

APPLICATION FOR REQUEST TRANSFER

Date: 28/09/2021

To,
The General Manager
Head Office (Personnel Dept.)

Dear Sir,

(THROUGH PROPER CHANNEL)

Re : Request transfer from Kanpur Regional Office (KANPUR RO)
to Allahabad (Kanpur RO)

I furnish the following details and would request you to consider my transfer

1. Name (in Block Letters) : SHIKHA CHANDRA
2. Designation & S.R. No. : ASSISTANT MANAGER / 36297
3. Present Basic Pay : Rs. 48,895/-
4. Date of Birth & Age : 30/10/1991 / 30 YEARS
5. Qualifications
 - a) Academic : B.Tech (Industrial Production)
 - b) Professional : FELLOW (IIT)
6. Date of Joining & Cadre : 09/06/2014 / Administrative Officer
7. Date of Promotion, if any : 04/09/2018 (From Scale I to II)
8. Full details of present posting including nature of job performed : Posted as an AM at Kanpur RO dealing Fuel Engg, Marine department and also performing as an GRM Noctal Officer handling the HEDs Rtdc Engineer. under Kanpur RO.
9. Date since when working in the present location : 09/06/2014
10. Details of previous request transfers effected : Not applicable.

FromToDate of Transfer

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11. Reasons for the present request transfer (Please attach documentary evidence where necessary)

My father has been a kidney-patient for past 10 to 12 years and this year he has undergone several sessions of Dialysis & is now bed-ridden. I need to support my family now more than ever.

12. Full address of applicant

35/25a/1, Darbhanga Castle, Panna Lal road, Allahabad, Near Pili Hospital, Indian Press chauraha - 201002

Yours faithfully,


Signature

For Office use only

(A) Recommendations of the Regional Manager.

Date :

Place :

(Signature of the Regional Manager)

(B) For Head Office use only :

i) Date, when received

Initials

ii) Date, when entered in Register

iii) Sl. No. and Folio No. in Register

(C) Action taken.