


NOTE

It is noticed that while considering the lateral transfers from outside shops to Stores and from Stores to Incentive Shops, unwillingness of the employees or request from Controlling Officers are considered and employees are retained at the same working place. This procedure is not correct.

In future, whenever any transfer order is issued including lateral transfer, in the transfer order itself, the date not later than 30 days to be indicated within which the concerned employee to be relieved. In case, the employee is not relieved within the date indicated, the attendance particulars of the employees concerned to be transferred to the new units automatically, after the expiry of the indicated period.

All APOs and SPOs may please note and implement it with immediate effect.

No. PB/RL/114
Dated : 09/11/2018


PCPO 09/11/2018

All APOs & SPOs

Copy to : Dy.CPO/WS – for information, please.