



दक्षिण रेलवे/SOUTHERN RAILWAY

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

प्रधानकार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated:06 -12-2018

आर बी ई सं/RBE No. 182 / 2018

पी बी सी सं/ PBC No. 251 / 2018

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,
etc.,

(As per mailing list -'A')

विषय/Sub: Periodical Transfer of non-gazetted Railway Employees in
Commercial Department.

A copy of the Railway Board's letter No. E(NG)- 2009/TR/7 dated 28-11-
2018 (RBE No. 182 / 2018) on the above subject is enclosed for information
guidance and necessary action.

Railway Board's letter 22-02-2018 referred therein has been circulated
as PBC No. 27 / 2018 and extract of Railway Board's letter dated 27-09-1989
is enclosed for ready reference.

(V.Srinivasan)

वरिष्ठ कार्मिक अधिकारी/नियम

Senior Personnel Officer/Rules

For Principal 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)

No.E(NG)I-2009/TR/7

New Delhi, dated 28.11.2018

The General Managers(P)
All Zonal Railways and Production Units.
(As per standard list).



Sub: Periodical Transfer of non-gazetted Railway employees in Commercial Deptt.

Ref: Railway Board's letter No. E(NG)I-87/TR/34/NFIR/JCM/DC dated 27.09.1989 (RBE No. 244/89).

In the Commercial Deptt., Commercial Clerks, Ticket Collectors and Enquiry-cum-Reservation-Clerks alongwith many other posts have been identified as sensitive posts and such staff are required to be transferred periodically every four years in terms of Board's letter under reference. Following merger of these three categories into one vide Railway Board's letter No. E(NG)I-2016/PM1/12 (Pt) dated 22.02.2018 and also in view of the frequent complaints of violation of extant rules, it has to be ensured that Commercial Clerks dealing with parcel activities who have completed four years stay should be immediately shifted out. A confirmation to this effect should be sent to this office latest by 15.12.2018. Any violation of Board's instructions in this regard will be viewed seriously.

Please acknowledge receipt.

Hindi version shall follow.


(M.K. Meena)
Deputy Director Estt.(N)
Railway Board.

R.B.E. No. 244/89

Subject : Periodical transfer of Railway employees.

No. E(NG)I/87/TR/34/NFIR/JCM/DC, dated 27.9.1989

As the Railways Administrations are aware, in terms of the marginally noted instructions and other instructions in this behalf, Railway employees

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| (1) E(NG)II/78/TR/85
dated 27.4.1979. | holding sensitive posts and who frequently come into contact with public |
| (2) E(NG)II/78/TR/82
dated 7.2.1980. | and/or contractors/suppliers are required to be transferred every four |
| (3) E(NG)I/80/TR/28
dated 22.8.1980 | years. For this purposes, while some of the posts were identified as |
| (4) E(NG)I/80/TR/28
dated 31.12.1981 | sensitive by the Board, Railway Administrations were free to add to |
| (5) E(NG)I/80/TR/28
dated 19/2/1986. | the list of sensitive posts. |
| (6) E(NG)I/80/TR/28
dated 16.10.1987. | |

2. The matter has been reviewed in the light of discussions in the Departmental Council under the Joint Consultative Machinery. Pursuant thereto the Ministry of Railways have drawn up a comprehensive list of sensitive posts for the purpose of periodical transfers in terms of the aforesaid instructions. A copy of this list is enclosed herewith for information and necessary action.

(Annexure to letter No. E(NG)I/87/TR/34/NFIR/JCM/DC, dated 0.9.1989).

List of Sensitive Posts Identified by the Ministry of Railways for the Purpose of Periodical Transfer

A. Accounts Department

1. Staff passing Contractors/Firms bills.
2. Staff dealing with Claims/refund and wharfage/demurrage for general public.
3. Cheque writers.
4. Cashiers.
5. Staff dealing with pension/PF Claims.
6. Staff dealing with passes/release of unpaid wages.
7. Staff dealing with post audit of paid vouchers and issue of acquittance.

B. Civil Engineering

1. IOWs/PWTs incharge of Stores.

2. Bill Clerks.
3. Material checking Clerks/Store Clerk.
4. Time Keepers.
5. Works Accountants.
6. Asstt. Superintendents/Superintendents incharge of Stores Accountal.
7. Staff dealing with transfers/promotions/loans and advances and issue of Passes/PTOs/Leave accounts/local purchases.
8. Draftsmen/Estimators in Divisional Drawing Office checking Contractors bills.

C. Commercial Department

1. Goods/Parcel/Luggage Clerks.
2. Enquiry/Reservation/Booking Clerks.
3. Ticket Collector/TTEs/Conductors.
4. Reservation/Goods Supervisors.
5. Staff dealing with wharfage/demurrage cases.
6. Staff dealing with goods/parcel/handling/catering contracts.
7. Staff dealing with city booking/outages.
8. Staff dealing with claims.
9. Sectional CMTs and Sectional Claims Inspectors.

D. Electrical Department

1. Stores Clerk.
2. Establishment Clerk/Time Keeper.
3. Asstt. Superintendent/Superintendent Stores in Divisional Office.
4. Asstt. Superintendent/Superintendent Works in Divisional Office.
5. Air-conditioned coach incharge/coach attendant.
6. Foremen Incharge of Shop.
7. Mileage Clerk/Shed Notice Clerk.
8. Staff dealing with tender/contracts and purchasing Stores.

E. Mechanical Department

1. Store Clerk.
2. Bill Clerk/Establishment Clerk.
3. Time Keeper.
4. Fuel Inspector/Fuel Issuer/Fuel clerk in sheds.
5. Mileage Clerk/Shed Notice Clerk in sheds.
6. Staff dealing with tenders/contracts, purchases of stores.

F. Medical Department

1. Pharmacists looking after the drug stores.
2. Staff incharge of kitchen stores.
3. Staff writing out sick/fit certificates.

G. Personnel Department

1. Bill Clerk.
2. Staff dealing with settlement cases/advance.
3. Cadre section staff or staff dealing with recruitment/promotion/transfer.

H. Stores Department

1. Tender Clerk/Disposal Clerk/Purchases Section Incharge (Head Clerk/A.S.)/Demand Clerk (dealing with operation of rate contract).
2. Asstt. Confidential Tender Clerk/Tender Opening Clerk/Sample Clerk/Superintendent/CTC.
3. Section Incharge (Head Clerk/AS)Registration Clerk in Purchase General Registration.
4. Receipt/Inspection Supervisor Incharge (Ward Keeper ASKP/DSKP) and Group 'C' Staff working under them, Local Purchase Staff.
5. Sales Section Incharge (ASKP/DLKP) and staff working under them.
6. Scrap Yard/Returned Store Section Incharge (ASKP/DSKP) Ward Keeper and Group 'C' staff working under them.
7. Staff in Purchase Section of EA/DRM or DCOs of Division.

I. Public Relation Department

Inspectors/Staff dealing with revenue earning/Commercial publicity.

J. Operating Department

1. Station Superintendents.
2. Station Masters/Asstt. Station Masters not working as Cabin Station Masters.
3. Station Clerk.
4. Train Clerk dealing with package work.
5. Stock Controller/Coaching Controller in Control Rooms.
6. The Desks dealing with mileage bills/operating restrictions, distribution of uniforms, traffic stores and chargesheets/wagon allotment section dealing assistants in the office of DOSs/DSCs.
7. Desks dealing with commodity section and stores section in the COPS's Office.

K. S and T Department

1. SIs/TCIs incharge of Stores.
2. Bill Clerk/Time Keeper/Establishment Clerk.
3. Store Clerk/Store Issuer.