

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

Serial Circular No.150/2024

No.E.1140/0/Pt.IV

Kolkata, Dated: 19/03/2025

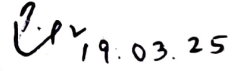
All Concerned

(as per standard list)

Sub: Procedure for preventing fraudulent transfers - Question regarding.

A copy of Ministry of Railways (Railway Board) letter bearing File no. E(NG)I/2024/TR/23, dated 30/12/2024 (RBE No.114/2024) on the above cited subject is circulated herewith along with its enclosures, for information and further necessary action. Board's earlier letters dated 21/11/2001 (RBE No.229/2001) and 06/11/2018 mentioned therein were circulated under this office serial no.195/2001 and vide this office Secret letter bearing no.CPO/SC/VR/POL/IV, dated 26/11/2018 respectively.

DA: As above.


(Md. Tarique)
Dy. Chief Personnel Officer/HQ
For Pr. Chief Personnel Officer
Phone No. 24122 (Rly.)
Email ID: tarique.mohammed@gov.in

Index No.1078: Procedure for preventing fraudulent transfers - Question regarding.

RBE No.114/2024

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

No. E(NG)I/2024/TR/23

New Delhi , Dated: 30.12.2024

The General Manager (P)
All Zonal Railways/PUs.

Sub: Procedure for preventing fraudulent transfers- Question regarding.

Kindly refer to Board's letter no. E(NG)I-2021/TR/16 dated 21.11.2001 (RBE 229/2001) (copy enclosed) wherein instructions have been given on prevention of fraudulent transfers. Attention is also drawn to letter. no. E(D&A)/2017 GS4-1 dated 06.11.2018 wherein guidelines regarding provisional appointment pending verification of character & antecedents have been issued. Instructions issued vide aforementioned letters are hereby reiterated for strict compliance.

2. It is also directed that for transfer requests being processed online through HRMS, transferring unit should verify latest photograph & signature of the employees seeking transfer.

3. Competent authority has now decided that along with attestation form a declaration as per format in Annexure-I is to be obtained from the candidates at the time of appointment.

DA: As above.

4.
30/12/2024

(Rajeev Ranjan)

Jt. Director, Estt (N)-I

Railway Board

E mail Id- rajeevran.56@gov.in

... contd./-

No. E(NG)I/2024/TR/23

New Delhi, dated 30.12.2024

Copy forwarded to:

1. The Genl. Secy., AIRF, Room No.253, Rail Bhawan, New Delhi (35 copies).
2. The Genl. Secy., NFIR, Room No.256-E, Rail Bhawan, New Delhi (35 copies).
3. All Members/Departmental Council & National Council & Secretary/Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
4. The Secy. Genl., FROA, Room No.256-A, Rail Bhawan, New Delhi (5 spares).
5. The Secy. Genl., IRPOF, Room No.268, Rail Bhawan, New Delhi (5 spares).
6. The Genl. Secy., AIRPFA, Room No.256-D, Rail Bhawan, New Delhi-110001.
7. The Secy., RBSS Group 'A' Officers Association, Rail Bhawan, New Delhi.
8. The Secy., RBSS Group 'B' Officers Association, Rail Bhawan, New Delhi.
9. The Secy., Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
10. The Secy., Railway Board Group 'D' Employees Association, Rail Bhawan, New Delhi.
11. The Secretary, Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan, New Delhi.
12. Genl. Secy., All India SC&ST Railway Employees Association, Rail Bhawan, New Delhi.

ASL 30.12.24

For Principal Executive Director(IR)/Railway Board

PSs to MR, MOSR(D) and MOSR(J).

PPSs to Chairman & CEO, M(Infra.), M(T&RS), M(O&BD), M(Fin.), Secretary, DG/HR, DG/RHS and DG/RPF.

PPSs to AM(Comml.), AM(CE), AM(C&IS), AM(Elec.), AM(Budget), AM(F), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Stores), AM(Tele), AM(Traffic), AM(Works), AM(T&C), AM(Staff), PED(Vig.) and PED(Infra.).

PSs to ED/Safety(M), EDCE(G), ED(E&R), EDE, EDE(N), EDME(W), EDERS(G), EDE(Res.), EDE(RRB), EDF(B), ED(RE), ED/Track(M), EDF(X)I, EDF(X)II, ED(H), EDE(GC), ED(Stat), ED(Track/MC), ED(T&MPP), EDME(Chg.), EDME(Traction), ED(Works), EDME(Dev.), EDRS(C), EDRS(W), EDPC, EDF(E), EDA, EDV(A), JS(G), and IG/RPF.

