The Men Employees selected for the above camp will have to avail their own leave. All the campers including staff representatives, camp officials and camp officer have to pay an amount of Rs.10,240/- i.e. 47% of the total cost which is amounting to (Rs.22,000/- approx.). Amount once paid is not refundable under any circumstances. The controlling officers are advised to sanction leave to an employee when selected for the camp. Selected employees have to avail their own pass to reach Chennai before the camp and back to their working station after the camp.

4. The employees who are willing to attend the men's camp should submit their application in the prescribed format as available in the web portal <a href="www.srhqpb.in">www.srhqpb.in</a>.

### 5. The guideline to fill up the application are as follows:

- a. The notification calling for application from the eligible candidates will be uploaded in the web portal www.srhqpb.in. duly indicating the opening date 12.02.2024 and closing date 01.03.2024 for applying. The link for the web portal is available under the link Personnel Department section of the Southern Railway internet website and also in Railnet website of Southern Railway.
- b. The detailed instructions for applying 'on line' will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to a application format in which the candidate needs to fill up the required particulars.
- c. The application has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, the same should be downloaded from the portal in PDF format and a printout of the same should be taken.
- d. In the printout, the photograph of the employee should be affixed in the space provided and after affixing the photograph, the employee should get the forwarding by the controlling supervisor/official, in the space provided in the application
- e. The completed application along with the declaration (Annexure-I, if employee is suffering from Chronic Diseases), duly approved for forwarding by the controlling supervisor/official should be scanned and uploaded in the portal in PDF format by the employee before 01.03.2024.
- f. Once the scanned PDF is submitted, the employee has to click on the "SUBMIT" button and submit the application.
- g. Once the scanned copy of the application is submitted, the employee will not be able to make any changes in the application already submitted.
- h. Applications which are incomplete should not be forwarded.
- i. Men Employee who have attended any earlier Men's Camp in the preceding five years are not eligible, a declaration may be obtained in this regard and checked for veracity at your end..

The portal to upload the applications will be closed at 23.59 hrs. on 01.03.2024 and no further correspondence in this connection will be entertained. If notified number of applications are not received from any Unit, the slot will be utilized for other unit

Wide publicity may be given to all the Men Employee's working under your control.

# (Declaration for Employees suffering from Chronic Diseases)

l(Name),	
(PF No.), working as	
the Office/Station of the	
that, I am taking treatment/medicine for the following	
of years to be specified).	
1. Hypertension (BP)	
2. Diabetes (Sugar)	
3. Thyroid	
4. Ischemic heart Disease (Heart Problem)	
5. Epilepsy	
6. Others (Specify)	••••
I am willing to attend men's Holiday Camp at my ow also undertake to bear all the medical expenses condition, in case on any emergency.	n risk and responsibility arising out of my health
Date	Signature of the employee

### Guidelines for the employees to fill up the online application

- The link for the web portal is available under the link Personnel Department section of the Southern Railway internet website and also in Railnet website of Southern Railway.
- 2. The detailed instructions for applying 'on line' is also available in the web portal.

### Steps for filling on line Application form

i. Employees has to Click on "Apply here" for 'Registering' their application online.

Welfare Notifications

S.No.	Subject	Opening Date	Closing Date	Instructions to Applicants	Registration	Upload signed and forwarded by Officer	Check Application Status
1	CSBF-Merr Employee's Camp - 2021-2022 at Andaman Micober Island	21/09/2022	30/00/2022	Download	Авруу Ноге	Click Here	Click Hare

ii. Basic Details:

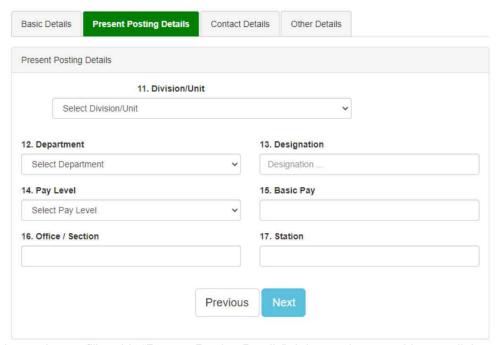
### Application form for Mens Camp

1. IPAS Employee No. (11-digit)	2. HRMS ID
3. Name of the Employee	4. Father Name
5. Date of Birth	6. Date of Appointment
dd-mm-yyyy	dd-mm-yyyy ഈ
7. Date of Retirement	8. Gender
dd-mm-yyyy	Male
9. AADHAAR No (To be uploaded with Application)	10. Blood Group
	Select Blood Group

Employees has to fill up his "Basic Details" in this. It is mandatory and hence all the columns are needs to be filled. On filling up the details press "Next". A popup window will display the details as entered by the employee. Click on close to proceed to next tab - "Present Posting Details"

#### iii. Present Posting Details:

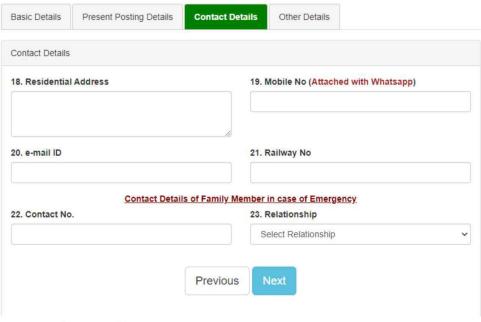
### Application form for Mens Camp



Employees has to fill up his "Present Posting Details". It is mandatory and hence all the columns are needs to be filled. On filling up the Present Posting details press "Next". A pop-up window will display the details as entered by the employee. Click on close to proceed to next tab - "Contact Details"

#### iv. Contact Details:

# Application form for Mens Camp

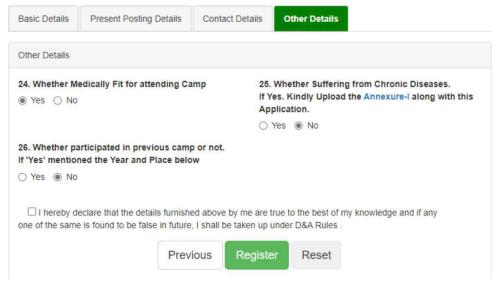


Employees has to fill up his "Contact Details". It is mandatory and hence all the columns are needs to be filled. On filling up the Contact details press "Next". A pop-up window

will display the details as entered by the employee. Click on close to proceed to next tab - "Other Details"

#### v. Other Details:

## Application form for Mens Camp



Employees has to fill up his "Other Details". It is mandatory and hence all the columns are needs to be filled. In case if the employee select "Yes" for "25. Whether Suffering from Chronic Diseases." Then he has to download the "Annexure-I" by pressing the "Annexure-I" link or from the "Instructions to applicants" which has to filled and signed by the employee. The same is required to be uploaded along with this Application.

In case if employee selects "Yes" for 26. Whether participated in previous camp or not. If 'Yes' then "27. Year of Camp", and "28. Place of Camp Previously Participated" has to be filled.

# Application form for Mens Camp

24. Whether Mo	edically Fit for attending Ca	25. Whether Suffering from Chronic Diseases.  If Yes. Kindly Upload the Annexure-I along with this Application.
		○ Yes ● No
If 'Yes' mention  Yes \( \) No	articipated in previous camp ned the Year and Place belo	
If 'Yes' mention	ned the Year and Place belo	28. Place of Camp Previously Participated
If 'Yes' mention  Yes \( \) No	ned the Year and Place belo	

Employees has to check the declaration option and pressing "Register" button, will proceed to "Click here to download Application" Screen



Your application for Men's Holiday Camp 2022 is successfully registered and your Application Number is "CM22001xxxxx".

The application has to be downloaded from the portal either by "Click here to download Application" Screen after pressing "Register" button

Ωr

by selecting "View application" menu on the left



A printout of the same should be taken.

- 4. In the "Printed Application" after signing, paste the Passport size photograph in the space provided duly attested by the "Supervisor".
- 5. Please get the application forwarded by the Supervisor & Controlling official, in the space provided in the application.
- 6. The status of the application can be viewed any time by clicking on the click here option under "Check Application Status"



On pressing the same you will be prompted to enter "Application No: & DOB" or "IPAS No: & DOB" combination to log in.



Once you enter the required details you will be allowed to login to verify the status of your application.



- 8. Then the completed application along with the :
  - i. Self-attested copy of Aadhaar and
  - ii. Annexure-I, if employee is suffering from Chronic Diseases

should be scanned and uploaded by in the portal in PDF format as a single file by the employee before 30.09.2022, by selecting "Uploading of Application" menu option on the left.



Please click on the "Choose File" button and in the popup window, select the scanned PDF file (Application + Aadhaar + Annexure (If applicable)). Then fill up the remarks field and press "Submit" button.

 Once the application is submitted, the status of the application is changed from "Application Registered" to "Submitted with Forwarding of Supervisor". This can be seen from the employee "Dashboard" itself.



- 10. Willing employees should follow the Guidelines and must ensure that all the particulars have been filled up completely and correctly.
- 11. The portal to upload the applications by the employees will be closed at 17.00 hrs. on 30.09.2022 and no further correspondence in this connection will be entertained.
- 12. The employees selected for this camp will have to avail their own leave. Own Pass for reaching Chennai and back and incur 40% of the total cost (Rs. 52,609/- approx.) which is amounting to Rs. 21,000/-

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