

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No 2010/Sec (E)/TR-3/77

New Delhi, Dated March/2010

Chief Security Commissioner/RPF
All Zonal Railways

Chief Security Commissioner/RPSF
Railway Board, New Delhi

STANDING ORDER 102

Sub: Transfer of RPF/RPSF Personnel

In supersession of Standing Order 70 and modifications issued in respect of transfers of RPF/RPSF personnel, the following instructions are hereby issued, which will be supplementing the provisions contained in the RPF Rules, 1987 and which will have a prospective effect.

1.) **Tenure of officers /staff:**

S. No	Particular	Tenure
1	Superior officers excluding those posted in the Railway Board	3 years (extendable by 01 year by DG/RPF)
2	Officers posted in the Railway Board	5 years
3	Inspectors working at Posts, OutPosts, in CIB, SIB& IVG	3 years (extendable by 01 year by DG/RPF)
4	Sub-Inspectors and Assistant Sub-Inspectors posted as OutPost Incharge	3 years (extendable by 01 year by CSC/RPF)
5	Other enrolled members of RPF	5 years
6	All enrolled members of RPSF for inter - Battalion transfers	5 years
7	All ranks in notified bad climate, out of way places and hard postings	2 years. However, those who give their willingness for continuing in difficult areas may be permitted to continue at their place of posting for a tenure not exceeding the tenure prescribed at S.No 1, 3,4&5 as the case may be.

Note: Tenure of posting indicated above is in the nature of guidelines and does not preclude the administration from transferring members of the Force at any time before the completion of the tenure in exigencies of service or for administrative reasons as envisaged in Rule 90 of RPF Rules, 1987.

2.) **Definitions**

A. Transfer: **RPF** – Any regular posting from one RPF Post/Outpost/Coy/ Unit of Office to another RPF Post/Outpost/ Coy/Unit of Office in the same division or in any other division of the same Zonal railway or of some other Zonal Railway or to RPSF.

RPSF – Regular posting from One Battalion to another. Rotation of staff from one company to another in the same Battalion of RPSF shall not be treated as transfer.

- B. Tenure:** The period of posting for various ranks in various places prescribed by Director General.
- C. Intermediary Grade:** A promotional grade where there is no direct recruitment/stream of direct entry into grade.
- D. Initial Tenure:** Tenure at the first place of posting on appointment to the Force.
- E. Working Couple:** Both the spouses are employed under the Central/State Government or in Autonomous Bodies/Public Sector Organization under the Central/State Governments.
- F. Difficult Areas:** Stations or places identified by CSCs and approved by DG/RPF as difficult areas in view of bad climate, poor connectivity, lack of educational or medical facilities, etc.
- G. Home Division:** Division where hometown of the member of the Force is located or where he/she holds or acquires immovable property.
- H. Pre-mature Transfer** Transfer before completion of tenure prescribed by DG/RPF vide this Standing Order.
- I. Competent Authority** Director General/RPF, CSC/RPF, CSC/RPSF, Sr.DSC/DSC/RPF, CO/RPSF etc. as the case may be.

3.) Inter Zonal Transfer:

(A) Conditions for transfer from RPSF to RPF (Zonal Railways)

- i.) Sub Inspectors and Constables who have been posted in RPSF after initial training shall be eligible for transfer to RPF on completion of 5 years of service including training period.
- ii.) Transfer in the rank of Sub Inspector shall take place only against the vacancies of direct recruitment quota, depending upon the vacancies in the concerned categories (SC/ST/UR) over the Zonal Railway for which the request is made. However, maximum of 20% of direct quota of Sub Inspectors of that zone in a particular category shall only be filled up on inter – railway transfers. At **no time**, the strength of staff transferred from RPSF/Zonal Railway against the direct quota of Sub Inspector, shall exceed 20% of the sanctioned strength of Direct Recruitment Quota of the accepting Zonal Railway.
- iii.) Before recommending eligible candidates for inter – Zonal transfers, CSC/RPSF shall take into consideration the vacancies of Head Constables, Assistant Sub Inspectors & Inspectors and the adverse impact of the transfers from RPSF to other Zonal Railways on the current and anticipated vacancy position of RPSF in the concerned ranks.

