

Format IV

(Should be forwarded through the head of the division where the officer is serving attached to)

Name
Designation.....
Address.....
Date.....

Through
.....,
Secretary to the Line Ministry In Charge of Livestock.

Representations relating to Proposed Annual Transfer

I have been informed by your letter/proposed annual transfer Schedule No dated.....that it is proposed to transfer me to/my application has been rejected/my transfer has not been given as per the transfer application dated forwarded by me.

02. I kindly request under Section 209, Volume I of the procedural rules of the Public Service Commission that the proposed transfer be cancelled/varied on the basis of the following facts.

- 2.1
- 2.2
- 2.3

03. Certified copies of following documents are attached in support of the above facts.

04. I request that I be transferred to one of the following work stations :-

- 1st preference.....
- 2nd preference.....
- 3rd preference.....

.....
Signature

1. Secretary, Line Ministry In Charge of Livestock
2. Department of Animal Production and Health
3.

Recommendation of the Head of the Department

Secretary to the Ministry,

I am satisfied /not satisfied that the facts mentioned above byare correct.
This request is recommended/not recommended.

Date

Signature
Name
Designation
Official stamp