

RBE No.157/2017



CPO's SL.No.183/2017

No. E/Misc/O/ECR/HJP

Dated:-06.11.2017

1. CAO (Con.)/ उत्तर एवं दक्षिण/पटना।
2. सभी PHOD/CHOD, पू.म.रे, हाजीपूर।
3. DRM/ पूमरे/ मुगलसराय, दानापूर, धनबाद, सोनपूर एवं समस्तीपूर।
4. मुख्य कार्मिक अधिकारी/ पू.म.रे/ हाजीपूर।
5. मुख्य कार्मिक अधिकारी/ प्रशासन/ पू.म.रे/ हाजीपूर।
6. मुख्यालय के सभी कार्मिक अधिकारी।
7. CWM/ पीडी/ मुगलसराय, यांत्रिक कारखाना/ समस्तीपूर/ हरनौत।
8. Sr.DPO/ पूमरे/ मुगलसराय, दानापूर, धनबाद, सोनपूर एवं समस्तीपूर।
9. उप महाप्रबंधक/ विधि/ पटना।
10. प्राचार्य/ क्षेत्रीय रेल प्रशिक्षण संस्थान/ मुजफ्फरपूर एवं भूली।
11. सभी मुकार्याधी/ कार्याधी/ पू.म.रे/ हाजीपूर।

विषय:- Charter of Commitments on various matters-Time line thereof.

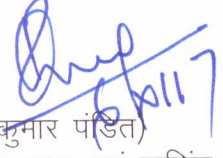
संदर्भ:-Rly. Board's Lt. no. E(G)2017/Employees/Charter/1 Dated: 25.10.2017

विषयांकित से संबंधित संदर्भित पत्र की छायाप्रति सूचना, मार्गदर्शन एवं अग्रेत्तर आवश्यक कारवाई हेतु प्रेषित की जा रही है।

A copy of above referred letter on the subject matter is being forwarded herewith for information guidance and needful onward action please.

संलग्नक : यथोपरि।

DA : As above.


(रवि कुमार पंडित)
सकाधि/ ई.एस.एम एवं रूलिंग
कृते महाप्रबंधक/ कार्मिक/ हाजीपूर

प्रतिलिपि सूचनार्थ, मार्गदर्शन एवं आवश्यक कारवाई हेतु प्रेषित :-

1. महासचिव/ ईसीआरकेयू/ पू.म.रे/ हाजीपूर।
2. महासचिव/ एस0.सी0./ एस0.टी0./ एशोसिएशन/ पू.म.रे/ हाजीपूर।
3. सकाधि (एम.पी.पी.), पू.म.रे/ हाजीपूर। कृपया इसे नेट पर अपलोड कराने की व्यवस्था करे।
4. महासचिव/ ओ.वी.सी.एशोसिएशन/ पू.म.रे/ हाजीपूर।

RBE No. 157/2017

Most Immediate

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No:E(G) 2017/ Employees /Charter/1

New Delhi, Dated: 25.10.17

The General Managers,
All Indian Railways/Production Units

(as per standard mailing list)

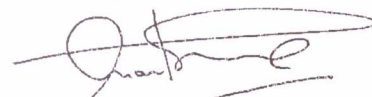
Sub: Charter of Commitments on various matters-Time line thereof.

Please find enclosed Charter of Commitments of various activities on Establishment Matters as in the Proforma attached herewith.

The time line given in the Charter should be strictly adhered to.

Please acknowledge receipt.

DA: Charter enclosed.



(Anant Swarup)

Executive Director Estt.(G)

Railway Board

Ph:+91 11 2338 8858

Chaos / Ruling

By
6/11/17



MINISTRY OF RAILWAYS



सत्यमेव जयते

S/N	ITEM	TIME LINE
1	Redressal/Disposal of staff grievances/ representations received in different portals like Single Window Cell, CP-GRAM, Nivaran (including cases of Re-Fixation, Seniority, MACP, Arrears, Promotion, etc)	30 Working Days from receipt of Application
2	Personal interview with DRM	Same Day (If DRM is not available, then interview will be with ADRM concerned.)
3	Compassionate Appointment.	Cases Approved at Divisional Level 90 Days
		Cases Requiring Approval from HQ. 60 Days in Division + 30 Days in HQ.
4	Payment of Settlement Dues	Superannuation: On date of retirement VRS/Death/Resignation : 60 Days (for non-disputed cases only)
5	Promotion through Selections and Suitability	Within one year of issue of previous panel
6	NOC for own request transfer including mutual transfer	Disposal of Application within 15 Working Days of receipt (Either forwarding of application or rejection of case)
7	Sending call letters to candidates selected through RRB and RRC Including verification of panel from RRB/RRC	Within 30 Working Days of operation of panel.
8	a) Approval of various types of Advances /Loans b) Disbursal of Advances/Loans & Arrears after approval	Administrative Sanction within 7 Working Days. With salary in the next billing cycle (as applicable).
9	P.F. Withdrawal	Administrative approval of competent authority within 7 working days of receipt of application. Disbursal to be done within 7 days from the date of approval.
10	Issue of P.F. Statement	Same Day



MINISTRY OF RAILWAYS



S/N	ITEM	TIME LINE	
11	Viewing of Service Record.	Once a year	
12	N.O.C. for Higher Education, Property Transaction, Passport, Deputation.	14 Working Days from receipt of Application where vigilance clearance is not required & 30 Days in other cases	
13	Disposal of D&AR Cases	Major – 150 Days Minor - 31 Days	
14	Issue of Pass/PTO	1 Working Day	
15	Sanction & Payment of CTG/OT/TA	Sanction within 45 Working Days from date of receipt of claim from employee Disbursal to be done with salary in the next billing cycle (as applicable).	
16	Provision of Essential Amenities for staff	Provision of Ladies Toilet and Changing Room in offices where there are more than 5 female employees working	By March 2018
		Whitewashing of office buildings (including Station)	Every year
		Filtered Water for identified /nominated offices.	Within 60 days of issue of charter
		Fans and Desert coolers in identified /nominated offices.	Within 60 days of issue of charter
		Provision of PC & internet connectivity as per stipulated norms.	Within 6 months of issue of charter
17	Disposal of Leave applications	a) Casual Leave: 1 Working Day b) LAP/Maternity Leave/Paternity Leave: 7 Working Days c) Ex -India:30 Working Days	
18	Issue of Seniority List	Once Every Year	