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All India Railwaymen's Federation
(Estd, 1924)

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NEW DELHI-110055
INDIA

No.AIRF/56(172-A)

Dated: June 29, 2011

Shri P.K. Sharma,
Addl. Member Staff,
Railway Board,
New Delhi

Dear Sir,

Sub: Periodical transfer of railway employees holding sensitive posts

Periodical transfer of railway employees is often subjected to lot of harassment, and therefore, it is requested that some procedure orders must be followed to overcome the harassment of railway employees, particularly their wards and spouses. On some of the railways, procedure orders for periodical transfer have already in vogue. If such procedure can be implemented throughout the Indian Railways, AIRF believes that the staff and their families would be saved from unnecessary harassment.

Crucial date for assessing four years stay at a particular station is 31st January of each year. All the transfer orders are to be issued by 15th March of every year positively so that representation, if any, may be disposed of by 31st March of the concerning year.

Priorities registered up to 31st January shall only be considered. Request priorities received after 31st January will be considered only in normal transfer.

As a general principle applicable to all categories of staff, the period of working as rest given/leave reserve should not be counted for possessing four years stay at a particular station. But in the case of ASMs, it has been decided by the competent authority that henceforth, Leave Reserve Asstt. Station Masters, who are posted under sectional traffic inspectors, will also be subjected to periodical transfer after every four years. It should be further clarified that Leave Reserve Asstt. Station Masters working under Station Managers/Station Supdts. would not be brought under the purview of periodical transfer. Staff shifted from their seats to another seat under periodical transfer orders should not be brought back to same seat within two years.

Periodical transfer of office bearers of recognized unions may be done only after following prescribed procedure laid down in para 6 to para 6.5 of Master Circular No.24 and Railway Board's letter No.97-E/(SCT) 1/12 dated 5.3.1999.

It is, therefore, reiterated that all the concerned must ensure that the policy of periodical transfer/ rotation is strictly adhered in each step.

In this regard, it should be also mentioned that these guidelines are being issued as "Permanent Instructions" and no further circular will be issued every year for implementation of "Periodical Transfer Scheme" except special circumstances.

Yours faithfully,

(Shiva Gopal Mishra)
General Secretary

Copy to: Shri A.K. Nigam, Adviser(IR), Railway Board, New Delhi. He is also requested to do the needful please.
Copy to: General Secretaries, all affiliated unions – for information.