



Personnel and Administrative  
Reforms (S) Department  
Secretariat,  
Chennai 600 009.

**Letter No.23847/S/98- 1 , Dated 5.8.98.**

From  
Thiru D.Prakash, I.A.S.,  
Secretary to Government.

To  
All Secretaries to Government, Chennai-9  
All Departments of Secretariat, Chennai-9  
All Heads of Department including District Collectors /  
District Judges and District Magistrates  
The Secretary, Tamil Nadu Public Service Commission, Chennai-2.  
The Registrar, High Court, Chennai - 104  
The Registrar, Tamil Nadu Administrative Tribunal, Chennai-6  
The Accountant General - I, Chennai-18  
The Accountant General - II, Chennai - 18  
The Pay and Accounts Officer, (North) Chennai-79  
The Pay and Accounts Officer, (South) Chennai-35  
The Pay and Accounts Officer, (East) Chennai-5  
The Pay and Accounts Officer, Chennai-9  
The Accountant - General (CAB), Chennai-9  
The Director of Treasuries and Accounts, Chennai-35  
All sections in Personnel and Administrative Reforms  
Department, Chennai-9  
All Recognised Service Associations.  
The Finance (B.P.E) Department, Chennai-9

Sir,

Sub: PUBLIC SERVICES - Transfer of Government servants from  
one station / post to another - Once in three years - Consolidated  
clarifications and directions - Reissued.

Ref: G.O.No.10, Personnel and Administrative Reforms (Per.S)  
Department dated 7th January 1994.

In the Government Order cited above, detailed guidelines were issued regarding "transfer policy" to be followed in the case of Government employees. Subsequently, several amendments, instructions and clarifications have been issued from time to time.

2. For convenience, the guidelines contained in the G.O. as well as in the subsequent communications have now been consolidated. These are enclosed as Annexures I, II, III & IV to this letter.

3. In this connection some extracts from the Judgement of the High Court, Chennai dated 24.3.98 in W.P.No.3863 of 1998 and WMPs No.5809 and 5810 of 1998 are felt to be of relevance and are given below:-

..... "It is by now well settled by the authority of more than one decision of the Apex Court that the guidelines issued by the Government or the Departmental authorities for regulating the transfers, are not to be construed as to deny or take away the powers of the competent authority to order transfer of a particular Government servant at any time in public interest."

"As long as the power of the competent authority to order transfers cannot be seriously challenged and the reason given is also found to be justified, there is hardly any scope for interfering with the order of the competent authority, particularly in the absence of any proof of malafides".....

4. The enclosed guidelines are non-statutory and comprehensively cover the procedures recommended to be followed for effecting transfers. Therefore, files relating to transfers of departmental officers need not be routed through Personnel and Administrative Reforms Department, unless required as per the provisions of the amended Secretariat Office Manual Para 164 communicated through Personnel and Administrative Reforms G.O.Ms.No.65(A) Department, dated 23.3.98.

Yours faithfully,

*V. R. j. - R. S.*

for Secretary to Government

ANNEXURE - IGUIDELINES TO BE FOLLOWED WHILE EFFECTING TRANSFERS OF GOVERNMENT SERVANTS IN GROUPS A,B AND C**I. GENERAL TRANSFERS TO BE EFFECTED DURING A SPECIFIC PERIOD ONLY**

(i) As a general policy, all transfers due shall be effected only during the "transfer period" namely, between the **1st April and the 31st May**, every year (Government Letter No.50365/S/96-1, P&AR Dept., dt.7.10.96). However, all transfer proposals, including transfers "on own request" to vacant posts and mutual transfers may be processed and kept ready for issue of orders towards the end of, or immediately after the close of each financial year. In cases where orders of transfer are to be issued by the Government under normal procedure, the Heads of Departments should send proposals sufficiently in advance so as to effect the transfers during the transfer period.