(B) Conditions for transfer from one Zonal Railway to another:

- i.) Sub Inspectors and Constables who have been posted in RPF after initial training shall be eligible for inter – Zonal transfer on completion of 6 years of service including training period.
- ii.) Transfer in the rank of Sub Inspector shall take place only against the vacancies of direct recruitment quota, depending upon the vacancies in the concerned categories (SC/ST/UR) over the Zonal Railway for which the request is made. However, maximum of 20% of direct quota of Sub Inspectors of that zone in a particular category shall only be filled up on inter – railway transfer. It is clarified that at **no time**, the strength of staff transferred from RPSF/Zonal Railway against the direct quota of SI, shall exceed 20% of the sanctioned strength of Direct Recruitment Quota of the accepting Zonal Railway.
- iii.) Before recommending eligible candidates for inter – Zonal transfer, CSC/RPF shall take into consideration the vacancies of Head Constables, Assistant Sub Inspectors & Inspectors and the adverse impact of the transfers from one Zonal Railway to another Zonal Railways on the current and anticipated vacancy position of the Zonal Railways in the concerned ranks.

(C) Guidelines for (A) & (B):

- i.) As far as possible the enrolled member of the Force should not be transferred/posted to his/her home division.
- ii.) The enrolled member of the Force transferred from RPSF to RPF and in RPF from one Zonal Railway to another **on own request or on mutual transfer**, shall go on bottom seniority of their rank in terms of Rule 99.2 of RPF Rules, 1987.
- iii.) They shall be transferred as per their category (SC/ST/UR) depending upon the vacancy in that category over the Zonal Railway where transfer has been sought.
- iv.) There shall be **no transfer in the intermediary grades** like Head Constable, Assistant Sub Inspector & Inspector, save due to administrative reasons by the competent authority.
- v.) However, **mutual transfer** of staff in the intermediary grades like Head Constable, Assistant Sub Inspector & Inspector may be considered, subject to the condition that all of their batchmates must have been promoted to their rank over Zonal Railway/RPSF, where transfer is sought. All such mutual transfers shall be category-wise. Seniority of such staff shall be fixed in terms of Rule 99.2 of RPF Rules, 1987.
 In other words, RPF/RPSF staff of a particular category willing to go to another Zonal Railway or vice versa, shall be considered for mutual transfer with the staff of similar rank and category only.
- vi.) There shall be **no transfer of Ministerial staff of RPSF to RPF** in any rank.
- vii.) In cases of inter Zonal transfer and mutual transfer, CSC of RPF/RPSF shall ensure that a declaration is taken from the staff concerned regarding their acceptance of changed seniority along with their request for transfer.

viii.) At no time, vacancy position of any Zonal Railway/RPSF should exceed 50% of the sanctioned strength due to transfers in any rank.

ix.) Enrolled member of the Force undergoing major punishment or facing DAR proceedings/Trial as part of Criminal proceedings shall not be considered for inter Zonal transfer on request. However, they can be transferred on administrative ground by the competent authority.

x.) **Inter-Zonal mutual transfers** of enrolled members of the Force, both from zone to zone as well as from RPSF to zones or vice-versa, shall be considered on receipt of applications from the individuals when forwarded through proper channel. On receipt of an application, the concerned CSC on finding the request admissible/viable may take up with the CSC of the destination Railway and find out whether the staff/officer is acceptable to that Railway.

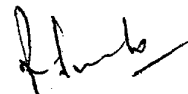
If the enrolled member of the Force is acceptable to the destination Railway, the proposal for formal approval may be sent to Railway Board office. It shall be desirable that such requests along with mutually agreed lists may be forwarded to Railway Board office in accordance with the procedure explained in 3(C)(xv) below.

xi.) CSCs shall ensure that a certificate of readiness of all the applications for inter Railway transfer, Mutual Transfer, category wise vacancies as well as seniority list of each rank and category along with all concerned documents reaches Railway Board office by 15th April and 15th October so that a reconciliation meeting may be called in the month of June and December respectively.

