

South Eastern Railway

Office of the
Sr. Divl. Personnel Officer/'Adra

No. SER/P-ADA/EP/260/APO (Gr.B)30%/LDCE/2024

Date: 22.03.2024

To
All the branch officers
S.E.Railway, Adra

Sub: LDCE through Centralized CBT under the special Group 'B' selection for formation of a panel of APO (Gr. B) against 30% quota of Personnel Department for the assessment cycle 01.01.2023 to 31.12.2024.

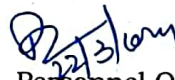
Ref: PCPO/GRC's letter no. SER/P-HQ/GAZ-CON/260/8/APO (Gr. B) /LDCE/23-24/SPL. Dtd. 21.03.2024.

Enclosed please find herewith the PCPO/GRC's letter under reference, which speaks for itself.

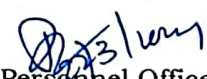
You are therefore requested to give wide publicity amongst the eligible staff under your kind control.

This is for your kind information and necessary action please.

Encl. As above.


Asstt. Personnel Officer
for Sr. Divl. Personnel Officer
S.E.Railway/Adra

Copy to: OS(G) to DRM/Adra is advised to upload the same to the railway website of Adra Division please.


Asstt. Personnel Officer
for Sr. Divl. Personnel Officer
S.E.Railway/Adra



SOUTH EASTERN RAILWAY

Office of the
Principal Chief Personnel Officer
Garden Reach, Kolkata-43

No. SER/P-HQ/GAZ-CON/260/8/APO (Gr. B)/LDCE/23-24/SPL

Dated: 21.03.2024

The CAO(C)/PCOM/PCE/PCME/PCEE/PCSTE/ PCMM-GRC
The PCCM/ PCPO/CPO(A)/CPO(IR)/ PFA / SDGM -GRC
The CSTE(C)/CEE(C)/PCMD/PCSC -GRC
The Secy. to G.M, Dy. Secy to AGM.-SER/GRC
The CSO/ PS TO CPO-GRC, DY. CVO (T)/GRC
The SR.EDPM/SR.STATISTICAL OFFICER-GRC
The Dy. CMM/ APO(S)-KGP, APO (W/S)-TATA & SNY
The DRM(P)/S.E.Rly.- KGP, ADA, CKP, RNC
The PRINCIPAL/STC-KGP, ZRTI-SINI,
The CHAIRMAN-RRB/KOL & RNC, CWM/WPO-KGP(WS),APO-SRC.
The Dy.CPOs / SPOs /All APOs - SER

Sub: LDCE through Centralised CBT under the special Group 'B' selection for formation of a panel of APO (Gr.-B) against 30% quota of Personnel Department for the assessment cycle 01.01.2023 to 31.12.2024.

Ref: Railway Board's letter no. E(GP)2022/2/4 dated 14.03.2024

Railway Board, in terms of abovementioned letter dated 14.03.2024, has decided to organise Centralized CBT for promotion to the Group - 'B' post against 30% LDCE quota through Special Drive of Examinations to be conducted by NAIR, on 23rd June, 2024 (Tentative). Accordingly, applications are invited from the eligible Group - 'C' employees, vide Para 2 below, for the post of Assistant Personnel Officer (Group - 'B') in Level - 8 of the 7th CPC matrix of Personnel Department/SER for the assessment cycle 01.01.2023 - 31.12.2024. The details of the notification are furnished below:

- 1) Details of vacancies for APO (Group 'B') 30% LDCE for Special Drive Examination :

Name of the Post	Categories			Total
	UR	ST	SC	
APO (Gr. B)	1	0	0	1

- 2) **CONDITION OF ELIGIBILITY-** Group 'C' staff of Departments referred to in sub-paragraph 2.1(i), 2.1(ii) and 2.1(iii) below holding the post on a regular basis in Level-6 and above in the pay matrix with 5(five) years of regular service in level - 6 and above in the pay matrix (including non-fortuitous service rendered in the corresponding pre-revised grades) as on 01.01.2023 (Cut-off date) are eligible for the LDCE [MACP grades are not applicable]:-

