



**No.P.S.No. 74 /2013**

No.EP 1140/0 Vol.III

Date: 27/09/2013

All DRMs/CWMs and Unit Incharges

C/- General Secretary, WRMS-BCT/WREU-GTR

C/- General Secretary, All India SC/ST Rly. Employee's Assn.('W' Zone), Mumbai

C/- General Secretary, All India OBC Rly. Employees' Assn., Mumbai

Sub: Inter-Railway Transfer of staff on Own Request.

Ref : This office letter No.EP 839/21 Vol.II dt.19.07.2006 (PS No.90/2006)

The issue of forwarding of Inter-Railway Own Request Transfers is being raised at various levels. Keeping this in perspective, Railway Board vide letter No. E(NG)-2005/TR/22 dated 06/10/2005 (RBE No.170/05) have issued instructions that –

*"It has been brought to the notice of this Ministry that Inter Zonal request transfers are being withheld on account of existence of vacancies. Since request by Railway Servants for transfer on bottom seniority are made on grounds of special cases of hardships, it has been decided that request for Inter Zonal Transfers may not be withheld on account of existence of vacancies. If, however, requests for transfer are withheld in the exigency of service on account of existence of vacancies, a time bound programme should be chalked out to fill up the vacancies by direct recruitment or promotion as the case may be."*

Accordingly, instructions were issued to all concerned vide this office letter No.EP839/21 Vol.II dated 19.07.2006 (PS No.90/2006) that the applications for Inter Railway Own Request Transfers shall be forwarded to the concerned Railways, although release of staff shall take place only when vacancy position improves/permits, as per Name Noting in the Priority Register. In this context, CPO vide his D.O. letter No.CPO/Staff Matters/2012 dated 25.09.2012 addressed to DRMs advised that the application of the staff for Inter-Railway Own Request Transfer should be forwarded to the Headquarters Office without delay so that further process can be completed.

Now, in order to avoid delay in processing of the request transfer cases, it has been decided that on receipt of applications for Inter Railway Own Request Transfer from the Divisions/Units, the same shall be registered at Headquarters Office and informed to the respective PHOD/HODs and thereafter applications shall be forwarded without insisting on PHOD/HOD's specific approval for such forwarding of applications. However, relieving of the employee shall continue to be decided only by PHOD/HOD concerned taking into account the exigency of service and prevailing vacancy position.

The above instructions should be strictly adhered to.

This issues with the approval of the Competent Authority (i.e. General Manager).

(U V Patel)

Dy.CPO(HRD)

for General Manager (E)

**C/- All PHOD-HODs/POs in HQ Office – for information and necessary action.**