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 *I* Inter-Railway Transfer.

Space for Photograph

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 (Strike out 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) :	Sign	nature

FOR OFFICE USE ONLY

15.	Remarks of immediate supervisors Forwarding File No. Date forwarded					
Forv	varded to					
Offi Dat	ce Stamp e:	Signature Name Designatio				
	e: Forward all the three copies to the	e controlling	g authori	ity.		
16. 17.	Remarks of the Controlling authority Brief particulars of D&A/SPF, Proceedings pending, if any					
	tified that the service particula olication have been verified and fo			the emp	ployee In	this
Forv	varded to					
Offi	ce Stamp	Signature Name Designatio	:			
Dat	e:	Designand				
	e: For deputation, Inter-Railway/Indquarters Controlling Officer, forw ce.	•				
18.	CPO's file No: HOD's approval: Forwarded to:				Date pu	t up
	Date:					
19.	Accepting authority's remarks (to communicated to applicat forwarding office)					
20.	Put up to GM (P) for approval of transfer on Inter-Railway basis Railway.					
	General Manager (P)			adre Offic		
	General Manager (1)		_	July Cill	- -	

DECLARATION

		designation				
Of	fice	do hereby declare that I				
an		er to Division of ailway being arranged on the basis of own request/mutual				
tro	ansfer and express the					
1.	a) I shall abide by a own request/mutua	and accept the seniority as admissible under the rules for al transfer;				
	b) I shall accept bo at my own request;	ottom seniority under the rules as the transfer sought for is				
2.	I shall accept post which I shall be trans	ting at any station/office/unit/Division of the Railway to sferred:				
3.	I am aware that joining time;	I am neither entitled to transfer passes nor TA/DA at				
4.	I shall not claim for all	otment of Railway quarters on out of turn basis;				
5.	5. I shall deposit security money as and when required for the post to which am seeking transfer;					
6.	I shall comply with the post to which I am s	he rules and regulations connected with the duties of the seeking transfer;				
7.	I shall not seek a re-t	ransfer to my original department;				
8.	I shall undertake required under rules	Initial/refresher course and first-aid training etc. as				
		Signature:				
		Full Name:				
		Designation:				
		Station:				
		Date:				
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	aration given in my pre	esence.				
Vitne						
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