

**पूर्व मध्य रेल**  
**EAST CENTRAL RAILWAY**



**कार्यालय**  
**महाप्रबंधक(का)**  
**हाजीपुर**

No. Ruling/E-File No-101949

सभी विभागाध्यक्ष/ पूमरे/ हाजीपुर।  
मुख्य प्रशासनिक अधि०/निर्माण उत्तर एवं दक्षिण/महेन्द्रघाट/पटना।  
DRM(P) /पूमरे/दानापुर,डी डी यू धनबाद,सोनपुर एवं समस्तीपुर  
CWM/पी डी /डीडी यू यांत्रिक कारखाना/समस्तीपुर एवं हरनौत।

विषय:— Extension of time period regarding submission of option form.  
संदर्भ:— SPO/WPO/Patna's Letter No-WP/Option/NG/B&K,  
date:-22.10.2021

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

संलग्नक: यथोपरि।

Digitally Signed by Saurabh  
Sawarn

Date: 17-11-2021 11:06:38

Reason: Approved

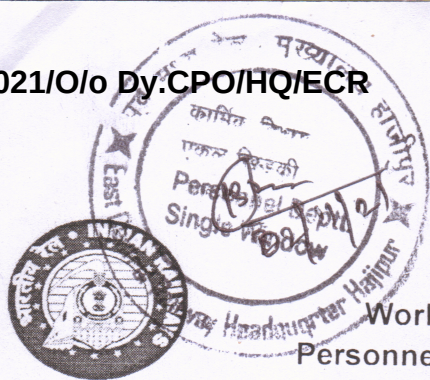
(सौरभ सावर्ण)

वकाधि/ई.एस.एम.

कृते महाप्रबंधक (का०)/हाजीपुर

प्रतिलिपि/— सकाधि(एम.पी.पी.)/पूमरे/हाजीपुर—कृपया इसे पूमरे के वेबसाइट पर अपलोड कराने की व्यवस्था करें।

कृते महाप्रबंधक (का०)/हाजीपुर



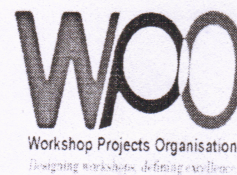
2090  
01 NOV 2021

रेल मंत्रालय

Ministry of Railways

## Workshop Projects Organization

Personnel Department, Chamber Bhawan,  
J.C.Road, Patna-800 001



No. WP/Option/NG/B&K

Dated:-22.10.2021

All GMs, Zonal Railways

All CAO of Production Unit of Indian Railways

All CWMs of Workshops, All CTIs

Sub:-Extension of time period regarding submission of option form.

Ref:-This office letter of even no. dtd-06.08.2021.

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Options were invited from the staff for serving under Workshop Projects Organization/Patna and the last date for submission of option was open upto 15<sup>th</sup> September 2021 in which it was mentioned "Preference in case of Ministerial staffs will be given to those who have prior experience in tender working preferably in Civil Engineering" may be read as **"Preference to Ministerial cadre staff of Civil Engineering will be given to those who have working experience in Contractual payment/Contractual agreements of Works Contracts"**

All options for HWH/GRC-KGP in Civil Engineering cadre called earlier vide letter of even no dated-06.08.2021 may be treated as options for Kharagpur only.

Considering the spurt in Covid-19 cases and some other inevitable circumstances the time period to reach the option form through proper channel is hereby extended upto **31<sup>st</sup> of December 2021**. Other terms and conditions will remain unchanged.

(Rajeev Ranjan)

Senior Personnel Officer/WP

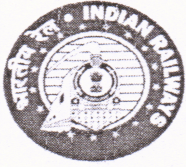
for Chief Administrative Officer/WP

Copy forwarded for information and necessary action:-

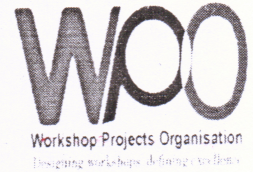
01. Secy. to CAO/WP for kind information of CAO/WP.
02. CE/WP.
03. SSE/IT/WP-for uploading in WPO/Site.

for Chief Administrative Officer/WP

प्रमुकाधि  
मुकाधि प्रशा  
मुकाधि/आईआर  
उप मुकाधि/राज  
उप मुकाधि/मा  
उप मुकाधि/आईआर  
वकाधि (१९५५)  
सकाधि  
विधि अधिकारी  
सहाकार (१९५५)



रेल मंत्रालय  
Ministry of Railways  
Workshop Projects Organization  
Personnel Department, Chamber Bhawan,  
J.C.Road, Patna-800 001



No. WP/Option/NG/B&amp;K

Dated:-06.08.2021

All GMs, Zonal Railways

All CAO of Production Unit of Indian Railways

All CWMs of Workshops, All CTIs

Sub-Calling of options from Staff for serving under Workshop Projects Organization/Patna  
for various Projects.

