

मध्य रेल



सं.: SUR/P/Gen/Cir./2023

मंडल रेल प्रबंधक का कार्यालय
कार्मिक शाखा, सोलापुर

दिनांक: 05/12/2023

परिपत्र सं.174/2023

सभी सम्बंधित : सोलापुर मंडल

सभी शाखा अधिकारी : सोलापुर मंडल

Sub: Implementation in HRMS of the punishment of stoppage of Privilege Passes & PTO, Under RS(D&A) Rules 1968- Comprehensive instructions.

उपर्युक्त विषय पर मुख्यालय कार्यालय का पत्रांक CR-HQ0PERS(PUMR)/13/2023 दिनांक 29/11/2023 तथा CR/HQ/PERS/PIIT/6/2022 दिनांक 23/09/2023 आपके सूचनार्थ एवं आवश्यक कार्यार्थ परिपत्रित की जाती है।

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

अनुलग्नक : यथोक्त।

कृते मंडल रेल प्रबंधक(कार्मिक)
सोलापुर

प्रतिलिपि :

DRM, ADRM सोलापुर, कृपया सूचनार्थ।

मंडल सचिव: CRMS/NRMU/AIOBCA/AISCSTA सोलापुर, कृपया सूचनार्थ।

I/47371/2023



मध्य रेलवे/CENTRAL RAILWAY

प्रधान कार्यालय/Headquarters Office

कार्मिक विभाग/Personnel Department

सी.एस.एम.टी., मुंबई/CSMT,Mumbai-400001

CR No.174/2023

Pass 100

क्रमांक CR-HQ0PERS(PUMR)/13/2023

दिनांक 29-11-2023

As per mailing list No.1

विषय: Implementation in HRMS of the punishment of stoppage of Privilege Passes & PTO, Under RS(D&A) Rules 1968- Comprehensive instructions.

1. Copy of Dy. CPO (IT)'s letter No.CR/HQ/PERS/PIIT/6/2022 dated 23/09/2022 in connection with the above is enclosed herewith for information and necessary action.

DA: As above.

Digitally Signed by Ashok
Ramchandani
Date: 29-11-2023 17:56:57
Reason: Approved

(Ashok Ramchandani)

APO (Ruling/Legal)

As per mailing list No.2

-/ प्रधान मुख्य कार्मिक अधिकारी

-/ पीसीपीओ/मध्य रेलवे

I/29416/2022

मध्य रेलवे/ CENTRAL RAILWAY

प्रधान कार्यालय/Headquarters Office

कार्मिक विभाग/Personnel Department

सीएसएमटी, मुंबई/CSMT, Mumbai-400001

Dated 23-9-2022

No. CR/HQ/PERS/PIIT/6/2022

To, (1) All DRM, SrDPO/CR (2) All CWM & POs Workshops/CR (3) CAO(C), DyCPO/Construction Organisation (4) MD/BAMCH (5) All PHOD/CR

Subject:- Implementation in HRMS of the punishment of stoppage of Privilege Passes & PTOs under RS(D&A) Rules 1968 – Comprehensive instructions.

1. It is to inform that in Central Railway, issuing of Privilege Passes and PTOs to serving railway servants are fully transferred to HRMS. The system has stabilized and all Privilege Passes and PTOs are being issued through HRMS smoothly. The issue of implementation of the punishment imposed on Railway servants of stoppage of Privilege Passes and PTOs was looked into. The following procedure has been put in place for properly ensuring implementation of such punishments.

2. There are thirteen numbers of HRMS Units (namely, Headquarters, Solapur Division, Bhusawal Division, Mumbai Division, Pune Division, Nagpur Division, Parel Workshop, Matunga Workshop, ELW/Bhusawal, Manmad Workshop, TMW/Nasik Road, STTI/Byculla, Construction Organization) in Central Railway. Each Unit has one UNIT ADMIN, who is empowered to create different Admins and Users for different modules of HRMS.

2.1 For the purpose of implementation of Pass Module of HRMS, the UNIT ADMIN will create such number of PASS ADMIN as required. Then UNIT ADMIN shall create such number of PASS ISSUING AUTHORITIES (PIA) under each PASS ADMIN and such number of PASS CLERK under each PASS ISSUING AUTHORITY.

2.2 In HRMS, the authority and responsibility to ensure stoppage of Privilege Passes/PTOs is vested in the concerned PASS CLERK.

2.3 The PASS CLERK shall have the authority to stop the issuing of Privilege Passes/PTOs of staff/officers allotted to him on an yearly basis. The Pass/PTO Account balance of an year of every employee under him is accessible to the concerned PASS CLERK. In addition, on 1st September of every year, the Pass/PTO balance of the subsequent year will be available and accessible to the Pass Clerk concerned. He has the authority to open it and stop the issuing of Privilege Pass/PTOs for the years where Pass/PTO balance is available/accessible to him.

3. Procedure to be followed by PASS CLERK when he receive a Notice of Imposition of Punishment (NIP)

3.1 Every Pass Clerk shall maintain a **Punishment Implementation Register** in Hard Copy containing sufficient pages. Sufficient number of pages will be allotted for each year starting from the year 2022 and it will be properly indexed. So the Register can contain record for at least 30 years starting from the year 2022.

3.2 Once an NIP against a staff is received by the PASS CLERK, he shall immediately enter the details of the NIP in the Register against the concerned years.

3.2.1 For example, the NIP imposing the punishment of stoppage of one set of Privilege Pass for the year 2022 and all sets of Privilege Pass and PTOs for the year 2023, 2024, 2025 and 2026 is received by a PASS CLERK. He shall enter in the Register against the year 2022 "One set of Privilege Pass of Shri ----- HRMS ID ----- is stopped vide NIP No. ----- dated ----- issued by -----". Then he shall

enter in the Register against the each of the years 2023, 2024, 2025 & 2026 "All sets of Privilege Pass and PTO of Shri ----- HRMS ID ----- stopped vide NIP No. ----- dated ----- issued by -----". Then he shall

immediately open the HRMS Pass Account of the employee and stop one set of Privilege Pass for the year 2022.

3.3 On 1st September of every year, the PASS CLERK shall open the Register and check the subsequent year. The Privilege Passes/PTOs to be stopped for that year recorded in that Register shall be implemented in HRMS on the same day.

3.3.1 For example, in the case of the staff described in Para 3.2.1, his all sets of Privilege Passes and PTO for the year 2023, 2024, 2025 & 2026 will be stopped on 1st September 2022, 1st September 2023, 1st September 2024 & 1st September 2025 respectively.

4. Procedure to be followed by PASS CLERK when he receive an Order of Appellate/Revisionary Authority

4.1 Once an Order from Appellate/Revisionary Authority against a staff is received by the PASS CLERK, he shall immediately make suitable changes in the concerned entries in the Register and shall also make changes in HRMS Pass Account of the concerned staff.

4.1.1 For example, in the case of the staff described in Para 3.2.1 & 3.3.1, the Appellate/Revisionary Authority reduced the punishment to **stoppage of all sets of Privilege Passes for the year 2024**. The Order was received by the Pass Clerk on November 2022. Immediately, the Pass Clerk shall make necessary changes in entries against the concerned years in the Register. Then in the HRMS Pass Account of the concerned staff, he shall re add one set of Privilege Pass against the year 2022, re add all sets of Privilege Pass and PTOs for the year 2023 and on 1st September 2023, all sets of Privilege Pass for the year 2024 shall be stopped.

5. The work described from Paras 3 to 4.1.1 shall be very systematically and diligently carried out by all PASS CLERK in Central Railway.

5.1 All UNIT ADMIN shall ensure that this letter is received by all PASS CLERK under his jurisdiction and the contents of this letter are clearly understood by them. Periodic inspection of Punishment Implementation Registers shall be carried out by all officers.

5.2 The absolute responsibility of correctly implementing the NIP/Order of stoppage of Privilege Pass/PTO is with the concerned Pass Clerks.

6. Responsibilities of Disciplinary/Appellate/Revisionary Authorities

6.1 When NIP/Order of stoppage of Privilege Passes/PTOs are issued, the years and number of sets to be stopped in each year should be spelt out with clarity.

6.2 Ensure that the NIP/Order is received by the concerned Pass Clerk at the earliest.

7. This comprehensive instruction and illustrations are issued to ensure that all concerned are aware of the procedure and system to be followed so that the Punishment Orders are implemented correctly and systematically.

Sd/- (T Wilson Koshy)

Deputy Chief Personnel Officer (IT)

For Principal Chief Personnel Officer

Copy/- General Secretary/CRMS, NRMU, SC ST Association & OBC Association

Copy/- All HQ POs/CR

Copy/- DGM(G)/CR

Digitally Signed by T.

Wilson Koshy

FOR PCPO **15/11/2022**

Reason: Approved