

## Annexure-A

### Pro forma for providing request for Mutual and Request transfer in SO, ASO & PS

(i) For Mutual transfer in the cadre of SO, ASO & PS (Para 6.6 of transfer policy): -

Sl No.	Particulars	Details to be provided by concerned officer/official
1	Name of the Officer/official	
2	Cadre of the Officer/Official	
3	Name of ZO/HO/ZTI/ PDNASS, where officer/official is posted	
4	Name of officer/official against whom mutual transfer is sought	
5	Name of ZO/HO/ZTI/ PDNASS, where officer/official (against whom mutual transfer is sought) is posted	

(ii) For request transfer in the cadre of SO, ASO & PS (Para 7 of transfer policy): -

Sl No.	Particulars	Details to be provided by concerned officer/official
1	Name of the Officer/official	
2	Cadre of the Officer/Official	
3	Name of ZO/HO/ZTI/ PDNASS, where officer/official is posted	
4	Name of the ZO/HO/ZTI/PDNASS where request transfer is sought	
5	Ground for request transfer	
6	Whether documents (provided in support of grounds) have been attached	
7	Choice of Zone/State	