

NORTH CENTRAL RAILWAY

NCRPS-6412/2025

Headquarters Office  
Subedarganj, Prayagraj

No. 797-E/NCR/Policy/2025/SIV

Dated: .07.2025

All PHODs / CHODs, NCR HQ office, Prayagraj,  
Divisional Railway Manager AGRA, JHANSI & PRAYAGRAJ,  
All Chief Workshop Manager/NCR  
Sr. Divisional Personnel Officers/AGRA, JHANSI & PRAYAGRAJ  
Dy.CE/ Bridge Line Agra, Jhansi & Prayagraj, Dy.CE/ TMC Line Jhansi  
Dy.CE / CSP Prayagraj  
Staff Officer/RPF/NCR/HQ/Prayagraj. Dy.FA&CAO/G/NCR,  
Principal- All Training Centres/NCR  
All concern/NCR

**Sub:** To issue the guidelines in connection with the intra division transfer of staff on their request basis.

**Ref:** SDGM NCR's letter No. 20240901595/C/V5/N/ALD dated: 04.07.2025  
(SIV-17/2025).

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Copy of SDGM NCR's letter No. 20240901595/C/V5/N/ALD dated: 04.07.2025 (SIV-17/2025) (along with its enclosures) regarding the guidelines in connection with the intra division transfer of staff on their request basis, is annexed herewith for further necessary action.

Policy Letter Circulated under NCRPS/NCRBE is also be available on website [www.ncr.indianrailways.gov.in](http://www.ncr.indianrailways.gov.in) (About us→Department→Personnel→NCR Policy Circulars).

**DA:** as above

Digitally Signed by Lavkush  
Singh Rawat  
Date: 16-07-2025 11:13:38  
Reason: Approved

(Lavkush Singh Rawat)  
APO/IR  
for General Manager/P

**Copy to:-**

Secretary to GM for kind information to General Manager.  
Secretary to AGM for kind information to AGM.  
All Personnel Officer in HQ & Conc./NCR  
General Secretary NCRES, NCRMU/NCR  
Zonal Secretary AISCTREA, AIOBCREA/NCR  
All Ch.OS/Incharge/Personnel/NCR/HQ  
SWC for information in reference to SWC No.

Confidential



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Azadi Ka  
Amrit Mahotsav



उत्तर मध्य रेलवे  
North Central Railway

सतर्कता विभाग,  
सूबेदारगंज, प्रयागराज-211015  
VIGILANCE BRANCH  
Subedarganj, Prayagraj- 211015

Lt No.: 20240901595/C/V5/N/ALD

Dated: 04.07.2025

SIV-17/2025

✓ PCPO,  
North Central Railway  
Prayagraj

Dy CPO/gen  
to please discuss  
wrt policy and provisions  
of HRMS

PCPO  
4/7  
CPO/A  
7/7/25

Sub: To issue the guidelines in connection with the intra division transfer of staff on their request basis.

An investigation was conducted regarding irregularities in the transfer orders issued in Year 2024 of running staffs (LPG) from Tundla to Prayagraj Chheoki/ Chunar.

Following irregularities were noticed during the investigations:-

- A. For the Transfer order from Tundla to Chunar, the transfer priority list of Running staff was made based on 'Date of Tundla' joining and not based on 'Application Date for transfer request'.
- B. (1) For the transfer order from Tundla to Prayagraj Chheoki, the transfer priority list of running staff was made mainly based on 'Date of Promotion as LPG' and not based on 'Application Date for transfer request'. However, in this transfer order some running staffs were included based on Medical reason but no such approval on Medical certificates were found from competent authority of Personal Branch/ Prayagraj to include these in priority list.
- (2) It was also found that in this transfer order, names of two running staffs were again included which were also present in the transfer order from Tundla to Chunar. So, this transfer list was modified and names of both running staffs were deleted. In place of these, two names were included. Even in these two employees, one running staff was not as per priority list.
- C. As per Transfer Policy letter no. 220-E/Transfer Policy/2023 dated 26.09.2023 of Personnel Dept., Prayagraj Division, NCR, it is stated that "For considering the registered application for own request transfer following criteria will be adopted: (1) Normally, transfer will be ordered strictly as per registration" meaning that normally, the transfer priority list will be as per date of applications of transfer request. Transfer list included in the above transfer orders issued from Tundla to Chunar and Tundla to Prayagraj Chheoki violates this guidelines.
- D. Inclusion of LPG names in the transfer order from Tundla to Prayagraj Chheoki, on medical ground and after modification of the transfer order from Tundla to Prayagraj Chheoki due to deletion of two LPG names in this order which were also present in the transfer order from Tundla to Chunar without any approval of Competent authority of Personal Department/Prayagraj Division and not following the Division Transfer Policy of personnel department is showing the ill intention of railway employees involved in making both priority lists for above mentioned transfer orders.

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In view of above following system improvements are recommended:-

1. Transfer priorities of staffs should be taken online through HRMS and all old manual priorities should be uploaded in HRMS only.
2. Transfer priority list should be published on the official website of North Central Railway in the regular interval of time.
3. Format of Transfer Priority Register should be same and all the details of staff such as Date of Birth, Date of Appointment, Date of their joining at present station, Date of Promotion at present post, Date of application for registering the transfer priority etc. should be clearly written in the register. Competent authority, concerned dealers and COS of Personnel branch should sign in the priority register on the same day of entry of an application for transfer on request basis.
4. An employee should register their transfer priority for one station only at a time and transfer priorities should be self cancelled for other stations.
5. Date of registration of an application should be basis for considering the transfer priorities. If date of registration is same for more than one employee then their promotion date for current post should be considered. If promotion date is also same then their seniority should be considered.
6. If there is a need to include an application in the transfer priority register due to some special conditions e.g. on medical ground, spouse ground etc., approval must be taken from competent authority.
7. Transfer priority register should be inspected regularly by related officers to avoid any irregularity.
8. Transfer priority application should be registered by depot incharge in standard format as early as possible. Receiving of transfer priority application should be given to the employee, stating his priority number.

Therefore, you are requested to issue appropriate guidelines and direct all the concerned to ensure their compliance. Please inform this office about the action taken.

  
(Himansu Badoni)  
SDGM/NCR

Copy to: - (i) Secretary to GM for kind information of GM/NCR

(ii) PCEE/NCR for information and necessary action for Point No.8.

(iii) DRM/PRD, AGC & JHS, for kind information and necessary action.