

# Transfers under Six-Point Formula

Form to be filled in regard to Transfer from one cadre to another sought under para 5(2) (c) and (d) of the Presidential Order.

1. Name of the individual seeking transfer :
2. Post held and date from which held :
3. Local cadre to which he / she belongs :
4. Local cadre to which transfer is sought :
5. Is the transfer sought on account of non-availability of qualified and suitable persons under para 5 (2) (c) and if so, the details thereof should be given. Please see note (a) in the reverse. :
6. Is the transfer sought in public interest under para 5(2): (c) Please see note (a) on the reverse. :
7. If in public interest, - :
  - a) Is it on account of ACB/Departmental enquiry the transfer Being only for a temporary period-Until the enquiry is over, if so, give details of enquiry and the period for which the transfer is sought; or
  - b) Is it on account of spouses being Brought to one place, in which case the transfer will be permanent.
8. If the transfer sought is on account of spouses being brought to one place, nature and place of employment of the spouse i.e., whether the spouse is working in :
  - a) Sate Government :
  - b) Central Government :
  - c) State Public Sector :
  - d) Central Public Sector :
9. Is the transfer sought on reciprocal basis? If so, the details thereof under 5(2) (c) should be given, Please see note (b) below. :

10. Whether there is a clear vacancy in the local cadre :  
which he / she is seeking transfer.

11. Whether the feeder category is going to be affected :  
seriously; if the request is agreed to.

12. Remarks of the Department :

a) Does the application fulfils the conditions laid :  
down under presidential order

b) If not, the reasons for referring the case to GAD :

Note (a) / Para 5 (2) (c) : The transfer of a person from one local cadre to another local cadre is permissible where no qualified or suitable person is available in the latter cadre or where such transfer is other wise considered necessary in the public interest, being ACB/Dept., enquiry and transfer of spouses.

Note (b) / Para 5 (2) (c) : The transfer of a person from one local cadre to another local cadre is permissible on a reciprocal basis, subject to the condition that the person so transferred shall be assigned seniority in the later cadre with reference to the date of his transfer to the cadre.