

**APPLICATION FORM (I) INTER RAILWAY (II) INTER DIVISION  
DEPARTMET TRANSFER (III) DEPUTION**

**Note : This form may be filled Duplicate in the case of inter Division / Departmental transfer and transfer  
and in triplicate in case of Deputation/Inter railway transfer sought .**

- 1. Name :
- 2. Designation :
- 3. Staff Ticket No. :
- 4. Unit in which working :
- 5. Date of Birth :
- 6. Category in which grade
  - a. Appointed :
  - b. Confirmed :
  - c. Continuously officiating  
For more than three month. :
- 7. Transfer sought to (State posts  
Name and station department/ Division Railway project etc . :
- 8. Acceptable basic for transfer  
(Strike out whichever is not applicable)
  - a. On request at bottom seniority :
  - b. Mutual transfer :
  - c. Against call for volunteers give  
particulars of call letter and job  
applied for . :
- 9. (a) If under 8(a) state your special  
condition if any ( Ps grade post station  
of position etc ) :  
(b) If transfer 8 (b) attach one copy of  
colleagues application on similar form . :  
He should affix his name and Ticket No.  
Designation and address.
- 10. Special remarks if any :
- 11. Residential Address : .....

.....

Dated :

Signature

**For office use only**

Remarks of immediate

supervisor : .....

Forwarding File No. : .....

Date of forwarding : .....

Signature :

Name : .....

Designation : .....

Station : .....

Note :- Forwarding all the 3/2 Copies of controlling ( workshop/Depot/Division) Authorities.

12. Remarks of Controlling ( workshop/Depot/Division)

Authority : .....

(a) Brief particulars of SPE/Vigilance/DAR/Proceeding pending

if any : .....

(b) Objection against transfer if any : .....

.....

Certified that service particulars furnished by the employee in his application has been verified and found correct.

Forwarded to

Signature

File No :-

Name : .....

Office Stamp and

Date :

Designation .....

Note : ( 1 ) For deputation / Inter Railway / Inter Departmental Transfer controlled by Hd. Qtrs Controlling office only.

(2) Copies of the Form to CPO's Office.

13. CPO's Office file No. ....

HOD Approval ..... Date up to HOD Cader.

Forwarded to ..... Office .....

Date .....

14. Accepting Authority's Remarks

( To be communicated to Application forward office )

15. Put up to General Manager for approval of the Transfer on

Inter Railway basis to .....Railway.

GENERAL MANAGER

CADRE OFFICER

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Note : (1) Columns 13.14 & 15 and are for E. Railway HQR's only in case of inter Division/unit transfer are copy of the form which remark of controlling Authority at HQR's for further action. Col. 14 shall be filled in the copy retained as there and after approval of the transfer is advice to the unit.

(2) In case of Deputation / Inter Railway Departmental transfer two copies of the form shall be forwarded remaining their copy by the unit. One copy completes up to Col. 12 shall be send to the Railway to which transfer sought and thus remarks resulting acceptance or entered in Col. 14 and sanction of the competent Authority obtained and advice to the Unit/Concerned Authority.

**APPLICATION FOR TRANSFER**

To be filled in the signed by Staff in category involving transfer/Refresher course and security Deposit.

I ..... (Full Name) to do hereby apply for Transfer to ..... preferable to .....

..... Station ..... Division in the basic of MUTUAL/ EXCHANGE/OWN REQUEST and declare to abide by the following condition.

1. (I) a) I shall be abide by and accept the seniority as admissible under the rules for MUTUAL transfer.

b) I shall accept bottom seniority under the rules and transfer sought for it at my own request.

(II) I shall accept posting to any station/office /unit Division of the Railway to which I shall be transferred.

(III) I am aware that I am neither entitled to transfer passes nor TA/DA nor joining time.

(iv) I shall comply with the rules regulation and instruction connected with duties of the post of the which I am seeking.

(v) I shall not claim for allotment of Railway Quarter out of turn.

