

26/10/17

Northern Railway

21 study (A) put up (247) No 39
22/10/17

(87)

Head Quarter Office
Baroda House
New Delhi

Confidential

No. VIG/PC/2015/01/0158/NG/DLI/Engg

Chief Personal Officer,
Northern Railway, New Delhi

SPD
CPO/A
25/10/17
Ay CPO/A
On leave
6/11/17

Dated: -10-2017

Sub. : System Improvement on taking over the charge by staff while joining

Ref. : Preventive check conducted for checking the aspect of implementation of NIP & its inclusion in service record of the employee.

During vigilance check on the aspect of implementation of NIP & its inclusion in service record of the employee it has been noticed that the NIP was imposed by DA. However the penalty was not recorded in the service record of the concerned employee.

On scrutiny of the service record it has been found that the charged employee not only got regular increments but also got upgraded under MACP scheme due to non-recording of the NIP in the service record, even though he was under punishment.

Firstly the OS in charge of this work did not get the penalty recorded in the service book. Further, the new incumbent to the post of OS/clerk also did not take stock of the position of files under his charge to take appropriate action wherever required.

(A) A system improvement is suggested that while handing/ taking over the charge of establishment matter it should be ensured by such officials that all D&AR cases pending in the unit are properly handed over along with details of balance processing of cases. This will leave no room for ambiguity with regard to the pending D&AR proceedings against the employees.

(13/11/17)
(RAHUL SRIVASTAVA)
Dy.CVO/Engg

ROD
9/11/2017

पं० सं० 52-E/O/26/xv/E(D&A)/ 2017

दिनांक -11-2017

1. DRM/NR/DLI,FZR,LKO,MB &UMB.
2. CAO/C/K/Gate/DLI, CAO/C/USBRI/Satyam Complex, Trikuta Ngr/JAT.
3. CWM/CB-LKO,JUDW,AMV-LKO,ASR,Sig-Shop/GZB.
4. Dy CMM/SSB,AMV-LKO &JUDW.
5. Chief Manager (Plg & Sty) P. Bagh, Delhi.
6. Genl Secy/NRMU/12, Chelmsford Road/N.Delhi.
7. Genl Secy/URMU/166/,2 P.K.Road/NDLS.
8. Genl Secy/AIOBC,Rly. Emp. Asso, 171-A-3, Basant Lane/N..Delhi.
9. Genl Secy/AISC/ST,,Rly. Emp. Asso, White House, NDCR Complex, S.E. Road/N..Delhi.
10. Genl Secy/NRPOA Room No. 301, /HQ/Baroda House, New Delhi.
11. SPO/IT/HQ for uplod in web site.

Sub:- System Improvement on taking over the charge by staff while joining.

Dy CVO/Engg./HQ's letter No. VIG/PC/2015/01/0158/NG/DLI/Engg. Dated 25-10-2017 (S.W-85) is sent herewith for information to all concerned.

In this regard, it has been reiterated from time to time that the punishment awarded to the staff should be recorded in their Service Records, as per instructions issued under PS.No. 5702,-circular No. 52-E/O/26-E(D&A) dated 17-08-1972. The same may be therefore be circulated to all concerned again for compliance.

कृपया इस पत्र की पावती अवश्य भेजे 1

संलग्न/ यथोक्त

247.
सीमा
14/11/17
(सीमा वी वर्मा)
कृते महाप्रबंधक/ कार्मिक

प्रतिनिधि:-AGM, SDGM, CCM/Ctg.,COM, CSO, COS, CSTE, CME, Mukhya Raj
Bnash: Adhikari, CMD, CEE, CSTE/C, Dy CPO/HQ, Pr. CE, Dy CPO/G.