

All concerned,  
E.C.Rly/DHN

Sub :- Own Request Transfer on Option basis of ELP(G), Sr.ALP & ALP  
working under Sr.DEE(OP)/DHN.

With the approval of the competent authority, it has been decided to call for Option for Own Request Transfer of the ELP(G), Sr.ALP and ALP categories for 1. PEH lobby 2. PUS lobby and 3. TORI lobby.

Accordingly, the following guidelines are hereby issued for submission of Option Proforma :-

1. The Option Form must be collected Unit wise of one designation in one bunch and submitted at EGRS/DHN on or before 11.07.2022. No representation will be entertained beyond the due date.
2. A Google Form has been created which can be availed at the ECR website : [www.ecr.indianrailways.gov.in](http://www.ecr.indianrailways.gov.in) → Division → Dhanbad → Personnel → Application format for Option Proforma. This is a mandatory field for Option submission.

The applicants will get a response after submission of the Option Proforma in their Inbox/Spam.

3. In case of any discrepancy found between Google Form and Manual Form, Manual Form will prevail to be the final. Those who have not submitted Manual Form, their application will not be considered.
4. Those who have been transferred on option basis within last 02 years (on date of issue of this option) will not be considered for this option transfer.

DA: Option Proforma attached.

*Niraj Kumar*  
*4/07/2022*  
(Niraj Kumar)  
DPO

for Sr.Divl. Personnel Officer  
East Central Railway/Dhanbad

Copy to for information and necessary action :-

1. Sr. DEE(OP)/DHN
2. All Depot. Incharge/DHN div./ECR
3. IT/Cell/DHN

## APPLICATION FORMAT

1. Name :
2. Designation :
3. Head Quarter :
4. PF account no. :
5. HRMS ID :
6. Date of Birth :
7. Date of Appointment :
8. Choice of Option : i) .....  
ii) .....  
iii) .....
9. Option transfer within 02 years : Yes   
No

Signature:

Place:

Name:

Date:

PF account No:

Forwarded by Crew lobby Incharge (with stamp):