

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(NG)II/2013/RR-1/1

New Delhi, dt. 5 .2.2013

**The Chief Personnel Officer
All Indian Railways/PUs**

Sub: Monitoring of open market panels

The issue of placement of indents on the RRBs and RRCs by the zonal railways and the consequent liquidation of vacancies on receipt of panels has been engaging attention of this office for some time. It has been found that a robust monitoring system supervised by the concerned SrDPOs at the division level and CPOs at the zonal levels has the potential to reveal the actual working of the system. During the performance review meeting of personnel branch of South Central Railway, Board (MS) observed that the monitoring system of appointment of candidates recommended by recruiting agencies being followed in South Central Railway be adopted by other Zonal Railways also.

In this connection, a Write -up on Panel Monitoring System introduced in South Central Railway is enclosed for guidance and compliance. CPOs are requested to get in touch with SCR for better appreciation, and actual implementation, if required.

The system should be made operational by 10th Feb 2013 positively and feedback (through fax or e-mail) be provided without fail.


(B. MUKUNDAN)
Executive Dir. Estt.(N)
Railway Board

Write up on **RRB Panels Monitoring System** [RRB-PMS] introduced in South Central Railway in December-2012:

- (i) Under this system a separate folder in the *server* has been created for every Sr.DPO and WPO with a password assigned and given only to the concerned Sr.DPO/WPO.
- (ii) When RRB panels are received and the candidates are distributed to Divisions/Units, the concerned cadre officer of Headquarters Personnel Branch makes available the data of the candidates allotted to each division/unit in an Excel sheet format. Copy of this format is annexed at Annexure 'A'. The first five columns of the Excel sheet, namely, 1) Serial Number, 2) Name of the candidate, 3) Roll Number, 4) Merit position, 5) Community is filled up by the cadre officer of the Headquarters. This data is not physically entered. When the RRBs supply the panel, the Chairman/RRB is asked to give the data of the selected candidates along with their addresses in a CD. The first five columns of the Excel sheet are taken from the CD and copied to the Excel Sheet.
- (iii) All the Sr.DPOs/WPOs have been asked to fill up the other columns of the Excel sheet, like date on which offer of appointment was sent; date of reminder; in case the candidate does not respond to first letter; dates of medical examination; date of training; date of completion of training, etc., The divisions/units are advised to update this data in their folders on a daily basis. A copy of the instructions issued to DRMs/CWMs is enclosed.
- (iv) The Excel sheet has also columns in regard to the status of medical fitness and candidates who have not responded and the date on which these ineffective papers are returned to Headquarters. This enables Headquarters to seek replacement panels from RRB.
- (v) The Recruitment Section of Headquarters Office transfers the Excel data to a data base (Access) on a weekly basis and a consolidated report for the entire panels supplied by the RRB is generated for a review by Dy.CPO(Rectt.)/CPO.

Advantages of the monitoring system:

- 1) Enables timely utilization of RRB papers.
- 2) In case, any division is unduly delaying issue of appointment letters, the position can be monitored in Headquarters.
- 3) The stage at which delay is occurring in appointing a particular candidate is known.
- 4) Sometimes candidates after completion of training are not posted to working posts. The delay on this account can also be monitored.
- 5) Most important, Headquarters can keep a track of ineffective papers and seek replacement papers from RRB at the earliest.



SOUTH CENTRAL RAILWAY

Headquarters Office,
Personnel Branch,
Secunderabad.

No.SCR/P-HQ/RRB Panel Monitoring/2012

Date: 16.01.2013

All DRMs/CWMs

Sub: Monitoring of RRB panels and their materialization.

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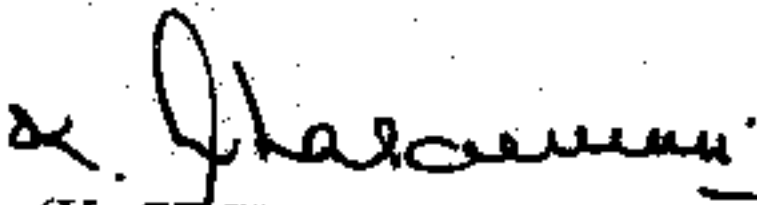
With a view to monitor receipt and materialization of RRB panels pertaining to various departments, it is proposed to follow a procedure so that at any given point of time, any cadre officer would know the status of the panels which are under different stages of materialization.

