

South Eastern Railway

No.SER/P-ADA/Ch.OS(P)/209/Safe Home/Care Taker/20

Adra, Dt.- 10.08.2020

To
The All Branch Officers
S.E.Railway/ Adra

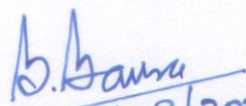
Sub : Options for temporary posting as Care Taker for Safe Home at J.M.Biswas Bhavan,
S.E.Railway South Colony/Garden Reach.

Ref: SPO (HQ) for PCPO/ GRC's Letter no. SER/P-HQ/ED/SAFE HOME/
CARE TAKER, Dtd-03.08.2020.

Please visit web page www.ser.indianrailways.gov.in for SPO (HQ) for PCPO/ GRC's Letter no. SER/P-HQ/ED/SAFE HOME/CARE TAKER, Dtd-03.08.2020, along with enclosed proforma which speaks for itself.

You are requested to give wide publicity and the names of eligible willing staff in prescribed format as per eligibility norms laid down in the above said letters may please be forwarded to this office **on or before 14.08.2020** for onward transmission to Hd. Qrs.

In this regard, Sr.DSC/Adra, Sr.DFM/Adra & Sr.DMM/Adra are requested to send the options of the willing candidates under their control directly to the HOD after obtaining the approval of the Divisional Competent Authority.


(Bale Bahra) 10/08/2020
Divl. Personnel Officer/
for Divl. Personnel Officer (I/C)
S.E.Railway/ Adra

Copy to : i) OS to DRM Secretariat for information and uploading the notification in Rly. Website.
ii) OS/Admn. for wide publicity amongst the staff of Personnel Branch.
iii) Notice Board.

10/08/2020

10/08/2020

SOUTH EASTERN RAILWAY

Headquarters' Office
Garden Reach, Kolkata-49

Date: 03.08.2020

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

To

Divisional Railway Manager
ADRA,CKP.KGP & RNC
&
Chief Workshop Manager/KGPWS

All
PHODS
South Eastern Railway
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.

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 in 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.

Copy forwarded for kind information and necessary action to:
Please do the needful.
Email

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)