

**Application Format for Mutual Transfer of Staff of Recognized Non-Government, Aided Madrasah**

(APPLICATION TO BE MADE IN DUPLICATE)

To

The District Inspector of Schools (SE), .....

P.O. .... District .....

**Sub: Application for our Mutual Transfer under Rules 31 & 32 of the West Bengal Madrasah Service Commission Recruitment (Selection and Recommendation of Persons for Appointment and Transfer to the Posts of Teacher and non-teaching Staff) Rules, 2023**

Sir/Madam,

With reference to above, we, (i)..... and

(ii)..... pray for Mutual Transfer among ourselves in our respective Madrasahs. Our particulars are given below:

Sl.No.	Particulars		Particulars of 1 <sup>st</sup> Candidate	Particulars of 2 <sup>nd</sup> Candidate
1	Name of the Applicant (Block Letter)	:		
2	Father's / Husband's Name	:		
3	Date of Birth as per service records.	:		
4	Postal Address (with PIN )	:		
5	Name of the serving Madrasah with full address.	:		
6	a. Post held by him / her at present w.e.f.	:		
	b. Subject, if any (as per recommendation/approval of appointment)	:		
	c. Category of the post- [Post-Graduate/Graduate-IX-X / Graduate( Arts & Social Science / Science )/ Under-Graduate] in case of teacher.	:		
	d. Category of the post - Librarian, Clerk and Group-D (Peon/Merton / Night Guard) in case of Non-teaching Staff.	:		
	e. Approval no. & date of present service/appointment	:		
	f. Present Scale of Pay / Pay Level	:		
	g. Whether confirmed in his /her present service (Yes/ No)	:		
	h. ( i ).Confirmation Memo of D.I/S (SE) (ii).Resolution of Managing Committee	:		
	i. Category of Classes (I-IV / V-VIII / IX-X, XI-XII ) in case of teacher.	:		

7	<b>Qualification</b>			
	a. At the time of entry in service joining	:		
	b. Subsequent improvement, if any	:		
	c. Permission No. & Date of the competent authority in case of subsequent improvement / Enhancement of qualification.	:		
	d. Approval No. & date of D.I/S(SE) for drawing higher scale of pay due to subsequent improvement/ enhancement of qualification, if any	:		
8	Whether the applicants have enjoyed the benefit of any transfer/ mutual transfer earlier (Yes/No) If yes, give particulars.	:		
9	Other particular, if any.	:		
10	Mobile No.	:		
11	Email ID	:		

We solemnly declare that all the statements made by me in this application form and additional particulars are true, complete and correct to the best of my knowledge and belief.

Date : .....

Place : .....

(Signature of the 1<sup>st</sup> Candidate with date)

(Signature of the 2<sup>nd</sup> Candidate with date)

Enco: Attested copies of (both the candidates):

- i. Recommendation by WBSSC/WBMSA, as applicable.
- ii. Approval of appointment.
- iii. Service Confirmation.
- iv. Certificate of Continuous Service.
- v. Age Proof document (Madhyamik or equivalent Admit).
- vi. Photo Identity (Aadhaar Card/Voter Card/Passport).
- vii. Last Pay Certificate

**For forwarding authority (Madrasah Concerned)**

The 1<sup>st</sup> applicant, ..... has been working in this institution as an approved & confirmed teaching / non-teaching in present.....**Category of post,in pay level**.....,since .....and is still in service. We have no objection to his/her Mutual Transfer with ..... (2<sup>nd</sup> Candidate).

Forwarded to the District Inspector of Schools (SE) .....for necessary action.

Signature of the Secretary/Administrator/H.M./Superintendent

**For forwarding authority (Madrasah Concerned)**

The 2<sup>nd</sup> applicant, ..... has been working in this institution as an approved & confirmed teaching / non-teaching in present.....**Category of post,in pay level**....., since .....and is still in service. We have no objection to his/her Mutual Transfer with ..... (1<sup>st</sup>. Candidate).

Forwarded to the District Inspector of Schools (SE) .....for necessary action.

Signature of the Secretary/Administrator/H.M./Superintendent

**For use of District Office [D.I/S (SE)]**

All particulars are Checked & Verified      The Applicant prima facie appears to be eligible and found to be correct.    for Mutual Transfer as prayed for.

Signature of A.I./S(SE), in-Charge of Madrasah

District Inspector of Schools (SE)

Memo No.:

Date:

Forwarded to the Secretary, West Bengal Madrasah Service Commission/ Director of Madrasah Education, W.B., (in case of inter-district Mutual Transfer only) for necessary action.

District Inspector of Schools (SE)

**For use of the Office of the Director of Madrasah Education, W.B.**  
**(in case of inter district transfer only)**

Memo No.:

Date:

The applicant prima facie appears to be eligible for transfer. The case may be considered. Forwarded to the Secretary, West Bengal Madrasah Service Commission.

Director of Madrasah Education, W.B.