



SOUTHERN RAILWAY

No.T/P.721/Railway Week/2025

Divisional office
Personnel Branch,
Tiruchirapalli-620001
Date: 04.10.2025

ALL CONCERNED

Sub: Duty allocation to PB Staff in connection with the Railway week
(RAIL SEVA PURASKAR) celebration/2024 – Reg.

The Railway Week Celebration 2024 is scheduled to be held at Rail Mahal, Tiruchchirappalli on 06.10.2025 at 10:30 hrs. In connection with the above, the following PB staffs are nominated to look after the duties allotted against them and to ensure the timely completion of assigned duties.

S.No.	Work Allotted	Staffs Nominated (Shri / Smt / K u m)	WI – Incharge
1.	Compering	1. Mercy Rani, OS/PB/TPJ 2. Kayalvizhi, OS/PB/TPJ 3. M.Vidhya, OS/PE/TPJ	Shri.Sasi Kumar, CSWI/TPJ
2.	Rangoli	1. Hema, Sr. Steno/PB/TPJ 2. Mahalakshmi, Sr. Clerk/PB/TPJ 3. Sowmiya, OS/PB/TPJ	Shri. Rajkumar, CSWI/TPJ
3.	Reception / Assistance to Certificate & Memento Distribution at dais stage	1. Banu Priya, Sr.Clerk/PB/TPJ 2. Sandhiya, Sr.Clerk/PB/TPJ 3. Mahalakshmi, Sr.Clerk/PB/TPJ	Shri.Suresh Babu, CSWI/TPJ
4.	Liaison to Srirangam Dance team	1. K.P.Manimaran, Ch.OS/PB/TPJ	Shri.U.Kalaiyarasa Babu, SWI/TPJ
5.	Liaison to Kalaikaviri Dance team	4. Maruthu Pandi, OS/PB/TPJ	
6.	Seating Arrangement of awardees and Dignitaries	1. Shri.Muthukannan Sr.Clerk/PB/TPJ	Shri.Saravanan,SWI/TPJ
7.	Liaison with Catering	1. Mangaleswaran, Canteen Manager/PB/TPJ 2. Kannan, Jr.Clerk/PB/TPJ 3. Kumar, Genl Asst/PB/TPJ 4. Yobu, Genl Asst/PB/TPJ 5. Uma, Genl Asst/PB/TPJ	Shri.Senthil Raman, CSWI/PB/TPJ

The nominated officials are advised to report at the venue at 09.00 hours on 06.10.2025 except SI.No.4&5. The staff nominated Liaising to Srirangam Dance team & Kalaikaviri Dance team (SI.No.4&5) should ensure the presence of dance teams at the venue at 09.45 hrs on the same day.

The absence of above nominated staff may be treated as cn duty.


04/10/25

Assistant Personnel Officer/TPJ
/Sr. Divisional Personnel Officer/TPJ

Copy to: Ch. OS/Genl/PB/TPJ – for necessary action.