



दक्षिण पूर्व मध्य रेलवे  
South East Central Railway

मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)  
HEAD QUARTER, PERSONNEL DEPARTMENT, 1<sup>st</sup> FLOOR,  
GM's OFFICE, BILASPUR (C.G.) 495004

सं. पी-एचक्यू/रुलिंग/पॉलिसी/25

दिनांक: 03.06.2025

प्रति,  
सर्व संबंधित

स्थापना नियम सं. - 82/2025

विषय: - Launch of UDIT ( Unified Digital Interface for Transfer) Module of HRMS.

रेल्वे बोर्ड के पत्र सं. PC-VII/2024/HRMS/34 दिनांक 02.06.2025 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.

(राघवेंद्र सिंह)

सहायक कार्मिक अधिकारी (मुख्या.)

कृते प्रधान मुख्य कार्मिक अधिकारी

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

No. PC-VII/2024/HRMS/34

New Delhi, dated: 02.06.2025

To,

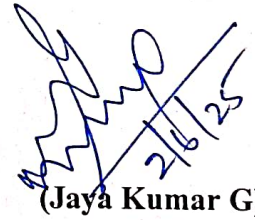
Principal Chief Personnel Officers,  
All Indian Railways/PUs/TIs.  
(As per standard mailing list)

**Sub: Launch of UDIT (Unified Digital Interface for Transfer) Module of HRMS**

The upgraded version of Transfer Module of HRMS i.e. **UDIT (Unified Digital Interface for Transfer)** has been launched by incorporating various additional features, as decided by Railway Board.

2. In this context, the various additional features incorporated in the upgraded Transfer Module are comprehensively explained at *Annexure-I* for information of all the Railway personnel.
3. It is advised that the features contained in the UDIT Module of HRMS be widely circulated among the employees and Transfer Applications be processed accordingly.
4. This issues with the approval of competent authority.

Encl: As above



(Jaya Kumar G)  
Joint Director, Pay Commission & HRMS  
Railway Board  
(Ph. No: 011-47845125)  
(e-mail: jaya.kumarg@gov.in )

Copy to:

- (i) PPS to DG(HR), for information of DG(HR)
- (ii) PPS to Secretary, Railway Board for information of Secretary/RB
- (iii) PPS to AM(HR), for information of AM(HR)
- (iv) PPS to AM(Staff), for information of AM(Staff)
- (v) General Manager/HRMS/CRIS, the upgraded version may be fully operationalized and necessary steps may be taken to ensure that the same works in a seamless manner.



### Features of Upgraded Transfer Module for Non-Gazetted employees

A comprehensive Transfer module for Non-Gazetted Employees of Indian Railways has been developed covering all facets and types of transfers. The provisions made in the module are explained below in detail.

#### 1. Definitions:

**A. Cadre Code** – This is a unique identification code assigned to each and every cadre. All the posts in a particular Cadre have some attributes like its various hierarchical Grade Pay levels, Medical Classification, safety aspect of its posts etc., which are uniform across all units in Indian Railways. All such common information about individual Cadres have been populated into the HRMS database and assigned this unique Cadre Code. Ex. for Track Maintainer - 276000

**B. Cadre ID** - This is a unique identification code that is assigned to a particular cadre operating in a particular unit. Though Cadre Code is common and uniform across Indian Railways, but every individual Cadre Controlling Unit will be required to define and create the Cadre which is in operation in their unit. Once they define and create that Cadre, it will be assigned a unique ID which will be bound with that particular unit. **Thus, Cadre ID is specific to a Cadre Controlling Unit where a particular Cadre is being controlled and managed.**

**C. Cadre Level ID** – This is a unique identification code that is assigned to a particular Grade Pay / hierarchy level of a particular cadre ID operating in a unit.

illustration:

Cadre Code	Cadre Code	Unit	CadreID	CadreLevelIDs	Remarks
Track Maintainer	276000	KGP	123	101,102,103,104	Single cadre of TM in KGP
Track Maintainer	276000	SDAH	345	234,235,236,237	Multiple TM cadres in SDAH
Track Maintainer	276000	SDAH	236	310,311,312,313	Multiple TM cadres in SDAH
Track Maintainer	276000	SBC	497	4001,4002,4004,4006	Single cadre of TM in SBC

**D. Cadre Controlling Unit** – Unit which controls transfer / Promotion / MPP activity related to Cadre has been designated as CCU.

**E. Primary Unit** – Railway Board, Zonal HQ, Divisional HQ, Workshop

**F. Current process of Assigning Cadre ID and Cadre Level ID:** Upon Creation of Cadre, System automatically assigns the unique number to Cadre ID and Cadre Level IDs.

#### 2. Certification Process of Applications

A transfer request application submitted by an employee will not be straightaway assigned a priority number. Once a transfer request application is submitted by an employee, the application will first be scrutinized by the administration to ensure that the application is in order and required supporting documents are attached along with it. Once it is ensured and certified that the

application is in order, then only it will be accepted for priority generation and inclusion into the list of applications pending for further processing.

If the transfer request application of an employee is rejected during the certification process, no priority number will be assigned to it and fresh application will need to be submitted by the employee.

The certification process of all applications received by the administration for a particular priority group needs to be scrutinized and certified strictly in the order of timestamps of application submission.

### **3. Processing for Inter railway Request Transfer (IRRT) (transfer request outside employee's current Railway Zone)/Inter Divisional Railway Transfer (IDRT) (transfer request within employee's current Railway Zone)**

#### **A. IRRT/IDRT Application submitted under Normal Grounds vs IRRT/IDRT Application submitted on Special Grounds**

At the time of submission of IRRT application, the employee will be given an option to submit his application either on normal grounds or on special grounds.

In case an application is submitted on normal grounds, an application under normal grounds is generated for the employee and after its certification, Normal outgoing priority number will be assigned to it.

In case an application is submitted on special grounds, an application under special grounds will be generated and after its certification, special outgoing priority number will be assigned to it.

All special grounds IRRT/IDRT applications will be processed separately and not along with normal grounds applications.

An employee can apply for application under special grounds only under following conditions:

1. Seeking transfer on spouse grounds enumerated under RBE No. 12/2017
2. Seeking transfer on grounds that employee himself/herself is a person with benchmark disability.
3. Seeking transfer on grounds that employee is a caregiver to a disabled child.
4. Seeking transfer on grounds that employee is a widow appointed on compassionate grounds

#### **B. Application Number generation on Submission of application:**

Once an IRRT/IDRT application is submitted by an employee, a computer-generated number will be automatically assigned to that particular application.

In case an application is submitted by an employee on normal grounds, his corresponding application will be generated, which after scrutiny and certification by the administration, will be added to the list of applications pending for processing under normal grounds.

In case an application is submitted by an employee on special grounds (spouse accounts / employee himself belongs to PwBD category / employee is caregiver to disabled child), his corresponding application under special grounds will be generated, which after scrutiny and



certification by the administration, will be added to the list of applications pending for processing under special grounds.

#### **C. Maximum number of Transfer request applications allowed per employee**

Maximum applications allowed to be submitted per employee for IRRT are 3 and for IDRT are 2.

Only one active application is allowed for a combination of destination unit, Cadre Code and recruitment level for an employee under Normal Grounds. However, if the employee applies under special grounds, he can apply for the same destination unit for same combination as done in normal ground.

#### **D. Permissible cadre codes :**

Transfer Application Generation is based on Cadre Code to which the employee belongs. The Cadre Code of the employee is automatically detected by the system based on the cadre ID to which the employee has been mapped. If the Destination unit has a Cadre ID created under its control for the same / equivalent Cadre Code to which the employee is mapped, he will be allowed to select the same in his application form. However, if the same/equivalent Cadre Code is available in multiple Depts – Sub Depts at Destination unit, system will allow the employee to select one of the Dept – Sub Depts.

Based on identification of equivalent Cadre Code, provision can be enabled for selection of one of the permissible Cadre Codes. For example, ALP of Mechanical Dept and ALP Electrical Dept have separate Cadre Codes. But if it is required to allow IRRT between these two cadres, it can be enabled by identifying these two cadre codes as equivalent in the system.

#### **4. Who will view and process the Transfer request Applications:**

Once a transfer request application is submitted by an employee, the application needs to be certified by concerned personnel department. The personnel department here would be of that Primary Unit, which is the Cadre Controlling Unit of the lien Cadre ID to which the applicant is mapped.

For example, if an employee is working in construction office but his lien Cadre ID is that of HQ/Division, then when an employee submits his transfer request application, it will be made visible for certification and processing to the personnel department of HQ/Division and not construction office.

#### **5. Normal Grounds Applications priority generation**

##### **A. Outgoing Normal Priority-Group Number and Outgoing Normal Priority Number Generation**

Once a transfer request application submitted on normal grounds is certified by the administration, a system generated Outgoing Priority number will be automatically assigned to that application. Following methodology will be employed by the system for generating and assigning priority number to an application:

1. First the Outgoing priority group number of the lien Cadre ID to which the employee belongs will be identified. Single Outgoing Priority Group number has been defined for an entire Cadre ID for the Cadre Controlling Unit. A wrongly mapped Cadre ID will generate an improper transfer application which may be rejected by concerned authority in further stages upon detection.

For the purpose of generation of Normal outgoing priority number, all the cadre levels of a Cadre ID will be treated as a single priority group. That means for a Cadre of Ticket Examiner, there are different cadre levels of CTI, TTI, TTE etc. For outgoing priority generation, all these levels will be treated as part of the same priority group. So, when 3 employees working as TTE, TTI and CTI in a unit belonging to same Cadre ID but belonging to different Cadre Level IDs, apply for IRRT/IDRT, they all will be treated as part of the same outgoing priority group for assignment of outgoing priority number to their respective IRRT/IDRT applications.

However, in case of Track maintainers, outgoing priority group number will be defined based on the Cadre Code of track maintainers and not Cadre IDs, i.e., even if there are multiple cadre IDs of Track Maintainers being maintained by a Unit, they all will belong to a single outgoing priority group and a single outgoing priority list will be generated for all cadre IDs combined.

2. Then, a system generated priority number will be automatically assigned to the application strictly on the first come first basis in its priority group based on the time of submission of application and priority numbers of applications already existing in that outgoing priority group.

For example: Consider, the example in the following table wherein there are 5 employees, A,B,C,D & E belonging to same cadre ID of Ticket Examiner and working in same unit. Assuming there are already 36 IRRT applications which have been assigned priority numbers in their priority group and are under different stages of processing, the manner in which outgoing priority will be assigned to their applications, once they are certified, is shown as follows:

S. No	Employee	Designation	Time of application submission	Priority Number
1	A	TE	2 <sup>nd</sup> Aug 2024, 10:30 A.M	37
2	B	CTI	2 <sup>nd</sup> Aug 2024, 09:00 P.M	38
3	C	TTE	8 <sup>th</sup> Aug 2024, 11:00 A.M	39
4	D	CTI	1 <sup>st</sup> Sep 2024, 02:30 P.M	40
5	E	CTI	13 <sup>th</sup> Sep 2024, 01:30 A.M	41

#### **B. Incoming Normal Priority-Group Number and Incoming Normal Priority Number Generation**

Following methodology will be employed by the system for generating and assigning Incoming Normal priority number to an application:

1. Incoming Priority Group Number is defined as a unique number assigned in Cadre Controlling Unit (CCU) to a Cadre Code for every recruitment level. For Ex SDAH is having multiple Track maintainer Cadre IDs 345, 236 but only one incoming priority group number will be available – for TM-IV at Pay level 1, as only DRQ in Track Maintainer Cadre is at Pay Level 1. Similarly, for Ministerial staff though Cadre ID exists for each dept in a unit, will have only 2 unique incoming priority group number - one for Senior Clerk and one for Junior Clerk, as DRQ in ministerial Cadre is at these 2 levels.



2. Once a transfer request application submitted on normal grounds is certified by the administration, the incoming Priority-group number will be identified and recorded on the application based on the combination of destination unit, destination cadre code and destination cadre level (based on DR quota element's presence in that level) requested by the employee in that application.
3. On receiving approval of the competent authority for forwarding of the transfer application, incoming normal priority number will be generated and assigned to that application strictly on the first come first serve basis based on timestamp of approval of forwarding of application for NOC to incoming unit in incoming normal priority group number subject to the priority number of applications already existing in that incoming priority group.
4. The incoming normal priority number will be assigned to an application strictly based on the first come first serve basis based on the time of approval for forwarding of application and not the time of submission of application. In case approval for forwarding is provided to a batch of applications by the competent authority, the application with earlier time of submission will be assigned higher priority and the later application will be assigned lower priority.

For the purpose of generation of Normal incoming priority number, every individual cadre level of a Cadre ID having direct recruitment quota will be treated as a separate priority group. That means for example for a Ministerial cadre of personnel department, if the level having DR Quota is Sr. Clerk and Jr. Clerk, there will be 2 different Incoming Normal Priority-Groups – one for Jr. Clerk and one for Sr. Clerk.

Incoming Normal priority-group number will be assigned to an application based on the selection of Cadre Code and recruitment grade selected by user (as per extant conditions) and accordingly incoming priority number will be calculated and assigned as explained above. So if a Ch.OS of a unit requests IRRT to another unit for the post of Sr. Clerk, he will be assigned incoming priority group number of Sr. Clerk of that unit and incoming priority number calculated and assigned on the basis of incoming priority number of applications already existing in incoming priority group of Sr. Clerk. Similarly, if a Jr. Clerk of that Unit requests IRRT to another unit for the post of Jr. Clerk, he will be assigned incoming priority group number of Jr. Clerk of that unit and incoming priority number calculated and assigned on the basis of incoming priority number of applications already existing in incoming priority group of Jr. Clerk.

Further, assignment of incoming normal priority number to an application will be strictly based on the time of final approval granted to it by the competent authority for forwarding to requested destination unit and not by the time of submission of application. For normal cases it will be based on timestamp of approval of DRM/CWM / PHOD. For Out of turn cases it will be based on timestamp of approval of GM. To illustrate it, consider the following scenarios of how priority will be generated:

S. No	Employee	Outgoing Priority Number In their corresponding Group	Designation	Unit	Transfer sought to	Time of application submission	Time of approval of Competent authority at the time forwarding	Normal Incoming Priority no at Danapur
1	A	1	Jr Clerk	Secunderabad	Danapur – Jr Clerk	1 July 2024, 9:30 AM	Not yet approved	-
2	B	5	Ch.OS	Delhi	Danapur – Jr Clerk	10 July 2024, 6:30 AM	5 Sep 2024, 4:00 PM	3

3	C	3	Ch.OS	Agra	Danapur – Jr Clerk	15 Aug 2024, 11:30 PM	31 Aug 2024, 11:00 AM	1
4	D	4	Ch.OS	Agra	Danapur – Jr Clerk	15 Aug 2024, 11:31 PM	31 Aug 2024, 11:00 AM	2
5	E	20	OS	Secunderabad	Danapur – Jr Clerk	18 Aug 2024, 5:30 PM	5 Sep 2024, 4:01 PM	4
6	F	5	Sr Clerk	Agra	Danapur – Jr Clerk	21 Aug 2024, 8:00 PM	15 Sep 2024, 6:00PM	5

## 6. Special Ground Applications Priority generation:

### A. Outgoing Special Priority-Group Number and Outgoing Special Priority Number Generation:

**Outgoing Special Priority-Group Number:** For every Cadre ID of a Cadre Controlling Unit, one separate Outgoing Special Priority-Group Number will be assigned for applications submitted under spouse grounds and one separate Outgoing Special Priority-Group Number will be assigned to applications submitted under all other kind of special grounds (excluding Spouse ground), i.e., on account of physical Disability of employee, Caregiver to a disabled Child and widows appointed under Compassionate grounds.

Once a transfer request application submitted on **special grounds** is certified by the administration, a system generated **Special Outgoing Priority number** will be automatically assigned to that application depending on special outgoing priority group number mapped to that application based on the kinds of special ground selected strictly on the first come first serve basis in its priority group based on the time of submission of application and priority numbers of applications already existing in that priority group.

### B. Incoming Special Priority-Group Number and Incoming Special Priority Number Generation

**Incoming Special Priority-Group Number:** For every Cadre Code and its Recruitment Level of a Cadre Controlling Unit, one separate Incoming Special Priority-Group Number will be assigned for applications received under spouse grounds and one separate Incoming Special Priority-Group Number will be assigned to applications received under all other kind of special grounds (excluding Spouse ground), i.e., on account of physical Disability of employee, Caregiver to a disabled Child and widows appointed under Compassionate grounds

Following methodology will be employed by the system for generating and assigning Incoming Special priority number to an application:

1. Once a transfer request application, submitted on special grounds, is certified by the administration, the Incoming Special Priority-group number will be identified and recorded on the application based on the combination of destination unit, cadre code, cadre level and type of special grounds requested by the employee in that application.
2. On receiving approval of the competent authority for forwarding of the transfer application, incoming special priority number will be generated for that application strictly on the first come first serve basis based on its incoming special priority group number and the priority number of applications already existing in that priority group.
3. The incoming special priority number will be assigned to an application strictly based on the first come first serve basis based on the time of approval for forwarding of application and **not on the basis of** the time of submission of application. In case approval for



forwarding is provided to a batch of applications by the competent authority, the application with earlier time of submission will be assigned higher priority and the later application will be assigned lower priority.

## **7. Processing of Normal cases vs Processing of Out of Turn cases**

Processing of transfer application in Normal cases means strictly following the priority number of the applications and no bypassing of it. That means if an application with better priority number (say priority number 5) for a priority group has still not been processed, the competent authority cannot bypass and process the application with lower priority (say priority number 6). If it is being done, it becomes the case of Out of Turn and will be processed according to the flow of out of turn cases.

