

PROFORMA

APPLICAION FOR GENERAL TRANSFER 2017

1	a	Name of the Applicant (In Block Letters)	
	b	Date of Birth	
	c	Whether Married or Single	
	d	Date of entry into Registration Service and the year of service completed.	
2	a	Name of post held and scale of pay	
	b	Name of present office	
	c	Date of appointment/ promotion(s) to present post	
	d	Date of joining in the present station	
	e	Whether the present posting in the present station is on public interest or on request.	
3	a	Native place and district	
	b	Place of settlement	
	c	Home station and District	
4	a	Offices to which transfer is requested (in the order of preference)	
5	a	Ground on which transfer is requested	
	b	If the transfer requested is in an office outside the place of settlement / Home station furnish reasons.	
6	Special claims for transfer if any, as provided in G.O. (copy of documents to prove the special claims should be attached)		
7	If married, whether the wife / husband is employed in government service.		

8	Places in which the applicant served during the period in his native district	
9	Whether the applicant is a state level president or secretary of a recognized Service Association and if so give details	

10. Details of outstation service (other than in home station / place of settlement).

Sl.No	Office	Post	From	To	Period DD/MM/YY
1					
2					
3					
4					
5					
TOTAL					

11. Any other relevant information :

I declare that the details furnished above are correct to the best of my knowledge and belief.

Station:

Date:

Signature of the applicant.

(To be furnished by the Head of Department / Office)

Certified that the details given above by the applicant have been verified with reference to the relevant records and found correct. The applicant was transferred to this office at his/ her request/ in public interest. His / her application is recommended / is not recommended to the following reasons.

Station:

Date:

Signature and Designation of the
Head of the Office.