject to availability of vacancies and provided that the official had not served in that place in the preceding two years.

c) **Transfer On Medical Grounds.**

- i) The transfer of an officer/official on extreme medical ground will be considered on administrative feasibility and other provisions of the transfer policy. Transfer on extreme medical grounds will be considered on merit only if the official or his immediate family members are suffering from any of the following diseases.

1. Cancer
2. Paralytic Stroke

3. Renal failure
 4. Coronary artery disease /Thalassaemia
 5. Parkinson's disease
 6. Motor-neuron disease.
- ii) Any other critical/serious disease if recommended by the board of medical officers/ Composite Hospitals. The definition of family is given at para No. 2 (m) above.
- iii) Officer/official who are placed under temporary/permanent LMC as per Standing Order No.-4/2008 and requires specialized/advanced treatment may be considered for posting to a place where adequate Medical facilities for such ailment are available. However such cases can only be considered on recommendation of Authorized Medical Board of any composite Hospital and on production of medical certificate to the fact that the treatment for such disease is not available where officer/official is presently posted. However such request will be considered on merit subject to administrative feasibility.
- iv) In the case of transfer for treatment of family members, same will be considered on merit only if his/her immediate family members are suffering from above mentioned major disease(s).
- d) **Transfer/Posting of physically handicapped officer / official.**
- Requests from physically handicapped officer/official as described in DOP&T O.M No. AB-14017/41/41/90-Estt(RR) dated 10/5/1990 and 13/3/2002 for transfer to or near their native places may be given preference on the basis of their medical documents issued by the Authorized Medical Board subject to administrative feasibility and tenure policy. They should be rotated out after completion of their tenure in specific offices, as defined in this policy, to other offices near their native places.
- e) **Transfer/Posting of officer/official having differently abled Children.**
- Requests of officers/officials who have "differently abled children" as described in DOP&T O.M No. A3-14/17141/90/Estt (RR) dated 15/2/1991 for posting to the places where sufficient facility for medical help and education of such children are available shall be considered on the basis of medical certificate issued by the competent medical authority subject to administrative feasibility & tenure policy.
- f) **Posting of husband and wife & mahila officers/officials.**
- (i) Requests from Husband and wife, if they are in same Central Service or working in the same Department, shall be mandatorily considered for posting to same place / station/region in accordance with GOI, Ministry of Personnel Grievances and Pensions (DOPT) O.M. No. 28034/9/2009-Estt.(A) dated 30/09/2009 or at a place which may be covered by overnight train journey. Administrative requirement / exigencies of service will however prevail, if the

interest clashes. However, in all such cases wherein the administrative authority is unable to adjust husband & wife at the same station citing administrative grounds, the competent transferring authority should communicate specific reasons to the applicant as per para 5 of aforesaid OM.

- (ii) Mahila officers/officials should be posted in such a way that their number in one Sector/Range/GC/Institution/Bn is not excessive. They should be posted within the Zone/Sector/Range in reasonably equal proportion. The ratio of male and female officers/officials should be such that it is viable for functioning of administration.
- (iii) Mahila officer/official will be posted to the places where basic amenities are available.
- (iv) Except in case of husband & wife, single Mahila officer/official shall not be posted to any place where no other Mahila officer/official is posted.

g) **Transfer of Widows.**

Subject to availability of vacancies widows should be rotated within their home State or neighbouring State as per tenure policy.

h) **Choice allotment/posting after hard area posting.**

- i) While forwarding request for transfer/choice postings etc. to Directorate General, the officers/officials will submit their request on the **prescribed proforma (attached as Appendix -"A" with this Standing Order) giving 5 choices** spread over different cities (NCR/twin cities will be treated as one city) and 2 or more Sectors. Any request for specific posting to a particular office/GC/Unit or any region sent to Dte. General will not be entertained/accepted by the Directorate.
- ii) Officials posted in J&K, NE Region and LWE area will be considered for one choice out of 5 choices as above. However, officials completing tenure in LWE area will be given due preference.
- iii) Requests for officers/officials posted in soft area will be considered only subject to availability of vacancies after adjustment of requests received from officers/officials completing tenure in respective hard areas.

i) **Yardstick to be adopted for consideration of request on merit.**

- (i) Requests for choice posting will be considered on the basis of merit as well as availability of vacancies.
- (ii) In case more than one officer/official applies for the same place, priority will be as follows :-
 - (1) Not availed posting to the place before.
 - (2) Number of years spent outside after last posting to same station.
 - (3) Seniority.

(4) Number of years spent in hard area.

As regards relief of an officer/official, terms and condition will be same as defined in para 7(B)(b). Further transfer request for choice postings as defined in this category can also be considered during summer chain transfers as well as transfer on promotion subject to fulfillment of all other laid down terms and conditions of this transfer policy.

8. REPRESENTATION AGAINST TRANSFERS.

- a) Representations against transfer if any should be sent to transferring/competent authority within 7 days from the date of issue of orders regarding final posting so that it is disposed off well before completion of stipulated time of 20 days for relief of transferee. Such representations should be sent through proper channel with advance copy to transferring/competent authority. In case the request is genuine/transfer order is not in conformity with transfer policy, the transferring/competent authority may process the case on the basis of advance copy on merit and adm feasibility and convey decision within given time frame. However, in case no reply is received from the competent authority it should be presumed that the representation has not been entertained or turned down and the officer/official under transfer should be relieved within stipulated period of 20 days as per transfer policy.
- b) No representation/application against transfer, whatsoever, will be entertained after prescribed date.
- c) No action will be taken on the applications/representations received directly from the officer/official or through relatives and any other outside source. Similarly no action will also be taken on the SMS/e-mail received from an officer/official.
- d) Application/representation for/against transfers directly submitted by any officer/official to higher offices will be treated as violations of the provisions of conduct rules and action as per CCS (Conduct) Rules and DOPT order No. 11013/08/2013-Estt(A)-(3) dated 6/6/2013 will be taken against defaulters. Similarly, cases of officer/official bringing political influence for furtherance of their transfer interest will not be accepted / entertained. For bringing outside/political influence in transfer case, action may also be taken as per CCS Conduct rules and S.O. 22/2002.

9. RESPONSIBILITY.

All Spl/Addl DsG Zones, Sector IsG, Range DIsG and Head of offices will be responsible for strict implementation of transfer policy.

10. OTHER GUIDELINES.

- a) All transfer by Directorate/Zones/Sectors/Ranges should be issued only through transfer selo module. A transfer order shall not be validated unless same is issued through transfer selo module and a system generated ID is allocated to each transfer order.
- b) To maintain national character of the Force, it will be ensured that the percentage of local in each office/establishment does not exceed 50% of the total posted strength.

- c) The authority competent to issue transfer orders will also ensure that at all times, a minimum 20% of Hindi speaking Ministerial Staff is posted in the Non-Hindi speaking areas and the same minimum percentage of Non-Hindi speaking Ministerial Staff is posted in the Hindi speaking areas.
- d) The cooling off period for re-posting to same Station/region/NCR including other transfers as defined in para- 7 (C) will be 4 years subject to availability of vacancies & administrative feasibility.
- e) Except the cases mentioned in Para-7 C (a), (c), (d), (e) and (g), the total period of posting in a Zone shall not be more than 18 years and 10 years in a sector including all choice posting, if availed. However, in case any unit of a particular Zone/Sector is deployed out side the geographical limit of that Zone/Sector, tenure of officers/officials in such units will be counted towards the Zonal/Sector tenure under whose adm/operational jurisdiction said units are deployed.
- f) In the cases where sectors are having single Range/ GC under their adm control or are not having sufficient hard areas and soft areas proportionately, the Zonal offices will look into this aspect and rotate the officer/official within Zone keeping in view of various transfer provisions.
- g) The concerned Sectors will submit cases of such officers/officials to their Zones who can not be rotated out from soft area to hard area or vice versa due to above reasons. If Zones are also not in position to rotate such officers/officials, such case may be sent to Directorate.
- h) Transfer on own request before completion of tenure as prescribed in this transfer policy will not be treated as transfer on public interest under SR 114 and such officers/officials will not be entitled for any transfer benefits.
- i) The defaulters should not be considered for choice/home posting.
- j) The competent transferring authority will have the right to transfer an officer/official at any time, irrespective of tenure on administrative grounds / in public interest.

11. MUTUAL TRANSFER.

Provision on mutual transfers has been dispensed with as such no request for mutual transfer will be entertained.

12. TRANSFER AGAINST LOWER RANK POST.

There is no provision for transfer/posting of an officer/official against the vacancy of lower rank post. Thus such request will not be entertained.

