

## **UNIVERSITY GRANTS COMMISSION**

### **APPLICATION FOR TRANSFER** **(Section 78 of the Universities Act No. 16 of 1978)**

1. No application for transfer will be entertained from an employee against whom any disciplinary inquiry is pending.
2. Applicant should be confirmed in his/her post.

Note: In forwarding the application of an employee for transfer, the Head of Department and the Registrar/ Senior Assistant Registrar/Assistant Registrar of the Institution concerned should satisfy themselves that the applicant is not disqualified on either of the above 1 or 2 grounds.

3. The applicant should complete two (02) copies of this form, and submit both copies to the Head of the Department/Division concerned.
4. The Head of the Department/Division should forward both copies, together with his recommendation, to the Chairman/Vice- Chancellor/Secretary/Registrar /Rector / Director through the Dean of the Faculty concerned (where applicable).
5. The Chairman/ Vice- Chancellor/ Secretary/Registrar/Rector/ Director should forward one copy, together with his recommendation, to the Secretary, University Grants Commission. The other copy of the application should be retained in the applicant's personal file.
6. The recommendations made by the Chairman/Vice- Chancellor/ Secretary/Registrar/Rector/ Director/the Dean of the Faculty/ Head of the Department/Division will be treated in confidence. In order to facilitate this, each officer dealing with the transfer application should ensure that the application is not sent with the applicant to the next officer concerned.
7. Each application will be considered by the Transfer Board of the University Grants Commission, and the decision thereon conveyed to the applicant in due course. No interview in connection with a transfer will be granted by the Secretary or other officer of the Commission.
8. Applications of those who have refused to accept transfers once effected by the Commission will not be considered until they complete a period of two years from the date of such transfers.
9. The Transfer Application submitted by an employee is valid for a period of six months with effect from the date of submission to the Secretary/UGC.
10. When the transfer is implemented, the Registrar/Rector/Director of the HEI should ensure that obligatory requirements of the employee concerned are dealt with before releasing him/her to the respective Higher Educational Institution

Secretary /Transfer Board  
University Grants Commission

**PART I:** (Should be completed by the applicant)

1. Name with initials: Mr./Mrs./Miss: .....
2. Date of Birth: ..... Age: Dates: ..... Months: ..... Years: .....
3. Address:
  - 3.1. Permanent Address: .....
  - 3.2. Present Residential Address: .....
4. Contact Telephone Number: .....
5. Civil Status: .....
6. (I) Present post with date of appointment: .....  
(II) The date of confirmation in the present post: .....
7. (A) (i) Present place of work:
  - (a) Name of Institution: .....
  - (b) Name of Faculty/Department: .....
  - (ii) Period of service at above place of work  
(As at date of application): Years: ..... Months ..... Days .....
  - (iii) If you were transferred to the above place of work, state whether on promotion or at your request or on punishment: .....
- (B) Particulars of Loans obtained :

Loan	Balance Amount
.....	.....
.....	.....
.....	.....
8. (i) Have you worked in any other Higher Educational Institution or the University Grants Commission?: .....  
(ii) If so, state:

<u>Place of Work</u>	<u>Length of Service</u>
(a) .....	From: ..... To: .....
(b) .....	.....
9. If married and the spouse is employed, state :
  - (i) His/ Her present post: .....
  - (ii) His/ Her place of work: .....

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10. The Institution to which the transfer is sought :

- (1). .....
- (2). .....
- (3). .....

11. Reasons for requesting transfer :.....  
.....

12. I certify that all the particulars submitted by me herein are true and accurate.

Date: .....  
Signature of Applicant

**PART II:** (To be completed by each appropriate officer concerned)

**13. Recommendation of the Head of Department/Division**

Observations: .....  
.....

Date: .....  
Head of Department/Division

**14. Recommendation of the Dean of the Faculty**

Observations: .....  
.....

Date: .....  
Dean of Faculty

Note: In the case of an applicant attached to the Dean's Office, the Dean should complete both columns 13 & 14.

**15. Chairman/Vice- Chancellor/Secretary/Registrar/Rector/Director**

- (a) Does the applicant confirm in his/her present post? Yes / No
- (b) Date of confirmation.....
- (c) If any disciplinary matters pending against him/her Yes / No
- (d) This Application is Recommended  Not recommended  \*
- (e) Reasons for not recommending the transfer .....  
.....

Date: .....  
Chairman/Vice-Chancellor/Secretary/Registrar/Rector/Director

\* (Please mark (✓) in the relevant cage)

**PART III :** (For the use of the Secretary/UGC)

Ref. No: .....

Vice-Chancellor/ Registrar/ Rector/ Director/ Deputy Secretary, Personnel (UGC)

.....

Please let me have your recommendation on this application for transfer.

Date: .....

.....

Secretary/UGC

**PART IV :** (For the use of the Chairman/ Vice-Chancellor / Registrar/ Rector/ Director/ Deputy Secretary, Personnel (UGC) of the Institution to which the transfer is sought)

Ref. No.: .....

Secretary,  
University Grants Commission.

(i) I agree:  Do not agree:  to this Transfer. \*

(a). Availability of Vacancies: Yes:  No:  \*

(b). Availability of Approval DMS/ Secretary-Ministry of Higher Education: Yes:  No:  \*

(c). Other reasons: .....

(ii) Give Reasons, If not agreeable .....

.....

Date: .....

.....

**Chairman (UGC)/ Vice- Chancellor/ Registrar/ Rector/  
Director/ Deputy Secretary, Personnel (UGC)**

\* (Please mark (✓) in the relevant cage)

**PART V:** (for the use of the Secretary, Transfer Board)

Date of meeting: .....

Decision: .....

Date: .....

.....

Secretary/Transfer Board  
(University Grants Commission)