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SOUTH EASTERN RAILWAY

Head Quarters' Office  
Personnel Department  
GRC/Kolkata – 700 043  
Dated: 30.10.2024

NO.SER/P-HQ/Wel/HQ/25

To

The Secy .to GM, Secy .to AGM, Sr.DGM, OSD to GM/SER,  
PFA, PCSTE, PCMD, PCE, PCEE, PCCM, PCME , PCOM , PCSC, CAO (CON),  
CVO (G), CPRO, Sr.EDPM, Sr.Statistical & Analysis Officer, CPO(A), CPO(IR)/GRC  
DRMs– ADA, CKP, KGP & RNC, CWM/KGP (WS), Dy.CPO(HQ) , Dy.CPO(Gaz),  
Chairman(RRC), Dy.CE(W/S)/SNY, DY COS/KGP,  
Chairperson, Divl.SBF-Committee Office & Sr.DPO –ADA, CKP, KGP & RNC,  
Chairman/Workshop SBF Committee – KGP(W/S),  
Sr.DEN, ASTE(TM), ADEE(G)/SER/GRC, APO(Stores)/KGP,  
APO(HQ), APO(HRMS), APO(CC), APO(Co-ord), APO(Ruling), APO(Rectt.)/SER/GRC,  
ARMS/SRC, SHM, BKSC & BNDM , TATA,  
Zonal/Genl.Secretary-AISC & STREA/ OBCREA/GRC.

Sub- Holiday Camp-2024 for both male and female Railway Employees at Goa,  
Vizag & Araku under the aegis of Staff Benefit Fund.

As decided by Central Staff Benefit Fund Committee, a Holiday Camp will be organized by Head Quarter of South Eastern Railway for Non-gazetted (Male & Female) Railway employees over S.E.Railway irrespective of any age bar in the month of January' 2025 at Goa, Vizag & Araku for 10 days.

The total 95 Nos. of Non-Gazetted Railway Employees of South Eastern Railway including Male and Female irrespective of any age will apply but preference will be given to older and fresh applicants as campers for this camp.

Allotment of distribution are as under will be followed for selection of campers in proportionate of actual strength of unit 50% (approx) of which will be on priority basis of statement received from divisional/workshop end (A) and therefore, rest 50% (approx) will be on the basis of verge of retirement over South Eastern Railway (B).

Division, Workshop & HQ	"A"			"B"
	Male	Female	Total	Verge of retirement basis over SER
CKP Division including SINI Workshop, TMO/SINI. ZRTI/SINI	09	04	13	46
Adra Division	06	03	09	
Kharagpur Division	08	04	12	
Ranchi Division	03	02	05	
Kharagpur Workshop including Stores	03	02	05	
HQ Including construction (GRC, KOL, HWH, SHM,TPKR, SRC)	03	02	05	
	32	17	49	46
TOTAL				95

NB—If the workshop and other divisions are unable to fill up their own number of distribution mentioned above, the number of shortfall will be added to "B" and accordingly.

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While selecting the campers the following guidelines/criteria should be followed in regard to the eligibility of the staff.

1. The employees both Male and Female irrespective of any age may apply for joining as camper of Employees Holiday Camp' 2024 but preference will be given to older and fresh applicants.
2. The application should be submitted in prescribed format enclosed (Annexure herewith duly forwarded by concerned supervisors and countersigned by the Controlling Officer positively.
3. The applicant should submit medical certificate issued from the Railway Medical Authority regarding their self-fitness for undertaking the journey along with their application positively. No application will be accepted for consideration without medical certificate.
4. The Divyang (Physically handicapped) who are able to see and walk independently will only be considered for selection as campers for this Holiday Camp. Such applicant should also submit a certificate of fitness regarding their independent movement failing which his/her request will not be entertained.
5. The applicant fulfilling the above condition will be selected strictly in accordance with date of superannuation i.e. the employee retiring earlier will be given priority over those retiring later.
6. The staff who are retiring on the same date and in case their date of birth identical, staff with lower basic pay will be considered first irrespective of any department. As such while sending the application, the division/workshop and department should furnish the complete bio-data of candidate including date of birth, date of superannuation and the senior most applicant in the division and workshop will be considered fit and duly certified from your end. It is also requested to send the applications from divisional/workshop in a list latest by 02.12.2024.
7. Those employees who have not participated in any camp earlier i.e. employee camp/family camp (during last 5 years) will be given preference for employees Holiday camp' 2024.
8. The employee must agree to deposit Rs. 1000/- (One thousand only) as Security Money (in Cash) which will be collected immediately from the applicants after selection of their names as Holiday Camper. The Security deposit should be submitted to the Welfare Section/GRC within 02 (two) days after receiving of confirmation regarding selection from this office.
9. Respective divisions/workshop should nominate one welfare inspector to collect the said Security Deposit Money from the selected campers pertaining to their jurisdiction and handover the same to the Welfare Section under Sr.Personnel Officer (HQ)/GRC. The security deposits will be refunded to the campers after completion of the camp and refundable amount may vary as per expenditure. In case any selected camper fails to attend the Holiday Camp-2024 in spite of deposition of Security Money, said Security Deposit will be forfeited and will not be refunded.
10. The camper should take one (1) set of their 3rd AC or higher type of privilege pass according to their entitlement to cover the outward journey from Shalimar to Vasco-Da-Gama via Kharagpur and back, break journey will be at VSKP and Madgaon .

Since, at present e-passes are issued, as such one declaration should be submitted by the campers to the effect that they will not avail the same pass for any other journey. They should take their own leave to participate in the said camp. The respective leave sanctioning authority is hereby requested that the railway employees who will be selected finally for the Holiday Camp should be permitted to leave the Head Quarters with the sanctioned leave from 04.01.2025 to 13.01.2025 i.e. the period of camp.

