



**दक्षिण रेलवे/SOUTHERN RAILWAY**

No.P(R)676/P/Vol.IV

प्रधानकार्यालय/ Headquarters Office  
कार्मिक शाखा/ Personnel Branch  
चेन्नै/Chennai - 600 003  
दि./ Dated: 07 -07-2014

**पी बी सी सं/ PBC No: 98 / 2014**

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /  
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Wokshops / other Units, etc.,  
(As per mailing list -'A')

विषय/Sub: Common Portal for Inter Railway Transfers (IRT – IRMT)  
COMPTRAN.  
Ref : This office letter of even No. dt. 27-06-2014.

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Further to this office letter cited wherein instructions were issued for entering data, the following instructions are communicated.

1. User-IDs have been created for all the units, as well as cadre section in Headquarters Personnel Branch.
2. Since the key to the system is the date of registration, the creation of first master for the request transfer / mutual transfer should be initiated in the cadre controlling section / unit where the application for inter railway one way / inter railway mutual is received.
3. The date of receipt in Personnel Branch in proforma - D (duly forwarded by supervisory official) will determine priority, subject to satisfying basic conditions / eligibility.
4. After registration, the status as to the eligibility, administrative approval forwarding to Headquarters PB, etc need to be updated from time to time.
5. Subsequent status updating will be done by the concerned unit to which the application and enclosures are forwarded.
6. All STATUS UPDATING SHOULD BE DONE ONLY AFTER THE EVENT TAKES PLACE, i.e., status of having forwarded the application, etc should be entered only after physically forwarding the hard copy.
7. Similarly, where clarifications have been sought from the target unit and replies have been physically sent, the status should be immediately updated.

8. The procedural requirement like enclosures, DAR / Vig. Clearance, availability of vacancies as per extant orders hold good and no dilution or bypassing of the same should be there.

All units are accordingly advised to begin registration and updating of IRT / IRMT on the COMPTRAN portal.



(V.SRINIVASAN)  
वरिष्ठ कर्मिक अधिकारी/नियम  
Senior Personnel Officer/Rules  
कृते मुख्य कर्मिक अधिकारी  
For Chief Personnel Officer

प्रतिबिधि/Copy to : The Genl Secy / SRMU  
The Genl Secy / AISCSTREA  
The Genl Secy / AIOBCREA  
The Genl Secy / NFIR

All PB Officers Of HQrs  
All Ch.OS / OS of cadre section