

**APPLICATION FORM FOR (I) INTER RAILWAY (II) INTER DIVISIONAL/  
DEPARTMENTAL TRANSFER (III) DEPUTATION**

**Note:** This form may be filled in duplicate in case of application for Inter Divisional/Departmental Transfer and in triplicate in case of Deputation / Inter-Railway Transfer.

Space for  
Photograph

1. Name : \_\_\_\_\_
2. Substantive designation & Scale : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Date of appointment : \_\_\_\_\_
5. Grade & scale in which appointed : \_\_\_\_\_
6. Staff/Ticket No : \_\_\_\_\_
7. Unit in which working : \_\_\_\_\_
8. Educational qualification : \_\_\_\_\_
9. Whether having Typing proficiency  
(Applicable for Jr. /Sr. Clerks) : \_\_\_\_\_
10. Transfer sought to (state post  
name/station/Deptt /Railway, etc.) : \_\_\_\_\_
11. Acceptable basis for transfer  
(Strike out whichever is not  
applicable)
  - a) Own request at bottom :  
seniority (in recruitment grade)
  - b) Mutual Transfer against call for  
volunteers\_\_\_\_\_
12. a) If transfer under 11(a), state  
your  
special condition, if any, i.e.  
grade, post, station etc. :  
b) If transfer under 11(b),  
attach one copy of  
colleagues application on  
similar forms \_\_\_\_\_
13. Special remarks, if any : \_\_\_\_\_
14. Residential address : \_\_\_\_\_

Date:

\_\_\_\_\_  
Signature

**FOR OFFICE USE ONLY**

15. Remarks of immediate supervisors : \_\_\_\_\_  
Forwarding File No. : \_\_\_\_\_  
Date forwarded : \_\_\_\_\_

Forwarded to \_\_\_\_\_

Office Stamp	Signature	:	_____
	Name	:	_____
	Designation	:	_____

Date: \_\_\_\_\_

Note: Forward all the three copies to the controlling authority.

16. Remarks of the Controlling authority : \_\_\_\_\_  
17. Brief particulars of D&A/SPF/Vig. : \_\_\_\_\_  
Proceedings pending, if any \_\_\_\_\_

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

Forwarded to \_\_\_\_\_

Office Stamp	Signature	:	_____
	Name	:	_____
	Designation	:	_____

Date: \_\_\_\_\_

**Note:** For deputation, Inter-Railway/Inter-departmental transfers controlled by Headquarters Controlling Officer, forward only two copies of the form to CPO's Office.

Date put up

18. CPO's file No: \_\_\_\_\_  
HOD's approval: \_\_\_\_\_  
Forwarded to: \_\_\_\_\_

Date: \_\_\_\_\_

19. Accepting authority's remarks (to be : \_\_\_\_\_  
communicated to application  
forwarding office)

20. Put up to GM (P) for approval of the : \_\_\_\_\_  
transfer on Inter-Railway basis to  
\_\_\_\_\_ Railway. \_\_\_\_\_

\_\_\_\_\_  
**General Manager (P)**

\_\_\_\_\_  
**Cadre Office**

**DECLARATION**

I, Sri /Smt \_\_\_\_\_ designation \_\_\_\_\_  
Office \_\_\_\_\_ do hereby declare that I  
am eager for my transfer to \_\_\_\_\_ Division of  
\_\_\_\_\_ Railway being arranged on the basis of own request/mutual  
transfer and express the following:-

1. a) I shall abide by and accept the seniority as admissible under the rules for  
own request/mutual transfer;  
b) I shall accept bottom seniority under the rules as the transfer sought for is  
at my own request;
2. I shall accept posting at any station/office/unit/Division of the Railway to  
which I shall be transferred;
3. I am aware that I am neither entitled to transfer passes nor TA/DA at  
joining time;
4. I shall not claim for allotment of Railway quarters on out of turn basis;
5. I shall deposit security money as and when required for the post to which I  
am seeking transfer;
6. I shall comply with the rules and regulations connected with the duties of the  
post to which I am seeking transfer;
7. I shall not seek a re-transfer to my original department;
8. I shall undertake Initial/refresher course and first-aid training etc. as  
required under rules.

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Station: \_\_\_\_\_

Date: \_\_\_\_\_

Declaration given in my presence:

**Witness:**

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Station: \_\_\_\_\_

Date: \_\_\_\_\_

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