

TRANSFERS – IMMEDIATE

Office of the Engineer-in-Chief (Admn. Wing)
Irrigation & C A D Dept, Errum Manzil, Hyderabad

Circular Memo No Rc/ENC/C/R/H/13042152/ 2013

Dated: 25-04-2013

Sir,

Sub : Establishment – I&CAD Department –PUBLIC SERVICES – Transfers and postings of employees – Lifting of ban on transfers–Certain instructions issued-Reg.

Ref : G.O.Ms.No. 100, FINANCE (DCM-III) DEPARTMENT
dt. 22-04-2013.

Immediate attention of all the Unit Officers / Superintending Engineers is invited to the reference cited wherein Govt., has lifted the ban on transfers from 25-04-2013 to 15-05-2013.

Inview of the above, the following instructions are issued.

- (i) All the transfers of AEs/AEEs, NTPAs, Dy.EEs will be effected by E-in-C (AW) only. As such the Unit Officers / Superintending Engineers are instructed not to take up any transfers to the above cadres.
- (ii) The transfers of circle scale establishment staff will be effected by concerned Superintending Engineers only strictly as per guide lines issued vide the above G.O.
- (iii) The list of long standing candidates (AE/AEE/NTPA/DEE) proposed for transfer will be placed on the web sites of irrigation department www.irrigation.ap.gov.in and <http://icad.cgq.gov.in> on 01-05-2013.
- (iv) The list of vacancies proposed for transfer on counseling will be placed in the website on 01-05-2013.
- (v) The employee shall exercise three options from the vacancies notified through <http://irrigationhrms.cgq.gov.in>. (on line mode

only) on or before 05-05-2013. Candidates shall login into the HRMS by using their Employee ID (given by PAO/as per pay bills) as User ID and date of birth as password. Detailed submission process is given at para (vii) below. After submission through online the candidate shall download the option form in pdf format and take a printout and submit the singed copy to respective DCE/DSE along with supporting documents if any.

(vi) **Request Transfers:** All the applicants who have completed 2 years of service as on 24-04-2013 and who seek transfers on request shall submit their applications only online by 05-05-2013 through web site <http://irrigationhrms.cgg.gov.in> (HRMS) in prescribed format. Candidates shall login into the HRMS by using their Employee ID (given by PAO/as per pay bills) as User ID and Date of birth as password. Detailed submission process is given at para (vii) below. After submission through online the candidate shall download the option form in pdf format and take a printout and submit the singed copy to the respective DCE/DSE or to the DDA O/o ENC(AW) along with supporting documents if any.

(vii) **Process of online submission of options for counseling and request transfers:**

- a. Candidate shall enter the vacancy id (as shown in the list of vacancies placed on irrigation website) against three options, certify that the data displayed is correct and submit online.
- b. After submitting the options online, candidate has to download a pdf file containing options data and take a printout. The candidate should submit the printout duly signed to the respective DCE/DSE
- c. In the Unit/Circle office the DCE/DSE shall login into HRMS to view all the option forms submitted by candidates pertaining to their circle.

- d. The DCE/DSE verifies the online data with the hardcopy submitted by the candidate and shall click on “**confirm**” button in HRMS.
- (viii) After receipt of options, postings will be issued to the candidates duly examining their request to the extent possible.
- (ix) The transfer effected based on the preference of employee for the new station shall be treated as request transfer only.
- (x) In case of any clarifications on online submission of options, candidates can contact the resource person in the O/o ENC(AW) on 040- 23322451 only during office hours.

All the Unit Officers/ Superintending Engineers are requested to adhere to the above instructions. Any violation or deviation of these instructions will be viewed seriously

Sd/- L.Narayan Reddy, Dt:25-04-2013
Engineer-in-Chief(A.W)

To

All the Superintending Engineers ,
Copy to all Engineers-in-chief and Chief Engineers with a similar request.