

DIRECTORATE GENERAL  
CENTRAL INDUSTRIAL SECURITY FORCE  
(MINISTRY OF HOME AFFAIRS)

Block No.13,CGO's Complex  
Lodhi Road,New Delhi-3

No.E-38014/(1)/1/29<sup>th</sup>-IZT-2012/Estt.II/ - 2680

Dated: 12 / 12 /2011

To,

All Sector IsG,CISF

Subject :- **29<sup>th</sup> INTER ZONAL TRANSFER-2012.**

Reference CISF Circular No. 13/2007 dated 08.10.07 for SOs, 01/2008 dated 28.01.08 for ORs and letter No.E-38011/1/2009/Estt.II/3259 dated 06.10.2009.

02. It has been decided that 29<sup>th</sup> Inter Zonal Transfer-2012 in respect of all NGO from Constables to Inspectors should be issued by the 1st week of February'2012. It is therefore, requested that nominal roll of all affected personnel from the rank of Constables to Inspectors (Exe/Min/Steno/Fire) as per Appendices-"A", "A1", "A2", "B", "B1", "B2", "C", "C1", "C2", "D", "D1", "D2", "E", "E1", "E2", "F", "G", "G-1" and "I" may be sent so as to reach this HQrs (Estt-II branch) by 31-12-2011 positively.

**Appendix-"A", "A1", "A2"**

Nominal roll(s) of personnel (men) **except North Zone personnel** who would be completing six years service as on 31.12.2011 in out of their home zone in Appendix-"A".

Nominal roll(s) of personnel (men) who belong to North Zone and would be completing eight years service as on 31.12.2011 in out of their home zone in Appendix-"A1".

Nominal roll of Inspector/Min of Eastern Sector who belong to the State of Bihar, Jharkhand, and Orissa and would be completing eight years service as on 31.12.2011 in out of their home zone in Appendix-"A2".

**Appendix-"B", "B1", "B2"**

Nominal roll(s) of personnel (men) **except North Zone personnel** serving in their home zone without completing six years service in out of their home zone in Appendix-"B".

Nominal roll(s) of personnel (men) who belong to North Zone and serving in their home zone without completing eight years service in out of their home zone in Appendix-"B1".

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Nominal roll of Inspector/Min of Eastern Sector who belong to the State of Bihar, Jharkhand and Orissa and serving in their home zone without completing eight years service in out of their home zone in Appendix-"B2".

**Appendix-"C", "C1", "C2".**

Nominal roll(s) of personnel (men) **except North Zone personnel** who would be completing 12 years service as on 31.12.2011 in their home zone after completion of six years of service in out of their home zone in Appendix-"C".

Nominal roll(s) of personnel (men) who belong to North Zone and would be completing 10 years service as on 31.12.2011 in their home zone after completing of eight years service in out of their home zone in Appendix-"C1".

Nominal roll of Inspector/Min of Eastern sector who belong to the State of Bihar, Jharkhand and Orissa and would be completing 10 years service as on 31.12.2011 in their home zone after completing eight years service in out of their home zone in Appendix-"C2".

**Appendix-"D", "D1", "D2".**

Nominal roll(s) of personnel (men) **except North Zone personnel** who would be completing 12 years service in out of home zone as on 31.12.2011 and due for their home zone in Appendix-"D".

Nominal roll(s) of personnel (men) who belong to North Zone and would be completing 16 years service in out of their home zone as on 31.12.2011 in Appendix-"D1".

Nominal roll of Inspector/Min of Eastern Sector who belong to the State of Bihar, Jharkhand and Orissa and would be completing 16 years service in out of their home zone as on 31.12.2011 in Appendix-"D2".

**Appendix- "E", "E1", "E2".**

Nominal roll(s) of women personnel who would be completing six years service as on 31.12.2011 in out of home zone in Appendix-"E".

Nominal roll(s) of women personnel except those who were appointed on compassionate ground serving in their home zone without completing six years service as on 31.12.2011 in out of their home zone in Appendix-"E1".

Nominal roll(s) of women personnel who were appointed on compassionate ground and serving in their out of home zone Appendix-"E2".

In case both husband and wife are serving in CISF, the same may be shown in the remarks column with full posting particulars of husband including his DOB, DOA & Home State indicating their Sl. No. and Appendix..

**Appendix-“F”.**

Nominal roll(s) of Ex-servicemen including North Zone, who are presently serving in their out of home zone in Appendix-“F”.

**Appendix-“G”, “G1”.**

Nominal roll(s) of personnel from the rank of Constables to Inspectors posted in the Units in headed by Plant DIsG , DAE , DOS Units, all RTCs including NISA Hyderabad, and have completed 3 years service (Executive cadre) and 4 years service, (Ministerial cadre) as on 31.12.2011 in Appendix-“G” in the separate sheet for each rank.

