

SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai – 600 003

No.P(R)436/P/Vigilance Ref

Dated: 19/02/2021

All concerned

P.B.C. No.16/2021

Sub: Dealing the cases of persons with fake appointment order – reg.

During a Vigilance investigation, it had been found that one person with fake appointment order gained admission to the Hostel attached to the Training Institute and stayed there for over a week, with fabricated appointment order.

It was found, that he was not a bonafide trainee and he has been sent back after getting a statement from him. Actually the police authorities should have been informed of the same to nab the criminal but the person (impersonation) has been sent by the Institute authorities without doing so.

To avoid such occurrence in the future, the following system improvement are envisaged to verify genuineness of the candidate/serving employee at the training centre, while they are deputed for training by HQrs./Division/Unit to Training Institute for strict compliance.

- (1) When new recruits are nominated for initial training to Training Centres, the letter issued by HQrs./Unit/Divn. directing him to attend the training should invariably bear the photo of the trainee duly attested by immediate Supervisor/Controlling Officer/Personnel Officer as the case may be.
- (2) Such letter issued by HQrs./Divn./Unit should be sent in duplicate to the Training Institute specifically mentioning the details of trainees who want accommodation in the Hostel attached to Training Institutes.
- (3) Any changes in the nomination should be promptly intimated to the Training Centre.

(4) On finalization of the list of Trainees received from HQrs./Divn./Unit, one of the duplicate copies received (only for those trainees who want accommodation in the Hostel) should be sent to the Hostel Superintendent by the office of the Principal of Training Centres.

(5) On completion of the training by the candidate, the relieving letter issued to HQ/Divn./Unit from Training Centre should also bear the photo of trainee with attestation of authority at the Training Institute with name and designation.

(6) The trainees should submit a copy of the same to the Hostel Supdt. before vacating the Hostel, the Hostel Supdt. should verify the same with documents already produced at the time of joining the Hostel and after making confirmation should allow to vacate the Hostel.

(7) In respect of serving employees also the above procedures may be followed

OR

based on the ID cards bearing the photo of the employee issued by their office, the rooms may be allotted.

(8) The practice of getting details/signature of the trainees in the Register maintained in the Hostel also to be continued.

(9) FIR should be lodged with police in case of bogus candidates and the matter should be informed to Personnel and Vigilance branches of Headquarters

The above instructions may be scrupulously followed while admitting the candidate at the Training Centres, allotting Hostel Room and also at the time of relieving them.

This issues with the approval of Competent Authority.



(Meena Baskaran)
Dy.Chief Personnel Officer/R&W
for Principal Chief Personnel Officer