

ANNEXURE-I

Proforma for seeking Temporary Transfer

Sl. No.	Contents	Details		
1.	Name of the official (copy of the request duly verified by the Unit Head to be enclosed)			
2.	Cadre and Date of initial appointment in the department			
3.	Present cadre of the official			
4.	Date of entry in present cadre			
5.	Name of unit presently working (division/circle)			
6.	Whether probation period has been completed			
7.	Details of temporary transfer, if any, availed earlier (period and place to be mentioned)			
8.	Name of division/circle where temporary transfer has been sought			
9.	Ground for temporary transfer (Whether Compassionate Appointment/Spouse/Others) (Supporting documents to be enclosed)			
10.	Whether the request has initially been considered under Rule 38, if yes, what is status, if no, reason thereof			
11.	Whether the applicant is clear from Vigilance angle (yes/no), if no, give details			
12.	Any other information			
13.	Vacancy position of parent division	Sanctioned	Working	Vacancy
14.	Recommendation of PMG concerned			