

**REPRESENTATION PROFORMA OF GROUP 'B' NON-GAZETTED
AND GROUP 'C' OFFICIALS FOR ANNUAL GENERAL TRANSFER 2024**

| | | | | | |
|----|--|--|--|--|---------------|
| 1 | Name | | | | |
| | Designation & D.O.B | | | | |
| | Present Residential Address | | | | |
| 2 | Present Posting (with building Name)/Since /Station | | | | |
| 3 | Employee Code & Contact No. | | | | |
| | E Mail ID | | | | |
| | Tenure at the Present Posting & continuous stay at present station | | | | |
| 4 | Choice of Station(s) for posting on transfer (Pls. choose any five(05) as per your preference on a scale of 1 to 5) | | | | |
| | 1.Kolkata <input type="checkbox"/> | 2.Hooghly <input type="checkbox"/> | 3.Haldia <input type="checkbox"/> | 4.Burdwan <input type="checkbox"/> | |
| | 5.Midnapore <input type="checkbox"/> | 6.Nadia <input type="checkbox"/> | 7. Suri <input type="checkbox"/> | 8.Murshidabad <input type="checkbox"/> | |
| | 9.Durgapur <input type="checkbox"/> | 10.Asansol <input type="checkbox"/> | 11.Bankura <input type="checkbox"/> | 12.Purulia <input type="checkbox"/> | |
| | 13.Siliguri <input type="checkbox"/> | 14.Gangtok <input type="checkbox"/> | 15.Darjeeling <input type="checkbox"/> | 16.Kalimpong <input type="checkbox"/> | |
| | 17.Jalpaiguri <input type="checkbox"/> | 18.Coochbehar <input type="checkbox"/> | 19.Alipurduar <input type="checkbox"/> | 20.Raiganj <input type="checkbox"/> | |
| | 21.Malda <input type="checkbox"/> | 22.Balurghat <input type="checkbox"/> | 23.Portblair <input type="checkbox"/> | | |
| 5. | Reasons thereof. (Seperate sheet may be used, if required) | | | | |
| 6. | Complete Posting Profile | | | | |
| | Name of the post | Office & Station | From | To | Tenure(YY/MM) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Signature:

Date:

Place:

***All fields are mandatory except the field at Sl.No.6.**

Note: i) **The last date** for submitting the representation in the above Proforma to the **O/o the Addl.CITHqrs.(Pers. &Estb.),Kol through proper channel** is **15.05.2024**. Any representation made thereafter will not be entertained.

ii) Choice of stations should be made strictly as per Proforma.