



पूर्व तट रेलवे
EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Rail Sadan, 2nd Floor, Bhubaneswar
PIN- 751 017, Phone- 51074 (Rly)

सं./No.ECoR/Pers/Wel/School Bus/2022-23

दिनांक/Dt: 28.07.2022

To

All PHOD/CHOD/HOD/ECoR/BBS, CAO/CON/BBS, PCSC/ECoR/BBS,
DRM/ECoR/KUR, CWM/CRW/MCS, CHAIRMAN, RRB/BBS, PD/AUDIT/BBS
PROJECT MANAGER/RE/RVNL/BBS

**Sub: Application for availing School Bus facility for the Academic session 2022-23
& payment procedure thereon.**

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 2022-23. It was unanimously decided in the HQs School Bus Management Committee meeting held on 21.05.2019 that wards of Railway employees working in RE, Rail Tel, IRCTC, RVNL, IRCON, PD/Audit and residing in Railway settlements of the above unit will deposit lump sum amount in one installment under **Allocation head – 93652000**. After submission of original money receipt at Welfare Section of PCPO office, School Bus Identity card will be issued.

For all other staff existing / new coming under salary bills units - SPO/CON/BBS, APO/Bills/BBS, Sr. AFA/G/BBS, MEM-SECY/RRB/BBS, Sr. AFA/CON/G/BBS, SO to PCSC/RPF/ BBS, WPO/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 & collect the School Bus Identity card of their wards. **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 the Bus Identity Card (AY-2022-23) issued from Welfare section of PCPO's Office.

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 **11.08.2022**.

In addition to this a Google Form is designed to finalize the process of issuing School Bus Identity Card at an early date. Hence, it is requested to advise the staff working under your control to fill the data in the following Google Form on or **before 11.08.2022** to avail the school bus facility and also send the hard copy of the school bus application form.

Google Form Link: https://docs.google.com/forms/d/e/1FAIpQLSehN7Qt_8f_6HhydYIPxAKJ_0K2IUu-Zba98uLP_ihBEVvQDA/viewform?usp=sf_link

Encl- *Application form*

(Prakhar Gupta)
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, WPO/CRW/MCS, SPO (Con)/BBS, , Staff Officer to IG cum PCSC/BBS, Sr. AFA/G/BBS, Sr. AFA/Con/G/BBS, APO/Bills/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, ECoRSC&STREA, ECoRRPFA.

For Principal Chief Personnel Officer

**APPLICATION FOR
SCHOOL BUS IDENTITY CARD
FOR THE ACADEMIC YEAR 2022-23**

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 202-23) : _____
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