

New Delhi, 16<sup>th</sup> May, 2025

The Head of Chancery,  
Consulate General of India,  
Hambantota.

Subject:- Transfer of **Shri Ravinder Yadav (S/o Shri Roshan Lal)**, Security Assistant in the Consulate General of India, Hambantota to Headquarters.

I am directed to convey the sanction of the President to the transfer of **Shri Ravinder Yadav, Security Assistant** in your Mission to Headquarters.

2. Sanction of the President is also accorded to his transfer terms, viz. travelling allowance, joining time, transit pay and transfer grant being governed by the provisions of the IFS (PLCA) Rules, 1961, as made applicable to the officials of non IFS(B).

3. The official should submit his transfer TA claim within **one hundred and twenty days** of his arrival in India. Failure to comply with the above requirements will entail not only forfeiture of the claim but also recovery of the entire TA advance from his pay or any other dues in one installment. If due to unforeseen circumstances the TA claim cannot be submitted within the prescribed period of **one hundred and twenty days**, he should intimate the position stating full facts and details of the claim to Administration well in advance for consideration.

4. The expenditure involved is debitable as follows:

(a) Transfer grant, advance of pay and advance of TA to be paid to the official is debitable to the budget grant of the Mission under the Head 2052-00.090-02.01.12- Foreign Travel Expenses and should be met from the sanctioned budget grant.

(b) Joining time pay, transit pay and leave salary are debitable to the existing budget provisions of the Ministry under the appropriate head.

Yours faithfully,

(Ujjwal Jaiswal)

Administrative Officer (PE)

महासचिव अधिकारी (पी.ई.)  
Administration Officer (P.E.)  
विदेश मंत्रालय, नई दिल्ली  
Ministry of External Affairs  
New Delhi

Copy to:

1. The CCOA, MEA, New Delhi.
2. DACR, New Delhi.
3. **Shri Ravinder Yadav, Security Assistant, C/o Consulate General of India, Hambantota.** The official is requested to visit BOS-II Section for debriefing.
4. PE (PR)(2S/cs)/BOS-II/VCR/Cash-II (2S/cs)/ Cash-IV(TA-Cell)/TG-I/TG-II/ SAPB Sections.