

To

Sub: - Inter Railway/Divisional Own Request Mutual Exchange Transfer.

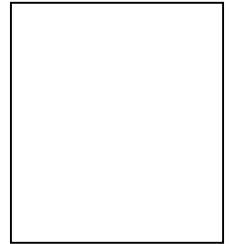
Respected Sir

We are following under signed like to undergo mutual transfer vice each other due to our domestic circumstances. In this regard our original service bio-data are as under. We hope our case will be considered.

Name		Name	
Father's Name		Father's Name	
Designation		Designation	
PF No		PF No	
Rate of Pay		Rate of Pay	
Scale of Pay		Scale of Pay	
Date of Birth		Date of Birth	
Date of APP		Date of APP	
Source of Appointment		Source of Appointment	
Place of Posting		Place of Posting	
Medical Category		Medical Category	
Educational Qualification		Educational Qualification	
NPS NO		NPS NO	
Community		Community	
Signature		Signature	
Date		Date	

PROFORMA " A "

CENTRAL RAILWAY

APPLICATION FORM (I) INTER RAILWAY (II) INTER DIVISIONAL
DEPARTMENTAL TRANSFER (III) DEPUTATION.NOTE : - This form may be filled in duplicate in the case of Inter Railway /Divisional/
Departmental transfer and triplicate in case of Deputation / Inter Railway transfer sought.

Sr No	Proforma	
	Name	
	Designation	
	Staff Ticket No	
	Unit in which working	
	Date of Birth	
	Category in which grade (A) Appointed (B) Confirmed (C) Continuously officiating	
	Religion and Caste	
	Qualifications	
	Transfer sought to(state post's name and designation) Departmental / Divisional RLY. Project etc	
	Accountable basis for transfer (strike out which over is not applicable) (a) On request at bottom seniority (b) Mutual transfer (c) Against call for voluntary (give particulars of call letter of job as applied for)	
	(a) If under 10 (a) state your special conditions if any Grade / Post station of Posting /Quarter etc (b) If transfer under 10(b) case attach one copy of colleagues application on similar form No should affix his name & Ticket No, address	
	special remarks if any	
	Residential Address	

Date:

Signature :

For Office USE only

Forward to _____
Remarks of Supervisor
Forward File No
Date of forwardingSignature:-
Name :-
Designation:-
Station:-

PROFORMA - "B".

CENTRAL RAILWAY

APPLICATION FOR TRANSFER

I Shri/Smt/Ku ----- do hereby application for inter divisional own request transfer from ----- central Railway to ----- Central Railway Preferably ----- Station on the basis of own request inter divisional transfer and declare to abide by the following condition.

- 1) a) I shall abide by and accept the seniority as admissible under mutual exchange.
b) I shall accept bottom seniority under the rules to which transfer any own request
- 2) I shall accept position at any section / office /unit / division of which I shall be transferred.
- 3) I am aware that I am neither entitled to transfer passes nor TA /Time.
- 4) I shall not claim for allotment of Railway quarter out of turn.
- 5) I shall comply with the rules, regulations and instructions connect post to which I am seeking transfer.

6) I am seeking transfer for on account of own request bottom seniority:-----

Signature
Design :-
Name :-
Station :-
Date: -

CENTRAL RAILWAY.
For Office Use Only

Date:

To,

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Sub: - Inter Railway/ Divisional / Mutual Transfer /Own Request
Gr Rs ----- Div Pune to -----.

An application dated ----- (in duplicate) for Transfer to -----
---- Division to ----- Division is forwarded herewith on prescribed proforma.

SN	Name (Shri/smt/Kum)	
1	Full Name	
2	Father Name	
3	Date of Birth	
4	Religion and Caste	
5	Qualification	
6	Date of appointment	
7	(i) Designation, unit, officiating Post and Grade (ii) Date from which continuously Officiating	
8	(i) Designation (in substantive post and Grade) (ii) Date from which continuously working in the substantive post	
9	Status (Permanent or Temp)	
10	Particulars of	
	Any DAR case pending	
	Any Vigilance case pending	
	Any S.P.E. case (such pending)	
	Any Other case (such as court case etc pending)	
	Remarks as to whether the applicant could be relived on transfer	

Duly filled/verified and signed
by controlling Officer with name