



**दक्षिण रेलवे/SOUTHERN RAILWAY**

No.P(R)676/P/Vol.IV

प्रधानकार्यालय/ Headquarters Office  
कार्मिक शाखा/ Personnel Branch  
चेन्नै/Chennai - 600 003  
दि./ Dated: 23-02-2015

**पी बी सी सं/ PBC No: 14 / 2015**

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /  
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Wokshops / other Units, etc.,  
(As per mailing list -'A')

विषय/Sub: Issue of revised Proforma for Inter Railway / Inter  
Divisional / Inter Departmental One way / Mutual  
Transfer - reg.

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In view of various legal and other complications arising, with regard to processing of request transfers both one way and mutual, it has been decided to modify the existing proforma as per the revised formats enclosed (separately for one way and mutual transfers) which may be implemented forthwith. It must be ensured that all columns are filled and all instructions stipulated are adhered to strictly.

It should be invariably ensured that in the course of the entire processing of such requests, the officer order / memorandum, is issued only at the final stage of relieving of the employee by the originating Railway / Division / Unit. The accepting railway / Division / Unit should only forward the accepted proforma with covering letter communicating their consent for the proposed one way / mutual request transfer.

This issues with the approval of CPO.



(V.SRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/नियम  
Senior Personnel Officer/Rules  
कृते मुख्य कार्मिक अधिकारी  
For Chief Personnel Officer

संलग्न/Encl: as above

प्रतिलिपि/Copy to : The Genl Secy / SRMU  
The Genl Secy / AISCSTREA  
The Genl Secy / AIOBCREA

The Genl Secy / NFIR

**APPLICATION FORM FOR (i) INTER – RAILWAY, (ii) INTER –  
DIVISIONAL, (iii) INTER – DEPARTMENTAL  
ONE WAY TRANSFER 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.)

Photo
Photo must be attested by Supervisory official

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. Railway/Division/Unit in which working :
11. (a) Mode of Initial Appointment :  
(b) Date, Post & Grade of Initial Appointment : Post .....  
Date.....  
in Pay Band Rs..... +GP Rs.....  
(c) Date of Confirmation :  
(d) Date of promotion in present Grade (Not ACP/MACP) :  
(e) Regular or Officiating :
12. Existing Medical Classification :

Signature of the applicant:

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 copy of Identity Card issued by employer.

15. Whether availed IDT/IRT/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 receiving 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:

Office seal

Designation:

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

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

- I. CPO's office File No.
  - a. HOD had approved to forward this application
  - b. All the columns are filled verified and certified by 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**

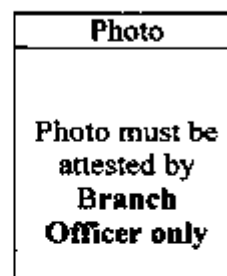
**Cadre Personnel Officer**

**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 / INTER – DEPARTMENTAL ONEWAY TRANSFER UNDER Rule 226, 229/231 of IREC-Vol-I & PARA 312 OF IREM-VolI 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 / 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 belongs 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:

**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.)

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

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

Desig./Office seal

Desig./Office seal

<b>S. No.</b>	<b>Particulars</b>	<b>Employee No. one</b>	<b>Employee No. two</b>
1	Name of the Employee (in capital letters)		
2	Date of Birth		
3	Educational Qualification		
4	Community		
5	Existing Medical Classification		
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		

-2-  
**UNDERTAKING**

We, the undersigned, hereby declare that we are making this request under the Rule 230 of IREC Vol.I with the condition of Rule 226 and Note under this Rule of IREC Vol.I and also Para 310 of IREM Vol-I regarding assigning of seniority etc., and other Administrative instructions issued/modified from time to time. Further we declare that we have read and understood the contents of RBE 107 and 134 of 2007 in regard to the mutual request transfer. We also understood that acceptance of the Division/Railway is not final in the process of transfer and relieving to Division/Railway is subject to the availability of replacement in place of the one of us to be relieved at first. In the event of consideration of our request, we will not tender unwillingness nor 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 employee No.1**

**Signature of the employee No.2.**

**FOR OFFICE USE ONLY.**

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

	<b>For employee No.1</b>	<b>For employee No.2</b>
Remarks of the immediate Supervisor		
<b><u>Declaration</u></b>	I have hereby identified the employee's photo affixed at page 1 and attested.	I have hereby identified the employee's photo affixed at page 1 and attested.
<b><u>Signature</u></b>		
<b><u>Date</u></b>		
<b><u>Designation</u></b>		
<b><u>With seal</u></b>		

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.)

**23. FOR THE USE OF OFFICE OF THE BRANCH OFFICER AT INITIATING END:**

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

Signature:

Name :

Office seal

Designation:

(Note:- The concerned Branch Officer alone should sign with designation seal)



**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. COMPTRAN 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 required attested documents are enclosed

Signature:  
Name :  
Designation:

Office seal

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

**26 ACCEPTANCE OF RECEIVING DIVISION/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 employees are considered and ACCPTED / REJECTED.

**Branch Officer**

**Office seal**

**Cadre Personnel Officer**

(Note:- (1) Accepting 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 of the employees are considered and ACCPTED / REJECTED.  
By the PHOD/HOD.

**Office seal**

**Cadre Personnel Officer at 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.

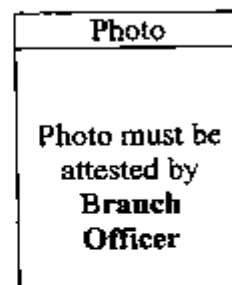
2) For Inter-Railway Mutual transfer, Two copies shall be forwarded to the other Railway to which transfer is sought by the CPO's office retaining one copy at Headquarters office.

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.

**DECLARATION OF THE EMPLOYEE WHO SEEKS MUTUAL TRANSFER UNDER Rule 230 of IREC-Vol-I & PARA 310 OF IREM-VolI**

(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:
  - 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 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.

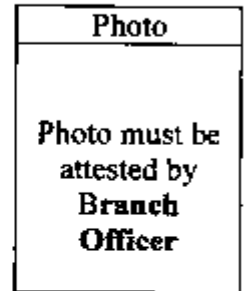
Place:  
Date:

Signature of the applicant at one end

**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:
  - 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 belong 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:  
Date:

Signature of the applicant at the other end