

South Central Railway
Office of the DRM/P/BG/SC.
No.CP/676/P/7/56.

Dated: ~~9-92~~
3-11-92

To
ALL CONCERNED:

Sub:-Transfer of Staff - Guide-lines to be observed.

In supersession of all the existing orders on the subject the following comprehensive instructions on Transfer are issued which will come into force with immediate effect.

Transfer of staff is ordered under the following circumstances:

- i) Request
- ii) Mutual Exchange
- iii) Administrative Grounds
- iv) Promotions.

2(i)(a): In the case of staff who are under orders of transfer to a-particular Station/Shed/Depot and request for a change of Station/Shed/Depot, such requests will not be entertained unless they effect transfer to the particular Station/Shed/Depot and then submit their request through immediate Supervisor.

2(i)(b): Staff desirous of transfer should submit their application for transfer-indicating ^{at least} (not more than) three Stations/ Sheds/Depots of their preference. All-Stations/Sheds/Depots in Hd.Qrs., area are considered as one unit for registration and no requests for individual Station/Shed/Depot in Hd.Qrs., area will be entertained. Offices/Sheds/Depots at the following stations are considered as Headquarters Area.

LPI, HFZ, SNAG, SNF, BMT, HSJ, KQD, HYB, SC, LGD, SCMS, MLY, CHZ and MFT.

For the purpose of periodical transfers, Headquarters area will be treated as one unit. omitted.

There will be no bar for considering the requests for transfer from one station to another station within Headquarters area subject to fulfilment of other normal conditions. - First preference will be given to the employees who have registered for transfer within Headquarters area over out-station employees who have requested for posting in Headquarters area.

c) When an employee's request is registered for three Stations/Sheds/Depots and if the request for any Station/Shed/Depot is complied with, the residuary Registration for the other Stations/Sheds/Depots will stand cancelled automatically. It should clearly be understood that the registration will be only for the station/Shed/Depot and not for any particular post.

- - Normally, requests from the employees transferred on administrative grounds should not be registered back to the station unless he spends at least one year at that station and each case should be examined on its merits thereafter, transfers ordered in the interest of Administration will have priority over request transfer for re-transfer. Registration of requests should be made without any delay and intimation of the Registration made should be sent to the employee concerned indicating the Serial Number of his position within 15 days. (Proforma given in the end).

Registration should be maintained grade-wise, allotting separate pages for each grade. Each entry in the Registration Register should be attested by APO concerned.

- For the purpose of periodical transfers, the service put in at all Stations/Units in Headquarters area will be reckoned for calculating the total service in SC area.

2(d): When a number of employees are transferred out, in one group, on promotion or otherwise, and they desire transfer back to the same station, Registration of such requests received (after the employees effect the transfer) upto a period of one month from the date of issue of transfer orders, would

on the basis of their original seniority and not date of receipt. In cases of receipt after one month, the date of receipt of application for transfer in this office will ~~form~~ form the basis for registration. In exceptional cases where the employee could not be relieved for want of relief, the request of the employee submitted within one month from the date of issue of order will be registered without his effecting the transfer provided concerned departmental officer certified with valid reasons to that effect. However, it is the responsibility of the employee to request for certification within a month from the date of issue of order through his supervisor/INSPECTOR. When a number of applications are received in this office on the same date, they will be registered in the order of seniority of the employees.

2(e): Normally, transfer orders once issued as per Registration will not be cancelled. In respect of requests pending for more than 3 years, when their cases come up for consideration, the employees concerned will be notified of the same and their willingness obtained in writing for the proposed transfer before issue of office orders duly giving 10 days time. If no reply is received within 10 days, transfers will be ordered as per the requests registered.

Submission of request for transfer does not mean automatic registration, as Registration is subjected to scrutiny from the Administrative point of view and approval by the competent authority. Request registered after scrutiny does not also confer any right for transfer against Administrative Interest.

2(f): In the case of promotion of staff to the higher grades, Registration made for transfer to Stations/Sheds/Depots while in lower grade will get automatically cancelled. Staff who are transferred on promotion to certain Station/Shed/Depot and wish to have a change of the Station/Shed/Depot with other staff who have been similarly transferred may do so and submit a joint application signed by them within 15 days of the issue of the orders of transfer if there are no pending requests for these two stations/sheds/depots and it will be considered.

