



SWAMY SARANAM

# TRAVANCORE DEVASWOM BOARD

DEVASWOM BOARD HEAD QUARTERS, NANTHANCODE, THIRUVANANTHAPURAM 695003

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Office of the Chief Engineer (General),  
Thiruvananthapuram,  
4.03.2020.

No: 730

## CIRCULAR

Sub: Travancore Devaswom Board Works Department – Establishment - General Transfer 2020 –  
Applications called for – reg:

Ref:

The heads of all offices under this department are requested to receive and forward applications for general transfers 2020 from their subordinates. The received applications in the prescribed proforma appended should be forwarded, so as to reach this office on or before 31.03.2020.

Applications received beyond the date prescribed will not be entertained.

The heads of office are also informed that recommendation of transfer applications frequently after general transfer should be strictly avoided. Applications for general transfers submitted once for a particular year is valid till the end of the year or applications for general transfers for the next year called for. This may be brought to the notice of all the concerned staff.

The form is also available in the department website [www.travancoredevaswomboard.org](http://www.travancoredevaswomboard.org).

  
Chief Engineer (General)

Enclosure: Proforma

- Copy to: 1 The Secretary, Travancore Devaswom Board with covering letter for favour of information  
2) The Chief Engineer, Thiruvananthapuram for information.  
2) The Executive Engineer, Kottayam for do-  
3) The Executive Engineer, Estate Division for do –  
4) The Executive Engineer, SDP, Pathanamthitta for do –  
5) The Executive Engineer, Mavelikkara  
6) The Executive Engineer, Trivandrum for do.  
7) The Executive Engineer, Electrical Division, Chengannur for do-  
✓ 8) EDP Section for publication.  
9) File.

A.28.02.

## Proforma for General Transfer 2020

1.	Name		
2.	Permanent Employee Number (PEN)		
3.	Designation		
4.	Date of Birth		
5.	Date of Retirement		
6.	Total Service in the Department		
7.	Present Office Address		
8.	Present Station		
9.	Date of joining in the present station (Please specify by option/ Compulsory/ Compassionate/ Public Interest/ Disciplinary action/ Promotion/ Others)		Order No & Date
10.	Total service in the present cadre		
11.	Whether on lien/Duty arrangement		
12.	If so, furnish details		
13.	Specify priority	1.	
		2.	
		3.	
14.	Reason for transfer request		
15.	Remarks		

### Declaration

I, ..... do hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

Place:

Signature of the applicant:

Date :

Name:

### Certificate

Certificate that Sri/Smt. .... is  
working as .....in this office and  
the above particulars furnished by the applicant are verified with office records and found correct.

Place:

Signature of the controlling officer:

Date :

Name:

Designation:

(Office seal)

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### **Counter Signed**

Place:

Signature of the Chief Engineer (General):

Date :

Name:

Designation:

(Office seal)