



**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud
Thiruvananthapuram-14**

No. EB1/1212/2011/IHRD

Dated, 10.04.2015

CIRCULAR

Sub:- IHRD - General Transfer 2015-16 -Extension of time for applying for general transfer – req.

Ref:- This office circular of even No. dated 19.03.2015

IHRD, vide circular reference to above, has invited online applications for General Transfer for the year 2015-2016. The last date of submission of application was on 05.04.2015. It has been brought to notice that several employers have not been able to file their request within the stipulated time limit and there is a need to extend the time of online application. After having examined this aspect in detail it has been decided to extend the last date for online application upto 20.04.2015. Accordingly the employers can submit online application for the general transfer upto 20.04.2015, if not already done and the hard copy of the application along with the necessary supporting documents should reach this office on or before 30.04.2015 after proper authentication.

All Heads of Institutions are directed to ensure that the employees under their control who have not applied for general transfer already should compulsorily file their form of option online strictly within the extended time limit. They are also instructed to furnish the service history of all the regular employees under their control in the prescribed format on or before 30.04.2015.

The receipt of this circular may be acknowledged by email.

*Sd/-
G C M Rupavals
Administrative Officer*

To

- 1) All Heads of Institutions*