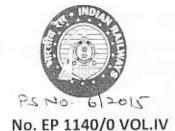
WESTERN RAILWAY



Headquarter Office Churchgate, Mumbai- 400 020.

Date: \7/02/2015.

DRM (E) BCT/BRC/ADI/RTM/RJT/BVP CWMs –MX/PL/PRTN/DHD/SBI/BVP

Sub: Inter Railway Own request transfer and Inter Railway Mutual Transfer of N.G.Staff.

It has been decided that henceforth while forwarding the application of N.G.Staff from Western Railway to other Zonal Railways /Production Units/ Workshops etc. for Inter Railway Own request transfer and Inter Railway Mutual Transfer the enclosed check list, is to be enclosed to avoid back references, complications etc.

Encl: Check List

SPO (HRD)

For General Manager (E)

C/- All P.O.s in HQ Office for information and necessary action.

CHECK LIST

(To be furnished while forwarding the application for IRT & IRMT)

- Name of the employee
- 2. PF/PRAN No
- 3. Present Designation & Scale with GP
- 4. Present Station /Unit/Division
- Railway Division /Unit to which Transfer requested by the employee
- 6. Priority position
- 7. ComPTran Registration No.
- 8. LIST OF DOCUMENTS ENCLOSED

I For Inter Railway Transfer (On request one way Transfer) [IRT]

a) Application for transfer submitted in			
the prescribed format (Application A,B,C)	:	YES	NO
b) Certified/Attested Copy of S.R.	1	YES	NO
c) Certified/Attested Copy of L.R.		YES	NO
d) Certified Copy of Medical Fitness Certificate			
issued by RMO at the time of initial appointment or subsequent thereafter	:	YES	NO
e) Declaration given by the employee to go on transfer on reversion in DR Quota	:	YES	NO

II For Inter Railway Transfer (On request one way Transfer) [IRMT]

- a) Application for transfer submitted in the prescribed format (Joint Application A,B,C): YES NO b) Certified/Attested Copy of S.R. : YES NO c) Certified/Attested Copy of L.R. : YES NO d) Certified Copy of Medical Fitness Certificate
- d) Certified Copy of Medical Fitness Certificate issued by RMO at the time of initial

appointment or subsequent thereafter : YES

- 9. Details
 - a) Educational Qualification
 - i) Academic
 - ii) Technical
 - b) Community Whether (SC/ST/OBC/UR)
 - C) Mode of induction whether (DRQ, LDCE,PQ,GDCE etc.)d)Status of DAR/SPE/Vigilance case

PARTICULARS FURNISHED ABOVE ARE CORRECT & COMPLETE

(Signature of Personnel /Cadre Officer along with name & designation)

NO