DPC-II, DE(G), D(IH), D(H&FW), D(MPP), DE(N)II, DE(R), DE(D&A), DE(LL), JD(OL), JDE(Rep), JDE(RRB), DD(Code Revision), DDE(N), DDE(LR)I, DDE(LR)II, DDE(LR)III, DDV(A&P), DD(OL)I, E(NG)II, E(Rep)I, E(Rep)II, E(Rep)III, E(SCT)I, E(SCT)II, E(RRB), PC-III, PC-IV, PC-V, E(P&A)I, E(P&A)II, CE-I, CE-II, CE-III, Sec.(E), Sec.(ABE), E(MPP), Safety Branch, A/C-III and Code Revision Cell.

Annexure-I

I Son/Daughter of resident of....., hereby declare that the documents and self attested true copies of the documents i.e. educational certificates, proof of Date of Birth, community certificate etc. submitted by me are true. I am well aware that if it is found false at any point of time, my appointment may be treated as canceled without prior notice and I shall be liable for prosecution and punishment under applicable laws.

Place:

Date:

Signature

Full Name

**Government of India/Bharat Sarkar
Ministry of Railways/Rail Mantralaya
(Railway Board)**

No. E(NG)I-2001/TR/16

New Delhi, dated 21.11.2001

The General Managers,
All Indian Railways & PUs
(As per standard list)

Sub: Procedure for preventing fraudulent transfers – Question regarding.

The question of laying down the procedure to prevent fraudulent transfers has been considered by the Ministry of Railways. It has been decided that the Railways should follow the following guidelines while processing the transfers of Railway employees from one Unit/Division/Railway to another Unit/Division/Railway:-

- (i) The application containing all the necessary details should be made in as many copies as the levels/offices through which the application has to pass through including the Unit/Division/Railway to which the transfer is sought for.
- (ii) All the copies should have a recent passport size photograph of the employee firmly affixed/pasted on the top right hand corner of the application.
- (iii) The application should be accompanied by an additional identical passport size photograph which may be affixed/pasted similarly, on the Memorandum/Order sparing the employee for transfer as and when issued.
- (iv) The immediate Supervisor/Officer of the employee concerned before forwarding the application for further necessary action should attest the photograph affixed on each copy of the application in such a manner that the signature and the rubber stamp below that appear partially on the photograph and partially on the paper outside the photograph.
- (v) The rubber stamp should clearly indicate the name and designation of the Supervisor/Officer attesting and forwarding the application.
- (vi) Each level/Office will retain a copy of the application complete in all respects as per details mentioned above before forwarding the same to the higher authority or Unit to which the transfer has been sought for, as the case may be.
- (vii) The application should be registered and appropriate priority number allotted as per extant procedure and the employee advised of the same.

Contd/.

- (viii) After the request for transfer has been accepted and necessary orders issued by the competent authority, Memorandum/Order sparing the employee should have the photograph of the employee (received from him at the time he made the request initially) pasted on it duly attested in the manner indicted in (iv) above. The Memorandum/Order should also have the signature of the transferred employee and his left thumb impression both of which should be duly attested by the officer signing the Memorandum/Order with his name and designation appearing below the signature.
- (ix) When the transferred employee presents himself in the new Unit with the original Memo sparing him for transfer, necessary details like his photograph, signature etc should be carefully matched before he is allowed to join. If, in any case, the details match prima-facie but still reasonable doubt persists and consultation/enquiry/verification of genuineness is warranted with the Railway/Division/Unit from which the employee has been transferred, the same can be done as soon as possible but within a month of his joining.
- (x) All communications regarding transfer should be signed by a Gazetted Personnel Officer with his name and designation appearing below the signature.
- (xi) The LPC should be issued immediately and signed by a Gazetted Accounts Officer with his name and designation appearing below the signature.
- (xii) LPC should be sent under a covering letter to the new Unit to which the employee has been transferred through special messenger as far as possible whose identity should be established and noted at the time of accepting the document.
- (xiii) The Service Book of the employee concerned duly completed should also be sent to the new Unit in the same manner as in (xii) above.

2. The above procedure will apply *mutatis mutandis* to all transfers including transfers on administrative ground.

3. Please acknowledge receipt.


(J.S. Gusain)
Joint Director, Estt(N)
Railway Board

आरबीई सं. 114/2024

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

सं. ई(एनजी)I/2024/टीआर/23

नई दिल्ली, दिनांक 30.12.2024

महाप्रबंधक (कार्मिक),
सभी क्षेत्रीय रेलें/उत्पादन इकाइयां।

विषय: कपटपूर्ण स्थानान्तरण को रोकने की प्रक्रिया- के संबंध में प्रश्न।

कृपया बोर्ड के दिनांक 21.11.2001 के पत्र सं. ई(एनजी)I-2021/टीआर/16 (आरबीई 229/2001) (प्रतिलिपि संलग्न) का अवलोकन करें जिसमें कपटपूर्ण स्थानान्तरण को रोकने के लिए अनुदेश जारी किए गए हैं। दिनांक 06.11.2018 के पत्र सं. ई(डीएंडए)/2017/जीएस4-1 की ओर भी ध्यान आकृष्ट किया जाता है जिसमें चरित्र और पूर्ववृत्त के सत्यापन के लंबित अस्थायी नियुक्ति के संबंध में दिशानिर्देश जारी किए गए हैं। उपर्युक्त पत्रों द्वारा जारी अनुदेशों का कड़ाई से अनुपालन के लिए एतद्वारा दोहराया जाता है।

