

**Government of India
Ministry of Railways
(Railway Board)**

No.2008/V-1/CVC/1/4

New Delhi, Dated, August 11, 2008

The General Managers,
All Zonal Railways, PUs, CORE & Metro

The DGs,
RDSO & RSC,

The CAO/DLMW,

The Managing Directors,
All PSUs

The SDGMs/CVOs,
All Zonal Railways/PUs & PSUs

Sub: Rotation of officials working in sensitive posts.

The CVC vide their Circular No.17/4/08 dated 01.05.2008, on the above subject have directed to identify the sensitive posts and to send a list of such posts to the CVC to ensure that officials posted on sensitive posts are rotated every two/three years to avoid developing vested interests.

2. The CVC's various circulars on the above subject, read together direct as under :-

- (a) CVO should identify list of sensitive posts;
- (b) List of the sensitive posts, so prepared should be sent to CVC;
- (c) Officials posted on the sensitive posts should be rotated every two/three years to avoid developing vested interests;
- (d) CVO/Secretary to ensure rotational transfer;
- (e) Violation, if any, to be intimated to CVC; &
- (f) CVOs to certify annually that rotational transfers are being implemented in letter and spirit.

3. The list of gazetted sensitive posts (department-wise), operating in the Zonal Railways/Production Units etc. as also in the Railway Board is enclosed. The non-gazetted posts, department-wise, identified as sensitive are contained in Board's letter No. E(NG)/I/87/TR/34/NFIR/JCM/DC dated 27.09.1989 (RBE No.244/89) and its subsequent modifications/amplifications issued from time to time.

4. It is desired that the officials manning the sensitive posts as contained in (3) above, should be rotated every 2 or 3 years to avoid developing vested interests and any violation in this regard may be intimated to the Adviser (Vigilance) and CVO of the Ministry of Railways for remedial action by SDGM/CVO of the Railway through the MCDOs.

(Sanjay Goel)
Director Vigilance (Mech.)
Railway Board

No.2008/V-1/CVC/1/4

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Copy to: The Secretary/CVC (Kind Attention: Shri Rajiv Verma, Under Secretary), Satarkata Bhawan, Block 'A', GPO Complex, INA, New Delhi – 110 023, along with list of the sensitive posts w.r.t. their Circular No.17/4/08 dated 01.05.2008.

(Sanjay Goel)
Director Vigilance (Mech.)
Railway Board

Copy to: The Secretary/Railway Board – for information and necessary action.

List of Sensitive posts in Gazetted Cadre

1. Engineering Department

Zonal Railway Headquarters

- (i) PCE, CAO, CTE, CBE, CETP, CETM, CE (Const.), Dy. CE (Const.), Dy. CE (Works), Dy. CE(TM) , Dy. CM(TP), Dy. CE (Bridges)
- (ii) Senior Scale / Junior Scale Officers dealing with Tenders, Quotations and Bills.

Division Level

- (i) Sr. DEN (Co-ord.) , Sr. DEN (Line), Dy. CE(TM), Dy.CE (Const.)
- (ii) Senior Scale / Junior Scale Officers dealing with Tenders, Quotations and Bills including in Construction Field Units.

Sub Division Level

- (i) Senior Scale / Junior Scale Officers in charge of sub-divisions.

Engineering Workshops

- (i) CWM, Dy. CE (Bridge Workshop)
- (ii) Senior Scale / Junior Scale officers dealing with Tenders, Quotations and Bills.

RDSO

- (i) ED(QA) Civil, Dir (QA) Civil, Director (Civil)
- (ii) Senior Scale/Junior Scale officers of QA Directorate.

Note: In some of the Railways, some of the SAG/JAG officers who are holding the post of CE (Planning), CGE or Dy. CE (Planning) or Dy.CE (Works) might also be dealing with the tenders, then they will also come under the category of sensitive posts.

