

E-mail

F. No. DGE-A-22011/01/2024-EE-II
Government of India
Ministry of Labour & Employment
Directorate General of Employment

Shram Shakti Bhawan, New Delhi.
Dated: 10th January, 2024.

CIRCULAR

The Annual General Transfer drive is proposed to be done in the Directorate General of Employment for the year 2024. Officers/officials working in the National Career Service Centres for Differently Abled who are willing to be considered for transfer are requested to submit their transfer requests to the undersigned through proper channel in enclosed format latest by 12.01.2024. The transfer drive will be subject to following guidelines:

- a. The transfer requests will be considered subject to availability of vacancies in the place of choice in the order of preference given by the employee;
 - b. Mutual transfer will be considered subject to willingness of the both the employees;
 - c. No TA/DA, joining time will be given in case of transfers treated on 'own request'/'mutual transfer'.
 - d. The request for transfer should be accompanied by the requisite supporting documents, if any.
 - e. The decision of the Competent Authority regarding transfer will be final.
2. This issues with the approval of the Competent Authority.



(Barajesh Kumar)
Under Secretary to the Govt. of India
Tel: 23473357

To

1. All the HoO in National Career Service Centres for DA.
2. Dr. Shalja Singh, JDE for uploading in the website of the DGE.
3. PPS to AS(L&E)/DG(E)/DDG(E).

PROFORMA

- 1. Name of the employee :
- 2. Designation :
- 3. Date of birth :
- 4. Level in the pay matrix :
- 5. Present place of posting :
- 6. Date since working in the present place of posting :
- 7. Details of past posting :

Place	From	To	Remarks

- 8. Choice of place of posting :
 - 1.
 - 2.
 - 3.

- 9. Ground for transfer :
(Alongwith supporting documents)

Date:

(Signature of the applicant)

(Admin of the Field office)

Forwarded.

It is certified that the details of the officer are verified from the service records and found correct.

Date:

(Signature of the Head of Office)