



दक्षिण पूर्व मध्य रेलवे
South East Central Railway
मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)
HEAD QUARTER, PERSONNEL DEPARTMENT, 1st FLOOR,
GM's OFFICE, BILASPUR (C.G.) 495004

सं. पी-एचक्यू/रूलिंग/पॉलिसी/16

दिनांक: 23.04.2025

प्रति,
सर्व संबंधित

स्थापना नियम सं. - 56/2025

विषय: - Threshold Value for processing Inter- Railway Request Transfer Applications.

रेल्वे बोर्ड के पत्र सं. E(NG)I/2025/TR/08 दिनांक 16.04.2025, RBE No. 32/2025 की प्रति, सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है।

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

Web-site- Home page—Dept./Div of SECR—HQ—Personnel—Rules & Publications

Share Folder- Personnel—PCPO—Ruling—html—Estt. Rules

संलग्न:- यथोक्त.

(वैभव चौहान)

उप मुख्य कार्मिक अधिकारी(रूलिंग)
कृते प्रधान मुख्य कार्मिक अधिकारी

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
रेलवे बोर्ड / (RAILWAY BOARD)

No. E(NG)I/2025/TR/08

New Delhi, dated 16.04.2025

The General Manager (P),
All Zonal Railways/PUs.

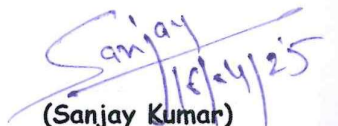
Sub: Threshold value for processing Inter-railway request transfer Applications.

Inter-railway and inter-divisional transfer applications of railway employees are now being processed through HRMS.

2. The issue has been examined and to facilitate smooth submission of transfer requests by employees in HRMS transfer module and also to enable the railway administration in processing these requests, following guidelines are issued for implementation:

- i. The Competent Authority would be able to process requests for transfer (including those which have already been processed or NOC has been obtained from the receiving Units) only if the vacancy is below a defined threshold vacancy level. (For example, if the vacancy threshold is defined at 10%, forwarding for consideration or relieving the employee on transfer can be done only if the vacancy in the category/cadre is below 10%. In other words, if the availability of manpower in that category is more than 90%, then transfer can be affected.)
- ii. The threshold vacancy will be fixed primarily for essential safety categories by the respective PHOD/GM.
- iii. The categories which are directly related to train operations and safety only will be considered as essential and safety categories.
- iv. CRIS (HRMS) will incorporate this threshold value in transfer module of HRMS. Adequate training should be given to the field staff to implement the threshold vacancy concept.
- v. Each application will be considered individually and sequentially as per the rules and the fixed threshold, and will be approved personally by the officer with the digital signature of the DRM/Forwarding Officer/Accepting Officer and shall not be delegated.
- vi. Sufficient caution should be exercised to restrict the vacancies in safety and operational categories. Transfer request should not be entertained to the non-essential and non-safety categories at the expense of safety and operational categories.
- vii. In addition to above, the existing rules and instructions on IRRT will be applicable.

This is issued with the approval of competent authority.


(Sanjay Kumar)
Dy. Director Estt (N)
Railway Board
E mail Id- sanjay.kumar6@gov.in

No. E(NG)I/2025/TR/08

New Delhi, dated 16.04.2025

Copy forwarded to:-

1. The General Secretary, AIRF, Room No.253, Rail Bhawan, New Delhi (35 copies).
2. The General Secretary, NFIR, Room No.256-E, Rail Bhawan, New Delhi (35 copies).
3. All Members/Departmental Council & National Council & Secretary/Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
4. The Secretary General, FROA, Room No.256-A, Rail Bhawan, New Delhi (5 spares).
5. The Secretary General, IRPOF, Room No.268, Rail Bhawan, New Delhi (5 spares).
6. The Secretary, RBSS Group 'A' Officers Association, Rail Bhawan, New Delhi.
7. The Secretary, RBSS Group 'B' Officers Association, Rail Bhawan, New Delhi.
8. The Secretary, Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Group 'D' Employees Association, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan, New Delhi.
11. Chief Commissioner of Railway Safety, Lucknow.
12. General Secretary, All India SC&ST Railway Employees Association, Rail Bhawan, New Delhi.

 16.4.25

for PED(IR)/Railway Board

Advisor/MR, PS/MoSR(R), MoSR (S), EDPG/MR, OSD/MR, OSD/Coord/MR
PSO to Chairman & CEO, M(F), M(Infra), M(T&RS), M(O&BD), Secretary, DG/RHS and DG/RPF.

PPSs to AM(Comml.), AM(CE), AM(C&IS), AM(Elec.), AM(Budget), AM(F), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Stores), AM(Tele), AM(Traffic), AM(Works), AM(T&C), AM(Staff), AM(HR), PED(Vig.) and PED(Infra.).

PSs to ED/Safety(M), EDCE(G), ED(E&R), EDE, EDE(N), EDME(W), EDRS(G), EDE(Res.), EDE(RRB), EDF(B), ED(RE), ED/Track(M), EDF(X)I, EDF(X)II, ED(H), EDE(GC), ED(Stat), ED(Track/MC), EDME(Chg.), EDME(Traction), ED(Works), EDME(Dev.), EDRS(C), EDRS(W), EDPC, EDF(E), EDA, EDV(A), JS(G) and IG/RPF.

DPC-II, DE(G), D(IH), D(H&FW), D(MPP), DE(N)II, DE(R), DE(D&A), DE(LL), JD(OL), JDE(Rep), JDE(RRB), DD(Code Revision), DDE(LR)I, DDE(LR)II, DDE(LR)III, DDV(A&P), DD(OL)I, E(NG)II, E(Rep)I, E(Rep)II, E(Rep)III, E(SCT)I, E(SCT) II, E(RRB), PC-III, PC-IV, PC-V, E(P&A)I, E(P&A)II, CE-I, CE-II, CE-III, Sec.(E), Sec.(ABE), E(MPP), Safety Branch, A/C-III and Code Revision Cell.