(ii) (a) During the "non-transfer period" namely, between the **1st June and the 31st March** next, transfers necessitated on account of promotion including recruitment by transfer (which has the effect of promotion) may be ordered, i.e. direct to the place where vacancy already exists. Similarly transfers, if any, necessitated by reversion may also be ordered, i.e. direct to the place where the juniormost in that category is working or where vacancy already exists.

(b) Persons returning from leave or on revocation of suspension, who have to be given postings, shall be posted to vacant posts only, and if vacant posts are not available, they shall be posted to the place where the juniormost person is working, so that the juniormost person(s) can be reverted. Such reverted person shall also be given posting(s) following a similar procedure.

(c) "Request" transfers may also be ordered subject to the conditions prescribed in P&AR (S) Lr.No. 94572/S/94-10, dated 25.1.1996.

(iii) Vacancies arising during the "non transfer period" shall be managed by making local additional charge arrangements until the next transfer period or until the post is filled-up by promotion including "recruitment by transfer" or by direct recruitment, whichever is earlier (but not by transfer from equivalent category). However, in the case of persons who are holding the executive posts of Tahsildar and Deputy Tahsildar, such instructions shall not apply.

( See P&AR (S) Lr.No.87590/Per.S/94-1 dt.03-01-95 )

**II. GENERAL POLICY OF TRANSFER OR CHANGE OF POST ONCE IN THREE YEARS:**

(iv) During the "transfer period", persons who have already completed a service of 3 years or who would complete a service of 3 years as on 30th June next (Lr.No.50365/S/96-1, P&AR, dt.7.10.96) shall be transferred to another seat or post, as the case may be, subject to the condition that the transfer is to a vacant seat or post or the incumbent of the latter seat or post is also due for transfer under these instructions. Where a person has completed a service of 3 (three) years in a particular post or seat and he has no other post outside to be transferred to (as in the Secretariat), a change in the seat or post within the same office / institution shall be given. In the case of junior officials like Junior Assistants, Typists, Assistants, Drivers (See Govt. Lr.No.58586/S/94-1/P&AR dt.17-08-94) etc., transfer to a different

station may generally be considered only if there is no other suitable post in the same station to accommodate them under these guidelines.

(See Govt. Letter No.87590/P&AR(S) /94-1, dated 3.1.95).

However, in the case of persons who are holding the executive post of Tahsildar and Deputy Tahsildar, such instructions shall not apply.

(See Govt. Letter No.63813/Per.S/94-1, dated 29.8.94.)

(v) The three-year rule may be relaxed by the transferring authority with the consent of the higher authorities by furnishing valid and sufficient reasons in writing, in the case of persons who are holding certain posts for specified periods as a part of the requirement of training or under extra-ordinary situations like maintenance of law and order, management of communal disturbance, natural calamities like drought and floods, etc.(Govt. Lr.No.42829/P&AR (S)/97-4, dated 26.8.97), subject to the condition that their transfers also shall be effected only during the normal transfer period.

(vi) Specific orders of Government shall be obtained if transfers of the following types are considered essential and the necessary proposals for these should be submitted sufficiently early for issue of orders during the transfer period:-

(a) State Service Officers who have not completed a service of one year in the same station - specific and valid reasons for such transfers should be indicated and orders of Chief Minister obtained.

(b) State Service Officers who are proposed to be retained in the same post beyond the "transfer period" when transfers are normally due in their case as per these instructions - the period till which further retention is required should be specified with valid reasons and orders of Chief Minister obtained.

(c) Subordinate Service Officers who are proposed to be retained in the same seat / post station beyond 5 (five) years - the period till which retention beyond 5 (five) years is required should be specified with valid reasons and orders of Chief Minister obtained.

(d) Subordinate Service Officers who have not become due for transfer from their post as per these instructions but who are proposed to be transferred - specific and valid reasons for such transfers should be indicated and orders of Minister concerned obtained.

