

Eastern Railway
(Personnel Department)
17, N.S. Road, Kolkata – 700071

Serial Circular No. 258/19

No. E/Gaz./Misc./Policy.

Kolkata, Dated :- 08.01.2020.

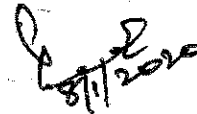
All Concerned

(as per standard list)

Sub :- Procedure to be followed while assumption of charge by
Railway Officers.

The instructions on the above cited subject of the Ministry of Railways
(Railway Board) issued vide letter No. 2013/E(O)III/PL/02 dated 09.12.2019 is
communicated herewith for information and guidance.

D.A. :- As above.



(S. Ganguly)

Sr. Personnel Officer
for Pr. Chief Personnel Officer.

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

No 2013/E(O)III/PL/02

New Delhi, Dated 09.12.2019

The General Managers,
All Indian Railways/PUs
Including DGs, RDSO & NAIR.

Sub:- Procedure to be followed while assumption of charge by Railway officers.

Ref:- Board's letter of even number dated 23.07.2013.

Instructions vide Board's letter under reference were issued inter alia advising that all officers (except GMs/ Independent CAOs) reporting to another Railway/Unit on transfer on promotion or otherwise on the basis of Board's orders, should assume charge after issue of local orders. However, it has been observed that issue of local orders takes time and assumption of charge on important posts crucial from operational point of view gets delayed on procedural grounds.

2. It has, now, been decided by Board that, henceforth, officers posted as DRMs, PHODs/CHODs and posts on which specific posting is given by Board i.e., CFTMs, SDGMs, CSOs, CBEs, CTEs etc. may assume charge directly on the basis of Board's orders after informing GMs and local orders can be issued, subsequently, as is being done in the case of General Managers/Independent CAOs.

3. All the Railways/Units may bring the above instructions to the notice of all the officers under their charge, for compliance.


(Sushant Kumar Mishra)
Secretary, Railway Board