

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

No.E.1140/O/Pt.III

Kolkata, Dated: 08 /01/2019

Divisional Railway Managers
HWH/SDAH/ASN/MLDT
Eastern Railway

Chief Works Managers
KPA/JMP/LLH
Eastern Railway

[Attention: Sr. DPOs/WPOs]

Dy.CPOs/SPOs/APOs, E. Rly., Kolkata

Sub: Inter-Railway/Inter-Divisional Transfer - Checklist.

The matter regarding issuance of the Checklist on the above cited subject has been under consideration of this office. After detailed deliberations and with the approval of the competent authority, a checklist on transfer has been finalised which is enclosed for implementation. It may be ensured that item-wise information on all the points listed out in the checklist, along-with the copies of relevant documents, are made available in the file while processing the cases.

Further, efforts have been made to prepare the checklist as comprehensive one, incorporating all relevant points on the subject. Nonetheless, this only a guideline and in each case the Unit has to check all relevant aspects and may modify/add to this checklist, under intimation to this office.

Any feed back in this regard will be appreciated.

DA: As above.


(Anjan Ray)
Dy. Chief Personnel Officer/Gaz.
Phone No.:24104 (Rly.)

Copy to : Secretary to PCPO for kind information of PCPO.
PA to CPO(Admn.) for kind information of CPO(Admn.)

DA: As above.

CHECK LIST FOR PROCESSING CASES OF REQUEST TRANSFERS

Nature of request transfer. (Tick relevant category/priority)	Own request Inter-Railway transfer/own request Inter-Divisional transfer, including Unit/Mutual Transfer/Spouse Grounds
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Sl. No	Checklist	Page No. of Relevant Documents
1.	Part-A (Service Particulars of the Employee)	
(i)	Full Name of the employee	
(ii)	Level in the Pay Matrix.	
(iii)	Details of designation/Department/Station/posting	
(iv)	Father's Name in full	
(v)	Date of Birth	
(vi)	Date of appointment	
(vii)	Date of confirmation in the grade	
(viii)	Educational Qualification	
(ix)	Community (UR/SC/ST/OBC)	
(x)	Medical Category	
(xi)	EMP No./PF No./NPS No.	
(xii)	Bill Unit No.	
(xiii)	Mobile No.	
(xiv)	Permanent Address in full	
(xv)	Present Address in full	
2.	Part-B (Related information on request transfers)	
(A)	Inter-Railway/Inter-Divisional one way request Transfer on bottom seniority against DR quota other than Sportsperson: (both incoming & outgoing cases)	
(i)	Application of the employee himself/herself in triplicate, duly received through proper channel, along with duly filled in proforma D-II (Declaration) and attested photocopy of first page of SR.	
(ii)	Allotted COMPTRAN No.	
(iii)	Priority position as per Priority Register.	
(iv)	Whether D&AR/SPE/Vigilance clearance is obtained.	
(v)	In case of transfer on <u>out-of-turn basis</u> , whether conditions enumerated in RBE No. 139/18 (Sl. No. 176/18) are fulfilled.	
(vi)	Nature of hardship. In case of medical grounds, recommendations of the Railway Medical Officer.	
(vii)	Details of grade/post/cadre in which the transfer on request on bottom seniority is sought for.	
(viii)	Whether the post to which transfer is sought for is headquarters controlled post or Division/Unit controlled post	
(ix)	Whether the grade/post to which transfer is sought for having an element of direct recruitment as per the relevant Recruitment Rule (RR) of the grade.	
(x)	Vacancy position to that relevant grade/post.	
(xi)	In case of Inter Railway Transfer, whether the employee has completed 5 years' service on the Railway (including training period, if any).	
(xii)	Whether the employee requesting transfer fulfils the qualification prescribed for direct recruitment to the post. This is subject to the relaxation envisaged in RBE Nos. 190/2005, 82/2014(for erstwhile Gr. 'D' employees) and 94/2015 circulated under this office serial Nos. 146(12)/2005, 90/2014 and 122/2015 respectively and RBE No. 97/17 (Sl. No. 111/17) relating to persons appointed on sports quota.	
(xiii)	Whether NOC from accepting Railway/Division/Unit, is received.	
(xiv)	Approval of the competent authority as per Part-F/MSOP-2018	
(xv)	Requirement of the Placement Committee has been dispensed with.	
(B).	Additional information required for Sportsperson recruited against sports quota:	
(i)	Whether the employee is still an active sportsperson. [Ref.: RBE No.58/14 (Sl. No. 53/14)]	
(ii)	Whether the person has completed 5 years' service on the Railway including probation period and a regular employee. [Ref.: RBE No. 23/2011 (Sl. No. 21/2011)].	
(iii)	Whether the person has applied for grant of relaxation in five years' service condition under the circumstances indicated in para 2(ii) (a) & (b) of RBE No. 23/11 (Sl. No. 21/11) and the approval of the GM in case of Inter-Division/Unit transfer and Board's approval on recommendation of the GM in case of Inter-Railway transfer has been obtained. [Ref.: RBE No. 132/17 (S. No. 133/17) & RBE No. 75/11 (Sl. No.68/11)].	

