

TRANSFER HISTORY

01 PF A/C. No.

CHK DGT

NO	CADRE	POSTED AS	PLACE OF POSTING	DATE OF JOINING			TRANSFER STATUS ADMN /REQ/COMP.
				DD	MM	yy	
01.							
02.							
03.							
04.							
05.							

TO BE CODED BY THE STAFF DEPARTMENT ONLY

NO	TRANSFER	CADRE	POST	BRANCH	BR. AREA	DATE	CITY	DEPTT	STATUS
01.									
02.									
03.									
04.									
05.									

PROMOTION HISTORY

01 PF A/C. No.

CHK DGT

	PARTICULARS	DATE OF PROMOTION	CADRE	DATE	MONTH	YEAR
a.	Substaff to Clerk					
b.	Clerk to Scale I					
c.	Scale I to Scale II					
d.	Scale II to Scale III					
e.	Scale III to Scale IV					
f.	Scale IV to Scale V					
g.	Scale V to Scale VI					
h.	Scale VI to Scale VII					

I, _____ declare that the above information is correct to be best of my knowledge.

Place :

Date :

Signature :

Name :

Designation :

Endorsement of the Manager / Departmental Head

... Information stated by the employee is verified from personal file at our end.

Place :

Date :

Signature :

Name :

Designation :