Ref. No.46986/E1/5/2020-TC

Directorate of Medical Education,
Kilpauk, Chennai- 600 010.
Dated: 06.01.2021.

CIRCULAR

Sub: Tamil Nadu Medical Services – Transfer counseling for the post of Associate Professor in all specialties under the control of the Directorate of Medical Education – Scheduled from 19.01.2021 to 20.01.2021 - Certain instructions issued – regarding.

Ref: Government Letter No. 37331 /A1 / 2020-1 Health and Family Welfare Department, dated: 23.12.2020.

It is informed that the Government in their letter cited, among others have conveyed permission to this Directorate for filling up of the vacant post of Associate Professor in various specialities by conducting transfer counseling for the year 2020 from 29.12.2020.

Hence, the Heads of Institutions under the control of this Directorate are informed that the Transfer counseling for the post of Associate Professor of all specialties are scheduled in this Directorate **from 19.01.2021 to 20.01.2021** as per the Annexure-I enclosed to this Circular.

2) The Proforma for the Transfer counseling (Format-I) is enclosed herewith. The Heads of Medical Institutions are requested to communicate the same to all the Medical Officers concerned without fail.

3) Further they are informed that

i. Station seniority will be the criteria for moffussil Institutions and panel / CML seniority will be followed for city Institutions.

ii. The Transfer counseling format shall be communicated to all the Medical officers working under their control.

iii. The Head of the Institution has to prepare the proforma as on date and to vouch for its bonafide. One copy of the certified Proforma particulars (as per the enclosed Format –I) and complete service particulars (as per the enclosed Format – II) has to be handed over to the Medical Officer concerned who is attending the transfer counseling and **another copy should be sent to this Directorate before 12.01.2021 positively**.

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iv. No Medical Officers will be considered for attending Transfer counseling without proforma and complete Service Particulars.

v. Medical Officers working under the control of this Directorate alone are eligible to attend the counseling.

vi. Medical Officers should report at this Directorate one hour before the scheduled time i.e 09.00 AM Forenoon & 1.00 PM Afternoon session.

vii. Medical Officer Should wear Mask.

viii. Medical Officer should have done swab test before 48 hrs. of the proposed counseling and submit RT-PCR test report at the time of Counseling.

ix. Maintain social distancing at the premises till the end of the counseling.

R.Narayana Babu
Director of Medical Education

True Copy / Forwarded

DRO / Additional Director of Medical Education.

6/1/2021

To

All the Heads of Medical Institutions under the control of this Directorate.

Copy submitted to
The Principal Secretary to Government,
Health and Family Welfare Department,
Secretariat, Chennai -9

PA to Honorable Minister for Health, Secretariat, Chennai - 9

Copy to:
The Joint Secretary / Deputy Director of Medical Education (Admin),
The Manager
PC to Director of Medical Education

Office of the DME
Kilpauk, Chennai

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ANNEXURE -I

Transfer Counseling Schedule for the post of Associate Professor

Venue : Directorate of Medical Education, Kilpauk, Chennai.

Date & Session : 19.01.2021 to 20.01.2021

Reporting Time : 09.00 AM Forenoon Session &
01.00 PM Afternoon f session

Date	Session	Name of Specialty
19.01.2021	Forenoon 10.00 AM	Dermato, Venereo & Leprosy, Diabetology, Psychiatry, General Medicine, Geriatric Medicine, TB & Respiratory Disease, Radio-Diagnosis, Radiotherapy, Physical Medicine, Paediatric Medicine.
19.01.2021	Afternoon 02.00 PM	Anatomy, Physiology, Biochemistry, Pathology, Microbiology, Forensic Medicine, Community Medicine, Pharmacology & Blood Transfusion Medicine
20.01.2021	Forenoon 10.00 AM	General Surgery, ENT, Ophthalmology, Obstetrics and Gynaecology, Orthopaedics & Anaesthesia.
20.01.2021	Afternoon 02.00 PM	All Higher Specialities and Dental Surgery.

DRO / Additional Director of Medical Education

6/1/2021

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For Transfer Counseling.

FORMAT- I

PROFORMA FOR TRANSFER COUNSELLING

SPECIALITY :			**CML : 2018 :**
1.	Name & Designation of the Medical Officer	:	
2.	Date of Birth as per Service Register	:	
3.	Date of entry in to Govt. Service	:	
4.	Govt. Order No & Date in which Promoted as Associate Professor	:	
5.	Date of joining in the present station as Associate Professor	:	
6.	Total Service rendered in the present station	:	YY / MM / DD
7.	Leave taken in the present station (Details should be shown clearly, except C L & COL) **(i.e EL /UEL on MC / UEL on PA / EOL on MC / EOL on Loss of Pay etc.)**	:	
8.	Net service in the present station	:	YY / MM / DD
9.	Whether any Transfer orders issued due to Administrative reasons if so the details there on	:	
10.	Whether service particulars enclosed	:	
11.	Remarks of the Heads of Institutions	:	

Signature of the Medical Officer

CERTIFICATE

Certified that the particulars furnished above from Sl. Nos. 1 to 11 are found correct with reference to the available particulars such as Service Register, Files etc.

Assistant / Office Superintendent / JAO (or) A O Head of Institution.

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FORMAT-II

SERVICE PARTICULARS

1.	Name of the Medical Officer	:	
2.	Present Designation	:	
3.	Department in which working	:	
4.	Institution in which attached	:	
5.	Date of Birth	:	
6.	Date of Retirement	:	
7.	Date of joining into Govt. Service	:	
8.	Date of Regularization	:	
9.	Date of Completion of Probation	:	
10.	CML 2018	:	
11.	Date of Passing Medical Code	:	
12.	Date of Passing Account Test	:	
13.	Whether any Disciplinary action is pending / contemplated, if so details may be furnished.	:	
14.	Whether any punishment is under currency, if so details may be furnished along with the copy of G.O (or) any other orders in which punishment imposed on him/her.	:	
16.	**Educational Qualification** Degree /Super Speciality :	:	

Mention MD/MS/DM& MCh with Speciality	Month and Year of Passing

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SERVICE PARTICULARS

S. No.	Name of the Institution	Post	From	To

Signature of the Head of the Institution
With Seal.

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