



PBC No: 150/ 2022

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्य कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: SR-HQ0HR(SYST)/8/2022

दिनांक/Dated:30.08.2022

All Concerned

विषय/Sub : Forwarding of Applications in respect of Notifications issued
by HQ through Online portal - reg.
संदर्भ/Ref : PCPO/MAS Letter No. P(R)608/P/Vol. X dated 28.03.2022

With a view to mitigate various difficulties faced in proper forwarding of applications to Headquarters in respect of notifications issued by Headquarters, instructions were issued vide this office letter No. P(R)608/P/Vol.X dated 28.3.2022 (enclosed), according to which, all the applications have to be forwarded to Headquarters only in e-office as per the procedure communicated therein.

As a part of further system improvement, a web based online portal has been developed for submitting applications in response to all notifications issued by Headquarters in respect of Departmental selections etc. and the same is hosted on the internet with URL www.srhqpb.in. The link for the web portal is available under the link **Personnel Department section of the Southern Railway** internet website and also in **Railnet website of Southern Railway**.

In order to ensure proper usage of the online portal, the following instructions are issued.

- i) The portal will be under the administrative control of the Chairman/RRC and Computer Section of Personnel Branch/Headquarters will render the required technical and other assistance in using the above web portal.
- ii) It has been decided that hereinafter all applications in response to notifications issued by Headquarters office, calling for applications from employees, will be submitted and processed through the above online portal.
- iii) The Personnel officer issuing the notification calling for applications will forward the same along with the format of the application to Chairman/RRC for hosting it on the portal. The mode of submitting applications through on line portal should be incorporated in the notification in consultation with Chairman/RRC.
- iv) The work flow for the online application management is enclosed as Annexure 'B'.
- v) The notifications calling for online applications from the eligible candidates will also be uploaded in the web portal duly indicating the opening date and closing date for applying.
- vi) The detailed instructions for applying through the portal will also be available in the web portal.
- vii) The candidate who desires to apply will have to click on the appropriate link in the portal. The link will lead to a application format in which the candidate needs to fill up the required particulars.
- viii) The application format has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, he/she

should download the filled up application from the portal in PDF format and a print out of the same should be taken .

- ix) In the print out, the photograph of the candidate should be affixed in the space provided and the candidate should affix his/her signature wherever the space is provided for this purpose. The affixed photograph should be duly attested by the controlling supervisor/official.
- x) After affixing the signature and photograph as above, the candidate should get the columns/space provided for forwarding the application filled by the controlling supervisor/official by making appropriate entries including the name, signature and seal of the forwarding supervisor/official, in the space provided in the print out for this purpose.
- xi) The completed application, duly forwarded by the controlling supervisor/official should be scanned and uploaded in the portal in PDF format by the candidate. The technical specification for the same will be available in the instructions to the candidates.
- xii) Once the scanned PDF format of the application is submitted, the candidate has to click on the '**SUBMIT**' button and submit the application.
- xiii) Once the scanned copy of the application is submitted, **the candidate will not be able to make any changes in the application already submitted.**
- xiv) On submitting the completed application as above, a unique application number will be allotted to the candidate which will be specific for each candidate in respect of each notification. Candidate can also download the copy of submitted application bearing the unique application number. The candidate may note the unique application number for future reference.

- xv) The candidate can check the status of his application by entering the unique application number and other relevant details as will be indicated in the instructions to the candidates.
- xvi) The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer and Divisional officer etc.
- xvii) The detailed instructions regarding the user rights and pass words will be issued by Chairman, RRC.
- xviii) The specified Dealer(s) will have to verify the necessary details filled by the candidate and after verification, the application can be forwarded to the concerned Personnel officer of the Division/Unit duly mentioning the reasons for rejection of the application, if any.
- xix) The concerned Personnel officer will accept the application and forward the same to Headquarters.
- xx) The concerned Personnel Officer can also reject the application duly specifying the reasons for rejection.
- xxi) In case there is a need for the applications to be forwarded with the approval of the concerned departmental officer, then a print out of the eligible/non-eligible applications may be submitted on file to the Concerned departmental officer and necessary approval taken by the Personnel officer, before forwarding the same to Headquarters.
- xxii) The Dealer(s) and the Personnel officer at Headquarters level will have the facility to verify the applications and accept or reject the same duly indicating the reasons.

xxiii) Thereafter, the list of eligible candidates can be generated through the online portal by the concerned officer and the process of selection can be further proceeded as per the extant instructions.

This issues with the approval of PCPO.

Encl. As above

SIDDARTH S K RAJ

2022.08.30 16:11:25 +05'30'

(SIDDARTH S.K. RAJ)

**Deputy Chief Personnel Officer/ IR &TRG.
for Principal Chief Personnel Officer**

Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

Online Application Mangement – Workflow
(Selection of Centralized Cadre)

Upload Exam Notification

Candidates apply for the above exam

Printing of Application

**Obtaining signature of Supervisor /
controlling officer**

**Uploading and submission of Scanned
Application**

**Applications will be landed at Cadre
dealer of concerned unit/division**

**Cadre Dealer will Forward to Dvn/WS
PB Officer if found correct or Reject
Applications if invalid / corrections
required**

**PB Officers will forward the
applications to HQRS / Reject upon
Dealer's Remarks.**

**HQRS Dealer will scrutinize the
applications and forward to HQRS PB
Officer if found correct or reject
applications**

**Finally HQ PB Officer approve the
Application for further process**



दक्षिण रेलवे / SOUTHERN RAILWAY

मुख्य कार्यालय / Headquarters Office,
कार्मिक शाखा / Personnel Branch,
चेन्नै / Chennai-600003
दिनांक/Dated: 28.03.2022

सं/No: P(R)608/P/Vol.X

All PHODs / CHODs/ DRMs / CWMs / CEWE / CAOs / CPM / Dy.CPOs / Sr.DPOs/
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / Other units etc

विषय /Sub: Forwarding of applications in respect of notifications issued by
HQ through e-office – instructions thereof.

As per the extant practice, applications submitted in response to the notifications issued for filling up the posts (for both Gazetted and Non-Gazetted cadres) that are controlled centrally at HQ level are forwarded in physical form by the field units. Instances have come to notice that avoidable delays have happened in forwarding such applications. Also at times, as directed, applications are not forwarded in one bunch but in various lots, thereby resulting in delay in finalizing the eligibility list.

Keeping in view of the above, it has been decided as follows:

- The practice of forwarding physical copies of the applications to Hqrs office may be dispensed with immediately.
- Henceforth only scanned copies of all scrutinized and duly certified applications shall be forwarded to Hqrs office by the respective units, **only through the e-office mode.**
- These applications shall be forwarded to Headquarters only by nominated Personnel officers or nominated officers looking after Establishment work of the unit concerned.
- These applications should be forwarded in e-office to the **specified authority at HQ** (as mentioned in notification) with a covering letter clearly mentioning the names of all the eligible candidates.
- If there are no eligible applications, a 'Nil' reply should be sent in e-office.
- Applications received at Headquarters office **other than through e-office mode** will not be considered under any circumstances.
- Physical copies of the applications should be preserved in the concerned office for future verification and record.
- The existing instructions on the channel of submission of applications etc. will continue, except that the applications should now be forwarded to the Headquarters office in e-office only as indicated above.

This issues with the approval of PCPO.


(R.M.RAVIKUMAR) 28-03-2022

उप मुख्य कार्मिक अधिकारी
Deputy Chief Personnel Officer/Tfc., M&E
प्रधान मुख्य कार्मिक अधिकारी
for Principal Chief Personnel Officer

Copy to:
CPO/G, CPO/Admn, CPO/IR & CPO/CN/MS for information
All Officers dealing with Personnel matters – for information and further necessary action.