



Office of the
GENERAL MANAGER (P),
North Eastern Railway,
GORAKHPUR 273 012.

No.E/302/MPP/Action Plan/Pt.VIII(IV),

Dated : 07.11.2013

All Personnel Officers in the HQ
All Sr.DPOs in the Divisions
All Personnel Officers in the Workshops &
Extra Divisional Units

Sub: Standard time frame for dealing with various activities by Personnel Deptt.

It is seen that there is a lot of delay in dealing with the cases in the Personnel Department because scheduled time frames have not been fixed for different activities. With a view to standardize the time frame of various activities being dealt with by Personnel Department, the following parameters are hereby laid down for compliance with immediate effect by all officers and staff of Personnel Department for the activities mentioned herein :

Activity	Working days			
	Total Time required	Dealing Hand	Supervisor	Officer
• <u>Filling up of posts</u>				
a) Selection				
❖ Assessment of vacancies when due	15 days	09 days	03 days	03 days
❖ Demand of seniority/inter-se seniority from concerned section from the date of assessment	03 days	01 day	01 day	01 day
❖ Issuance of seniority/Inter-se seniority list to the concerned section from the date of request of the section.	07 days	04 days	02 days	01 days
❖ Issuance of Notification (after receiving Seniority of staff)	12 days	07 days	02 days	03 days
❖ Issue of eligibility list from the date of receipt of willingness/unwillingness.	07 days	05 days	01 day	01 day
❖ Representation disposed from the date of receipt.	30 days	25 days	03 days	02 days
❖ Time for evaluation of answer sheets from the date of written examination.	30 days	NA	NA	30 days
❖ Issuance of result of written exam from the date of receipt of evaluated answer sheets	02 days	01 days	Same day	01 day
❖ Issuance of panel from the date of receipt of approval	02 days	01 day	Same day	01 day
❖ Issuance of posting orders (In consultation with cadre controlling officer)	05 days	01 day	Same day	04 days
b) Promotion/Suitability/MACPS:				
❖ Assessment of vacancies when due	09 days	05 days	01 day	03 days
❖ Initiation of DPC (After obtaining vigilance clearance and APARs)	07 days	04 days	01 day	01 day
❖ Declaration of Panel on receipt of approval	02 days	01 day	Same day	01 day
❖ Issuance of posting orders (In consultation with cadre controlling officer)	05 days.	01 day	03 days	01 day
• <u>Sanction of Leave (except Study and Ex-india leave)</u>				
❖ Put up for sanction on receipt of request	03 days	01 day	Same day	02 days

<ul style="list-style-type: none"> • <u>Leave Encashment</u> <ul style="list-style-type: none"> ❖ To put up for sanction on receipt of request. ❖ If sanction of leave encashment received upto 15th of the month, the payment shall be arranged along with the regular salary of the month of receipt 	03 days	01 day	01 day	01 day
	As per schedule of salary bill			
<ul style="list-style-type: none"> • <u>PF withdrawals/advances</u> <ul style="list-style-type: none"> ❖ The request shall be put up from date of receipt. (Payment to be arranged after coordination with finance-time limit 10 days) 	03 days	01 day	01 day	01 day
<ul style="list-style-type: none"> • <u>Issuance of NOC</u> <ul style="list-style-type: none"> ❖ Letter for vigilance clearance on receipt of request ❖ Put up to Competent Authority on receipt of Vigilance Clearance ❖ Issuance of orders on receipt of CA's orders (if case is submitted with full details/facts) 	02 days	01 day	Same day	01 day
	07 days	04 days	02 days	01 day
	01 days	01 day	Same day	Same day
<ul style="list-style-type: none"> • <u>Noting transactions under Service Conduct Rules</u> <ul style="list-style-type: none"> ❖ Put up to Competent Authority for noting the transactions on receipt of request. ❖ Letter to concerned officers on receipt of CA's orders. 	07 days	04 days	02 days	01 day
	03 days	02 days	Same day	01 day
<ul style="list-style-type: none"> • <u>RTI cases</u> 	As stipulated under RTI Act			
<ul style="list-style-type: none"> • <u>Settlement</u> <ul style="list-style-type: none"> ❖ Retirement(Superannuation(On the last day of the month of superannuation) /Voluntary Retirement/ Death case)# ❖ Dismissal/removal/resignation #Including finance vetting 	3 months	2 months	15 days	15 days
	2 months	1 months	15 days	15 days
<ul style="list-style-type: none"> • <u>Passes</u> <ul style="list-style-type: none"> ❖ Retired/Working employees (Employees from field unit seeking pass-time limit 3 days) ❖ Freedom fighter/Gallantry Award winners/ Special Passes (if submitted with complete detail/fact) 	Same day	Same day	Same day	NA
	07 days	04 days	02 days	01 days
<ul style="list-style-type: none"> • <u>Disposal of references from the date of receipt</u> 	10 days	06 days	02 days	02 days
<ul style="list-style-type: none"> • <u>Compassionate Ground Appointments</u> 	60 days	10 days	10 days	10 days

1. The dealing staff/supervisor/officer at input level on exceeding the stipulated time limit for action as per standard time frame will have to record reasons for such delay on the file itself.
2. Wherever any time limit have been laid down for completion of any of the activity as per extant instructions, they will continue in force.
3. For activities not mentioned in this letter, the standards of desired efficiency should be adhered to, for eg : no case should be pending with any person for more than 2 to 3 days.
4. Every letter where reply is due should be finalized and replied within 30 days, failing which interim reply should be sent before the expiry of 30 days. The interim reply should contain the time frame of finalizing of that particular issue.
5. In cases where any subordinate staff is found not to be adhering the time schedule, he/she will have to be initially counseled by the next higher authority, failing which that authority will be taken up. On repetition of lapses, DAR and Administration actions will follow.