

**APPLICATION FORM FOR (i) INTER-RAILWAY, (ii) INTER  
DIVISIONAL, (iii) INTER – DEPARTMENTAL TRANSFERS  
ONE WAY TRANSFERS ON BOTTOM SENIORITY**

**UNDER Rule 226,229/231 of IREC-Vol.I & PARA 312 OF IREM-Vol.I**

(Note: This form may be filled in triplicate in case of Inter-Divisional/Departmental transfers and in quadruplicate in the case of Inter-Railway transfers along with Annexure-I)

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| <p>1. Name (in block letters) :</p> <p>2. Date of birth :</p> <p>3. Educational Qualification :</p> <p>4. Community :</p> <p>5. PF No :</p> <p>6. Staff/Ticket No :</p> <p>7. Designation :</p> <p>8. Grade : Pay Band Rs _____ + GP Rs _____</p> <p>9. Category :</p> <p>10. Railway/Division/Unit in which working :</p> <p>11. (a) Mode of Initial Appointment:</p> <p>(b) Date, Post &amp; Grade of Initial Appointment : Post _____<br/>Date _____</p> <p style="text-align: center;">In pay Band Rs _____ GP Rs _____</p> <p>(c) Date of Confirmation :</p> <p>(d) Date of promotion in present Grade (Not ACP/MACP)</p> <p>(e) Regular or officiating :</p> <p>12. Existing Medical Classification :</p> <p>Signature of the applicant:</p> | <p align="center">Photo</p> <p align="center">Photo must be<br/>attested by<br/>Supervisory<br/>official</p> |
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13. (a) Transfer sought to which Railway/Division  
Workshop/Department :
- (b) Name of the post :
- (C) Pay Band and Grade pay of the post :

14. Type of Transfer :

**GENERAL OR SPOUSE ACCOUNT**

**(Score out the irrelevant item)**

State your compelling & special reason,  
(either General or Spouse account)

**Note:** If your transfer is on spouse account; whether  
Enclosed spouse Employment certificate in original  
and Identity Card issued by employer.

15. Whether availed IDT/IDMT/IRMT earlier :  
(If yes, give details)

16. Present Residential Address:

**UNDERTAKING**

I hereby declare that I am making this request under the Rule 229/231 of IREC Vol.I with the condition of Rule 226 and Note under this Rule of IREC Vol.I and also Para 312 of IREM Vol-I regarding assignment of bottom seniority in recruitment grade on transfer and Administrative instructions issued/modified from time to time. I also understand that mere acceptance of the Division/Railway is not final in the process of transfer and my relieving to Division/Railway is subject to the availability of reliever on replacement in my place. 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.

Date:

Signature of the applicant.

**FOR OFFICE USE ONLY**

**17. FOR OFFICE OF THE IMMEDIATE SUPERVISOR:**

(i). Remarks of the immediate Supervisor :

(ii). a) Forwarding File No. :

b) Date forwarded to Branch Officer :

I hereby identified the employee's photo affixed at first page and attested.

Signature:

Name :

Designation:

(Note: All the three/four copies to be forwarded to controlling Divisional/Depot/Workshop Personnel Branch Officer.)

**18. FOR OFFICE OF THE BRANCH OFFICER:**

- (i). Remarks of the Branch officer regarding relief of Employee on acceptance of Transfer by received end :
- (ii). Objections against transfer if any, :
- (iii). Remarks on DAR/VIG./Criminal case if any:
- (iv). a) Forwarding File No. :
- b) Date forwarded to Personnel Branch :

Signature :

Name :

Office seal

Designation :

**19. FOR OFFICE OF THE PERSONNEL /ESTABLISHMENT BRANCH:**

- 1. All the Columns from 1 to 18 are filled.
- 2. DRM/ADRM approval is obtained after the approval of Branch Officer.
- 3. Column No.18 filled and signed by Branch Officer only.
- 4. Certified that service particulars furnished by the employee in application have been verified with Service Registers/other Records and found correct.
- 5. Attested copies of Service Register and Leave chart/book are enclosed for forwarding to receiving Division/Railway.
- 6. The employee is free from DAR/VIG./Criminal cases.
- 7. This employee is undergoing /not undergoing effective penalty.  
If undergoing, give particulars.
- 8. This One way Transfer request has been registered and uploaded in the COMPTRON PORTAL and ID No. is generated.
- 9. COMPTRAN ID No.

