

Tele: 04712721278

NCC Directorate (K&L)
State Wing
Thiruvananthapuram-10

No.612/A3-Est/2021/NCC

05 Feb 2021

All NCC Group Headquarters/Units/SS Coy NCC
(Through official website)

CIRCULAR

Sub: NCC Establishment – General Transfer - 2021 – Application called for – Reg.

Ref: 1. GO(P) No. 3/2017/P&ARD dated 25.02.2017.
2. GO(P) No. 10/2018/P&ARD dated 05.04.2018.

1. With reference to the above Government Orders, applications are invited for General Transfer - 2021 from the civilian employees (Other than Last Grade employees) of this department.

2. Those employees who have completed three years of service as on 28 Feb 2021 in a station are eligible for transfer. Employees desirous of transfer should submit application through proper channel with choices (no limits) of Office/Station in the order of preference.

3. Application for transfer in the prescribed performa as per 'Appendix-A' to this letter duly signed by the applicant has to be submitted to this Directorate through proper channel. Applications may be prepared for each employee separately. Applications other than prescribed format will be summarily rejected. Applications received directly at this directorate without recommendations of Group Commander will not be considered.

4. The Heads of Office of units are to forward the applications of employees for General Transfer to reach the Group Headquarters concerned on or before 20th Feb 2021 and the Group Headquarters are requested to forward the same to reach this Directorate on or before 28th Feb 2021, after scrutinization and with recommendation of Group Commander for consideration.

5. All employees are informed that applications for General Transfer submitted prior to this circular will not be considered and fresh transfer application in the prescribed format is required to be submitted. Also, belated applications will not be considered.

6. Station Pool :- All are requested to report your choices as per station instead of HQ/Units in particular . List of station vs is the Units/HQ being considered are as given in Appendix attached.



(K Anil Kumar)
Administrative Officer
For Additional Director General NCC



GENERAL TRANSFER APPLICATION FORM

1	Permanent Employee Number (PEN)																	
2	Name																	
3	Department																	
4	Designation																	
5	Contact Telephone Numbers																	
6	E-mail																	
7	Name of present office																	
8	Date of entry in service																	
9	Date of retirement																	
10	Posting/promotion order No & date in the present post																	
11	Date of joining in the present post																	
12	Date of joining in the present district																	
13	Date of joining in the present station/office																	
14	(a) Whether recruited in the present post through DRB?																	
	(b) If yes, District in which recruited																	
15	Home station/District declared at the time of joining service.																	
16	Change of home station if any	New home station Date of change																
17	Details of service history																	
	<table border="1"> <thead> <tr> <th>From date</th> <th>To date</th> <th>Name of office</th> <th>Designation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		From date	To date	Name of office	Designation												
From date	To date	Name of office	Designation															
18	Station to which transfer is requested for as per order of preference (Name of office/District)																	
	<table border="1"> <thead> <tr> <th><u>S.No</u></th> <th><u>Station</u></th> <th><u>Name of Office</u></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		<u>S.No</u>	<u>Station</u>	<u>Name of Office</u>													
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19. Reasons for seeking transfer (State Briefly).

20. Priority for transfer if any,

I do hereby certify that the information submitted above is true to the best of my knowledge and belief.

Office :

Date :

(Signature of applicant)

Remarks of Head of office

Office :

Date :

RECOMMENDATION OF GROUP CDR

Office :

Date :

STATION WISE LIST FOR GENERAL TRANSFER

S.No	Name of Office	Station	Remarks
1.	2 (K) Bn NCC	Thiruvananthapuram	
2.	3 (K) Bn NCC		
3.	1(K) Girls Bn NCC		
4.	1 (K) Naval Unit NCC		
5.	1 (K) Air Sqn NCC		
6.	NCC Group Headquarters, TVPM		
7.	NCC Directorate (K&L)		
8.	4 (K) Bn NCC, Neyyattinkara	Neyyattinkara	
9.	1 (K) Bn NCC, Varkala	Varkala	
10.	7 (K) Bn NCC	Kollam	
11.	3 (K) Girls Bn NCC		
12.	3 (K) Naval Unit NCC		
13.	NCC Group Headquarters, Kollam		
14.	9 (K) Bn NCC, Kottarakara	Kottarakara	
15.	8 (K) Bn NCC, Mavelikara	Mavelikara	
16.	10 (K) Bn NCC, Chenganoor	Chenganoor	
17.	11 (K) Bn NCC, Alapuzha	Alapuzha	
18.	1 (K) Girls (I) Coy NCC, Cherthala	Cherthala	
19.	14 (K) Bn NCC, Pathanamthitta	Pathanamthitta	
20.	15 (K) Bn NCC, Thiruvalla	Thiruvalla	
21.	5 (K) Girls Bn NCC, Changanacherry	Changanacherry	
22.	5 (K) Naval Unit NCC, Changanacherry		
23.	16 (K) Bn NCC, Kottayam	Kottayam	
24.	NCC Group Headquarters, Kottayam		
25.	17 (K) Bn NCC, Pala	Pala	
26.	18 (K) Bn NCC, Muvattupuzha	Muvattupuzha	

S.No	Name of Office	Station	Remarks
27.	21 (K) Bn NCC	Ernakulam	
28.	7 (K) Naval Unit NCC		
29.	3 (K) Air Sqn NCC		
30.	NCC Group Headquarters		
31.	22 Kerala Bn NCC	Aluva	
32.	23 Kerala Bn NCC	Thrissur	
33.	24 Kerala Bn NCC		
34.	7 Kerala Girls Bn NCC		
35.	1 (K) R&V Sqn NCC		
36.	27 Kerala Bn NCC, Palakkad	Palakkad	
37.	28 Kerala Bn NCC, Ottapalam	Ottapalam	
38.	29 Kerala Bn NCC, Thenjipalam	Thenjipalam, Malapuram	
39.	30 Kerala Bn NCC	Kozhikode	
40.	9 Kerala Naval Unit NCC		
41.	9 Kerala Girls Bn NCC		
42.	NCC Group Headquarters, Kozhikode		
43.	1 Kerala Arty Bty NCC, Thalasserry	Thalasserry	
44.	31 Kerala Bn NCC, Kannur	Kannur	
45.	32 Kerala Bn NCC, Payyannur	Payyannur	