



दक्षिण पूर्व रेलवे
SOUTH EASTERN RAILWAY

कार्मिक विभाग
PERSONNEL DEPARTMENT

एकीकृत फ़ाइल नंबर प्रणाली
UNIFIED FILE NUMBERING SYSTEM

(फ़ाइल संख्या; दपूरे / का - मुख्या/ रुलिंग/ 749)
(File Number: SER/P-HQ/Ruling/749)

Also see www.ser.indianrailways.gov.in
Go to 'Department' ⇒ 'Personnel'

The world is moved along not only by the mighty shoves
Of its heroes
But also by the aggregate of the tiny pushes
Of each honest worker.

- HELEN KELLER

(December 20, 2013)

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द. पू. रे. कार्मिक विभाग की एकीकृत फाइल नंबर प्रणाली

एक परिचय

कार्मिक विभाग, संगठन में कार्यरत मानव संसाधनों से संबंधित विभिन्न मामलों को डील करता है, इसमें वेतन, भर्ती, सेवा संबंधी मामले जैसे कि पदोन्नति, चयन तथा स्थानांतरण, अंतिम भुगतान, स्थापना संबंधी कानूनी मामले, कल्याण गतिविधियों, औद्योगिक संबंध आदि सम्मिलित है। कार्मिक शाखा के कर्मचारियों को विभिन्न अनुभागों में बांटा गया है, जिन्हें अलग-अलग काम दिये गये हैं।

कार्मिक विभाग में अपने कार्य में हम विभिन्न कार्यालयों के साथ पत्राचार करते हैं तथा उसका रिकार्ड फाइल में रखते हैं। पुराने कागजों के संदर्भ देना तथा वर्तमान कागजों को सही प्रकार से तथा सही फाइल में लगाना हमारा दायित्व है। इसीलिये कार्मिक विभाग के विभिन्न कार्यालयों तथा अनुभागों में एकीकृत फाइल संख्या का होना अनिवार्य है जिससे कि विभिन्न विषयों को सही फाइल से डील किया जा सके। कागजों को सही फाइल में लगाना बेहतर रिकार्ड रखने कि दिशा में पहला कदम है।

दक्षिण पूर्व रेलवे में कार्मिक विभाग की एकीकृत फाइल प्रणाली आपके हाथ में है। सभी मंडल, वर्कशाप तथा मुख्यालय कार्मिक विभाग की फाइलों को इसी आधार पर नंबर देंगे। विभिन्न विषयों को 14 वर्गों में बांटा गया है। प्रत्येक वर्ग के अंदर विभिन्न विषयों को अलग-अलग नंबर दिये गये हैं। चूंकि कार्मिक विभाग का सभी विभागों से संबंध रहता है, अतः विभागों के लिये भी अलग-अलग नंबर दिये गये हैं जिनका आवश्यकता के अनुसार प्रयोग किया जा सकता है। कुछ महत्वपूर्ण फाइल नंबर को बोल्ड में हाईलाइट किया गया है जिससे कि उन्हें ढूँढने में सुविधा रहे।

पोलिसी (नीति) संबंधी फाइलों को एक अलग वर्ग में रखा गया है। यह पत्राचार फाइलें नहीं हैं और इन फाइल नंबरों से केवल नीति परिपत्र (पोलिसी सरकुलर ही) जारी किये जाएं।

- कोडिंग सिद्धांत: फाइलों को इस प्रकार से नंबर दिया जाये :

द पू रे/का ---- **/अनुभाग का नाम/फाइल नंबर

*** उस मंडल/कारखाना का नाम है जैसे आद्रा (ADA), चक्रधरपुर (CKP) आदि।

अतः फाइलें इस प्रकार से होंगी।

मुख्यालय (मुकाधि कार्यालय)	:	द.पू.रे./का---मुख्या/अनुभाग का नाम/ फाइल संख्या
आद्रा मंडल	:	द.पू.रे./का---आद्रा/अनुभाग का नाम/ फाइल संख्या
चक्रधरपुर मंडल	:	द.पू.रे./का---चक्रधरपुर/अनुभाग का नाम /फाइल संख्या
खड़गपुर मंडल	:	द.पू.रे./का---खड़गपुर/अनुभाग का नाम /फाइल संख्या
रांची मंडल	:	द.पू.रे./का---रांची/अनुभाग का नाम/ फाइल संख्या
खड़गपुर कारखाना	:	द.पू.रे./का---खड़ग.का/अनुभाग का नाम/ फाइल संख्या
सीनी कारखाना	:	द.पू.रे./का---सीनी/अनुभाग का नाम /फाइल संख्या
खड़गपुर भंडार	:	द.पू.रे./का---खड़ग.भं/अनुभाग का नाम /फाइल संख्या

- मूल सिद्धांत इस प्रकार है।

- (1) 1-99 तक के फाइल नंबर आंतरिक प्रयोग के लिए हैं।
- (2) 800-999 के फाइल नंबर, पोलिसी (नीति) संबंधी फाइलों के हैं तथा सीरियल परिपत्र जारी करने की पद्धति में कोई बदलाव नहीं है।
- (3) 100-799 तक की फाइलों को 14 मुख्य वर्गों में बांटा गया है।

(i)

i)	A	100-149	: भर्ती
ii)	B	150-199	: कैडर, मेनपावर, प्लानिंग व वैकेंसी बैंक
iii)	C	200-249	: पदोन्नति, चयन, स्थानांतरण
iv)	D	250-299	: राजपत्रित संवर्ग संबंधी
v)	E	300-349	: भत्ते एवं अग्रिम
vi)	F	350-399	: वेतन संबंधी मामले
vii)	G	400-449	: सेवा शर्तें, अवकाश, डी.ए.आर., गोपनीय रपट
viii)	H	450-499	: कल्याण, क्वार्टर, पास
ix)	I	500-549	: श्रम कानून, औद्योगिक संबंध
x)	J	550-599	: कोर्ट तथा विधी मामले
xi)	K	600-649	: आरक्षण नीति (R.P.)
xii)	L	650-699	: अंतिम भुगतान व पेंशन मामले
xiii)	M	700-749	: MCDO तथा स्टेटमेंट, नियम, प्रशिक्षण, R.T.I.
xiv)	N	750-799	: कार्यालय स्टोर, इंस्ट्रुमेंट, कार्यालय प्रबंध
xv)	O	800-999	: पोलिसी (नीति) फाइल – जैसा (2) में उल्लेख है।

• इस पुस्तिका के 3 भाग हैं।

- भाग I : इसमें (i) से (xiv) तक उल्लेखित 14 मुख्य वर्गों के अंतर्गत विषयवार फाइल नंबर दिये गये हैं तथा विभागों और मंडलों के उप-शीर्ष भी दिये गये हैं।
- भाग II : इसमें (xv) में उल्लेखित पोलिसी (नीति) फाइलों के नंबर दिए गए हैं।
- भाग III : सभी मुख्य शीर्षों तथा विषयों को अंग्रेजी वर्णमाला अनुसार दिया गया है, जिसमें कि फाइल नंबर ढूँढने में सुविधा रहेगी।

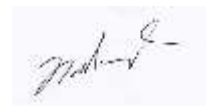
• आपसे क्या अपेक्षित है?

नयी व्यवस्था का प्रयोग प्रारंभ करें, मगर उससे पहले

- अपनी वर्तमान फाइलों की सूची बनाएं।
- पुराने तथा नए फाइल नंबरों को एक टेबल में रखें।
- वर्तमान फाइलों में पुराने तथा नए नंबर दोनों लिखें।
- फाइल के ऊपर उसके प्रारंभ होने का वर्ष तथा महीना अवश्य लिखें।

अंत में : सूचना का अधिकार एक्ट, 2005 के लागू होने के बाद कार्मिक विभाग का काम काफी बढ़ गया है। अतः यह अति आवश्यक है कि रिकार्ड को व्यवस्थित रूप में रखा जाए। हमें अपने काम में और कुशल व व्यवस्थित होना है। एकीकृत फाइल प्रणाली इस दिशा में एक कदम है। आईए हम सब मिलकर इस लक्ष्य को हासिल करें तथा अपनी क्षमता पर पूरा विश्वास रखें।

मेरी शुभकामनाएं



मनोज पाण्डे

मुख्य कार्मिक अधिकारी

20 दिसम्बर 2013

(ii)

Unified File Numbering System for SER Personnel Department

- *An introduction*

Personnel Department deals with various matters pertaining to the Human Resources in the organisation. These include wage and salary administration, recruitment, service matters like promotion, selection and transfer, payment of Settlement dues, legal issues pertaining to establishment, welfare activities, industrial relations etc. Within the Personnel Branch, staff is distributed in various sections, for which specific items of work are allotted.

Our work involves exchange of correspondence between the various units and maintenance of records thereof. Linking old papers and correct filing and indexing of current papers are of utmost importance. It is therefore, necessary to have identical file numbers across the Personnel department in the headquarters as well as units, so that the subjects can be linked with the correct file, without fail. Good record keeping begins with correct filing.

As a first step in this direction, a booklet with duty lists and section codes in HQrs was issued in November 2013. This list of sections and codes is placed after this Introduction. Units may also suitably streamline their section names and codes.

A detailed exercise has now been done to standardize the file numbering on SER so that for identical subjects the file numbers in the Headquarters, Divisions, and Workshops are the same. The subjects have been classified under 14 groups. Within each group, the file numbers for various subjects have been given. Further sub heads are also given department wise, to be used as needed.

Some important file numbers have been highlighted in bold for easy reference.

Policy files have been kept in a totally separate group. These are not dealing files and only circulars should be issued from these file numbers.

- **Coding System:** Files shall be numbered as SER/P- *** /Section code / File No.
*'***' indicates the Division/Unit like ADA,CKP, etc. Thus the files shall be:*

For HQ (CPO Office)	:-	SER/P-HQ	/	Section code	/	File No.
For ADA division	:-	SER/P-ADA	/	Section code	/	File No.
For CKP division	:-	SER/P-CKP	/	Section code	/	File No.
For KGP division	:-	SER/P-KGP	/	Section code	/	File No.
For RNC division	:-	SER/P-RNC	/	Section code	/	File No.
For KGP W/S	:-	SER/P-KGPW	/	Section code	/	File No.
For SINI W/S	:-	SER/P-SNY	/	Section code	/	File No.
For KGP Stores	:-	SER/P-KGPS	/	Section code	/	File No.

- **The basic philosophy** is as under –

- (1) File numbers 1 to 99 are for the internal use of the Division/Workshops/ Headquarters.
File numbers of Confidential Section shall also be in this range.
- (2) File numbers 800 to 999 are Policy files and the existing system of issuing circulars shall continue.

(iii)

(3) File numbers 100 to 799 are classified under 14 main groups as under

- i) **A - 100-149** : Recruitment Related
- ii) **B - 150-199** : Cadre, Manpower Planning & Vacancy Bank
- iii) **C - 200-249** : Promotion, Selection, Transfers
- iv) **D - 250-299** : Gazetted Matters
- v) **E - 300-349** : Allowances & Advances
- vi) **F - 350-399** : Pay Related Matters.
- vii) **G - 400-449** : Service Condition, Leave, DAR, APAR
- viii) **H - 450-499** : Welfare ,Quarter, Pass
- ix) **I - 500-549** : Labour Laws, Industrial Relations
- x) **J- 550-599** : Court & Legal Matters
- xi) **K - 600-649** : Reservation Policy (RP)
- xii) **L - 650-699** : Settlement, and Pension Matters
- xiii) **M - 700-749** : MCDO & Statements, Ruling, Training, RTI.
- xiv) **N - 750-799** : Office stores, Imprest, Office Management
- xv) **O - 800-999** : Policy files [as mentioned in (2) above]

- **This Booklet** : contains 3 sections

Section I : gives the file numbers for the 14 groups as in (i) to (xiv) above.

It also gives the detailed sub numbers for departments and divisions.

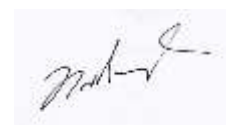
Section II : gives the list of Policy Files mentioned in (xv) above.

Section III : All the subjects (Major Heads) have been alphabetically listed in this section. In case of doubt, please consult the same.

- **What is expected from you:** Switch over to the new system. But before that :
 - make a complete list of existing files with you.
 - Keep a table of old and new file numbers separately with you.
 - In the existing files, mention the old as well as the new file numbers
 - **Always mention Month & Year of File opening on file cover**

- **A Last Word:** With the introduction of Right to Information Act, 2005, the workload on Personnel Department has considerably increased. Therefore, it is of utmost importance to keep the records in systematic manner. We have to be more professional and systematic in our working. Uniform file numbering is a step in this direction. Let us all work together to achieve this objective and have faith in our abilities.

My best wishes.



MANOJ PANDE
Chief Personnel Officer

December 20, 2013.

(iv)

List of Sections and Section Codes in Headquarters Personnel Department

All sections are classified under two heads: 'E' and 'G'

a) Establishment or staff sections ('E' sections)

Dealing with Establishment matters of the concerned department i.e. selections, promotions, indents, transfers and related correspondence; and

b) General or Non-staff sections ('G' sections)

Dealing with specific subject matters as indicated.

Section	Department	Code
E Sections are :		
Admin.	GA, RB, Law, Steno, Typist	E -ADMN
Comml	Commercial	EC
Elect	Electrical	EL
Engg	Civil Engg	EE
Mech	Mechanical	EM
Medical	Medical	ED
Optg	Traffic/ Running	ET
Pers.	Personnel	EP
School	Schools	E-SCH
S&T	Signal & Tele	EN
Stores	Stores	ES
Gazetted	All Officers' cadres	E-GAZ
G Sections are :		
Coordination	MCDO, VIP Ref., etc.	CORD
RRC	Gr. 'D' Rectt.,	RRC
Recruitment	RRB, CG etc.l	REC
Welfare	SBF, Schools.	WEL
R.T.I.	RTI	RTI
Reservation	RP	RP
IR Management	Unions Dealing	IRMC
Ruling	Policy	R
D & A	DAR cases	DAR
Enactment/ HOER	Labour Laws, Rosters	HOER
Inspection/ Audit	Inspection Notes & Audit Replies	INSP
Budget	Budget for Personnel Department	BUD
IT & Stores	CPO Office Stores & Computers	IT&S
Manpower Planning	Vacancy Bank etc.	MPP
Training	Outside Railway Institutions	TRG
Quarters	At GRC and SHM	QR
Bill	Salary work	BILLS
Settlement	Sett Dues	SETT
Court Cell	Legal matters	CC
R & D	Receipt & Dispatch	R & D
Gazetted Confidential	Selections, DAR cases	GAZ-CON

विभागों के नाम व उनके कोड तथा संख्या
List of Departments and Department Codes and Numbers

क्रम सं Sl. No	विभाग का नाम Name of Department	विभाग कोड Department Code	फ़ाइल सं File Sub -Code
1	वाणिज्य Commercial	C	1
2	विद्युत Electrical	L	2
3	इंजीनियरी Engineering	W	3
4	वित्त/ लेखा Finance	F	4
5	सा. प्रशासन Gen. Admn	G	5
6	लोको रनिंग Loco Running	LR	6
7	यांत्रिक Mechanical	M	7
8	चिकित्सा Medical	MD	8
9	कर्मिक Personnel	P	9
10	सं एवं दूसं S&T	N	10
11	संरक्षा Safety	SF	11
12	सुरक्षा Security	SC	12
13	भंडार Stores	S	13
14	परिचालन Traffic	T	14
15	ट्रे. रनिंग Traffic Running	TR	15
16	अन्य Others	OTH	16

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP', 'P-RNC', 'P-KGP/WS', 'P-SNY', 'P-KGPS'.

[Back](#)

A: 100- 149: Recruitment Related

Note: Main file number will remain the same. There are separate sub numbers for various departments. The code for the various departments should be used.

