



PBC No: 24 / 2024

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

सं/No: P(G)534/XVI/Group "A"

दिनांक/Dated:16.02.2024

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: Procedure to be followed while assumption of charge by  
Railway Officers.

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The copies of Railway Board's letter no. 2013/E(O)III/PL/02 dated 09.12.2019  
and 23.07.2013 is reiterated with a view to ensure strict compliance.

Encl.02 pages

  
16.02.2024  
(Shikha Lal)  
Deputy Chief Personnel Officer / Gaz  
For Principal Chief Personnel Officer

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 2013/E(O)III/PL/02

New Delhi, Dated 09.12.2019

The General Managers,  
All Indian Railways/PUs  
Including DGs, RDSO & NAIR.

Sub:- Procedure to be followed while assumption of charge by Railway officers.


Ref:- Board's letter of even number dated 23.07.2013.

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Instructions vide Board's letter under reference were issued inter alia advising that all officers (except GMs/ Independent CAOs) reporting to another Railway/Unit on transfer on promotion or otherwise on the basis of Board's orders, should assume charge after issue of local orders. However, it has been observed that issue of local orders takes time and assumption of charge on important posts crucial from operational point of view gets delayed on procedural grounds.

2. It has, now, been decided by Board that, henceforth, officers posted as DRMs, PHODs/CHODs and posts on which specific posting is given by Board i.e., CFTMs, SDGMs, CSOs, CBEs, CTEs etc. may assume charge directly on the basis of Board's orders after informing GMs and local orders can be issued, subsequently, as is being done in the case of General Managers/Independent CAOs.

3. All the Railways/Units may bring the above instructions to the notice of all the officers under their charge, for compliance.

  
(Sushant Kumar Mishra)  
Secretary, Railway Board

**Subject: Procedure to be followed while assumption of charge by officers.**

**[No. 2013/E(O)III/PL/2, dated 23.07.2013]**

Recently, a case has come to the notice of Board where a senior officer, on being relieved on transfer from one Railway to another, on promotion, assumed the charge in the higher grade in the new unit directly, without waiting for issue of any local orders. The Railway has sought Board's clarification as to whether such assumption of charge by an officer is permitted without issue of a local Office Order by the unit to which he has been transferred/promoted.

2. It is hereby clarified that the action of any officer of *suo moto* assuming charge of any post is a clear departure from the existing procedure/practice and is not in order. The existing procedure/practice is that every transfer/promotion order, issued from Board's Office, is addressed to the General Manager/equivalent/Head of the Railway/Organisation concerned. It is not addressed to the officers concerned. On receipt of such Orders from Board's Office, the Zonal Railway/Unit issues a local Office Order which then becomes the authority for the officers concerned to relinquish/assume charge on transfer/promotion. The officer, on reporting to the new zone, submits his joining report to the Head of the Department/Unit and assumes charge after issue of a local order. No officer is an exception to this practice, except the officers appointed as General Managers/Independent CAOs who assume charge on the basis of Board's orders. Even in their case, after assumption, a local office order is issued. This practice not only allows an officer to join but also at the same time takes the officer on the rolls of that unit not only for the purpose of functioning but also charging of salaries and other allowances.

3. It is, therefore, imperative that all the officers reporting to another Railway/Unit on promotion or otherwise, follow the existing procedure scrupulously.

4. All the Railways/Units may bring the above instructions to the notice of all the officers under their charge, for compliance.