CS/T/01

## Application for transfers of Combined Service General/ Mutual transfers

Post and class		Number of appointment	the	letter	of
a. Personal details 1. Name in full					
1. Name in fair					
2. Name with initials					
3. Date of birth	4. National identity card	5. Sex	6. statu	Mai s	ital
7. Permanent address	Temporary address				
8. Telephone number	Office	Personal			
9. Name of the spouse		Occupation and the spouse	l service	statio	n of

## b. Service particulars

10. Present service station				
11. Date of reporting to the present	12	. Period of service at th	ne present service stati	on
service station	••••	yearsmonths	days	
13. Have you served at a popular service				
station?				
14. Service stations in the government service within the immediately preceding 15 years	Se	rvice station	Period of service	
	1		From	То
	2			
	3			
	4			
	5			

## c. Particulars of the request for transfer

15. Reasons to request for transfer	
( attach documents to prove)	
16. Service station to which transfers are	1.
requested	2.
( Attach vacancy letters and letters of	
recommendation if any)	
17. Name and service station of the other	Name Service Station
officer, if a mutual transfer	

I hereby declare that the information provided above is true and
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Date Signature

- d. Recommendation of the Head of the Ministry/ Department:-
- ➤ The transfer request of the above mentioned officer is hereby recommended with/ without a replacement/ on the basis of providing a replacement at a later occasion
- ➤ My concurrence is granted for the officer proposed for the mutual transfer

Date Signature Official seal