SN	FILE NUMBER	SUBJECT	Department	CODE
1	SER/P-***/##/100	General Circulars- Recruitment section		
2	SER/P-***/##/102	Replies to MP/MLA/CAii references-pertaining to Recruitment.		
3	SER/P-***/##/105	RRB Correspondence		
4	SER/P-***/##/106	RRB Examination nominations		
5	SER/P-***/##/108	RRB Examination, conduct of		
6	SER/P-***/##/110	RRB Indents- Placement & distribution		
	SER/P-***/##/110/1	<i>(use departmental sub numbers)</i>	Commercial	C
	SER/P-***/##/110/2		Electrical	L
	SER/P-***/##/110/3		Engineering	W
	SER/P-***/##/110/4		Finance	F
	SER/P-***/##/110/5		Gen Admn	G
	SER/P-***/##/110/6		Loco Running	LR
	SER/P-***/##/110/7		Mechanical	M
	SER/P-***/##/110/8		Medical	MD
	SER/P-***/##/110/9		Personnel	P
	SER/P-***/##/110/10		S&T	N
	SER/P-***/##/110/13		Stores	S
	SER/P-***/##/110/14		Traffic	T
	SER/P-***/##/110/15		Traffic Running	TR
7	SER/P-***/##/112	Casual Labour		
8	SER/P-***/##/113	Casual Labour Regularisation		
9	SER/P-***/##/114	Casual Labour Live registers		
10	SER/P-***/##/115	Quasi Administrative Staff		
11	SER/P-***/##/116	Substitutes: Engagement / Regularisation		
12	SER/P-***/##/117	Substitutes: Course Completed Act Apprentices: Engagement & Regularisation		
13	SER/P-***/##/120	Bungalow Peons Engagement & Regularisation		
	SER/P-***/##/120/1	<i>(use departmental sub numbers)</i>	Commercial	C
	SER/P-***/##/120/2		Electrical	L
	SER/P-***/##/120/3		Engineering	W
	SER/P-***/##/120/5		Gen Adm	G
	SER/P-***/##/120/7		Mechanical	M
	SER/P-***/##/120/8		Medical	MD

SN	FILE NUMBER	SUBJECT	Department	CODE
	SER/P-***/##/120/9		Personnel	P
	SER/P-***/##/120/10		S&T	N
	SER/P-***/##/120/11		Safety	SF
	SER/P-***/##/120/13		Stores	S
	SER/P-***/##/120/14		Traffic	T
14	SER/P-***/##/122	Appointment on Compassionate Grounds		
15	SER/P-***/##/123	Appointment of Land Losers		
16	SER/P-***/##/124	Appointment of Train Accident Victims		
17	SER/P-***/##/125	Recruitment of Ex Servicemen		
18	SER/P-***/##/126	Recruitment of Physically Handicapped		
19	SER/P-***/##/127	Recruitment against Cultural Quota		
20	SER/P-***/##/128	Recruitment against Scouts & Guides Quota		
21	SER/P-***/##/129	Recruitment against Sports Quota		
22	SER/P-***/##/130	Absorption of Medically Unfitted/Decategorised Staff		
23	SER/P-***/##/133	General Departmental Competitive Examination (GDCE)		
24	SER/P-***/##/134	LARSGESS		
25	SER/P-***/##/135	Act Apprentices - Correspondence		
26	SER/P-***/##/136	Apprentices – Diploma/Degree Holders		
	SER/P-***/##/136/1	Apprentices- Electrical		
	SER/P-***/##/136/2	Apprentices- Engineering		
	SER/P-***/##/136/3	Apprentices- Mechanical		
	SER/P-***/##/136/4	Apprentices- S&T		
	SER/P-***/##/136/5	Apprentices- Others		
27	SER/P-***/##/140	RRC Indent Assessment and Placement		
28	SER/P-***/##/141	RRC Notification, and Distribution		
29	SER/P-***/##/142	RRC Examination–Venue Booking, Duties,		
30	SER/P-***/##/143	RRC – Conduct of PET		
31	SER/P-***/##/144	RRC – Document Verification		
32	SER/P-***/##/145	RRC - Medical Examination		
33	SER/P-***/##/146	Appointment Formalities		
	SER/P-***/##/146/1	Service Agreements		
	SER/P-***/##/146/2	Character and Antecedents verification		
	SER/P-***/##/146/3	Age Relaxations in Recruitment		
	SER/P-***/##/146/4	Medical Examination		
	SER/P-***/##/146/5	Oath of allegiance		
34	SER/P-***/##/147	Post retirement employment		
35	SER/P-***/##/149	Employment Exchanges		

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/ ##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP', 'P-RNC', 'P-KGP/WS', 'P-SNY'. P-KGPS.

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B: 150- 199 : Cadre, Manpower Planning & Vacancy Bank

Note: Main file number will remain the same. There are separate sub numbers for various departments. The code for the various departments should be used.

SN	FILE NUMBER	SUBJECT	Department	CODE
1	SER/P-***/##/150	General Circulars- Cadre & Policy		
2	SER/P-***/##/152	Book of Sanctions		
3	SER/P-***/##/153	Statement 40		
4	SER/P-***/##/154	Vacancy Bank-HQ		
5	SER/P-***/##/155/1	Vacancy Bank-Divisions/ Units	ADA Division	
	SER/P-***/##/155/2		CKP Division	
	SER/P-***/##/155/3		KGP Division	
	SER/P-***/##/155/4		RNC Division	
	SER/P-***/##/155/5		KGP/WS	
	SER/P-***/##/155/6		SNY	
	SER/P-***/##/155/9		Others	
6	SER/P-***/##/156	Benchmarking		
7	SER/P-***/##/158	Manpower Planning		
8	SER/P-***/##/165/1	Creation and Pinpointing of Posts:		
	SER/P-***/##/165/1	<i>(use departmental sub numbers)</i>	Commercial	C
9	SER/P-***/##/167	Surrender and Review of Posts:		
	SER/P-***/##/167/1	Surrender and Review of Posts:@	Commercial	C
	SER/P-***/##/167/2	<i>(use departmental sub numbers)</i>	Electrical	L
	SER/P-***/##/167/3		Engineering	W
	SER/P-***/##/167/4		Finance	F
	SER/P-***/##/167/5		Gen Admn	G
	SER/P-***/##/167/6		Loco Running	LR
	SER/P-***/##/167/7		Mechanical	M
	SER/P-***/##/167/8		Medical	MD
	SER/P-***/##/167/9		Personnel	P
	SER/P-***/##/167/10		S&T	N
	SER/P-***/##/167/11		Safety	SF
	SER/P-***/##/167/13		Stores	S
	SER/P-***/##/167/14		Traffic	T
10	SER/P-***/##/168	Transfer of Posts		
11	SER/P-***/##/169	Work charged posts correspondence		
12	SER/P-***/##/170	Restructuring of Cadre-NG		
	SER/P-***/##/170/1	Restructuring of Cadre-NG		
<i>(use departmental sub numbers)</i>				
13	SER/P-***/##/171	Formation of New Zones		
14	SER/P-***/##/172	Conversion of Posts :Temporary to Permanent		
15	SER/P-***/##/173	Work Study		
16	SER/P-***/##/174	Manpower Planning & Action Plan Statements		
17	SER/P-***/##/175	General Correspondence & Instructions- MPP		

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/ ##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP', 'P-RNC', 'P-KGP/WS', 'P-SNY', 'P-KGPS'.

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C: 200-249 : Promotion, Selection, Transfers

Note: Main file number will remain the same. There are separate sub numbers for various departments. The code for the various departments should be used.

SN	FILE NUMBER	SUBJECT	Department	CODE
1	SER/P-***/##/200	General Circulars: Staff Sections		
2	SER/P-***/##/202	Master file for MP/MLA/CAiii references		
3	SER/P-***/##/205	Avenue Channel of Promotion Chart (AVC)		
	SER/P-***/##/205/1	<i>(use departmental sub numbers)</i>	Commercial	C
	SER/P-***/##/205/2		Electrical	L
	SER/P-***/##/205/3		Engineering	W
	SER/P-***/##/205/4		Finance	F
	SER/P-***/##/205/5		Gen Admn	G
	SER/P-***/##/205/6		Loco Running	LR
	SER/P-***/##/205/7		Mechanical	M
	SER/P-***/##/205/8		Medical	MD
	SER/P-***/##/205/9		Personnel	P
	SER/P-***/##/205/10		S&T	N
	SER/P-***/##/205/11		Safety	SF
	SER/P-***/##/205/12		Security	SC
	SER/P-***/##/205/13		Stores	S
	SER/P-***/##/205/14		Traffic	T
	SER/P-***/##/205/15		Traffic Running	TR
4	SER/P-***/##/209	Notifications		
5	SER/P-***/##/210	Promotions within Group C		
<i>(use departmental sub numbers and mention the category in the end)</i> <i>For example , for ASM it will be SER/P- CKP/ET/210/14/ASM</i>				
6	SER/P-***/##/211	Promotions within Group D [^]		
<i>(use departmental sub numbers and mention the category in the end)</i>				
7	SER/P-***/##/212	Promotions from Group D to C [^]		
<i>(use departmental sub numbers and mention the category in the end)</i> <i>For example , for Tech III in TRS it will be SER/P- CKP/EL/212/2/Tech III TRS</i>				
8	SER/P-***/##/213	Trade Tests		
<i>(use departmental sub numbers and mention the category in the end)</i> <i>For example , for Tech III(DPQ) in C&W it will be SER/P- KGP/EM/213/2/Tech III C&W</i>				
9	SER/P-***/##/215	MACP		
<i>(use departmental sub numbers and mention the category in the end)</i>				
10	SER/P-***/##/219	Confirmation		

SN	FILE NUMBER	SUBJECT	Department	CODE
11	SER/P-***/##/220	Change of Category		
12	SER/P-***/##/221	Inter Divisional Request Transfers		
13	SER/P-***/##/222	Inter Railway Request Transfers		
14	SER/P-***/##/22 3	Mutual Transfers		
15	SER/P-***/##/225	Selection Calendar		
16	SER/P-***/##/226	Duty for selections		
17	SER/P-***/##/227	Tenure /Ex-Cadre Posts		
18	SER/P-***/##/228	Volunteers for posts		
19	SER/P-***/##/229	Deputation of Staff		
20	SER/P-***/##/230	Service Records correspondence		
21	SER/P-***/##/231	Surplus Staff matters		
22	SER/P-***/##/232	Relaxation in Promotion Conditions		
23	SER/P-***/##/235	Office Orders (Transfer etc.)		
		<i>(use departmental sub numbers)</i>		
24	SER/P-***/##/240	Voluntary and other retirements		
25	SER/P-***/##/241	Transfers of Union Office bearers^^		
		^^ file number 508 can also be used		
26	SER/P-***/##/243	Change of Designations		
27	SER/P-***/##/245	Union Matters-Miscellaneous		
28	SER/P-***/##/249	General Correspondence - 'E' sections		

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/ ##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP' 'P-RNC', 'P-KGP/WS', 'P-SNY'. P-KGPS.

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D: 250-299 : Gazetted Matters

Note: Main file number will remain the same. There are separate sub numbers for various departments. The code for the various departments should be used.

SN	FILE NUMBER	SUBJECT	Department	CODE
1	SER/P-***/##/250	General Circulars- Gazetted		
2	SER/P-***/##/251	Book of Sanctions- Gazetted		
3	SER/P-***/##/252	Vacancy Bank -Gazetted		
4	SER/P-***/##/253	Budget Statement- Gazetted		
5	SER/P-***/##/254	Statement 40- Gazetted		
6	SER/P-***/##/255	Creation and Extension of Posts-Revenue		
	SER/P-***/##/255/1	<i>(use departmental sub numbers)</i>	Commercial	C
	SER/P-***/##/255/2		Electrical	L
	SER/P-***/##/255/3		Engineering	W
	SER/P-***/##/255/5		Gen Admn	G
	SER/P-***/##/255/6		Mechanical	M
	SER/P-***/##/255/7		Medical	MD
	SER/P-***/##/255/8		Personnel	P
	SER/P-***/##/255/9		S&T	N
	SER/P-***/##/255/10		Safety	SF
	SER/P-***/##/255/11		Security	SC
	SER/P-***/##/255/12		Stores	S
	SER/P-***/##/255/13		Traffic	T
7	SER/P-***/##/256	Creation and Extension of Posts-Work charged		
		<i>(use departmental sub numbers)</i>		
8	SER/P-***/##/258	Group A Officers – Probation, Departmental Exam and Confirmation		
		<i>(use departmental sub numbers)</i>		
9	SER/P-***/##/260	Selection to Group B Posts		
		<i>(use departmental sub numbers)</i>		
		<i>For example: For ASTE (70%) No. will be: SER/P-HQ/GAZ/260/9/ASTE (70%)</i>		
10	SER/P-***/##/262	Promotion File of Gr B /Jr. Scale #		
11	SER/P-***/##/263	Promotion File of Sr. Scale #		
12	SER/P-***/##/264	Promotion File of JAG / SG #		
13	SER/P-***/##/265	Promotion File of SAG /HAG #		
14	SER/P-***/##/266	Transfer and Postings (Inter Division)#		
15	SER/P-***/##/267	Transfer and Postings (Inter Rly)#		
		<i># : (use departmental sub numbers)</i>		
16	SER/P-***/##/268	Promotion File of IRMS		
17	SER/P-***/##/269	Engagement and extension of Contract		

SN	FILE NUMBER	SUBJECT	Department	CODE
		Medical Practitioners (CMP)		
18	SER/P-***/##/270	Office Orders		
19	SER/P-***/##/274	Request for Transfers		
20	SER/P-***/##/275	Deputation Notices		
21	SER/P-***/##/276	Deputation Applications		
22	SER/P-***/##/277	Training of Officers		
	SER/P-***/##/277/1	Training of Officers - Mandatory		
	SER/P-***/##/277/2	Training of Officers - Others**		
	SER/P-***/##/277/3	Training –General		
	SER/P-***/##/277/4	Conferences & Seminars		
23	SER/P-***/##/278	Study Leave and sponsorship for courses		
24	SER/P-***/##/280	Vigilance Clearance Correspondence		
25	SER/P-***/##/281	Transaction Noting- Officers		
26	SER/P-***/##/282	Issue of NOC - Officers		
27	SER/P-***/##/283	Normal Retirement - Officers		
28	SER/P-***/##/284	Voluntary Retirement - Officers		
29	SER/P-***/##/285	Leave of Officers- other than HQ		
30	SER/P-***/##/290	Dealing with Unions and Associations		
	SER/P-***/##/290/1	FROA		
	SER/P-***/##/290/2	SEROA		
	SER/P-***/##/290/3	IRPOF		
	SER/P-***/##/290/4	SERPOA		
	SER/P-***/##/290/5	AISCSTREA		
	SER/P-***/##/290/5	AIOBCREA		
<i>(Files for any other union/association can be opened in this sequence, if needed)</i>				
31	SER/P-***/##/295	Personal Files of Gazetted Officers- HQ		
32	SER/P-***/##/294	Grievance Redressal of Gazetted Officers		
33	SER/P-***/##/296/^	Seniority Lists- Group A		
34	SER/P-***/##/297/^	Seniority Lists- Group B		
35	SER/P-***/##/298	Handing Over Notes- Gazetted		
36	SER/P-***/##/299	Statement of Gazetted Establishment		

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/ ##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP', 'P-RNC', 'P-KGP/WS', 'P-SNY', 'P-KGPS'.

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E: 300-349 : Allowances and Advances

Note: Main file number will remain the same. There are separate sub numbers for various departments. The code for the various departments should be used.

