

MASTER CIRCULAR

Master Circular No. 24

Transfer of Non-gazetted Railway Servants.

The instructions issued by the Railway Board from time to time on the subject of transfer of non-gazetted Railway servants are contained in several letters. It has now been decided by the Railway Board, to issue a consolidated Master Circular, as below, incorporating all the instructions issued so far on the subject for the information and guidance of all concerned.

2. Transfer means the movement of a Railway servant from one headquarters station in which he is employed, to another such station, either

- i. To take up the duties of a new post; or
- ii. In consequence of a change of his headquarters.

[Ref: [Rule 103\(51\)](#) Indian Railway Establishment Code Vol. I 1985]

3. Transfer may be ordered either on a temporary basis or on a basis otherwise than temporary.

3.1 Wherever the transfer of a Railway servant is temporary, the same should be mentioned in the transfer order.

4. Transfers otherwise than on temporary basis, are necessitated by administrative requirements or occasioned by consideration of requests received from the Railway servants. Transfer is not a punishment.

4.1 Transfer of a Railway servant, ordered as a result of his promotion should be carried out by the employee as early as possible in his own interest.

4.2

- i. Whenever any curtailment in a cadre takes place and Railway servants have to be transferred, as a general rule the junior most employees should be transferred first.

[Ref: Board's letter No. [E\(NG\)66/TR2/20 dated 27.07.1966](#)]

- ii. If there is closure of activity on a particular station on a Railway like closing down a shed or a particular establishment necessitating transfer of Railway servants enmasse, the matter should, be discussed with the Labour, to help in proper arrangements being made for dealing with the human problems that might arise in such cases.

[Ref: Board's letter No. [E\(NG\)II/77/TR/21 dated 10/15.06.1977](#)]

4.3

- i. **Railway servants holding sensitive posts and who come into contact with public or/and contractors/suppliers etc., should be transferred out of their existing post/seat or station as the case may be, after every four years.**
- ii. **Posts in the different departments, which have been identified as sensitive posts for the purpose of periodical transfer, are as follows:**
 - A. **Accounts Department**
 1. **Staff passing Contractors/Firms bills.**
 2. **Staff dealing with Claims/refund and wharfage/demurrage for general public.**
 3. **Cheque writers.**
 4. **Cashiers.**
 5. **Staff dealing with pension/PF Claims.**
 6. **Staff dealing with passes/release of unpaid wages.**
 7. **Staff dealing with post audit of paid vouchers and issue of acquittance.**
 - B. **Civil Engineering**
 1. **IOWs / PWTs in charge of Stores.**
 2. **Bill Clerks.**
 3. **Material checking Clerks/Store Clerk.**
 4. **Time Keepers.**
 5. **Works Accountants.**
 6. **Asstt. Superintendents/Superintendents in charge of Stores Accountal.**
 7. **Staff dealing with transfers/ promotions/ loans and advances and issue of Passes/ PTOs/ Leave accounts/ local purchases.**
 8. **Draftsmen/ Estimators in Divisional Drawing Office checking Contractors bills.**
 - C. **Commercial Department**
 1. **Goods/ Parcel/ Luggage Clerks.**
 2. **Enquiry/ Reservation/ Booking Clerks.**
 3. **Ticket Collector/ TTEs/ Conductors.**
 4. **Reservation/ Goods Supervisors.**
 5. **Staff dealing with wharfage/ demurrage cases.**
 6. **Staff dealing with goods/ parcel/ handling/ catering contracts.**
 7. **Staff dealing with city booking/ outages.**
 8. **Staff dealing with claims.**
 9. **Sectional CMTs and Sectional Claims Inspectors.**

D. Electrical Department

1. Stores Clerk.
2. Establishment Clerk/ Time Keeper.
3. Asstt. Superintendent/ Superintendent Stores in Divisional Office.
4. Asstt. Superintendent/ Superintendent Works in Divisional Office.
5. Air-conditioned coach in charge/ coach attendant.
6. Foremen In charge of Shop.
7. Mileage Clerk/ Shed Notice Clerk.
8. Staff dealing with tender/ contracts and purchasing Stores.

E. Mechanical Department

1. Store Clerk.
2. Bill Clerk/ Establishment Clerk.
3. Time Keeper.
4. Fuel Inspector/ Fuel Issuer/ Fuel clerk in sheds.
5. Mileage Clerk/ Shed Notice Clerk in sheds.
6. Staff dealing with tenders/c ontracts, purchases of stores.

F. Medical Department

1. Pharmacists looking after the drug stores.
2. Staff in charge of kitchen stores.
3. Staff writing out sick/fit certificates.

G. Personnel Department

1. Bill Clerk.
2. Staff dealing with settlement cases/ advance.
3. Cadre section staff or staff dealing with recruitment/ promotion/ transfer.

H. Stores Department

1. Tender Clerk/ Disposal Clerk/ Purchases Section In charge (Head Clerk/ A.S.)/ Demand Clerk (dealing with operation of rate contract).
2. Asstt. Confidential Tender Clerk/ Tender Opening Clerk/ Sample Clerk/ Superintendent/ CTC.
3. Section In charge (Head Clerk/ AS) Registration Clerk in Purchase General Registration.
4. Receipt/ Inspection Supervisor In charge (Ward Keeper ASKP/ DSKP) and Group "C" Staff working under them, Local Purchase Staff.
5. Sale Section In charge (ASKP/ DLKP) and staff working under them.

6. Scrap Yard/ Returned Store Section In charge (ASKP/ DSKP) Ward Keeper and Group "C" staff working under them.
7. Staff in Purchase Section of EA/DRM or DCOS of Division.

I. Public Relation Department

Inspectors/ Staff dealing with revenue earning/ Commercial publicity.

J. Operating Department

1. Station Superintendents.
2. Station Masters/ Asstt. Station Masters not working as Cabin Station Masters.
3. Station Clerk.
4. Train Clerk dealing with package work.
5. Stock Controller/ Coaching Controller in Control Rooms.
6. The Desks dealing with mileage bills/ operating restrictions, distribution of uniforms, traffic stores and charge sheets /wagon allotment section dealing assistants in the office of DOSs/DSCs.
7. Desks dealing with commodity section and stores section in the COPS's Office.

K. S & T Department

1. 1. SIs/ TCIs in charge of Stores.
2. 2. Bill Clerk/ Time Keeper/ Establishment Clerk.
3. 3. Store Clerk/ Store Issuer

[Ref: Board's letters No. [E\(NG\)II-78 TR/85](#) dated [27.04.1979](#),
[E\(NG\)II-78 TR/82](#) dated [07.02.1980](#);
[E\(NG\)I/80 TR2/28](#) dated [22.08.1980](#),
[E\(NG\)I/80/TR/28](#) dated [31.12.1981](#),
[E\(NG\)I/80/TR/28](#) dated [19.02.1986](#) (RBE 35/86),
[E\(NG\)I/80/TR/28](#) dated [16.10.1987](#) (RBE 256/87)
and [E\(NG\)I/87/TR/34/NFIR/JCM/DC](#) dated [27.09.1989](#) (RBE 244/89)]

4.4. For clerical staff working on sensitive posts/seats, rotational shifting from desk to desk will meet the requirements of periodical transfer.

[Ref: Board's letter No. [E\(NG\)II-78 TR/85](#) dated [27.04.1979](#)]

4.5. Transfers are ordered in certain cases at the instance of the Vigilance Organisation/Special Police Establishment, to facilitate proper enquiries being made etc. In order to ensure that there is no harassment and/or victimisation on this account, the DRM in respect of Divisionally controlled staff and the CPO in respect of Headquarters controlled staff may hear representations of genuine grievance, if any made, before a final decision is taken to effect the transfer. This

procedure will not, however, apply to the cases of transfer of office bearer(s) of the recognised Unions, who are governed by a separate set of orders.

[Ref: Board's letters No. [E\(NG\)II/77/TR/112 dated 06.02.1978](#) and [27.05.1978](#)]

4.6. As a measure of safeguard against possible malpractices in the transfers, whenever the transfer order of a Railway servant issued by the competent authority on the basis of complaints, Vigilance/CBI enquiries etc., is proposed to be cancelled without the Railway servant having actually carried out the transfer order or it is proposed to bring back the employee concerned to the original place of posting within one year, the competent authority should obtain the approval of the next higher authority, providing the full details of the case to the said higher authority and the reasons which justify the change in the original transfer orders. It should also be kept in view that a Railway servant undergoing penalty as a result of a vigilance case is not posted in any post involving public dealings especially in areas prone to corruption.

[Ref: Board's letter No. [E\(NG\)I/80/TR/28 dated 21.07.1988](#) (RBE 156/88)]

4.7. Ticket checking staff, detected indulging in malpractices, should be sent on inter-Divisional transfer, as a matter of policy. They may be transferred to an adjoining Division on the same Railway. They may also be transferred to a Division on another Railway adjoining their parent Railway, if they make a request to that effect. The ticket checking staff, who have been so transferred out of the existing Division on complaints of corruption and later exonerated or awarded a penalty of censure should not be brought back to the parent Division, even if they so desire.

[Ref: Board's letter No. [E\(NG\)I/80/TR/28 dated 19.02.1986](#) (RBE 35/86)]

G.Ms may, however, personally review cases of inter-Divisional transfers of Ticket Checking Staff orders on suspicion of malpractices if after proper enquiry, the staffs are fully exonerated. The review will be done personally by the GMs and the powers in this regard should not be delegated to any other authority. Where the transfer has been ordered at the instance of the Board, a reference to the Board is necessary.

[Ref: Board's letter No. [E\(NG\)I/80/TR/28 dated 13.04.1989](#) (RBE 102/89)]

4.8. Transfer of Railway servants from one unit of seniority to another unit of seniority on administrative grounds except on promotion/due to shrinkage of cadre/legal requirements etc., should be ordered rarely and in public interest only e. g. in cases where the conduct of an employee is under investigation or where in the interests of the Administration it is considered that the Railway servant should be kept at another station. In such cases of transfer, the Railway servants so transferred are given protection of seniority, causing hardship to the staff awaiting promotion in the unit to which they have been transferred. Therefore, such transfers should be ordered only when absolutely inescapable. Where an enquiry is pending against the Railway servant, the same should be processed expeditiously and the matter finalised as early as possible, so that the Railway servant may be transferred back to his original unit of seniority.

[Ref: Board's letter No. [E\(NG\)I/68/SR6/28 dated 25.01.1969](#)]

5. Transfer on the basis of requests:

Transfer of Railway servants on consideration of their requests within the same unit of seniority does not entail loss of seniority to the Railway servants concerned. The requests are normally based on family convenience or educational facilities, etc. Such requests should be registered as per the practice already prevalent and processed. Where there are unpopular stations from which the Railway servants have sought transfer, it should be ensured that such stations are manned to the authorised strength by prescribing a minimum period of service at such stations as a prerequisite to transfer to popular station by registration.

[Ref: Board's letter No. [E\(NG\)II-71 TR/14 dated 01.10.1971](#)]

5.1 Where the requests involve transfer to a different unit of seniority/ another Division on the same Railway/another Railway, transfer should be ordered after clearance from all sources and acceptance by the new unit. Such requests should be considered only from the Railway servants, who are in the initial recruitment grade(s) or in the intermediate grade(s), to which there is an element of direct recruitment. Such employees (those working in intermediate grades) when transferred should be set off against the vacancies reserved for direct recruitment in the new unit. Railway servants seeking inter-Divisional, inter-Railway transfers need not possess the educational qualification(s) prescribed for direct recruitment. No transfers on personal requests should be ordered in intermediate grades where all the vacancies are filled entirely by the promotion of staff in the lower grade(s). Requests from Railway servants recruited against the Sports Quota for inter-Railway transfer, in any grade, should not be entertained.

