

For Principal Chief Personnel Officer

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

No. PC-VH/2025/HRMS/25

New Delhi, dated: 30.06.2025

To,

Principal Chief Personnel Officer,  
All Indian Railways/PUs/TIs.  
(As per standard mailing list)

Sub: Launch of Assessment of suitability sub-module of HRMS.

This is to inform that the Assessment of suitability sub-module has been developed and tested by CRIS as a part of the Cadre Management Module of HRMS. Training on the said sub-module has also been imparted to all the Railways and Field Units as per Board's letter of even number dated 24.06.2025.

2. It has now been decided by the competent authority that the Suitability sub-module of UDIP (Unified Digital Interface for Promotion), the promotion module of HRMS be launched w.e.f. 1<sup>st</sup> July, 2025. All processing regarding suitability for non-selection promotions shall be carried out only through the said sub-module and no physical or manual processing shall be done across Indian Railways from 01/07/2025. Detailed User Manual of the sub-module shall be made available on HRMS portal.

3. This issues with the approval of competent authority.



(Jaya Kumar G)

Joint Director, Pay Commission & HRMS  
Railway Board

(Ph. No: 011-47845125, 47845132)

(e-mail: [jaya.kumarg@gov.in](mailto:jaya.kumarg@gov.in))

Copy to:

- (i) PPS to Secretary, Railway Board for information of Secretary, Railway Board
- (ii) General Manager/HRMS, CRIS, ITPI Building, 4-A Outer Ring Road, IP Estate, New-Delhi-110002, for necessary action please.

Eastern Railway

No. E(PR)/12/55/Increment/Covid-19

Asansol dated 21/07/2025

ALL CONCERNED ON ASN DIVN.

The following copy of PCPO/ER/KOAA's letter no. E.740/G/PCPO/CORONA VIRUS/COVID-19 dated 15.07.2025 addressed to ALL CONCERNED is forwarded for information, guidance and necessary action Please.

DA - As refd. to

*Bajesh*  
For Sp. Divl. Personnel Officer,  
Eastern Railway, Asansol.

Copy of PCPO/ER/KOAA's letter no. E.740/G/PCPO/CORONA VIRUS/COVID-19 dated 15.07.2025 addressed to ALL CONCERNED is appended below:

Sub: Counting of Stay-at-Home period during COVID-19 Lockdown as duty for railway servants undergoing training for the purposes of increments.

A copy of Ministry of Railways (Railway Board) letter bearing File no. E(NG)I-2025/IC-I/1, dated 07/07/2025 (RBE No.65/2025) on the above cited subject is circulated herewith for information and further necessary action. Board's earlier letters dated 04/02/1991 (RBE No.25/1991) and 09/12/2020 (RBE No.109/2020) mentioned therein were circulated under this office serial nos. 69/1991 and 130/2020 respectively.

DA: As above.

*21.07.25*  
(Md. Tarique)  
Dy. Chief Personnel Officer/HQ  
For Pr. Chief Personnel Officer  
Phone No. 24122 (Rly.)  
Email ID: [tarique.mohammed@gov.in](mailto:tarique.mohammed@gov.in)

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

No. E(NG)I-2025/IC-I/I

New Delhi, dated 07.07.2025

The General Managers (1)  
All Zonal Railway & Production Units, etc.  
(As per standard list)

**Subject: Counting of Stay-at-Home period during COVID-19 Lockdown as duty for railway servants undergoing training for the purposes of increments.**

**Ref: E(NG)I/90/IC I/I dated 04.02.1991 (RBE 25/91)**

As the Railways are aware, the training period spent by a railway servant, whether on remuneration of stipend or otherwise, is to be treated as duty, provided it is followed by confirmation, for the purposes of increments.

