

भारत सरकार GOVERNMENT OF INDIA

रेल मंत्रालय MINISTRY OF RAILWAYS

(रेलवे बोर्ड RAILWAY BOARD)

रेल भवन, नयी दिल्ली - ११०००१, तिथि \_\_\_\_\_ १९९८

No. E(O)III 98 PL/5

Rail Bhavan, New Delhi-110001, date 07.08. 1998

The General Managers (P),  
All Indian Railways &  
Production Units  
(As per standard list 'A')

**Sub: Implementation of inter-Railway transfer order of officers.**

In terms of extant instructions, as soon as transfer/posting orders of officers are received by the Railways, the concerned officer is required to be spared by Railway without waiting for his relief, unless permission thereof is obtained by General Manager concerned within a week's time from the Member Incharge. It has also been laid down in Board's instructions contained in letter No. E(O)III-81/TR2/210 dated 08.12.1981 that the leave to the officers, who are under orders of transfer from one Railway to another, can be granted by the Zonal Railway administration to which the officers have been transferred after they have reported to those administrations on being relieved.

2. Several instances have, however, come to the notice of the Board where officers when transferred from one place to another, do not report to the concerned Railway administration where they have been transferred even after they have been relieved on transfer. Neither do they send any intimation regarding their absence. This causes serious administrative problems.

3. In continuation of the aforesaid instructions, it has now been decided by the Board that the following instructions should be scrupulously followed by all concerned in regard to carrying out orders of transfer of officers:-

(i) After the officer has been relieved on transfer he will be deemed to be on the rolls of the Railway to which he has been transferred and that it will be the responsibility of Chief Personnel Officer of that Railway to monitor his reporting for duty on that Railway. To ensure this, the following guidelines are laid down:-

a) The relieving Railway should not entertain any request from such officer for grant of leave even on medical grounds and the officer concerned should not be paid any salary for the period after the date of relief.

b) As soon as the officer is relieved, the relieving Railway should send an intimation to the CPO and PHOD of the Railway, to which the officer has been transferred, indicating the date of relief, number of days of joining time to which he is entitled, his residential postal address, telephone no., etc.. His last Pay Certificate, Service Book, Leave Account, Personal File, etc. should also be sent to the new Railway immediately.

(ii) The PHOD of the Railway to which an officer has been transferred, after receiving the intimation regarding relief of the officer from the relieving Railway, will keep liaison with CPO and the relieving Railway for keeping track of the movement of the officer under transfer and to ensure that the officer joins the new Railway immediately.

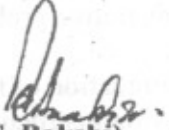
(iii) However, there may be cases where the officer may be unable to join the new Railway due to genuine reasons such as illness or any other circumstances beyond his control. In such a situation the officer concerned should apply for leave to the Railway to which he has been posted/transferred. Leave shall, however, not be granted normally for more than 15 days at a time.

(iv) Necessary instructions should be issued to the CMD/concerned medical authorities not to issue medical certificates for more than 15 days at a time and the medical certificate should clearly indicate the nature of illness. The medical certificate should be countersigned by the Medical authority next higher to Authorised Medical Attendant. In case leave on medical certificate is extended beyond two months, the medical certificate should be countersigned by CMD and for the period beyond 3 months, the medical certificate should be issued with the approval of DG/RHS, Railway Board.

(v) The CPOs of all the Railways will ensure that a statement indicating the case of officers who have not joined on transfer to new Railway within 15 days after the expiry of joining time, is sent to Joint Secretary (G), Railway Board every month indicating the action taken in such cases, for submission to Board.

4. The above instructions should be given wide publicity and brought to the notice of all Railway officers at the earliest.

Kindly acknowledge receipt of the letter.

  
(A.C. Bakshi)  
Joint Secretary (G)  
Railway Board