



दक्षिण रेलवे/SOUTHERN RAILWAY

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

प्रधानकार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated: 27-09-2018

आर बी ई सं/RBE No. 139 / 2018

पी बी सी सं/ PBC No. 191 / 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:One way request transfer on out-of-turn basis.

A copy of Railway Board's letter No.E(NG)I-2018/TR/14 dated 17-09-2018 (RBE No.139 / 2018) on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letter dated 08-08-2018 referred therein is enclosed for ready reference.

(V.SRINIVASAN)
वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
For Principal Chief Personnel Officer

मंलग्न/Encl: as above

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

RBE NO. 139 /2018

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(NG)I-2018/TR/14

New Delhi, dated 17.09.2018

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



Sub : One-way request transfer on out-of-turn basis.

References are being received from Zonal Railways seeking Board's approval for request transfer of railway employees with lower priority, on out-of-turn basis. After careful consideration of the matter, Board have decided that the General Managers themselves may take a decision to allow request transfer of non-gazetted railway employees on out-of-turn basis. Such requests may, however, be considered only in rare cases where NOC has been received from accepting Railway and have been approved by competent authority in the parent Railway. In each such case reasons for giving the approval should be recorded on file. It is also stated to use "COMPTRAN" soft-ware to register and monitor all the cases of Inter-Railway Request Transfer as advised under Board's letter No. ERP/Portal-Transfer/2013 dated 08.08.2018.

Please acknowledge receipt.

Hindi version will follow.


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

Government of India
Ministry of Railways
(Railway Board)



No ERP Portal- Transfer 2013

Dated: 08.08.2018

The Principal Chief Personnel Officer,
Central Railways, Pns & RDSO

Sub: COMPTRAN - Common Portal for Transfers.

Ref: ERP/Portal-Transfer/2013 dated 21.02.2014 & 10.03.2014.

Common Portal for Transfers (COMPTRAN) had been launched on 4th February, 2014. Vide letter dated 10.03.2014 it was emphasized that all the requests for Inter Railway Transfers & Mutual Transfers should be uploaded on the site. The portal has been in use for some time and a lot of data regarding the transfer requests has been uploaded on the site.

Member Staff reviewed COMPTRAN on-date. He has instructed that the information available on the COMPTRAN site should be updated so that current status of each case is reflected on the site. Following should be specifically noted.

For cases where transfer has been accepted and employees have joined new Unit, Status should be updated (Employee joined).

All cases of Mutual Transfer, Inter Railway Request transfer which have so far not been registered on the COMPTRAN and are pending, data of such cases should be uploaded indicating the current status.

A brief write-up along with instructions regarding updating the information on COMPTRAN is enclosed herewith. A write up about Process Flow for different operations has also been enclosed herewith.

All concerned are requested to update the information on the portal as indicated above by 31st Aug, 2018. It may also be noted that This will come up for discussion during PCPOs Conference scheduled later this month.


Rajeev Kumar Goyal
ED/ERP

COMPTRAN

ComPTran i.e. Common Portal for Transfer is a web based Portal of Indian Railway. It works for Railway Employees seeking their Inter Railway/Inter Divisional transfer in railways as well as for Railway officials for monitoring.

Nominated Officials can login to this portal through their ID and password (which can be changed any time) and use following functionalities of CompTran portal:

1. Any application of transfer received by the Division Office should be registered in ComPTran.
 2. Within "Inter Railway Transfers" link in the portal, there are two more tabs (i) Mutual Transfer (ii) Request Transfer, so registration should be done in proper tab.
 3. First of all application should only be Registered on the portal before sending the application to HQ/Other Division/Other Unit/Other Zone. Once the application has been forwarded, status should be updated on portal to "Application of Employee forwarded to (Name of the Unit) for acceptance or for further action." And should be marked to the other HQ/Divn./Zone. The application of Employee, forwarding letter of Administration, copies SR of Employee may be uploaded after scanning in PDF format.
 4. After forwarding case to other unit, this case may be seen by other unit as pending case.
 5. After receiving the Transfer Application of Employee from first unit, the Authority Competent may send their acceptance and update the position on ComPTran portal.
 6. After acceptance Employee may be relieved for other unit/Divn./Rly. (or both employees may be relieved in case of Mutual Transfer).
 7. After relieving or joining of Employees the position should be updated on portal.
 8. The Employee seeking transfer may see their latest position on the portal.
- ADDITIONAL FACILITY TO EMPLOYEES :- A new employee seeking his mutual or request transfer, may register his name, choice of station, address, Mobile No. etc. on this portal, so that another employee who is also interested for mutual transfer to the station of first one, may contact him.

