

To
The General Manager(P)
CLW/Chittaranjan
Paschim Bardhaman, West Bengal

(Through proper channel)

Sub: Appointment of fresh face substitute TADK.

I.....,the undersigned request the approval of the General Manager for engagement of a fresh face substitute TADK to the attached with me. The required particulars, in the prescribed proforma are given below:

01.	Name	
02.	Designation	
03.	Date of Birth	
04.	Date of Appointment	
05.	Date of Superannuation	
06.	Office & Station	
07.	Grade(JAG/SG/SAG/HAG)	
08.	Previous HQ/Station of posting	
09.	Did the officer have the benefit of service of a Bungalow Peon/TADK at the previous HQ/Station?	
	a) Out of CLW?	
	b) Within CLW?	
	c) Total TADK engaged in Railway till date (enclose details regarding their regularisation)	
10	If, so how were the services of the previous Bungalow Peon/TADK disposed off? Whether absorbed in a regular vacancy	
	a) Continued as Substitute Peon	
	b) Terminated	
	c) Discontinued and placed in live register etc (enclose copy of office order & Relieving order)	
11	The date from which the officer is working on CLW	
12	What happened to the Bungalow Peon/TADK of the previous incumbent officer in the post(s) of (Regularise / Transferred) attach office order & Relieving order	
13	Attached to this post? (Rev/WC), If WC currency is extended upto period.....(attach/extension memorandum)	

II. Particulars of the candidate proposed to be engaged as substitute TADK:

01	Name	
02	Father's Name	
03	Date of Birth & Age on date(.....Years.....Months)	
04	Educational Qualifications (Attested copy attached)	
	10th	
	12 th	
	ITI/National Apprenticeship Certificate	
	Diploma/Graduation	
	Post Graduation	
05	Aadhar No	
06	Does he/she belong to SC/ST/OBC/UR (enclosed certificate in cast of SC/ST/OBC in Central Govt.format)	
07	In case he/she is physically handicapped candidate enclosed detail (VH/HH/OH) with certificate	
08	Details of supporting documents in respect of:	
	a) Date of birth	
	b) Educational Qualifications	
	c) Any other documents etc	
09	Are the supporting documents attested by a Gazetted Officer ?	
10	Is the candidate a fresh face in the Railways?	
11	If so, is an application for engagement as fresh face TADK submitted by him / her?	

III.Certification:

It is certified that –

a) I have applied for engagement of a fresh face Substitute TADK, attached with my post. In this regard it is submitted that the candidate proposed for engagement as fresh face substitute TADK, Shri.....S/o Shri.....is not my near relative or any person likely to compromise administrative interest of Railways as per CLW policy para 2(d) dt. 01.04.2020

b) I am personally verifying the antecedents of the candidates and ensure that the candidate is suitable to perform the duties as TADK.

c) I know.....S/o.D/o.....,who has applied for the post of fresh face substitute TADK, for the lastyears.

I have also interviewed/tested Shri/Smt/Ku.....S/o.D/o.....and I am satisfied that the person proposed to be engaged as TADK is capable of discharging his duties assigned to the post of TADK.

d) I am aware that after receipt of GM's approval for appointment of a TADK, if an officer does not engage TADK within three months of such approval, without sufficient valid reasons,

the officer will be debarred from engaging fresh face TADK on CLW for a period of one year from the date of approval.

e) He/She is within the age limit for engagement in Railway service as per Railway Board Instruction.

f) He/She has passed.....in the year.....and possesses the minimum educational qualifications are 10th pass or ITI or equivalent or National Apprenticeship Certificate(NAC) granted by NCVT as per Board's Letter dated 26.02.2019 (RBE No. 35/2019). I have checked his / her mark sheets etc.

g) I propose to engage him / her as a TADK and it is requested to process the case further for obtaining approval of the competent authority towards engagement as TADK in terms of CLW Policy No. GMA/MR/Con/157 Pt. IX dated: 01.04.2020 and any modifications made from time to time.

h) I am aware and understand that the appointment of the candidate as TADK is being made on my personal recommendation after checking his antecedents.

IV. Application of Shri/Smt/Ku.....along with all relevant documents and photographs are forwarded herewith, duly countersigned by me. The case may kindly be processed further.

(Signature of the Officer)
Name :

Place:

Date:

Encl: Application of the candidate along with
other documents as stated above.

ANNEXURE-C

To
The General Manager
CLW/Chittaranjan
Paschim Bardhaman, West Bengal

(affix recent photo)
attested by officer

Sub: Application for appointment as fresh face TADK
Under Shri/Smt.....

Respected Sir,

I have come to know from reliable sources that a post of fresh face TADK is vacant under Shri/Smt.....I am applying for the same. My bio-data and other details are given below:

01	Name	
02	Father's Name	
03	Date of Birth & age (certificate attached)	
04	Entire Educational Qualifications(Attested copy attached)	
	10 th	
	12 th	
	ITI/Diploma/Degree	
	National Apprenticeship Certificate	
05	Whether belong to physically handicapped category(VH/HH/OH) copy of certificate	
06	Caste(Whether SC/ST/OBC/UR) (copy of certificate attached)	
07	Present address	
08	Permanent address	
09	Aadhar No	
10	Mobile No	
11	Thumb impression (LT/RT)	
12		

I hereby declare that:

- a) I am not related to any Railway Officer in service.
- b) I have not been appointed as TADK or in any service previously and there is no record against me which may disqualify me from applying for the post of TADK.
- c) I shall abide by all rules as applicable for engagement as TADK and subsequent changes from time to time, if any, by the Railway Administration. I also declare that the information

furnished and documents attached along with this application are correct in all respect and that my service will be liable to be terminated in the event of any statement or document proved to be false at a later juncture. I assure you that I shall perform my duties honestly, diligently and sincerely to the best of my abilities and to your utmost satisfaction.

d) I am aware that once the application has been submitted, any undeclared educational qualification acquired by me prior to the date of application will not be accepted, at any stage.

e) I am aware of the fact that the appointment will be purely on substitute basis and I will be removed / terminated if my services are not found satisfactory and I will have to shift in case of my transfer to elsewhere as per your requirement. I promise to abide by all the terms and conditions.

f) I have neither been asked nor have offered any monetary / or other consideration in lieu of this appointment.

I shall be grateful if I am considered for the above post.

Yours faithfully,

(Signature of the applicant)

Name :

Place:

Date:

(Countersign by recommending officer)