

Application for Transfer

1	Name of the employee	
2	Designation	
3	Scale of pay	
4	Native place	
5	Permanent settled place	
6	Office in which now working	
7	Whether state wise / District wise / Dying in harness scheme recruit	
8	Whether the transfer is for inter-district transfer from a district in one unit to a distant another unit (ie, Malabar area and Travancore Cochin area. If so the commencement of service in the present unit) (this is applicable only to employees in the entry cadre post)	
9	Date of commencement of continuous service in this department.	
10	Whether he / she is due to retire with in two years, if so date of retirement.	

11	Details of service outside the particular station to which transfer is requested
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No	From	To	Years	Station

12	Date of birth	
13	Whether married or not	
14	If married	
a.	when	
b.	Name and address of husband / wife	
c.	Whether both the husband and wife employed under Govt. service and if so give details	

15	Was the transfer to the present station on request or was on disciplinary grounds	
16(a)	Name of district to which transfer is applied for (in the order of preference for inter district transfer)	1 2 3

(b)	Name of station in which transfer is applied for transfer with in a district in the order of preference	
In the case of inter district transfer column 16(b) may also be filled up to choose a station on his / her first preferred district. Under no circumstances the applicant choose a particular office, but he can prefer any station under column 16 (b)		
17	Reason for applying for transfer	1
		2
		3
18	Whether the applicant belongs to any category under item 10 & 11 of the guidelines issued in GO (P) No. 15 / 89 / P & ARD dated Trivandrum 22-5-89. If so furnish the details	
<p style="text-align: center;">Declaration</p> <p>I, (designation) hereby declare that the particulars furnished in the application are true.</p> <p>Place _____ Signature of applicant Date _____</p> <p style="text-align: center;">Countersigned by</p> <p>Place _____ Date _____</p> <p style="text-align: center;">Head of office</p> <p>(office seal)</p>		