## **8. Processing of normal cases (other than out of turn cases) – forwarding of application, issuing of NOC and release of employee**

Once the outgoing priority number has been generated for a transfer request application, it can be processed by the source unit for taking approval of competent authority to forward it to the requested destination unit. At the time of forwarding of the application, the competent authority can only either agree to forward the transfer request application or decide to withhold the application for the time being without altering the current priority. Thus, the competent authority cannot reject the transfer request application and by not agreeing to forward the application, the application's priority will be retained.

Once the competent authority has agreed for an application to be forwarded to requested destination unit for further processing, the application will automatically be forwarded to that requested unit and an incoming priority number will be assigned to that particular application. The requested destination unit can then process that application for consideration as to whether to accept the incoming employee/application or not. The competent authority will have few options here – one, to give his consent for the incoming application and accordingly NOC in the applicant's favor will be issued; two, withhold application and not to issue NOC for the time being wherein priority of the application is retained and can be processed again later; three, withhold application and not give NOC for the time being due to absence of vacant roster points for that community where again the priority of the application will be retained and it can be processed again later; and four, to reject the application summarily. If the application is withheld from being issued NOC due to absence of vacant roster points, applications down in incoming priority list to this application can be processed without being considered as out of turn cases. Once the application is rejected at this stage, it will be the end of that particular application. If the employee wants to apply for the same unit, will have to submit a fresh application to that effect which will be processed afresh and will be assigned a new priority number as per the process explained above.

Once a NOC has been issued by the requested destination Unit against a transfer request application, the source unit has to process for approval of competent authority for release of the employee and thereby issuing of his transfer order. Here also, the competent authority has the option to either give his consent to release the employee or withhold his consent for the time being wherein the priority of that application is retained and it can be processed again later.

The authorities competent in Normal cases to forward an application, give consent to issue NOC for receiving an employee and give consent to release the employee on receipt of NOC against his

transfer request will be DRM in case of Division controlled cadres, concerned PHOD/CHOD/HOD in case of HQ controlled cadres and CWM in case of Workshop controlled cadres.

#### **9. Processing of out of turn cases – forwarding of application, issuing of NOC and release of employee**

At the time of processing of applications at any stage of - forwarding of the application, issuing of NOC or release of employee - if the competent authority of a unit, say Unit X, gives his approval to an application on out of turn basis i.e. duly bypassing applications with better priority numbers which are above the said application and are still pending for approval, the said approval will only be treated as an interim approval and that application will not be automatically sent to the requested destination unit, say unit Y, but will automatically be forwarded to the HQ of the processing unit, i.e. HQ of unit X, for obtaining GM approval for out of turn cases. Only after the General Manager has accorded his approval for forwarding the application on out of turn basis, then only the application will be sent to the requested destination unit. If application is processed on out of turn basis at the time of forwarding of application, the incoming priority number for that application will be generated based on timestamp of GM's Approval.

The authority competent to give final approval in Out of Turn cases is General Manager of the Zone/PU in all cases (forwarding of applications, Issue of NOC & Release of employee).

#### **10. Which case will be treated as Out Of Turn:**

**A. Process of Forwarding of Applications:** In case where 2 applications belong to same Normal outgoing priority group / Special outgoing priority group, if it is decided to forward any application which is lower in priority and the applications higher in priority to that application is decided not to be forwarded, then this application will be marked as **"Out of Turn"** for forwarding of applications.

**B. Process of Issue of NOC:** In case where 2 applications belong to same Normal incoming priority group / Special incoming priority group, if any application whose incoming priority is higher and NOC is **not** being issued against it and is being kept on hold then for any application wherein it is decided to issue NOC to the application lower in incoming priority will be marked as **"Out of Turn"** for issue of NOC. But in cases where NOC is not being issued to an application with higher priority on account of unavailability of vacant Roster points and if it is decided to issue NOC to the application lower in incoming priority, then the case will be treated as normal case and will not be marked as out of turn.

**C. In Process of Release of employee:** In case where 2 applications belong to same Normal outgoing priority group / Special outgoing priority group, if any application whose priority is higher and wherein NOC is received and employee has not yet been released by Cadre Controlling Unit, any application wherein it is decided to release the application / employee lower in priority will be marked as **"Out of Turn"**. System will make priority comparison among the cases only where NOC has been received in same Normal / Special outgoing priority group. For example, if an employee's application has been forwarded for issue of NOC but in this case NOC is not yet received by Source unit and further, it is decided to release the applicant employee lower in priority in whose case NOC has been already received, such release will be treated as Normal case provided that no other employee is remaining in that outgoing priority group, who is higher in priority and waiting for release after receiving NOC.



