

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

**Serial Circular No. 87/2018**

**No. E. 1140/0/Pt.III**

**Kolkata, Dated: 18/05/2018**

**All Concerned**  
(as per standard list)

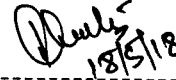
**Sub: Relieving of staff on transfer on mutual exchange basis.**

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The instructions of Ministry of Railways (Railway Board) on the above subject issued vide their letter No. E(NG)I-2017/TR/24 dated 09/05/2018 (**RBE No. 65/2018**) are communicated herewith for guidance and strict compliance. Board's earlier letters dated 30/04/2014, 15/09/2017 (RBE No.130/2017) and 22/09/2017 (RBE No. 131/2017) referred to therein, were circulated under this office Serial Nos. 39/2014, 128/2017 and 138/2017 respectively.

  
(U. Lahiri)

Dy. Chief Personnel Officer/R  
For Pr. Chief Personnel Officer  
Phone no.: 24103

  
18/5/18

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Copy of Railway Board's letter No. letter No. E(NG)I-2017/TR/24 dated 09/05/2018 (**RBE No. 65/2018**) addressed to the GM(P)s of All Zonal Railways & PUs.

**Sub: Relieving of staff on transfer on mutual exchange basis.**

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Instructions were issued vide Board's letter of even number dated 15.09.2017 (R.B.E. No. 130/2017) advising Zonal Railways and Production Units to spare staff awaiting mutual transfer where the requests had been accepted by both the Railways/Production Units. Detailed guidelines were subsequently issued under Board's letter of even number dated 22.09.2017 (R.B.E. No. 131/2017), regulating the process of mutual transfer stipulating time limit for step involved therein.

2. In partial modification of instructions contained in Board's letter No. ERP/Portal-Transfer/2013 dated 30.04.2014 stipulating that once the mutual transfer order is issued the senior person should be relieved first, it has now been decided by the CRB that all mutual transfer cases where NOC has been given by both the Railways/Units i.e. accepting and relieving, **both the employees should be spared immediately within a week, without either unit waiting for the reliever.**

3. A photocopy of service Record and unvetted LPC should be given to the employee for submission at the new Division. Original Service Records/LPC should also be sent positively within 15 days.

Hindi version will follow.

**Sd/-(M. K. Meena)**  
**Dy. Director, Estt (N)**

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**Index No. 1071:** All mutual transfer cases where NOC has been given by both the Railways/Units, both the employees should be spared immediately within a week, without either unit waiting for the reliever.