

GOVERNMENT OF TAMIL NADU

Personnel and Administrative (Per.S) Reforms Department

Letter No.3013/Per-S/94-1 dt.17.1.94

Sub: Public Services - Transfer of Government servants from one station to another once in three years - Format for submission of applications - Instructions - Issued.

Ref: G.O. Ms. No.10, Personnel and Administrative Reforms (Per.S) Department, Dated 7.1.94.

I am directed to invite your attention to the G.O. cited wherein revised procedures for effecting transfers of Government servants in Group 'A', 'B' and 'C' have been laid down.

2. According to instructions in paragraphs (x) (i) and (j) under item V, "Registration of request for Transfer", contained in Annexure I to the said G.O. the Government servants should send their requests for transfer to the transferring authorities through proper channel specifying the station/zone to which they may be considered for transfer indicating a maximum of 3 alternative options. They may also submit advance copies of their applications direct to the transferring authority, on the basis of which the request for transfer shall be registered by the said authority on a 'first-come, first-served' basis. As per para x(e), the registration number has to be communicated to the applicant.

3. In order to ensure that the Government servants furnish all the relevant details required for registering their requests in the prescribed register, a format in which the Government servants requesting for transfer may apply to the transferring authorities is annexed to this letter. However, applications not made in the prescribed format may also be registered, and if any particulars are wanted, they may be called for separately.

4. The Government servants should indicate the station/zone to which they require transfer in the order of preference as they may desire, under column 7 of the format, subject to a maximum of three alternative options.

5. The transferring authority should consider the requests of the Government servants in the order of preference indicated by them, and only when the Government servants could not be transferred to the station/zone indicated in the first choice, he should be considered for transfer to the second choice, and so on.

6. I am to state in this connection that an application for mutual transfer should be either a common application signed by both parties or

separate applications in which mutuality is clearly expressed by both persons. Mere interchange of two persons without such prior registered requests cannot be deemed to be mutual transfer for purpose of the instructions contained in the G.O. cited.

7. Further, the transferring authorities are requested to maintain the Register of requests for transfer properly. These registers will have to be produced at the time of inspection of the office and also if and when called for.

8. I am to request that the instructions contained in G.O. cited (which has already been sent to you) and in this letter may be communicated, immediately, to all transferring authorities under your control.

9. The receipt of the G.O. cited and this letter may be acknowledged immediately.

Yours faithfully,
for Chief Secretary to Government.

Annexure

FORMAT OF APPLICATION FOR "REQUEST TRANSFER"

To be submitted through proper channel with advance copy to the transferring authority. (This format is not essential as long as the relevant information is available)

Name of applicant (in capital letters)	Designation	Date from which working in the present post	Place of work
(1)	(2)	(3)	(4)
(5) Brief reasons for requesting for transfer (in not more than 10 words)			
(6) Native place of the applicant; District: Place:			
(7) Place/Zone to which transfer is requested (in the order of preference; maximum 3)			
(1)	(2)	(3)	
(8) Details of posts held by the applicant during the last six years			

Sl. No.	Post held	Period		Office	Place
		From	To		

(9) Are any charges pending against the applicant? If so, give the reference No. and Date:

I certify that the above information is correct. I also declare that I am willing to forgo transfer TA and transfer allowance in the event of my request being granted.

Place:

Date:

Signature of the applicant

For use of office of transferring authority

- (1) Date of receipt
- (2) Date of registration
- (3) Registration Number
- (4) Date of communication of Registration No.

(True Copy)