

**APPLICATION FORM FOR (i) INTER - RAILWAY, (ii) INTER -
DIVISIONAL, (iii) INTER - DEPARTMENTAL
ONE WAY TRANSFER ON BOTTOM SENIORITY
UNDER Rule 226, 229/231 of IREC-Vol-I & Para 312 OF IREM-Vol.I**

(Note: This form may be filled in triplicate in case of Inter-Divisional/Departmental transfers and in quadruplicate in the case of Inter-Railway transfers along with Annexure-I.)

Photo
Photo must be attested by Supervisory official

1. Name (in block letters) :
2. Date of birth :
3. Educational Qualification :
4. Community :
5. PF No :
6. Staff / Ticket No. :
7. Designation. :
8. Grade : Pay Band Rs..... +OP Rs.....
9. Category :
10. Railway/Division/Unit in which working :
11. (a) Mode of Initial Appointment :
(b) Date, Post & Grade of Initial Appointment : Post
Date.....
in Pay Band Rs..... +GP Rs.....
(c) Date of Confirmation :
(d) Date of promotion in present Grade (Not ACP/MACP) :
(e) Regular or Officiating :
12. Existing Medical Classification :

Signature of the applicant:

13. (a) Transfer sought to which Railway/Division/
Workshop/Department :

(b) Name of the post :

(c) Pay Band and Grade pay of the post :

14. Type of Transfer : GENERAL OR SPOUSE ACCOUNT
(Score out the irrelevant item)

State your Compelling & special reason,
(either General or Spouse account)

Note: If your transfer is on spouse account, whether
Enclosed spouse Employment certificate in original
and copy of Identity Card issued by employer.

15. Whether availed IDT/IRT/IDMT/IRMT earlier :
(If yes, give details)

16. Present Residential Address :
UNDERTAKING

I hereby declare that I am making this request under the Rule 229/231 of IREC Vol.I with the condition of Rule 226 and Note under this Rule of IREC Vol.I and also Para 312 of IREM Vol-I regarding assignment of bottom seniority in recruitment grade on transfer and Administrative instructions issued/modified from time to time. I also understand that mere acceptance of the Division/Railway is not final in the process of transfer and my relieving to Division/Railway is subject to the availability of reliever or replacement in my place. In the event of consideration of my request, I will not claim any undue benefits, which are against the Indian Railway Establishment Code/Indian Railway Establishment Manual/ Railway Board's provisions/Instructions.

Date:

Signature of the applicant.

FOR OFFICE USE ONLY.

17. FOR OFFICE OF THE IMMEDIATE SUPERVISOR:

(i). Remarks of the immediate Supervisor :

(ii). a) Forwarding File No. :

b) Date forwarded to Branch Officer :

I hereby identified the employee's photo affixed at first page and attested.

Signature:

Name :

Designation:

(Note: All the three /four copies to be forwarded to controlling Divisional/Depot/workshop
Personnel Branch Officer.)

18. FOR OFFICE OF THE BRANCH OFFICER:

- (i). Remarks of the Branch officer regarding relief of Employee on acceptance of Transfer by receiving end:
- (ii). Objections against transfer if any, :
- (iii). Remarks on DAR/VIG./Criminal case if any:
- (iv). a) Forwarding File No.:
- b) Date forwarded to Personnel Branch :

Signature:

Name :

Designation:

Office seal

19. FOR OFFICE OF THE PERSONNEL/ESTABLISHMENT BRANCH:

1. All the columns from 1 to 18 are filled.
2. DRM/ADRM approval is obtained after the approval of Branch Officer.
3. Column No.18 filled and signed by Branch Officer only.
4. Certified that service particulars furnished by the employee in application have been verified with Service Registers/other Records and found correct.
5. Attested copies of Service Register and Leave chart/book are enclosed for forwarding to receiving Division/Railway.
6. The employee is free from DAR/VIG./Criminal cases.
7. This employee is undergoing /not undergoing effective penalty. If undergoing, give particulars.
8. This One way Transfer request has been registered and uploaded in the COMPTRON PORTAL and ID No. is generated.
9. COMPTRAN ID No.

Signature:

Name:

Designation:

Office seal

Forwarded to : with letter No. Dated:

