

Eastern Railway
(Personnel Department)

Serial Circular No.135/2015

No. E.1140/0/Pt. II

Kolkata, dated: 23/09/2015

All Concerned

Sub: Inter-Railway Transfer cases – Streamlining the system.

It has come to notice of this office that there is no uniformity in dealing with cases relating to Inter-Railway Own Request/Mutual Transfer cases, which is the single largest reason for employees' grievance. With a view to consider such cases in a streamlined manner, following guidelines are issued broadly in the succeeding paragraphs:-

2. Outlined below are steps for processing Inter-Railway Transfers as per grounds indicated of transfer:-

(I) OUTGOING OWN REQUEST INTER-RAILWAY TRANSFER:

- a) The staff concerned will apply in prescribed *proforma* to his/her immediate supervisor.
- b) Supervisor will sign on the *proforma* and forward it to the concerned Branch officer's office.
- c) Branch Officer's office will take Branch Officer's signature on *proforma* and forward it to Personnel Department.
- d) The concerned Cadre dealing Section of Personnel Department will enter the application so received in '**Priority Register**' and then put up the same to the '**Placement Committee**' in the order of priority for recommendations and approval of the Competent Authority as per **Annexure-I**.
- e) After obtaining approval of the Competent Authority as (d) above, the transfer case would be put in COMPTRAN portal (only for Inter-Railway transfer) and get it forwarded to CPO's Office along with **Annexure-I**, mentioning COMPTRAN Serial No. thereon.
- f) CPO's office will take approval of the concerned HOD and forward it to the concerned Zonal Railway for acceptance.
- g) On receipt of acceptance, CPO's office will put up to the concerned HOD for approval for final release.
- h) CPO's office will then sent to Division/Workshop for final sparing, with a copy to Zonal Railway concerned.
- i) On final sparing. Division/Workshop will close the case from COMPTRAN Portal.

(II) INCOMING OWN REQUEST INTER-RAILWAY TRANSFER:

- a) CPO's office will receive the application from the other railway having COMPTRAN SI.No thereon and all requisite details as per standard format.
- b) On receipt of the application, it will be entered in '**Priority Register**' by the concerned Cadre dealing section of CPO's office.
- c) CPO's office will send it to the division/workshop concerned for acceptance in order of priority.
- d) On receipt of acceptance from the division/workshop, CPO's office will put up it to the concerned HOD and then give acceptance to the zonal railway concerned, with advice to the division/workshop concerned.
- e) On receipt of office order from other railway, CPO's office will issue office order to the divisions/workshop concerned and the other railway (with hologram).
- f) Incoming staff will report directly to the division/workshop concerned.
- g) The transferee should normally be posted within two working days from the date of reporting.

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(III) OUTGOING INTER-RAILWAY MUTUAL TRANSFER:

- a) The staff concerned will apply in prescribed *proforma* to his supervisor.
- b) Supervisor will sign in the *proforma* and forward to concerned Branch officer's office.
- c) Branch Officer's office will take Branch Officer's signature on *proforma* and forward to Personnel Department.
- d) The concerned Cadre dealing Section of Personnel Department will then put up the case to the '**Placement Committee**' for recommendations and approval of the Competent Authority as per **Annexure-I**.
- e) After obtaining approval of the Competent Authority as (d) above, the transfer case would be put in COMPTRAN portal and get it forwarded to CPO's Office along with **Annexure-I**, mentioning COMPTRAN Serial No. thereon.
- f) On receipt, CPO's office will put up the case to the concerned HOD for approval and forward to the concerned Zonal Railway for acceptance.
- g) CPO's office will then send it other zone for acceptance.
- h) On receipt of acceptance, CPO's office will put up to HOD for final release and will issue office order.
- i) As per rule senior staff will move first.
- j) On sparing, division/workshop will close the case from COMPTRAN Portal.


(IV) INCOMING INTER-RAILWAY MUTUAL TRANSFER:

- a) On receipt of an application from other Railways, having COMPTRAN Serial. No. and complete in all respect, CPO's office will forward it to the division/ workshop for acceptance.
- b) On receipt of acceptance from division/workshop, CPO's office will put up to the HOD concerned for approval and issue office order.
- c) As per rule, senior staff will move first.
- d) On sparing division/workshop will close the case from COMPTRAN Portal.
- e) The transferee should normally be posted within two working days from the date of reporting.

Note: At every stage, status will be updated in COMPTRAN Portal by Division/Workshop/CPO's office, as the case may be.

3. Inter-Railway Own Request /Mutual Transfer cases pertaining to employees of Hd. Qrs. Offices will be processed in the same manner as detailed above. However, such cases will be forwarded to CPO's office with the signature of the concerned Controlling Officer (CO) in place of the Branch Officer (BO) mentioned above.
4. In case of Inter-Divisional Own Request/Mutual Transfer of employees carrying Grade Pay Rs.1900 & above, procedures laid down above will be followed, except putting entry in COMPTRAN Portal. However, cases of inter-divisional/Unit transfer (both own request & mutual) of employees carrying Grade Pay of Rs.1800 (erstwhile Group 'D') will continue to be decided under the competence of divisional/unit heads and need not be sent to CPO's office for approval.
5. It may be noted that a separate '**Priority Register**' both for '**Inter-Railway**' and '**Inter-divisional**' Own Request Transfer cases should be maintained by the 'Personnel Department' of Divisions/Workshops/CPO's office, as the case may be, as per extant instructions.
6. All other instructions relating to Inter-Railway Own Request/Mutual Transfer issued from time to time should strictly be adhered to.
7. This issues with the approval of the competent authority.

DA: Annexure-I


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Index No.: 1078: Steps for processing Inter-Railway Own Request/Mutual Transfer Cases.

**PROCEEDINGS OF 'PLACEMENT COMMITTEE' FOR RECOMMENDATIONS OF
TRANSFER AND POSTING OF NON-GAZETTED RAILWAY EMPLOYEES**

1. Composition of placement Committee nominated by respective Competent Authorities for the purpose of transfer and posting of Non-gazetted Railway employees at Hd. Qrs. Offices/ Divisions/ Workshops : (a) _____
:(b) _____
:(c) _____
2. Proposed transfer & posting of the employee, duly endorsed by BOs/COs, is placed at page : _____
3. Particulars of the employee concerned to be transferred & posted placed at page : _____
4. Remarks of the Placement Committee : _____
: _____
: _____
5. Recommends/Not recommends the transfer & posting as proposed vide page : _____
6. In case Not recommends, brief reasons for non-recommendation : _____

(Signature of Placement Committee Members)

Approved

Signature of Competent Authority
