



WESTERN RAILWAY

Headquarter Office
Churchgate,
Mumbai- 400 020.

P.S.No. 134/2015

No. EP 1140/0 VOL.IV

Date: 21 /10/2015.

All POs of HQ Office.
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: Inter Railway Mutual Transfer of NG Staff.

Ref: This office letters No. EP 1140/0 VOL.III dated 17/12/2007
(PS NO. 191/2007).

The instructions regarding implementation of Mutual Transfer has been issued vide letter under reference. It has been advised that once the transfers are accepted, the employees concerned should be relieved immediately without waiting for the other unit to relieve the employee first.

Further Railway Board vide letter no. ERP/Portal-Transfer/2013 dated 30/04/2014 has advised that once the mutual transfer order is issued the Senior Person should be relieved first and the entire exercise may be completed in a week's time.

It is therefore decided that as and when the approval /acceptance is conveyed in Inter Railway Mutual Transfer cases, following points may also be mentioned therein:-

1. THE SENIOR PERSON SHOULD BE RELIEVED FIRST AND THE ENTIRE EXERCISE MAY BE COMPLETED IN A WEEK'S TIME IN TERMS OF RAILWAY BOARD'S LETTER NO.ERP-PORTAL-TRANSFER/2014 DT.30.04.2014.
2. THE SENIORITY OF STAFF WILL BE REGULATED AS PER EXTANT RULES COVERING MUTUAL TRANSFERS OF EMPLOYEES.

3. THE EMPLOYEES SHOULD BE FREE FROM SPE/VIG/D&A CASES AT THE TIME OF RELEASE.
4. THE EMPLOYEES SHOULD NOT SEEK RE-TRANSFER TO THEIR PARENT RAILWAY/ DIVISION/UNIT.
5. THE EMPLOYEES ARE NOT ENTITLED FOR ANY TRANSFER BENEFITS SUCH AS TRANSFER PASS, GRANT ETC.
6. THE EMPLOYEES SHOULD BE RELEASED IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN RAILWAY BOARD'S LETTER NO.E(NGT)i-2001/TR/16 DT.21.11.2001. (R B E No.229/2001, SC No.15 to M C No.24) (P.S.NO.253/2001)
7. NO REQUEST FOR BACKTRACKING FROM THE MUTUAL EXCHANGE ARRANGEMENT WILL BE ENTERTAINED UNDER ANY CIRCUMSTANCES AS PER THE EXTANT INSTRUCTIONS.
8. SHRI /SMT (Name of the Employee, Designation, Division / Unit) OF _____ RAILWAY SHOULD BE RELEASED WITH INSTRUCTIONS TO REPORT DRM(E)/ SR.DPO ----- DIVISION OF _____ RAILWAY FOR FURTHER POSTING.
9. NECESSARY CHANGES SHOULD BE INTIMATED TO THIS OFFICE FOR RECORD.


(Sunil Bishnoi)
SPO (HRD)

For General Manager (E)