

SOUTH EASTERN RAILWAY

Head Quarters' Office
Personnel Department
GRC/Kolkata – 700 043
Dated: 04.11.2025

NO.SER/P-HQ/Wel/HQ/25

To

The Secy. to GM, Secy. to AGM, Sr.DGM, OSD to GM/SER,
PFA, PCSTE, PCMD, PCE, PCEE, PCCM, PCMM, PCME, PCOM, PCSC, CAO (CON),
CVO (G), CPRO, Sr.EDPM, Sr.Statistical & Analysis Officer, CPO(A), CPO(IR)/GRC
DRMs– ADA, CKP, KGP & RNC, CWM/KGP (WS), Dy.CPO(HQ), Dy.CPO(Gaz),
Chairman(RRC), Dy.CE(W/S)/SNY, DY COS/KGP,
Chairperson, Divl.SBF-Committee Office & Sr.DPO –ADA, CKP, KGP & RNC,
Chairman/Workshop SBF Committee – KGP(W/S),
Sr.DEN, ASTE(TM), ADEE(G)/SER/GRC, APO(Stores)/KGP,
APO(HQ), APO(HRMS), APO(CC), APO(Co-ord), APO(Ruling), APO(Rectt.)/SER/GRC,
ARMs/SRC, SHM, BKSC & BNDM, TATA,
General Secretary-SERMU/GRC.
Zonal/Genl.Secretary-AISC & STREA/ OBCREA/GRC.

Sub- Holiday Camp-2025-26 for both male and female Railway Employees
at Kerala under the aegis of Staff Benefit Fund.

As decided by Central Staff Benefit Fund Committee, a Holiday Camp will be organized by Headquarters of South Eastern Railway for Non-gazetted (Male & Female) Railway employees over S.E.Railway irrespective of any age bar in the month of January' 2026 at Kerala for 14 days from **03.01.2026 to 14.01.2026**.

The total 95 Nos. of Non-Gazetted Railway Employees of South Eastern Railway including Male and Female irrespective of any age will apply but preference will be given to older and fresh applicants as campers for this camp.

Allotment of distribution are as under will be followed for selection of campers in proportionate of actual strength of unit 50% (approx) of which will be on priority basis of statement received from divisional/workshop end (A) and therefore, rest 50% (approx) will be on the basis of verge of retirement over South Eastern Railway (B).

Division, Workshop & HQ	"A"			"B"
	Male	Female	Total	Verge of retirement basis over SER
CKP Division including SINI Workshop, TMO/SINI. ZRTI/SINI	09	04	13	46
Adra Division	06	03	09	
Kharagpur Division	08	04	12	
Ranchi Division	03	02	05	
Kharagpur Workshop including Stores	03	02	05	
HQ Including construction (GRC, KOL, HWH, SHM,TPKR, SRC)	03	02	05	
	32	17	49	46
TOTAL			95	

NB—If the workshop and other divisions are unable to fill up their own number of distribution mentioned above, the number of shortfall will be added to "B" and accordingly.

Contd.....Pg.2

S. Chandra
04/11/2025

While selecting the campers the following guidelines/criteria should be followed in regard to the eligibility of the staff.

