SOUTHERN RAILWAY

No.P(W)641/HQSBF/MEC/2024

Headquarters Office Personnel Branch Chennai – 600 003 Dated: 21.05.24

All Concerned (under HQSBF unit)

Sub: HQSBF – Men Employees' Holiday Camp –2023- 2024 at Nainital (Exclusively for Men)

It is proposed to conduct HQSBF Men Employees' Camp tentatively from 09.06.2024 to 18.06.2024 at Nainital

Eligilibity: i. Men employees working in Level -1 to Level -7
(Preference may be given to the staff in lower Level)

ii. Employees who are about to reitre will be given preference.

Men employee who have attended any earlier Men"s Camp in the preceding five years are not eligible.

The Men employees selected for the above Camp will have to avail their own leave and take one set of Privilege Pass for their journey. Boarding & Lodging facilities for the campers will be arranged by the Administration.

An amount of Rs.7,500/- approx. is fixed as Camp fee and the selected Men employees should pay the amount in advance in cash office. Date for payment will be advised in the due course to the selected employees.

Only "Online application"s are invited from the men employees of Headquarters.

The 'Online' applications will be available in the web portal <u>sr.hqpb.in</u> duly indicating the opening date 22.05.2024 and closing date 31.05.2024 for applying. The link for the portal is available in the internet website of Southern Railway only. No further extension of date will be given.

This issues with the approval of Chairman /HQSBF

(ROJA MURALI)

Assistant Personnel Officer/Welfare Secretary/HQSBF

Copy to: CPO/IR – for information.

Members/HOSBE Commi

Members/HQSBF Committee – for information GS/ SRMU, AISCSTREA, AIOBCREA

(Declaration for Employees suffering from Chronic Diseases)

I(Name),
(PF No.), working as
the Office/Station of thedeclare
that, I am taking treatment/medicine for the following Chronic disease(s). (No.
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 own risk and responsibility I also undertake to bear all the medical expenses arising out of my health condition, in case on any emergency.
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

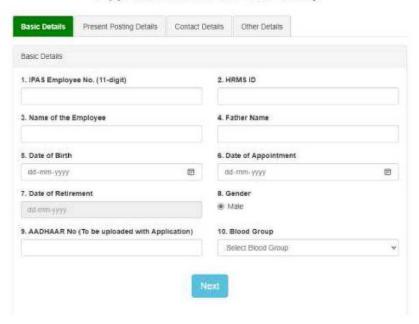
i. Employees has to Click on "Apply here" for 'Registering' their application online.

Welfare Notifications



ii. Basic Details:

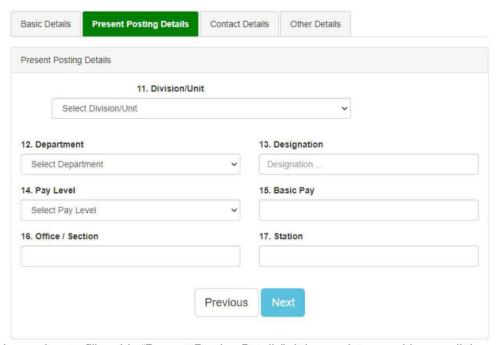
Application form for Mens Camp



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:

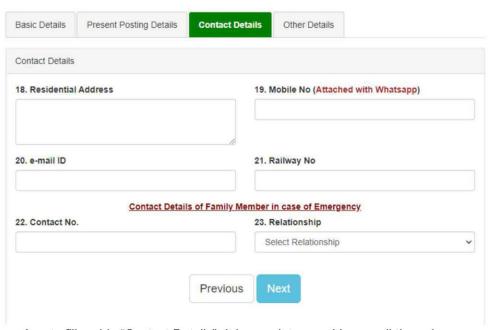
Application form for Mens Camp



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

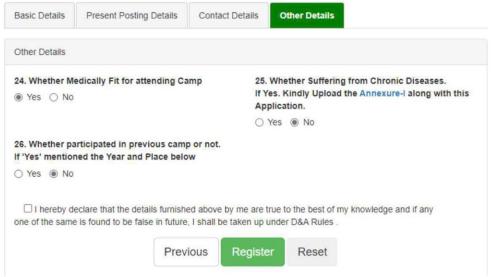


Employees has to fill up his "Contact Details". It is mandatory and hence all the columns are needs to be filled. On filling up the Contact details press "Next". A pop-up window

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

Other Details		
24. Whether Medically Fit for attending Camp (a) Yes (b) No		25. Whether Suffering from Chronic Diseases. If Yes. Kindly Upload the Annexure-I along with this Application.
		○ Yes No
If 'Yes' mention Yes \(\) No	rticipated in previous camp ned the Year and Place belo	
If 'Yes' mention	ned the Year and Place belo	28. Place of Camp Previously Participated

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

Or

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.