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Sl. No	Checklist	Page No. Relevant Documents
(iv)	Authority competent to accord approval for Inter-Railway and Inter-Divisional/Unit transfer subject to fulfilling conditions mentioned in B(ii) above supra, is the GM. [Ref.: RBE No. 30/12 (Sl. No. 30/12)].	
(v)	In case of non-active sportspersons, it should be decided as per extant guidelines contained in RBE No.58/14 (Sl. No. 53/14).	
(C)	Inter-Railway/Inter-Division/Unit transfer on Mutual exchange in any grade (Incoming & out going cases)	
(i)	Application as per extant procedure of the employee himself/herself in triplicate, duly received through proper channel along with duly filled in proforma D-II (Declaration) and attested photocopy of first page of SRs.	
(ii)	Allotted COMPTRAN No.	
(iii)	Whether D&AR/SPE/Vigilance clearance is obtained.	
(iv)	Whether the proposed mutual transfer is for headquarters controlled post or Division/Unit controlled post.	
(v)	Whether both the employees contracted transfer of mutual exchange belonging to "Corresponding Cadre", except for staff in Level-1 (erstwhile GP 1800) as per RBE No. 99/18 (Sl. No.139/18).	
(vi)	In case of mutual transfer of staff in Level-1 (erstwhile GP 1800), whether the condition of the prescribed Medical Standard is fulfilled as per RBE No. 99/18 (Sl. No. 139/18).	
(vii)	Whether the declaration from the staff concerned that no request of backtracking from the proposed mutual exchange arrangement under any circumstances, has been taken. [Ref.: RBE No.53/06 (Sl. No. 56/06)].	
(viii)	Whether the condition of belonging to "same category i.e. General with General, SC with SC and ST with ST", laid down in RBE No. 107/07 (Sl. No. 81/07) is fulfilled. This is subject to the relaxation given to the extent in recruitment grade as contained in RBE No.134/07 (Sl. No. 116/07).	
(ix)	Relieving of staff on mutual transfer will be guided under instructions issued vide RBE No. 65/18 (Sl. No.87/18), which provide that all mutual transfer cases (IRMT/IDMT) 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. 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.	
(x)	Transfer of Sportsperson on mutual exchange will be guided under instructions issued vide para 2(ii) I of RBE No. 23/11 (Sl. No. 21/11).	
(xi)	Mutual transfer may also be permitted between staff in different grades in the recruitment grade of the corresponding cadre not in the intermediate grade, subject to fulfilling the other conditions as well as the conditions laid down in Board's letter dated 26/10/18 (Sl. No. 202/18).	
(xii)	Whether the activity and prescribed timelines laying down in RBE No. 131/17 (Sl. No. 138/17) has been observed in dealing the proposed mutual transfer.	
(xiii)	Approval of the competent authority as per Part-F/MSOP-2018	
(xiv)	Requirement of the Placement Committee has been dispensed with.	
(xv)	Transfer sought on mutual exchange basis is exempted from the condition of a minimum of five years' service [Ref.: RBE No. 12/17 (Sl. No. 15/17)].	
(D).	Additional information required for Transfer on Spouse grounds:	
a)	A separate register should be maintained at each Division/Unit and Zonal headquarters for registering requests for transfers from railway servants for posting at the place of posting of their spouses, which may be reviewed from time to time by competent authority.	
b)	If posts are available, the Cadre Controlling authority should strive to post the employee at the station of spouse and in case of inability to do so, specific reasons, may be communicated to the employee.	
c)	The complaints against non-adherence of extant instructions will be decided by authorities at least one level above the authorities which took the original decision when they are below the SAG Level.	
d)	While all out efforts may be made to post the husband and wife at the same station, instructions issued by Board from time to time in regard to request transfer/change of category should be followed in all such cases.	
e)	All cases of transfer on Spouse grounds will be dealt and decided in terms of instructions laid down in RBE No. 23/2010 (Sl. No. 21/2010).	
f)	Transfer sought on Spouse ground is exempted from the condition of a minimum of five years' service [Ref.: RBE No. 12/17 (Sl. No. 15/17)].	
g)	Spouse Employment Certification in original and copy of Identity Card issued by the concerned employer.	

Sl. No	Checklist	Page No. Relevant Documents
(E.)	Periodical transfer of Railway employees holding sensitive posts:	
a)	All cases of periodical transfers of railway employees holding sensitive posts will be dealt and decided in terms of instructions issued vide RBE No. 158/15 (Sl. No. 189/15).	
b)	The list of posts in the different departments, which have been identified as sensitive posts for the purpose of periodical transfer, is also available in Master Circular on Transfer No. 24	
(F.)	Additional information required for Transfer of persons with disabilities:	
a)	As far as possible, the persons with disabilities may be exempted from the rotational transfer policy/transfer.	
b)	Preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints.	
c)	A Government employee who is a care-giver of dependent daughter/ son/parents/ spouse/brother/sister with Specified Disability, as certified by the certifying authority as a Person with Benchmark Disability as defined under Section 2(r) of the Rights of Persons with Disabilities Act, 2016 may be exempted from the routine exercise of transfer/rotational transfer subject to the administrative constraints. [Ref.: Railway Board's letter dated 06/05/14 (Sl. No. 42/14)]	
d)	However, in the context of the order passed by the Chief Commissioner/Persons with Disabilities to accommodate one employee of E.C. Rly., appointed on PH quota (VH) to E. Rly., on request basis, Hon'ble High Court/Delhi in WP(C) 4301/2018 and CMs 16730 & 16738/2018 has held that petitioners are under no obligation to comply with the order passed by the Commissioner. [Ref.: This office letter No. E.308/Court Cell/Sharing of information/Pt.I dated 29/05/18]	
e)	The condition of a minimum of five years' service is exempted in cases of railway servants who are care-givers to a disabled child and physically handicapped railway servants. [Ref.: RBE No. 12/17 (Sl. No. 15/17)].	
(G)	Any other relevant/specific rule/detail in each case:	

Note: to be scored out, if not applicable.

Signature of Dealing Assistant