



## SOUTH CENTRAL RAILWAY

Headquarters Office,  
Personnel Department  
Secunderabad.

No.P[R]535/XI

Dated:05-07-2017

FA&CAO, Secy.SCRSA,  
Sr.DPOs/SC, HYB, BZA, GTL, GNT & NED  
Dy.CPO/MWS/GTPL, WPO/LGDS, TPTY  
Dy.CSTE/S&T/MFT, Dy.CMM/G&S/MFT,  
Sr.Manager/P&S/SC

### PROCEDURAL ORDER

Sub: Grant of additional increment and Out of turn Promotion  
to the Sportspersons on sports achievements.


In terms of extant instructions of Railway Board, incentives, in the form of out of turn promotion / additional increment[s], are granted to sportspersons for their outstanding sports achievements.

In order to streamline the procedure for grant of additional increment / out of turn promotion to the sports persons, the procedure indicated below may be followed for grant of incentives to the sportspersons on fulfilling the norms for incentives as per Railway Board's instructions.

Sl. No	Description	To be attended by
1	The Railway sportspersons on fulfilling the sports norms given by the Railway Board in their letter dt. 31.12.2010 [S.C.No.9/11] and modified from time to time, entitled for grant of incentives of additional increment and/or out-of-turn promotion on sports achievements is required to submit application in the proforma as at Annexure-I to The President/SCRSA through their controlling officer <b>within 20 days</b> from the date of concluding tournament. <i>If the Application is submitted/ received after 20 days, the delay will be attributed to the employee concerned.</i>	Sportsperson [employee]
2	The Sr.Sports Officer, on receipt of the application will scrutinize the same for verification of the correctness of the sports norms and after certifying the proposal forward the same to the Sr.DPO/WPO of the unit concerned <b>within 5 days</b> together with the following documents: i) The nomination of the employee to the team by the RSPB ii) The certificate of winning position given by the Sports body that conducted the tournament. iii) The certification that the sports body which conducted the tournament is recognized by the Rly Board.	Sr. Sports Officer/ SCRSA

3	The cadre officer on the Division / Unit will send a detailed proposal in the proforma as at Annexure-B to the concerned Cadre Officer in Headquarters <b>within 30 days</b> together with the concurrence of associate finance and administrative approval of CWM/DRM.	APO/WPO in the Divn/unit
4	The HQrs Cadre Officer on receipt of such proposal complete in all respects will obtain administrative approval of CPO/Admn <b>within 10 days</b> for out-of-turn promotion or sanction for additional increment and send the proposal to FA & CAO for concurrence	APO/SPO in HQrs
5	Finance concurrence of the proposal for out of turn promotion on the sportsperson-employee is to be communicated to the CPO <b>within 10 days</b> from the date of receipt of the proposal.	FA & CAO
	On receipt of finance concurrence Cadre Officer will process for sanction of CPO/GM <b>within 10 days</b> .	APO/SPO in HQrs
6	All cases requiring incentives on sports norms must be completed <b>within 90 days</b> .	

This issues with the approval of CPO.

  
(K.Ravi Kumar)  
Secy. to CPO  
For Chief Personnel Officer

To be submitted by the employee.

The General Manager,  
SCR/SC.

(Through proper channel)

Sir,

Sub: Application for grant of additional increment/Out of turn promotion on sports norms.

I hereby submit my request for grant of additional increment/out-of-turn promotion in my cadre on fulfilling the sports norms stipulated by Railway Board. The details are furnished below:

<b>I. Service details</b>				
01	Name			
02	Father's Name			
03	Present Designation			
04	Date of entry into present grade			
05	Present Pay			
	GP/Level			
06	P.F/NPS Number (as shown in the pay-slip)			
07	Whether belongs to SC/ST/UR			
08	Date of Birth			
	Appointment details			
09	(i) Date of initial appointment			
	(ii) Mode of recruitment			
	(iii) Name of the post			
	(iv) Pay scale			
10	Educational Qualifications:			
11	Details of additional increment/out-of-turn promotion earned earlier [ O.O No & Date(Post & Scale)]			
	Sl.No.	Memorandum /O.O.No.	Date	w.e.f
12	<b>Sports Achievements:</b>			
	The following are the sports achievements as per Railway Board's instructions for consideration for grant of out-of-turn promotion. [Enclose copies of sports certificates]			
	Sports Event	Authority of nomination	Period	Place secured

