

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

No. E.1140/0/Pt.III

Kolkata, Dated: 04/07/2018

All Concerned
(as per standard list)

**Sub: Inter-Railway and Intra-Railway transfers on requested
- Reg.**

In terms of extant instructions, the requests for transfers should be dealt with in an organised manner and there should not be any occasion for any grievance in the mind of the staff in regard to handling their requests. And, to achieve this objective, instructions are there which provide *inter-alia*:

"Request transfers should not only be registered by the parent Railway but by the Railway to which the transfer is sought. Proper Registers should be maintained in the unit whether it is the Divisional or Workshops or Zonal Headquarters."

[Ref.: RBE No.122/96]

"The Application should be registered and appropriate priority number allotted as per extant procedure and the employee advised of the same."

[Ref.: RBE No. 229/2001]

It is desirable that the above instructions should be implemented in letter and spirit.


(U. Lahiri)

Dy. Chief Personnel Officer/R
For Pr. Chief Personnel Officer
Phone No.:24103 (Rly.)