[Ref: Board's letters No. [E\(NG\)65/SR6/31 dated 30.09.1965](#),
[E\(NG\)65/SR6/31 dated 29.01.1966](#),
[E\(NG\)65/SR6/31 dated 01.04.1966](#),
and [E\(NG\)II-71 TR/1 dated 31.03.1971](#);
E(Rep)I/88AE/12/6/115 dated 07.06.1988]

5.2 Railway servants transferred at their request from one unit of seniority to another should be assigned bottom seniority in the relevant grade on the date they join the new unit i. e. they should be placed in the seniority list below all the existing staff, both permanent and regular in the relevant grade on the date they join the new unit irrespective of their length of service and status in the former unit.

[Ref: Board's letter No. [E\(NG\)II-71 TR/1 dated 31.03.1971](#)]

5.3 Apart from cases of individual requests made by the Railway servants, cases of two employees of different Divisions/Railways working in the same grade, submitting joint applications or separate individual applications seeking mutual transfer may also occur. Where such requests are allowed after processing the necessary formalities, the senior of the two employees will be assigned the place of seniority vacated by the other person i.e. the junior, who will be allowed to retain his former seniority and fitted into the seniority in the new unit below all the persons having the same seniority.

[Ref: [Rule 230-R. I 1985 Edition](#)]

5.4 Mutual transfers may be allowed between a temporary Railway servant and a permanent Railway servant. It may also be allowed in intermediate grades, where there is no element of direct recruitment.

5.5 To mitigate the hardships caused to the Railway servants seeking transfer from one unit of seniority to another, in the shape of loss of seniority, a Cell should be set up in the Headquarters Office of each Railway where requests from Railway servants for transfer from one unit of seniority to another should be registered. Requests involving inter-Railway transfer should, thereafter be advised to the other Railways concerned, which should arrange to publish the requests in the Railway Gazette for the benefit of those who may be interested in mutual transfer, to enable them to apply. This will help in locating applicants, if any, in the other Railways with matching seniority, for purposes of consideration. The requests should be registered and processed on the basis of seniority among applicants once annually and the Cell should function as a clearing house for sorting out the transfers on the basis of mutual exchange.

[Ref: Board's letter No. [E\(NG\)II-71 TR/1 dated 31.03.1971](#)]

5.6 While placing indent with the Railway Recruitment Boards, the extent of additional candidates required on the basis of the number of Railway servants in various categories who have applied for transfer to the other Divisions/Railways should be taken into account and recruited so that transfer may take place without hitch on the availability of replacements.

[Ref: Board's letter No. [E\(NG\)I/70/RR1/31 dated 11.01.1971](#)]

6. Transfer of Railway servants who are office bearers of recognised Trade Unions:

Any proposal to the transfer of an office bearer of a recognised Trade Union including its Branches should be advised to the Union concerned and the Union should be allowed to bring to the notice of the Divisional Officer and if necessary, later to the G.M. any objection that they may have to the proposed transfer. If there is no agreement at the lower level(s) the decision of the G.M. will be final. Sufficient notice should be given to the Union of a proposed transfer to enable the Union to make alternative arrangements for carrying on the work or for making a representation against the proposed transfer.

[Ref: Board's letter No. [E\(L\)60/UT1/31 dated 19.2.1960](#)]

6.1 In the case of usual periodical transfer, where it is decided, after consideration of the appeal by the General Manager, not to cancel the order, the transfer may be allowed to pend till the next election of the Union office bearers, subject to a maximum period of one year. This procedure will apply only in cases of periodical transfers as distinct from transfers ordered on other special considerations in public interest.

