

No.CDR.II/584/1/2019  
Government of India  
Ministry of External Affairs  
(PSP Division)

Patiala House Annexe  
Tilak Marg  
New Delhi-110001  
December 27, 2018.

Subject: Addendum to CPO Transfer Board Meeting to consider transfers of  
CPO Officers/Officials – representations for.

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Reference is invited to Ministry's circular of even number dated 17th  
December, 2018 inviting representations for transfer.

2. The representations of Group 'B' Non-Gazetted and Group 'C' officials  
(including Stenographers and JHTs) for transfers, who do not fall within the  
Transfer Policy Guidelines 2018, will be considered from a "Surplus" Station to a  
"Deficit" Station, irrespective of Zone, which are defined as follows:

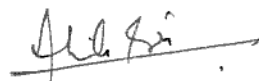
- (i) "Surplus" Station : A Passport Office will be considered a "Surplus" Station  
if the working strength of a particular Grade of employees is more than of  
its sanctioned strength.
- (ii) "Deficit" Station : A Passport Office will be considered a "Deficit" station if  
the working strength of a particular Grade of employees is less than its  
sanctioned strength.

3. The concerned official must have completed or is going to complete three  
years of tenure in his/her present station on or before 31.03.2019, as stipulated in the  
Transfer Policy Guidelines 2018. The Transfers shall not lead to working strength  
in excess of sanctioned strength, if any, of the posts in any of the Passport Offices.

4. While every effort will be made to accommodate the request of each  
individual, however, it may not be possible to accede to all such requests due to  
exigencies of service/public interest.

5. All POs may circulate this information in their Offices and forward their  
representations **by Speed Post only so as to reach to the undersigned on or  
before 15th January 2019.**

6. This issues with the approval of Joint Secretary (PSP) & Chief Passport  
Officer.



(Sahib Singh)

Deputy Passport Officer (PVE, PVA & Cadre)

**All Passport Offices**

Copy to OSD (PSP), PMU with the request to upload this circular on the website of  
passportindia.gov.in