

CLW/Chittaranjan

No. PCPO/PS-I/01

Dt. 01.07.2024

All Concerned

Due to unavoidable circumstances, presently there are no Vice Wardens in the 8 areas of CLW. During various interactions with staff, it was mentioned that residents of the township are facing certain difficulties on this account.

In order to minimize the difficulties being faced by the staff and the residents of the township, the following have been decided:

1. For Compassionate Ground Appointments:

- a) The S&WI will examine and confirm the family particulars of the deceased employee based on the family declaration given by the employee in HRMS, his medical card and other official documents. In addition to the above, the S&WI can also establish the family particulars of the employee based on documents issued by Government like Class-X certificate issued by any recognized Education Board, PAN Card, Aadhar Card, Voters card, Driving License or Ration Card. The requirement of verification of family particulars by the Vice-Warden will no longer be a necessity.
- b) Parallel, all APOs may initiate another drive to ensure that the family particulars of all employees are updated in the HRMS module. This drive is to be started immediately, and completed within 31.07.2024. Dy.CPO/W will be the nodal officer for monitoring the progress made in this drive. Earlier, a similar drive was started vide PCPO's letter No. PCPO/PS-I/01 dated 13.02.2024 for filling up the nomination form (Form-4) of all employees. Any employee who has not filled up this form should also be persuaded to do so by 31.07.2024.

2. Issuing dependency certificate for Railway medical purposes for unmarried/unemployed son:

For this purpose, a self declaration by the Railway Employee will be sufficient. The employee should also be informed to update the family particulars in HRMS portal.

3. Issuing Residential Certificate:

- a) The controlling officer of the employee can issue the residential certificate after verifying the quarter occupation slip issued by Engineering Department. However,




while issuing such certificate, it may be cross-verified through the SSE/W or AWO or Ch OS of Quarter Section if the applicant is still residing in the railway accommodation indicated in the occupation slip.

- b) Some accommodation/quarter has been officially allotted by CLW administration to other than CLW employees, e.g. contractors, non-Railway Schools, post office staff etc. Residential certificate for other than CLW employees will NOT be issued by CLW administration.


11/7/24
PCPO/CLW

CC:

1. Secy. To GM: For kind Information please
2. All PHODs/CHODs/HODs : For kind information please.
3. Dy. GM : for information
4. Dy.CPO/G&A, Dy.CPO/W
5. All APOs/AWO
6. CS&WI(W),CS&WI(Admn.) : for necessary action.
7. General Secy. /AISCTREA & General Secy./AIOBCREA : for information.


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