



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(W)641/CSBF/WEC/2023

प्रधान कार्यालय/ Headquarters Office

कार्मिक शाखा/Personnel Branch

चेन्नै/Chennai -600 003.

Dt :16/02/2023.

PCME, PCE, PCEE, PCSC, PCOM, PCCM,SDGM&CVO,
PFA, CAO/CN/MS&ERS, PCMD,PCMM, PCSTE, PCSO
CPD/RE/MS, FA&CAO/CN/MS,FA&CAO/T/MMC
CSTE/Proj/MMC,CWM/CW/PER,CWM/LW/PER, MD/RH/PER
DRMs/MAS, PGT, TPJ, TVC, SA, MDU, MD/RH/PER
CWMs/ GOC, S&T/PTJ, CW&LW/PER, DGM/OL, CPRO
Sr.DPOs/DPOs, MAS, PGT, TPJ, TVC, SA, MDU
Dy CPO/CW&LW/PER, WPO/GOC, SPO/EWS/AJJ, APO/ S&T/PTJ, APO/Elec/PER

Sub/ विषय : CSBF-Women Employee's Camp – 2022-2023 at Andaman Nicobar Island (Exclusively for Women)

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It is decided to conduct CSBF Women Employee's Camp for the year 2022-2023 at Andaman Nicobar Island during April-May 2023 tentatively from 29.04.2023 to 05.05.2023.

2. Applications as per the number indicated below are invited from Divisions/Units from the Women Employees. The applications will be available "Online" & "Offline" format in the web portal www.srhqpb.in. from 17.02.2023 to 03.03.2023.

3. The nominated staff from Personnel Department should scrutinize both "online" & "Offline" applications and Personnel Officer of the Division/Unit will recommend the eligible employees (including Standby) through e-office by 10.03.2023 as per the allotted quota for their Unit and preferences as detailed below.

- **Eligibility:**
- Women Employee working in Level -1 to Level-7
(Preference may be given to the Staff in lower Level)
- **Employees who are about to retire will be given preference**
- Employees who have attended the Women's camp at "Sri Lanka" in 2019 are not eligible.

The quota allotted to each Division/Workshops/units is detailed below:

Unit/Division	No. Allotted	Stand-by applications
Chennai	9	2
TVC	8	2
TPJ	6	2
PGT	6	2
MDU	5	2
SA	5	2
HQrs	5	2
CW/PER	2	1
LW/PER	2	1
CEWE/PER	1	1
GOC	2	1
EWS/AJJ	1	1
S&T/PTJ	1	1

M2023
16/2/2023

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

Wide publicity may be given to all the Women Employee's working under your control.

(Meena Baskaran)
Dy. Chief Personnel Officer/R&W
For Principal Chief Personnel Officer