2. **Electrical Department**

I. At Headquarter level

- (i) CEE
- (ii) CEE/RS or CEE/Loco
- (iii) Dy. CEE/RS
- (iv) CEGE & CESE
- (v) Sr.Scale and Jr. Scale Officers dealing with Tenders, Quotations and Bills including in Construction Units.

II. At Divisional level

- (i) Sr. DEE/ Loco shed
- (ii) Sr. DEE/G
- (iii) Sr.Scale and Jr.Scale Officers dealing with Tenders, Quotations and Bills including in Loco Sheds.

III. In Construction

- (i) CEE/ Construction
- (ii) All Dy. CEE/ Construction but for posts in HQrs Construction.
- (iii) AEE(Cons.) & XEE (Cons.) in field units of Construction Organization

IV. CLW

- (i) CEE dealing with tenders.
- (ii) Sr.Scale & Jr.Scale Officers dealing with Tenders, Quotations and Bills.

V. COFMOW

- (i) CEE
- (ii) Sr.Scale & Jr.Scale Officers dealing with Tenders, Quotations and Bills.

VI. In RDSO

- (i) Sr.Scale and Jr. Scale Officers dealing with Inspections, including the Units outside Lucknow also.

3. **Mechanical Department**

I. In the Zonal Railway

- (i) CME, CWE, CRSE (Coaching), CRSE (Freight), CMPE (Diesel), CME (Planning), Dy. CME (Diesel), Dy. CME (Coaching), Dy. CME (Freight), Dy. CME (Workshop)
- (ii) SME(Coaching), SME(Freight), SME(Diesel), SME(Workshop)
AME(Coaching), AME(Freight), AME(Diesel), AME(Workshop)

II. In the Division

- (i) Sr. DME (Diesel), Sr. DME (Power), Sr. DME (Coaching)
- (ii) DME(Diesel), DME(Power), DME(Coaching), DME(C&W), CDO
AME(Diesel), AME(Power), AME(Coaching), AME(C&W), ACDO

III. In the Workshops

- (i) CWM, Dy. CME
- (ii) WM & AWM

IV. In the Production Units

- (i) CME, CME (Production), CME (Design), Dy. CME
- (ii) Sr.Scale and Junior Scale Officers of Inspection, Material Control and Laboratory Organisation.

V. In RDSO

- (i) EDS/MP, EDS/ Carriage, EDS/ Wagon, EDS/ QA, EDS/ Testing, Director/ Coaching, Director/ Wagon, Director/ Motive Power, Director/ I & L (Delhi, Mumbai, Kolkata and Lucknow)
- (ii) Senior Scale and Junior Scale Officers in QA (Mech.), Wagon, Carriage, Motive Power, I&L and M&C Directorates.

VI. In COFMOW

- (i) CME, Dy. CME

Note: At some of the places, some of the SAG/ JAG officer may not be dealing with any tender/ contracts. In such cases, the posts may be excluded from the list of sensitive posts.

4. **S & T Department**

I. At Headquarters

- (i) CSTE, CSTE/ Construction, CSTE/ Projects, CCE, Dy. CSTE/ Micro-Wave/ Maintenance, Dy.CSTE/ Management Information System.
- (ii) Sr.Scale & Jr.Scale Officers dealing with Tenders, Quotations and Bills including in Construction Organization.

II. At Field level

- (i) Sr. DSTE, DSTE, Dy.CSTE/Construction, DSTE/Construction, Dy. CSTE/ Projects, Dy.CSTE/Tele/Projects, DSTE/Projects.
- (ii) Sr.Scale & Jr.Scale Officers dealing with Tenders, Quotations and Bills in divisions.
- (iii) DSTE/Construction, DSTE/Project
- (iv) AXSTE/Construction, AXSTE/Project

IV. In RDSO

- (i) ED/QA/S&T, Director/S&T/ Inspection at Bangalore, Mumbai, Kolkata & Delhi, Director/ I&L at Delhi, Kolkata & Mumbai
- (ii) Sr.Scale & Jr.Scale Officers dealing with Inspections including the Units outside Lucknow also.

