

Personnel Department

S. No.	Dos and Don'ts in PERSONNEL FRONT
1	Avoid writing with pencil in roster register.
2	Selection Procedure should be spelt clearly in the notification.
3	Clear Instructions to Paper Setting & Evaluating Officer to be given and ensure to adhere strictly.
4	DAR/Vigilance clearance to be obtained before finalization of the panel and subsequently while issuing office order especially when promotion order is issued against anticipated vacancies at later date.
5	All relevant instructions should be conveyed to the candidates including about negative marking and multiple bubbling.
6	Invigilators to ensure candidates having proper relieving letter with Railways ID having photograph and specimen signature while attending for the selection examination.
7	Immediately after the appointment verification of caste certificate should be undertaken as community of such candidates are considered provisionally, strictly it should be adhered. Of late complaints are coming almost at the fag end of service of an employee upon caste certificate.
8	Ensure genuineness of all the relevant documents submitted by the dependant family member for CG appointment. Verification of educational certificates to be ensured before appointment.
9	Ensure relationship of ward with ex. Railway employee in case of CG so as to avoid any impersonation.
10	Irregular brought forward of leave balance, authentication of leave balance to be followed.
11	Proper accountal of CCL to be pasted in SR & signed by the officer.
12	Non-recording of punishment entries in the SR, resulting in granting promotions while undergoing penalty.
13	Ensure verification of relevant certificate, i.e., Sports, Scouts & Guides, Cultural etc., on which the recruitment was made before appointment. Relevant service Bond also to be ensured wherever applicable.
14	Ensure no railway servant shall indulge in any demoralizing activity in the premises of work place with a woman employee
15	Un authorized occupation/Sub-letting of railway quarters to be avoided.

16	The sources declared by the officers/Staff in acquiring immovable/Movable property evidences.
17	The noting of transactions is required not only at the time of acquisition but also at the time of disposal. Violation attracts D&A procedure.
18	The DAR clearance as on the crucial date of consideration of MACP to be obtained. SR & Leave record should be verified before granting MACP.