

(PROFORMA-D (MUTUAL TRANSFER))

APPLICATION FORM FOR (i) INTER – DIVISIONAL (ii) INTER – RAILWAY MUTUAL TRANSFERS

(Note: This form may be filled in triplicate in case of Inter-Divisional mutual transfers and in quadruplicate in the case of Inter-Railway Mutual transfers along with Annexure I & II)
Designation/Office seal

Photo of Employee
No.1 and it shall be
attested by
immediate
supervisory official

Desig./Office seal

Photo of Employee
No.2 and it shall be
attested by
immediate
supervisory official

Desig./Office seal

Sl No	Particulars	Employee .No. One	Employee .No. Two
1	Name of the Employee (in Capital letters)		
2	Date of birth		
3	Educational Qualification		
4	Community		
5	Existing Medical Clarification		
6	PF No		
7	Staff/Ticket No.		
8	Designation/ Name of Post Presently held		
9	Category		
10	Division/ Unit/Office & Railway in which the employee is working		
11	Pay Band		
12	Substantive Grade Pay (not MACP)		
13	Date of regular promotion to the grade (if promoted)		
14	Date of Initial Appointment		
15	Mode of Initial Appointment		
16	Post of Initial Appointment		
17	Grade Pay of Initial Appointment		
18	Date of Confirmation		
19	Compelling reason for seeking Mutual transfer		
20	Whether availed IDT/IRT/IDMT/IRMT Earlier? If yes, give particulars		
21	Residential Address		

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Date: Signature of the employee No.1 Signature of the employee No.2

22. FOR OFFICE OF THE IMMEDIATE SUPERVISOR

Note: All the three/four copies to be signed by both the supervisory official before submitting to the any one of the supervisory official to forward 3 or 4 copies to its end to initiate the process of transfer by controlling Divisional/Depot/Workshop Personnel Branch Officer)

- i. Remarks of the Branch officer regarding relief of Employee on acceptance of Mutual Transfer by received end:
- ii. Objections against this transfer if any:
- iii. Remarks on DAR/VIG/Criminal case if any:

Office seal _____ Designation : _____

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24. FOR THE USE OF OFFICE OF THE PERSONNEL/ESTABLISHMENT BRANCH AT INITIATING DIVISION:

1. All the columns from 1 to 23 are filled.
2. Approval of DRM/ADRM of this Division of this Railway is obtained after the approval of Branch Officer.
3. Item No.23 filled and signed by Branch Officer concerned of this Division/Railway.
4. Certified that service particulars furnished by the employee of this Division of Railway in application have been verified with Service Registers and other Records and found correct.
5. Attested copies of Service Register and Leave chart/book of the employee of this Division of this Railway are enclosed herewith for forwarding to other Division/Railway.
6. The employee is free from DAR/VIG./Criminal cases.
7. (a). This employee of this Division/Railway is undergoing/not undergoing effective penalty
(b). If undergoing; give particulars
8. This Mutual Transfer request has been registered and uploaded in the COMPTRON PORTAL and ID No. is generated.
9. COMPTRON ID No.

Signature:

Name:

Designation:

Office seal

Forwarded to:

With letter No.

Dated:

(Note:-Incomplete application shall not be forwarded to other Division in case of IDMT and to Headquarters office in case of IRMT)

25. FOR CPO'S OFFICE OF INITIATING RAILWAY (INCASE OF INTER- RAILWAY MUTUAL TRANSFER ONLY)

1. CPO 's Office File No.
 - a. HOD had approved to forward this application
 - b. All the columns are filled verified and certified initiating division
 - c. All require attested document are enclosed

Signature :

Name :

Designation:

Office seal

Forwarded to:

with letter No.

Dated

26. ACCEPTANCE OF RECEIVING DIVISIONAL/RAILWAY

(a) For the use of accepting Division for IDMT or IRMT as the case may be

File No:

The mutual transfer request of the employee are considered and ACCEPTED/
REJECTED

Branch Officer

Office seal

Cadre Personnel Officer

- (Note:- (1) Accordingly authority's remarks if any may be entered for communication to the initiating Division/Railway.
(2) Kindly see the note (3) mentioned below after the approval of the competent authority).

(b) For the use of accepting Railway for IRMT only:

File No:

The mutual transfer request for the employees are considered and ACCEPTED/
REJECTED by the PHOD/HOD.

Office seal

Cadre Personnel Officer HQ

(Note:-

1. Accepting authority's remarks if any may be entered for communication to the initiating Railway.
2. Kindly see the note (3) mentioned below after the approval of the competent authority).

Note:

- 1) **Two copies for Inter Divisional Mutual Transfer and Three copies for Inter-Railway Mutual transfer** completed in all respect up to Item No.24 after approval of the branch Officer shall be forwarded the other end Division in case of IDMT and Headquarters office for IRMT retaining the one copy at Division.
- 2) For Inter-Railway Mutual transfer, Two copies shall be forwarded to the other Railway to which transfer is sought by the CPO's office one copy at Headquarters office.
- 3) After accepting the transfer at other end Division/Railway for inter-Divisional /Inter-Railway Mutual transfer, column No.26 shall be filled and one copy must be returned to the originating Division/Railway with covering letter denoting the consent of that Division/Railway without issuing any Office order/memorandum for transfer.

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DECLARATION OF THE EMPLOYEE WHO SEEKS MUTUAL TRANSFER UNDER Rule 226,229/231 of IREC-Vol-I & PARA 312 OF IREM – Vol I

(Separate declaration to be executed by both the employees with the application)

1. Name (in block letters) :
2. Date of birth :
3. Educational Qualification :
4. Community :
5. PF No. :
6. Staff/Ticket No. :
7. Designation :
8. Grade : Pay band Rs----- + GP Rs-----
9. Category :
10. Department :
11. Unit office in which working :
12. Division :
13. Railway :
14. Date of promotion in present Grade:
15. Mutual Transfer sought with the Employee of :

Photo must be
attested by
Branch Officer

- a. Name (in block letters) :
- b. PF No. :
- c. Staff/Ticket No. :
- d. Designation :
- e. Category :
- f. Department :
- g. Unit office in which working :
- h. Division :
- i. Railway :
- j. Grade : Pay Band Rs----- + GP Rs-----

DECLARATION

I hereby declare that I am working in pay Band Rs.----- with Grade Pay Rs.-----/- in the post of ----- which belongs to ----- category and I am making this request for mutual transfer with the employee mentioned under para-9 under the Rule 229/230 of IREC Vol.I with the condition of Rule 226 of IREC Vol.I and also para 310 of IREM Vol-I. Further I declare that I have read and understood the contents of RBE 107 and 134 of 2007 in regard to the mutual transfer. In the event of consideration of my request, I will not claim any undue benefits, which are against the Indian Railway Establishment Code/Indian Railway Establishment Manual/Railway Board's provisions/Instructions.

Place:

Signature of the applicant at one end

Date: