

## FORMAT OF APPLICATION FOR REQUEST TRANSFER

1. Name of the applicant :  
(In Capital Letters)
2. Designation :
3. Date from which working in the present place :
4. Place of work :
5. Brief reasons for requesting for transfer : 1.  
2.
6. Native place of the applicant :
7. Place/one which transfer is requested : 1.  
(In the order of Preference) 2.  
3.

8. Details of posts held by the applicant  
During the last one year

Sl.No.	Post held	Period		Office	Place
		From	To		
1.					

9. Are any charges pending against the applicant?  
If so give the reference No and date : Nil

I certify that the above informations furnished by me are correct. I also declare that I am willing to forego transfer T.A. in the event of my request is being considered.

**Place :**

**Date :**

**Signature of the Applicant**