(e) State Service Officers for whom the Head of Department has been delegated with powers to order transfer, where the officers have not become due for transfer but it is proposed to transfer them - specific and valid reasons for such transfers should be indicated and orders of Minister concerned obtained.

(f) Subordinate Service Officers who are proposed to be retained in the same seat / post / station beyond their normal transfer period but upto five years - specific and valid reasons for such transfers should be indicated and orders of Minister concerned obtained.

( See Govt. Lr.No.95022/Per.S/93-1/P&AR/dt.07-01-94 )

The types of cases referred to at (a) to (f) above should be examined in the proforma given in Annexure IV to this order prior to circulation to the Minister / Chief Minister as the case may be.

(See Govt.Lr.No.68079/Per.S/94-1/P&AR/dt.21.9.94)

The Heads of Department should ensure that the subordinate Transferring Authorities do not violate the above requirements. Any violations should be brought to the notice of the Government immediately.

### III. EXCEPTIONS TO THE GENERAL GUIDELINES:-

(vii) These guidelines do not apply to transfers of the following types of officers / cases :-

- (a) Officers of the All-India Services;
- (b) Heads of Department (non-I.A.S.) or equivalent officers.
- (c) Personal staff of the Governor, the Chief Minister and other Ministers.
- (d) Government servants in Group "D" posts.

(e) Transfers within the same office or within the same station, provided that a person is not allowed to continue in the same seat / post for more than three years - this is also subject to the condition that there shall generally be no change of post or seat in intervals of less than one year. A transfer within three years in cases not involving change of station will not be violative of the three year transfer policy, in the interest of flexibility in administration. Where there are no such possibilities available, then the person can be transferred to another station on completion of three years.

(See Govt. Letter No.86456 / Per.S / 93-7, dated 09-08-94)

(f) In cases where serious allegations are pending enquiry, when it is considered necessary in the public interest, and sufficient in lieu of suspension, the officer may be transferred - in such cases, transfer shall be effected to a vacant post in another station or to the post where the junior most person of the same category is working.

Transfers shall not be effected on the basis of allegations, unless the allegations are found to be prima-facie true by a preliminary enquiry and it is decided by the transferring authority that the continuance of the Officer in the same station is injurious to public interest and that he can be transferred rather than suspended from service. When such transfers on complaints / allegations are made after preliminary enquiry, it should be followed-up by a detailed investigation and disciplinary action instituted on allegations finally found to be substantiated.

(See Govt. Lr.No.86456/P&AR(Per.S)/93-7, dated 9.8.94).

(g) Transfers necessitated on account of any emergency or natural calamity when existing manpower in any area is not adequate to handle the situation, or surplus manpower has to be moved-out.

(h) Group transfers of Police, Village Administrative Officer and similar personnel. (See Govt. Letter No.42829/S/97-4 dated 26-08-97).

(i) Persons who are deputed on Foreign Service and persons appointed in other departments of Government on tenure basis, as the case may be, under Fundamental Rules or provisions in the Special Rules, are not covered under these "**Transfer Policy**" guidelines. However deputations / reversions from deputation involving change of Headquarters may be made to coincide with the transfer period.

(See Govt. Lr.No.86456/Per.S/93-7, P&AR, dt.09.08.94)

(j) A person who is due for transfer on completion of three years of service in a seat / post / station need not be transferred to another station if his left-over service before retirement is one year or less. In such cases, he should be given a change of seat / post in the same station, or if that is not possible, and if the post is a non-sensitive one, he may be allowed to continue in the same post until he retires from service on attaining the age of superannuation. However, if the post is a sensitive one and there is no other suitable post in the Station, then he should be transferred to another station.

(See Govt. Letter No.39201/Per.S/94-1, dated 11.7.94.)