Ref
8/8/18

Common Portal For Transfers – Process Flow (Mutual Transfers)

Login

http://comptran.railnet.gov.in/comptran_admin

(Annexure – 1)

Select Request Transfer or Mutual transfer or Reports (Annexure – 2)

Register Mutual Transfer Click on the button (Annexure – 3)

Fill the prescribed form & Save (Annexure – 4)

Registration Number will be displayed after saving data on the Screen

Update Status

Click on the Button (Update Status) -> Select the unit & Registration Number (Annexure 5)
Enter the required data and Save (Annexure 6)

Action Pending List

List Show pending cases on the Unit (Headquarter Can see Cases pending in all the Divisions)

Click on the Button (Action Pending List) -> Selection Criteria & Select the unit (Annexure 7)
List Will be Displayed (Annexure 8)

Updation can be done from this list by clicking registration Number of any particular case.

Waiting For Release

Click on the Button (Waiting For Release) -> Select the unit & Selection Criteria (Annexure 9)
List of the cases pending in the unit for release of Employee will be Displayed (Annexure 10)
Updation can be done from this list by clicking registration Number of any particular case.

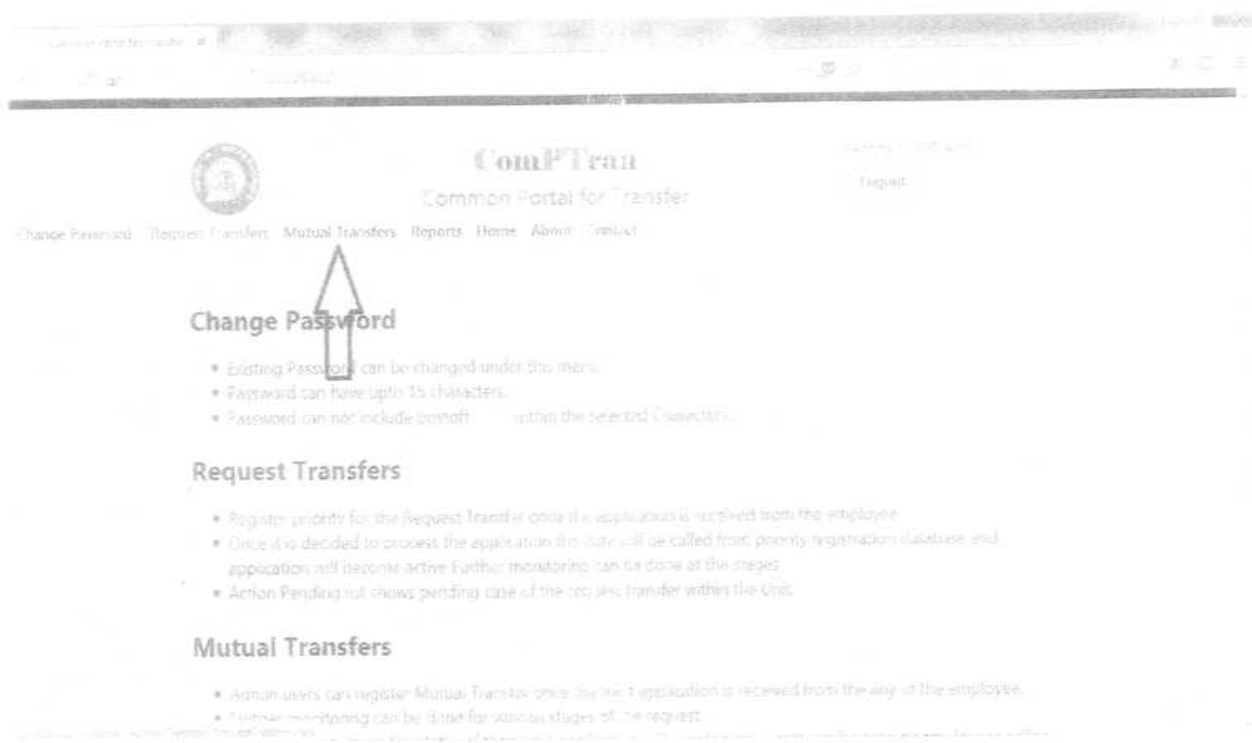
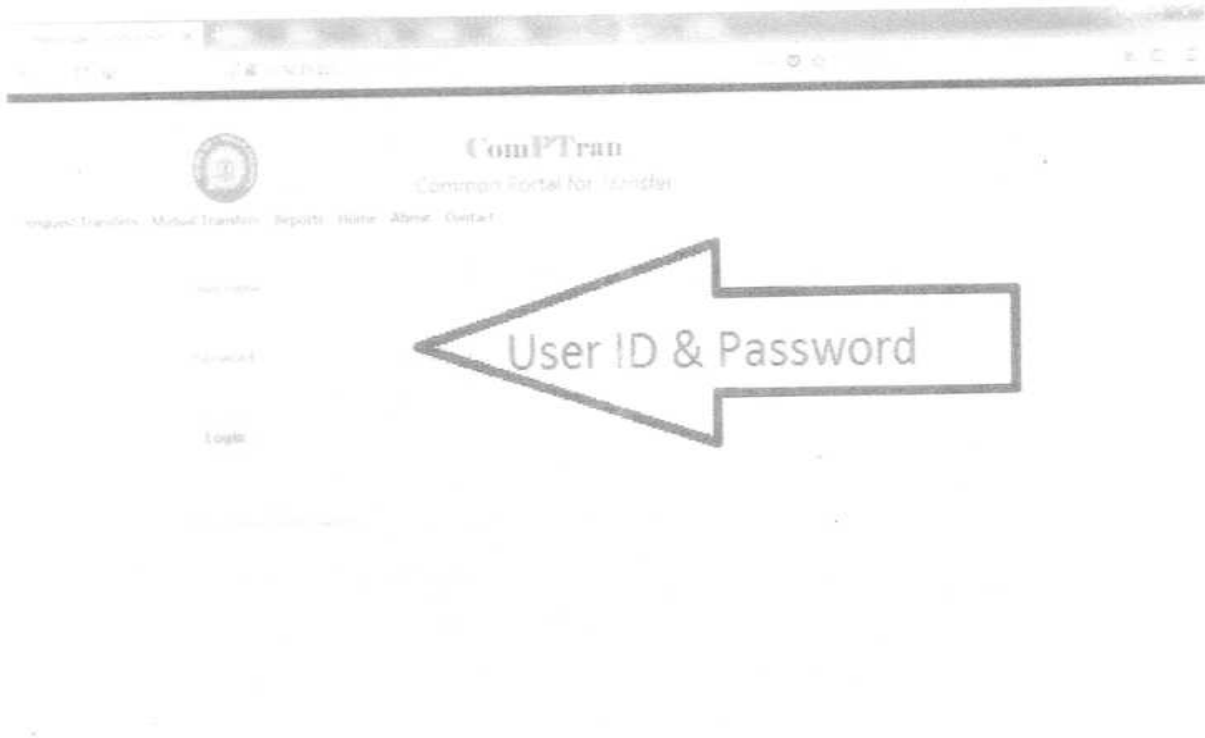
Unit Wise List

Click on the Button (Unitwise List) ->

List of all the cases registered within the unit will be Displayed (Annexure 11)
Updation can be done from this list by clicking registration Number of any particular case.

For inter Railway Transfers the work flow is same except for the first step where Mutual Transfer button was selected. In this case Request Transfer button is selected.

hp
18/10/18



dy
18/01/18

Common Portal for Transfer

ComPTran
Common Portal for Transfer

Welcome, DP/AA/...

Logout

Change Password Request Transfers Mutual Transfers Reports Home About Contact

Register Mutual Transfer Update Status Action Pending List Waiting Release Unitwise List Check Status

Register Mutual Transfer

- Register Mutual Transfer is for the Railway Admin users where they register the joint application received from both the employees.
- Since this is an integrated system for all Zonal Railways and Units as such joint application can be registered only at one place.
- Employee Number of both the employees will be necessary for registering the request.

Update Status

- Once joint application has been registered stage by stage progress of this rate can be entered.
- Facility has also been provided to upload scanned copies of various letters at the each stage.

Action Pending List

- List of the employees whose cases have been registered in the Unit and are still pending within the unit can be generated here.
- Railway Users are authorized only for specified units to use act with the system, as such list will be generated only for those units.

