

Ref. No: 648/E3/1/2012

Directorate of Medical Education,
Kilpauk, Chennai – 10.
Dated: 12.03.2012.

CIRCULAR

Sub: Tamil Nadu Medical Services – **Transfer Counselling for the Medical Officers with MBBS qualification** – Certain Instructions issued and Schedule communicated - Regarding.

It is proposed to conduct Transfer counseling for the Medical Officers with MBBS qualification who have completed minimum one year work experience is scheduled on **22.03.2012 (Thursday) at 10.00 Hrs. at the Office of the Director of Medical Education, Kilpauk, Chennai.**

The Heads of the institutions are directed to communicate this Circular to all the Medical Officers with MBBS qualification alone without fail.

1.The Annexed proforma along with the Complete Service Particulars of the Medical Officer (as per Service Register) have to be filled up and 2 copies have to be sent to this Directorate by the concerned Head of the Institutions before 16.03.2012 positively.

2.The Complete Service particulars along with CML 2005 and 2010 should reach this office before 16.03.2012 positively. Only Medical Officers whose Service Particulars received before 5 pm on 16.03.2012 in this office will **ONLY** be considered for attending counselling.

3.The Medical Officers who have completed minimum one year of work experience (**Exclusive of leave**) in the present station alone are permitted to attend the transfer counseling.

4.The Head of the Institutions should furnish the following certificates duly attested by the Dean / Administrative Officer with institution round seal along with the Proforma and Service particulars before 16.03.2012 positively.

1. MBBS Degree Certificate
2. TN. Medical Council Registration Certificate (MBBS)

Encl: Counseling Schedule.

C.Vamsadhara
Director of Medical Education.

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PROFORMA FOR TUTOR / JUNIOR RESIDENT /

**Recent passport size
Photograph to be attested by
Dean**

CML No. / 2005

CML No. / 2010

1. Name :
2. Qualification :
3. Date of Birth :
4. Date of Retirement :
5. Date of Joining Service :
6. Date of Regularization of service :
7. Whether passed Departmental Exams :
8. Whether Probationer / Approved Probationer :
9. Designation of the Present Post in which Pay is drawn and Department in which working at present :
10. Whether on deputation to any department if yes complete details of date from which on deputation with order copy to be furnished.
11. Date of Joining in the present post :
12. Date of Joining in the present Institution :
13. Leave taken details in the present station other than CL / COL :
14. Total period worked in the present station (excluding EOL, Employment Abroad, UEL of Private Affairs, Unauthorised Absence) :
15. Date of Passing Super Speciality / Post-Graduate Degree / Diploma with duration of course (Y M D) :

CALCULATION OF STATION SENIORITY

	Y	M	D
1. Date of Counselling	:		
2. Date from which working in the present station	:		
3. Less Leave Period:			
EOL			
Employment Abroad			
UEL of Private Affairs	:		
Unauthorised absence			

4. Total period worked in the present station (excluding the leave)	:		