5. **Traffic & Commercial Department**

I. Zonal Railway Head Quarters.

COM, CCM, CFTM, CCO, Dy. CCM (Claims), Dy. HOD/ HOD allotting Catering and leasing contracts, SCM(Reservation)

II. Divisional Level

Sr. DOM, Sr. DCM, CTM/ Dy.CTM/ Area Superintendent, DOM & DCM working as independent Branch Officer, Area Officer and ACM incharge of Reservation.

III. Training Centers

Principal, ZTC

Note: Sensitive posts involve dealing with customers, contractors and selections.

6. Accounts Department

I. Zonal Railway Headquarters

- (i) All FA&CAOs i.e. FA&CAO, FA&CAO (Const.), FA&CAO(WST), FA&CAO(F&B)
- (ii) Dy.FA&CAO(Stores), Dy.FA&CAO(Workshop), Dy.FA&CAO(Traffic Accounts), Dy.FA&CAO(F&B), Dy.FA&CAO(Const.), Dy.CAO(G), Chief Cashier.
- (iii) All Jr.Scale/Sr.Scale posts of Accounts Deptt. are sensitive posts.

II. Divisional level

- (i) Sr. DFM
- (ii) All Jr.Scale/Sr.Scale posts of Accounts Deptt. are sensitive posts.

III. In RDSO

- (i) ED/ Finance
- (ii) Dir/ Finance
- (iii) Jt. Dir/ Finance
- (iv) All Jr.Scale/Sr.Scale posts of Accounts Deptt. are sensitive posts.

Note: All Finance & Accounts Officers at Zonal and Divisional levels are on sensitive posts.

7. Stores Department

All posts are sensitive except the following posts:

- (i) Posts manned by Stores Officers in EDP Centre
- (ii) Dy.CMM/ Inventory Control in Headquarter, wherever he is not dealing with purchase work also
- (iii) All the Junior and the Senior Scale posts are sensitive except the following:-
 1. Posts manned by Stores Officers in EDP Centre.
 2. AMM/SMM not dealing with purchase work in Headquarter office.
 3. AMM/SMM not dealing with receipt/inspection and local purchases in Stores Depots.

8. **Security Organisation**

- (i) Zonal Headquarters : CSC/Addl. CSC, Staff Officer to CSC
- (ii) Division : Sr. DSC, DSC, ASC

9. **Medical Department**

- (i) Posts on which Doctors are nominated for conducting PME and medical examination for new recruits
- (ii) Posts on which Doctors are made in charge of Hospital Medical Stores and Local Purchases

10. **Personnel Department**

(i) **Zonal Headquarters :**

- a) CPO
- b) CPO (A)
- c) Dy.CPO (Gaz.)
- d) Dy.CPO (HQ) or (NG)
- e) Dy.CPO (Rectt.)
- f) Dy.CPO(Const.)
- g) All posts of SPOs and APOs other than those dealing with Industrial Relations

(ii) **Divisions:**

- (a) All posts in Divisions like Sr. DPO/DPO are sensitive.
- (b) In divisions, all Senior Scale Officers holding independent charge as DPOs; all APOs who are dealing with the cadres of various departments; APO(Bills)

(iii) **Workshops and Production Units:**

All Senior Scale and Junior Scale posts

11. **Railway Board**

- (i) Adv/Loco, Adv/LM, Adv/Finance,
- (ii) ED/LM, EDF/C, EDF/S, ED FX I, ED FX II, EDE(GC), EDE(RRB), ED/Health, EDTk(P), EDTk(M), EDTk(MC), EDME/Coaching, EDME/Freight, ED/Traction, ED/RE, EDEE(G), ED(TD), ED(Signal), JS

