

Southern Railway

No.T/P.641/CSBF-Mens Camp/2024

Divisional Office,
Personnel Branch,
Tiruchchirappalli,
Dated: 06.02.2024.

All Supervisors/TPJ Division.

Sub: CSBF-Men Employees Camp-2023-2024 at Gangtok and Darjeeling
(Exclusively for men)

Ref: PCPO/MAS Letter No.P(W)641/CSBF/MEC/2024 dt.06.02.2024.

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It is proposed to conduct CSBF Men Employee's camp for the year 2023-2024 at Gangtok and Darjeeling tentatively April – 2024.

A copy of PCPO/MAS letter under reference above is enclosed herewith for guidance.

The employees who are willing to attend the men's camp should submit their application in the prescribed format as available in the web portal www.srhqpb.in along with instructions and guidelines to submit the **online application**.

No offline applications.

The link for the web portal is available under the link Personnel Department section of the Southern Railway internet website and also in Rail-net website of Southern Railway, from 12.02.2024 to 01.03.2024.

The portal to upload the applications will be closed at 23.59 hrs. on 01.03.2024 and no further correspondence in this connection will be entertained.

Wide publicity may be given to all the Men Employee's working under your control.



(B.SUNDARAMOORTHY)

APO/Genl/TPJ

for Sr.Divisional Personnel Officer/TPJ.

C/- PCPO/MAS for kind information.
C/- All Branch Officers/TPJ Division.
C/- DSBF Committee Members/TPJ
C/- AGS/SRMU & DS/SRMU/TPJ
C/- DS/AIOBCREA/TPJ



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(W)641/CSBF/MEC/2024

प्रधान कार्यालय/ Headquarters Office

कार्मिक शाखा/Personnel Branch

चेन्नै/Chennai -600 003.

Dt : 06/02/2024.

PCME, PCE, PCEE, , PCOM, PCCM, SDGM&CVO,
PFA, CAO/CN/MS&ERS, PCMD, PCMM, PCSTE, PCSO
CPD/RE/MS, FA&CAO/CN/MS, FA&CAO/T/MMC
CSTE/Proj/MMC, CWM/CW/PER, CWM/LW/PER, MD/RH/PER
DRMs/MAS, PGT, TPJ, TVC, SA, MDU, MD/RH/PER
CWMs/ GOC, S&T/PTJ, CW&LW/PER, DGM/OL, CPRO
Sr.DPOs/DPOs, MAS, PGT, TPJ, TVC, SA, MDU
Dy CPO/CW&LW/PER, WPO/GOC, SPO/EWS/AJJ, APO/ S&T/PTJ, APO/Elec/PER

Sub/ विषय : CSBF-Men Employee's Camp – 2023-2024 at Gangtok and
Darjeeling (Exclusively for Men)

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1. It is decided to conduct CSBF Men Employee's Camp for the year 2023-2024 at Gangtok and Darjeeling tentatively April - 2024.
2. Applications as per the number indicated below are invited from Divisions/Units from the Men Employees. The applications will be available "Online" format in the web portal www.srhqpb.in. from 12.02.2024 to 01.03.2024. Only "Online applications" will be entertained.
3. The nominated staff from Personnel Department should scrutinize the application and Personnel Officer of the Division/Unit will recommend the eligible employees (including Standby) online by 10.03.2024 as per the allotted quota for their Unit and preferences as detailed below. The eligible applications may be downloaded and after recommendation of PB officer it shall be forwarded through e-office to the undersigned. If 'online' applications are not recommended by the PB Officers it will be assumed that 'Nil' employees are eligible.

Eligibility:

- Men Employee working in Level -1 to Level-7
(Preference may be given to the Staff in lower Level)
 - Employees who are about to retire will be given preference
- The quota allotted to each Division/Workshops/units is detailed below:

Unit/Division	No. Allotted	Stand-by applications
Chennai	5	2
TPJ	5	2
MDU	5	2
PGT	5	2
TVC	5	2
SA	5	2
HQrs	6	2
CW/PER	3	1
LW/PER	3	1
CEWE/PER	2	1
GOC	3	1
EWS/AJJ	2	1
S&T/PTJ	2	1

The Men Employees selected for the above camp will have to avail their own leave. All the campers including staff representatives, camp officials and camp officer have to pay an amount of Rs.10,240/- i.e. 47% of the total cost which is amounting to **(Rs.22,000/- approx.)**. Amount once paid is not refundable under any circumstances. The controlling officers are advised to sanction leave to an employee when selected for the camp. Selected employees have to avail their own pass to reach Chennai before the camp and back to their working station after the camp.

4. The employees who are willing to attend the men's camp should submit their application in the prescribed format as available in the web portal www.srhqpb.in.

5. The guideline to fill up the application are as follows:

- a. The notification calling for application from the eligible candidates will be uploaded in the web portal www.srhqpb.in. duly indicating the opening date 12.02.2024 and closing date 01.03.2024 for applying. The link for the web portal is available under the link **Personnel Department section of the Southern Railway** internet website and also in **Railnet website of Southern Railway**.
- b. The detailed instructions for applying 'on line' will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to a application format in which the candidate needs to fill up the required particulars.
- c. The application has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, the same should be downloaded from the portal in PDF format and a printout of the same should be taken.
- d. In the printout, the photograph of the employee should be affixed in the space provided and after affixing the photograph, the employee should get the forwarding by the controlling supervisor/official, in the space provided in the application
- e. The completed application along with the declaration (**Annexure-I, if employee is suffering from Chronic Diseases**), duly approved for forwarding by the controlling supervisor/official should be scanned and uploaded in the portal in PDF format by the employee before 01.03.2024.
- f. Once the scanned PDF is submitted, the employee has to click on the "SUBMIT" button and submit the application.
- g. Once the scanned copy of the application is submitted, the employee will not be able to make any changes in the application already submitted.
- h. Applications which are incomplete should not be forwarded.
- i. Men Employee who have attended any earlier Men's Camp in the preceding five years are not eligible, a declaration may be obtained in this regard and checked for veracity at your end..

The portal to upload the applications will be closed at 23.59 hrs. on 01.03.2024 and no further correspondence in this connection will be entertained. If notified number of applications are not received from any Unit, the slot will be utilized for other unit

Wide publicity may be given to all the Men Employee's working under your control.


(ROJA MURALI)
Assistant Personnel Officer/Wel
For Principal Chief Personnel Officer

APPLICATION FOR CSBF MEN EMPLOYEES' CAMP-2023-2024
AT GANGTOK AND DARJEELING
(EXCLUSIVELY FOR MEN)

(All the details are to be compulsorily filled in)

Paste a recent
passport size
photo of the
employee duly
attested by the
supervisor in-
charge with seal.

S.N	Data of the Employee	Details	
1.	Name of the Employee		
2.	PF No. & HRMS ID.		
3.	Designation, Department, Section & Station		
4.	Pay Level & Pay		
5.	Mobile No. & Whatsapp No.		
6.	Railway Phone No.		
7.	Date of Birth & Age		
8.	Date of Appointment		
9.	Date of Retirement		
10.	Aadhar Number (Two copies to be enclosed)		
11.	Blood group		
12.	Whether Medically fit for attending the camp		
13.	Whether suffering from Chronic diseases. (Please fill annexure-I & attach with this form)	Yes	No
14.	Residential address		
15.	Phone number of any one Family member/Relationship (To contact in case of emergency)		
16.	Whether participated in the previous camp or not. If 'Yes' mentioned the year & place (Pls tick whichever is applicable)	YES / NO	

I declare that the details furnished above by me are true to the best of my knowledge and if any one of the same is found to be false in future, I shall be taken up under D&A Rules.

Date:

Signature of the employee

.....
It is certified that the details furnished above by the employee inclusive of employee's signature) are found correct and hence forwarded to PCPO & Chairman/CSBF Committee for consideration please.

Signature of the supervisor
with seal

Signature of the controlling officer
with seal

Office/Station stamp with date

(Declaration for Employees suffering from Chronic Diseases)

I(Name),.....
.....(PF No.), working as(Designation) in
the Office/Station of thedeclare
that, I am taking treatment/medicine for the following Chronic disease(s). (No.
of years to be specified).

1. Hypertension (BP)
2. Diabetes (Sugar)
3. Thyroid
4. Ischemic heart Disease (Heart Problem)
5. Epilepsy
6. Others (Specify).....

I am willing to attend men's Holiday Camp at my own risk and responsibility.. I also undertake to bear all the medical expenses arising out of my health condition, in case on any emergency.

Date

Signature of the
employee