भारतीय रेल / Indian Railways
बनारस रेलइंजन कारखाना
Banaras Locomotive Works
वाराणसी - 221004, भारत / Varanasi - 221004, India

PSS -275

No-GM(P)/ER/PS&SSM/Pt-I

Office: General Manager(P)
Dated:- 06.12.2023

All Concerned
BLW/Varanasi & Sealdah /BLW Camp office
New Delhi.

Sub :-Timeline for transfer on mutual exchange basis for non-gazetted railway employees over Zonal Railways.

Reference above a copy of Railway Board's Letter No E(NG)I/2023/TR/31, Dated-01.12.2023, RBE No.132/2023 is forwarded herewith for information and guidance.

DA- 03 Page.

06/12/23
(Pius Minj)
Assistant Personnel officer/Staff

Copy for kind information:-
PCEE, PCME, PFA, PCE, PCMM,
PCMO, PCSC, PCPO, CVO

Copy for information:-
1. Join Secretary and staff council members.
2. Secretary SC/ST and OBC Association.
3. Secretary, RREA/BLW.
4. Ch. OS/Staff. GM/P & GMP (W) office.

06/12/23
For General Manager(P)

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय /MINISTRY OF RAILWAYS
रेलवे बोर्ड/(RAILWAY BOARD)

No. E(NG)I/2023/TR/31 New Delhi, Dated :01.12.2023

The General Manager (P)
All Zonal Railways/PUs

Sub: Timeline for transfer on mutual exchange basis for non-gazetted railway employees over Zonal Railways.

Ref: 1. Board's letter No. E(NG)I-2017/TR/24 dated 09.05.2018.
2. Board's letter No. E(NG)I-2018/TR/8 dated 11.01.2019.

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Kindly refer to Board's letters under reference at (1) and (2) above containing instructions for transfer of non gazetted railway employees on mutual exchange basis. In recent times, a notable delay has been observed in the processing of transfer on mutal exchange basis at various levels. The matter was also brought to attention in the PCPO's meeting. Accordingly, Board's instructions for framework/timeline for transfer on mutual exchange basis issued vide Para 10 of Board's letter dated 11.01.2019 is being reiterated for strict compliance:

S.N.	Activitiy
(i)	**Forwarding of applications by Supervisors to the Personnel Department of the Division:** It should be verified at the stage that the prescribed application form is complete in all respects duly signed by both employees and the information given therein is correct. In case of Workshop staff, this will be done at the Workshop itself. **10 days**
(ii)	**Forwarding by Divisional Personnel Department:** a. Divisional controlled Posts: Divisional Personnel Department will forward the request application with necessary documents directly to the Division concerned to which transfer is sought. The name and designation of the officer signing the letter should invariably be mentioned in the forwarding letter. In respect of Workshop staff, this will be doen by Chief Workshop Manager (CWM) or by lower authority to whom the powers may be re-delegated. b. HQ controlled posts: Personnel Department will forward the application with all the necessary documents to Zonal HQ (CPO office). **15 days**

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(iii)	**Forwarding by HQ Personnel deptt (For HQ controlled posts):-** On receipt of the application duly forwarded from Division/Workshop, the HQ Personnel Deptt office will forward it to the Zonal Rly/PU concerned. **15 days**
(iv)	**Conveying of acceptance:** The counter-part HQ/Division to issue their acceptance to forwarding HQ/Division (as the case may be). **10 days**
(v)	**Issue of Transfer Order:** On receipt of consent from the receiving HQ/Division, the transfer orders should be issued. **10 days**
(vi)	**Dispatch of LPC and Service Records:** Personnel Department concerned should ensure that the LPC and Service Record of the employee(s) are sent expeditiously to the new Division/Zone etc in terms of Boards letter number E(NG)I-2001/TR/16 dated 21.11.2001. Attested Xerox copy of the Service Record should be given to the employee concerned. **15 days**

2. Further Board's letter dated 09.05.2018 (under reference at (1) above) also stands reiterated stating that all mutual transfer cases where NOC has been given by both the Railways/Units i.e. accepting and relieving, both the employees should be spared immediately within a week, without either unit waiting for the reliever. In addition, it is directed that in the event of any doubt the senior person shall necessarily be relieved first within a week of issue of mutual transfer orders.

Sanjay 1/12/2023

(Sanjay Kumar)
Dy. Director Estt (N)
Railway Board
Ph. No. - 011-23303658
E mail Id- sanjay.kumar6@gov.in

E(NG)I/2023/TR/31 New Delhi, dated 01.12.2023

Copy forwarded to:-

1. The General Secretary, AIRF, Room No.253, Rail Bhawan, New Delhi (35 copies).
2. The General Secretary, NFIR, Room No.256-E, Rail Bhawan, New Delhi (35 copies).
3. All Members/Departmental Council & National Council & Secretary/Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
4. The Secretary General, FROA, Room No.256-A, Rail Bhawan, New Delhi (5 spares).
5. The Secretary General, IRPOF, Room No.268, Rail Bhawan, New Delhi (5 spares).

6. The Secretary, RBSS Group 'A' Officers Association, Rail Bhawan, New Delhi.
7. The Secretary, RBSS Group 'B' Officers Association, Rail Bhawan, New Delhi.
8. The Secretary, Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Group 'D' Employees Association, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan, New Delhi.
11. General Secretary, All India SC&ST Railway Employees Association, Rail Bhawan, New Delhi.

01.12.23

for PED(IR)/Railway Board

Advisor/MR, PSs/MoSR(D), MOSR (J), EDPG/MR, OSD/MR, OSD/Coord/MR

PPSs to Chairman & CEO, M(F), M(Infra), M(T&RS), M(O&BD), Secretary, DG/RHS and DG/RPF.

PPSs to AM(Comml.), AM(CE), AM(C&IS), AM(Elec.), AM(Budget), AM(F), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Stores), AM(Tele), AM(Traffic), AM(Works), AM(T&C), AM(Staff), AM(HR), PED(Vig.) and PED(Infra.).

PSs to ED/Safety(M), EDCE(G), ED(E&R), EDE, EDE(N), EDME(W), EDERS(G), EDE(Res.), EDE(RRB), EDF(B), ED(RE), ED/Track(M), EDF(X)I, EDF(X)II, ED(H), EDE(GC), ED(Stat), ED(Track/MC), EDME(Chg.), EDME(Traction), ED(Works), EDME(Dev.), EDRS(C), EDRS(W), EDPC, EDF(E), EDA, EDV(A), JS(G) and IG/RPF.

DPC-II, DE(G), D(IH), D(H&FW), D(MPP), DE(N)II, DE(R), DE(D&A), DE(LL), JD(OL), JDE(Rep), JDE(RRB), DD(Code Revision), DDE(LR)I, DDE(LR)II, DDE(LR)III, DDV(A&P), DD(OL)I, E(NG)II, E(Rep)I, E(Rep)II, E(Rep)III, E(SCT)I, E(SCT) II, E(RRB), PC-III, PC-IV, PC-V, E(P&A)I, E(P&A)II, CE-I, CE-II, CE-III, Sec.(E), Sec.(ABE), E(MPP), Safety Branch, A/C-III and Code Revision Cell.

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