

**THE HIGH COURT OF SINDH, KARACHI**

No. HC/ADMI/ Trans. App  
Dated: 29<sup>th</sup> February, 2024

*All  
Communications  
should be  
addressed to  
The Registrar  
High Court of  
Sindh Karachi  
and not to any  
Official by name*

**FROM:**

**THE REGISTRAR, HIGH COURT OF SINDH,  
KARACHI.**

**TO:**

**ALL THE DISTRICT & SESSIONS JUDGES,  
IN SINDH**

**Subject:**

**PROFORMA FOR TRANSFER OF STAFF OF DISTRICT  
JUDICIARY ACROSS SINDH.**

I am directed to refer to the subject noted above and enclose herewith a proforma for transfer which has to be filled up in all respect and in future the same has to be submitted with all transfer applications of staff of your Judicial Districts.

*Ajaz-ul-Hassan*  
*29/2/2024*  
(Ajaz-ul-Hassan)  
Deputy Registrar (Admin)  
For: REGISTRAR



# PROFORMA FOR TRANSFER

(TO BE SUBMITTED WITH TRANSFER APPLICATION)

## SERVICE RECORD OF (Name with Current Designation & Grade)

Date of Birth: \_\_\_\_\_

Name of Initial Appointment Post: \_\_\_\_\_

Name of District Court where Initially Appointed: \_\_\_\_\_

Date of Initial Appointment & Joining: \_\_\_\_\_

Date of Appointment on Current Post: \_\_\_\_\_

Details of Earned Leave (in Total): EL Availed \_\_\_\_\_, EL Balance \_\_\_\_\_

Grounds/ Reasons for Present Transfer in Brief: \_\_\_\_\_

\_\_\_\_\_

<u>PROMOTION HISTORY</u>			
S.No	Promotion From (Name of Post)	Promotion To (Name of Post)	Date of Order of Promotion
1			
2			
3..			

<u>TRANSFER HISTORY</u>				
S.No	Transfer From (Name of Judicial District)	Transfer To (Name of Judicial District)	Grounds/ Reason mentioned Transfer Application	Order Date
1				
2				
3..				

<u>DETAILS OF DISCIPLINARY PROCEEDINGS</u>			
S.No	Ground of Disciplinary Proceedings	Status (Pending/ Disposed of)	Action Taken/ Penalty imposed
1			
2			
3..			

### UNDERTAKING

I, (Name) S/o or D/o or W/o \_\_\_\_\_, Muslim, Adult, holding CNIC No. \_\_\_\_\_, R/o. (Address), do hereby state on solemn affirmation that the aforementioned information has been filled up by me. I have not concealed any material facts and whatever stated above is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_