

No. 561-E/TH LAC/PT-VI/2025/P-19
Date: 07-2025

DRM Office,
New Delhi

Category J/Delhi Division
All Branch Officer/Delhi Division
Sr Subordinate Incharges
Delhi Division.

(NR PS NO.....15982...../.....2025.....)

Sub: - Model time line for periodical transfer

Ref: - General Manager/P N. Rly. Hd. Qtr Office Baroda House New Delhi letter Number

940-E/D/X/E-IV/R4P

dated 08/07/2025

Reference above, a copy of General Manager/P, N. Rly. Hd. Qtr Office, Baroda House, New Delhi cited above, received regarding the "Model time-line for periodical transfer" is being circulated and forwarded for further necessary action and compliance please.

Please acknowledge the receipts.

DA/as above

(Ayuthi Kishan)

For Divisional Railway Manager/P

New Delhi

Copy for information & necessary action to:-

1. PA to DRM/Delhi
2. PA to all ADRMs
3. PA to Sr DPO/C, Sr DPO/II, Sr. DPO/III and all Personnel Officers & All Chief Office
Supdt's/Personnel Delhi Division.
4. Divisional Secy/NRMU Delhi Division.
5. Divisional Secy/URMU Delhi Division
6. Divisional Secy/SC-ST Association Delhi Division.
7. Divisional Secy/OBC Association Delhi Division.

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NORTHERN RAILWAY
(PERSONNEL DEPARTMENT)

HEADQUARTER OFFICE
BARODA HOUSE
NEW DELHI

NR P.S. No. 15982/2025

No. 940-E/O/X/E-IV/R&P

Dt. 08.07.2025

DRM/NR, DLI, FZR, LKO, MB, UMB & JAT
CAO/C, K.Gate DLI, CAO/C, USBRL/Satyam Complex, Trikuta Ngr/JAT
CWM/CB-LKO, JUDW, AMV-LKO & ASR, CWM/Signal Shop/GZB
Dy CMM/SSB, AMV-LKO & JUDW
Chief Manager (Ptg & Sty) Punjabi Bagh, Delhi
Dy.CE/Bridge, CB-LKO, JUC & TKJ

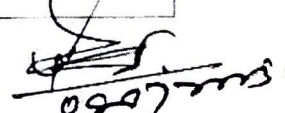
Sub: Model-time-line for periodical transfer

1. Several instructions from Railway Board are in existence for periodical transfer of employees. In this regard both the recognized unions of Northern Railway have raised concern that there is no specific schedule of periodical transfers. Sometimes transfer orders are being issued in the mid of academic session which causes interruption in the studies of wards.

2. Hence, it has been decided that while following all the relevant instructions on the subject, Divisions/Units should follow the below time-line for issuing orders for periodical transfer of employees:

SN	Action period	Action to be taken
1	August/September every year	Prepare list of employees who are in the 4 th year of their current posting
2	October/ November every year	Call choices/options from employees for 3 places where they wish to be transferred. Note: (i) If the employee does not give any choice/ option, s/he can be transferred as per administrative need. (ii) The choices/options of places as submitted by the employees will not be binding upon the administration and transfers can be made as per administrative requirements. (iii) If two or more employees give choice for the same place but cannot be accommodated simultaneously, the senior amongst them should be give first preference.
3	January/ February next year	Issue transfer orders
4	By 31 st March next year	Employees should be released to carry out transfer orders

3. This has the approval of the General Manager/Northern Railway.


(Pankaj Kumar)
Dy.CPO/HRD

Copy to:

1. All PHODs and All Officers of Personnel Deptt, HQ Office, Baroda House, NDLS
2. General Secretary, NRMU, 12 Chelmsford Road, New Delhi
3. General Secretary, URMU, 166/2 P K Road, New Delhi
4. General Secretary, AIOBCREA, 171/A3, Basant Lane, New Delhi
5. Zonal Secretary, AISCTREA, North Zone Office, Baroda House, New Delhi
6. General Secretary, NRPOA, Room No. 301, HQ Office, Baroda House, New Delhi
7. Dy.CPO/IT, HQ Office, Baroda House, New Delhi – for uploading on the website