

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

No. 2014/Sec(Spl)/6/12

New Delhi, dt. 18.03.2024

**The Principal Chief Security Commissioners/RPF  
All Zonal Railways, Metro Railway, Kolkata, RDSO, PUS.**

**The Principal Chief Security Commissioner/RPSF  
Force Headquarter, Dayabasti, Delhi-35**

**Director JR JRPF Academy, LKO  
Director ZTI/KGP/SER.**

**IG/Cons./ECOR, NR & WR.**

**Sub:- Transfer request of the member of the Force.**

Please find enclosed herewith a copy of **Directive No.58 (Revised)** regarding transfer of the members of the Force, which is self explanatory.

**This is for information and necessary action accordingly.**

**DA/As above.**

  
**(Sarika Mohan)**  
DIG(Establishment)  
Railway Board

**Directive No 58 (Revised)**

**TRANSFER OF THE MEMBERS OF THE FORCE**

All transfers of the members of the Force shall be governed by the provisions laid down in Rules- 90 to 93 of Railway Protection Force Rules 1987 as amended from time to time and policy framework of the Ministry of Railway as applicable to the members of the Force. In furtherance of intent of these provisions in the interest of continuity of command, discipline, accountability and efficient administration of the Force and in supersession of all previous orders, the following guidelines are hereby issued in exercise of powers as provided under Rule-28 of Railway Protection Force Rules 1987.

**A. DEFINITIONS:**

Unless provided otherwise, the terms and references used in the paras to come, shall have the meanings and definitions as provided herein below-

- (i) **Transfers- Railway Protection Force:** Any regular posting of a member of the Force from one Railway Zone to another or from one Division to another or from one Unit (like- RPF Office, Training Centre, Post, Outpost) to another Unit, within the same Railway/Division/Production Unit/Construction Organisation or to some other Railway/Division/Production Unit/Construction Organisation  
**Railway Protection Special Force:** Any regular posting of a member of the Force from one Battalion to another Battalion or to any Railway Zone or Production Unit or vice versa.
- (ii) **Tenure-**The normal period of posting in various ranks at various Units, as prescribed by the DG/RPF in exercise of powers under Rule- 93.1 of Railway Protection Force Rules, 1987 from time to time.
- (iii) **Intermediary Grade-** A promotional grade (like- Head Constable, Assistant Sub-Inspector, or Inspector etc.) where there is no direct recruitment. Further it includes promotee sub inspectors who are promoted from the rank of ASI under Rule 70 of Railway Protection Force Rules, 1987 or from the rank of Constable, Head Constable, or ASI under Rule 72 of Railway Protection Force Rules, 1987.
- (iv) **Initial Tenure-** Tenure after the first posting on appointment to the Force.
- (v) **Working Couple-** Where both the spouses are employed on regular basis, under the Central/State Governments or any Organization under them, or in the Public/Private Sector or Autonomous Body registered and recognized as an employer under the law as per extant Railway Rules
- (vi) **Zonal Railways-** Any of the Zonal Railways as notified by the Ministry of Railways from time to time. It does not include the Production Units or RPSF. Further, for the purpose of this directive, Kolkata Metro, though notified as a Zonal Railway by the Ministry of Railways, would not be treated as one.
- (vii) **Construction Organizations (COs) and Production Units (PUs)-** Any Unit so notified by the Ministry of Railways from time to time.
- (viii) **Hard Area-** The places, Stations or Units with challenging or abnormally inconvenient conditions which can have adverse impact over health, morale or family of the members of the Force; as identified by the PCSC and approved by the DG/RPF. It may include the places characterised by adverse climate, hazardous environment, continuous combat or conflict, lack





of educational/medical facilities or poor road connectivity etc. The list shall be reviewed and notified periodically, as decided by the DG/RPF from time to time.

- (ix) **Specialized Sub-Units-** The category of Sub-Units requiring special skill-sets, selection/screening procedures and tenure policy to be developed and preserved in the interests of the organization, as decided by the DG/RPF from time to time. This may include- Special Wing, Detective and Investigative Cell of Crime Wing, Cyber Cells, Training Centers (only the teaching staff), Dog Squads, Band, Armourer, Drivers, BDDS Units, etc.
- (x) **Home Division-** The Division under whose jurisdiction the Railway Station nearest to the native place as provided by the member of the Force at the time of his appointment, or the place where an enrolled member of the Force has acquired any immovable property, is located.
- (xi) **Premature Transfer-** Any transfer before completion of the prescribed tenure.
- (xii) **Competent Authority-** An authority empowered to transfer a member of the Force as provided under para-5, Schedule-II of the Railway Protection Force Rules 1987.
- (xiii) **Specially Abled Child-** It includes a child suffering from (a) Blindness or Low vision, (b) Hearing impairment, (c) Locomotor disability or Cerebral Palsy, (d) Leprosy cured, (e) Mental Disability (f) Mental illness, (g) Multiple disabilities, (h) Autism as provided in DoPT OM No. 42011/3/2014-Estt. (Res.) Dt. 17.11.2014, 05.01.2016 & 08.10.2018]
- (xiv) **Caregiver to a Specially Abled Child-** A member of the Force serving as main care-giver to a specially abled child as provided in DoPT OM No. 42011/3/2014-Estt. (Res.) Dt. 06.06.2014, 17.11. 2014, 05.01.2016 & 08.10.2018
- (xv) **Transfer on Couple Ground-** Transfer of a member of the Force considering the working location of his/her spouse as provided in Railway Board Letter No. E(NG)I-2009/TR/29 Dt. 02.02.2010.
- (xvi) **Last Posting-** It refers to the final posting of the personnel from which he/she will retire from service.
- (xvii) **Human Resources Information System (HRIS):** Suite of online software application developed and deployed to manage human resources and related processes throughout the employee lifecycle. It contains unique records for each employee which includes details such as service particulars and other relevant information necessary for facilitating and executing transfers and fulfilling other administrative requirements.
- (xviii) **Station:** For the purpose of transfers as per this Directive, cities/towns/places where more than one RPF Units/Posts/Outposts are located. The concerned PCSC shall identify the group of Units/Posts/Outposts to be treated as a Station, based on the territorial jurisdiction of the respective Municipal Corporation/Municipalities.
- (xix) **Transfer on Administrative Ground:** Transfer of a member of the Force whose continuation at a particular Post/Outpost/Unit is deemed undesirable from the perspective of the administration.
- (xx) **Transfer in Administrative Interest:** Transfer of a member of the Force to a different Post/Outpost/Unit where his/her skills, experience, or attributes are deemed beneficial for efficient functioning of the Force.

