

I/6065/2024



Estt. Srl. No. 35/2024 RBE No- Nil

EAST COAST RAILWAY
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/
Office of the Principal Chief Personnel Officer
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017
Rail Sadan, IInd Floor, Bhubaneswar-751017

ECoR/Pers/R/Reservation.

Date:28.03.2024

**ALL PHODs/CHODs,
DRMs/CWM/CAO&CPM,
East Coast Railway, Bhubaneswar.**

Sub: Checklist for the guidance of Liaison Officer.

A copy of Railway Board's Letter No. 2018-E(SCT)I/25/9, dated 27.01.2023 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

**(Ponna Venkatesh)
Senior Personnel Officer (HQ)
For Principal Chief Personnel Officer.**

Copy to:-

1. Secy. to GM & AGM,
2. Chairman-RRB&RRC-BBS,
3. Dy.CPOs /Sr.DPOs, DPOs/SPOs, WPO/APOs of Personnel Department,
4. General Secretary's- ECoRSC & ECoRSU.

Digitally Signed by Ponna

Venkatesh

Date: 28-03-2024 12:13:26

Reason: Approved

Government of India
Ministry of Railways
(Railway Board)

New Delhi, dated 27.01.2023

No.2018-E(SCT)/25/9

The General Managers (P),
All Indian Railways
& Production Units.

Sub: Checklist for the guidance of Liaison Officer.

During inspections of reservation/ roster register of some of the railways, few anomalies were noticed in maintenance of roster/ reservation registers. It has also come to the notice that Some liaison officers are not aware of the procedure and the area to be seen while vetting the reservation/roster register. Hence, for the guidance & convenience of Liaison officers the following points in the form of checklist is prepared.

It is desired to follow the checklist as detailed below while vetting the reservation/roster register.

1. Maintenance of roster / reservation register :

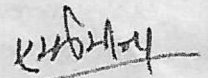
- a) As per Recruitment Rules.
 - b) Separate roster registers for direct recruitment & promotion.
 - c) Expanded or contracted as per increase or decrease in cadre strength.
 - d) Correctly filled up which should indicate name of post, cadre strength, method of recruitment, percentage of post of SC/ ST/OBC/EWS as per cadre strength.
2. Total number of points in the register /roster shall be equal to number of posts in the cadre.
 3. All points in the cadre strength are to be filled before making the replacement in case of large cadre.
 4. All columns of roster/reservation register should be filled properly.
 5. All entries in the register should be in handwritten form and no pasting should be allowed.
 6. No corrections in the roster register after vetting by Cadre Controlling Authority (CCA). In case of corrections if any, the same should again be certified by CCA & L.O.
 7. Erasing / Overwriting is to be avoided.



8. Summary indicating cadre strength, representation of SC/ST/OBC, SC/ST appointed/promoted on their own merit, shortfall & backlog of SC/ST/OBC mentioned in the roster/reservation register after every appointment / promotions & should be jointly signed by CCA & L.O.

9. In case any reserved post remain vacant due to non-availability of candidates in particular grade, the vacant post is to be operated in lower grade by downgrading the same & CCA to be advised accordingly.

10. Entry like own-merit, superannuation, death, VRS, promotions, deputation and whether operated in downgraded grades to be entered in the 'remarks' column of the roster/ reservation register.



(M.K.Meena)

Joint Director Estt.(Res.)

Railway Board

Mail Id: maheshkr.meena69@gov.in

Tele No. 011-23047186

Copy to: Liaison Officers for SC, ST and OBC of All Indian Railways/ Production Units.

R.B.E. No. 85/2002

MINISTRY OF RAILWAYS
GOVERNMENT OF INDIA
(RAILWAY BOARD)

No. 2001-E(SCT)I/41/1

New Delhi, dated 14.06.2002


The General Managers,
All Indian Railways and Production Units/including CORE/Allahabad, Metro
Rly./ Kolkatta, N.F.Rly. (Cons)/Maligaon
The Officer on Special Duty: East Coast Railway, Bhubaneswar/ North
Central Rly., Allahabad/ East Central Rly., Hazipur/ North Western Rly.,
Jaipur/South Western Rly. Bangalore/ West Central Rly. Jabalpur, Bilaspur
Railway Zone/ R.E. Office Complex, Bilaspur(M.P.)
The Director General/ RDSO/Lucknow
The CAO, DCW, Patiala
The CAO: MTP(Rlys.), Mumbai and Chennai
The Chairman, Railway Recruitment Board:
Allahabad/Ahmedabad/Ajmer/Bangalore/Bhopal/Bhubaneswar/Kolkatta/
Chandigarh /Chennai/Gorakhpur/ Guwahati/Jammu & Srinagar/Malda/
Mumbai/Muzaffarpur/Patna/Ranchi/Secunderabad/Trivendrum
The Director General, Railway Staff College, Vadodara
The Director IRSET, Secunderabad/IRIMEE,
Jamalpur/IRIEE, Nashik/IRICEN, Pune/IRCAMTECH, Gwalior.
All Indian SC/ST Railway Employees Association, Central Office, 171-
B/3, Basant Lane Railways Colony, New Delhi-55
General Secretary, All India OBC Railway Employees Federation, 96/3, Naya
Bazar, Railway Colony, New Delhi.
Director, RITES/IRCON/CONCOR/KRCL/IRFC
The Commanding Officers:
No. 1 Bn/RPSF/Lumding (Assam)
No. 2 Bn/RPSF/Gorakhpur UP)
No. 3 Bn/RPSF/Talkatora, Alambagh, Lucknow
No. 4 Bn /RPSF/P.P. Bhaktinagar/New Jalpaiguri (W.B.)
No. 5 Bn/RPSF/Tiruchirappalli (Tamil Nadu)
No. 6 Bn/RPSF/Dayabasti, Delhi-36
No. 7 Bn/RPSF/Maula Ali, Secunderabad
No. 8 Bn/RPSF/ Technical Training Institute, Chittaranjan

Sub: Maintenance of uniform proforma for Post Based Rosters Registers.

During the inspections by Board's Officers and Inspectors, it has been observed that different Zonal Railways/Production Units and their Divisions/Workshops are not maintaining uniform proforma for post based roster. In order to have a uniform proforma for post based rosters on All Indian Railways, standard proformae both for promotional and recruitment categories are enclosed herewith for strict compliance.

Please acknowledge receipt.

D.A: Two


(V.K. Bahamani) 13.
Exec. Director, Estt.(Res.)
Railway Board.

Copy to:- E(RB)I, II, V, D E(GR)I, II, E(GP), E(GC) Branches of Railway Board.

TALLY

[illegible]

DOF DATE 15 SEP 1964
DOF DATE OF REC 15 SEP 1964

CLASSIFICATION OF POSTS:

MODE:

ST = 7.5%

PROMOTION ROSTER BASED ON POSTS IN TERMS OF BOARD'S ORDER DATED 21.8.97 (R.B. E.No.11/97)

[illegible]

Government of India
Ministry of Railways
(Railway Board)

RBE No. 147/2023

No.2018-E(SCT)I/25/9

New Delhi, dated 21.12.2023

The General Managers (P),
All Indian Railways
& Production Units.

Sub:- Reservation in promotions- procedure to be followed prior to effecting reservations in the matter of promotions by all departments of the Central Government.

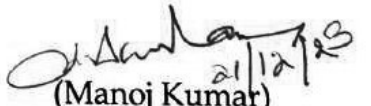
Ministry of Personnel, Public Grievances & Pensions (Deptt. of Personnel & Training) vide ID Note No. 36028/3/2022-Estt(Res.I) dated 21.11.23 has issued certain clarification, in reference to Secretary Directorate's ID Note No ERB-I/2023/14/32(E) dated 07.11.23. The operative part of the said clarification is quoted as under:

"In this regard, it is stated that in Sabharwal judgment, Hon'ble Supreme Court has stated that reserved category candidates can compete for non-reserved post and in the event of appointment to the said post their number cannot be added or taken into consideration for working out the percentage of reservation. The aforesaid instructions were reiterated by the Hon'ble Supreme Court in Jarnail Singh judgment.

"... ..However, as stated by the Hon'ble Court, so long as the instructions/Rules providing certain percentage of reservations for the backward classes are operative, the same have to be followed and despite any number of appointment/promotees belonging to the backward classes against the general category posts, the given percentage has to be provided in addition."

" Ministry of Railways is therefore advised to follow the Hon'ble Supreme Court judgements in cases of R K Sabharwal and Jarnail Singh i.e. reserved category candidates can compete for non-reserved post and in the event of their appointment to the said post, their number cannot be added or taken into consideration for working out the percentage of reservation".

The above quoted clarification of DOP&T may please be brought to the notice of all concerned for information and strict compliance.


(Manoj Kumar)
Exec. Dir./Estt.(Resvn.)
Railway Board
Tele No. 011-23047176
Mail Id: ederes.rb@gmail.com
.....2/-

Copy to:

1. Liaison Officers for SC, ST and OBC of All Indian Railways/ Production Units.
2. The General Secretary, AIRF, Room No. 253, Rail Bhawan, New Delhi.
3. The General Secretary, NFIR, Room No. 256-E, Rail Bhawan, New Delhi.
4. The Members of National Council, Departmental Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi
5. The Secretary General, FROA, Room No. 256-A, Railway Board.
6. The Secretary, RBSS Group 'A' Officer's Association.
7. The Secretary, RBSS Group 'B' Officers' Association.
8. The Secretary General, IRPOF, Room No.268, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Class II Officers' Association.
10. The Secretary, Railway Board Ministerial Staff Association.
11. The Secretary, Railway Board Group D Employees Association.
12. The General Secretary, AIRPF Association Room No.256-D, Rail Bhawan.
13. General Secretary, All India SC/ST Railway Employees Association, Room No.7, Rail Bhawan, New Delhi.
14. The General Secretary, All India OBC Railway Employees Federation, Room No.48, GF, Rail Bhawan.
15. Chief Commissioner Railway Safety, Lucknow.
16. Chief Administrative Officer, MCF/Raebareli Project, Kishanganj, Delhi-7.
17. The Secretary, Railway Board Promotee Officers Association, Room No. 341-C, Rail Bhawan.
18. The GMs, N.F. Railway (Const.), CAO,SR(Const.) and CR(Const.).
19. The Director General & ex-officio General manager, R.D.S.O/Lucknow.
20. The General Manager, and FA&CAO/Metro Railway/Kolkata.
21. The CAO and FA&CAO/COFMOW/New Delhi.
22. The General Manager, and FA&CAO/CORE/ Allahabad.
23. The Director General, National Academy of Indian Railways, Vadodara
24. The Directors, IRISSET, Secunderabad/IRIMEE, Jamalpur/ IRIEEN, Nasik/IRICEN, Pune and CAMTECH, Gwalior.
25. The CAO(Const.), MTP (R), Mumbai & Chennai.
26. The Chairman & Managing Director/Managing Director, RITES/IRCON/ CONCOR/KRCL/ IRFC/ RCIL/KMRCL/ RVNL/DFCCIL/ BCL/BSCL/ BWEL/ MRVC/IRCTC.
27. The Chairman, Railway Recruitment Board: Allahabad/ Ahmadabad/ Ajmer/Bangalore/ Bhopal/ Bilaspur / Bhubaneswar/ Kolkata/Chandigarh/ Chennai/Gorakhpur/ Guwahati/ Jammu & Srinagar /Malda/ Mumbai/Muzaffarpur/Patna/Ranchi/ Secunderabad /Thiruvananthapuram.
28. The Chief Project Administrator (Telecom), IRCOT Consultancy, Shivaji Bridge, New Delhi.
29. The Director (Movement) Railways, Kolkata.
30. The General Secretary, IRCA, DRM Office Complex, State entry road, New Delhi.
31. Managing Director, Centre for Railway Information System,
32. Vice Chairman, Rail Land Development Authority.
33. Chief Admn Officer, Indian Railways Organization for Alternative Fuels, 12th Floor, Core-I, SCOPE Minar, District Centre, Laxmi Nagar, New Delhi -110092.
34. Office of Chief Administrative Officer, Indian Railways (Workshop Projects), Chamber Bhawan, Judge's Court Road, Anta Ghat, Patna-800001, Bihar.
35. The Joint Director (Iron & Steel), 3 Koilaghat Street, Kolkata.
36. The Secretary, Railway Claims Tribunal, Chennai.
37. The Railway Liaison Officer, Jeevan Tara Building, Parliament Street, New Delhi.

Copy to:

PS to MR, PS to MOSR(J), PS to MOSR(D), Adviser/MR, EDPG/MR, EDPG/MOSR(J), EDPD/MOSR(D), OSD/MR, OSD/Co-ord/MR

Copy to:

PSO/Sr.PPS/PPSs/PPS/PS/PA to:

CRB & CEO,MF, M/Infra M(TRS), M(OBD), Secretary/Rly.Bd., DG/RPF, DG/RHS, Adv(MR), OSD(MR), OSD(Co-ord)/MR & Additional PS/MR.

AM(Comm), AM(CE), AM(C&IS), AM(Elect.), AM (Budget), AM(E), AM(ME), AM(Plg.), AM(PU), AM(Tele), AM(Sig), AM(Store), AM(T), AM(TT), PED(Bridge), PED(Stn.Dev.Engg.), AM(Works), AM(F), AM(Staff), Adv(Infra), Adv.(IR), Adv.(Project), PED(Vig.), Adv (C), Adv.(T&MPP), Adv. (Health), PED(Safety), Adv.(Transformation), Adv.(F), Adv.(Project), Legal Adviser, PED (Signal).

EDE(N), EDCE(G), EDE(G), ED(A), EDF(E), EDE(Safety), EDE(RRB), EDE(GC), EDE, EDV(A), ED(PSU), EDE(Sports), EDE(E&R), EDE(IR), EDH(G), EDPC-I, EDPC-II, EDF(BC), ED(ERP), EDPG, Chairman/HRRC, JS, JS(G), JS (E), JS(C), DE(W), DE(MPP), DE(G), DE(GP), DE(LL), DME(C&IS), JDF(E), JDE(N), JDE(Rep), JDPG, DDF(E)-I,II&III, DDE(R)-II, DDE (LR)-I & II,&III, DD(Sec/E), DD(Sec/ABE), DD E(P&A)I & E(P&A)II, E(G), E(NG)I & II, E(Trg), E(MPP), A/C-III, ERB-I, ERB-II, ERB-III, ERB-IV, ERB-V & ERB-VI, E(Rep)I, E(Rep)-II & E(Rep)-III, E(Sports), E(W), Sec(E), FE-I,II&III, FE(Spl), E(RRB), PC-III, PC-IV, PC-V, PC-VI, PC-VII, E(SCT)II, E(GR) I & E(GR)-II, E(GC), E(GP), E (Welfare)-I,II&III, E(D&A), E(Co-op), PR, E(D&A), E(LR)-I,II&III, Code Revision Cell/ Branches of Railway Board.
