

A1.2494/06/TX

Office of the Commissioner  
Commercial Taxes  
Thiruvananthapuram  
Dated 26.01.2007

From

The Joint Commissioner

To

The Joint Commissioner (Law)

All Deputy Commissioners

All Deputy Commissioners (Int)

All Deputy Commissioners (Appeals)

All Deputy Commissioners (AA)

The Assistant Commissioner (Training), Tvpm

The Secretary, STAT, Tvpm (for information)

The Staff of CCT, Tvpm

Sub :- Estt.- Dept. of CT - Request for general transfer - reg.

Proforma for application for transfer is forwarded herewith.

The last date for submitting application for general transfer during 2006 is fixed as 15<sup>th</sup> March 2007. The request for transfer should be forwarded to the Office of the Commissioner of Commercial Taxes only through proper channel. Advance copies of the representations as well as representation put in by persons other than Government servants (dependents etc) will not be considered. Those who are working in the same post or wing for more than 3 years should also furnish the details in the proforma appended.

The Deputy Commissioners are requested to circulate among the individuals working under their administrative control immediately. They should also ensure that application received from their subordinates are received in Office of the Commissioner of Commercial Taxes within the time limit specified without fail. Any application received after 15<sup>th</sup> March 2007 will not be considered.

Yours faithfully

Joint Commissioner.

## **Proforma**

- 1) Name designation and office address
- 2) Date of Birth
- 3) Native District
- 4) Permanently settled district
- 5) Date of joining in the present office
- 6) Period worked in the present cadre and the post held specifying the period worked in each post (In the case of officers in the cadre of Assistant Commissioners, Salestax Officers and Assistant Salestax Officers)  
(Note :- The details furnished should be complete and correct in all respects.)
- 7) District to which transfer is requested  
Choice 1 :  
2 :  
3 :
- 8) Wing to which transfer is requested ( Assessment / Audit/ Intelligence office)
- 9) Reasons for request
- 10) Signature
- 11) Recommendation of controlling officer

Place :

Date :