(Annexure -4)

Common Portal for Transfer

Common Portal for Transfer

Logout

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Date of Registration

Case Received From Select Railway Select Unit

4201 Unit - ICE - AGRI - Registration Number 17000100

Please enter details of both Employees below Save

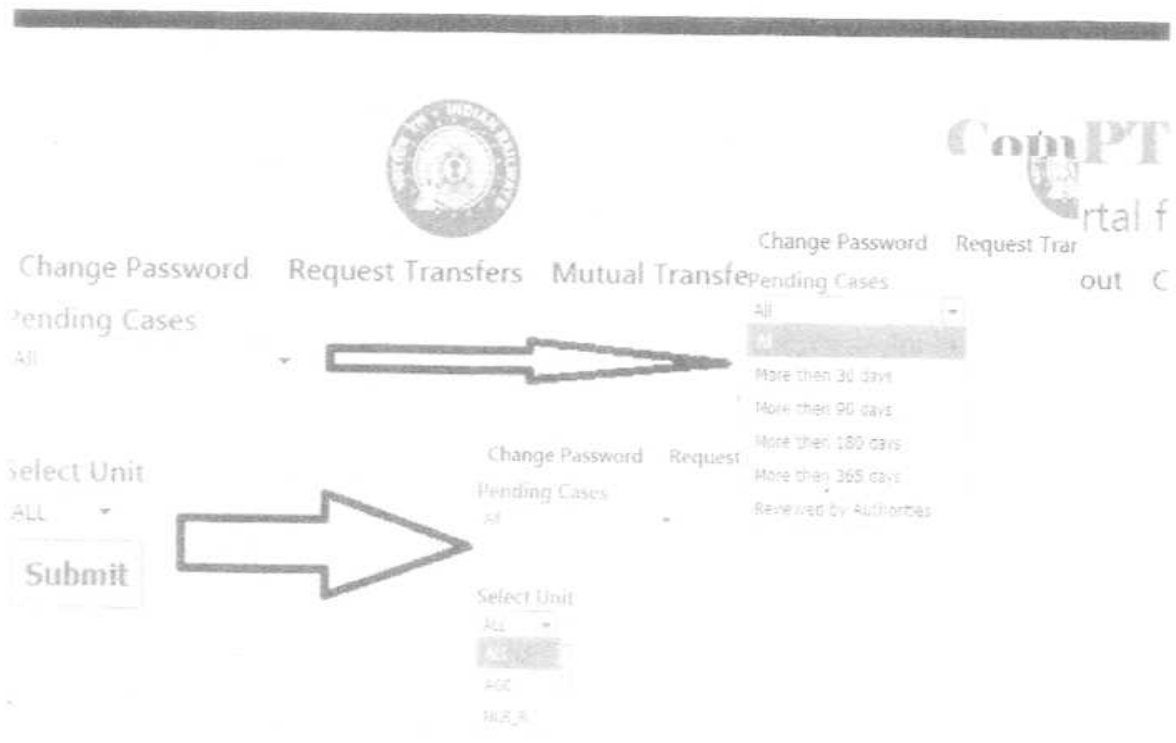
Details of Registering Unit's Employee		Details of Other Unit's Employee	
Select Railway ICE	Select Unit AGRI	Select Railway Chennai Locomotive Works	Select Unit CLV - HEAD QUARTER, CLV - ACCOUNT
Employee Number	Employee Name	Employee Number	Employee Name
Select Department S&T	Select Scale 04440-07440-08000	Select Department S&T	Select Scale 04440-07440-08000
Select Category A1		Select Category A2	

Back

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Rp
8/8/18

By 7/8/18



Change Password Request Transfers Mutual Transfers Reports Home About Contact

Pending Cases
New then 30 days

Select Unit
ALL
Submit

Summary List
Admin User: The Admin
AC

Employee No.	Acad. Unit	Employee No.	Employee Name	Department	Service Group	Unit Code	Employee No.	Employee Name	Department	Service Group
1600000001	AC	000	VENKAT KUMAR MPPA	TRAIN	Train	AC	000	KUNAL KUMAR	TRAIN	Train
1600000002	AC	AC	SIVAKUMAR SIVAK	MACHINERY	Workshop	AC	0012004	RAJESH KUMAR	MACHINERY	Workshop
1600000003	AC	AC	ANURAG KUMAR	MACHINERY	Workshop	AC	0011003	RAJESH KUMAR	MACHINERY	Workshop
1600000004	AC	AC	SUNNY HARIAN	CONDUCTOR	TRAIN	AC	0040000	VINOD KUMAR	CONDUCTOR	TRAIN
1600000005	AC	AC	K. K. K. K.	CONDUCTOR	TRAIN	AC	000	M. K. K. K.	CONDUCTOR	TRAIN

