

RB/ESTT.No. 17/2012

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

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No. E(NG)I-2009/TR/7

New Delhi, dated 03.02.2012

The General Managers (P)
All Indian Railways/PUs
As per standard list.

Sub: Periodical transfer of non- gazetted Railway employees.

The staff side viz AIRF & NFIR, in the DC/JCM meeting held on 4th May & 29th June, 2011, while referring to Board's various letters relating to periodical transfer of non-gazetted staff of the Railways, have demanded that consolidated instructions issued on the subject, may be reiterated for compliance. The matter has accordingly been considered by the Board, the views of both the Federations have also been taken into consideration, and it has now been decided to reiterate in consolidated form covering all the instructions, as below, for strict compliance of all concerned.

1. No. E(NG)II/78/TR/85 dated 27.04.79
 2. No. E(NG)II/78/TR/82 dated 07.02.80
 3. No.E(NG)I/80/TR/28 dated 22.08.80, 31.12.81, 19.02.86 and 16.10.87
 4. No.E(NG)I/87/TR/34/NFIR /JCM/DC dated 27.09.89 and 17.11.92
 5. No.E(NG)I/94/TR/29 dated 02.05.95
 6. No.E(NG)I/96/TR/42 dated 26.11.96.
- In terms of the instructions contained in the Ministry's marginally noted letters, Railway employees holding sensitive posts, including those who frequently come into contact with public and/or contractors/suppliers, are required to be transferred every four years. For this purpose, a comprehensive list of sensitive posts has also been circulated. The thrust of these instructions is on transfer from one place to another. However, when transfer of such employees to a different place is not possible, they are to be shifted to a different seat in the same place to meet the requirement of periodical transfer.

1. No.E(NG)I/80/TR/28
dated 22.01.82,
19.02.86,16.10.87,
21.7.88 and 13.04.89.
 2. No.E(NG)I/92/TR/32/JCM/
DC dated 10.08.93,
05.05.94 and 29.06.95.
 3. No.E(NG)I-98/TR/11
dated 30.10.98 and
02.11.98
- Instructions also exist vide this Ministry's letters quoted in the margin that Ticket Checking staff as also other staff in mass contact areas, detected to be indulging in malpractices should be sent on inter-divisional transfers as a matter of policy. Besides, the staff who have repeatedly figured in substantiated vigilance cases and where penalties have been imposed, are required to be reviewed at appropriate level and such staff are also to be transferred on inter-divisional basis. Such Ticket Staff may however, be transferred to an adjoining Division on the same Railway or to a Division of some other Railway adjoining the Railway from which they are transferred if employee concerned make a request to that effect. The ticket checking staff who have been transferred out of the Division on complaints of corruption and who were later exonerated or awarded a penalty of censure, may not be brought back to the parent Division, even if they so desire.
1. No.E(NG)II/77/TR/112
dated 06.02.1978 &
27.05.1978
 2. No.E(NG)II-70/TR/28
dated 14.10.70
- The genuine grievance of the staff transferred at the instance of S.P.E. and Vigilance Organization, may be heard by the Divisional Railway Manager in respect of divisionally controlled staff and by the Chief Personnel Officer (A) in respect of Head Quarters controlled staff before a final decision to effect the transfers is taken.
- General Managers could however, exercise their discretion to transfer non-gazetted staff from Stations/Posts against whom there are complaints – the man with longest stay being shifted first and those on the verge of their retirement {with one (1) or two (2) years service left} may be exempted if complaints against them are not serious.

3. No.E(NG)I-81/TR/19 dated 23.05.81 Frequent transfer of Railway servants should not be ordered. When the transfer of the railway servant is on temporary basis, the same should be mentioned in his transfer orders.
4. No.E(NG)I-2002/TR/19 dated 13.9.2002. Station Masters/Assistant Station Masters posted at Way Side Stations involved only in train passing duties and not doing any commercial duties may be exempted from the purview of the periodical transfer.
- 1 No.E(NG)I-2009/TR/7 dated 04.03.2010 It was emphasized that while ensuring compliance and the fundamental objectives of the scheme of periodical transfers, the academic session of the children of the employees being transferred may also be kept in view.
1. No.E(L)60UT1-31 dated 19.02.1960
2. No.E(L)61PE1-43 dated 31.07.1961.
3. No.E(LR)75 UT1-176 dated 08.08.75 and
4. No.E(LR)III/79/UTF/14 dated 16.01.1980 .
5. No.E(L)64 UTI-113 dated 06.10.1964 & 21.11.1964.

2. While referring to this circular, the original letters referred to herein should be read for proper appreciation. This circular is only a consolidation of the instructions issued so far and should not be treated as a substitution to the originals. In case of doubt, the original circulars should be relied upon as authority. If any circular on the subject which has not been superseded, has not been taken into consideration while preparing this consolidated letter due to oversight, the said circular should be treated as valid and operative.


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