

APPENDIX V

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 Officer in charge of the personal file and the Secretary of the UGC/ Registrar of the University/ Secretary of the University College, the most Senior Administrative Officer of the Institute concerned should satisfy themselves that the applicant is not disqualified under 1 and /or 2 above.

3. The applicant should complete **two (02) copies** of this form and submit both copies to his immediate supervising officer i.e., Head of Department/Division.
4. The Head of the Department/Division should forward both copies, together with his recommendation as follows;
 - a) In the case of executive officers of the UGC, to the Chairman through the Secretary
 - b) In the case of executive officers of a University, to the Vice- Chancellor through the Registrar
 - c) In the case of executive officers of a University College/ Institute/ Centre for Higher Learning, to the Director and with regard to campus staff to the Vice-Chancellor through the Rector
 - d) In the case of other staff of the UGC, to the Secretary
 - e) In the case of other staff, to the Rector of the Campus/Director of the Institute or Centre for Higher Learning/ Registrar of the University/ Secretary of the University College as appropriate.

Note: Those who are attached to Faculties should forward applications through the Dean of the relevant Faculty.

5. The Chairman/ Vice-Chancellor/ Secretary (UGC)/ Registrar/ Secretary (University College)/ Rector/ Director as appropriate, should forward one copy, together with his recommendation, to the Secretary to the Transfer Board of the University Grants Commission. The other copy of the application should be retained in the applicant's personal file.
6. The recommendations made by the Officers mentioned in 5 above 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 the transfer order has been issued by the Commission will not be considered until they complete a period of two (02) years from the date of such transfers.
9. The Transfer Application submitted by an employee is valid for a period of one (1) year with effect from the date of submission to the Secretary/UGC.
10. When the transfer is implemented, the Secretary (UGC)/ Registrar of the University/ Secretary (University College)/ Rector of a Campus/ Director of the Institute or Centre for Higher Learning 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. (a) Present post with date of appointment:

(b) Whether the applicant is confirmed:

7. (1) (a) Present place of work:
 - (i) Name of Institution:
 - (ii) Name of Faculty/Department/Division:

(b) Period of service at above place of work
(As at date of application): Years: Months: Days:

(c) State whether you have been attached to the above place of work on promotion or on transfer at your request or on punishment:

- (2) Particulars of Loans obtained:

Loan	Balance Amount
1.	
2.	
3.	

8. (a) Have you worked in the University Grants Commission or any other Higher Educational Institution/Institute/Centre for Higher Learning prior to the present appointment?

(b) If so, state:

	<u>Place of Work</u>	<u>Length of Service</u>
(1)		From: To:
(2)		

9. If married and the spouse is employed, state :

- (i) His/ Her present post:
- (ii) His/ Her place of work:

10. The Institution to which the transfer is sought :

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

11. Reasons for requesting the 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 and forwarded to the Administrative Officer in charge of the Personal File

13. Recommendation of the Head of Department/Division

Recommended /Not Recommended

(If not recommended, give reasons)

Signature

Date:

Head of Department/Division

14. Recommendation of the Dean of the Faculty

Recommended /Not Recommended

(If not recommended, give reasons)

Signature

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) Whether the applicant is confirmed in his/her present post? Yes / No

(b) Date of confirmation:

(c) Whether disciplinary matters pending against him/her? Yes / No

Signature

Date:

Administrative Officer in charge of the Personal File

16. Chairman/ Vice- Chancellor/ Secretary/ Registrar/ Rector/ Director

This Application is Recommended/ Not recommended

(If not recommended, give reasons)

Signature

Date:

Chairman/ Vice-Chancellor/ Secretary/ Registrar/ Rector/ Director

PART III

For the use of the Secretary to the Transfer Board/UGC

Ref. No:

Chairman(UGC)/ Vice-Chancellor/ Rector/ Director/Secretary (UGC)/ Registrar/
Secretary (University College)

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

Signature

Date:

Secretary to the Transfer Board /UGC

PART IV

For the use of the Chairman (UGC)/ Vice-Chancellor/ Rector/ Director/Secretary (UGC)/ Registrar/ Secretary (University College) to which the transfer is sought

Ref. No.:

Secretary to the Transfer Board
University Grants Commission

(i) I agree/do not agree to the transfer of Mr./Mrs./Ms.

(a) Availability of Vacancies: Yes/No

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

(c) Remarks if any:

(ii) Give reasons, if not agreed:

Signature

Date:

Chairman (UGC)/ Vice-Chancellor/ Rector/
Director/Secretary (UGC)/ Registrar/
Secretary (University College)

PART V

For the use of the Secretary, Transfer Board

Decision:

Date of meeting:

Date:

Signature
Secretary/Transfer Board
University Grants Commission