

SOUTH CENTRAL RAILWAY

Headquarters Office
Personnel Branch/SC
Dated : 11.06.2015

No. P[R]621/I

ALL CONCERNED

JOINT PROCEDURAL ORDER

Sub: Transfer of personal records and as drawn particulars of an employee transferred from one Railway/unit to another

Rule 1232 of Indian Railway Administration and Finance Code, 1991, envisages that when a railway employee is transferred from one office/division/unit to another, his/her record of service should be sent to the head of office to which he is transferred. In the case of a pensionable person, the head of office, under whom he was originally working, should record in the service book the result of verification of service with reference to pay bills and acquittance rolls in respect of the whole period during which the railway servant was employed under him, before forwarding the service book to the office where the services are transferred.

Railway Board in their letter dated 25.08.84 [SC No.112/84] decided that the service records of employees complete in all respects, should be sent within 10 days from the date of relief of the staff/officer to the new place of posting so as to ensure that no difficulty is being experienced by the administration and staff concerned.

The availability of correct/updated service record and leave particulars is linked to various benefits like grant of financial upgradation under MACP, Child Care Leave to female employees, leave encashment while in service, payment of settlement dues etc. Henceforth, the under-mentioned procedure should invariably be followed in respect of employees transferred from one office/division/unit to another:

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1. The Service Record should be updated in all respects viz., entries in the first page of the Service Record and annual increments, entry regarding enrolment under CGEGIS, penalties under DAR imposed and effected etc., with service verification entries till the date of relief of the employee, together with entries regarding number of times the leave encashment availed by the employee while in service, duly signed by the Gazetted officer. Entries regarding advances, if any, availed by the employee should also be ensured.
2. In the case of persons initially engaged as Casual Labour /Substitutes, entries pertaining to grant of temporary status and date of regularization in the post duly quoting the authority therefor should be mandatorily made and countersigned by a Gazetted Officer duly indicating the name and designation.
3. The Leave Account of the employee from the date of appointment to the date of relief should be signed by a Gazetted Officer of Personnel and Accounts Branches, clearly indicating their name and designation. Details of Child Care Leave granted in respect of eligible female railway employees from time to time should be indicated, duly quoting the sanction memorandum number and date.

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4. Scanned copy of Service Record and Leave Account of the employee, wherever available, the same should also be transferred to the new seniority unit.
5. The as drawn particulars for the purpose of drawal of arrears of Dearness Allowance, Productivity Linked Bonus and for computation of Income Tax should be forwarded to the new unit, duly vetted by the associated finance. The PAN number and the Income Tax recovered on the old unit should also be incorporated in the as drawn particulars as well as in the LPC of the employee.
6. The LPC is to be generated from PRIME only and Aadhar number of the employee should invariably be obtained and indicated in the LPC for implementation of Aadhar based Biometric attendance system. The enclosed format of LPC of GTL Division may be adopted for generation of LPC through PRIME in all units to maintain uniformity.

The Service Record and Leave Account etc., complete in all respects as well as the as drawn particulars duly vetted by associate finance, should be sent to the new unit, duly complying with the above laid down procedure within 10 days from the date of relief of the employee to the new unit.

Encl: LPC format.


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