

SOUTH CENTRAL RAILWAY

APPLICATION FORM FOR (I) INTER RAILWAY (II) INTER DIVISIONAL/ DEPARTMENTAL, MUTUAL TRANSFER (III) DEPUTATION.

Note: This form may be filled in triplicate case of Inter Divn/ Departmental transfer
And four copies in case of deputation/Inter Rly and Mutual transfers sought.

1. Name :
2. Designation :
3. P.F.No. :
4. Unit in which working :
5. Date of Birth :
6. Category in which grade, date of promotion :
 - a) Appointment :
 - b) Confirmed :
 - c) Continuously officiating for more than 3 months :
7. Transfer sought to (State post, name of Station department division Railway Project etc) :
- 8). Acceptable basis for transfer (Strike out Whichever is not applicable) :
 - a) On request at bottom seniority in Recruitment Grade or :
 - b) Mutual transfer or :
 - c) Against call for volunteers (give Particulars of call letters and job applied for) :
9. a) If under 8(1) state your Special conditions Of any (i.e. Grade, Post, Station of Posting quarters etc.) :
 - b) If under 8(b) attached one copy of colleague's application on similar form. He should affix his signature and state his name, staff ticket no. designation, and address. :
10. Special remarks, if any :

Residential Address :

Date:

Signature

CONFIDENTIAL

FOR OFFICE USE ONLY

11. Remarks of immediate supervisor. :
Forwarded file No.....
Date forwarded

Signature :
Name :
Designation:
Station :

Note: Forward all the three / two copies to controlling workshop / depots / division authority.

12. Remarks of the controlling (Workshop / Depot/ Division) Authority.
a) Brief particulars of SPE / Vigilance / DAR proceedings, pending if any.
b) Objection against transfer, if any.

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

No. _____
Forwarded to
Office Stamp and Date.

Signature

Name :
Designation :

NOTE: For Deputation / Inter-Railway / Inter Departmental transfer controlled by Headquarters Controlling Officer, forward only two copies of the form to CPO's office.

9. CPO's office file No.
HOD's approval

Date put up to HOD's
Cadre Officer

Forwarded to :
Date :

10. Accepting Authority's remarks (To be communicated to application forwarded officer)

11. Put up to General Manager for approval or the transfer of Inter-Railway basis to _____ Railway.

General Manager

Cadre Officer

Note :

1. Columns 13,14,15 are for S.C.Rly. Hqrs only. In case Inter-Divisional / Inter- Departmental transfer one copy of the form with the remarks of controlling authority to be sent to the controlling Authority at Hqrs. For further action. Col.14 shall be tiled in the copy retained at their end, after approval of transfer is advised to the Unit.
2. In case of Deputation / Inter-Railway/Dept. transfer, two copies of the forms shall be forwarded, retains the third copy by the unit. Once copy complete up to Col.2 shall be sent to the Railway to which transfer is sought and their remarks regarding acceptance or otherwise entered in Col.14 and sanction of the competent authority obtained and advised to the Unit concerned railway.

DECLARATION

I _____ (Full name)
hereby declare that I am eager for any transfer to being arranged on the basis of Mutual Exchange / Own request and express the following :-

1. I shall abide by and accept the seniority as admissible under the rules for mutual transfer.
2. I shall accept bottom seniority under the rules as transfer south for is at my own request.
3. I shall accept position posting to any Station / Officer / Unit / Division / of the Railway to which I shall be transferred.
4. I am aware that I am neither entitling no transfer passed nor TA/DA, joining time.
5. I shall not claim for allotment of Railway quarter out of turn
6. I shall deposit security money as required and when required for the post to which I am seeking transfer.
7. I shall undergo initial/refresher course and first aid training etc. as required under the rules.
8. I shall comply with the rules regulation and instructions connected with the duties of post to which I am seeking transfer.
9. I shall not seek a transfer to _____
Railway.
10. I the undersigned hereby declare that I shall not back track from the Mutual Exchange arrangement in future.

WITNESS :

SIGNATURE OF THE APPLICANT

Declaration given in my presence.

Signature :
Full Name :
Designation :
Station :
Railway :
Date :

Signature :
Full Name :
Designation :
Station :
Railway :
Date :

NOTE : Mention here Railway in case of Inter-Railway Transfer and the Divisional/Unit of the Railway to which transfer is sought. Retain one applicable and strike off the other.

1 (a) or (b) only should be issued as appropriate.