1. The employees both Male and Female irrespective of any age may apply for joining as campers of Employees Holiday Camp but preference will be given to older and fresh applicants.
2. The application should be submitted in prescribed format enclosed (Annexure herewith duly forwarded by concerned supervisors and countersigned by the Controlling Officer positively.
3. The applicant should submit a medical certificate issued from the Railway Medical Authority indicating Blood Sugar and Blood Pressure regarding their self-fitness for undertaking the journey along with their application positively. No application will be accepted for consideration without a medical certificate.
4. The Divyang (Physically handicapped) who are able to see and walk independently will only be considered for selection as campers for this Holiday Camp. Such applicants should also submit a certificate of fitness regarding their independent movement failing which his/her request will not be entertained.
5. The applicant fulfilling the above condition will be selected strictly in accordance with date of superannuation i.e. the employee retiring earlier will be given priority over those retiring later.
6. The staff who are retiring on the same date and in case their date of birth is identical, staff with lower basic pay will be considered first irrespective of any department. As such while sending the application, the division/workshop and department should furnish the complete bio-data of the candidate including date of birth, date of superannuation and the senior most applicant in the division and workshop will be considered fit and duly certified from your end. It is also requested to send the applications from divisional/workshop in a list latest by 02.12.2025.
7. Those employees who have not participated in any camp earlier i.e. employee camp/family camp (during the last 5 years) will be given preference for employees Holiday Camp.
8. The employee must agree to deposit Rs. 2000/- (Two thousand only) as Security Money (in Cash) which will be collected immediately from the applicants after selection of their names as Holiday Camper. The Security deposit should be submitted to the Welfare Section/GRC within 02 (two) days after receiving confirmation regarding selection from this office.
9. Respective divisions/workshop should nominate one welfare inspector to collect the said Security Deposit Money from the selected campers pertaining to their jurisdiction and handover the same to the Welfare Section under Sr.Personnel Officer (HQ)/GRC. The security deposits will be refunded to the campers after completion of the camp and refundable amounts may vary as per expenditure. In case any selected camper fails to attend the Holiday Camp in spite of deposition of Security Money, said Security Deposit will be forfeited and will not be refunded.
10. The camper should take one (1) set of their 3rd AC or higher type of privilege pass according to their entitlement to cover the outward journey from HWH to ERS and back.
Since, at present e-passes are issued, as such one declaration should be submitted by the campers to the effect that they will not avail the same pass for any other journey. They should take their own leave to participate in the said camp. The respective leave sanctioning authority is hereby requested that the railway employees who will be selected finally for the Holiday Camp should be permitted to leave the Head Quarters with the **sanctioned leave from 03.01.2026 to 14.01.2026** i.e. the period of camp.
11. The campers of HQ, ADA, CKP, KGP, KGPWS and RNC may join at Howrah Station for outward journey and leave from Howrah Station in the return journey also. No additional facilities will be provided to them in respect of remaining part of the journey upto their home station.
12. It is also mentioned that efforts are being made for attachment of 02(two) AC 3 tier coaches with the allotted train for the journey.
13. The campers have to take self responsibility for their luggage, mobile phones, valuable items and other belongings. The organizers have no responsibilities in this regard.

Contd.....Pg.3

Sharma
04/11/2025

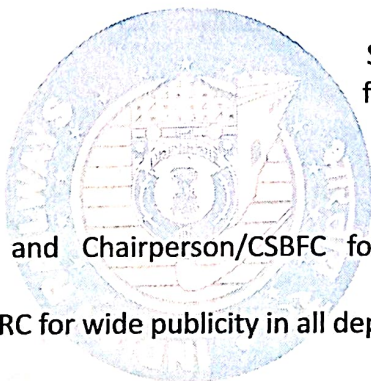
14. The entry fees, guide charges, camera charges, rides charges, charges for boat etc. if any, are to be borne by the campers.
15. Drinking water will be supplied by the authority 1 (One) liter each at the time of lunch & dinner per day. Extra water, if required to be borne by the campers themselves.
16. Campers must carry identity proof viz. Aadhaar, PAN, Driving License, Railway ID Card, etc. with them.
17. Application should be submitted duly filled up in all respects and forwarded by the immediate supervisor and counter signed by the Controlling Officer of the applicant concerned.
18. Willing employees working in divisions/workshop should submit their applications to Sr.DPOs/WPO's Office of respective unit and employees of HQ Offices at Welfare Section under SPO(HQ)/GRC.
19. Besides any kind of issues, the decision of Chairperson/CSBF Committee & PCPO/SER will be final.

Note: No application will be entertained without forwarding of proper authority and after closing date i.e. 02.12.2025.