[Ref: Board's letter No. [E\(L\)/PE1/43 dated 31.7.1961](#)]

6.2

- a. Where a transfer has been ordered at the employee's request, there is no need to follow the usual procedure laid down for transfer of Union office bearers. It is for the Railway servant himself to satisfy the Union to which he belongs, as far as his movement from a particular station is concerned.
- b. Where a transfer becomes necessary to comply with statutory obligations under the HOER, the Railway should comply with the usual procedure, by conveniently planning the transfers.
- c. For transfers becoming necessary on promotion, it is enough if the Union is only informed about the proposed transfer and it is not necessary to pend the same unless the Railway servant wishes to refuse promotion. A senior employee need not be transferred in preference to the one promoted in order to accommodate the Union office bearer at the same station. Transfer of an office bearer, who has been rendered surplus at a particular station, should be treated on the same lines, as given herein.

[Ref: Board's letter No. E(L)64 UT 1/113 dated 06.10.1964]

6.3

- a. If an office bearer of the Union has to be transferred because of involvement in a SPE case, the Union concerned may only be advised of the transfer. Any representation the Union makes may be considered, but it is not necessary to keep the transfer in abeyance for this purpose.

[Ref: Board's letter No. [E\(L\)64/UT1/113 dated 21.11.1964](#)]

- b. In case of transfer from one section/Department to another in the same office there is no need to give notice to the Union before hand. However, the Union may be informed about the transfer at the time of affecting such transfers. For transfers to another office located at a distance but within the same area at the same station, usual procedure may be followed.

[Ref: Board's letter No. [E\(L\)64/UT1/113 dated 21.11.1964](#)]

- c. The usual procedure should be followed for transfers from one administrative jurisdiction to another at the same station i.e. say transfer from a Workshop to a Loco Shed.

6.4 The normal procedure need not be followed in a case where the transfer of an office bearer of the Union is considered necessary by the SPE/Vigilance organisation of the Railway. In such a case, papers should be seen by the G.M. personally, before the transfer is decided. The Trade Union need not be given any notice but should only be advised of the transfer. The same procedure should be followed in the cases where the Civil and Police authorities recommend immediate transfer of the Railway servant, who is an office bearer of a recognised Union, on

the ground that the individual is indulging in undesirable activities, detrimental to the efficient functioning of the Railway.

[Ref: Board's letter No. [E\(LR\)75 UT1 176 dated 08.08.1975](#)]

6.5 The instructions issued on the subject from time to time as mentioned in paras 6 to 6.4 above, have been consolidated in 1980 for guidance and strict compliance.

[Ref: Board's letter No. E(LR)III/79/UTF/14 dated 16.01.1980]

7. Transfer from other categories:

Railway servants employed in one department shall not be eligible for employment in another except with the previous consent of the Head of the Department in which they are employed. Without such prior consent, the Head of an Office or Department shall not employ anyone, either temporarily or permanently, if he knows or has reasons to believe that the person belongs to another establishment under the Government. A Railway servant, who takes up an employment without the consent of the Head of the Department, commits a breach of discipline and is liable to be punished. DRMs concerned may, however, transfer Gr. "D" Railway servants (Peons, Gangmen, Khalasis, unskilled and Semi-skilled etc.) from one Department to another or from one Division to another without consulting the Head of the Department.

[Ref: Board's letter No. [E\(NG\)66/TR2/4 dated 18.07.1966](#) and [Para 231-RI, 1985 Edition](#)]

8. Transfer of Personal Records of Railway servants transferred from one unit to another:

Where a Railway servant has been transferred from one Railway unit to another, the transfer documents of the Railway servant concerned, complete in all respects, should be forwarded within ten days from the date of his relief, to the office to which he has been transferred, so as to ensure that no hardship/difficulty is experienced by him due to non-availability of the documents.

[Ref: Board's letter No. [84/AC-II/21/2 dated 25.08.1984](#)]

9. General:

Ordinarily a Railway servant shall be employed throughout his service on the Railway or the Railway establishment to which he is posted on first appointment and he shall have no claim, as of right, for transfer to another Railway or establishment. In the exigencies of service, it shall be open to the President to transfer a Railway servant to any other department or Railway or Railway establishment including a project in or out of India. In regard to Group "C" and Group "D" Railway servants, powers to transfer them within India may be exercised by the General Manager or by a lower authority to whom the powers have been redelegated.

