

दक्षिण रेलवे/ SOUTHERN RAILWAY

प्रधान कार्यालय/Headquarters Office

कार्मिक शाखा/Personnel Branch,

चेन्नै/Chennai- 600003.

NO. P(RT)563/Indent/Genl.

दि./Date: 22.03.2016.

All PB Officers,  
HQrs/Divisions/Extra division.

**PBC NO. 33/2016.**

Sub: Placing of Indent on RRBs – Streamlining the procedure –reg

Ref: This Officer letter No.P(RT) 563/P/Vol.XVII dt.20.11.2009 &  
28.01.2014.

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Reference to the above, while forwarding indents to Headquarters as per the schedule furnished by Railway Board vide letter No. E(RRB)2009/25/20 dated 28/10/2009 (copy circulated vide CPO/MAS letter No. P(RT) 563/P/Vol. XVII dt.20.11.2009) , it may please be ensured that the Summary sheet enclosed herewith as Annexure "A" is filled in all respects duly obtaining the approval of the concerned ADRM/CWM and sent along with the indent proposal. Similarly for Headquarters Controlled posts the concerned Cadre Officers should ensure Summary as per Annexure "A" duly approved by the concerned competent Cadre authority.

The above instructions will take effect from the date of issue of these instructions.

This has the approval of CPO.

Encl: As above

*T D*

(T.D.DINAKAR)

Dy. Chief Personnel Officer/R & T  
for Chief Personnel Officer

**Summary sheet for Assessment of Vacancies (Annexure to RRB Indent) – ANNEXURE-A**

For Placing Indents to RRBs on 1<sup>st</sup> March/1<sup>st</sup> September

Category:

Grade:

Date of Indent:

Assessment period ..... To .....(2Years)

+ (Trg period of .... Days/Years + lead time of RRB if applicable more than 2 years (ref: PBC/169/2008))

Mode of filling/recruitment	%	Sanction				Actual				Excess/shortfall				2 Anticipated vac (NR/ONR/IRT etc + hr.gr.vac-: (PBC 169/2008))				Total = 1+2			
		SC	ST	OBC	UR	S	ST	OBC	UR	SC	ST	OBC	UR	S	ST	OBC	UR	S	ST	OBC	UR
PRQ																					
LDCE																					
DRQ																					
Total																					

**(A)** Total DRQ: SC.... ST.... OBC... UR... i.e. DRQ as above including vacancies in Higher grade + shortfall of PRQ & LDCE if any proposed to be shifted to DRQ. (Ref: PBC 146/2014)

Candidates under Trg		CG aptt. papers on hand/likely	IRT approved/likely for tfr to this Rly	Total <b>(B)</b>
Nos.	Dt of completion			

Details of utilization of panel last received:

1	2	3	4	5	6	7	(5+7) (C)										
Year	Indent placed	Papers recd	No. apptd	Balance RRB papers on hand	No. returned as ineffective	Replace ment papers on hand/ sought	G. Total of papers likely to be apptd.										
	S C	S T	O B C	U R	T o t a l	S C	S T	O B C	U R	S C	S T	O B C	U R				

**(D)** Net DRQ vacancies for which indent are placed = **(A) – [(B) + (C)]**

SC... ST... OBC... UR... Total:

**(E)** PWD requirement & Break up : Total..... (Ref: Procedure Order dated 28/01/14)

No of posts reserved	VH		HH	OH				
	B	LV		OL	BL	OA	OAL	MW
Total								

Signature of Ch.OS:

Signature of APO

Signature of Sr.DPO

Signature of Cadre Controlling Officer:

ADRM/CWM.