

The Men Employees selected for the above camp **will have to avail their own leave** and have to incur 40% of the total cost (Rs. 52,609/- approx.) which is amounting to Rs. 21,000/-. Amount once paid is not refundable under any circumstances. The controlling officers are advised to sanction leave to an employee when selected for the camp. Selected employees have to avail their own pass to reach Chennai before the camp and back to their working station after the camp.

1. The employees who are willing to attend the men's camp should submit their application in the prescribed format as available in the web portal www.srhqpb.in.
2. **The guideline to fill up the application are as follows:**
 - a. The notification calling for application from the eligible candidates will be uploaded in the web portal www.srhqpb.in, duly indicating the opening date 21.09.2022 and closing date 30.09.2022 for applying. The link for the web portal is available under the link **Personnel Department section of the Southern Railway internet website** and also in **Railnet website of Southern Railway**.
 - b. The detailed instructions for applying 'on line' will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to a application format in which the candidate needs to fill up the required particulars.
 - c. The application has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, the same should be downloaded from the portal in PDF format and a printout of the same should be taken.
 - d. In the printout, the photograph of the employee should be affixed in the space provided and after affixing the photograph, the employee should get the forwarding by the controlling supervisor/official, in the space provided in the application
 - e. The completed application along with the declaration (**Annexure-I, if employee is suffering from Chronic Diseases**), duly approved for forwarding by the controlling supervisor/official should be scanned and uploaded in the portal in PDF format by the employee before 30.09.2022.
 - f. Once the scanned PDF is submitted, the employee has to click on the "SUBMIT" button and submit the application.
 - g. Once the scanned copy of the application is submitted, the employee will not be able to make any changes in the application already submitted.

The portal to upload the applications will be closed at 17.00 hrs. on 30.09.2022 and no further correspondence in this connection will be entertained. If notified number of applications are not received from any Unit, the slot will be utilized for other unit

(Declaration for Employees suffering from Chronic Diseases)

I(Name),.....(PF No.), working as(Designation) in the Office/Station of the *Sellan Hotel,*

I am taking treatment/medicine for the following Chronic disease(s). (No. of years to be specified).

1. Hypertension (BP)
2. Diabetes (Sugar)
3. Thyroid
4. Ischemic heart Disease (Heart Problem)
5. Epilepsy
6. Others (Specify).....

I am willing to attend men's Holiday Camp at my own risk and responsibility.. I also undertake to bear all the medical expenses arising out of my health condition, in case on any emergency.

Date

Signature of the employee

CSBF- Employee's Camp – 2021-2022 at Andaman Nicobar Island
(Exclusively for Men)

Guidelines for the employees to fill up the online application

1. The online application for Men's Holiday camp at Andaman/Nicobar island is available at www.srhqpb.in from 21.09.2022 to 30.09.2022. The link for the web portal is available under the link **Personnel Department section of the Southern Railway** internet website and also in **Railnet website of Southern Railway**.
2. The detailed instructions for applying '**on line**' is also available in the web portal.

Steps for filling on line Application form

- i. Employees has to Click on "Apply here" for 'Registering' their application online.

[Welfare Notifications](#)

S.No.	Subject	Opening Date	Closing Date	Instructions to Applicants	Registration	Upload signed and forwarded by Officer	Check Application Status
1	CSBF Men Employee's Camp - 2021-2022 at Andaman Nicobar Island	21.09.2022	30.09.2022	Download	Apply Here	Click Here	Click Here

- ii. **Basic Details:**

Application form for **Mens Camp**

Basic Details Present Posting Details Contact Details Other Details

Basic Details

1. IPA5 Employee No. (11-digit)	2. HRMS ID
<input type="text"/>	<input type="text"/>
3. Name of the Employee	4. Father Name
<input type="text"/>	<input type="text"/>
5. Date of Birth	6. Date of Appointment
<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>
7. Date of Retirement	8. Gender
<input type="text" value="dd-mm-yyyy"/>	<input checked="" type="radio"/> Male
9. AADHAAR No (To be uploaded with Application)	10. Blood Group
<input type="text"/>	<input type="text" value="Select Blood Group"/>

Employees has to fill up his "Basic Details" in this. It is mandatory and hence all the columns are needs to be filled. On filling up the details press "Next". A pop-up window will display the details as entered by the employee. Click on close to proceed to next tab - "Present Posting Details"

iii. **Present Posting Details:**

Application form for **Mens Camp**

Basic Details	Present Posting Details	Contact Details	Other Details
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Present Posting Details

11. Division/Unit

Select Division/Unit

12. Department

Select Department

13. Designation

Designation ...

14. Pay Level

Select Pay Level

15. Basic Pay

16. Office / Section

17. Station

Previous Next

Employees has to fill up his “Present Posting Details”. It is mandatory and hence all the columns are needs to be filled. On filling up the Present Posting details press “Next”. A pop-up window will display the details as entered by the employee. Click on close to proceed to next tab - “Contact Details”

iv. **Contact Details:**

Application form for **Mens Camp**

Basic Details	Present Posting Details	Contact Details	Other Details
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Contact Details

18. Residential Address

19. Mobile No (Attached with Whatsapp)

20. e-mail ID

21. Railway No

Contact Details of Family Member in case of Emergency

22. Contact No.

23. Relationship

Select Relationship

Previous Next

Employees has to fill up his “Contact Details”. It is mandatory and hence all the columns are needs to be filled. On filling up the Contact details press “Next”. A pop-up window

will display the details as entered by the employee. Click on close to proceed to next tab - "Other Details"

v. **Other Details:**

Application form for Mens Camp

Basic Details	Present Posting Details	Contact Details	Other Details
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Other Details

24. Whether Medically Fit for attending Camp
 Yes No

25. Whether Suffering from Chronic Diseases.
If Yes. Kindly Upload the [Annexure-I](#) along with this Application.
 Yes No

26. Whether participated in previous camp or not.
If 'Yes' mentioned the Year and Place below
 Yes No

I hereby declare that the details furnished above by me are true to the best of my knowledge and if any one of the same is found to be false in future, I shall be taken up under D&A Rules .

Employees has to fill up his "Other Details". It is mandatory and hence all the columns are needs to be filled. In case if the employee select "Yes" for "25. Whether Suffering from Chronic Diseases." Then he has to download the "Annexure-I" by pressing the "Annexure-I" link or from the "Instructions to applicants" which has to filled and signed by the employee. The same is required to be uploaded along with this Application.

In case if employee selects "Yes" for 26. Whether participated in previous camp or not. If 'Yes' then "27. Year of Camp" , and "28. Place of Camp Previously Participated" has to be filled.

Application form for Mens Camp

Basic Details	Present Posting Details	Contact Details	Other Details
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Other Details

24. Whether Medically Fit for attending Camp
 Yes No

25. Whether Suffering from Chronic Diseases.
If Yes. Kindly Upload the [Annexure-I](#) along with this Application.
 Yes No

26. Whether participated in previous camp or not.
If 'Yes' mentioned the Year and Place below
 Yes No

27. Year of Camp

28. Place of Camp Previously Participated

I hereby declare that the details furnished above by me are true to the best of my knowledge and if any one of the same is found to be false in future, I shall be taken up under D&A Rules .

Employees has to check the declaration option and pressing “Register” button, will proceed to “Click here to download Application” Screen



Your application for Men’s Holiday Camp 2022 is successfully registered and your Application Number is “**CM22001xxxxx**”.

- The application has to be downloaded from the portal either by “Click here to download Application” Screen after pressing “Register” button

Or

by selecting “View application” menu on the left



A printout of the same should be taken.

- In the “Printed Application” after signing, paste the Passport size photograph in the space provided duly attested by the “Supervisor”.
- Please get the application forwarded by the Supervisor & Controlling official, in the space provided in the application.
- The status of the application can be viewed any time by clicking on the click here option under “Check Application Status ”

Welfare Notifications

S.No.	Subject	Opening Date	Closing Date	Instructions to Applicants	Registration	Upload signed and forwarded by Officer	Check Application Status
1	CSBF-Men Employee's Camp - 2021-2022 at Andaman Nicobar Island	21/09/2022	30/09/2022	Download	Apply Here	Click Here	Click Here

On pressing the same you will be prompted to enter “Application No: & DOB” or “IPAS No: & DOB” combination to log in.

The screenshot shows a 'Candidate Login' form. It has four input fields: 'Application No:', 'DOB:' (with a date picker), 'IPAS No:', and another 'DOB:' (with a date picker). Below the fields are two buttons: 'SUBMIT' and 'RESET'.

- Once you enter the required details you will be allowed to login to verify the status of your application.



8. Then the completed application along with the :-
- i. **Self-attested copy of Aadhaar** and
 - ii. **Annexure-I, if employee is suffering from Chronic Diseases**
- should be scanned and uploaded by in the portal in PDF format as a single file by the employee before 30.09.2022, by selecting “Uploading of Application” menu option on the left.



Please click on the “Choose File” button and in the popup window, select the scanned PDF file (Application + Aadhaar + Annexure (If applicable)). Then fill up the remarks field and press “Submit” button.

9. Once the application is submitted, the status of the application is changed from “Application Registered” to “Submitted with Forwarding of Supervisor”. This can be seen from the employee “Dashboard” itself.



10. Willing employees should follow the Guidelines and must ensure that all the particulars have been filled up completely and correctly.
11. The portal to upload the applications by the employees will be closed at 17.00 hrs. on 30.09.2022 and no further correspondence in this connection will be entertained.
12. **The employees selected for this camp will have to avail their own leave. Own Pass for reaching Chennai and back and incur 40% of the total cost (Rs. 52,609/- approx.) which is amounting to Rs. 21,000/-**