SN	FILE NUMBER	SUBJECT
1	SER/P-***/##/300	General Circulars- Allowances
2	SER/P-***/##/302	References to Board- Allowances
3	SER/P-***/##/303	General Correspondence- Allowances
4	SER/P-***/##/305	Advance- Conveyance-Bicycle
5	SER/P-***/##/305	Advance- Conveyance-Car
6	SER/P-***/##/305	Advance- Conveyance-Scooter
7	SER/P-***/##/306	Advance- Computer
8	SER/P-***/##/307	Advance- Fan
9	SER/P-***/##/308	Advance- Festival
10	SER/P-***/##/309	Advance- Natural Calamity-Flood
11	SER/P-***/##/310	Advance- For Law Suit
12	SER/P-***/##/311	Advance- For Passages
13	SER/P-***/##/312	Advance- From Provident Fund
14	SER/P-***/##/313	Advance- House Building
15	SER/P-***/##/315	Advance- Natural Calamity
16	SER/P-***/##/316	Advance- On deputation
17	SER/P-***/##/317	Advance- Pay on Transfer
19	SER/P-***/##/319	Advance- Territorial Army
20	SER/P-***/##/320	Advance- Tour (TA)
21	SER/P-***/##/322	Allowance- Bad Climate
22	SER/P-***/##/323	Allowance- Break Down
23	SER/P-***/##/324	Allowance- Children Educational
24	SER/P-***/##/325	Allowance- Compensatory
25	SER/P-***/##/326	Allowance- Conveyance
26	SER/P-***/##/327	Allowance- Daily

SN	FILE NUMBER	SUBJECT
27	SER/P-***/##/328	Allowance- Dearness
28	SER/P-***/##/329	Allowance- Deputation
29	SER/P-***/##/330	Allowance- Dual Charge
30	SER/P-***/##/331	Allowance- Family Planning
31	SER/P-***/##/332	Allowance- House Rent
32	SER/P-***/##/333	Allowance- Mileage/Kilometerage
33	SER/P-***/##/334	Allowance- Night Duty
34	SER/P-***/##/335	Allowance- Non Practicing
35	SER/P-***/##/336	Allowance- Nursing Staff
36	SER/P-***/##/337	Allowance- Officiating
37	SER/P-***/##/338	Allowance- Out Station
38	SER/P-***/##/339	Allowance- Out turn
39	SER/P-***/##/340	Allowance- Overtime
40	SER/P-***/##/341	Allowance- Remote Area
41	SER/P-***/##/342	Allowance-Running
42	SER/P-***/##/343	Allowance-Subsistence
43	SER/P-***/##/344	Allowance- Training (to Instructors)
44	SER/P-***/##/345	Allowance-Transfer (CTG)
45	SER/P-***/##/346	Allowance-Transport
46	SER/P-***/##/347	Allowance- Travelling
47	SER/P-***/##/348	Allowance- Uniform
48	SER/P-***/##/349	Allowance- Washing

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/ ##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP', 'P-RNC', 'P-KGP/WS', 'P-SNY'. P-KGPS.

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F: 350-399 : Pay Related Matters

SN	FILE NUMBER	SUBJECT
1	SER/P-***/##/350	General Correspondence: Pay Related
2	SER/P-***/##/351	General Circulars- Pay Related
3	SER/P-***/##/354	Recoveries and Deductions (Miscellaneous)
4	SER/P-***/##/355	Pay - Advance on Transfer
5	SER/P-***/##/356	Pay - Arrears of
6	SER/P-***/##/357	Pay - Bank Payment
7	SER/P-***/##/358	Pay - Fixation -Misc causes
8	SER/P-***/##/359	Pay - Fixation of
9	SER/P-***/##/360	Pay - Income Tax
10	SER/P-***/##/361	Pay - Increments-Grant of
11	SER/P-***/##/362	Pay - Last Pay Certificate(LPC)
12	SER/P-***/##/363	Pay - Other Misc. Taxes
13	SER/P-***/##/364	Pay - Overpayments-Recovery and write off
14	SER/P-***/##/364/1	Pay - Recovery - Others
15	SER/P-***/##/365	Pay - Pay Commission
16	SER/P-***/##/366	Pay - Pay Orders, Pay sheets and Salary Bills
17	SER/P-***/##/367	Pay - PRIME
18	SER/P-***/##/368	Pay - Professional Tax
19	SER/P-***/##/369	Pay - Reimbursements
	SER/P-***/##/369/1	Pay - Reimbursement Medical
	SER/P-***/##/369/2	Pay - Reimbursement Misc.
20	SER/P-***/##/370	Pay - Scales of Pay
21	SER/P-***/##/371	Pay - Special Pay
22	SER/P-***/##/371/1	Pay - Personal Pay
23	SER/P-***/##/372	Pay - Stepping up
24	SER/P-***/##/374	SER (ECCS) correspondence
25	SER/P-***/##/375	Bonus (PLB)
26	SER/P-***/##/376	Disallowance List
27	SER/P-***/##/378	Fees and Honorarium
28	SER/P-***/##/379	Frauds, Losses and Misappropriation
29	SER/P-***/##/381	Hospital charges
30	SER/P-***/##/383	Incentive Scheme and Incentive Bonus
31	SER/P-***/##/384	Insurance
32	SER/P-***/##/385	Irregular Payments
33	SER/P-***/##/388	Pay Roll Saving Schemes
34	SER/P-***/##/390	Provident Fund
35	SER/P-***/##/392	Unpaid Wages
36	SER/P-***/##/393	Witnessing of Payments

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP', 'P-RNC', 'P-KGP/WS', 'P-SNY'. P-KGPS.

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G: 400-449 : Service Conditions, Leave, DAR, APAR

Note: Main file number will remain the same. There are separate sub numbers for various departments. The code for the various departments should be used.

SN	FILE NUMBER	SUBJECT
1	SER/P-***/##/400	General Circulars - Service Conditions, Leave ,DAR, Confidential reports (APAR)
2	SER/P-***/##/402	Seniority list (<i>always mention the category</i>)
3	SER/P-***/##/403	Confirmation- Non-Gaz
4	SER/P-***/##/404	Change of Name
5	SER/P-***/##/405	Change of Qualification
6	SER/P-***/##/406	Change of recorded Date of Birth
7	SER/P-***/##/407	Safety Related Retirement Scheme & LARSGESS
8	SER/P-***/##/409	Deputation
9	SER/P-***/##/410	DAR cases - Divisions and Workshops
	SER/P-***/##/410/1	DAR-- Commercial
<i>(use departmental sub numbers as shown above)</i>		
10	SER/P-***/##/412	DAR cases of Non-Gaz Staff- Hqrs*
<i>(use departmental sub numbers)</i>		
11	SER/P-***/##/414	DAR cases sent to Hqrs
<i>Files in Hq regarding cases sent by divisions/units should mention div/unit and the department in the end of the file number</i>		
12	SER/P-***/##/416	DAR: Policy letters issued by DAR Section
13	SER/P-***/##/417	DAR: Grant of Compassionate allowance
14	SER/P-***/##/419	DAR :Statements
15	SER/P-***/##/421	DAR : Correspondence with units and Rly Board etc.
16	SER/P-***/##/422	Payment of Honorarium to RIO/PO
17	SER/P-***/##/423	DAR Clearance
18	SER/P-***/##/424	Monthly PCDO Position of DAR cases GAZ/Non Gaz.
19	SER/P-***/##/425	Leave Accounts- Maintenance and recasting
20	SER/P-***/##/426	Leave Encashment
21	SER/P-***/##/430	Leave
	SER/P-***/##/430/1	Leave, Average Pay
	SER/P-***/##/430/2	Leave, Child Care
	SER/P-***/##/430/3	Leave, Commutation
	SER/P-***/##/430/4	Leave, Extraordinary
	SER/P-***/##/430/5	Leave, Half Average Pay
	SER/P-***/##/430/6	Leave, Hospital
	SER/P-***/##/430/7	Leave, Maternity
	SER/P-***/##/430/8	Leave, Not Due

SN	FILE NUMBER	SUBJECT
	SER/P-***/##/430/9	Leave, Paternity
	SER/P-***/##/430/10	Leave, Rules and Instructions
	SER/P-***/##/430/11	Leave, Special Disability
	SER/P-***/##/430/12	Leave, Study- Non Gazetted
	SER/P-***/##/430/13	Leave, to Apprentices
	SER/P-***/##/430/14	Leave, to Casual Labour
	SER/P-***/##/430/15	Leave, to substitutes
	SER/P-***/##/430/16	Leave, Workshop Staff
22	SER/P-***/##/431	Leave, Casual
23	SER/P-***/##/432	Leave, Special Casual
	SER/P-***/##/432/1	Leave, Special Casual- Cooperative Societies
	SER/P-***/##/432/2	Leave, Special Casual- Cultural Activities
	SER/P-***/##/432/3	Leave, Special Casual- Family Planning
	SER/P-***/##/432/4	Leave, Special Casual- Scouts and Guides
	SER/P-***/##/432/5	Leave, Special Casual- Sports Account
	SER/P-***/##/432/6	Leave, Special Casual- Union Account
	SER/P-***/##/432/7	Leave, Special Casual- Miscellaneous
24	SER/P-***/##/435	Sexual Harassment (Vishakha) Committee
25	SER/P-***/##/436	Passport and Ex India leave
26	SER/P-***/##/440	Confidential Report (APAR) of Headquarters-NG
27	SER/P-***/##/441	Collection of Confidential Report(APAR) for selection
28	SER/P-***/##/442	Policy on Confidential Reports (APAR)
29	SER/P-***/##/444	Communication of adverse remarks in APARs (NG)
30	SER/P-***/##/445	Confidential Correspondence - NG
31	SER/P-***/##/447	Noting of Transactions: Movable & Immovable property.
32	SER/P-***/##/448	Railway Service [Conduct] Rules matters

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP', 'P-RNC', 'P-KGP/WS', 'P-SNY', 'P-KGPS'.

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H: 450-499 : Welfare, Quarters, Pass

Note: Main file number will remain the same. There are separate sub numbers for various departments. The code for the various departments should be used.

SN	FILE NUMBER	SUBJECT
1	SER/P-***/##/450	General Circulars- Welfare, Quarters and Pass
2	SER/P-***/##/452	Master file for MP/MLA/CA iii references -Welfare, Pass, Quarters
3	SER/P-***/##/455	Staff Benefit Fund (SBF) ***
	SER/P-***/##/455/1	SBF - Agenda of Meetings
	SER/P-***/##/455/2	SBF - Annual report
	SER/P-***/##/455/3	SBF - Budget
	SER/P-***/##/455/4	SBF - Divisions
	SER/P-***/##/455/5	SBF - HQ Meetings
	SER/P-***/##/455/6	SBF - Instructions File
	SER/P-***/##/455/7	SBF - Minutes
	SER/P-***/##/455/8	SBF - Pay Orders
	SER/P-***/##/455/9	SBF - Printing Matters
	SER/P-***/##/455/10	SBF - Release of Grant
	SER/P-***/##/455/11	SBF - Unpaid Wages
4	SER/P-***/##/456	Staff Benefit Fund- Grants ***
	SER/P-***/##/456/1	SBF- Grants to Welfare Centres
	SER/P-***/##/456/2	SBF - Grants to Railway Institutes and Clubs
	SER/P-***/##/456/3	SBF - Grants for Sports
	SER/P-***/##/456/4	SBF - Grants for Maintenance
	SER/P-***/##/456/5	SBF - Grants to Homoeopathic/Ayurvedic Dispensaries
	SER/P-***/##/456/6	SBF - Grants for Scouts/Guides
	SER/P-***/##/456/7	SBF - Grants for Yoga
	SER/P-***/##/456/8	SBF - Grants Distress/Funeral
	SER/P-***/##/456/9	SBF - Grants for Cultural Academy
	SER/P-***/##/456/10	SBF - Grants for Open Air School
	SER/P-***/##/456/11	SBF - Grants Scholarship/ Financial Aid/Cash prize
	SER/P-***/##/456/12	SBF- Grants Amenities to patients in Hospitals
	SER/P-***/##/456/13	SBF - Grants for Spectacles
	SER/P-***/##/456/14	SBF - Grants for Dentures
	SER/P-***/##/456/15	SBF - Spot Purchase Committee
5	SER/P-***/##/457	SBF -Camps ***
	SER/P-***/##/457/1	SBF - Employees Camp
	SER/P-***/##/457/2	SBF - Children's Camp
*** Other files pertaining to SBF in 3,4,5 above can be opened in sequence as needed		
6	SER/P-***/##/458	Railway Schools - Teaching Staff
	SER/P-***/##/458/1	Railway Schools- Selection PGT
	SER/P-***/##/458/2	Railway Schools- Selection TGT
	SER/P-***/##/458/3	Railway Schools- Promotion PGT
	SER/P-***/##/458/4	Railway Schools- Promotion TGT
	SER/P-***/##/458/5	Railway Schools- Headmasters

SN	FILE NUMBER	SUBJECT
	SER/P-***/##/458/6	Railway Schools- Change of Teachers' Medium
	SER/P-***/##/458/7	Railway Schools- Issue of NOC to Teachers
7	SER/P-***/##/458/6	Railway Schools- Vacancies of teachers- Position
<i>For requests for transfers, use 221 & 222</i>		
8	SER/P-***/##/459	Railway Schools -Special Matters
	SER/P-***/##/459/1	Railway Schools- Review and Closure
	SER/P-***/##/459/2	Railway Schools- Change of Board
	SER/P-***/##/459/3	Railway Schools- Opening of New Classes
	SER/P-***/##/459/4	Railway Schools- Works For Improvements
	SER/P-***/##/459/5	Railway Schools- Meeting with Principals/HMs
	SER/P-***/##/459/6	Railway Schools- Oak Grove School Notification
	SER/P-***/##/459/7	Railway Schools- Chattopadhaya Commission
	SER/P-***/##/459/8	Railway Schools- Reform Committee
	SER/P-***/##/459/9	Railway Schools- Progress Report
	SER/P-***/##/459/10	Railway Schools- Details of Students
<i>New files can be opened in the same sequence</i>		
9	SER/P-***/##/460	Holiday Homes *
10	SER/P-***/##/462	Celebration of Occasions
	SER/P-***/##/462/1	Republic Day - January 26
	SER/P-***/##/462/2	Shaheed Divas - January 31
	SER/P-***/##/462/3	Dr Ambedkar Jayanti - April 14
	SER/P-***/##/462/4	Railway Week - April 10 - 16
	SER/P-***/##/462/5	Anti-Terrorism Day - May 21
	SER/P-***/##/462/6	Independence Day - August 15
	SER/P-***/##/462/7	Sadbhavna Divas - August 20 to September 5
	SER/P-***/##/462/8	Quami Ekta (National integration) Week November 19 -25
	SER/P-***/##/462/9	Dr Ambedkar Parinirwan Divas - December 6
	SER/P-***/##/462/10	Flag Day - December 7
<i>New files can be opened in the same sequence</i>		
	SER/P-***/##/463	Permission to outside Agencies for Misc. reasons
11	SER/P-***/##/465/	Welfare Institutions
	SER/P-***/##/465/1	Canteens- Non Statutory
	SER/P-***/##/465/2	Canteens- Statutory
	SER/P-***/##/465/3	Community Halls
	SER/P-***/##/465/4	Railway Institutes
	SER/P-***/##/465/5	Railway Officers Clubs
	SER/P-***/##/465/6	Social Welfare Centres
	SER/P-***/##/465/7	Subsidized Hostels
12	SER/P-***/##/466	Welfare Bodies
	SER/P-***/##/466/1	SER Employees Cooperative Credit Society
	SER/P-***/##/466/2	SER WWO
	SER/P-***/##/466/3	Mahila Samiti
	SER/P-***/##/466/4	Cooperative Societies
	SER/P-***/##/466/5	Cultural Associations
	SER/P-***/##/466/6	Crèche
13	SER/P-***/##/467	Railway Minister's Essay and Other Competitions

SN	FILE NUMBER	SUBJECT
14	SER/P-***/##/468	Cultural Competitions – Inter Railway & Others
15	SER/P-***/##/470	Works Programme
	SER/P-***/##/470/1	Plan Head 51 (Staff Quarters) and 52 (staff amenities)
	SER/P-***/##/471	Scouts and Guides
16	SER/P-***/##/472/	Relief Funds -
	SER/P-***/##/472/1	Relief Funds - MR Relief Fund
	SER/P-***/##/472/2	Relief Funds - GM Relief Fund
	SER/P-***/##/472/3	Relief Funds - Ex Gratia
17	SER/P-***/##/473	Awards
18	SER/P-***/##/480	Allotment of Railway Quarters (NG):Policy & Circulars
	SER/P-***/##/480/1	Notification for quarter allotment requests
	SER/P-***/##/480/2	Registration and allotment of Quarters (NG)
	SER/P-***/##/480/3	Mutual exchange of Railway Quarter
	SER/P-***/##/480/4	Out of Turn Allotment of Quarters
	SER/P-***/##/480/5	Permission for vacation of Quarter & Payment of HRA
	SER/P-***/##/480/6	Temporary Allotment of quarters
19	SER/P-***/##/481	Distribution of Quarters and New quarters
	SER/P-***/##/481/1	Condemnation of Quarters
20	SER/P-***/##/482	Retention of Quarters
21	SER/P-***/##/483/1	Unauthorised Occupation of Quarters
	SER/P-***/##/483/2	PPE Act & Eviction Proceedings
22	SER/P-***/##/484	Quarter Allotment Committee (and Minutes)
23	SER/P-***/##/490/\$\$	Card Pass -Gazetted
24	SER/P-***/##/491/\$\$	Card Pass -Non Gazetted
<i>\$\$: use Department Codes</i>		
25	SER/P-***/##/492	Metal Pass
26	SER/P-***/##/494	Different Types of Passes
	SER/P-***/##/494/1	Pass-Privilege Pass
	SER/P-***/##/494/2	Pass-Settlement and Kit Pass
	SER/P-***/##/494/3	Pass-GRP and Railway Magistrate
	SER/P-***/##/494/4	School Pass
	SER/P-***/##/494/5	Special Pass
	SER/P-***/##/494/6	Pass- Issued to outsiders
	SER/P-***/##/494/7	Pass- Cultural, Scouts, Sports account
	SER/P-***/##/494/8	Pass- Freedom Fighter and Gallantry
	SER/P-***/##/494/9	Pass- Transfer Account
	SER/P-***/##/494/10	Pass- Medical Attendant Pass
	SER/P-***/##/494/11	Pass- Complimentary Pass
27	SER/P-***/##/495	Pass- Statements sent to Railway Board
28	SER/P-***/##/496	Overseas Pass and Passage concessions

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/ ##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP', 'P-RNC', 'P-KGP/WS', 'P-SNY'. P-KGPS.

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I: 500-549 : Labour Laws, Industrial Relations

SN	FILE NUMBER	SUBJECT
1	SER/P-***/##/500	General Circulars and instructions
2	SER/P-***/##/502	Statements and Statistics
3	SER/P-***/##/503/	Facilities to Unions
	SER/P-***/##/503/1	Facilities to Unions-Accommodation to Office Bearers
	SER/P-***/##/503/2	Facilities to Unions - Offices and buildings
	SER/P-***/##/503/3	Facilities to unions- Pass and Medical
	SER/P-***/##/503/4	Facilities to unions-Miscellaneous
4	SER/P-***/##/505	Union Constitution and its amendments
5	SER/P-***/##/506	Formation of Union Branches
6	SER/P-***/##/507	Office Bearers: List and Branch jurisdiction
<i>When Lists are issued, the Branch jurisdiction must be written for easy reference</i>		
7	SER/P-***/##/508	Office Bearers: Transfer of
8	SER/P-***/##/510	Union Meetings-PNM - HQ & Divisions
9	SER/P-***/##/511	Union Meetings- PNM -Board Level
	SER/P-***/##/511/1	Union Meetings- Board Level-Minutes
	SER/P-***/##/511/2	Union Meetings- Board Level-JCM(DC) Minutes
10	SER/P-***/##/512	Union Meetings- PREM
	SER/P-***/##/512/1	Union Meetings- PREM -Board Level
	SER/P-***/##/512/2	Union Meetings- PREM -Zonal
	SER/P-***/##/512/3	Union Meetings- PREM -Division
	SER/P-***/##/512/4	Union Meetings- PREM -Misc. Matters
11	SER/P-***/##/513	Union Internal Meetings
	SER/P-***/##/513/1	Union Internal Meetings- Central Executive Committee
	SER/P-***/##/513/2	Union Internal Meetings- National Conventions
	SER/P-***/##/513/3	Union Internal Meetings- Divisional Council
	SER/P-***/##/513/4	Union Internal Meetings- Working Committee
	SER/P-***/##/513/5	Union Internal Meetings-Branch Council
	SER/P-***/##/513/6	Union Internal Meetings- Miscellaneous
12	SER/P-***/##/514	Union Meetings- Special Meetings
13	SER/P-***/##/515	Union Meetings-Gate Meetings and Dharna
14	SER/P-***/##/517	Strikes and Lock Out
15	SER/P-***/##/519	Representations
16	SER/P-***/##/520	Memorandums
	SER/P-***/##/520/BD/^	Memorandums: Board Level
	SER/P-***/##/520/ ADA /^	Memorandums: ADA Division
	SER/P-***/##/520/CKP /^	Memorandums: CKP Division
	SER/P-***/##/520/KGP /^	Memorandums: KGP Division
	SER/P-***/##/520/RNC /^	Memorandums: RNC Division
	SER/P-***/##/520/KGPW /^	Memorandums: KGP/WS
	SER/P-***/##/520/SNY /^	Memorandums: SNY Division

SN	FILE NUMBER	SUBJECT
	SER/P-***/##/520/Misc /^	Memorandums: Miscellaneous
Note: ^denotes year in which memorandum was given. Further serial number can be given after the year, if there are more than one memorandums		
17	SER/P-***/##/521	Secret Ballot for Union Recognition
18	SER/P-***/##/522	Internal Elections in Unions
19	SER/P-***/##/523	Trade Union Education Programmes
20	SER/P-***/##/524	RPF Association
21	SER/P-***/##/525	Unions- unrecognized %%%
%%% Name of the unrecognized union should be written in the file name		
22	SER/P-***/##/530	Labour Legislations
	SER/P-***/##/530/1	Labour Legislation- Contract Labour Act
	SER/P-***/##/530/2	Labour Legislation- Payment of Wages Act
	SER/P-***/##/530/3	Labour Legislation- Workmen Compensation Act
	SER/P-***/##/530/4	Labour Legislation- Apprentices Act
	SER/P-***/##/530/5	Labour Legislation- Industrial Disputes Act
	SER/P-***/##/530/6	Labour Legislation- Minimum Wages Act
	SER/P-***/##/530/7	Labour Legislation- Factories Act
	SER/P-***/##/530/8	Labour Legislation – Persons with Disabilities Act
	SER/P-***/##/530/9	Labour Legislation – Child Labour Act
23	SER/P-***/##/531	Labour Advisory Committee
24	SER/P-***/##/533	Implementation of 10 Hours Rule
	SER/P-***/##/533/1	Implementation of 10 Hours Rule-Statement
	SER/P-***/##/533/2	Implementation of 10 Hours Rule-Meeting
25	SER/P-***/##/535	Hours of Work & Periodic Rest
	SER/P-***/##/535/1/\$\$	Hours of Work & Periodic Rest- Job Analysis
	SER/P-***/##/535/2/\$\$	HOER- Change of Classification
	SER/P-***/##/535/3/\$\$	Hours of Work & Periodic Rest- Duty Rosters
	SER/P-***/##/535/4/\$\$	Hours of Work & Periodic Rest- Duty Lists
	SER/P-***/##/535/5/\$\$	HOER – Interaction with LEO/ALC/RLC
\$\$:use separate files for department and divisions		
26	SER/P-***/##/536	HOER : Policy Matters
27	SER/P-***/##/537	Labour Commissioner reports and cases
	SER/P-***/##/537/1	Meetings with BOAT and other statutory bodies
	SER/P-***/##/537/2	Payment of Wages Act : Annual Returns
	SER/P-***/##/537/3	Workmen Compensation Act : Annual Returns
28	SER/P-***/##/539	Overtime Matters and statements
29	SER/P-***/##/540	Reports on Labour Legislation
30	SER/P-***/##/541	Retrenchment

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/ ##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP', 'P-RNC', 'P-KGP/WS', 'P-SNY'. P-KGPS.

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J: 550-599 : Court and Legal Matters

Note: The main file number should be same for various courts ### indicates. Serial number of registration.

SN	FILE NUMBER	SUBJECT
	SER/P-***/##/550	General Policy and instructions- Court
1	SER/P-***/##/551	References to Board (other than cases)
2	SER/P-***/##/552/	Empanelment of Rly Advocates
3	SER/P-***/##/553/	Advocate Bills
4	SER/P-***/##/554	General Imprest - Court Section
5	SER/P-***/##/555/ \$\$\$	Court cases- Supreme Court
6	SER/P-***/##/560/ \$\$\$	Court cases- High Court
7.	SER/P-***/##/565/ \$\$\$	Court cases- CAT
8.	SER/P-***/##/570/ \$\$\$	Court cases- Labour Court
9.	SER/P-***/##/575/ \$\$\$	Court cases- Civil Court
10	SER/P-***/##/580/ \$\$\$	Court cases- CGIT
\$\$\$:- Name of Unit (HQ,ADA,CKP etc. can be written along with case number.)		
11.	SER/P-***/##/585/	Court Notices
12	SER/P-***/##/586/	Legal Notices
13	SER/P-***/##/587/	Court Attachment Orders
14	SER/P-***/##/590/	Court PCDO/MCDO
15	SER/P-***/##/595/	Position of Contempt Cases
16	SER/P-***/##/596/	Position of Cases to be decided by the GM/CPO
17	SER/P-***/##/597/	Monthly position of cases
18	SER/P-***/##/598/	Monthly Court Case Meeting
19	SER/P-***/##/599/	Misc. Correspondence

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/ ##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP', 'P-RNC', 'P-KGP/WS', 'P-SNY'. P-KGPS.

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K: 600-649 : Reservation Policy (RP)

SN	FILE NUMBER	SUBJECT
1.	SER/P-***/##/600	General Circulars- RP section
2.	SER/P-***/##/602	Policy matters on Reservation Policy
3.	SER/P-***/##/603	Policy Circulars on Reservation Policy
4.	SER/P-***/##/604	Parliamentary Committee on welfare of SC & ST
5.	SER/P-***/##/605	National Commission for Minorities
6.	SER/P-***/##/606	National Commission for SC
7.	SER/P-***/##/607	National Commission for ST
8.	SER/P-***/##/608	National Commission for OBC
9.	SER/P-***/##/609	National Commission for Safai Karmacharies
10.	SER/P-***/##/610	Annual statements - Calendar year
11.	SER/P-***/##/611	Annual Statements Financial year
12.	SER/P-***/##/612	Annual Statements Safai Karamcharies
13.	SER/P-***/##/613	Quarterly Statements
14.	SER/P-***/##/614	Half yearly Statements
15.	SER/P-***/##/616	Special Recruitment Drive SC/ST
16.	SER/P-***/##/617	Special Promotional Drive SC/ST
17.	SER/P-***/##/618	Special Recruitment Drive OBC
18.	SER/P-***/##/619	Dereservation
19.	SER/P-***/##/620/&&&	Representation AISCSTREA -HQ
20.	SER/P-***/##/621/&&&	Representation OBCREA
<i>&&& :attach HQ,ADA,CKP,KGP,RNC,KGPW,KGPS as the case may be</i>		
21.	SER/P-***/##/625	Liaison Meeting with AISCST REA
22.	SER/P-***/##/626	Liaison Meeting with OBC REA
23.	SER/P-***/##/627	Review Meeting with National Commission
24.	SER/P-***/##/628	Training on Reservation policies
25.	SER/P-***/##/629	Correspondence Railway Board
26.	SER/P-***/##/630	Election AISC/STREA
27.	SER/P-***/##/631/	Election OBCREA
28.	SER/P-***/##/632	Representation AISC/ST REA Gaz matters
29.	SER/P-***/##/633	Grievances of SC/ST employees
30.	SER/P-***/##/634	Grievances of OBC employees
31.	SER/P-***/##/635	Vetting of Reservation Rosters
32.	SER/P-***/##/636	MP/MLA References

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/ ##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP' 'P-RNC', 'P-KGP/WS', 'P-SNY'. P-KGPS.

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L: 650-699 : Settlement and Pension Matters

Note: Main file number will remain the same. There are separate sub numbers for various departments. The code for the various departments should be used.

SN	FILE NUMBER	SUBJECT
1	SER/P-***/##/650	General Circulars- Settlement section
2	SER/P-***/##/652	Gold Plated Silver Medal to retiring Staff
3	SER/P-***/##/653	Railway Employees Liberalized Health Scheme (RELHS)
4.	SER/P-***/##/654	Cashless Smart Card
5	SER/P-***/##/655	Retirement List
6	SER/P-***/##/656	Statement to Rly. Board
7	SER/P-***/##/657	Settlement papers related correspondence
8	SER/P-***/##/659	Sanction for Pensionary benefit to GM etc.
9	SER/P-***/##/660	List of ONR cases
10	SER/P-***/##/661	Payment of Settlement dues
11	SER/P-***/##/662	Family Pension
	SER/P-***/##/662/1	Family Pension : Unmarried Daughter
	SER/P-***/##/662/2	Family Pension : Widow daughter
	SER/P-***/##/662/3	Family Pension : Divorced daughter
	SER/P-***/##/662/4	Family Pension : Handicapped son/daughter
12	SER/P-***/##/663	Cases to be sent to Board for Settlement dues
13	SER/P-***/##/664	Budget - Settlement related
14	SER/P-***/##/665	Pension Adalat
15	SER/P-***/##/666	Service Certificate
16	SER/P-***/##/667	Compensation Gratuity
17	SER/P-***/##/668	Compassionate Allowance (can also use 417 in DAR)
18	SER/P-***/##/669	Group Insurance
19	SER/P-***/##/670	Ex Gratia Compensation
20	SER/P-***/##/671	Extra Ordinary Pension
21	SER/P-***/##/673	New Pension Scheme (NPS)
22	SER/P-***/##/674	Provident Fund
23	SER/P-***/##/675	Special Contribution to Provident Fund
24	SER/P-***/##/676	Revision of Pension and revised PPOs
25	SER/P-***/##/677	Review with Accounts Department

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/ ##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP', 'P-RNC', 'P-KGP/WS', 'P-SNY', 'P-KGPS'.

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M: 700-749 : MCDO & Statements, Ruling, Training, RTI

Note: Main file number will remain the same. There are separate sub numbers for various departments. The code for the various departments should be used.

