

MASTER CIRCULAR

Master Circular No. 24

Transfer of Non-gazetted Railway Servants.

The instructions issued by the Railway Board from time to time on the subject of transfer of non-gazetted Railway servants are contained in several letters. It has now been decided by the Railway Board, to issue a consolidated Master Circular, as below, incorporating all the instructions issued so far on the subject for the information and guidance of all concerned.

2. Transfer means the movement of a Railway servant from one headquarters station in which he is employed, to another such station, either

- i. To take up the duties of a new post; or
- ii. In consequence of a change of his headquarters.

[Ref: [Rule 103\(51\)](#) Indian Railway Establishment Code Vol. I 1985]

3. Transfer may be ordered either on a temporary basis or on a basis otherwise than temporary.

3.1 Wherever the transfer of a Railway servant is temporary, the same should be mentioned in the transfer order.

4. Transfers otherwise than on temporary basis, are necessitated by administrative requirements or occasioned by consideration of requests received from the Railway servants. Transfer is not a punishment.

4.1 Transfer of a Railway servant, ordered as a result of his promotion should be carried out by the employee as early as possible in his own interest.

4.2

- i. Whenever any curtailment in a cadre takes place and Railway servants have to be transferred, as a general rule the junior most employees should be transferred first.

[Ref: Board's letter No. [E\(NG\)66/TR2/20 dated 27.07.1966](#)]

- ii. If there is closure of activity on a particular station on a Railway like closing down a shed or a particular establishment necessitating transfer of Railway servants enmasse, the matter should, be discussed with the Labour, to help in proper arrangements being made for dealing with the human problems that might arise in such cases.

[Ref: Board's letter No. [E\(NG\)11/77/TR/21 dated 10/15.06.1977](#)]

4.3

- i. Railway servants holding sensitive posts and who come into contact with public or/and contractors/suppliers etc., should be transferred out of their existing post/seat or station as the case may be, after every four years.
- ii. Posts in the different departments, which have been identified as sensitive posts for the purpose of periodical transfer, are as follows:

A. Accounts Department

1. Staff passing Contractors/Firms bills.
2. Staff dealing with Claims/refund and wharfage/demurrage for general public.
3. Cheque writers.
4. Cashiers.
5. Staff dealing with pension/PF Claims.
6. Staff dealing with passes/release of unpaid wages.
7. Staff dealing with post audit of paid vouchers and issue of acquittance.

B. Civil Engineering

1. IOWs / PWTs in charge of Stores.
2. Bill Clerks.
3. Material checking Clerks/Store Clerk.
4. Time Keepers.
5. Works Accountants.
6. Asstt. Superintendents/Superintendents in charge of Stores Accountal.
7. Staff dealing with transfers/ promotions/ loans and advances and issue of Passes/ PTOs/ Leave accounts/ local purchases.
8. Draftsmen/ Estimators in Divisional Drawing Office checking Contractors bills.

C. Commercial Department

1. Goods/ Parcel/ Luggage Clerks.
2. Enquiry/ Reservation/ Booking Clerks.
3. Ticket Collector/ TTEs/ Conductors.
4. Reservation/ Goods Supervisors.
5. Staff dealing with wharfage/ demurrage cases.
6. Staff dealing with goods/ parcel/ handling/ catering contracts.
7. Staff dealing with city booking/ outages.
8. Staff dealing with claims.
9. Sectional CMTs and Sectional Claims Inspectors.

D. Electrical Department

1. Stores Clerk.
2. Establishment Clerk/ Time Keeper.
3. Asstt. Superintendent/ Superintendent Stores in Divisional Office.
4. Asstt. Superintendent/ Superintendent Works in Divisional Office.
5. Air-conditioned coach in charge/ coach attendant.
6. Foremen In charge of Shop.
7. Mileage Clerk/ Shed Notice Clerk.
8. Staff dealing with tender/ contracts and purchasing Stores.

E. Mechanical Department

1. Store Clerk.
2. Bill Clerk/ Establishment Clerk.
3. Time Keeper.
4. Fuel Inspector/ Fuel Issuer/ Fuel clerk in sheds.
5. Mileage Clerk/ Shed Notice Clerk in sheds.
6. Staff dealing with tenders/c ontracts, purchases of stores.

F. Medical Department

1. Pharmacists looking after the drug stores.
2. Staff in charge of kitchen stores.
3. Staff writing out sick/fit certificates.

G. Personnel Department

1. Bill Clerk.
2. Staff dealing with settlement cases/ advance.
3. Cadre section staff or staff dealing with recruitment/ promotion/ transfer.

H. Stores Department

1. Tender Clerk/ Disposal Clerk/ Purchases Section In charge (Head Clerk/ A.S.)/ Demand Clerk (dealing with operation of rate contract).
2. Asstt. Confidential Tender Clerk/ Tender Opening Clerk/ Sample Clerk/ Superintendent/ CTC.
3. Section In charge (Head Clerk/ AS) Registration Clerk in Purchase General Registration.
4. Receipt/ Inspection Supervisor In charge (Ward Keeper ASKP/

DSKP) and Group "C" Staff working under them, Local Purchase Staff.

5. Sale Section In charge (ASKP/ DLKP) and staff working under them.
6. Scrap Yard/ Returned Store Section In charge (ASKP/ DSKP) Ward Keeper and Group "C" staff working under them.
7. Staff in Purchase Section of EA/DRM or DCOS of Division.

I. Public Relation Department

Inspectors/ Staff dealing with revenue earning/ Commercial publicity.

J. Operating Department

1. Station Superintendents.
2. Station Masters/ Asstt. Station Masters not working as Cabin Station Masters.
3. Station Clerk.
4. Train Clerk dealing with package work.
5. Stock Controller/ Coaching Controller in Control Rooms.
6. The Desks dealing with mileage bills/ operating restrictions, distribution of uniforms, traffic stores and charge sheets /wagon allotment section dealing assistants in the office of DOSs/DSCs.
7. Desks dealing with commodity section and stores section in the COPS's Office.

K. S & T Department

1. 1. SIs/ TCIs in charge of Stores.
2. 2. Bill Clerk/ Time Keeper/ Establishment Clerk.
3. 3. Store Clerk/ Store Issuer

[Ref: Board's letters No. [E\(NG\)II-78 TR/85 dated 27.04.1979](#),
[E\(NG\)II-78 TR/82 dated 07.02.1980](#);
[E\(NG\)I/80 TR2/28 dated 22.08.1980](#),
[E\(NG\)I/80/TR/28 dated 31.12.1981](#),
[E\(NG\)I/80/TR/28 dated 19.02.1986](#) (RBE 35/86),
[E\(NG\)I/80/TR/28 dated 16.10.1987](#) (RBE 256/87)
and [E\(NG\)I/87/TR/34/NFIR/JCM/DC dated 27.09.1989](#) (RBE 244/89)]

4.4. For clerical staff working on sensitive posts/seats, rotational shifting from desk to desk will meet the requirements of periodical transfer.

[Ref: Board's letter No. [E\(NG\)II-78 TR/85 dated 27.04.1979](#)]

4.5. Transfers are ordered in certain cases at the instance of the Vigilance Organisation/Special Police Establishment, to facilitate proper enquiries being made etc. In order to ensure that there is no harassment and/or victimisation on this account, the DRM in respect of Divisionally controlled staff and the CPO in respect of Headquarters controlled staff may hear representations of genuine grievance, if any made, before a final decision is taken to effect the transfer. This procedure will not, however, apply to the cases of transfer of office bearer(s) of the recognised Unions, who are governed by a separate set of orders.

[Ref: Board's letters No. [E\(NG\)II/77/TR/112 dated 06.02.1978](#) and [27.05.1978](#)]

4.6. As a measure of safeguard against possible malpractices in the transfers, whenever the transfer order of a Railway servant issued by the competent authority on the basis of complaints, Vigilance/CBI enquiries etc., is proposed to be cancelled without the Railway servant having actually carried out the transfer order or it is proposed to bring back the employee concerned to the original place of posting within one year, the competent authority should obtain the approval of the next higher authority, providing the full details of the case to the said higher authority and the reasons which justify the change in the original transfer orders. It should also be kept in view that a Railway servant undergoing penalty as a result of a vigilance case is not posted in any post involving public dealings especially in areas prone to corruption.

[Ref: Board's letter No. [E\(NG\)I/80/TR/28 dated 21.07.1988](#) (RBE 156/88)]

4.7. Ticket checking staff, detected indulging in malpractices, should be sent on inter-Divisional transfer, as a matter of policy. They may be transferred to an adjoining Division on the same Railway. They may also be transferred to a Division on another Railway adjoining their parent Railway, if they make a request to that effect. The

ticket checking staff, who have been so transferred out of the existing Division on complaints of corruption and later exonerated or awarded a penalty of censure should not be brought back to the parent Division, even if they so desire.

[Ref: Board's letter No. [E\(NG\)I/80/TR/28 dated 19.02.1986](#) (RBE 35/86)]

G.Ms may, however, personally review cases of inter-Divisional transfers of Ticket Checking Staff orders on suspicion of malpractices if after proper enquiry, the staffs are fully exonerated. The review will be done personally by the GMs and the powers in this regard should not be delegated to any other authority. Where the transfer has been ordered at the instance of the Board, a reference to the Board is necessary.

[Ref: Board's letter No. [E\(NG\)I/80/TR/28 dated 13.04.1989](#) (RBE 102/89)]

4.8. Transfer of Railway servants from one unit of seniority to another unit of seniority on administrative grounds except on promotion/due to shrinkage of cadre/legal requirements etc., should be ordered rarely and in public interest only e. g. in cases where the conduct of an employee is under investigation or where in the interests of the Administration it is considered that the Railway servant should be kept at another station. In such cases of transfer, the Railway servants so transferred are given protection of seniority, causing hardship to the staff awaiting promotion in the unit to which they have been transferred. Therefore, such transfers should be ordered only when absolutely inescapable. Where an enquiry is pending against the Railway servant, the same should be processed expeditiously and the matter finalised as early as possible, so that the Railway servant may be transferred back to his original unit of seniority.

[Ref: Board's letter No. [E\(NG\)I/68/SR6/28 dated 25.01.1969](#)]

5. Transfer on the basis of requests:

Transfer of Railway servants on consideration of their requests within the same unit of seniority does not entail loss of seniority to the Railway servants concerned. The requests are normally based on family convenience or educational facilities, etc. Such requests should be registered as per the practice already prevalent and processed. Where there are unpopular stations from which the Railway servants have sought transfer, it should be ensured that such stations are manned to the authorised strength by prescribing a minimum period of service at such stations as a prerequisite to transfer to popular station by registration.

[Ref: Board's letter No. [E\(NG\)II-71 TR/14 dated 01.10.1971](#)]

5.1 Where the requests involve transfer to a different unit of seniority/ another Division on the same Railway/another Railway, transfer should be ordered after clearance from all sources and acceptance by the new unit. Such requests should be considered only from the Railway servants, who are in the initial recruitment grade(s) or in the intermediate grade(s), to which there is an element of direct recruitment. Such employees (those working in intermediate grades) when transferred should be set off against the vacancies reserved for direct recruitment in the new unit. Railway servants seeking inter-Divisional, inter-Railway transfers need not possess the educational qualification(s) prescribed for direct recruitment. No transfers on personal requests should be ordered in intermediate grades where all the vacancies are filled entirely by the promotion of staff in the lower grade(s). Requests from Railway servants recruited against the Sports Quota for inter-Railway transfer, in any grade, should not be entertained.

[Ref: Board's letters No. [E\(NG\)65/SR6/31 dated 30.09.1965](#),
[E\(NG\)65/SR 6/31 dated 29.01.1966](#),
[E\(NG\)65/SR6/31 dated 01.04.1966](#),
and [E\(NG\)II-71 TR/1 dated 31.03.1971](#);
E(Rep)I/88AE/12/6/115 dated 07.06.1988]

5.2 Railway servants transferred at their request from one unit of seniority to another should be assigned bottom seniority in the relevant grade on the date they join the new unit i. e. they should be placed in the seniority list below all the existing staff, both permanent and regular in the relevant grade on the date they join the new unit irrespective of their length of service and status in the former unit.

[Ref: Board's letter No. [E\(NG\)II-71 TR/1 dated 31.03.1971](#)]

5.3 Apart from cases of individual requests made by the Railway servants, cases of two employees of different Divisions/Railways working in the same grade, submitting joint applications or separate individual applications seeking mutual transfer may also occur. Where such requests are allowed after processing the necessary formalities, the senior of the two employees will be assigned the place of seniority

vacated by the other person i.e. the junior, who will be allowed to retain his former seniority and fitted into the seniority in the new unit below all the persons having the same seniority.

[Ref: [Rule 230-R. I 1985 Edition](#)]

5.4 Mutual transfers may be allowed between a temporary Railway servant and a permanent Railway servant. It may also be allowed in intermediate grades, where there is no element of direct recruitment.

5.5 To mitigate the hardships caused to the Railway servants seeking transfer from one unit of seniority to another, in the shape of loss of seniority, a Cell should be set up in the Headquarters Office of each Railway where requests from Railway servants for transfer from one unit of seniority to another should be registered. Requests involving inter-Railway transfer should, thereafter be advised to the other Railways concerned, which should arrange to publish the requests in the Railway Gazette for the benefit of those who may be interested in mutual transfer, to enable them to apply. This will help in locating applicants, if any, in the other Railways with matching seniority, for purposes of consideration. The requests should be registered and processed on the basis of seniority among applicants once annually and the Cell should function as a clearing house for sorting out the transfers on the basis of mutual exchange.

[Ref: Board's letter No. [E\(NG\)II-71 TR/1 dated 31.03.1971](#)]

5.6 While placing indent with the Railway Recruitment Boards, the extent of additional candidates required on the basis of the number of Railway servants in various categories who have applied for transfer to the other Divisions/Railways should be taken into account and recruited so that transfer may take place without hitch on the availability of replacements.

[Ref: Board's letter No. [E\(NG\)I/70/RR1/31 dated 11.01.1971](#)]

6. Transfer of Railway servants who are office bearers of recognised Trade Unions:

Any proposal to the transfer of an office bearer of a recognised Trade Union including its Branches should be advised to the Union concerned and the Union should be allowed to bring to the notice of the Divisional Officer and if necessary, later to the G.M. any objection that they may have to the proposed transfer. If there is no agreement at the lower level(s) the decision of the G.M. will be final. Sufficient notice should be given to the Union of a proposed transfer to enable the Union to make alternative arrangements for carrying on the work or for making a representation against the proposed transfer.

[Ref: Board's letter No. E(L)60/UT1/31 dated 19.2.1960]

6.1 In the case of usual periodical transfer, where it is decided, after consideration of the appeal by the General Manager, not to cancel the order, the transfer may be allowed to pend till the next election of the Union office bearers, subject to a maximum period of one year. This procedure will apply only in cases of periodical transfers as distinct from transfers ordered on other special considerations in public interest.

[Ref: Board's letter No. E(L)/PE1/43 dated 31.7.1961]

6.2

- a. Where a transfer has been ordered at the employee's request, there is no need to follow the usual procedure laid down for transfer of Union office bearers. It is for the Railway servant himself to satisfy the Union to which he belongs, as far as his movement from a particular station is concerned.
- b. Where a transfer becomes necessary to comply with statutory obligations under the HOER, the Railway should comply with the usual procedure, by conveniently planning the transfers.
- c. For transfers becoming necessary on promotion, it is enough if the Union is only informed about the proposed transfer and it is not necessary to pend the same unless the Railway servant wishes to refuse promotion. A senior employee need not be transferred in preference to the one promoted in order to accommodate the Union office bearer at the same station. Transfer of an office bearer, who has been rendered surplus at a particular station, should be treated on the same lines, as given herein.

[Ref: Board's letter No. E(L)64 UT 1/113 dated 06.10.1964]

6.3

- a. If an office bearer of the Union has to be transferred because of involvement in a SPE case, the Union concerned may only be advised of the transfer. Any representation the Union makes may be considered, but it is not necessary to keep the transfer in abeyance for this purpose.

[Ref: Board's letter No. [E\(L\)64/UT1/113 dated 21.11.1964](#)]

- b. In case of transfer from one section/Department to another in the same office there is no need to give notice to the Union before hand. However, the Union may be informed about the transfer at the time of affecting such transfers. For transfers to another office located at a distance but within the same area at the same station, usual procedure may be followed.

[Ref: Board's letter No. [E\(L\)64/UT1/113 dated 21.11.1964](#)]

- c. The usual procedure should be followed for transfers from one administrative jurisdiction to another at the same station i.e. say transfer from a Workshop to a Loco Shed.

6.4 The normal procedure need not be followed in a case where the transfer of an office bearer of the Union is considered necessary by the SPE/Vigilance organisation of the Railway. In such a case, papers should be seen by the G.M. personally, before the transfer is decided. The Trade Union need not be given any notice but should only be advised of the transfer. The same procedure should be followed in the cases where the Civil and Police authorities recommend immediate transfer of the Railway servant, who is an office bearer of a recognised Union, on the ground that the individual is indulging in undesirable activities, detrimental to the efficient functioning of the Railway.

[Ref: Board's letter No. [E\(LR\)75 UT1 176 dated 08.08.1975](#)]

6.5 The instructions issued on the subject from time to time as mentioned in paras 6 to 6.4 above, have been consolidated in 1980 for guidance and strict compliance.

[Ref: Board's letter No. E(LR)III/79/UTF/14 dated 16.01.1980]

7. Transfer from other categories:

Railway servants employed in one department shall not be eligible for employment in another except with the previous consent of the Head of the Department in which they are employed. Without such prior consent, the Head of an Office or Department shall not employ anyone, either temporarily or permanently, if he knows or has reasons to believe that the person belongs to another establishment under the Government. A Railway servant, who takes up an employment without the consent of the Head of the Department, commits a breach of discipline and is liable to be punished. DRMs concerned may, however, transfer Gr. "D" Railway servants (Peons, Gangmen, Khalasis, unskilled and Semi-skilled etc.) from one Department to another or from one Division to another without consulting the Head of the Department.

[Ref: Board's letter No. [E\(NG\)66/TR2/4 dated 18.07.1966](#) and [Para 231-RI](#), 1985 Edition]

8. Transfer of Personal Records of Railway servants transferred from one unit to another:

Where a Railway servant has been transferred from one Railway unit to another, the transfer documents of the Railway servant concerned, complete in all respects, should be forwarded within ten days from the date of his relief, to the office to which he has been transferred, so as to ensure that no hardship/difficulty is experienced by him due to non-availability of the documents.

[Ref: Board's letter No. [84/AC-II/21/2 dated 25.08.1984](#)]

9. General:

Ordinarily a Railway servant shall be employed throughout his service on the Railway or the Railway establishment to which he is posted on first appointment and he shall have no claim, as of right, for transfer to another Railway or establishment. In the exigencies of service, it shall be open to the President to transfer a Railway servant to any other department or Railway or Railway establishment including a project in or out of India. In regard to Group "C" and Group "D" Railway servants, powers to transfer them within India may be exercised by the General Manager or by a lower authority to whom the powers have been redelegated.

[Ref: [Para 226 R.I.—1985 Edition](#)]

9.1 A competent authority may transfer a Railway servant from one post to another, provided that the Railway servant shall not be transferred substantively to or, except in a case of dual charge, appointed to officiate in a post carrying pay less than the pay of the permanent post on which he holds a lien or would hold a lien had it not been suspended. This provision will not, however, apply, where a Railway servant has to be transferred —

1. On account of inefficiency or misbehavior; or
2. On his written request.

[Ref: [Para 227-R.I.—1985 Edition](#)]

9.2 Mid-session transfers of Railway servants should be kept down to the minimum necessary in the interests of administration.

9.3 While transferring Railway servants from one station to another, the fact of an employee's spouse having been posted at a particular station should be kept in view. Requests for transfer to a station where a Railway servant's spouse is working should also be considered sympathetically as far as possible, having regard to the administrative convenience and the merits of each case.

[Ref: Board's letter No. [E\(NG\)II-71 TR/14 dated 01.10.1971](#)
& [E\(NG\)I/86/TR/14 dated 06.01.1988](#) (RBE 8/88)]

9.4 Views of the Supervisory staff should be given due consideration, wherever possible, while ordering transfers of Railway servants working under their charge.

[Ref: Board's letter No. [E\(NG\)I/81/PM1/246 dated 08.12.1981](#)]

9.5 The employees belonging to Scheduled Castes and Scheduled Tribes should be transferred very rarely and for very strong reasons only. Posting of employees belonging to these communities on their initial appointment/promotions/transfers should as far as practicable be confined to their native district or adjoining districts or places where the Railway Administration can provide the quarters subject to their eligibility.

[Ref: Board's letters No. [E\(SCT\)70CM15/15/3 dated 19.11.1970](#);
[E\(SCT\)74 CM 15/58 dated 14.01.1975](#);
[78 E\(SCT\)15/25 dated 06.07.1978](#)
and [85-E\(SCT\)I-43/1 dated 24.12.85](#) (RBE 336/85)]

10. Transfer of Railway servants, who are members of the Railway Protection Force and Railway Protection Special Force is governed by the provisions of the R.P.F. Rules, 1987.

- 11.
- i. While referring to this Master Circular, the original letters mentioned herein should be read for a proper appreciation. The Master Circular is only a consolidation of the existing instructions and should not be treated as a substitution to the original circulars. In case of doubt, the original circulars should be relied upon as authority;
 - ii. The instructions contained in the original circulars referred to, have only prospective effect from the date of their issue, unless indicated otherwise;
 - iii. If any circular on the subject, which has not been superseded has been lost sight of in the preparation of the Master Circular, the said circular which has been missed through oversight, should not be ignored, but should be treated as valid and operative.

12. The letters and other references on the basis of which, the Master Circular has been prepared are indicated in the enclosure.

1. [E 58 CFP/13 dated 19.02.1959](#)
2. [E\(NG\)58/TR2/5 dated 27.07.1959](#)
3. E(L)60/UT1/31 dated 19.2.1960
4. [PC-59/HW-1/1 dated 27.04.1960](#)
5. [E\(SCT\)60 CM1/100 dated 08.12.1960](#)
6. E(L)/PE1/43 dated 31.7.1961
7. [E\(NG\)64/CFP/9 dated 09.06.1964](#)
8. E(L)64/UT1/113 dated 6.10.1964
9. [E\(L\)64/UT1/113 dated 21.11.1964](#)

10. [E\(NG\)64/CFP/25 dated 06.02.1965](#)
11. [E\(L\)64 UT1-113 dated 11.03.1965](#)
12. [E\(NG\)65/TR2/5 dated 09.04.1965](#)
13. [E\(NG\)65/SR6/31dated 30.09.1965](#)
14. [E\(NG\)65/SR 6/31 dated 29.01.1966](#)
15. [E\(NG\)65/SR6/31 dated 01.04.1966](#)
16. [E\(NG\)66/TR2/4 dated 18.07.1966](#)
17. [E\(NG\)66/TR2/20 dated 27.07.1966](#)
18. [E\(D&A\)65 RG 6/6 dated 25.03.1967](#)
19. [E\(NG\)I/68/SR6/28 dated 25.01.1969](#)
20. [E\(NG\)II/70/TR/28 dated 16.10.1970](#)
21. [E\(SCT\)70CM15/15/3 dated 19.11.1970](#)
22. [E\(NG\)I/70/RR1/31 dated 11.01.1971](#)
23. [E\(NG\)II-71 TR/1 dated 31.03.1971](#)
24. [E\(NG\)II-71 TR/14 dated 01.10.1971](#)
25. [E\(NG\)II-71 TR/12 dated 02.09.1972](#)
26. [PC-72/RLT-69/1 dated 24.07.1973](#)
27. [E\(SCT\)74 CM 15/58 dated 14.01.1975](#)
28. [E\(NG\)I/74/CFP/51 Pt. dated 10.02.1975](#)
29. [E\(LR\)75 UT1 176 dated 08.08.1975](#)
30. [E\(NG\)II/74/TR/22 dated 29.09.1975](#)
31. [E\(NG\)II-74/TR/22 dated 29.01.1976](#)
32. [E\(NG\)II/77/TR/21 dated 10/15.06.1977](#)
33. [E\(NG\)II/77/TR/112 dated 06.02.1978](#)
34. [E\(NG\)II/77/TR/112 dated 27.05.1978](#)
35. [78 E\(SCT\)15/25 dated 06.07.1978](#)
36. [E\(NG\)II-78 TR/85 dated 27.04.1979](#)
37. [E\(NG\)II-78 TR/82 dated 07.02.1980](#)
38. [E\(NG\)I/80 TR2/28 dated 22.08.1980](#)
39. [E\(NG\)I-81/TR/19 dated 23.05.1981](#)
40. [E\(NG\)I/81/PM1/246 dated 08.12.1981](#)
41. [E\(NG\)I/80/TR/28 dated 31.12.1981](#)
42. [E\(NG\)I/82/TR/44 \(CA\) dated 17.12.1982](#)
43. [84/AC-II/21/2 dated 25.08.1984](#)
44. [85-E\(SCT\)I-43/1 dated 24.12.85 \(RBE 336/85\)](#)
45. [E\(NG\)I/80/TR/28 dated 19.02.1986 \(RBE 35/86\)](#)
46. [E\(NG\)I/80/TR/28 dated 16.10.1987 \(RBE 256/87\)](#)
47. [E\(NG\)I/86/TR/14 dated 06.01.1988 \(RBE 8/88\)](#)
48. [E\(NG\)I/87/CFP/12 \(PNM/NFIR\) dated 27.01.1988 \(RBE 17/88\)](#)
49. [E\(NG\)I/80/TR/28 dated 21.07.1988 \(RBE 156/88\)](#)
50. [E\(NG\)I/80/TR/28 dated 13.04.1989 \(RBE 102/89\)](#)
51. [E\(NG\)I/87/TR/34/NFIR/JCM/DC dated 27.09.1989 \(RBE 244/89\)](#)

Orders issued Subsequently and other relevant orders

1. [E\(NG\)60 RSC-21dated 09.03.1961](#)
2. [E\(L\)64 UT 1-113 dated 02.02.1965](#)
3. [E\(D&A\)65 RG 6-10 dated 04.03.1965](#)
4. [E\(NG\)65 SR 6-31 dated 08.12.1965](#)
5. [E\(NG\)66TR 2/2-Pt. dated 11.04.1966](#)
6. [E\(P&A\)II/87/JCM/ DC/2\(PP\) dated 05.06.1989 \(RBE 145/89\)](#)
7. Supplementary Circular No. 2 vide Railway Board's letter No. [E\(NG\)I-90/TR/13 dated 11.02.1992 \(RBE 23/92\)](#)
8. [E\(NG\)I-92/TR/32/JCM\(DC\) dated 10.08.1993 \(RBE 124/93\)](#)
9. [E\(NG\)I-92/TR/32/JCM\(DC\) dated 05.05.1994 \(RBE 37/94\)](#)

10. [E\(NG\)I-93/TR/24 dated 21.09.1994](#)
11. Supplementary Circular No. 3 - categories of TIAs/ISAs in the Accounts Departments should also be included in the list of sensitive posts for the purpose of periodical transfers - [E\(NG\)I/94/TR/29, dated 02.05.1995](#) (RBE 40/1995).
12. Supplementary Circular No. 4 - ransfer/Retransfer of Ticket Checking staff - Determination of seniority - [E\(NG\)I-92/TR/32 dated 12.12.1996](#) (RBE 124/1996).
13. Supplementary Circular No. 5 - Inter-Railway and Intra-Railway transfers on request - No. [E\(NG\)I-96/TR/28 dated 06.12.1996](#) (RBE 122/1996).
14. Supplementary Circular No. 6 - Posting of husband and wife at the same place - Instructions in respect of Groups 'C' and 'D' Railway employees - No. [E\(NG\)I-97/TR/28 dated 05.11.1997](#) (RBE 147/1997).
15. Supplementary Circular No. 6 - Inter-divisional transfer of staff repeatedly figuring in vigilance cases- No. [E\(NG\)I-98/TR/11 dated 30.10.1998](#) (RBE 250/1998).
16. Supplementary Circular No. 7 - Inter-divisional transfer of ticket checking staff and other staff in mass contact area - No. [E\(NG\)I-98/TR/11 dated 2.11.1998](#) (RBE 251/1998).
17. Supplementary Circular No. 9 - Transfer on request on bottom seniority vide Railway Board's letter No. [E\(NG\)-I/99/TR/15, Dated 08.02.2000](#) (RBE 24/2000)
18. Supplementary Circular No. 10 - Posting of Government employees who have children with hearing impairment or multiple disability - No. [E\(NG\)I-2000/TR/13, dated 18.04.2000](#) (RBE 75/2000).
19. Supplementary Circular No. 11 - Clarification on Periodical Instructions - Railway Board's letter No. [E\(NG\)I/2000/TR/17 dated 26.06.2000](#) (RBE 123/2000)
20. Supplementary Circular No. 12 - Inter/Intra Railway own request transfer of TGT/Post Graduate Teacher of Railway Schools - Railway Board's letter No. [E\(NG\)I-2000/TR/12 dated 28.6.2000](#) (RBE 127/2000).
21. Supplementary Circular No. 13 - Transfers of supervisors directly concerned with safety of train operations vide Railway Board's letter No. [E\(NG\)1-99/TR/18, dated 17.5.2001](#) (RBE 95/2001)
22. Supplementary Circular No. 14 clarification on Supplementary Circular No. 13 vide Railway Board's letter No. [E\(NG\)I-99/TR/18 dated 19.07.2001](#) (RBE 141/2001)
23. Supplementary Circular no. 15 - Procedure for preventing fraudulent transfers vide Railway Board's letter No. [E\(NG\)I-2001/TR/16 dated 21.11.2001](#) (RBE 229/2001).
24. Supplementary Circular No. 18 - SMs/ ASMs posted at Way Side Stations and involved only In train passing duties may be exempted from the purview of periodical transfers vide Letter No. [E\(NG\)I-2002/TR/19 dated 13.09.2002](#) (RBE 163/2002)
25. Supplementary Circular No. 18 Railway Board's letter No. [E\(SPORTS\)2002/POLICY/TR/3 dated 27.11.2002](#) (RBE 216/2002).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REC Vol. I - Cheptar 1 - Rule 103

Subject :- GENERAL - 103. Definitions.

103. Definitions. - Unless there be something repugnant in the subject or context, the terms defined below are used in this Code in the sense herein explained.

1. **Accounts officer** means an Officer of the Accounts Department as defined in [para 102](#) of the Indian Railway Code for the Accounts Department.
2. **The act** means the government of India Act, 1935.
3. **Actual travelling expenses** means the actual cost of transporting railway servant with his domestic servant and personal luggage, including charges for ferry and other tolls and for carriage of camp equipment if necessary. It does not include charges for hotels, travellers bungalows or refreshments or for the carriage of stores or conveyances or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional domestic servants.
4. **Apprentice** means a person deputed for training in a trade or business with a view to employment in Railway service, who draws pay at monthly rates from Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.
5. **Average Pay** means the average monthly pay earned during the 10 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.

Provided that in respect of any period spent on foreign service out of India the pay which the railway servant would have drawn if on duty in India but for foreign service out of India shall be substituted for the pay actually drawn:

Provided further that in the case of railway servants entitled to running allowance, average pay for the purpose of leave salary shall include a fixed component representing the pay element in the running allowances, as notified by the government through administrative instructions from time to time.

6. **Assistant Officer** means an Officer in Group 'A' drawing pay on the scale applicable to junior scale officers.
7. **Cadre** means the strength or a service or a part of a service sanctioned as a separate unit.
8. **Camp equipage** means the apparatus for moving a camp.
9. **Camp equipment** means tents and the requisites for pitching and furnishing them, or where tents are not carried, such articles of camp furniture as it may be necessary, in the interests of the public service, for a railway servant to take with him on tour.
10. **Compensatory Allowance** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance.
11. **Competent Authority** in relation to the exercise of any power under these rules, means the President or any authority to which such power is delegated in [Appendix VI](#).
12. **Constitution** means the Constitution of India.
13. **Day** means a calendar day, beginning and ending at midnight; but an absence from headquarters which does not exceed twenty-four hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
14. **Department of a railway administration** means one of the branches constituted for the purpose of conducting the business of the railways.
15. **'Divisional Officer'** means an officer in Group 'A' drawing pay on the scale applicable to senior Scale officer.
16. **Duty**
 - a. Duty includes
 - i. Service as Probationer or apprentice, provided that such service is followed by confirmation.

- ii. Joining time.
- b. A competent authority may issue orders declaring that, in circumstances similar to those mentioned below, a railway servant may be treated as on duty
 - i. During a course of instruction or training in India.
 - ii. In the case of a student, stipendiary or otherwise, who is entitled to be appointed to the service of Government on passing through a course of training at a University, College or School in India, during the interval between the satisfactory completion of the course and his assumption of duties.

GOVERNMENT OF INDIA ORDERS

1. **Time spent in attending obligatory Departmental Examinations.** - A Government servant required to attend an obligatory departmental examination, or permitted to present himself at an examination the passing of which is a condition of preferment in Government Services, may be treated as on duty during the day or days of the examination and during the reasonable time required for the journey, if any to and from the place of examination.

(G.I., F.D. Memo No. F.17 R. 1/29 dated 23rd Jan. 1929.)

2. The phrase "condition of preferment" used in (1) above covers only compulsory or optional examinations for promotion within the normal scope of the Government servants department or office.

(G.I., F.D.Of/15(5) R. 1/31 dt. 25th March 1931.)

3. **Delay in taking charge of the duties.** - Period of Compulsory waiting by an officer for orders of Government posting him to a particular post, after he had reported should be treated as 'Duty'.

(G.I., F.D. Res. No.122 CSR dt. 10th Feb.1922, No.175 C.S.R. dt. 28th Feb.1922, No F.192 C.S.R .25 dt.20-6-1925.)

4. **Treating period of training as duty.** - The authorities competent to appoint the government servant to the post for which the training is essential may be empowered to treat the period of training or instruction in India of Government servants on duty under this rule subject to the following conditions:

- a. the training or instruction should be in India;
- b. the training or instruction should be connected with the post which the Government servant is holding at the time of placing him on training or instruction;
- c. that it is obligatory on the part of the Government to send the persons for such training or instructions;
- d. the training should not be in professional or technical subjects which are normally brought under the provisions relating to 'Study Leave'; and
- e. the period of training should not exceed one year.

(G.I.M.F. O..M. No.F2(71) Estt.III/60, dt. 3rd December, 1960.)

5. **Attending Hindi and other obligatory examination.**—A question has been raised whether a Government servant is expected to report for duty in office either before or after the examination is over, in case the examination, including the viva voce test commences in the forenoon or in the afternoon. It has been decided that

- i. in case where the examination is held in a day both in the forenoon and in the afternoon, the Government servants need not be required to attend office either before or after the examination, and
- ii. in case where the examination is held in the forenoon and in the afternoon, the Government servants must attend office in the afternoon/forenoon, as the case may be, unless the Head of Office/Department specifically exempts any or all Government servants from such attendance, having regard to the time schedule of the text and the distance between the place of duty and examination.

(G.I. MHA. O.M.No. 5/165-H dated 8th June, 1965.)

Audit Instructions

Scope of the term "probationers"

- a. The term "Probationer" does not cover a Government servant who holds substantively a permanent post in a cadre and is appointed on probation to another post.
- b. No person appointed substantively to a permanent post in cadre is a probationer, unless definite conditions (such as the condition that he must remain on probation

pending the passing of certain examination) have been attached to his appointment.

- c. The status of the probationer is to be considered as having the attributes of a substantive status except where the rules prescribed otherwise.

17. **Family** means a railway servant's wife/Husband, legitimate children and stepchildren residing with and wholly dependent upon him/her. It also includes parent, sisters and minor brothers residing with and wholly dependent upon him/her.

Provided further that for [Rule 615](#) {??} it includes only such of the dependent relatives as are eligible for passes under the Pass Rules.

Note 1. —Not more than one wife is included in this term.

Note 2. —The term "legitimate children" includes those adopted under the law.

18. **Fee** means a recurring or non-recurring payment to a railway servant from a source other than the Consolidated Fund of India or the consolidated Fund of a State or the Consolidated Fund of a Union Territory whether made directly to the railway servant or indirectly through the intermediary of Government but does not include

- a. unearned income such as income from property, dividends and interest on securities; and
- b. income from literary, cultural, artistic, scientific or technological efforts. If such efforts are not aided by the knowledge acquired by the railway servant in the course of his service.

19. **Foreign Service** means service in which a railway servant receives his pay with sanction of Government from any source other than the Consolidated Fund of India, or the Consolidated Fund of a State or the Consolidated Fund of a Union Territory.

20. **Gazetted Post** is a post to which appointment is made by notification in the Gazette of India.

21. **Head of a department** means any authority which the President may by order declare to be the head of a department for the purpose of these Rules.

22. **Hill-Station** means any place which a competent authority may declare to be a hill station.

23. **Holiday means**

- a. a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act, 1881, and
- b. in relation to any particular office, a day on which such office is ordered to be closed by a competent authority for the transaction of Government business without reserve or qualification.

Note.—During restricted holidays the office is not closed for transaction of business but they are treated as akin to other closed holidays and can be prefixed or suffixed to regular leave or casual leave.

24. **Honorarium** means a recurring or non-recurring payment granted to a railway servant from the Consolidated Fund of India or the Consolidated Fund of a State or the Consolidated Fund of a Union Territory, as remuneration for special work of an occasional or intermittent character.

25. **Joining time** means the time allowed to a Railway servant in which to join a new post or to travel to or from a station to which he posted.

26. **Leave on average (half average) pay** means leave on leave salary equal to average/half average pay, as regulated by the [Railway Leave Rules](#).

27. **Leave Salary** means the monthly amount paid by Government to a Railway servant on leave.

28. **Lien** means the title of a Railway servant to hold on regular basis either immediately or on the termination of a period or periods of absence, a post, including a tenure post, to which he has been appointed on regular basis and on which he is not on probation

Provided that the title to hold a regular post shall be subject to the condition that the junior most person in the grade will be liable to be reverted to the lower grade if the number of persons so entitled is more than the posts available in that grade.

[Authority : Rly. Board's Letter No. [E\(NG\)I-98/CN5/2 dt. 5.2.99](#) (RBE 6/1999)]

29. **Local Fund means**

- a. revenue administered by bodies which by law or rule having the force of law come under the control of Government, whether in regard to proceedings generally or to specific matters, such as the sanctioning of the budgets, sanction to the creation or filling up of particular posts, or the enactment of leave, pension or similar rules; and
- b. the revenues of any body which may be specifically notified by the President as such.

30.

- a. **Military Commissioned Officer** means a commissioned officer other than
- a departmental Commissioned Officer;
 - a Commissioned Officer of the Indian Medical Department.

It does not include a Warrant Officer.

- b. **Military Officer** means any officer falling within the definition of the Military Commissioned Officer, or included in sub-clause (i) or (ii) of clause (a) above or any Warrant Officer.

31. **Ministerial {Servant} Officer** means a railway servant of group 'C' whose duties are entirely clerical and other class of railway servants specially defined as such by general or special order of a competent authority.

Government of India's decision.—The President has decided that those members of class II (Group B) service whose duties are predominantly clerical shall be classed as ministerial servants.

(G.I.F.D. Letter No. F.11(6) R I/33 dated 1st April, 1933.)

32. **Month** means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently taking 30 odd numbers of days as a month.

Audit Instructions

Calculation of a period expressed in terms of months and days

- a. To calculate 3 months and 20 days on and from 25th January the following method should be adopted.

	Y	M	D
5th January to 31st January	0	0	7
February to April	0	3	0
1st May to 13th May	0	0	13
Total	0	3	20

- b. The period commencing on 30th January and ending with 2nd March should be deemed as 1 month and 4 days as indicated below:-

	Y	M	D
30th January to 31st January	0	0	2
February	0	1	0
1st March to 2nd March	0	0	2
Total	0	1	4

33. **Officiating** means the railway servant officiates in a post where he performs the duties of a post on which any other person holds a lien or when a competent authority appoints him to officiate in a vacant post on which no other railway servant holds lien.

34. **Overseas Pay** means pay granted to a Railway servant in consideration of the fact that he is serving in a country other than the country of his domicile.

35. **Pay** means the amount drawn monthly by a railway servant as

- the other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre;
- Overseas pay, special pay and personal pay; and
- any other emoluments which may be specially classed as pay by the President.

36. **Permanent Post** means a post carrying a definite rate of pay sanctioned without limit of time.

37. **Personal Pay** means additional pay granted to a railway servant

- to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
- in exceptional circumstances, on other personal considerations.

38. **Post in the Railway Board** means the post of a Member of the Railway Board and includes the post of Chairman, Railway Board and of Financial Commissioner, Railways.

39. **Presumptive pay of a post.** - When used with reference to any particular railway servant

means the pay to which he would be entitled if he held the post substantively and were performing its duties, but it does not include special pay unless the Railway servant performs or discharges the work or responsibility in consideration of which special pay was sanctioned.

Audit instructions.—The first part of the definition is intended to facilitate the use of the term in relation to a Government servant who has been absent from a post for some time but still retains a lien on it.

40. **Probationer** means a railway servant employed on probation in or against a substantive vacancy in the cadre of a department.
41. **Public conveyance** means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.
42. **Railway School** means a school established by a railway or office/project/factory directly under the railway Board primarily for the benefit of the children of its employees and maintained and entirely controlled by it with or without assistance from revenues of a State or income from other non-railway source. It does not include a school to which a railway merely makes a grant-in-aid.
43. **Railway servant** means a person who is a member of a service or holds a post under the administrative control of the Railway Board. It also includes a person who is holding the post of Chairman, Financial Commissioner or a Member of the Railway Board. Persons lent from a service or post which is not under administrative control of Railway Board do not come within the scope of this definition. The term excludes casual labour.
44. **Special Pay** means an addition of the nature of pay, to the emoluments of a post or of a Railway servant, granted in consideration of –
 - a. the specially arduous nature of duties; or
 - b. a specific addition to the work or responsibility and includes non-practicing allowance granted to doctors in lieu of private practice.

Audit Ruling – A provision in the contract of a Government servant appointed to a particular post that he should “also do all things that may be required of him” does not contemplate this being required to perform onerous additional duties in another post without remuneration.

Government of India Orders.—The power of granting special pay was defined in this Rule shall be exercised only by the authority empowered to regulate the scales of ordinary pay.

(G.I.,H.D. No. F. 272-23 dated 16-12-1962.)

45. **Scales of pay**

‘Authorised scales of pay’ means the scales of pay introduced under the Railway Services (Authorised Pay) Rules, 1960.

‘Revised Scales of Pay’ means the scales of pay introduced under the Railway Services (Revised Pay) Rules, 1973.

46. **Subsistence grant** means a monthly grant made to a Railway servant who is not in receipt of pay or leave-salary.
47. **Substantive pay** means the pay other than special pay, personal pay or emoluments classed as pay by the President under Sub-rule 35 (iii), to which a railway servant is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.

Note: In the case of a person with a lien on a permanent post under a State Government, ‘Substantive Pay’ means the ‘substantive pay’ as defined in the relevant rules of the State Government concerned.

48. **Temporary post** means a post carrying a definite rate of pay sanctioned for a limited time.
49. **Tenure post** means a permanent post which an individual railway servant may not hold for more than a limited period.

Note.—In case of doubt the President shall decide whether a particular post is or is not a tenure post.

Railway Ministry’s decision.—The President has decided that there is no objection to a non-gazetted post outside the cadre of a regular service being declared as a tenure post if the conditions so warrant.

50.

- a. **Time-scale pay** means pay which, subject to any conditions prescribed in these rules,

rises by periodical increments from a minimum to maximum. It includes the class of pay formerly known as progressive.

- b. Time-scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time scale are identical.
- c. A post is said to be on the same time-scale as another post on a time-scale if the two time-scales are identical and the posts fall within a cadre, or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility, in a service or establishment or group of establishments; so that the pay of the holder of any particular post is determined by this position in the cadre, or class and not by the fact that he holds that post.

51. **Transfer** means the movement of a railway servant from one headquarter station in which he is employed to another such station, either -

- a. to take up the duties of a new post, or
- b. in consequence of a change of his headquarter.

52. **Travelling allowance** means an allowance granted to a railway servant to cover the expenses which he incurs in travelling in the interests of the public service. It includes allowances granted for the maintenance of conveyances and tents.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)66/TR 2/20 dated 27/07/1966

Subject :- Transfers in the event of curtailment of cadre etc.

It has been brought to the notice of the Board that the practice of transferring staff in the event of curtailment of a cadre varies from Railway to Railway and even from Division to Division on a Railway. With a view to bring about uniformity in the matter, the Board desire that, as a general rule, the junior-most employee should be transferred first whenever any curtailment in a cadre takes place.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II/77/TR/21 dated 15/06/1977

**Subject :- Transfers in the event of winding up of establishment — Consultation
with organised labour.**

In the PNM meeting held between the National Federation and the Railway Board on 21/22.02.1977 the General Secretary of the Federation desired that when an establishment is wound up or discontinued and staff are transferred en masse in order to alleviate staff distress, the issue should be discussed with recognised labour. He mentioned the case of Raiguda on SE. Railway and 2 or 3 sheds on the W. Railway where unilateral action had been taken. The Board (Member Staff) agreed that when there is any closure of activity in any particular station, the Railway concerned should take into confidence its labour. This would assist in proper arrangements being made to deal with human problems that might arise in such cases.

The Board desire that whenever there is a proposal to close a particular establishment, the above procedure should be followed.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II-78 TR/85 dated 27/04/1979

Subject :- Periodical transfer of the non-gazetted staff.

On the basis of the recommendations made by the Task Force on Vigilance appointed by the Minister of Railways, the Ministry of Railways have decided that the:

- i. Periodical transfers of staff in the category of Commercial Supervisors to different places may not always be possible but it should at least be ensured that the Commercial Supervisor is shifted to a different section or area in the same station provided he has put in 5 years on the specific seat.
 - ii. Periodical transfers in respect of ASMs, Commercial staff and others should be ordered on a selective basis based on complaints or general reputation of such staff as available on record of the Railway Administrations.
2. The above principle should also govern shifting of staff working in sensitive jobs in the Pay Bill Sections, Stores Office Accounts Offices, etc. A system of rotational shifting of Clerks from desk to desk in such offices will meet the requirements.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II-78 TR/82 dated 07/02/1980

Subject :- Periodical transfer of the non-gazetted staff.

Reference Railway Board's letter No. [E\(NG\)II-78 TR/85 dated 27.04.1979](#) on the above subject laying down principles for transfer of Station Staff. In para 2 thereof, it was laid down that the principle governing periodical transfer of Station staff should also govern shifting of staff working in sensitive jobs in the pay Bill Sections, Stores Offices, Accounts Offices etc. and a system of rotational shifting of Clerks from desk to desk in such offices will meet the requirements.

Ministry of Railways have now decided that the above principle should be followed in respect of the sensitive posts in all Departments including the Medical Department.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/80 TR/28 dated 22/08/1980

Subject :- Periodical transfer of the non-gazetted staff.

Please refer to Railway Board's letters No. [E\(NG\)II/ 78/TR/85 dated 27.04.1979](#) and No. [E\(NG\)II/78/TR/82 dated 07.02.1980](#) on the above subject laying down the principles governing the periodical transfer of station staff and staff working in sensitive jobs in all Departments of Railways including rotational shifting of clerks from Desk to Desk.

It is further clarified that the posts concerned with accountal, issue and handling of Fuel in Divisions & Loco/Diesel sheds etc. should also be treated as sensitive posts and staff working on these posts should also be rotated after every five years in accordance with the above principles.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/80/TR/28 dated 31/12/1981

Subject :- Periodical transfer/Rotation of non-gazetted staff.

Reference Railway Board's letters No. [E\(NG\)II/78/TR/85 dated 27.04.1979](#) and No. [E\(NG\)II/78/TR/82 dated 07.02.1980](#) and No. [E\(NG\)I/80/TR/28 dated 22.08.1980](#) on the above subject, laying down the principles governing the periodical transfer of station staff and staff working in sensitive jobs in all departments of Railways including rotational shifting of clerks from Desk to Desk.

2. Ministry of Railways desire that the sensitive posts for rotational purposes on the Zonal Railways should be defined by the General Managers and the list of such sensitive posts sent to them at an early date. If it is possible to transfer them at the same stations, the same should be arranged, otherwise, the staff on such sensitive posts may be transferred to other stations.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 35/1986

No. E(NG)I/80/TR/28 dated 19/02/1986

Subject :- Periodical transfer of Railway employees - Policy regarding - Review of.

As the Railway Administrations are aware, in terms of extant instructions Railway employees holding sensitive posts and who frequently come into contact with public or/and Contractors/Suppliers are required to be transferred every four years. Instructions also exist, in terms of which, Ticket Checking staff detected to be indulging in malpractices are required to be sent on interdivisional transfer as a matter of policy. Such Ticket Checking staff may, however, be transferred to an adjoining Division on the same Railway or to a Division on some other Railway adjoining that Railway from which they are transferred, if the employees concerned make a request to that effect.

2. The Board have had occasion to review the matter. They have now decided as under:

- i. The present policy of periodical transfers of officers/staff holding sensitive posts and who frequently come in contact with public and/or contractors/suppliers should be continued; and
- ii. The ticket checking staffs who have been transferred out of the Division on complaints of corruption and who were later exonerated or awarded a penalty of censure may not be brought back to the parent division, even if they so desire.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 256/1987

No. E(NG)I/80/TR/28 dated 16/10/1987

Subject :- Periodical transfer of Railway employees.

As the Railway Administrations are aware, in terms of extant instructions, reiterated in the Ministry's letter of even number [dated 19.02.1986](#) (RBE 35/1986), Railway employees holding sensitive posts and who frequently come into contact with public or/and Constructors/Suppliers are required to be transferred every four years. Instructions also exist that Ticket Checking staff detected to be indulging in malpractices should be sent on inter-divisional transfers as a matter of policy. Such Ticket Checking staff may, however, be transferred to an adjoining Division on the same Railway or to a Division of some other Railway adjoining the Railway from which they are transferred if the employees concerned make a request to that effect.

2. It has been brought to the notice of the Board that the instructions regarding periodical transfer of staff holding sensitive posts are not being implemented by Zonal Railways etc. The Board wish to reiterate these instructions and desire that they should be followed scrupulously. A system must be evolved and enforced whereby periodical transfers are affected without fail.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 244/1989

No. E(NG)I/87/TR/34/NFIR/JCM/DC dated 27/09/1989

Subject :- Periodical transfer of Railway employees.

As the Railways Administrations are aware, in terms of the marginally noted instructions and other instructions in this behalf, Railway employees holding sensitive posts and who frequently come into contact with public and/or contractors/ suppliers are required to be transferred every four years. For this purposes, while some of the posts were identified as sensitive by the Board, Railway Administrations were free to add to the list of sensitive posts.

1. [E\(NG\)II/78/TR/85 dated 27.04.1979](#)
2. [E\(NG\)II/78/TR/82 dated 07.02.1980](#)
3. [E\(NG\)I/80/TR/28 dated 22.08. 1980](#)
4. [E\(NG\)I/80/TR/28 dated 31.12.1981](#)
5. [E\(NG\)I/80/TR/28 dated 19.02.1986](#) (RBE 35/1986)
6. [E\(NG\)I/80/TR/28 dated 16.10.1987](#) (RBE 256/1987)

2. The matter has been reviewed in the light of discussions in the Departmental Council under the Joint Consultative Machinery. Pursuant thereto the Ministry of Railways have drawn up a comprehensive list of sensitive posts for the purpose of periodical transfers in terms of the aforesaid instructions. A copy of this list is enclosed herewith for information and necessary action.

ANNEXURE

List of Sensitive Posts Identified by the Ministry of Railways for the Purpose of Periodical Transfer

A. Accounts Department

1. Staff passing Contractors/Firms bills.
2. Staff dealing with Claims/refund and wharfage/demurrage for general public.
3. Cheque writers.
4. Cashiers.
5. Staff dealing with pension/PF Claims.
6. Staff dealing with passes/release of unpaid wages.
7. Staff dealing with post audit of paid vouchers and issue of acquittance.

B. Civil Engineering

1. IOWs / PWTs in charge of Stores.
2. Bill Clerks.
3. Material checking Clerks/Store Clerk.
4. Time Keepers.
5. Works Accountants.
6. Asstt. Superintendents/Superintendents in charge of Stores Accountal.
7. Staff dealing with transfers/ promotions/ loans and advances and issue of Passes/ PTOs/ Leave accounts/ local purchases.
8. Draftsmen/ Estimators in Divisional Drawing Office checking Contractors bills.

C. Commercial Department

1. Goods/ Parcel/ Luggage Clerks.
2. Reservation/ Booking Clerks

[Enquiry/ Reservation/ Booking Clerks.](#)

3. Ticket Collector/ TTEs/ Conductors.
4. Reservation/ Goods Supervisors.
5. Staff dealing with wharfage/ demurrage cases.
6. Staff dealing with all types of Commercial Contracts/ Licences
Staff dealing with goods/ parcel/ handling/ catering contracts.
7. Staff dealing with city booking/ outages/RTSA (Railway Ticket Service Agents).
Staff dealing with city booking/ outages.
8. Staff dealing with claims.
9. Sectional CMTs and Sectional Claims Inspectors.
10. Staff dealing with revenue earning and Commercial publicity.

Sl. No. 2, 6, 7 & 10 - Modified/ amplified vide Railway Board's letter No. [E\(NG\)I-2002/TR/19 dated 23.2.2006](#) (RBE 24/2006).

D. Electrical Department

1. Stores Clerk.
2. Establishment Clerk/ Time Keeper.
3. Asstt. Superintendent/ Superintendent Stores in Divisional Office.
4. Asstt. Superintendent/ Superintendent Works in Divisional Office.
5. Air-conditioned coach in charge/ coach attendant.
6. Foremen In charge of Shop.
7. Mileage Clerk/ Shed Notice Clerk.
8. Staff dealing with tender/ contracts and purchasing Stores.

E. Mechanical Department

1. Store Clerk.
2. Bill Clerk/ Establishment Clerk.
3. Time Keeper.
4. Fuel Inspector/ Fuel Issuer/ Fuel clerk in sheds.
5. Mileage Clerk/ Shed Notice Clerk in sheds.
6. Staff dealing with tenders/c ontracts, purchases of stores.

Item no. 7 Section Engineer/Sr. Section Engineer dealing with disposal of Scrap added under E Mechanical Department Vide Railway Board's Letter no. [E\(NG\)I-2001/TR/22 dated 21.5.2002](#) (RBE 69/2002)

F. Medical Department

1. Pharmacists looking after the drug stores.
2. Staff in charge of kitchen stores.
3. Staff writing out sick/fit certificates.
4. Clerks/ Pharmacists dealing with periodical medical examination.
5. Staff dealing with passing of bills of firms supplying materials to Railways.
6. Staff dealing with passing of medical reimbursement bills to non-railway Hospitals.

Sl. No. 4, 5 & 6 - amplified vide Railway Board's letter No. [E\(NG\)I-2002/TR/19 dated 23.2.2006](#) (RBE 24/2006).

G. Personnel Department

1. Bill Clerk.
2. Staff dealing with settlement cases/ advance.
3. Cadre section staff or staff dealing with recruitment/ promotion/ transfer.

H. Stores Department

1. Tender Clerk/ Disposal Clerk/ Purchases Section In charge (Head Clerk/ A.S.)/ Demand Clerk (dealing with operation of rate contract).
2. Asstt. Confidential Tender Clerk/ Tender Opening Clerk/ Sample Clerk/ Superintendent/ CTC.
3. Section In charge (Head Clerk/ AS) Registration Clerk in Purchase General Registration.
4. Receipt/ Inspection Supervisor In charge (Ward Keeper ASKP/ DSKP) and Group "C"

Staff working under them, Local Purchase Staff.

5. Sale Section In charge (ASKP/ DLKP) and staff working under them.
6. Scrap Yard/ Returned Store Section In charge (ASKP/ DSKP) Ward Keeper and Group "C" staff working under them.
7. Staff in Purchase Section of EA/DRM or DCOS of Division.

I. Public Relation Department

Inspectors/ Staff dealing with revenue earning/ Commercial publicity.

Modified vide Railway Board's letter No. [E\(NG\)I-2002/TR/19 dated 23.2.2006](#) (RBE 24/2006).

J. Operating Department

1. Station Superintendents.
2. Station Masters/ Asstt. Station Masters not working as Cabin Station Masters.
3. Station Clerk.
4. Train Clerk dealing with package work.
5. Stock Controller/ Coaching Controller in Control Rooms.
6. The Desks dealing with mileage bills/ operating restrictions, distribution of uniforms, traffic stores and charge sheets /wagon allotment section dealing assistants in the office of DOSs/DSCs.
7. Desks dealing with commodity section and stores section in the COPS's Office.

S. No 2 in item "J. Operating Department" in the Annexure revised vide Letter No. [E\(NG\)I-2002/TR/19 dated 13.09.2002](#) (RBE 163/2002)

K. S & T Department

1. JEs/ SEs (Signal) and JEs/ SEs (Telcom) independent incharge of Stores Depots, handling tender and Contracts and Preparations of Bills.

Sl. No. 1 - SIs/ TCIs in charge of Stores.

2. Bill Clerk/ Time Keeper/ Establishment Clerk.
3. Store Clerk/ Store Issuer
4. Office Clerks/ Superintendents dealing with tenders and contracts, verification of bills and indents for purchase of stores.

Stock Verifiers should also be included vide Railway Board's letter No. [E\(NG\)I/94/TR/29 dated 28.3.2005](#) (RBE 55/2005)

Sl. No. 1 & 4 - Modified/ amplified vide Railway Board's letter No. [E\(NG\)I-2002/TR/19 dated 23.2.2006](#) (RBE 24/2006).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II/77/TR/112 dated 06/02/1978

Subject :- Transfer of staff affected at the instance of S.P.E. and Vigilance Organisation.

In the P.N.M. meeting held between N.F.I.R. and the Railway Board on 10/11th October, 1977, the N.F.I.R. pointed out that there should be some channel of representation where the cases of transfer of staff effected at the instance of S.P.E. and Vigilance Organisation could be represented by the staff concerned so that relief may be had in cases of harassment and victimisation. The Board have carefully considered the matter and have decided that such cases of genuine grievance may be heard by the Divisional Superintendent in respect of divisionally controlled staff and by the Additional Chief Personnel Officer/Chief Personnel Officer in respect of Hqrs. controlled staff before a final decision to effect the transfers is taken.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II/77/TR/112 dated 27/05/1978

**Subject :- Transfer of staff effected at the instance of S.P.E. and Vigilance
Organisation.**

Reference Railway Ministry's letter of even number [dated 06.02.1978](#) on the above subject. It is clarified that the instructions contained therein are applicable to all railway employees except office bearers of the recognised unions. The instructions contained in Railway Ministry's letters No. [E\(L\)64 UT 1-113 dated 11.03.1965](#) and No. [E\(LR\)75 UT1-176 dated 08.08.1975](#) are applicable to the office bearers of the recognised unions.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 156/1988

No. E(NG)I/80/TR/28 dated 21/07/1988

Subject :- Transfers of staff - Measures to check possible malpractices.

With a view to guard against possible malpractices in transfers of staff, Ministry of Railways on the advice of the Central Vigilance Commission have decided that whenever a transfer order is issued on the basis of complaints, CBI/Vigilance enquires etc. by the competent authority and thereafter it is proposed to cancel the transfer order without the employee having actually carried out the transfer order or to bring back the employee concerned to the original place of posting within one year, the competent authority should obtain the approval of the next higher authority after giving full details regarding the reasons requiring change in the transfer orders. It should also be the endeavour of Railway Administration that an employee undergoing penalty as a result of a vigilance case is not posted against any post involving public dealing especially in areas prone to corruption.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 102/1989

No. E(NG)I/80/TR/28 dated 13/04/1989

Subject :- Inter-divisional transfer of Ticket Checking Staff.

As the Railways are aware, in terms of the existing orders, ticket checking staff detected to be indulging in malpractices are required to be sent on inter-divisional transfer as a matter of policy. It was also clarified under Board's letter of even number [dated 19.02.1986](#) (RBE 35/1986) that the ticket checking staff who were transferred out of the division on complaints of corruption and were later exonerated or awarded a penalty of censure, may not be brought back to the parent division, even if they so desire.

2. This issue came up for discussion in the Departmental Council under JCM on 30/31.12.1986 when it was agreed that particulars of special cases of hardship will be furnished by the Staff Side which cases would be examined on merits.

3. The matter has since been reviewed by the Board and it has been decided that General Managers may review the cases of inter-divisional transfers of staff ordered by them on suspicion of malpractices, if after proper enquiry, such staff are fully exonerated. A reference to the Railway Board will be necessary only in cases where the transfer has been ordered at the instance of the Board. The review will be done by the General Manager personally and these powers will not be delegated further.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I-68 SR6/28 dated 25/01/1969

Subject :- Transfer of Railway employees from one Seniority Unit to another on administrative grounds.

It has been represented to the Board that in certain cases transfers are made by the Administration from one Seniority Unit to another in the interest of the Administration, and as a result thereof, the chances of promotion of the staff in the lower grades in the unit to which persons have been transferred have been adversely affected.

2. The Board have carefully considered this and observe that transfers from one Seniority Unit to another generally pertain to inter-divisional transfers which are effected very rarely and in public interest only, e.g. in cases where the conduct of an employee is under investigation or where in the interest of Administration, it is considered that the employee should be kept another station. Since these men are transferred to another Unit in the administrative interest, they are given protection of their seniority in the new unit. The Board observe that while such cases are few and far between, it is necessary to ensure that such cases are carefully scrutinised with a view to avoiding hardship to staff awaiting promotion in the Unit to which the men are transferred. Such transfers should be made only when they are absolutely inescapable. In cases where an enquiry is pending against an employee, the investigation should be processed expeditiously and the matter finalised as early as possible so that the employee can be retransferred to his original unit as soon as possible.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II-71 TR /14 dated 01/10/1971

Subject :- Registration of requests for transfer of non-gazetted Railway servants.

Attention is invited to Railway Board's letter No. [E\(NG\)II 71 TR1 dated 31.03.1971](#) in which a system of registration of requests of non-gazetted Railway servants desiring transfer from one division to another or from one Railway to another Railway at their own request was introduced.

2. There are always some employees who may be desirous of transfer within the same seniority unit but at a particular station of their choice, having regard to their family convenience or educational facilities etc. To mitigate hardship of such staff, a system of registration of requests in some form, presumably exists on the Railways already. The Board desire that, on Railways where such a system does not exist, a system of registration of requests for eventual transfer of such employees to the station of their choice within the seniority unit may also be introduced; this will satisfy a large number of employees/organised labour. Where there are certain unpopular stations, it is necessary to ensure that such stations will be manned to the authorised strength by laying down a period of service in such places as a pre-requisite to transfer to more popular places by registration.

3. The Board desire that mid-session transfers should be kept down to the minimum required in the interest of administration.

4. The Board also desire that, while transferring employees from one station to another the fact that the employee's spouse is posted at a particular station may also be kept in view. Similarly, requests for transfer to a station where an employee's spouse is working may be considered sympathetically, as far as possible having regard to the administrative convenience and the merits of each case.

Further Instructions vide Railway Board's letter No. [E\(NG\)I-97/TR/28 dated 05.11.1997](#) (RBE 147/1997).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)65 SR 6-31 dated 30/09/1965

**Subject :- Seniority of staff on transfer from one Division to another on a Railway
or from one Railway to another on personal request**

Reference Railway Board's letter No. E 55 SR6/6/3 dated 19.05.1955 and para 12 of Chapter III of the Indian Railway Establishment Manual. It has been represented to the Board that the Railway employees working in the intermediate grades are not permitted to seek transfer to other Divisions on a particular Railway or from one Railway to another on grounds of personal convenience and if such transfers are permitted, they are allowed seniority in the lowest grade. The Board have considered the matter and observe that there should be no objection to such transfers being allowed in posts in grades, which are filled partly by direct recruitment and partly by promotion of staff from ranks, provided the Railway employees seeking transfer on request fulfill the educational qualifications laid down for direct recruitment. Such employees on transfer could be set off against the posts reserved for direct recruitment.

2. An advance copy of correction slip to the Indian Railway Establishment Manual is sent herewith for information and guidance.

Indian Railway Establishment Manual
Correction Slip No.
Chapter III

Rule 12. Add the following as Note 2 below this Para and existing Note be renumbered as Note 1:

"The expression 'relevant grade' applies to grades where there is an element of direct recruitment. Transfer on request from Railway employees working in such grades may be accepted provided they fulfill the educational qualifications laid down for direct recruitment."

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)65 SR 6-31 dated 29/01/1966

**Subject :- Seniority of staff on transfer from one Division to another on a Railway
or from one Railway to another on personal request.**

Reference Board's letter of even number [dated 30.09.1965](#) on the above subject. It is further clarified that inter-Railway or Inter-Divisional transfers on Personal request should not be allowed in such intermediate grades where there is no element of direct recruitment, all posts in such grades being filled entirely by promotion of staff in the lower grade (s).

The advance copy of correction slip to the Indian Railway Establishment Manual issued under Board's letter [dated 30.09.1965](#) referred to above may be substituted by the advance copy of correction slip (No. 138) sent herewith.

Indian Railway Establishment Manual
Correction Slip No. 138
Chapter III

Rule 12. Add the following as Note 2 below this Para and; existing Note be renumbered as Note 1:

"The expression 'relevant grade' applies to grades where there is an element of direct recruitment. Transfer on request from Railway employees working in such grades may be accepted provided they fulfill the educational qualifications laid down for direct recruitment. No such transfers should be allowed in the intermediate grades in which all the posts are filled entirely by promotion of staff from the lower grade (s) and there is no element of direct recruitment".

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)65 SR 6-31 dated 01/04/1966

**Subject :- Seniority of staff on transfer from one Division to another on a Railway
from one Railway to another on personal request.**

Reference Board's letter No. [E\(NG\)65 SR 6-31 dated 29.01.1966](#). The Board have reconsidered the matter and have decided that it is not necessary for the staff, seeking transfers in intermediate grades from one Railway to another or from one Division to another on a particular Railway on personal request, to possess the educational qualifications laid down for direct recruitment. You may accordingly permit transfers being made.

2. Note (2) to para 12 of Chapter III of the Indian Railway Establishment Manual as introduced vide C.S. No. 138 may please be revised as in the advance C. S. sent herewith.

Indian Railway s Establishment Manual
Advance C. S. No. 140
Chapter III

Rule 12. Note (2) below this Rule as introduced vide Advance Correction Slip No. 138 may be substituted as under:-

"The expression 'relevant grade' applies to grades where there is an element of direct recruitment. Transfers on request from Railway employees working in such grades may be accepted in such grades. No such transfers should be allowed in the intermediate grades in which all the posts are filled entirely by promotion of staff from the lower grade (s) and there is no element of direct recruitment".

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II-71 TR/1 dated 31/03/1971

Subject :- Inter-divisional and inter-Railway transfers.

The Railways are aware that a large number of requests are received by the Railway Board from various sources as also by the Railway Administrations themselves from staff seeking transfers from one Division to another on the same Railway or from one Railway to another.

2. Under the existing orders inter-divisional and inter-Railway transfers at employees' request are allowed only in the initial recruitment grade or in such intermediate grades in which there is an element of direct recruitment. The staff in such cases of transfer is assigned bottom seniority in the relevant grade. Transfers at employees' own request in intermediate grades where there is no element of direct recruitment are not permissible.

3. Transfers on the basis of mutual exchange, however, are allowed and these do not involve much loss of seniority, but they suffer from the drawback that they require the employee to find out a suitable and willing person for such an exchange with him. To mitigate hardship to such staff, the Board desire that each Railway Administration should set up a Cell in the Headquarters Office where requests for transfers from interested staff will be registered. This will cover transfers from one seniority unit to another on the same Railway as also for inter-Railway transfers. The Railway receiving the request will advise the other Railway to which transfer is sought so that it may publish such requests in the Railway Gazette for the benefit of staff who are interested in mutual transfer to enable them to apply. It will thus be possible to match (on the basis of seniority among applicants) such requests by bringing these within the framework of a mutual exchange. This will reduce the loss of seniority which the employ otherwise would have undergone by such a transfer. These requests should be registered and processed on the basis of seniority among applicants once annually.

4. The Coordinating Cell so set up in the Headquarters' Office of each Railway would function as a Clearing House to sort out transfers on the basis of mutual exchange. The scope of the procedure for mutual exchange could be extended to cover not only requests for which the employees find it difficult to locate a person in the same grade and category to facilitate their mutual exchange but also to cover cases of transfers at one's own request. The cases not covered by this procedure will have to be dealt with under the extent orders to which no relaxation is sought to be made.

5. The Board may be advised of the number of requests registered and the number out of those whose requests have been disposed of, after a period of six months i. e. on or around 1st October, 1971.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REC Vol. I - Cheptar 2 - Rule 230

Subject :- GENERAL CONDITIONS OF SERVICE - 230. Transfer on mutual exchange.

230. Transfer on mutual exchange. - In case of mutual exchange, the senior or the two employees will be given the place of seniority vacated by the other person. The junior will be allowed to retain his former seniority and shall be fitted into the seniority below the persons having the same seniority.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I-70 RR1/31 dated 11/01/1971

Subject :- Requests from Staff for Transfer to other Divisions/Railways.

"The Board have decided that your Administration should take into consideration the number of persons in various categories who have applied for transfer to the Railway/Division while make recruitment of additional men and placing indent with the Railway Service Commissions so that transfers may take place without any hitch as soon as replacement becomes available with the appointment of fresh recruits.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(L)64 UT 1-113 dated 21/11/1964

Subject :- Transfer of employees who are trade union officials.

Reference D.O. letter No. E/1160/TU, dated 05.10.1964 from Shri M.A. Ashruff. The Board desire to clarify as under:

- i. If a Trade Union Official has to be transferred because of being involved in a special Police Establishment case, the Union concerned may be advised of the transfer. It is not necessary to give notice for this purpose. Any representation, the Union makes put, may be considered but it is not necessary to keep the transfer in abeyance for this purpose.
- ii. In case of transfer of a Trade Union Official from one section/department to another in the same office, there is no need to give notice to the Union before hand. However, the Union may be informed about the transfer at the time of affecting such transfers. In the case of transfers to another office located at a distance but within the same area at the same station, usual procedure may be followed.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(LR)75 UT 1-176 dated 08/08/1975

Subject :- Transfer of Trade Union Officials.

Attention is invited to Board's letter No. [E\(L\)64 UT 1-113 dated 11.03.1965](#) wherein it was decided that if the transfer of a Railway employee, who is an office bearer of recognised trade union is considered necessary by the SPE/Vigilance organisations of the Railway, papers should be seen by the General Manager personally before the transfer is decided. The trade union is also to be advised of the transfer but it is not necessary to give any notice for this purpose.

2. A point has been raised as to the procedure to be followed in a case where the civil and police authorities have recommended immediate transfer of Railway employees who are office bearers of recognised unions on the ground that they were indulging in undesirable activities and were thereby affecting the efficient functioning of the Railway. The Board have decided that in such cases there is no objection to deviation from the normal procedure, as has been allowed in the SPE/Vigilance cases.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)66 TR 2/4 dated 18/07/1966

Subject :- Delegation of powers - Inter-departmental transfers, amendment to Rule 147-RI.

In exercise of the powers conferred by proviso to Article 309 of the Constitution, the President hereby directs that rule 147 of the Indian Railway Establishment Code Vol. I be amended as in the enclosed Advance Correction Slip No. 226-R.I.

The rule when amended will read as under: —

"147. Persons employed in one department shall not be eligible for employment in another, except with the previous consent of the head of the department in which they are employed. Without such prior consent the head of an office or department shall not employ a person, either temporarily or permanently, if he knows or has reason to believe that such person belongs to another establishment under Government. A Railway servant who takes up the new employment without the consent of the head of department commits a breach of discipline and is liable to be punished.

Divisional Superintendent/Divisional Superintendents concerned may however transfer class IV Railway servants (peons, gangmen, Khalasis, unskilled and semi-skilled etc.) from one Department to another or from one Division to another without consulting the head of the department."

Advance Correction Slip No. 226/R/I

Rule 147-R.I.

The following may be added to the existing rule: —

"... Divisional Superintendent/Divisional Superintendents concerned may, however, transfer Class IV Railway servants (Peons, Gangmen, Khalasis, Unskilled and Semi-skilled etc.) from one Department to another or from one Division to another without consulting the head of the Department."

[Board's letter No. E(NG)66 TR 2/4 dated 08.08.1966]

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REC Vol. I - Cheptar 2 - Rule 231

Subject :- GENERAL CONDITIONS OF SERVICE - 231. Transfer from one department to another.

231. Transfer from one department to another. - Person employed in one department shall not be eligible for employment in another except with the previous consent of the head of the department in which they are employed. Without such prior consent the head of an office or department shall not employ a person either temporarily or permanently, if he knows or has reasons to believe that such persons belongs to another establishment under Government. A railway servant who takes up a new employment without the consent of the head of department commits a breach of discipline and is liable to be punished. Divisional Railway Managers, may, however, transfer Group D employees (Peons, Gangmen, Khalasi, unskilled and semiskilled, etc.) from one department to another or from one Division to another.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. 84/AC-II/21/2 dated 25/08/1984

Subject :- Transfer of Personal Records of staff transferred from one Railway Unit to another.

In terms of para 1940 and 1941 GI, the record of service of the staff transferred from one Railway/Unit to another should be sent to the head of the office to which he is transferred. It has been pointed out to the Board, that such transfer documents are invariably delayed in some of the Railway's in spite of several reminders, necessitating staff to be deputed to collect the documents and causing avoidable hardship to the transferred staff. Board view this seriously and desire that the transfer documents of employees complete in all respects should be forwarded within 10 days from the date of relief of the officer, to the office to which he is transferred so as to ensure that no difficulty is being experienced by the staff concerned.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REC Vol. I - Cheptar 2 - Rule 226

Subject :- GENERAL CONDITIONS OF SERVICE - 226. Transfers.

226. Transfers. - Ordinarily, a railway servant shall be employed throughout his service on the railway or railway establishment to which he is posted on first appointment and shall have no claim as of right for transfer to another railway or another establishment. In the exigencies of service, however, it shall be open to the President to transfer the railway servant to any other department or railway or railway establishment including a project in or out of India. In regard to Group C and Group D railway servants, the power of the President under this rule in respect of transfer, within India may be exercised by the General Manager or by a lower authority to whom the power may be re-delegated.

Railway Ministry's decision.—Requests from railway servants in Groups C & D for transfer from one railway to another on grounds of special cases or hardships may be considered favourably by the railway administration. Such staff transferred at their request from one railway to another shall be placed below all existing confirmed and officiating staff in the relevant grade in the promotion group in the new establishment, irrespective of date of confirmation or length of officiating service of the transferred employees.

(Railway Ministry's letter No. E. 55SR/6/6/3 dated 19th May, 1955).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REC Vol. I - Cheptar 2 - Rule 227

Subject :- GENERAL CONDITIONS OF SERVICE - 227.

227. A competent authority may transfer a Railway servant from one post to another provided that, except:-

- 1. On account of inefficiency or misbehaviour, or**
- 2. On his written request,**

A Railway servant shall not be transferred to, or except in a case or dual charge, appointed to officiate in a post carrying less pay than the pay of the post on which he holds a lien.

[Authority : Rly. Board's Letter No. [E\(NG\)I-98/CN5/2 dt. 5.2.99](#) (RBE 6/1999)]

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)

RBE No. 8/1988

No. E(NG)I/86/TR/14 dated 06/01/1988

Subject :- Posting of husband and wife at the same station.

In the PNM at the Board's level, a demand was raised by the All India Railwaymen's Federation (AIRF) for issue of instructions regarding posting of husband and wife at the same station. The matter was discussed in the PNM - AIRF meeting held with the Board on 27.08.1987, when it was decided that extant instructions in this regard should be reiterated. Accordingly the extant instructions in the matter as contained in the Ministry of Railway's letter No. [E\(NG\)II/71/TR/14 dated 01.10.1971](#) for ready reference, are hereby reiterated for information and guidance.

Further Instructions vide Railway Board's letter No. [E\(NG\)I-97/TR/28 dated 05.11.1997](#) (RBE 147/1997).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I-81/PM 1/246 dated 08/12/1981

Subject :- Recommendations of the Railway Accidents Enquiry Committee 1978.

The Railway Accidents Enquiry Committee, 1968 had recommended vide Recommendation No. 36 (ii) of Part II of their Report that it is desirable that senior supervisors are always consulted in regard to the promotions and transfers of staff in their charge. The Ministry of Railways held the view at that time that in regard to promotions wherever confidential reports are written by the supervisory staff for the staff under their charge these were invariably taken into account in assessing the suitability of the staff at the time of their selection. It was also held that regarding transfers, the views of the senior supervisors were given due consideration wherever possible.

While dealing with the implementation of the above recommendation of the Railway Accidents Enquiry Committee, 1968 the Railway Accidents Enquiry Committee, 1978 have vide Recommendation No. 41 contained in Part I of their Report, observed as follows:

"In respect of the Wanchoo Committee's recommendation that senior supervisors should always be consulted in regard to promotions and transfers of staff in their charge, we find that the Railways have expressed opinions which are divergent from the views of the Railway Board. This recommendation of the Wanchoo Committee does not appear to have been fully implemented".

The Ministry of Railways have decided that since senior supervisors are junior members of the management, the present practice of taking into account the confidential reports written by the supervisory staff in assessing the suitability of the subordinate staff working under them for promotion should be continued. Similarly, the views of the supervisory staff may be considered in the case of transfers of staff under them wherever possible.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(SCT)70 CM15/15/3 dated 19/11/1970

Subject :- Hardships to Scheduled Castes/Scheduled Tribes who are transferred to places far away from their hometown.

Attention is invited to Board's letter No. [E\(SCT\)60 CM1/100 dated 08.12.1960](#), wherein it was desired that the transfer of Scheduled Caste and Scheduled Tribe employees should be confined to their native districts or adjoining districts or places where the administration can provide quarters and that these instructions should be followed as far as practicable subject to exigencies of service. The Board now desire that these instructions should be followed to the maximum extent possible subject to course to the exigencies of service.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(SCT)74 CM 15/58 dated 14/01/1975

Subject :- Hardship caused to SC and ST who are transferred.

Attention is invited to Board's letter No. [E\(SCT\)70 CM 15/15/3 dated 19.11.1970](#) wherein it was desired that the transfer of SC and ST employees should be confined to their native districts or adjoining districts or places where the administration can provide quarters and that these instructions should be followed to the maximum extent possible, subject of course to the exigencies of service.

2. It has been represented that the SC and ST are being transferred from one place to other quite frequently. The Board have, therefore, decided that the employees belonging to SC and ST should be transferred very rarely and for very strong reasons only.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. 78 E(SCT) 15/25 dated 06/07/1978

Subject :- Posting of SC/ST near the hometown on initial appointment.

The extent instructions provide that the transfer of Scheduled Castes/Scheduled Tribes should as far as practicable be confined to their native districts.

A doubt has been raised whether the above decision would also apply to posting of Scheduled Castes/Scheduled Tribes at the time of initial recruitment. The Ministry of Railways therefore desire to clarify that even at the time of initial appointment, the Scheduled Caste/Scheduled Tribe candidates should as far as practicable, be posted nearer to their home town or at a place where the administration can provide them with quarters, subject to their eligibility. These instructions would equally apply in cases of transfer on promotion provided the post is available.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 336/1985

No. 85-E(SCT)I-43/1 dated 24/12/1985

**Subject :- Posting of SC/ST near their Home Town on initial
appointment/promotions/ transfers.**

Reference: Board's letters No. [E\(SCT\)70 CM 15/15/3 dated 19.11.1970](#) (ii) [E\(SCT\)74 CM 15/50 dated 14.01.1975](#) (iii) [78-E\(SCT\)15/25 dated 06.07.1978](#)

In Board's letters dated 19.11.1970 and 14.1.75 referred to above, it was desired that the transfer of SC/ST employees should be confined to their native districts or adjoining districts or places where the Administration can provide quarters and that these instructions should be followed to the maximum extent possible, subject of course to the exigencies of service. It was also desired that employees belonging to SC/ST should be transferred very rarely and for very strong reasons only. Again, in Board's letter dated 06.07.1978 referred to above, it was clarified that even at the time of initial appointment, the SC/ST candidates should, as far as practicable, be posted nearer to their home towns or at a places where the Administration can provide them quarter subject to their eligibility. It was further clarified that these instructions would equally apply to cases of transfer on promotion, provided the post is available.

A few cases of transfer of SC/ST employees have come to the notice of the Board wherein the above mentioned instructions have not been followed. They, therefore, desire that instructions on the subject should be reiterated to all concerned that due consideration should be given to the above mentioned instructions while ordering transfer/posting of SC/ST employees.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E58CFP/13 dated 19/02/1959

Subject :- Recommendation of the Class IV Staff Promotion Committee - Transfer of gangmen and store Khalasis to Traffic Department and Mechanical & Engineering Departments.

In paras 49, 61 and 77 of their Report, the Class IV Staff Promotion Committee have recommended as follows:

- a. 10% of the annual intake of gangmen should be encouraged to be transferred to the Mechanical Engineering and Transportation (Power) Department and Traffic & Commercial Department as well as to the works side of the Engineering Department.
- b. Transfer of stores Khalasis from Stores Departments to the Mechanical Workshops as permissible under extant orders should continue.
- c. The number of men transferred from other Departments to Mechanical workshops should not exceed 10% of the annual intake.

2. Government have accepted the recommendations. They have further decided that as in the case of workshops, the number of persons to be transferred to the works side and Traffic & Commercial Departments should not exceed 10% of the annual intake. The persons who are to be transferred to the works side of the Engineering Department or the Traffic and Commercial Department or Workshops (Mechanical & Electrical) should be suitable in all respects, i.e.,

- a. Be literate, wherever necessary;
- b. Possess physical standard prescribed for recruitment to that Department/ Workshop;
- c. Be less than 28 years of age, this limit being relaxed by 3 years in the case of persons belonging to scheduled castes and scheduled tribes; and
- d. Have the aptitude for work to which they are to be transferred.

Gangmen who are transferred to Works Branch/Traffic and Commercial Department/Workshops, will count half the length of continuous service for seniority in the new cadre in which they are absorbed. Similarly stores Khalasis who are absorbed in the workshops against the 10% quota will count seniority to the extent of half the length of continuous service. The Board desire to make it clear that other stores Khalasis up to the age of 30 may be transferred to the unskilled cadres in the Mechanical Workshops in terms of the orders contained in Board's letter No. E(NG)56 PM 1-27 dated 27-9-1956; they will not, however, be eligible to count any portion of their earlier service for the purpose of seniority. In all these cases, it should be made clear to the staff that they have to proceed on transfer without the guarantee of quarters being provided.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)58 TR 2/5 dated 27/07/1959

Subject :- Staff required for the Head Quarters Office of Indian Railways.

Reference Shri Sawhney's D.O. E(NG)58 RT 2/5 dated 26.02.1958 and your Chief Personnel Officer's reply thereto. The Board have carefully considered the matter and have decided that 20% of the recruitment for the Headquarters Offices should be done on the Divisions and the staff asked to volunteer for transfer to the Headquarters Office at 6 to 8 years' service. They will rank in seniority on the basis of their length of service in the recruitment.

Instructions withdrawn vide Railway Board's letter No. [E\(NG\)I/87 TR/31 dated 07.07.89](#).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. -59/HW-1/1 dated 27/04/1960

Subject :- Working hours of clerical staff in offices other than District/Divisional and Headquarter offices.

Reference: Railway Board's letter of even number dated 28.12.1959,

2. The Board have decided that the working hours of clerical staff in offices other than District/Divisional and Headquarter Offices on the Railways, whose hours of work were more or less the same as those of the clerical staff in the District/Divisional and Headquarter offices upto 31st December, 1959, should be suitably increased so that their total hours of work per month in future are more or less the same as those of the clerical staff in the District/ Divisional and Headquarter offices as fixed from 1st January, 1960. These offices should not, however, be closed on last Saturday of the month.

3. In certain establishment's clerical and other staff work together, for instance in shops, sheds and stations. The Board consider that such clerical staff may, if necessary, be required to work the same hours as the other staff in the establishment concerned when the duties of the clerk are such that their presence throughout is necessary for efficient working of the other staff.

4. The Board desire that the working hours of clerical staff working elsewhere than in District/Divisional and Headquarter offices may be suitably adjusted in the light of the above.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(SCT)60 CM 1/100 dated 08/12/1960

Subject :- Hardships caused to Scheduled Castes who are transferred to places far away from their hometown.

It has been represented that persons belonging to the Scheduled Castes who are posted at places far off from their hometown, experience considerable difficulties especially in hiring residential accommodation. It has been suggested that the transfer of such employees should be confined to their native districts or adjoining districts or places where the Administration can provide quarters.

The Board desire that the above suggestion should be followed as far as practicable subject to exigencies of service."

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)64-CFP/9 dated 09/06/1964

**Subject :- Recommendations of the Class IV Promotion Committee - Transfer of
Gangmen to Traffic Department and Mechanical & Engineering Department**

In modification of para, 2 (c) of Board's letter No. [E 58CFP/13, dated 19.02.1959](#) on the above subject, the Board have decided that the age limit for transfer of Gangmen to other Departments should be 35 years except that the age of 28 years would continue to apply for transfer of such staff to categories lying in the channel of promotion of "Running staff".

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)64 CFP/25 dated 06/02/1965

Subject :- Recommendations of the Class IV Promotion Committee — Transfer of Gangmen to Traffic Department and Mechanical and Engineering Departments.

Reference Board's letter No. [E\(NG\)64 CFP/9 dated 09.06.1964](#) on the above subject. It is clarified that the age limit of 35 years will now apply in all cases except in the case of staff transferred to categories lying in the channel of promotion of running staff. The relaxation in age granted to the scheduled caste/ scheduled tribe candidates in Board's letter No. [E58 CFP/13 dated 19.02.1959](#) would continue to apply only in the case of transfers to categories lying in the channel of promotion of running staff and not in any other case.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(L)64 UT 1-113 dated 11/03/1965

**Subject :- Transfer of Railway employees who are office bearers of recognised
Trade Unions.**

In suspension of the instructions contained in Board's letter of even number dated 15.01.1965 on the above subject, it has been decided by the Board that if the transfer of a Railway employee, who is an office bearer of a recognised Trade Union, is considered necessary by the Vigilance Organisations of the Railway, papers should be seen by the General Manager personally before the transfer is decided. The Trade Union concerned should be advised of the transfer. It is not necessary to give notice for this Purpose. Any representation of the Union made may be considered but is not necessary to keep the transfer in abeyance for this purpose.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)65 TR 2/5 dated 09/04/1965

Subject :- Staff required for the Headquarters Office of Indian Railways.

Reference Railway Board's letter No. [E\(NG\)58 TR 2/5 dated 27.07.1959](#) wherein instructions were issued that 20% of the recruitment for the Headquarters Offices should be done on the Divisions and staff asked to volunteer for service to the Headquarters Office after 6 to 8 years service in the Division Offices. It appears that these instructions have been found difficult to be implemented as the vacancies to the extent of 20% in Headquarters Office cannot be afforded to be kept vacant from 6 to 8 years till the staff become due for transfer from the Division to Headquarters. The Board desire to point out that intention of the orders is that 20% of vacancies in Headquarters Office should be filled by transfer of staff working on Divisions having 6 to 8 years service on a volunteer basis. For example, if there are 10 vacancies in the Headquarters office, eight will be filled by direct recruits and two drawn from the Divisions on option-cum-seniority basis and vice them two direct recruits recruited against vacancies for the Headquarters Office would be sent to the respective Divisions.

Instructions withdrawn vide Railway Board's letter No. [E\(NG\)I/87 TR/31 dated 07.07.89](#).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(D&A)65 RG 6-6 dated 25/03/1967

Subject :- Transfer of Staff whose conduct is under investigation under DAR

Reference Board's letter No. E(D&A)62 RG 6-15 dated 29.03.1962 wherein it was laid down that non-gazetted staff, whose conduct is under investigation for charges meriting dismissal/ removal from service, including those under suspension should not be transferred from one Railway Administration to another till after the finalisation of the departmental or criminal proceedings against them. The Board have considered the matter further and have now decided that non-gazetted staff against whom a disciplinary case is pending or is about to start should not normally be transferred from one Railway/ Division to another Railway/Division till after the finalisation of the departmental or criminal proceedings, irrespective of whether the charges merit imposition of a major or minor penalty.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II-71 TR/12 dated 02/09/1972

**Subject :- Staff required for the Headquarters Office of Indian Railways —Transfers
from Divisions to Headquarters.**

The Board have reviewed the orders contained in their letters No. [E\(NG\)58 TR2/5 dated 27.07.1959](#) and No. [E\(NG\)65 TR 2/5 dated 09.04.1965](#) in the light of your Administration's comments and have decided that no change in the orders is necessary. However, corresponding transfers from Headquarters to Divisions to the extent of staff transferred from Divisions may be made on voluntary basis.

Instructions withdrawn vide Railway Board's letter No. [E\(NG\)I/87 TR/31 dated 07.07.89.](#)

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. PC-72/RLT-69/1 dated 24/07/1973

Subject :- Hours of work and Gazetted Holidays for clerical staff.

The Railway Labour Tribunal, 1969, which was appointed by Government under the Scheme of Permanent Negotiating Machinery for dealing with the demands, in regard to which agreement could not be reached between the Railway Board and Organised Labour, has, inter alia, recorded the following decisions: —

"(3) The disparities at present in existence in regard to hours of work and holidays entitlements, if they are inevitable, must be shared equitably by the staff as a whole and burden thereof should not fall upon a section of the staff only and means may be devised by which the concerned clerks are rotated between the field and the non-field offices in such a way that none of them has to put in inordinately long periods of service in the field offices or none of them has an entire period of unnecessarily long period of service in the non-field offices. In this connection, the practice deposed to by witness Madhav as prevailing in the Integral Coach Factory offices commends itself. I am not quite sure as to whether that practice can be followed effectively in regard to all non-field offices, but, in my opinion, a scheme can be devised in such a way that the field staff and the non-field staff are inter-changed at the initial stages of their service and/or at the initial stages of their promotion to a higher grade."

"(4) In regard to those establishments where clerical staff is required to put in more hours of work per week than 48, and if this is being done in any establishment on the ground of tradition only, then, in my opinion, the tradition may well be disregarded. It can be preserved if it is necessary on the basis of the principle that the working hours of field staff must synchronise with those of the non-field staff."

The above recommendations of the Tribunal have been accepted in principle and the Railway Board have decided as under:

- a. That the existing disparity in the matter of working hours, holidays and casual leave between the two sets of clerical staff belonging to the same seniority unit, but who happen to be posted to field and non-field offices on Railways should be shared by clerical staff as a whole. To achieve this objective the procedure as detailed in Annexure "A" is laid down for the guidance of Railway Administrations for effecting transfer of clerical staff from non-administrative to Administrative units and vice versa. In respect of clerical staff in workshops on Zonal Railways also, an exchange scheme bases on these lines may be adopted;
- b. If there are any establishments where clerical staff are required to put in more than 48 hours of work per week on the ground of tradition only and such working hours are not keeping with the instructions contained in Board's letter No. [PC-59/HW-1/1 dated 27.04.1960](#) (copy attached), then the existing practice may be discontinued and the working hours of clerical staff regulated strictly in accordance with the Board's orders referred to above.

3. The Production Units may also adopt a scheme on the lines indicated in 2 (a) above and [Annexure "A"](#) with such modifications as may be considered necessary to suit the local conditions. A gist of scheme in vogue in I.C.F. to which a reference is made in the Tribunal's recommendations, is given in [Annexure "B"](#) for information.

ANNEXURE "A"

Guidelines for transfer of clerical staff from Administrative offices to non-Administrative offices and vice-versa.

1. The clerks posted in Non-Administrative offices may be given an option after a minimum stay of 5 years in such offices, for transfer to administrative offices and in their place clerks working in administrative offices in the same seniority unit, may be posted. But in making such posting, Clerks with longest service in administrative offices, say upto 15 years, service may be picked up preferably from amongst those who have opted for transfer from Administrative offices to Non-Administrative, if such optees in sufficient number are available. However, in the case of optees the maximum service limit need not

apply.

2. Opportunity of such posting to administrative offices and vice-versa, may also be given to clerks at the time of their promotion to higher grade, so that a clerk on promotion in Administrative office may be posted in Non-Administrative office and in his place, clerk in that grade working in Non-Administrative office for the longest period who opted for transfer from Non-Administrative office to administrative office, is posted.
3. Opportunity of transfer of clerks from Non-Administrative offices may also be taken at the lime of recruitment of clerks against vacancies in that seniority unit. By way of this, a newly recruited clerk on joining may be posted straightway to a Non-Administrative office against a clerk who has worked there for over 5 years and who has given his option for transfer to administrative office under this exchange scheme.

Note: The administration may, in public interest defer the transfer of staff for any specified period. On the expiry of such specified period the transfer is to be considered again in the normal course. It is to be ensured, however, that transfer from Non-Administrative offices should cover about 20% of such staff in a year including those who have opted for transfer from non-administrative offices.

4. For this purpose, a Register may be maintained indicating the following particulars of each clerk working in Non-Administrative office/ Administrative office falling within the ambit of the scheme to ensure implementation of exchange scheme: —

S.N	Name	Designation	Scale	Date of posting in that office	Option if any for transfer to Administrative/ non-Admn. Office	Remarks
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ANNEXURE "B"

In the I.C.F., there are only two seniority units for clerical staff, viz. (I) Accounts and (ii) non-Accounts. The clerical staff of the Accounts Department is all rostered to 9-30 office timings, while the non-Accounts clerical staff are distributed between the 9-30 and 7 O'clock offices. As for holidays, the clerical staff in the offices in Headquarters Administrative and subordinate offices and offices of Shop Superintendents, Depot Store Keepers and Time Offices, uniformly avail the 22 Factory holidays in a year as declared for the workshop staff while those in the offices coming under offices attached to Inspector of Works etc. in the Civil Engineering Department avail only the 3 National holidays.

2. In the wake of repeated representations from the clerical staff of the non-Accounts Departments in the various 7 O'clock offices for affording opportunity to work in 9-30 offices, a policy was evolved by the Administration in consultation with the staff Council for the periodic rotation of staff in the grades of Head Clerks (scale Rs. 210-380), Clerks/Grade I (scale Rs. 130-200) and Clerks/Grade II (scale Rs. 110-180) between the 7 O'clock and 9-30 offices.

3. According to the procedure in vogue for implementation of the above policy, 20 employees (2 Head Clerks, 7 Clerks/Grade and 11 Clerks/Grade II) are transferred from 9-30 offices to 7 O'clock offices every half-year viz. during January and July, in exchange form equal number of staff in the respective grades being transferred from 7 O'clock offices to 9-30 offices. The criterion for the inter-change is the length of the past aggregate service in the 7 O'clock office of the individual staff in the clerical grade in the I.C.F., the staff with the shortest such service being transferred from 9-30 offices to 7 O'clock offices first. As a corollary the staff that have not at all worked in a 7 O'clock office would first be transferred to 7 O'clock office. The staff with the longest aggregate service in 7 O'clock offices will be transferred to 9-30 offices in each grade in the order of the aggregate length of such service in 7 O'clock offices. Where the length of service rendered in 7 O'clock offices in respect of staff working in 9-30 offices is the same, the junior will be posted to the 7 O'clock office first. Similarly the seniors as among those with the same length of service in the 7 O'clock offices would be transferred to 9-30 office first. Staff who are over 50 years of age are exempted from transfer to 7 O'clock offices and similarly staff working in 7 O'clock offices are transferred to 9-30 offices on priority basis as and when vacancy arises. The clerks seeking retention in 7 O'clock offices beyond the date they become normally due for transfer to 9-30 offices are allowed such retention for a maximum period of two years, except in the case of the Time Offices/ Shell and Furnishing Divisions to which most staff register their preferences for posting.

4. The quota for the half-yearly interchanges of clerks between 7 O'clock and 9-30 offices is being fixed with reference to the total number of staff in each grade working in the 7 O'clock and 9-30 office. The number being so interchanged at present is 2 Head Clerks, 7 Clerks Gr. I and 11 Clerks/Gr. II. In addition to the rotation of 20 employees being effected every half-year, the clerks in 7 O'clock offices are given release to 9-30 office by a policy of posting all new appointees as also the new promotes (with the exception of those who have already completed such aggregate service as would qualify for their posting to 9-30 offices initially to 7 O'clock offices.

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)

No. E(NG)I-74 CFP/51 Pt. dated 10/02/1975

Subject :- Transfer of Safaiwalas to Workshops in the Mechanical Department.

In partial modification of their letter No. [E58 CFP/13 dated 19.02.1959](#), the Board have decided that the 10% quota of vacancies to be filled up in Workshops of Mechanical Department should cover not only Gangmen and Stores Khalasis but also Safaiwalas of all Departments. On transfer these Safaiwalas will also count half the length of their continuous service for the purpose of seniority in the new cadre in which they are absorbed.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II/74/TR/22 dated 29/09/1975

Subject :- Transfer of Railway employees consequent upon their taking part in May 1974 strike.

The Board have decided that staff removed/dismissed in the context of the strike of May 1974 should on reinstatement be posted to the stations where they last worked, as far as possible. As regards transfers already made, retransfers should be considered on individual appeals, provided such cases do not involve transferring any staff who have been posted already in the meantime at the stations requested.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II-74 TR/22 dated 29/01/1976

**Subject :- Transfer of Railway employees consequent upon their taking part in
May, 1974 strike.**

Reference Board's letter of even number [dated 29.09.1975](#) on the subject noted above. It has been represented to the Board that there are a large number of employees who were transferred away from their original place of posting after the strike of May 1974, and have not yet been re-transferred and some of them happen to be office bearers of recognised unions. Board desire that action may be taken to re-transfer such employees' to their original places of posting in terms of their orders dated 29.09.1975.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I-81/TR/19 dated 23/05/1981

Subject :- Periodical transfer of non-gazetted staff.

A case has come to the notice of the Board wherein a Gazetted Officer on the Western Railway was subjected to more than 20 transfers during the span of 7 years of service prior to his superannuation.

2. The Board have observed that the repeated transfer of the officer was not correct and such frequent transfer of the Railway servants should not be ordered. They desire that when the transfer of the Railway servant is on temporary basis, the same should be mentioned in his transfer orders. Attention in this connection is also invited to the instructions contained in Board's confidential letter No. E(NG)II/70/TR/28 dated 14.10.1970 which provides that General Managers can exercise their discretion to transfer non-gazetted, staff from Stations/posts against whom there are complaints - the man with longest stay being shifted first and those on the verge of their retirement (with 1 or 2 years service left) may be exempted if complaints against them are not serious. Ministry of Railways desire that these instructions may be followed scrupulously.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/82/TR/44 (CA) dated 17/12/1982

Subject :- Periodical transfers of non-gazetted staff.

Instructions were issued vide Ministry of Railways letter No. [E\(NG\)II/78/TR/85 dated 27.04.1979](#) that the Commercial Supervisors etc. should be transferred periodically on the conditions laid down in the Ministry of Railways letter referred to above.

Those instructions were subsequently extended to the staff working in sensitive posts in all the departments including the medical department. Later on vide Ministry of Railways letter No. [E\(NG\)I/80/TR/28 dated 22.08.1980](#) the posts concerned with Accountal, issue and handling of fuel in divisions and loco/diesel sheds etc. were also included in the category of sensitive posts and the staff manning these posts were to be transferred on rotational basis in terms of the Ministry of Railways letter [dated 27.04.1979](#) referred to above. Instructions were also issued vide Secretary's D.O. letter No. E(O)III/79/TRII/57 dated 27.05.1981 that the periodical transfers of the staff should be affected after every 4 years and such transfers should be in respect of the staff working in the sensitive posts, who frequently come into contact with Users/Contractors/Suppliers etc. Ministry of Railways have now decided that the posts in the Carriage & Wagon departments on the Indian Railways should also be included in the category of sensitive posts and the staff manning these posts should be rotated periodically on the instructions referred to above.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 17/1988

No. E(NG)I/87/CFP/12 (PNM/NFIR) dated 27/01/1988

**Subject :- Transfer of Gangmen to Traffic, Mechanical and Engineering
Departments against 10% annual intake.**

In the PNM Meeting held with NFIR on 27/28.10.1987, it was decided that the existing instructions regarding age-limit for transfer of Gangmen in other Departments against 10% annual intake should be reiterated. Accordingly, Board's letters No. [E\(NG\)64/CFP/9 dated 09.06.1964](#) and [E\(NG\)64/CFP/25 dated 06.02.1965](#) containing the extant orders on the subject are circulated herewith for information and necessary action.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)60 RSC-21 dated 09/03/1961

Subject :- Transfer of staff to the Railway Service Commissions — Terms and conditions of service.

In supersession of all previous orders on the subject, the following terms & conditions of service have been laid down by the Railway Board for staff transferred to the Railway Service Commissions: —

- i. All the non-gazetted staff & the secretary should be permanent Railway staff and be on deputation from the Railway Administrations whose recruitment is catered to by the Commission concerned. No deputation allowance will be admissible.
- ii. Such staff will serve in the Commissions for a maximum period of three years and it will be open to the Commissions to return such staff to their parent offices at any time during this period of three years. The transfer of Class IV staff need not, however, normally be insisted upon on the 3year basis unless they are due promotion or their retention in the Commissions is considered otherwise undesirable.
- iii. During the period of three years, they will be eligible for confirmation against permanent posts in the Commissions. On confirmation in the Commissions, they will continue to have suspended liens on their permanent posts in the parent offices under Rule 2008(a) (2), R- II. On return to their parent offices during or at the end of, the three year's period, the confirmation of such staff as may have been confirmed in the commissions will be rescinded under Rule 2001 (b) R. II.
- iv. During their service in the Commissions' offices, the staff who have their liens (active or suspended) on the respective Railway Administrations, will have their interests protected in their parent offices, i.e. they will be eligible for consideration for promotion to higher grades (both selection and non-selection) along with others and should be deemed to have been borne on their parent cadres. Such staff will be allowed N.B.R. benefits in the Commissions with respect to posts they might have held but for their deputation to the Commissions for a maximum period of six months. The staff will, however, be at liberty to choose, during this period of six months whether they desire to be transferred back to their parent offices or to remain in the Commissions in their substantive grades, subject to the condition that the Maximum period of three years prescribed for service in the Commissions is not exceeded. They should also be considered for promotion to higher grades in the Commissions' offices.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(L)64 UT 1-113 dated 02/02/1965

**Subject :- Transfer of Railway employees who are office-bearers of Recognised
Trade Unions.**

Reference Board's letter No. [E\(L\)64 UT 1-113, dated 21.11.1964](#) on the above subject. A question has been raised whether in terms of para (ii) of the above letter read with letter No. E(L)60 UT 1-31, dated 19.02.1960, it would be necessary to follow the usual procedure in regard to transfer of a Trade Union official from one administrative jurisdiction to another (for example workshop establishment to a Loco Shed) the same station. It is clarified that the usual procedure is required to be followed in such cases also.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(D&A)65 RG 6-10 dated 04/03/1965

Subject :- Transfer of Railway staff whose conduct is under investigation.