2. One of the Zonal Railways has sought to know whether the period spent at home during nation wide lockdown due to COVID-19 pandemic be reckoned as duty also for the purpose of increments.
3. It is hereby clarified that the Board had already issued instructions vide RBE No. 109/2020 on releasing of held up payments of stipends to the trainee railway servants for the period they had stayed at home during the lockdown due to COVID-19, subject to a condition that this period must not exceed six months.
4. In view of this, the matter has once again been examined and it has further been decided that as a one-time measure the stay-at-home period (up to a maximum of six months only) of trainee railway servants due to nationwide lockdown due to COVID-19 may be treated as duty for the purposes of increments.

Hindi version will follow.

(प्रकाश चंद बैरवा/Prakash Chand Bairwa)

उप निदेशक-II स्था. (अराज.) I/ Deputy Director-II Estt.(NG)I

रेलवे बोर्ड/Railway Board

देली / Tele No. 25303658

पाँचवाँ तल, कमरा नं. 536E (I), रेल भवन, नई दिल्ली-110001, ई-मेल [pc.bairwa@gov.in](mailto:pc.bairwa@gov.in)  
5th Floor, Room No. 536E(I), Rail Bhawan, New Delhi-110001, E-mail [pc.bairwa@gov.in](mailto:pc.bairwa@gov.in)

*Eastern Railway*

No. E(PR)/34/Creation of Post

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Asansol dated 28/07/2025

ALL CONCERNED ON ASN DIVN.

The following copy of CPO/ER/KOAA's letter No. E 740/0/Misc(Policy)/Pt.II dated 15/07/2025 addressed to ALL CONCERNED is forwarded for information, guidance and necessary action.

*Bajesh*  
for Sr. Divl. Personnel Officer,  
Eastern Railway, Asansol.

.....  
Copy of CPO/ER/KOAA's letter No. E 740/0/Misc(Policy)/Pt.II dated 15/07/2025 addressed to  
ALL CONCERNED is appended below :  
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Sub: Assessment of vacancies for the post of Section Controller (Pay level-6).

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A copy of Ministry of Railways (Railway Board) letter bearing File no. E(NG)1/2025/PM2/2, dated 11/07/2025 on the above cited subject is circulated herewith for information and further necessary action. Board's earlier letter dated 02/07/2025 (RBE No.60/2025) mentioned therein was circulated under this office serial no.76/2025.

DA: As above.

*CPV*  
15.07.25

(Md. Tarique)

Dy. Chief Personnel Officer/HQ

For Pr. Chief Personnel Officer

Phone No. 24122 (Rly.)

Email ID: [tarique.mohammed@gov.in](mailto:tarique.mohammed@gov.in)

*Ananna*  
15/07/25

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

No. E(NG)1/2025/PM2/2

New Delhi, dated 11.07.2025


The General Managers (P)  
All Zonal Railways & Production Units, etc.,  
(As per standard list)

Sub: Assessment of vacancies for the post of Section Controller ( Pay level -6).

Kindly refer to the instructions issued vide Board's letter dated 02.07.2025 (RBE No. 60/2025), wherein a direct recruitment quota has been introduced, to the extent of 60%, for filling up posts of Section Controller in Pay Level-6 along with 40% share of promotion quota to be filled through a General Selection. It is advised that due care needs to be exercised to assess the vacancies for the newly introduced direct recruitment quota in Pay Level-6 as the vacancies of the higher grade posts of the Section Controllers (Pay Level-7 & 8) are also to be accounted for at the time of preparing the indent.

2. Also, the unfilled vacancies of the promotion quota in Pay Level-6 are to be diverted to the DR quota at Pay Level-6 and the unfilled vacancies of promotion quota in Pay Level-7 (50% DPQ and 50% LDCE, respectively) are also needed to be diverted to the DR Quota of the Pay Level-6 as per instructions (supra). However, the provisions of taking into account the existing and anticipated vacancies in the present grade, at the time of assessment of vacancies would continue as usual.

3. It may also be noted that the indenting process shall be undertaken very soon through the HRMS platform therefore, all necessary prerequisites, for this purpose, are to be brought in place, including the introduction of a new Post Based Reservation Roster for direct recruitment in the cadre of Section Controller, Pay Level-6. The extant rules for opening and initial operation of a post based reservation roster shall remain intact.

