

Rc.No. D1/513/2017  
Dated : 04.05.2017

Office of Zilla Praja Parishad  
East Godavari, Kakinada.

## Circular

Sub:- Establishment – Zilla Praja Parishad, East Godavari, Kakianda – Transfers and Postings of employees – Lifting of ban on transfers from 25<sup>th</sup> Apr,2017 to 24<sup>th</sup> May,2017 – Guidelines issued by the Government in Finance Department – Called for Performance appraisal report from the eligible employees for making transfers through online system – URGENT – Regarding.

Ref: - 1) G.O.Ms.No. 64 Finance (H.R.I.PLG. & Policy) Department dated 21.04.2017  
2)G.O.Ms.No. 72 Finance (H.R.I. Plg. & Policy) Department Dated 04.05.2017.

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It is to inform that the Government of Andhra Pradesh in the reference 1<sup>st</sup> cited have lifted the ban on transfers of employees from 25<sup>th</sup> Apr,2017 to 24<sup>th</sup> May,2017 and given guidelines for transfer of employees. As per the guidelines in the reference 1<sup>st</sup> cited, the employees who have completed 5 years and above 5 years of station seniority including all cadres must be transferred. In the agency areas, the service for transfer of employees is 2 years completion. In the same way, the service for request transfers in plain area is 3 years completion. While so, the Government in the reference 2<sup>nd</sup> cited have also given orders, making transfers through online basing on performance of individuals who are eligible for transfer.

Therefore, the performance appraisal report of eligible employees is to be obtained from the individuals with the attestation of concerned Drawing and Disbursement Officer to process the application of eligible individuals through online transfer system by the Competent Authority. Hence performance appraisal report is herewith enclosed to this circular.

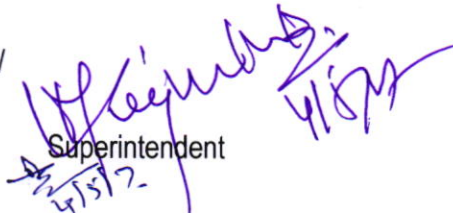
Hence, All the Drawing and Disbursement Officers in the district are hereby directed to obtain the performance self-appraisal report enclosed to this circular from the employees who are eligible for transfer and working under their control and submit it to the office of Zilla Praja Parishad, East Godavari, Kakinada by today evening itself ie. on 05.05.2017 so as to facilitate and enable the under signed to upload the application of the individuals in the office of Zilla Praja Parishad in online transfer system.

Also the Drawing and Disbursement Officers concerned are hereby directed to inform to their employees who are eligible for transfer to choose the options in the online application after uploading the data by Zilla Praja Parishad i.e. on 06.05.2017 using the Url : <https://transfers.apcfss.in>

**Treat this as most URGENT**

Sd/- K.Padma  
Chief Executive Officer  
Zilla Praja Parishad  
East Godavari, Kakinada

// By Order //

  
Superintendent  
4/5/17

To  
The Executive Engineer, PRI/PIU/RWS&S, in the district  
The Mandal Parishad Development Officers in the district  
The Head Masters of ZPHS in the district  
The Superintendents working in Zilla Praja Parishads, East Godavari, Kakinada.