

मध्य रेल



सं.: SUR/P/Gen/Cir./2024

मंडल रेल प्रबंधक का कार्यालय  
कार्मिक शाखा, सोलापुर  
दिनांक: 21/05/2024

**परिपत्र सं. 063/2024**

सभी सम्बंधित : सोलापुर मंडल

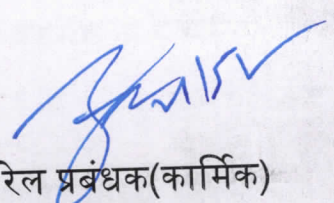
सभी शाखा अधिकारी : सोलापुर मंडल

**Sub: Policy regarding consideration of Spouse Ground Inter Railway/Inter Divisional Transfer cases.**

उपर्युक्त विषय पर मुख्यालय कार्यालय का पत्रांक CR-HQ0PERS(PUMR)/13/2023 दिनांक 21/05/2024 तथा पत्रांक CR-HQ0PERS/156/2023-O/o CPOA/HQ/CR दिनांक 17/05/2024 की प्रति आपके सूचनार्थ एवं आवश्यक कार्यार्थ परिपत्रित की जाती है।

उपरोक्त परिपत्र सोलापुर मंडल की वेबसाइट: [www.cr.indianrailways.gov.in](http://www.cr.indianrailways.gov.in) पर अपलोड किया गया है, इस प्रकार से विजिट कर About us > Divisions > Solapur > Personnel > Circular सेक्शन में देखें।

अनुलग्नक : यथोक्त।

  
कृते मंडल रेल प्रबंधक(कार्मिक)  
सोलापुर

प्रतिलिपि :

DRM, ADRM सोलापुर, कृपया सूचनार्थ।

मंडल सचिव: CRMS/NRMU/AIOBCREA/AISCSTREA सोलापुर, कृपया सूचनार्थ।

I/56652/2024



मध्य रेलवे/CENTRAL RAILWAY

प्रधान कार्यालय/Headquarters Office

कार्मिक विभाग/Personnel Department

सी.एस.एम.टी., मुंबई/CSMT, Mumbai-400001

CR No. 063/2024

Misc 496

क्रमांक CR-HQ0PERS(PUMR)/13/2023

दिनांक 21-05-2024

As per mailing list No.1

विषय: Policy regarding consideration of Spouse Ground Inter Railway/Inter Divisional Transfer cases.

1. Copy of APO (Admin)'s letter No. CR-HQ0PERS/156/2023-O/o CPOA/HQ/CR dated 17-05-2024 in connection with the above is enclosed herewith for information and necessary action.

DA: As above.

Digitally Signed by Ashok

Ramchandani

Date: 21-05-2024 12:50:19

Reason: Approved

(Ashok Ramchandani)

APO (Ruling/Legal)

As per mailing list No.2

-/ प्रधान मुख्य कार्मिक अधिकारी

-/ पीसीपीओ/मध्य रेलवे

CENTRAL RAILWAY		Headquarters Office, Personnel Branch, Mumbai CSMT.
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No. CR-HQ0PERS/156/2023-O/o CPOA/HQ/CR

Date: 17.05.2024.

**All Concerned of Central Railway**

Sub: Policy regarding consideration of Spouse Ground Inter Railway/Inter Divisional Transfer cases.

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**I. Spouse ground transfer cases for spouse working in Private Sector**

A large number of spouse ground transfer cases are being received in this Railway on account of spouse working in Private Sector. In order to verify the genuineness of such cases, following action should be taken:-

1. The applicant should submit following self attested documents along with the Spouse Ground transfer application:-
  - i) Service certificate of the spouse, clearly mentioning his date of appointment, date of birth, whether his/her appointment is on regular basis or temporary contract employment.
  - ii) Company Identity card, PAN Card & Adhar card of the spouse.
- III) Last one year's salary slips & last 3 year's Form 16 along with bank details of the spouse for verification of salary details. Salary slip should show that mandatory deductions are being done.
  - iv) Letter regarding status of the spouse as regular employee of the Company/Organisation.
2. On receipt of the above documents, verification of the above physical documents should be done by nominating S&WI.
3. S&WI should consider the following points while verifying the documents:-
  - a) Whether all the documents submitted by the applicant are authentic.
  - b) The Company/Organisation in which the spouse of the employee is working should be registered under Company Act-2013 and it should be at least a Private Ltd. Company/Organisation with a turnover of above Rs. 50 crore.
  - c) In the salary slips, it should be checked whether mandatory deductions are being deducted.
  - d) Salary should be reflected in Bank accounts.
  - e) The employment of the spouse should be on regular basis and not temporary/contract basis.
  - f) Company should be located in the geographical jurisdiction where the employee is seeking transfer.

**\*In cases where NOC has already been sought, procedure should be completed before relieving.**

**II. Spouse ground transfer cases for spouse working in Governmen Sector**

For verifying genuiness in above cases following documents will be required.

1. Identity card, PAN Card & Adhar card of the spouse.
2. Employer certificate certifying that of the spouse is employed on regular basis and not temporary/contract basis.
3. Office should be located in the geographical jurisdiction where the employee is seeking transfer.

Genuiness of the documents should be verified by the processing office through Dak or e-mail.

The above instructions/procedure should strictly be followed in all spouse ground transfer cases received on account of spouse working in Government Sector /Private Sector.

This has the approval of PCPO.

Digitally Signed by Manohar  
Mali

Date: 17-05-2024 12:32:36

Reason Approved (Manohar K. Mali)

**APO (Admin)**

**/- PCPO**

C/- **APO/Ruling** :- for circulation.