  
(Ajay Goyal)  
Deputy Director-III/E(NG)I  
Railway Board

## Eastern Railway

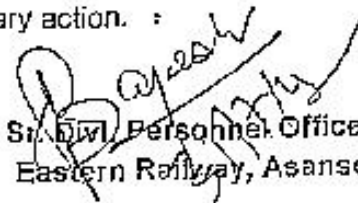
No. E(PR)/13/15/Selection/departmental promotion

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Asansol dated 28/07/2025

ALL CONCERNED ON ASN DIVN.

The following copy of CPO/ER/KOAA's letter No. E 837/0/Pt.III dated 15/07/2025 addressed to ALL CONCERNED is forwarded for information, guidance and necessary action. :

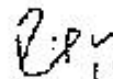
for    
 Sr. Dy. Personnel Officer,   
 Eastern Railway, Asansol.

Copy of CPO/ER/KOAA's letter No. E 837/0/Pt.III dated 15/07/2025 addressed to ALL CONCERNED is appended below :

Sub: Educational qualification criteria to appear in the selection of Technician Gr.III (Pay Level-2) against 25% LDCE quota - Clarification thereof.

A copy of Ministry of Railways (Railway Board) letter bearing File no. E(NG)/2019/PM7/1/AIR(E-3-19173), dated 09/07/2025 (RBE No.68/2025) on the above cited subject is circulated herewith for information and further necessary action. Board's earlier letter dated 02/02/1998 (RBE No.23/1998) mentioned therein was circulated under this office serial no.43/1998.

DA: As above.

 15.07.25  
(Md. Tarique)

Dy. Chief Personnel Officer/HQ

For Pr. Chief Personnel Officer

Phone No. 24122 (Rly.)

Email ID: [tarique.mohammed@gov.in](mailto:tarique.mohammed@gov.in)

Index No.1060: Staff who are not having Act Apprenticeship/ITI qualification in the relevant trade are also eligible to appear in the selection to the post of Technician Gr.III/Level-2 against 25% LDCE quota and they shall be promoted on passing the requisite training and the trade test thereafter. In case of staff having the qualification of Act Apprenticeship/ITI in the relevant trade, they shall be promoted on being empanelled.



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

No. E(NG)I/2019/PM7/1/AIRF(E-3419173)

New Delhi, dated 09.07.2025

The General Manager(P)  
All Indian Zonal Railways & PUs

Sub: Educational qualification criteria to appear in the selection of Technician Gr.III (Pay Level-2) against 25% LDCE quota - clarification thereof.

Ref: i) AIRF PNM Item No.31/2018

ii) Railway Board letter No.E(NG)I-96/PM7/56 dated 02.02.1998 (RBE No.23/1998)

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Pursuant to a demand raised by the Staff Side (AIRF) vide PNM Item No.31/2018, It is hereby clarified that the term used in RBE 23/1998 for the erstwhile Group 'D' staff (erstwhile Khaleci & Khelasi Helpers) eligible to appear in the selection for promotion to the post of Technician-III (Pay Level-2) against 25% LDCE quota about educational qualification "as laid down in the Apprentices Act" should be taken as one of the educational qualifications (trade qualifications, to be more specific) given in the Schedule-I of the Apprentices Rules, 1992 and as amended from time to time, unless specifically mentioned otherwise.

2. Further, it is also clarified that the part 2(v) of the instructions vide RBE 23/1998 pertaining to a situation where an empanelled staff who is lacking an educational qualification of Act Apprenticeship/ITI in the relevant trade is required to undergo a training and pass a trade test thereafter before being promoted; still holds good. Meaning thereby, that the staff who are not having Act Apprenticeship/ITI qualification in the relevant trade are also eligible for appearing in the selection for promotion to the post of Technician-III (Pay Level-2) against 25% LDCE Quota, albeit they shall be promoted only on passing the requisite training and the trade test thereafter unlike those who are having the Apprenticeship Act/ITI qualification in the relevant trade, who shall be promoted on being empanelled.

