

SOUTH CENTRAL RAILWAY

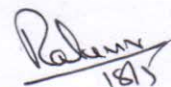
Headquarters Office
Personnel Branch
Secunderabad.
Date: 18.05.2018

No. P[R]676/V

ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR No. 89 /2018

Copy of Board's letter No.E[NG]I-2017/TR/24 dated 09.05.2018 is forwarded for information, guidance and necessary action. Board's letters dated 30.04.2014, 15.09.2017 and 22.09.2017 quoted therein were circulated under S.C. No.61/2014 and 160/2017, respectively.



[K.RAVI KUMAR]
Secy. to PCPO

For Principal Chief Personnel Officer

Copy of Board's letter No. E[NG]I-2017/TR/24 dated 09.05.2018 [RBE No.65/2018]

Sub: Relieving of staff on transfer on mutual exchange basis.

Instructions were issued vide Board's letter of even number dated 15.09.2017 (RBE. No. 130/2017) advising Zonal Railways and Production Units to spare staff awaiting mutual transfer where the requests had been accepted by both the Railways/Production Units. Detailed guidelines were subsequently issued under Board's letter of even number dated 22.09.2017 (RBE No. 131/2017) regulating the process of mutual transfer stipulating time limit for each step involved therein.

2. In partial modification of instructions contained in Board's letter No. ERP/Portal-Transfer/2013 dated 30.04.2014 stipulating that once the mutual transfer order is issued the senior person should be relieved first, it has now been decided by the CRB that all mutual transfer cases where NOC has been given by both the Railways/Units i.e. accepting and relieving, both the employees should be spared immediately within a week, without either unit waiting for the reliever.

3. A photocopy of Service Record and unvetted LPC should be given to the employee for submission at the new Division. Original Service Records/LPC should also be sent positively within 15 days.

sd/-

[M.K.Meena]/DDE[N]

INDEX No. 1078 TRANSFERS	S.C.No.
In all mutual transfer cases where NOC has been given by both the Railways/Units i.e. accepting and relieving, both the employees should be spared immediately within a week, without either unit waiting for the reliever, duly giving a photocopy of the Service Record and unvetted LPC. Original Service Records/LPC should also be sent positively within 15 days.	89 /2018