

**Annexure - A**  
**General Transfer - 2020**

**Application for transfer**

Name & Pen No.	Sl.No. in Final List	Rank No.	Designation	Mobile No. & email ID

1

2. Date of entry in service :
3. Home station
4. Present station
5. Service history in table below

Designation	Name of station	District	From date	to date

6. Out station service in years
7. Details of LWA, Deputation
8. First three stations opted
9. (i) Whether transfer is applied on the basis of any protection  
(ii) If yes , specify the category
10. Reason for transfer request ( to specify - wrong entry in SPARK/violation of transfer guidelines)

11. Signature of the applicant with date.

**Certificate**

Certified that above details are correct as per service records. Application is recommended as reason stated at item no. 10 above is found genuine.

Signature

Name and designation of DDO

Counter Signature  
Name of PAO

Office seal (PAO)

## **Annexure - B**

### **Time line for filing & forwarding applications**

1. Date submission of application by employees : 15.09.2020 to 22.09.2020
2. Forwarding of applications with due recommendations by DDO to PAO. : On or before 30.09.20
3. Forwarding of applications by PAO with counter signature to Director : On or before 15.10,2020
4. Passing of final orders on genuine applications by Director : on or before 15.11.2020.

### **How to forward applications**

1. Employees to submit application in the prescribed format physically to DDO.
5. DDOs to forward applications through e mail to PAO concerned after due recommendation.
6. PAO to download the applications and countersign at appropriate space
7. PAO to forward duly countersigned applications to Director to the email id , agrigeneraltransfer@gmail.com with CC to applicant. Subject of the mail shall be " General transfer - 2020 - Final list - Application for transfer:.