

FORM OF MUTUAL TRANSFER

The _____

The _____

Through : Proper Channel.

Sub : Joint Application required Mutual Transfer of

Sri _____ with Sri _____

Sr,

With due respect and humble submission we the above named _____ beg to draw your kind attention towards the fact quoted above and ready to accept our seniority as per extent rules under inter railway transfer.

Sr, I _____ station of _____ Division in _____ Railway under your kind control with full satisfaction, I want to execute mutual transfer with Sri _____ station of _____ Division in _____ Railway. My native place is too far from my field of service. There is none to look after my house and also it is too hard to bear the two establishment with poor paid like me.

Therefore both of us are requesting your honour to please look into our cases. Solicit your kind any sympathetic order please.

Thanking you in anticipation.

Our service particulars are as follows :			
SN	Particulars -	SN	Particulars -
1	Name :	1	Name :
2	Father's Name :	2	Father's Name :
3	Designation :	3	Designation :
4	Station :	4	Station :
5	Supervisor Under Whom working :	5	Supervisor Under Whom working :
6	Date of Birth :	6	Date of Birth :
7	Qualification :	7	Qualification :
8	Date of Appointment :	8	Date of Appointment :
9	Pay :	9	Pay :
10	Grade Pay :	10	Grade Pay :
11	Division :	11	Division :
12	Railway :	12	Railway :
13	Category :	13	Category :
14	Medical Category :	14	Medical Category :

Yours faithfully

Yours faithfully

Subordinate incharge

Designation & Official Seal

Subordinate incharge

Designation & Official Seal