

**STAFF SUPERVISING**  
**APPLICATION FOR INTER MODULE/CIRCLE**

01. Full Name of the Official :
02. Date of Birth :
03. Place of domicile as recorded in  
Service File :
04. Present Designation (including name  
of the Branch) :
05. Date of Appointment as Officer :
06. Date of Confirmation as Officer :
07. Total pensionable service :
- (A) If wife is working where stationed :  
(B) Details of property owned &  
Where obtained :
08. Family Background :
- (A) Age of Father :  
(B) Vocation of Father :  
(C) Age of Major brothers their  
Vocation & where stationed :
09. Module to which transfer is sought :
10. Three places of choice in other module/  
Circle in order of preference :
11. Special reasons for the transfer  
(If the reasons include medical grounds  
of either of parent, medical certificates  
should be forwarded)
12. Place :
13. Date :

SIGNATURE OF OFFICIAL

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**TO BE FILLED BY THE OFFICER-IN-CHARGE**

01. Number & Date of the Branch letter forwarding  
the official's original application for transfer if any :
02. Are you satisfied as to genuineness of the reasons  
given by official for transfer & state what enquiries  
been made by you.
03. Branch Manager(s) Recommendation :

OFFICER-IN-CHARGE