

Annexure II**Register to requests for Transfers****(To be maintained separately for each category)**

S.No. (which will be regn. no. also)	Date of receipt of application	Name of the person requesting for transfer, with designation and office in which he is now working	Period of stay in the present post/ station		Option in regard to the station/ zone as the case may be (maximum of 3 options to be given)	Reasons ad duced for the transfer requested	No. & date of communication of registration sent to the Government servant
			From	To Y.M.D.			
(1)	(2)	(3)	(4)		(5)	(6)	(7)

If the request is refused, place record the reasons therefor and indicate the no. & date of communication sent to the Government servant	Whether the request was complied with; if so, please indicate the place to which posted and no. and date of posting order	Any other comments
(8)	(9)	(10)

Note:- Mutual transfer and transfer to the place where the spouse is working should be entered in red ink.

Section Officer.