2.1 Eligible Categories.

- Group 'C' Ministerial staff of Personnel Department.
- Group 'C' Ministerial staff working in cadre posts in any other department excluding Hindi Organization and Accounts Department but including Cash and Pay and Time Offices who have no avenue for promotion to Group- 'B' in their own departments.
- Group 'C' Ministerial staff of Stores and Transportation (Traffic & Commercial) Department, Statistical and Compilation Branch, Chief Law Assistants, Stenographers of all Departments (excluding Accounts Department) who have an avenue for promotion to Group 'B' in their own department but on the basis of option being given to them, have elected to be considered for promotion to the post of APO.

NOTE:

- a) Eligibility of staff working in Construction Organization / Project Offices / Other ex-cadre Organization / Units will be determined with reference to their substantive post in the parent department subject to the fulfillment of the above condition of eligibility. Staff whose lien is maintained in S. E. Rly is only eligible.

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- b) Eligibility, in the case of staff transferred from other railway and posted in SE Railway, will be determined in terms of SER Estt. Srl. No. 55/2008 (RBE no. 40/2008).
- c) Special Provision: The staff coming in the categories mentioned in Para 2.1 (iii) above i.e. those who have avenue of promotion to Group 'B' posts in their own departments and have been provided additional avenue of promotion to the post of APO shall have to exercise clear option for promotion within one month of the publication of the result of the selection. This option thus exercised shall be treated as final.
- d) In terms of Railway Board's letter no. E(GP)2022/2/20 dated 14.11.2022, candidates having the following categories of disabilities are eligible for the post of APO (Gr. 'B'), however, there is no post reserved for the PwBD candidates for this LDCE.

Name of the Post	Functional Classification	Physical requirements
APO(Gr.B)	Low Vision (LV), vide Para 2.2 (a) of DoPT's OM dated 17.05.22	Sitting (S), Standing (ST), Bending (BN), Walking (W), Seeing (SE), Manipulation by fingers (MF), Communication (C), Reading & Writing (RW), Kneeling & Crouching (KC), Climbing (CL), Jumping (JU), Hearing (H).
	HI(HH) [Hard of Hearing]	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H (Acceptable with Hearing Aids)
	Locomotor Disability (LD) – One Arm (OA)/ One Leg (OL) [including Leprosy Cured, Acid Attack victims]	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H

3) MODIFIED OBJECTIVE AND SCHEME OF EXAMINATION: The LDCE will consist of a Centralized Computer Based Test (CBT) followed by Medical examination & Viva-voce for those qualifying in the CBT.

- I) In terms of Dy. Director, Estt. (GP)III / Railway Board's letter no. E(GP)2022/2/4 dated 28/06/2022, Written test (CBT) for LDCE will be one stage only and comprising of only one paper with the following set up:

- a) Single paper of 150 marks comprising of 100% Objective type Multiple Choice Questions (CBT) with following distribution of marks:

Topics	Total Number of Questions	Marks
Technical (Professional) subject	85 Questions (including 5 optional questions)	80
General Knowledge including optional question on Official language Policy & Rules	55 Questions (including 15 optional question of 15 marks on Official language Policy & Rules)	40
Establishment & Financial Rules	35 Questions (including 5 optional questions)	30

- b) Qualifying Marks : 90
c) Duration : 3 Hours.

- II) Question Paper will have 175 questions; out of which 150 questions are to be attempted.
- III) 1(one) mark will be allotted for every correct answer. There shall be negative marking for incorrect answers and 1/3rd of marks allotted for each question will be deducted for every wrong answer.
- IV) Candidates who secure minimum 90 marks out of 150 marks (or marks obtained under relaxed standard, as per extant rules) and pass in the prescribed medical examination will be called for viva-voce subject to restricting the number to be called for viva-voce to 6 (SIX) times the number of vacancies for which selection is being held.