3. As far as assigning of seniority on promotion in above mentioned cases is concerned, the normal rules of seniority under the circumstances of having different durations of initial training will apply.

The Railways/PUs are advised to deal with cases in this regard accordingly.

Hindi version will follow.

DA: Nil

(Sanjay Kumar)  
Dy. Director/Estt.(N)  
Railway Board

Ph. No. 011-23047197

E-mail Id- sanjay.kumar6@gov.in





GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)  
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No. E(GP)2019/2/25

New Delhi, dated-14.08.2024

The General Managers,  
All Indian Railways & Production Units.

(Kind Attn.: PCPO/PFA/Dy. CPO (G)/Dy. CAO(G))

Sub.: Preparation of integrated seniority lists of Group 'C' cadres for promotions to Group 'B' posts on Indian Railways.

Ref.: Board's letter of even number dated 01.01.2024.

References have been received from a few Zonal Railways seeking clarifications on preparation of integrated seniority lists for certain Group 'C' cadres whose pay structures have since been upgraded in terms of Board's letter no. PC-VII/2019/RSRP/3 dt. 17.11.2022 (RBE No.155/2022).

2. The matter has been examined in consultation with Pay Commission and Establishment Directorates of Board's office. It is hereby clarified that the integrated seniority list of Group 'C' employees eligible for Group 'B' Selections (70%) should be prepared based on Level-7 and Level-6 in terms of instructions contained in Board's letter No. E(GP)2019/2/25 dt. 27.12.2019 and no change is warranted therein.



(Arti Singh Lal)  
Dy. Director-II, Estt.(GP)  
Railway Board  
Ph. No. 23047250  
E.mail ID- arti.singh1@gov.in

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

Serial Circular No.265/2019

No. SP/GAZ/Panel/Pt.VI

Kolkata, Dated: 03/01/2020

All Concerned

(as per standard list)

Sub: Eligibility conditions for promotion from Group 'C' to Group 'B' posts in the major departments having 'Organised Services'.

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The instructions on the above cited subject of the Ministry of Railways (Railway Board) issued vide letter No. E(GP)2019/2/25, dated 27/12/2019 (RBE No. 216/2019) are communicated herewith for information and guidance. Board's earlier letter dated 29/03/2010 mentioned therein was circulated under this office serial No. 160/2010.

Board's other letter dated 06/05/2014 mentioned therein was related to Accounts Department and thus, was not circulated under PCPO's serialized form. However, a copy of the same is enclosed for ready reference.

DA: As above.

An.  
(Anjan Ray)

Dy. Chief Personnel Officer/Gaz.

For Pr. Chief Personnel Officer

Phone No.:24104 (Rly.)

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

RBE No. 216/2019

No. E(GP)2019/2/25

New Delhi, dt-27.12.2019

The General Managers,  
All Indian Railways and Production Units.

(Kind attn: PCPO, Dy. CPO/G, PFA, Dy. CAO/G)

Sub.: Eligibility conditions for promotion from Group 'C' to Group 'B' posts  
in the major departments having 'Organised Services'.

Ref.: Railway Board's letters No. E(GP)99/2/22 dated 29.03.2010 and  
06.05.2014.

The eligibility criteria for appearing in the Selections/LDCEs for promotion to Group 'B' posts in the Departments having organised services has been laid down in terms of Board's letters no. E(GP) 99/2/22 dated 29.03.2010 and 06.05.2014. Consequent upon implementation of the pay structures recommended by the VII Pay Commission, the said eligibility conditions have since been reviewed by the Board and it has been decided to make following changes therein.

i) For Group 'B' selections (70% quota), Group 'C' employees working in Level 6 and above in Pay Matrix with 3 years of non-fortuitous service in Level 6 and above in Pay Matrix (including non-fortuitous service rendered in the corresponding pre-revised grade pay) will be eligible.

ii) For Group 'B' selections (30% LDCE quota), Group 'C' employees working in Level 6 and above in Pay Matrix with 5 years of non-fortuitous service in Level 6 and above in Pay Matrix (including non-fortuitous service rendered in the corresponding pre-revised grade pay) will be eligible.

