



दक्षिण पूर्व मध्य रेलवे
SOUTH EAST CENTRAL RAILWAY
बिलासपुर Bilaspur-495 004 (C.G.)



कार्यालय प्रधान मुख्य कर्मिक अधिकारी
OFFICE OF THE PRINCIPAL CHIEF PERSONNEL OFFICER

Ph. : (075) 64500 (O)

Fax : (07752) 414471

No: P-HQ/COVID-19/8838

Dated: 18.03.2020

PHOD/CHODs
CAO (Con)
DRMs
CWMs
South East Central Railway
BILASPUR/RAIPUR/NAGPUR

Sub: Self declaration by employees of SECR

All serving employees under your control may be advised to submit their self declaration by 21.03.2020 in the attached format. Declarations received from the employees may be scrutinized and their answer to question No. B (1) is affirmative, the declaration be sent to concerned Chief Medical Superintendent without any delay under intimation to DGM(G), who is the Secretary of the SAG Committee constituted for quick dissemination of information on Covid-19.

All concerned may also be advised that furnishing of wrong/incorrect information will be taken up under relevant service rules/criminal law.

The summarized position containing number of employees on rolls, employees submitted self declaration, declarations sent to CMS, etc. be furnished to this office by 23.03.2020.

DA: One as above

Sukbhir Singh
(Sukbhir Singh)
Principal Chief Personnel Officer

Copy to : Secretary to GM for kind information of General Manager.

SELF DECLARATION BY EMPLOYEES OF SECR

A. Personal Information

- 1. Name of the Official :
- 2. Designation :
- 3. Department :
- 4. Place of posting :
- 5. Mobile No. :

B. Particulars of Foreign travel

- 1. Whether the employee or his family member residing with him visited any foreign country during 1.1.20 to till date :
- 2. If yes
 - a. Name :
 - b. Relationship with the employee :
 - c. Name of the country(s) visited :
 - d. Period of stay abroad with dates :
 - e. Date of reaching India :
 - f. Date of joining duty :
 - g. Whether he underwent screening at the airport :
 - h. Whether the employee is having flu like symptoms :
 - i. Whether he is taking any medication :

(Please write Yes or No, as applicable, in the above column)

Signature :

Date :