



दक्षिण पूर्व मध्य रेलवे  
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004  
HEAD QUARTER PERSONNEL DEPARTMENT, 1<sup>st</sup> FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004  
सं. पी-एचक्यू/रूलिंग/ट्रान्सफर/ S / 5013 दिनांक:-14.05.2018

प्रति,  
सर्व संबंधित

स्थापना नियम सं.-139 /2018

**विषय:-Relieving of staff on transfer on mutual exchange basis.**

रेल्वे बोर्ड के पत्र सं. E(NG)I-2017/TR/24, दिनांक 09.05.2018, RBE No. 65/2018 की प्रति सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है। बोर्ड के संदर्भित पत्र को निम्नानुसार स्थापना नियम के तहत प्रकाशित किया गया था:-

क्र.	रेल्वे बोर्ड का पत्रांक, आरबीई एवं दिनांक	स्थापना नियम संख्या
1.	Letter dt. 22.09.2017 (R.B.E. No.131/2017)	191/2017

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं CPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-

**Web-site-**

Home page—About us—Department—Personnel—Estt. Rules.

**Share Folder-**

Home page—html—Estt. Rules

संलग्न:- यथोक्त.

(प्रदीप मिश्रा)

वरिष्ठ कार्मिक अधिकारी (एच.आर.डी.)  
कृते प्रधान मुख्य कार्मिक अधिकारी

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

E/R No. - 139/2018

No. E(NG)I-2017/TR/24

New Delhi, dated 09.05.2018

The General Manager(P)s,  
All Zonal Railways & Production Units.  
(As per standard list).

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

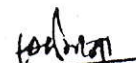
Instructions were issued vide Board's letter of even number dated 15.09.2017 ( R.B.E. No. 130/2017) advising Zonal Railways and Production Units to spare staff awaiting mutual transfer where the requests had been accepted by both the Railways/Production Units. Detailed guidelines were subsequently issued under Board's letter of even number dated 22.09.2017 (R.B.E. No. 131/2017) 19/ 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.

Please acknowledge receipt.

Hindi version will follow.



(M.K. Meena)  
Deputy Director Estt (N)  
Railway Board