

**CIRCULAR**

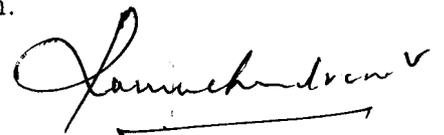
Sub:- Establishment – DES – General Transfer of Employees for the Year 2012 – Application called for – regarding.

Ref:- 1) G.O(P) No.12/87/P&ARD dated 01/06/1987.  
2) G.O(P) No.13/2000/P&ARD dated 27/04/2000.

The General Transfer of Employees in the department for the year 2012 is proposed to be done during the month of March as per the guidelines prescribed by Government for the transfer of Government Employees. The Applications for general transfer should reach the Directorate on or before 31/03/2012 with remarks of the Head of Office in the proforma. The application for transfer already submitted and pending for disposals in the Directorate will not be considered for General Transfer Application for general transfer submitted directly to the Director of Economics and Statistics without the remarks/recommendations of the immediate superior officers/Head of offices and without relevant details or supporting certificates/documentary evidence will not be considered.

Employees who have completed more than three years service in a district is eligible to apply for general transfer in normal course. Request for transfer to a particular office in a district will not be considered. Transfer will be ordered according to the eligibility verified by the District Officers/Controlling Officers concerned.

The Head of Offices are requested to bring the contents of this circular to the notice of all employees under their administrative control. They will also forward the applications for general transfer received from the employees separately for each category, so as to reach the Directorate with their remarks recommendations on or before 31/03/2012. Applications received after 31/03/2012 A.N will not be considered on any action.



**DIRECTOR**

To

- 1) All Deputy Directors in District Offices.
- 2) Heads of Departments concerned.
- 3) All Section Heads in the Head Quarters.
- 4) Notice Board.

## APPLICATION FOR GENERAL TRANSFER 2012

- 1) Name of Applicant :
  - i) Designation with Name of Office and Scale of Pay :
  - ii) Native place and District of the applicant :
  - iii) Place where the applicant or family is permanently settled :
  
- 2) Whether married or single
  - i) If married whether the wife/husband is employee in Government Service :
  - ii) If so where and in what capacity (A Certificate from competent authority showing the details of employment may be attached) :
  
- 3)
  - a) Period of continuous service in the present district (Specify the date from which working) :
  - b) Period of continuous service in the present office :
  - c) Whether the applicant was transferred to the present District/Station on punishment, request or otherwise :
  
- 4)
  - i) Place to which the applicant desires for transfer (3 places in the order of priority may be given). The applicant should indicate the home town Ist choice. Transfer to places of next choice will be considered by only if there are no applicant seeking transfer to those places :
  - ii) Whether the applicant has worked in all or any of the District/Office mentioned in column No.(1) above (if so give period and reasons for transfer from there) :
  
- 5)
  - i) Total length of service of the applicant in the Department as on 01/01/2012 :
  - ii) Total Service in the present cadre :
  
- 6) Places in which the applicant served during the period in his native district or the District of first choice. :
  
- 7) Places in which the applicant served during the period in outside native district :

- 8) Grounds under which the applicant's request :  
for transfer is made
  - i) Whether the applicant a close relative of :  
Jawan if so the relationship and also the  
details of the Jawan
  - ii) Whether the applicant is the intercaste :  
married, if so, furnish the details of caste  
and certificate to that effect
  - iii) Whether the applicant is the State Level :  
President or Secretary of a recognized  
Service Organisation and if so, give the  
details
  - iv) Whether physically handicapped :  
(Certificate to be produced)
  - v) Whether the applicant belongs to SC/ST :  
(Necessary Certificate should produced)
- 9) The date of superannuation of the applicant :
- 10) Any other Special grounds which requires :  
consideration in conformity with the General  
Norms prescribed for transfer
- 11) Signature of the applicant with date :
- 12) Remarks of the immediate superior officer :
- 13) Signature of the immediate supervisor :  
officer with date

Certified that the details furnished above by Sri/Smt.  
have been verified with the service book and other relevant records and found to be  
correct. The request for transfer is recommended.

**Signature of the Head of Office**