(viii) Cases of the following types need not be submitted to Government unless required under any rules / other orders in force:-

- (a) Mutual transfers.
- (b) Request transfers to stations where vacant posts exist.
- (c) Reposting on expiry of leave, on revocation of suspension, etc.
- (d) Transfers necessitated on account of promotion / reversion of the individual concerned.

#### IV. MUTUAL TRANSFERS

It is not necessary to have the restriction of effecting mutual transfers and transfers of Government servants to the place where the spouse is working only during the transfer period i.e. from 1st April to 31st May of the year. Therefore, mutual transfers and transfers to the place where the spouse is working can be effected during the non-transfer period also without insisting on the minimum period of one year service in the present station.

(See Govt. Lr.No.21086/P&AR(S)/dated 21.3.94).

The following restrictions shall, however, remain while effecting mutual transfers:

- (i) The applicant should have completed atleast one year of service in his present station.
- (ii) Mutual transfer should not be to the native place / district if the departmental rules prohibit such transfer to native place / district.
- (iii) If it is considered not desirable in public interest to post any one of the two applicants for mutual transfer to the requested station, the request for mutual transfer shall not be entertained.
- (iv) If any one of the applicants has worked in the requested station earlier and had been punished for any irregularities while working in that station, the request need not be entertained.

The restrictions mentioned in the previous paragraph would equally apply to a request transfer to the place where the spouse is also working.

Persons who are not due for transfer in the normal course (i.e. those who have not completed 3 years of service in the station / post) or on their own request should not be disturbed to accommodate any request of this type.

The fact that the husband and wife are working in the same place will be a ground for their retention in the same place for more than 3 years / 5 years.

(See Govt. Lr.No.21086/P&AR(S)/dt.21.3.94).

#### **V.TRANSFERRED OFFICIALS TO BE IN POSITION BEFORE CLOSE OF TRANSFER PERIOD :-**

(ix) It should be ensured that officials transferred during the "transfer period" are in position in the new posts on or before the 1st of July. If any official tries to evade the transfer by applying for leave, he will have to join the new station on the expiry of leave.

#### **VI.REGISTRATION OF REQUEST FOR TRANSFER:**

(x) (a) Each transferring authority shall maintain a Register of Requests for transfer within his jurisdiction, categorywise in the format given in Annexure - II. These Registers will have to be produced at the time of inspection of Office or whenever called for.

(See Govt.Lr.No.3013/P&AR(S)/94-1, dt.17.1.94)

(b) In the case of posts / categories of posts for which the unit of transfer is within the Revenue District, the requests for transfer may be registered for each station.

(c) In the case of posts / categories of posts for which the unit of transfer is larger than the Revenue District, requests for transfer shall be registered for each zone as applicable, with reference to the area of jurisdiction of the transferring authority as follows:-

- (i) Chennai city.
- (ii) Places outside Chennai city but within Chennai Metropolitan Area.
- (iii) Kanchipuram District, other than Chennai Metropolitan Area.
- (iv) District Headquarters of each district.
- (v) Areas in each district other than district Headquarters.

(d) Requests for mutual transfers shall also be registered in the Register of Requests for transfer.

(e) Each transfer applicant / applicant for mutual transfer shall be intimated with his / her register number as in the Register of Requests for transfer.

(f) When a post has to be filled during the transfer period, either on account of the existence of vacancy or because the incumbent of the post is due for transfer in the normal course, transfer to that post / vacancy shall be effected in the following order of priority.

- (i) Mutual transfers on requests.
- (ii) Transfer to the place where the spouse is working.
- (iii) Request transfers other than (i) above.
- (iv) Other cases.

(g) Subject to the condition that mutual transfers on request shall take precedence over other "request transfers" as per the priority indicated above, all "request transfers" shall be considered only on the basis of the existing seniority of registration in the Register of Requests, as on the date of effecting transfers.

(h) However, persons who are not due for transfer in the normal course or on their own request, should not be disturbed to accommodate the requests of others.

