

PROFORMA-D (One Way)

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.-1 & PARA 312 OF IREM-Vol.1.**

(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

01	Name(in BLOCK Letters)	
02	Date of Birth	
03	Educational Qualification	
04	Community	
05	P.F. Number	
06	Staff/Ticket No.	
07	Designation	
08	Grade	Pay Band: Rs. +GP
09	Category	
10	Railway/Division/Unit in which working	
11	(a) Mode of Initial Appointment	
	(b) Date, Post & Grade of Initial Appointment	Post : Dated : In Pay Band Rs. +GP
	(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

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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 (Score Out the irrelevant item)	<u>GENERAL OR SPOUSE ACCOUNT</u>
	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/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 provision/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. :
(iii) 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).

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SOUTH WESTERN RAILWAY
SOUTH WESTERN RAILWAY
SOUTH WESTERN RAILWAY

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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:

Designation:

Office Seal

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.