

दक्षिणरेलवे/Southern Railway

मंडलकार्यालय /Divisional Office
कार्मिकविभाग/ Personnel Department
पालक्काड/Palakkad

सं./No. J/P 227/DAR/Genl. Corres.Vol.II

दिनांक/Date: 14-02-2023

All Branch Officers/PGT Dn.
All Supervisory Officials/PGT Dn.

विषय / Sub: Recording of Punishment entries of withholding of Passes and
PTOs- Reg.

During the preventive check conducted by the Vigilance Department regarding recording of punishment entries, discrepancies were noticed from the HRMS Pass Module that, the penalties of withholding of Passes and PTOs are not effected properly.

Therefore, it is reiterated that, as and when Penalty Advice issued by the Authorities regarding withholding of Passes and PTOs are received, it is the primary responsibility of the concerned Supervisors who are issuing Passes and PTOs to the concerned employees to make necessary entry in the **HRMS PASS MODULE** in order to effect the penalty in time. The Disciplinary Authorities are requested to implement/effect the penalty imposed on the delinquent employee through the supervisory officials concerned including making entry in the **HRMS PASS MODULE** so as to effect the penalty without any delay.

It is also advised to sent the draft Penalty Advice to Personnel Department for vetting before imposing the penalty. A copy of the penalty advice imposing the penalty of Passes and PTOs should be marked to the pass issuing authority and also ensure that the penalty is effected in the **HRMS PASS MODULE** by the concerned issuing authority and obtain the deduction details.



नाम/Name : (सिद्धार्थ के वर्मा/Sidharth K Varma)

कृते व.मंडल कार्मिक अधिकारी /Sr. Divisional Personnel Officer
पालक्काड मंडल/Palakkad Division

Copy to: Ch OS/Pass section for information and necessary action.