SN	FILE NUMBER	SUBJECT
1.	SER/P-***/##/700	General Circulars
2.	SER/P-***/##/702	References to Board
3.	SER/P-***/##/705	MCDO- GM to CRB
4.	SER/P-***/##/705/1	Information given for GM's MCDO
5.	SER/P-***/##/707	MCDO- DRM to GM- Assistance required
6.	SER/P-***/##/708	Old File CPO PCDO to MS
7.	SER/P-***/##/710	PCDO- CPO to Board
8.	SER/P-***/##/711	Monthly DO to CPO(PCDO)- from Units
9.	SER/P-***/##/712	CPOs letters to Divisions & Units about PCDO
10.	SER/P-***/##/713	Census of Staff
11.	SER/P-***/##/714	Surplus & Medically Decategorised Staff figures
12.	SER/P-***/##/715	Innovations
13.	SER/P-***/##/716/1	Performance Review- Board visit
14.	SER/P-***/##/716/2	Performance Review- Board Shield
15.	SER/P-***/##/716/3	Performance Review- GMs Shield
16.	SER/P-***/##/716/4	Performance Review- By GM
17.	SER/P-***/##/716/5	Performance Review- Committees
18.	SER/P-***/##/717	GMs Annual Narrative Report
19.	SER/P-***/##/720	RSRC Recommendations
20.	SER/P-***/##/720/1	Corporate Safety Plan
21.	SER/P-***/##/721	Safety- General Circulars
22.	SER/P-***/##/722	Safety Category Vacancy
23.	SER/P-***/##/725	GMs Conference
24.	SER/P-***/##/727	CPOs Conference
25.	SER/P-***/##/729	POM
26.	SER/P-***/##/730	Personnel Management Meeting (PMM)
27.	SER/P-***/##/731	Meetings with GM
28.	SER/P-***/##/732	Miscellaneous
29.	SER/P-***/##/735	Inspection Notes
30.	SER/P-***/##/737	CTAC Meetings
31.	SER/P-***/##/737	Training Centres
32.	SER/P-***/##/737/1	Training Centres ADA Division
33.	SER/P-***/##/737/2	Training Centres CKP Division
34.	SER/P-***/##/737/3	Training Centres KGP Division
35.	SER/P-***/##/737/4	Training Centres RNC Division
36.	SER/P-***/##/737/5	Training Centres KGP/WS Division
37.	SER/P-***/##/737/6	Training Centres SNY Division

SN	FILE NUMBER	SUBJECT
38.	SER/P-***/##/737/7	Training Centres HQRS
39.	SER/P-***/##/738	Training of Staff - Locally
Mention the Name of the training centre after the file number		
40.	SER/P-***/##/740	Right to Information - Application
41.	SER/P-***/##/741	Right to Information -Appeal
42.	SER/P-***/##/742	Right to Information - CIC
Important Point to be Noted for RTI files: 1. Further Sub Number can be given as required 2. Always mention year number of application in RTI File numbers		
43.	SER/P-***/##/743	Budget
	SER/P-***/##/743/1	Budget : August Review
	SER/P-***/##/743/2	Budget: Final Modification
	SER/P-***/##/743/3	Budget: Revised Estimate
	SER/P-***/##/743/4	Budget: Certification of funds
	SER/P-***/##/743/5	Budget: Pay Orders
44.	SER/P-***/##/744	Territorial Army
45.	SER/P-***/##/745	Parliament Questions
46.	SER/P-***/##/746	Elections & Election duties
	SER/P-***/##/746/1	Booking of Staff- Holidays, Parliamentary duties etc.
47.	SER/P-***/##/747	Schedule of Powers
48.	SER/P-***/##/747/1	Schedule of Powers in Establishment Matters (SOPEST)
49.	SER/P-***/##/747/2	Schedule of Powers in General Matters (SOPGEN)
50.	SER/P-***/##/748	List of Holidays
51.	SER/P-***/##/749	File Numbers- Personnel department

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

CODES : The files shall be SER/P-***/##Section name/File No. Hence P-*** for HQ is 'P-HQ', For Units it is 'P-ADA', 'P-CKP', 'P-KGP' 'P-RNC', 'P-KGP/WS', 'P-SNY'. P-KGPS.

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N: 750-799 : Office Stores, Imprest, Office Management

Note: Main file number will remain the same. There are separate sub numbers for various departments. The code for the various departments should be used.

SN	FILE NUMBER	SUBJECT
1	SER/P-***/##/750	General Circulars- General section
2	SER/P-***/##/752	Duty list & work distribution :Personnel Deptt-Gazetted
3	SER/P-***/##/753	Duty list & work distribution: Personnel Deptt-Non -Gaz.
4	SER/P-***/##/755	Rajbhasha Meetings
5	SER/P-***/##/755/1	Rajbhasha Training and Karyashala
6	SER/P-***/##/756	Rajbhasha Statistics
	SER/P-***/##/756/1	Rajbhasha Statistics - Monthly Progress report
	SER/P-***/##/756/2	Rajbhasha Statistics - Quarterly Progress report
	SER/P-***/##/756/3	Rajbhasha Misc
	SER/P-***/##/758/1	Daily Newspapers and periodicals
	SER/P-***/##/758/2	Books and magazine purchase
	SER/P-***/##/758/3	Distribution of Books, Codes, Manuals
	SER/P-***/##/758/4	Library of Personnel Department
	SER/P-***/##/758/5	Advertisement expenditure
7	SER/P-***/##/759	Printing
	SER/P-***/##/759/1	Establishment Serial Circulars
	SER/P-***/##/759/2	Printing from outside agencies
	SER/P-***/##/759/3	Printing - Miscellaneous File
8	SER/P-***/##/760	Office Imprest
9	SER/P-***/##/761	Identity Cards
10	SER/P-***/##/761/1	Other Official Cards
11	SER/P-***/##/762	Procurement: Stationery for Office
	SER/P-***/##/762/1	Stationery for Office- Procurement :Stock Items
	SER/P-***/##/762/2	Stationery for Office- Procurement :Non Stock Items
	SER/P-***/##/762/3	Stationery for Office- Correspondence
12	SER/P-***/##/764	Procurement :Furniture
	SER/P-***/##/764/1	Procurement :Furniture- Headquarters
	SER/P-***/##/764/2	Procurement :Furniture- Divisions/workshops
13	SER/P-***/##/765	Procurement :Computers & Peripherals
	SER/P-***/##/765/1	Procurement :Computers & Peripherals- Headquarters
	SER/P-***/##/765/2	Procurement :Computers & Peripherals- Divisions /workshops
	SER/P-***/##/765/3	Procurement :Computer consumables through Imprest
	SER/P-***/##/765/4	Procurement :Computer consumables through COS
	SER/P-***/##/765/5	Procurement :Computer consumables under HOD powers
14	SER/P-***/##/766	Procurement :Other Office equipment
	SER/P-***/##/766/1	Procurement :Other Office equipment- Headquarters

SN	FILE NUMBER	SUBJECT
	SER/P-***/##/766/2	Procurement :Other Office equipment- Divisions/workshops
	SER/P-***/##/766/3	Procurement of consumables for other office machines
15	SER/P-***/##/767	Repairs and Maintenance
	SER/P-***/##/767/1	Repairs and Maintenance- Furniture
	SER/P-***/##/767/2	Repairs and Maintenance- Computers & Peripherals
	SER/P-***/##/767/3	Repairs and Maintenance- Office equipment(except Computer)
	SER/P-***/##/767/4	Repairs and Maintenance- Miscellaneous
16	SER/P-***/##/768	Hiring
	SER/P-***/##/768/1	Hiring of Xerox Machines and other office equipment
17	SER/P-***/##/769	Vehicles
	SER/P-***/##/769/1	Vehicles- Procurement, M&P
	SER/P-***/##/769/2	Vehicles- Hiring for Headquarters
	SER/P-***/##/769/3	Vehicles- Hiring for Special Occasions
	SER/P-***/##/769/4	Vehicles- Hiring : Divisions
	SER/P-***/##/769/5	Vehicles- Bills and Agreements
18	SER/P-***/##/770	Dead stock : Correspondence
	SER/P-***/##/770/1	Dead stock : Condemnation
	SER/P-***/##/770/2	Dead stock : Inspection Accounts
	SER/P-***/##/770/3	Dead stock : Inspection Audit
	SER/P-***/##/770/4	Dead stock : Verification
	SER/P-***/##/770/5	Dead stock : SV Sheets
	SER/P-***/##/770/6	Dead stock : Disposal of Scrap
19	SER/P-***/##/771	Dress Regulations and Uniform
20	SER/P-***/##/772	Miscellaneous Stores Matters
21	SER/P-***/##/775	Audit Matters
22	SER/P-***/##/776	Audit Draft Para
23	SER/P-***/##/777	Audit Para
24	SER/P-***/##/778	Audit Inspection Note
25	SER/P-***/##/779	Audit Special Letter
26	SER/P-***/##/780	Audit Provisional Para
27	SER/P-***/##/781	Audit Tripartite & other meetings
28	SER/P-***/##/782	Audit Note Part I & II

FILE NUMBERING SYSTEM FOR SER PERSONNEL DEPARTMENT

O: 800-999 : Policy Files

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Note: Ruling Files shall have the prefix 'O' before the number. These are not dealing files but circular files.

SN	FILE NUMBER	Section	SUBJECT
1	SER/P-HQ/Ruling/O/800	Ruling	Absorption of Med. Decategorised staff
2	SER/P-HQ/Ruling/O/801	Ruling	Absorption of surplus staff.
3	SER/P-HQ/Ruling/O/802	Ruling	Act Apprentices
4	SER/P-HQ/Ruling/O/803	Ruling	Advance General
5	SER/P-HQ/Ruling/O/804	Ruling	Advances-HBA
6	SER/P-HQ/Ruling/O/805	Ruling	Age relaxation in recruitment
7	SER/P-HQ/Ruling/O/821	Ruling	Allowance-Battery
8	SER/P-HQ/Ruling/O/808	Ruling	Allowance-Bicycle
9	SER/P-HQ/Ruling/O/809	Ruling	Allowance-BOR
10	SER/P-HQ/Ruling/O/810	Ruling	Allowance-Break down
11	SER/P-HQ/Ruling/O/811	Ruling	Allowance-CCA/HRA
12	SER/P-HQ/Ruling/O/825	Ruling	Allowance-Civil defence
13	SER/P-HQ/Ruling/O/819	Ruling	Allowance-Coal Pilot
14	SER/P-HQ/Ruling/O/826	Ruling	Allowance-Conveyance
15	SER/P-HQ/Ruling/O/827	Ruling	Allowance-Conveyance to Blind & Handicapped staff
16	SER/P-HQ/Ruling/O/812	Ruling	Allowance-Daily
17	SER/P-HQ/Ruling/O/828	Ruling	Allowance-Dearness
18	SER/P-HQ/Ruling/O/813	Ruling	Allowance-Deputation
19	SER/P-HQ/Ruling/O/829	Ruling	Allowance-Dual charge
20	SER/P-HQ/Ruling/O/830	Ruling	Allowance-Mileage
21	SER/P-HQ/Ruling/O/814	Ruling	Allowance-National Holiday
22	SER/P-HQ/Ruling/O/831	Ruling	Allowance-Night duty
23	SER/P-HQ/Ruling/O/832	Ruling	Allowance-NPA
24	SER/P-HQ/Ruling/O/822	Ruling	Allowance-Nursing.
25	SER/P-HQ/Ruling/O/807	Ruling	Allowance-Over Time
26	SER/P-HQ/Ruling/O/820	Ruling	Allowance-Patient Care
27	SER/P-HQ/Ruling/O/818	Ruling	Allowance-Risk
28	SER/P-HQ/Ruling/O/815	Ruling	Allowance-Running
29	SER/P-HQ/Ruling/O/816	Ruling	Allowance-Special
30	SER/P-HQ/Ruling/O/806	Ruling	Allowance-Transfer
31	SER/P-HQ/Ruling/O/833	Ruling	Allowance-Transport
32	SER/P-HQ/Ruling/O/834	Ruling	Allowance-Travelling
33	SER/P-HQ/Ruling/O/817	Ruling	Allowance-Tribal
34	SER/P-HQ/Ruling/O/823	Ruling	Allowance-Uniform

35	SER/P-HQ/Ruling/O/824	Ruling	Allowance-Washing
36	SER/P-HQ/Ruling/O/836	Ruling	Alteration of date of birth
37	SER/P-HQ/Ruling/O/837	Ruling	Appointment on Compassionate ground
38	SER/P-HQ/Ruling/O/839	Ruling	Artisan staff-promotion/Distribution of ratio
39	SER/P-HQ/Ruling/O/835	Ruling	Attachment orders issued by various Courts
40	SER/P-HQ/Ruling/O/840	Ruling	Attendance & Punctuality
41	SER/P-HQ/Ruling/O/841	Ruling	Bonus Productivity linked/incentive
42	SER/P-HQ/Ruling/O/842	Ruling	Break in Service
43	SER/P-HQ/Ruling/O/843	Ruling	Budget
44	SER/P-HQ/Ruling/O/844	Ruling	Bungalow Peons
45	SER/P-HQ/Ruling/O/845	Ruling	Cadre- Principal of fixing
46	SER/P-HQ/Ruling/O/846	Ruling	Cadre Review
47	SER/P-HQ/Ruling/O/847	Ruling	Canteens-Statutory/Non-Statutory
48	SER/P-HQ/Ruling/O/848	Ruling	Casual Labour/ Substitute
49	SER/P-HQ/Ruling/O/849	Ruling	Casual Leave
50	SER/P-HQ/Ruling/O/850	Ruling	Change of name -Procedure of
51	SER/P-HQ/Ruling/O/851	Ruling	Compulsory retirement / VR / Resignation
52	SER/P-HQ/Ruling/O/852	Ruling	Condonation of break in service
53	SER/P-HQ/Ruling/O/853	Ruling	Conduct Rules- Railway Services
54	SER/P-HQ/Ruling/O/854	Ruling	Confidential reports
55	SER/P-HQ/Ruling/O/855	Ruling	Confirmation
56	SER/P-HQ/Ruling/O/856	Ruling	Consolidated fund of Govt, India.
57	SER/P-HQ/Ruling/O/857	Ruling	Consumer's Co-operative stores on Rlys
58	SER/P-HQ/Ruling/O/858	Ruling	Contract labour act
59	SER/P-HQ/Ruling/O/862	Ruling	Corrections to IREC
60	SER/P-HQ/Ruling/O/861	Ruling	Corrections to IREM
61	SER/P-HQ/Ruling/O/865	Ruling	Corrections to Medical Manual
62	SER/P-HQ/Ruling/O/863	Ruling	Corrections to RS [Pass] Rules
63	SER/P-HQ/Ruling/O/864	Ruling	Corrections to RS [Pension] Rules
64	SER/P-HQ/Ruling/O/859	Ruling	Counting of Service
65	SER/P-HQ/Ruling/O/860	Ruling	Creation of posts
66	SER/P-HQ/Ruling/O/866	Ruling	DAR
67	SER/P-HQ/Ruling/O/870	Ruling	Date of Birth
68	SER/P-HQ/Ruling/O/867	Ruling	Deputation/Absorption in Public Sector Undertaking
69	SER/P-HQ/Ruling/O/868	Ruling	Dies-Non Service
70	SER/P-HQ/Ruling/O/869	Ruling	Diet Charges
71	SER/P-HQ/Ruling/O/871	Ruling	Economy in Staff Expenditure
72	SER/P-HQ/Ruling/O/872	Ruling	Educational Assistance
73	SER/P-HQ/Ruling/O/873	Ruling	Elections
74		Ruling	Ex-cadre posts

75	SER/P-HQ/Ruling/O/874	Ruling	Ex-gratia payment
76	SER/P-HQ/Ruling/O/875	Ruling	Factories Act
77	SER/P-HQ/Ruling/O/876	Ruling	Family welfare programme
78	SER/P-HQ/Ruling/O/878	Ruling	Final Settlement
79	SER/P-HQ/Ruling/O/879	Ruling	Fingerprint
80	SER/P-HQ/Ruling/O/880	Ruling	First Aid Training
81	SER/P-HQ/Ruling/O/883	Ruling	Fixation of Pay
82	SER/P-HQ/Ruling/O/884	Ruling	Forwarding of applications
83	SER/P-HQ/Ruling/O/885	Ruling	Gazette Instructions
84	SER/P-HQ/Ruling/O/886	Ruling	GDCE
85	SER/P-HQ/Ruling/O/889	Ruling	Group Insurance Scheme
86	SER/P-HQ/Ruling/O/890	Ruling	Hindi -Rajbhasha
87	SER/P-HQ/Ruling/O/891	Ruling	Holiday Homes/Camps
88	SER/P-HQ/Ruling/O/892	Ruling	Honorarium
89	SER/P-HQ/Ruling/O/893	Ruling	Hours of Work & Periodic Rest
90	SER/P-HQ/Ruling/O/894	Ruling	Incentives
91	SER/P-HQ/Ruling/O/895	Ruling	Income-tax
92	SER/P-HQ/Ruling/O/898	Ruling	Increments
93	SER/P-HQ/Ruling/O/899	Ruling	Industrial Dispute Act
94	SER/P-HQ/Ruling/O/902	Ruling	Inspections of Personnel Officers
95	SER/P-HQ/Ruling/O/903	Ruling	Instructions - MP/MLA Reference
96	SER/P-HQ/Ruling/O/904	Ruling	Insurance schemes
97	SER/P-HQ/Ruling/O/905	Ruling	Job Analysis
98	SER/P-HQ/Ruling/O/906	Ruling	Joining Time
99	SER/P-HQ/Ruling/O/909	Ruling	LDCE in Group 'B'
100	SER/P-HQ/Ruling/O/910	Ruling	Leave reserve
101	SER/P-HQ/Ruling/O/911	Ruling	Leave rules
102	SER/P-HQ/Ruling/O/912	Ruling	Legal assistance
103	SER/P-HQ/Ruling/O/913	Ruling	Lien
104	SER/P-HQ/Ruling/O/914	Ruling	Man Power Planning
105	SER/P-HQ/Ruling/O/917	Ruling	Medical attendance rules
106	SER/P-HQ/Ruling/O/918	Ruling	Medical examination rules
107	SER/P-HQ/Ruling/O/921	Ruling	Medical facilities
108	SER/P-HQ/Ruling/O/924	Ruling	Medical facilities to retired Rly. employees
109	SER/P-HQ/Ruling/O/925	Ruling	Minimum Wages Act.
110	SER/P-HQ/Ruling/O/926	Ruling	Next Below Rule
111	SER/P-HQ/Ruling/O/927	Ruling	Non -Selections
112	SER/P-HQ/Ruling/O/936	Ruling	Officiating Pay
113	SER/P-HQ/Ruling/O/928	Ruling	P.N.M
114	SER/P-HQ/Ruling/O/929	Ruling	Pass Ports/No objection certificate