Signature:

Name:

Designation:

Office seal

Forwarded to \_\_\_\_\_ with letter No. \_\_\_\_\_ Dated: \_\_\_\_\_

**20. FOR CPO'S OFFICE (IN CASE OF INTER-RAILWAY REQUEST TRANSFER.)**

1. CPO's office File No.

- a. HOD had approved to forward this application
- b. All the columns are filled verified and certified originating Division
- c. All required attested documents are enclosed
- d. COMPTRAN updated and verified: Yes / No

Signature :

Name :

Designation :

Office seal

Forwarded to :

with letter No.

Dated:

**21. ACCEPTANCE OF RECEIVING DIVISION/RAILWAY**

File No.

The request of the employee to the recruitment grade in the same cadre/\_\_\_\_\_ cadre with bottom seniority on the date of joining in this Division/Railway is considered and ACCEPTED/REJECTED

(Accepting authority's remarks if any may be communicated to the forwarding Division/Railway.)  
(Please see note 3 below)

**Branch Officer**

**Cadre Personnel Officer**

**Note: 1)Two copies for Inter Divisional and Three copies for Inter-Railway Transfer,** completed in all respects from column No. 1 to 19 of the forms shall be forwarded, retaining the third/fourth copy as the case may be at the Division/Unit.

2)For Inter-Railway transfer, Two copies shall be sent to the receiving Railway to which transfer is sought retaining one copy at Headquarters office.

3)After accepting the transfer at receiving Division/Railway for inter-Divisional/Inter Railway transfer, column No.21 shall be filled and one copy must be sent to the originating Division/Railway with covering letter denoting the consent of that Division/Railway without issuing the Office order/Memorandum for transfer.

**DECLARATION OF THE EMPLOYEE WHO SEEKS INTER – DIVISIONAL./INTER RAILWAY ONEWAY TRANSFERS UNDER Rule 226, 229/231 of IREC-Vol-I & PARA 312 OF IREM –Vol.I ON BOTTOM SENIORITY FROM HIGHER GRADES TO RECRUITMENT GRADE ON REVERSION**

- 1. Name (in block letters) :
- 2. Date of birth :
- 3. Educational Qualification :
- 4. Community :
- 5. PF No :
- 6. Staff/Ticket No/PF No. :
- 7. Designation :
- 8. Grade : Pay Band Rs \_\_\_\_\_ + GP Rs \_\_\_\_\_
- 9. Category :
- 10. Railway/Division/Unit in which working :
- 11. Date of promotion in present Grade :
- 12. (a) Transfer sought to which Railway/Division/Workshop:  
 (b) Name of the post :  
 (c) Pay Band and Grade pay of the post :  
 (d) Department./Division/Railway/Project etc :



**DECLARATION**

I hereby declare that I am working in Pay Band Rs. \_\_\_\_\_ with Grade Pay Rs. \_\_\_\_\_/- in the post of \_\_\_\_\_ which belong to \_\_\_\_\_ category and I am making this request for transfer under the Rule 229/231 of IREC Vol.I with the condition of Rule 226 and Note under this Rule of IREC Vol.I and also Para 312 of IREM Vol.I in regard to the one way request transfer on bottom seniority from Higher grade to lower grade to the post of \_\_\_\_\_ in Pay Band Rs. \_\_\_\_\_ With Grade Pay Rs. \_\_\_\_\_/- in the category of \_\_\_\_\_. In the event of consideration of my request, I will not claim any undue benefits, which are against the above mentioned Indian Railway Establishment Code/ Indian Railway Establishment Manual/Railway Board’s provisions/Instructions.

Place:

Signature of the applicant:

Date: