

**PROFORMA FOR FORWARDING OF APPLICATION FOR POSTS OUTSIDE ICF**

1.	NAME, EMP.NO., DESIGN & HRMS ID				
2.	SHOP / OFFICE / TRADE / UNIT NO. & T.NO.				
3.	Name of the organization to which applied (Copy of the original notification from the newspaper should be produced):				
4.	Classification of the Organization / Post to which applied ( ✓ Tick the appropriate one)				
	a.	Posts notified by RRB		b.	Other Central Govt. posts
	c.	State Govt.		d.	Central Public Sector Undertakings / Central Autonomous bodies
	e.	Notified by UPSC		f.	State Undertakings / Autonomous bodies
	g.	NOC for registration of name in Employment Exchange.			
5.	Name of the Post, Grade and Level for which applied :				
6.	If there is any bond obligation specify the date of completion of the same :				
7.	Number of applications sent so far during the calendar year (except UPSC) :				

**( ✓ TICK THE APPROPRIATE UNDERTAKING AND ✕ STRIKE OUT THE OTHERS)**

I.	<b>Undertaking to be given by Permanent employees for applying to other Central / State Govt. Departments (including Railways)</b>
	<p>1. I, _____ hereby undertake that, in the event of getting selected for the post under Central / State Govt. Departments (including Railways) will immediately, on completion of the two year period from the date of joining the above post, resign from ICF service or will revert back to ICF.</p> <p>2. In the event of my not adhering to the above condition, my lien with ICF can be terminated and my resignation would be deemed to have been accepted from the date of completion of two year period unless the ICF Administration extends the lien.</p> <p align="right">Signature of the Employee</p>
II.	<b>Undertaking to be given by Temporary employee applying to other Central / State Govt. Departments (including Railways)</b>
	<p>I, _____ hereby undertake that, in the event of getting selected to the post of _____ under Central / State Govt. Departments (including Railways) will, immediately resign from my post in ICF before joining the new post.</p> <p align="right">Signature of the Employee</p>

III.	<p><b>Undertaking to be given by both Temporary and Permanent Railway servants while applying for posts in Central Public Sector Undertakings / Autonomous bodies</b></p> <p>I, _____ hereby undertake that, in the event of getting selected to the post of _____ under Central Public Sector Undertakings and getting selected:</p> <p>a) Will resign from the post of _____ in ICF and sever my connection with Railways.</p> <p>b) Agree to the condition that the resignation be accepted from the date of joining the new post.</p> <p>c) Agree to the intervening period from the date of leaving ICF to the date of joining _____ to be treated as _____ (indicate the nature of leave).</p> <p>d) In case, I do not join the post in _____ days, I will revert back to ICF.</p> <p style="text-align: right;">Signature of the Employee</p>
IV.	<p><b>Undertaking to be given by Permanent employees while applying for posts in State Govt. Public Sector Undertakings / Autonomous bodies</b></p> <p>I, _____ hereby undertake that, in the event of getting selected to the post of _____ under State Government Public Sector Undertaking Departments and getting selected will,</p> <p>a) Immediately, on completion of the two year period from the date of joining the above post, resign from Railway service or will revert back to ICF.</p> <p>b) In the event of my not adhering to the above conditions, my lien with ICF can be terminated and my resignation would deemed to have been accepted from the date of completion of two years period unless the ICF Administration extends the lien.</p> <p>c) In case _____ (name of the organization) does not agree to pay the leave salary and pension contribution for maintenance of two year lien, I will authorize the _____ organization to recover those contributions as worked cut by the ICF Administration from my salary and remit the same to ICF.</p> <p>d) In the event of such remittance not materializing, due to any reason, will personally deposit the contributions regularly, failing which I could be repatriated to ICF Administration.</p> <p>e) The outstanding leave salary and pension contributions can be recovered from my salary on joining back to ICF.</p> <p style="text-align: right;">Signature of the Employee</p>

Forwarded to APO / SPO  
(Forwarded by Senior Scale Officer In-Charge)

Signature of the Forwarding Officer