13	Level of representation : State/ National/Indian Railway team	
14	Authority of nomination to the team as Member of the team	
15	Details of the Sports body/Period in which tournament was conducted	
16	Position earned in the tournament (enclose certificate)	
17	I hereby declare that the above stated particulars are true and I request the administration to grant me additional increment/Out-of-turn promotion as per sports norms stipulated by the Railway Board.  I also declare that no DAR & Vig. cases is pending against me and I also declare that I am not undergoing any penalty at present.	

Encl: As above with self attestation

Date :

Signature of the employee

Forwarded to the President/SCRSA/SC for verification, recommendation and necessary  
action

Office Stamp & Date

Controlling officer of the employee

No.

Dt.

Forwarded to Sr.DPO/WPO ... for further action.

Certified that the request of the above employee has been examined as per  
Railway Board's norms for grant of additional increment /Out-of-turn promotion and on  
fulfillment of the same, is recommended for grant of additional increment/Out-of-turn  
promotion in his cadre on Sports account.

Senior Sports officer/SCRSA/SC

General Secretary/SCRSA

President/SCRSA



## SOUTH CENTRAL RAILWAY

Divn/Unit.....

No.....

Dt.

CPO/SC

Sub: Grant of additional increment/out-of-turn promotion on sports account – Case of Shri.....

Ref: SCRSA's Ir. No.....

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Sr. Sports Officer/SCRSA has forwarded the request of Shri/Smt/Kum..... for grant of additional increment/out-of-turn promotion (tick whatever is applicable) on sports account.

The request has been examined in terms of extant instructions of Board on the subject and the following proposal is submitted.

I Service Particulars of the Employee as per Service Record			
01	Name of the employee		
02	Father's Name		
03	Present Designation & Office		
04	P.F/NPS Number (as shown in the pay-slip)		
05	Date of Birth		
06	Date of Appointment & Name of the post & Pay scale of the post		
07	Mode of recruitment		
08	Date of entry into present grade		
09	Present Grade Pay/Level		
10	Present Pay		
11	Next increment due on		
12	Details of increments/Out-of-turn promotion granted earlier wherever applicable		
	Memorandum No.	Date	w.e.f

13. Cadre position:																		
13.1	Name of the cadre & Department.																	
13.2	Vacancy position in the entire cadre including higher grade vacancies.		SAN	ACT	VAC													
					PQ	DR												
					Total													
13.7	Whether the post is filled through 100% promotion																	
13.3	Educational qualification required for Direct Recruitment Quota																	
13.4	As per AVC, the employee is entitled for promotion to the post of  Please state the GP/Level of post also																	
13.5	i) If so, whether DR quota is available or not?																	
	ii) Whether the employee fulfills the EQ prescribed for the post against DR																	
13.6	If not, whether relaxation of the qualification is required																	
14	The prescribed method of adjudging suitability for such promotion:																	
15	DAR/SPE/Vig, cases, if any																	
16	Whether the employee is undergoing any penalty																	
17	<b>Sports Achievements:</b> The following are the sports achievements of the employee. <table border="1" data-bbox="386 1541 1240 1727"> <thead> <tr> <th>Sports Event</th> <th>Period</th> <th>Place secured</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>						Sports Event	Period	Place secured									
Sports Event	Period	Place secured																
18	Recommendation of President/ SCRSA																	
19	Sr.DFM's concurrence obtained on																	
20	DRM's recommendation obtained on																	

- Encl: 1. Employees' application in proforma  
 2. Copy of updated & attested Service Record  
 3. Copy of Sr.DFM's concurrence  
 4. Copy of DAR/Vig. clearance.

Signature of the APO/WPO of the Unit