## 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)		
	<ul> <li>a) Own request at bottom seniority (in recruitment grade)</li> </ul>	:	
	b) Mutual Transfer against call for volunteers		
12.	<ul> <li>a) If transfer under 11(a), state your special condition, if any, i.e. grade, post, station etc.</li> </ul>		
	<ul> <li>b) If transfer under 11(b), attach one copy of colleagues application on similar forms</li> </ul>	•	
13.	Special remarks, if any	:	
14.	Residential address	:	
Date	e:	Sign	nature

## FOR OFFICE USE ONLY

15.	Remarks of immediate supervisors Forwarding File No. Date forwarded					
Forv	varded to					
Offi Dat	ce Stamp	Signature Name Designatio	: : on :			
	e: Forward all the three copies to the	e controllino	g author	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 em	ployee In	this
Forv	varded to					
Offi	ce Stamp	Signature Name Designation	:			
Dat	e:	Designanc	лι .			
	e: For deputation, Inter-Railway/Indquarters Controlling Officer, forwarder.	•				
18.	CPO's file No: HOD's approval: Forwarded to:				Date pu	  
	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)			Cadre Offic		
	General Manager (1)		_	Judie Vill		

## **DECLARATION**

		designation			
Of	fice	do hereby declare that I			
an	n eager for my fransfer to Railwav b	Division of eing arranged on the basis of own request/mutual			
tro	ansfer and express the followin				
1.	a) I shall abide by and acceown request/mutual transfer	ept the seniority as admissible under the rules for er;			
	b) I shall accept bottom ser at my own request;	niority under the rules as the transfer sought for is			
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.	5. I shall deposit security money as and when required for the post to which I am seeking transfer;				
6.	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/re required under rules.	fresher course and first-aid training etc. as			
		Signature:			
		Full Name:			
		Designation:			
		Station:			
		Date:			
clc	aration given in my presence:				
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