



**PBC No.271 / 2024**

**दक्षिण रेलवे Southern Railway**  
**प्रधान मुख्य कार्मिक अधिकारी कार्यालय**  
**Office of the Principal Chief Personnel Officer**  
**प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003**  
**Headquarters, Personnel Department, Chennai-600003**

सं/No: P(R)436/P/HRMS

दिनांक/Dated: 17.12.2024

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,  
Chairman/RRB/MAS, TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,  
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,  
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub: Processing of Administrative Transfers through HRMS –  
Clarification reg.**

\*\*\*

A copy of Railway Board's letter No.PC-VII/2024/HRMS/34 dated 10.12.2024 on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letter dated 02.12.2024 referred therein has been circulated as PBC No.259/2024.

संलग्नक/Encl. 01 page

**CHILAKALAPUDI  
ANJANIKUMAR**

Digitally signed by  
CHILAKALAPUDI ANJANIKUMAR  
Date: 2024.12.17 12:16:41 +05'30'

**सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.**  
**कृते प्रमुकाधि/For Principal Chief Personnel Officer**

प्रतिलिपि/Copy to: The General Secretary/SRMU  
The General Secretary/AISCTREA  
The General Secretary/AIOBCREA  
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

20/12  
10/12

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

No. PC-VII/2024/HRMS/34

New Delhi, dated: .12.2024

To,

**Principal Chief Personnel Officers,  
All Indian Railways/PUs/TIs.  
(As per standard mailing list)**

**Sub: Processing of Administrative Transfers through HRMS –  
clarification reg.**

Ref: Letter No. PC-VII/2024/HRMS/34 dated 02.12.2024

Kindly refer to Board's orders under reference wherein modalities to be followed for processing of Administrative Transfer through HRMS in Indian Railways were advised.

2. In respect of Item No. 2(iii) of the aforementioned letter, it is clarified that only for the Transfer applications which were received manually and have already been processed or are being processed through e-Office, the relevant orders may be issued through the existing Office Order Module of HRMS. In case, due to some unavoidable exigency, the orders have been issued manually, they shall invariably be issued through Office Order Module of HRMS as soon as possible. However, with immediate effect, all orders relating to Administrative Transfers shall invariably be issued only through Transfer Module of HRMS.

3. This issues with the approval of competent authority.

**Encl: As above**

**Signed by Jaya Kumar G  
Date: 10-12-2024 10:59:31**

**Reason: Approved  
(Jaya Kumar G)**

**Joint Director, Pay Commission & HRMS  
Railway Board**

**(Ph. No: 011-47845125)**

**(e-mail: jaya.kumarg@gov.in )**