

NORTH WESTERN RAILWAY

APPLICATION FROM (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 in Triplicate in case Deputation / Inter Railways Transfer Sought).

1. Name :
2. Designation :
3. Staff Ticket no. :
4. Unit in which working :
5. Date of Birth :
6. Category in which grade
  - a) Appointed :
  - b) Confirmed :
  - c) Continuously officiating for more than 3 months:
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 to bottom seniority  
(in Recruitment grade) :
  - b) Mutual Transfer :
  - c) Against call for volunteers  
(Give Particulars of all letters and job applied for) :
9. a) If under 8(a) state your special conditions if any,  
b) If transfer under 8(b) attach, one copy of colleagues  
Application of his name, staff/ticket no.  
Design. And address
10. Special remarks if any :
11. Residential Address :

Signature  
Date

Counter signature of immediate  
Officer/ supervisor

NORTH WESTERN RAILWAY

APPLICATION FORM FOR TRANSFER

( To Be filled and signed by staff in categories NOT INVOLING TRAINING/ REFERESHER COURS 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 condition:-
- (I) a) I Shall abide by and accept the sonority 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 T A/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 Shall seeking transfer on account of

Signature  
Name  
Designation  
Station/Division  
Deptt.  
Date

Note: \* Mention here 'railway' (in case of inter railway transfer) to which transfer is sought and the stating and division to which posting interfered  
@ Retain the one applicable and strike off the other.  
% 1(i) or I (b) only should be used as appropriate and the other one should be stricken off. \*\*  
Here state in brief the grounds of transfer.

From,



To,

Sub: - Inter Railway/Own request for transfer of **Shri** ..... Grade Rs 2800/-  
Station/ Div..... An application date 13.06.2012  
(In Duplicate/quadruplicate) for Transfer to ..... Railway is herewith in the prescribed.

Sir,

I beg to apply for transfer to .....  
..... and  
My Particulars are furnished below.

1. Name :
2. Father's Name :
3. DOB :
4. DOA :
- 5 (i) Designation of the post and Grade :
- (ii) Date from which continuously  
or non – continuously :
- . Designation ( in sub- post) Grade :
- (i) Date from which continuously working :
- (ii) Date from which continuously working :
7. Status Permanent of Temporary :
8. Particulars
- a) Any D. A. Case 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