

SOUTH EASTERN RAILWAY

Headquarters' Office  
Garden Reach, Kolkata-49

No: SER/P-HQ/ED/SAFE HOME/CARE TAKER

Date: 03.08.2020

To

Divisional Railway Manager                      All  
ADRA,CKP.KGP & RNC                              PHODS  
&    South Eastern Railway  
Chief Workshop Manager/KGPWS              At GRC & Kolkata

Reg: Options for temporary posting as **Care Taker** for Safe Home  
at J.M.Biswas Bhavan, S E Railway South Colony/Garden Reach.  
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Due to present pandemic situation of Covid-19, it has been decided by the competent authority to set up of Safe Home facility at J.M.Biswas Bhavan/S.E.Railway South Colony/Garden Reach. The Safe home will have capacity to house about 30-40 Covid positive inmates. To attend the patients, 05 **Care Takers** are required on 24x7 basis on all days for the above Safe Home. Further, as decided by the competent authority, "OPTIONS" are invited In enclosed Performa from Level-2 (SUBN) male employees all over SER preferably from COVID cured employees of this Railway to work as a "CARE TAKER" of safe Home on the following terms and conditions :-

- Selected employees will work under the Administrative control of PCMD-GRC.
- Selected employees will work for a period of 6(SIX) months or may be extended further if required by PCMD/GRC
- Lien will be maintained in the parent unit.
- Salary will be drawn in the parent unit.

The role of Care Taker is given below:-

- He will maintain register of inmates with details i.e. date of admission and discharge, contact numbers etc.
- Requisition meals for the inmates – The no. of meals required for the inmates will be informed to the vendor by about 17.00 hrs of the previous day.
- He will inform the Nodal Person of the hospital whenever any emergency arises and coordinate for transfer of ill patients to Central Hospital/GRC. He will also maintain liaison with families of the inmates.
- He will co-ordinate the cleaning and disinfecting of the facility with the concerned personnel. Co-ordinate with concern departments to ensure that water/electricity/telephone facility is available 24x7.
- He will maintain the assets I the Safe Home and ensure their safe keeping.
- Any other duties relevant to the running of the safe home as assigned by Medical Department from time to time.

The Candidate will be selected/Screened by medical department.

The last date of submission of option to the concerned Personnel department (Sr.DPOs, WPO, HQ Staff Officer, APO/Stores)/KGP & APO/SRC) is 20.08.2020).

  
03/08/2020  
(JAYDIP SENGUPTA)  
Sr. Personnel Officer (HQ)  
for Pr. Chief Personnel Officer

Copy forwarded for kind information and necessary action to:

- PCMD/GRC
- ACMD (H&FW, IH)/GRC
- All Sr.DPOs/SER, WPO/KGP, APO (Stores)/KGP,APO/SRC and all HQ Staff Officers at GRC & Kolkata with the request to send the 'Option' submitted by the employees in a consolidated manner to the undersigned by 26.08.2020 duly verified.

SOUTH EASTERN RAILWAY

**OPTION FOR TEMPORARY POSTING AS CARE TAKER IN SAFE HOME/GRC  
FROM LEVEL-2(SUBN.) EMPLOYEES OF SER**

To (LAST DATE OF SUBMISSION OF APPLICATION: 20.08.2020)  
Pr. Chief Personnel Officer (Medical)  
South Eastern Railway, GRC,Kolkata-700043

Ref : PCPO/SER/GRCs letter No. SER/P-HQ/ED/SAFE HOME/CARE TAKER dated 03.08.2020

1 NAME :  
2 DESIGNATION :  
3 DEPARTMENT :  
4 STATION/DIVISION :  
5 PF NUMBER/EMP NO :  
6 DATE OF BIRTH :  
7 DATE OF APPOINTMENT :  
8 LEVEL/BASIC PAY :  
9 RESIDENTIAL ADDRESS :

10 CONTACT NUMBER(HOME) :  
11 MOBILE NUMBER :  
12 WHETHER RECOVERED FROM :  
COVID RECENTLY? IF YES, DETAILS  
THEREOF

13 DECLARATION I have carefully gone through the details of notification and nature of duties, and agree for temporary posting as Care Taker for Safe Home-GRC vide reference above.

DATE:

SIGNATURE OF EMPLOYEE

**Verified & found correct**

SIGNATURE OF THE CONTROLLING OFFICER (with official stamp)

**(TO BE ROUTED THROUGH THE CONCERNED SR.DPO/WPO/STAFF OFFICER)**