



Department of Personnel
Government of Goa
Secretariat, Porvorim - Goa 403 521

12739
16/10

File No.2/1/79-PER

Dated: 09/10/2012

OFFICE MEMORANDUM

Read:- 1) Office Memorandum No.2/1/97-PER dated 21/04/1983.
2) Corrigendum No.2/1/79-PER dated 10/05/1983.

According to F.R.15, the Heads of Departments are competent to effect transfers of Government servants from one Department to another in public interest or at the request of persons concerned.

2. It has come to the notice of the Government that in many cases transfers have been effected under F.R.15 which could not be strictly covered under this Rule. After careful examination of the matter, it has been decided to issue following guidelines, for transfers under F.R.15:-

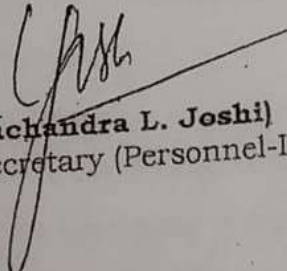
- a) When a request is received from a Government servant for his/her transfer from one Department to another, it should be made clear to him that his seniority in the Department for which he/she applies for transfer will not be counted in the Department to which he/she wishes to be transferred i.e. his/her seniority in the latter Department will be fixed from the date he/she joins it, but his/her service in the Department for which he/she wishes to be transferred will be counted for the purpose of pay, leave, pension, etc.
- b) While effecting transfers in public interest, it should be ensured that there are no disciplinary proceedings pending against them. In case disciplinary proceedings are pending or being contemplated, provisions of F.R.15 should not be invoked till such time the proceedings are completed.
- c) When any request is received for transfer to another Department under F.R.15 the Heads of Departments, while recommending the case, should be fully satisfied that the request is genuine and if the request is granted it will not affect the working of his own Department.

Contd./-.....

d) Only cases where mutual transfers are involved will be considered for transfer under F.R.15 on case to case basis. No individual cases will be considered to transfer under F.R.15 against vacant posts.

e) Only cases where designation and pay are same will be considered under F.R.15.

f) No cases will be considered under F.R.15 where transfers are involved within same taluka.


(Umeshchandra L. Joshi)
Under Secretary (Personnel-I)

1. All Head of Departments/Offices.
2. All Secretariat Departments.

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Department of Personnel

ANNEXURE

APPLICATION FORM FOR FILLING OF VACANT POSTS IN THE DIRECTORATE OF PUBLIC GRIEVANCES UNDER FR-15

1. **Name of the Applicant** : _____
(in capital letters) (Surname)
2. **Father's Name in full** : _____
(Name) (Middle Name)
3. **Date of regular appointment in Government Service** : _____
(If PETS, date of appointment on Regular Basis as LDC)
(Enclose self-certified copy of Appointment order)
4. **Post applied for** : _____
5. **Name of the Department / Office presently working** : _____
6. **Present Pay** : Pay Matrix as on 31-03-2023
Level: _____
Cell : _____
7. **Present address for Communication** : _____
(a) Office : _____
(b) Residence : _____
(c) E-mail : _____
(d) Mobile Number : _____
8. **Category** (Schedule Caste, Scheduled Tribes, Physically Handicapped, Other Backward Class, Freedom Fighter, Ex-Serviceman, Sports Person, General) : _____
(Enclose self-certified copy of The Certificate concerned)
9. **Date of Birth** : _____
(enclose self-certified copy of The Birth Certificate)

10. Educational Qualification

Qualification	Stream / Programme	% of Marks	Class obtained	Month & Year of Passing
SSCE				
HSSCE				
Bachelor's Degree				
Others				

(enclosed self-certified copy of respective marksheet(s) and passing Certificates(s))

11. **Applicant's should submit a resume of work assigned to them duly countersigned by the Controlling Officer.**

Signature of the Applicant with Date

UNDERTAKING

- (i) I hereby undertake and certify that I have read and fully understood the instructions and guidelines contained in the Circular issued by the Directorate of Public Grievances, for transfer under FR-15 to the post applied for.
- (ii) I further undertake that all the statements made in this Application Form are true and correct to the best of my knowledge and belief.
- (iii) I further undertake that all the copies of the documents/ certificates attached to this Application Form in support of my application to the post applied for, are self- certified true copies of the original documents/ certificates and the same are not false or fabricated.
- (iv) I understand that in the event of any information furnished or certificates attached by me, are found to be false or incorrect, my application for the post applied for this is liable to be cancelled/rejected even after selection.
- (v) I understand that I shall be held liable and for the consequences thereon, for any false declaration made or false certificates attached and the Director of Public Grievances or my Head of Department may initiate disciplinary proceedings/ criminal proceedings against me as deemed fit.

Place:

Date:

Signature of the Applicant

Name:

Recommendation of Head of Department

1. I recommend the application of Shri / Smt / Kum /Ms. _____ for filling of vacant post of _____ in the Directorate of Public Grievances under FR-15.
2. It is certified that there are no disciplinary proceedings pending or contemplated against the applicant.
3. It is certified that applicant bears a good moral character and there are no complaints against the applicant as regards to the performance of his duties and integrity.
4. In the event of selection of the applicant, I undertake to relieve the applicant within a period of 30 days from the date of issue of the order of appointment of the applicant under FR-15 in the Directorate of Public Grievances.

Place:

Date:

**Signature of the Head of the
Department with office seal**