

Kerala Gazette No .21 dated 22nd May 1990
PART 1

GOVERNMENT OF KERALA
Personnel and Administrative Reforms (Advice – C) Department

CIRCULAR

No . 2452/Adv . C3/90/P&ARD . Thiruvananthapuram , 17th April 1990.

Sub:- Application for inter – departmental transfer – General directions issued .

Ref :- Letter No . Estt . II (1) 29859/89/GW dated 23-11-1989 from the ‘Secretary , Kerala Public Service Commission, Thiruvananthapuram .

As advised by the Public Service Commission in the letter cited , the Heads of Departments Appointing Authorities ,while forwarding the applications for inter – department transfer should furnish the full details of the candidate as shown in the following Pro forma.

Pro forma

1. District in which the candidate was advised by Kerala Public Service Commission for appointment and the name of the post to which appointed .
2. Date of Birth.
3. Qualifications .
4. Date of Commencement of continuous service .
5. Whether the temporary appointment has been regularized after verification of character and antecedents and the facts noted in the Service Book.
6. Native place .
7. Whether probation has been declared .
8. Whether the applicant is willing to abide by the terms and conditions of inter – department transfer prescribed in G.O (MS) 4/61/PD dated 2-1-1961 (A statement to be obtained and forwarded) .
9. Work and conduct with specific reference to his nature of attendance in the office .

10. Whether any disciplinary action pending against the individual .
 11. Any objection to relieve the incumbent on inter – departmental transfer .
2. Government direct that the Heads of Department /Appointing Authorities should ensure that information on the above point should be furnished in the Pro forma while forwarding applications for inter – departmental transfer . Applications not supported by the above Pro forma duly filled in need not be entertained by the Heads of Departments/Appointing Authorities concerned .

LIZZEZ JACOB
Secretary to Government

To

All Head of Departments Appointing Authorities and Offices.
All Department (All Sections) of the Secretarial including Law ,Finance and
Legislature Secretariat .

All District Collectors .

The Secretary , Kerala Public Service Commission , (with C.L.).

The Registrar of High Court of Kerala , Ernakulam (with C.L.).

The Registrar , Mahatma Gandhi University , Kottayam (with C.L.).

The Registrar , Kerala Agriculture University , Thrissur (with C.L.).

The General Manger Kerala State Road Transport Corporation
Thiruvananthapuram (with C.L.).

The Secretary Kerala State Electricity Board , Thiruvananthapuram (with
C.L.).

The Advocate General , Ernakulam .

The Private Secretaries to the Chief Minister and other Ministers .

The Private Secretary to the Speaker Legislative Assembly
Thiruvananthapuram .

The Private Secretary to the Leader of Opposition , Concordant House ,
Thiruvananthapuram .

The Private Secretary to the Governor , Raj Bhavan , Thiruvananthapuram .

The Under Secretary to the Chief Secretary .

The Director of Public Relations .

The Stock file .