

**No. DGE-A-22011/01/2025-EE-II**  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment

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Shram Shakti Bhawan, Rafi Marg,  
New Delhi-110001, Dated 09.04.2025

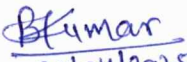
**CIRCULAR**

The Annual General Transfer drive is proposed to be done in the Directorate General of Employment for the year 2025. Officers/officials working in the National Career Service Centres for Differently Abled (other than ADEs) who are willing to be considered for transfer are requested to submit their fresh transfer requests to the undersigned through proper channel in enclosed format latest by 02.05.2025. The transfer drive will be subject to following guidelines:

- I. 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;
  - II. Mutual transfer will be considered subject to willingness of the both the employees;
  - III. No TA/DA, joining time will be given in case of transfers treated on 'own request'/'mutual transfer'.
  - IV. The request for transfer should be accompanied by the requisite supporting documents, if any.
  - V. The decision of the Competent Authority regarding transfer will be final.
2. This issues with the approval of Competent Authority.

Encl: As above

Yours faithfully

  
09/04/2025

(Barajesh Kumar)

Under Secretary to Govt. of India.

To

1. All the Heads of Office, NCSCs for DA under DGE.
2. Dr. Shailja Singh, JDE for uploading in the website of the DGE.
3. PSO to JS(L&E)/DG (E).
4. PPS to DDG (E).
5. PA to Director.
6. PPS to JDE(MLG)

P.T.O

## **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	Total tenure	Remarks, if any

8. Choice of place of posting:
  - 1.
  - 2.
  - 3.
9. Ground for transfer:
10. (Along with 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**