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V) Viva-voce will consist of:

Record of Service and Viva-voce:	Max. Marks	Qualifying marks
1. Record of Service (Assessment of APARs)	25	30 (Including at least 15 marks in record of service)
2. Viva-voce	25	

Medical & Viva-voce of successful candidates will be conducted by the railway and thereafter final panel will be published. The final panel will be drawn purely based on overall merit secured by the candidates.

- 4) **Pre-selection Coaching** will not be imparted to the SC/ST candidates, as the post is earmarked as 'UR', in accordance with the provision stipulated under RBE 142/2019.
- 5) **SYLLABUS:** In terms of Railway Board's letter no. E(GP)2022/2/4 dated 07.11.2022, new syllabus for Group 'B' selection has been published. The syllabus for the CBT of APO (Gr. B) is annexed herewith as a ready reference.

6) **SUBMISSION OF APPLICATIONS:**

Date of submission of application and consolidated statement:- Willing staff, fulfilling the above conditions as on 01.01.2023 as detailed above, should submit applications within the target date, vide Para (7A) below, no application will be accepted after the target date. Concerned Establishment officer /Personnel Officer/ Bill compiling officer on receipt of such applications will scrutinize the applications and forward the applications of eligible staff only along with consolidated statement as per ANNEXURE - B within the target date vide Para (7 C) below. The concerned Personnel Officer should ensure that all the columns of the enclosed proforma are properly filled in before sending the statement to this office.

7) **Important timelines:**

	ITEM	Target date
A	Application to be submitted in the prescribed proforma (ANNEXURE – A) by the candidates to the controlling officer with in target date.	03.04.2024
B	Controlling officer to forward the applications to the Establishment officer / Personnel Branch for verification of service particulars.	By 08.04.24
C	Establishment officer Construction/Project/Ex- Cadre Organization/Units or APO/ Bill compiling officer will perform the following with in the target date: (i) Applications to be scrutinized and original applications to be forwarded to Dy.CPO(Gaz.)/GRC with the certification – “service particulars have been checked and verified”. (ii) ANNEXURE – ‘B’ (Excel sheet) to be forwarded to the Dy.CPO(Gaz.)/GRC on email: depog@ser.railnet.gov.in	By 18.04.24
D	Final list of willing and eligible candidates will be published in SE Railway website www.ser.indianrailways.gov.in .	within 02.05.2024
E	Candidates will verify their name and other particulars from SE Railway website. Any typographical error / missing of name, if detected, should be intimated on email: depog@ser.railnet.gov.in	Within 05.05.2024
F	Tentative date of written examination (CBT)	23.06.2024

NOTE:-

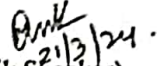
- i) It may also be noted that incomplete statements furnished by the candidate / signature without date under ANNEXURE – A will not be entertained and are liable to be rejected.
- ii) Staff working on Construction/Project/Ex- Cadre Organization/Units or serving on other railway should submit application, after verification of their service particulars, to their respective Personnel Branch Officers where they hold lien. Service particulars of such staff should be got certified by the authority maintaining their service records.

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- iii) Above scheme of LDCE is provisional & any change in scheme will be notified according to the subsequent guidelines issued by Railway Board.
- iv) If any candidate is subsequently found ineligible for the above selection, at any stage, his/her candidature will be rejected without assigning any reason.
- v) This is also being uploaded on www.scr.indianrailways.gov.in >> Department > Personnel >> Gazetted notification. Candidates have to check the website for any further updates.

Encl. i) ANNEXURE - A & ANNEXURE - B
ii) Syllabus.


(Manik Shankar)
Dy. Chief Personnel Officer (Gaz)
for Pr. Chief Personnel Officer.

