

SOUTH CENTRAL RAILWAY

(Application Form For Inter Railway/Inter Departmental/Inter Divisional Transfer)

Note: This form may be filled in duplicate in the case of Divisional / Departmental / Request Transfer and in Triplicate in case of Deputation / Inter Railway Transfer

- 1. Name (In Block Letters) :
- 2. Designation :
- 3. Station / Staff Ticket No. :
- 4. Unit in which working :
- 5. Date of Birth :
- 6. Category in which grade:
 - i) Appointed :
 - ii) Confirmed & Date entry :
 - iii) Continuously officiating :
- 7. Transfer sought (State) Post :
- Name & Station, Department, :
- Divn., Rly., 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 called for volunteers :
 - (Give particulars of call for letters :
 - & job applied for) :
- 9. a) If under 8 (a) State your condition, :
- if any (i.e., grade, post, station of :
- posting, quarter, etc.) :
- b) If transfer under 8(b) attach the :
- copy of colleagues application on :
- similar form. He should affix his :
- signature & State his Name, Staff :
- Tkt. No., Designation :
- 10. Special remarks, if any :
- :
- 11. Residential Address :
- :

Signature of the Employee

(2)

12. Remarks of immediate supervisors. :.....
.....

Forwarding File No.:

Place : **Signature of the Supervisor**

Date :

(Note Forwarded all the three/two copies to controlling workshop/departmental divisional authority)

13. **Remarks for the Controlling Officer:**
(Workshop/Depot/Divisional Authority)

a) Brief particulars of SFE/DAR/VIG :.....
Proceedings pending if any

b) Objections against transfer if any :.....
.....

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

Forwarded :

Signature:

Name:

Designation:

Office Stamp & Date:

Note: For Deputation/Inter Departmental transfer controlled by Head Quarter, controlling Office may forward only two copies of the form to CPO's Office.

14. CPO's Office File No.:

Put up to HOD approval

Designation:

Forwarded to:

Cadre Officer:

Date:

15. Accepting authorities remarks to be communicated to applicant's forwarding officer:

16. Put up to GM for approval:
(The transfer on Inter Railway basis)

(Contd. 3)

(3)

DECLARATION

I, _____ (Full Name) working as _____ designation do hereby declare that I am agree for my transfer being arranged on the basis of Mutual Exchange/Own Request and following:

- i) a) I shall abide by and accept the seniority as admissible under the rules for mutual transfer.
- b) I shall accept bottom seniority under the Rules as the transfer sought for is at my own request.
- ii) I shall accept posting to any station / office/Unit/Division of the Railway to which I shall be transferred.
- iii) I am aware that I am neither entitled to transfer pass not TA/DA for joining time.
- iv) I shall not claim for allotment of Railway Quarters out of turn.
- v) I shall deposit security money as required and when required for the post to which I am seeking transfer.
- vi) I shall undergo initial/refresher course and first aid training etc as required under the rules.
- vii) I shall comply with rules, regulations and instructions connected with the duties of the post to which I am seeking transfer.
- viii) I shall not seek a re-transfer to _____ Office/Station/Railway
_____ Divisions _____

Signature of the Employee

Witness :-

The declaration has been given in my presence

Signature :

Full Name :

Designation :

Station / Rly. :

Date :

Signature :

Full Name :

Designation :

Station / Rly. :

Date :

Note: Mention here Railway in case of Inter Railway Transfer and the Division/Unit of the Railway to which transfer is sought, retain the one applicable and strike off the other 1(a) or 1(b) only should be used as appropriate.

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