

APPLICATION FOR TRANSFER

01. Name in full (In Block Letters) :
02. Designation :
- 03 . Whether appointed on Regular or Adhoc basis
If regular, probation has been terminated or not :
- 04 . Present place of posting with Date of joining :
- 05 . Whether the station has been notified as
difficult station as per GOI notifications :
- 06 . Period of leave :
- 07 . Whether tenure has been completed :
- 08 . Educational Qualification :

- 09 . Date of Birth :
- 10 . Date of Superannuation/ Retirement :
- 11 . Present Residential Address :

- 12 . Permanent Home Address :

- 13 . IRLA No : Where ever applicable :
- 14 . Date of appointment in service with
entry grade and designation :
- 15 . Date of appointment in Present Grade :

16 . Past postings with full details in each Cadre / Grade

Sl.no.	Designation	Period		Name of Station
01				
02				
03				
04				
05				

17 . The grounds/reasons for transfer :

18 . Details of trainings undergone :

Sl.no.	Name of course	Period		Place of Training
01				
02				
03				
04				

19 . If spouse is employed , give details including present place of posting :

20 . Mother Tongue and other languages known :

21 . Any other informations relevant considering transfer :

22 . Name of three distinct places in the order of preference to which transfer is requested :1)
2)
(All three preferences must be given) 3)

23 . Are you ready to forego TA/DA :

Signature of Candidate

Verification / Recommendation by the Head of Engineering Wing

The above particulars have been verified for non IRLA period from the service record and found to be correct .

Signature of Head of The Engineering Wing