GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. ERB-I/2013/2/70 **New Delhi, dated: 25.10.2018**

CIRCULAR

Sub:- Addendum to the Comprehensive Policy guidelines of 31.08.2015 for tenure posting in Railway Board and RDSO

Transfer/posting of Railway officers is presently governed by the Comprehensive Transfer Policy for Railway Officers as contained in the policy instructions issued vide Board's letter No.E(O)III/2014/PL/05 dated 31.08.2015.

2. The aforesaid policy for posting of Railway Officers in Railway Board and RDSO has been reviewed and it has been decided with the approval of the Competent Authority that the following procedure will be followed as an addendum to the existing policy:-

(i) A vacancy list, indicating the posts falling vacant, shall be prepared for each of the Organized Services for posting in Railway Board and RDSO at the beginning of each quarter for the vacancies occurring in the next quarter (*e.g. for vacancies occurring in the quarter of April- June, the vacancy list will be circulated in January).* The vacancy list shall be circulated to all the Zonal Railways/Production Units, inviting applications of willing and eligible officers in the prescribed format attached herewith as Annexure-I. The first such list shall be circulated in the first half of November, 2018 for vacancies up to March, 2019.

(ii) For the posts in HA Grade and SA Grade, a 3 Member Committee headed by Chairman, Railway Board along with Member Staff and the Functional Board Member/Director General, shall scrutinize the applications for selecting the incumbent for a particular position. The recommendations would then be submitted to the Competent Authority, for approval.

(iii) For the posts in Selection Grade and below, a 3 Member Committee headed by Additional Member of the department concerned along with Secretary, Railway Board and AM/Staff as Members will perform the same functions as mentioned in para 2(ii) above. In respect of Personnel Department, another Additional Member would be associated as Member of the Committee. The recommendations of the Committee, thereafter, would be submitted to the Competent Authority, for approval.

Contd...2/-

(iv) Normally the respective Committees would restrict their choice to the list of applicants. However, in exceptional circumstances, the respective Committees would be empowered to propose an incumbent even beyond the list of applicants, after recording detailed reasons in writing, for justifying their recommendations. In case, where a vacancy notice does not attract any option, the Cadre Controlling Authority will follow the existing procedure.

(v) While every effort will be made to identify all the posts likely to fall vacant during a quarter, the applicants can be considered for any additional vacancy arising due to any unforeseen circumstances, viz., deputation, voluntary retirement, long term training, etc.

(vi) The above guidelines shall be effective from 1st November, 2018.All applications would be received in physical form as of now. Subsequently, the applications will be called for and processed electronically.

(vii) This procedure will also apply to any Organization/Units (other than PSUs, PUs and Zonal Railways) where transfer and postings are done directly by Railway Board (e.g. RRB, CTI, etc.).

DA: As above.

(S. K. Agarwal)
Joint Secretary (Gaz.)
Railway Board

Copy to:-

1. PS/MR, OSD/MR, EDPG/MR, PS/MOS(G), EDPG/MOS(G), PS/MOS(S), EDPG/MOS(S), ED/Coord/MOS(G).
2. PSOs/Sr.PPSs/PPSs/PSs to CRB, FC, MS, MT, MTR, MRS, ME, Secy., All DGs/ Additional Members/ PEDs/Executive Directors, JS(G), JS(E), JS, JS(P), JS(D), JS(C), ADG/PR, Dir.(E), Dir.(GA), Dir(A), Dir(Con), DIP, DS(E), US(O&M), US(A), US(A)II, US(Prot.), US(Conf), US(E)Spl., Railway Board.
3. The GMs, All Indian Railways/Production Units/Metro Rly., Kolkata/N.F. Rly. Construction/Southern Rly. Construction, Central Railway Construction/ CORE/Allahabad and Other Heads of Railway Units as per Standard List.
4. The Director Generals, RDSO, Lucknow & NAIR, Vadodara.
5. The CAO/COFMOW, New Delhi
6. Pay& Accounts Officer, Railway Board
7. The Secretary General, FROA & IRPOF, Rail Bhawan, New Delhi.
8. The Secretary General, AIRPFA, Rail Bhawan, New Delhi.
9. The General Secretary, AIRF & NFIR, Rail Bhawan, New Delhi.
10. Railway Board Secretariat Service Group 'A' Officers Association, Rail Bhawan.
11. Railway Board Computer Centre for uploading on the website.

Annexure-I

APPLICATION FOR POSTING IN RAILWAY BOARD/RDSO TOGETHER WITH UNDERTAKING

1. Name :
2. Date of Birth :
3. Service :
4. Batch :
5. Date of Joining Service/DITS :
6. Present Designation :
7. Whether willing for Railway Board posting : YES/NO
8. Whether willing for RDSO posting : YES/NO
9. Preferences, if any, for vacant posts

   (Give 4 options **in order of priority)

** *If numbers of posts advertised are less than 04, options may be given accordingly. Preferences exercised are not necessarily to be entertained.*

Note:- *While applying for posting in Railway Board/RDSO, the officer should enclose a Note indicating his/her past contributions to IR, performance highlights so far, and three focus areas for Indian Railways in order of priority as envisioned by the officer and the reasons thereof. The Note should also contain justification as to why an officer considers himself/herself most suitable for the posts of his preference, etc.*

UNDERTAKING:-

I also hereby give an undertaking that my refusal to join Railway Board or RDSO after exercising the option will lead to my debarment from Railway Board/RDSO posting for two years.

(Name & Signature)
With date