



दक्षिण रेलवे/SOUTHERN RAILWAY

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

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

पी वी सी सं/ PBC No: 97 / 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:Inter Railway / Inter Divisional Mutual Transfer of
employees – reg.**

In terms of Rule 229 / 230 of IREC/Vol.I & Para 310 of IREM / Vol.I the request for mutual transfer of employees working in same grade / cadre in the Division / Unit / Railway is permissible only with the employee working in the corresponding grade / cadre in another Division / Unit / Railway.

Detailed instructions were also issued vide PBC No. 90/96 to deal with the cases of request transfers on IRT/IDT/IRMT Railway Board have issued instructions that the application of request for mutual transfer must be disposed off quickly without any delay to ensure transparency.

The following uniform procedure is to be adopted while considering the Inter Railway / Inter Divisional Mutual Transfer.

1. On receipt of mutual Inter Railway / Inter Divisional transfer request from the employees of Southern Railway the same should be examined whether the post involved is Hqrs./ Division / Units controlled post / cadre.
2. On receipt of mutual transfer request from a foreign Railway first it should be examined whether the post involved is Headquarters or Division controlled post / cadre.
3. In case it is a Headquarters controlled post the Headquarters cadre section will deal with Mutual Transfer in all respects by calling for all details of the Southern Railway employee from the Division / Unit and file should be put up to the concerned cadre controlling PHOD / HOD for approval.
4. In case, it is a Division controlled post, on receipt of mutual transfer request, the paper should be immediately transferred to the concerned Division and the concerned Division will have to give clearance from the

Divisional level within 30 days. After which, the proposal with details of both the employees will be put up to the respective cadre controlling officer at Hd. Qrs..

5. Personnel branch will be responsible for checking of Establishment matters such as Grade pay, category, reservation requirements. Vigilance & DAR clearance. The file will go to PHOD only once and as and when the approval is received from the foreign Railway, necessary orders for Mutual Transfer should be issued.
6. Railway Board's instructions that Senior will be relieved first should be indicated in the office orders clearly specifying who is the senior employee, so as to ensure that the entire order is implemented in a week's time.
7. As per the instructions available in PBC 90/1996 the unit which has initiated the Mutual Transfer will issue order of transfer to both persons seeking Mutual Transfer after both the controlling officials concurred / accept such request.



(V.SRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
कृते मुख्य कार्मिक अधिकारी
For Chief Personnel Officer

प्रतिलिपि/Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA

The Genl Secy / NFIR