

JOINT APPLICATION FOR MUTUAL TRANSFER

Photograph of
1st Party

Photograph of
2nd Party

BIODATE /SERVICE PARTICULARS

FIRST PARTY

SECOND PARTY

1.	Employee No.		
2.	Name		
3.	Father's Name		
4.	Designation		
5.	Grade & Pay		
6.	Date of Birth		
7.	Date of Appointment in Railway		
8.	Status -Temporary or Permanent		
9.	Date of Promotion		
10.	Mode of Appointment in present post		
11.	QUALIFICATION:		
	1. Educational		
	2. Technical		
12.	Railway unit in which working		
13.	Working under		
14.	CATEGORY		
	1. SC/ST/OBC/GEN		
	2. Whether EXSM/TA		
15.	PERSONAL INFORMATION:		
	1. Sportsman		
	2. Scout & Guide		
	3. Cultural activities		
16.	Permanent Home Address
17.	Reasons for seeking transfer		
18.	Medical Category		
19.	Mobile No.		

Signature
(1st Party)

Date:_____

Signature
(2nd Party)

Date:_____

DECLARATION

We do hereby declare that we shall abide by the extent rules applicable in case of mutual exchange.

Signature of Controlling Officer (With office Seal)	Signature of Controlling Officer (With office Seal)
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RAIL COACH FACTORY, RAEBARELI

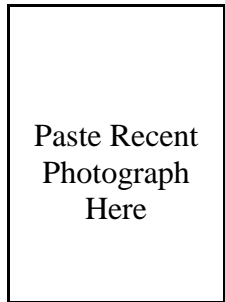
PROFORMA-'A'

No.

Date.....

To

The.....
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Sub:-Inter Railway/Mutual Transfer/ Own Request Transfer of Sh.....,
Scale Grade Pay Rs..... Division..... An application dated
..... in duplicate for transfer to..... Railway is forwarded herewith in the
prescribed proforma

1. Full Name (IN CAPITAL LETTERS) :
2. Employee No. :

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3. Father's Name :
4. Date of Birth :

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5. Date of appointment :

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6. i) Designation of the Post/Grade :
- ii) Whether officiating is continuous or non continuous. :
- iii) Date from which continuously officiating :

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7. i) Designation (in sub. Post, Grade) :
- ii) Date from which continuously working :

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- iii) Date of confirmation on the post :

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8. Status Permanent or Temp. :
9. **PARTICULARS OF**
 - A) Any D.A. Case pending :
 - B) Any Vig. Case pending :
 - C) Any Appl. Case pending :
 - D) Any other case such as Court case pending. :
10. Remarks as whether the applicant could be released on transfer. :
Strike off the required.

Signature and Designation
Head of Office/Division
Rail Coach Factory, Raebareli

RAIL COACH FACTORY, RAEBARELI

PROFORMA-'B'

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

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

1. Full Name (IN CAPITAL LETTERS) :
2. Father's Name :
3. Designation :
4. Employee No. :

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5. Unit in which working :
6. Category (SC/ST/OBC/UR) :
7. Date of Birth :

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8. Educational & Professional Qualification :
9. Category in which grade:
 - a) Appointed :
 - b) Confirmed :
 - c) Continuously officiating for more than 3 months. :
10. Transfer sought to (State Post, Name and Station) :
11. Acceptance basis for transfer (Strike out which ever is not applicable)
 - a) On request on bottom seniority (In recruitment grade) :
 - b) Mutual Transfer :
 - c) Against call for volunteers.
Give particulars of call letter and job applied for. :
12. a) If under 11 (a) State your special condition if any (Grade, Post Station of posting, Quarters etc.) :
- b) If transfer under 11 (b) attach one copy of colleague's, application on similar form :
13. Special remarks, if any :
14. Residential Address :

Date :

(Signature of Staff)

APPLICATION FORM FOR TRANSFER

(To be filled in and signed by staff in categories involving transfer/Refresher course and security deposit.)

1. I..... (FULL NAME), do hereby apply for transfer to preferable to Station Division on basis of **“MUTUAL EXCHANGE/ OWN REQUEST”** and declare to abide by the following conditions.

- 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 transfer is sought for at my own request.
- C) I am aware that I am neither entitled to transfer passes nor TA/DA/ joining time etc.
- D) I shall comply with the rules, regulations and instructions connected with the duties of the post to which I am seeking transfer.
- E) I shall not claim for allotment of Railway quarter out of turn.

2. I am seeking transfer on account.....
.....

Signature

Name.....

Designation.....

Station/Division.....

Date

Note:-

- Mention here Railway (In case of Inter Railway Transfer and the station and Division to which posting is preferred.)
- Here state in brief the grounds for transfer.

RAIL COACH FACTORY, RAEBARELI

PROFORMA – (D)

To,

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Sub:- Application for Inter Railway Transfer/Inter Divisional Transfer.

1. I beg to apply for transfer to _____ Division on _____ Railway.

2. My Service Particulars are furnished below :

i) Name (FULL NAME IN CAPITAL LETTERS) :

ii) Employee No. :

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iii) Designation :

iv) Station & Division where working :

v) Date of Appointment :

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vi) Post/ Grade:

(a) Substantive :

(b) Officiating :

vii) Post for which applied :

viii) Division/Unit for which applied :

3. I am willing to carry out the transfer to Division/Railway on the terms and conditions stipulated by the Railway Board from time to time.

4. I am willing to be posted any where in the Division/Railway.

5. I am aware that I am not eligible for any Joining Time, Transfer Pass or TA on transfer account.

6. I will not seek the transfer to my parent Railway at later date.

7. I will not withdraw my mutual consent given to Shri.....

8. I will take the seniority on mutual transfer in terms of Para 310 of the Indian Railway Establishment Mutual Vol.-I

9. If my request for Mutual Transfer is not agreed to, my application may be considered as at my own request and I am prepared to abide by the conditions of such transfer.

10. I am willing for a Mutual Transfer with Shri and willing to abide by the conditions laid down in Para 310 of Indian Railway Establishment Mutual Vol.-I

Signature of the Applicant.

N.B.: Strike off whatever is not applicable.