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2(g): Requests already registered get cancelled automatically with the Registration of a subsequent request for other Stations/Sheds/Depots including Headquarters area.

2(h): Applications for request transfer should be scrutinised by Personnel/Executive officers to ensure that there is no bar, to the transfer of the applicant to the Station/Shed/Depot asked for by him from the point of view of the administration/vigilance etc. Requests for transfer of staff on out of turn basis will be considered only with the approval of D.R.M.

2(i): Staff who have been transferred to other stations/Sheds/Depots on Administrative grounds due to posts being rendered surplus at their existing stations/sheds/depots, will be brought back to their original station/shed/depot on out of turn basis if they request for registering their names for those stations/sheds/depots. They will receive priority over request transfer cases.

2(j): No concession will normally be given for retention on promotion or on transfer, even if the spouse of an employee is working at a particular station if the employee could not be retained at that station, under normal rule. In the case of women employees working in the field categories request for posting/retention on promotion will be considered in preference to the pending requests subject to availability of vacancies.

2(k): In the case of periodical transfers the existing ladder system will continue. In regard to office-bearers of Union/Sangh coming up for periodical transfers, their retention within the jurisdiction of the Branch will be considered - subject to availability of vacancies and no requests pending on the specific requests of the concerned Divisional Secretaries. If office-bearers of both the organisations are coming up for periodical transfers, the requests of the senior among them will be considered subject to the above conditions.

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2(i): All request for transfers will be considered only while filling up of vacancies on promotion/appointment/periodical transfers.

2(m): Compliance of requests for transfer will be strictly in the order of seniority of registration. There will not be any differentiation in complying with requests on any reason like adhoc promotees/regular promotees, permanent employees/temporary employees etc. In case it is desired that request for transfer of any employee, who is-in turn for-such-transfer, should not be considered-for any valid reason-which did not exist at the time of registration of application, it should have the approval of DRM.

2(ii): As regards transfers to be ordered on Mutual exchange the following guidelines will be followed.

a) No-mutual exchange will be agreed to in cases where an employee in Headquarters area forms a-mutual exchange with an employee who is working at an outstation and vice-versa.

b) Applications for mutual exchange from staff who are both in Headquarters area will not be considered.

c) No requests for mutual exchange will be accepted if requests of others for these stations are pending.

d) -The mutual-transfer is-accepted-for particular posts as stations only and not for the utilisation will be at Railway's discretion/system.

2(iii): - No transfers on administrative reasons should be ordered without the prior approval of DRM. Such transfers on administrative grounds within-Headquarters area also should not be ordered without the prior approval of DRM in case of Group-'C' Staff. In regard to Engineering Department, Administrative transfers should not be ordered without the prior approval of Sr.DEN/Co-Ord. in case of gangmates and Branch Officers in case of Keyman and gangmen.

② Powers are re-delegated to Branch officers for ordering administrative transfers in respect of Gr. D employees under their control.

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Mutual transfers can be considered as per normal rules.

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2(iv): As regards transfers ordered as a sequel to promotion of staff, the following instructions are to be followed.

(a) Before posting of staff on promotion, all requests registered by staff should be complied with and only resultant vacancies should be filled by promotees.

(b) While filling up resultant vacancies by promotees, those who come up for promotion should be retained at same station if vacancies exist, i.e., after complying with requests according to seniority of registration.

(c) In the course of posting the residuary staff, care should be taken to ensure that seniors in the group are considered for nearest stations/sheds/depos to their existing station/shed/depos from among the stations/shed/depos where the vacancies exist according to seniority and the junior to be posted to farther stations/sheds/depos, unless the employee himself wants a particular station.

d) - Among the SMSs and ASMs in a particular station, the senior-most SM/ASM will man the station, the juniors will work as Rest givers/Relieving SMSs/ASMs and juniormost will work in cabins and wayside stations. The same ladder system should be followed in other categories also.

(e) By and large probationary ASMs from the school and on transfer from other divisions/Railways will be posted to the wayside stations.

3. In case where staff are transferred as a result of being rendered surplus due to surrender of posts at that particular station, normally the junior is transferred to the nearest vacancy despite requests pending. However, if a senior at the same station is willing/desirous of taking up the transfer, there should be no objection for such transfers on request provided no requests are pending for that station.

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4. As regards transfer of office bearers of the recognised unions, the necessary formalities as prescribed should be observed before orders of transfer are issued in consultation with the PNM Section of this office. As regards retention of some of the office bearers, necessary papers have to be put up through confidential section of personnel branch for a decision in the matter.

