APPLICATION FOR REQUEST TRANSFER

1   Name of the applicant and date of Birth

2.   Present designation

3.   Circle/Section in which he/she is working

4.a)   Circle to which transfer is requested.

  b)   Station to which transfer is requested (in case of request transfer within the circle)

5.   Date of joining in the present station

6.a)   Length of service in the present station   From :   To   :

  b)   Length of service in the present circle   From :   To   :

7 a)   Length of service in the Circle to which transfer is sought (Earlier if any)   From ;   To   :

  b)   Length of service in the station to which transfer is sought (if within the circle)   From :   To   :

8.   Whether any previous request is pending, if so details to be furnished

9.   Whether this request is in cancellation of the previous request

10.   Reasons, if any, for transfer requested

U N D E R T A K I N G

I shall forgo Transfer Travelling Allowance for the above transfer.

Place :

Signature of the applicant

Date :