

Telephone :0471-2721278

NCC Directorate (K&L)  
State Wing  
Thiruvananthapuram-10

No.1155/A3-Est/2019/NCC

27 Feb 2019

**All NCC Group Headquarters/Units/SS Coy NCC**  
(through official website)

**CIRCULAR**

Sub : NCC Establishment- General Transfer-2019-Application called for-Reg

Ref : (a) GO (P) No.3/2017/P&ARD dt 25/02/2017.

(b) GO (MS) No.10/2018/P&ARD dt 05/04/2018.

1. With reference to the above Government Orders, applications are invited for General Transfer 2019 from the Civilian Employees (other than Last Grade Employees) of this Department.
2. Those employees who have completed 03 years of service as on 28 Feb 2019 in a station are eligible for transfer. Employees desirous of transfer should submit application with choices (no limits) of office in the preferred station in the order of preference.
3. Application for transfer in the prescribed pro-forma as per Appendix-A' to this letter duly signed by the applicant has to be submitted to this Directorate through proper channel only. Applications may be prepared for each employee separately. Applications other than in prescribed format will be summarily rejected. Applications received directly at Dte will not be considered.
4. The Head of Office is to fwd the applications of employees for General Transfer so as to reach this Directorate on or before 31/03/2019.
5. All the employees are informed that applications for transfer submitted prior to this Circular will not be considered and fresh transfer application in the prescribed format is required to be submitted. Applications received after 31/03/2019 will not be considered.



**(Sreekumar.PP)**

Administrative Officer

For Additional Director General NCC

Copy to :-

IT Cell- to publish in the website

## APPLICATION FOR TRANSFER

1. Name :
2. Designation  
(Indicate Grade I or II as applicable) :
3. Date of Birth :
4. Name of present Office :
5. Date of appointment in the present office :
6. Date of appointment in NCC Department :
7. DRB to which originally appointed :
8. Native Place/District with full address :

9. Details of office the applicant has worked till joining the present office :-

Name of Unit/District	Date of Joining	Date of Relieving	Reasons for transfer

10. Details of unit which transfer is requested :-

Name of unit and District	Station/Place (Specify Place in order of preference.

11. Reasons for seeking transfer (state Briefly) :
12. Total services in the present station :
13. Date of retirement :
14. Priority for transfer if any :

I do hereby certify that the information provided above is true to the best of my knowledge and belief.

Date: Feb 2019

Signature of applicant

**Remarks of Head of Office**

Office:

Signature of Head of the office  
(With complete designation)

Date: