

GOVERNMENT OF KERALA  
Personnel & Administrative Reforms (D) Department

C I R C U L A R

No. 12217/D2/93/ P & ARD                      Dt , Thiruvananthapuram ,6<sup>th</sup> October 93

Sub :-    Transfer and Postings of Government Employees – General  
              Norms / Guidelines – Instructions issued .

Ref :-    1 . G.O. (P) 15/89/P&ARD dated 22-5-1989 .  
              2. Circular No . 3403/D2/92/P&ARD dated 13-4-1992 .

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According to the existing general guidelines dealing with the transfer of Government employees issued as per the G.O. under reference , general transfer may be made only once a year, by the middle of May in all Department and in vacation departments during mid-summer vacation only . But in the case of schools , adjustment transfers can be made in July also . In considering applications for general transfer during a particular year, only those applications submitted to the transferring authority till and end of February of that year will be considered .

Though Government have given detailed guidelines and directions to all Heads of Departments and Offices to follow the above guidelines strictly, instances have come to the notice of Government that in a number of cases and Department the guidelines are not strictly followed .

All Heads of Departments / Authorities are therefore directed once again to follow the guidelines strictly in future . Secretaries to Government may issue suitable directions to the heads of Departments in this regard to observe the norms .

K. UPPILIAPPAN,

Commissioner & Secretary to Government

**Endt . on E3 – 52889 / 93 ( K.Dis) Dt . 3-12-1993.**

Copy forwarded to all Sub Officers for information and future guidance .

Copy to E1 – E4 , E5 and E7 sections

Copy to Stock file .

Sd/-

For Chief Conservator of Forests

**Endt . on E1-12473/93 (K-Dis) dt . 10-1-94.**

Copy to E2 section , Copy to stock file .

Sd/-

Conservator of Forests ,  
Trissur .

Approved for issue /

Superintendent

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