

PROFORMA – I

APPLICATION FOR GENERAL TRANSFER

1. Name :
2. Designation :
3. Name of present station :
4. Date of Retirement :
5. Date of appointment in the Department :
 - (a) KPSC Advice No: & date/ GO No. and date 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 SI No.5 :
 - (d) Details of Inter District Transfer :
 - (i) Order Bo. & Date :
 - (ii) Date of joining in each District :
 - (e) Whether transfer is obtained on the basis of dependent of Jawan etc., if so details.
6. Date of appointment in the present post :
7. Date from which working :
 - (a) In the present District :
 - (b) In the present station :
8. Dist: in which originally recruited (in case of Dist: wise recruitment) :
9. Native District :
10. Previous History of Service :

Sl. No.	Name of station	From	To	Reason for Transfer
1	2	3	4	5

11. Station to which transfer is requested for

Name of Institution	District	Specify name in order
1	2	3

- 1.
- 2.
- 3.
- 4.

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 from transfer, if any (retirement/ Inter caste married couples/SC/ST/ Dependant of Jawan/Spouse employee/ Period of service of Tribal remote are as etc.) (Evidence should be enclosed)

- 14 Whether availed of 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 rejoining. Also specify whether at is sanctioned.

- 15 Details of working arrangement/ deputation to District other than posted in the present category.

- 16 Signature of Applicant

- 17 Date

Recommendation of the Head of institution Office.
Recommended/Not Recommended

District Medical Officer of Health