

Burja,
Date: 15.05.2020

From

k.santoshi,
Branch Postmaster,
Burja B.O,
a/w Seethanagaram S.O.-535547.
under PARVATHIPURAM DIVISION

To

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

// THROUGH PROPER CHANNEL //

Respected sir,

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

I most 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, Burja B.O a/w Seethanagaram SO under Parvathipuram Division since 16-01-2019. I did my level best in all aspects during my duty as Branch Postmaster, Burja BO 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 Bitiwada BO is near my Hometown.

It is learnt that there is clear vacancy of BPM Bitiwada BO a/w Neelanagaram SO under Parvathipuram Division due to present Branch Postmaster was got a new job and resigned as Branch Postmaster. Hence I request the being Postmaster Generals to kindly consider my request and transfer me as BPM Bitiwada BO a/w Neelanagaram SO under Parvathipuram Division for which act of kindness, I shall remain grateful to you sir.

Once again I pray the kind authorities to kindly consider my request please

Thanking you Sir/Madam,

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 and spare copy submitted to directly for save delay.
2. The Postmaster General, Vishakhapatnam Region, Vishakhapatnam-530017 For information and spare copy submitted to directly for save delay.
3. The Supdt. Of Post Offices, Parvathipuram Division, Parvathipuram-535547.