

No. 4-09/2011-SPG
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhavan, Sansad Marg
New Delhi-110001
Dated: 9th November, 2017

To,

All CPMsG

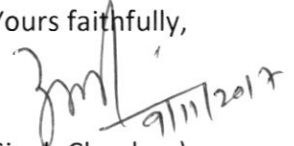
Subject: Proforma for making transfer/ posting requests in respect of HAG, SAG and JAG officers.

Sir/Madam,

I am directed to enclose herewith Proforma for making transfer/ posting requests in respect of HAG, SAG and JAG officers with a request to circulate it in the Circles and all the concerned officers may be advised to prefer their transfer requests in the prescribed format from now onwards. The requests, if any, at present may reach the Directorate by 30th November, 2017.


2. The requests may also be e-mailed to dopspg@gmail.com.
3. This issues with the approval of Member (P).

Yours faithfully,


(Ajay Raj Singh Chauhan)
Section Officer (SPG)

Copy to:

GM (CEPT) – With a request to upload the letter on India Post Website for information of all the officers of Indian Postal Service, Group 'A'.


(Ajay Raj Singh Chauhan)
Section Officer (SPG)

PROFORMA FOR TRANSFER/ POSTING REQUESTS

1.	Name of the officer	:																	
2.	Batch	:																	
3.	Present Designation	:																	
4.	Date of appointment in present cadre	:																	
5.	Whether for JAG/ SAG/ HAG	:																	
6.	Choice of Posting	:																	
7.	Grounds	:																	
8.	Last three postings with tenure	:	<table border="1"><thead><tr><th>S No.</th><th>Worked as</th><th>From</th><th>To</th></tr></thead><tbody><tr><td>1.</td><td></td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td><td></td></tr><tr><td>3.</td><td></td><td></td><td></td></tr></tbody></table>	S No.	Worked as	From	To	1.				2.				3.			
S No.	Worked as	From	To																
1.																			
2.																			
3.																			
9.	Long leave for more than 15 days period, if any.	:																	
	Date:		Signature of the officer (Name) Present Designation																

Note: The officer is required to send a signed copy and scanned copy through e-mail also.