

(Agency Letter Head)

Ref. no.....

Date:

TRANSFER ORDER

In pursuance of the decision of the ___ HR Committee Meeting held on_____, transfer of _____(name) is issued as specified below:

1. Employee's Current Detail

- a. Employee ID No. :
- b. Position Title :
- c. Position Level :
- d. Major-Occupational Group :
- e. Sub-Group :
- f. Department/Division :
- g. Agency :

2. Transferred to : (Agency to which he is transferred)

3. Location of Agency :

4. Employee's New Detail

- a. Employee ID No. :
- b. Position Title :
- c. Position Level :
- d. Major-Occupational Group :
- e. Sub-Group :
- f. Department/Division :

5. Effective Date :

6. Relieving Date :

7. Preparatory Leave : (Five Days after relieving date: Specify dates)

8. Joining Time in the New Agency : (Account journey time if required)

Sd/-

Chairperson, HR Committee/ Chief HR Officer

Copy:

- 1.
- 2.
- 3.

Note: A civil servant shall properly execute handing/taking of the charge, including Government properties and files/records, before being relieved.