

No.A2/899/2018/CT

Office of the Commissioner,
State GST Department,
Tax Towers, Karamana
Thiruvananthapuram,
Date : **19/03/2018**

From
Joint Commissioner-I

To
All Deputy Commissioners
Secretary, STAT, EKM (for information)

Sir,
Sub: Estt. - SGSTD- Request for General Transfer -2018- reg.
Ref:G.O (P)No.3/2017/P&ARD dated 25.02.2017 of P&ARD(A.R-14)

.....
Please refer to the above. As per the reference, it was ordered that revised criteria& norms related to General transfer among Government employees. As such, this is to notify that request for transfer from employees working in the State GST Department shall be forwarded to this office in the appended proforma.

The request for transfer should be forwarded to the office of Commissioner of State GST Department only through proper channel. Advance copies of the representations as well as representation submitted by persons other than Government Servants (Dependants etc) will not be considered. Those who are working in the same post or wing for more than 3 years should also furnish the details in the proforma appended. The employees who are working in hilly/remote area for two years shall be treated as three years. The last date for submitting application for general transfer during 2018 is 10 April 2018. The incomplete proforma shall not be entertained. All the controlling officers shall ensure the same before forwarding the General transfer request.

The Deputy Commissioners are requested to circulate the proforma among the individuals working under their administrative control immediately. They should also ensure that applications received from their subordinates are received in the office of the Commissioner of Commercial Taxes within the time limit specified without fail and also upload the request in the general transfer application link in KVATIS Module.

The Deputy Commissioners are directed to take necessary arrangement for intra district transfer for Non gazetted employees working in their jurisdiction as mentioned in the Note paragraph 1 (iii) of aforesaid G.O.

Yours faithfully,

Sd/-

Joint Commissioner-I

Encl: Proforma

Copy to: All Staff in CST

// Approved for issue //
Superintendent

Proforma

1. Name :
2. Designation :
3. office address :
4. PEN :
5. Nature of Previous Transfer (Please specify
By option/compulsory/compassionate
public Interest) :
6. Date of birth :
7. Specify No and date of previous transfer
Order :
8. Native District :
9. Presently settled district :
10. Specify Seniority No & year of present cadre
if any :
11. Date of joining in the present office :
12. Period of continuous service in present cadre :
13. Date of Joining in the present cadre :

14. Whether presently working in hilly area :
15. Period of Leave availed other than casual leave
While working in the present station :
- 16.Details of period worked other than home
District (Except entry cadre in this department) :
- 17.Date of Retirement :
- 18.If the employee coming under the category of
Special priority (please Mention along with
relevant document) :
- 19.If now on working arrangement/deputation
(if yes please mention the Name of office & District) :
- 20.Period worked in the present cadre and the post held -specifying the period
worked in each post (In the case of officers in the cadre of Asst. Commissioners,
Commercial Tax Officers and Asst. Commercial Tax Officers)
(Note: The details furnished should be complete and correct in all
respects)
- 21.DisitRICT to which transfer is requested:
Choice 1.
2.
3.
- 22.Wing to which transfer requested
(Assessment/Appeals/Intelligence Office):
- 23.Reasons for request :
- 24.Signature of employee :

25.Recommendations of the Controlling Officers

Signature of Controlling officer

Place:

Date:

(Note: Transfer request on the basis compassionate ground, required documents to be attached as per paragraph 4(ii)&(iii) of present general transfer norms)