

Approved by Secretary/Railway Board vide file No. 2025/ERB-5/35(2)/1

ERB-III Branch

S. No.	Details of Subjects	Dealing Officer	Channel Submission	Level of Final Disposal
1.	Nomination of PF/ Gratuity & CGEGIS	SO/ERB-III	-	US/ERB-III
2.	Obtaining 'No Demand' Certificate before payment of settlement dues.	-	-	SO/ERB-III
3.	Verification of services for pension.	-	-	SO/ERB-III
4.	(i) Payment of Pension on HRMS	SO/ERB-III	-	US/ERB-III
	(ii) SRPF&CGEGIS dues	SO/ERB-III	-	US/ERB-III
	(iii) Revision in PPO (up to group B Non-Gaz)	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A)	JS/Adv.(A)
	(iv) Revision in PPO (group B/Gaz)	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A), Secretary	Secretary
	(v) Revision in PPO (above group B/Gaz)	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A), Secretary, CRB	CRB
5.	Advances for purchase of Personal Computer/ House Building for officials upto ED's level.	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A)	JS/Adv.(A)
6.	Advances for purchase of Personal Computer/ House Building for officials above ED's level.	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A), Secretary, DG/HR	DG/HR
7.	Final withdrawals/advances from SRPF/GPF for officials upto ED's level. (Through HRMS)	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A)	DS(A)/Dir.(A)
8.	Final withdrawals/advances from SRPF/GPF for officials above ED's level. (Through HRMS)	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A) Secretary, DG/HR	DG/HR
9.	Final withdrawals/advances from SRPF/ GPF for Group 'D' staff. (Through HRMS)	SO/ERB-III	-	US/ERB-III

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10.	Nominations of non-Hindi knowing staff for training in Prabodh/ Praveen/ Pragya and Parangat	SO/ERB-III	-	US/ERB-III
11.	Typewriting and stenography training In Hindi for Stenographers Grade 'D' & Grade 'C'.	SO/ERB-III	-	US/ERB-III
12.	Issue of UMID Cards (Railway Medical Facility) and carrying out changes in card.	SO/ERB-III	-	US/ERB-III
13.	Forwarding of applications to MOH&FW/CGHS for issue of new Plastic CGHS cards/change in ward/addition of name.	SO/ERB-III	-	US/ERB-III
14.	(a) Reimbursement of Medical charges up to Rs. 2,00,000/-	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A)	JS/Adv.(A)
	(b) Reimbursement of Medical charges more than Rs 2,00,000/- but less than 5 lakhs.	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A), EDF(E)	JS/Adv.(A)
	(c) Reimbursement of Medical charges of 5 Lakh up to 10 lakhs.	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A), EDF(E), Secretary	Secretary
	(d) Reimbursement of Medical charges of 10 Lakh up to 20 lakhs.	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A), Secretary, PED/Finance, DG(RHS)	DG(RHS)
	(e) Reimbursement of Medical charges of 20 lakh and above.	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A), Secretary, Member Finance, Chairman & CEO	Chairman & CEO
15.	Option to Railway officers/staff for CGHS/RMA facilities while working in Board's Office.	SO/ERB-III	-	US/ERB-III
16.	Sanction for Honorarium/Awards.	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A), EDF(E)	JS/Adv.(A)
17.	Railway Service Conduct Rules in respect of Group B (Non-Gazetted) and Group C Staff.	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A)	JS/Adv.(A)
18.	Intimation of movable/immovable property Group B (Non-Gazetted) and Group C Staff	SO/ERB-III	-	US/ERB-III

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19.	Night Duty Allowance & National Holiday Allowance	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A), EDFE	JS/Adv.(A)
20.	Court cases pertaining to the subjects mentioned above.	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A)	JS/Adv.(A)
21.	Issuing of surrender certificate applying for post-retirement CGHScard	-	-	SO/ERB-III
22.	Appointment/renewal of tenure of AMA	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A)	JS/Adv.(A)
23.	Sanction of Transport Allowance	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A), EDF(E)	JS/Adv.(A)
24.	Grant of permission for lab tests/treatment From CGHS authorized centers/hospitals and issuing credit facility letters	SO/ERB-III	-	US/ERB-III
25.	Stopping/refund of CGHS contribution due to officer/staff residing in non-CGHS area.	SO/ERB-III	-	US/ERB-III
26.	Opting out of CGHS facility.	SO/ERB-III	-	US/ERB-III
27.	Declaration of test of Hindi Typewriting Test/ Hindi Stenography & Pahranagat Test.	SO/ERB-III	-	US/ERB-III
28.	Award for Hindi Training (Typing/ Stenography & Parangat)	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A), EDFE	JS/Adv.(A)
29.	Grant of rebate on interest on HBA/Car/Scooter/PC Advance	SO/ERB-III	US/ERB-III, DS(A)/Dir.(A), JS/Adv.(A)	JS/Adv.(A)

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