You are hereby requested to arrange wide publicity of this notification along with application form amongst the staff working under your administrative control and encourage them for participation in the Holiday Camp-2025-26. **The last date for submission of application to this office is 02.12.2025 (Tuesday).**

- Encl. i) Format of Application (Annexure - A)
ii) Details of Tour Programme (Annexure-B)

S. Chaudhary
04/11/2025
(Susanta Chaudhuri)
Secretary/CSBFC & SPO(HQ)
for Pr.Chief Personnel Officer



- Copy to PS to PCPO/SER and Chairperson/CSBFC for kind information of PCPO/SER and Chairperson/CSBFC.
- Copy to all Ch. S&WI/S&WI/GRC for wide publicity in all departments regarding the camp.

S. Chaudhary
04/11/2025
for Pr.Chief Personnel Officer

Application is invited from Non-gazetted Railway Employees irrespective of any age for selection of camper to join the Holiday Camp-2025-26 at Kerala.

Last date for submission of the application is 02.12.2025

Recent Photo
(3.5 X 4.5 cm)
Do not staple

1	Name of the Employee (In Block Letter)	
2	Designation	
3	HRMS ID	
4	i) Office, ii) Station, iii) Department, iv) Section	ii) iii) iv)
5	Employee ID	
6	Mobile No. (whatsapp)	
7	i) Date of Birth & ii) Age	i) ii)
8	Date of Appointment	
9	Date of Superannuation	
10	Pay Level and Basic Pay (7th CPC)	
11	i) Whether joined as camper earlier in family camp or holiday camp organized by S.E. Railway from 2018-19 to 2024-25, if yes, ii) details. (Please do not mention wrong information in this regard)	i) YES/ NO ii)
12	Medical Certificate indicating Blood Sugar and Blood Pressure of the employee concerned from Railway Doctor to be attached	
13	If the employee is differently abled, a separate medical certificate is to be attached regarding vision and independent movement.	
14	Option towards depositing security money refundable amount of ₹2000/- in cash.	YES/ NO

N.B: No meal/food will be supplied according to the choice of individual.

Encl:

Date:

I hereby declare that I will adhere to the rules and regulations of the camp and will maintain discipline throughout the camp and to abide by the instructions issued from time to time by the officer in-charge/officials of the organizing Holiday Camp.

I am aware that the above declarations hereby submitted are true .

Signature of the employee

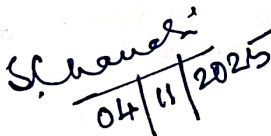
Forwarded to Secretary/CSBFC & SPO(HQ)/GRC for necessary action. The particulars mentioned above have been verified and found correct.

Signature of the Controlling Officer
Designation with stamp

Shanesh
04/11/2025

DETAILS OF THE TOUR OF KERALA - 12 DAYS

Days	PROVISIONAL PROGRAMME DETAILS	Date
1st	Journey starts by train No. 22877 at 14.45 hrs from Howrah	03.01.2026/Saturday
2nd	In Train	04.01.2026/Sunday
3rd	The train will reach Ernakulam at 03.30 hrs and check in to hotel.	05.01.2026/Monday
4th	Sight-seeing Kochi via Athirapally - back to hotel	06.01.2026/Tuesday
5th	Kochi to Munnar via Attukad Falls & Pothamendu and stay	07.01.2026/Wednesday
6th	Munnar local sightseeing cover Medupatti Dam, Tea Museum, Kundala Dam, Top Station, Eco Point, Rajamalai Park and stay	08.01.2026/Thursday
7th	Munnar to Thekkady and visit Marshal Art, Spices Garden & Kothakoli Dance	09.01.2026/Friday
8th	At morning proceed for Jungle Safari via Periyar and proceed for Alleppey and stay	10.01.2026/Saturday
9th	Alleppey to Trivandrum via Kovalam and stay	11.01.2026/Sunday
10th	Trivandrum to Kochi by visiting Padmanabhaswami Temple, sight seeing other places and start for returning journey from Ernakulam by train No. 22878 at 23.25 hrs	12.01.2026/Monday
11th	In Train	13.01.2026/Tuesday
12th	The Train will arrive at Howrah at 14.00 hrs and tour Ends.	14.01.2026/Wednesday
.....Tour ends with sweet memories.....		


 04/11/2025
 (Susanta Chaudhuri)
 Secretary/CSBFC & SPO(HQ)
 for Pr.Chief Personnel Officer