

मध्य रेल



संख्या: SUR/P/General/Notice

मंडल रेल प्रबंधक का कार्यालय

कार्मिक शाखा, सोलापुर

दिनांक: 05/03/2024

सभी शाखा अधिकारी: सोलापुर मंडल

सभी सम्बंधित: सोलापुर मंडल

Sub: Renewal of Duty Card Passes for the year 2024-2025

उपर्युक्त विषय पर मुख्यालय कार्यालय का पत्रांक HPB/21865-T/Pass/Policy दिनांक 21/02/2024 की प्रति समस्त अनुलग्नकों से साथ सूचनार्थ एवं आवश्यक कार्यार्थ 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।

39/2024

CENTRAL RAILWAY



Headquarters Office,
Personnel Branch,
Mumbai C.S.M.T.

No. HPB/21865-T/Pass/Policy

Date: 21/02/2024

SDGM PCOM PCE PCEE PCME PCSTE PCMD PCCM PCOS PCCO
CAO(C) CCM(PRS) CE (C) CEE (C) CSTE (C) FA&CAO (T)
DRM/Sr. DPO BSL NGP SUR PUNE
CWM PR MTN (ELW) BSL (TMW) NKRD WM/KWV
CWM (E/M) MMR CWM(S&T) BY XEN (TM) BSL
CPRO DGM
ZRTI BSL CETI/THK
Sr. EDPM/IT Centre, Asstt. Stat. & Analysis Officer.

Sub: Renewal of Duty Card Passes for the year 2024-2025.

The proposal for renewal of Duty Card Passes in respect of staff who are under control of Headquarters but working in your Office, may kindly be sent to this office for necessary action.

- 1 Please ensure that the proposal for renewal/issue of DCPs are forwarded to HQ on or before 31/3/2024 for processing further.
- 2 DCPs which is/are not proposed to be renewed should be surrendered along with proposal..
- 3 It is requested that requirement of number of DCPs in the department may be reviewed and only barest minimum number be recommended for renewal/fresh issue on need basis.
- 4 A consolidated list of all the DCPs of entire department required to be renewed should be sent along with the following details / documents
- 5 i) Recommendation/Approval of SAG Officer for renewal of DCPs with proper justification along with statement of movement
ii) Recommendation/approval of PHOD for issue of new DCP over Central Railway + other zones and approval of SAG Officer for issue of new DCP over Central Railway with proper justification.
iii) Statement of movement Annexure of last six months and date of retirement of the employee Movement Annexure is enclosed.
iv) Summary of DCP as per Proforma enclosed (Format-A)
v) If any employee is under punishment, the details may also be furnished.
- 6 If the employee holding second class DCP and entitled for II'A' class DCP and IInd 'A' class DCP holder entitled for first class DCP, grade pay should be verified by Bills Section.

DA:: As above

(Ashok Ramchandani)
APO (Pass)

C/- CPO

CPO(A) CPO(IR) CPO (G)

Chairman/RRC/WB DY.CVOs.

Dy.CPO(Gaz) (IR) (HRD) (Const)

All SPOs/APOs. Sports Officer

All Ch.OS/OS Hindi Supdtl.

Digitally Signed by Ashok
Ramchandani

Date: 21-02-2024 17:48:44

Reason: Approved

ANNEXURE TO DUTY CARD PASS

Annexure 'A'

Employees Name:

DCP No.:

Designation:

Date of Retirement:

Date of Reservation	Date of Commencemen t of Journey	Train No.	Stations between Journey to be Performed		Signature of DCP Holder	Signature of Controlling Officer
			From	To		

Officer's Signature: _____

Name of Officer: _____

Office Stamp / Seal: _____

To
CPO (Pass) CSMT

Annexure-B

	Please Tick
Complimentary card Pass/Ist'A' DCP	
Residential Card Pass (First class)	
Residential Card Pass (Second class)	

Sub Application for renewal of Free Residential Card passes/
Complimentary Card pass (Officers) for the year 2024-2025
Ref CPO's Office letter No HPB/21865-T/Pass/Policy dated 21-02-2024

Kindly arrange to renew Complimentary Card Pass/ Ist'A' DCP in lieu of Metal Token / Free Residential Card Passes for the year 2024-2025

The details are as under -

1	Name of the employee (Name/Middle name/Surname)	
2	Designation (in full form)	
3	Office / Department/Section/Tel No	
4	Pay Band/ Grade Pay (If holding second class and entitled for First class -GP 4200, same should be verified by Bills section).	
5	Complimentary card pass No.	
6	Free Residential Card pass No. In case of change in residence Residential proof is required	
7	DCP (in lieu of Metal Token / Silver Token)	
8	Station From -To In case of change in residence Residential proof is required	
9	Residential Address	
10	Date of Retirement	

I also agree to surrender my Complimentary card Pass/Free Residential Card Passes to the pass issuing authority immediately on my retirement / transfer / discharge.

The pass holder will be fully responsible for any incorrect declaration made by him/her. List of FRC serial number wise Ist & IInd class should be sent separately & FRC pass holder if not renewed his FRC pass as per department-wise scheduled given in the Annexure-A, as the same will be renewed with genuine reason with the approval of controlling JAG Officer.

Date /

(Sign of the Applicant.)

Verified & forwarded

(Sign of Controlling Officer / Section Incharge)

Name _____

Design _____

Office Stamp/Seal _____

Date _____

FORMAT 'A'

SUMMARY OF RENEWAL / ISSUE OF DCP'S FOR THE YEAR 2024-2025

Divn. / Unit with Deptt.	Category	Pay level in 7th CPC of Basic Pay	Grade Pay in 6th CPC Rs.	Sanctioned Strength	Operated Strength	No. Of DCP's Renewed / Issued upto 31/03/2024	No. Of DCP's not proposed for Renewal for the year 2024-2025	No. Of Fresh DCP's to be issued for the year 2024-2025	Total DCP's to be Renewed / Issued for the year 2024-2025
1	2	3	4	5	6	7	8	9	10
TOTAL:									

Verified by Controlling Officer of the Department

Signature:

Name of the Officer

Designation.

Date.