**PROFORMA OF APPLICATION FOR THE SPECIAL DRIVE 30% LDCE QUOTA OF THE POST OF APO (Gr. B),
DEPARTMENT – PERSONNEL**

Notification No. SER/P-HQ/GAZ-CON/260/8/APO (Gr. B)/LDCE/23-24/SPL

Dated: 21.03.2024

1.	Name (in BLOCK LETTERS):										Paste recent Passport size colour photograph here
2.	(a) Present Designation:					(b) Present Pay Level:					
3.	Posting Details										
	a) Station:					b) Division:					
	c) Unit Office:										
	d) Designation of the Controlling Officer:										
4.	(a) P.F. No./Employee. No.:					b) HRMS ID:					
5.	(a) Date of Birth:			(b) Community (SC/ST):			(c) Qualification:				
	d	d	m	m	Y	Y	Y	Y			
6.	a) Mobile No.										
	b) E-mail Address (in BLOCK LETTERS):										
7.	(a) Date of Appointment:					(b) Appointed as (Designation & Pay Level):					
	(c) Appointing Office:					(d) Station:		(e) Division:		(f) Railway:	
8.	Designation in regular promotion to Level -6					Date of regular promotion to Level - 6					
	Designation in regular promotion to Level -7					Date of regular promotion to Level - 7					
Total non-fortuitous service in Level – 6 and above (as on 01.01.2023):											
To be filled-up by those employees only, who were transferred to present division on own request/ mutual transfer/ mutual exchange											
9.	(a) Type of Transfer: (Write own request/ Mutual transfer / Mutual exchange)										
	(b) Date of Transfer: (Please attach copy of the relevant Memorandum):										
	Transferred From					Transferred To					
	Division					Division					
	Designation					Designation					
	Pay Level					Pay Level					
	Released on (date)					Reported on (date)					
	Effective date of seniority after transfer to the present department					In Level – 6:		Date:			
					In Level – 7:		Date:				
To be filled-up by those employee only who are on Deputation:											
10.	(a) Are you on Deputation (Yes/No):					(b) Parent Unit:					
	(c) Substantive Designation and Pay Level in your Parent Unit:					(d) Officiating Designation and Pay Level:					
To be filled-up by PWBD employees only:											
11.	(a) PWBD Category, if any (Write a, b, c, d or e):										
	(b) Percentage of Disability:					(c) Disability Certificate No. (attach copy):					
	(d) Certificate validity up to:					(e) Whether fulfills physical requirements (Yes/No):					
	(f) Do you want a Scribe (Please mention Yes/No):										

[Please print application format in a single page both side, back to back.]

12	To be filled-up by redeployed employees only:			
	Redeployed from		Redeployed to	
	Designation		Designation	
	Pay level		Pay level	
	Date of redeployment		Date of joining to post where redeployed	
13	To be filled-up by Medically de-categorized employees only:			
	Medically de-categorized from		Posted to (after de-categorization)	
	Designation		Designation	
	Pay level		Pay level	
	Date of medical decategorization		Date of joining to alternative post	

DECLARATION:

I, the undersigned, hereby offer my candidature for the ensuing SPECIAL DRIVE Group 'B' 30% LDCE quota of the post of _____. I also declare that the information detailed above is true to the best of my knowledge. I understand that once unwillingness submitted at any stage of the selection will be final and not to be reverted.

Dated:

(Signature of the candidate)

(Signature and date both are compulsory otherwise applications are liable to be rejected.)

[For official use]

"Forwarded for necessary action to Establishment officer."	"Service particulars have been checked and verified. Forwarded to Dy.CPO(Gaz.)/SER/GRC".
(Signature of the Controlling Officer)	(Signature of APO/Establishment Officials/ Bill compiling officer)

[Note: Above certifications should be on the reverse page of the application]

For Official Use

Proforma of forwarding applications of the candidates (only eligible applications in a bunch) by the Personnel Branch/ Units /Division.

Sr	Post Name	Name of the Applicant	IPASS (PF No.)	HRMS Id	Designation	Mobile No.	Email Id	Place of Posting	Division/ workshop / Unit	Controlling Officer's Designation	DOB (DD/MM/YYYY)	Community (UR/SC/ST)	Whether a PwBD category thereof	Whether scribe required in case of PwBDs	Date of appointment in initial Grade	Date of Promotions in Level - 6	Date of Promotion in Level-7	Total length of service in Level - 6 & 7 as on 01.01.2023	Date of working in South Eastern Railway (if joined from other Zone/PU)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

The above information may also please be provided in soft copy. (In Excel Sheet)

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2022/2/4

New Delhi, dt:07/11/2022

The General Managers,
All Indian Railways/PUs.

