

EAST COAST RAILWAY

No. WPY/ SS-II/ Transfer / Policy

Office of the DRM(P),  
Waltair, dt. 15-03-2019.

To,

All Branch Officers of Waltair Division;

Sub : Streamlining of policy relating to Inter Divisional/Inter Railway  
Transfers - both direct transfers and mutual transfers -  
Implementation of Employees' Charter.

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In order to fully implement the Employees' Charter on the subject of disposal of Inter Divisional/ Inter Railway transfer applications of the employees, a policy is drawn for strict adherence by all concerned.


The policy will come into effect from 01-04-2019. All IDT/IRT applications (Direct/ Mutual) that have already been submitted by the staff and pending with the Supervisors or Branch Officers should immediately be forwarded to this Office latest by 26-03-2019 to make it up to date and also to ensure that there is no backlog pending at field level / department level.

It should be ensured that there is no deviation from the above policy at any level and deviation should be resorted only with prior approval of DRM/WAT. The Branch Officers are requested to give wide publicity of the policy among their department to ensure strict implementation of the policy.

The policy is also being placed on the ECoR web-site in the following link:

*About Us -> Division -> Waltair Division -> Departments -> Personnel.*

This issues with the approval of the DRM/ Waltair.

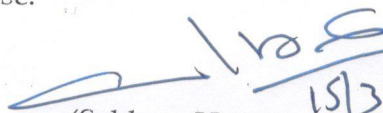
  
(Sakkeer Hussain C.T.)

Sr. Divisional Personnel Officer/Waltair

Copy to : All ADENS, ADSTEs & ADEEs of Waltair Division; All Stations of Waltair Division; All Supervising Units of all departments of Waltair Division; All In-charges Staff Sections, Cadre Section, Bill Sections of this Office;

Copy to Divl. Co-ordinators- ECoRSC & ECoRSU, Waltair Division;

Copy to : PCPO/ECoR/BBS; CAO/Construction/BBS; SPO/Con/Co-ord/BBS; SPO/Con/VSKP; CPM/RE/BBS for information please.

  
(Sakkeer Hussain C.T.)

Sr. Divisional Personnel Officer/Waltair

**Policy for dealing with the Inter Divisional / Railway  
transfer ( both direct transfers and mutual transfers) applications –  
Implementation of Employees' Charter.**

In order to streamline the process of Inter Railway/ Inter Divisional transfer (**both direct transfers and mutual transfers**), the following policy is laid down in the area of receipt of applications and releasing of approved transfer cases:

**Forwarding/ disposal of IRT/IDT ( Direct transfers & mutual transfer ) applications:**

1. Immediately on receipt of Inter Railway/ Inter Divisional transfer application, the concerned Supervisor of the Unit will fill up the Column relevant to them clearly mentioning the D&A clearance position. The subordinate Offices should not retain any application on any grounds. After signature at the relevant column, the Supervisor will immediately forward the application DIRECTLY to the Personnel Branch.

**( Time allowed: 0 - 05 days from the Date of application )**

2. The Transfer Cell of the Personnel Branch will process the case to the Branch Officer to fill-up the relevant Column of the application and return to the Personnel Branch for further process with comments regarding staff position in the particular category and easiness/ difficulty to release staff and also the time-frame to release the staff, if any required. Simultaneously, the concerned Bill Units will be advised to make available the copies of the service record of the employee.

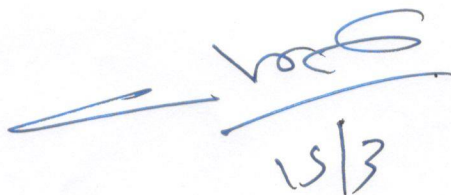
**( 0-3 working days from the Date of receipt of application in the P. Branch)**

3. The Branch Officer will fill up the relevant Column of the application with remarks as above and will return the case to Personnel Branch for further process.

**( 0-3 working days from the Date of receipt of case by the B.O.)**

4. Personnel Branch will submit the File to DRM for decision on the case whether or not to forward the case to other Railway/ Division to process the case further at their end. The candidates will also be advised of the decision of the Authority. Once the case is approved by DRM, the Transfer Cell will forward the case to the other Unit/ Division.

**(For submission of case to DRM : 02 working day;  
For onward transmission to other Division/ Unit: 0-2 working days  
from the Date of receipt of case from B.O.)**



Contd. on 2 ...

**Release of employees on Inter Railway/ Inter Divisional transfer:**

In order to streamline the issue of **releasing the staff approved for IDT/IRT ( direct transfer)** and also to have uniformity in the procedure, the following policy is laid down:

5. The list of staff whose cases have been approved by the DRMs will be registered **Category-wise** with priority order basing on **Date of Application**. If two approved applications are of same date, senior staff will be placed above the junior staff to ensure early sparing.
6. For release of staff , the following principles are to be applied basing on the existing vacancies in the particular post:

Srl.No	Vacancies existing in the particular category at the time of approval	Relief required
(a)	$\leq 5\%$	No Relief required. For TRS & TRD departments, relief required on 1:1 basis
(b)	$>5\% \text{ but } \leq 15\%$	Relief required on 1:1 basis
(c)	$>15\% \text{ but } \leq 20\%$	Relief required on 1:2 basis
(d)	$>20\%$	Relief required on 1:3 basis

This fact will be brought out to the Branch Officer by the Personnel Branch while submitting the File for orders for approval.

**Exception** : If there is any application for transfer to WAT division from any other Division / Unit and there is an application from same category staff of WAT staff seeking transfer to the same Division/ Unit, then relief will be arranged on 1:1 basis i.e. WAT division staff will be released as soon as the other Division/ Unit staff reports.

7. For 2(b) above, the 1<sup>st</sup> candidate from any mode of recruitment viz. Open market, direct transfer ( incoming), compassionate grounds appointment etc will be considered as relief to the transfer-approved candidate. Similarly, for 2(c) & 2(d) above, the 2<sup>nd</sup> & 3<sup>rd</sup> candidate from any mode of recruitment will be considered as relief to the transfer-approved candidate.
8. After forwarding the applications to other Division/Unit, if approval from the other Division/Unit is received first in favour of the application forwarded later while approval of the case of an earlier applicant is still pending, the candidate will be spared only after verification & confirmation of the reasons for such preferential action.
9. The candidates approved for sparing should invariably be spared only between 1<sup>st</sup> and 09<sup>th</sup> of the same month or the following month that is after the closure of wage period in order to ensure smooth transfer of records such as LPC , SR & P.File.
10. There should not be any deviation from the above policy and deviation should be resorted only with prior approval of DRM/WAT.

  
 Sr. Divisional Personnel Officer/WAT