

**FORM-I**

**Application for transfer of own seeking**

**PART-I**

(All informations given in the application form should be supported by relevant documents)

To,  
The Director of Public Instruction,  
Bikash Bhaban, Salt Lake, Kolkata – 700 091

Subject: – Application for General transfer from \_\_\_\_\_ College to \_\_\_\_\_ College  
(mention three choices), for teaching/ librarian/ non-teaching (Strike off which is not  
applicable) post

Sir/Madam,

I, Shri./Smt./Dr. \_\_\_\_\_, Son/ Daughter/ Spouse of  
\_\_\_\_\_, do hereby apply for general transfer in terms of the provisions of rule 6  
of the West Bengal Colleges (Transfer of Employees) Rules, 2017, and giving the following particulars:–

1. (i) Name of the applicant: \_\_\_\_\_  
(ii) Present Residential Address: \_\_\_\_\_  
(iii) Permanent Residential Address: \_\_\_\_\_
2. (i) Name of the post, in which he/she is now working: \_\_\_\_\_  
(ii) Pay in the Pay Band and Grade Pay (Pay Scale) : \_\_\_\_\_  
(iii) Pay in the Pay Band and Grade Pay on the date of application: \_\_\_\_\_
3. (i) Name of college where he/she is employed at present : \_\_\_\_\_  
(ii) Address of the College : \_\_\_\_\_  
(iii) Telephone number of the college with STD code: \_\_\_\_\_  
(iv) Category of post held (Unreserved/SC/ST/OBC-A/OBC-B/PWD): \_\_\_\_\_  
(v) Medium of instruction against which appointment has been made: \_\_\_\_\_  
(vi) Working Shift (Morning/Day/Evening): \_\_\_\_\_
4. (i) Date of Birth of the applicant as per service records: \_\_\_\_\_  
(ii) Date of joining the present college: \_\_\_\_\_  
(iii) Date of retirement on superannuation: \_\_\_\_\_  
(iv) Academic qualifications : \_\_\_\_\_  
(v) Working experience: \_\_\_\_\_  
(vi) Research Experience: \_\_\_\_\_  
(vii) Publications: \_\_\_\_\_  
(v) Date and year of the First Recommendation by WBCSC: \_\_\_\_\_  
(vi) Number of attempt availed for change of college: \_\_\_\_\_  
(vi) Details of colleges/Universities/Institutions working previously: \_\_\_\_\_
5. Subject taught at present: \_\_\_\_\_
6. The reason, in brief, for seeking transfer: \_\_\_\_\_

### **Declaration of the applicant**

I, the applicant above-named do, hereby, declare that all the particulars given in this Application Form are true and correct and if at any point of time it is found by any of the authorities that the particulars given in this application is not correct or false and fabricated, appropriate action against me can be taken by any of the authorities relating to my service and my service can also be terminated as a result of providing wrong informations by the appropriate authority.

I sign this application being conscious about the particulars mentioned in this Form and the effect of the above declaration.

*(Signature with full name of the applicant)*

### **PART II**

#### **NO OBJECTION AND DECLARATION OF COLLEGE**

This College has no objection if Sri/Smt.....designation.....Subject taught .....is transferred as prayed for and we the undersigned: 1.President, Governing Body/ Administrator of the College and 2. Principal/ Vice Principal/Teacher-in-charge of the college declare that the particulars mentioned in paragraphs 2,3 and 4 of PART I of this application Form are true and correct as per the records maintained by the college and no such particulars are incorrect.

*Signature with full name and official seal of the  
President of the Governing Body or Administrator of the College.*

*Signature with full name and official seal of the  
Principal/ Vice-Principal/Teacher-in-charge of the College.*

### **FORM-II**

#### **Application for Mutual Transfer**

#### **PART-I**

**(All information given in the application form should be supported by relevant documents)**

To,  
The Director of Public Instruction,  
Bikash Bhaban, Salt Lake, Kolkata – 700 091

Subject: – Application for Mutual Transfer from \_\_\_\_\_College to \_\_\_\_\_College,  
for Teaching/ librarian/ Non-teaching (Strike Off which is not applicable) post

Sir/Madam,

I, Shri./Smt./Dr. \_\_\_\_\_, Son/ Daughter/Spouse of \_\_\_\_\_, do hereby apply for mutual transfer in terms of the provisions of rule 8 of the West Bengal Colleges (Transfer of Employees) Rules, 2017, and giving the following particulars:–

