



Estt. Srl. No. 15 /2025  
RBE No- Nil

## **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.

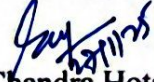
Date:27.01.2025

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

**Sub: Availing of joining time on administrative transfer.**

A copy of this office Letter No. ECoR-HQ/Pers/R/Vig. Corres/2025, dated 13.01.2025 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

  
(Subash Chandra Hota)  
Assistant Personnel Officer - I  
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.



**पूर्वतटरेलवे/EAST COAST RAILWAY**  
**मुख्यालयकार्यालय, कार्मिकविभाग, रेलसदन, साउथब्लॉकभुवनेश्वर**  
**Headquarters Office, Personnel Department, Rail Sadan,**  
**South Block Bhubaneswar-751017**

**No.ECoR- HQ/Pers/R/Vig. Corres/2025**

**Date:13 .01.2025**

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

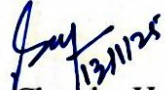
**Sub: Availing of joining time on administrative transfer.**

In terms of GM (Vigilance)/BBS's confidential letter dated 01.01.2025, in one of the Divisions of ECoR, it is noticed that staff who have been transferred on administrative interest have availed joining time/leave well after joining of the new post due to ignorance of rule position both by staff who availed such leave & by the leave sanctioning authority.

As per the instructions laid down in Para-1105 of Chapter-11 of IREC Vol-I, joining time shall commence from the date of relinquishment of charge of the old post if the charge is made over in the forenoon or the following date, if the charge is made over in the afternoon. In other words, joining time on (administrative interest) transfer shall be availed before joining the new post but not after joining the new post. Unutilized joining time can be credited into leave account subject to the conditions laid down in Para-1110 of IREC Vol-I.

The aforesaid guidelines should be scrupulously followed.

This issues with the approval of competent authority.

  
(Subash Chandra Hota)  
Assistant Personnel Officer - I  
for Principal Chief Personnel Officer.

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

  
for Principal Chief Personnel Officer.