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Options are hereby invited from the following categories of staff for serving under Workshop Projects Organization/Patna in various Projects located at Howrah, Garden Reach, Bhaguapal, Bhubaneswar, Badnera, Kurnool etc. The requirement of the staff in the Project offices is mentioned against each category. The acceptance of options would be done as per availability of posts. The option is required to be submitted in the prescribed format enclosed herewith as Annexure 'A' duly forwarded by their controlling Personnel Department. Advance copy of option will not be entertained. The option will remain open up to 15<sup>th</sup> September 2021.

| S<br>N | Department         | Category                  | Number of options to be called |      |      |     |             |      |          |     |      |      |     |       |       |
|--------|--------------------|---------------------------|--------------------------------|------|------|-----|-------------|------|----------|-----|------|------|-----|-------|-------|
|        |                    |                           | WPO                            | KRNT | TPTY | BPL | HWH/GRC-KGP | JUDW | BBS-BGPL | BSL | PRTN | BNDM | NBQ | Anara | Total |
| 1      | Mechanical<br>& IT | SSE/JE                    |                                |      |      |     | 2           |      | 1        |     |      |      |     |       | 3     |
|        |                    | Sr. Tech                  | 1                              |      |      |     |             |      |          |     |      |      |     |       | 1     |
|        |                    | Tech-III                  |                                |      |      |     | 2           |      | 1        |     |      |      |     |       | 3     |
|        |                    | Sr. Clerk/Jr. Clerk       | 1                              |      |      |     |             |      |          |     |      |      |     |       | 1     |
|        |                    | Gr.D                      |                                |      |      |     | 2           |      | 1        |     |      |      |     |       | 3     |
| 2      | Civil              | SSE/JE(Works)             | 3                              | 1    | 1    | 1   | 2           | 1    | 2        | 2   | 1    | 1    | 1   | 1     | 17    |
|        |                    | SSE/JE(P.Way)             | 1                              | 1    |      |     | 1           |      |          | 1   |      | 1    |     |       | 5     |
|        |                    | Sr. Tech/Tech-I, II & III | 3                              | 1    | 1    | 1   | 3           | 1    | 2        | 3   | 1    | 2    | 1   | 1     | 20    |
|        |                    | Ch. OS/OS*                |                                |      |      |     | 1           |      |          | 1   |      |      |     |       | 2     |
|        |                    | Sr. Clerk/Jr. Clerk*      | 1                              |      |      |     |             |      | 1        |     |      |      |     |       | 2     |
|        |                    | Gr.D                      | 2                              | 1    | 1    | 1   | 1           | 1    | 1        | 1   | 1    | 1    | 1   | 1     | 13    |
|        |                    | Total                     | 12                             | 4    | 3    | 3   | 14          | 3    | 9        | 8   | 3    | 5    | 3   | 3     | 70    |

\*Preference in case of Ministerial staffs will be given to those who have prior experience in tender working preferably in Civil Engineering.

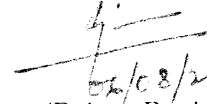
The administration will have the right to short-list the candidates after screening as per its own requirements and adjudging their working knowledge & experience. Hence, merely option for this Unit will not confer any right on them for automatic transfer on option. Screening of applications will be conducted on 'first come first serve basis' until desired vacancies are filled up. Even after acceptance, the decision of the competent authority will be final in all cases of repatriation at a later stage whether on administrative ground or on request of employee concerned. All staff will retain their lien and seniority in their parent/original cadres.

....Continued Pg-2....

(2)

It is hereby requested that this letter may please be circulated to all concerned units under your control for inviting options from willing staff of the above mentioned departments and the same may please be forwarded to this office. It may be noted that the option once exercised by the willing staff and the acceptance issued by this organization will be treated as final.

Encl: as above.



(Rajeev Ranjan)

Senior Personnel Officer/WP  
for Chief Administrative Officer/WP

Copy forwarded for information and necessary action:-

01. Secy. to CAO/WP for kind information of CAO/WP.
02. CME/WP.
03. SSE/IT/WP-for uploading in WPO/Site.



for Chief Administrative Officer/WP

Annexure 'A'Option form of Workshop Projects Organisation Patna and other Projects

(Ref: WP/Option/NG/B&amp;K dated- .08.2021)

Affix recent  
passport  
Size photograph  
duly attested by  
gazetted officer

1. Name (In capital letters) :
2. Father's Name/Husband's Name :
3. Designation :
4. Department :
5. Option for (WPO/Patna or KRNT,  
TPTY, BSL, KGP, BPL etc Project :  
(Note: Applicant can give more than one  
option in descending order of preference)
6. P.F. No./NPS No. :
7. Present Place of posting :
8. Name, Designation & CUG No.  
of Controlling Officer :
9. CUG No. & Fax No. of GM,  
DRM, HOD etc. :
10. Substantive grade & Level :
11. Officiating grade & Level :
12. Date of birth :
13. Date of appointment :
14. Source of recruitment :
15. Educational Qualification :
16. Technical Qualification :
17. Knowledge of computer :
18. Other Experience :
19. Whether UR/OBC/SC/ST :
20. Awards and Punishments :  
(for last three years)
21. Mobile No. :

I hereby declare that above mentioned information is true to best of my knowledge. In the event of being found incorrect, I will be held liable for that any my candidature will stand cancelled.

Date: -

Place:-

Signature of candidate

Name & Designation of  
forwarding Officer with Office Seal