



SOUTH CENTRAL RAILWAY

Confidential

Office of the General Manager,
Vigilance Branch, 3rd Floor,
Rail Nilayam, South Central Railway,
Secunderabad - 500 025

No.G.265/Vig/P/NG/2025/09/CGA

Date:08.09.2025

DRMs - SC, BZA, HYB, GTL, GNT & NED
CWMs - WWS/GTPL, TPTY, LGD

Sub: Maintenance of funeral advance register & streamlining procedure of
CG appointments - Reg.

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During a recent Vigilance check in one of the Divisions, it is noticed that no funeral advance register is maintained in the welfare section and further undue delay is taking place in the process of CG appointments. In order to stream line the above aspects, the following system improvements are recommended by vigilance branch:

1. It shall be ensured that a proper Funeral Advance Register is maintained in the Welfare section of each Division/Unit, and details of funeral advance paid shall be shared with the settlement and CG sections for information and further action.
2. Welfare Inspectors shall be advised to follow the time limits specified by Railway Board for completion of CG cases (1 month/3 months) as per the Priority indicated by Board (Rly Board Ltr No. E(NG)III/78/RC-1/1 dated 07-04-1983).
3. Welfare Inspectors shall be nominated in rotation for completing the inquiry in CG cases, keeping in view the present work load with each WI, so that the work is evenly distributed and more number of cases are not pending with any WI.
4. Immediate action may be taken to process the new CG cases through HRMS module only as per instructions of Rly Board vide Letter No. PC-VII/2025/HRMS/13 dt: 01-04-25.

Action taken may please be advised to vigilance branch.

This issues with the approval of SDGM/SCR.


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(K. Ravi Kumar)

Sr. Vigilance Officer/P & G. Admn.
For CVO & SDGM/SC

Copy to: PCPO/SC - for kind information please