

Serial No. 39/2014

EASTERN RAILWAY

No. E.1140/0/Pt. II

Kolkata, dated 7<sup>th</sup> May, 2014.

All Concerned.

Sub:- Request for Mutual Transfer by Railway Employees.

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The following Copy of Railway Board's letter No. ERP/Portal-Transfer/2013 dated 30.04.2014 on the above mentioned subject is forwarded for information guidance and necessary action. Board's earlier letter dated 10.03.2014 mentioned therein is enclosed herewith.

DA: As above.



(S. Ganguly)

Asstt. Personnel Officer/R & Bill  
for Chief Personnel Officer

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Copy of Board's letter No.ERP/Portal-Transfer/2013 dated 30.04.2014 addressed to GMs, All Indian Railways and others.

Sub:- Request for Mutual Transfer by Railway employees.

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Please call for this office letter of even no. dated 10.03.2014 vide which certain decisions were conveyed regarding request transfer of employees.

The issue of facilitating requests for mutual transfer of railway employees have been under consideration of Board (MS) and it has been decided that applications of request transfer which are otherwise found in order must be disposed off quickly without any delay to ensure transparency as it provides relief of one person for another. Once the mutual transfer order is issued the senior person should be relieved first and the entire exercise may be completed in a week's time.

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Index No. 1078: Request for Mutual Transfer by Railway Employees.

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

रेल भवन, नई दिल्ली - 110001, तिथि  
Rail Bhavan, New Delhi-110001, dated. . . . . 2000

ERP/Portal- Transfer/2013

: Dated:10.03.2014

All Chief Personnel Officers  
All Indian Railways,  
All Production Units,  
RDSO/Lucknow.  
Metro Kolkata,  
Director General/NAIR, Vadodara  
Directors of CTIs.

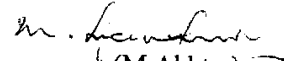
Sub: Transfer Portal for Railway Employees.  
Ref: ED/ERP letters of even no. Dated 25.11.13 and 21.02.2014.

As has been brought to your notice vide above referred letters, a dedicated portal called "CompTran" has been formally launched by Member Staff on 4<sup>th</sup> February 2014. It can presently be accessed through the Railway Board official website.

Earlier a workshop had been held at Railway Board on 27<sup>th</sup> February 2014, in this regard which was attended by representatives of your Railway/PU. Besides giving instructions/demonstration for navigating through the portal, User ID and Passwords were also given for each Railway/PU in the workshop. These instructions are reiterated in the Annexure to this letter.

As desired by Board (MS) the Railways/PUs/CTIs etc. are required to upload all requests for inter railway transfers, which have not been finally disposed off yet, in order of priority, by end of this month. Once the database of existing applications is ready and confirmed the portal shall be opened for railway employees to register their requests on line.

All concerned are requested to comply with the above task and confirm by 1<sup>st</sup> April 2014 to the undersigned that all request transfer applications have been uploaded on the portal.

  
(M.Akhtar)  
Advisor/Staff

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**Sub:- Instructions for operationalising Transfer Portal "ComPTran".**

The newly instituted Portal 'ComPTran' is accessible as "Transfer Portal-2014" under the link "For IR Personnel" on the official website of Railway Board. In the Workshop attended by representatives of Zonal Railways and Production Units held on 27<sup>th</sup> February 2014, one set of user ID and Password was given for CPOs of each Railways /PUs and RDSO.

Operations on the Portal can be carried out on the basis of following guidelines:-

1. The Password allotted should be changed for further use. CPOs are authorised to allot User ID and Password for administration of units under their control.

Since the Portal shall contain sensitive information such as priority for transfer, it is important that absolute confidentiality is maintained by all administrator users at all times. System shall be recording every action under taken on the portal and it is the responsibility of the password holder to ensure that the password is not used by any unscrupulous element.

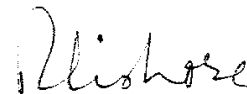
2. At the first instance Railways are required to upload all existing requests (Transfers on Bottom Seniority and Mutual Transfers) on the portal as per prescribed format. Needless to say order of registering the request should be the same as followed in the manual system.

3. This exercise is to be completed by 31<sup>st</sup> March 2014. Once this exercise is over, serial number shall be allotted to the pending requests both over railway and over a unit.

4. After the priority of existing and pending requests are finalised, the portal shall be opened to common railway employees for registering their requests online.

5. At present the names of units and railways and the categories in a department have been populated as per information available. All Railways/PUs are requested to go through the names of their units, departments and categories to ensure that no Units/Category is left out or is shown incorrectly. All such anomalies should be sent to Shri Rajeev Goyal, CPO/Admn., North Central Railway, Allahabad who is nominated as official administrator for the Portal. His Contact no. and email address is available in the Portal under Contact us.

6. CTIs which were not part of the Workshop held on 27<sup>th</sup> February 2014, at Railway Board office, may obtain their User ID and Password from Shri Rajeev Goyal, CPO/A, North Central Railway, Allahabad.



(Rajiv Kishore)  
Executive Director/ERP  
Railway Board