(Kind Attn.:All PCPOs/PFAs/Dy.CPO(G) & Dy.CAO(G))

**Sub.: Promotions to Group 'B' posts on Indian Railways - Introduction of
Centralized Computer Based Multiple Choice Objective type
examination (CBT) in all departments having Organised Services**

Board has prescribed syllabus for written examinations held as part of 30% LDCEs for promotion to Group 'B' posts in all Organised Services. Besides this, syllabus for 70% Selection for promotion to Group 'B' post of APO has also been prescribed by Board. Now, in the context of introduction of Centralised CBT for 70% Selections and 30% LDCEs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCEs for all Group 'B' posts in Organised Departments. Similarly, syllabus for Establishment & Financial Rules has also been prescribed.

2. A copy each of the Syllabus for professional subjects prescribed by Board for 70% Selections and 30% LDCEs for promotion to Group 'B' posts in all Departments having Organised services along with the syllabus for Establishment & Financial Rules is enclosed for information. These syllabi are applicable for Selections & LDCEs to be conducted w.e.f.1.1.2023.

DA:As above


(Meenakshi Saluja)
Dy. Director, Estt.(GP)-III
Railway Board
Ph. No. 233047250
E.mail ID- meena.1964@gov.in

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

**SYLLABUS FOR 70% SELECTION AND 30% LDCE FOR PROMOTION TO GROUP
'B' POST OF APO IN PERSONNEL DEPARTMENT**

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

- a) Organization, objectives and functions of Personnel Department.
- b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.
- c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

- a) Classification of Services and Categories;
- b) General qualifications, conditions & rules for appointment; Medical fitness;
- c) Safety, Non-safety & Essential Categories;
- d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;
- e) Railway Recruitment Boards & Railway Recruitment Cells;
- f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

- a) Appointment, Seniority & Lien;
- b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;
- c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;
- d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;
- e) Procedures of Selection, Suitability and Trade Tests;
- f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;
- g) Rules of Transfer (Inter Railway & Inter Divisional);
- h) Deputation;
- i) Types of Leave; Rules & Joining Time; Encashment of leave;
- j) Pass Rules; AILTC;
- k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;
- l) HOER;
- m) PME & Mandatory Health Check-up;
- n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

- a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;
- b) Manpower planning; Book of Sanctions & Scale-check;
- c) Supernumerary posts & Redeployment;
- d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;
- e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;
- f) Duty Rosters; Link Diagram; Crew Link & Power Plan;
- g) Work-charged posts;
- h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;
- i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65
- j) Training Modules for different posts,
- k) Training under Apprentices Act, Online Training,
- l) Performance Appraisal - APARS & SPARROW.
- m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

- a) Formal & informal interaction with recognised trade unions and associations;
- b) PNMs, Staff Councils & PREM at various levels;
- c) Role of JCM and Labour Tribunals & Labour Commissioner;
- d) Facilities and privileges to trade unions & associations.
- e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

- a) Staff Grievances Redressal Mechanisms;
- b) SBF, Railway Institutes, Railway schools & colleges, scholarships,
- c) Ex-gratia payment,
- d) Incentive Bonus Scheme;
- e) Sports Incentives & cultural competitions, extra-curricular activities;
- f) Excursions, tours and holiday camps; co-operative Societies;
- g) Medical assistance;
- h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

- a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.
- b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

- a) Retirement rules, types & benefits;
- b) Old and New Pension schemes; Final Settlement rules under various circumstances;
- c) Qualifying Service;
- d) Pension & Family Pension, Provident Fund Rules;
- e) Commutation, Gratuity, GIS, Leave Salary;
- f) Other-than-Normal Retirement (ONR) cases;
- g) ARPAN, Pension Adalats & Pensioners' Associations & representations;
- h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

- a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;
- b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

- a) Service Law;
- b) Handling legal cases (in CATs and Courts);
- c) RTI & CIC matters; other statutory commissions / bodies;
- d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.