2. यह भी निर्देश दिया गया है कि एचआरएमएस के माध्यम से ऑनलाइन संसाधित किए जा रहे स्थानान्तरण अनुरोधों के लिए, स्थानान्तरण इकाई के इच्छुक कर्मचारियों की नवीनतम तस्वीर और हस्ताक्षर का सत्यापन करना चाहिए।

3. अब सक्षम प्राधिकारी ने निर्णय लिया है कि नियुक्ति के समय अभ्यर्थियों से सत्यापन प्रपत्र के साथ-साथ अनुलग्नक-1 में दिए गए प्रारूप के अनुसार घोषणा पत्र भी प्राप्त किया जाए।

संलग्न: यथोक्त

(राजीव रंजन)

संयुक्त निदेशक, स्था(एन)-I

रेलवे बोर्ड

ई-मेल आईडी- rajeevran.56@gov.in

सं. ई(एनजी)I/2024/टीआर/23

नई दिल्ली, दिनांक 30.12.2024

प्रतिलिपि प्रेषित:

1. जनरल सेक्रेटरी, एआईआरएफ, कमरा नं. 253, रेल भवन, नई दिल्ली (35 प्रतियों सहित)।
2. जनरल सेक्रेटरी, एनएफआईआर कमरा नं. 256-ई, रेल भवन, नई दिल्ली (35 प्रतियों सहित)।
3. राष्ट्रीय परिषद, विभागीय परिषद के सभी सदस्य तथा सचिव, कर्मचारी पक्ष, 13-सी, फिरोजशाह रोड, नई दिल्ली (60 अतिरिक्त प्रतियों सहित)।
4. सेक्रेटरी जनरल, फ्रोआ, कमरा नं. 256-ए, रेल भवन, नई दिल्ली (5 अतिरिक्त प्रतियों सहित)।
5. सेक्रेटरी जनरल, आईआरपीओएफ, कमरा नं. 268, रेल भवन, नई दिल्ली (5 अतिरिक्त प्रतियों सहित)।
6. सचिव, आरबीएसएस, ग्रुप 'ए' ऑफिसर्स एसोसिएशन, रेल भवन, नई दिल्ली।
7. सचिव, आरबीएसएस, ग्रुप 'बी' ऑफिसर्स एसोसिएशन, रेल भवन, नई दिल्ली।
8. सचिव, रेलवे बोर्ड मिनिस्ट्रीयल स्टॉफ एसोसिएशन, रेल भवन, नई दिल्ली।
9. सचिव, रेलवे बोर्ड ग्रुप 'डी' इम्प्लाइज़ एसोसिएशन, रेल भवन, नई दिल्ली।
10. सेक्रेटरी, रेलवे बोर्ड प्रमोटी ऑफिसर्स एसोसिएशन, कमरा नं. 341-सी, रेल भवन, नई दिल्ली।
11. मुख्य रेल संरक्षा आयुक्त, लखनऊ।
12. जनरल सेक्रेटरी, ऑल इंडिया एससी/एसटी रेलवे इम्प्लाइज़ एसोसिएशन, रेल भवन, नई दिल्ली।

साक्षर
30.12.24

कृते प्रधान कार्यपालक निदेशक (औद्योगिक संबंध)/रेलवे बोर्ड

अनुलग्नक- I

मैं.....पुत्र/पुत्री , निवासी.....
....., एतद्वारा घोषणा करता हूँ कि मेरे द्वारा प्रस्तुत किए गए दस्तावेज और दस्तावेजों
की स्व-सत्यापित सत्य प्रतियां अर्थात शैक्षिक प्रमाण पत्र, जन्म तिथि का प्रमाण, समुदाय प्रमाण पत्र आदि सत्य
हैं। मैं अच्छी तरह से जानता हूँ कि यदि किसी भी समय इसे असत्य पाया जाता है, तो मेरी नियुक्ति बिना किसी
पूर्व सूचना के रद्द मानी जाए और मैं प्रचलित कानूनों के तहत अभियोजन और दंड के लिए उत्तरदायी रहूंगा।

स्थान:

हस्ताक्षर:

दिनांक:

पूरा नाम: