पूर्वतटरेलवे/ EAST COAST RAILWAY

प्रमुखवित्तसलाहकारकार्यालय/Office of the Principal Financial Adviser

द्वितीयतल, रेलसदन, चंद्रशेखरपुर/2nd Floor, Rail Sadan, Chandrasekharpur,

भुबनेश्वर-७५१०१७/Bhubaneswar-751017

No. ECoR/Accts/BBS/Admn-NG/Misc-School Bus/38/1548 Dt.26.09.2025

To

Dy.FA&CAO(F&B), Dy.FA&CAO(S&W), Dy.FA&CAO(T), Sr.System Manager(IT), DAO/ Statistics, Sr.AFA(HQ), ACC/HQ/BBS, Jr. System Manager(IT), AFA(T), AFA(S), AFA(Con)/BBS, AS&AO, PS to PFA.

Sub: Application for availing School Bus facility for the Academic session 2025-26 & payment procedure thereon.

Ref: PCPO/ECoR/BBS Ofc lr. No. ECoR/Pers/Wel/School Bus/2025-26 Dtd. 22.09.2025.

Enclosed please find herewith the copy of the letter under reference which is self explanatory.

Wide publicity may be made among all the staff under your administrative control. The applications of the employees, those who want to avail the School Bus Facility for the Academic session 2025-26 in all respects along with all enclosures/documents may please be drpped directly in the Drop box placed at Welfare section of PCPO office on or before 17.10.2025

Encl:As above

RANJAN NARAYAN SARANGI

AFA(HQ)

For PFA/ECoR/BBS

Copy to: 1) Dy. FA&CAO(G)/ECoR/BBS for kind information.

2) Notice Board

EAST COAST RAILWAY
O/o. the PFA/BBS
No. R/Z/F/G/I../1940..Dt..23.9.25

पूर्वतटरेलवे EAST COAST RAILWAY
मुख्यालयकार्यालय,कार्मिकविभाग, साउथब्लॉक,रेलसदन,भुवनेश्वर
Headquarters Office, Personnel Department,
South Block, Rail Sadan, Bhubaneswar-751017

सत्यमेव जयते

सं./No.ECoR/Pers/Wel/School Bus/2025-26 दिनांक/Dt: 22.09.2025

To
All PHOD/CHOD/HOD/ECoR/BBS, CAO/CON/BBS,
CWM/CRW/MCS, CHAIRMAN, RRB/BBS, DGA/ECoR/BBS
PROJECT MANAGER/RVNL/BBS

Sub: Application for availing School Bus facility for the Academic session 2025-26 & payment procedure thereon.

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Applications are hereby invited in the prescribed format (enclosed) for availing the School Bus facility from the employees for ECoR/HQ/BBS for the academic session 2025-26. It was unanimously decided in the HQs School Bus Management Committee meeting held on 18.09.2025 that:

Wards of Railway employees working in RE, Rail Tel, IRCTC, RVNL, IRCON, PD/Audit and residing in Railway settlements of the above unit are required to deposit lump sum amount in one installment under **Allocation head – 93652000**. The original Money Receipt may be submitted in original in Welfare Section of PCPO office for record.

For all other staff existing / new coming under salary bills units - APO/CON/BBS, APO/Bills/BBS, Sr. AFA/G/BBS, Member-SECY/RRB/BBS, Sr. AFA/CON/G/BBS, Staff Officer to PCSC/RPF/ BBS, APO/CRW/MCS, Sr.DPO/KUR/WAT/SBP, SPO/CON/VSKP and residing in Railway settlements shall give undertaking in the application form duly certified by Bill clerk and Controlling Officer concerned that he will deduct the School Bus fees in one installment. Staff deducting from the salary bill will submit the self-attested xerox copy of salary slip indicating the deduction of School Bus fees at Welfare section of PCPO office for record.

It is not allowed to withdraw the bus facility in mid of session except in case of transfer of parents or change of School/ transfer from the School. Students will not be allowed to avail School Bus facility without paying the requisite fee as applicable.

The application form complete in all respect enclosing with one stamp size photo of children may be dropped directly in the Drop box placed at Welfare section of PCPO Office on or before **17.10.2025**.

Encl- *Application form*

(Suresh Kumar Behera)
Dy. Chief Personnel Officer (HQ)
For Principal Chief Personnel Officer

Copy forwarded for information & necessary action-

1. Ch.S&WI to PCPO & CPO (A) for kind information of PCPO & CPO (A).
2. Sr. DPO/KUR, Member Secretary/RRB/ BBS, APO/CRW/MCS, APO (Con)/BBS, Staff Officer to PCSC/BBS, Sr. AFA/G/BBS, Sr. AFA/Con/G/BBS, APO/Bills/BBS & ADEN/Settl/BBS – for information and necessary action.
3. The Sr. DEN (Estate)/ECoR/KUR at BBS.
4. The Sr. System Manager/ECoR/BBS for up loading the notification in ECoR portal.
5. The Gen. Secy- ECoRSC & ECoRSU.
6. All concerned.

DY. FA&CAO(CG):-

Dy. Chief Personnel Officer (HQ)
For Principal Chief Personnel Officer

पूर्व तट रेलवे
भुवनेश्वर

EAST COAST RAILWAY
BHUBANESWAR

APPLICATION FOR
SCHOOL BUS IDENTITY CARD
FOR THE ACADEMIC YEAR 2025-26

Paste recent stamp size photograph of the student

1. Name of the Student : _____
2. Date of Birth of student : _____ Blood group_____
3. Name of the School with address : _____
   (Attach xerox copy of 1st two pages of school diary/ ID Card/Money Receipt)
4. Class (Academic Year 2025-26) : _____
5. School timings : _____
6. From where student is Intending to avail School Bus Facility : _____
   (Rail vihar / Rail kunj / Rail kutir/ Kanchanjunga/Other)
7. Present Address : Qr No._____At_____
   _____
   ☎ (Rly) _____ Mob/CUG_____
8. Relation with employee : _____
9. Name of the employee : _____
10. Designation : _____
11. Department/Office : _____
12. Employee Details :
    (i) PF No : _____Bill Unit No._____
    (ii) Bill compiling Officer : _____
    (ii) Bill passing Officer : _____

I declare that the above information furnished is true to the best of my knowledge & belief. I also hereby declare that the charges fixed by the administration to avail the School Bus facility **will be deducted through my regular salary bill** /or I will deposit the same in cash office. I will abide by all rules and regulation of Motor vehicle Act any grievances about the matter will inform to the administration through proper channel.

Signature of the Employee

Certificate of the Bill Clerk-

Certified that the particulars mentioned at para 9, 10, 11 & 12 are true as per official records. I shall deduct the charges fixed by the administration at one time from the **regular salary bill** of aforesaid staff towards School Bus fees without fail.

Signature of Bill Clerk/Unit

Certificate of the Unit In-charge or Controlling Officer-

Certified that the applicant is working under me & particulars given above are true.

Signature and seal of the Forwarding Official