

**PROFORMA - D (MUTUAL TRANSFER)**

**APPLICATION FORM FOR (i) INTER - DIVISIONAL, (ii) INTER - RAILWAY MUTUAL TRANSFERS**

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

Photo of  
Employee No. 1  
and it shall be  
attested by  
immediate  
supervisory  
official

Photo of  
Employee No. 2  
and it shall be  
attested by  
immediate  
supervisory  
official

		Desig./Office seal			Desig./Office seal
S. No.	Particulars	Employee No. one		Employee No. two	
1	Name of the Employee (in capital letters)				
2	Date of Birth				
3	Educational Qualification				
4	Community				
5	Existing Medical Classification				
6	PF No.				
7	Staff/ Ticket No.				
8	Designation/Name of post presently held				
9	Category				
10	Division/Unit /Office & Railway in which the employee is working				
11	Pay Band				
12	Substantive Grade Pay (not MACP)				
13	Date of regular promotion to the grade(if promoted)				
14	Date of Initial Appointment				
15	Mode of Initial appointment				
16	Post of Initial Appointment				
17	Grade Pay of Initial appointment				
18	Date of confirmation				
19	Compelling reason for seeking Mutual transfer				
20	Whether availed IDT/IRT/ IDMT/IRMT earlier? If yes, give particulars.				
21	Residential Address				



**-2-**  
**UNDERTAKING**

We, the undersigned, hereby declare that we are making this request under the Rule 230 of IREC Vol.I with the condition of Rule 226 and Note under this Rule of IREC Vol.I and also Para 310 of IREM Vol-I regarding assigning of seniority etc., and other Administrative instructions issued/modified from time to time. Further we declare that we have read and understood the contents of RBE 107 and 134 of 2007 in regard to the mutual request transfer. We also understood that acceptance of the Division/Railway is not final in the process of transfer and relieving to Division/Railway is subject to the availability of replacement in place of the one of us to be relieved at first. In the event of consideration of our request, we will not tender unwillingness nor 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 employee No.1 \_\_\_\_\_ Signature of the employee No.2 \_\_\_\_\_

**FOR OFFICE USE ONLY.**

**12. FOR OFFICE OF THE IMMEDIATE SUPERVISOR:**

	For employee No.1	For employee No.2
Remarks of the immediate Supervisor		
<u>Declaration</u>	I have hereby identified the employee's photo affixed at page 1 and attested.	I have hereby identified the employee's photo affixed at page 1 and attested.
<u>Signature</u>		
<u>Date</u>		
<u>Designation</u>		
<u>With seal</u>		

Note: All the three /four copies to be signed by both the supervisory official before submitting to the any one of the supervisory official to forward 3 or 4 copies to its end to initiate the process of transfer by controlling Divisional/Depot/workshop Personnel Branch Officer.)

**13. FOR THE USE OF OFFICE OF THE BRANCH OFFICER AT INITIATING END:**

- (i). Remarks of the Branch officer regarding relief of Employee on acceptance of Mutual Transfer by receiving end:
- (ii). Objections against this transfer if any,:
- (iii). Remarks on DAR/VIG/Criminal case if any :

Signature:

Name :

Designation:

Office seal

(Note:- The concerned Branch Officer alone should sign with designation seal)

