

**Eastern Railway
(Personnel Department)**
17, N.S. Road, Kolkata-700 001

Serial Circular No. 79/2020

No. E/GAZ/Misc/Policy

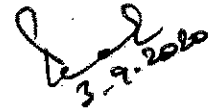
Kolkata, Dated: 03.09.2020

All Concerned
(as per standard list)

**Sub: Furnishing of charge assumption reports of
officers to Railway Board-reg.**

A Copy of Ministry of Railways (Railway Board)'s letter No. E(O)III-2020/Misc/16, dated 18.08.2020 on the above mentioned subject is enclosed for information and guidance.

D.A: As above.



(S. Ganguly)
Senior Personnel Officer (Gaz.)
For Principal Chief Personnel Officer

भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)

No. E(O)III-2020/Misc/16


New Delhi, dated 18.08.2020

The General Managers,
All Indian Railways/Production Units etc.
(as per standard list including
RDSO, NAIR, CTIs).

Sub: Furnishing of charge assumption reports of officers to Railway Board – reg.

While issuing orders from Board for promotion/posting or inter-railway/unit transfer, it is mentioned therein that date of relieving/assumption of charge by the officers may be advised to Board. It is, however, seen that often the relieving/charge assumption reports are not received in Board's Office. In some cases, these reports are sent after a long time, causing administrative difficulties, viz., data maintenance, processing NBR cases of officers who are on deputation etc. Particularly, in NBR cases, non-receipt of charge assumption reports unduly delay processing of cases for issuing NBR orders, as date(s) of assumption of charge of senior and junior officers are invariably required for this purpose.

2. It is, therefore, desired that all the officers concerned should suitably be advised to send the relieving/charge assumption reports to Board's office as soon as an officer joins either on transfer or on promotion. These reports may be sent only by e-mail to: sc.krishna@nic.in with copy to rail.amurali@gov.in and diwakar.rudola@gov.in


(S.C. Krishna)
Deputy Secretary (Spl)
Railway Board