

Personnel Department

S.No	Dos and Don'ts in PERSONNEL FRONT
1	Avoid writing with pencil in roster register.
2	Selection Procedure should be spelt clearly in the notification
3	Clear Instructions to Paper Setting & Evaluating Officer to be given and ensure to adhere strictly.
4	DAR/Vigilance clearance to be obtained before finalization of the panel and subsequently while issuing office order especially when promotion order is issued against anticipated vacancies at later date.
5	All relevant instructions should be conveyed to the candidates including about negative marking and multiple bubbling.
6	Invigilators to ensure candidates having proper relieving letter with photograph and specimen signature while attending for the selection examination.
7	Immediately after the appointment verification of caste certificate should be undertaken as community of such candidates are considered provisionally, strictly it should be adhered. Of late complaints are coming almost at the fag end of service of an employee upon caste certificate.
8	Ensure genuineness of all the relevant documents submitted by the dependant family member for CG appointment. Verification of educational certificates to be ensured before appointment.
9	Ensure relationship of ward with ex. Railway employee in case of CG so as to avoid any impersonation.
10	Irregular brought forward of leave balance, authentication of leave balance to be followed.
11	Proper accountal of CCL to be pasted in SR & signed by the officer.
12	Non recording of entries of absent/leave/sick/EOL in the leave card.
13	Non implementation of punishments in the IPAS.
14	Non recording of punishment entries in the SR, resulting in granting promotions while undergoing penalty.
15	Partial implementation of punishments resulting less recovery from salary.

16	Ensure verification of relevant certificate, i.e., Sports, Scouts & Guides, Cultural etc., on which the recruitment was made before appointment. Relevant service Bond also to be ensured wherever applicable.
17	Proper drafting of charge sheet with relevant article of charges without any ambiguity. Irrelevant witnesses/documents should be avoided in Annexure III & IV.
18	At every level of enquiry the scope of natural justice should be adhered by following given timelines.
19	Ensure no railway servant shall indulge in any demoralizing activity in the premises of work place with a woman employee
20	Un authorized occupation/Sub-letting of railway quarters to be avoided.
21	The sources declared by the officers/Staff in acquiring immovable/Movable property evidences.
22	The noting of transactions is required not only at the time of acquisition but also at the time of disposal. Violation attracts D&A procedure.
23	While granting MACP refusal of promotion if any to be got verified. The absent period should be taken into consideration while granting the MACP and to defer the period accordingly. Refusal of promotion should be entered in the SR which helps in doing the MACP case.
24	The DAR clearance as on the crucial date of consideration of MACP to be obtained. SR & Leave record should be verified before granting MACP.
25	In case of Secondary family pension, Substantial Documentary evidences to be ensured which proves the establishment of relationship and the dependency upon the ex. Railway employee. Avoid insisting for any unrelated documents from the claimant, while processing for secondary family pension case which is not mentioned in the Railway establishment circulars.