4.1: Request for transfer to any station of an employee who is an office-bearer of recognised union shall be considered for registration/transfer under normal rules. It is for the employee to satisfy the union to which he belongs before submitting the application.

4.2: Registration/compliance of requests of cultural/sports ground-appointees for transfer/posting to any station and for retention on promotion/transfer/appointment of such persons purely-on-cultural/sports-grounds in preference to requests as per priority will be considered if recommended by sports/cultural association presidents and should have the approval of DRM.

4.3: Employees having less than two years service to retire will not be transferred under periodical transfers.

4.4: In respect of employees who are due to retire within a period of one year and coming up for promotion their request for retention at the same station will be considered subject to availability of vacancies in preference to requests pending. Where an employee within less than one year service had carried out promotional transfer and registered his request for re-transfer he will get priority over other employees having more than-one year service who may be waiting for request transfers. He will also get priority over an employee with less than one year service who has just been promoted and desires to continue at the same station.

4.5: Transfer of posts will be done only for administrative reasons and not to accommodate individuals at a particular station.

4.6: Request of employees for posting to a station of their choice on medical grounds will be considered only on the personal recommendations of the Sr.MS/LGD.

5. These guidelines should be noted and postings/transfers ordered accordingly. If in a particular posting, a deviation from the guidelines is contemplated by the concerned Branch Officer for any special reasons, then the papers in that connection should be put up through the Sr.DPO to the DRM and approval obtained before issue of such posting orders. If in a mass transfers there are only a few items in which the posting proposed is a deviation from the guidelines, it is enough if such items are put up through Sr.DPO to DRM for approval and the mass orders issued after the approval.

5.1: -It will be the responsibility of the Controlling Supervisor to ensure that the employee transferred is relieved within a fortnight of receiving orders, to carry out the transfer and inform this office the date of relief. In case the employee, who is transferred on promotion desires to refuse promotion, he should intimate the fact to this office within 15 days from the date of receipt of orders. He will be deemed to have refused promotion, if after relief, he does not report for duty at the new station/shed/depot on due date. If an employee under orders of transfer on any other reason, cannot be relieved within the stipulated time for any valid reason, it would be the responsibility of the Station/Shed/Depot Office Incharge to write to this office and obtain approval.

6. Advices of relief/report of every transfer/promotion/appointment should be intimated to this office. The Branch Officers should check up this aspect during their inspection of stations/Depots. The cadre section will put up a statement once in every month to the Branch Officer indicating the position of transfer orders pending implementation.

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2: In case an employee who has been relieved to effect his transfer does not report for duty at the new station/shed/depot, it would be his/her responsibility to inform both the concerned ~~xxxx~~ offices and also this office. Employees will be liable for appropriate disciplinary action for not joining duty.

6.3: No cancellation or modification of orders issued earlier shall be made without the prior approval of the next higher authority.

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6.4: The request transfer application will be received in personnel branch office.

6.5: -Once-in 15 days, APO should put up the bunch of requests in a file with a summary giving the name of the employees, designation, date of receipt of application in the Sr.DPO's Office, the name of the station for which he is asking for transfer indicating clearly the bio-data of the employee where he worked for the last 10-years and also indicating whether any-cases are pending against him or he was involved in any administrative transfers on the file which is being put up to the Executive Officer. The executive Officer may record his approval or other-wise for registration of application on each individual application. Normally, the executive officer should accede to the request-transfer unless there is ~~xx~~ something against it like administrative transfer, past bad performance etc.,

6.6: On approval of the Executive (Branch Officer)-only, Personnel Branch can allot the serial Number and register the request transfer application but the date of receipt of application in Sr.DPO's-Office will be criteria for fixing relative order of registration once the Branch Officer approves.

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6.7: Any employee who has worked at a station for 5 years or more and transferred either on promotion or rotational transfer to another station should not be permitted to register his name back to the old station unless he completes one year's service at the new station.

6.8: The priority number of registration should be intimated after the approval of the executive in writing to the employee in the following proforma so that the employee known his position without doubt.
This issues with the approval of Competent Authority.

ANNEXURE
PROFORMA

Your request for transfer to _____ station as _____ in grade Rs. _____ is registered and your No. of priority is _____.

16/9/92
for DRM/P/BG/SC.

*Psr.