- (iii) Director/LM, DF/Stores, DF/Comml., DE(GC), Director/Health, DME/Coaching, DME/Traction, DME/Freight, DME/PU, Director/Tele, DIG/Admn, DIG(RS), DS(G), DS(D), DS (Confdl), Director/Sports, Director (I&P), All Directors in Security Directorate
- (iv) DD/JD E(GP), DD/SO (Sports), SO/Stationary, SO/DD (Development Cell), SO/DD (Track Branch), SO/DD/JD Training, DD/Public Relations, DDF(LM), DD/Sports, DD/Finance (Stores), US/Protocol, US (Admn), DD/Finance (Stores), PAO, SO/Transport Cell, All Dy. Directors in Security Directorate, ASC/Intelligence
- (v) OSD/Sr.PPS/PPS/PS to CRB, Board Members, AMs, DGs, Secretary, Railway Board
- (vi) All Posts in Stores Directorate except DRS(IC), DDS(G), SO/RS(IC), SO/RS(G)
- (vii) All Posts in Traffic Directorate
- (viii) All gazetted and non gazetted posts in Vigilance Directorate

12. **Vigilance Department**

All Gazetted and non-gazetted Posts in Vigilance Department of Railways/Production Units

13. **Railway Recruitment Boards**

Chairman, Member Secretary/RRB.

14. **General Management**

- (i) GM
- (ii) AGM
- (iii) DRM
- (iv) ADRM.

15. **Others (Senior Scale and above)**

- (i) Secretary to GM,
- (ii) Secretary to DG/RDSO
- (iii) Secretary to CAO(R)/DMW/PTA,
- (iv) Secretary to AGM,
- (v) Secretary to PHODs/CHODs,
- (vi) CPRO
- (vii) DGM/G

LIST OF SENSITIVE POSTS IN NON-GAZETTED CADRE

A. ACCOUNTS DEPARTMENT

- (i) Staff passing contractors/firms bills.
- (ii) Staff dealing with claims/refund and wharfage/demurrage for general public.
- (iii) Cheque writers.
- (iv) Cashiers.
- (v) Staff dealing with pension/PF claims.
- (vi) Staff dealing with passes/release of unpaid wages.
- (vii) Staff dealing with post audit of paid vouchers and issue of acquittance.
- (viii) TIA/ISAs

B. CIVIL ENGINEERING

- (i) IOWs/PWIs incharge of Stores.
- (ii) Bills Clerks.
- (iii) Material checking Clerk/Store Clerk.
- (iv) Time Keepers.
- (v) Works Accountants.
- (vi) Asstt. Superintendents/Superintendents incharge of Stores Accountal.
- (vii) Staff dealing with transfers/promotions/loans and advances and issue of passes/PTOs/Leave accounts/Local purchases.
- (viii) Draftsmen/Estimators in Divisional Drawing office checking Contractors bills.

C. COMMERCIAL DEPARTMENT

- (i) Goods/Parcel/Luggage Clerks.
- (ii) Reservation/Booking Clerks.
- (iii) Ticket Collector/TTEs/Conductors.
- (iv) Reservation/Goods Supervisors.
- (v) Staff dealing with wharfage/demurrage cases.
- (vi) Staff dealing with all types of Commercial contracts/licenses.
- (vii) Staff dealing with city booking/outages/RTSA (Railway Ticket Service Agents).
- (viii) Staff dealing with claims.
- (ix) Sectional CMI and Sectional Claims Inspectors.
- (x) Staff dealing with revenue earning and commercial publicity.
- (xi) Review of the performance of Supervisors directly concerned with safety of train operation after a stay of 5 years in the same place of posting is to be carried out and a decision taken based on their past performance, as to whether their continuance in the same place is desirable or not, on merit of each case.