(iii) However, for Selections/LDCEs for promotion to Group 'B' posts in Accounts department, Group 'C' employees fulfilling the abovementioned conditions should also have qualified the Appendix-3 IREM Examination.

iv) In the integrated seniority of Group 'C' employees eligible for Group 'B' selections (70% quota) in all departments having organised services except Accounts department, employees in Level 7 of the Pay Matrix will be placed above those in Level 6 of the Pay Matrix. In either category, the relative seniority of employees coming from different streams will be determined with reference to length of non-fortuitous service in Level 7 or Level 6 in the Pay Matrix, as the case may be.

# Eligibility conditions for promotion from Group 'C' to Group 'B' posts in the Accounts Department.

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

RBE No.: 42/2014

No. E(GP)99/2/22 New Delhi,

dt:- 06.05.2014

The General Managers,  
All Indian Railways and Production units.

Sub.: Eligibility conditions for promotion from Group 'C' to Group 'B' posts in the Accounts Department.

Ref.: Railway Board's letters No. E(GP)99/2/22 dated 22.7.2004, 29.04.2009 and 29.03.2010.

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In terms of instructions contained in Board's letter of even number dated 22.7.2004, Group 'C' employees with 03/05 years of non-fortuitous service in the grade the minimum of which is Rs.5000/- and in higher Group 'C' grades (Vth CPC) are eligible for being considered for appearing in the 70% Selection/30% LDCE held for promotion to Group 'B' posts in the major departments having 'Organized Services' including Accounts Department. Consequent upon implementation of the pay scales recommended by the VI Pay Commission, these instructions have since been modified (except for Accounts Department) vide Board's letter of even number dated 29.03.2010.

2. Now, the matter regarding eligibility conditions for appearing in the Selection/LDCE for promotion to Group 'B' posts in the Accounts Department, has been considered by the Board and it has been decided that:

i) For Group 'B' selections (70% quota), Group 'C' employees of Accounts Department working in Pay Band PB-2 (Rs.9300-34,800) with Grade Pay of Rs.4200 and above with 3 years of non-fortuitous service in the grade

y) In the integrated seniority of Group 'C' employees eligible for Group 'B' selections (70% quota) in Accounts Department, employees in Level 8 in Pay Matrix will be placed above those in Level 6 in Pay Matrix. In either category, the relative seniority of employees coming from different streams will be determined with reference to length of non-forfeited service in Level 8 or Level 6 in Pay Matrix, as the case may be.

3. Please acknowledge receipt.

*M. Saluja*  
27/12/17  
(Meenakshi Saluja)  
Dy. Director, Estt. (GP)-III  
Railway Board



(including non-fortuitous service rendered in the corresponding pre-revised grades) in the Accounts Department and who have qualified the Appendix-3 IREM Examination will be eligible.

ii) For Group 'B' selections (30% LDCE quota), Group 'C' employees of Accounts Department working in Pay Band PB-2 (Rs.9300-34,800) with Grade Pay of Rs.4200 and above with 5 years of non-fortuitous service in the grade (including non-fortuitous service rendered in the corresponding pre-revised grades) in Accounts Department and who have qualified the Appendix-3 IREM Examination will be eligible.

iii) In the integrated seniority of Group 'C' employees eligible for Group 'B' selections (70% quota), employees in Pay Band PB-2 (Rs.9300-34,800) with Grade Pay of Rs.4800 will be placed above those in Pay Band PB-2 (Rs.9300-34,800) with Grade Pay of Rs. 4200. In either category, the relative seniority of employees coming from different streams will be determined with reference to length of non-fortuitous service in the Scale of PB-2 + 4800 or PB-2 + 4200, as the case may be.

