

Fax/WAN Message

To : All Formations of SSB

Fm : FHQ SSB New Delhi

No. 1/04/SSB/Tfr Corrsp/Pers-I/2025/ 2624-32

Dated. 10/11/2025

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Regarding Annual transfer for the year 2026 (.) The time schedule is as under:-

(a) For AT-2026 through ATS :-

- e-TAS opens w.e.f. 10/11/2025
- e-TAS closes on – 13/12/2025

(b) Transfer on Compassionate Grounds:-

- Opens w.e.f. 10/11/2025
- Individual submits application up to – 13/12/2025
- HRMS operator submits application up to – 15/12/2025
- Recommendation by H.O.O/Unit head up to – 18/12/2025
- Recommendation by SHQ up to – 20/12/2025
- Recommendation by Ftr IsG by – 24/12/2025
- Closes on – 24/12/2025

2. If any application is not attended within above timelines by the concerned recommending officer, the application will automatically be escalated to the next level with the remarks “unattended” and will be presumed as “Recommended”(.)
3. Unit Heads to provide certificate stating that **“The correct and verified data fed into the e-TAS and updated HRMS data in r/o of all posted personnel who are eligible for transfer as per transfer”**(.)
4. Cut-off date for tenure calculation for AT-2026 is **30th June 2026** (.)
5. It is also requested to ensure the following:-
 - a. SSB personnel may apply on either e-TAS Software hosted on WAN (**URL: <http://10.1.1.60>**) or on SSB web portal (**URL: <https://www.ssb.gov.in>**) (.)
 - b. After login, only those Units will be shown to a Force Personnel to which he/she is eligible to be transferred as per transfer policy (.) NGO’s posted in Bns at INB &

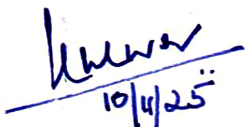
IBB & Training Centers and having tenure more than 3 years but less than 4 years, can also choose current Unit as transfer option.

- c. Units / formations where WAN facility is not available may feed the data from nearby Units (.)
- d. Supporting documents should only be in PDF or image format not more than **10 MB** in size (.)
- e. Annual transfers as well as transfers on Compassionate grounds will be received, forwarded and processed through eTAS (WAN or SSB web portal) only (.) This may be brought to the notice of all Force personnel (.)
- f. As per Transfer policy, transfer application in r/o all force personnel who are **completing their tenure on or before 30th June 2026** in the **present unit** should be fed in e-TAS, **irrespectively whether individual has applied for transfer (extension) or not** (.)
- g. Personnel applying for transfer will be shown his/her tentative position reflecting possibility of transfer to any particular Unit/Formation, along with the tentative vacancy in that Unit/Formation for that particular rank/cadre to which that particular personnel belongs. Please note that positions and vacancy are tentative and subject to change.
- h. All Unit Head should ensure the personnel applying for transfer are made aware of their tentative position and vacancy position of the Unit/Formation where individual has applied for transfer.
- i. Head Clerk should verify details of transfer applications received through e-TAS with service record (.)
- j. HRMS operator should fill all details in e-TAS in respect of following categories of personnel as per SOP:
 - i. Individuals who have completed his/her tenure at present place of posting but not applied for transfer/extension as per SOP (.)

- ii. Individuals who have applied transfer through transfer application form, his/her transfer application form should be added as “Supporting Document”.
- k. Medical officer should examine the documents and add remarks/recommendation, whose transfer/extension application is on Medical ground in e-TAS (.)
- l. Head of Office/Bn/SHQ/FTR are requested to give remarks/recommendation of all annual transfer/extension application on Compassionate grounds (.)
- m. Before forwarding applications, data fed may be thoroughly checked / verified to avoid any complication at later stage (.)
6. A fresh Transfer Application format for AT-2026 is also enclosed herewith (.) The same may be circulated among all force personnel for applying for transfer/extension in case force personnel is not able to fill his Application Form on e-TAS due to any reason (.)
7. Instructions / guidelines issued from FHQ from time to time may be strictly followed in this regard (.)
8. Instructions regarding “how to feed the Annual Transfer-2026 data” are uploaded in e-TAS Home Page (.)

This issues with the approval of Inspector General (Pers) (.)

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10/11/25
(Vinod Kumar Talwar)
Commandant (Pers-I)

Copy to:-

1. The Commandant /2IC(s) Pers-I, II, & III, FHQ SSB New Delhi.
2. The Commandant (Commn), FHQ SSB New Delhi.
3. The Commandant (Ops), FHQ SSB New Delhi.
4. The Deputy Commandant (Org/ Estt/Software), FHQ SSB New Delhi.

