

G.O.(MS) No.149 School Education(SE5(1) Department, dated 01.07.2024

ANNEXURE-III

Format for Request transfer

SCHOOL EDUCATION DEPARTMENT

1.	Name of applicant with designation, office/school address			
2.	Native place, Taluk, District			
3.	DOB			
4.	First Date of joining into Government service			
5.	Date from which working in the present station			
6.	Previous transfer details (Previous station to present station)			
7.	Reason for the previous transfer (individual request/promotion/etc)			
8.	Previous 6 years stations (Place of work, designation, from – to reason for transfer)			
9.	Priority if any (enclose necessary evidence)			
10.	Reason for seeking transfer			
11.	Signature			
12.	Approval of Officer			