

Photograph to
be cross
attested by
executive of
Personnel
Deptt.

APPLICATION FOR MUTUAL TRANSFER OF NON-EXECUTIVE

Photograph
to be cross
attested by
executive of
Personnel
Deptt.

Transfer : Area / Company : Transfer : Area / Company :

- | | |
|--|---|
| 1. Name : | Name : |
| 2. Father's / Husband Name: | Father's / Husband Name: |
| 3. Designation : | Designation : |
| 4. Identity Card No.: | Identity Card No. : |
| 5. CMPF A/C No. : | CMPF A/C No. : |
| 6. Employee Code : | Employee Code : |
| 7. PIS No. : | PIS No. : |
| 8. Date of appointment: | Date of appointment: |
| 9. Place of working :Unit Area. | Place of working :Unit Area. |
| 10. Designation on : | Designation on : |
| joining the company | joining the company |
| 11. Place of Unit/ Area at : | Place of Unit/ Area at : |
| the time of joining in | the time of joining in |
| the company | the company |
| 12. Date of coming to the : | Date of coming to the : |
| present grade | present grade |
| 13. Date of joining the : | Date of joining the : |
| present Unit / Area | present Unit/ Area |
| 14. Attendance during the last : | Attendance during the last : |
| Month from the date of forwarding | Month from the date of forwarding |
| the application for transfer | the application for transfer |
| 15. Disciplinary action taken : | Disciplinary action taken : |
| if any during the last three | if any during the last three |
| years with details. | years with details. |
| 16. Reason for seeking transfer: | Reason for seeking transfer: |

Signature / Thumb impression of the employee

Signature / Thumb impression of the employee

Manager (Personnel) of the Unit

Manager (Personnel) of the Unit

Project Officer

Project Officer

General Manager

General Manager