

D.O.Letter.



CPO's SL.No.203/2017

No. E/210/0/ECR/HJP

Dated:-28.11.2017

1. CAO (Con.)/ उत्तर एवं दक्षिण/पटना।
2. सभी PHOD/CHOD, पू.म.रे, हाजीपुर।
3. DRM/ पू.म.रे/ मुगलसराय, दानापुर, धनबाद, सोनपुर एवं समस्तीपुर
5. मुख्य कार्मिक अधिकारी/ प्रशासन/ पू.म.रे/ हाजीपुर।
6. मुख्यालय के सभी कार्मिक अधिकारी।
7. CWM/ पीडी/ मुगलसराय, यांत्रिक कारखाना/ समस्तीपुर/ हरनौत।
8. Sr.DPC/ पू.म.रे/ मुगलसराय, दानापुर, धनबाद, सोनपुर एवं समस्तीपुर।
9. उप महाप्रबंधक/ विधि/ पटना
10. प्राचार्य/ क्षेत्रीय रेल प्रशिक्षण संस्थान/ मुजफ्फरपुर एवं भूली।
11. सभी मुकार्याधी/ कार्याधी/ पू.म.रे/ हाजीपुर।

विषय: Timely filling up of non-gazetted promotional posts – Maintenance of Calendar for selections/suitability/trade tests.


संदर्भ:- Rly. Board's D.O.Lt. no. E(NG)1-2017/PM1/13 Dated: 26.10.2017.

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.

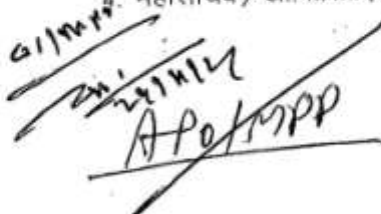
संलग्नक : यथोपरि।

DA : As above.

  
(रवि कुमार खडित)  
सकाधि/ई.एस.एम एवं रूनिंग  
कृते महाप्रबंधक/ कार्मिक/ हाजीपुर

प्रतिलिपि सूचनार्थ, मार्गदर्शन एवं आवश्यक कारवाई हेतु प्रेषित :-

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

  
A.P. MPP

(प्रशासन) कार्यालय  
रेल, हाजीपुर  
D.K. Gayen

01 NOV 2017



सदस्य कार्मिक, रेलवे बोर्ड  
एवं  
पदेन सचिव, भारत सरकार  
रेल मंत्रालय  
रेल भवन, नई दिल्ली-110 001  
MEMBER STAFF, RAILWAY BOARD  
&  
EX-OFFICIO SECRETARY,  
GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAIL BHAVAN, NEW DELHI-110001

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D.O. No.E(NG)1-2017/PM1/13

Dated: 26<sup>th</sup> October, 2017

My dear Agarwal,

Sub:- Timely filling up of non-gazetted promotional posts -  
Maintenance of Calendar for selections/suitability/trade tests.

Ref:-1. Board's letter Nos. E(NG)I-87-PM1-14(AIRF) dtd.22.07.1988.  
2. E(NG)I/2003/PM1/35 dtd. 04.12.2003 (RBE No.209/03).

The above issue was discussed in the GMs' Conference with Board & Hon'ble MR earlier this month. Filling up of promotional quota vacancies prescribed for various grades is necessary not only to meet administrative requirements, but is also an important HR measure as employees aspire to get their due promotions on time. Instructions already exist for timely filling up of non-gazetted promotional posts and maintenance of Calendar for Selections/Suitability/Trade Tests. Their monitoring is essential to ensure timely promotions.

Panels for promotions should be available in advance for which instructions exist that while assessing the size of the panel to be formed, anticipated vacancies should also be taken into account. Further, if any reserved posts are required to be filled, necessary pre-promotional training is also to be imparted to the reserved category candidates. All these steps are meant to ensure timely filling up of vacancies.

I would like you to ensure the following:-

- (i) A fresh calendar of Selection/Trade Tests/Suitability Tests be made for the year 2018.
- (ii) CPOs may also review the existing channels of promotion (AVC). If any category is left out which does not have a channel of promotion, AVC should be provided following due consultations with concerned department and recognized labour.
- (iii) MACP cases of all categories of staff should be given on time.

PCPO ✓  
PS

I would like to be appraised of action taken by your Railway latest by 30<sup>th</sup> November, 2017.

Handwritten signature and initials

With best wishes,

Yours sincerely,

(D.K. Gayen)

Handwritten signature: Ruling: Shri Rajiv Agarwal  
General Manager  
East Central Railway  
Hajipur.

Handwritten signatures and dates: 03/11/17, 21/11, 22/11/17

Handwritten signature: Chag 03/Ruling