

Sub: - DOCUMENTS, THE PUBLIC AUTHORITIES ARE
REQUIRED TO PUBLISH (Under Section 4 (1)(B) of
the Right to Information Act, 2005).

The following is the list of documents held under the control of
Sr.DPO/SC :

1. Empanelment letter.
2. Posting Order.
3. Service Register (SR) with medical fitness certificate.
4. Leave Record.
5. Transfer orders – Mutual, Inter-Railway, Inter-departmental, Inter-divisional .
6. Publication of Seniority lists of various departments/categories.
7. Seniority Register.
8. Rosters for Reservation (i.e. SC, ST and OBC)
9. Duty Rosters.
10. Maintaining of request transfer Register-
 - a) Inter-Railway,
 - b) Inter-departmental,
 - c) Inter-divisional .
11. Salary Pay slips.
12. Priority Register for Advances.
 - a) Cycle.
 - b) Scooter,
 - c) Computer and
 - d) Car.
13. Court Attachment Recoveries Register.
14. Retirement lists – Yearwise, Monthwise
15. Retirement Register.
(Normal Retirement and Other than Normal Retirements.)
16. Pension Pay orders.
17. Service certificates.
18. Identity cum Medical Cards.
19. Office Memorandums of all departments.
 - a) Panels for Promotion.
 - b) Sanction of financial benefits i.e. MACPS, Increments etc.,
 - c) Sanction of Advances and allowances.
 - d) Sanction of Pension/Family pension.
 - e) Penalties.
20. Office Orders.
 - a) Promotional order.
 - b) Transfer order.
 - c) Penalty order.
21. Recruitment Register (Group C and D)
22. Court Call Register.
23. Employees Compensation Act (ECA) Register.
24. Serial Circulars on Establishment matters.
25. Incumbency Register.
26. Payment of Overtime Register.