(i) Requests for transfers or mutual transfers may be made any time, subject to the other specified conditions. Requests should be submitted through proper channel, but advance copies may be submitted direct to the transferring authority on the basis of which the request shall be registered. Requests shall be registered immediately, with reference to the date of receipt of requests by the transferring authority, on a 'first-come, first-served' basis.

(j) A maximum of 3 alternative options in regard to the station / zone as the case may be, may be registered in respect of any individual. If one option is sanctioned, the other options shall automatically be treated as cancelled. The transferring authority should consider the requests of the Government servants in the order of preference indicated by them, and only when the Government servants cannot be transferred to the station/zone indicated in the first choice, he should be considered for transfer to the second choice and so on. A format in which Government servants requesting for transfer may apply to the transferring authorities is at Annexure-II. However, applications not in the prescribed format may also be registered and if any additional particulars are wanted, they may be called for separately.

An application for mutual transfer should be either a common application signed by both parties or separate applications in which mutuality is clearly expressed by both persons. Mere interchange of two persons without such prior registered requests cannot be deemed to be mutual transfer.

(See Govt. Lr.No.3103/P&AR(S)/94-1, dated 17.1.94)

(k) Requests for transfer / mutual transfer shall not be registered in the following cases, and even if registered, shall be cancelled under the following circumstances:-

(i) If the applicant has not already completed, or would not complete in the next transfer period, a service of at least one year in the post from which he requests for a transfer.

(ii) If the applicant has been granted a transfer / mutual transfer at his request at any time during the last two years, meaning that he can register an advance request for a transfer when his next transfer is normally due.

(iii) If the request is for transfer to native place / district, if the departmental rules prohibit such transfers to native place / district.

(iv) If a request is made for appointment to a specific post (Requests can be made only for posting to a place or a zone, as the case may be)

(v) If it is considered that it would not be desirable in public interest to post the applicant to the requested station.

(vi) If the applicant has worked in the requested station earlier for more than two years in the last four years or and he had been punished for any irregularities while working in that station.

(See Govt.Lr.No.15575/P&AR(S)/96-1, dated 12.4.96).



If the applicant who worked in the requested station earlier had been punished for any irregularity while working in that station, he is not eligible for request transfer to that station for a period of five years after his transfer from that station irrespective of whether the punishment was major or minor.

( See Govt. Lr.No.60462 / S / 96-1, dt.18-09-96)

(vii) If the applicant makes a negative request, i.e. requesting not to post or transfer to a particular place / post / office / institution.

(viii) If a request is made for transfer to the immediate previous station where the applicant worked.

(See Govt.Lr. No.63813/Per.S/94-1, dated 29-08-94)

A request transfer can be effected during the non-transfer period also by imposing the above restrictions.

(See Govt. Lr.No.94572/S/94-10, P&AR, dt.25.1.96)

The cases which satisfy the conditions / restrictions imposed therein need not be sent to the Government. However, specific orders of the Government should be obtained, in case, if any relaxation is proposed to any of the restrictions imposed therein.

(See Govt.Lr.No.15575/P&AR(S)/96-1,dt.12.4.96)

(ix) A request for transfer registered on the basis of the application from the Government Servant concerned shall also be cancelled under the following circumstances:

(i) If he withdraws his application at any time before issue of transfer orders.

(ii) If he gets promotion to a higher post and is posted in the same place or to any other place.

( See Govt.Letter No.15210/Per.S/94-1, dated 29-06-94)

(l) In cases of the types mentioned in (i) to (ix) of Item (k) above, the alternative request may be registered, and if there are insufficient alternatives, the applicant may immediately be asked to furnish the alternatives to the transferring authority.

(m) Mere registration of requests for transfer would not confer any automatic right to the transfer asked for.

(n) A Government servant who has been promoted shall have to make a fresh request for transfer in the promoted post, if he so desires, only after completion of one year in the post / station.

