

Eastern Railway

No. E.11/0/Pt.V

Dated, 31.07.2019.

ALL CONCERNED

Sub : Check List for Surrender of Post & Creation of Post.

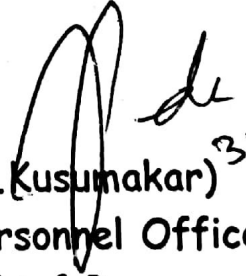
Discrepancies have been noticed in the procedure for Surrender & Creation of Posts which leads to unnecessary delay in finalization of MPP details of E.Rly.

As a guideline for issuing surrender memos & processing creation of posts checklists are hereby enclosed & also uploaded in Eastern Railway website which should scrupulously be followed.

This issues with the approval of the PCPO.

This circular is available on URL No. <http://www.er.indianrailways.gov.in> under About us → Department → Personnel → CODES MANUALS & CPO's Serial Circulars → Other Important Letters.

- DA: 1. Check List for Surrender of Posts(1 sheet)
2. Check List for Creation of Posts (2 sheets)


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Checklist for Surrender of posts

SI No.	Checklist	Page No. of Relevant documents		Remarks
1	Name of the Unit			
2	Whether Zero based Review of all posts appearing in the BOS and the work load has been assessed in the current year?	Yes	No	
3	Whether any work study is pending against the posts earmarked for surrender	Yes	No	
4	Whether the proposed surrender of Post is due to :-			
	a) work study	Yes	No	
	b) Annual Zero based review	Yes	No	
	c) for any other purpose(if yes pls specify)	Yes	No	
5	Whether proposed post for surrender is Permanent, live & incumbent free	Yes	No	
6	Whether such posts earmarked for surrender will be in lowest grade ? If not please provide justification in Remarks.	Yes	No	
7	Whether the posts proposed for surrender is in DR Quota? If yes provide details of indent placed, if any in Remarks.	Yes	No	
8	In case of surrender of substantive post in the "pool of surrendered posts" against which Supernumerary posts have been created to ensure surplus staff will be re-deployed within 6 months, as per RBE No.127/2016			
9	Whether proposed surrender memo of the identified post reflects the following :- i) Unit ii) Deptt. iii) Bill Unit iv) Designation v) Pay Band vi) Level vii) existing DA rate at the time of proposal . viii) Money value : if required from Vacancy Bank.	Yes	No	
10	Whether the proposal for surrender of post is duly identified & vetted by A/Cs with endorsement of Branch Officer & Personnel Branch Officer	Yes	No	
11	Whether register regarding "Pool of surrendered posts" is maintained, updated & having joint signature of Personnel Branch Officer & Accounts Officer for last financial year	Yes	No	
12	In case of Surrender under work study whether calculation has been made segregating 15% share for Railway Board as per RBE No.- 198/2018(SI No.- 03/19) Amount to be specified in Remarks Column.	Yes	No	
13	In case of Surrender due to Work study,money value to be credited to Vacancy Bank within 30 days of Approval of the proposal by DRM/CWM/HOD as per CPO's letter no. E.11/o/Pt.III dated 23.5.97			
14	Whether posts surrendered earlier during current financial year from the Unit have been deleted from BOS/Scale check register.	Yes	No	
15	Whether copy endorsed to all concerned including MPP/HQ	Yes	No	
16	Any specific remarks in terms of orders from Court or any other directives relevant to the proposed posts for surrender .			
17	Any other remarks.			

Checklist for Creation of posts

SI No.	Checklist	Page No. of Relevant documents	Remarks
1	Name of the Unit		
2	Proposal in Details	Creation of ____ Other than L-1 & ____ L-1 posts, comprising of ____ safety posts, ____ Non-safety posts	
3	Indicate nature of activity in brief		
4	Whether Creation of post is for New asset / New Activity	Yes/No	
5	If proposal is for New Assets	Whether it is on replacement/Additional Account	
6	Whether Creation of post is for Existing asset	Yes/No	
7	If proposal is for Existing Assets	Whether proposed post has been created earlier or not?	
8	Money value involved for proposed creation	Rs. _____	
9	What will be the source of money for such creation? HQ's Vacancy Bank/ Divnl Pool of surrendered posts/ fresh surrender by unit.		
10	If proposed to be funded by fresh surrender of post then whether vacant posts surrendered has been segregated from BOS and transferred to Vacancy Bank/ Departmentwise "Pool of surrendered posts" if not earmarked for surrender against any workstudy.		
11	If proposed to be funded by fresh surrender of post against which any workstudy is pending then whether 100% money value has been transferred to Head Quarters' Vacancy Bank. If yes, please provide letter/Surrender memo no. with date.		
12	Whether the proposal of creation has the concurrence of local Accounts?	Yes/No	
13	Whether the proposal of creation has been forwarded by DRM/CWM?	Yes/No	
14	Whether the proposal of creation has the consent of Deptatmental PHOD	Yes/No	
15	Who is the Competent Authority to approve -GM/DRM?		
16	A) Existing Sanctioned strength B) Existing On Roll Strength	Provide information as Other than L-1 & ____ L-1 _____ A) _____ B)	
17	Details of Safety vacancies in the unit as a whole (Current position) & action plan on hand to fill up those vacancies.	____ Other than L-1 & ____ L-1	
18	Details of Non-safety vacancies existing in the Unit(Current position) & action plan on hand to fill up those vacancies.	____ Other than L-1 & ____ L-1	
19	What is target for reduction in Sanc Strg for the Unit in this financial year?		

SI No.	Checklist	Page No. of Relevant documents	Remarks
20	Whether 1% reduction in Sanctioned Strength as per Corporate objective has been achieved?	Yes/No	
21	Details of surrenders till date in the financial year _____ by the unit		
22	When was the last creation done by the Unit?	DD/MM/YY	
23	How many posts were created last for the Unit?	_____ Other than L-1 & _____ L-1	
24	How was it funded?	Head Quarter's Vacancy Bank/ Divisional Pool of Surrendered posts?	
25	Money value last given by the unit to Head Quarter's Vacancy Bank	Rs. _____ on DD/MM/YY	
26	No. of Posts available against the same Deptt. in Divisional Pool of Surrender.		
27	What is the current Manpower ratio of the said activity centre	_____ Manpower ratio	
28	What is the benchmark for the relevant Activity(if available)	_____ Manpower ratio	
29	What is the IR average for the relevant Activity Centre(if available)	_____ IR Manpower ratio	
30	Yardstick existing for this activity according to which posts are proposed to be created.		
31	Net addition to output to be indicated if these posts will be created as proposed		
32	How many workstudies are pending for the said department of the Unit		
33	Brief justification for the additional Manpower taking into consideration of :- a) Economies of Scale b) Upgradation of technology c) Change in practices		
34	Have any posts been created to manage the requirement? Work Charged posts or otherwise, redeployment etc may be indicated		
35	Whether this creation is according to percentage distribution of posts in the cadre?	Yes/No	
36	Any specific remarks in terms of orders from Court regarding proposed posts		
37	Any other relevant remarks		