

PROFORMA FOR FORWARDING THE APPLICATION

1. Name and designation of applicant :
2. Date of birth :
3. Date of entry in the dept with name
of the post and station :
 1. Name of post :
 2. Station :
4. Date of appointment in the present cadre
with name of post and station. :
 1. Name of post :
 2. Station :
5. Whether permanent/ temporary with
the date of permanency :
6. Date of continuously working in the
present unit and post held :
7. Whether SC/ST/OBC/OC :
8. Date of receipt of application in the
office in which he is working :
9. Whether the official previously submitted any application
and particulars of the application with date:
10. Whether disciplinary/vigilance case
is pending of contemplated :
11. Reason for applying the transfer :
12. In case of female applicant station and
office where her husband is working :
13. Whether transfer applied for is at
own cost and request :
14. Recommendations :

Signature of the head of the unit

Note 1: If transfer is applied for at particular station such application is not within the rules and action cannot be taken on such application

Note 2: Incase by way of mutual exchange copy of application along with declaration of Both the officials should be attached

Note 3: For each division separate application is necessary

Note 4: Declaration requested under the rules should be attached quoting names of the Division/Circle specifically

PROFORMA FOR TRANSFER UNDER RULE – 38 AND REQUEST TRANSFER

1. Name and designation of the applicant and station where working
 - I) Name :
 - II) Post Held :
 - III) Station of working :

2. Date of appointment in the department
 - I) Appointment in basic cadre :
 - II) Appointment date in basic cadre :
 - III) Working in present cadre :
 - IV) Date of appointment in present cadre :
3. Name of unit where at present working with name of post :
4. a) Date from which working in the present Unit and Grade :
b) Date from which working at present station and Grade :
5. Unit which transfer is required :

6. If transfer is in mutual exchange particulars of the other the official and Unit where working
 - I) Name of official :
 - II) The official working as :
 - III) Name of the working Unit :
 - IV) Date since he working with name of Grade :

7. Reason for seeking transfer (In Detail) :

8. If the transfer is requested on marriage ground, the spouse where employed and declaration that the applicant's spouse is not getting transfer :
9. Whether came to present station under rule – 38 :
If so, furnish full details :
10. Whether transfer is at own cost and request :
11. Whether ready to work any where
in the SSA Unit :

Place:

Date:

Signature of the official – seeking transfer

Declaration by an official seeking transfer from one SSA/Circle to another SSA/circle who have either already applied for transfer under Rule 38 of P & T Manual Vol. IV or under Rule 8 of BSNL's Employees Transfer Policy notified on 7.5.2008

In connection with my request dated _____ for transfer to _____ (Name of the SSA / Circle), I shri/smt/Km _____ working as _____ (Designation) in the Office of _____ name of SSA/Circle) hereby declare that -

1. I will not claim any TA/DA/TP/joining Time.
2. I accept that I shall rank junior in the gradation list of the new unit to all the officials of that unit on the date of joining in the new unit, including all persons who have been approved for appointment to the grade on that date.
3. In case of request transfer by way of mutual exchange, I un-conditionally agree to accept the seniority in the gradation list of the new unit as laid down in Rule 8 of BSNL's Employees Transfer Policy dated 7.5.2008.
4. I accept that claim for the benefit of promotion, on having qualified in the departmental examination while working in the parent unit, shall be permitted subject to the condition that a request to this effect is made by me within a period of six months of declaration of the result or finding a place in the select panel.
5. I accept that I shall not seek re-transfer to my parent unit before completion of 5 years of service in the new SSA/Circle.
6. I accept to forego all my claims in the old unit, even if a permanent vacancy was available or become available because of the retrospective permanency of post or for any other reason I am/was entitled for confirmation against such post in my old unit/SSA.
7. I have never before availed of any change of transfer/mutual exchange within preceding five years.
8. I agree not to claim for a posting in any particular station of the new SSA/Circle.
9. I accept all the terms and conditions as laid down in the BSNL's Employees Transfer Policy notified vide letter NO.6-1/2007-Restg. Dated 7.5.2008, as amended from time to time.

Signature of the Applicant

Designation :

Staff No :

Hrms No :

Date :

REMARKS OF THE HEAD OF THE DIVISION/UNIT/CIRCLE

The application of Shri/Smt. _____ seeking transfer under rule – 38 of P&T Main Vol IV has been scrutinized by me and I am satisfied with the correctness of the information of the following points are also furnished

1. Whether the official is involved in loot fraud and criminal cased :
2. Whether any disciplinary/Vigilance cases are pending against the official :
3. Whether the transfer is recommended :
4. Whether the services of the official can be spared without substitute :
5. Whether health certificate in Service Book and PVR of the official are posted and records in his service/Book/CR :

Place

Date

Signature of Head of the Unit/Division

Designation

I Shri/Smt/Kum _____ Staff no. _____ of _____ at _____ present working as _____ with to take to seek transfer/change of cadre under rule – 38 P&T Vol IV at my own cost and request

Signature :
Designation :
Staff no :
Hrms No :

Annexure – E

I Shri/Smt/Kum _____ hereby tender my consent/willingness that I may be reverted from Sr.TOA/TTA/PM/SSS to the basic _____ cadre on account of getting transfer under rule – 38 as amended from time to time

Signature :
Designation :
Staff No :
Hrms No :

Annexure – F

I Shri/Smt/Kum _____ hereby tender my consent/willingness that I may be reverted from Sr.TOA/TTA/PM/SSS to the basic _____ cadre on account of getting transfer under rule – 38 as amended from time to time

Signature :
Designation :
Staff No :
Hrms No :