Nominal roll(s) of personnel from the rank of Constables to Inspectors posted in the Units in NE Region (except the personnel who belong to NEZ) and have completed 2 years tenure with service more than 10 years and 3 years tenure with service of 10 years or less as on 31.12.2011 in Appendix-“G1” in separate sheet for each rank.

**Appendix-“I”**

Summary showing total number of personnel rank-wise and state-wise break-Up will be submitted as per Appendix –“I” for each Appendix.

03. While preparing the nominal roll(s) the following point may be kept in mind.

- a) The service particulars may be sent in the Appendices as per the examples given in Appendix-“A” duly filled in all respects.
- b) The cases which have been decided by this Directorate to be considered during IZT-2012 should be indicated in the remarks column.
- c) Personnel whose cases have been cleared for promotion/under zone of consideration may be indicated in the remarks column.
- d) If any person is due for retirement within 3 years and serving in out of home zone, these facts should be shown in the column with his home State/District.
- e) Details of those cases where DE/Court cases are pending and the personnel under suspension should be reflected in the remarks column of respective Appendix, cases of those CISF personnel in whose respect posting order have been cancelled as per Court Order or have been retained/transferred to a particular unit for a specified period should also be reflected in the remarks column positively.
- f) Particulars of children of the personnel who are studying in Higher Classes i.e. 9<sup>th</sup> & 11<sup>th</sup> Std during the current academic session 2011-12 and will appear in board examination in 2013 should be shown in column No. 19 of the appendices.

- g) If any person is disabled or suffering from major disease, the same may also be shown in column No. 20 of the appendices.
- h) The details of personnel who are trained Bandsmen, the instruments in which they are proficient should also be indicated in the remarks column and similarly, the details of personnel who are Wireless Operators, technicians, Electricians, Armourers, STF, Bomb Disposal, Dog Handler, Marine, Bugler, BDDS, Para Medical and the personnel who are deployed in greater public interest like VIP Security duties, Disaster Management etc may also be reflected in the remarks column.
- i) The details of personnel who are trained/working in Intelligence and Crime wing should be shown against their names in the remarks column.
- j) The details of active sports personnel playing in Central Team should be shown in the remarks column.
- k) The personnel who are having mentally retarded/physically handicapped children may be indicated in the remarks column.
- l) The names of personnel who are due for retirement within a period of 03 years and serving in Home Zone without completing Out of Home Zone tenure may not be included for transfer to Out of Home Zone. The personnel who have done Hard Area service for 2/3 years as the case may be, such period of service should be highlighted in column No. 18 appendices.
- m) In case of deputation outside CISF, the period of deputation will be counted in Home Zone/OHZ where the person was physically deployed. For example, for a personnel belonging to South Zone, the period spent on deputation in Delhi will be treated as in out of home zone but it will be counted in his home zone if he was on deputation in Chennai.
- n) While preparing the nominal roll(s), the service documents of the individual concerned may be checked thoroughly to ensure correctness of the particulars submitted to this Directorate.
- o) The consolidated nominal roll will be submitted by the **Sector IsG not by DisG & Unit concerned**.
- p) All the Sector IsG are requested to submit a Certificate in the nominal rolls of each Appendix that **“POSTING PARTICULARS HAVE BEEN VERIFIED FROM SERVICE RECORDS AND NO CASE HAS BEEN LEFT OUT FOR INCLUSION IN THE NOMINAL ROLLS”**.

04. The personnel included in the above nominal roll(s) for Inter Zonal Transfer should not be posted out to any other unit till the orders of Inter Zonal Transfer are issued by this Directorate except on extreme administrative grounds and that should be intimated to this Directorate immediately giving earlier reference i.e. SI No. of relevant Appendix.

05. The names of those personnel who have not completed out of home zone tenure and have been posted to home zone on compassionate ground may also be indicated with period in the remarks column. Similar information in respect of personnel posted out of Home Zone may also be indicated in the remarks column.

06. The nominal roll(s) in respect of Fire trained, Technical personnel would be sent directly to DIG/Fire & AIG(Tech) respectively, who will scrutinize and submit a consolidated nominal roll to this branch at appropriate time, but latest by 25-12-2011 positively along with their recommendations/suggestions for retention/adjustment in the prescribed Appendices.

**07. Apart from the nominal rolls (hard copy), the particulars should also be sent in a new CD in EXCEL Files Generated by PIS Package. The CD may be checked properly before sending to this Directorate to ensure that it is free from any fault /corruption. The nominal roll should be sent through a special messenger.**

08. Nominal roll(s) of personnel working in Res.Bns. should be sent by the concerned Sector IsG under whose jurisdiction they are located.

