

Sangam,  
Date: 24.06.2021

**From**

Kandula Santoshi,  
Branch Postmaster,  
Sangam B.O,  
a/w Neelanagaram S.O.-532462.  
**under PARVATHIPURAM DIVISION**

**To**

The Chief Postmaster General,  
Andhra Pradesh Circle,  
**Vijayawada – 520013.**

Respected sir,

**Sub:** -Request for Transfer as Branch Postmaster of Basuru B.O a/w Palakonda S.O under Parvathipuram Division – Regarding.

I humbly submit the following few lines for favour of kind consideration and favorable orders please.

I submit that I have been working as Branch Postmaster, Sangam B.O a/w Neelanagaram S.O under Parvathipuram Division. I did my level best in all aspects during my duty as Branch Postmaster, Sangam B.O without any complaints and to the best satisfaction of my higher authorities.

Now I am bringing to your kind notice that my native place is Avalangi village, Palakonda Mandal, Srikakulam Dist. It is very far from here and Basuru B.O is near my Hometown.

It is learnt that there is clear vacancy of BPM Basuru B.O a/w Palakonda S.O under Parvathipuram Division. Hence I request the benign Postmaster General to kindly consider my request and transfer me as BPM Basuru B.O a/w Palakonda S.O under Parvathipuram Division for which act of kindness, I shall remain grateful to you sir.

Thanking you Sir,

Yours Faithfully,  
**[K. SANTOSHI].**

**ENCLOSURES:**

- Application for transfer from one post to another post in GDS in triplicate.
- Declaration for transfer for one post to another post by GDS triplicate.
- Copy of appointment letter.
- Pay Slip.
- Copy of SSC marks list.
- OBC Certificate.
- Aadhar card.

**Copy submitted to:**

1. The Chief Postmaster General, Andhra Pradesh Circle Vijayawada Region, Vijayawada-520013 For information.
2. The Postmaster General, Vishakhapatnam Region, Vishakhapatnam-530017 For information.
3. The Supdt. Of Post Offices, Parvathipuram Division, Parvathipuram-535501.