Sub: TS- I&CAD Dept - Transfer and Postings of Employees – Lifting of Ban on Transfers – Further instructions issued- Regarding.

2. Circular Memo No. RC/ENC/ D1/31129/2018-3 dated .25.05.2018
3. Circular Memo No. RC/ENC/ D1/31129/2018-4 dated .02.06.2018

In continuation to this office circular memos cited, the following instructions/guidelines are here by communicated to all the unit officers and circle officers of the department in respect of transfer of Deputy Executive Engineers and Assistant Executive Engineer/ Assistant Engineer.

1. Due to hectic schedule of works in some major projects and certain administrative exigencies such as promotions, postings to newly recruited AEEs and transfers effected under G.O.Ms.No.12 dt 20.02.2016 and requests made by some of the Chief Engineers, proposals were submitted to the Government to exempt the long standing transfers of Engineers. A call will be taken based on the final decision in this regard.

2. In view of the above, access has been again given to all the Deputy Executive Engineer and Assistant Executive Engineer/Assistant Engineer on online in HRMS Login. Therefore, the long standing Deputy Executive Engineers and Assistant Executive Engineers/Assistant Engineers those who desires request transfer and not applied earlier on online are now directed to apply request transfer through online upto 10-06-2018 upto 5 PM. Any other interested Engineers can also apply before the scheduled time. The access closes sharply by 5.00PM on 10.06.2018

3. All the Engineers who have applied for request transfers on online including the candidates to be applied now upto 5 PM on10-06-2018 will be allowed to exercise their options on 11.06.2018 from 10.30 A.M up to10.30 A.M on 12.06.2018 on online only.
4. The list of probable vacancies i.e posts of employees who have applied for request transfer and the existing vacancies in the cadre of Deputy Executive Engineers and Assistant Executive Engineers/Assistant Engineers will be displayed in the website on 11-06-2018 at 10.30 A.M to exercise the options.

5. The employees can also exercise these probable vacancies in addition to existing vacancies. However, the options exercised for probable vacancies will be considered only if the candidate working in that post is considered for transfer.

6. Each candidate can exercise five options. They can write the text, if any, in the remarks column.

7. For exercising the options, following steps are to be followed.
   a) Login to the website irrigationhrmstg.cgg.gov.in with their respective username and password.
   b) Under Self Services tab click on Transfers Options form.
   c) Provisions for 5 Options & Remarks column will be available.
   d) Enter the Vacancy code of the respective post of existing/probable vacancy in the provision given for options.
   e) Any desired information can be written in the Remarks column up to 300 characters.
   f) Check the declaration and submit the Options form.
   g) Once submitted, options cannot be deleted/edited. Hence all the candidates are advised to exercise the options carefully.

8. All the candidates are requested to update their mobile number and e-mail id to enable to give any communication immediately.

All the unit / circle officers are requested to download the circular memo and communicate the same to all the employees working under their control and direct them to follow the instructions/ guidelines in the department website regularly from time to time.

Sd/- B. Nagendra Rao, Dt. 08.06.2018
Engineer-in-Chief (Admn)

To
All the Unit/ Circle Officers
Irrigation & CAD Department.

[Signature]
for Engineer-in-Chief (Admn)