115	SER/P-HQ/Ruling/O/930	Ruling	Pass Rules
116	SER/P-HQ/Ruling/O/931	Ruling	Pay commission circulars
117	SER/P-HQ/Ruling/O/932	Ruling	Pay Scales
118	SER/P-HQ/Ruling/O/933	Ruling	Payment of wages
119	SER/P-HQ/Ruling/O/934	Ruling	Pension (Ex-gratia) to Rly. Employees appointed prior to 1.4.1957
120	SER/P-HQ/Ruling/O/935	Ruling	Physically Handicapped
121	SER/P-HQ/Ruling/O/938	Ruling	PREM
122	SER/P-HQ/Ruling/O/941	Ruling	Probation-period of
123	SER/P-HQ/Ruling/O/942	Ruling	Promotion to Selection posts
124	SER/P-HQ/Ruling/O/943	Ruling	Promotions Adhoc
125	SER/P-HQ/Ruling/O/944	Ruling	Provident Fund Rules
126	SER/P-HQ/Ruling/O/945	Ruling	Quarters
127	SER/P-HQ/Ruling/O/946	Ruling	R.R.B
128	SER/P-HQ/Ruling/O/947	Ruling	Railway Boards orders on dealing with court cases.
129	SER/P-HQ/Ruling/O/948	Ruling	Railway schools
130	SER/P-HQ/Ruling/O/949	Ruling	Reconstruction of SRs
131	SER/P-HQ/Ruling/O/950	Ruling	Record Retention Schedule [Preservation of Records]
132	SER/P-HQ/Ruling/O/951	Ruling	Recruitment rules
133	SER/P-HQ/Ruling/O/952	Ruling	Re-employment
134	SER/P-HQ/Ruling/O/953	Ruling	Relief Fund
135	SER/P-HQ/Ruling/O/956	Ruling	Reservation in service
136	SER/P-HQ/Ruling/O/957	Ruling	Restructuring
137	SER/P-HQ/Ruling/O/958	Ruling	Retrenchment of workman
138	SER/P-HQ/Ruling/O/974	Ruling	Review under rule 1802
139	SER/P-HQ/Ruling/O/959	Ruling	RLT recommendations 1959
140	SER/P-HQ/Ruling/O/960	Ruling	Salary Payment
141	SER/P-HQ/Ruling/O/961	Ruling	Schedule of powers
142	SER/P-HQ/Ruling/O/962	Ruling	Security deposit
143	SER/P-HQ/Ruling/O/963	Ruling	Selection Rules - Gr. 'C' & 'D'
144	SER/P-HQ/Ruling/O/964	Ruling	Seniority of decategorised staff
145	SER/P-HQ/Ruling/O/965	Ruling	Seniority Rules
146	SER/P-HQ/Ruling/O/966	Ruling	Service book
147	SER/P-HQ/Ruling/O/967	Ruling	Special casual Leave
148	SER/P-HQ/Ruling/O/968	Ruling	Special Pay
149	SER/P-HQ/Ruling/O/969	Ruling	Staff - Vacancy Bank
150	SER/P-HQ/Ruling/O/970	Ruling	Staff Benefit fund
151	SER/P-HQ/Ruling/O/971	Ruling	Staff Council
152	SER/P-HQ/Ruling/O/972	Ruling	Staff Grievances
153	SER/P-HQ/Ruling/O/973	Ruling	Stepping up of pay

154	SER/P-HQ/Ruling/O/976	Ruling	Stipend
155	SER/P-HQ/Ruling/O/977	Ruling	Strike & Lockout
156	SER/P-HQ/Ruling/O/978	Ruling	Subsidized Hostel
157	SER/P-HQ/Ruling/O/979	Ruling	Suitability
158	SER/P-HQ/Ruling/O/980	Ruling	Suspension
159	SER/P-HQ/Ruling/O/981	Ruling	Tenders
160	SER/P-HQ/Ruling/O/982	Ruling	Termination of service
161	SER/P-HQ/Ruling/O/983	Ruling	Territorial Army /Ex-servicemen/Civil Defence
162	SER/P-HQ/Ruling/O/984	Ruling	Trade Test
163	SER/P-HQ/Ruling/O/985	Ruling	Trade unions recognised
164	SER/P-HQ/Ruling/O/974	Ruling	Trainee reserve posts
165	SER/P-HQ/Ruling/O/975	Ruling	Training of Gazetted staff
166	SER/P-HQ/Ruling/O/977	Ruling	Training of Non Gaz. staff
167	SER/P-HQ/Ruling/O/979	Ruling	Transfer
168	SER/P-HQ/Ruling/O/980	Ruling	Tuition Fee -Reimbursement of
169	SER/P-HQ/Ruling/O/981	Ruling	Unauthorized absence
170	SER/P-HQ/Ruling/O/982	Ruling	Unrecognized Unions
171	SER/P-HQ/Ruling/O/984	Ruling	Verification of Character and Antecedents
172	SER/P-HQ/Ruling/O/985	Ruling	Welfare Institute
173	SER/P-HQ/Ruling/O/986	Ruling	Welfare schemes
174	SER/P-HQ/Ruling/O/987	Ruling	Workers Education Scheme
175	SER/P-HQ/Ruling/O/988	Ruling	Working Procedure
176	SER/P-HQ/Ruling/O/989	Ruling	Zone creation

ALPHABETICALLY SORTED SUBJECT & FILE NUMBERS**वर्णानुसार सॉर्ट किए गए विषय & फ़ाइल संख्या**

ALPHAS.	SUBJECT	FILE NUMBER
A		
A	Absorption of Med. Decategorised staff	SER/P-HQ/Ruling/O/800
A	Absorption of Medically Unfitted/Decategorised Staff	SER/P-***/##/130
A	Absorption of surplus staff.	SER/P-HQ/Ruling/O/801
A	Act Apprentices	SER/P-HQ/Ruling/O/802
A	Act Apprentices - Correspondence	SER/P-***/##/135
A	Advance- Computer	SER/P-***/##/306
A	Advance- Conveyance-Bicycle	SER/P-***/##/305
A	Advance- Conveyance-Car	SER/P-***/##/305
A	Advance- Conveyance-Scooter	SER/P-***/##/305
A	Advance- Fan	SER/P-***/##/307
A	Advance- Festival	SER/P-***/##/308
A	Advance- For Law Suit	SER/P-***/##/310
A	Advance- For Passages	SER/P-***/##/311
A	Advance- From Provident Fund	SER/P-***/##/312
A	Advance General	SER/P-HQ/Ruling/O/803
A	Advance- House Building	SER/P-***/##/313
A	Advance- Natural Calamity	SER/P-***/##/315
A	Advance- Natural Calamity-Flood	SER/P-***/##/309
A	Advance- On deputation	SER/P-***/##/316
A	Advance- Pay on Transfer	SER/P-***/##/317
A	Advance- Territorial Army	SER/P-***/##/319
A	Advance- Tour (TA)	SER/P-***/##/320
A	Advances-HBA	SER/P-HQ/Ruling/O/804
A	Advocate Bills	SER/P-***/##/553/
A	Age relaxation in recruitment	SER/P-HQ/Ruling/O/805
A	Allotment of Railway Quarters (NG):Policy & Circulars	SER/P-***/##/480
A	Allowance- Bad Climate	SER/P-***/##/322
A	Allowance- Break Down	SER/P-***/##/323
A	Allowance- Children Educational	SER/P-***/##/324
A	Allowance- Compensatory	SER/P-***/##/325
A	Allowance- Conveyance	SER/P-***/##/326
A	Allowance- Daily	SER/P-***/##/327
A	Allowance- Dearness	SER/P-***/##/328
A	Allowance- Deputation	SER/P-***/##/329
A	Allowance- Dual Charge	SER/P-***/##/330
A	Allowance- Family Planning	SER/P-***/##/331
A	Allowance- House Rent	SER/P-***/##/332

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ALPHAS.	SUBJECT	FILE NUMBER
A	Allowance- Mileage/Kilometerage	SER/P-***/##/333
A	Allowance- Night Duty	SER/P-***/##/334
A	Allowance- Non Practicing	SER/P-***/##/335
A	Allowance- Nursing Staff	SER/P-***/##/336
A	Allowance- Officiating	SER/P-***/##/337
A	Allowance- Out Station	SER/P-***/##/338
A	Allowance- Out turn	SER/P-***/##/339
A	Allowance- Overtime	SER/P-***/##/340
A	Allowance- Remote Area	SER/P-***/##/341
A	Allowance- Training (to Instructors)	SER/P-***/##/344
A	Allowance- Travelling	SER/P-***/##/347
A	Allowance- Uniform	SER/P-***/##/348
A	Allowance- Washing	SER/P-***/##/349
A	Allowance-Battery	SER/P-HQ/Ruling/O/821
A	Allowance-Bicycle	SER/P-HQ/Ruling/O/808
A	Allowance-BOR	SER/P-HQ/Ruling/O/809
A	Allowance-Break down	SER/P-HQ/Ruling/O/810
A	Allowance-CCA/HRA	SER/P-HQ/Ruling/O/811
A	Allowance-Civil defence	SER/P-HQ/Ruling/O/825
A	Allowance-Coal Pilot	SER/P-HQ/Ruling/O/819
A	Allowance-Conveyance	SER/P-HQ/Ruling/O/826
A	Allowance-Conveyance to Blind & Handicapped staff	SER/P-HQ/Ruling/O/827
A	Allowance-Daily	SER/P-HQ/Ruling/O/812
A	Allowance-Dearness	SER/P-HQ/Ruling/O/828
A	Allowance-Deputation	SER/P-HQ/Ruling/O/813
A	Allowance-Dual charge	SER/P-HQ/Ruling/O/829
A	Allowance-Mileage	SER/P-HQ/Ruling/O/830
A	Allowance-National Holiday	SER/P-HQ/Ruling/O/814
A	Allowance-Night duty	SER/P-HQ/Ruling/O/831
A	Allowance-NPA	SER/P-HQ/Ruling/O/832
A	Allowance-Nursing.	SER/P-HQ/Ruling/O/822
A	Allowance-Over Time	SER/P-HQ/Ruling/O/807
A	Allowance-Patient Care	SER/P-HQ/Ruling/O/820
A	Allowance-Risk	SER/P-HQ/Ruling/O/818
A	Allowance-Running	SER/P-***/##/342
A	Allowance-Running	SER/P-HQ/Ruling/O/815
A	Allowance-Special	SER/P-HQ/Ruling/O/816
A	Allowance-Subsistence	SER/P-***/##/343
A	Allowance-Transfer	SER/P-HQ/Ruling/O/806
A	Allowance-Transfer (CTG)	SER/P-***/##/345

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ALPHAS.	SUBJECT	FILE NUMBER
A	Allowance-Transport	SER/P-***/##/346
A	Allowance-Transport	SER/P-HQ/Ruling/O/833
A	Allowance-Travelling	SER/P-HQ/Ruling/O/834
A	Allowance-Tribal	SER/P-HQ/Ruling/O/817
A	Allowance-Uniform	SER/P-HQ/Ruling/O/823
A	Allowance-Washing	SER/P-HQ/Ruling/O/824
A	Alteration of date of birth	SER/P-HQ/Ruling/O/836
A	Annual statements - Calendar year	SER/P-***/##/610
A	Annual Statements Financial year	SER/P-***/##/611
A	Annual Statements Safai Karamcharies	SER/P-***/##/612
A	Appointment Formalities	SER/P-***/##/146
A	Appointment of Land Losers	SER/P-***/##/123
A	Appointment of Train Accident Victims	SER/P-***/##/124
A	Appointment on Compassionate ground	SER/P-HQ/Ruling/O/837
A	Appointment on Compassionate Grounds	SER/P-***/##/122
A	Apprentices – Diploma/Degree Holders	SER/P-***/##/136
A	Artisan staff-promotion/Distribution of ratio	SER/P-HQ/Ruling/O/839
A	Attachment orders issued by various Courts	SER/P-HQ/Ruling/O/835
A	Attendance & Punctuality	SER/P-HQ/Ruling/O/840
A	Audit Draft Para	SER/P-***/##/776
A	Audit Inspection Note	SER/P-***/##/778
A	Audit Matters	SER/P-***/##/775
A	Audit Note Part I & II	SER/P-***/##/782
A	Audit Para	SER/P-***/##/777
A	Audit Provisional Para	SER/P-***/##/780
A	Audit Special Letter	SER/P-***/##/779
A	Audit Tripartite & other meetings	SER/P-***/##/781
A	Avenue Channel of Promotion Chart (AVC)	SER/P-***/##/205
A	Awards	SER/P-***/##/473
B		
B	Benchmarking	SER/P-***/##/156
B	Bonus (PLB)	SER/P-***/##/375
B	Bonus Productivity linked/incentive	SER/P-HQ/Ruling/O/841
B	Book of Sanctions	SER/P-***/##/152
B	Book of Sanctions- Gazetted	SER/P-***/##/251
B	Booking of Staff- Holidays, Parliamentary duties etc.	SER/P-***/##/746/1

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ALPHAS.	SUBJECT	FILE NUMBER
B	Break in Service	SER/P-HQ/Ruling/O/842
B	Budget	SER/P-***/##/743
B	Budget	SER/P-HQ/Ruling/O/843
B	Budget - Settlement related	SER/P-***/##/664
B	Budget Statement- Gazetted	SER/P-***/##/253
B	Budget: Pay Orders	SER/P-***/##/743/5
B	Bungalow Peons	SER/P-HQ/Ruling/O/844
B	Bungalow Peons Engagement & Regularisation	SER/P-***/##/120
C		
C	Cadre- Principal of fixing	SER/P-HQ/Ruling/O/845
C	Cadre Review	SER/P-HQ/Ruling/O/846
C	Canteens-Statutory/Non-Statutory	SER/P-HQ/Ruling/O/847
C	Card Pass -Gazetted	SER/P-***/##/490/\$\$
C	Card Pass -Non Gazetted	SER/P-***/##/491/\$\$
C	Cases to be sent to Board for Settlement dues	SER/P-***/##/663
C	Cashless Smart Card	SER/P-***/##/654
C	Casual Labour	SER/P-***/##/112
C	Casual Labour Live registers	SER/P-***/##/114
C	Casual Labour Regularisation	SER/P-***/##/113
C	Casual Labour/ Substitute	SER/P-HQ/Ruling/O/848
C	Casual Leave	SER/P-HQ/Ruling/O/849
C	Celebration of Occasions	SER/P-***/##/462
C	Census of Staff	SER/P-***/##/713
C	Change of recorded Date of Birth	SER/P-***/##/406
C	Change of Category	SER/P-***/##/220
C	Change of Designations	SER/P-***/##/243
C	Change of Name	SER/P-***/##/404
C	Change of name -Procedure of	SER/P-HQ/Ruling/O/850
C	Change of Qualification	SER/P-***/##/405
C	Collection of Confidential Report(APAR) for selection	SER/P-***/##/441
C	Communication of adverse remarks in APARs (NG)	SER/P-***/##/444
C	Compassionate Allowance (can also use 417 in DAR)	SER/P-***/##/668
C	Compensation Gratuity	SER/P-***/##/667
C	Compulsory retirement / VR / Resignation	SER/P-HQ/Ruling/O/851
C	Condemnation of Quarters	SER/P-***/##/481/1
C	Condonation of break in service	SER/P-HQ/Ruling/O/852