In this direction, the following instructions are issued to all the Divisions/Units:

- (i) Under this system a separate folder in the *server* has been created for every Sr.DPO and WPO with a password assigned and given only to the concerned Sr.DPO/WPO.
- (ii) When RRB panels are received and the candidates are distributed to Divisions/Units, the concerned cadre officer of Headquarters Personnel Branch makes available the data of the candidates allotted to each division in an Excel sheet format. Copy of this format is annexed at Annexure 'A'. The first five columns of the Excel sheet, namely, 1)Sl. No., 2)Name of the candidate, 3) Roll No., 4)Merit position, 5)Community is filled up by the cadre officer of the Headquarters. This data is not physically entered. When the RRBs supply the panel, the Chairman/RRB is asked to give the data of the selected candidates along with their addresses in a CD. The first five columns of the Excel sheet are taken from the CD and no physical data entry is done.
- (iii) All the Sr.DPOs/WPOs have to fill up the other columns of Excel sheet like, date on which offer of appointment was sent, date of reminder, in case the candidate does not respond to first letter, dates of medical examination, date of training, date of completion of training, etc.,
- (iv) The data should be updated by Recruitment Section Clerks on a day-to-day basis, i.e., as and when the appointment letters are sent, candidates reported for medical examination, sent for training, etc. The data should be updated in the folder of the Sr.DPOs/WPOs concerned.
- (v) On the beginning of every week, Dy.CPO/Rectt./HQrs. will consolidate the information in respect of all the candidates of a particular panel of all the Divisions/Units and put up to CPO. This will be discussed in the Audio Conference held on every Tuesday.

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- (vi) It is the duty of every Sr.DPO/WPO to give the complete and updated information. There will not be any further interaction between the cadre officers and the Sr.DPO/WPO in the matter of utilization of the panels. The information will be compiled automatically from the updated folders of the Divisions/Units and if any information is not updated, the Sr.DPO/WPO will be held responsible.
- (vii) Once a candidate is medically unfit, then a letter should be sent by a Registered Post immediately to the candidate informing of his medical unfitness and also the provision relating to prefer an appeal to be decided by CPO. A sample proforma for informing the candidate is enclosed. In case, the candidate does not prefer an appeal within a period of one month, or if the appeal is rejected, his papers should be returned to Headquarters for seeking replacement.
- (viii) In regard to candidates who are not turned up for first offer of appointment, a reminder should be sent by Registered Post giving him further time of 15 days. In case, he does not respond even to the reminder, then his paper should be treated as ineffective and returned to Headquarters for seeking replacement from RRB.
- (ix) The data entered into various columns of the folders should be done correctly and once the data is entered, no corrections will be permitted. Such, corrections can be done only in Headquarters Office under authorization, provided the Sr.DPOs/WPOs explain the reasons for the wrong data entry. In case of any further clarifications or information as to how to enter the data, Sr.DPOs/WPOs can get in touch with Secretary to CPO.


(K. SESHASAYI)
Chief Personnel Officer

SOUTH CENTRAL RAILWAY
Division/Workshop

No.

Dt.

Sub: Intimation regarding Medical Examination.

You are hereby informed that you have been found 'unfit' for appointment as _____ in the requisite Medical category of _____ as per Indian Railway Medical Manual (IRMM) for posting as _____.

"Ordinarily there is no right of appeal against the findings of an examining Medical authority as per IRMM-2000 Para 522(1)(i)."

