

**APPLICATION FORM FOR (I) INTER RAILWAY (II) INTER DIVISIONAL/
DEPARTMENTAL TRANSFER (III) DEPUTATION**

Note: This form may be filled in duplicate in case of application for Inter Divisional/Departmental Transfer and in triplicate in case of Deputation / Inter-Railway Transfer.



1. Name : _____
2. Substantive designation & Scale : _____
3. Date of Birth : _____
4. Date of appointment : _____
5. Grade & scale in which appointed : _____
6. Staff/Ticket No : _____
7. Unit in which working : _____
8. Educational qualification : _____
9. Whether having Typing proficiency (Applicable for Jr. /Sr. Clerks) : _____
10. Transfer sought to (state post name/station/Deptt /Railway, etc.) : _____
11. Acceptable basis for transfer (Strikeout whichever is not applicable)
 - a) Own request at bottom seniority (in recruitment grade) : _____
 - b) Mutual Transfer against call for volunteers : _____
12. a) If transfer under 11 (a), state your special condition, if any, i.e. grade, post, station etc. : _____
b) If transfer under 11 (b), attach one copy of colleagues application on similar forms : _____
13. Special remarks, if any : _____
14. Residential address : _____

Date:

Signature

FOR OFFICE USE ONLY

15. Remarks of immediate supervisors : _____
Forwarding File No. : _____
Date forwarded : _____

Forwarded to _____

Office Stamp Signature : _____
Name : _____
Designation : _____

Date:
Note: Forward all the three copies to the controlling authority.

16. Remarks of the Controlling authority: _____
17. Brief particulars of D&A/SPF/Vig. : _____
Proceedings pending, if any _____

Certified that the service particulars furnished by the employee in _____ this application have been verified and found correct.

Forwarded to _____

Office Stamp Signature : _____
Name : _____
Designation : _____

Date:

Note: For deputation, Inter-Railway/Inter-departmental transfers controlled by Headquarters Controlling Officer, forward only two copies of the form to CPO's Office.

Date put up

18. CPO's file No: _____
HOD's approval: _____
Forwarded to: _____

Date: _____

19. Accepting authority's remarks (to be communicated to application forwarding office) : _____

20. Put up to GM (P) for approval of the :
transfer on Inter-Railway basis to _____ Railway. _____

General Manager (P)

Cadre Office

DECLARATION

I, Sri /Smt _____ designation _____
Office _____ do hereby declare that I
am eager for my transfer to _____ Division of
_____ Railway being arranged on the basis of own request/mutual
transfer and express the following:-

1. a) I shall abide by and accept the seniority as admissible under the rules for own request/mutual transfer;
- b) I shall accept bottom seniority under the rules as the transfer sought for is at my own request;
2. I shall accept posting at any station/office/unit/Division of the Railway to which I shall be transferred;
3. I am aware that I am neither entitled to transfer passes nor TA/DA at joining time;
4. I shall not claim for allotment of Railway quarters on out of turn basis;
5. I shall deposit security money as and when required for the post to which I am seeking transfer;
6. I shall comply with the rules and regulations connected with the duties of the post to which I am seeking transfer;
7. I shall not seek a re-transfer to my original department;
8. I shall undertake Initial/refresher course and first-aid training etc. as required under rules.

Signature: _____

Full Name: _____

Designation: _____

Station: _____

Date: _____

Declaration given in my presence:

Witness:

Signature: _____

Full Name: _____

Designation: _____

Station: _____

Date: _____
