



2021

ODISHA UNIVERSITY OF AGRICULTURE & TECHNOLOGY  
BHUBANESWAR-751003, ODISHA

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No. E-II-III-05/2019/

6383/UAT

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Dt.

31<sup>st</sup>

.March, 2021

OFFICE ORDER

It has come to the notice of the undersigned that, so many applications are coming for consideration of their transfer throughout the year, since there is a provision in the transfer policy that, "General transfer shall ordinarily be done during the month of May/June. The employees / officers interested for transfer need to apply in proper format through proper channel during the month of March."

Therefore, the employees fulfilling the eligibility criteria of transfer as per the transfer policy are hereby informed to submit their application forms in a prescribed format (copy enclosed) duly filled in through their respective controlling officers. The concerned controlling officers are requested to forward the transfer applications with their considered views within 30<sup>th</sup> April, 2021 i.e. one month after issue of this circular. The applications received within this period will be considered to be placed before the transfer committee. The applications received beyond & before the time period will not be entertained.

BY ORDER OF THE VICE-CHANCELLOR

Sd/ Lopamudra Mohanty

31.03.2021

REGISTRAR

Memo No.

6384 /UAT

Dt.

31.03.21

Copy forwarded to all Deans / Directors/ Associate Deans / Head of Departments / Associate Director of Research/ Comptroller / Controller of Examination / Chief Librarian, Central Library/ Medical Officer, OUAT Health Centre / Assistant Registrars / Accounts Officers for information and necessary action.

Asst. Registrar (Estt.)

Memo No.

6385 /UAT

Dt.

31.03.21

Copy forwarded to the Director, PME, OUAT, Bhubaneswar for information and necessary action with a request to publish the same in OUAT Website for wise circulation.

Asst. Registrar (Estt.)

Copy to:

Section Officer, Estt-I, II & III Section for further action.

dns/10-4



## PROFORMA FOR TRANSFER OF A UNIVERSITY EMPLOYEE

(will be modified every year & approved by Vice-Chancellor)

1. Name of the Employee with :  
Designation & scale of pay of the applicant.
2. Date of joining in OUAT service :
3. Name of the Office (with detail address) :  
Where the employee is presently working  
With date of joining in the present post.
4. Detail particular of place of posting of the : i)  
Employee under OUAT. (At Headquarters : ii)  
and Outlying Stations). : iii)  
: iv)
5. Ground on which transfer from present :  
Post is requested.
6. Option for transfer of places in order of : i)  
Preferences. (The employee concerned : ii)  
Should mention names of three different : iii)  
Stations in order of preferences)
7. Name of Home District of the Applicant :
8. Recommendation of the forwarding Office/ :  
Controlling Officer if any.

Certified that the information furnished above by me is correct to the best of my knowledge.

Date:

SIGNATURE IN FULL  
WITH DESIGNATION OF THE APPLICANT

Countersigned by the  
Controlling Officer