



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(W)641/CSBF/MEC/2024

प्रधान कार्यालय/ Headquarters Office

कार्मिक शाखा/Personnel Branch

चेन्नै/Chennai -600 003.

Dt : 08/02/2024.

PCME, PCE, PCEE, , 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-Men Employee's Camp – 2023-2024 at Gangtok and
Darjeeling (Exclusively for Men)

**** ****

1. It is decided to conduct CSBF Men Employee's Camp for the year 2023-2024 at Gangtok and Darjeeling tentatively April - 2024.
2. Applications as per the number indicated below are invited from Divisions/Units from the Men Employees. The applications will be available "Online" format in the web portal www.srhqpb.in. from 12.02.2024 to 01.03.2024. Only "Online applications" will be entertained.
3. The nominated staff from Personnel Department should scrutinize the application and Personnel Officer of the Division/Unit will recommend the eligible employees (including Standby) online by 10.03.2024 as per the allotted quota for their Unit and preferences as detailed below. The eligible applications may be downloaded and after recommendation of PB officer it shall be forwarded through e-office to the undersigned. If 'online' applications are not recommended by the PB Officers it will be assumed that 'Nil' employees are eligible.

Eligibility:

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

| Unit/Division | No. Allotted | Stand-by applications |
|---------------|--------------|-----------------------|
| Chennai | 5 | 2 |
| TPJ | 5 | 2 |
| MDU | 5 | 2 |
| PGT | 5 | 2 |
| TVC | 5 | 2 |
| SA | 5 | 2 |
| HQrs | 6 | 2 |
| CW/PER | 3 | 1 |
| LW/PER | 3 | 1 |
| CEWE/PER | 2 | 1 |
| GOC | 3 | 1 |
| EWS/AJJ | 2 | 1 |
| S&T/PTJ | 2 | 1 |

The Men Employees selected for the above camp **will have to avail their own leave**. All the campers including staff representatives, camp officials and camp officer have to pay an amount of Rs.10,240/- i.e. 47% of the total cost which is amounting to **(Rs.22,000/- approx.)**. 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 men'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 candidates will be uploaded in the web portal www.srhqpb.in. duly indicating the opening date 12.02.2024 and closing date 01.03.2024 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 01.03.2024.
 - 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.
 - h. Applications which are incomplete should not be forwarded.
 - i. Men Employee who have attended any earlier Men's Camp in the preceding five years are not eligible, a declaration may be obtained in this regard and checked for veracity at your end..

The portal to upload the applications will be closed at 23.59 hrs. on 01.03.2024 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 Men Employee's working under your control.


(ROJA MURALI)

Assistant Personnel Officer/Wel
For Principal Chief Personnel Officer

(Declaration for Employees suffering from Chronic Diseases)

I(Name),.....
.....(PF No.), working as(Designation) in
the Office/Station of thedeclare
that, 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