



PBC No.214/2023

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

सं/No: P(R) 436/ P/Vigilance ref

दिनांक/Dated: 10.11.2023

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,  
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,  
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,  
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय /Sub: System improvement -Proper maintenance of  
Attendance Register - reg**

**संदर्भ /Ref:** 1) Railway Board letter No.2013/CE-II/CS/3 dt 11.04.2014  
2) This office letters Nos.P(R)420/P/Vol.VIII dated 25.01.2018  
and 04.06.2018.

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As a system improvement, the guidelines regarding proper maintenance of attendance register which have been issued vide above letters, are reiterated for strict compliance. Copies of the same are enclosed for ready reference.

The practice of marking 'P' in the attendance register by the SSEs themselves, especially in P.Way and Works offices of the open line field units, to indicate that concerned employee had attended the office should be stopped immediately. It may be ensured by the Supervisors/SSEs that the employees working under their control are inking at least their initial or first letter of their name in the Attendance register, thereby eradicating the undesirable activities at grass root level.

The Supervisors/SSEs should also be sensitized that marking of 'P' in the attendance register to indicate that the concerned employee had attended office attracted criticism by the Hon'ble Courts of Law, and the same must be avoided.

Encl: As above

S K

INDUSEKAR

Asst. Personnel Officer / IR & Trg.

कृतेप्रमुकाधि/For Principal Chief Personnel Officer

Digitally signed by S K  
INDUSEKAR  
Date: 2023.11.10 14:23:10  
+05'30'

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



दक्षिणी रेलवे SOUTHERN RAILWAY

सं. No.P(R)420/P/Vol.VIII

मुख्य कार्यालय Headquarters Office  
कार्मिक शाखा Personnel Branch  
चेन्नई Chennai . 600 003  
दि. Date : 4-06-2018

Sr.DPO / DPOs MAS, TVC, SA, MDU, PWT, TRS  
DyCPO / CN / MS & MTP, WPOs CW/PER, LW/PER, S&T/PTJ.  
APO / RPM, Stores / PER, Elec.Shop/PER.  
Dy.CMM / GSD / PER, MSD / PER, MPS / RPM

Sub : System Improvement of proper maintenance of Attendance Register.

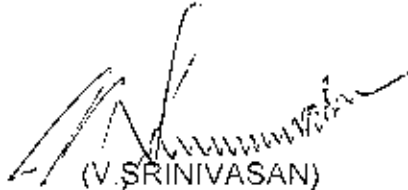
Ref : This office letter of even no. dated 25-01-2018.

During the Attendance check conducted at P.Way & Works office by Vigilance Department the attendance register are being marked 'P' by the SSE himself to indicate the concerned employee has attended the office as per the earlier practice in vogue. During the implementation of VI PC recommendations the minimum qualification for (earlier Group 'D') i.e., 1800 GP has been fixed as a pass in X STD as per PBC 124 / 2008. The employees in minimum grade of L1 Pay Matrix at present will be with a pass in X STD except in few circumstances and all will be able to write and read

In terms of Railway Board's letter No. 2013/CE-II/CS/3 dt. 11-04-2014 (copy enclosed) issued by Executive Director / Civil Engg the age old practice of marking 'P'(present) on the attendance register by mate (supervisors) may be discontinued and literate staff may be allowed to sign the attendance register by amendment of para 152 (2) of IRPWM. In case of illiterate staff existing system of marking 'P' & 'A' by mate may be continued.

These instructions are reiterated for guidance and compliance

Encl: As above

  
(V. SRINIVASAN)  
Sr. Personnel Officer / Rules  
For Principal Chief Personnel Officer

Copy to All PB Officers / Hqrs. for similar action.

भारत सरकार (GOVERNMENT OF INDIA)

रेल मंत्रालय (MINISTRY OF RAILWAYS)

रेलवे बोर्ड (RAILWAY BOARD)

2013/CE-ILCS.3

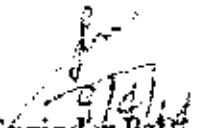
New Delhi, dt. 1.04.2014

Principal Chief Engineers,  
All Zonal Railways.