xii.) Seniority for the purpose of transfer of enrolled member of the Force seeking transfer shall be determined from the date of receipt of their application (called date of registration) at each CSC's office through proper channel and shall be entered in a register as mentioned in 3(C)(xiii) below as well as countersigned by an officer not below the rank of Dy. CSC on being entered. It shall be the responsibility of the office of the immediate Superior and other Superior Officers in the proper channel to immediately forward the requests submitted by the enrolled member of the Force as well as the dates of receipt and despatch of the application from their office. The superior officers concerned shall add their comment or relevant information as to whether the case is recommended along with the request application. If for any reason, any application submitted by the enrolled member of the Force is delayed beyond 05 working days in the office of Inspector or ASC or beyond 07 working days in the office of DSC/Sr.DSC in the process of forwarding it to the office of CSC due to administrative reasons resulting in late registration, the CSC concerned may forward that application with comments/remarks for delay and recommendation for weightage/consideration in the reconciliation meeting as deemed fit.

xiii.) Zonal Railways would maintain updated Register having a seniority of applications, as mentioned in 3(C)(xii) and updated position of category wise vacancy in each rank.

xiv.) **If the applications from the staff of different Post/Division/Battalion etc. are received on the same date in the CSC office, their priority shall be fixed according to their date of birth and in case of same date of birth, by name in alphabetic order.**



xv.) (a) A reconciliation meeting for inter Zonal transfers shall be held in the Railway Board Office in the month of June and December before which CSCs must ensure to send the details of all applications for inter Railway Transfer, Mutual Zonal Transfer, along with category wise vacancies as well as seniority list (Priority list of staff seeking transfer) of each rank with category separately for each Zonal Railway where transfer has been sought.

(b) 80% of all vacancies for a particular zone shall be filled up in accordance with the seniority of applications for that particular zone to be established after combining the request applications received from all zones. For filling up these vacancies, RPSF personnel shall be preferred for the first 50% of the vacancies of a particular zone. **However, if the number of willing RPSF personnel exceeds 50 % of the vacancies, the remaining 50% of the vacancies shall be filled up by the willing RPF personnel from Zonal Rlys.**

(c) Remaining 20% of all vacancies may be filled up by cases pertaining to humanitarian consideration as certified by CSC with full justification and corroborating documents. If needed, CSC concerned may/shall get such cases of special nature, enquired by Welfare Inspector of RPF/RPSF, where available, else by an officer not below the rank of Inspector RPF/RPSF who shall give an enquiry report regarding genuineness. A joint statement shall be prepared during the meeting, recommending the transfers of staff as per the conditions laid down above. Such transfer shall then be approved by DG/RPF. In case it is found that the number of cases of such special nature is less than 20%, the remaining number may be filled by the procedure given in para xv (a) & (b).

xvi.) **No request for transfer shall be considered unless it is received from the employee concerned himself/herself and has been received through proper channel.**

xvii.) The representations received from RPF/RPSF personnel through proper channel will be examined by the CSCs on merits in the light of the existing Rules and if the matter is beyond the powers of the CSC, the same will be forwarded to the DG/RPF with specific comments indicating inter-alia, whether extraordinary circumstances merit waiver of existing rules and instructions on the subject exist.

xviii.) Once an enrolled member of the Force is transferred from RPSF to RPF or from one Zonal railway to another on request, normally he/she will not be allowed to seek further inter-Zonal transfer before 3 years.

xix.) Particulars of enrolled members of the Force, who have undergone **specialized training courses** like 'Commando Course', 'Bomb Detection/Disposal Course', 'Armourer Course', 'Band Course', 'Dog Handlers training', 'Driving Course', etc. shall be mentioned in the relieving letter. Further their **services would be utilised in their respective fields of expertise as far as practicable.**

Note:- The above mentioned conditions and guidelines shall not apply in respect of transfers made by the competent authority on administrative ground.

4.) Coy rotation /Inter Battalion Transfer in RPSF: Following procedure/conditions shall be adopted:-

