

**APPLICATION FOR GENERAL TRANSFER OF OFFICERS FOR THE
YEAR**

1	Name (Male / Female)	
2	Designation (whether Electrical or Civil)	
3	Official Address	
4	Present Circle	
5	Residential Address	
6	Age & Date of birth	
7	Date of superannuation	
8	Native place with district	
9	Total services in the Board	
10	No.of years of service in the present station (area within 40kms) with date of joining duty at this station	
11	Whether working at 250 kms away from the native place	
12	Period of service outside station during the total service	
13	Period of service in the Project area, specify area of activity with name of office.	
14	No.of years of service in the Billing Unit/EMS whichever is applicable	
15	Incumbency details for the last 10 years	
16	Are you eligible for protection from transfer as per guidelines. If so specify the grounds and substantiate with documentary proof.	
17	Eligibility for the request as per guidelines - specify the grounds and substantiate with documents any proof if applicable	
18	18 Others, specify reason, if any	
19	Place of choice for transfer now requested for in the order of priority (with Circle) 1. 2. 3.	
20	Whether any disciplinary proceedings are pending finalization	

Place:

Date :

Signature of the Applicant

RECOMMENDATION OF THE HEAD OF OFFICE/CONTROLLING OFFICER

Certified that the above details have been verified with the Service Book of the officer and found correct. I recommend the request made above.

Place:

Date :

Signature and Designation of the Head of Office

OFFICE SEAL