

Proforma I

APPLICATION FOR GENERAL TRANSFER

- 01 Name :
- 02 Designation :
- 03 Name of Present Institution :
- 04 Date of Retirement :
- 05 Date of appointment in the Department :
- a) KPSC Advice No. & Date/ GO. No. & by which appointment is made & name of DRB :
- b) Appointment Order No. & Date in the case of those who got appointment other than PSC :
- c) Name of District of option in the case of Sl. No. 5(b) :
- d) Details of Inter-Dist. Transfer
- i) Order No. & Date :
- ii) Date of Joining in each district :
- e) Whether transfer is obtained on the basis of dependent of Jawan etc. If so details :
- 06 Date of appointment to the present post :
- 07 Date from which working
- a) In the present district :
- b) In the present station :
- 09 Native District :
- 10 Previous History of Service :

Sl. No.	Name of Station	From	To	Reason for transfer

11 Station to which transfer is requested for :

Name of Office	District	Specify name in order of preference
		1.
		2.
		3.
		4.
		5.

12 If transfer is not required and in case transferred on administrative necessity, station preferred to be posted in order of preference

1.
2.
3.
4.
5.

13 Specify special reason of including protection form transfer , if any (retirement/ Inter caste married couples/ SC/ST/ Dependant of Jawan/ Spouse employee/ period of service of tribal remote area/Widow/ Widower, Physically handicapped etc). Evidence should be attached

14 Whether availed any kind of leave except casual leave and maternity leave, while working in the present station. If availed, give full details such as date of avail, period, nature of leave and date of re-joining. Also specify whether it is sanctioned

15 Details of working arrangement/ deputation to district other than posted, in the present category

16 Signature of the applicant

17 Date

Recommendation of Head of Institution

Recommended/Not Recommended