



Estt. Srl. No. 159/2023  
RBE No- 148/2023

**EAST COAST RAILWAY**  
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/  
Office of the Principal Chief Personnel Officer  
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017  
Rail Sadan, IInd Floor, Bhubaneswar-751017

ECoR/Pers/R/Transfer.

Date:26.12.2023

**ALL PHODs/CHODs,  
DRMs/CWM/CAO&CPM,  
East Coast Railway, Bhubaneswar.**

**Sub: Timeline for Inter Railway Own Request Transfers.**

A copy of Railway Board's Letter No. E(NG)I/2023/TR/30, dated 26.12.2023 on the quoted subject is forwarded herewith for information, guidance and necessary action.

**Digitally Signed by PENTA  
RADHA KRISHNA  
Date: 26-12-2023 16:22:00  
Reason: Approved**

Encl: As above,

**( Penta Radhakrishna )  
Assistant Personnel Officer (HQ)  
For Principal Chief Personnel Officer.**

**Copy to:-**

1. Secy. to GM & AGM,
2. Chairman-RRB&RRC-BBS,
3. Dy.CPOs /Sr.DPOs, DPOs/SPOs, WPO/APOs of Personnel Department,
4. General Secretary's- ECoRSC & ECoRSU.

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

No. E(NG)I/2023/TR/30

New Delhi, dated 26.12.2023

The General Manager (P)  
All Zonal Railways & PU's

**Sub: Timeline for Inter Railway Own Request Transfers.**

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The existing process of inter railway transfers is currently devoid of strict timelines for completion of various stages. While the Human Resource Management System (HRMS) facilitates these transfers, the absence of a defined time limits has led to a lack of efficiency and transparency in the processes involved.

Recognizing the need for a more streamlined and regulated approach, Board have decided to adopt following biannual timelines for own request transfers:

<p>1) Divisions/Unit to assess provisional no. of staff and categories who can be spared i.e Divisions to make an action plan for Inter Railway Own Request Transfers.</p> <p>Target Date: 1st cycle: 10th April of every year Target Date: 2nd cycle: 10th October of every year</p>
<p>2) Division/Units to convey consent for accommodating the staff or reject the request.</p> <p>Target Date: 1st cycle: 30th April of every year Target Date: 2nd cycle: 30th October of every year</p>
<p>3) Final plan of Divisions for Own Request Transfers to be prepared by Divisions based on decisions received from Divisions/Units. Cases rejected by Divisions to be accounted for by the transferring Division and if necessary, further go down the priority list and advise other Divisions/Units.</p> <p>Target Date: 1st cycle: 10th - 20<sup>th</sup> May of every year Target Date: 2nd cycle: 10th -20<sup>th</sup> November of every year</p>
<p>4) Next set of Divisions where staff is to be transferred to give consent for accommodating or reject.</p> <p>Target Date: 1st cycle: 31st May of every year Target Date: 2nd cycle: 30th November of every year</p>
<p>5) The cycle to continue till 30/6 or 30/12.</p> <p>Request Transfers stopped for 3 months Relieving by 30/9 for 1<sup>st</sup> cycle or 30/3 for 2<sup>nd</sup> cycle</p>

*Sanjay*  
(Sanjay Kumar)  
Dy. Director/Estt.(N)  
Railway Board  
Ph. No.43658/011-23303658

No. E(NG)I/2023/TR/30

New Delhi, dated 26.12.2023

Copy forwarded to:-

1. The General Secretary, AIRF, Room No.253, Rail Bhawan, New Delhi (35 copies).
2. The General Secretary, NFIR, Room No.256-E, Rail Bhawan, New Delhi (35 copies).
3. All Members/Departmental Council & National Council & Secretary/Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
4. The Secretary General, FROA, Room No.256-A, Rail Bhawan, New Delhi (5 spares).
5. The Secretary General, IRPOF, Room No.268, Rail Bhawan, New Delhi (5 spares).
6. The Secretary, RBSS Group 'A' Officers Association, Rail Bhawan, New Delhi.
7. The Secretary, RBSS Group 'B' Officers Association, Rail Bhawan, New Delhi.
8. The Secretary, Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Group 'D' Employees Association, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan, New Delhi.
11. General Secretary, All India SC&ST Railway Employees Association, Rail Bhawan, New Delhi.

  
for PED(IR)/Railway Board

Advisor/MR, PSs/MoSR(D), MOSR (J), EDPG/MR, OSD/MR, OSD/Coord/MR

PPSs to Chairman & CEO, M(F), M(Infra), M(T&RS), M(O&BD), Secretary, DG/RHS and DG/RPF.

PPSs to AM(Comml.), AM(CE), AM(C&IS), AM(Elec.), AM(Budget), AM(F), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Stores), AM(Tele), AM(Traffic), AM(Works), AM(T&C), AM(Staff), AM(HR), PED(Vig.) and PED(Infra.).

PSs to ED/Safety(M), EDCE(G), ED(E&R), EDE, EDE(N), EDME(W), EDERS(G), EDE(Res.), EDE(RRB), EDF(B), ED(RE), ED/Track(M), EDF(X)I, EDF(X)II, ED(H), EDE(GC), ED(Stat), ED(Track/MC), EDME(Chg.), EDME(Traction), ED(Works), EDME(Dev.), EDRS(C), EDRS(W), EDPC, EDF(E), EDA, EDV(A), JS(G) and IG/RPF.

DPC-II, DE(G), D(IH), D(H&FW), D(MPP), DE(N)II, DE(R), DE(D&A), DE(LL), JD(OL), JDE(Rep), JDE(RRB), DD(Code Revision), DDE(LR)I, DDE(LR)II, DDE(LR)III, DDV(A&P), DD(OL)I, E(NG)II, E(Rep)I, E(Rep)II, E(Rep)III, E(SCT)I, E(SCT) II, E(RRB), PC-III, PC-IV, PC-V, E(P&A)I, E(P&A)II, CE-I, CE-II, CE-III, Sec.(E), Sec.(ABE), E(MPP), Safety Branch, A/C-III and Code Revision Cell.

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