

## Format of Application for Transfer on Special Ground

*under 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*

To

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

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

**Sub: Application for transfer on Special Ground under Rule 33(a)/(b)/(c) of the Madrasah Service Commission Recruitment Rules, 2023.**

Sir,

With reference to the above, I would like to apply for transfer on special ground under Rule 33(a)/(b)/(c) [ tick as applicable] from my present serving Madrasah to any Madrasah near my residence. Particulars are given below:

1. Name of the Applicant (Block Letter) :
2. Father's / Husband's Name :
3. Permanent Address (with PIN) :
4. Present Address (with PIN) :
5. Name of the present serving Madrasah with full address. :
6. a. Date of Joining of Serving Madrasah :  
b. Subject, in case of teaching post. :  
c. Category of the post in case of Teaching Staff : Classes I-IV / V-VIII / IX-X / XI-XII [ tick as applicable]  
Or  
Category of the post in case of Non-Teaching Staff : Librarian/ Group-C/Group-D [ tick as applicable]  
d. Approval No. & date of joining in present Madrasah :  
e. Present Pay Level :

- 7. Whether the applicant has availed the benefit :  
of general transfer/ mutual transfer/ transfer on  
special ground earlier (Yes/No)  
If yes, give particulars:
  
- 8. Reason(s) of Transfer on special ground :
  
  
  
  
- 9. Name of the person suffering from illness and :  
relation with the applicant
  
- 10. Medical Details:  
i) Name of disease/ illness :  
ii) Details of illness with supporting documents:  
iii) Age of the sufferer :
  
- 11. Contact details of the applicant  
i) Mobile No. (with WhatsApp) :  
ii) Email ID :

I solemnly declare that all the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. If any information/documents submitted by me are found to be incorrect/ false/untrue, action may be taken against me as per law.

Date : .....

Place : .....

Encl.: Attested copies of

- i. Recommendation by WBMSC/WBSSC, if applicable;
- ii. Approval of appointment;
- iii. Certificate of Continuous Service;
- iv. Medical Prescriptions

Signature of the Applicant

**For forwarding authority (Madrasah)**

The applicant has been working in this institution as an approved Teaching staff for Classes .....Pay Level ...../ Non-Teaching staff in the .....category since ..... and is still in service. We have no objection to his/her candidature being considered for transfer on special ground.

Forwarded to the District Inspector of Schools (SE) .....for necessary action as per rule 34 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.

Memo No.:

Date:

Signature of the Secretary/Administrator/H.M./T.I.C

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

District Inspector of Schools (SE) is required to act as per Rule 34(3) & (4) 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, attach the Medical Certificate issued by the Medical Board and forward the application alongwith all attached documents to the Director of Madrasah Education, W.B., for further action.

Encl.:

All particulars are Checked & Verified  
and found to be correct.

The Applicant appears to be eligible  
for Transfer as prayed for

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

(District Inspector of Schools (SE))

Memo No.:

Date:

Enclosure :

Forwarded to the Director, Directorate of Madrasah Education, W.B. for further necessary action.

(District Inspector of Schools (SE))

**For use of the Office of the Director of Madrasah Education , W.B.**

Memo No.:

Date:

The applicant appears to be eligible for transfer as per certificate of Medical Board. The case may be considered. Forwarded to the Secretary, West Bengal Madrasah Service Commission for necessary action.

Director of Madrasah Education, W.B.