13. SURPLUS POSTING.

Posting of officers/officials over & above authorization at a particular office will not be ordered normally. However, as an exception, if it is inevitable, this may be rationalized by concerned Sector/Zone as the case may be.

- 14.** For any deviation from above guidelines or specific condition, permission of Directorate should invariably be obtained.

15. On operational / administrative exigencies, DG may grant relaxation in any or all provisions of tenure and eligibility criteria prescribed in the transfer policy. The DG can also order posting of any of the officer/official within force at any time on administrative, operational or any other ground.



(Dilip Trivedi)


Director General , CRPF

No. T.IX-Instn/2014 – Min

Dated, the 6 February, 2014

Copy for favour of information and necessary action forwarded to the:-

1. Spl DsG/Addl DG, CRPF, Jammu/Kolkata/Guwahati/Hyderabad.
2. All Sector IsGP (Including Ops IsGP/ IG RAF/CoBRA/ Director (IGP) ISA, CRPF Mount Abu/CRPF Academy, Kadarapur/IGP Training, Directorate / IsGP Medical, Composite Hospital Delhi/ Hyderabad/ Guwahati/Jammu.
3. All DIsGP Ranges (Including Training Institutions/ Ops/RAF/ DIsG (Med)/CTC T & IT /CIATs/CWS-I,II & III/DIG Communication CRPF, Directorate & Range Kolkata.
4. All DIsGP GCs, CRPF.
5. All Commandants Bns, CRPF, (Including RAF/CoBRA/Signal/SDG/PDG/Mahila Bns).



(Satpal Kapoor) 6/2/14
DIGP(Org)

Internal

DI(IT) Dte for uploading in DMS.

Sr. PS to DG

Sr. PS to ADG HQr/Trg.

PS to IGP (Pers & Commn)/(Adm& Works)/Prov/Ops/Trg/FA/Director (Med).

All branches/Sections of Dte.

DA-2 Master file

ग्रीष्म कालीन स्थानान्तरण –2014 हेतु प्रार्थना पत्र
APPLICATION FOR SUMMER CHAIN TRANSFER-2014
(केवल एक व्यक्ति के प्रयोग हेतु / FOR USE OF ONE OFFICIAL ONLY)

- 1 बल संख्या
Force No.
- 2 रैंक
Rank
- 3 नाम
Name
- 4 वरियता सूची अनुक्रमांक
G/List No. with date
- 5 वर्तमान तैनाती स्थान दिनांक सहित
PRESENT PLACE OF POSTING WITH DATE.
- 6 गृह राज्य / HOME STATE.
- 7 लिंग: पुरुष / महिला
SEX MALE/FEMALE.
- 8 भर्ती की तिथि
DATE OF APPOINTMENT.
- 9 सेवा निवृत्ति की तिथि
DATE OF SUPERANNUATION.
- 10 वर्तमान पद में पदोन्नति की तिथि
DATE OF PROMOTION TO PRESENT RANK.
- 11 यदि आफिशियल पदोन्नति के दायरे है तो उसका विवरण दर्शाये ।
IF OFFICER/OFFICIAL IS IN PROMOTION ZONE, PSE GIVE DETAILS THEREOF.
- 12 दो या अधिक सेक्टरों में स्थित पाँच अलग-अलग इच्छित कार्यालयों का विवरण (एन0सी0आर/जुड़वा शहर) तैनाती के लिए वरियता क्रम में दर्शाये ।
FIVE CHOICES OUT OF TWO OR MORE SECTORS SPREAD OVER DIFFERENT CITIES (OTHER THAN NCR/TWIN CITIES) ACCORDING TO PREFERENCES.
- 13 यदि महानिदेशालय/आर.ए.एफ./संचार/ आं.सु.अ./के.रि.पु.बल अकादमी/कोबरा सेक्टर में तैनाती के इच्छुक हो तो उसका भी क्रमानुसार विवरण दे ।
IF WILLING FOR TRANSFER TO DTE/RAF/COMN/ISA/CRPF ACADEMY /CoBRA Sectors (APPLICATION IN SUPPORT OF REQUEST BE ATTACHED).
- 14 (यदि पति/पत्नी दोनों केरिपुबल या अन्य विभाग में कार्यरत है तो उसका विवरण दर्शाये)
WHETHER BOTH HUSBAND & WIFE ARE IN CRPF/ OTHER DEPARTMENTS IF SO INDICATE DETAILS.
- 15 वर्तमान में कार्मिक की चिकित्सा श्रेणी तिथि के साथ
MEDICAL CATEGORY OF OFFICIAL WITH DATE.
- 16 (यदि लेखा, कम्प्यूटर या किसी प्रकार का कोई अन्य ज्ञान रखते हो तो, कार्य अवधि के साथ विवरण दर्शाये)
EXPERIENCE IN ACCOUNTS, KNOWLEDGE OF COMPUTER (IN COMPUTER PROGRAMMING), DIPLOMA IN LIBRARY, LEGAL BACK GROUND, HAVING GOOD KNOWLEDGE ESPECIALLY IN PROVISIONING / WORKS MATTERS (IF HAVING DIPLOMA / ENGINEERING DEGREE

