**Annexure**

**Application for request Transfer**

1. Name of the Applicant(In Capital letter) :
2. Designation :
3. Date from which working in the present post :
4. Place of work :

1. Brief reasons for requesting for transfer :

(in not more than 10 words)

1. Native place of the applicant

District :

Place :

1. Place/Zone to which transfer is required :

(in order of preference)

|  |  |
| --- | --- |
| **1** | **2** |
|  |  |

1. Details Of post held by the applicant\

during the last six years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Post held** | **Period** | | **Office** | **Place** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Are any charges pending against the applicant? :

if so, give the reference No. and date

I Certify that above information is correct. I also declare that I am willing to forgo transfer TA and transfer allowance in the event of my request being granted.

Place: **Signature of the applicant**

Date :