

To  
THE GENERAL MANAGER

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// Through Proper Channel //

Sub : Joint Application required mutual transfer

with Sri.

Most Respected Sir,

With due respect and humble submission are the above named we beg to draw your kind attention towards the fact quoted above ready to accept our seniority as per extent rules under Inter Railway Transfer.

Sir, I Sri. \_\_\_\_\_ Designation \_\_\_\_\_

Station of \_\_\_\_\_ Division in \_\_\_\_\_ Railway under your kind control with full satisfaction. I want to execute mutual transfer with Sri. \_\_\_\_\_ Designation \_\_\_\_\_

Station of \_\_\_\_\_ Division in \_\_\_\_\_ Railway. My native place is too far from my field of service. I always bear anxieties keeping my old parents also. There is none to look after them and also it is too hard to bear the two establishment with poor paid like me.

Therefore, both of us are requesting your honour to please look into cases, solicit your kind and emphatic order please.

Thanking you in anticipation

Our service particulars are as follows :-

1. Name \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Designation \_\_\_\_\_
4. H.Q. \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Basic \_\_\_\_\_
7. Grade \_\_\_\_\_
8. Date of Appointment \_\_\_\_\_
9. Date of posting \_\_\_\_\_
10. Railway \_\_\_\_\_
11. Working Of Division \_\_\_\_\_
12. Unit of working \_\_\_\_\_
13. Department \_\_\_\_\_
14. Community \_\_\_\_\_
15. Any other case DAR exists? \_\_\_\_\_
16. Education Qualification \_\_\_\_\_
17. Medical category \_\_\_\_\_
18. Provident fund No. \_\_\_\_\_
19. Mode of requirement \_\_\_\_\_
20. Mode of training \_\_\_\_\_
21. PRAN No. \_\_\_\_\_

Yours Most obediently

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Subordinate Incharge  
Designation & office Seal

1. Name \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Designation \_\_\_\_\_
4. H.Q. \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Basic \_\_\_\_\_
7. Grade \_\_\_\_\_
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Yours Most obediently

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Subordinate Incharge  
Designation & office Seal

# APPLICATION FORM FOR (I) INTER RAILWAY (II) INTER DIVISIONAL/ DEPARTMENT (III) DEPUTATION

Note : This form may be filled in duplicates in the case of Inter Divisional/Departmental transfer and in triplicate in case Deputation / Inter railway Transfer sought.

1. Name \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Staff Ticket No. \_\_\_\_\_
4. Unit in which working \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Category in which grade  
  - (i) Appointed \_\_\_\_\_
  - (ii) Medical Category \_\_\_\_\_
  - (iii) Confirmed \_\_\_\_\_
  - (iv) Continuously officiating for more than 3 months \_\_\_\_\_
  - (v) Qualification \_\_\_\_\_
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 requirement grade ) \_\_\_\_\_
  - (b) Mutual transfer Or \_\_\_\_\_
  - (c) Against call for volunteers letters and HOD applied for \_\_\_\_\_
9. If under of 8 (a) state your special conditions, if any (e.g.  
Grade , post, station of posting quarter etc.)
  - (b) If transfer under 8 (b) attached one copy of colleagues  
application on similar forms no. Should effect is signature \_\_\_\_\_  
and state his name staff ticket no./ Designation address \_\_\_\_\_
10. Special remarks if any \_\_\_\_\_
11. Residential Address \_\_\_\_\_

Signature

## APPLICATION FOR TRANSFER

To be ..... Staff in category hereby apply for transfer to

..... Preferably to .....

1. On the basis of Mutual Exchange own request and declare to abide the following condition :-

(a) I shall abide by and accept the seniority as admissible under the rule for mutual transfer.

(b) I shall accept bottom seniority under rural as transfer is sought for at own request.

2. I am aware that I am neither entitled to transfer passes nor TA/DA for joining time.

3. I shall not claim for allotment of Rly. Quarter out of turn.

4. I shall undergo initial / refresher course and first side training etc. as required the rules.

5. I shall deposit as required and when required for the post to which last seeking transfer.

6. I shall comply with the rules, regulations and instructions connected with the duties of the post to which I am seeking transfer :-

I am seeking transfer on account of .....

.....  
 .....  
 .....

Date : .....

Signature .....

Name : .....

Station/Divn. : .....

- Note :-
1. Mention the "Railway" in case of Inter Rly. Transfer and the station and division which posting is preferred.
  2. Detain the one application and strike off the other.
  3. (a) or (b) only should be used as appropriate and the other one should be stated all.
  4. His state in brief the rounds for transfer.