

Channel of Submission of cases for RB(W) Branch – Room No. 501-A

S.No.	Details of subject	Dealing Officer	Channel of submission	Level of final disposal
1.	Matters relating to Railway Board Staff Benefit Fund including maintenance of the accounts - Scholarship for higher education to the children of non-gazetted employees, Financial assistance to physically /mentally disabled children /employees, Cash Awards, Employees and Children Camp, Cultural Activities, Homeopathic and Ayurvedic Dispensaries etc.	SO/RB(W)	US/RB(W) -> DS(A)	JS
2.	Matters relating to Sports :			
2(a)	Annual Meeting of Railway Board Sports Association.	SO/RB(W)	US/RB(W) -> DS(A) -> JS	Secretary
2(b)	Relieving of officials for participating in sporting events and release of fund.	-	US/RB(W)	DS(A)
3.	Matters relating to Railway Board Staff Community Centre :			
3(a)	Annual meeting.	SO/RB(W)	US/RB(W) -> DS/A	JS
3(b)	Up-keep of the Centre and release of honorarium to staff engaged for maintenance of the Centre etc.	-	US/RB(W)	JS
3(c)	Booking and refund of the security amount.	-	-	US/RB(W)
4.	Demise cases :			

4(a)	Providing immediate financial assistance to the family of serving Non-Gazetted employees in the event of premature demise and providing assistance to the dependents of the deceased employees in completing necessary formalities for settlement of dues.	SO/RB(W)	-	SO/RB(W)
4(b)	Condolence meetings.	-	US/RB(W) -> DS(A)	JS
4(c)	Verification and forwarding of applications for compassionate appointment.	-	-	US/RB(W)
5.	Providing First-Aid to officials in case of accidents and sudden illness in Board's office and making arrangements for proper treatment and admission to hospital, if required.	SO/RB(W)	-	SO/RB(W)
6.	Complaints/grievances of staff regarding their personal problems and forwarding to concerned authorities for their solution.	SO/RB(W)	US/RB(W) -> DS(A)	JS
7.	Organization of Monthly Retirement Function, Quami Ekta Week etc.	SO/RB(W)	US/RB(W) -> DS(A)	JS
8.	Organization of Railway Week Function in Board's office.	SO/RB(W)	US/RB(W) -> DS(A)	JS
9.	Scouting, Trekking and St. John Ambulance activities.	SO/RB(W)	US/RB(W)	DS(A)
10.	Matters related to the requests of Railway Board's officials for financial assistance from Railway Minister's Welfare & Relief Fund.	SO/RB(W)	US/RB(W) -> DS(A))	JS
11.	Arranging Blood Donation Camps.	SO/RB(W)	US/RB(W) -> DS(A)	JS
12.	Maintenance of stock registers for sports equipments, medicines, musical instruments etc.	SO/RB(W)	-	SO/RB(W)
13.	Functioning of Railway Board Gymnasium	SO/RB(W)	US/RB(W) -> DS(A)	JS

SO/RB(W)

US/RB(W)