

Date:08.08.2015

URGENT CIRCULAR

Sub: Public Services – Panchayat Raj Department – Zilla Praja Parishad, Guntur – Transfers and postings of employees in Panchayat Raj Department – Lifting of Ban on transfers for the year 2015 – Communication of Guide lines and schedule for counseling – Regarding.

- Ref: 1. G.O.Rt.No. 709 PR & RD (E.VII) Dept dated 29.4.2013
2. G.O.Ms.No.98 Finance (HR-I) Dept dt 04.08.2015
3. G.O.Rt.No. 755 PR & RD (E.V) Dept dated 06.08.2015.

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In the reference 3rd cited the Government have issued specific Guide lines in respect of the employees of Panchayat Raj Department for the year 2015. In respect of Ministerial staff and other subordinate staff in the office of Zilla Parishads, it was instructed that while conducting counseling the guidelines issued vide G.O.1st cited shall be followed.

The copies of the above said G.Os 3rd cited is here with communicated to all the Mandal Parishad Development Officers, Executive Engineers of PR, PIU, PRI & RWS&S Divisions, Head masters of Zilla Parishad High Schools, Mandal Educational Officers and Head Masters of Mandal Parishad Upper Primary Schools in the District for information and necessary action. They are requested to follow the guidelines scrupulously and submit the applications through special messenger on or before 11.08.2015 in the enclosed prescribed proforma if any as per the schedule mentioned Annexure-I.

This Communication is available in the official website of Zilla Praja Parishad, Guntur i.e. www.zpguntur.org.


Chief Executive Officer,
Zilla Praja Parishad, Guntur.

To

All the Mandal Parishad Development Officers in the District
The Executive Engineer, PR (PRI.&P.I.U) Division, Tenali
The Executive Engineer, PR I Division, Guntur & Narasaraopet
The Executive Engineer, PR (P.I.U) Division, Guntur
The Executive Engineer, RWS&S Division, Tenali, Guntur & Narasaraopet
The Executive Engineer, P.R, Quality Control, Purchuru, Prakasam Dt.
The Dy.Executive Engineer, P.R, Vigilance & Quality Control sub division, Guntur
The Regional Vigilance and Enforcement Officer, Guntur
The Project Director, D.R.D.A, Guntur
The Project Director, D.W.M.A, Guntur
The District Minority Welfare Officer, Guntur
All the Head Masters of Zilla Parishad High Schools in the district
Concerned Mandal Educational Officers in the district
Concerned Head Masters of Mandal Parishad Upper Primary Schools
Copy To The Superintendent Engineer, P.R. Circle, Guntur
The Superintendent Engineer, RWS&S Circle Guntur
All the Superintendents in Zilla Praja Parishad, Guntur
All the Ministerial staff /Subordinate staff who completed 3 years of service at a station
C.C to the Chairperson/ C.E.O /Dy.CEO /A.O. ZPP, Guntur
Spare.

ANNEXURE – 1

**SCHEDULE FOR CONDUCT OF COUNSELING FOR TRANSFERS OF
MINISTERIAL AND OTHER SUBORDINATE STAFF UNDER THE CONTROL
OF ZILLA PRAJA PARISHAD, GUNTUR**

Sl.No	Item	Date and time
1	Last date for submission of applications from the eligible candidates (As per Government Orders those employees working under the control of Z.P Guntur who have completed 5 years of service at a station shall be transferred without exception. Station means Place (City, Town and village) of actual working for the purpose of transfers and not office or institution)	11.08.2015
2	Display of list of Employees along entitlement points	13.08.2015 @ 9.00 AM
3	Counseling for SUPERINTENDENTS	13.08.2015 (10.00 AM to 1.00 PM)
4	Counseling for SENIOR ASSISTANTS	
5	Counseling for JUNIOR ASSISTANT & TYPISTS	
6	1) Counseling for RECORD ASSISTANTS & EQUALIEN CADRES	13.08.2015 (After 2.00 PM)
	2) Counseling for DRIVERS	
	3) Counseling for CLASS IV EMPLOYEES	


Chief Executive Officer,
Zilla Praja Parisahd, Guntur.

TRANSFER REQUEST APPLICATION - 2015

1)	Name	:	
2)	Designation	:	
3)	Date of Birth	:	
4)	Date of Retirement	:	
5)	Gender	:	
6)	Marital Status	:	
7)	Native Revenue District	:	
8)	Native Revenue Division	:	
9)	Native Revenue Mandal	:	
10)	Date of Joining in the Department	:	
11)	Date of Joining in the Present Post in Present Office	:	
12)	Present Place working – Office Address	:	
13)	% HRA drawn in the Present Office	:	
14)	Whether he/she is President or General Secretary At Division/State Level of Recognized Association – Yes/No	:	
15)	Whether spouse in Employee of State Govt./Central Govt./Public Sector Under taking./ Local Body – Yes/No (Certificate to be enclosed)	:	
16)	<p>State Whether claiming special benefit under : Yes/No</p> <p>Long standing employee downwards.</p> <p>a. Employee working in “hardship areas”</p> <p>b. Employee with outstanding record on request.</p> <p>c. Employees with disabilities of 40% or more as certified by a competent authority as per “Persons with Disabilities (P.W.D.) (Equeal opportunities, Protection of rights and full participation)” Act,1995. (Certificate to be enclosed)</p> <p>d. Husband and wife cases (Only one of the spouses shall be shifted following the prescribed procedure.) (Certificate to be enclosed)</p> <p>e. Employees having mentally retarded children to a place where medical facilities are available. (Certificate to be enclosed)</p> <p>f. Cases of compassionate appointment, Unmarried girls.</p> <p>g. Medical grounds for the diseases (either self or spouse or dependent children and dependent parents) or Cancer, Heart Operations, Neuro-Surgery, Bone TB, Kidney Transplantation to places where such facilities are available. (Certificate to be enclosed)</p>	:	
17)	% of Target achieved	:	
18)	Whether preferential benefit utilized with last 10 years: Yes/No	:	
19)	Places of preference	:	1) 2) 3)
20)	Other Information if any	:	

STATION :
DATE :

SIGNATURE OF THE APPLICANT

DECLARATION

I,hereby
declare that the particulars furnished by me are correct to the best of my
knowledge and belief. I know that if any particulars are found to be incorrect on
verification, I will be liable for disciplinary as well as criminal action. All the
required certificates/documents in support of above facts are enclosed.

Signature :

Name of the Applicant:

Designation & Office :

Date :

CERTIFICATE

Certified that the particulars furnished by the applicant are verified
with reference to certificates / documents / Service Register of the individual and
found correct.

STATION :
DATE :

Signature of the Head of the Institution

Designation with Stamp

NOTE :- The person who has submitted false information or certificates
and the officers who have counter signed the information will
be liable for disciplinary action as well as criminal action.