

To
The General Manager

To
The General Manager

Sub : Joint application required Mutual transfer of

Shri _____ with shri _____

Respected Sir,

With due respect and submission we the above named beg to draw your attention towards the fact quoted above and ready to accept our seniority as per extant rules under Inter Railway Transfer.

Sir

Shri _____ Station
_____ Division in _____ Railway under your
jurisdiction with full satisfaction of administration. I want to execute mutual transfer with Shri
_____ Station of _____ Division in
_____ Railway. My native place is too far from my field of service I
always bear anxieties keeping my old parents also. There is none to look after them and also it
is too hard to bear the two establishment with poor paid like me.

Therefore, both of us are requesting your honors to please look into our cases, solicit your kind and sympathetic order please.

Thanking you in anticipation.

Our service particulars are as follows :

1. Name _____
2. Father's name _____
3. Designation _____
4. Station _____
5. Subordinate under _____
Whom working
6. Date of Apptt. _____
7. Pay _____
8. Scale _____
9. Division _____
10. Railway _____

1. Name _____
2. Father's name _____
3. Designation _____
4. Station _____
5. Subordinate under _____
whom
6. Date of Apptt _____
7. Pay _____
8. Scale _____
9. Division _____
10. Railway _____

11. Caste _____

11. Caste _____

Yours faithfully,
Subordinate Incharge
Designation Office Seal

yours faithfully
Subordinate Incharge
Designation Office Seal

ZONE NAME

(PROFORMAD/II)

To be field in and signed by staff out going not involving refresher course and security deposit in respect of Mutual Transfer/Own request transfer.

I Shri _____ to hereby declare that I agree for my transfer to _____ under being arrange on the basis of mutual transfer express the following.

- a) I shall abide by an accept bottom seniority under the rules as transfer sought for is at my own request.
- b) I shall accept bottom seniority under the rules as transfer sought for is at my own request.
- c) I shall aware posting to any Station/Office/Unit/Division of the Railway to which I shall be transfer.
- d) I am aware posting that I am either entailed to transfer passes that TA/DA no going time.
- e) I shall not claim for out of turn allotment of Railway quarters.
- f) I shall comply with the rules and regulation and restriction connected with the duties of the post of which I am seeking transfer.

Witness :

Declaration given in my present

Signature _____

Designation _____

Station Railway _____

Dated _____

DECLARATION

- (1) I am willing to carry on the transfer order to _____
Division on the terms and condition stipulated at any on the Railway
board in there better No. E(M)GC/56/EC/81 dt 1.12.66 for Railway
transfer directly.
- (2) I am willing to posted at any station on the _____
_____ Division of Railway.
- (3) I am aware that I am not eligible for transfer privileges i.e. joining time,
leaves, transfers passes and advance etc.
- (4) I will accept the bottom seniority on direct transfer in terms of par-310 of
Indian Railway Establishment Manual.
- (5) I will undergo necessary refresher course on account of any mutual
transfer to _____
- (6) I will not accept any Quarters out of turn.
- (7) I will not refuse to move on above transfer if the same is considered.

Signature of the applicant
Name _____
Designation _____
Office _____

Signature of Witness
Name _____
Designation _____
Office _____