(o) If the options given by the Government servants cannot be acceded to, they can be posted to a place other than the ones of their choice after completion of three years in the present station / post, as mere registration of request for transfer shall not confer any right to the transfer asked for.

(p) The request for transfer will lapse when the officer gets a promotion or is transferred to another station.

( See Govt.Letter No.15210/Per.S/94-1, dated 29-06-94)

(q) The following guidelines shall be followed while effecting transfers of physically handicapped employees and employees having mentally retarded or physically handicapped children.

(i) The request for posting of Government servants having mentally retarded or physically handicapped children or children suffering from serious ailments to a place of their choice before completion of 3 year period in a station shall be considered sympathetically. The above factors will be valid reasons for retention upto 5 years or transfer before completion of 3 years, provided the orders are issued only during the transfer period.

(ii) Physically handicapped persons holding non-sensitive posts like Junior Assistant/Typist/Assistant etc. should be considered for transfer on completion of three years within the same station only.

(iii) Only if there is no suitable post within the same station to accommodate them, should they be considered for transfer to the nearest station where transport facilities are available to reach office, based on options exercised by them.

(iv) If physically handicapped persons are holding executive posts, they cannot be retained in the same post / station beyond three years. But they should be considered for transfer as under item (iii) above.

(v) In deserving cases, the physical disability of a Government employee should be considered as a factor for his retention till 5 years if the concerned Head of Department recommends such retention.

( See Govt.Lr.No.15210/Per.S/94-1, dated 29-06-94 )

#### **VII. PROCEDURE TO BE FOLLOWED FOR REQUEST TRANSFER:**

Request transfer to a vacant post, mutual transfers, request transfers of one of the spouses to the same station where the other is working and other request transfers which are found necessary, shall be allowed subject to the condition that no Travelling Allowance / Daily Allowance is claimed by the Government servants concerned who seek such transfers.

(See Govt. Lr.No.3517/P&AR(S)/96-1, dated 8.3.96).

Women Government employees on return from Maternity leave may be reposted to the same station from where they proceeded on leave provided they are not due for transfer. If they are due for transfer, they may be posted to the place according to the options (given by them in request transfer applications) registered in the Register for request transfers.

( See Govt.Lr. No.73661 / S / 95-1 dt.25-01-96 )

### Viii. GENERAL INSTRUCTIONS:

(i) Whenever notice of hearing with a copy of Original Application filed in matters relating to transfers is served on, it should be ensured that the reply affidavit is filed within 15 days from the date of receipt.

(See Govt. Lr. No.86456 / 93-4 dt.02-02-94 )

(ii) The expression 'seat' was used to denote posts of Junior Assistant, Assistant, etc. who may work in the same sections. "Change of post" in such cases it may not convey the correct intention. 'Change of seat' in such cases implies change in the subjects handled by them.

However, change of post / seat in the same station / office is to be considered only if there are no pending requests for transfer to the station.

(iii) State Service Officers on completion of three years can be transferred outside Chennai City if there are Subordinate Offices, or they can be transferred to another office located in Chennai City, subject to administrative consideration.

(iv) The Services of a person in a particular "Category" in a particular seat or post in a particular station is to be taken into account for computing the period of 3 years or 5 years for this purpose.

(v) Junior officials may have to be transferred out of the station to places where the other person in the same category has completed 3 years.

The test of the three year rule is whether the person has been doing more or less the same job for that period (irrespective of change of designation). But if there is promotion in between, involving work of a higher nature, the period of service in the present post or most recent post (in the case of those on leave, etc.) only need be reckoned for the purpose.

(vi) Interchange of seats among the Assistants may be done on condition that generally a person is not posted to the same post / seat which he handled once before by such interchanges.

