

EAST CENTRAL RAILWAY

Office of the
General Manager (P), Hajipur

No. E/283/O/ECR/HJP

Dated: 04.04.2014

All CHODs/PHODs/ECR/HJP
All CAOs/ECR
CWM/WS/SPJ, CRW/HRT, PD/MGS
All Sr. DPOs/DPOs (IC)
East Central Railway.

Sub: Instructions in respect of Inter Railway Own Request Transfer.

1. In supersession of the earlier instructions it is hereby directed to prioritise the request of transfer received from foreign railways on the basis of division/unit applied for in the following format.

1	2	3	4	5	6	7	8	9	10
Sl. No.	Request received for Div./Unit	Priority No.	Whether on spouse ground	Name of the employee	PF No.	Design./ Rly./Divn.	Community	Ref. No.	Remarks

Approval for acceptance should only be taken against existing DR quota vacancy of the division/unit of choice of the employee. All acceptance letters will be issued requesting parent railway of the employee to spare the employee with direction to report to the division/unit directly with recent photograph, LTI and signature of the employee duly attested by a Gazetted officer. Acceptance will be valid for 12 months. If the parent railway fails to spare the employee within 12 months acceptance issued by this railway will deemed to be cancelled.

2. All DRM (P)s are hereby directed to ensure submission of vacancy position of their division/unit reflecting communal break-up with PR/DR quota every 03 months i.e. on 1st January, 1st April, 1st July & 1st October for the above purpose. All the dealing Ch.OSs/OSs of CPO's office are also directed to keep current updated division/unit wise vacancy position of whole ECR with communal break up. Failure to maintain up to date position will render them liable to DAR action.
3. The priority registers maintained for Inter Railway Own Request Transfer and Inter Railway Own Request Mutual Transfer as per Para 1 above have also to be uploaded on website.

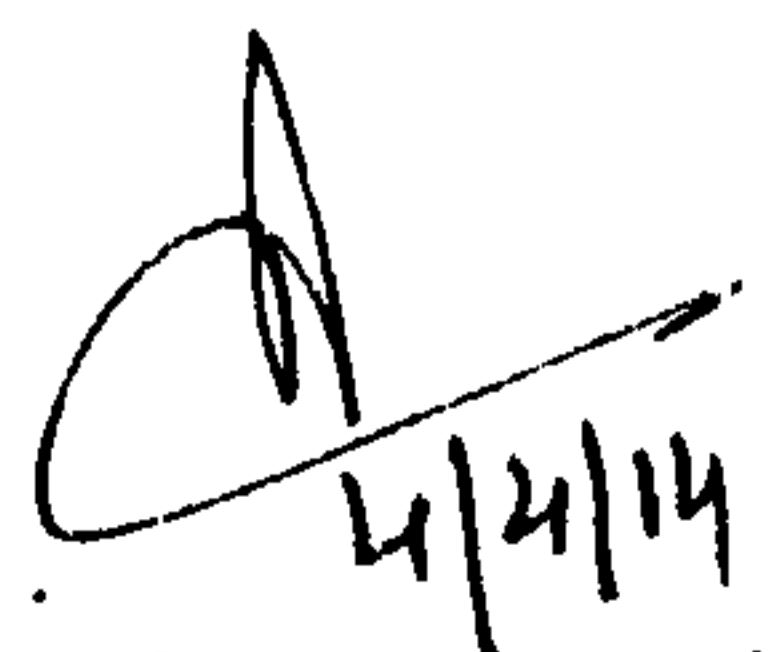
This issues with the approval of competent authority.

(M. K. Choudhary)
APO/ESM

For General Manager (P), Hajipur

Copy forwarded for information and necessary action to:

- Dy.CPO/HRD.
- All Personnel Officers of ECR/HQ/HJP.
- All Ch.OSs/OSs/ Cadres/P. Branch.
- General Secretary/ECRKH/HJP.


4/4/14

For General Manager (P), Hajipur