

# TRANSFER OF NON- GAZ. EMPLOYEES

# TYPE OF TRANSFERS

- OWN REQUEST
- MUTUAL EXCHANGE
- ADMINISTRATIVE GROUND

# Maintenance of Register & Priority

- The request of employee should be registered in a register with each cadre officer for different department indicating priority by parent Railway/Divn/W.Shop/Units.

# ONLINE REGISTRATION

- Inter Rly & Inter Rly Mutual transfer are uploaded registration on rail net and a portal number to each case is self generated.
- Each & Every step taken in the case is updated online.

# Own request transfer on bottom seniority

- Request transfer are allowed from one seniority unit to another on bottom seniority against vacant **direct recruitment quota** posts irrespective of community.
- Employee requesting transfer should fulfil the **qualification prescribed for the post.**
- No own request transfer is admissible in inter- mediate grade where no DR quota is available.
- No Inter Rly transfer request will be considered till **completion of 5 yrs** of joining rly. (authority: RLY Bds L/No E(o)III/2014/PL/05 dt:31.08.15. )
- 5 yrs period will also include **training period** undergone pre- appointment.

# Exempted

- 1. Spouse Ground
- 2. Rly servants who are care givers to a disabled child
- 3. Physically handicapped Rly servant
- 4. Mutual Exchange Transfer


# QUALIFICATION


- In Group “C” where qualification for recruitment has been revised, those recruited with pre-revised Qualification will be eligible to seek transfer on request on bottom seniority in recruitment grade on the basis of pre-revised qualification.
- Group “D” staff recruited prior to 04.12.98 without the condition of Qualification & otherwise recruited after 04.12.98 with relaxation of qualification Will be eligible to seek transfer on request in recruitment grade on bottom.

# INTER RLY MUTUAL TRANSFER

- In terms of Para 310 of IREM Vol-I, mutual transfer is allowed within the corresponding cadre.
- Mutual transfers are allowed in any grade on own seniority or seniority of the employee with whom the exchange takes place whichever of the two is lower
- In order to maintain the balance in post based rosters for SC & ST, mutual transfer are allowed between employees belonging to the same category i.e. Genl/OBC with Genl/OBC, SC with SC&ST with ST.
- Above restriction of community is not applicable where the posts are entirely filled by direct recruitment posts i.e the category of staff Nurse and Group “D”
- No backtracking from the mutual transfer will be entertained under any circumstances



- 
- Where the posts in the grade are partly filled by promotion & partly by direct Rectt. Both the employees seeking mutual transfer should have been recruited directly from the open market.
  - If one employee or both are borne, in post based rosters maintained for promotion the restriction of community(Genl/OBC with Gen/OBC, SC with SC, ST with ST)will apply.

- 
- In terms of Para 312 of IREM Vol-I, one way request transfer are effected in relevant grade i.e is in the same stream i.e JE/TRD in to JE/TRD. However Rly Bd have instructed that Zonal Rlys themselves may decide whether-
    1. It is relevant grade for one way request transfer E(NG)-1-2015/TR/15 dated 02.03.16
    2. It is corresponding cadre of the two employees seeking mutual transfer.

# TRANSFER ON SPORTS GROUND

- Request of employees recruited against sports quota from one Rly to other is to be considered subject to the following conditions.
- **A. Sports person a regular employee with 5 years service.**
- (i) their cases can be considered by Railway Board after personal approval of General managers of concerned Railways. The other conditions such as educational Qualification etc will be the same.
- (II) Non active sportspersons who are not involved in coaching or sports in any capacity & fulfilling the eligibility condition (regular employee with 5 years service)- their cases can be considered as per policy/ instructions for own request transfer of other Rly employee.

## **Exception in the cases of sportsperson who have not completed 5 yrs service or not a regular employee.**

- When the spouse of the sportsperson is also an employee of central/state Govt/Public sector
- When a sportsperson has been afflicted with a serious physical or mental ailment & is unfit for competitive sports and desire to be transferred to another place where better treatment for the ailment are available.
- Where the sportsperson apply for mutual provided both are sportsperson .(Genl. conditions governing request transfer like Edu. Qual, Seniority etc will be the same.

# Transfer of a trade Union office bearer

- In case any trade union office bearer has to be **transferred on administrative interest** a **notice** should be communicated to the union concerned to enable them to make a representation against the proposal transfer. General manager decision shall be final.
- In case of being **rendered surplus**, the transfer of union offices bearer treated at par with others.
- In case of involvement in a vigilance case, the papers are to be seen by GM before the transfer is decided.

# Transfer on Administrative Interest

- The Railway servant on promotion to higher posts may be transferred from one station to another on administrative interest. In case of refusal for transfer on promotion, the employee will be debarred for promotion for a period of one year.
- Whenever Railway servants are rendered surplus due to any curtailment in cadre, junior employees may be transferred first.
- Railway servant against whom D&AR, vigilance case are pending can also be transferred to other station at the instance of the vigilance organisation.

# Implementation

- Rly Bd's L/No-ERP/Portal-transfer/2013 Dt:- 10.03.14 & 30.04.14.
- Once the mutual transfer order is issued the senior person should be relieved first & the entire exercise may be completed in a week's time.



THANK YOU

Deepti Dhyani  
OS/M&E/HQ