

Please note that station allocation in the annual transfer process is strictly based on seniority. If your medical condition is accepted by the Transfer Board, you will be allowed only to remain in your current position until the next annual transfer

PGIM Trainees → fill the application form & mention that you are a PGIM Trainee.

Information Sheet

INSTRUCTIONS TO SUBMIT ANNUAL TRANSFERS APPLICATION



Annual transfer application is redesigned to minimise the number of papers required to submit the hard copy of the applications.

This system-generated application contains the following sections,

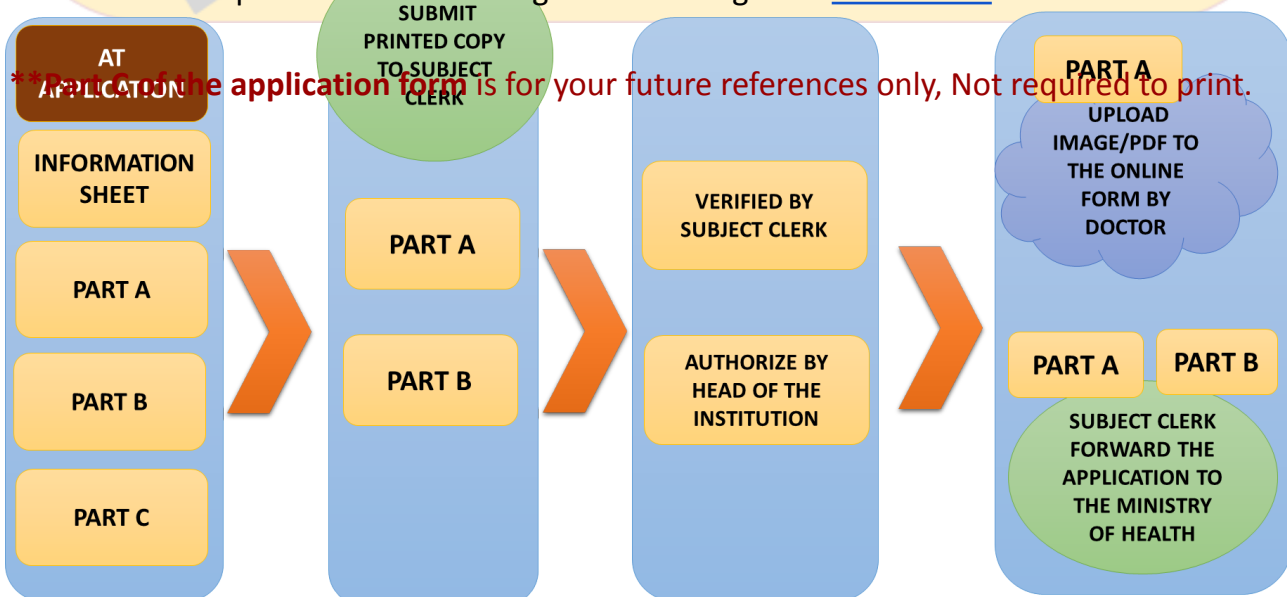
1. Information sheet
2. Part A of the application - Concise Annual Transfer Application
3. Part B of the application - List of vacancy IDs
4. Part C of the application - Detailed Annual Transfer Application

STEP 01 Print A and B parts of the application

STEP 02 Handover the printed Part A and B of the application with other relevant attachments (Eg: Medical leaves) to the subject clerk at your institution.

STEP 03 Part A should be Verified by the Subject clerk and authorised by the head of the institution.

STEP 04 After completion of the step 03 Medical Officer should upload the image or pdf file of **Part A** using the following link. [CLICK HERE](#)



PART A

For Office Use Only:

Reference No : {m○Id}/ATM/{totalNumber}