

Sample Application Draft

To,

The [Designation of the Cadre Controlling Authority/HOD],
[Name of the Organization/Department],
[Address of the Office/Region].

(Through Proper Channel)

Subject: Request for Transfer to [Name of City/Station] on Spouse Grounds – Regarding.

Sir/Madam,

I, [Your Full Name], am currently working as [Your Designation, e.g., Graduate Engineer Trainee] at [Your Current Office/Unit Location].

I wish to bring to your kind attention that my spouse, [Spouse's Name], is currently employed as [Spouse's Designation] in the [Name of Spouse's Office/Organization] located at [Spouse's Station/City]. As per the guidelines issued by the **Department of Personnel and Training (DoPT)**, the Government has emphasized the importance of posting husband and wife at the same station to ensure family stability and employee welfare.

Maintaining two separate households at different stations is causing significant financial and emotional hardship. Being at the same station would allow us to better manage our professional duties while ensuring the welfare of our family.

I, therefore, request you to kindly consider my case for a transfer to [Name of Target Station] or any nearby office within the same station against any existing or upcoming vacancy. I am willing to abide by the department's rules regarding seniority and transfer grants.

I have enclosed all necessary supporting documents, including my spouse's employment certificate and our marriage certificate, for your reference.

Thanking you in anticipation.

Yours faithfully,

(Signature)

[Your Name]
[Employee ID/Code]

[Contact Number]

Enclosures:

1. Copy of Marriage Certificate.

2. Spouse's Employment/Service Certificate.
3. Latest Salary Slips of Spouse.
4. Self-attested copy of Spouse's Office ID Card.