## B. INITIAL POSTINGS:

- (i) **Constables & Sub-Inspectors-** After empanelment, direct recruits shall be allotted to the Zonal Railways and Railway Protection Special Force by the Security Directorate in such a manner as may be considered necessary by the Competent Authority.





After completion of initial training, they shall then be distributed amongst the Divisions and Battalions by the concerned PCSC, depending on the vacancies available and administrative requirements and further posted to Posts/Outposts/Companies within the Division/Battalion as considered necessary by the Sr.DSC/DSC or the Sr.CO/CO In-charge. However, such young recruits shall normally not be posted in the Offices, Training Centres, or Intelligence Units so that they are able to gain sufficient working experience of the field working.

- (ii) **Assistant Security Commissioners coming from Civil Services Exam (IRPFS)**- The Assistant Security Commissioners belonging to IRPFS cadre shall be distributed among the Zonal Railways for the purpose of maintaining Lien, in such a manner as may be considered necessary by the Competent Authority. They shall preferably be posted in the field formations, as considered necessary by the DG/RPF.
- (iii) **Assistant Security Commissioners promoted from the ranks**- The Assistant Security Commissioners promoted from the ranks shall retain their Lien in the parent Zonal Railway or Railway Protection Special Force, as allotted at the time of appointment at Sub-Inspector level. Members of the Force up to the rank of Inspector perform duties primarily within a Zone/Battalion of RPSF. Posting them to a distant Zone on promotion may lead to administrative inconveniences such as lack of knowledge of the local language, customs and procedures etc. Therefore, for the purpose of postings of the officers promoted as ACs/ASCs from the rank of Inspectors, all the Zonal railways, PUs and RPSF Battalions are grouped in the following 05 Regions -

Sr.No	Regions	Zones/Battalions	
1.	Northern	Zones	NR, NWR, NER & NCR
		PUs/Other Units	BLW/Varanasi, MCF/Rae Bareli, RCF/Kapurthala, RDSO
		RPSF Battalions	2 <sup>nd</sup> , 3 <sup>rd</sup> , 6 <sup>th</sup> , 9 <sup>th</sup> & 15 <sup>th</sup>
2.	Eastern	Zones	ER, ECR, SER, ECoR, & KMR
		PUs/Other Units	CLW/CRJ, RWF/Bela & RCF/Harnaut
		RPSF Battalions	8 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> & 16 <sup>th</sup>
3.	Southern	Zones	SR, SCR, SWR
		PUs/Other Units	ICF, RWF/Yelahanka
		RPSF Battalions	5 <sup>th</sup> & 7 <sup>th</sup>
4.	Western	Zones	CR, WR, SECR, WCR & KRCL
		PUs/Other Units	NIL
		RPSF Battalions	12 <sup>th</sup>
5.	Northeast Frontier	Zones	NFR
		PUs/Other Units	-
		RPSF Battalions	1 <sup>st</sup> , 4 <sup>th</sup> , & 14 <sup>th</sup>

- (a) Subject to availability of vacancies and other administrative considerations, the officers promoted from the rank of Inspectors to the ACs/ASCs, shall preferably be posted in their parent regions.
- (b) Any officer occupying a sensitive post and selected for promotion from the rank of Inspector to the AC/ASC but refusing the promotion; shall immediately be transferred to some non-sensitive posts irrespective of his/her choice.



### **C. PERIODICAL TRANSFERS OF SUPERIOR OFFICERS OF THE FORCE:**

DG/RPF shall cause to effect the transfer of the Superior Officers of the Force on completion of their prescribed tenure in the interest of administration as per extant rules and provisions.

### **D. PERIODICAL TRANSFERS OF ENROLLED MEMBERS OF THE FORCE:**

- (i) Ordinarily, every enrolled member of the Force shall be transferred after completion of the prescribed tenure, unless given an extension by the Competent Authority in a manner provided herein, for reasons to be recorded in writing. No such extension shall be available for the Units as decided by the DG/RPF from time-to-time.
- (ii) The enrolled members of the Force having completed their normal tenure, should be transferred in a way that 'everybody should get an opportunity to work in every sphere of the Force'. To conduct that in an objective manner, a suitable ICT application called "Transfer Management Module" or "TMM" incorporating all the logics provided herein shall be designed & developed and made available to all the Competent Authorities, with approval of DG/RPF for implementation.
- (iii) Transfer of the enrolled members of the Force (except Inspectors) shall be caused & carried out through TMM. There shall be no manual transfers for enrolled members of the Force other than inspectors, except with the prior approval of the DG/RPF. However, transfer to Specialized Sub-Units and within Specialised Sub-Units may be continued to be done manually while transfers from Specialized Sub-Units to other non-specialized units shall be done through TMM.
- (iv) Where there are twin-cities within the Division or twin-cities across two Divisions (eg- Hyderabad & Secunderabad), where two or more Units/Posts/Outposts are located (forming a Station as defined in A(xviii) above), every enrolled member of the Force may be allowed posting only for maximum 10 years at a stretch or 15 years in broken spells, subject to availability of vacancy.
- (v) Cases of transfer of RPF staff who have completed 10 years at a stretch or 15 years in broken spells in a Station shall be considered during periodical transfer ie. such staff shall be transferred out of the cities/towns where they have spent 10 years at a stretch or 15 years in broken spells. However, such RPF personnel who are on verge of retirement, who are left with not more than nine months of service, may be exempted from periodical transfers if they wish to continue at the same place of posting. While counting 10 years at a stretch or 15 years in broken spells, deputation period spent at that Station shall also be counted in case of Non-Gazetted RPF personnel.
- (vi) However, in instances where a significant number of enrolled members of the Force have completed either a continuous tenure of 10 years or a cumulative tenure of 15 years in broken spells at a specific Station and where it is not feasible to transfer all of them simultaneously due to a scarcity of adequate replacements, the enrolled member of the Force with the longest duration of service (senior-most in Station seniority) shall be transferred out of the Station to the extent of replacements available from other Stations.
- (vii) Enrolled members of the Force who have been transferred from a Station upon completing either 10 years in a continuous spell or 15 years in broken spells at that Station will be eligible for posting back to that Station solely on criteria of their last posting or on extreme compassionate ground which is to be scrutinised based on merit and approved