[Ref: [Para 226 R.I.—1985 Edition](#)]

9.1 A competent authority may transfer a Railway servant from one post to another, provided that the Railway servant shall not be transferred substantively to or, except in a case of dual charge, appointed to officiate in a post carrying pay less than the pay of the permanent post on which he holds a lien or would hold a lien had it not been suspended. This provision will not, however, apply, where a Railway servant has to be transferred —

- 1. On account of inefficiency or misbehavior; or**
- 2. On his written request.**

[Ref: [Para 227-R.I.—1985 Edition](#)]

9.2 Mid-session transfers of Railway servants should be kept down to the minimum necessary in the interests of administration.

9.3 While transferring Railway servants from one station to another, the fact of an employee's spouse having been posted at a particular station should be kept in view. Requests for transfer to a station where a Railway servant's spouse is working should also be considered sympathetically as far as possible, having regard to the administrative convenience and the merits of each case.

[Ref: Board's letter No. [E\(NG\)II-71 TR/14 dated 01.10.1971](#) & [E\(NG\)I/86/TR/14 dated 06.01.1988](#) (RBE 8/88)]

9.4 Views of the Supervisory staff should be given due consideration, wherever possible, while ordering transfers of Railway servants working under their charge.

[Ref: Board's letter No. [E\(NG\)I/81/PM1/246 dated 08.12.1981](#)]

9.5 The employees belonging to Scheduled Castes and Scheduled Tribes should be transferred very rarely and for very strong reasons only. Posting of employees belonging to these communities on their initial appointment/promotions/transfers should as far as practicable be confined to their native district or adjoining districts or places where the Railway Administration can provide the quarters subject to their eligibility.

[Ref: Board's letters No. [E\(SCT\)70CM15/15/3 dated 19.11.1970;](#) [E\(SCT\)74 CM 15/58 dated 14.01.1975;](#) [78 E\(SCT\)15/25 dated 06.07.1978](#) and [85-E\(SCT\)I-43/1 dated 24.12.85](#) (RBE 336/85)]

10. Transfer of Railway servants, who are members of the Railway Protection Force and Railway Protection Special Force is governed by the provisions of the R.P.F. Rules, 1987.

11.

- i. While referring to this Master Circular, the original letters mentioned herein should be read for a proper appreciation. The Master Circular is only a consolidation of the existing instructions and should not be treated as a**

substitution to the original circulars. In case of doubt, the original circulars should be relied upon as authority;

- ii. The instructions contained in the original circulars referred to, have only prospective effect from the date of their issue, unless indicated otherwise;
- iii. If any circular on the subject, which has not been superseded has been lost sight of in the preparation of the Master Circular, the said circular which has been missed through oversight, should not be ignored, but should be treated as valid and operative.

12. The letters and other references on the basis of which, the Master Circular has been prepared are indicated in the enclosure.

