

GOVERNMENT OF ANDHRA PRADESH  
Forest Department.

Rc. No.45066/82/A1.  
Dt. 24.8.1984.

Office of the Chief Conservator  
of Forests, A.P. Hyderabad.

Sr. A.K. Mathur, I.F.S.,  
Chief Conservator of Forests.

CIRCULAR NO. 17/82.

Sub: Establishment - Transfer of subordinate within 3 years  
particulars to be furnished in the proposal - Proforma-  
Prescribed.

Ref: CC's Circular No. 3/63 (Ref. No. 4029/63/A1) dt. 16.3.1982.

As per item 4 under para 3 of the above circular, information in respect of premature transfer proposed has to be submitted under four items to the next higher authority with full justification for the transfer proposed.

With experience, it is found that the information being furnished for the premature transfer is often inadequate necessitating the higher authority to call for additional information to approve the proposal. This is causing embarrasment to the authorities who propose the premature transfer which is also detrimental to the effective functioning of the administration. In order to equip the higher authorities with adequate information to examine the premature transfer proposal, the information items of para 3 of the above circular should be furnished in the following revised proforma.

1. Name and designation of the subordinate.
2. Name of Divn./Range in which employed.
3. Date of joining at the present place.
4. Period of stay at (3) above.
5. Place of posting proposed.
6. Place where immediate post (10) years with duration.
7. Details of punishments awarded to the subordinate during the last 8 years.
8. Whether any A.Rs. C/S complaints enquiries are pending against the employee, during the last (8) years.
9. Whether the employee is an office bearer of any service association. If so, from which date and for what period.
10. Detailed reasons for transfer proposed.
11. Remarks.

3 No proposal of transfer of any subordinate will be accepted unless full information, as above, is furnished.

4 The receipt of the circular should be acknowledged immediately.

Sd/- A.K. Mathur,  
Chief Conservator of Forests.

/True copy/.