

E(O)III Branch – Channel of Submission

S. No.	Details of Subject	Initiating Officer	Channel of Submission	Level of Final Disposal
1.	I. Transfer / Posting - Daily Orders below DG/GM level	Section Officer	US/E(O)III/ DS(E)Spl.	Dir./E(Spl.)
	II. Transfer / Posting - Daily Orders of DG/GM level	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.)	JS(G)
2.	Grant of NBR/Proforma Promotion in JAG/SAG/HAG	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.)	JS(G)/ EDF(E)
3.	Posting of officers on return from Deputation/ Inter-Zonal Transfer:-	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G)	AM
	I. Group 'B' Gazetted officers of All Indian Railways (All Cadres)			
	II. Group 'A' officer before completing initial 5 years in service		US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) Secy. Board Member	CRB&CEO
	III. Group 'A' officers below SAG level officers of All Indian Railways (All Cadres)		US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) AM	Board Member/ CRB&CEO
	IV. SAG and above level officers of All Indian Railways (All Cadres)		US/E(O)III/ DS(E)Spl. Dir./E(Spl.) Dir (C) EO	Board Member/ CRB&CEO/ Hon'ble MR
	V. Inter-Zonal Transfer/Posting of officers from NF Railway before completing prescribed tenure		US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) Secy. Board Member/ CRB&CEO	Hon'ble MR
	VI. Grant of Leave to officers under posting at Railway Board		US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) Secy.	Board Member/ CRB&CEO
4.	Salary to officers under posting at Railway Board	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.)	Dir(GA)

5.	I. Regularization of the period as 'Waiting for Orders' for less than 30 Days	Section Officer	US/E(O)III/ DS(E)Spl.	Dir./E(Spl.)
	II. Regularization of the period as 'Waiting for Orders' for more than 30 Days		US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) EDFE Secy	Board Member/ CRB&CEO
6.	Ex-India Study Leave to Group 'A' Railway officers	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) ED/Trg. EDFE Secy.	Board Member/ CRB&CEO
7.	Representation for transfer/posting or regarding promotion to JAG/SG/SAG/HAG and Non-Functional Grades	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.)	Dir.(C)
8.	Complaint against Gazetted officers:- I. While forwarding to Railway	Section Officer	US/E(O)III/ DS(E)Spl.	Dir./E(Spl.)
	II. If disposal at Railway Board		US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) AM/Secy.	Board Member/ CRB&CEO
9.	Resignation from Railway Service of JAG and above officers:- I. Notification of Technical Resignation on Permanent/ Immediate absorption & uploading on e-Gazette website	Section Officer	US/E(O)III/ DS(E)Spl.	Dir./E(Spl.)
	II. Resignation from Railway Service		US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) Secy. Board Member/ CRB&CEO	Hon'ble MR
	III. Withdrawal of resignation of Group 'A' Railway officers		US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) Secy. Board Member/ CRB&CEO	Hon'ble MR
10.	Payment of printing charges to Govt. of India Press for Resignation from Railway service	Section Officer	US/E(O)III/ DS(E)Spl.	Dir./E(Spl.)/DF(X)

11.	I. RTI	Section Officer	US/E(O)III/ DS(E)Spl.	Dir./E(Spl.)
	II. RTI 1st Appeal/2nd Appeal		US/E(O)III/ DS(E)Spl. Dir./E(Spl.)	JS(G)
12.	Grievances received on PMOPG/ CPGRAM Portal	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.)	JS(G)
13.	I. Filling up of posts of Professor in CTIs	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) 3-Member Screening Committee	Board Member/ CRB&CEO
	II. Posting orders of Sr. Professor in CTIs		US/E(O)III/ DS(E)Spl.	Dir./E(Spl.), Dir.(C)
14.	I. Filling up of posts of Member Secretaries in RRBs	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) 3-Member Screening Committee	Board Member/ CRB&CEO
	II. Vacancy Notice/Posting Orders for posting of Chairman/RRBs		US/E(O)III	Dir./E(Spl.)
15.	General Managers/Equivalent:	Section Officer	US/E(O)III Dir./E(Spl.)	JS(G)
	I. Leave Encashment on Superannuation		US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G)	Secy.
	II. Service Certificate	Dir/E(Spl.)	JS(G) Secy.	CRB&CEO/ Hon'ble MR
16.	III. Looking after cases			
	I. Grievances received from NCSC/NCST/ other Commissions	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) Secy.	Board Member/CRB&CEO
	II. Grievances/Requests for transfer/posting, received on MCDO/PCDO portal from Railways/Pus/CTIs:		<u>Below SAG:</u> US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) AM	Board Member/CRB&CEO
			<u>SAG & above:</u> US/E(O)III/ DS(E)Spl. Dir./E(Spl.)	Dir(C)

17.	Policy Matters	Section Officer	DS(E)Spl. Dir./E(Spl.) JS(G) Secy./AM Board Member	CRB&CEO/ Hon'ble MR
18.	Passport/NOC/IC	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G)	Secy.
19.	I. Request for posting as DRM	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.)	Dir(C)/CRB
	II. Request for posting/extension of ADRMs		US/E(O)III/ DS(E)Spl. Dir./E(Spl.)	Dir(C)
	III. Request for Name correction		US/E(O)III/ DS(E)Spl.	US/E(S)/ US(C)/ DD/E(GR)/ DD(Trg.)
20.	CA-III references:- Category 'A'	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G) Secy. Board Member/ CRB&CEO	Hon'ble MR or MoS(R) as the case may be
	Category 'B'		US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G)	EDPG/MR or MoS(R) as the case may be
	Category 'C'		US/E(O)III/ DS(E)Spl. Dir./E(Spl.)	JS(G), AMs
21.	Reimbursement of Legal expenses to Railway Officers	Section Officer	US/E(O)III/ DS(E)Spl. Dir./E(Spl.) JS(G)/EDFE Secy.	Board Member/ CRB&CEO
