



SOUTHERN RAILWAY

M/P(C&P)535/All concerned

Divisional Railway Manager's Office,
Personnel Branch, Chennai Division,
Chennai-3. Date: 26.09.2022.

All Concerned of MAS Division

Sub: Processing of out of turn IDT/IRT cases-Procedure-reg.

Ref: This office letter number.M/P(C&P)535/PO Dt.06.09.2022.
(Procedure order No.01/2022)

A copy of the procedure order No.01/2022 vide above reference with regard to processing of out of turn IDT/IRT cases is enclosed herewith for information.

This procedure order is subject to all the rules and regulations with respect to IRT/IDT transfers issued by the Railway board from time to time.

Encl:- As above.

(V.G.GOVINDARAJ)
APO/Elec/MAS
For Sr.DPO/MAS

Copy to: All Ch.OS/Cadre/PB/MAS- for information,
JE/IT/PB/MAS- to publish through Railnet,
DS/SRMU,
DS/AI SC/ST REA,
DS/AI OBC REA.

Southern Railway

Divisional Office,
Personnel Branch,
Chennai - 600 003.

06th September 2022.

No.M/P(C&P)535/PO.

Procedure Order No.01/2022.

Sub: Processing of out of turn IDT/IRT cases - Procedure - Reg.

Chennai Division has more than 3000 IRT/IDT requests from the employees. But, considering the vacancies, we are not in a position to forward all the pending requests of the employees. The requests are being forwarded only when the vacancy position improves.

Hence, it has been decided to follow a standard procedure with respect to the process of handling the out of turn IRT/IDT requests, as detailed in this Procedure Order.

All the out of turn IRT/IDT requests are to be forwarded to the General Manager for his approval with DRM's recommendations. To identify the deserving requests on medical/humanitarian grounds, a Committee is being constituted comprising of the following members:

- **Sr. DPO**

The role of Sr. DPO will be to assess the eligibility criteria of the employees who have applied for IRT/IDT, as per extant rules.

- **CMS**

The role of CMS is to assess the genuinity of the claim based on which the out of turn IRT/IDT requests have been given by the employees, with respect to the medical condition of the employees, spouse and wards.

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- **Respective Branch Officers:**

The Branch Officer concerned has to state the necessity for considering the transfer request out of turn and also the feasibility of relieving the employees without any relief, if the requests are considered. The concerned Branch Officer shall forward only the genuine and deserving requests and the requests should not be forwarded as a matter of fact.

The following are some of the medical conditions/ illness or infirmity which renders the patient bedridden or needs close monitoring may be considered on humanitarian grounds but duly following the rules as per IRMM 2000.

- Terminal stages of cancer on palliative treatment.
- Chronic debilitating conditions which makes the patient unable to carry out his daily activities of living by himself. Eg- paraplegia, quadriplegia, muscular dystrophies, cerebral palsy etc
- Patient in comatose state, with or without life support.
- Severe psychopathic conditions
- Uncontrolled seizures.
- End stage organ failure like End stage renal disease, end stage cardiac failure, decompensate liver disease etc.
- Total blindness
- Mentally retarded child/spastic child
- Advanced Dementia, Parkinsonism, Alzheimer's etc
- Chronic skin disease exacerbated by adverse climatic conditions.

Employees wards/spouses having following medical conditions are to be considered for out of turn IRT/IDT.

After careful scrutiny of the requests by the respective Branch Officers, the same will be forwarded and put up to the committee. The Branch Officers shall also indicate the factors such as medical emergency or any other genuine reasons based on which the applications are placed before the Committee.

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The Branch Officers should also ensure that if the requests are based on medical emergency of the employees, their spouse/wards, the requests are to be placed before the Committee along with a valid proof of the medical condition, cited as a reason for the request.

The Committee will meet once in every quarter and screen the deserving cases of out of turn requests and those requests will be considered on registration seniority. In some deserving and rare cases, the Committee may consider out of turn requests overruling the registration seniority also.

After the first level of scrutiny of applications by the Branch Officers, the Committee will scrutinize all the applications and the proceedings of the Screening Committee, with the recommendations of DRM, will be put up to the General Manager for approval.

Disclaimers :

1. Place of transfer with better medical facilities:

The Committee should be convinced that the place for which the employee has applied for out of turn IRT/IDT transfer, has better medical facilities or will solve his problems.

2. Medical History for last six months.

If the employee is requesting for IRT/IDT on medical grounds of self/wife/wards, the medical history of the respective employee/wife/wards for the period of six months from the date of transfer request should be placed before the Committee, along with all original medical reports.

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3. Release only subject to receipt of NOC:

Only after the receipt of NOC, the employees will be relieved.

It may also be noted that this Procedure Order is subject to all the rules and regulations with respect to IRT/IDT transfers issued by the Railway Board from time to time.

This has the approval of Competent Authority.

Digitally Signed by R

Ananth

Date: 07-09-2022 18:40:00

Reason: Approved

(R. ANANTH)

ADRM/I/MAS

All Branch Officers for information and necessary action

Copy to: PS to DRM for the kind information of DRM/MAS,
ADRM/II/MAS and ADRM/III/MAS for kind information,
All APOs of MAS Div,
Divl.Secy/SRMU,
Divl.Secy/AI SC/ST REA,
Divl.Secy/AI OBC/REA.

SOUTHERN RAILWAY
CHENNAI DIVISION

PROFORMA FOR CERTIFICATION OF CLINICAL CONDITION

This is to certify that Shri.....(Name of the employee) working as(designation of the employee) has attended hospital (Name of the hospital) situated at.....(place of the hospital) for consultation/treatment of self or dependant relative Smt/Shri/Master..... (Name of the employee or dependant relative of the employee as the case may be) from..... onwards.

Smt/Shri/Master..... (Name of the employee or name of the dependant relative of the employee) is suffering from..... and is undergoing treatment at.....hospital and is under my care since.....

The above-named patient needs constant follow up at the hospital and has to be attended to by an attendant constantly.

I declare that all the above particulars are factually correct to the best of my knowledge and belief. If any of the above particulars are found to be incorrect at a later date, I am aware that I am liable for action under the guidelines prescribed by the National Medical Commission.

Name of the medical practitioner.....

Register No.....

Specialist in.....

Working / Consultant at.....

Date:

Place:

(Note: All the relevant medical records have to be attested by the medical practitioner who has signed this proforma)