

East Central Railway

No. 7/EL/ELP(Pass)/Prom./Arrgt./PT-II (C.N.- 15781)

Dhanbad, dt. 19.10.2022

All concerned,
E.C.Rly/DHN

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

Ref :- (1)This office Transfer Policy dt. 14.06.19.
(2) This office letter of even no dated 18.10.2022

In continuation of this office letter of even No. dated 18.10.2022 with the approval of the competent authority, it has been decided to call for Option for Own Request Transfer of the ELP(Mail) categories for **GHD lobby also**.

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 **26.10.2022**. 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 → 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.

Digitally Signed by Ravi

Kumar Pandit

Date: 19-10-2022 17:43:50

Reason: Approved

(Ravi Kumar Pandit)

APO

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 :
9. Option transfer within 02 years :
Yes
No

Place:

Date:

Signature:

Name:

P.F. account No:

Forwarded by Crew lobby In charge (with stamp):