



PBC No:258 / 2023  
RBE No: 148 / 2023

दक्षिण रेलवे Southern Railway  
प्रधान मुख्य कार्मिक अधिकारी कार्यालय  
Office of the Principal Chief Personnel Officer  
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003  
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R)676/P/Vol.IX

दिनांक/Dated: 26.12.2023

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,  
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,  
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,  
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub :Timeline for Inter Railway Own Request Transfers.**

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A copy of Railway Board's letter No.E(NG)I/2023/TR/30 dated 26.12.2023 on the above subject is enclosed for information, guidance and necessary action.

संलग्नक/Encl.01 page.

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Date: 2023.12.26  
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सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU

The General Secretary/AISCTREA

The General Secretary/AIOBCREA

The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

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

No. E(NG)I/2023/TR/30

New Delhi, dated 26.12.2023

The General Manager (P)  
All Zonal Railways & PU's

**Sub: Timeline for Inter Railway Own Request Transfers.**

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The existing process of inter railway transfers is currently devoid of strict timelines for completion of various stages. While the Human Resource Management System (HRMS) facilitates these transfers, the absence of a defined time limits has led to a lack of efficiency and transparency in the processes involved.

Recognizing the need for a more streamlined and regulated approach, Board have decided to adopt following biannual timelines for own request transfers:

<p>1) Divisions/Unit to assess provisional no. of staff and categories who can be spared i.e Divisions to make an action plan for Inter Railway Own Request Transfers.</p> <p>Target Date: 1st cycle: 10th April of every year Target Date: 2nd cycle: 10th October of every year</p>
<p>2) Division/Units to convey consent for accommodating the staff or reject the request.</p> <p>Target Date: 1st cycle: 30th April of every year Target Date: 2nd cycle: 30th October of every year</p>
<p>3) Final plan of Divisions for Own Request Transfers to be prepared by Divisions based on decisions received from Divisions/Units. Cases rejected by Divisions to be accounted for by the transferring Division and if necessary, further go down the priority list and advise other Divisions/Units.</p> <p>Target Date: 1st cycle: 10th - 20<sup>th</sup> May of every year Target Date: 2nd cycle: 10th -20<sup>th</sup> November of every year</p>
<p>4) Next set of Divisions where staff is to be transferred to give consent for accommodating or reject.</p> <p>Target Date: 1st cycle: 31st May of every year Target Date: 2nd cycle: 30th November of every year</p>
<p>5) The cycle to continue till 30/6 or 30/12.</p> <p>Request Transfers stopped for 3 months Relieving by 30/9 for 1<sup>st</sup> cycle or 30/3 for 2<sup>nd</sup> cycle</p>

*Sanjay*  
(Sanjay Kumar)  
Dy. Director/Estt.(N)  
Railway Board  
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