

REPRESENTATION FOR GENERAL TRANSFER (Proforma)

1 Name and Designation of the Officer

2 Date of Joining the present station

3. Stations in which the officer worked earlier and the period during which he/she served in each station.

Sl. No	Post	Station	From	To

4 Home Station(See the definition in Para 1 of General Transfer Norms)

5 Place of Choice in the order of preference

- 1.
- 2.
- 3.

6 Whether the choice conforms to the General Transfer Norms? If not, state the reasons for deviation

7 Whether the Officer has any request for extension in the present station? If so, state the reasons for such extension and also state whether the request for extension conforms to the norms.

8 Any other relevant information which the officer would like to furnish

DECLARATION

I do hereby declare that all the above facts are true to the best of my knowledge and belief.

Place :
Date :

Name
Signature