

①

Copy of Govt. Letter No.46016/Ze-BAG/96-1, dated 2.7.1996 of Finance (Ze-BAG) Department, Madras - 9, and addressed to all Heads of Department.

.....

Sub: Office Assistants - Transfer from one District to another district - Instructions - Issued.

Ref: 1. G.O.Ms.No.745/Finance (Ze-BAG) dated 22.9.95.  
2. G.O.Ms.No.746/Finance (Ze-BAG) dated 22.9.95.

.....

In the references cited orders have been issued for the rigorous implementation of the norms prescribed for the appointment of Office Assistants.

2. Various proposals are being received from the Heads of Departments, regarding transfer of Office Assistants from one district to another on the grounds of family problem, Medical treatment etc., in the ~~xxx~~ existing vacancies arose due to retirement, death etc. within the norms.

3. The issue has been carefully considered. A direct transfer of an Office Assistant from one district to another in to a vacant post will affect the redeployment prospect of Office Assistants on the list maintained by the Collectors as required in para 2 of the G.O. second cited. Therefore, When an Office Assistant is transferred from one district to another, he may join in the vacant post in the new district, but his name should be sent to the Collector for inclusion in the list of Office Assistants in excess of the norms and available for redeployment.

4. Transfer of Office Assistants from one district to another can be considered only after obtaining an undertaking from the Office Assistant seeking the transfer that he is willing to place his name as the junior most in the list of Office Assistant maintained by the Collector for redeployment as per para 2 of the G.O. second cited.

Yours faithfully,

sd/-

for Secretary to Government.

/true copy/

DL/24.7

*EA*  
25/96

*2000 10/10*  
*2/11/84*  
Superintendent.