

APPLICATION FOR TRANSFER OF MINISTERIAL STAFF

1. Name of Applicant :
2. Designation with name of office in which now working :
3. Whether State wise or District wise recruit :
4. Date of first appointment in the Department and b) commencement of continuous service in the present grade :
5. Date from which working in the present station :
6. Native Place :
7. Was the posting to the present station/ Office at request :
8. Previous station/District in which applicant was working and period worked at that station :
9. Name of three stations to which transfer is required in the order of preference } 1.
: 2.
} 3.
10. Whether willing to be transferred to another station in the same Revenue District :
11. Ground for the request :
12. Whether the applicant is a near relative of jawan and if so whether relationship certificate has been produced with details } :
13. Signature of the applicant with date :

To be filled by the Head of Office

14. Remarks regarding the work
and conduct of the applicant :
15. Whether any disciplinary proceedings
have been taken against the applicant
pending decision/punishment inflicted
on him etc. with details } :
16. Recommendation of the Head of Office :
17. Remarks, if any :

Certified that the particular furnished are verified with the Service Book and found correct.

Signature :
Name and Designation
of the officer :

Place:
Date:

APPLICATION FOR TRANSFER OF TEACHERS & INSTRUCTORS

1. Name of Applicant :
2. Designation with name of office in which now working :
3. Whether State wise or District wise recruit :
4. Date of first appointment in the Department and b) commencement of continuous service in the present grade :
5. Date from which working in the present station :
6. Native Place :
7. Was the posting to the present station/ Office at request :
8. Previous station/District in which applicant was working and period worked at that station :
9. Name of three stations to which transfer is required in the order of preference } 1.
: } 2.
} 3.
10. Whether willing to be transferred to another station in the same Revenue District :
11. Ground for the request :
12. Whether the applicant is a near relative of jawan and if so whether relationship certificate has been produced with details }
:
}
13. Signature of the applicant with date :

To be filled by the Head of Office

14. Remarks regarding the work
and conduct of the applicant :
15. Whether any disciplinary proceedings
have been taken against the applicant
pending decision/punishment inflicted
on him etc. with details } :
16. Recommendation of the Head of Office :
17. Remarks, if any :

Certified that the particular furnished are verified with the Service Book and found correct.

Signature :
Name and Designation
of the officer :

Place:
Date: