



NORTH CENTRAL RAILWAY
Subedarganj
Prayagraj-211015

No. 797-E/Pers/Meeting Minuts/2021

Dated 14.10.2021

All PHODs / CHODs NCR
DRM Prayagraj, Jhansi, Agra
CWM Jhansi, CMLR Jhansi, Sitholi

Sub: Points Noted During CRB & CEO's Meeting with GMs & PCPOs
held on 13.10.2021

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The following Points noted during CRB & CEO's Meeting with GMs & PCPOs held on 13.10.2021 are forwarded for further necessary action please.

1. **Vaccination** - All efforts to be made to ensure 100% vaccination through monitoring and counseling of the staff.
2. **Covid Death Settlement Cases** - There are 3 cases wherein documents have not been received from the family. Welfare Inspector should visit the family and help them in getting requisite documents.
3. **CGA in Covid-19 Death Cases** - There are 11 cases wherein applications / documents have not been received from the family. Welfare Inspector should visit the family and help them in getting requisite documents.
4. **Absenteeism Cases** - It should be monitored closely. The employees who are unauthorized absent for more than 1 month should be taken up under D&AR.
5. **Selection of Group 'B'** - The selections wherein litigation are there, efforts should be made to get the cases decided expeditiously and action taken accordingly. All Other selections should also be initiated and finalized in time.
6. **Inter Railway Request Transfer and Inter Division Request Transfer** - All the transfer cases wherein acceptance received, employees to be relieved immediately.
7. **Inter Railway Mutual Transfer** - All such cases wherein both the Railways/Units agreed for Mutual Transfer, acceptance received, orders of such employees to be issued and relieved immediately.
8. **Periodical Transfer** - The staff who are to be transferred under Periodical Transfer Scheme to be identified and action taken.
9. **Status of Regular Promotion-**
 - Selection** - All pending Selection to be monitored and finalized as per calendar .
 - Suitability** - All pending suitability to be finalized immediately as these are based on APARs available in the Units.
 - Trade Test** - All the pending Trade Test to be finalized by urgent action. No Trade Test should remain pending.
 - LDCE** - Pending LDCEs to be monitored and finalized as per calendar.

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10. **Absorption of Medically De-categorised staff** - All such cases should be monitored, screening conducted regularly and absorbed. There should not be any case pending.
11. **APAR** - Completion/Generation status to be reviewed daily and ensured that all APARs are completed before 31.10.2021.
12. **SR Transfer** - Senior DPO to monitor personally and see that SR of all the staff who have been transferred to other Railways/Units are sent. A drive may be launched to clear all the backlog.
13. **CGA Cases** - All CGA cases to be personally monitored at highest level. There should not be any case pending beyond 02 months wherein action is to be taken.
14. **RRC Panel** - Appropriate action to be taken.
15. **Court Cases** - All the Contempt Cases to be monitored personally at highest level. These are dealt with caution and all required action taken in time to avoid any embarrassment to Railway Officials.
16. **PNM** to be conducted regularly.
17. **Act Apprentices** - Apprentices to be engaged as per provisions and trained.
18. **Stipend Claimed** - Details of all Act Apprentices to be uploaded on MSDE and appropriate accountal kept for the amount of stipend to be taken from RDAT. Efforts to be made by regular chasing and monitoring to get the claimed stipend from RDAT. All old claims should be received from RDAT.
19. **Reduction in Staff Strength** - This is a prime requirement of the Railway and the targets given by Board are to be achieved by proper monitoring and review.
20. **Service review under 1802(a)** - The pending Service Review under 1802 (a) to be completed by end of the month.
21. **Minor Penalty (D&AR)** - The pending Minor Penalty D&AR to be monitored regularly and there should not be any case of minor penalty beyond one month.
22. **Major Penalty (D&AR)** - The pending Major Penalty D&AR to be monitored regularly and there should not be any case of Major penalty beyond six months.
23. **HRMS** - The data in HRMS of all the employees to be validated as these data are to be shared with DoPT for **Mission Karmyogi**. The missing Aadhar Nos./ Community/ Mobile Nos./ PAN Nos./ Group etc. to be updated on priority.



(M.K. Kulshrestha)

Dy. Chief Personnel Officer/HQ
For General Manager (P)

Copy to-

- Secretary to GM, for kind information to GM.
- PS-I to PCPO, for kind information to PCPO.
- CPO/ IR for kind information.
- Sr. DPO Prayagraj, Jhansi, Agra
- SPO Jhansi WS, APO/CMLR Jhansi, APO/Sitholi
- All Personnel Officer in HQ office, NCR.