

SOUTH CENTRAL RAILWAY

Headquarters Office.
Personnel Branch.
Secunderabad.
Date: 30.04.2015

No.P(R)/676/IV

ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR NO.35/2015

Copy of Board's letter No.E[NG]I-2014/TR/14 dated 07.04.2015 is forwarded for information, guidance and necessary action Board's letter dated 21.11.2001 quoted therein was circulated under S.C.No.269/2001.

Handwritten signature and date: 30/4/15

(P.RADHA KRISHNA)
Secretary to CPO
for Chief Personnel Officer.

Board's letter No. E[NG]I-2014/TR/14 dated 07.04.2015 [RBE No.33/2015]

***Sub: Delay in promotion of staff for want of service records
/ACRs of staff transferred from /to other Divisions/Zones
- remedial measures - regarding.***

In order to prevent fraudulent transfer of railway employees from one unit /Division / Railway to another Unit /Division/Railway, detailed guidelines laying down the procedure to be followed while processing the transfers of Railway employees from one Unit / Division/Railway to another Unit / Division/Railway were issued vide Board's letter No. E[NG]I-2001/TR/16 dated 21.11.2001.

2. Under item No. 13/2014 of PNM/NFIR meeting held on 19th & 20th December, 2014, the Federation demanded the above guidelines may be re-iterated to the zonal railways. The matter has accordingly been considered by Ministry of Railways who wish to state that the guidelines contained in Board's letter dated 21.11.2001 referred to above may be strictly adhered to while effecting transfer of Railway employees whether one way request transfer or mutual exchange or transfer on administrative ground. Any deviation in this regard will be viewed seriously.

Sd/-
(M.K.Meena)/DDE[N]

INDEX No.1078 TRANSFERS	S.C.No.
Board have reiterated their instructions [SC No. 269/01] that the updated service records and LPC of an employee should immediately be sent to the new unit to which the employee has been transferred [whether one way request transfer or mutual exchange].	35 /2015