

## EAST COAST RAILWAY



प्रधान कार्यालय/Headquarters Office  
कार्मिक विभाग/Personnel Department  
भुवनेश्वर/ Bhubaneswar - 751017

No. ECoR/Pers/R/Trans-Policy

Date: 03.12.2020

All PHODs/CHODs,  
DRMs- SBP/WAT/KUR,  
CWM/CRW/MCS, Dy. CPO (Con)/BBS.  
Sr.DPOs-SBP/WAT/KUR & WPO/CRW/MCS.

Sub: Relieving of Railway Employees in time after order for Transfer in cases of Request Transfer (IROT & IDOT).

Ref: Minutes of the Performance Review Meeting taken by GM/ECoR with Personnel Department.

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Instructions already exist which provide that in cases of request transfer, the request should be dealt in an organized manner so that there should not be any grievance of the staff in respect to the handling of their request both in mutual transfer as well as request transfer.

2. The matter of delay in release of employees on Inter Railway/Inter Division Transfer has been viewed adversely by General Manager during Performance Review Meeting with Personnel Department. RBE No. 203/2019 also lays down that every effort should be made to relieve employee under order of transfer on IROT/IDOT basis.

3. In view of the above, GM has directed that in future whenever new panels are received, the administration must release IROT/IDOT to the extent of panel in most categories barring Running Staff (Operating & Electrical), Track-Maintainers, Ticket Checking Staff. In these categories, a decision based on Sanction, On-Roll, Vacancy and materialization of Indents should be taken.

  
(PRABHAT)

Chief Personnel Officer (Admn.)

Copy to: Secy. to GM/ECoR- for information.