

No. A. 22012/16/2016-CHS-II
भारत सरकार/Government of India
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare

निर्माण भवन, नई दिल्ली - 110 011
Nirman Bhawan, New Delhi - 110 011
Dated the 16th March, 2017

To

All Participating Units

Sub: Circulation of proforma for seeking transfer of CHS officers among the participants units.

Dear Sir / Madam,

This Ministry has been receiving a number of requests from CHS officers posted in various participating units for their transfer / posting. It has been observed that such requests are often made in a casual manner without furnishing relevant and complete information and it has been becoming increasingly difficult for the Ministry to process such requests and for the Competent Authority to take a view in such cases.

2. To obviate such procedural issues, a standard Proforma has been devised prescribing the details which are to be given by the applicant as well as Incharge of the respective Units while submitting / forwarding the request for transfer of a CHS officer. A copy of the Proforma is enclosed.

3. It has been decided that the requests for transfer may be submitted by the CHS officers only through proper channel in the prescribed proforma duly filled in by the applicant and also by the Head of Unit. Requests submitted in any other form will not be entertained by the Ministry.

4. It has also been decided that sending transfer requests directly to the Ministry by the CHS officers will be viewed seriously and action could be taken against the concerned officer, as per rules.

5. This issues with the approval of the Competent Authority.

Yours faithfully,



(D.D. Maheshwari)

Under Secretary to the Govt. of India
Telefax: 23061875

Copy to:

1. DGHS, Dte. General of Health Services
2. AS & DG (CGHS), MoHFW
3. Medical Superintendent, Dr. RML Hospital, New Delhi
4. Medical Superintendent, Safdarjung Hospital, New Delhi
5. Medical Superintendent, LHMC & KSCH, New Delhi
6. Director (CGHS)
7. PS to HFM / PS to MOS (FSK)
8. PPS to Secretary (H) / PPS to AS (H) / PS to JS (SK)
9. Under Secretary (CGHS-I)
10. CHS I / III / IV / V Sections
11. PS to JS (SK) / PA to DS (CHS)

PROFORMA FOR SEEKING TRANSFER OF CHS OFFICERS AMONG THE PARTICIPATING UNITS

**Part I
(To be filled by the Officer seeking transfer)**

1.	Name of the officer				
2.	Designation				
3.	Date of birth				
4.	Date of appointment in CHS				
5.	Qualification				
6.	Sub-cadre in CHS				
7.	Present place of posting (since when)				
8.	Place to which transfer sought				
9.	Transfer History	From		To	
		Place	Date	Place	Date
10.	Reasons for seeking present transfer (Attach supporting documents if the transfer is requested on medical grounds)				

UNDER TAKING

I undertake that the abovementioned details are true and correct to my knowledge and the contents are based upon the record available with me and nothing material has been deliberately concealed therefrom. I also undertake that in case the request for transfer is recommended, I will not make any request for cancellation of the same.

(Signature of the Officer)

Date:

Part II

(To be filled by the Incharge of the Unit)

11.	Incumbency position in the Unit	Sanctioned	Filled	Vacant
12.	Whether the request for transfer is recommended by the Incharge of the Unit.			
13.	In case the transfer is approved, whether the officer can be relieved without substitute			

(Signature of Incharge of the Unit)

Date:

Seal