( See Govt.Lr.No.17232 / Per.S / 94-1 dt.16-05-94 )

(vii) For the redressal of the grievances against any executive order, in matters affecting the conditions of service of Government servants, like transfers etc. issued by the Government or by the Competent authority, as the case may be and where no appeal is provided for in any rule in force, an appeal shall lie to the authority next higher to the one who has passed such an order or to the Government, if the order was passed by the Government, appeal shall be allowed within three months from the date of receipt of the order by the appellent.

( See G.O.Ms.No. 147, P&AR, dt.23-06-94 )

(viii) The consolidated Transfer Policy may be given wide publicity among the Government employees working in all Offices throughout the state by displaying the contents of the revised Transfer Policy in the Notice Board etc. The subordinate Officers under your administrative control should also be instructed suitably in this regard to ensure wide publicity among the employees working in their offices and also in the unit offices under their control.

( See Govt.Lr.No.3013/Per.S/94-3, P&AR dt.25-01-94 )

(ix) The transfer policy as amended / amplified by the Government from time to time would automatically be applicable to the employees of the Public Sector Undertakings etc. which have an omnibus provision in the respective staff Regulations to the effect that in matters in respect of which no specific provisions have been made in the said regulations, the rules, orders and instructions applicable to employees of the State Government will, mutatis-mutandis apply.

( See Govt. Lr.No.2839/Per.S/94-5, dt.15-07-94 )

(x) The persons who take-up Part-Time courses, including research work, have to do so without detriment to their official duties and responsibilities. They have to obey the transfers, etc. if the transfers etc., occur in the normal course, even if the studies are not completed, except where study is part of service conditions. If such Government servants claim for retention beyond the transfer period, it means that primacy is given to study and not to duty, which situation cannot be accepted.

( See Govt.Lr. No.64439/Per.S/94-1 dt.12-09-94 )

#### **IX.THE RIGHTS OF THE GOVERNMENT:**

(i) Notwithstanding anything contained in the previous paragraphs of the Government Order, the Government reserve the right to transfer any Government servant at any point of time in public interest for valid and sufficient reasons to be recorded in writing..

(ii) This transfer policy should be considered merely as guidelines to the competent authorities concerned for effecting transfers and does not confer any right on the Government Servants to rely on the same for retention or transfer in / from a particular place or post citing its various clauses

( See Govt. Lr. No 42829 / S / 97-4 dt.26-08-97 )

ANNEXURE – IIREGISTER FOR REQUESTS FOR TRANSFERS

( To be maintained separately for each category )

- 1) Serial No. (which will be registration number also) :
- 2) Date of receipt of application :
- 3) Name of the person requesting for transfer with designation and office in which he is now working :
- 4) Period of stay in the present post station :
 

From	To	
Y	M	D
- 5) Options in regard to the station/zone as the case may be (maximum of 3 options to be given) :
- 6) Reasons adduced for the transfer requested :
- 7) Number and Date of communication of registration sent to the Government servant :
- 8) If the request is refused please record the reasons there for and indicate the number and date of communication sent to Government servant :
- 9) Whether the request was complied with: If so, please indicate the place to which posted and number and date of posting order :
- 10) Any other comments :

NOTE: Mutual transfer and transfer to the place where the spouse is working should be entered in **RED INK**.



ANNEXURE - IVPROFORMA

Name of the Department:.....

1. Sl.No.
2. Name and designation of the Officer proposed to be transferred / retained.
3. Period of stay in the present Station & Division / Circle
 

	From	To
Total	Year	Month.
4. Place to which proposed to be transferred.
5. Specific & Valid reason(s) for transfer/retention beyond the transfer period.
6. Name & Designation of the Officer proposed to be shifted to provide for the officer mentioned against item.2
7. Period of service in the present Station / Circle / Division of the officer being transferred to
 

	From	To
Total :	Year	Month.
8. Details of station to which the incumbent proposed to be shifted
9. Whether the transfer / retention requires relaxation of orders issued in Lr.No 23847/P&AR(S)/98-1/dt.5.8.98
10. Remarks

/TRUE COPY/

SECTION OFFICER