

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

No. E/O/283/ECR/HJP

Date: 12.05.2015

All CHOD/PHOD/ECR/HJP
All CAO/ECR
All DRMs & Head of Extra Divisional Units of ECR
All Sr.DPOs & WPOs/ECR
All Personnel Branch Officers of ECR/HQ

Sub: Instruction in respect to Inter Railway Own Request Transfer.

It has been decided to modify the existing system of handling own request transfer in E.C.Railway. Accordingly in supersession of all earlier instructions the new instruction as to how the cases of own request transfer should be handled in E.C.Railway is appended below: -

System of handling own request transfer cases over E.C.Railway

(A) System to be adopted at HQ :-

Handling of applications of employees seeking transfer to E.C.Rly

- (i) On receipt of own request transfer applications alongwith necessary documents of the employees seeking transfer to **Particular Division/Extra Divisional Units of E.C.Railway**, the same should be marked to concerned section who will put up to Dy.CPO/HRD within fortnight with vacancy position provided by APO/MPP.
- (ii) APO/MPP will maintain category wise and community wise vacancy position of all the Divisions/Extra Divisional Units of ECR and the same should be updated monthly with the help of Sr.DPOs/WPOs of the concerned Extra Divisional Units.
- (iii) If vacancy of DR quota exists, Dy.CPO/HRD will accept the transfer subject to fulfilling other conditions prescribed by Railway Board and the acceptance should be communicated to the concerned Railway within further one week with the condition that one should have to report to one's desired Division/Extra Divisional Unit of E.C.Rly within 06 months from the date of issuance of acceptance, otherwise the acceptance for desired Division/Extra Divisional Unit will lapse. A copy of the acceptance letter alongwith a set of application must be docketed to the desired Division/Extra Divisional Unit, where necessary entry will be made in the register maintained for incoming transfer.
- (iv) In case any Division/Extra Divisional Unit does not want to fill up DR quota vacancies of any post, the same should be intimated immediately to APO/MPP, so that, acceptance against such vacancies are not issued from HQ.
- (v) In case the staff concerned is spared by his parent railway after the lapse of given time of 06 months, he should be directed to report to GM (P) office, Hajipur. His Division of posting will be decided by the departmental PHOD/CHOD/HOD, depending on availability of DR quota vacancies and administrative exigencies. In case the incoming staff is not willing to go to his allotted Division/Extra Divisional Unit, he would be immediately returned to his Parent Railway.

Contd.....2

- (vi) If vacancy does not exist in the Division/Extra Divisional Unit applied for, the request should be rejected and intimated to the concerned Railway with the advice that no correspondence will be entertained on the issue upto 06 months. If the staff concerned still desires to come to E.C.Rly he may apply a fresh giving another choice of Division or apply again after 06 months for same Division/Extra Divisional Unit. The process of handling the application at HQ will be same as enumerated above.
- (vii) Such own request transfer applications where choice is given as E.C.Rly and no Division/Extra Divisional Unit is indicated will be put up to the concerned PHOD/CHOD/HOD to decide the Division/Extra Divisional Unit of posting as per administrative requirement and availability of vacancies.

Handling of applications of employees seeking transfer from E.C.Rly to other Railways

Divisions/Extra Divisional Units will maintain priority register and forward the applications alongwith all relevant papers to HQ mentioning priority number in the covering letter. On receipt of the applications the file should be put up to concerned PHOD/CHOD through Dy.CPO/HRD within a fortnight. If he agrees to forward the application of transfer to other Railway, the same would be sent to the concerned zone within a week from the date of approval of the concerned PHOD/CHOD.


If the concerned PHOD does not agree, the same should be communicated to the Division/Extra Divisional Unit also within a week from the date of order. No further correspondence will be made in this regard.

(B) System to be adopted in Divisions/Extra Divisional Units :-

- (i) Divisions/Extra Divisional Units of E.C.Railway will maintain outgoing priority register strictly as per Board's guideline and should be updated on their websites so that visible to all concerned.
- (ii) On receipt of application of transfer cases in the division, after scrutiny of the application the case should be referred with necessary documents to HQ after obtaining approval of the Branch Officer as well as DRM/ADRM.
- (iii) Similarly, a register should be maintained by the Division/ Extra Divisional Unit of the cases against whom the own request transfer has been accepted by HQ for that particular Division/ Extra Divisional Unit.
- (iv) All Railway Board's instructions issued in this regard from time to time must be adhered to.

(C) This Policy will come into effect from the date of its issue and will not affect past cases.

This issues with the approval of General Manager.


(A.P.Srivastav)
SPO/M&E
for General Manager (P)
E. C. Railway, Hajipur