



दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY
VIJAYAWADA DIVISION

Divisional Office,
Personnel Branch,
Vijayawada,
Dt: 15.03.2023

SCR/P-BZA/Transfer Cell/Misc.

All Concerned

Sub: Flow Chart for Processing of IDRT/IRRT/IRMT applications in HRMS – BZA Division.

As you are aware, Railway Board has introduced Transfer Module in HRMS for the ease of employees who are applying IDRT/IRRT/IRMT in HRMS. In this connection, the following FLOW Chart has been designed for processing of IDRT/IRRT/IRMT in HRMS for the convenience of employees and Supervisors.

Employee fills the online Request Transfer Form in HRMS and forward the same to their immediate Supervisor.

Supervisor has to forward the employee's online Request Transfer Form to concerned departmental Clerk as per the list given below. Supervisors should ensure that correct departmental clerk is available or if any change to be informed to Transfer Cell (Sri S. Srinivasa, Cell No. 9441584575)

DEPARTMENT	HRMS ID	NAME OF THE OS/CLERK	DESIGNATION & OFFICE
Operating	FNPKPA	N N SATYANARAYANA	Ch.OS/Sr.DOM/O/BZA
Commercial	YDYMP	SHAIK AFREEN	JC/Sr.DCM/O/BZA
S&T	WFSWHB	SUJITHA VALAPARLA	SC/Sr.DSTE/O/BZA
Electrical (TRD)	LHHSUY	KOVELAKUNTLA NARAYANA RAO	Ch.OS/Sr.DEE/TRD/O/BZA
Electrical (OP)	WPBEZF	SRIPADA VENKATA SESHAGIRI RAO	Ch.OS/Sr.DEE/OP/O/BZA
Electrical (Maintenance)	YFMNST	C V S RAMA KRISHNA	OS/Sr.DEE/Maint./O/BZA
Electrical (TRS)	RUFQI	GHORAKAVI GOPALA KRISHNA MURTHY	Ch.OS/Sr.DEE/O/BZA
Electrical Loco Shed	SNSSJT	RAMA RAO M	Ch.OS/MCS/O/RJY
MEMU Car Shed	JZDFSB	ARURU RAMA SRINIVAS	Ch.OS/Sr.DME/O/BZA
Mechanical (C&W)	SDERDA	GONTUMUKKALA VENKATA SUBBAIAH	OS/DME/O/DLS
Mechanical- DLS	CLALBJ	B.SURESH	Ch.OS/Works Branch/BZA
Engineering	SRZXFC	RAPURI SAI PRASANNA	CMS/BZA
Medical	OYRYLJ	ABDUL RAHEEM	OS/SR.DPO/O/BZA
Personnel			

In case, if any anomaly found in the employee's Request Transfer Form, Supervisor can return the same with remarks.

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Mahidhar

15-03-2023

(2)

Departmental Clerk has to feed the details in remarks column i.e. SAVE position, Priority & D&AR and forward the same to their Branch Officer. If any anomaly found in the employee's Request Transfer Form, Departmental Clerk can return the same with remarks.

Branch Officer may FORWARD the transfer application to Personnel Branch Dealing Clerk (Transfer Cell) as per the list given below or REJECT the employee's transfer application with remarks.

Departments	Name	HRMS ID	Designation/PB/BZA
ELECTRICAL and MECHANICAL	G RAVI KUMAR	FEHBDD	Ch.OS/Sr.DPO/O/BZA
OPERATING, COMMERCIAL, S&T and MEDICAL.	S SRINIVASA	GXNQWR	Sr.Clerk/Sr.DPO/O/BZA
ENGINEERING and PERSONNEL	PAPPU RAM MEENA	SAXTGA	OS/Sr.DPO/O/BZA

Transfer Cell dealing clerk should upload the D&AR & Vigilance clearance and forward to VERIFICATION AUTHORITY (VA).

Verification Authority has to forward the same to Accepting Authority i.e. APO duly verifying all the details as per the Transfer Rules. If any anomaly found in the Transfer Application, VA can return the same to DC with remarks.

Accepting Authority should forward the Transfer application to Establishment Officer i.e. Sr.DPO/BZA.

Establishment Officer should forward the Transfer application to Competent Authority i.e. DRM/BZA.

DRM/BZA may Approve the Transfer application and forward the same to Accepting Authority i.e. Sri Saila Sudhakar, APO/Engg (MWTIKC).

Accepting Authority has to forward the Transfer application to RECIPIENT UNIT. If the Post is under the control of HQrs., the same may be forwarded to HQrs. for further action.


(M.B. MURALIDHAR, IRPS)
Sr.DPO/BZA

Copy to;

1. PS(Gaz) to DRM for kind information of DRM/BZA.
2. PS to ADRM(I) & ADRM (O) for kind information of ADRM (Infra) & ADRM (OP).
3. All Branch Officers for kind information and necy. action.
4. DPO & APOs for information and necessary action.
5. DSs....SCRES, SCRUMU, SC& ST Assn., OBC Assn., of BZA Divn. for information.