In Board's letter No. E(D&A)62 RG 6-15, dated 29.03.1962 it was stipulated that non-gazetted staff whose conduct is under investigation for charges meriting dismissal/ removal from service, including those under suspension, should not be transferred from one Railway Administration to another till after the finalisation of the departmental or criminal proceedings against them. These instructions were reiterated in para 1 of Board's letter No. E(D&A)60 RG 6-30, dated 28.07.1962.

2. Cases have, however, come to the notice of the Board where the accused Railway servants were transferred during the pendency of investigation of enquiry into their conduct, inspite of the above instructions. The Board desire that the instructions referred to above should be brought to the notice of all concerned to ensure strict compliance thereof.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)65 SR6-31 dated 08/12/1965

**Subject :- Seniority of staff on transfer from one Division to another on a Railway
from one Railway to another on personal request**

Reference Board's letter No. E55SR6/6/3 dated 19.05.1955 and para 12 of Chapter III of the Indian Railway Establishment Manual. It has been brought to the notice of the Board that on one of the Railways an employee holding a permanent post in grade Rs. 110-180 (AS) and officiating in the next higher grade Rs. 130-300 (AS) applied for transfer to another Railway on grounds of personal convenience. After the transfer was agreed to, the Railway Administration to which he was transferred decided to place him below all confirmed and temporary staff working in the initial recruitment grade Rs. 110-180 (AS). On the other hand, the practice obtaining on the Railway from where he was transferred was to place such an employee below all permanent and officiating employees in the grade in which transferred. The different practices obtaining on the two Railways resulted in a representation from the employee concerned for granting him seniority position in the officiating grade. The Board have considered the matter at great length and observe that it was wrong on the part of the transferring Railway in not making it clear to the employee that he would be transferred in the initial grade post and that his officiating position in the higher grade would not be taken into account for future advancement. They desire that whenever any employee applies for transfer on personal convenience from one Railway to the other the position about the determination of seniority in the relevant grade should be made very clear to him.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)66 TR 2/2-Pt. dated 11/04/1966

Subject :- Periodical transfers of staff.

"It has been brought to the notice of the Board that on some of the Railways, categories which have not been included in orders issued by Board from time to time, about periodical transfers are also being subjected to such transfers. The Board, therefore, desire that categories outside the scope of periodical transfers should not be subjected to such transfers."

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 145/1989

No. E(P&A)II/87/JCM/DC/2 (PP) dated 05/06/1989

**Subject :- Fixation of pay of Gangmen on transfer to other Departments -
Regarding.**

In terms of instructions contained in this Ministry's letter No. [E58CPF/13, dated 19.02.1959](#), 10% of the annual intake of Gangmen should be encouraged to be transferred to the Mechanical and Transportation (Power) Department, Traffic and Commercial Department as well as the works side of the Engineering Department, subject to other conditions prescribed therein.

2. In a meeting of the Departmental Council (Railways) of the Joint Consultative Machinery, the Staff Side demanded that as the intention of the orders is to improve promotion prospects of Gangmen, they should not suffer monetary loss by denial of protection of pay as Gangmen on appointment as Khalasis in a lower time-scale. Correspondence with the Railways on this subject indicates that the practice prevailing in the Zonal Railways is not uniform and on some Railways the practice varies even from Division to Division.

3. Keeping in view the need for a uniform procedure for fixation of pay as also the request of the Staff Side in the Departmental Council, the Board have, with the approval of the President and the concurrence of the Finance Directorate of the Ministry of Railways, decided that when a Gangman is appointed as a Khalasi on transfer at his own request in terms of instruction contained in Board's letter of 19.02.1959 referred to above, his pay should be fixed in the time-scale of Khalasi as follows:

- a. At the stage equivalent to the pay drawn as Gangman, if there is no such stage at the stage next below, the difference being treated as Personal Pay, to be absorbed in future increments in pay as Khalasi, provided that he is confirmed as Gangman or has completed two years regular service and his probation has not been extended by a specific order, in terms of instructions contained in Board's letter No. [E\(NG\)I/88/CN 5/2, dated 20.01.1989](#) (RBE 23/1989) subject to the maximum of the time-scale of Khalasi not being exceeded.
- b. In all other cases, benefit of completed years of service as Gangman may be given for the purpose of advance increments in the time-scale of Khalasi, subject to not exceeding the pay drawn as Gangman of the maximum of the time-scale of Khalasi.

4. Accordingly, in exercise of the powers conferred by provision to Article 309 of the Constitution, the President is pleased to decide that [Rule 1313](#) (FR 22) of the Indian Railway Establishment Code (Vol. II-VI Edition, 1987) may be amended as in the Advance Correction Slip No. 1 R-II enclosed.

Correction Slip to Indian Railway Establishment Code
(Volume II-VI Edition, 1987)
Advance Correction Slip No. 1 R-II

Rule 1313 [FR 22(a)(iii)]:

The following may be inserted as an Explanation below Rule 1313 [FR 22(a)(iii)]:

"Explanation: A confirmed Gangman of the Civil Engineering Department or a Gangman who has completed two years' regular service and whose probation has not been extended by a specific order, as envisaged in the orders governing confirmation, transferred at his own request as a Khalasi in the Mechanical and Transportation (Power) Department, Traffic and Commercial Department and works side of the Engineering Department shall have his pay fixed in the time-scale of Khalasi at the stage equivalent to the pay drawn as Gangman; if there is no such stage, at the stage next below, the difference being treated as Personal Pay to be absorbed in future increases in pay as Khalasi, subject to the condition that in no case the maximum of the time-scale of the Khalasi is exceeded ; and

(b) In all other cases, the benefit of completed years of service in the higher post of Gangman may be given, for the purpose of advance increments in the lower post of Khalasi subject to not exceeding the pay drawn as Gangman or the maximum of the

time-scale of Khalasi".

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 23/1992

No. E(NG)I/90/TR/13 dated 11/02/1992

Subject :- Posting of Physically Handicapped Candidates.

[**Supplementary Circular No. 2** to [M.C. No. 24](#)]

Please find enclosed a copy of the Department of Personnel and Training's O.M. No. AB14017/41/90-Estt. (RR) dated 10.05.1990 on the above subject, for information and necessary action. The instructions contained in this O.M. will be applicable to Railway employees mutatis mutandis.

Copy of Department of Personnel and Training's O.M. No. AB14017/41/90-Estt. (RR) dated 10.05.1990

Subject: Posting of Physically Handicapped Candidates.

The undersigned is directed to say that a suggestion has been made that physically handicapped candidates appointed under the Government should preferably be posted in their native places or at least in their native district. The matter has been examined carefully. It may not be possible or desirable to lay down that physically handicapped employees belonging to Group-A or Group-B who have all India transfer liability should be posted near their native places. However, in the case of holders of Group-C or Group-D posts who have been recruited on regional basis and who are physically handicapped, such persons may be given posting, as far as possible, subject to administrative constraints, near their native places within the region.

2. Requests from physically handicapped employees for transfer to or near their native places may also be given preference.

3. Suitable instructions may also be issued to all subordinate.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 124/1993

No. E(NG)I/92/TR/32/JCM (DC) dated 10/08/1993

Subject :- Transfer/Retransfer of Ticket checking staff.

As the Railways are aware, in terms of the existing orders, ticket checking staff detected to be indulging in malpractices are required to be sent on inter-divisional transfer as a matter of policy. It was, however, clarified under Board's letter No. [E\(NG\)I/80/TR/28 dated 13.04.1989](#) (RBE 102/1989) that GMs may review the cases of inter-divisional transfers of staff ordered by them on suspicion of malpractices, if after proper enquiry, such staff are fully exonerated.

2. This issue came up for discussion in the Departmental Council under JCM on 21/22.01.1993 when the Staff Side desired that GMs should be allowed to review such cases also where the disciplinary proceedings end up with only a "censure".

3. The matter has since been reviewed by the Board and it has been decided that GMs may review the cases of those Ticket Checking staff also who were transferred out of Division on account of suspected malpractices and were awarded only the penalty of censure on finalisation of disciplinary proceedings.

4. Needless to say that while reviewing such cases, the General Managers will exercise their discretion in deciding whether the inter-divisional transfers should be revoked or not, i.e. revocation of such transfer orders will not be automatic.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 37/1994

No. E(NG)I/92/TR/32 JCM/DC dated 05/05/1994

Subject :- Transfer/Re-transfer of Ticket Checking Staff.

In terms of the instructions contained in Board's letter of even number [dated 10.08.1993](#) (RBE 124/1993), cases of Ticket Checking Staff transferred from one Division to another for various reasons like suspected malpractices are required to be reviewed by the General Manager, provided such employees are fully exonerated or awarded the penalty of censure only after finalisation of the disciplinary proceedings. In this context, one of the Railways has asked for a clarification whether in such cases the employees transferred back to their parent Division will retain their original seniority or otherwise.

2. The matter has since been considered by the Board. It is clarified that in such cases the seniority may be decided on the basis of the circumstances in which the transfer back to the parent Division comes about. If it is on the request of the employee, it becomes a request transfer and if it is ordered by the Administration on its own, it becomes a transfer on administrative ground. The question of seniority in both the situations is already well settled.

[This also disposes of W. Railway's letter No. EC1030/4/14/5 Vol. IV dated 10.1.94]

Further clarification vide Railway Board's letter No. [E\(NG\)I-92/TR/32 dated 29.06.1995](#) (RBE 64/1995).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/93/TR/24 dated 21/09/1994

Subject :- Transfer of ministerial staff from Administrative Offices to non-Administrative Officers and vice-versa.

As the Railway Administrations are aware, guidelines for transfer of clerical staff from Administrative Offices to non-Administrative Offices and vice versa were issued under Board's letter No. [PC-72/RLT-69/1 dated 24.07.1973](#) (copy enclosed).

2. It has been brought to the notice of the Board that these instructions are not being implemented on some of the Railways. Board wish to reiterate these instructions and desire that they should be followed in right earnest.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 40/1995

No. E(NG)I/94/TR/29 dated 02/05/1995

Subject :- Periodical transfer of Railway employees.

As the Railway Administrations are aware, a comprehensive list of sensitive posts for the purpose of periodical transfer was drawn by the Ministry of Railways and circulated under their letter No. [E\(NG\)I/87/TR/34 \(JCM/DC\) dated 27.09.1989](#) (RBE 244/1989). The Ministry of Railways have since decided that the categories of TIAs/ISAs in the Accounts Departments should also be included in the list of sensitive posts for the purpose of periodical transfers.

Treated as S.C. No.3 to [M.C. No. 24](#) vide Railway Board's letter No. E(NG)I-94/TR/29, dated 12.12.1995 (RBE 135/1995).

Stock Verifiers should also be included vide Railway Board's letter No. [E\(NG\)I/94/TR/29 dated 28.3.2005](#) (RBE 55/2005)

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 124/1996

No. E(NG)I-92/TR/32 dated 12/12/1996

Subject :- Transfer/Retransfer of Ticket Checking staff — Determination of seniority — Inclusion in [Master Circular No. 24](#).

(Supplementary Circular No. 4 to [Master Circular No. 24](#))

Instruction issued vide Board's letter of even number dated [29.6.1995](#) (RBE No. 64/95) may be treated as S.C. No. 4 to M.C. No. 24 (Para 4.7).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 122/1996

No. E(NG)I-96/TR/28 dated 06/12/1996

Subject :- Inter-Railway and Intra-Railway transfers on request.

(Supplementary Circular No. 5 to [Master Circular No. 24](#))

Railway Administrations are aware that Railway Ministry's decision below [Rule 226](#) of Indian Railway Establishment Code (Vol. I, 1985 Edition) permits transfer of Railway Servants in Group 'C' & 'D' on request on grounds of hardships from one Railway to another and lays down the manner of regulation of seniority in such cases. [Rule 229](#) of the same Establishment Code explains the scope of such transfers including on mutual exchange. The manner in which seniority is to be assigned in the case of transfers on mutual exchange has been laid down in [Rule 230](#) of the Establishment Code.

2. Paragraphs [310](#) and [312](#) of Indian Railway Establishment Manual (Vol. I, 1989 Edition) besides regulating assignment of seniority to such transferees specify the grades in which such transfers can be permitted.

3. A number of administrative instructions laying down the guidelines etc. for effecting such transfers have been issued from time to time. These instructions as also the provisions of the code and the Manual have also been briefly incorporated in para 5 of the [Master Circular No. 24](#) issued on the subject of transfer. These rules and instructions enjoin the following: —

Para 312 of IREM & Board's letter No. E(NG)I-71/TR/1 dated 31.03.1971 .	(i)	Request transfers are allowed only in initial recruitment grades or in such intermediate grades in which there is an element of direct recruitment.
Board's letter No. E(NG)I-71/TR/1 dated 31.03.1971 .	(ii)	Transfers on the basis of mutual exchange are allowed in any grade. To enable the employee to find out a suitable willing person for such an exchange each Railway Administration should set up a cell in the Headquarters office where request for transfers from one seniority unit to another in the same Railway as also for Inter-Railway, will be registered. The Railway receiving the request will advise the other Railway to which the transfer is sought so that it may publish such request in the Railway Gazette for the benefit of staff who are interested in mutual transfer. These requests should be registered and processed on the basis of seniority among applicants once annually. The cell so set up would function as a Clearing House to sort out transfers on the basis of mutual exchange to reduce the loss of seniority which the employee otherwise would have undergone by such a transfer.
Board's letter No. E(Rep)I-83 AE1/ Misc. /Staff Griv. Dated 25.05.1983 and DOP letter No. D(NG)I-83/TR/ 26 dated 6.6.1983.	(iii)	Request transfers should not only be registered by the parent Railway but by the Railway to which the transfer is sought. Proper registers should be maintained in the units whether it is the Divisional or Workshops or Zonal Headquarters.
Board's letter No. E(NG)I-83/TR/26 dated 6.6.1983	(iv)	The requests for transfers should be dealt with in an organised manner and there should not be any occasion for any grievance in the mind of the staff in regard to handling of their request.

Board's letter No. E(NG)I-83/TR/26 dated 6.6.1983.	(v)	If a vacancy exists in the cadre at the place where the employee seeks transfer, there should be no difficulty in immediately accepting the request and informing the cadre authorities from where the transfer is to be effected.
Board's letter No. E(NG)II-70/RR1/31 dated 11.1.1971 , E(Rep)I-83/AE-I/Misc/Staff Griev. dated 25.05.1983 and D.O. letter No. E(NG)I-83/TR/26 dated 6.6.1983.	(vi)	While placing indent on the RRBs the extent of additional candidates required should be decided taking into account the number of employees in various categories who have applied for transfer to the other Divisions/ Railways, and the number of employees who have requested for transfer out of the Unit.
Board's letter No. E(NG)I-91/TR/14 dated 1.10.1971 .	(vii)	Request transfer within same seniority unit :- a. There should be a system of registration of request for transfer of employees to the station of their choice within the same seniority unit also. b. Where there are unpopular stations it is necessary to ensure that such stations are manned to the authorised strength by laying down a period of service in such places as a pre-requisite to transfer on request to more popular places. c. While transferring an employee from one station to another the fact that the employee's spouse is posted at a particular station may also be kept in view.
Board's letters No. E(NG)I-91/TR/14 dated 1.10.1971 and No. E(NG)I-86/TR/14 dated 6.1.1988 .	(viii)	Requests for transfer to Station where an employee's spouse is working may be considered sympathetically, as far as possible having regard to administrative convenience and the merits of each case.
-do-	(ix)	Mid-session transfers should be kept down to the minimum required in the interest of administration.
Decision below 226-RI	(x)	Request for transfer on grounds of hardships may be considered favourably.
DOP & T's O.M. No. AB-14017/41/90-Estt. (RR) dated, 10.5.1990 circulated in Board's letter No. E(NG)I-91/TR/13 dated 11.2.1992 (RBE 23/1992).	(ix)	Request from physically handicapped employees for transfer to or near their native places may be given preference.
DOP & T's O.M. No. AB-14017/41/90-Estt. (RR) dated 15.2.1991 circulated in Board's letter No. E(NG)I-91/TR/15	(xii)	Request from parent of a mentally retarded child for posting to the place of his choice may be considered sympathetically to the extent possible.

