

NOTE

Sub . Policy guidelines for Transfer.

- (A) Name Noting:
- (i) Name noting for own request transfer from one station to another, from one unit to another at same station and from one unit to another falling in the same municipal area is permitted.
 - (ii) Name noting position to be circulated to all concerned once in a year by giving 15 days time for representations of employees if any.
 - (iii) While putting up the transfer case, it would be personal responsibility of concerned APO/DPO to ensure that name noting position is current and correct.
- (B) Mutual Transfer.
- (i) Mutual transfer should be considered only for non-sensitive categories (which are not covered under periodical transfer,.
 - (ii) Mutual transfer within the division in same seniority unit/department will be decided by BOs and Inter Division/Railway by ADRM/DRM.
- (C) Policy Guidelines.
- (i) All the transfers except mutual transfer should be as per name noting except in very exceptional circumstances only. with DRM's personal approval. All cases requiring DRM's approval should be accompanied with detailed justification by the B.O.

Above instructions be implemented with immediate effect.

(No.EP/839/O Vol.III)
Dt.19.04.2012.

(1.7.2012)
DRM-11/4

Sr.DPO

C/- ADRM
C/- All BOs.

CO-12 E
26-5-12

नेम नोटिंग के लिए प्रोसीजर में एकरूपता लाने के संदर्भ में

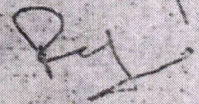
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- 1) नेम नोटिंग की दिनांक वही मानी जाएगी जिस दिनांक को नेम नोटिंग एप्लीकेशन पर्सनल डिपार्टमेंट को रिसीव हुयी है।
- 2) नेम नोटिंग एप्लीकेशन में सेक्शन में उपस्थित टेबल डौलर या चीफ ऑफिस सुपरिटेण्डेंट के हस्ताक्षर ही मान्य होंगे। यदि दोनों नहीं है तो रिसीविंग उपस्थित वरिष्ठतम कर्मचारी देगा।
- 3) नेम नोटिंग कर्मचारी द्वारा हस्ताक्षरित एवं इमोडिण्ड सुपरवाइजर/ अधिकारी द्वारा फॉरवर्ड होगी।
- 4) नेम नोटिंग रजिस्टर कार्मिक विभाग के अधिकारी तथा तत्सम्बन्धी विभाग के अधिकारी द्वारा प्रति हस्ताक्षरित होगा।
- 5) कोई भी नेम नोटिंग बिना फाइल डौलिंग विचारणीय तथा कार्यान्वित नहीं होगा।
- 6) नेम नोटिंग लिस्ट प्रत्येक 6 महीने में नोटिफाई करनी होगी।

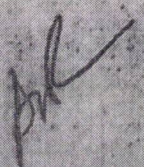


416 आई जे-ए सुशावर से 8/04/15 तक
श्री account ने प्रिंट कर CA to DPO को दे

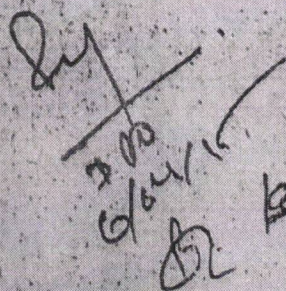


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6/4/15 CA to DPO


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6/4/15





पाश्चिम रेलवे
Western Railway

No. EP/839/0

Divisional Office
Rajkot.

Dt: 12-9-2017

To,
All concerned

Sub.: Uniform procedure for Name noting on same station - RJT division

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A meeting was conducted by DRM RJT with ADRM, SR DEN & DPO regarding name noting system on same station and it has been decided to follow the uniform procedure, and accordingly now & onward no name noting will be done for different units at same station. All different units in same station if any name noting exists, at present, will be merged according to date of application and thereafter a common name noting list will be published by the executive section viz., EE, ET, EM, ED sections.

Similarly name noting for the specific post / designation will also not permissible.

DPO - RJT

C/- CH OS EM, ET, EE.
c/- DS WRMS - WREU RJT

*8/9/17
12.51 PM
PRT clerks of notes take n/a acco*

Note

Sub : Policy decision – DRM's approval for out of turn transfer.

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In some of the cases, regarding out of turn base transfer an approval of DRM is being obtained prior to recommendations of placement committee.

Where as in some of the cases, it is decided to obtain recommendations of placement committee prior to DRM's approval.

As some of the committee member have raised the objection for recommendation for out of turn transfer orders before formal approval of DRM/ADRM.

It is therefore requested to kindly look in to the matter and decide the issue to follow the procedure by all committee.

(No. ECW/A/69 dated : 25/10/2017.)

DPO

ΑΠΟ(Τ)

No. first Committee will give its recommendation.

~~Aug 25/10~~

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26/10/12

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Western Railway

No EP/839/0 VOL.VIII

Divisional Office
Rajkot.
Date: 12.01.2018To:
All concerned - RJT division.

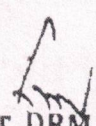
Sub: Name-noting procedure - Rajkot division.

Ref: This office's letter no. even dated 16.03.2017 and 12.09.2017.

In supersession of all the previous instructions issued at divisional level for name-noting transfer of N.G. staff, following instructions are issued for its immediate implementation.

1. Name-noting/request transfer is to be considered from Field unit to Divisional Office.
2. Request transfer/Name-noting within Divisional office will not be considered.
3. Name-noting/request transfer will not be considered from one Field unit to another on same station except ticket checking staff. Similarly, even Mutual transfer will also not be considered between different units of same station.
4. Name-noting from one station to another station is to be registered/considered as per rules.
5. No mutual transfer in Safety categories or categories identified as Sensitive, will be considered.
6. In the event of considering mutual transfer from other division/zone to this division, the divisional name-noting (if any) will not be considered. Posting of employees arrived on mutual transfer will be posted vice-versa only.
7. In the case of transfer on administrative account, none of the above instructions shall be applicable.

All concerned to please note and take action according to above instructions


for, DRM (E) RJT

C/
Divl. Secy. WRMS / WREU RJT - In ref. to PNM items.

17942/2020

(121)

WESTERN RAILWAY

Divisional office
Rajkot

Dt:

No.EP/839/0
18/08/2020.

To,
All concerned RJT
division

Sub: Procedure of name noting on same station in various stations

Ref: This office letter No. EP/839/0 Vol VIII dated 12.1.2018
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In reference to this office letter referred above, the competent authority i.e. DRM has decided that name noting on same station will be treated as and void. Therefore para 3 of the above letter is modified as under:

3. The name noting on same station in various units, will now be treated as "Null and void". Therefore all BOs/section in-charges / unit in charges may take action accordingly.

All to please note accordingly.

Digitally signed by AVINASH
KUMAR

Date: Tue Aug 18 10:54:52 IST
2020

Reason: Approved
DRM

C/- D.S. WRMS/WREU/SC-ST/OBC Assoc.-RJT