- by the Transferring Authority on case to case basis. They shall be given a posting in a Unit/Post/Outpost out of first three choices sought by them as far as possible.
- (viii) No enrolled member of the Force shall be posted back or attached to the same Post/Outpost for at least 10 years (12 years for Inspectors). The period of 10 years shall be counted from the date of his relieving from that Unit/Post/Outpost.
- (ix) RPF personnel on being transferred from a Post shall not be posted or attached to the Outpost of the same Post or vice versa for the next tenure.
- (x) **Transfers in Specialized Sub-Units:** The tenure and periodical transfer of the members of the Force posted in the 'Specialized Sub-Units' on selection basis after screening, shall be counted and conducted manually in a manner as decided by the DG/RPF from time-to-time. Transfers in Special Wing will be governed by revised Chapter X of Establishment Manual issued vide letter No. 2017/Sec. (Int.)/51/9/1 Pt. dated 16.12.2022. However, all such selections and 'transfers-in', as far as possible, shall be completed before freezing of the Staff Data (as per provision D(xxiv) to D(xxvi) contained in this Directive) for the annual periodical transfers so as the vacancy-impacts could be neutralized during the process.
- (xi) **Transfer in Jammu & Kashmir (Reasi-Baramulla Section):** The challenges posed by militancy, geographical contiguity to LOC, enhanced likelihood of attack on Security Forces among other factors heightens the threat perception of RPF personnel deployed in Jammu & Kashmir (Reasi-Baramulla Section). In view of these reasons, deployment/tenure transfer provisions in Jammu & Kashmir (Reasi-Baramulla Section) cannot be compared with deployments/tenure transfer provisions valid for rest of India. As such, the provisions of tenure transfer to/from Jammu & Kashmir (Reasi-Baramulla Section) shall be dealt separately as per a policy formulated by PCSC/NR with the approval of DG/RPF.
- (xii) **Transfers in Northeast Frontier Railway (NFR):** For the purpose of tenure transfer within the NFR, the whole of NFR will be treated as non-hard area, notwithstanding anything contained in the list of the hard area.
- (xiii) The enrolled members of the Force in Ancillary category, or posted/utilized in Dog Squads, Artisans (Cobbler/Tailor), Armourers, Drivers (including executive staff utilized as drivers), Band staff, RPF staff posted in Cyber Cells; shall normally be exempted from the periodical transfers. However, they may be transferred to meet administrative exigencies/requirements or on request contained in provision E(I) of this Directive.
- (xiv) **Headquarter Divisions (HqD):** For the purpose of counting the tenure, one of the adjacent Divisions of every Zonal HQ has been designated as 'Headquarter Division' for the Zonal HQ with approval of DG/RPF. The Officers & Staff posted in the Zonal HQ of that Railway shall be deemed to be belonging to that Division for the purpose of counting the maximum permissible tenure.
- (xv) For the purpose of tenure transfer, PUs, Kolkata Metro and RDSO will be treated as one of the Divisions in the concerned Zone. The PCSCs of the COs, PUs, Kolkata Metro and RDSO shall exercise all the powers and responsibilities related to such members of the Force posted under them, as provided under Section-8(2) & 9 of the Railway Protection Force Act 1957 (as amended from time to time) and Rule-35 of Railway Protection Force Rules 1987 (as amended from time to time) as well as such other Directives issued from time to time.





- (xvi) No such officer or staff posted in a PU, Kolkata Metro and RDSO shall be temporarily or pre-maturely transferred or attached out of the PU, Kolkata Metro and RDSO, without the recommendation of the PCSC/CSC of the PU, Kolkata Metro and RDSO and approval of the DG/RPF, as required in the case of Inter-Zonal transfers.
- (xvii) **The process of annual transfers:** All annual periodical transfers shall ideally be processed and completed on or before 31<sup>st</sup> March of every calendar year so as the Officers & Staff so affected could get sufficient time to plan for settling of their families and admissions of their wards, as is the case may be. However, on account of administrative exigencies, DG/RPF may extend the deadline by a maximum period of two months.
- (xviii) Before commencing the process of periodical transfers, all the enrolled members of the Force should ensure the correctness of their service particulars mentioned in their respective account in HRIS, which is being used by TMM for the transfers in terms of their posting details, details of dependents etc. Further, in case of any discrepancy, the matter shall immediately be brought to the notice of the Competent Authority for modifications/corrections by raising a request through their respective accounts in the HRIS or manually for review and acceptance of the Competent Authority.
- (xix) Competent Authority shall complete the modification/correction in the service particulars of the enrolled members of the Force, on request from the employee or otherwise before the commencement of the periodical transfers and certify the correctness of the same through his/her account in the HRIS. The process of periodical transfers shall commence with the completion of the certification and no further change in the service particulars shall be permitted in the HRIS without the approval of the DG/RPF, with reasons recorded in writing.
- (xx) To ensure that 'right man is utilised for the right job' the mapping of skill set(s) of every personnel would be entered in their respective HRIS account. The Controlling Officer shall record the skill set(s) of the personnel under him, if applicable, in the following categories: -
1. Computer Operation Skills
  2. RSMS
  3. Drafting in Hindi/English/Local Language (Language to be specified)
  4. Knowledge of Court Proceedings
  5. Knowledge of working in Cyber Cell
  6. Driving Skills (for executive staff being utilised as drivers)
  7. Social Media Management Skills
  8. Crime Prevention & Detection Skills
  9. Trained in explosive detection/disposal or working in Bomb Squad
  10. Community Policing Skills
  11. Training Skills-Indoor or Outdoor or Both
  12. Disaster Management Skills
- The Competent Authority (Sr.DSC/DSC for the Divisions, PCSC for the Zonal HQ & CO and PCSC/CSC concerned for PU, Kolkata Metro & RDSO) shall further certify the same and update the skill set(s) in the HRIS account of the respective personnel from time to time.
- (xxi) The PCSC of the Zone shall generate the list of enrolled members of the Force who are due for transfer (except for Inspectors) through TMM after the completion of certification





of 'No Change' as per provision D(xix) above for the particular Zone. TMM shall generate the lists in the following categories:-

1. Station wise list of personnel in each rank who have completed 10 years in continuous spells or 15 years in broken spells in a particular station who are to be transferred out of the Station in every Zonal HQ/Division along with the skill set(s) they possess in the descending order of their Station seniority.
  2. List of personnel in each rank who are to be transferred on completion of tenure from each unit in a Zonal HQ/Division along with the skill set(s) they possess, except the personnel mentioned in the list above.
- (xxii) Following the generation of the two lists, Competent Authorities shall record the eligibility of member of the Force with reasons to be considered for posting/exemption as per provision D(xxxv) of this Directive.
- (xxiii) The Competent Authority shall also record the eligibility of member of the Force with reasons for posting in the Station where the member of the Force has served before and completed 10 years in continuous spell or 15 years in broken spells as per provision D(vii) above.
- (xxiv) All the Competent Authorities shall then review their respective vacancy positions and the number of Officers & Staff due for periodical transfer to finalize and freeze the vacancies 'proposed to be filled up' in the transfer process in TMM. PCSCs shall consider anticipated vacancies owing to transfer out of or into the concerned Divisions (if there is administrative requirement) as well as COs and units of Zonal HQs, PUs, Kolkata Metro and RDSO whichever is applicable, while freezing the vacancies "proposed to be filled up" in the aforementioned units.
- (xxv) Sr. DSCs/DSCs shall take similar action to freeze the vacancies to be filled in respect of units within the Division after PCSC of the Zone has completed the exercise. For COs, PUs, Kolkata Metro and RDSO, the concerned Transferring Authority shall take similar action to freeze the vacancies for the COs and for the unit(s) within the PUs, Kolkata Metro and RDSO wherever applicable.
- (xxvi) The total number of vacancies to be frozen by the Competent Authority shall be equal to the number of personnel due for transfer as per the list generated rank wise in line with provision D(xxi).
- (xxvii) The PCSCs, Sr.DSCs/DSCs shall further mention the no. of skilled hands required at each unit from the skill set(s) listed in provision D(xx) while freezing the vacancy, considering the availability of the personnel with required skill set among the personnel due for posting under their respective competency.
- (xxviii) TMM shall then be opened for filling choices to the personnel under "zone of consideration" for transfer. All the personnel under "zone of consideration" for transfer shall have the facility to submit any number of choices to the Unit/Post/Outpost where they are eligible to be posted and where vacancy has been frozen by the Competent Authority in their respective ranks, in descending order of choice, so as the best possible welfare of the personnel could be taken into consideration. However, filling of the choices shall not confer any right on the personnel to be posted in any particular Unit/Post/Outpost.
- (xxix) The personnel, while filling the choices shall be able to see the list of all the Unit/Post/Outpost where they are eligible to be posted, where the vacancies have been frozen by the Competent Authority as per the provisions contained in this Directive and





the list of staff who are granted exemption from tenure transfer on various grounds along with the reason for exemption, so that they could examine and point out the infirmities in the data if any.

- (xxx) Following the completion of filling of choices, the PCSCs, Sr.DSCs/DSCs shall record the posting proposals under their discretionary power as provided in subsequent Para-'I' in TMM, with reasons recorded for the same.
- (xxxii) The Provisional Transfer Orders shall then be generated through TMM in the following sequence:
1. Inter-Divisional transfer, transfer out of or into the PUs, COs, Kolkata Metro and RDSO by the Concerned Zonal PCSC.
  2. Zonal HQ posting of personnel by PCSC
  3. Posting of personnel within the units of PUs, Kolkata Metro and RDSO wherever applicable by the concerned PCSC/CSC
  4. Intra-Divisional transfers of personnel by Sr.DSCs/DSCs
- (xxxiii) The Transferring Authority is required to verify the Provisional Transfer Orders generated through TMM so as to ensure compliance of all provisions of this Directive and other relevant rules governing transfers. Once satisfied with the accuracy of the Provisional Transfer Orders, the Transferring Authority will proceed to approve them in TMM to formalize the orders and enforce the transfer. The formalisation of the Transfer Orders in TMM should be done in the same sequence as mentioned in D(xxxii). In case of discrepancy, the matter may be referred to Security Directorate for resolution.
- (xxxiv) The new place of posting shall be allotted to the personnel objectively by TMM based on the administrative requirements, vacancy positions, previous postings, length of service, choice given by him/her etc. as per approved guidelines. The personnel shall be given posting at the unit of his/her choice as far as possible, subject to the availability of vacancies, administrative requirements and eligibility of the personnel in accordance with the provisions contained in this Directive.
- (xxxv) The members of the Force falling in certain compassionate categories like- Critical illness to self or dependents, Care-giver to Specially Abled Child (as in DoPT OM Nos. 42011/3/2014-Estt.(Res.) Dt. 06.06.2014, 17.11.2014, 05.01.2016 & 08.10.2018] and the personnel whose wards are entering class 10<sup>th</sup>/12<sup>th</sup> in the year of transfer may not be posted out from their present Station if sought for, on completion of normal tenure, provided that application of concerned personnel along with the bonafide certificates in support of the same is received by Transferring Authority well in advance before the cutoff date as decided by the Competent Authority from time to time. If no vacancies are available in any other Unit/Post/Outpost where he/she is eligible to be posted at the same Station or he/she has completed 10 years in a single spell or 15 years in broken spells in the same Station, he/she may be exempted from transfer and retained in the same Unit/Post/Outpost for a period of one year, subject to approval of the Competent Authority.
- (xxxvi) However, all such cases shall be examined by the Controlling Officer on case-to-case basis and forwarded to the Transferring Authority duly enclosing the documents in support of it with remarks, to enable the Competent Authority to take an appropriate decision in the best interest of welfare of the employee. All such cases shall be recorded in the TMM application by the Transferring Authority, only after express approval of PCSC for enrolled member of the Force upto the rank of Sub-Inspectors before opening



TMM for freezing of vacancies as per provisions D(xxiv) to D(xxvi) above. The personnel who are given extension on account of education of their children shall not be given extension for subsequent year at the same Unit/Post/Outpost for a 2<sup>nd</sup> ward/wards studying in 10<sup>th</sup> or 12<sup>th</sup> class. In case of Inspectors, approval of DG/RPF shall be obtained manually.

- (xxxvi) Where the number of eligible personnel opting for the same Unit/Post/Outpost exceeds the frozen vacancies in the respective ranks in that particular Unit/Post/Outpost, priority in posting shall be given in the following descending order:
1. Suffering from a terminal illness of him/herself
  2. Being a care giver to a Specially Abled Child
  3. Having a dependent with a terminal illness
  4. Spouse working
  5. Person possessing the Skill Set requested by the Competent Authority
  6. Being senior in the age
- (xxxvii) The members of the Force having the skill set(s) cited as required by the Competent Authority for a particular Unit/Post/Outpost shall be given postings in that unit as far as possible unless that choice is forbidden in compliance with provisions D(v) and D(vi) or any other provisions contained in this Directive. In case of unavailability of the personnel with the particular skill set, any eligible personnel suitable for the Unit/Post/Outpost in the respective rank in which vacancy has been frozen shall be posted to fill the vacancy. However, possessing any skill set(s) shall not confer any right on the personnel, to be posted in any Unit/Post/Outpost where there is an availability of requirement for the skill set(s).
- (xxxviii) The members of the Force having satisfactorily (i.e. without any adverse report) completed their tenure in the (a) RPF Training Centres as teaching faculty, (b) Special Wing, (c) Cyber Cells or any such Unit(s) as prescribed by the DG/RPF from time-to-time while being posted out of the respective Unit, shall be given a posting in a Unit/Post/Outpost out of first three choices sought by him/her as far as possible, unless that choice is forbidden in compliance with provisions D(v) and D(vi) or any other provisions contained in this Directive.
- (xxxix) A member of the Force who is in his last posting shall be given a posting in a Unit/Post/Outpost out of first three choices sought by him/her as far as possible.
- (xl) If any enrolled member of the Force is posted to the same Unit such as Post/Outpost/Coy/Office or Battalion HQs on promotion, his/her tenure shall be counted from the date of joining at that place in the previous rank; and not from the rank attained on promotion.
- (xli) Once the member of the Force has been transferred, he/she shall be immediately spared to join the new place of posting. The entire process of periodical transfers including sparing and joining of the members of the Force at the transferred place, shall as far as possible be completed within 15 days from the date of issue of the Transfer Orders. On completion of the period, all the cases of non-compliance shall be informed to the Transferring Authority by the Controlling Officer along with the reasons for non-compliance and action taken in that respect, for further necessary action/guidance by the Transferring Authority as is the case may be. All such cases shall also be informed to the Security Directorate by the PCSCs concerned with the action taken at their level.





- (xlii) For all the personnel having joined their new place of posting on or before 30<sup>th</sup> June, the deemed date of start of their tenure shall be 31<sup>st</sup> March of the respective calendar year. In all other cases, the tenure shall be counted commencing from 31<sup>st</sup> March of the next calendar year.

## **E. NON-PERIODICAL TRANSFERS:**

### **I. Transfers on Request-**

- (i) The members of the Force would be able to request for Inter-Zonal or Inter/Intra-Divisional transfers on various compassionate grounds [(a) Working Couple, (b) Critical illness (to self or dependent) requiring any particular medical facility (c) Care-giver to a specially abled child (d) extreme compassionate ground in the opinion of Transferring Authority] or otherwise, to be considered and disposed off in a manner provided in succeeding paragraphs.
- (ii) However, in the event of transfers done on the Working Couple ground, Transfer Orders may be subject to cancellation if transferred personnel is found to have abandoned his/her spouse, been accused of demand of dowry or cruelty towards his/her spouse, or initiated divorce proceedings within three years from the effective date of the transfer. Applicants are required to submit a declaration confirming their acceptance to these conditions.
- (iii) The members of the Force transferred on request shall not be entitled to avail the benefits related to a transfer, like- transfer Pass, Kit Pass, Journey Time, Transfer Grant etc. as provided under the Railway extant rules from time-to-time.

### **(a) Inter-Zonal Transfer-**

- (i) The directly recruited Sub-Inspectors and Constables shall be eligible for Inter-Zonal transfers on completion of eight years of service (three years of service for Ex-Service men) including training period. However, direct recruits after successful completion of 'probation period' will become eligible to apply for Inter-Zonal transfer on Compassionate Ground as listed in Para E-I(i).
- (ii) Ordinarily, directly recruited Sub-Inspectors and Constables having been transferred from one Zone to another Zone shall not be eligible for Inter-Zonal transfer again before completion of eight years of service in the new Zone except in case of (a) working couple ground (b) critical illness (self or dependent) (c) on the ground of care giver to a specially abled child (d) extreme compassionate ground in the opinion of DG/RPF in which case it can be done after completion of 3 years of service in the new Zone.
- (iii) Normally, there shall be no Inter-Zonal transfer in the intermediary grades like Head Constable, Assistant Sub-Inspector, Sub Inspector (Promotee) and Inspector; except on (a) extreme compassionate ground or (b) due to administrative reasons or (c) on ground of mutual transfer request as decided by DG/RPF from time to time.
- (iv) In any of the cases above, a member of the Force shall be adjusted only against the vacancies available in his/her respective category like- General/OBC, SC or ST etc.
- (v) The seniority of personnel undergoing Inter-Zonal transfer shall be determined in accordance with Rule 99 of Railway Protection Force Rules 1987 and other extant provisions of Railways governing Inter-Zonal Transfers.

- (b) Mutual Transfers-** All enrolled members of the Force shall be eligible for Inter-Zonal transfer on mutual exchange basis after completion of probation period within the categories (ie UR/ OBC to UR/ OBC, SC to SC and ST to ST), provided both of the members of the Force have given a consent, written or digitally, to accept the new seniority as envisaged under Rule-99.2 or Rule-99.2A (whichever is applicable) of the Railway Protection Force





Rules 1987. There will be no provision of mutual transfer on request in case of Inter-Divisional transfer or Intra-Divisional transfer.

- (c) **General principles governing Inter Zonal transfers-** All applications of enrolled members of the Force for Inter-Zonal transfer on request after completion of eligibility period as per provision laid down in para E-I(a) above or on 'Mutual Basis' shall be examined by the Controlling Officer on the basis of merit and eligibility before it is forwarded to the Competent Authority with recommendations/remarks for final disposal.
- (i) All such applications shall be invited and disposed off by the Competent Authority within a timeframe set by the Security Directorate for the purpose.
  - (ii) All such requests approved shall be effected well before the freezing of vacancies for the annual periodical transfer so that the vacancy-impacts could be neutralized during the process.
  - (iii) All applications for request/mutual transfer shall be made only through a separate module developed in TMM in the following manner:
    - a. Seeking applications for the desired Zone under the applicable category and grounds in which the member of the Force is applying for transfer.
    - b. Getting the declarations/undertakings applicable for consideration of the application.
    - c. Uploading relevant documents in support of the application.
    - d. Certification of the documents by the PCSC at the Zonal level and further submission of the application to Security Directorate for consideration with remarks on eligibility, D&AR/Vigilance/Criminal proceedings pending if any.
    - e. Approval of the Competent Authority at Security Directorate for listing the applicant in the waiting list/list for transfers based on eligibility.
    - f. Issue of transfer order by the Competent Authority based on the vacancy notified or as per administrative requirement.
    - g. Any other functionality as deemed necessary for the process.
  - (iv) There shall be no manual Inter-Zonal request transfers for enrolled members of the Force, except with the prior approval of the DG/RPF.
  - (v) All the applications for request transfer as approved by the Competent Authority, shall be enlisted against the respective Zone in the descending order of the date of appointment or enlistment (whichever is applicable), duly providing a serial number and would be cleared only after arising of vacancy in the concerned reservation category and rank in the destination Zone.
  - (vi) However, in case if date of appointment is same for more than one applicant in the same category in the concerned rank, the person who is senior in age will be considered first for the purpose of transfer.
  - (vii) The number of vacancies to be filled in different Zones in various categories during Inter-Zonal transfer on request is to be decided by DG/RPF from time to time.
- (d) **Inter-Divisional transfers on request:** The PCSC shall call for the applications for Inter-Divisional transfer on request (before completion of the tenure) for the enrolled members of the Force before completing the exercise of annual tenure transfer.
- (i) All applications for request transfer from one Division to another shall be made only through a separate module developed in TMM (except for Inspectors) in the following manner:





- a. Recording the vacancy position at different Divisions and Zonal HQ by the PCSC in different ranks.
  - b. Seeking applications for the desired Division on different grounds in which the member of the Force is applying for transfer.
  - c. Getting the declarations/undertakings applicable for consideration of the application.
  - d. Uploading relevant documents in support of the application.
  - e. Certification of the documents by the DSC/Sr.DSC at the Divisional level with remarks on eligibility, D&AR/Vigilance/Criminal proceedings pending if any.
  - f. Approval and Issue of Inter-Divisional Transfer Orders by PCSC.
  - g. Issue of Posting Orders by DSC/Sr.DSC.
  - h. Any other functionality as deemed necessary for the process.
- (ii) In case of Inspectors, on receipt of applications for Inter-Divisional Transfer or transfer from Division to Zonal Head Quarters, DSC/Sr.DSC shall forward the application manually to PCSC. PCSC shall forward all such applications including applications for transfer from Zonal Head Quarters to Divisions to Security Directorate with remarks on suitability, D&AR/Vigilance/Criminal proceedings pending if any for consideration of the Competent Authority. PCSC shall issue the Transfer Orders once the proposal is approved by DG/RPF.
- (iii) The number of vacancies to be filled in different Divisions in various ranks during Inter-Divisional transfer on request is to be decided by PCSC of the concerned Zone from time to time.
- (iv) All the conditions for eligibility, in-eligibility and priority of choices governing the tenure transfers will also be applicable in case of Inter Divisional transfer on request.
- (v) Ordinarily, there shall be no manual Inter-Divisional request transfer for enrolled members of the Force (other than inspectors), except in extreme compassionate ground to be recorded in writing on case-to-case basis by the PCSC.
- (e) Intra-Divisional transfers on request:** The Sr.DSC/DSC shall call for the applications for Intra-Divisional transfer on request (before completion of the tenure) for the enrolled members of the Force before completing the exercise of annual tenure transfer.
- (i) All applications for request transfers shall be made only through a separate module developed in TMM (except for Inspectors) in the following manner:
    - a. Recording of vacancy position at various Units/Posts/Outposts in the Division by the Sr.DSC/DSC.
    - b. Seeking applications for the desired Unit/Post/Outpost on different grounds in which the applicant is seeking transfer.
    - c. Getting the declarations/undertakings applicable for consideration of the application.
    - d. Uploading relevant documents in support of the application.
    - e. Certification of the documents by the DSC/SrDSC at the Divisional level with remarks on eligibility, D&AR/Vigilance/Criminal proceedings pending if any.
    - f. Approval of PCSC to the proposal for Intra-Divisional Transfer.
    - g. Issue of Posting Orders by DSC/Sr.DSC.
    - h. Any other functionality as deemed necessary for the process.
  - (ii) In case of Inspectors, on receipt of applications for Intra-Divisional Transfer, DSC/Sr.DSC shall forward the application manually to PCSC who in-turn shall





forward the applications to Security Directorate with remarks on suitability, D&AR/Vigilance/Criminal proceedings pending if any for consideration of the Competent Authority. PCSC shall issue the Transfer Orders once the proposal is approved by DG/RPF.

- (iii) All the conditions for eligibility, in-eligibility and priority of choices governing the tenure transfers will also be applicable in case of Intra-Divisional transfer on request.
- (iv) Ordinarily, there shall be no manual Intra-Divisional request transfer for enrolled members of the Force (other than inspectors), except in extreme compassionate ground to be recorded in writing on case-to-case basis by the PCSC.

**II. Transfers in Administrative Interest or on Administrative Ground:**

- (a) No enrolled member of the Force shall ordinarily be transferred from one Unit/Post/Outpost to another, unless he/she has been at the Unit/Post/Outpost for the normal prescribed tenure, except in administrative interest or on administrative ground.
- (b) Approval of PCSC/RPF/RPSF will be required for pre-mature transfer of any enrolled member of the Force up to the rank of Sub-Inspector within the Zone/RPSF and of DG/RPF in case of premature transfer of Inspectors.
- (c) In case, transfer out of the Zone is warranted, approval of DG/RPF must be taken irrespective of the rank.

**F. TENURE OF RPF PERSONNEL:**

Sr. No.	Officer/Staff	Tenure Period
1.	All Superior Officers except those mentioned in S. No. 02 and 03	3 years (extendable by 01 year on willingness cum suitability basis)
2.	Faculty members in JR RPF Academy and all Zonal RPF training Centres.	3 years (extendable twice by 01 year each at a time on suitability cum willingness basis)
3.	Gazetted Officers/Non-Gazetted Personnel posted in the Railway Board	5 years
4.	All Inspectors	3 years
5.	Sub-Inspectors posted as In-charge of an RPF Post or Outpost. (No outpost shall have in-charge of rank below Sub-Inspector)	3 years
6.	Sub-Inspectors posted in any other Units	5 years
7.	All other enrolled members of the Force	5 years
8.	All Ranks posted in Hard Areas	2 years (extendable by 01+01+01 year on willingness cum suitability basis)
9.	Officer/Staff posted in Special Wing	As per revised Chapter X of Establishment Manual- 2019 dated 16.12.2022.

The Officers/Staff (except Inspectors) posted in Crime Wing (Detective & Investigative Cell) may be posted out after completion of their tenure through TMM. There shall be a cooling off period of two years before the enrolled member of the Force is posted back to Crime Wing (Detective & Investigative Cell). However, they shall be posted back only after conducting the required screening again.





## G. TRANSFER AND POSTING OF RPSF PERSONNEL

- (i) Periodical transfer of the enrolled members of the Force in RPSF (except Inspectors) shall be caused & carried out through a separate module developed for the purpose in TMM. There shall be no manual transfer for enrolled members of the Force other than inspectors, except with the prior approval of the DG/RPF.
- (ii) RPSF personnel will be transferred from one Battalion to another Battalion on completion of tenure. The general provisions of para-D specific to Inter-Divisional, Intra-Divisional, transfer in and out of PUs/COs, specialised units etc will not be applicable to RPSF. Other provisions and procedures mentioned in para-D above will however apply to RPSF personnel also for executing the periodical transfer.
- (iii) The provisions of Directive-60 will be applicable for execution of transfer from RPSF to RPF and vice-versa. Further the non-periodical transfer of RPSF personnel from one Battalion to another on request will be done like Inter-Divisional transfers on request contained in Para-E-I(d) of this Directive. The non periodical transfer of RPSF personnel from one Battalion to another on administrative ground or in administrative interest will be done as per relevant guidelines mentioned in RPF rules 1987.
- (iv) The tenure for all ranks in all Battalions (except Band, Artisan, Drivers, Armourers, Commando, Ancillary staff, 16<sup>th</sup> Mahila Battalion) shall be 10 years.
- (v) Band, Artisan, Drivers (including executive staff being utilised as drivers), Armourers, Commando, Ancillary staff, officers/staff engaged in development/operation of IT modules (to be certified by PCSC/RPSF) may not be transferred unless necessary in administrative interest or on administrative ground or for disposal of request made by concerned RPSF personnel.
- (vi) Every personnel (except ex-cadre ministerial staff) shall be rotated among companies of a Battalion on completion of five years. However, such rotation shall not be treated as transfer.
- (vii) On completion of tenure in HQ Coy, the staff (except ex-cadre ministerial staff) shall be rotated to an Operational Coy. The staff should not be posted back to the Coy where he/she has served once, except in 16<sup>th</sup> Battalion where personnel can be posted back to the same Coy after completion of their tenures in remaining Coys on rotation basis.
- (viii) Each member of every Operational Coy shall undergo refresher course for six months in Battalion HQ on rotation basis, thereby giving opportunity for every Operational Coy to be in Battalion HQ for six months on their turn.
- (ix) Personnel who have never served in a Battalion or has served for the shortest period in a Battalion will be prioritized for posting in that Battalion over personnel who has served for a longer period in the Battalion previously, when considering posting preferences.

## H. PROVISIONS REGARDING EX-SERVICEMEN:

- (a) Ex-Servicemen appointed to the Force in the rank of Sub-Inspector and Constable, on successful completion of their initial training, shall as far as possible be allotted after initial training to his/her
  - (i) Home Zone and subsequently to Home Division in case of RPF, provided a vacancy is available in the relevant rank and category.
  - (ii) Battalion headquartered nearest to his hometown in case of RPSF, provided a vacancy is available in the relevant rank and category.





- (b) Transfer requests of Ex Servicemen for posting to their home Zones and home Divisions in case of RPF or Battalions headquartered nearest to his hometowns in case of RPSF shall be considered liberally as far as possible subject to availability of vacancies and administrative requirements.

**I. DISCRETION TO PROPOSE THE POSTING IN TMM DURING PERIODICAL TRANSFER**

The discretion to propose the postings in TMM will be as under:

Sr. No.	Rank	Sr.DSC/DSC	PCSC	Remarks
1.	Constable/ Head Constable	10% of (CT+HC) in the 'zone of consideration for transfer' under their respective competency	10% of (CT +HC) in the 'zone of consideration for transfer' under their respective competency	While proposing the postings in TMM using discretion, the authority who proposes it shall record the reasons for the proposal. It shall be ensured that all provisions of transfer policy are adhered to while proposing.
2.	ASI/SI	10% in the 'zone of consideration for transfer' under their respective competency	10% in the 'zone of consideration for transfer' under their respective competency	

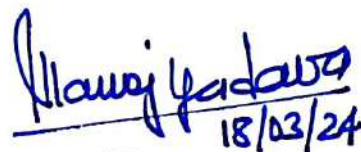
For any further deviation from TMM, a proposal with detailed justification may be submitted to DG/RPF as deemed fit for approval.

- J.** For matters not covered under the provisions of this Directive, the extant guidelines of the Ministry of Railways will be applicable.

The guidelines mentioned above shall have immediate effect and must be complied with in letter and spirit by all concerned. DG/RPF reserves the right to withdraw, modify or supersede these guidelines to meet administrative exigencies in future.

**Annexure 1** – List of Sensitive Posts.

**Annexure 2** – List of Adverse Climate Areas/Hard Postings.

  
18/03/24

(Manoj Yadava)

Director General-RPF  
Railway Board



List of Sensitive Posts

The list of Sensitive Posts of Security Directorate as well as Zonal Railways, PUs is derived from Railway Board Letter No. 2017/V-1/ALSL/1/1 Dtd. 4<sup>th</sup> February 2019, which is as below.

Sensitive Posts in Security Directorate, Railway Board

1. DG/RPF
2. ADG/RPF
3. All IGs
4. All DIGs
5. PCSC/RPSF
6. CSC/RPSF
7. Directors
8. Director/ABE
9. AIG/HQ
10. Deputy Directors
11. Deputy Director/ABE
12. All ASCs
13. SO/Sec(E)
14. SO/Sec(ABE)
15. IPF/IVG
16. IPF/Intelligence
17. IPF/CCB
18. IPF/RB
19. ASO/Sec(E)

Sensitive Posts in Zonal Railways-Zonal HQ

1. PCSC
2. CSC
3. Dy.CSC (if 2<sup>nd</sup> in Command)
4. SO to PCSC
5. ASC/Crime
6. ASC/Intelligence
7. IPF/Crime Wing
8. IPF/Special Wing
9. IPF/IVG
10. SOs working as Reader

Sensitive Posts in Zonal Railways-Divisions

1. Sr.DSC/DSC
2. ASC
3. IPF(Post In-Charge)
4. SIPF (Outpost Incharge)
5. ASIPF (Outpost Incharge if any)
6. IPF/Crime Wing (Detective & Investigative Cell)
7. IPF/Special Wing
8. IPF/Analytics & Data Management Cell
9. Divisional Quarter Master



10. Officer/Staff working as Reader

**Sensitive Posts in PUs/RDSO/KRCL**

1. PCSC
2. CSC
3. Sr.DSC/DSC
4. Security Commissioner
5. All ASCs

**Sensitive Posts in JR RPF Academy**

1. Director (IG-Training)
2. DIG/Training
3. Sr.SC/Training
4. CO/Training
5. All ASCs

**Sensitive Posts in RPSF**

1. Sr.CO/CO 3<sup>rd</sup> Batallion/RPSF/Lucknow
2. Sr.CO/CO 6<sup>th</sup> Batallion/RPSF/Dayabasti-Delhi
3. Sr.CO/CO 9<sup>th</sup> Batallion/RPSF/Jagadhri

**List of Adverse Climate Areas/Hard Postings**

The places, Stations or Units with challenging or abnormally inconvenient conditions which can have adverse impact over health, morale or family of the members of the Force which may include the places characterised by adverse climate, hazardous environment, continuous combat or conflict, lack of educational/medical facilities or poor road connectivity etc.

Zone	Division	Post/ Outpost
CR	Solapur	Wadi
		Bhigwan
ER	Nil	
ECR	Dhanbad	Barwadih
		Tori
	Mugalsarai	Japla
		Nabinagar
Danapur	Jhajha	
ECoR	Waltair	Laxmipur
		Kirandul
		Dantewara
Khurda	Budhapank	
NR	Firozpur	Reasi to Baramulla section in J&K
NCR	Nil	
NER	Varanasi	Aurihar
		Thawe
	Lucknow	Burhwal
		Balrampur
NFR	Nil	
NWR	Jodhpur	Munabaw Outpost
	Ajmer	Badi Sadri Outpost
SCR	Guntakal	Wadi Outpost
SER	Chakradharpur	Dongoaposi
		Banspani
		Monaharpur
		Bimlagarh
	Ranchi	Bano
		Govindpur Road
		Suisa
		Lohardaga
SECR	Nagpur	Wadsa Outpost
SR	Nil	
SWR	Nil	
WR	Ahmedabad	Maliyamiyana
		Dhangandhra
		Kandala Port
		Radhanpur
		New Bhuj
	Rajkot	Okha Outpost
WCR	Jabalpur	Majhgaon O/P
		Beohari O/P
		Bargawan
	Kota	Chhabara Gugour
		Mahidpur