11. The campers of HQ, ADA, CKP, KGP, KGPWS and RNC may join at Shalimar station for outward journey and leave from Shalimar Station in the return journey also. No additional facilities will be provided to them in respect of remaining part of the journey upto their home station.
12. It is also mentioned that efforts are being made for attachment of 02(two) AC 3 tier coach with the allotted train for the journey.

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13. The campers have to take own responsibilities of their luggage, mobile phones, valuable items and other belongings. The organizers have no responsibilities in this regard.
14. The entry fees, guide charges, charges for camera, rides charges, mineral water etc. if any, are to be borne by the campers.
15. Campers must carry identity proof viz. Aadhaar, PAN, Driving License, Railway ID Card, etc. with them.
16. Application should be submitted duly filled up in all respect and forwarded by the immediate supervisor and counter signed by Controlling Officer of the applicant concerned.
17. Willing employees working in divisions/workshop should submit their applications to Sr.DPOs/WPO's Office of respective unit and employees of HQ Offices at Welfare Section under SPO(HQ)/GRC.
18. Besides any kind of issues, decision of Chairperson/CSBF Committee & PCPO/SER will be final.

**Note:** No application will be entertained without forwarding of proper authority and after closing date i.e. 02.12.2024.

You are hereby requested to arrange wide publicity of this notification along with application form amongst the staff working under your administrative control and encourage them for participation in the Holiday Camp-2024. **The last date for submission of application to this office is 02.12.2024 (Monday).**

- Encl. i) Format of Application (Annexure - A)  
ii) Details of Tour Programme (Annexure-B)

  
30/10/2024  
(Susanta Chaudhuri)  
Secretary/CSBFC & SPO(HQ)  
for Pr.Chief Personnel Officer

Copy to PS to PCPO/SER and Chairperson/CSBFC for kind information of PCPO/SER and Chairperson/CSBFC.

  
30/10/2024  
for Pr.Chief Personnel Officer

## Annexure - A

Application is invited from Non-gazetted Railway Employees irrespective of any age for selection of camper to join the Holiday Camp-2024 at Goa-Vizag-Araku

Last date for submission of the application is 02.12.2024

Recent Photo  
(3.5 X 4.5 cm)  
Do not staple

1	Name of the Employee (In Block Letter)	
2	Designation	
3	HRMS ID	
4	i) Office, ii) Station, iii) Department, iv) Section	ii) iii) iv)
5	Employee ID	
6	Mobile No. (whatsapp)	
7	i) Date of Birth & ii) Age	i) ii)
8	Date of Appointment	
9	Date of Superannuation	
10	Pay Level and Basic Pay (7th CPC)	
11	i) Whether joined as camper earlier in family camp or holiday camp organized by S.E. Railway from 2017-18 to 2023-24, if yes, ii) details. (please do not mention wrong information in this regard)	i) YES/ NO ii)
12	Medical Certificate of the employee concerned from Railway Doctor to be attached	
13	If the employee is differently abled, separate medical certificate is to be attached regarding vision and independent movement.	
14	Option towards depositing security money refundable amount of ₹1000/- in cash.	YES/ NO

**N.B: No meal will be supplied according to the choice of individual.**

Encl:

Date:

I hereby declare that I will adhere to the rules and regulations of the camp and will maintain discipline throughout the camp and to abide by the instructions issued from time to time by the officer in-charge/officials of the organizing Holiday Camp.

I am aware of the above declaration hereby submit are true .

Signature of the employee

Forwarded to Secretary/CSBFC & SPO(HQ)/GRC for necessary action. The particulars mentioned above have been verified and found correct.

Signature of the Controlling Officer  
Designation with stamp

*Shankar*  
30/10/2024

Details of Tour Programme

Day	Schedule	Date
1	Starting of journey from Shalimar Station at 23.15 hrs. by Train No. 18047- Vasco Da Gama Amravati Exp.	04.01.2025/ Saturday
2	In train overnight Journey.	05.01.2025/ Sunday
3	Arrival at Madgaon Station at 14.20 hrs. and check in to hotel. Evening free	06.01.2025/Monday
4	After Breakfast start for local side-seeing of South Goa covering Mangeshi Temple, Dona Paola, Miramar Beach, Panjim, Santa Durga Temple - back to hotel	07.01.2025/Tuesday
5	After Breakfast start for local side-seeing of North Goa covering Bagha Beach, Anjuna Beach, Calangute Beach - enjoy the Madavi River Cruise- back to hotel	08.01.2025/Wednesday
6	After side seeing on the way to Dudhsagar Falls and adjacent area and back to hotel	09.01.2025/Thursday
7	Avail Train No.18048 -SHM VSG SHM Exp. from Madgaon at 07.00 hrs for Vizag	10.01.2025/Friday
8	Arrival at Vizag at 08.25 hrs at Vizag and check in at hotel, after lunch cover Vizag local side-seeing	11.01.2025/Saturday
9	After Breakfast start for Araku exploring Bora-cave, coffee plantation & etc. and back to the hotel at Vizag	12.01.2025/Sunday
10	Avail Train No.18048 -SHM VSG SHM Exp. at Vizag at 08.25 hrs for Shalimar	13.01.2025/Monday
	Arrival at Shalimar at 23.35 hrs.	
.....Tour ends with sweet memories.....		

  
 (Susanta Chaudhuri)  
 Secretary/CSBFC & SPO(HQ)  
 for Pr.Chief Personnel Officer