**Sub:** Signing of attendance register by the field staff of Engg. Gang etc.

With reference to above subject, it has been decided that the age old practice of making 'P' (Present) on the attendance register by Mate may be discontinued and literate staff may be allowed to sign in the attendance register by amendment of Para 152(2) of IRPWM. In case of illiterate staff existing system of marking 'P' & 'A' by mate may be continued.

In view of the above, correction in the concerned para 152 (2) of IRPWM will be issued shortly.

  
(Surinder Pal)  
Executive Director/Civil Engg.(P)  
Railway Board.

Copys to: General Secretary, National Federation of Indian Railwaymen, 3, Chelmsford Road, New Delhi-110055.

RB-55  
1 APR 2014



दक्षिणी रेलवे SOUTHERN RAILWAY

SECRET

सं.No.P(R)420 / P / Vol.VIII


मुख्य कार्यालय Headquarters Office  
कार्यकारी शाखा Personnel Branch  
चेन्नई: Chennai : 600 003  
दि.Date 25-01-2018

Sr.DPO / DPOs MAS, TVC, TPJ, SA. PGT, MDU  
DyCPO / CN / MS & MTP, WPOs CW/PER, LW/PER, GOC, S&T/PTJ,  
APO / EWS / AJJ. TM unit / RPM, Stores / PER, Elec.Shop/PER.  
Dy.CMM / GSD / PER, MSD / PER & GOC, MPS / RPM

Sub : Compliance of System Improvement suggested by this office –  
Reg..

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A copy of Chief Vigilance Officer letter No. VO/PC/A/2011/10/300/MDU dt. 07-09-2012 on the above subject is enclosed for information, guidance and necessary action

  
(V.SRINIVASAN)

Sr.Personnel Officer / Rules  
For Principal Chief Personnel Officer

Copy to All PB Officers / Hqrs.



दक्षिण रेलवे

SOUTHERN RAILWAY

" SECRET "

महानिरीक्षक का कार्यालय  
General Manager's Office,  
सतर्कता शाखा/Vigilance Branch,  
चेन्नई/Chennai-600 003.

No: VO/PC/A/2011/10/300/MDU.

Dated: 09.09.2012

CE/MAS, CPO/MAS.

Sub: Systemic improvement for proper maintenance of Attendance Register.

It has been detected during the Attendance check, conducted at P.Way & Works office of the open line field units, that practice of marking 'P' in the attendance register by the SSEs himself to indicate concerned employee has attended the Office is in vogue. Inasmuch as, there is no concept of Group "L" category as per VI PC recommendation and all the Group "D" employees who do not possess the qualification are to be retrained by the concerned department before fixing them in PB-1 with effect from 01.01.2006 with Grade Pay of Rs.1800 as envisaged in the PBC.124/2008 the plea of illiteracy would not stand in good stead now and hence the above said practice should be stopped immediately.

Therefore, it is requested that necessary instruction & notification to all concerned (more particularly P.Way & Works Office of the open line field units) may please be issued directing the Supervisors/SSEs to ensure that the employees working under their control are inking atleast their initial or first letter of their name in the Attendance Register, thereby to curb and eradicate the undesirable activities at grass root level forthwith. The Supervisors/SSEs should also be aware that marking of "P" in the attendance register to indicate concerned employee has attended the Office would have evil consequences besides inviting uncalled for criticism by the Hon'ble Courts of Law

Action taken may please be advised in this office on or before 28.09.2012.

This is issued with the approval of SD:DM & CVO

Please acknowledge receipt.

(Dr. C. Surya Lakshmi)  
Dy. Chief Vigilance Officer/Accounts  
for Chief Vigilance Officer.

File  
07/10/12  
cm/B

Dr. C. Surya Lakshmi

SL  
10/10/12