

Government of India
Ministry of Railways
(Railway Board)

No. IRAS/2016/T&P/Policy

15-2-16

FA&CAOs
(All Zonal Railways & Production Units)

Sub:- Policy Guidelines on Transfers & Posting for IRAS officers.

In order to have a fair, transparent and equitable cadre policy for IRAS, policy guidelines have been drafted keeping in view Board's policy guidelines dated 31/8/15 and other policy guidelines on the subject.

A copy of the policy guidelines as approved by Board (FC) is sent herewith for compliance.

DA:- As above.



(B.B. Verma)
Adviser/Accounts
Railway Board

MINISTRY OF RAILWAYS
RAILWAY BOARD
NEW DELHI

IRAS/2016/T&P/POLICY

Dated 15.02. 2016

POLICY GUIDELINES ON TRANSFERS & POSTINGS FOR IRAS OFFICERS

A comprehensive transfer policy has been issued for Railway Officers by the Ministry of Railways vide Railway Board's letter No.E(O)III/2014/PL/05, Dated 31.08.2015. The need for a fair, transparent and equitable Cadre Policy for the IRAS has long been felt. Given the diverse nature of Indian Railways, the Cadre Policy, needless to add, must take into account the interests of the organisation first. There is a feeling that the existing system is more individual centric. The purpose of the transfer policy is to provide transparency in transfer & posting, training and suitable posting for varied exposure & career progression and general welfare of IRAS officers. Within the ambit of Board's policy guidelines dated 31.08.2015, following policy guidelines have been approved by Board (FC).

PROBATIONARY PERIOD

1.0 For imparting training to IRAS probationers during their field visit, Cadre Controlling Authority (Adviser/Accounts) will identify well experienced field officers for imparting training on different modules for divisional as well as HQ training viz. Traffic Accounts, Stores & Workshop Accounts, including Fuel and Energy Accounting, Books & Budget, Construction Accounts, IT based system etc. and these identified officers shall be called Probationers' 'Mentors' (PM). A Suitable workshop for the nominated mentors shall be conducted by Adviser Accounts for a day or two every year before the field training of probationers start. At each zonal HQ, one of the FA & CAOs will be nominated to oversee the training and ensure that there is proper enrichment of the probationers' field knowledge.

1.1 Under the proposed Policy, the initial allotment of a Railway/PU to a direct recruit IRAS officer is to be done in a manner that would ensure an even distribution of direct recruits in all Zonal railways and Production units.

1.2 During the Probation period, the IRAS probationer shall be given a brief exposure of all the CTIs/institutes, Non Rly./Quasi Rly./PSU's. For this purpose, training shall be arranged in Inter Service Training Institutes/Professional Institutes. The training should include inputs on various Tax related issues and exposure to different multilateral funding agencies like World Bank, BRICS Bank, ADB, EXIM Bank etc.

CAREER DEVELOPMENT

2.0 All the IRAS officers are expected to receive adequate exposure to different working conditions. Posting in Junior Scale and Senior Scale should be planned with a purpose to give adequate exposure to various facets of working in the Divisions, headquarters, workshops, projects etc. FA&CAOs should ensure that each IRAS officer gains sufficient professional insight such that he/she is able to handle difficult/challenging work situations later in their career. With this purpose in view, following model posting and tenure is proposed after completion of one and half years of probation period:-

SN	Scale/Designation	Duration	Station	Working Area
2.1	AFA/HQ in Jr. Scale	6 months	Zonal/HQ, PU	Books, Budget, Traffic Accounts
2.2	ADFM in Jr. Scale	1 Year	Division (Under Sr.DFM)	Divisional Working
2.3	WAO in Senior Scale	1 Year	Workshop (Under Dy.CAO/W)	Workshop Working
2.4	Sr.DFM in JAG	2 Years	Division	Divisional Working
2.5	Dy.FA&CAO/C/HQ	2 Years (Minimum)	Zonal HQ/PU	HQ-Branch in-charge

The above postings may be modified by FA&CAO only in exceptional cases, with prior consultation with Adviser (Accounts).

2.5 After JAG/SG level, IRAS officers should be exposed to field working (Sr.DFMs), projects (Dy.FA&CAO/Construction), Head Quarters (DY.FA/Finance, Books & Budget, Stores & Workshop etc). Initial period of 7-8 years should be utilized for grooming of IRAS officers for future senior managerial level responsibilities. Suitable inputs through Training Capsules at IRIFM / NAIR / NIFM/ C-TARA / etc. should be organized from time to time for updating and upgrading their knowledge base. Wherever large railway workshops are available like Kharagpur, Matunga, Golden Rock, Jaghadri, Parel etc., the Zonal Railway Administration shall endeavour to post IRAS officers in these workshops to enable them to have adequate exposure to all the repair and maintenance activities and also production related issues including workshop costing.

2.6 The selection Grade stage should be earmarked for exposing the officers to the top level issues on administration, recruitment, training, policy matters, traffic projection, costing, analysis of various reports etc at the Zonal HQ level. A select group of officers shall be drawn for posting in Railway Board for a global exposure. In order to be posted in the Railway Board, a minimum working experience of two years as Sr. DFM or DFM (in-charge) in Division and two years at HQ or four years in JAG in PU should be a guiding principle. Core competence in specialised branches in Zones/PUs directly related to the post in the Railway Board where the officer is being considered for posting will of course, be a major criteria for selection for Board posting.

2.7 Refresher Course/Seminar for SAG/HAG/HAG(+) officers should be arranged regularly in house or through reputed institutions. All officers shall be expected to attend one such professional seminar for at least 5 working days every year. A centralized database of IRAS officers will be maintained at Railway Board including details of family and age of parents/dependents/status of employment of spouse etc.

2.8 IRAS officers should be encouraged to work on general posts such as Dy.GM, ADRM, DRM, SDGM, AGM and GM to the maximum extent possible. They will also be encouraged to work on Central Ministries, PSE's etc. on deputation, in order to widen the professional acumen.

TRANSFERS

3.0 A data base of IRAS officers would be maintained which would include all relevant information required for implementing a just and fair policy. The data base will be created and maintained centrally in Railway Board, but extracts of all IRAS officers posted in each Zone/Unit shall be made available to the respective FA&CAOs. A quarterly updation would be mandatory and the Dy CAO (G)s shall be responsible for the same. DF(CCA), Railway Board will be the custodian of this database in computerised format.

3.1 Every officer should generally be transferred to another railway when she/he is promoted to SAG on regular basis. If vacancies exist in the SAG in the same railway and the officer so opts in terms of para 3.5, the transfer may be deferred to a later date to meet the requirement of the officer. After that, they should be transferred to another railway. Group 'B' officers promoted to IRAS should be transferred to another railway/PU as per the current policy.

3.2 Placement of an officer would generally follow a 10-year norm for continuous stay and 15 year norm for cumulative stay (in broken spells) in cities/towns and metros. This period of 10/15 years will be reckoned notwithstanding short breaks of less than one year. Board's instruction on the subject are communicated vide letter No.E(O)III/2014/PL/05, Dated 31.08.2015.

3.3 Transfer out of a station such as Delhi, Mumbai, Kolkata, Chennai, Bangalore or Head Quarters of Zonal Railways/PUs based on this norm, however, will depend on whether there is a demand for posting to the metro/cities/towns from IRAS officers posted outside. For this purpose, requirement of metro/city/town postings would be taken as an option from all IRAS officers and kept in the data base. If demand for a metro/city/town is greater, the existing officers may be transferred out of a metro/city/town even earlier than 10 years to accommodate others. Officers posted out of a metro/city/town may, if possible, return to the same metro/city/town after a minimum of 2 years period, but she/he will not have any right in this regard. The administration shall take a global view on such placements/postings and preferences/interests of others shall be also kept in mind. In this, the Administrative interest of providing exposure to IRAS officers to work in various parts of the country for widening their all India perspective and systems will have to be given precedence.

3.4 If an IRAS officer's spouse is also employed in Government Service, efforts will be made to keep both of them at the same station as per extant DOPT circulars.

3.5 Every IRAS officer shall be given an opportunity to ask for a posting in a city/town for a duration of 2 years in 2 spells or duration of 4 years in one spell to a place of her/his choice in his/her entire career on grounds such as children's education, treatment for illness, family responsibility etc. Whether an officer has availed the option of choice posting or not shall be recorded in the data base. Such option should be made at least one year prior to the requirement to enable Administration to consider the request.

3.6 Since children's education becomes a crucial issue from Class IX to XII, efforts would be made to keep inter-station transfers to a minimum in SG/SAG. For this reason officers are expected to plan their postings, based on the above guidelines, in such a way as to cause least inconvenience to both the officers and the administration.

3.7 Adherence to guiding principles of Transfers & Postings of IRAS officers as detailed above will be subject to Administrative convenience and in sync with others policies and guidelines issued from time to time by the Government of India/Ministry of Railways. Decision of the administration will be final in all cases.

DEPUTATIONS

4.0 Officers should be encouraged to go on deputations to PSUs, local bodies, State Governments, Institutions of repute and under the Central Staffing Scheme to gain wider exposure in commercial as well as other Ministry's working. A Committee under Adviser (Accounts) will short-list such posts and counsel and encourage IRAS officers to go on deputation to enrich their career prospects and also bring in rich experience from other Ministries/Departments to Railways. This Committee shall keep the Additional Members (Finance and Budget) and the FC advised on this. Considering the high reputation IRAS officers gain when they go on deputation to other Ministries/Departments of Government of India, it is desirable to have sizeable presence of IRAS officers in other Ministries of Government of India to enable them being considered for higher level posts of Addl. Secy(s) and Secretary(s) to the Government of India, later in their career.

4.1 Deputation of IRAS officers will be governed by DOPT's guidelines as adopted by Ministry of Railways vide Letter No. 2010/F(E)II/1(1)/1, dated 28.07.2010.
