



Estt. Srl. No. 05/2025  
RBE No- 114/2024

**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

पूतरे/कार्मिक/आर ECoR/Pers/R/Transfer

Date:07.01.2025

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

**Sub: Procedure for preventing fraudulent transfers – Question regarding.**

उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं. E(G)I/2024/TR/23, दिनांक 30.12.2024 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

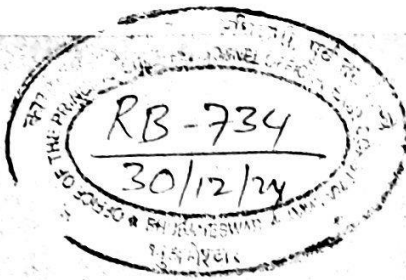
A copy of Railway Board's Letter No. E(G)I/2024/TR/23, dated 30.12.2024 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

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.



PCPO

RBE No.114/2024

भारत सरकार / GOVERNMENT OF INDIA  
रेल मंत्रालय / MINISTRY OF RAILWAYS  
रेलवे बोर्ड / (RAILWAY BOARD)

No. E(NG)I/2024/TR/23

New Delhi , Dated: 30.12.2024

The General Manager (P)  
All Zonal Railways/PUs.

Sm  
D. C. H. S.  
SPATK  
Jr 02/01

Sub: Procedure for preventing fraudulent transfers- Question regarding.

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Kindly refer to Board's letter no. E(NG)I-2021/TR/16 dated 21.11.2001 (RBE 229/2001) (copy enclosed) wherein instructions have been given on prevention of fraudulent transfers. Attention is also drawn to letter. no. E(D&A)/2017 GS4-1 dated 06.11.2018 wherein guidelines regarding provisional appointment pending verification of character & antecedents have been issued. Instructions issued vide aforementioned letters are hereby reiterated for strict compliance.

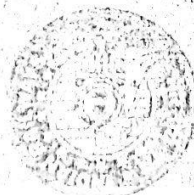
2. It is also directed that for transfer requests being processed online through HRMS, transferring unit should verify latest photograph & signature of the employees seeking transfer.

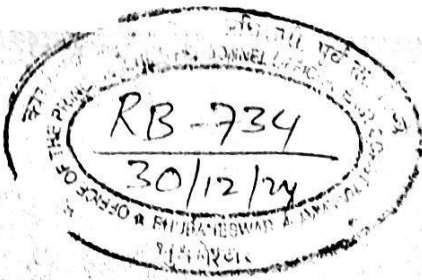
3. Competent authority has now decided that along with attestation form a declaration as per format in Annexure-I is to be obtained from the candidates at the time of appointment.

DA: As above.

Appd I by 6/11/25  
✓ Chas/T  
✓ Chas/NT  
✓ Chas/Ruling  
✓ 30/12/2024  
(Rajeev Ranjan)  
Jt. Director, Estt (N)-I  
Railway Board  
E mail Id- [rajeevran.56@gov.in](mailto:rajeevran.56@gov.in)  
✓ Orl/HRMS

R  
Jeev  
06.12.25  
contd-1-





PCPO

RBE No.114/2024

भारत सरकार / GOVERNMENT OF INDIA  
रेल मंत्रालय / MINISTRY OF RAILWAYS  
रेलवे बोर्ड / (RAILWAY BOARD)

No. E(NG)I/2024/TR/23

New Delhi , Dated: 30.12.2024

The General Manager (P)  
All Zonal Railways/PUs.

Sub: Procedure for preventing fraudulent transfers- Question regarding.

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DA: As above.

Appd I by 30/12/24  
✓ Choc/T  
✓ Choc/NT  
✓ Choc/Ruling  
✓ E mail Id- rajeevran.56@gov.in  
(Rajeev Ranjan)  
Jt. Director, Estt (N)-I  
Railway Board  
30/12/2024  
R  
30/12/24  
contd-1-



**Annexure-I**

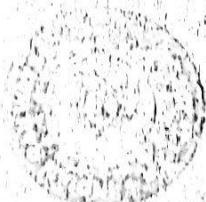
I ..... Son/Daughter of ..... resident  
of ..... hereby declare that the documents and self attested true copies of  
the documents i.e. educational certificates, proof of Date of Birth, community certificate  
etc. submitted by me are true. I am well aware that if it is found false at any point of time,  
my appointment may be treated as canceled without prior notice and I shall be liable for  
prosecution and punishment under applicable laws.

Place:

Date:

Signature

Full Name



186  
RBE No. 229/2001  
SC No. 15 to MC No.24

**Government of India/Bharat Sarkar  
Ministry of Railways/Rail Mantralaya  
(Railway Board)**

No. E(NG)I-2001/TR/16

New Delhi, dated 21.11.2001

The General Managers,  
All Indian Railways & PUs  
(As per standard list)

**Sub: Procedure for preventing fraudulent transfers – Question regarding.**

The question of laying down the procedure to prevent fraudulent transfers has been considered by the Ministry of Railways. It has been decided that the Railways should follow the following guidelines while processing the transfers of Railway employees from one Unit/Division/Railway to another Unit/Division/Railway:-

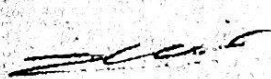
- (i) The application containing all the necessary details should be made in as many copies as the levels/offices through which the application has to pass through including the Unit/Division/Railway to which the transfer is sought for.
- (ii) All the copies should have a recent passport size photograph of the employee firmly affixed/pasted on the top right hand corner of the application.
- (iii) The application should be accompanied by an additional identical passport size photograph which may be affixed/pasted similarly on the Memorandum/Order sparing the employee for transfer as and when issued.
- (iv) The immediate Supervisor/Officer of the employee concerned before forwarding the application for further necessary action should attest the photograph affixed on each copy of the application in such a manner that the signature and the rubber stamp below that appear partially on the photograph and partially on the paper outside the photograph.
- (v) The rubber stamp should clearly indicate the name and designation of the Supervisor/Officer attesting and forwarding the application.
- (vi) Each level/Office will retain a copy of the application complete in all respects as per details mentioned above before forwarding the same to the higher authority or Unit to which the transfer has been sought for, as the case may be.
- (vii) The application should be registered and appropriate priority number allotted as per extant procedure and the employee advised of the same.

Contd/.

- (viii) After the request for transfer has been accepted and necessary orders issued by the competent authority, Memorandum/Order sparing the employee should have the photograph of the employee (received from him at the time he made the request initially) pasted on it duly attested in the manner indicated in (iv) above. The Memorandum/Order should also have the signature of the transferred employee and his left thumb impression both of which should be duly attested by the officer signing the Memorandum/Order with his name and designation appearing below the signature.
- (ix) When the transferred employee presents himself in the new Unit with the original Memo sparing him for transfer, necessary details like his photograph, signature etc should be carefully matched before he is allowed to join. If, in any case, the details match prima-facie but still reasonable doubt persists and consultation/enquiry/verification of genuineness is warranted with the Railway/Division/Unit from which the employee has been transferred, the same can be done as soon as possible but within a month of his joining.
- (x) All communications regarding transfer should be signed by a Gazetted Personnel Officer with his name and designation appearing below the signature.
- (xi) The LPC should be issued immediately and signed by a Gazetted Accounts Officer with his name and designation appearing below the signature.
- (xii) LPC should be sent under a covering letter to the new Unit to which the employee has been transferred through special messenger, as far as possible whose identity should be established and noted at the time of accepting the document.
- (xiii) The Service Book of the employee concerned duly completed should also be sent to the new Unit in the same manner as in (xii) above.

2. The above procedure will apply *mutatis mutandis* to all transfers including transfers on administrative ground.

3. Please acknowledge receipt.

  
(J.S. Gusain)  
Joint Director, Estt(N)  
Railway Board

