

No. E1. 1218 / 2018

Office of the Inspector General of Registration

Thiruvananthapuram 16.02.2018

CIRCULAR

Sub. Registration Department – Establishment – General Transfer 2018 – requests called for – reg –

Ref : GO (P) No. 3/2017/ P&ARD dated 25.02.2017

Heads of all offices under this department are requested to obtain and forward applications if any, for General Transfer 2018 from their subordinates. The applications should be obtained in the proforma (specimen enclosed) and forwarded to this office, **so as to reach this office on or before 15.03.2018 in the name of Senior Administrative Officer , Office of the Inspector General of Registration, Vanchiyoor.P.O., Thiruvananthapuram -695035.**

Applications are to be grouped under the following categories and forwarded under separate covering letters. The Head of Office should pay special attention in the preparation of the proforma.

category I	Sub Registrar
Category II	Junior Superintendent
Category III	Head Clerk
Category IV	Senior Clerk

The details should be grouped strictly on on the basis on the classification given above.

Note:

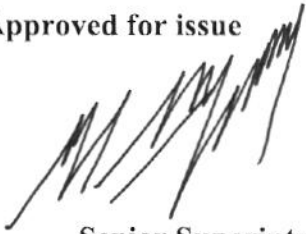
1. If the incumbent deserves any special consideration for transfer / priority for transfer in terms of GO (P) No. 3/2017/ P&ARD dated 25.02.2017 , it should be clearly specified in the proforma.
2. if any incumbent is an ex service man, Physically handicapped, SC /ST candidate appointed through District Collector, appointed under compassionate employment scheme, or reappointed and regularized on account of Silver / Golden Jubilee of Indian Independence etc. such details should also be noted invariably in the remarks column.
3. Applications received beyond the date prescribed and advance copies will not be entertained.

4. Heads of Office are also informed that forwarding transfer applications frequently after General Transfer should be strictly avoided. **Applications for General Transfer submitted once for a particular year is valid till the end of the year / till applications for General Transfer for the next year called for. Sending advance copies shall be discharged. This may be brought to the notice of all staff.**
5. Head of Offices shall ensure the correctness of the information particularly those which affect the claim of the transfer. Suppression of facts / furnishing of false information shall be viewed seriously. In the case of the staff of the Central Office, Senior Administrative Officer will furnish the details.

Sd/-

INSPECTOR GENERAL OF REGISTRATION

Approved for issue



Senior Superintendent

Copy to :

1. All Deputy Inspector General of registration.
2. All District Registrar (General & Audit).
3. All Sub Registrar
4. All Chitty Inspector
5. All Chitty Auditor
6. All Branch Officers in Central Office
7. All Senior Superintendents in Central Office.
8. All Staff of Central Office
9. CA to Inspector General of registration
10. File / Stock File
11. Notice Board at Central Office.

**PROFORMA
APPLICATION FOR GENERAL TRANSFER 2018**

1	a)	Name of the Applicant (in block letters)		
	b)	Date of Birth		
	c)	Whether single or Married		
	d)	Date of entry into Registration Service and year of service completed		
2	a)	Name of post held and scale of pay		
	b)	Name of present office		
	c)	Date of appointment / Promotion(s) to the present post		
	d)	Date of joining in the present station		
	e)	Whether the present posting in the present station is on public interest or on request.		
3	a)	Native place and District		
	b)	Place of settlement		
	c)	Home station and District		
4		Office to which transfer is requested (In the order of preference)		Distance from the present residence of the family (Spouce and Children)
			1	
			2	
			3	
			4	

5	a)	Ground on which transfer is requested	
	b)	If the transfer requested is in an office outside the place of settlement / Home station , furnish reasons	
6		Special Claims for transfer if any , as provided in G.O.(P) (Copy of documents to prove the special claims should be attached) (Manner of Dependents in case of relatives of defence personnel)	
7		If married, whether the wife / husband is employed in government service.	
8		Places in which the applicant served during the period in his native district.	
9		Whether the applicant is a state level president or Secretary of a recognized Service Association and if so give details.	

10. Details of outstation service. (Other than in Home station / Place of settlement)

Sl. No	Office	Post	From	To	Period DD/MM/YY
1					
2					
3					
4					
Total					

11. Any other Relevant Information :

I declare the details furnished above are correct to the best of my knowledge and belief.

Place :

Signature of the Applicant

Date :

(To be furnished by the Head of Office)

Certified that the details given above by the applicant have been verified with reference to the relevant records and found correct. The applicant was transferred to this office at his/her request/ in public interest. His / her application is recommended / not recommended for the following reasons.

Reason :

Station :

Signature and Designation of the Head of Office

Date :