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Azadi Ka
Amrit Mahotsav



PBC No: 31/2023
RBE No: --

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्यालय, कार्मिक विभाग, चेन्नै -600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(S)171/Liaison Officers Nomination

दिनांक/Dated: 07.01.2023

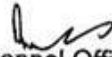
All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRR/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय /Sub: Checklist for the guidance of Liaison Officer while
Vetting the Reservation/Roster register**

A copy of Railway Board's letter No.2018-E(SCT)I/25/9 dated 27.01.2023 regarding checklist for the guidance of Liaison Officer while vetting the Reservation/Roster register is enclosed for information, guidance and necessary action.

The instructions contained in Railway Board's letter Nos.2020-E(SCT)I/34/1 dated 28.12.2021 and 05.05.2022, which have been circulated as PBC Nos.02/2022 and 86/2022 respectively, may be referred for guidance.

Encl: 2 pages


Senior Personnel Officer/RP

कृते प्रमुकाधि/For Principal Chief Personnel Officer

Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

**Government of India
Ministry of Railways
(Railway Board)**

No.2018-E(SCT)I/25/9

New Delhi, dated 27.01.2023

The General Managers (P),
All Indian Railways
& Production Units.

Sub: Checklist for the guidance of Liaison Officer.

During inspections of reservation/ roster register of some of the railways, few anomalies were noticed in maintenance of roster/ reservation registers .It has also come to the notice that Some liaison officers are not aware of the procedure and the area to be seen while vetting the reservation/roster register. Hence, for the guidance & convenience of Liaison officers the following points in the form of checklist is prepared.

It is desired to follow the checklist as detailed below while vetting the reservation/roster register.

1.Maintenance of roster / reservation register :

- a) As per Recruitment Rules.
- b) Separate roster registers for direct recruitment & promotion.
- c) Expanded or contracted as per increase or decrease in cadre strength.
- d) Correctly filled up which should indicate name of post, cadre strength, method of recruitment, percentage of post of SC/ ST/OBC/EWS as per cadre strength.

2. Total number of points in the register /roster shall be equal to number of posts in the cadre.

3. All points in the cadre strength are to be filled before making the replacement in case of large cadre.

4. All columns of roster/reservation register should be filled properly.

5. All entries in the register should be in handwritten form and no pasting should be allowed .

6. No corrections in the roster register after vetting by Cadre Controlling Authority (CCA). In case of corrections if any, the same should again be certified by CCA &L.O.

7. Erasing / Overwriting is to be avoided.

8. Summary indicating cadre strength, representation of SC/ST/OBC, SC/ST appointed/promoted on their own merit, shortfall & backlog of SC/ST/OBC mentioned in the roster/reservation register after every appointment / promotions & should be jointly signed by CCA & L.O.

9. In case any reserved post remain vacant due to non-availability of candidates in particular grade, the vacant post is to be operated in lower grade by downgrading the same & CCA to be advised accordingly.

10. Entry like own-merit, superannuation, death, VRS, promotions, deputation and whether operated in downgraded grades to be entered in the 'remarks' column of the roster/ reservation register.



(M.K.Meena)

Joint Director Estt.(Res.)

Railway Board

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Copy to: Liaison Officers for SC, ST and OBC of All Indian Railways/ Production Units.