- a.) Inter Battalion transfer of enrolled members of the Force, who have completed 2 full tenures in a Battalion may be ordered by CSC/RPSF.
- b.) Before transferring enrolled member of the Force, option for choice of three Battalions may be obtained. However, the same shall be considered subject to administrative requirement, vacancy, previous postings of the applicant, length of service, seniority, etc.
- c.) Periodical transfer on completion of the prescribed tenure shall be done in such a way that the movement of member of the Force on transfer, shall be as far as possible, be completed before the new academic session begins so that dislocation of children's education is minimal.
- d.) Officers and staff who complete their tenure on 31st March should be transferred in the same year and those who complete their tenure after 31st March should be transferred during the next general transfer.
- e.) The periodical transfers shall invariably be ordered by 31st March. In case the date of joining new place of posting is between 31st March and 30th June of the year in which the transfer order is issued, the date of start of tenure at the new place of posting shall be from the date of order of transfer. If the date of joining is after 30th June of the year in which the transfer order is issued, the start of tenure shall be counted as follows:-
- (i) If the transfer is on request or at a place which happens to be as per the option exercised under para 4 (b), the start of tenure shall be counted from the date of issue of the transfer order.
 - (ii) Otherwise the start of tenure shall be counted from the date of joining at the new place of posting.
- f.) (i) Once the member of the force has been transferred, he/she shall be spared immediately to the new place of posting.
- (ii) The cases of non compliance of the transfer order shall be informed to the authority who had issued the order within one month from the date of the issue of the transfer order for further necessary action along with reasons for non sparing.
- (iii) Non compliance of transfer order and non reporting of such cases shall be liable for disciplinary action.
- g.) The above conditions i.e. tenure and periodical transfer shall not apply for transfers on administrative ground and to the enrolled members of the Force posted in Dog Squad, Bomb Squad, Band and as Armourers, Drivers and Ancillary staff.
- h.) Commanding Officers in RPSF shall normally not allow an enrolled member of the Force to continue in a particular Company for more than 5 years and should rotate such staff from one Company to another in the same Battalion.

However in case it becomes necessary, rotation from Operational Company to Headquarter Company before 5 years shall not be done without obtaining the approval of CSC/RPSF.

5.) Periodical Transfer in RPF

- a.) Ordinarily, all members of the Force shall be transferred after completion of the tenure. However, if it is considered necessary not to transfer any member of the

Force for any reason, she/he can be retained at her/his present unit of posting for a further period of one year only after approval of higher authorities, as per following schedule:

- | | | | |
|------|--------------------------|---|-----------------------------|
| (i) | Sub Inspectors and below | - | Chief Security Commissioner |
| (ii) | Inspectors | - | Director General/RPF |

However, no extension beyond 04 years be granted to members of the Force occupying sensitive posts as per the Railway Board letter No.2008/V-1/CVC/1/4 dated 11.08.2008 and 18.02.2009.

b.) Periodical transfer on completion of the prescribed tenure shall be done in such a way that the movement of member of the Force on transfer, shall be as far as possible, be completed before the new academic session begins so that dislocation of children's education is minimal.

c.) Officer and staff who complete their tenure on 31st March should be transferred in the same year and those who complete their tenure after 31st March should be transferred during the next general transfer.

d.) The periodical transfers shall invariably be ordered by 31st March. In case the date of joining new place of posting is between 31st March and 30th June of the year in which the transfer order is issued, the date of start of tenure at the new place of posting shall be from the date of order of transfer. If the date of joining is after 30th June of the year in which the transfer order is issued, the start of tenure shall be counted as follows:-

(i) If the transfer is on request or at a place which happens to be as per the option exercised under para 5 f (ii) the start of tenure shall be counted from the date of issue of the transfer order.

(ii) Otherwise the start of tenure shall be counted from the date of joining at the new place of posting.

e.) (i) Once the member of the force has been transferred, he/she should be spared immediately to the new place of posting.

(ii) The cases of non compliance of the transfer order shall be informed to the authority who had issued the order within one month from the date of the issue of the transfer order for further necessary action along with reasons for non sparing.

(iii) Non compliance of transfer order and non reporting of such cases shall be liable for disciplinary action.

However tenure for posting in difficult area (Hard posting) shall invariably be 2 years (24 months) from the date of joining at that place.

f.) (i) No member of the Force shall continue at a particular place/office on completion of his/her tenure.

(ii) Before transferring enrolled member of the Force, option for choice of three places of posting may be obtained. However, the same shall be considered subject to administrative requirement, vacancy at the particular post/outpost, previous postings of the applicant, length of service, seniority, etc.

(iii) **No enrolled member of the Force should be posted back to the same post/outpost before 10 years (12 years for Inspectors) from the date of sparing in previous tenure.**

(iv) If promoted and posted in the same post/outpost/Coy/office/HQ, the tenure will be counted from the date of joining at that place from the previous rank.

