

Circular. No. 01 /2010

Sub:- Motor Vehicles Dept - Estt: General Transfer 2010-
Applications invited - reg.
Ref: - G.O.(P) No-21/2009/P&ARD dated 30-12-2009

1. Application from Staff of this Department for General Transfer during the year 2010, as per the existing norms are invited in the prescribed proforma (copy enclosed) so as to reach this office on or before 31-01-2010 on the basis of Government order vide reference cited. Applications received after 31-01-2010 will not be considered. Incomplete /illegible 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 Application once submitted shall not be withdrawn unless there is a specific reason which should be established by facts.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.

2. The 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 i.e up to 31-01-2010. Applications of each category should be preferably sent separately by special messenger in the name cover of Mr.Radhakrishnakumar, Assistant Transport Commissioner (In Charge). 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 2010 only.

The Heads of Offices are also instructed to bring the contents of this circular to the notice of all staff members by internal circulation and display on office notice board prominently.

Sd/-
Transport Commissioner

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, Sey.STA, Sr.AO, Sr. DTC (T), Sr.FO, ATC(I/C),
Accounts Officer, All Superintendents of Transport
Commissionerate, SF & Spare

Approved for issue



Junior Superintendent

APPLICATION FOR TRANSFER

1	Name of Employee/Designation/Academic Qualification	
2	Present office of posting	
3	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)	
4	Details of places of 3 previous postings	
5	Date of Birth—	
6	Native place (District also)	
7	Permanent Residential Address (Photostat of Election ID Card of Election Commission)	
8	Date of commencement of continuous Service in this Department	

9	Date of retirement	
10	Date from which the applicant has been working in the present station	
11	Date of commencement of service in the present grade	
12	Whether spouse is a Government servant and if so give details including native district, present posting	
13	Name of three stations in order of preference to which transfer is applied for	
14	Reason for applying for transfer	
15	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	
(viii)	Distant place service	
(ix)	Compassionate grounds	

(x)	Any other reasons	
16	Any disciplinary action/ court case pending; give details	

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.