



WESTERN RAILWAY

Headquarter Office
Churchgate,
Mumbai- 400 020.

P.S.No.47/2015

No. E P 1140/0 VOL. IV

Date: 07 /05/2015


All PHODs /HOD,
All DRMs / CWMs & Units Incharge,
C/- Genl. Secy., WRMS-BCT / WREU-GTR.
C/- ZS-All India SC/ST Rly Employees. Assn, 'W' Zone, Mumbai
C/- ZS-All India OBC Rly Empl. Assn, Mumbai.

Sub: Delay in promotion of staff for want of Service Record/
ACRs of staff transferred from/to other Divisions /Zones-
remedial measures- regarding.

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A copy of Railway Board's letter No. E (NG) I- 2014 /TR/14
dated 07/04/2015 (RBE No. 33/2015) along with copy of Railway Board's
letter No. E (NG) I-2001/TR/16 dated 21/11/2001 circulated vide this
office letter No. E P 1140/0 VOL II dated 03/12/2001 (PS No. 253/2001)
is sent herewith for information, guidance and necessary action .

Encl: As above.


(Suhji Bishnon)
SPO (HRD)
For General Manager (E)

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(NG)I-2014/TR/14

New Delhi, dated 07.04.2015

The General Managers (P),
All Indian Railways &
Production Units
(As per standard list).

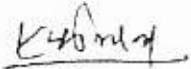
Sub : Delay in promotion of staff for want of service records/ACRs of staff transferred from/to other Divisions/Zones – remedial measures –
- Regarding.

In order to prevent fraudulent transfer of railway employees from one unit/Division/Railway to another Unit/Division/Railway, detailed guidelines laying down the procedure to be followed while processing the transfers of Railway employees from one Unit/Division/Railway to another Unit/Division/Railway were issued vide Board's letter No. E(NG)I-2001/TR/16 dated 21.11.2001.

2. Under item No. 13/2014 of PNM/NFIR meeting held on 19th & 20th December, 2014, the Federation demanded the above guidelines may be re-iterated to the zonal railways. The matter has accordingly been considered by Ministry of Railways who wish to state that the guidelines contained in Board's letter dated 21.11.2001 referred to above may be strictly adhered to while effecting transfer of Railway employees whether one way request transfer or mutual exchange or transfer on administrative ground. Any deviation in this regard will be viewed seriously.

Please acknowledge receipt.

Hindi version will follow.


(M.K. Meena)
Deputy Director Estt (N)
Railway Board

WESTERN RAILWAY

P.S.No.253/2001

Headquarter office,
Churchgate, Mumbai

No.EP 1140/0 Vol.II

Dt.03.12.2001

To,
All DRMs/CWMs/Unit Incharge,
C/- Genl.Secy., WREU-GTR / WRMS-BCT.
C/- GS-All India SC/ST Rly Employees.Assn, Mumbai
C/- GS-All India OBC Rly Empl.Assn, Mumbai.

Sub: Procedure for preventing fraudulent transfers-
Question regarding.

A copy of Railway Board's letter No. E(NG)I-2001/TR/16 dt.21.11.2001 (RBE No.229/2001, SC No.15 to MC No.24) is sent herewith for information, guidance and necessary action. The guidelines given in the Board's letter should be followed scrupulously.

Encl: As above

sd/-
(S M Meena)
For GENERAL MANAGER (E)

Copy of Railway Board's letter No. No.E(NG)I-2001/TR/16 dt.21.11.2001 (RBE No.229/2001, SC No.15 to MC No.24), addressed to the General Managers, All Indian Railways & Others.

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.
- (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 indicated 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 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.

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