In case you feel of any possibility of error of judgement in the decision of the examining Medical authority, you may appeal to the concerned authority (Sr.DPO/DPO/WPO) subject to satisfactory compliance of the following criteria:-

1. You should appeal within one month of the date of communication.
2. If you prefer to attach any medical certificate from any other registered Doctor in support of your evidence about the possibility of error of judgment in the decision of the first Medical authority the certificates will not be taken into consideration unless it contains a note by the Medical practitioner concerned, to the effect that "it has been given in full knowledge of the fact that the candidate has already been rejected as unfit for service by the Medical authority appointed by the Government in this behalf" as per Para 522(1)(ii) of IRMM-2000.

Sr. DPO/DPO/WPO

DETAILS OF RRB PANELS RECEIVED FROM 01.01.2012 TO 31.12.2012

POST: GODDS GUARD CATEGORY: A PANEL DATE: 29.06.2012 DEPARTMENT: OPTG.

SN	Name of the candidate	Roll No.	Merit position	Community	Date on which the offer of appointment is sent	Date of 1st reminder sent to the candidate	Date on which candidate reported	Date on which sent for medical exam	Whether medically fit/unfit	In case medically unfit, date on which candidate was informed	Whether the candidate preferred an appeal within the stipulated time	Whether the appeal accepted/rejected	Whether replacement panel sought, in respect of candidate who is/has			Date sent for training	Date of completion of training	Date of joining working post	Remarks
													Not responded to offer of appointment and also for 1st reminder	Medically unfit & who has not responded within the stipulated time	medically unfit, preferred an appeal and appeal rejected				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	ARUN KUMAR	28102094200274	2	OBC	30.08.2012		08.10.2012	09.10.2012	Fit							Waiting for Trg.			
2	GOPAL PRASAD	28102031200348	3	UR	30.08.2012		25.09.2012	25.09.2012	Fit							15.10.2012	08.12.2012		17.12.2012 (Practical)
3	SUNIL KUMAR	28102094200049	4	OBC	30.08.2012		25.09.2012	26.09.2012	Fit							Waiting for Trg.			
4	SUNIL KUMAR	28102094200396	5	OBC	30.08.2012		24.09.2012	26.09.2012	Fit							15.10.2012	08.12.2012		17.12.2012 (Practical)
5	ASHISH SHARMA	28102051200444	7	UR	30.08.2012		24.09.2012	26.09.2012	Fit							15.10.2012	08.12.2012		17.12.2012 (Practical)
6	SATISH KUMAR VARMA	28102094200714	8	OBC	30.08.2012		25.09.2012	26.09.2012	Fit							15.10.2012	08.12.2012		17.12.2012 (Practical)
7	GANESH KUMAR GUPTA	28102034200525	9	OBC	30.08.2012	15.10.2012	Not reported						YES						
8	RAVI SHANKAR KUMAR	28102034200594	10	OBC	30.08.2012		24.09.2012	26.09.2012	Fit							15.10.2012	08.12.2012		17.12.2012 (Practical)
9	MANISH KUMAR	28102091200201	11	UR	30.08.2012	29.10.2012	Not reported						YES						
10	PALAKA KONDA BABU	28102034200566	38	OBC	30.08.2012		12.09.2012	16.09.2012	Fit							15.10.2012	08.12.2012		17.12.2012 (Practical)
11	KIRAN KUMAR V.	28102034200565	51	OBC	30.08.2012		17.09.2012	29.08.2012	Fit							15.10.2012	08.12.2012		17.12.2012 (Practical)
12	SAJEEV KUMAR	28102031200095	68	UR	30.08.2012	29.10.2012	Not reported						YES						
13	AWADHESH KUMAR	28102034200855	97	OBC	30.08.2012	29.10.2012	Not reported						YES						
14	NARESH YAMU	28102034200259	109	OBC	30.08.2012		24.09.2012	26.09.2012	Fit							15.10.2012	08.12.2012		17.12.2012 (Practical)
15	JANAKI RAMULU YEMULA	28102034200899	115	OBC	30.08.2012		26.09.2012	01.10.2012											Under medical
16	ITHAGANI VEERA BABU	28102034200574	121	OBC	30.08.2012		24.09.2012	26.09.2012	Fit							15.10.2012	08.12.2012		17.12.2012 (Practical)
17	PAPPU KUMAR	28102034200432	134	OBC	30.08.2012	29.10.2012	Not reported						YES						
18	VENKATESWARLU RAMULA	28102032200936	137	SC	30.08.2012	29.10.2012	Not reported						YES						
19	PIYUSH KUMAR SAURABH	28102034200824	140	OBC	30.08.2012		24.09.2012	26.09.2012	Fit							15.10.2012	08.12.2012		17.12.2012 (Practical)
20	HEDAOD DEVENDRA GOPAL	28102033200185	144	ST	03.09.2012		09.10.2012	09.10.2012	Fit							Waiting for Trg.			
21	PARSHURAM MEENA	28102033200062	152	ST	03.09.2012		24.09.2012	26.09.2012	Fit							15.10.2012	08.12.2012		17.12.2012 (Practical)

