

URGENT

NORTH CENTRAL RAILWAY

Headquarters Office
Personnel Department
Allahabad.

No. 797-E/MPP/W.Study/2009/E(LL)/HER/5/Vol.I

Dated 02.11.2018

Divisional Railway Manager
North Central Railway
Allahabad & Jhansi.

Sub: Review of working hours of Enquiry-cum-Reservation Clerks (ECRCs)-
Work study.

Ref: (i) Member Staff's D.O letter no. 2010/TG-I/20/P/Working Hours dated
23.10.2018.

(ii) This office letter of even no. dated 07.05.2018 & 22.06.2018.

Kindly refer to this office letter of even no. dated 07.05.2018 followed by reminder dated 22.06.2018, vide which you were requested to carry out fresh job analysis of Enquiry-cum-Reservation Clerks (ECRCs) at one PRS of your Division and send the report to this office, as the same is required by appraised to railway Board.

Target date has already been lapsed: however the desired information has not been received so far.

Now, Member Staff vide their D.O. letter dated 23.10.2018 has mentioned to carry out Job Analysis of ECRCs and instructed to send the report at the earliest.

You are, therefore, requested to kindly look into the matter personally and arrange to carry out fresh job analysis of Enquiry-cum-Reservation Clerk (ECRCs) at one PRS of your division and send the **report without further delay**, so that the same may be apprised to Railway Board accordingly.

This should be treated as urgent please.


(A.K. Srivastava)

Chief Personnel Officer/Admin
for General Manager

Copy to : Sr. DPOs ALD & JHS for kind information and N/A please.