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**OFFICE MEMORANDUM**

Subject: - Constitution/composition of Transfer Committee-reg

In supersession of all orders on the subject mentioned above, the undersigned is directed to say that hereafter the composition of Transfer Committee constituted for deciding the transfer and posting of Central Health Service officers upto the level of CMO(NFSG)/Specialist Gr.I , will be as under:

i.	Director General of Health Services (DGHS)	Chairman
ii.	Joint Secretary (CHS)	Member
iii.	Deputy Director General (M)	Member
iv.	Deputy Director General (P)	Member
v.	Director/DS (CHS)	Member Secretary
vi.	Director A&V, Dte GHS	Member

2. The Transfer Committee will consider requests of the officers received from participating units not under the control of Dte.GHS as well as Teaching Specialists upto the rank of Professor and make recommendations for transfers to the Ministry. The orders of transfer in such cases shall subsequently be issued by the Ministry.

3. Requests for transfer of officers of and above SAG level will be considered in the Ministry on merits of each case.

4. Criteria for transfer and the terms of reference, procedure etc. may be seen in the Annexure-I, enclosed to this circular.

5. The participating units of the Central Health Service not under the control of Dte GHS are requested to send proposals/requests for transfer which are required to be placed before the Committee well in advance of each quarter viz April, July, October, January, as in the enclosed Proforma-I.

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6. This issues with the approval of the Secretary (Health & Family Welfare).

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Sd  
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(P.K. CHAKRABARTI)  
UNDER SECRETARY TO THE GOVT. OF INDIA.

To

1. All Participating units of CHS
2. Joint Secretary (CHS)
3. DDG (M), Dte. GHS, Nirman Bhawan, New Delhi.
4. DDG (P), Dte. GHS, Nirman Bhawan, New Delhi.
5. Deputy Secretary (CHS).
6. PPS to Secretary (H&GW).
7. PPS to DGHS.
8. PS to Additional Secretary (DG).
9. PPS to Additional Secretary & project Director (NACO).
10. All Joint Secretaries in the Ministry of Health & Family Welfare.

11. US(RL)/US(MP).
12. CHS-I/ CHS-II/ CHS-III/ CHS-IV/ CHS-VI Section.

**ANNEXURE-I**

**SUBJECT:** Transfer of CHS Officers from one unit/station to another Constitution of Committee thereof to consider such cases.

It has been decided to constitute a Committee comprising of the following Members to examine and decide requests/suggestions received from officers/participating units for transfer of CHS officers from one unit/station to another, both in public interest and on own request:-

- |    |  |                  |
|----|--|------------------|
| 1. | Director General of Health Services (DGHS) | Chairman         |
| 2. | Joint Secretary (CHS)                      | Member           |
| 3. | Deputy Director General (M)                | Member           |
| 4. | Deputy Director General (P)                | Member           |
| 5. | Director/DS (CHS)                          | Member Secretary |
| 6. | Director A&V, Dte GHS                      | Member           |

**TERMS OF REFERENCE:**

The committee shall consider:

- (a) Representations of officers requesting for transfer from one station/unit to another.
- (b) Complaints received against an officer warranting his/her transfer.
- (c) Recommendations from participating units requesting transfer of officers to and from the unit.

**PROCEDURE FOR CONSIDERATION OF TRANSFER CASES:**

While recommending transfers of CHS officers, the Committee will keep in view the following aspects:

- (i) Public interest involved
- (ii) Genuineness/urgency of the requests of the officers
- (iii) Vacancy position
- (iv) Length of service of the officer in a particular station/unit.
- (v) MCI norms in case of transfer requests in respect of teaching specialists.
- (vi) The internal guidelines issued by CHS Division governing transfer request

(vii) Other relevant consideration which will be recorded in the case.

**FREQUENCY OF COMMITTEE MEETINGS:**

The Committee will meet once in a quarter and the first meeting of the re-constituted Committee will be held in April-2007

**SUBMISSION OF PROPOSALS:**

The proposals to the committee will be submitted in the prescribed proforma enclosed as annexure.

**SECRETARIAL ASSISTANCE:**

The concerned CHS Section will provide necessary secretarial assistance to the Committee in convening the Committee meetings, coordinating the transfer requests drawing of minutes of the meeting etc.

**Proforma- I**

**Transfer Proposals for consideration of Transfer Committee**

Sr. No.	Name/Designation DOB/(SC/ST/OBC)	Date of Joining CHS	Previous Postings	Gist of representation/ Request/reasoning, etc.	Remarks

**Proforma  
II**

**Transfer Proposals for consideration of Transfer Committee**

Sr. No.	Name of the Institution	No. of Sanctioned Post Level wise/Discipline wise				No of Posts Filled	Order for postings/ Transfer already Issued	Remarks
		Sub- cadre	Splty.	SAG	Specpls			

