

भारत सरकार / GOVERNMENT OF INDIA  
रेल मंत्रालय / MINISTRY OF RAILWAYS  
(रेलवे बोर्ड / RAILWAY BOARD)

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

New Delhi, dated: 13.03.2023

**Principal Chief Security Commissioners/RPF,  
All Zonal Railways, Metro Railway, Kolkata, RDSO, CORE, PUs**

**Principal Chief Security Commissioner/RPSF,  
Force HQ, 6<sup>th</sup> BN/ DBSI/ Delhi – 35**


**Director JR RPF Academy/ LKO  
Director ZTI/MLY/SCR**

**Sub:-Transfer of the members of the force.**

Please find enclosed herewith a copy of directive No.-58 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) 13/03  
DIG/Establishment  
Railway Board

## Directive No 58

### 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 RPF Rules 1987 as amended from time to time and policy framework of the Ministry of Railway as applicable on 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, in suppression of all earlier orders, the following guidelines are hereby issued in exercise of DG/RPF's powers under rule 28 of RPF Rules 1987.

**A. Definitions:** Unless provided otherwise, the terms and references used in the paras to comes, 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 Unit (like- RPF Office, TC, Post, Out-post or Company) to another Unit, within the same Railway/Division/PU or to some other Railway/Division/PU.

However, this does not include '*change of working unit*' in the same office or at the same place under the same Bill Unit, done in administrative exigencies as and when required.

Railway Protection Special Force: Any regular posting of a member of the Force from one Battalion to another Battalion. This does not include '*periodic rotation*' of the members of the force from one Coy to another Coy, required in administrative exigencies, or as provided by the Security Directorate from time-to-time.

- (ii) **Tenure-** The normal period of posting in various ranks at various Units, as prescribed by the DG/RPF under Rule- 93.1, from time to time.
- (iii) **Intermediary Grade-** A promotional grade (like- Head constable, Assistant sub-Inspector, sub-Inspectors (promoted from ASIs) or Inspector etc.) where there is no direct recruitment.
- (iv) **Initial Tenure-** Tenure at 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.
- (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 defined 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.

(vii) **Smaller Railways (SRs)-** Any Unit, Railway, or any part of it, notified by the Ministry of Railways as a zonal railway or equivalent to Zonal Railway; but confined to One City or to a limited stretch or having a spread-out/variable jurisdiction like- RDSO, Metro Railway, Kolkata, CORE etc.

(viii) **Difficult areas-** 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 of bad climate, hazardous environment, continuous combat, lack of educational/medical facilities or poor connectivity etc. The list shall be reviewed and notified periodically, as decided by the DG/RPF from time to time.

(ix) **Specialized Units-** The category of Units requiring special skill-sets, selection/screening procedures and tenure-structures to be developed and preserved in the interests of the organization, as decided by the DG/RPF from time to time. This may include- SIB, Detective and Investigation wing of CW, Cyber Cells, Training Centers (only the teaching staff), Bomb Disposal Squads, Dog Squads, Band 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 or other pecuniary interest, is located.

(xi) **Pre-mature 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 RPF Rules 1987.

(xiii) **Specially abled Child-** It includes (a) Blindness or Low vision, (b) Hearing impairment, (c) Locomotors disability or Cerebral Palsy, (d) Leprosy cured, (e) Mental retardation, (f) Mental illness, (g) Multiple disabilities, (h) Autism. [As provided in DoPT No. 42011/3 /2014-Estt.(Res.) Dt. 17.11.2014, 05.01.2016 & 08.10.2018]

(xiv) **Care-giver to a specially abled Child-** A member of the Force serving as main care-giver to a specially abled child.[As provided in DoPT No. 42011/3/2014-Estt.(Res.) Dt. 06.06.2014, 17.11.2014, 05.01.2016 & 08.10.2018]

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**B. Initial postings:**

- (i) **Sub-Inspectors-** On successful completion of initial training, direct recruits shall be allotted to the zonal railways and Railway Protection Special Force (if recruited for) in such a manner as may be considered necessary by the appointing authority.

They shall further be distributed amongst the Divisions and Battalions, proportionate to the vacancies available, and posted at the places as considered necessary by the Sr.DSC/DSC or the Sr.CO/CO In-charge. Normally, such young recruits shall not be posted in the Offices, TCs or Intelligence Units so that they could gain sufficient working experience of the field situations.

- (ii) **Constables-** On successful completion of initial training, direct recruits shall be distributed amongst the divisions, production units and Railway Protection Special Force battalions (if recruited for) in such a manner as may be considered necessary by the Principal Chief Security Commissioner of the allotted zone/RPSF. They shall further be posted by the Sr.DSC/Sr.CO or the DSC/CO In-charge at the places as considered necessary in administrative interest.

However, such young recruits shall normally not be posted in the Offices, TCs or Intelligence Units so as they could gain sufficient experience of the field situations.

- (iii) **Assistant Security Commissioners** coming from Civil Services Exam (IRPFS)- The Assistant Security Commissioners belonging to IRPFS shall be distributed among the Zonal railways for the purpose of maintaining Lien, in such manner as may be considered necessary by the appointing authority. They shall be posted at the places, preferably in the field formations, as considered necessary by the DG/RPF.
- (iv) **Assistant Security Commissioners** promoted from the ranks- The Assistant Security Commissioners promoted from the ranks shall retain their Lien to 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 Inspectors perform duties primarily within a zone. Posting them to a distant zone on promotion may lead to administrative inconveniences like- lack of knowledge of the local language, customs and procedures etc. Therefore, for the purpose of postings of the officers promoted as AC/ASCs from the rank of Inspectors, all the Zonal railways, Production Units and RPSF Battalions are en-grouped in the following 05 Regions -

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<b>Srl</b>	<b>Regions</b>	<b>Zones/Battalions</b>	
1.	Northern	Zones:	NR, NWR & WCR
		PUs/Other Units:	DMW/PTA & RCF/KXZ
		RPSF Battalions:	3rd, 6 <sup>th</sup> & 9 <sup>th</sup> & 15 <sup>th</sup>
2.	Eastern	Zones:	ER, SER, ECOR, NFR & KMR
		PUs/Other Units:	CLW/CRJ
		RPSF Battalions:	1st, 4th, 8th, 14th & 16 <sup>th</sup>
3.	Central	Zones:	NER, ECR, NCR & RDSO
		PUs/Other Units:	DLW/Varanasi, MCF/Rae Bareli, RWF/Bela & RCF/Harnaut
		RPSF Battalions:	2 <sup>nd</sup> , 10 <sup>th</sup> & 11 <sup>th</sup>
4.	Southern	Zones:	SR, SCR, SWR & SCoR
		PUS/Other Units:	ICF, RWF/Yehalanka
		RPSF Battalions:	5 <sup>th</sup> & 7 <sup>th</sup>
5.	Western	Zones:	CR, WR, SECR & KRCL
		PUs/Other Units:	Nil
		RPSF Battalion:	12 <sup>th</sup>

- (a) Subject to availability of vacancies and other administrative considerations, the officers promoted from the ranks of Inspectors to the AC/ASCs, shall preferably be posted in their parent regions or to the regions opted by them.
- (b) Any officers occupying a sensitive post and selected for promotions from the ranks of Inspectors to the AC/ASCs, but refusing the promotion; shall immediately be transferred to some non-sensitive posts irrespective of his choice but preferably at the same place.

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A list of such sensitive and non-sensitive posts shall be prepared and circulated separately by the Security Directorate with approval of the DG/RPF, from time-to-time.

**C. Periodical Transfers:**

- (i) Ordinarily, every 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 recorded in writing. No such extension shall be available for the category of units as decided by the DG/RPF from time-to-time.
- (ii) All transfers of the enrolled members of the force shall be caused & carried out through an ICT application designed, developed and implemented as per the provisions contained herein. There shall be no manual transfers except with prior approval of the DG/RPF. However, transfer to/from specialized units may be continued to be done manually till a suitable IT module is developed for the purpose.
- (iii) Ordinarily, all members of the Force after completion of Two consecutive Tenures in any Division, Smaller Railways (SR) or Production Units (PU) including attachments or deputations, if any, shall be transferred to some other Division, preferable where he has not worked earlier. If he/she has worked in all divisions, smaller Railways and Production Units of the Zone, then he/she shall be posted preferably at a division, smaller Railway or unit where he/she has served the least, subject to availability of vacancies.
- (iv) No member of the Force shall be posted back to the same Division after having been transferred on completion of two consecutive tenures unless (i) he completes at least one tenure in the new division and (ii) an RPF staff with a lesser station seniority spent in the concerned division is not available for posting in the same division.  
  
Illustration: K.Mohan, Constable was transferred out of Madurai division to Palakkad division after completion of two tenures and having completed 16 years in Madurai division. His request for posting back to Madurai division can be agreed to only when (i) he completes at least one full tenure in Palakkad division or any division other than Madurai division after being posted out of Madurai division and (ii) no Constable who has spent less than 16 years in Madurai division earlier is available for posting to Madurai division.
- (v) The Officers and Staff having completed their normal tenure, should be transferred in a manner so as '*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 by the Tech. Cell/RPF and made available to all the competent authorities, with approval of DG/RPF for implementation.

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- (vi) **Geographical Categorization of Units:** The Establishment Branch/Security Dte shall develop objective parameters like- location of the Unit, extension of its jurisdiction, level of Urbanization, availability of the accommodation, transportation, educational & health facilities, Population Density etc., for geographical classification of the Units of the Force as- 'Metro', 'Urban' and 'Other'. The PCSCs concerned with approval of the DG/RPF shall accordingly categorize all the Units under them, which shall also be visible to the Staff through the Mobile App. This may be reviewed after every 03 years.
- (vii) The members of the Force should be transferred in a manner so as "*a person not having served any particular category of the Units, should preferably be posted there*"; so as everybody could get a fairly equal opportunity to fulfill their family responsibilities through better educational & health facilities and gain knowledge & experience to handle the challenges unique to the different geographical formations to build an equitable carrier prospects; as well as availability of multi-skilled staff could be expanded in public interest.
- (viii) **Functional Categorization of Units:** The Establishment Branch/Security Dte shall develop objective parameters like- intensity of challenges, volume of work, no. of Vital Installations, Goods & Passenger Traffic involved, the level of public interaction and co-ordination with other Rly. Deptt. & Police required, for categorization of Units of the Force in Zonal Railways. The PCSCs concerned with approval of the DG/RPF shall accordingly categorize all the Units under them as A', 'B', 'C' and 'D' categories. The categorization of Units, so made, shall be visible to the Staff through the Mobile App. This may be reviewed after every 03 years.
- (ix) The members of the Force should be transferred in a manner so as "*a person not having served any particular category of the Units, should preferably be posted there*"; so as officers and staff could have sufficient Experience & Knowledge of all kinds of Units. The Tech. Cell/RPF shall incorporate the necessary logics into the afore-mentioned ICT application "TMM" accordingly.
- (x) **Transfers in Specialized Units-**The tenure period and periodical transfers of the members of the Force posted in the '*Specialized Units*' on selection basis, shall be counted and conducted manually in a manner as decided by the DG/RPF from time-to-time. Transfers in SIB 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 for the annual periodical transfers so as the vacancy-impacts could be neutralized during the process. All such '*transfers-out*' from specialized units shall be conducted through the afore-mentioned "TMM", duly providing the weightage and preferences, wherever applicable. The Tech. Cell/RPF shall incorporate the necessary logics into the afore-mentioned ICT application accordingly.



Provided further that the "transfer in" in the posts of IPF SIB left vacant after completing the manual transfer of SIB will be done through "TMM"

**Transfer in Kashmir Valley:** 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 Kashmir valley. In view of these reasons, deployment/tenure transfer provisions in Kashmir valley cannot be compared with deployments/tenure transfer provisions valid for rest of India. Therefore, the provisions of tenure transfer to/from Kashmir valley are being separately dealt with in Annexure 3. Logic mentioned in Annexure 3 will be incorporated in a separate module within the TMM. PCSC NR will conduct transfers to and from Kashmir Valley through this module of TMM first. After completing the TMM exercise of Kashmir Valley, the regular tenure transfer of other parts of NR will be taken up.

- (xi) **Exemptions-** The members of the Force falling in certain compassionate categories like- Children studying in 9<sup>th</sup> or 11<sup>th</sup> standards, Critical illness to self or dependents, Care-giver to specially-abled Child [as in DoPT Nos. 42011/3 /2014-Estt.(Res.) Dt. 06.06.2014, 17.11.2014, 05.01.2016&08.10.2018], Terminal postings etc.; shall be exempted from the annual periodical transfers for a period and in a manner as decided by the DG/RPF from time-to-time.

However, all such cases shall be examined by the controlling officer on case to case basis and forwarded to the 'transferring authority' with all the evidences enclosed, with remarks, to enable him take an appropriate decision in the best interest of welfare of the employee.

All such cases shall be uploaded in the TMM application, only after express approval of the competent authority, digitally or otherwise; also uploading a copy for the records.

- (xii) 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.
- (xiii) **Headquarter Divisions (HqD):** For the purpose of counting the tenure periods, one of the adjacent Divisions of every Railway, as decided by the PCSC with approval of DG/RPF, shall be designated as '*Headquarter Division*' for the Zonal HQ, PU, CO or SR. The officers & staff posted in the zonal headquarter of that Railway or in that PU, CO or SR, shall be deemed to be belonging to that division for the purpose of counting the max. permissible tenure or tenure period. There can be different HqDs for Zonal HQ, PU, SR or CO. Only for the purpose of illustration for example, in ER, HqD for Zonal HQ may be HWH div, while HqD for Kolkata Metro may be SDAH division and HqD for CLW may be ASN div.

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- (xiv) The Officers and Staff after having completed their prescribed tenure in such zonal headquarters (ZHq) or single-Unit SRs/COs/PUs unless given extension, or Two consecutive tenures at a multi-Unit SR/CO/PU; shall automatically be included in the 'Transfer List' of the Headquarter Division and be posted to some other place in the HQ Division (if completed one tenure in the HQ division), or some other division (if completed two or more tenures in the HQ division) in a manner provided for the other members of the force having completed tenure at that place in the Division.
- (xv) Such ZHq, PU, CO or SR shall automatically be provided an equal number of Officers & Staff from that Division, preferable from among those who have not served in that ZHq, CO, PU or SR before; or in absence of such suitable numbers, from among those who have completed one tenure and have one more tenure left in the HQ division. The Tech Cell/RPF shall incorporate the necessary logics into the ICT application accordingly.
- (xvi) The members of the force due to transfers would be able to mark all the options available in a ranking of choice, so as the best possible welfare of the staff could be taken into consideration. However, any filling of the choices shall not give any right on the part of the staff to be posted in any particular place or unit. The new place of posting shall be allotted objectively on the basis of the administrative requirements, vacancy positions, previous postings, length of service etc. as per approved guidelines.

However, when eligible staff, more than the notified vacancies, opt for the same division/unit, priority shall be given to the following in descending order:

1. Suffering from a terminal illness him/herself
2. Being a care giver to a disabled child
3. Having a dependent with a terminal illness
4. Children studying in 9<sup>th</sup>/11<sup>th</sup> and not eligible for retention
5. Spouse working
6. Never served in concerned geographical category or served there in lesser period than others
7. Never served in concerned functional category or served there in lesser period than others
8. Better APAR in last 5 years
9. Extreme compassionate ground
10. Being higher in the seniority list

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Option of staff with more than one below average APAR, facing major penalty charge-sheet or involved in cases of moral turpitude in last 5 years, need not be considered.

Provided further that, Inspectors will less than "Very Good" APAR in any of the last 5 years will not be considered for RPF posts falling in Metro and Urban areas and categories "A" and "B".

- (xvii) All the officer/staff under "zone of consideration" for transfer will have to submit option of all units where they are eligible to be posted in descending order of choice. For example, if Shyam Kumar, Constable is to be transferred from LJNI div to some other div of NER, he has to give option in descending order of choice of all units of IZN div and BSB div of NER. The TMM will, by default, give choice in alphabetical order, which the concerned staff can change while submitting option. However, Say if the staff concerned gives only five choices, all other units will be assigned choices from Srl No 6 onwards based on alphabetical order.
- (xviii) All the Officers & Staff shall be required to fill up their choices of postings within One month (or less with approval of DG RPF) of freezing & posting of such data for their perusal. After the expiry of such period, no further modifications would be permitted. The Tech Cell/RPF shall make necessary configurations in the TMM application and mobile App in accordance with the provisions mentioned above.
- (xix) **The process of annual transfers:** All annual periodical transfers shall be processed in the month of January every calendar year and completed on or before 15<sup>th</sup> of March or before end of the *local Academic sessions*, whichever is earlier; so as the Officers & Staff so affected could get sufficient time to plan for settling of their families and admissions of their wards, as the case may be.
- (xx) Before commencing of the process in the month of January next year, all the service particulars of all the Officers & Staff, shall be updated by the controlling officer, verified and confirmed by the officer next to him and finally frozen by the PCSC concerned duly certifying the 'Data Integrity' online; latest by 30<sup>th</sup> November of the preceding calendar year. There shall not be any further change in the Staff data so frozen by the PCSC, till completion of the annual transfers; except with approval of the DG/RPF essentially in administrative interest recoded in writing.
- (xxi) Similarly, before commencing of the process in the month of January next year, all the competent authorities shall review their respective vacancy positions as well as the numbers of Officers & Staff due for periodical transfers and finalize & freeze the vacancies 'proposed to be filled up' latest by 30<sup>th</sup> November of the preceding calendar year. PCSCs will consider anticipated vacancies owing to transfer out of the concerned division after completion of 2 consecutive tenures while freezing the vacancies "proposed to be filled up" in the divisions. Similarly Sr.DSCs/DSCs will take similar action in respect of units within the division.

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- (xxii) All such Staff Data so frozen by the PCSCs concerned as well as the vacancies 'proposed to be filled up' during the annual transfers shall also be visible to the respective members of the Force due for transfers through the mobile App so developed; so as they could examine and point out the infirmities in the staff data if any; as well as could firm up their choices to be filled up through the mobile App.
- (xxiii) Notwithstanding anything contained herein above, the members of the Force having satisfactorily (i.e. without any adverse report) completed their tenure in the (a) RPF TCs, (b) Intelligence Units, (c) Cyber Cells, or any such Units as prescribed by the DG/RPF from time-to-time, shall be given a posting in a Unit of his choice, as far as possible unless that choice is forbidden due to completion of 2 consecutive tenures in the division and not eligible for re-posting.
- (xxiv) The enrolled members of the Force on being transferred from any Unit shall not be posted or attached back to the same Unit; except in administrative exigencies, to be considered only when no other suitable alternative is available, and only after completion of a period equivalent to Two full tenures (excluding sick, absences, attachment or deputations) at his current rank completed outside that Unit.
- For example- if prescribed tenure for the sub-inspectors is 4 years and somebody has been posted outside the Unit for a total  $4 \times 2 = 8$  years, he shall be eligible to be posted back in administrative exigencies.
- (xxv) The enrolled members of the Force on being transferred from a Unit shall not be posted or attached to any sub-Unit of the same Unit, for the next tenure, under the same controlling Officer. For example- a Constable transferred from an RPF/Post shall not be posted back or attached to an Out-post of the same RPF/Post under the same IPF.
- (xxvi) If any enrolled member of the force is posted to the same Unit like- 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.
- (xxvii) Once the member of the Force has been transferred, he/she shall be immediately spared to join the new place of posting latest, within a month.
- (xxviii) On completion of the period (01 month), all the cases of non-compliance shall be informed to the transferring authority along with the reasons for non-compliance and action taken by the controlling officer in that respect online, for further necessary action/guidance by the transferring authority as the case may be.

All such cases shall also be informed to the Security Directorate by the PCSCs concerned, remarking the action taken at their level.

- (xxix) The entire process of periodical transfers including sparing and joining of the members of the Force at the transferred place, shall invariably be completed on or before 31st March of every calendar year.

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Thus, for all the persons having joined their new places of postings on or before 31<sup>th</sup> June, the deemed date of start of their tenure shall be 31st March only. In all other cases, the tenure shall be counted commencing from 31st March of the next calendar year.

**D. Non-periodical Transfers:**

**I. Transfers on Requests-** The members of the Force would be able to request for Inter/Intra-Zonal or Inter/Intra-Divisional transfers on various compassionate grounds, to be considered and disposed in a manner provided in succeeding paragraphs.

Provided that, the members of the Force transferred on request shall not be entitled to avail the facilities related to a transfer, like- transfer Pass, Kit Pass, Journey Time, Transfer Grant etc. as provided by the Railway extant rules from time-to-time.

**(a) Inter-Zonal Transfers-**

- (i) The directly recruited Sub-Inspectors and Constables shall be eligible for inter-zonal transfers on completion of 10 years of service including training period.
- (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 10 years service in the new zone except in case of (a) working couple ground (b) critical ailment (self or dependent) (c) on the ground of care giver to a specially abled child in which case it can be done after completion of 3 years service in the new zone.
- (iii) Normally there shall not be Inter-zonal transfers in the intermediary grades like- Head Constable, Assistant Sub-Inspector and Inspector; except for (a) extreme compassionate grounds or (b) due to administrative reasons duly considered and disposed by the competent authority by way of a speaking order put on records. (c) On ground of mutual transfer request. In cases of transfer on request on extreme compassionate ground or on mutual request, the concerned staff has to accept seniority at the bottom of the grade in which he was directly recruited.
- (iv) In any of the cases above, a member of the Force shall be adjusted only against the vacancies available in their respective categories like- General, OBC, SC or ST etc. Any transfer against a vacancy available 'out of the applicant's category', shall not be permitted.

**(b) Mutual Transfers-** Notwithstanding to para- a(i) above, transfers shall be allowed on '*Mutual exchange basis*' within the same reservation & recruitment categories, 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 of the RPF Rules 1987.

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All applications for request/mutual transfers shall be made only through TMM application designed and developed incorporating all the logics provided therein, available to the members of the force through a Mobile App, implemented with approval of the DG/RPF, giving wider circulation among the officers & staff.

**(c) Transfers on Compassionate Grounds-** Notwithstanding para- **a(i)** above, direct recruits after successful completion of 'Probation period' would be able to apply for a transfer, inter-zonal or otherwise, on any of the following grounds – (a) Working Couple or (b) Critical ailment (to self or dependent) requiring any particular medical facility, (c) Care-giver to a specially-abled child.

In case of 'working couple', a member of the Force shall be transferred to the Zone covering maximum areas of probable postings of his/her spouse, so as they could stay together. In cases both working in RPF, as far as possible they shall be allotted to the same zone; or in absence of sufficient vacancies, they may be allotted to a third Zone.

**(d) General principles governing inter zonal transfers-** All applications of enrolled members of the Force for Inter-zonal transfers on 'Mutual Basis', or on the grounds of 'Working Couple', or on 'Care-giver to a Specially-abled child' basis, or on compassionate grounds, shall be examined by the controlling officer on merit, and forwarded to the competent authorities with recommendations/remarks for final disposal.

- (i)** All such applications shall be disposed by the competent authorities within a timeframe set by the Security Directorate for the purpose.
- (ii)** All such requests shall be considered only twice in a year— on or before 31<sup>st</sup> of January, or on or before 31<sup>st</sup> of June; and
- (iii)** All such requests approved shall be effected well before the freezing of Staff Data for the annual periodical transfers so as the vacancy-impacts could be neutralized during the process.
- (iv)** The process of Inter Zonal transfer would be incorporated in the TMM. On receipt of any such application with enclosures online, the controlling officer shall cause to examine the facts & merits of the same and forward that online to the next higher level with remarks, for disposal of the competent authority by way of a speaking order placed on records. The remarks of recipient PCSC will also be obtained online.

Provided that – (a) policy guidelines of the Ministry of Railways issued from time-to-time in that respects shall strictly be followed, (b) in all cases of Inter-zonal transfers, remarks of the recipient PCSC shall also be obtained, (c) no such officer or staff availing such request/mutual transfers shall be posted at a sensitive post in his first tenure at the new place

- (v)** In all cases of the enrolled members of the Force facing any D&AR/Vigilance/ Criminal inquiry or proceedings, a remark of the Inquiry officer shall also be obtained as to whether his physical presence at the current place is required for the purpose of such

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inquiry/proceedings, and enclosed while processing such requests to enable the competent authority take an appropriate decision.

(vi) While processing the requests for inter-zonal transfers, the PCSC concerned shall also examine and remark upon its impact over the vacancies and promotional prospects in the various intermediary grades as applicable.

(vii) All the applications for request transfers to the different zones as approved by the competent authority, shall be enlisted against the respective zone in the descending order of length of service (staff/officer with longest service in the concerned rank being the senior most) duly providing a serial number and would be cleared only after arising of vacancy in the concerned reservation/recruitment category of the concerned rank in the concerned zone, automatically through TMM application as envisaged above.

(e) **Inter divisional transfers on request:** The PCSCs will call for the applications for inter divisional transfer after completing the exercise of tenure transfer. The applications will be obtained online through TMM. A separate module will be developed in TMM for undertaking "inter divisional transfers on request" by IG Tech. 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.

**II. Transfers in Administrative interests-** Members of the Force may be transferred without completion of tenure and posted from any place to any place in India in administrative exigencies or on confidential grounds, with prior approval of an authority one rank higher to the authority competent to transfer in normal course. For example- in the cases Constables, the Sr.DSC/DSC/Sr.CO/CO is competent to transfer in normal course within the division, so approval of the PCSC shall be obtained before transferring them within the zone. Similarly, in the cases of Inspectors the PCSC is the competent authority in normal course within the zone, so approval of the DG/RPF shall be obtained before transferring them within or outside the zone.

(a) In case transfer out of the zone is warranted, approval of DG/RPF must be taken irrespective of the rank.

(b) The inter zonal administrative transfers may be done (i) on irreversible basis which will have permanent effect. In such cases, the name of the officer/staff will be deleted from the seniority list of the sender zone and his/her seniority will be fixed in the recipient zone on the basis of his/her date of appointment in his/her present rank, or (ii) on reversible basis for a limited period. This will be temporary in nature wherein the officer/staff concerned will work and draw wages from the new zone, but his/her seniority will be maintained in his/her earlier zone. Inter zonal transfer on reversible basis will be ordered by DG/RPF to meet administrative exigency or on request on extreme compassionate ground. A list of officer/staff transferred on reversible basis will be maintained at Railway Board.

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Officers/staff involved in moral turpitude cases, suspected to be involved in corruption, charged with serious misconduct, being investigated by vigilance/SPE or otherwise found not suitable for posting on a sensitive post, will not be posted on such a post. List of sensitive and non-sensitive posts has been enclosed in the Annexure of this directive.

**E. PERIODS OF TENURE OF RPF/RPSF PERSONNEL:**

S. No.	Officer/staff	TenurePeriod
1.	All Superior officers except those mentioned in Srl No 2 and 3	3 years [extendable by 01 year on willingness cum suitability basis]
2.	Faculty members in JR RPF Academy, ZTI/KGP or RPF TCs (except Director/Principal), officers/staff posted in RDSO for research purpose (except DIG/RDSO), Officers/staff in Tech Cell and TOPARC, (GOs/NGOs);	3 years [extendable twice by 01 year at a time on suitability cum willingness basis]
3.	Gazetted Officers/NG staff posted in the Railway Board.	5 years
4.	Inspectors and sub-inspectors posted as In-charge of an RPF Post or Out-post. (No outpost shall have in-charge of rank below Sub-Inspector)	3 years
5.	Inspectors and sub-inspectors posted in any other Units	5 years
6.	All other enrolled members of the force	5years
7.	All ranks posted in Hard areas	2 years [extendable by 01+01+01 year on willingness cum suitability basis]
8.	Officers/staff posted in SIB	As per revised Chapter X of Establishment Manual

The officers/staff posted in CIB (D&I) wing, may be posted out after completion of their tenure and posted through TMM. There shall be a cooling off period of 02 years before the enrolled member of the force is posted back to CIB (detective and analytical wing) after conducting screening again. However, there is no such cooling off period for posting back to ADM cell of CIB or PS cell, which should be done through TMM.

Provided that 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.

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## **F. TRANSFER AND POSTING OF RPSF PERSONNEL**

- (i) Effort will be made to keep deployment of the companies of a battalion as close to the battalion HQ as possible. For example, if a company of 7<sup>th</sup>Bn MLY is deployed in DHN div and a company of 10<sup>th</sup>Bn is deployed in Nanded div, effort may be made to exchange them so that the companies get deployed as near to the BN HQ as possible.
- Provided that provision in Para F (i) will not be applicable to CORAS formations.
- (ii) All staff shall undergo refresher course/training of 2 months at HQ every year.
- (iii) The tenure for all ranks (except Band, Artisan, Drivers, Armourers, Commando up to 35 years, Ancillary staff) in all Battalions should be 10 years. They will be rotated among companies of one battalion every 5 years in such a way that all staff may get an opportunity to serve in HQ coy for minimum 05 years i.e. one tenure during the entire service. This means that a staff cannot continue in HQ company after having been posted for 5 years in HQ coy of any battalion till all staff posted in his battalion have spent 5 years in HQ coy of any Bn.
- (iv) Band, Artisan, Drivers (including constables engaged as drivers), Armourers, Commando (up to 35 years), Ancillary staff, officers/staff engaged in development/operation of IT modules (to be certified by PCSC) may not be transferred unless necessary in administrative exigency.
- (v) On completion of tenure in HQ coy, the staff will be rotated to an Operational Coy. The staff should not be posted back to the coy where the staff has served once.
- (vi) TMM shall give priority to willing staff who have never served in a Battalion over the willing staff who has served in that Battalion. Willing staff who have served the maximum period/tenure in the Battalion earlier shall be given the least priority for re-posting in that battalion.
- (vii) The provisions of transfer of RPSF personnel will not apply to lady RPSF personnel till further orders.

## **G. TRANSFERS to and from THE PRODUCTION UNITS AND SMALLER RAILWAYS:**

The transfers of the members of the Force serving in the Smaller Railways like-CORE, RDSO and Metro Rlys etc., Construction Organizations and PUs like-ICF, MCF, CLW, BLW, RCF, RWF etc. shall be conducted in a manner provided in the paras as below:

- (i) For the purpose of transfers, all the Smaller Railways (SRs), Construction Organizations (COs) and Production Units shall be divided into two categories- **(a)** Single Unit, i.e. those having only One Unit including office of the GO/In-charge, **(b)** Multiple Unit, i.e. those having more than One Units in their jurisdictions.

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- (ii) However, on completion of Two normal Tenures (including extensions, provided if any) or 10 years at a stretch, or 15 years in broken spells in a multi-Unit SR, CO or PU, the Officers & Staff shall automatically be assigned to the Headquarter Division (HqD) as provided in Para- c(xiii) above; irrespective of their jurisdictions, for further postings at their level.

Such SRs, COs and PUs shall also automatically be provided a matching no of Officers & Staff from the pool of such adjacent Division from among those having completed their tenure.

Such OFFICERS AND STAFF automatically received from the adjacent Divisions, shall further be posted by the PCSC/CSC of the multi-Unit SR, CO or PU as required in administrative interest.

- (iii) In cases of the single-Unit SRs, COs or PUs having only One Unit, the members of the Force after completion of their normal tenure shall be included in the 'Transfer List' of the Headquarter Division (HqD); who in turn shall post them at other places through TMM, duly providing suitable replacements.
- (iv) The replacements to SR/CO/PU will preferably be from among the OFFICERS AND STAFF not having served that SR/CO/PU before, or in case such staff is not available, from among the staff earlier posted in the SR/CO/PU who were posted at least a full normal tenure out of the SR/CO/PU before being considered for re-posting. If many such OFFICERS AND STAFF are available and willing for re-posting, the officer/staff having served the maximum period in the SR/CO/PU earlier will be given least priority in re-posting.
- (v) A list of such 'Headquarter Divisions' shall be prepared by the Security Directorate in consultation with the PCSC/CSC concerned and circulated with approval of the DG/RPF.
- (vi) Notwithstanding anything above, the PCSC of the SR, CO or PU concerned 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 **RPF Act 1957** and **Rule-35 RPF Rules 1987** as well as such other Directives issued from time to time.
- (vi) No such officer or staff posted in a SR, CO or PU shall be temporary or pre-maturely transferred or attached, in whatever circumstances, without the recommendation of the PCSC/CSC of the SR, CO or PU concerned and approval of the DG/RPF as required in the case of Inter-zonal transfers.

#### **H. PROVISIONS REGARDING EX-SERVICEMEN:**

- (a) Ex-Servicemen appointed in the rank of directly recruited SI and Constable shall be allotted after initial training:
- (i) His Home Zone and subsequently to Home division in case of RPF (Zonal Railway/Division under whose territorial jurisdiction the home town of the concerned SI/Constable is located) or

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(ii) Battalion headquartered nearest to his home town in case of RPSF.

(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 home towns in case of RPSF should be considered liberally subject to availability of vacancies and administrative exigencies.

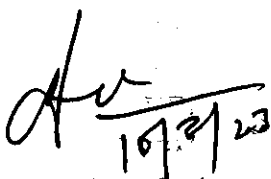
I. The discretion to overrule the posting proposed by TMM will be as under:

Srl. No.	Rank	Sr.DSC/DSC	PCSC	Remarks
1.	Constable /Head Constable	2.5% of (Ct+HC) in the zone of consideration for transfer	5% of (Ct+HC) in the zone of consideration for transfer	However, while overruling the TMM suggestion, the authority who overruled it with detailed reasons for over ruling may be recorded. Even while over ruling, it may be ensured that all provisions of transfer policy are adhered to.
2.	ASI/SI	5% in the zone of consideration for transfer	7.5% in the zone of consideration for transfer	
3.	IPF	NA	10% in the zone of consideration for transfer	

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

**J.** For matters not covered under the provisions of this directive, the relevant guidelines of the Ministry of Railways will be applicable.

These 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.

  
(Sanjay Chander)  
Director General/RPF  
FHQ, Railway Board

The lists of Posts suggested to be classified as 'Sensitive'

**FORCE HEADQUARTER/RPF**  
**[Security Directorate/Railway Board]**

<b>GAZETTED</b>		
Sl.	Post	Remarks
1.	DG	✓
2.	ADG	x
3.	IG/C&I now IG/Hqr.	✓
4.	DIG/Estb.	✓
5.	All other IGs	x
6.	All other DIGs	x
7.	Director/RPF	✓
8.	Dy. Directors & AIG/Hqr.	x
9.	ASC/Crime & ASC/IVG	✓
10.	All other ASCs	x

<b>Non- Gazetted</b>		
Sl.	Post	Remarks
1.	IPF/Intelligence	x
2.	IPF/CCB	✓
3.	IPF/IVG	✓
4.	IPF/RB	x
5.	All other ranks	x

**RPSF, FHQ/DBSI**

<b>GAZETTED</b>		
Sl.	Post	Remarks
1.	PCSC/RPSF	✓
2.	CSC/RPSF	x
3.	Jt. Dir./ABE	✓
4.	ASC/Hqr. and other ASCs	x
<b>Non- Gazetted</b>		
Sl.	Post	Remarks
1.	IPF/Hqr	✓
2.	All other IPFs	x
3.	All other Ranks	x

**RPSF Battalions**

<b>GAZETTED</b>		
Sl.	Post	Remarks
1.	All Sr. CO & COs	✓
2.	Adjutant or ASC/Hqr.	✓
3.	All other ASCs	x
<b>Non- Gazetted</b>		
1.	CC/Coys	✓
2.	All other IPFs	x
3.	All other Ranks	x

**Zonal Headquarters (Open Lines)**

**(Dealing with passenger & freight operations, including KRCL)**

<b>GAZETTED</b>		
Sl.	Post	Remarks
1.	Principal Chief Security Commissioner/Z. Rly.	✓
2.	Chief Security Commissioner	x
2.	Dy. CSC	x
4.	SO to PCSC	✓
5.	ASC/Crime	✓
6.	ASC/Intelligence	x

<b>Non- Gazetted</b>		
Sl.	Post	Remarks
1.	IPF/CIB	✓
2.	IPF/SIB	×
3.	IPF/IVG	✓
4.	All other ranks	×

**Zonal Headquarters (Non-open Lines)**

**(Not dealing with passenger & freight operations. Includes all PUs, RDSO& CORE)**

<b>GAZETTED</b>		
Sl.	Post	Remarks
1.	Principal Chief Security Commissioner/P.U.	×
4.	All other ranks	×
<b>Non- Gazetted</b>		
1.	IPF (Post In-charge)	✓
2.	All other ranks	×

**Divisional Headquarters & Field formations**

<b>GAZETTED</b>		
Sl.	Post	Remarks
1.	Sr. DSC/DSC	✓
2.	ASC	✗
<b>Non- Gazetted</b>		
Sl.	Post	Remarks
1.	IPF (Post In-charge)	✓
2.	SIPF/ASIPF (OP In-charge)	✓
3.	IPF/CIB or Detective wing	✓
4.	All other IPFs	✗
5.	All other ranks	✗

**All RPF Training Centers**

**(JRA, TC/MLY, ZTI/KGP, Zonal TCs etc.)**

<b>Gazetted</b>		
Sl.	Post	Remarks
1.	Director/Principal	✗
2.	Vice Principal or Headmaster	✗
3.	All other ranks	✗

<b>Non-Gazetted</b>		
Sl.	Post	Remarks
1.	IPF/Hqr (non-teaching)	*
2.	All other ranks (non-teaching)	*
3.	IPF/Instructor (teaching)	*
4.	All other ranks (teaching)	*

**Construction Organizations**  
(Equivalentents to Zonal Rlys Non-open line)

<b>Gazetted</b>		
Sl.	Post	Remarks
1.	IG/Con.	*
2.	DIG/Con.	*
3.	Dy. CSC/OSD(Proj.)/Con.	*



**List of bad climate area/Hard postings/Out of the way places will be changed from time to time with approval of DG. However, as of now, the list mentioned in the Establishment Manual 2019 may be treated as valid till further orders.**

**Provisions of periodical transfer to Kashmir Valley**

1. All RPF personnel who have completed 2 consecutive tenures in Kashmir valley will be posted out of Kashmir Valley.
2. The tenure of 173 staff domicile of Kashmir valley may be taken as 5 years for the purpose of calculation of 2 consecutive tenures till all such officers/staff are transferred out of Kashmir valley.
3. The officers/staff out of these 173 domicile of Kashmir, who will complete 2 consecutive tenures in Kashmir valley will be posted to other units of FZR division.
4. The officer/staff mentioned in Srl No 3 may not be eligible for re-posting to Kashmir Valley unless (i) he/she completes at least one tenure in the new division including other units of FZR division and (ii) an RPF staff with a lesser station seniority spent in the concerned division (including other units of FZR division) has not requested for posting in Kashmir Valley.
5. The tenure of officers/staff other than these 173 officers/staff may be treated as 2 years. After these 173 officers/staff are transferred out of Kashmir Valley, whoever gets posted in Kashmir valley, irrespective of them being domicile of Kashmir valley or otherwise, will be eligible for tenure transfer after completion of 2 year tenure unless given extension by competent authority as per the provisions mentioned in row 7 of the table mentioned in Para E of this directive.
6. The Kashmir Valley should be treated as a PU/CO/SR with Headquarter division being FZR division for conducting tenure transfer.
7. Young and experienced officers and staff, would be posted to Kashmir Valley, who can work effectively in a terrorist infested area.
8. Henceforth, each officer/ staff will go Kashmir valley on his Turn Only.
9. Constable: To ensure the deployment of young, energetic and experienced staff, Constables with date of appointment 01.08.2015 were posted in Kashmir Valley last year, as per their seniority. This will ensure that the staff posted in Kashmir valley will be young, but at the same time, not absolutely raw and inexperienced. The average age of Constable was around 32 years. In March-2022, 141 Constables were posted in Kashmir Valley. The same process may be followed in 2023 and subsequent years.
10. Head Constable: Young and experienced HCs promoted under Rule 72 of RPF Rules 1987 in 2021 (Panel date of 16.12.2021), were posted in Kashmir Valley in 2022, as per their seniority. The average age of Head Constable was around 35 years. In March-2022, 20 Head Constables were posted in Kashmir Valley. The same process may be followed in 2023 and subsequent years.
11. Asstt. Sub-Inspectors: Young and experienced ASIs promoted under rule 72 of RPF Rules 1987 in 2021 (Panel date of 29.11.2021), were posted in

• Kashmir Valley in 2022, as per their seniority. The average age of Asstt. Sub-Inspector was around 37 years. In March-2022, 4 Asstt. Sub-Inspectors were posted in Kashmir Valley. The same process may be followed in 2023 and subsequent years.

12. Sub-Inspector: Young and experienced directly recruited Sub-Inspectors of 2014 batch were posted in Kashmir Valley as per their seniority. The average age of Sub-Inspector was around 35 years. In March-2022, 8 Sub-Inspectors were posted in Kashmir Valley. The same process may be followed in 2023 and subsequent years.

13. INSPECTOR: Young and experienced Inspectors of 2010 batch were posted in Kashmir Valley as per their seniority. The average age of Inspector was around 45 years. In March-2022, 4 Inspectors were posted in Kashmir Valley. The same process may be followed in 2023 and subsequent years.

14. Nothing mentioned above will prevent/restrict posting of officer/staff to Kashmir Valley on request.

15. Training cum Sensitization of RPF Personnel for 10 days was planned in coordination with IG CRPF Jammu in the year 2022 and would be done again in 2023 and subsequent years, before fresh RPF personnel join duty in valley.