

**Details of Channel of Submission of cases pertaining of ERB-VI in lines with the
Office Order No. 72 of 2024**

ERB-VI Branch

S.No.	Subject	Channel of Submission	Level of final disposal.
1.	Matters relating to framing and amendment of: (i) Railway Board Secretariat Clerical Service Rules, (ii) Recruitment Rules for Junior and Senior Translation Officers	US(A)-III, DS(A)/Dir. (A), JS/Adv.(Admn.), Secretary	CRB &CEO
2.	Matters relating to amendment of Railway Board Secretariat Service Rules and Railway Board Secretariat Stenographers Service Rules pertaining only to non-gazetted cadre.	US(A)-III, DS(A)/Dir. (A), JS/Adv.(Admn.), Secretary	CRB &CEO
3.	Confirmation of participation / placing indents with SSC for Direct Recruitment of Assistant Section Officers, Stenographers Grade 'D' and Junior Translation Officer	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.)
4.	Verification of character and antecedents and medical examination of Direct Recruits.	-	US(A)-III
5.	Issuance of offers of appointment and appointment orders.	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.)
6.	Processing cases of extension of joining time of Direct Recruits.	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.)
7.	Completion of joining formalities / Document Verification of Direct Recruits	-	US(A)-III
8.	Holding Limited Departmental Competitive Examination for the posts of Personal Assistant, Stenographer Grade 'D', Senior Secretariat Assistant and Junior Secretariat Assistant through SSC.	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.)

9.	Preparation of Select Lists of Senior Secretariat Assistants.	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.)
10.	Promotion to the posts of Junior Secretariat Assistants on seniority basis.	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.)
11.	Selection to the posts of Telephone Operator and ex-cadre posts in Group 'C' in Board's Office.	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.)
12.	Calculation of category-wise breakup of vacancies and roster clearance in all cases of direct recruitment and promotion.	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.), EDE(Res.)
13.	Appointment on compassionate grounds in Board's Office.	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.)
14.	Foundational training course for direct recruit Assistant Section Officers.	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.)
15.	Disciplinary cases of all non-gazetted staff (excluding Multi Tasking staff) of Board's Office.	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.), Secretary (some cases of appeal/revision may go to CRB & CEO)
16.	Processing cases of disciplinary clearance for various purposes.	-	US(A)-III
17.	Entries relating to disciplinary cases in the Service Book.	-	SO/ERB-VI
18.	Furnishing of Annual Statements regarding representation of SC/ST/OBC/EWS and PH in direct recruitment and promotion.	-	US(A)-III
19.	Court Cases.	US(A)-III, DS(A)/Dir. (A)	JS/Adv.(Admn.)
20.	CA-III reference received from Ministers/MPs/MLAs etc.	US(A)-III, DS(A)/Dir. (A), JS/Adv.(Admn.),	MoS(R)/MR