2. I am seeking transfer of account .....

.....  
.....

Signature .....

Name .....

Designation .....

Station/Division .....

Date .....

Note : Mention here Railway ( In case of inter Transfer and the station and Division to which position is preferred.

\* Retain the one application and strike of the other (a) or (b) only should strike off.

\* Here state in brief the ground for transfer.

No.....office ..... Date .....

To,

The .....

.....

.....

Sub : Inter Railway/Mutual Transfer/Own request transfer for

Shri .....

Grade Rs. ....SEG/Division .....

An application dated .....(in duplicate) for transfer to .....Railway

is forwarded herewith in the prescribe performa.

- 1. Full Name
- 2. Father's Name
- 3. Date of Birth
- 4. Date of appointment

- (I) Designation of the post grade
  - (II) Whether offg. is continues or non-continuously.
- 6. Designation ( in sub post grade )
  - (I) Date from which continuously working
  - (II) Date of confirmation of the post
- 7. Status permanent or Temp.
- 8. particulars of
  - a) any D.A.R. case pending
  - b) any vig. case pending
  - c) any Appl. Case pending
  - d) any other case such as court case pending
- 9. Remarks as whether the applicant could be released on transfer

Strike off the required

Signature and Designation  
Head of office / Division

**PROFORMA 'D'**  
**APPLICATION FOR INTER RAILWAY / INTER DIVISION TRANSFER**  
**THROUGH PROPER CHANNEL**

From

.....  
.....  
.....

To,

The General Manager (Personal)

.....  
.....

Subject : Application for Inter Railway/ Inter Division transfer on  
Mutual Exchange.

Sir,

I beg to apply for transfer To/on mutual basis to .....  
Division on .....RLY.

1. My service particulars are furnished below

- ( I ) Name :
- (II) Designation :
- (III) Station & Division in which working :
- (iv) Date of appointment :
- (V) present grade :
- (VI) (a) Substantive :
- (b) Officiating :
- (vii) Division /Unit for which applied :

2. I am willing to carry out transfer to .....Railway  
Division of ..... on the  
term and conditions stipulated by the railway board their letter No. E/55 SR  
6/3 Dt. 19.05.85 B.E (NG) 65 SR Dt. 01.12.66 For transfer from one railway  
unit to another in personal request.

3. I am willing to be posted anywhere on .....Division of  
.....Railway.

**DECLARATION OF SENIORITY FOR TRANSFER TO OTHER DIVISION /RAILWAY**

I, .....Designation .....  
..... Station .....

Scale Rs .....(RSRP) do hereby declare that

I am willing to abide by the rates governing of seniority in terms of H.Q. Office CCG's letter No. 1020.23 dtd 19-05-19 and I with seniority below all permanent and temporary / Officiating employees in the category of .....

scale of ..... on .....

Division/ Railway in the event of my transfer.

I also hereby declare that I will not claim for transfer allowance, TA/DA joining time /transfer/ kit passes etc. on my transfer to .....

Division/railway.

I will not seek re-transfer to my parent Division / Railway.

Full Name :	Signature of the employees
Designation :	Section :
Station :	Attested by
Date :	Incharge :
	Date :

## DECLARATION

1. I am willing to carry out the transfer order to .....  
Division on term on condition stipulated by the railway Board their  
Letter No. (NC055)/Re/SI. date 01-12-1966 or inter Railway transfer  
directly.
  
2. I am willing to be posted at any Station on the .....  
division of railway .....Zone.
  
3. I am aware that I am not eligible for transfer privilege i.e. joining time  
leave, transfer passes and advance etc.
  
4. I will accept the bottom seniority on directly transfer in terms of para  
310 of Indian Railway Established Manual.
  
5. I will under go necessary course on account of any mutual Transfer to  
..... Division.
  
6. I will not accept any Quarter out of term.
  
7. I will not refuse to move on above transfer if the same is considered.

Signature of the Applicant :

Name :

Designation :

Signature of witness :

Name :

Designation :

Office :

Date