

South Central Railway



Headquarters Office,
Personnel Department,
Secunderabad.

No. P[R] 16/I

Dt. 23.06.2025.

All PHODs, DRMs and CWMs
Extra Divisional Officers

Sub: Procedure for handing over/taking over by the Non-Gazetted staff at the time of relinquishing the charge on account of transfer/superannuation/deputation/promotion/any other reason - System Improvement - reg.

In recent times, during the preventive checks conducted by Vigilance department, it was noticed by Vigilance department that the Non-Gazetted staff dealing with sensitive/other functions feign ignorance and try to avoid responsibility by declaring that they have been posted newly to this post and the previous incumbent has not properly handed over the documents and apprised of the ongoing/pending works. Improper handing over of charge by the predecessor resulted in failure to take proper action by the new incumbent and Administration is also not in a position to fix responsibility on the erring official in such scenarios.

In order streamline this situation, the following system improvement is adopted for proper handing over/taking over of responsibilities by the Non-Gazetted staff at the time of their relinquishing the post:

- 1) Whenever any employee relinquishes the charge on account of transfer/superannuation /voluntary retirement/deputation/promotion or any other reason, it shall be mandatory that a proper handing over / taking over note is prepared before he/she leaves the post.
- 2) The handing over note shall contain details of important works dealt, sensitive documents in possession, files handled/under his/her possession duly indicating the number of pages on correspondence and noting side etc. on the date of his/her relinquishing the post.
- 3) In case of on hand files, the present status /stage of the case with details of action due also to be brought out in the handing over note. This needs to be specifically ensured for ongoing tenders, DAR cases, postings, selections/recruitments etc. For the staff working in Settlement section, the pending ONR cases may invariably be mentioned in the handing over note so as to avoid complaints of retired employees at a later date.
- 4) List of items pending with action due dates, any security deposits/imprest cash, money value documents in custody with their deadlines shall also be included in the handing over note.

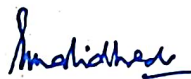
- 5) In the event of employee moving out without a reliever being posted in his place, he shall prepare a handing over note on the above lines and handover to his immediate Supervisor/Controlling Officer, who will in turn transmit the same to the new incumbent as and when he is posted to that post.
- 6) In case where the employee is also looking after some other duties/posts in addition to the post he is holding, he shall also include the details of the same in his handing over note.
- 7) A handing over note jointly signed by the outgoing /incoming Non-Gazetted staff shall be submitted to the Controlling Supervisor and it shall be properly maintained with the Steno/PS of the officer concerned for future reference.
- 8) The reliever dealing with Court cases should furnish the details viz., Court cases pending for implementation, para-wise remarks to be furnished, Para-wise remarks pending with Railway Counsel for vetting and cases/files in pipeline, immediate/urgent action to be taken etc. so as to avoid contempt cases and to avoid delay in processing these cases.
- 9) Important/Confidential letters received by him/her and where action is to be taken should invariably be handed over to the successor/immediate Supervisor with clear acknowledgement.
- 10) At any point of time, if it is noticed that any employee has been relieved without proper handing over of the charge/duties, the erring Officer/ Supervisor will be taken up suitably for their dereliction of duties.

It is once again reiterated that, relieving of employee should be done only when proper handing over of charge has taken place **repeat** when only proper handing over of charge has taken place.

This information shall be made available at the time of inspections by the Officers of Executive/Vigilance department.

Please adhere to the above instructions scrupulously.

This issues with the approval of the competent authority.


(M.B.Muralidhar) 23-6-2025
Dy.CPO/IR

for Principal Chief Personnel Officer

Copy to: Sr.DPO/SC, BZA, HYB, GNT, GTL & NED } for information & nec.action
WPO/LGDS, GTPL & AWPO/TPTY }