6/8/18

Change Password Request
Pending Cases
All

Tran
il for Transfer
Contact

Change Password Request Transfers Mutual Transfers Select Unit
Select Unit
ALL
Pending Cases
All
Submit

Change Password Request Transfers
Pending Cases
All
More than 30 days
More than 90 days
More than 180 days
More than 365 days
Reviewed by Authorities

Change Password Request Transfers Mutual Transfers Reports Home About Contact

Select Unit
AGC
Pending Cases
More than 30 days
Submit

Summary Case
Selected: 15 of 29
AGC 29

Request No.	Applying Unit	Unit Code	Employee No.	Employee Name	Department	Security Grade	Unit Code	Employee No.	Employee Name	Department	Security Grade
NCR020000425	AGC	AGC	NP00151	MANDI KUMAR	ELEC/GEN	Helper/Kulak	DHN	04157400	SHRESH KUMAR	E/RO/GEN	Helper/Kulak
NCR020000438	AGC	AGC	NP00188	GAURI SHANKAR	ELEC/GEN	Helper/Kulak	DNR	2413146	SHAGWAN SAHAI MEENA	E/RO/GEN	Helper/Kulak
NCR020000922	AGC	AGC	NP00126	BAENORA PRATAF PALAY	CIVIL/PWAY	TRACKMAN	RD	11303186	PANDHIE KUMAR MEENA	CIVIL/PWAY	TRACKMAN
NCR020000924	AGC	AGC	NP00126	SANDEEP KUMAR SHYSH	CIVIL/PWAY	TRACKMAN	RD	1000967	NARSI LAL MEENA	CIVIL/PWAY	TRACKMAN
NCR020001052	AGC	AGC	NP00127	RAJ KUMAR PAL	CIVIL/PWAY	TRACKMAN	AGC	1050431	PANDEYAS PRANFAT	CIVIL/PWAY	TRACKMAN
NCR020000823	AGC	AGC	NP00171	SHANTOSH KUMAR	CIVIL/PWAY	TRACKMAN	RD	11709164	STENDRA KUMAR MEENA	CIVIL/PWAY	TRACKMAN

By
8/10/18

(Annexure - 11)
(Annexure - 11)

Sl. No.	Employee No.	Employee Name	Department	Security Group
1	2000001	RAMBHAND SANGHAM MENA	CIVIL SUPPLY CIVIL SUPPLY	TRACOMAN TRACOMAN
2	2000002	AGRAM MENA AGRAM MENA	CIVIL SUPPLY CIVIL SUPPLY	TRACOMAN TRACOMAN
3	2000003	AGRAM MENA AGRAM MENA	CIVIL SUPPLY CIVIL SUPPLY	TRACOMAN TRACOMAN
4	2000004	AGRAM MENA AGRAM MENA	CIVIL SUPPLY CIVIL SUPPLY	TRACOMAN TRACOMAN
5	2000005	AGRAM MENA AGRAM MENA	CIVIL SUPPLY CIVIL SUPPLY	TRACOMAN TRACOMAN
6	2000006	AGRAM MENA AGRAM MENA	CIVIL SUPPLY CIVIL SUPPLY	TRACOMAN TRACOMAN
7	2000007	AGRAM MENA AGRAM MENA	CIVIL SUPPLY CIVIL SUPPLY	TRACOMAN TRACOMAN
8	2000008	AGRAM MENA AGRAM MENA	CIVIL SUPPLY CIVIL SUPPLY	TRACOMAN TRACOMAN
9	2000009	AGRAM MENA AGRAM MENA	CIVIL SUPPLY CIVIL SUPPLY	TRACOMAN TRACOMAN
10	2000010	AGRAM MENA AGRAM MENA	CIVIL SUPPLY CIVIL SUPPLY	TRACOMAN TRACOMAN

[Handwritten Signature]
8/8/18