

Channel of Submission of
ERB-II branch

S. No.	Details of Subjects	Channel of Submission	Level of Final Disposal
1.	Determination of year wise vacancies	US(A), DS(A)/Dir.(A)	JS
2.	Completion of joining formalities on fresh appointment/promotion/drafting from Zonal Railways.	-	US(A)
3.	Promotions/Selections within non-gazetted posts	US(A), DS(A)/Dir.(A)	JS
4.	Fixation of pay on initial appointment and promotion within non- gazetted posts.	US(A)	DS(A)/Dir. (A)
5.	Maintenance of Service Books and Personnel files.	-	SO
6.	Confirmation of staff on completion of probation period.	US(A), DS(A)/Dir.(A)	JS
7.	Preparation of Select Lists (excluding in the grade of Upper Division Clerks-which is prepared by ERB-VI Branch.)	US(A), DS(A)/Dir.(A)	JS
8.	Preparation and Maintenance of Seniority lists.	US(A), DS(A)/Dir.(A)	JS
9.	Preparation and maintenance of Reservation rosters.	US(A), DS(A)/Dir.(A)	JS/EDE(Res.)
10.	Posting/transfer of staff.	US(A), DS(A)/Dir.(A)	JS
11.	Forwarding of applications to UPSC, SSC, Zonal Railways for various examinations/selections.	US(A), DS(A)/Dir.(A)	JS
12.	Furnishing of various staff statements (PLB, Annual Staff Staement-40,Pension Fund etc.)	-	US(A)
13.	Deputation of staff to other Ministries, PSUs, and autonomous bodies.	US(A),DS(A)/Dir.(A)	JS
14.	Processing cases of resignation, voluntary retirement/premature retirement and repatriation of staff.	US(A),DS(A)/Dir.(A)	JS
15.	Framing of instructions regarding recruitment in respect of small isolated cadres (except for Hindi Assistants- which is being dealt with in ERB-VI Branch.)	US(A),DS(A)/Dir.(A)	JS
16.	Deputing staff to ISTM for various training courses except for	-	US(A)

	DR Assistance Foundational Training Course, which is conducted by ERB-VI Branch.		
17.	Processing cases for grant of MACP to cadre staff and fixation of pay accordingly. Finalization of MACP cases in respect of ex-cadre staff in consultation with their parent Railways.	US(A),DS(A)/Dir.(A)	JS
18.	Processing cases of appointments in the personnel establishment of Hon'ble Minister of Railways.	US(A),DS(A)/Dir.(A)	JS
19.	Preparation of Monthly Staff-Office orders.	-	SO
20.	Issuing Service Certificates/NOCs for various purposes.	-	US(A)
21.	Extension/re-employment in service of non-gazetted staff beyond the age of superannuation.	US(A),DS(A)/Dir.(A) ,JS, Secretary	Board(MF and CRB & CEO)
22.	Review of non-gazetted staff for premature retirement.	US(A),DS(A)/Dir.(A)	JS
23.	Creation/Up gradation of temporary posts (Group'B'-non-gazetted and Group'C')	US(A),Dir.(A),JS Secretary, Board(MF and CRB & CEO), MR	Ministry of Finance
24.	Transfer of posts from Zonal Railways	US(A),DS(A)/Dir.(A) ,JS, Secretary	Board(MF and CRB & CEO)
25.	Cadre Restructuring of Small Isolated Cadre.	US(A),DS(A)/Dir.(A) ,JS, Secretary	Board(MF and CRB & CEO)
26.	Revision of pay scales & rates of special allowances as per Pay Commission Report	US(A),DS(A)/Dir.(A) ,JS, Secretary	Board(MF and CRB & CEO)
27.	Extension of currency of temporary posts. Issuing monthly Provisional Payment Authority for the intervening period, if any.	US(A),DS(A)/Dir.(A)	JS,EDF(E)
28.	Downsizing of cadre-surrender of posts	US(A),Dir.(A),JS,EDF(E),Adv. (F),Secretary	Board(MF and CRB & CEO)
29.	RTI matters and Court Cases on above matters.	US(A),DS(A)/Dir.(A)	JS
30.	CA-III references received from Ministries/MPs/MLAs etc.	US(A),Dir.(A),JS	MoSR/MR