(v) A member of the Force after initial training should not be posted to his/her home division in his/her first tenure. As far as possible, it may be ensured that the first and second tenures after the initial training shall be at different place/stations.

(vi) The above conditions i.e. tenure and periodical transfer shall not apply for transfers on administrative ground and to the enrolled members of the Force posted in Dog Squad, Bomb Squad, Band and as Armourers, Drivers and Ancillary staff.

6.) **Transfer from and to Production Units:** Members of the Force posted in the production Units will, on completion of their tenure, be liable for transfer to controlling/concerned Zonal Railways and vice-versa.

<u>Production Unit</u>	<u>Controlling Railway</u>
CLW/Chittaranjan	Eastern Railway
DLW/Varanasi	North Eastern Railway
DMW/Patiala	Northern Railway
RCF/Kapurthala	Northern Railway
RWF/Yelahanka	South Western Railway
<u>Production Unit</u>	<u>Concerned Railway</u>
ICF/Chennai	Southern Railway

A member of the Force on completion of tenure, as far as possible, shall not be posted back to the same Production Unit before 10 years(12 years for IsPF) and shall be allowed maximum of 02 tenures in a particular Production Unit during his/her entire length of service.

7.) **Premature Transfer:**

a) If a premature transfer of Inspectors is considered necessary, due to any reason, prior approval of Director General/RPF should be obtained.

b) If a premature transfer of Sub Inspectors and Assistant Sub Inspector is considered necessary, due to any reason, prior approval of Chief Security Commissioner should be obtained.

c) As per Rule 93.2 of RPF Rules, 1987, ordinarily, no enrolled members of the Force shall be transferred from one station to another unless he/she has been at that station for the normal prescribed tenure, without the specific approval of the CSC concerned. **However, in extra ordinary circumstances, the transfer of Head Constables and below, before completion of normal prescribed tenure, may be ordered by Sr.DSC/DSC without such prior approval to meet exigencies of service or in the interest of administration. Sr.DSC/DSC shall record detailed reason in respect of all such orders.**

8.) **General:**

a.) At the time of promotions to the rank of SI & IPF, the CSC may consider their inter-divisional transfer to meet administrative exigencies.



b.) If promoted and posted in the same post/outpost/Coy/office/HQ, the tenure will be counted from the date of joining at that place from the previous rank.

c.) While transferring members of the Force from one station to another, the fact that his/her spouse is posted at a particular station, if brought to notice by the concerned staff should be kept in mind. Efforts should be made to post a working couple at the same or nearest stations, as far as possible.

d.) If transfers are made on consideration of requests of the members of the Force, then they shall not be entitled to avail the transfer related facilities like Transfer Pass, Kit Pass, Journey time and Transfer Grant, etc.

e.) No officer who is herself/himself under orders of transfer shall pass any transfer orders in respect of his subordinates under any circumstances. Similarly, no officer who is due to retire within the next three months shall issue any orders of transfer affecting the personnel under his command. However, if transfer of a particular individual is deemed absolutely necessary, the same may be ordered with the prior approval of the CSC in case of RPF/RPSF personnel up to the rank of Sub Inspector and Director General/RPF in case of Inspector.

f.) He/she shall be free to invoke an enquiry on any case of suspicion. Submission of false grounds or documents for transfer on request may be taken up under DAR.


g.) **Powers to relax: Power to relax all or any of the above instructions/guidelines shall vest only with the Director General or with the authority to which the powers have been expressly delegated to by the Director General. The Director General, may, if he deems fit, relax the above instructions/guidelines, in respect of any individual/group of officers.**

h.) **Any extraneous influence on the administration, including that which is resorted to through relations, MPs/MLAs and other outsiders, for seeking transfer shall be treated as an act of indiscipline as well as unbecoming of a member of the Force and defaulters may be taken up under relevant rules and instructions on the matter.**

i.) LPC and Service Records should immediately be forwarded to the place of posting of the concerned staff. Transfer of Provident Fund should also be looked into and ensure its transfer without much delay.

j.) Once a member of the Force has been transferred, he/she should be spared immediately for the new place of posting.

k.) The cases of non compliance of the Transfer order shall be informed to the authority who had issued the order within one month from the date of the issue of the transfer order for further necessary action along with reasons and relevant details for non sparing.


29/03/2010
(Ranjit Sinha)
Director General/RPF