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ALPHAS.	SUBJECT	FILE NUMBER
C	Conduct Rules- Railway Services	SER/P-HQ/Ruling/O/853
C	Conferences & Seminars	SER/P-***/##/277/4
C	Confidential Correspondence - NG	SER/P-***/##/445
C	Confidential Report (APAR) of Headquarters-NG	SER/P-***/##/440
C	Confidential reports	SER/P-HQ/Ruling/O/854
C	Confirmation	SER/P-HQ/Ruling/O/855
C	Confirmation	SER/P-***/##/219
C	Confirmation- Non-Gaz	SER/P-***/##/403
C	Consolidated fund of Govt, India.	SER/P-HQ/Ruling/O/856
C	Consumer's Co-operative stores on Rlys	SER/P-HQ/Ruling/O/857
C	Contract labour act	SER/P-HQ/Ruling/O/858
C	Conversion of Posts :Temporary to Permanent	SER/P-***/##/172
C	Corporate Safety Plan	SER/P-***/##/720/1
C	Corrections to IREC	SER/P-HQ/Ruling/O/862
C	Corrections to IREM	SER/P-HQ/Ruling/O/861
C	Corrections to Medical Manual	SER/P-HQ/Ruling/O/865
C	Corrections to RS [Pass] Rules	SER/P-HQ/Ruling/O/863
C	Corrections to RS [Pension] Rules	SER/P-HQ/Ruling/O/864
C	Correspondence Railway Board	SER/P-***/##/629
C	Counting of Service	SER/P-HQ/Ruling/O/859
C	Court Attachment Orders	SER/P-***/##/587/
C	Court cases- CAT	SER/P-***/##/565/\$\$\$
C	Court cases- CGIT	SER/P-***/##/580/\$\$\$
C	Court cases- Civil Court	SER/P-***/##/575/\$\$\$
C	Court cases- High Court	SER/P-***/##/560/\$\$\$
C	Court cases- Labour Court	SER/P-***/##/570/\$\$\$
C	Court cases- Supreme Court	SER/P-***/##/555/ \$\$\$
C	Court Notices	SER/P-***/##/585/
C	Court PCDO/MCDO	SER/P-***/##/590/
C	CPOs Conference	SER/P-***/##/727
C	CPOs letters to Divisions & Units about PCDO	SER/P-***/##/712
C	Creation and Extension of Posts-Revenue	SER/P-***/##/255
C	Creation and Extension of Posts-Work charged	SER/P-***/##/256
C	Creation and Pinpointing of Posts:	SER/P-***/##/165/1
C	Creation of posts	SER/P-HQ/Ruling/O/860
C	Crèche	SER/P-***/##/466/6
C	CTAC Meetings	SER/P-***/##/737

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ALPHAS.	SUBJECT	FILE NUMBER
C	Cultural Competitions - Inter Railway & Others	SER/P-***/##/468
D		
D	DAR	SER/P-HQ/Ruling/O/866
D	DAR : Correspondence with units and Rly Board etc.	SER/P-***/##/421
D	DAR :Statements	SER/P-***/##/419
D	DAR cases - Divisions and Workshops	SER/P-***/##/410
D	DAR cases Hqrs*	SER/P-***/##/412
D	DAR cases - sent to Hqrs	SER/P-***/##/414
D	DAR Clearance	SER/P-***/##/423
D	DAR: Grant of Compassionate allowance	SER/P-***/##/417
D	DAR: Policy letters issued by DAR Section	SER/P-***/##/416
D	Date of Birth	SER/P-HQ/Ruling/O/870
D	Dealing with Unions and Associations	SER/P-***/##/290
D	Deputation	SER/P-***/##/409
D	Deputation Applications	SER/P-***/##/276
D	Deputation Notices	SER/P-***/##/275
D	Deputation of Staff	SER/P-***/##/229
D	Deputation/Absorption in Public Sector Undertaking	SER/P-HQ/Ruling/O/867
D	Dereservation	SER/P-***/##/619
D	Dies-Non Service	SER/P-HQ/Ruling/O/868
D	Diet Charges	SER/P-HQ/Ruling/O/869
D	Disallowance List	SER/P-***/##/376
D	Distribution of Quarters and New quarters	SER/P-***/##/481
D	Dress Regulations and Uniform	SER/P-***/##/771
D	Duty for selections	SER/P-***/##/226
D	Duty list & work distribution :Personnel Deptt-Gazetted	SER/P-***/##/752
D	Duty list & work distribution: Personnel Deptt-Non -Gaz.	SER/P-***/##/753
E		
E	Economy in Staff Expenditure	SER/P-HQ/Ruling/O/871
E	Educational Assistance	SER/P-HQ/Ruling/O/872
E	Election AISC/STREA	SER/P-***/##/630
E	Election OBCREA	SER/P-***/##/631/
E	Elections	SER/P-HQ/Ruling/O/873
E	Elections & Election duties	SER/P-***/##/746
E	Empanelment of Rly Advocates	SER/P-***/##/552/

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ALPHAS.	SUBJECT	FILE NUMBER
E	Employment Exchanges	SER/P-***/##/149
E	Engagement and extension of Contract Medical Practitioners (CMP)	SER/P-***/##/269
E	Establishment Serial Circulars	SER/P-***/##/759/1
E	Ex Gratia Compensation	SER/P-***/##/670
E	Ex-cadre posts	SER/P-HQ/Ruling/O/990
E	Ex-gratia payment	SER/P-HQ/Ruling/O/874
E	Extra Ordinary Pension	SER/P-***/##/671
F		
F	Facilities to Unions	SER/P-***/##/503/
F	Factories Act	SER/P-HQ/Ruling/O/875
F	Family Pension	SER/P-***/##/662
F	Family welfare programme	SER/P-HQ/Ruling/O/876
F	Fees and Honorarium	SER/P-***/##/378
F	File Numbers- Personnel department	SER/P-***/##/749
F	Final Settlement	SER/P-HQ/Ruling/O/878
F	Fingerprint	SER/P-HQ/Ruling/O/879
F	First Aid Training	SER/P-HQ/Ruling/O/880
F	Fixation of Pay	SER/P-HQ/Ruling/O/883
F	Formation of New Zones	SER/P-***/##/171
F	Formation of Union Branches	SER/P-***/##/506
F	Forwarding of applications	SER/P-HQ/Ruling/O/884
F	Frauds, Losses and Misappropriation	SER/P-***/##/379
G		
G	General Circulars- Recruitment section	SER/P-***/##/100
G	Gazette Instructions	SER/P-HQ/Ruling/O/885
G	GDCE	SER/P-HQ/Ruling/O/886
G	General Circulars - Service Conditions, Leave ,DAR, Confidential reports (APAR)	SER/P-***/##/400
G	General Circulars- Allowances	SER/P-***/##/300
G	General Circulars and instructions	SER/P-***/##/500
G	General Circulars- Cadre & Policy	SER/P-***/##/150
G	General Circulars- Gazetted	SER/P-***/##/250
G	General Circulars- Pay Related	SER/P-***/##/351
G	General Circulars- RP section	SER/P-***/##/600
G	General Circulars- Settlement section	SER/P-***/##/650
G	General Circulars- Welfare, Quarters and Pass	SER/P-***/##/450
G	General Circulars: Staff Sections	SER/P-***/##/200
G	General Correspondence - 'E' sections	SER/P-***/##/249
G	General Correspondence & Instructions-	SER/P-***/##/175

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ALPHAS.	SUBJECT	FILE NUMBER
	MPP	
G	General Correspondence- Allowances	SER/P-***/##/303
G	General Correspondence: Pay Related	SER/P-***/##/350
G	General Departmental Competitive Examination (GDCE)	SER/P-***/##/133
G	General Imprest - Court Section	SER/P-***/##/554
G	General Policy and instructions- Court	SER/P-***/##/550
G	GMs Annual Narrative Report	SER/P-***/##/717
G	GMs Conference	SER/P-***/##/725
G	Gold Plated Silver Medal to retiring Staff	SER/P-***/##/652
G	Grievance Redressal of Gazetted Officers	SER/P-***/##/294
G	Grievances of OBC employees	SER/P-***/##/634
G	Grievances of SC/ST employees	SER/P-***/##/633
G	Group A Officers - Probation, Departmental Exam and Confirmation	SER/P-***/##/258
G	Group Insurance	SER/P-***/##/669
G	Group Insurance Scheme	SER/P-HQ/Ruling/O/889
H		
H	Half yearly Statements	SER/P-***/##/614
H	Handing Over Notes- Gazetted	SER/P-***/##/298
H	Hindi -Rajbhasha	SER/P-HQ/Ruling/O/890
H	Hiring	SER/P-***/##/768
H	HOER : Policy Matters	SER/P-***/##/536
H	Holiday Homes *	SER/P-***/##/460
H	Holiday Homes/Camps	SER/P-HQ/Ruling/O/891
H	Honorarium	SER/P-HQ/Ruling/O/892
H	Hospital charges	SER/P-***/##/381
H	Hours of Work & Periodic Rest	SER/P-***/##/535
H	Hours of Work & Periodic Rest	SER/P-HQ/Ruling/O/893
I		
I	Identity Cards	SER/P-***/##/761
I	Implementation of 10 Hours Rule	SER/P-***/##/533
I	Incentive Scheme and Incentive Bonus	SER/P-***/##/383
I	Incentives	SER/P-HQ/Ruling/O/894
I	Income-tax	SER/P-HQ/Ruling/O/895
I	Increments	SER/P-HQ/Ruling/O/898
I	Industrial Dispute Act	SER/P-HQ/Ruling/O/899
I	Information given for GM's MCDO	SER/P-***/##/705/1
I	Innovations	SER/P-***/##/715
I	Inspection Notes	SER/P-***/##/735
I	Inspections of Personnel Officers	SER/P-HQ/Ruling/O/902

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ALPHAS.	SUBJECT	FILE NUMBER
I	Instructions - MP/MLA Reference	SER/P-HQ/Ruling/O/903
I	Insurance	SER/P-***/##/384
I	Insurance schemes	SER/P-HQ/Ruling/O/904
I	Inter Divisional Request Transfers	SER/P-***/##/221
I	Inter Railway Request Transfers	SER/P-***/##/222
I	Internal Elections in Unions	SER/P-***/##/522
I	Irregular Payments	SER/P-***/##/385
I	Issue of NOC - Officers	SER/P-***/##/282
J		
J	Job Analysis	SER/P-HQ/Ruling/O/905
J	Joining Time	SER/P-HQ/Ruling/O/906
L		
L	Labour Advisory Committee	SER/P-***/##/531
L	Labour Commissioner reports and cases	SER/P-***/##/537
L	Labour Legislations	SER/P-***/##/530
L	LARSGESS	SER/P-***/##/134
L	LDCE in Group 'B'	SER/P-HQ/Ruling/O/909
L	Leave	SER/P-***/##/430
L	Leave Accounts- Maintenance and recasting	SER/P-***/##/425
L	Leave Encashment	SER/P-***/##/426
L	Leave of Officers- other than HQ	SER/P-***/##/285
L	Leave reserve	SER/P-HQ/Ruling/O/910
L	Leave rules	SER/P-HQ/Ruling/O/911
L	Leave, Casual	SER/P-***/##/431
L	Leave, Special Casual	SER/P-***/##/432
L	Legal assistance	SER/P-HQ/Ruling/O/912
L	Legal Notices	SER/P-***/##/586/
L	Liaison Meeting with AISCST REA	SER/P-***/##/625
L	Liaison Meeting with OBC REA	SER/P-***/##/626
L	Lien	SER/P-HQ/Ruling/O/913
L	List of Holidays	SER/P-***/##/748
L	List of ONR cases	SER/P-***/##/660
M		
M	MACP	SER/P-***/##/215
M	Man Power Planning	SER/P-HQ/Ruling/O/914
M	Manpower Planning	SER/P-***/##/158
M	Manpower Planning & Action Plan Statements	SER/P-***/##/174
M	Master file for MP/MLA/CA iii references - Welfare, Pass, Quarters	SER/P-***/##/452

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ALPHAS.	SUBJECT	FILE NUMBER
M	Master file for MP/MLA/CAiii references	SER/P-***/##/202
M	MCDO- DRM to GM- Assistance required	SER/P-***/##/707
M	MCDO- GM to CRB	SER/P-***/##/705
M	Medical attendance rules	SER/P-HQ/Ruling/O/917
M	Medical examination rules	SER/P-HQ/Ruling/O/918
M	Medical facilities	SER/P-HQ/Ruling/O/921
M	Medical facilities to retired Rly. employees	SER/P-HQ/Ruling/O/924
M	Meetings with GM	SER/P-***/##/731
M	Memorandums	SER/P-***/##/520
M	Metal Pass	SER/P-***/##/492
M	Minimum Wages Act.	SER/P-HQ/Ruling/O/925
M	Misc. Correspondence	SER/P-***/##/599/
M	Miscellaneous	SER/P-***/##/732
M	Miscellaneous Stores Matters	SER/P-***/##/772
M	Monthly Court Case Meeting	SER/P-***/##/598/
M	Monthly DO to CPO(PCDO)- from Units	SER/P-***/##/711
M	Monthly PCDO Position of DAR cases GAZ/Non Gaz.	SER/P-***/##/424
M	Monthly position of cases	SER/P-***/##/597/
M	MP/MLA References	SER/P-***/##/636
M	Mutual Transfers	SER/P-***/##/22 3
N		
N	National Commission for Minorities	SER/P-***/##/605
N	National Commission for OBC	SER/P-***/##/608
N	National Commission for Safai Karmacharies	SER/P-***/##/609
N	National Commission for SC	SER/P-***/##/606
N	National Commission for ST	SER/P-***/##/607
N	New Pension Scheme (NPS)	SER/P-***/##/673
N	Next Below Rule	SER/P-HQ/Ruling/O/926
N	Non -Selections	SER/P-HQ/Ruling/O/927
N	Normal Retirement - Officers	SER/P-***/##/283
N	Notifications	SER/P-***/##/209
N	Noting of Transactions: Movable & Immovable property.	SER/P-***/##/447
O		
O	Office Orders (Transfer etc.)	SER/P-***/##/235
O	Office Bearers: List and Branch jurisdiction	SER/P-***/##/507
O	Office Bearers: Transfer of	SER/P-***/##/508

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ALPHAS.	SUBJECT	FILE NUMBER
O	Office Imprest	SER/P-***/##/760
O	Office Orders	SER/P-***/##/270
O	Officiating Pay	SER/P-HQ/Ruling/O/936
O	Old File CPO PCDO to MS	SER/P-***/##/708
O	Out of Turn Allotment of Quarters	SER/P-***/##/480/4
O	Overtime Matters and statements	SER/P-***/##/539
P		
P	P.N.M	SER/P-HQ/Ruling/O/928
P	Parliament Questions	SER/P-***/##/745
P	Parliamentary Committee on welfare of SC & ST	SER/P-***/##/604
P	Pass Ports/No objection certificate	SER/P-HQ/Ruling/O/929
P	Passes, Different Types of	SER/P-***/##/494
P	Pass Rules	SER/P-HQ/Ruling/O/930
P	Passport and Ex India leave	SER/P-***/##/436
P	Pay - Advance on Transfer	SER/P-***/##/355
P	Pay - Arrears of	SER/P-***/##/356
P	Pay - Bank Payment	SER/P-***/##/357
P	Pay - Fixation -Misc causes	SER/P-***/##/358
P	Pay - Fixation of	SER/P-***/##/359
P	Pay - Income Tax	SER/P-***/##/360
P	Pay - Increments-Grant of	SER/P-***/##/361
P	Pay - Last Pay Certificate(LPC)	SER/P-***/##/362
P	Pay - Other Misc. Taxes	SER/P-***/##/363
P	Pay - Overpayments-Recovery and write off	SER/P-***/##/364
P	Pay - Pay Commission	SER/P-***/##/365
P	Pay - Pay Orders, Pay sheets and Salary Bills	SER/P-***/##/366
P	Pay - Personal Pay	SER/P-***/##/371/1
P	Pay - PRIME	SER/P-***/##/367
P	Pay - Professional Tax	SER/P-***/##/368
P	Pay - Recovery - Others	SER/P-***/##/364/1
P	Pay - Reimbursement Medical	SER/P-***/##/369/1
P	Pay - Reimbursement Misc.	SER/P-***/##/369/2
P	Pay - Reimbursements	SER/P-***/##/369
P	Pay - Scales of Pay	SER/P-***/##/370
P	Pay - Special Pay	SER/P-***/##/371
P	Pay - Stepping up	SER/P-***/##/372
P	Pay commission circulars	SER/P-HQ/Ruling/O/931
P	Pay Roll Saving Schemes	SER/P-***/##/388

