

Serial No.: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION FOR REQUEST TRANSFER**

Principal's \_\_\_\_\_  
remarks \_\_\_\_\_

Signature of Principal

**A** Employee ID  Centre: \_\_\_\_\_ School No: \_\_\_\_\_

(i) Name : \_\_\_\_\_

(ii) Designation : \_\_\_\_\_

(iii) Date of Birth : \_\_\_\_\_ Age: \_\_\_\_\_ yrs \_\_\_\_\_ months

(iv) Qualification(s): \_\_\_\_\_ Subject(s): \_\_\_\_\_

**B** Details of Spouse:

(i) Name : \_\_\_\_\_

(ii) Whether spouse is working?  Yes  No (Tick relevant box)  
If 'Yes'

(iii) Department :  DAE  AEES  Central Govt.  State Govt.  Others

(iv) Designation : \_\_\_\_\_ ID:

(v) Office Address : \_\_\_\_\_  
\_\_\_\_\_

(vi) Place of Stay : \_\_\_\_\_

(vii) Nature of job :  Transferable  Non-transferable

(viii) Details of children:

<b>Sr No</b>	<b>Name</b>	<b>Age (yrs)</b>	<b>Class in which studying</b>	<b>CHSS No</b>
1				
2				
3				

**C** (i) Date of posting at present centre: \_\_\_\_\_

(ii) Initial Appointment

<b>Date</b>	<b>Post</b>	<b>Centre &amp; School</b>

(iii) Classes and Subjects presently being taught:

Class				
Section				
Subject				

(iv) Details of previous transfers:

Sr No	From		To		Date joined	Reason for transfer
	Post	Place	Post	Place		
1						Admn/Request
2						Admn/Request
3						Admn/Request

(v) Reason(s) for present request for transfer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(vi) Preference of centres : (1) \_\_\_\_\_

(2) \_\_\_\_\_ (3) \_\_\_\_\_

Signature of the applicant.

**For official use only**

(i) Vacancy position: (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(ii) Details of previous three years performance.

Year	C.R. Grade	Teachers Test	Class result (Annual)

**Transfer Approved / Not approved / Deferred**

**CAO**

**Secretary**

**Chairman**