



KERALA STATE POLLUTION CONTROL BOARD

കേരള സംസ്ഥാന മലിനീകരണ നിയന്ത്രണ ബോർഡ്

Pattom P.O., Thiruvananthapuram – 695 004
പട്ടം പി.ഒ., തിരുവനന്തപുരം - 695 004

PCB/E1/146/2018

Date: 18-01-2018

CIRCULAR

Sub:- Establishment - General Transfer 2018 – Applications called for.

Applications are invited from the employees of the Board for General Transfer for the year 2018. All employees shall submit their application with specific choice of offices through the Head of Office concerned indicating their service particulars. Those employees who have completed three years of continuous service in an office irrespective of the category are liable to be transferred. The length of service will be calculated as on 31.03.2018.

The last date fixed for receipt of the application in the specified format (copy enclosed) in this office from the Heads of Office is **15-02-2018**.

**Sd/-
CHAIRMAN**

To

All Employees in the Board (Through the Heads of Office)

Copy to:

All Heads of Office

✓ IT (for uploading in website)

Stock file/Office Copy

FORWARDED / BY ORDER

Handwritten signature in blue ink

SENIOR SUPERINTENDENT

Handwritten initials in blue ink

APPLICATION FOR GENERAL TRANSFER

1. Name and designation :
2. Date of Birth :
3. Date of entry in service :
4. Service details :

Name of post	Name of office and station where actually worked from the date of entry in service	Period	
		From	To

5. Home town :
6. Station to which transfer is requested : (1)
(In the order of preference)
(2)
(3)
7. Compassionate ground, if any :
(with supporting document)

Remarks:

Signature of Officer
Name:

SIGNATURE OF HEAD OF OFFICE
Name & Designation

Place: _____
Date: _____

(Office Seal)