Final Reminder

No.2025/O&M/21/1 **Date: 24.09.2025**

Sub: Re-assessment and Re-fixation of Staff strength in various branches of Board's Office.

In continuation of the earlier communication dt. 02.06.2025 regarding the re-assessment and re-fixation of staff strength in various branches of the Board's Office, it is reiterated that, subsequent to Cadre-restructuring and creation of new Branches/Cells over the past years, an exercise is being undertaken for re-assessment and re-fixation of strength of Officers/staff of RBSS & RBSCS Cadre including proposal for merger/closing of few Cells/Branches for optimum utilization of Officers/Staff.

2. In this regard, a consolidated report is to be prepared to carry out the said exercise based on information furnished by various branches. Information, in this regard, has not yet been received from all the branches/cells. Accordingly, information as per **Annexure-I** may be furnished to O&M unit by **30.09.2025,** with the approval of Concerned ED/JS/Director. The Branches/Cells failing to furnish the requested information by the cut-off date shall be deemed to have submitted a NIL reply.

(T. Srinivas)
Joint Secretary/Railway Board

All Officers and Branches in Board's Office, COFMOW Building and at Dayabasti, New Delhi

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EDPG/MR, EDPG/MoSR(R), JDPG MoSR(S)

Annexure-I

1.	Name of Branch/Cell:
2.	Name of Directorate:
3.	Controlling JS/ED/Director:
4.	Brief nature of work being handled by the branch/cell:
5.	Current staff strength {including contractual & Ex-Cadre Staff)}:
6.	Sanctioned staff strength (as per O.O. No. 81 of 2017):
7.	Number of Receipts handled from 01/01/2024 to 30/04/2025 with breakup of RTI cases, Parliament questions, MPs/VIPs references, Court Cases and other routine/policy cases:
8.	In case of Policy issues, number of times the policy has been reviewed/modified since 2024. In case of Associate finance etc the number of cases referred to them since January 2024:
9.	Details of Distribution of workload amongst existing staff upto DD level in Table form:
10.	Details of channel of submission being followed for cases being handled by the branch/cell:
11.	Organization Chart of the branch upto SAG level (or Director level if no post of SAG exists) duly indicating the hierarchical/reporting relationship for submission of cases:
12.	Any exercise done recently for merger of sections etc.:
13.	Details of similar nature of work allocated to the branch and also being handled by other existing or newly created branch/cell:
14.	Brief reason (maximum five points) as to why the branch/cell be not merged with other existing branch/cell of the Directorate. (Reasons for separate independent existence):
15.	Whether Subject list updating request has been sent, following O&M' Note dt. 03.01.2025 and reminder dt. 26.03.2025 (Y/N):
16.	Remarks/ requests, if any;

(Information may also be provided in soft copy through email to **neenakandpal.rb@gov.in**)

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Reminder

No.2025/O&M/21/1 **Date: 02.06.2025**

Subject: Re-assessment of Branches and Re-fixation of Staff Strength in Board's Office.

In continuation of the earlier communication dt. **02.05.2025** regarding the re-assessment and re-fixation of staff strength in various branches of the Board's Office, it is reiterated that, subsequent to cadre restructuring and the creation of new branches/cells, a comprehensive exercise is being undertaken for optimal utilization of officers and staff of RBSS & RBSCS Cadre. This includes the possibility of merger/closure of certain cells/branches.

2. A consolidated report is to be prepared, and it is imperative that the requisite information as per **Annexure-I** is furnished to the O&M unit, duly approved by the concerned ED/JS/Director, in respect of each branch/cell under your control. **The last date for submission of the required information is 16.06.2025.**

3. Branches/Cells are also requested to update their subject lists at the earliest, with reference to the O&M Note dated 03.01.2025 and reminder dated 26.03.2025. Please note that this exercise is strictly for the optimal utilization of the current staff strength of RBSS and RBSCS, and not for the creation of new posts.

(T. Srinivas)
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No.2025/O&M/21/1 **Date:02.05.2025**

Sub: Re-assessment and Re-fixation of Staff strength in various branches of Board's Office.

Subsequent to Cadre-restructuring and creation of new Branches/Cells over the past years, an exercise is being undertaken for re-assessment and re-fixation of strength of Officers/staff of RBSS & RBSCS Cadre including proposal for merger/closing of few Cells/Branches for optimum utilization of Officers/Staff.

2. A consolidated report is to be prepared for Re-assessment and Re-fixation of Staff strength in various branches of Board's Office. No request for extension of timeline for consultation/submission of information would be entertained and based on the available information; a committee would make necessary recommendation.

3. Accordingly, information as per **Annexure-I** may be furnished to O&M unit in respect of each branch/cell working under your control without fail by **31.05.2025,** with the approval of Concerned ED/JS/Director.

4. Branches/Cells are also requested to make effort for updating their subject list as early as possible w.r.t. O&M Note dt. 03.01.2025 and reminder dt. 26.03.2025. Further, it is also to be kept in mind that this exercise is for optimal utilisation of current staff strength of RBSS and RBSCS, and not for new post creation.

(T. Srinivas)
Joint Secretary/Railway Board

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