22	NOOR AHAMMAD DUDEKULA	28102034200463	156	OBC	03.09.2012		01.10.2012	03.10.2012	Fit						15.10.2012	08.12.2012		17.12.2012 (Practical Trg.)
23	BIRAGONI JANAIAH	28102034200522	157	OBC	03.09.2012		18.09.2012	26.09.2012	Fit						Waiting for Trg.			
24	G. RAMESH BABU	28102034200188	180	OBC	03.09.2012	29.10.2012	Not reported							YES				
25	BIKSHAPATHI MUTENKI	28102034200881	195	OBC	03.09.2012	29.10.2012	Not reported							YES				
26	V. VIJAYA KRISHNA	28102034200934	198	OBC	03.09.2012	29.10.2012	Not reported							YES				
27	RAMKESH MEENA	28102033200146	199	ST	03.09.2012		24.09.2012	26.09.2012	Fit						15.10.2012	08.12.2012		17.12.2012 (Practical)
28	JADI VINOD KUMAR	28102033200152	215	SC	03.09.2012	15.10.2012	Not reported							YES				
29	RAJBEER SINGH MEENA	28102033200419	249	ST	03.09.2012		26.09.2012	01.10.2012	Fit						15.10.2012	08.12.2012		17.12.2012 (Practical)
30	M. SURESH	28102033200006	276	SC	03.09.2012		27.09.2012	01.10.2012	Fit						Waiting for Trg.			
31	VEERA SWAMY BANDARI	28102033200166	321	SC	03.09.2012		03.10.2012	11.10.2012	Unfit	02.11.2012	NO			YES				
32	RAGHU ARRA	28102033200364	385	SC	03.09.2012		03.10.2012	09.10.2012	Fit						15.10.2012	08.12.2012		Failed in training
33	N. PURUSHOTHAM RAJU	28102033200061	495	SC	03.09.2012		03.10.2012	04.10.2012	Fit						15.10.2012	08.12.2012		17.12.2012 (Practical Trg.)
34	JAGJEEVAN RAO B.	28102033200106	504	SC	03.09.2012		03.10.2012	04.10.2012	Fit						Waiting for Trg.			
35	PALLEPAGU SATHEESH BABU	28102033200492	509	SC	03.09.2012	15.10.2012	Not reported							YES				
36	PATNAIK SOBHAN BABU	28102033200027	1198	UR	03.09.2012		17.09.2012	24.11.2012	Fit						Waiting for Trg.			Ex. Serviceman
37	PENTAKOTA APPARAO	28102033200003	1405	OBC	03.09.2012		03.10.2012	04.10.2012	Fit						15.10.2012	08.12.2012		17.12.2012 (Practical Trg.) Ex.
38	M. ADISESHA GIRI RAO	28102033200029	1678	UR	03.09.2012		24.09.2012	26.09.2012	Fit						15.10.2012	08.12.2012		17.12.2012 (Practical Trg.) Ex.
39	YELLAPRAGADA SRINIVASA RAO	28102033200023	1862	UR	03.09.2012	15.10.2012	Not reported							YES				Ex. Serviceman
40	ABDUL ISLAM MALLICK	28102033200026	1865	UR	03.09.2012		11.10.2012	15.10.2012	Fit						Waiting for Trg.			Ex. Serviceman