D. Once an employee is released by Source unit APO to destination unit, priority of all his other applications will be marked as temporarily suspended and will not be taken into account for marking of other applications as "Out of Turn". Such applications processing will be suspended.

E. Same set of rules for determination of out of turn cases will also be applicable for processing of applications under Special Grounds.

#### **11. Maintenance and updation of Priority numbers - When it will be updated (application withdrawal, rejection, approval of application)**

The priority numbers assigned to an application are dynamic in nature and will be updated as soon as a transaction affecting the same is completed. The transaction and the manner in which they will be affecting the priority numbers is explained as follows:

##### **A. Rejection of application at the certification stage by administration**

Priority number is not assigned to a transfer request application till it is successfully certified by the administration. Thus, if at the stage of certification, a transfer request application is rejected for whatsoever reasons, no priority number will be assigned to it and it will in no way affect the existing outgoing priority list of that source sending unit.

##### **B. Withdrawal of Application by the employee**

Applicant will be permitted to withdraw the application till the stage, prior to issue of Transfer/Release order by Source Unit. During the period if the application has been included in a proposal at any stage of processing and that proposal is still under process, then that application will not be allowed to be withdrawn by the employee for time being. Once that proposal has been finalized, then employee can withdraw his application.

Once the application is withdrawn by an employee, that particular application will be taken out of the priority list and priority number of remaining applications of that priority group number will be readjusted accordingly.

##### **C. Rejection of application by requested destination unit**

In case the competent authority at requested destination unit rejects the application at the time of issue of NOC or Extension of NOC, that will be the end of that particular application. It will be removed from the outgoing priority list of the application in the source unit and from the incoming priority list at the requested destination unit and priority number of remaining applications of that priority group number will be readjusted accordingly.

##### **D. Grant of NOC by requested destination unit and release of employee by source sending unit**

Once an employee, against whose favor NOC has been received and accordingly transfer order has been issued by his division, is relieved by his division on account of IRRT/IDRT, his all IRRT & IDRT applications will be marked as "temporary suspended" from the outgoing priority list of the source unit and incoming priority list at other Destination Units. Upon final joining at Destination unit, his application will be removed from the outgoing priority list of the source unit and the priority numbers of the remaining applications will be adjusted accordingly.

## **12. Scenarios wherein the transfer application of the employee will be automatically marked as invalid by the system**

1. When one transfer request application of an employee is considered by one receiving unit, upon his/her joining to the new unit, his/her remaining applications in the original source from to other requested units will be marked as Invalid and removed from the outgoing priority list and the priority numbers of the remaining applications in the outgoing priority list of the source unit will be readjusted accordingly.
2. When an employee is moved out of the cadre in which he/she had applied for transfer request application and now he/she is in a cadre having different priority group numbers. For example in scenarios of change of lien cadre ID/priority group number due to reasons like promotion to a different cadre ID, movement due to medical decategorisation or redeployment due to surplus staff, promotion to a different cadre posts etc. This applies to change in substantial or Lien-Cadre and not on ex-cadre or deputation which only modifies the working Cadre ID, keeping the substantial or lien-Cadre ID intact.

## **13. Validity of NOC issued**

Validity of NOC issued for transfer request applications by the requested destination unit will be uniformly 1 year from the date of issue of NOC. Time will be auto assigned based on timestamp of approval of competent authority for issue of NOC.

## **14. Process for extension of NOC validity and duration of extended NOC validity**

If after issue of NOC, the source sending unit does not release the employee in time due to which the validity of the issued NOC expires, the application of the employee does not become invalid. The source sending unit will have an option to request for extension of NOC again.

During NOC Extension process, if Destination Unit agrees to, only 6-month extension will be given at a time. And if Destination unit rejects NOC extension proposal, application will be rejected and will be taken out from the outgoing priority list of the source unit and incoming priority list of the destination unit. Employee has to prefer a fresh application if he / she desires so.

Number of times NOC Extension can be given: Maximum "2" times NOC extension is permitted.

## **15. Rules of out of turn while processing for NOC extension**

Same validation for checking of out of turn cases as per the assigned priority number will be made applicable while processing of cases for forwarding the case for as well as issuing the extension of NOC as have been made applicable in case of processing of transfer request application as explained above.

All such out of turn processing will be marked to HQ for obtaining GM's decision.