1. (i) Name of the applicant: \_\_\_\_\_  
(ii) Present Residential Address: \_\_\_\_\_  
(iii) Permanent Residential Address: \_\_\_\_\_
2. (i) Name of the post, in which he/she is now working: \_\_\_\_\_  
(ii) Pay in the Pay Band and Grade Pay (Pay Scale) : \_\_\_\_\_  
(iii) Pay in the Pay Band and Grade Pay on the date of application: \_\_\_\_\_
3. (i) Name of college where he/she is employed at present : \_\_\_\_\_  
(ii) Address of the College : \_\_\_\_\_

- (iii) Telephone number of the college with STD code: \_\_\_\_\_
- (iv) Category of post held (Unreserved/SC/ST/OBC-A/OBC-B/PWD): \_\_\_\_\_
- (v) Medium of instruction against which appointment has been made: \_\_\_\_\_
- (vi) Working Shift (Morning/Day/Evening): \_\_\_\_\_
4. (i) Date of Birth of the applicant as per service records: \_\_\_\_\_
- (ii) Date of joining the present college: \_\_\_\_\_
- (iii) Date of retirement on superannuation: \_\_\_\_\_
- (iv) Academic qualifications : \_\_\_\_\_
- (v) Working experience: \_\_\_\_\_
- (vi) Research Experience: \_\_\_\_\_
- (vii) Publications: \_\_\_\_\_
- (v) Date and year of the First Recommendation by WBCSC: \_\_\_\_\_
- (vi) Number of attempt availed for change of college: \_\_\_\_\_
- (vi) Details of colleges/Universities/Institutions working previously: \_\_\_\_\_
5. Subject taught at present: \_\_\_\_\_
6. The reason, in brief, for seeking such a transfer: \_\_\_\_\_
7. Name of the Bank with branch and date and Number of the Bank Draft: \_\_\_\_\_
8. Name of the person with whom mutual transfer is sought for: \_\_\_\_\_  
(Enclose a complete copy of the application of the person, as without this application mutual transfer cannot be processed)
9. Name of the post, in which he/she (referred to para 8) is now working: \_\_\_\_\_  
(for Assistant/Associate/ Professor & non-teaching staff)
10. (i) Name of the College where he/she (referred to para 8) is employed at present : \_\_\_\_\_
- (ii) Address of the College: \_\_\_\_\_
- (iii) Telephone number of the college with STD Code: \_\_\_\_\_
- (iv) Category of post (Unreserved/SC/ST/OBC-A/OBC-B/PWD): \_\_\_\_\_
- (v) Nature/type of the College: \_\_\_\_\_
- (vi) Status of the college (Govt.-aided/autonomous) : \_\_\_\_\_
- (vii) Medium of instruction against which appointment has been made: \_\_\_\_\_
- (viii) Working Shift (Morning/ Day/Evening): \_\_\_\_\_
11. (i) Date of Birth of the person with whom mutual transfer is sought for: \_\_\_\_\_
- (ii) Date of joining the present College: \_\_\_\_\_
- (iii) Date of retirement on superannuation: \_\_\_\_\_
- (iv) Academic qualifications: \_\_\_\_\_
- (v) Working experience: \_\_\_\_\_
- (vi) Research Experience: \_\_\_\_\_
- (vii) Publications: \_\_\_\_\_
- (v) Date and year of the First Recommendation by WBCSC: \_\_\_\_\_
- (vi) Number of attempt availed for change of college: \_\_\_\_\_
- (vi) Details of colleges/Universities/Institutions working previously: \_\_\_\_\_
12. Subject taught at present: \_\_\_\_\_  
(in case of Assistant/Associate/ Professor)

**Declaration of the applicant**

I, the applicant of above-named do, hereby, declare that all particulars given in this Application Form are true and correct and if at any point of time it is found by any of the authorities that the particulars given in this application is not correct or false and fabricated, appropriate action against me can be taken by any of the authorities relating to my service and my service can also be terminated as a result of such false information by the appropriate authority.

I sign PART-I of this application Form and the above declaration, being conscious about the particulars mentioned in this Form and the effect of the above declaration.

*(Signature with full name of the applicant)*

*Countersignature of the person with whom  
Mutual transfer is sought for*

**PART II**

**NO OBJECTION AND DECLARATION OF COLLEGE**

This College has no objection if Sri/Smt.....designation.....Subject taught .....is transferred as prayed for and we the undersigned: 1.President, Governing Body/ Administrator of the College and 2. Principal/ Vice Principal/Teacher-in-charge of the college declare that the particulars mentioned in paragraphs 2,3 and 4 of PART I of this application Form are true and correct as per the records maintained by the college and no such particulars are incorrect.

*Signature with full name and official seal of the  
President of the Governing Body or Administrator of the College.*

*Signature with full name and official seal of the  
Principal/ Vice-Principal/Teacher-in-charge of the College.*