

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

**No. E(N6)I/2025/TR/08**

**New Delhi, dated 16.04.2025**

**The General Manager (P),  
All Zonal Railways/PUs.**

**Sub: Threshold value for processing Inter-railway request transfer Applications.**

Inter-railway and inter-divisional transfer applications of railway employees are now being processed through HRMS.

2. The issue has been examined and to facilitate smooth submission of transfer requests by employees in HRMS transfer module and also to enable the railway administration in processing these requests, following guidelines are issued for implementation:

- i. The Competent Authority would be able to process requests for transfer (including those which have already been processed or NOC has been obtained from the receiving Units) only if the vacancy is below a defined threshold vacancy level. (For example, if the vacancy threshold is defined at 10%, forwarding for consideration or relieving the employee on transfer can be done only if the vacancy in the category/cadre is below 10%. In other words, if the availability of manpower in that category is more than 90%, then transfer can be affected.)
- ii. The threshold vacancy will be fixed primarily for essential safety categories by the respective-PHOD/GM.
- iii. The categories which are directly related to train operations and safety only will be considered as essential and safety categories.
- iv. CRIS (HRMS) will incorporate this threshold value in transfer module of HRMS. Adequate training should be given to the field staff to implement the threshold vacancy concept.
- v. Each application will be considered individually and sequentially as per the rules and the fixed threshold, and will be approved personally by the officer with the digital signature of the DRM/Forwarding Officer/Accepting Officer and shall not be delegated.
- vi. Sufficient caution should be exercised to restrict the vacancies in safety and operational categories. Transfer request should not be entertained to the non-essential and non-safety categories at the expense of safety and operational categories.
- vii. In addition to above, the existing rules and instructions on IRRT will be applicable.

This is issued with the approval of competent authority.

  
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