1. [E 58 CFP/13 dated 19.02.1959](#)
2. [E\(NG\)58/TR2/5 dated 27.07.1959](#)
3. E(L)60/UT1/31 dated 19.2.1960
4. [PC-59/HW-1/1 dated 27.04.1960](#)
5. [E\(SCT\)60 CM1/100 dated 08.12.1960](#)
6. E(L)/PE1/43 dated 31.7.1961
7. [E\(NG\)64/CFP/9 dated 09.06.1964](#)
8. E(L)64/UT1/113 dated 6.10.1964
9. [E\(L\)64/UT1/113 dated 21.11.1964](#)
10. [E\(NG\)64/CFP/25 dated 06.02.1965](#)
11. [E\(L\)64 UT1-113 dated 11.03.1965](#)
12. [E\(NG\)65/TR2/5 dated 09.04.1965](#)
13. [E\(NG\)65/SR6/31 dated 30.09.1965](#)
14. [E\(NG\)65/SR 6/31 dated 29.01.1966](#)
15. [E\(NG\)65/SR6/31 dated 01.04.1966](#)
16. [E\(NG\)66/TR2/4 dated 18.07.1966](#)
17. [E\(NG\)66/TR2/20 dated 27.07.1966](#)
18. [E\(D&A\)65 RG 6/6 dated 25.03.1967](#)
19. [E\(NG\)I/68/SR6/28 dated 25.01.1969](#)
20. E(NG)II/70/TR/28 dated 16.10.1970
21. [E\(SCT\)70CM15/15/3 dated 19.11.1970](#)
22. [E\(NG\)I/70/RR1/31 dated 11.01.1971](#)
23. [E\(NG\)II-71 TR/1 dated 31.03.1971](#)
24. [E\(NG\)II-71 TR/14 dated 01.10.1971](#)
25. [E\(NG\)II-71 TR/12 dated 02.09.1972](#)
26. [PC-72/RLT-69/1 dated 24.07.1973](#)
27. [E\(SCT\)74 CM 15/58 dated 14.01.1975](#)
28. [E\(NG\)I/74/CFP/51 Pt. dated 10.02.1975](#)
29. [E\(LR\)75 UT1 176 dated 08.08.1975](#)

30. [E\(NG\)II/74/TR/22 dated 29.09.1975](#)
31. [E\(NG\)II-74/TR/22 dated 29.01.1976](#)
32. [E\(NG\)II/77/TR/21 dated 10/15.06.1977](#)
33. [E\(NG\)II/77/TR/112 dated 06.02.1978](#)
34. [E\(NG\)II/77/TR/112 dated 27.05.1978](#)
35. [78 E\(SCT\)15/25 dated 06.07.1978](#)
36. [E\(NG\)II-78 TR/85 dated 27.04.1979](#)
37. [E\(NG\)II-78 TR/82 dated 07.02.1980](#)
38. [E\(NG\)I/80 TR2/28 dated 22.08.1980](#)
39. [E\(NG\)I-81/TR/19 dated 23.05.1981](#)
40. [E\(NG\)I/81/PM1/246 dated 08.12.1981](#)
41. [E\(NG\)I/80/TR/28 dated 31.12.1981](#)
42. [E\(NG\)I/82/TR/44 \(CA\) dated 17.12.1982](#)
43. [84/AC-II/21/2 dated 25.08.1984](#)
44. [85-E\(SCT\)I-43/1 dated 24.12.85 \(RBE 336/85\)](#)
45. [E\(NG\)I/80/TR/28 dated 19.02.1986 \(RBE 35/86\)](#)
46. [E\(NG\)I/80/TR/28 dated 16.10.1987 \(RBE 256/87\)](#)
47. [E\(NG\)I/86/TR/14 dated 06.01.1988 \(RBE 8/88\)](#)
48. [E\(NG\)I/87/CFP/12 \(PNM/NFIR\) dated 27.01.1988 \(RBE 17/88\)](#)
49. [E\(NG\)I/80/TR/28 dated 21.07.1988 \(RBE 156/88\)](#)
50. [E\(NG\)I/80/TR/28 dated 13.04.1989 \(RBE 102/89\)](#)
51. [E\(NG\)I/87/TR/34/NFIR/JCM/DC dated 27.09.1989 \(RBE 244/89\)](#)

Orders issued Subsequently and other relevant orders

1. [E\(NG\)60 RSC-21 dated 09.03.1961](#)
2. [E\(L\)64 UT 1-113 dated 02.02.1965](#)
3. [E\(D&A\)65 RG 6-10 dated 04.03.1965](#)
4. [E\(NG\)65 SR 6-31 dated 08.12.1965](#)
5. [E\(NG\)66TR 2/2-Pt. dated 11.04.1966](#)
6. [E\(P&A\)II/87/JCM/ DC/2\(PP\) dated 05.06.1989 \(RBE 145/89\)](#)
7. Supplementary Circular No. 2 vide Railway Board's letter No. [E\(NG\)I-90/TR/13 dated 11.02.1992 \(RBE 23/92\)](#)
8. [E\(NG\)I-92/TR/32/JCM\(DC\) dated 10.08.1993 \(RBE 124/93\)](#)
9. [E\(NG\)I-92/TR/32/JCM\(DC\) dated 05.05.1994 \(RBE 37/94\)](#)
10. [E\(NG\)I-93/TR/24 dated 21.09.1994](#)
11. Supplementary Circular No. 3 - categories of TIAs/ISAs in the Accounts Departments should also be included in the list of sensitive posts for the purpose of periodical transfers - [E\(NG\)I/94/TR/29, dated 02.05.1995 \(RBE 40/1995\)](#).

12. **Supplementary Circular No. 4 - transfer/Retransfer of Ticket Checking staff - Determination of seniority - [E\(NG\)I-92/TR/32 dated 12.12.1996](#) (RBE 124/1996).**
13. **Supplementary Circular No. 5 - Inter-Railway and Intra-Railway transfers on request - No. [E\(NG\)I-96/TR/28 dated 06.12.1996](#) (RBE 122/1996).**
14. **Supplementary Circular No. 6 - Posting of husband and wife at the same place - Instructions in respect of Groups 'C' and 'D' Railway employees - No. [E\(NG\)I-97/TR/28 dated 05.11.1997](#) (RBE 147/1997).**
15. **Supplementary Circular No. 6 - Inter-divisional transfer of staff repeatedly figuring in vigilance cases- No. [E\(NG\)I-98/TR/11 dated 30.10.1998](#) (RBE 250/1998).**
16. **Supplementary Circular No. 7 - Inter-divisional transfer of ticket checking staff and other staff in mass contact area - No. [E\(NG\)I-98/TR/11 dated 2.11.1998](#) (RBE 251/1998).**
17. **Supplementary Circular No. 9 - Transfer on request on bottom seniority vide Railway Board's letter No. [E\(NG\)-I/99/TR/15, Dated 08.02.2000](#) (RBE 24/2000)**
18. **Supplementary Circular No. 10 - Posting of Government employees who have children with hearing impairment or multiple disability - No. [E\(NG\)I-2000/TR/13, dated 18.04.2000](#) (RBE 75/2000).**
19. **Supplementary Circular No. 11 - Clarification on Periodical Instructions - Railway Board's letter No. [E\(NG\)I/2000/TR/17 dated 26.06.2000](#) (RBE 123/2000)**
20. **Supplementary Circular No. 12 - Inter/Intra Railway own request transfer of TGT/Post Graduate Teacher of Railway Schools - Railway Board's letter No. [E\(NG\)I-2000/TR/12 dated 28.6.2000](#) (RBE 127/2000).**
21. **Supplementary Circular No. 13 - Transfers of supervisors directly concerned with safety of train operations vide Railway Board's letter No. [E\(NG\)I-99/TR/18, dated 17.5.2001](#)(RBE 95/2001)**
22. **Supplementary Circular No. 14 clarification on Supplementary Circular No. 13 vide Railway Board's letter No. [E\(NG\)I-99/TR/18 dated 19.07.2001](#) (RBE 141/2001)**
23. **Supplementary Circular no. 15 - Procedure for preventing fraudulent transfers vide Railway Board's letter No. [E\(NG\)I-2001/TR/16 dated 21.11.2001](#) (RBE 229/2001).**
24. **Supplementary Circular No. 18 - SMs/ ASMs posted at Way Side Stations and involved only In train passing duties may be exempted from the purview of periodical transfers vide Letter No. [E\(NG\)I-2002/TR/19 dated 13.09.2002](#) (RBE 163/2002)**
25. **Supplementary Circular No. 18 Railway Board's letter No. [E\(SPORTS\)2002/POLICY/TR/3 dated 27.11.2002](#) (RBE 216/2002).**