

I/67743/2022

पूर्व मध्य रेलवे
(निर्माण संगठन)

कार्यालय,
मुख्य प्रशासनिक अधिकारी (निर्माण)
पूमरे/महेन्द्रघाट/पटना

- All Chief Engineers/Con/ECR/MHX, Patna.
(NE, NC, Central, Planning, North, SE, NW, SD, South & GB).
- CSTE/Con/ South & North/ECR/MHX, Patna.
- CEE/Con/MHX, Patna.
- All Dy. CEs/Con/ MHX, Patna (North, South, TS, Design, General, ROB, PM, & Survey)
- All Dy. CEs/Con Of Field Units,
(DNR, RGD, MGS, BRKA, DHN, Renukut, Chopan, Singrauli, HZME-I & II, Hajipur-I & II, Bettiah, NKE, SPJ-I, II, III & IV, & Muzaffarpur).
- Dy. CSTE/HQ, North, North-II, South/MHX/Patna & DNR, DHN, CPU & SPJ, SPJ-II.
- Dy. CEE/Con/MHX/Patna/ South & North/MHX, North (SPJ).
- Dy. CME, Dy. CE & Dy. CEE/GLP/Patna.
- SMM/Con/MHX, Patna.

विषय:- System improvement regarding recording of entry of punishment in service record.

संदर्भ:- महाप्रबंधक/का./पूमरे/हाजीपुर का पत्र सं: ECR-HQ0PERS(DAR)/12/2022, Date:-19.05.2022

विषयांकित से संबंधित संदर्भित पत्र की छायाप्रति सूचना एवं अग्रेतर आवश्यक कार्रवाई हेतु इस पत्र के साथ संलग्न कर प्रेषित की जा रही है।

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

संलग्नक-यथोपरि।

DA: As above.

Digitally Signed by Alok

Srivastava

Date: 27-05-2022 13:02:53

Reason: Approved

(आलोक श्रीवास्तव)

वरिष्ठ कार्मिक अधिकारी/निर्माण

कृते मुख्य प्रशासनिक अधिकारी/निर्माण

Copy to:-

- 1) Secy. to CAO/Con/South for kind information of CAO/C/South.
- 2) Secy. to CAO/Con/North for kind information of CAO/C/North.
- 3) Secy. to CAO/Con/GLP for kind information of CAO/C/GLP.
- 4) CA/Personnel - for uploading on WEBSITE of Construction Organisation.
- 5) Ch. OS/R & D/Pers./Con/MHX.
- 6) OS/DAR/CON/MHX.

Office of the
General Manager (P)
Hajipur

Date: 19.05.2022


No: ECR-HQo PERS(DAR)/12/2022

- All PHODs/ECR/HQ/HJP
- Division Rly. Manager(P)
E.C.Rly/DHN, DNR, DDU, SEE & SPJ
- SPO/Con/MHX/Patna
- SPO/PD/DDU, SPO/CRW/HRT & SPO/WS/SPJ

Sub: System improvement regarding recording of entry of punishment in service record.


Sometimes, it is observed that recording of entries of punishment in Service record book is not being done even after issue of NIP by more than two years. There appears irregularity in maintaining the register of DAR cases also. There were lack of adequate information in the entries made in Service Book, such as name and designation of employees were mentioned without indicating their father's names, such type of entry leads to confusion in case of employees having similar name and designation. In order to avoid these irregularities, the following system improvement measures are suggested:-

- (i) Disciplinary Authorities may record the punishment in SR concurrently, when NIP issued to charge Official. Implementation of Punishment must be ensured within stipulated time.
- (ii) There should be a mechanism of internal check as per Para no. 7 of Master Circular No. 5, on Service Record. It should be implemented on the same line of Railway reforms committee recommendation no. 151 that welfare inspectors to be assigned to look into the DAR register of their Beat and insure that punishment given to official concern is recorded in SR and SR must be updated up to the current position.
- (iii) In DAR case Register of Charge Officials, the details of Employee No., Fathers Name, date of Birth, date of appointment in Railway and Aadhar no. should be recorded, which will eliminate the ambiguity in identification of employees in case of same name of charged official found in DAR case Register.


(Saurabh Sawarn)

Senior Personnel Officer/Rectt.
For General Manager (P)

Copy to :- GM(Vig.)/ECR/HJP for information.


For General Manager (P)