## **16. Milestones and office orders entered in SR of employee in case of transfer**

With all the phases of transfer, relieving and joining being covered in the transfer module, the following stages of the entire process with respect to a single application of an employee will be automatically recorded into his SR:

1. The details along with order copy when the transfer order is issued in employee's favor on receipt of NOC against his application.



2. The details along with order copy when the employee is relieved from his current unit on account of IRT/IDRT.
3. The details along with order copy when the posting order is issued in favor of the employee when he reports at the requested destination unit.
4. The details along with order copy when the employee assumes charge at the org unit and post assigned to him in the posting order.

#### **17. Processing of Transfer request Applications within Same seniority unit**

The provision has been made for employees to submit their requests for transfer within the same seniority unit. In order to implement the same following provisions are made:

##### **A. Maximum permissible choices**

Every employee, at any given point of time, can submit a maximum of three options for his transfer to a station within his same seniority unit.

##### **B. Entering of choice of Station as opposed to Org unit**

The choice given by employee will be of **station only** and not of an establishment / Org. That is there may be a scenario wherein at a station say NDLS, there are multiple establishments (org units) like Diesel Shed, Parcel Office, P. Way office etc. where the post of cadre in which employee is working are pinpointed. However, in such scenario employee will get an option to submit NDLS station only as his preference for transfer and not individual establishments.

##### **C. Stations will be those where there are org units to which cadre Level ID to which employee has been mapped is pinpointed:**

While submission of his transfer request for a station, only those stations will be made available for selection for the employee where the posts of Cadre ID + Cadre Level ID to which employee is mapped are pinpointed. If no posts are pinpointed to a particular establishment based at the station where the employee wants transfer, then that station will not be made available for selection.

For illustration, assume an employee A is working as Ch.OS (Level 7) at station S1 in a Division. The posts of Ch.OS (Level -7) are pinpointed as Station S1, S2, and S7, whereas post of OS (Level 6) are pinpointed at station S1, S3 and S5. The employee wants transfer to station S5, but he will not be able to submit his request because there are no establishments (org units) at station S5 where post of Ch.OS are available. Employee A can give his choices for only stations S2 and S7.

##### **D. Priority generation logic (on submission and modification of application)**

Once a transfer request application (within same seniority unit) is submitted by the employee, a system generated Priority number will be automatically assigned to that request. Following methodology will be employed by the system for generating and assigning priority number to an application:

1. First the priority group number of the lien Cadre ID + Cadre Level ID to which the employee belongs will be identified.

For the purpose of generation of priority number for a station transfer request, every cadre ID + Cadre Level ID combination in a unit will be treated as a separate priority group.

That means for a Cadre of Ticket Examiner, if there are different cadre levels of CTI, TTI, TTE etc. Then for priority number generation for station transfer requests, each of these levels will be treated as a separate priority group. So when 3 employees working as TTE, TTI and CTI in a unit belonging to same Cadre ID, apply for station transfer request, TTE will be assigned priority number in the list for TTEs, TTI will be assigned priority number in the list of TTIs and so on and so forth.

2. Then, a system generated priority number will be automatically assigned to the application strictly on the first come first basis in its priority group based on the time of submission of application and priority numbers of applications already existing in that priority group.

Employee can at any time withdraw his station transfer request application. In such case, his prior request will be removed from the priority list and priority number of other applications will be adjusted accordingly.

Every employee can at any time modify his station transfer request application and change the options submitted by him at any time. However, whenever an employee modifies his application, his previously submitted application will automatically get withdrawn and his new application will be added onto the bottom of his priority group and will be assigned priority number accordingly.

**E. Maintenance and updation of Priority numbers when it will be updated (application withdrawal, modification, approval of application)**

The priority numbers assigned to an application are dynamic in nature and will be updated as soon as a transaction affecting the same is completed. The transaction and the manner in which they will be affecting the priority numbers is explained as follows:

**1. Withdrawal of application by the employee**

Every employee can at any time withdraw his station transfer request application. In such case, his request will be removed from the priority list and priority number of other applications will be adjusted accordingly.

**2. Modification of request by the employee**

Every employee can at any time modify his station transfer request application and change the options submitted by him at any time. However, whenever an employee modifies his application, his previously submitted application will automatically get withdrawn and his new application will be added onto the bottom of his priority group based on the timestamp of submission of revised application and will be assigned priority number accordingly.

**3. Consideration of request by the administration**

Once the transfer request for change in station of an employee is considered by the administration and transfer orders are issued, his request will be removed from the priority list and the priority numbers of other applications will be adjusted accordingly.