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ALPHAS.	SUBJECT	FILE NUMBER
P	Pay Scales	SER/P-HQ/Ruling/O/932
P	Payment of Honorarium to RIO/PO	SER/P-***/##/422
P	Payment of Settlement dues	SER/P-***/##/661
P	Payment of wages	SER/P-HQ/Ruling/O/933
P	PCDO- CPO to Board	SER/P-***/##/710
P	Pension (Ex-gratia) to Rly. Employees appointed prior to 1.4.1957	SER/P-HQ/Ruling/O/934
P	Pension Adalat	SER/P-***/##/665
P	Performance Review- Board Shield	SER/P-***/##/716/2
P	Performance Review- Board visit	SER/P-***/##/716/1
P	Performance Review- By GM	SER/P-***/##/716/4
P	Performance Review- Committees	SER/P-***/##/716/5
P	Performance Review- GMs Shield	SER/P-***/##/716/3
P	Permission to outside Agencies for Misc. reasons	SER/P-***/##/463
P	Personal Files of Gazetted Officers- HQ	SER/P-***/##/295
P	Personnel Management Meeting (PMM)	SER/P-***/##/730
P	Physically Handicapped	SER/P-HQ/Ruling/O/935
P	Policy Circulars on Reservation Policy	SER/P-***/##/603
P	Policy matters on Reservation Policy	SER/P-***/##/602
P	Policy on Confidential Reports (APAR)	SER/P-***/##/442
P	POM	SER/P-***/##/729
P	Position of Cases to be decided by the GM/CPO	SER/P-***/##/596/
P	Position of Contempt Cases	SER/P-***/##/595/
P	Post retirement employment	SER/P-***/##/147
P	PPE Act & Eviction Proceedings	SER/P-***/##/483/2
P	PREM	SER/P-HQ/Ruling/O/938
P	Printing	SER/P-***/##/759
P	Probation-period of	SER/P-HQ/Ruling/O/941
P	Procurement :Computers & Peripherals	SER/P-***/##/765
P	Procurement :Furniture	SER/P-***/##/764
P	Procurement :Other Office equipment	SER/P-***/##/766
P	Procurement: Stationery for Office	SER/P-***/##/762
P	Promotion File of JAG / SG #	SER/P-***/##/264
P	Promotion File of SAG /HAG #	SER/P-***/##/265
P	Promotion File of Sr. Scale #	SER/P-***/##/263
P	Promotion File of Gr B /Jr. Scale #	SER/P-***/##/262
P	Promotion File of IRMS	SER/P-***/##/268

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ALPHAS.	SUBJECT	FILE NUMBER
P	Promotion to Selection posts	SER/P-HQ/Ruling/O/942
P	Promotions Adhoc	SER/P-HQ/Ruling/O/943
P	Promotions within Group C	SER/P-***/##/210
P	Promotions within Group D^^	SER/P-***/##/211
P	Provident Fund	SER/P-***/##/390
P	Provident Fund	SER/P-***/##/674
P	Provident Fund Rules	SER/P-HQ/Ruling/O/944
Q		
Q	Quarter Allotment Committee (and Minutes)	SER/P-***/##/484
Q	Quarterly Statements	SER/P-***/##/613
Q	Quarters	SER/P-HQ/Ruling/O/945
Q	Quasi Administrative Staff	SER/P-***/##/115
R		
R	R.R.B	SER/P-HQ/Ruling/O/946
R	Railway Boards orders on dealing with court cases.	SER/P-HQ/Ruling/O/947
R	Railway Employees Liberalized Health Scheme (RELHS)	SER/P-***/##/653
R	Railway Minister's Essay and Other Competitions	SER/P-***/##/467
R	Railway schools	SER/P-HQ/Ruling/O/948
R	Railway Schools - Teaching Staff	SER/P-***/##/458
R	Railway Schools -Special Matters	SER/P-***/##/459
R	Railway Schools- Vacancies of teachers- Position	SER/P-***/##/458/6
R	Railway Service [Conduct] Rules matters	SER/P-***/##/448
R	Rajbhasha Meetings	SER/P-***/##/755
R	Rajbhasha Statistics	SER/P-***/##/756
R	Reconstruction of SRs	SER/P-HQ/Ruling/O/949
R	Record Retention Schedule [Preservation of Records]	SER/P-HQ/Ruling/O/950
R	Recoveries and Deductions (Miscellaneous)	SER/P-***/##/354
R	Recruitment against Sports Quota	SER/P-***/##/129
R	Recruitment against Cultural Quota	SER/P-***/##/127
R	Recruitment against Scouts & Guides Quota	SER/P-***/##/128
R	Recruitment of Ex Servicemen	SER/P-***/##/125
R	Recruitment of Physically Handicapped	SER/P-***/##/126
R	Recruitment rules	SER/P-HQ/Ruling/O/951
R	Re-employment	SER/P-HQ/Ruling/O/952

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ALPHAS.	SUBJECT	FILE NUMBER
R	References to Board	SER/P-***/##/702
R	References to Board (other than cases)	SER/P-***/##/551
R	References to Board- Allowances	SER/P-***/##/302
R	Relaxation in Promotion Conditions	SER/P-***/##/232
R	Relief Fund	SER/P-HQ/Ruling/O/953
R	Relief Funds -	SER/P-***/##/472/
R	Relief Funds - Ex Gratia	SER/P-***/##/472/3
R	Repairs and Maintenance	SER/P-***/##/767
R	Replies to MP/MLA/CA iii references-pertaining to Recruitment.	SER/P-***/##/102
R	Reports on Labour Legislation	SER/P-***/##/540
R	Representation AISC/ST REA Gaz matters	SER/P-***/##/632
R	Representation AISCSTREA -HQ	SER/P-***/##/620/&&&
R	Representation OBCREA	SER/P-***/##/621/&&&
R	Representations	SER/P-***/##/519
R	Request for Transfers	SER/P-***/##/274
R	Reservation in service	SER/P-HQ/Ruling/O/956
R	Restructuring	SER/P-HQ/Ruling/O/957
R	Restructuring of Cadre-NG	SER/P-***/##/170
R	Restructuring of Cadre-NG	SER/P-***/##/170/1
R	Retention of Quarters	SER/P-***/##/482
R	Retirement List	SER/P-***/##/655
R	Retrenchment	SER/P-***/##/541
R	Retrenchment of workman	SER/P-HQ/Ruling/O/958
R	Review Meeting with National Commission	SER/P-***/##/627
R	Review under rule 1802	SER/P-HQ/Ruling/O/974
R	Review with Accounts Department	SER/P-***/##/677
R	Revision of Pension and revised PPOs	SER/P-***/##/676
R	Right to Information - Application	SER/P-***/##/740
R	Right to Information - CIC	SER/P-***/##/742
R	Right to Information -Appeal	SER/P-***/##/741
R	RLT recommendations 1959	SER/P-HQ/Ruling/O/959
R	RPF Association	SER/P-***/##/524
R	RRB Correspondence	SER/P-***/##/105
R	RRB Examination nominations	SER/P-***/##/106
R	RRB Examination, conduct of	SER/P-***/##/108
R	RRB Indents- Placement & distribution	SER/P-***/##/110
R	RRC Indent Assessment and Placement	SER/P-***/##/140
R	RSRC Recommendations	SER/P-***/##/720
S		

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ALPHAS.	SUBJECT	FILE NUMBER
S	Safety Category Vacancy	SER/P-***/##/722
S	Safety- General Circulars	SER/P-***/##/721
S	Safety Related Retirement Scheme & LARSGESS	SER/P-***/##/407
S	Salary Payment	SER/P-HQ/Ruling/O/960
S	Sanction for Pensionary benefit to GM etc.	SER/P-***/##/659
S	SBF –Camps	SER/P-***/##/457
S	Schedule of Powers	SER/P-***/##/747
S	Schedule of powers	SER/P-HQ/Ruling/O/961
S	Schedule of Powers in Establishment Matters (SOPEST)	SER/P-***/##/747/1
S	Schedule of Powers in General Matters (SOPGEN)	SER/P-***/##/747/2
S	Scouts and Guides	SER/P-***/##/471
S	Secret Ballot for Union Recognition	SER/P-***/##/521
S	Security deposit	SER/P-HQ/Ruling/O/962
S	Selection Calendar	SER/P-***/##/225
S	Selection Rules - Gr. 'C' & 'D'	SER/P-HQ/Ruling/O/963
S	Selection to Group B Posts	SER/P-***/##/260
S	Seniority list (always mention the category)	SER/P-***/##/402
S	Seniority Lists- Group A	SER/P-***/##/296/^
S	Seniority Lists- Group B	SER/P-***/##/297/^
S	Seniority of decategorised staff	SER/P-HQ/Ruling/O/964
S	Seniority Rules	SER/P-HQ/Ruling/O/965
S	SER (ECCS) correspondence	SER/P-***/##/374
S	Service book	SER/P-HQ/Ruling/O/966
S	Service Certificate	SER/P-***/##/666
S	Service Records correspondence	SER/P-***/##/230
S	Settlement papers related correspondence	SER/P-***/##/657
S	Sexual Harassment (Vishakha) Committee	SER/P-***/##/435
S	Special casual Leave	SER/P-HQ/Ruling/O/967
S	Special Contribution to Provident Fund	SER/P-***/##/675
S	Special Pay	SER/P-HQ/Ruling/O/968
S	Special Promotional Drive SC/ST	SER/P-***/##/617
S	Special Recruitment Drive OBC	SER/P-***/##/618
S	Special Recruitment Drive SC/ST	SER/P-***/##/616
S	Staff - Vacancy Bank	SER/P-HQ/Ruling/O/969
S	Staff Benefit fund	SER/P-HQ/Ruling/O/970

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ALPHAS.	SUBJECT	FILE NUMBER
S	Staff Benefit Fund (SBF)	SER/P-***/##/455
S	Staff Benefit Fund- Grants	SER/P-***/##/456
S	Staff Council	SER/P-HQ/Ruling/O/971
S	Staff Grievances	SER/P-HQ/Ruling/O/972
S	Statement 40	SER/P-***/##/153
S	Statement 40- Gazetted	SER/P-***/##/254
S	Statement of Gazetted Establishment	SER/P-***/##/299
S	Statement to Rly. Board	SER/P-***/##/656
S	Statements and Statistics	SER/P-***/##/502
S	Stepping up of pay	SER/P-HQ/Ruling/O/973
S	Stipend	SER/P-HQ/Ruling/O/976
S	Strike & Lockout	SER/P-HQ/Ruling/O/977
S	Strikes and Lock Out	SER/P-***/##/517
S	Study Leave and sponsorship for courses	SER/P-***/##/278
S	Subsidized Hostel	SER/P-HQ/Ruling/O/978
S	Subsidized Hostels	SER/P-***/##/465/7
S	Substitutes: Course Completed Act & Apprentices: Engagement & Regularisation	SER/P-***/##/117
S	Substitutes: Engagement / Regularisation	SER/P-***/##/116
S	Suitability	SER/P-HQ/Ruling/O/979
S	Surplus & Medically Decategorised Staff figures	SER/P-***/##/714
S	Surplus Staff matters	SER/P-***/##/231
S	Surrender and Review of Posts:	SER/P-***/##/167
S	Suspension	SER/P-HQ/Ruling/O/980
T		
T	Tenders	SER/P-HQ/Ruling/O/981
T	Tenure /Ex-Cadre Posts	SER/P-***/##/227
T	Termination of service	SER/P-HQ/Ruling/O/982
T	Territorial Army	SER/P-***/##/744
T	Territorial Army /Ex-servicemen/Civil Defence	SER/P-HQ/Ruling/O/983
T	Trade Test	SER/P-HQ/Ruling/O/984
T	Trade Tests	SER/P-***/##/213
T	Trade Union Education Programmes	SER/P-***/##/523
T	Trade unions recognised	SER/P-HQ/Ruling/O/985
T	Trainee reserve posts	SER/P-HQ/Ruling/O/974
T	Training Centres	SER/P-***/##/737
T	Training of Gazetted staff	SER/P-HQ/Ruling/O/975
T	Training of Non Gaz. staff	SER/P-HQ/Ruling/O/977

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ALPHAS.	SUBJECT	FILE NUMBER
T	Training of Officers	SER/P-***/##/277
T	Training on Reservation policies	SER/P-***/##/628
T	Transaction Noting- Officers	SER/P-***/##/281
T	Transfer	SER/P-HQ/Ruling/O/979
T	Transfer and Postings (Inter Division)#	SER/P-***/##/266
T	Transfer and Postings (Inter Rly)#	SER/P-***/##/267
T	Transfer of Posts	SER/P-***/##/168
T	Transfers of Union Office bearers^^	SER/P-***/##/241
T	Tuition Fee -Reimbursement of	SER/P-HQ/Ruling/O/980
U		
U	Unauthorised Occupation of Quarters	SER/P-***/##/483/1
U	Unauthorized absence	SER/P-HQ/Ruling/O/981
U	Union Constitution and its amendments	SER/P-***/##/505
U	Union Internal Meetings	SER/P-***/##/513
U	Union Matters-Miscellaneous	SER/P-***/##/245
U	Union Meetings- PNM -Board Level	SER/P-***/##/511
U	Union Meetings- PREM	SER/P-***/##/512
U	Union Meetings- Special Meetings	SER/P-***/##/514
U	Union Meetings-Gate Meetings and Dharna	SER/P-***/##/515
U	Union Meetings-PNM – HQ & Divisions	SER/P-***/##/510
U	Unions- unrecognized %%%	SER/P-***/##/525
U	Unpaid Wages	SER/P-***/##/392
U	Unrecognized Unions	SER/P-HQ/Ruling/O/982
V		
V	Vacancy Bank -Gazetted	SER/P-***/##/252
V	Vacancy Bank-Divisions/ Units	SER/P-***/##/155/1
V	Vacancy Bank-HQ	SER/P-***/##/154
V	Vehicles	SER/P-***/##/769
V	Verification of Character and Antecedents	SER/P-HQ/Ruling/O/984
V	Vetting of Reservation Rosters	SER/P-***/##/635
V	Vigilance Clearance Correspondence	SER/P-***/##/280
V	Voluntary and other retirements	SER/P-***/##/240
V	Voluntary Retirement - Officers	SER/P-***/##/284
V	Volunteers for posts	SER/P-***/##/228
W		
W	Welfare Bodies	SER/P-***/##/466
W	Welfare Institute	SER/P-HQ/Ruling/O/985
W	Welfare Institutions	SER/P-***/##/465/
W	Welfare schemes	SER/P-HQ/Ruling/O/986
W	Witnessing of Payments	SER/P-***/##/393

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ALPHAS.	SUBJECT	FILE NUMBER
W	Work charged posts correspondence	SER/P-***/##/169
W	Work Study	SER/P-***/##/173
W	Workers Education Scheme	SER/P-HQ/Ruling/O/987
W	Working Procedure	SER/P-HQ/Ruling/O/988
W	Works Programme	SER/P-***/##/470
Z		
Z	Zone creation	SER/P-HQ/Ruling/O/989