09. While calculating the out of home zone/home zone tenure the instructions issued vide this Directorate Circular No. 13/2007 dated 08.10.07 for SOs and 01/2008 dated 28.01.08 for ORs. and letter No. E-38011/1/2009/Estt.II/3259 dated 06.10.09 may be strictly followed.

10. The consolidated nominal roll(s) should be prepared strictly in accordance with the length of their out of home zone services i.e. personnel who have completed 15 years out of zone should be figured first and so on. The information in Appendices "A" and "D" should be given zone wise. This will apply in the case of Ex-servicemen personal also. For example personnel serving in NEZ and belonging to SZ,WZ,EZ,NZ their Appendices will be prepared as Appendix-A (SZ),A(WZ), A(EZ), A1(NZ) respectively.

CISF NO	RANK	NAME	UNIT	DISTT	HS	Appendix in which his name to be included.
824428101	Const.	Ram Singh	KoPT(K)	Moga	PB	A1(NZ)
912209252	Const.	L.Harikrishnan	MAMC(D)	Madurai	TN	A(SZ)
882293742	Const.	P.Pandurangan	IOC(H)	Latur	MS	A(WZ)
854327563	Const.	Lala Ram	BRPL(B)	Siwan	BIH	A(EZ)

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11. Similarly, personnel serving in North Zone and belonging to SZ,WZ,EZ,NEZ, their Appendices will be prepared as Appendix A(SZ), A(WZ), A(EZ), A(NEZ).

CISF NO	RANK	NAME	UNIT	DISTT	HS	Appendix in which his name to be included.
814490782	Const.	S.V.Satyanarayan	PTPS(P)	Guntur	AP	A(SZ)
862349221	Const.	B.N.Sudhakar	BHEL(J)	Beed	MS	A(WZ)
894436520	Const.	M.C.Jena	NTPC(D)	Puri	ORI	A(EZ)
864525072	Const.	S K Das	NAPP(N)	Howrah	WB	A(NEZ)

12. It is further requested that after the Inter Zonal Transfer orders are issued by the FHQrs the relieving Zonal/Plant DisG and Principal RTCs should forward the particulars of the affected personnel under their jurisdiction to the new Sector IsG/Zonal DisG so that the affected personnel are note about any adverse activities, if any, may also be forwarded to the new Sector IsG/Zonal DisG.

SD/-X X X

( NEETA SINGH )

ASSTT.INSPECTOR GENERAL/ESTT

Encl:-As above

**Copy to:-**

- 01 The IG CISF NISA Hyderabad  
Nominal roll(s) of TS may be consolidated and forward to DIG(Trg) well in time who will scrutinize and forward the same to this section(Estt-II) by 25-12-2011.
- 02 IG/APS  
Nominal roll(s) of personnel who can not be adjusted in their HZ/OHZ due to any reason while issuing IZT-2012 and personnel completed 9/10 years in APS, be forwarded to this Dte by 31-12-2011 in order to enable us to provide replacement of such personnel to fill up the deficiency in the Airport Sector as per the instructions issued vide Circular No.05/2006 dated 30.03.2006, No.13/2007 dated 08.10.2007 and 01/08 dated 28.01.08. Besides, **nominal rolls (hard copy), the particulars should also be sent in a new CD in EXCEL Files Generated by PIS Package in prescribed proforma.**
- 03 All Unit Commanders/ Reserve Bns (Except Air Port units)  
The nominal roll(s) of all personnel in respect of their units as per the above instructions will be forwarded to their Sector IsG well in time who will scrutinize and forward the same to this Section (Estt-II) consolidated by 31-12-2011. In case, non-receipt of this letter, the same may be obtained from Sector IsG/Zonal& Plant DisG.

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**INTERNAL :-**

- 01 DIG/ADM Nominal roll(s) in respect of CISF personnel of CISF HQrs as per appendices may please be sent to Estt Branch latest by 31-12-2011.
- 02 DIG(Trg/Sports) Nominal roll(s) in respect of personnel of TS may be forwarded by 31-12-2011. A list of active sports personnel who are required to be exempted from the IZT-2012 may also be sent to this branch.
- 03 DIG(FIRE) Consolidated list of Fire Wing personnel along with recommendation may please be sent to Estt-II Branch latest by 31-12-2011.
- 04 AIG(Ord) Consolidated list of personnel in respect of Ordnance Workshops may please be sent to reach this Section (Estt-II) latest by 31-12-2011 along with sanctioned/posted strength (Unit wise) of Technical personnel.
- 05 EDP CELL For placing in CISF Web site.

SD/-X X DT. 12.12.2011  
(NEETA SINGH)  
ASSTT.INSPECTOR GENERAL/ESTT.