

मध्य रेल



संख्या: SUR/P/General/Notice

मंडल रेल प्रबंधक का कार्यालय
कार्मिक शाखा, सोलापुर

दिनांक : 14/09/2023

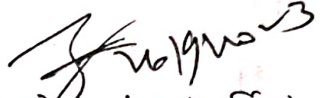
सभी सम्बंधित अधिकारी : सोलापुर मंडल

Sub: Additional Post Arrangement and grant of Additional Post Allowance

उपर्युक्त विषय पर मुख्यालय कार्यालय का पत्रांक P/CR/H/E-GAZ/274/14 दिनांक 11/09/2023 की प्रति सूचनार्थ एवं आवश्यक कार्रवाही हेतु परिपत्रित की जाती है।

उपरोक्त सूचना सोलापुर मंडल की वेबसाइट: www.cr.indianrailways.gov.in पर अपलोड किया गया है, इस प्रकार से विजिट कर About us > Divisions > Solapur > Personnel > Notification सेक्शन में देखें।

अनुलग्नक : यथोक्त।


कृते मंडल रेल प्रबंधक(कार्मिक)
सोलापुर

प्रति :

DRM, ADRM सोलापुर: कृपया सूचनार्थ।

मंडल सचिव: NRMU/CRMS/AIOBCREA/AISCSTREA:सोलापुर, कृपया सूचनार्थ।

मध्य रेल
Central Railway



Headquarters Office,
Personnel Branch,
CSMT Mumbai-400001

No.P/CR/HQ/E-GAZ/274/14

Date:- .09.2023

SDGM CAO(C) PCE PCME PCCM PCEE PCMM
PCOM PCSTE PFA PCMD PCSC PCSO CPRO
DRM/Sr.DFM/Sr.DPO BB BSL NGP SUR PUNE
CWM MTN PR MMR CWM(ELW)BSL (TMW)NKRD (S&T)BY WM/KWV

Sub:- Additional Post Arrangement and grant of
Additional Post Allowance

Please refer to this Office letter of even number dated 06.11.2020 (copy enclosed), wherein instructions/procedure regarding issue of Office Order for Additional Post Arrangement and grant of Additional Post Allowance have been circulated for information and necessary action.

As per SOPEST para 29 (A), GM's approval is required for looking after arrangement for JAG officers upto 6 months and for SAG officers upto 3 months. AGM's approval is required for looking after arrangement for Jr.Scale and Sr.Scale officers upto 6 months.

However, it is observed that some of the Units are not following instructions /procedure issued vide this Office letter quoted above and officers are allotted Additional charge of the post through an internal Note/Order at Divisional or HQ level without approval of GM/AGM (as the case may be) and further after taking over the charge of the post by concerned officer, proposal are being forwarded to HQ for necessary action. Sometime, letters/proposals are being sent to HQ after completion of local Additional Post Arrangement for grant of Additional Post Allowance (from HQ) or for issue of "Essentiality Certificate" (from Division).

In view of the above, it is reiterated that without issue of Office Order with the approval of GM/AGM (as the case may be) from Gazetted Section of PCPO's office, no proposal for grant of Additional Post Allowance or issue of "Essentiality Certificate" to be sent to HQ. Such proposals for post facto sanction, if received, will not be entertained.

Further as mentioned in this Office letter quoted above, if additional post arrangement is required to be done and where the officer is to be assigned full charge of the duties of a post, then said proposal should be sent through e-office Dak to Gazetted Section of PCPO's office immediately, so that necessary Office Orders will be issued with the approval of the Competent Authority and concerned officer will take over the additional charge of the post only after the issue of Office Order from this office.

This issues with the approval of PCPO.

DA-as above

C/- All concerned of Gazetted Section of PCPO's office

(Ajay Raj)
Digitally Signed by Ajay
Raj APO(Gaz)
/- PCPO
Date: 11-09-2023 13:51:44
Reason: Approved

1655277/2023/O/o.DYCPOGAZ/HQ/CR

Central Railway

Headquarters Office
Personnel Branch
CSMT Mumbai
Date : 06.11.2020

No.P/CR/HQ/E-GAZ/274/14

CAO(C) PCE PCME PCCM PCEE PCMM PCOM
PCSTE PFA PCMD PCSC SDGM CPRO
CWM MTN PR (S&T)/BY NKRD MMR BSL WM/KWV
DRM/Sr.DFM/Sr.DPO BB BSL NGP SUR PUNE

Sub : Additional Post Arrangements and grant of
Additional Post Allowance.

Issues have come up where officers are allotted charge of additional posts through a local note at Divisional level or HQ level without approval of the competent authority and without any formal order from the HQ's Gazette section of Personnel Department. Further letters are sent to HQ for sanction of additional post allowance. Also it is seen that letters are sent for sanction of additional post allowance even if the local note is issued for looking after day to day work of the additional post.

It may be noted that for issuing orders for additional post arrangement, in favour of officers, approval of AGM/GM is required.

Further for granting additional post allowance an employee should be formally appointed to hold full charge of the duties of a post on similar level as his own post, in addition to the duties of his own post.

The matter has been viewed seriously by GM/CR.

Therefore, it is clarified that henceforth, without issue of formal order for additional post arrangement from HQ's Gazette section of Personnel Department, no proposal for additional post allowance to be sent to HQ. Such proposals, if received, shall not be put up to AGM/GM for approval.

Further, if additional post arrangement is required to be done, where officer is to be assigned full charge of the duties of a post, then the proposal for the same should be sent immediately, via email, to HQ's Gazette Section Personnel Department, so that necessary orders can be issued with the approval of the competent authority and the officer will take the charge of the post only after issue of office order.

Please acknowledge receipt.

(Signature)

(Vipin Kumar)
SPO(GAZ)

For Principal Chief Personnel Officer

Copy to: All concerned in HQ's Gaz. Section.