

SOUTHERN RAILWAY

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

Headquarters Office
Personnel Branch
Chennai – 600 003
Dated: 21.05.24

All Concerned (under HQSBF unit)

Sub: HQSBF – Men Employees' Holiday Camp –2023- 2024 at Nainital
(Exclusively for Men)

It is proposed to conduct HQSBF Men Employees' Camp tentatively from 09.06.2024 to 18.06.2024 at Nainital

- Eligibility:** i. Men employees working in Level -1 to Level -7
(Preference may be given to the staff in lower Level)
ii. Employees who are about to retire will be given preference.

Men employee who have attended any earlier Men's Camp in the preceding five years are not eligible.

The Men employees selected for the above Camp **will have to avail their own leave and take one set of Privilege Pass for their journey.** Boarding & Lodging facilities for the campers will be arranged by the Administration.

An amount of Rs.7,500/- approx. is fixed as Camp fee and the selected Men employees should pay the amount in advance in cash office . Date for payment will be advised in the due course to the selected employees.

Only "Online application"s are invited from the men employees of Headquarters.

The 'Online' applications will be available in the web portal sr.hqpb.in duly indicating the opening date 22.05.2024 and closing date 31.05.2024 for applying. The link for the portal is available in the internet website of Southern Railway only. No further extension of date will be given.

This issues with the approval of Chairman /HQSBF

(ROJA MURALI)

Assistant Personnel Officer/Welfare
Secretary/HQSBF

Copy to: CPO/IR – for information.

Members/HQSBF Committee – for information
GS/ SRMU, AISCSTREA, AIOBCREA

(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

Guidelines for the employees to fill up the online application

1. 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-Mens 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. IPAS 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 dd-mm-yyyy	6. Date of Appointment dd-mm-yyyy
<input type="text"/>	<input type="text"/>
7. Date of Retirement dd-mm-yyyy	8. Gender <input checked="" type="radio"/> Male
<input type="text"/>	<input type="radio"/>
9. AADHAAR No (To be uploaded with Application)	10. Blood Group Select Blood Group
<input type="text"/>	<input type="text"/>

Next

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
---------------	--------------------------------	-----------------	---------------

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
---------------	-------------------------	------------------------	---------------

Contact Details

18. Residential Address

19. Mobile No (Attached with Whatsapp)

20. e-mail ID

21. Railway No

22. Contact No.

23. Relationship
Select Relationship

Contact Details of Family Member in case of Emergency

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
---------------	-------------------------	-----------------	----------------------

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
---------------	-------------------------	-----------------	----------------------

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 format 'dd-mm-yyyy' and a calendar icon), 'IPAS No:', and another 'DOB:' (with the same date format and icon). At the bottom 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.