

**CIRCULAR**

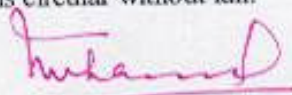
Sub:-Industries-Establishment- General Transfer for the year of 2015 Application  
called for-Reg

Ref:- G.O (P) No.12/2004 P& ARD Dated.10.09.2004

A Proforma for the application for General Transfer for the year 2015 is enclosed herewith. It is requested to obtain and forward the request from all categories of employees, who are eligible to be considered for General Transfer as per the reference cited.

Requests should be received in this office on or before 31.03.2015 along with the recommendation of Head of office .Incomplete applications will not be entertained.

All the controlling officers are directed to communicate this circular without fail.



A. Meharniza  
Senior Administrative Officer  
for Director of Industries & Commerce

**To**

1. The Director of Handlooms & Textiles, Thiruvananthapuram
2. The Director of Coir Development, Thiruvananthapuram
3. All General Managers, District Industries Centres.
4. All Project Officers (Coir)
5. The Deputy Director, CFSC, Manjeri
6. The Deputy Director, CFSC, Changanasery.
7. All Sections of this office.

**INDUSTRIES & COMMERCE DEPARTMENT**  
**Application for General Transfer-2015**

1	Name & Designation of employee			
2	Native Place & District			
3	Name of office in which working			
4	Date from which working in the present station			
5	Whether the posting in the present station was based on your request.			
6	Name of District to which transfer is requested in the order of preference (First preference as 1, second preference as 2.....)	1		
		2		
		3		
7	Details of previous outstation service			
	<b>Category</b>	<b>from</b>	<b>To</b>	<b>Name of Office</b>
i				
ii				
iii				
iv				
8	Whether dependent of Jawan (If so evidence should be attached)			
9	Whether husband and wife are employed (If so furnish the details)			
10	Whether physically handicapped			

11	Whether Inter-Caste married (If so furnish the details)	
12	Whether belongs to SC/ST	
13	Any other details for special consideration (Give details)	
14	Date of retirement	

Signature of Employee

**Declaration**

Certified that I have verified the details furnished by the incumbent alongwith the Service Book of the incumbent and found correct. His/Her request may be favourably considered.

Recommendation of the Controlling Officer

Place :

Date :