

ANNEXURE

INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online -www.srhqpb.in

The detailed notification can also be accessed in the official website www.sr.indianrailways.gov.in under News & Updates - Personnel Branch Information - SRHQPB Website.

Instructions to Retired employees

- (i) The willing retired staff will have to click on the link. The link will lead to the application format in which the retired staff need to fill up the required particulars.
- (ii) The application format has to be filled up carefully and after the retired staff is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the retired staff will not be able to make any change in the application.
- (iii) After registration, a unique application number will be allotted to the retired staff and they should download and take a print of the filled in application from the portal in PDF format.
- (iv) In the print out, latest photograph of the staff should be affixed in the space provided and his/her signature should be affixed in the space provided.
- (v) **The application completed in all respect viz., self attested copies of PPO, Service Certificate, Last Pay Slip, Savings account passbook, last 5 years APARs etc., in PDF format should be scanned and uploaded in the portal.**
- (vi) Retired staff can thereafter login either by using the 11-digit IPAS number or “Application Number and Date of Birth” for uploading above scanned copies by using the “Upload the application” option in the portal.
- (vii) Retired staff can also download acknowledgement for the submission of his/her application. The retired staff may use the unique application number to check the status of his application/instructions later on.
- (viii) For any assistance required with regard to the above, Smt Bhagyalakshmi Selvakumar, Ch.S&WI/HQ may be contacted in 9003160629 during office hours only.

J JARNA Digitally signed by J
JARNA SINGER
SINGER Date: 2025.07.08
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for PCPO/SR