

Tele: 04712721278

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

No.635/A3-Est/2020/NCC

05 Feb 2020

All NCC Group Headquarters/Units/SS Coy NCC
✓(Through official website)

CIRCULAR

Sub: NCC Establishment – General Transfer - 2020 – Application called for – Reg.

Ref: 1. GO(P) No. 3/2017/P&ARD dated 25.02.2017.
2. GO(P) No. 10/2018/P&ARD dated 05.04.2018.

1. With reference to the above Government Orders, applications are invited for General Transfer - 2020 from the civilian employees (Other than Last Grade employees) of this department.

2. Those employees who have completed three years of service as on 29 Feb 2020 in a station are eligible for transfer. Employees desirous of transfer should submit application through proper channel with choices (no limits) of office in the preferred station in the order of preference.

3. Application for transfer in the prescribed performa as per 'Appendix-A' to this letter duly signed by the applicant has to be submitted to this Directorate through proper channel. Applications may be prepared for each employee separately. Applications other than prescribed format will be summarily rejected. **Applications received directly at this directorate without recommendations of Group Commander will not be considered.**

4. The Heads of Office of units are to forward the **applications of employees for General Transfer to reach the Group Headquarters concerned on or before 20th Feb 2020 and the Group Headquarters are requested to forward the same to reach this Directorate on or before 29th Feb 2020, after scrutinization and with recommendation of Group Commander for consideration.**

5. All employees are informed that applications for General Transfer submitted prior to this circular will not be considered and fresh transfer application in the prescribed format is required to be submitted. **Also, belated applications will not be considered.**



Sd/-xxx
(Srikanth L. Joshi)
Brigadier
Offg. Additional Director General NCC

Approved for Issue

A handwritten signature in black ink, appearing to be 'Divya Suresh', is written over a rectangular stamp. The signature is written in a cursive style and is positioned diagonally across the stamp.

DIVYA SURESH
PEN384951
Junior Superintendent
Establishment - A
NCC Directorate (K&L)

GENERAL TRANSFER APPLICATION FORM

1	Permanent Employee Number (PEN)																	
2	Name																	
3	Department																	
4	Designation																	
5	Contact Telephone Numbers																	
6	E-mail																	
7	Name of present office																	
8	Date of entry in service																	
9	Date of retirement																	
10	Posting/promotion order No & date in the present post																	
11	Date of joining in the present post																	
12	Date of joining in the present district																	
13	Date of joining in the present station/office																	
14	(a) Whether recruited in the present post through DRB?																	
	(b) If yes, District in which recruited																	
15	Home station/District declared at the time of joining service.																	
16	Change of home station if any	New home station Date of change																
17	Details of service history																	
	<table border="1"> <thead> <tr> <th>From date</th> <th>To date</th> <th>Name of office</th> <th>Designation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		From date	To date	Name of office	Designation												
From date	To date	Name of office	Designation															
18	Station to which transfer is requested for as per order of preference (Name of office/District)																	
	<table border="1"> <thead> <tr> <th><u>S.No</u></th> <th><u>District</u></th> <th><u>Name of Office</u></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		<u>S.No</u>	<u>District</u>	<u>Name of Office</u>													
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19. Reasons for seeking transfer (State Briefly).

20. Priority for transfer if any,

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

Office :

Date :

(Signature of applicant)

Remarks of Head of office

Office :

Date :

RECOMMENDATION OF GROUP CDR

Office :

Date :