

APPLICATION FOR TRANSFER UNDER RULE-38 OF P&T MANUAL VOL-IV

1. Name of the applicant :
2. Designation :
- (a) Date of appointment :
- (B) Whether, permanent or temporary :
- (c) Whether single or married :
- (d) Present station of duty :
3. Division for which transfer is sought for :
Indicating ovation.
4. Reasons for which transfer is sought for :
5. Have you any documentary evidence :
(e.g. Title deeds including of name in Voters list municipality rent receipt including your permanent address to Establishment.)
 - (i) That you are full or part owner of any house in the unit to which you seek transfer. :
 - (ii) That you are a permanent resident in any locality in the unit to which you seek transfer. :
 - (iii) That in any case you are not full or part owner of a house and occupy rented accommodation your family has stayed in locality in rented accommodation for the generation i.e. since you have / were born. If so original of the proof duly attested by the Civil Supdt. Concerned should be furnished. :
6. Whether you are refugee from Pakistan :
7. Are you agreeable to take transfer under Rule-38 of P&T Manual Vol-IV and agreeable to accept all terms and conditions there of. :
8. I, Shri/Smt/Miss _____ declare that above information furnished by me are true to the best of my knowledge and belief.

Date :
Place :

**Signature of the candidate
with designation**

The above application of Sri / Smt _____ seeking transfer under Rule-38 of P&T Manual Vol-IV has been scrutinized by me and I am satisfied with the correctness of the information furnished by the official in the application. The information on the following points is also furnished.

1. Whether the official is involved in any loss, fraud, criminal cases.
2. Whether any disciplinary case is pending against the official?
3. Whether the transfer is recommended

Date:

**Signature & Designation of
the Head of the Division**

Declaration under Rule-38 of P & T Manual Volume-IV

I hereby declare that in the event of my transfer from _____ to _____ I will rank junior in the gradation list of the new unit to all the officials, both permanent and temporary of that unit on the date of joining that unit.

I will not claim any TA or transit. I will have any claim to go back to my old unit. I will also abide by the Rule-38 of P&T Manual Vol.IV as amended from time to time.

I also forfeit any special privilege to which I am entitled to by virtue of my position in the gradation list of the unit from which I requested for the transfer.

I will forgo all claims for confirmation in my old unit even if a permanent vacancy has available or becomes available because of retrospective permanency of posts or for any other reason to which I was entitled to confirmation against such post in the old unit.

I will after transfer to the new unit to eligible for confirmation in the new unit and according to my position in the gradation, list of that unit.

Station :

Signature of the Official

Date :

Designation: