

SOUTHERN RAILWAY

No.T/P.441/co-ord/Ex-servicemen

Divisional Office,
Personnel Branch,
Tiruchchirappalli
Dated:26.09.2025

All ChOSs/PB/TPJ

Sub: Action Plan of Personnel Department for *Special Campaign 5.0*
(2nd October – 31st October 2025) – Reg.

Ref: Sr.DME/TPJ's circular No. T/M.313/Misc/2025 dated 20.09.2025

In pursuance of the above reference, the Personnel Department shall undertake the following **Action Plan** for *Special Campaign 5.0* from **2nd October to 31st October 2025**, with a Planning Phase from **20.09.2025 to 30.09.2025**.

1. Nodal Officer

- Shri. L.Gerard, APO/TPJ is nominated as the Nodal Officer for HR Department to coordinate with CDO/TPJ.

2. Planning Phase (20.09.2025 – 30.09.2025)

- Identify Personnel office premises and record rooms as *Cleanliness Campaign sites*.
- List out redundant records, files, and registers for weeding out.
- Identify e-waste (computers, printers, peripherals) and scrap materials for disposal.
- Review all pending Personnel-related references (Parliamentary assurances, PMO, State Government, Inter-Ministerial).
- Compile pending employee grievance cases (CPGRAMS and offline).
- Prepare digitization plan for service records and pension cases.

3. Implementation Phase (02.10.2025 – 31.10.2025)

a) Cleanliness & Space Management - ChOS/Genl along with all ChOS/in-charges

- Conduct weekly cleanliness drives in Personnel office and record sections.
- Beautification of office premises with indoor plants, notice boards, and reorganized seating.

b) E-Waste & Scrap Disposal - ChOS/Genl - & Stores dealer

- Coordinate with Mechanical Branch/Stores for scientific disposal of e-waste.

c) Record & File Management - All CHOS/OSs cadre , Bills, Settlement & DAR

- Weed out obsolete personnel records/files as per retention schedule and make a record of weeded out records.
- Digitize service books, leave records, and settlement files of serving staff.
- Close old e-files in E-Office and update active files.


26/9/25

d) Disposal of Pendency - P.Suresh Babu, Ch S&WI & I Rajasekaran, S&WI

- Address pending Personnel-related references from Ministries, State Govt., PMO, and Parliamentary assurances- MP/MR/Parliamentary Reference.

e) Employee & Public Interface - U.Kalaiyarasa Babu ,S&WI - K.Saravanan, S&WI

- Ensure maximum disposal of pending employee grievances during campaign period
- Operate a *Grievance Help Desk* during campaign period.
- Conduct awareness sessions for Personnel staff on *Swachhata in Workplace & Digital HR Management*.
- Promote inclusivity and employee welfare measures.

**4. Monitoring & Reporting- G.Muthu Kannan,Sr.Clerk , S.Prasanna,Sr.Clerk
Co-ordination Section.**

- Daily progress to be updated in the Google Sheet shared by CDO/TPJ.
- Weekly progress review by Sr.DPO/TPJ.
- Final consolidated report to be submitted to DRM/TPJ through CDO/TPJ by **31.10.2025**.

All HR staff are directed to extend full cooperation to ensure successful completion of *Special Campaign 5.0*.


(L.GERARD)

**For Divisional Personnel Officer,
Tiruchchirappalli.**

Copy to:

DRM/TPJ – for kind information.
ADRM/TPJ – for kind information.
Sr.DPO/TPJ – For kind information.
All APOs.
All ChOSs/PB/TPJ – for compliance.