

ERB-V Branch

S.No.	Subject	Dealing Officer	Channel of Submission	Level of final disposal
1.	Matters relating to framing and amendment of Recruitment Rules for MTS	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A), JS/Adv.(A), Secretary	CRB & CEO
2.	Appointment of MTS	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
3.	Calculation of category-wise breakup of vacancies and roster clearance	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A), EDE(Res.)
4.	Completion of Joining formalities of MTS	SO/ERB-V	-	US/ERB-5
5.	Opening, maintenance and forwarding of Service Book of MTS	-	-	SO/ERB-V
6.	Confirmation of MTS on completion of probation period	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
7.	Creation of posts	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A), JS/Adv.(A), Secretary, Board (MF and CRB & CEO), MR	Ministry of Finance
8.	Transfer/extension of posts	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A), JS/Adv.(A), Secretary	Board (MF and CRB & CEO)
9.	Surrender of posts	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A), JS/Adv.(A), Secretary	Board (MF and CRB & CEO)
10.	Creation of posts for co-terminus appointments in personal Secretariat of Ministers	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A), EDF/E

11.	Co-terminus appointments in personal Secretariat of Ministers & their terms and conditions	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
12.	Casting, Maintaining and updating the Seniority list of MTS	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
13.	Sending list of eligible candidates for promotion	SO/ERB-V	US/ERB-5	DS(A)/Dir.(A)
14.	Cadre Maintenance	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
15.	Training of MTS	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
16.	D&A cases of MTS	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A), Secretary (some cases of appeal/revision may go to CRB & CEO)
17.	Intimation under Conduct rules	SO/ERB-V	-	US/ERB-5
18.	Pay fixation on revocation of Penalty.	SO/ERB-V	-	US/ERB-5
19.	Submission of various reports and returns (SC/ST/OBC/Minorities/EWS reports etc.)	SO/ERB-V	-	US/ERB-5
20.	Cases of Permission for Medical treatment to MTS	SO/ERB-V	-	US/ERB-5
21.	Medical Reimbursement Cases (upto Rs.2 Lakh)	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
22.	Medical Reimbursement Cases (Rs.2 Lakh to Rs.5 Lakh)	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A), EDF/E
23.	Medical Reimbursement Cases (Rs.5 Lakh to Rs.10 Lakh)	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A), JS/Adv.(A)	EDF/E, Secretary
24.	Medical Reimbursement Cases (Rs.10 Lakh to Rs.20 Lakh)	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A), JS/Adv.(A), Secretary	PED(F), DG/RHS

25.	Medical Reimbursement Cases (Beyond Rs.20 Lakh)	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A), JS/Adv.(A), Secretary	MF,CRB & CEO
26.	Matters relating to RBNMS Association / Election etc.	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
27.	Recognition of RBNMS Association	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A), JS/Adv.(A), Secretary, CRB & CEO	MR
28.	Grant of ACP/MACP to MTS	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
29.	Fixation of pay	SO/ERB-V	-	PAO
30.	Matters related to Pay Anomaly and Stepping up of pay	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A), EDF/E
31.	Scheme of deployment of MTS	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A), JS/Adv.(A)	Secretary, Member Finance
32.	Transfer/posting of MTS	SO/ERB-V	US/ERB-5	DS(A)/Dir.(A)
33.	Verification of Leave applied by MTS of Railway Board through HRMS	-	-	SO/ERB-V
34.	Leave Encashment of LAP upto 10 days during service	SO/ERB-V	US/ERB-5	DS(A)/Dir.(A)
35.	Nomination of PF, Gratuity & CGEGIS	SO/ERB-V	-	US/ERB-5
36.	Processing cases of Resignation/Technical Resignation, Voluntary Retirement, Repatriation	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
37.	Grant of Pension/DCRG/Leave Encashment/SRPF on retirement/VRS/Death	SO/ERB-V	-	US/ERB-5
38.	Revision of Pension	SO/ERB-V	-	US/ERB-5
39.	Grant of family pension to unmarried/widow/divorcee daughter	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A), EDF(E)

40.	Revision of PPO	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A),
41.	Review under 56 (j).	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
42.	Grant of Pay, Stoppage of Pay/Salary in case of EOL/ unauthorised absence	-	-	SO/ERB-V
43.	Service Verification	-	-	SO/ERB-V
44.	Verification of service particulars	-	-	SO/ERB-V
45.	Court Attachment of Pay	SO/ERB-V	US/ERB-5	DS(A)/Dir.(A)
46.	Grant of Annual Increment	-	-	SO/ERB-V
47.	Grant of special increment on passing Hindi Typing test or meritorious performance in sports	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A), EDFE
48.	Issue of certificates/ permissions	SO/ERB-V	-	US/ERB-5
49.	No Objection Certificate for appearing in examinations/ document verification for employment in other offices	SO/ERB-V	-	US/ERB-5
50.	Forwarding applications to SSC for Departmental Examinations	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
51.	Permission to pursue academic courses.	SO/ERB-V	-	US/ERB-5
52.	Updating educational qualification in Service records	SO/ERB-V	-	US/ERB-5 (the approval of JS/Adv.(A) is required if prior permission to pursue the course has not been taken)
53.	Amendments in Service particulars (alteration of date of birth, name and other service particulars)	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)

54.	Sainik Related matters	SO/ERB-V	-	US/ERB-5
55.	Split duty allowance	SO/ERB-V	US/ERB-5	DDF(E)-I
56.	Matters related to contract and hiring of Unskilled Contract Workers	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A), EDF/X (the approval of higher officers may be required as per extant instructions, based on value of contract)
57.	Payment to RVNL/other agency	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A), EDF/X (the approval of higher officers may be required as per extant instructions, based on total amount to be paid to RVNL/other agency)
58.	Operation/extension of posts of TADK	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A),	JDF(E)
59.	Engagement/transfer etc. of TADK	SO/ERB-V	-	US/ERB-5
60.	Matters related to Attendants in lieu of TADK	SO/ERB-V	US/ERB-5	DS(A)/Dir.(A)
61.	Other matters related to interpretation/ implementation of policy of TADK	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
62.	Territorial Army and Home Guard Duties – permission reg.	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A)
63.	Dress Allowance related matters	SO/ERB-V	US/ERB-5, DS(A)/Dir.(A)	JS/Adv.(A), EDF(X)
