

PROFORMA-I
TRANSFER PROFORMA

1.	Name of the Officer	:	
2.	Designation	:	
3.	Date of Birth	:	
4.	Name of the Home Town & State	:	
5.	Present Place of Posting	:	
6.	Date from which posted at the Present Place of Posting	:	
7.	Date from which posted in the Present Unit	:	
8.	Whether the officer is 'Due for Transfer' as per Para II of Transfer Policy	:	
9.	Whether the officer is making representation as per Para IV of Transfer Policy	:	
10.	If yes, reasons for the representation	:	
	(a) Health (Pl.specify)	:	
	(b) Education (Pl.specify)	:	
	(c) Retirement (Pl.specify)	:	
	(d) Spouse grounds (Pl.specify)	:	
	(e) Others, if any, (Pl. specify)	:	
10.	Name of three different City/Station in order of Preference	:	
	1 st Preference	:	
	2 nd Preference	:	
	3 rd Preference	:	
	4 th Preference	:	
	5 th Preference	:	

(Signature of the officer
with designation)

- NOTE:**(a) Options only in respect of stations will be entertained and requests for specific posting in a particular stations will not be considered.
- (b) Officers whosoever want to give additional details in respect of their request may attach suitable details in an annexure.