

LIST OF SENSITIVE POSTS IN NON-GAZETTED CADRE

A. ACCOUNTS DEPARTMENT

- (i) Staff passing contractors/firms bills.
- (ii) Staff dealing with claims/refund and wharfage/demurrage for general public.
- (iii) Cheque writers.
- (iv) Cashiers.
- (v) Staff dealing with pension/PF claims.
- (vi) Staff dealing with passes/release of unpaid wages.
- (vii) Staff dealing with post audit of paid vouchers and issue of acquittance.
- (viii) TIA/ISAs

B. CIVIL ENGINEERING

- (i) IOWs/PWIs incharge of Stores.
- (ii) Bills Clerks.
- (iii) Material checking Clerk/Store Clerk.
- (iv) Time Keepers.
- (v) Works Accountants.
- (vi) Asstt. Superintendents/Superintendents incharge of Stores Accountal.
- (vii) Staff dealing with transfers/promotions/loans and advances and issue of passes/PTOs/Leave accounts/Local purchases.
- (viii) Draftsmen/Estimators in Divisional Drawing office checking Contractors bills.

C. COMMERCIAL DEPARTMENT

- (i) Goods/Parcel/Luggage Clerks.
- (ii) Reservation/Booking Clerks.
- (iii) Ticket Collector/TTEs/Conductors.
- (iv) Reservation/Goods Supervisors.
- (v) Staff dealing with wharfage/demurrage cases.
- (vi) Staff dealing with all types of Commercial contracts/licenses.
- (vii) Staff dealing with city booking/outages/RTSA (Railway Ticket Service Agents).
- (viii) Staff dealing with claims.
- (ix) Sectional CMIs and Sectional Claims Inspectors.
- (x) Staff dealing with revenue earning and commercial publicity.
- (xi) Review of the performance of Supervisors directly concerned with safety of train operation after a stay of 5 years in the same place of posting is to be carried out and a decision taken based on their past performance, as to whether their continuance in the same place is desirable or not, on merit of each case.

D. ELECTRICAL DEPARTMENT

- (i) Stores Clerk.
- (ii) Establishment Clerk/Time Keeper.
- (iii) Asstt. Superintendent/Superintendent Stores in Divisional Office.
- (iv) Asstt. Superintendent/Superintendent Works in Divisional Office.
- (v) Air-conditioned coach incharge/coach attendant.
- (vi) Foremen Incharge of Shop.
- (vii) Mileage Clerk/Shed Notice Clerk.
- (viii) Staff dealing with tenders/contracts and purchasing Stores.

E. MECHANICAL DEPARTMENT

- (i) Store Clerk.
- (ii) Bill Clerk/Establishment Clerk.
- (iii) Time Keeper.
- (iv) Fuel Inspector/Fuel Issuer/Fuel Clerk in sheds.
- (v) Mileage Clerk/Shed Notice Clerk in sheds.
- (vi) Staff dealing with tenders/contracts, purchases of stores.
- (vii) Section Engineer/Senior Section Engineer dealing with disposal of scrap

F. MEDICAL DEPARTMENT

- (i) Pharmacists looking after the drug stores.
- (ii) Staff Incharge of kitchen stores.
- (iii) Staff writing out sick/fit certificates.
- (iv) Clerks/Pharmacists dealing with Periodical Medical Examination.
- (v) Staff dealing with passing of bills of firms supplying materials to Railways.
- (vi) Staff dealing with passing of medical re-imbusement bills to non-Railway hospitals.

G. PERSONNEL DEPARTMENT

- (i) Bill Clerk.
- (ii) Staff dealing with settlement cases/advances.
- (iii) Cadre section staff or staff dealing with recruitment/promotion/transfer.

H. STORES DEPARTMENT

- (i) Tender Clerk/Disposal Clerk/Purchase Section Incharge/Head Clerk/AS/Demand Clerk (dealing with operation of rate contract).
- (ii) Asstt. Confidential Tender Clerk/Tender opening Clerk/Sample Clerk/Superintendent/CTC.
- (iii) Section Incharge (Head Clerk/AS)/ Registration Clerk in Purchase General Registration.
- (iv) Receipt /Inspection Supervisor Incharge (Ward Keeper ASKP/DSKP) and Group 'C' staff working under them, Local Purchase Staff.
- (v) Sales Section Incharge (ASKP/DSKP) and staff working under them.

- (vi) Scrap Yard/Returned Store Section Incharge (ASKP/DSKP), Ward Keeper and Group'C' staff working under them.
- (vii) Staff in Purchase Section of EA/DRM or DCOS of Division.

I. OPERATING DEPARTMENT

- (i) Station Superintendents.
- (ii) Station Masters/Assistant Station Masters except those working/posted as Cabin Station Master and at Way Side/Crossing Stations, involved only in train passing duties and not doing any commercial duties.
- (iii) Station Clerk.
- (iv) Train Clerk dealing with package work.
- (v) Stock Controller/Coaching Controller in Control Rooms.
- (vi) The Desks dealing with mileage bills/operating restrictions, distribution of uniforms, traffic stores and chargesheets/Wagon allotment, section dealing assistants in the office of DOSs/DSCs.
- (vii) Desks dealing with commodity section and stores section in the COPS's office.

J. S&T DEPARTMENT

- (i) JEs/SEs (Signal) and JEs/SEs (Telecom) independent incharge of Stores Depots, handling Tender and Contracts and preparation of bills.
- (ii) Bill Clerk/Time Keeper/Establishment Clerk.
- (iii) Store Clerk/Store Issuer.
- (iv) Office Clerks/Superintendents dealing with tenders and contracts, verification of bills and indents for purchase of Stores.

K. SECURITY (RPF/RPSF) DEPARTMENT

- (i) Inspection/RPF – Open line post Incharge
- (ii) Sub-Inspectors/ASIs – Open line out post Incharge
- (iii) Inspectors/Crime Intelligence Branch – Zone/Division
- (iv) Inspectors/Special Intelligence Branch – Zone/Division
- (v) IVG (Internal Vigilance Group) Cell – All ranks
- (vi) CA/Director/RPF