**4. Employee moving out of the combination of cadre ID and cadre Level ID for which priority list is being maintained**



Since the priority number to a station change request is assigned based on the priority group (combination of cadre ID and Cadre Level ID) to which the employee is mapped, once the employee moves out of that cadre ID and Cadre Level ID (due to promotion, medical decategorisation, declared being surplus etc), his request will be removed from the priority list and the priority numbers of other application will be adjusted accordingly.

**F. Logic for checking of out of turn posting cases (supersession of requests)**

Consider the following 7 employee belonging to same cadre ID and cadre Level ID of a unit and are posted across different stations who have submitted their station change requests in the following manner:

Priority number	Employee	Station option 1	Station option 2	Station option 3
1	A	S1	S2	-
2	B	S2	S4	S3
3	C	S1	S4	S5
4	D	S2	S6	S9
5	E	S9	S1	-
6	F	S8	S5	S7
7	G	S2	S4	S6

While giving posting orders, if any one out of the 3 station choices submitted by an employee is considered by the administration, it is assumed that his request is considered. But if none of the station choices submitted by him are considered and if a request of an employee lower down the priority list is considered and he is posted at a station which has been sought by someone above him who is not being posted there, it amounts to out of turn posting.

For example if none of the request of employee A (priority 1) is considered, request of employee B (priority 2) is considered and is posted at Station S3 and request of employee C (priority 3) is considered and posted at station S4, this order will be treated as **normal posting order** and will not amount to out of turn posting order because none of the employees who are having lower priority than employee A are posted to any of the station sought by employee A. Also, one of the three choices of employee B (station S3) has been considered and one of the three choices of employee C is considered. So the posting order will be treated as **normal case** and not out of turn case.

However, if the case might be such as if none of the request of employee A (priority 1) is considered, request of employee B (priority 2) is considered and is posted at Station S2 and request of employee C (priority 3) is considered and posted at station S4, this order will not be treated as normal posting order but will amount to out of turn posting order because employee (B) who is having lower priority than employee A is posted to a station (Station S2) sought by employee A without considering any of his request. So the posting order will be treated as **out of turn case**.

There is no priority within option 1, option 2 and option 3. If he/ she is posted to any of these choices, system will mark such cases as request fulfilled and will not be taken into account for out of turn calculation.

**G. Blocks of posting orders in which out of turn logic will be implemented and blocks in which it will not be implemented**

Different blocks provided in the posting order and application of rules related to checking of out of turn (supersession of request) are explained as follows:

**1. Employee reported under IRRT/IDRT**

All those employees who have been relieved from their parent Primary Unit and has reported to the user's unit and are waiting for posting orders will be shown over here. Here in this block, system will not check the rules related to out of turn posting and supersession of requests.

**2. Employees reported under IRMT**

All those employees who have been relieved from their parent Primary Unit and has reported to the user's unit and are waiting for posting orders will be shown over here. Here in this block, system will not check the rules related to out of turn posting and supersession of requests.

**3. Employees empanelled under a promotional Panel**

All those employees who have been empanelled for promotion to the cadre Level ID for which posting order is being issued will be shown over here. Here in this block, system will check the rules related to out of turn posting and supersession of requests.

**4. Administrative transfer of employees**

Here the employees belonging to same Cadre Level ID for which the posting order is being drafted and are being transferred on administrative account (not as per the request of the employee) for the requirement of administrative will be shown. Here in this block, system will check the rules related to out of turn posting and supersession of requests.

**5. Station change request of employees (within same seniority unit)**

Here the employee belonging to same Cadre Level ID for which the posting order is being drafted who have submitted their station change request which is being considered by the administration will be shown. Here in this block, system will check the rules related to out of turn posting and supersession of requests.

**6. Employees placed on Medical Decategorised panel/Surplus Staff/Employees incoming from Deputation**

All those employees who have been medically decategorized and have been assigned to the cadre Level ID for which posting order is being issued will be shown over here. Here in this block, system will not check the rules related to out of turn posting and supersession of requests.



**H. Competent authority to approve posting orders in normal cases (not involving any out of turn case in any of the block)**

In case of normal posting orders wherein there is no supersession of transfer request is involved, the authority competent to approve the proposal is the respective departmental controlling officer (JAG(Pay level 12) / SS independent Charge(Pay level – 11))

**I. Competent authority to approve posting orders in out of turn cases (involving any out of turn case in any of the block)**

In case of posting orders where there is supersession of transfer request is involved, the authority competent to approve the proposal will be ADRM at divisional level, CWM in workshop and HOD in Zonal HQ.

**Note :** The transfer module so developed is applicable only on non-gazetted staff of Indian Railways (excluding RPF)