IN CIVIL/ELECTRICAL) ETC WITH PERIOD BE INDICATED.

- 17 यदि मामला स्थानान्तरण नीति के शिथिल शर्तों के अन्तर्गत आता है तो उसका विवरण देवे तथा सम्बन्धित दस्तावेजों को भी संलग्न करें।
IF CASE COVERED UNDER RELAXED CONDITION OF TRANSFER POLICY, GIVE DETAILS AND ENCLOSING RELEVANT DUCUMENTS.
- 18 आफिसियल द्वारा पूर्व में इच्छित तैनाती स्थानों पर व्यतीत किये गये कार्यकालों का विवरण यदि कोई हो तो।
DETAILS OF CHOICE POSTING IF ANY AVAILED IN THE PASTBY THE OFFICIAL
- 19 अनुरोध का संक्षिप्त विवरण दर्शाये
REASONS FOR REQUEST IN BRIEF.
- 20 वर्तमान जोन में लगातार तैनाती की कुल अवधि
TOTAL CONTINUOUS PERIOD OF POSTING IN PRESENT ZONE/SECTOR.
- 21 क्या आफिशियल के खिलाफ अनुशासनहीनता/किमिनल संबंधी मामला दर्ज अथवा लम्बित तो नहीं है, यदि हाँ तो उसका ब्योरा देवे।
DISCIPLINARY ACTION/ CRIMINAL CASE PENDING IF ANY, IF SO PSE GIVE DETAILS.
- 22 क्या आफिशियल के खिलाफ स्थानांतरण से संबंधित कोई कोर्ट केस या कोर्ट द्वारा पारित अतिरिम आदेश लम्बित है, यदि हाँ तो उसका ब्योरा देवे।
ANY COURT CASE/ INTERIM ORDERS OF COURT RELATED TO TFR PENDING IF ANY, IF SO PSE GIVE DETAILS.
- 23 पिछले तैनाती विवरण अटैचमेन्ट/प्रतिनियुक्ति यदि कोई हो तो उसकी अवधि को दर्शाते हुए विवरण दे।
PREVIOUS POSTING PARTICULARS (SHOWING DETAILS OF ATTACHMENT/ DEPUTATION ETC.

यूनिट/कार्यालय UNIT/ OFFICE	स्थान LOCATION	अवधि का विवरण दिनांक सहित PERIOD WITH DATE		प्रत्येक स्थान पर व्यतीत की गई सेवा अवधि का कुल समय- वर्ष तथा महिनो में दर्शाये। TOTAL SERVICE IN YEARS/ MONTHS PLACE WISE	
		FROM	TO	YEARS	MONTHS

(कार्मिक के हस्ताक्षर)

SIGNATURE OF OFFICIAL

24. पिछले पांच वर्ष की गोपनीय अभ्युक्ति का विवरण दर्शाये।
ACR GRADING EARNED DURING LAST FIVE YEARS.
25. पिछले 10 वर्ष की सेवा अवधि के दौरान दी गई सजाओं का ब्योरा यदि कोई हो तो।
DETAILS OF PUNISHMENT IF ANY DURING LAST 10 YEARS.
26. कार्यालय अध्यक्ष के हस्ताक्षर / SIGNATURE OF H.O.O.
27. पुणे/पुलिस महानिरीक्षक सेक्टर की सिफारिश यदि कोई हो तो।
RECOMMENDATIONS OF Range DIsGP/ Sector IsGP IF ANY.
28. सम्बन्धित सेक्टर/जोन में कार्मिक की पदस्थता की अवधि के साथ जोन कार्यालय की अभियुक्ति
Remarks of Zone office with period of posting in concerned Sector/Zone.