



SWAMY SARANAM

TRAVANCORE DEVASWOM BOARD

DEVASWOM BOARD HEAD QUARTERS, NANTHANCODE, THIRUVANANTHAPURAM 695003

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Office of the Chief Engineer,
Thiruvananthapuram,
06.02.2025.

No: CR/ESTT/GL/2025/06

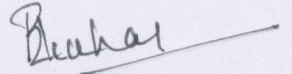
CIRCULAR

Sub: Travancore Devaswom Board Works Department – Establishment - General Transfer 2025 – Applications called for – reg:

The heads of all offices under Maramath department are requested to furnish necessary applications for general transfers 2025 from respective subordinates in the prescribed proforma so as to reach this office on or before 28.02.2025.

Applications received beyond the date prescribed will not be entertained. 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.


Chief Engineer

Enclosure: Proforma

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

A.

Proforma for General Transfer 2022

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 asin 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)

Counter Signed

Place:

Signature of the Chief Engineer

Date :

Name:

Designation:

(Office seal)