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APPLICATION FOR ALLOTMENT OF VEHICLE

All the concerned officers of different grades who have been transferred or have newly joined SECR can allot a vehicle by writing a No-Claim Declaration Note addressing PCPO with a statement that "the concerned Officer is not liable or willing to take transport allowance" as per the letter and vehicle policy of SECR dated 12.01.2015 (a copy enclosed below) and the concerned officers may thereafter, be allotted the type of vehicle as per their respective grade, which is also specified under the provisions of the type of vehicle policy dated 08.09.2022.

Encl.1. Specimen of the No-claim Declaration Note & rule of the same vide DGMG/SECR letter dated 06.02.2012 (Annexure-I).

2. Guidelines for hiring the vehicles (Annexure-II).
3. Delegation of powers for hiring and availing vehicles (Annexure-III)
4. Classification of vehicles to allotted to the Officers on different grades vide DGMG letter dated 08.09.2022 (Annexure-IV)

TO WHOMSOEVER IT MAY CONCERN

I, _____, the concerned Officer is not liable or willing to take transport allowance after my joining in the _____ Department.

SIGNATURE

APPLICATION FOR FILLING AND SUBMISSION OF BIO-DATA

The officers, who, as per their directed orders of transfer or new joining in the services shall submit their Bio-data by filling up their forms to Gazetted Section, PCPO, Office, SECR HQ. All the credentials provided herein should be carefully filled up as the same are record in the above mentioned section for record and official purpose.

Bio-data form can be downloaded via:- C:\Users\ACER\Desktop\BIODATA.pdf.

Encl. Specimen of the BIODATA (Annexure-I).

APPLICATION FOR ATTACHMENT OF TADK

All the concerned officers of different grades who have been transferred or have newly joined SECR can allot their TADK (Bungalow Peon) by submitting a letter to Dy.CPO(GAZ)/SECR for allotting the same; annexing their transfer order and charge-report. It is also requested that those officers who have been transferred from SECR shall also relieve their allotted TADK by submission of a letter to Dy. CPO(GAZ)/SECR as per the policy and norms in favor of allotment of TADK so as to avoid lapses for releasing of TADK.

Copy of the policies of TADK attachment:

APPLICATION FOR ALLOTMENT OF QUARTER

All the concerned Officers of different grades who have been transferred or have newly joined SECR can avail their respective quarters by submitting an application on the online portal of General Manager's Website **GM SECR Secretariat**. Or by simply following these steps:-

- 1. Executing Run Programme on your computer.*
- 2. Then, Opening folder of SECR HQ.*
- 3. Then, Opening folder of General Administration.*
- 4. Then, Opening folder of Secretary.*
- 5. Clicking the link of GM SECR Secretariat for application of quarter.*

Link of the GM SECR Secretariat Website: <http://10.206.2.7/gmsecretariat/>

Encl. Specimen of the website (Annexure-I).

APPLICATION FOR ENABLING SECRODS ID

All the concerned officers of different grades who have been transferred or have newly joined SECR can enable their SECROADS ID which is being used to store and secure the official and personal information of the respective officers and also for availing leaves and other permissions and submission of tour programmers. Any officer can submit their application addressing to Dy.CM (IT)/SECR along with their PF Number and annexing charge-report and the transfer order and also details of their reporting officer and balance CL/RH. It is requested that all these details may be sent by way of e-mail to Dy.CM (IT)/SECR in the official ID i.e. dy.cmit@secr.railnet.gov.in or they can Whatsapp their details to 9752475897 [Mr. Sanjay Singh, SE(IT)] for the issuance and enabling of SECROADS.

APPLICATION FOR AVAILING AND SUBMISSION OF METAL-PASS

All the concerned officers of different grades who have been transferred or have newly joined SECR may kindly issue their respective metal-pass as per their respective grade from the pass section of the Personnel Department. The officers are suggested to submit an application in favour of Principal Chief Personnel Officer, SECR, HQ with respect to issuance of metal-pass annexing their charge/joining report. It is also suggested that in the paucity of metal-pass, card passes are also issued to respective officers as per their respective grade. It is also suggested for re-submission of the metal-pass in case of transfer/retirement of the concerned officers.

Copy of the policies and rules related to metal pass:

- (1) Copy of the policy for entitlement of pass by Railway Board (RBE No.136/2022) (Annexure-I).
- (2) Copy of the duty pass entitlement rule (Annexure-II).
- (3) Copy of the privilege pass entitlement rule (Annexure-III).

INSTRUCTIONS FOR HANDLING OVER AND TAKING OVER CHARGE

In terms of Establishment Serial No. 10/2015, dated 13.05.2015 and and Official Note No.SECR/P-HQ/Dy.CPO(GAZ)/MISC/02 by Dy.CPO(GAZ)/SECR dt. 10.05.2023, all the concerned officers who are being posted to SECR zone or are already posted in the SECR Zone shall ensure that handling over/taking note is recorded by him and also, the controlling officer must kindly ensure the same.

Encl. Copy of Official Note of Dy.CPO (GAZ)/SECR, dt. 10.05.2023