

**DEPARTMENT OF HIGHER SECONDARY EDUCATION  
APPLICATION FOR GENERAL TRANSFER – 2006-07**

(Strike off which is not applicable)

Designation	<b>Principal</b>	<b>HSST</b>	<b>HSST(JR)</b>
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1. Name of the Applicant (In block letters) :
2. Subject :
3. Scale of pay :
4. a. Native place & District(as SSLC or equivalent):  
 b. Place where settled with revenue district :  
 c. Whether spouse is employed under Govt. :  
 (If Yes, furnish details) :
5. Station/District the applicant would take to declare as home town/home district for the purpose of posting/transfer. :
6. Age and date of birth :
7. Date of commencement of service as HSST/ HSST(Jr) Principal (Strike off whichever is not applicable) :
8. No. and date of appointment order with serial number in the Order :
9. Details of service rendered as Teacher/Principal with break in service if any(Use separate sheet if required) :

Sl No	Name of Govt.HSS (with school code)	Designation Teacher/Principal	Date of joining	Date of relief	Whether posted/transferred on request or not	Period of service Years/Months/Days
1						
2						
3						
4						

10. Length of service in the present school  
(as Teacher/Principal)

Year	Month	Days

11. School to which transfer is requested in the order of preference (No subsequent change will be permitted)

Sl. No.	Name & Address of schools	School Code	District

12. Nature of appointment as HSST : Direct recruitment through PSC/  
By transfer appointment  
(Strike out which is not applicable)

13. If transfer to the above school is not possible whether willing to be transferred to any other school in the same or neighboring Revenue Dists. : Yes/No  
(Strike off which is not applicable)

14. Ground on which transfer is applied for :

15. Whether belonging to SC/ST (If Yes, enclose proof such as relevant page of SSLC etc.) :

16. Whether any special consideration is sought (Dependent of Jawan/Physically handicapped/ Son or daughter of Freedom fighter/Inter caste married etc. If so, attach necessary certificate. Certificate of employment of spouse is to be furnished in the case of inter-caste married employees) :

17. Any other point not furnished above deserving special consideration :

### DECLARATION

I, ..... do hereby declare that the details furnished above are true and that I will be personally responsible if they are found to be incorrect.

Place:

Date:

Signature of applicant

**REMARKS OF THE PRINCIPAL**

- i) Whether the applicant has maintained discipline among the staff and students and has been able to keep a high standard of duty. :
- ii) Whether any complaint has been received against the work or conduct of the teacher :
- iii) Whether any circumstance warrants the retention/transfer of the teacher at/from the present station. (No further correspondence will be entertained in this regard) :
- iv) Any other remarks :
- v) Whether recommended or not :
- vi) Whether NSS Unit/Career Guidance Unit is sanctioned in the school :
- vii) Whether the applicant is working as NSS Programme Officer/ Career Guide. :

Certified that the details furnished by the applicant have been verified with reference to the relevant records and found correct.

Dated signature of the Principal  
Govt.HSS, .....