

A2/ 349/2015/TC

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DEPARTMENT OF MOTOR VEHICLES  
OFFICE OF THE TRANSPORT COMMISSIONER  
TRANS TOWER,VAZHUTHACAUD  
THYCAUD P.O  
THIUVANANTHAPURAM-695014  
DATED: 25/ 03/2015

**CIRCULAR No. 01/2015**

Sub: - MVS Dept- Estt- General Transfer 2015- Application invited- reg.

Ref: - 1.G.O. (MS) No.26/2011/Trans dated.11.05.2011

2. G.O (Ms) No.32/2012/Trans dated.05.06.2012

Application from Staff of this Department for General Transfer during the year 2015, as per the existing norms are invited in the prescribed proforma (copy enclosed) so as to reach this office on or before 25/04/2015 on the basis of Governments orders vide reference cited. **Application received after 25 /04/ 2015 will not be considered.** Incomplete/ illegible unsigned applications and those submitted in any form other than the prescribed one and those not forwarded through proper channel will be rejected summarily. Application once submitted shall not be withdrawn unless there is a specific reason which should be established by facts. However such withdrawal of application shall be made before the General Transfer comes into effect.

The Head of Offices are directed to collect and counter sign the applications of the employees under them after necessary verification with reference to the service records and forward the same to the Transport Commissionerate within the stipulated time limit i.e, reach this office on or before 25/04/2015 **Applications already received for transfer prior to the issue of this circular will not be entertained and further transfers will be in pursuance of this circular and applications will be valid only up to the General Transfer 2015.Those who are not considered for the General Transfer shall file fresh application if they are desirous of being considered for future vacancies.**

Applications in respect of different categories of employees shall not be forwarded in a single lot. Application of each category shall be forwarded separately.

The Heads of Offices are also instructed to bring the contents of this circular to the notice of all staff members by internal circulation and display on office notice board prominently.

The service for the purpose of station seniority shall include the actual period of duty of the official in the particular station excluding the leave of every kind other than casual leave, special casual leave and compensation leave availed.

Sd/-  
**C.V. SUNIL KUMAR**  
**SENIOR ADMINISTRATIVE OFFICER**  
For Transport Commissioner

To

1. All Deputy Transport Commissioners/ Regional Transport Officers and Joint Regional Transport Officers of Sub Regional Transport Offices.
2. The Director of Public Relations (With CL)

Copy to: CA to TC, CA to JTC, JTC (E), Sey.STA, Sr.AO, Sr.DTC(T), Sr.FO, Accounts Officer, All Superintendents of Transport Commissionerate, SF & Spare

*Forwarded/By Order*

*25/3/2015*

*Senior Superintendent*

**APPLICATION FOR TRANSFER**

1	Name of Employee/Designation	
2	Present office of posting	
3(a)	Whether DRB is applicable. If yes, date from which working in the DRB	
(b)	Was the transfer to the present station was on request or on disciplinary grounds or on public interest (Refer the No. and date of order)	
4	Details of places of 3 previous postings	
5	Date of Birth	
6	Native place (District also)	
7	Permanent Residential Address (Photostat of Election ID Card of Election Commission)	
8	Date of commencement of continuous Service in this Department	

9	Date of retirement	
10(a)	Date from which the applicant has been working in the present station	
(b)	Details of absence viz. leave of any kind other than casual leave and compensation leave availed by the official posted on other duty/ working arrangement etc, while working in the present station	
11	Duration of service in the present district a) In the post: b) Total tenure :	
12	Date of commencement of service in the present grade	
13	Whether spouse is a Government servant and if so give details including native place	
14	Name of three stations in order of preference to which transfer is applied	
15	Reason for applying for transfer	
16	Whether the applicant belongs to any of the following category to consider for special concession for transfer as per norms	
(i)	SC/ST Employee	
(ii)	Physically handicapped	
(iii)	Inter caste married employee	

(iv)	Ex-Serviceman	
(v)	Relative of serving Jawan	
(vi)	Son/Daughter/Spouse of Freedom fighters	
(vii)	Parents of mentally retarded children	
(viii)	President/General secretary of recognized service organization	
(ix)	Parents of deaf and dumb children	
(x)	Widow or Widower	
(xi)	Distant place service	
(xii)	Compassionate grounds	
(xiii)	Any other reasons	
17	Any disciplinary action/court case pending give details	

I ..... (Name, Designation and Office) hereby declare that the particulars furnished in this application are true.

Place:

Date:

Signature of applicant

Verified with reference to the Service records and found that the relevant particulars are correct.

Place:

Date:

Countersigned by Head of Office

Note: If the employee does not specify the 3 stations of choice it will be presumed that he / she has no objection to be posted anywhere else other than the one or two opted stations.