

Half Yearly Transfer Cycles for Administrative Assistants & PAs to be adopted wef 1st. January 2024

Sl.#	Activity	Timeline		Effective Date of Transfer
		January Cycle	July Cycle	
1	Serve Notification	First week of August	First week of January	January 01 & July 01 respectively
2	Review and compile annual transfer by the respective working Agency as per the transfer notification.	Aug - 1st week of sept	Jan - 1st week of Feb	
3	Working Agencies to submit transfer proposal to the Secretariat Services, RCSC			
4	Review Annual Transfer by the Secretariat Services, RCSC and submit the list to HRC.	2nd - 3rd Week September	2nd - 3rd week of Feb	
5	Endorsed/approve transfer proposal by HRC, RCSC	Last week of September	Last week of Feb	
6	Issue Transfer order	First week of November	First week of April	
7	Date of Joining at the new place of posting	On or before February 01	On or before August 01	

Note: January and July Cycles are adopted as per the MaX Performance Cycle.