

Most Urgent

Western Railway

Office of the
Principal Chief Security Commissioner/RPF
Churchgate, Mumbai – 400 020.

No. SFE 90/3/1 (Review)

Date: 26.07.2019

Sr.DSCs/DSCs – BCT/BRC/ADI/RTM/RJT/BVP & SC(T)BL
ASC – Res.MX

Sub:- Strengthening of administration – premature retirement of Railway
Servants- periodical review under Rule 1802(a)1803(b)1804 (a)-
R-II 1987.

In terms of Railway Board's letter No. E(P&A) I-2015/RT-38 dt. 10-12/11/2015
(RBE No. 143/2015), periodical review of staff who will be attaining the age of 55 years
or will be completing 30 years of service qualifying for pension, is to be done.

Therefore, therefore requested to furnish the service records of staff in the enclosed
proforma, who will be attaining the age of 55 years or will be completing 30 years of
service qualifying for pension, whichever occurs earlier, in the 1st quarter of the year
2020 i.e. from January to March'2020.

The above information shall be submitted to this office by 9.08.2019 positively.

(S. Rahamatulla)
Staff Officer to PCSC

Encl: as above

PROFORMA FOR REVIEW OF SERVICE OF Gr. "C" & "D" STAFF FOR
RETENTION OR OTHERWISE IN SERVICE BEYOND 55 YEARS OF
AGE /30 YEARS OF QUALIFYING SERVICE.

BIO-DATA

OFFICE:

FILE NO:-

DATE FORWARDED –

1	Name			
2	Date of birth			
3	Date of Appointment in service			
4	Date of completion of 55 years of age			
5	Date of completion of 30 years service (in case of P.F. optee)			
6	Date of completion of 30 years qualifying service (in case of pension optee)			
7	Break in service caused, if any			
8	Present Designation			
9	Present Grade Rs.			
10	Station now employed			
11	Details of posts held during last 05 years	Designation	From	To
12	P.F./Pension optee			
13	Designation of appointing authority			

II ASSESMENT

PERFORMANCE REPORT OF THE CONTROLLING OFFICER ON THE BASIS OF LAST FIVE YEARS SERVICE

(To be recorded by an officer not lower than a Senior Scale Officer)

14) *	(a) Is he/she physically and mentally fit to discharge duties effectively if continued in service ?	Yes	NO	
	(b) His/her attendance	Good	Poor	
	(c) His/her punctuality	Good	Poor	
	(d) Does he/she deal with correspondence promptly ?	Yes	NO	
	(e) Does he/ she takes decisions?	Yes	NO	
	f) Are his/her inspections sound and fruitful?	Yes	NO	
	(g) Is he/she cost conscious ?	Yes	NO	
	(h) Can he/ she maintain discipline amongst subordinates?	Yes	NO	

Signature _____

Name -

Designation -

*This should be reflected by particulars recorded in column No. 18.

III RECORD OF SERVICE DURING HIS ENTIRE CAREER

15	Appreciation of good work done if any						11
16	Particular of penalties imposed, if any with reasons						
	Nature of penalty imposed	No. of times imposed	Reasons				
	Minor Charge sheet						
17	REMARKS RECORDED IN THE CONFIDENTIAL REPORT DURING THE LAST 5 YEARS , IF MAINTAINED (CRs IN ORIGINAL SHOULD BE ENCLOSED)						
	Year	2014-15	2015-16	2016-17	2017-18	2018-19	
	Year						
	A) Classification						
	B) Remarks about integrity						
	c) Adverse remarks, if any	-	-	-	-	-	-
	D) Whether adverse remarks were communicated to employee	-	-	-	-	-	-
18	ATTENDANCE PARTICULARS FOR PREVIOUS FIVE YEARS.						
	Year	2014-15	2015-16	2016-17	2017-18	2018-19	
	1 Sick Leave						
	i) Full pay						
	ii) Half pay					-	
	2 Leave Not Due	-	-	-	-	-	
	3 Leave Without Pay	-	-	-	-	-	
19	PARTICULARS OF DAR/SPE/ VIGILANCE CASES PENDING, IF ANY			-			
20	SPEAKING ORDERS OF THE REVIEW COMMITTEE						
	File No : SFE90/3/1 (Review)						
	Signature :						
	Name :						
	Designation :						
	Date :						
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> (Chairman) (Member) </div>							