



PBC No. 82 / 2025
RBE No. 32 / 2025

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 436 / P / HRMS

दिनांक/Dated: 29.04.2025

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS, TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub:Threshold value for processing Inter-railway request transfer applications..

A copy of the Railway Board's letter No. E(NG)I/2025/TR/08 dated 16.04.2025 on the above subject is enclosed for information, guidance, and necessary action.

संलग्नक/Encl. 01 pages

CHILAKALAPUDI
ANJANIKUMAR

Digitally signed by
CHILAKALAPUDI ANJANIKUMAR
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सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.
कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU

The General Secretary / DREU

The General Secretary/AISCTREA

The General Secretary/AIOBCREA

The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

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.

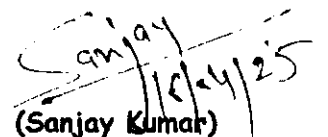
Sub: Threshold value for processing Inter-railway request transfer Applications.

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
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