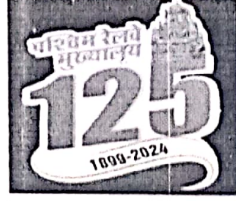


WESTERN RAILWAY



Headquarter Office  
Churchgate, Mumbai  
400020.

P.S. No. 030/2024

No. WR-HQ/ESTT(PPOL)15/2020 (16614)

Date: 18/04/2024.

All PHODs/HODs

DRMs/CWMs/ Unit In-charge

C/- General Secretary WRMS-BCT, WREU-GTR

C/-ZS All Indian SC/ST Railway Employees Association, WR, Mumbai

C/-ZS All Indian OBC Railway Employees Association, WR, Mumbai

Sub:- Fixing of Seniority position of Non Gazetted staff on Mutual Transfer.

- Ref:-1) Railway Board's letter no. E(NG)1-2018/TR/8 dated 11-1-2019 (RBE no.8/19) circulated vide this office no. EP 1140/0 Vol. VI dt. 30-01-2019 (P.S. no. 5/109).
- 2) Railway Board's letter no. E(NG)I-2017/TR/19 dated 06-07-2018 (RBE No. 99/2018) circulated under P.S. no. 101/2018.
- 3) Railway Board's letter no. E(NG)I-2004/TR/16 dated 22-10-2007 (RBE No. 134/2007) circulated under P.S. no. 163/2007.
- 4) Railway Board's letter no. E(NG)I-2004/TR/16 dated 14-08-2007 (RBE No. 107/2007) circulated under P.S. no. 125/2007.


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Railway Board vide RBE no. 08/2019 (circulated under P.S. No.05/2019), has already issued a comprehensive policy on the Mutual transfer of non-gazetted staff of Zonal Railways. However, doubts have been raised with regard to fixing the seniority position of non-gazetted staff on Mutual transfer.

Hence, instructions for fixing the seniority position of non-gazetted staff on Mutual transfer are issued herewith for information, guidance, and necessary action:-

- 1) In case when two employees belong to **same community and same grade**:- The senior of the two employees will be given the place of seniority vacated by the junior employee. The junior, upon joining the new unit, will be allowed to retain his former seniority and shall be placed on the seniority list in the new unit below all the persons having the same seniority.
- 2) In case when two employees belong to **same community but are in a different grades**:- Both employees will have to give option for reversion in Direct Recruitment grade and will be placed at the bottom of the seniority list in the new unit.
- 3) In case when two employees belong to a **different community and are in the same or a different grade**:- Both employees will have to give option for reversion in Direct Recruitment grade and will be placed at the bottom of the seniority list in the new unit by adjusting shortfall/excess in roster register.
- 4) In case when two erstwhile Group "D" **Level-1 employees belong to a different department or cadre** of a Division/Office/Railway/PU/Unit, both employees will be placed at the bottom of the seniority in the recruitment grade in the new unit.

This issues with the approval of the Competent Authority.

  
18/04/2024

(Arun A .Sonawane)  
Dy. CPO(HRD)  
For General Manager(E)