

The Women Employees selected for the above camp **will have to avail their own leave** and they have to **incur Rs. 21,000/- as camp fee** (43% of the total cost i.e. Rs. 48,600/- approx..per head including Air fare). 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.

4. The employees who are willing to attend the Women's camp should submit their application in the prescribed format as available in the web portal **www.srhqpb.in**.
5. **The guideline to fill up the application are as follows:**
 - a. The notification calling for application from the eligible employees will be available in the web portal **www.srhqpb.in**. The **opening date is 17.02.2023** and **closing date is 03.03.2023**. 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' & 'Offline' will also be available in the same web portal. The employees will have to click on the appropriate link in the portal. The link will lead to the application format in which the employee needs to fill up the required particulars.
 - c. The application has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, submit the same.
Note: Once submitted, the employee cannot change their details; hence care should be taken while filling up the details.
 - d. After successful submission, the employee has to download the submitted application.
 - e. For offline application, the employee has to click on the appropriate link in the portal and download the blank application.
 - f. In the printout, the employee should affix her signature in the space provided and after affixing the photograph duly attested by the supervisor in-charge with seal, and then get the forwarding by the controlling supervisor/official.
 - g. The completed application along with the declaration (**Annexure-I, if the employee is suffering from Chronic Diseases & Covid vaccination declaration**), duly approved for forwarding by the controlling supervisor/official should be scanned and uploaded in the portal as single PDF file by the employee before 03.03.2023.
 - h. Once the scanned PDF is submitted, the employee has to click on the "SUBMIT" button and submit the application.
 - i. 'Offline' applications after getting the forwarding by the supervisor/official, should be submitted to the respective Personnel department.
 - j. Women Employee who have attended any earlier Women's Camp in the preceding five years are not eligible, a declaration may be obtained in this regard.

The portal to upload the applications will be closed at 23.59 hrs. on 03.03.2023 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