

**FORMAT OF APPLICATION FOR INTER-DISTRICT TRANSFER**

Form to be filled in regard to transfer from one cadre (District) to another cadre (District) sought under Rule 5 (2) (c) / 5 (2) (d) of Presidential Order.

1.	Name of the individual seeking transfer	
2.	Employee code Number	
3.	Post held a) Category of the Post b) Management ( M.P / Z.P / Government) c) Medium d) Subject e) Day, Month and year from which the post held f) Scale of Pay g) Basic Pay h) Present working address i) Date from which working in the present address j) District	
4.	Local cadre (District) to which he/she belongs	
5.	Local cadre (District) to which transfer is sought	
6.	Is the transfer sought on account of spouse being brought to one place	Yes/No
7	Status of Local / Non-local candidature in the district to which transfer is sought	
8.	If the transfer sought is on account of spouse being brought to one place, nature and place of employment etc., of the spouse. Please give details about your SPOUSE as per following :-  i) Name of the Spouse  ii) Whether the spouse is a) State Government employee b) Central Government employee c) State Public Sector employee d) Central Public Sector employee e) University employee f) Local bodies  iii) Department/Institution presently working  iv) Is spouse working in non-transferable post (Certificate to be obtained from the employer that whether he/she is under non-transferable post)  v) Year of Marriage  vi) Date of appointment in present organization/ institution  vii) Designation  viii) Place of working with full address  ix) District	Yes/No

	x) Scale of pay xi) Basic pay xii) Nativity of the spouse	
9.	Whether a certificate is obtained from the employer of the spouse regarding the employment of the spouse  Date on which the certificate is obtained (The certificate obtained prior to 01-07-2012 will not be considered)	Yes/No
10.	If the transfer sought on reciprocal (mutual) basis ? If so, provide the details of the CANDIDATE, who has given consent :-  a) Name of the candidate b) Date of Birth c) Category of the Post d) Medium e) Subject f) Management g) Day, month and year from which the post held h) Date from which working at present place i) Scale of pay j) Basic pay k) Place of working with full address l) District	Yes/No
11.	Whether the consent of the candidate obtained Date on which the candidate has given the consent (The certificate obtained prior to 1-7-2012 will not be considered)	Yes/No

(Filling up of all the Fields are mandatory)

**NOTE:**

- 1) All the above certificates shall be submitted to the Mandal Educational Officer concerned along with application form with acknowledgement.(Original certificate of spouse or mutual with all details, which ever is applicable)
- 2) If the information furnished is incorrect, suitable disciplinary action will be initiated as per rules.

**DECLARATION**

- I hereby declare that the above information furnished by me is correct.
- I will forego my seniority in old unit and accept to take last rank in the new unit.

Signature of the Candidate