3. Please acknowledge receipt.

(ASHOK KUMAR)  
DIRECTOR/ESTT.(GC)  
RAILWAY BOARD



*Eastern Railway*

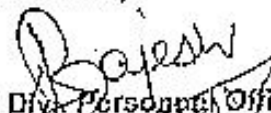
No. E(PR)/23/UPS/NPS

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Asansol dated 28/07/2025

ALL CONCERNED ON ASN DIVN.

The following copy of CPO/ER/KOAA's letter No. E 7B7/0/PEN/Policy/UPS dated 21/07/2025 addressed to ALL CONCERNED is forwarded for information, guidance and necessary action.

  
for Sr. Dy. Personnel Officer,  
Eastern Railway, Asansol.

.....  
Copy of CPO/ER/KOAA's letter No. E 7B7/0/PEN/Policy/UPS dated 21/07/2025 addressed to ALL CONCERNED is appended below :  
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**Sub:** Implementation of UPS under NPS – Monitoring of online requests and physically received requests.

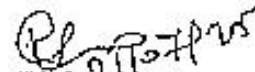
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Pension Fund regulatory and Development Authority (PFRDA)'s regulations for Operationalization of Unified Pension Scheme under NPS w.e.f. 01.04.2025 has been adopted in Indian Railway vide Railway Board's letter No. F(E)III/2025/UPS/1 dated 28.03.2025 [RBE No. 25/2025] which was circulated under PCPO/ER's Sl. No. 28/2025.

A copy of Railway Board's letter No. E(G) 2025/PN1/20 dated 09.07.2025 on the above subject matter is sent herewith for information and take necessary action.

All DDOs are requested to monitor and make suitable arrangements to process online/offline requests for registration of New employees, Migration of existing employees and past retirees' under Unified Pension Scheme (UPS) in terms of guidelines contained in PCPO/ER's Sl. No. 28/2025 within timelines stipulated from time to time.

DA: As above

  
(K.C. Das)

Dy. Chief Personnel Officer (NG)  
fr. Pr. Chief Personnel Officer

Index No. 1058: Online and physically received requests for registration of New employees, Migration of existing employees and past retirees' under UPS shall be regularly monitored and shall be made suitable arrangements to process.

(3)

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. E(G) 2025/PN1/20

New Delhi, dt. 07.07.2025

The General Manager(P),  
All Indian Railways & PUs.

(Kind Attn: DDOs of Personnel Department)

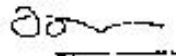
**Sub: Implementation of UPS under NPS - Monitoring of online requests and physically received requests.**

Unified Pension Scheme under NPS has been operationalized on IR since 1.4.2025. This scheme envisages that the exercise of option in respect of an eligible employee to be covered under UPS, shall be undertaken; - (i) within three months from 1st April 2025, or within such extended timelines if any, allowed by the Central Government, in respect of a person mentioned under clause (i) and clause (iii) of sub-regulation (1); and (ii) within thirty days, from the date of joining Central Government services or within such extended timelines, if any, allowed by the Central Government, in respect of a person mentioned under sub-clause (ii) of sub-regulation (1) (3) The option once exercised shall be final and irrevocable.

2. Accordingly, the contributions of the employees who have opted for this scheme shall have to be deducted from their salary bills. For this purpose, DDOs and PAOs have to be identified at field units over IR and their roles have to be clearly defined.

3. Ministry of Finance has been holding regular meetings to review the progress with regard to implementation of UPS scheme under NPS. During these meetings, it was emphasized that processing of online request and physically received requests shall be regularly monitored. In this connection all the DDOs of Personnel department who have not yet login the Protean NSDL Portal for processing the online requests are advised to process the same at the earliest as well as adhere the following instructions as under:-

- i) All DDOs of Personnel Department shall invariably login on the Protean NSDL Portal.
- ii) All DDOs of Personnel Department shall make suitable arrangements to process online/off-line requests for Registration of New employees, Migration of existing employees and settlement of past retirees' cases in conformity with the UPS Provisions.
- iii) It shall be ensured that all such cases which have been initiated on NSDL Portal or otherwise are processed as per timelines stipulated from time to time.
- iv) A suitable mechanism may be put in place for monitoring them.

