



दक्षिण रेलवे/SOUTHERN RAILWAY

सं./No.P(R)676/P/Vol.IV.

प्रधान कार्यालय/Headquarters Office
कार्मिक शाखा / Personnel Branch
चेन्नै/Chennai - 600 003
दि./Dated 05-05-2014

पी बी सी सं/ PBC No:48 / 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: Request for Mutual transfer by Railway Employees.

A copy of Railway Board's letter No.ERP/Portal-Transfer/2013 dated 30.04.2014 on the above subject is enclosed for information, guidance and necessary action.

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

संलग्न/Encl: as above

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

The Genl Secy/NFIR



Government of India
Ministry of Railways
Railway Board

ERP/Portal- Transfer/2013

Dated:30.04.2014

All General Managers
All Indian Railways,
All Production Units,
Metro Kolkata.
Director General/Lucknow.

Sub: Request for Mutual transfer by Railway Employees.

Please call for this office letter of even no. dated 10.03.2014 vide which certain decisions were conveyed regarding request transfer of employees.

The issue of facilitating requests for mutual transfer of railway employees have been under consideration of Board(MS) and it has been decided that applications of request transfer which are otherwise found in order must be disposed off quickly without any delay to ensure transparency as it provides relief of one person for another. Once the mutual transfer order is issued the senior person should be relieved first and the entire exercise may be completed in a week's time.

Please acknowledge receipt.


(M. Akhtar) 30/4/14
Adviser(Staff)

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

रेल भवन, नई दिल्ली - 110001, तिथि
Rail Bhavan, New Delhi-110001, dated - 2014

: Dated: 10.03.2014

ERP/Portal- Transfer/2013

All Chief Personnel Officers
All Indian Railways,
All Production Units,
RDSO/Lucknow.
Metro Kolkata,
Director General/NAIR, Vadodara
Directors of CTIs.

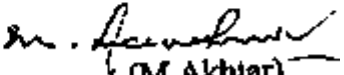
Sub: Transfer Portal for Railway Employees.
Ref: ED/ERP letters of even no. Dated 25.11.13 and 21.02.2014.

As has been brought to your notice vide above referred letters, a dedicated portal called "ComPTran" has been formally launched by Member Staff on 4th February 2014. It can presently be accessed through the Railway Board official website.

Earlier a workshop had been held at Railway Board on 27th February 2014, in this regard which was attended by representatives of your Railway/PU. Besides giving instructions/demonstration for navigating through the portal, User ID and Passwords were also given for each Railway/PU in the workshop. These instructions are reiterated in the Annexure to this letter.

As desired by Board (MS) the Railways/PUs/CTIs etc. are required to upload all requests for inter railway transfers, which have not been finally disposed off yet, in order of priority, by end of this month. Once the database of existing applications is ready and confirmed the portal shall be opened for railway employees to register their requests on line.

All concerned are requested to comply with the above task and confirm by 1st April 2014 to the undersigned that all request transfer applications have been uploaded on the portal.


(M. Akhtar)
Advisor/Staff

Sub:- Instructions for operationalising Transfer Portal "ComPTran".

The newly instituted Portal 'ComPTran' is accessible as "Transfer Portal-2014" under the link "For IR Personnel" on the official website of Railway Board. In the Workshop attended by representatives of Zonal Railways and Production Units held on 27th February 2014, one set of user ID and Password was given for CPOs of each Railways /PUs and RDSO.

Operations on the Portal can be carried out on the basis of following guidelines:-

1. The Password allotted should be changed for further use. CPOs are authorised to allo: User ID and Password for administration of units under their control.

Since the Portal shall contain sensitive information such as priority for transfer, it is important that absolute confidentiality is maintained by all administrator users at all times. System shall be recording every action under taken on the portal and it is the responsibility of the password holder to ensure that the password is not used by any unscrupulous element.

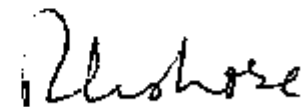
2. At the first instance Railways are required to upload all existing requests (Transfers on Bottom Seniority and Mutual Transfers) on the portal as per prescribed format. Needless to say order of registering the request should be the same as followed in the manual system.

3. This exercise is to be completed by 31st March 2014. Once this exercise is over, serial number shall be allotted to the pending requests both over railway and over a unit.

4. After the priority of existing and pending requests are finalised, the portal shall be opened to common railway employees for registering their requests online.

5. At present the names of units and railways and the categories in a department have been populated as per information available. All Railways/PUs are requested to go through the names of their units, departments and categories to ensure that no Units/Category is left out or is shown incorrectly. All such anomalies should be sent to Shri Rajeev Goyal, CPO/Admn., North Central Railway, Allahabad who is nominated as official administrator for the Portal. His Contact no. and email address is available in the Portal under Contact us.

6. CTIs which were not part of the Workshop held on 27th February 2014, at Railway Board office, may obtain their User ID and Password from Shri Rajeev Goyal, CPO/A, North Central Railway, Allahabad.



(Rajiv Kishore)
Executive Director/ERP
Railway Board