

//TRANSFERS//URGENT

**GOVERNMENT OF ANDHRA PRADESH
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o. Director of Municipal
Administration, A.P., Hyderabad

Roc No. 2690/2017/K1

Dated.26.04.2017

CIRCULAR

Sub:- MA&UD – Transfers 2017 - Human Resources - Transfers & Postings of Employees - Ban Lifted on transfers of employees – Guidelines / Instructions issued – Instructions – Issued – Regarding.

Ref: G.O. Ms. No. 64 Fin (HR.I) Dept., dt. 21.04.2017

The attention of all the Municipal Commissioners of Nagara Panchayats and Municipalities and all the RDMA's in the State is invited to the references cited, wherein Government have lifted the ban on general transfers and issued orders relaxing for the period from 25.04.2017 to 24.05.2017 to ensure right placement of employees to secure optimum productivity and commitment to furtherance of Government's development objectives. Further, Government have issued the certain guidelines / instructions for effecting transfer of employees.

2. In this regard, Application Form-I (only employees who have completed 5 years of service in the present station in all cadres) and Application Form-II for request transfer (only employees who have completed 3 years of service as on 01.04.2017 in the present station and covered under para 3 (iv) of the G.O.Ms.No.64 Fin (HR.I) Dept., dt:21.04.2017) along with the statement of KPI-Performance criteria for various categories of the employees enclosed.

3. Therefore, all the Municipal Commissioners of Municipalities & Nagar Panchayats and all the RDMA's in the State are requested to communicate the G.O. reference cited and furnish details in Application Form-I and Application Form-II with supporting documents i.e., Medical certificates, Spouse certificates, widow certificates, as the case may be by 26.04.2017, so as to take further action.

Encl: as above

Sd/- K.Kanna Babu
DIRECTOR

To
All the Municipal Commissioners of Nagara Panchayats & Municipalities.
All the RDMA's in the State.
Copy to all the Officers of this office

for Director

FORM-I
APPLICATION FORM

(Only Employees who have completed 5 years of service in the present station in all cadres)

1	Name of the Employee							
2	Designation, Category & present place of working							
3	Date from which working in the present Station.							
4	Date of Birth							
5	Date of Retirement							
6	Date of entry into service							
7	Native place & District							
8	Previous places of working since appointment in each cadre with dates & period.	Cadre	Place	Period		Length of service		
				From	To	Y	M	D
9	Self Appraisal Report on his performance		Weightage Maximum		Assessed By Self			
		KPI-1	50					
		KPI -2	50					

Date:

Place:

Signature of the Employee

10	Performance evolution by the Commissioner		Weightage Maximum	Evolution by Commissioner
		KPI-1	50	
		KPI -2	50	

Municipal Commissioner,
_____ Municipality
(Counter Signed)

Note: KPI -I & II are enclosed to this application

FORM-II
APPLICATION FORM FOR REQUEST TRANSFER
(Only Employees who have completed 3 years of service as on 01.04.2017
in the present station)
(Covered under Para 3 (iv) of G.O. Ms. No. 64 Fin., Dept., Dt. 21.04.2017)

1	Name of the Employee							
2	Designation, Category & present place of working							
3	Date from which working in the present Station.							
4	Date of Birth							
5	Date of Retirement							
6	Date of entry into service							
7	Native place & District							
8	Previous places of working since appointment in each cadre with dates & period.	Cadre	Place	Period		Length of service		
				From	To	Y	M	D
9	PLACES OF OPTION FOR POSTING							
10	1)							
	2)							
	3)							
11	Transfer ground, with details. A) More than 40% Disabilities B) Spouse C) Having mentally challenged children for medical treatment D) Widow employee appointed on compassionate grounds. E) Self/Spouse/dependent children-parents having the diseases mentioned in the G.O.Ms.No.102, dt:10.06.2016							
12	List of certificates enclosed in support of their ground for transfer.							
13	Self Appraisal Report on his performance		Weightage Maximum		Assessed By Self			
		KPI-1	50					
		KPI -2	50					

Date:

Place:

Signature of the Employee

13	Performance evolution by the Commissioner		Weightage Maximum	Evolution by Commissioner
		KPI-1	50	
		KPI -2	50	

Municipal Commissioner,

Municipality
(Counter Signed)

Note: KPI - I & II are enclosed to this application

OFFICE NOTE

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3. Therefore, all the Municipal Commissioners of Municipalities & Nagar Panchayats and all the RDMA's in the State may be requested to communicate the G.O. reference cited and furnish details in Application Form-I and Application Form-II with supporting documents i.e., Medical certificates, Spouse certificates, widow certificates, as the case may be by 26.04.2017, so as to take further action.

4. Subject to orders, a draft Circular is put up below.