  
(M. P. Meena)  
Dy. Director(Estt/G) III  
Railway Board

Copy to: (i) PED(Accounts), Railway Board  
(ii) PFAs, All Zonal Railways & PUs.

Sl.No. S1/2025

Eastern Railway

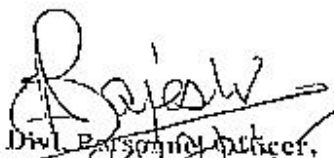
No. E(PR)/42/Transfer

Asansol dated 21/07/2025

ALL CONCERNED ON ASN DIVN.

The following copy of PCPO/ER/KOAA's letter no. E.1140/0/Pl. IV dated 15.07.2025 addressed to ALL CONCERNED is forwarded for information, guidance and necessary action Please.

DA - As refd. to

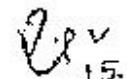
  
For Sr. Divl. Personnel Officer,  
Eastern Railway, Asansol.

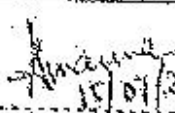
Copy of PCPO/ER/KOAA's letter no. E.1140/0/Pl. IV dated 15.07.2025 addressed to ALL CONCERNED is appended below:

Sub: Regarding policy of Mutual transfer of the staff working in Pay Level-I.

A copy of Ministry of Railways (Railway Board) letter bearing File no. E(NG)I-2020/TR/13(E-3327313), dated 08/07/2025 (RBE No.67/2025) on the above cited subject is circulated herewith for information and further necessary action. Board's earlier letter dated 06/07/2018 (RBE No.99/2018) mentioned therein was circulated under this office serial no.139/2018.

DA: As above.

  
15.07.25  
(Md. Tarique)  
Dy. Chief Personnel Officer/HQ  
For Pr. Chief Personnel Officer  
Phone No. 24122 (Rly.)  
Email ID: [tarique.mohammed@gov.in](mailto:tarique.mohammed@gov.in)

  
15/07/25  
Index No.1078: The request for transfer on mutual exchange of the staff working in Pay Level-I under extant instructions may also be processed where change of Divisions or Railways is not involved.

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

No. E(NG)I-2020/TR/13(E-3327313)

New Delhi, dated 07.07.2025

The General Manager(P)  
All Zonal Railways & PUs  
(As per standard list)

Sub: Regarding policy of Mutual transfer of the staff working in Pay Level-I.  
Ref: PNM/AIRF Item no. 20/2024.

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Federation (AIRF) vide their PNM Item no. 20/2024 under reference raised the issue regarding mutual transfer of staff working in Level-I (GP Rs. 1800) belonging to different cadres/departments. Federation has pointed out that some Zonal Railways are interpreting the instructions issued vide Board's letter dated 06.07.2018 (RBE No. 99/2018) in such a way that they are permitting requests of mutual transfers only in cases of inter Division and/or inter Railways.

2. The matter has been examined in Board's office. It is clarified that the instructions issued vide RBE No. 99/2018 stipulate mutual transfers from one Office/Division/Railway/Unit to another Office/Division/Railway/Unit either in the same or corresponding cadres. In view of the instructions of RBE No.99/2018 and the intentions thereof and the provisions of the Rule-103(51), Chapter-1 of R-1 (The Indian Railway Establishment Code (Volume-I), Fifth Edition (Third Reprint) 2008, envisaging that transfer involves either taking up of duties of a new post or is a consequence of a change of a railway servant's headquarters, it cannot be construed that a mutual transfer is permissible only when a change of Division or Railway is involved.

3. The Railways/PUs are therefore advised to process mutual transfer requests, where change of Divisions or Railways is not involved, accordingly.

Hindi version will follow.

DA:Nil

(Sanjay Kumar)  
Dy. Director/Estt.(N)  
Railway Board  
Ph. No. 011-23047197  
E-mail Id- sanjay.kumar6@gov.in