

PROFORMA A
INTEGRAL COACH FACTORY, CHENNAI – 600 038.

APPLICATION FORM OF INTER RAILWAY /ONE WAY/MUTUAL TRANSFER

Note: This form may be filled in Duplicate in the case of Inter Railway One Way and Mutual Transfer

1. Designation
2. Staff Ticket No.
3. Unit in which working
4. Date of Birth
5. Category in which grade
 - a. Appointed
 - b. Confirmed
 - c. Continuously

6. Transfer sought to (Name of Post Division/Railway)

-----Pin code-----

7. Name

8. Transfer on account for (Strike out whichever is not applicable)

- a. On request at bottom seniority is recruitment PB+ GP
- b. Mutual Transfer PB + GP

Name _____

Emp.No.

Ticket No.

Department/Unit

9. Special Remarks, if Any-----

10. Residential Address -----

Date

Signature

Counter signature of
Immediate supervisor

PROFORMA B

INTEGRAL COACH FACTORY, CHENNAI 600 038

APPLICATION FORM FOR TRANSFER

(To be filled and signed by staff in categories NOT INVOLVING TRAINING/REFRESHER COURSE AND ENQUIRY)

1. I-----(Full name) do hereby apply for transfer to -----preferably* to ----- station on -----division on the basis of Mutual/Own request @ and declare to abide by the following conditions:

- % (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 transfer is sought for at my own request
- (ii) I shall accept posting any Station/Office/Unit division of Railway to which I shall be Transferred.
- (iii) I am aware that I am neither entitled to transfer passes nor TA/DA nor joining time
- (iv) I shall not claim for allotment of Railway Quarter out of turn.
- (v) I shall comply with the rules requisition and instructions connected with the duties of the post to which I am seeking transfer.

2. ** I seek transfer on account of

Signature :

Name :

Designation:

State/Division:

Date :

Note * Mention here 'Railway' (in case of Inter Railway Transfer) to which transfer is sought and the station and division to which posting is preferred.

@ Retain the one applicable and strike off the other

% 1 (i) (a) or (b) only should be used as appropriate and other one should be struck off

** Here state in brief the grounds of transfer

PROFORMA C

No.

Office

To

Date

The -----

Sub: Inter Railway /Own Request for Transfer of Shri.-----

Grade Rs.-----Station/Division-----

An application date -----(In duplicate/ quadruplicate)

For transfer to -----Railway. Is forwarded

Herewith in the prescribed.

PROFORMA

1. FULL NAME
2. Father's Name
3. Date of Birth
4. Date of Appointment
5. Designation of the Post and Grade

Date from which continuously or
Non-Continuously

Whether Offig, Continuously or
Non-Continuously

6. Designation (in Sub-Posts) Grade
(i) Date from which continuously-----working -----
- (ii) Date of confirmation in the post -----

7. Status Permanent or Temporary

8. Particulars

- (a) Any D.A. Cases Pending
- (b) Any Vig. Case pending
- (c) Any SPE case Pending
- (d) Any other case such as court case Pending -----

9. Remarks : As whether the applicant could be released to transfer Strike off the one not required.

Signature & Designation
Head of Office/Division

FORM D
APPLICATION FOR INTER RAILWAY AND DIVISIONAL TRANSFER

From To

Sub: Application for Inter-Railway and Inter Divisional Transfer

1. I beg to apply for transfer to -----.

2. My service particulars are furnished below:

a) Name : _____

b) Emp.No. & Designation :

c) Station, Division working :

d) Date of appointment : _____

e) Present grade :

(ii) Officiating

Applied

sports, cultural or scouts :

quota. If on sports quota the :

name of sports, year of appt. :

& whether you are still an active :

Member in ICF team (to be) :

Indicated) :

3. I am willing to carry-out the transfer to Division/Railway on the terms and conditions stipulated by the Railway Board in their letter No.E55SE6/3 dated 19.05.58 and (NG)65SR6/31 dated 01/12/66 for the transfer from one Railway unit to another on personal request.
4. I am willing to be posted anywhere on the Divisional Railway.
5. I am aware that I am not eligible for any joining time on transfer, passes or TA on Transfer account
6. I will not seek re-transfer to my parent Railway at a 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 312 of the Indian Railway Establishment Manual.
9. I will request if mutual transfer is not agreed to my application may be considered for one way transfer at my own request and I am prepared to abide by the conditions of such transfer.
10. I am willing to give mutual exchange to Shri.-----and take his or my seniority whichever is lower in. I will not withdraw my above consent. I will not seek re-transfer to my parent Railway.

Signature
Designation
Office/Shop

UNDERTAKING

I ----- hereby submit the undertaking that I will abide by the terms and conditions/rules applicable for one way transfer and also that I will not at any later withdraw willingness/consent given now for being one way transferred on my own request.

Signature of employee