

A2/ 986 /TC/2009

Transport Commissionerate  
Kerala, Thiruvananthapuram  
Dated 22.01.2009

Circular. No. 01 /2009

Sub:- Motor Vehicles Dept - Estt: General Transfer 2009-  
Applications invited - reg.

Ref: 1. GO (MS) 14/2000/Tran dated 19.05.2000  
2. GO (P) 12/04/P&ARD dated 10.09.2004

Application from staff of this Department for General Transfer during the year 2009, as per the existing norms are invited in the prescribed proforma (copy enclosed) so as to reach this office on or before 28.02.2009. Applications received after 28.02.2009 will not be considered. Incomplete / unsigned applications and those submitted in any form other than the prescribed one and those not forwarded through proper channel will be rejected summarily. Application once submitted shall not be withdrawn unless there is a specific reason which should be established by facts. However such withdrawal of application shall be made before the General Transfer comes into effect.

Heads of Offices are directed to collect and counter sign the applications of the employees under them after necessary verification with reference to the service records and forward the same to the Transport Commissionerate within the stipulated time limit. Along with the written applications one copy in CD also should be sent. One separate CD should be sent for each category. To avoid delay, duplication of work and errors the employees may

Applications from all categories of staff should not be sent in a single lot. Applications of each category should be sent separately. Applications already received for transfer prior to the issue of this circular

will not be entertained and further transfers will be in pursuance of this circular and applications will be valid until the General Transfer for the year 2009 only.

The Heads of Offices are also instructed to bring the contents of this circular to the notice of all staff members.

Sd/-  
Transport Commissioner (I/C)

To

1. All Deputy Transport Commissioners/ Regional Transport Officers and Joint Regional Transport Officers of Sub.RT Offices
  2. The Director of Public Relations (With CL)
- Copy to: CA to TC and Addl.TC, Sey.STA, Sr.AO, Sr. DTC (T), Sr.FO, ATC, Accounts Officer, Asst.Sey.STA, All Superintendents of Transport Commissionerate, SF & Spares

Approved for issue

Junior Superintendent

**APPLICATION FOR TRANSFER**

1	Name of Employee	
2	Designation	
3	Present office of posting	
4	Date of Birth	
5	Native place (District also)	
6	Permanent Residential Address (Proof to be attached)	
7	Date of commencement of continuous Service in this Department	
8	Date of retirement	
9	Date from which the applicant has been working in the present station	
10	Date of commencement of service in the present grade	
11	Details of places of previous postings in the present grade	
12	Whether spouse is a Government servant and if so give details	
13	Was the transfer to the present station was on request or on disciplinary grounds or on public interest ( Refer the No. and date of order)	
14	Name of three stations in order of preference to which transfer is applied for	

15	Reason for applying for transfer	
16	Whether the applicant belongs to any of the following category to consider for special concession for transfer as per norms	
(i)	SC/ST Employee	
(ii)	Physically handicapped	
(iii)	Inter- caste married employee	
(iv)	Ex- Serviceman	
(v)	Relative of serving Jawan	
(vi)	Son / Daughter / Spouse of Freedom fighters	
(vii)	Parents of mentally retarded children	

I ... .....(Name, Designation and Office) hereby declare that the particulars furnished in this application are true.

Place:

Date:

Signature of applicant

Verified with reference to the Service records and found that the relevant particulars are correct.

Place:

Date:

Countersigned by Head of Office

Note : If the employee does not specify the 3 stations of choice it will be presumed that he / she has no objection to be posted anywhere else other than the one or two opted stations.