[dated](#)
[13.5.1991](#)
(RBE
98/1991)..

4. It has also been decided that the priority registers for request transfers as are required to be maintained should be updated periodically say once in six months or once in a year. In the course of such updating among other things, the names of such applicants as may no longer be desirous of transfer should be deleted.

5. Board desire to reiterate that the code/Manual provisions and instructions referred to above should be implemented in letter and spirit.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 147/1997

No. E(NG)I-97/TR/28 dated 05/11/1997

Subject :- Posting of Husband and Wife at the same place - Instructions in respect of Group 'C' and 'D' Railway employees.

(Supplementary Circular No. 6 to [Master Circular No. 24](#))

The extant instructions regarding posting of husband and wife at the same station as contained in the Ministry of Railways letter No. [E\(NG\)II/71/TR/14 dated 01.10.1971](#) as reiterated in their letter No. [E\(NG\)I-86/TR/14 dated 6.1.1988](#) (RBE 8/1988). These instructions have also been included in the consolidated instructions regarding inter-railway and intra-railway transfers of Group 'C' and 'D' employees issue to Railways etc. vide Board's letter No. [E\(NG\)I-96/TR/28 dated 06.12.1996](#) (RBE 122/1996).

2. The Fifth Central Pay Commission has recommended that not only the existing instructions regarding the need to post husband and wife at the same station need to be reiterated but the scope of these instructions should also be widened to include the provision that where posts at appropriate level exist in the organisation at the same station the husband and wife may invariably be posted together in order to enable them to lead a normal family life and look after the welfare of the children specially till the children are 10 years of age.

3. Pursuant to acceptance, by the Govt. of the recommendations of the Fifth Central Pay Commission on the subject it is reiterated that the Railway Administrations etc. should strictly adhere to the existing instructions referred to above while deciding on the request for positing of husband and wife at the same station and should ensure that such posting is invariably done, especially till the children are 10 years of age, if posts at the appropriate level exist in the organisation at the same station and if no administrative problems are expected to arise as a consequence.

4. It is further clarified that in cases where only the wife is a railway servant, the concession indicated in para 3 above would be admissible to the Railway servant.

5. Board have also decided to lay down the following guidelines to enable the Cadre Controlling Authorities to consider the requests from the spouses for posting at the same station having regard to the considerations as indicated above:

i. Where both the spouses are railway employees and belong to the same seniority unit:

Both the railway servants may be posted at the same station/place ensuring that one of them does not work as subordinate to the other.

ii. Where both the spouses are railway servants but belong to different seniority units:

Efforts may be made to post both the Railway servants at the station where posts at appropriate level exist in the respective seniority units failing which requests for change of the category may be considered sympathetically.

iii. Where one of the spouses is a railway servant and the other belongs to All India Service or a Central Service

The Railway servant should be posted at station/place in the Railway/ Division/PU in whose territorial jurisdiction the place/state of posting of his/ her spouse falls or as close to it as possible if there is no Railway Organisation/Post at the place state of posting of the spouse.

iv. Where one of the spouses is a Railway servant and the other belongs to a state service

The Railway servant should be posted at the station/place in the Railway/ Division/PU in whose territorial jurisdiction the place/state of posting of his/her spouse falls. If it is not possible, if a request from the railway servant to the controlling Authority of the spouse for his/her posting at the place of posting of the railway servant is received the same may be forwarded to the concerned authority for sympathetic consideration.

- v. Where one of the spouses is a railway servant and the other is working in a Central/ State/ Public Sector Undertaking/ Autonomous Body/ Private Sector :

The railway servant may apply to the Controlling Authority for a posting at the place of posting of his/her spouse, which may be considered, favourably by the competent authority. If no post is available for posting of the railway servant at the place of posting of the spouse he/she may be posted to a place closer to the place of posting of the spouse. If this also is not possible an application from the railway servant for posting of the spouse who is working in the Central/ State/ Public Sector Undertaking may be forwarded to the controlling authority of the spouse for his/her posting at or near the of posting of the Railway servant.

5.1. The guidelines given above are only illustrative and not exhaustive. The Ministry of Railways desire that in all other cases the controlling authority of the railway servant should consider requests from non-gazetted railway servants for transfer to the place of posting of their spouses with utmost sympathy.

6. While all efforts as stated in the foregoing paragraphs may be made to post husband and wife at the same station, instructions issued by the Board from time to time in regard to request transfer/ change of category should be followed in all such cases. A separate register may be maintained at each Divisional and Zonal Headquarters of Railways for registering requests for transfers from railway servants for posting at place of posting of their spouses, which may be reviewed from time to time.

Extant instructions on the subject as referred to in the preceding para may be followed scrupulously and a suitable mechanism to ensure the same put in place vide Railway Board's letter No. [E\(NG\)I-2005/TR/7 dated 10.5.2005](#) (RBE 80/2005)

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 24/2000

No. E(NG)-I/99/TR/15 dated 08/02/2000

Subject :- Transfer on request on bottom seniority - amendment to Indian Railway Establishment Manual.

(Supplementary Circular No. 9 to [Master Circular No. 24](#))

In terms of Note (ii) below [Para 312](#) of the Indian Railway Establishment Manual, Volume-I, 1989, transfer on request of railway employees working in grades in which there is an element of direct recruitment can be accepted on bottom seniority in such grades. No such transfer is permissible in the intermediate grades, in which all the posts are filled by promotion of staff from the lower grade(s) and there is no element of direct recruitment. It is not, however, necessary that the employees seeking transfer should possess the educational qualifications prescribed for direct recruitment to the post to which transfer is sought.

2. The Central Administrative Tribunal/Chandigarh in its judgment dated 22.09.1998 in OA No. 413/HR/98 filed by Shri Anand Prakash and others in the matter of transfer on request against direct recruitment vacancies quashed the instructions contained in this Ministry's letter No. E(NG)65/SR6/31 dated 01.04.1966 which stipulates that it is not necessary for the employees seeking transfer to possess the educational qualifications laid down for direct recruitment to the relevant post. The Central Administrative Tribunal also questioned the transfer of employees against direct recruitment quota vacancies in the absence of a provision in the rules for filling up posts in a grade by transfer. The Punjab and Haryana High Court at Chandigarh has upheld the judgment of the CAT Chandigarh. The SLP filed against the said Judgment in the Supreme Court has also been dismissed.

3. The matter has been considered by the Ministry of Railways in consultation with the Legal Advisor/Railway Board in the light of the above development and it has been decided that henceforth for transfer of employees on request on bottom seniority in recruitment grades the employees should possess the qualification prescribed for recruitment to the relevant post.

4. The Indian Railway Establishment Manual, Volume-I, 1989 may also be amended accordingly as in the Advance Correction Slip No. 95 and Advance Correction Slip No. 96 enclosed.

Advance correction Slip no. 95

INDIAN RAILWAY ESTABLISHMENT MANUAL, VOLUME I
(1989 Edition)

Rule III - Rules regulating seniority of non-gazetted railway servants.

Substitute the following for the existing Note (ii) below [para 312](#) :-

" (ii) The expression "relevant grade" applies to grades where there is an element of direct recruitment. Transfer on request from Railway employees working in such grades may be accepted provided they fulfil the educational qualification laid down for direct recruitment to the post. No such transfers should be allowed in the intermediate grades in which all the posts are filled entirely by promotion of staff from the lower grade(s) and there is no element of direct recruitment."

[Authority: Ministry of Railway's letter No. E(NG)I-99/TR/15, dated 08.02.2000]

Advance correction Slip no. 96

Indian railway establishment manual, volume - I
(1989 Edition)

Chapter - I Section 'B' Sub-Section I - General.

After the existing [para 102](#), a new Para 102-A may be inserted as follows: -

"102-A : Notwithstanding the provisions contained in this Chapter, transfers on request on bottom seniority in the grades having an element of direct recruitment will be permissible

against the quota prescribed for direct recruitment, provided that the employee seeking transfer possesses the qualification prescribed for direct recruitment to the post to which transfer is sought for."

[Authority: Ministry of Railway's letter No. E(NG)I-99/TR/15, dated 08.02.2000]

Clarifications vide Railway Board's letter No. [E\(NG\)I-2005/TR/20 dated 9.11.2005](#) (RBE 190/2005).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 75/2000

No. E(NG)I/2000/TR/13 dated 18/04/2000

Subject :- Posting of Government employees who have children with hearing impairment or multiple disability.

(Supplementary Circular No. 10 to [Master Circular No. 24](#))

Please find enclosed a copy of the Department of Personnel and Training's O.M. No. 36035/1/2000-Estt(Res) dated 18.2.2000 on the above subject. The instruction contained in this O.M. will be applicable to Railway employees mutatis-mutandis.

Copy of Ministry of Personnel, Public Grievances & Training (Department of Personnel & Training) O.M. No. 36035/1/2000-Estt (Res) dated 18.2.2000

OFFICE MEMORANDUM

Subject : Posting of Government employees who have children with hearing impairment or multiple disability.

The undersigned is directed to say that there has been a demand that an employed parent of a child suffering from hearing impairment or multiple disability may be given posting to their own preferred linguistic Zone or State where educational facility for their hearing impaired or multiple disabled child exist and that too in the same language exists. This demand has been made on the ground that the disabled children may have opportunities of learning in one single language, as these children cannot cope up with learning their subjects in more than one language, as a result of transfer of their parents from one State to another.

2. The matter has been examined "considering that the facilities for medical care and education of children with hearing impairment or multiple disability may not be available at all Stations, such requests from the parents of a child suffering from hearing impairment or multiple disability, may as far as possible, be considered sympathetically. Where, however, this may not be possible, efforts may be made to accommodate such a Government servant in the same State to the extent possible.

3. All the Ministries/ Departments, etc. are requested to bring these instructions to the notice of all the appointing authorities under their control.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 123/2000

No. E(NG)I/2000/TR/17 dated 26/06/2000

Subject :- Periodical transfer of Railway employees.

(Supplementary Circular No. 11 to [Master Circular No. 24](#))

In terms of the instructions contained in the Ministry's letters (1) [E\(NG\)II/78/TR/85 dated 27.04.1979](#), (2) [E\(NG\)II/78/TR/82 dated 07.02.1980](#), (3) [E\(NG\)I/80/TR/28 dated 22.08.1980, 31.12.1981, 19.02.1986](#) (RBE 35/1986) and [16.10.1987](#) (RBE 256/1987), (4) [E\(NG\)I/87/TR/34 dated 27.09.1989](#) (RBE 244/1989) and [17.11.1992](#), (5) [E\(NG\)I/94/TR/29 dated 02.5.1995](#) (RBE 40/1995), (6) [E\(NG\)I/96/TR/42 dated 26.11.1996](#) (RBE 114/1996). Railway employees holding sensitive posts, including those who frequently come into contact with public and/or contractors/ suppliers, are required to be transferred every four years. For this purpose, a comprehensive list of sensitive posts has also been circulated. The thrust of these instructions is on transfer from one place to another. However, when transfer of such employees to a different place is not possible, they are to be shifted to a different seat in the same place to meet the requirement of periodical transfer.

2. Instructions also exist vide this Ministry's letters (1) [E\(NG\)I/80/TR/28 dated 22.01.1982, 19.02.1986](#) (RBE 35/1986), [16.10.1987](#) (RBE 256/1987), [21.07.1988](#) (RBE 156/1988) and [13.04.1989](#) (RBE 102/1989) (2) [E\(NG\)I/92/TR/32/JCM \(DC\) dated 10.8.1993](#) (RBE 124/1993), [05.05.1994](#) (RBE 37/1994) and [29.06.1995](#) (RBE 64/1995) (3) [E\(NG\)I-98/TR/11 dated 30.10.1998](#) and [02.11.1998](#) (RBE 251/1998) that Ticket Checking staff as also other staff in mass contact areas, detected to be indulging in malpractices should be sent on inter-divisional transfers as a matter of policy. Besides, the staff who have repeatedly figured in substantiated vigilance cases and where penalties have been imposed, are required to be reviewed at appropriate level and such staff are also to be transferred on inter-divisional basis.

3. It has been brought to the notice of this Ministry that the extant instructions on periodical transfer are being interpreted differently by different Railways. The matter has therefore been considered by the Board and the position is clarified in the following paragraphs.

4. The instructions for periodical transfer of Railway employees cover two broad categories of staff:-

i.

- a. The first category includes staff of the Commercial Department (such as Commercial Supervisors, Enquiry-cum-Reservation Clerks/ Booking Clerks Goods Clerks, Parcel Clerks, Ticket Checking staff etc.) and the staff of the Operating Department (SSs/ SMs/ ASMs etc.)
- b. In order to avoid large scale dislocation in the case of this category of staff, periodical transfers may, as far as possible, be effected without involving a change of residence of the staff concerned, so long as the fundamental objectives of such transfers can be achieved by transferring such staff to a different location in the same station or to a different station in the same urban agglomeration.
- c. However, the instructions regarding inter-divisional/inter-railway transfer of staff detected to be indulging in malpractices or substantiated vigilance cases shall continue to be strictly complied with.

ii. In the Second category, consisting mainly of staff working in offices such as Pay Bill Sections, Stores Offices, Accounts Offices, Fuel Sections, Medical Department, etc., who cannot normally be transferred to another place for reasons like the seniority unit being different/very small, the office being localised etc. a change in seat which will result in change in the nature of job being performed by the staff, will meet the requirements of periodical transfer.

5. In the cases of transfers of office bearers of the two recognized Unions to another place outside the existing trade Union jurisdiction, the instructions contained in Railway Board's letter No. [E\(L\)61 FE 1-43 dated 31.07.1961](#) shall be applicable. Accordingly, the proposed periodical transfer, if it involves change in the trade Union jurisdiction may be allowed to pend till the next election of the union office bearers subject to the maximum period of one year, provided the

transfer is not necessitated earlier under circumstances indicated in para 4 (i) (c) above

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 127/2000

No. E(NG)I-2000/TR/12 dated 28/06/2000

**Subject :- Inter/Intra Railway own request transfer of TGT/Post Graduate Teacher
of Railway Schools.**

(Supplementary Circular No. 12 to [Master Circular No. 24](#))

One of the Railways has raised a query as to whether in the event of non-availability of suitable eligible teachers from the lower grade, by way of promotion, requests for inter/ intra-railway transfer in the categories of TGTs/PGTs can be entertained or otherwise.

2. As the Railways are aware, there are no fixed percentages for recruitment and promotion in the categories of PGTs and TGTs and the practice prevalent in this regard is to fill up the posts by promotion to the extent serving Teachers with requisite qualifications are available and found suitable and the shortfall, if any, made good by direct recruitment. The matter has been examined by the Ministry of Railways in this background. It has since been decided that requests from TGTs/ PGTs for their inter/intra-Railway transfers on acceptance of bottom seniority in the respective recruitment (basic) grade may be considered against posts which cannot be filled by promotion for want of suitable qualified serving teachers in the relevant unit and are otherwise necessarily to be filled by direct recruitment from the open market. For this purpose the Railways etc. may evolve a suitable system in case the same does not already exist.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 95/2001

No. E(NG)I-99/TR/18 dated 17/05/2001

Subject :- Derailment of 2410 Up Gondwana Express from Hazrat Nizamuddin to Bilaspur on Up line between Ballabgarh and Asaoti Station of Tughlakabad - Mathura electrified B.G. Section of Jhansi Division of Central Railway on 31.8.98.

(Supplementary Circular No. 13 to [Master Circular No. 24](#))

In his report on the above mentioned derailment, the Commissioner of Railway Safety has made the following recommendation.

"Para 9.5:-Tenure of every supervisor having more than say 20 workmen under his administrative control should be maximum 4-5 years at a station and he should be compulsorily transferred within 5 years without any consideration or consultation for an office bearer of the trade unions."

2. The above recommendation has been considered by the Ministry of Railways who are of the view that transfer of supervisors on routine basis after 5 years may pose administrative problems. It has, however, been decided that review of the performance of supervisors directly concerned with safety of train operation after a stay of 5 years in the same place of posting, may be carried out and a decision taken based on their past performance, as to whether their continuance in the same place is desirable or not, on merit of each case.

3. As regards transfer of supervisors who are office bearers of recognized unions, instructions regulating the same are already available and no change therein is considered necessary.

Supervisor in grade Rs. 5000-8000 only intended to be covered Vide Railway Board's letter No. [E\(NG\)I-99/TR/18 dated 19.07.2001](#) (RBE 141/2001).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 141/2001

No. E(NG)I-99/TR/18 dated 19/07/2001

Subject :- Derailment of 2410 Up Gondwana Express from Hajrat Nizamuddin to Bilaspur on Up line between Ballabgarh and Asaoti Station of Tughlakabad-Mathura electrified B.G. Section of Jhansi Division of Central Railway on 31-8-01

(Supplementary Circular No. 14 to [Master Circular No. 24](#))

Reference Board's letter of even number dated [17.05.2001](#) (RBE 95/2001) on the above subject, conveying that review of performance of Supervisors directly connected With Safety of trains operations, after a stay of 5 years in the same place of posting, may be carried out and a decision taken based on their past performance, as to whether their continuance in the same place is desirable or not, on merit of each case.

2. It is clarified that only the supervisors in grade Rs. 5000-8000/- and above are intended to be covered by the term Supervisors mentioned in the above instructions.