D. ELECTRICAL DEPARTMENT

- (i) Stores Clerk.
- (ii) Establishment Clerk/Time Keeper.
- (iii) Asstt. Superintendent/Superintendent Stores in Divisional Office.
- (iv) Asstt. Superintendent/Superintendent Works in Divisional Office.
- (v) Air-conditioned coach incharge/coach attendant.
- (vi) Foremen Incharge of Shop.
- (vii) Mileage Clerk/Shed Notice Clerk.
- (viii) Staf dealing with tenders/contracts and purchasing Stores.

E. MECHANICAL DEPARTMENT

- (i) Store Clerk.
- (ii) Bill Clerk/Establishment Clerk.
- (iii) Time Keeper.
- (iv) Fuel Inspector/Fuel Issuer/Fuel Clerk in sheds.
- (v) Mileage Clerk/Shed Notice Clerk in sheds.
- (vi) Staff dealing with tenders/contracts, purchases of stores.
- (vii) Section Engineer/Senior Section Engineer dealing with disposal of scrap

F. MEDICAL DEPARTMENT

- (i) Pharmacists looking after the drug stores.
- (ii) Staff Incharge of kitchen stores.
- (iii) Staff writing out sick/fit certificates.
- (iv) Clerks/Pharmacists dealing with Periodical Medical Examination.
- (v) Staff dealing with passing of bills of firms supplying materials to Railways.
- (vi) Staff dealing with passing of medical re-imbursement bills to non-Railway hospitals.

G. PERSONNEL DEPARTMENT

- (i) Bill Clerk.
- (ii) Staff dealing with settlement cases/advances.
- (iii) Cadre section staff or staff dealing with recruitment/promotion/transfer.

H. STORES DEPARTMENT

- (i) Tender Clerk/Disposal Clerk/Purchase Section Incharge/Head Clerk/AS/Demand Clerk (dealing with operation of rate contract).
- (ii) Asstt. Confidential Tender Clerk/Tender opening Clerk/Sample Clerk/Superintendent/CTC.
- (iii) Section Incharge (Head Clerk/AS)/ Registration Clerk in Purchase General Registration.
- (iv) Receipt /Inspection Supervisor Incharge (Ward Keeper ASKP/DSKP) and Group 'C' staff working under them, Local Purchase Staff.
- (v) Sales Section Incharge (ASKP/DSKP) and staff working under them.

- (vi) Scrap Yard/Returned Store Section Incharge (ASKP/DSKP), Ward Keeper and Group 'C' staff working under them.
- (vii) Staff in Purchase Section of EA/DRM or DCOS of Division.

I. OPERATING DEPARTMENT

- (i) Station Superintendents.
- (ii) Station Masters/Assistant Station Masters except those working/posted as Cabin Station Master and at Way Side/Crossing Stations, involved only in train passing duties and not doing any commercial duties.
- (iii) Station Clerk.
- (iv) Train Clerk dealing with package work.
- (v) Stock Controller/Coaching Controller in Control Rooms.
- (vi) The Desks dealing with mileage bills/operating restrictions, distribution of uniforms, traffic stores and chargesheets/Wagon allotment, section dealing assistants in the office of DOSs/DSCs.
- (vii) Desks dealing with commodity section and stores section in the COPS's office.

J. S&T DEPARTMENT

- (i) JEs/SEs (Signal) and JEs/SEs (Telecom) independent incharge of Stores Depots, handling Tender and Contracts and preparation of bills.
- (ii) Bill Clerk/Time Keeper/Establishment Clerk.
- (iii) Store Clerk/Store Issuer.
- (iv) Office Clerks/Superintendents dealing with tenders and contracts, verification of bills and indents for purchase of Stores.

K. SECURITY (RPF/RPSF) DEPARTMENT

- (i) Inspection/RPF – Open line post Incharge
- (ii) Sub-Inspectors/ASIs – Open line out post Incharge
- (iii) Inspectors/Crime Intelligence Branch – Zone/Division
- (iv) Inspectors/Special Intelligence Branch – Zone/Division
- (v) IVG (Internal Vigilance Group) Cell – All ranks
- (vi) CA/Director/RPF