

A2/ 46923/2017/TC

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DEPARTMENT OF MOTOR VEHICLES

OFFICE OF THE TRANSPORT COMMISSIONER

TRANS TOWER,VAZHUTHACAUD

THYCAUD P.O

THIUVANANTHAPURAM-695014

DATED: 16/02/2018

**CIRCULAR No. 02/2018**

Sub: - Motor Vehicles Department-Establishment-General Transfer 2018- Application Called for -Reg

Ref: - 1.G.O. (P) No. 3/2017/P&ARD dated 25/02/2017

2. G.O (Ms) No.79/2017/TRANS dated10/10/2017

Applications from the Staff of the Motor Vehicles Department for General Transfer for the year 2018 are hereby invited. Applications in the prescribed proforma (copy enclosed) shall reach this office on or before 15/03/2018.**Applications received after 15/03/2018. will not be entertained at any circumstances.** All the columns in the prescribed proforma shall be filled up with utmost care. Incomplete/ illegible and unsigned applications and those submitted in any form other than the prescribed one and those which are not forwarded through proper channel will be summarily rejected. Application once submitted shall not be withdrawn unless there are specific reasons which should be established by facts. However such withdrawal of application shall be made before the draft list for the General Transfer is published.

**The Head of Offices are directed to ensure that, the applications submitted by the employees under their jurisdiction are filled up in a complete manner and no columns in the proforma are remaining unfilled and to make necessary verification with reference to the service records before countersigning the applications and forward the same to Transport Commissionerate so as to reach within the stipulated time limit i.e, on or before 15/03/2018.** Applications which are received prior to the issuance of this Circular will not be considered and further transfers will be in pursuance of this circular and applications submitted in General Transfer will be valid throughout the year 2018.

Applications in respect of different categories of employees shall not be forwarded in a single lot. **Applications of each category shall be forwarded separately.**

The Heads of Offices are also instructed to bring the contents of this circular to the notice of all staff members by internal circulation and through display on office notice board.

The service for the purpose of station seniority shall include the actual period of duty of the official in the particular station excluding leave of every kind other than casual leave, special casual leave and compensation leave availed.

Sd/-

**TRANSPORT COMMISSIONER**



To

1. All Deputy Transport Commissioners/ Regional Transport Officers and Joint Regional Transport Officers of Sub Regional Transport Offices.
2. The Director of Public Relations (With CL)
3. SSG Cell for publishing in the website of Motor Vehicles Department

Copy to: CA to TC, CA to Senior Administrative Officer, JTC and Secy. STA, JTC (E), Secy.STA, Sr.AO, Sr.DTC(T), Sr.FO, Accounts Officer, All Superintendents of Transport Commissionerate, SF & Spare

Approved for issue



Senior Superintendent



### APPLICATION FOR GENERAL TRANSFER-2018

1	Name of the Employee with designation and PEN		
2	Date of Birth		
3	Present office and date from which he/she is working continuously in that office		
4 (a)	Whether married or single		
(b)	If married whether the wife/husband is working in Government service(Give details)		
5 (a)	Whether DRB is applicable or not. If yes, Name the DRB and the date from which working in the District		
(b)	Whether the transfer to the present station was on request or on disciplinary grounds or on public interest (Refer the No. and date of the order)		
6	a) Native Place and District		
	b) Place of settlement		
	c) Home station and district		
7	Details of 3 previous postings and duration in each station	1	
		2	
		3	
8	Permanent Residential Address (Photostat copy of Voter ID Card by Election Commission or Aadhar Card shall be attached)		
9	Date of commencement of continuous service in this department		
10	Date of commencement of service in the present grade		
11	Date of retirement		
12	Details of absence viz. leave of any kind other than casual leave and compensation leave availed by the official posted on other duty/ working arrangement etc,while working in the present station		



13	Duration of service in the present district a) In the post: b) Total tenure :	
14	Reason for applying for transfer	
15	Name of three stations in the order of preference to which transfer is applied with reason for preferring those stations	1) 2) 3)
(b)	If the transfer is requested to an office outside the place of settlement/Home station, furnish reason	
16	Details of out station service other than in home station or place of settlement	
17	Whether the applicant belongs to any of the following categories (preferential ground) for transfer as per norms	
(i)	SC/ST Employee	
(ii)	Blind Employee	
(iii)	Physically handicapped employee having 60% or more disability	
(iv)	Deaf and dumb employee	
(v)	Employees with locomotor disability including cerebral palsy, cured leprosy, dwarfism, acid attack victim, muscular dystrophy	
(vi)	Employee with mental disability	
(vii)	Employees having mentally retarded children or brothers /sisters	
(viii)	Parents of children having autism or cerebral palsy	
(ix)	Parents of children having 50% or more physical disability	
(x)	Parents of deaf and dumb children	
(xi)	Dependant of Jawan who died in war (wife/Husband/Father/Mother/Son/Daughter)	



(xii)	Son/Daughter of freedom fighter who are being protected by them	
(xiii)	Widow/Widower/Divorcee , who are not re-married	
(xiv)	Inter caste Married employee	
(xv)	Employees who legally adopted children	
(xvi)	State president/State Secretary or District President/District Secretary of recognized service organisation	
(xvii)	Employees who completed military service	
(xviii)	Wife/Husband/Father/Mother/Son/Daughter of serving Jawan	
(xix)	Wife/Husband/Father/Mother/Son/Daughter of serving employees in paramilitary force or National Enquiry Agencies	
(xx)	Husband/Wife of those who have been working abroad	
18	Details of disciplinary action/court case pending if any	

I ..... (Name, Designation and Office) hereby declare that the particulars furnished in this application are true.

Place:

Date:

Signature of applicant

Verified with reference to the Service records and found that the relevant particulars are correct.

Place:

Date:

Countersigned by Head of Office

Note: If the employee does not specify the 3 stations of choice, it will be presumed that he / she has no objection to be posted anywhere else other than the one or two opted stations.