



PBC No: 157/ 2024

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्य कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(G)532/XVI/CBT

दिनांक/Dated: 08.08.2024

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
 Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
 Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
 DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub: Procedure to be adopted for Selection for filling up the
 Group "B" post of Protocol Officer (Ex-Cadre) in Level-8 in
 the General Cadre/Southern Railway- reg.**

A copy of the notified letter No. P(G)532/XVI/Protocol Officer dated 24.06.2024 on the above subject is enclosed for information, guidance and necessary action.

A copy of the notified letter No. P(G)532/XVI/Protocol Officer dated 08.07.2024 prescribing the Duties of the Protocol Officer and Public Relation Officer is also enclosed for information, guidance and necessary action.

Railway Board's letter dated 29.03.2022 referred therein has been issued as PBC No. 56/2022.

Encl. 06 pages


 (Shikha Lal)

Deputy Chief Personnel Officer / Gaz
 For Principal Chief Personnel Officer

Copy to: The General Secretary/SRMU
 The General Secretary/AISCTREA
 The General Secretary/AIOBCREA
 The General Secretary/NFIR
 IT Section/PB/HQ - to upload in the SR website.



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai – 600003.

No: P(G)532/XVI/Protocol Officer

Dated 24.06.2024

DGM Co-ordination & Secretary to GM for kind information of GM,
PS-I to AGM for kind information of AGM
SDGM & CVO, DGM/G, ADGM
PFA, PCOM, PCCM, PCME, PCEE, PCE
PCSTE, PCMD, PCSC, PCSO, PCMM/PER, CSTE/Proj./MAS, CPRO
CAO/CN/MS, CAO/CN/ERS, CPM/RE/MS, CE/MTP/R/MS, CSTE/CN/MAS
DRM/MAS, PGT, TPJ, MDU, TVC, SA
DRM/P/MAS, PGT, TPJ, MDU, TVC, SA
CWMS/GOC, LW/PER, CW/PER, S&T/PTJ
CEWE/PER, MD/RH/PER, Dy.CMM/GOC, GSD/PER, MSD/PER, S&AO/MMC,
Principal/MDZTI/TPJ, MDDTI/PTJ, Dy.CE/EWS/AJJ
Dy. GM/Rajbhasha/HQ, Sr.MPS/RPM, SMM/SSD/PTJ, LO/HQ
Dy.CPO/C&LW, SPO/CN & RE/MS, WPO/GOC
APO/TM/RPM, EWS/AJJ, APO/CW&LW/PER, S&T/PTJ
APO/Stores/PER, EWS/AJJ, Electrical Workshop/PER
Additional Registrar/RCT/MAS, ERS, Chairman/RRB/MAS, TVC,
Chairman/RRC/S. Rly, No.5, Dr.P.V.Cherien Crescent Road, Chennai-105.
The General Manager/ RITES, Anna Salai, Chennai-600 006.
Managing Director /IRCON, No.13, PalikaBhavan, R.K. Puram, New Delhi – 66.
Director/IRCTC, 6-A, The Rain Tree Place, No.9, Mac Nicholas Road, Chennai
The Managing Director, KRCL and CRIS.

Sub:- Selection for filling up the Group 'B' post of Protocol Officer
(Ex-Cadre) in Level-8 in the General Cadre/Southern Railway.

Ref:- 1) Board's letter No.E(GP)2007/2/50 dt.29.03.2022 (RBE
No.36/22) circulated as PBC No.56/22 dt.04.04.2022.

2) This office letter of even No.dt.21.03.2024 and 23.05.2024

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Further to the instructions issued vide the PBC No.56/2022 and this Office letter dt. 21.03.2024 and 23.05.2024 under Ref.1 & 2 cited above, the General Manager has approved the following procedure regarding the awarding of marks, Medical Examination, and empanelment to be adopted for Selection for filling up the Group 'B' post of Protocol Officer (Ex-Cadre) in Level-8 in the General Cadre/Southern Railway.

[Handwritten signature]

(1) **Awarding of Marks:** Awarding of marks will be done by the DPC with **75%** weightage for Professional Knowledge of Protocol or Public Relations related duties as per the duty list, etc., General Knowledge, Knowledge of Official Language Policy and Rules, Establishment and Financial Rules, as assessed during the viva voce and **25%** weightage for APARs. Accordingly, the distribution of marks will be as follows:

Selection process	Marks	Max.Marks	Qualifying Marks
(1) Viva Voce			
(a) Technical Professional Knowledge of Protocol or Public Relations related duties as per the duty list, etc., as assessed during the viva-voce.	80	150	90
(b) General Knowledge & Official language Policy & Rules- as assessed during the viva-voce.	40		
(c) Establishment & Financial Rules- as assessed during the viva-voce.	30		
(2) Record of Service – APARs.	50	50	at least 30 marks in the Record of Service

An employee needs to secure 120 marks i.e. 60% or more in aggregate for empanelment.

(2) Marks for APAR will be given based on the guidelines given in RBE Nos. 39/2022 and 4/2001.

(3) There will be no grading of successful candidates, as 'Outstanding', 'Very Good' etc. Their **names will be arranged in the order of merit on the basis of total marks obtained by each** of the candidates.

(4) The panel will be formed provisionally for the notified vacancies and equal number will be kept in the supplementary panel, which will be operated in the event of any employee in the provisional panel is unable to be promoted on account of medical unfitness, unwillingness, etc. The panel will be treated as provisional till the required number of employees recommended for empanelment are found fit in the medical examination and are eventually promoted as Protocol Officer.

(5) The validity of the panel will be two years from the date of publication.

[Handwritten Signature]

(6) Medical Examination: Since there is no written examination, the candidates will be called for the viva voce without medical examination and subject only the recommended candidates to medical examination before promotion. All the recommended candidates shall be directed for the Medical Examination for Group-"B" Non-Technical Service as per Para 530 (b) of IRMM, 2000 edition. Only those employees who qualify in the Medical Examination shall be promoted.



(M. SUNITHA)

Assistant Personnel Officer/Gaz
for General Manager

Copy to: PCPO, CPO/A, CPO/G, CPO/IR – For kind information please

Dy. CPO/Trg & Chairman RRC/MS, Dy.CPO/Co-ord , Dy.CPO/HQ, Dy.CPO/IR &W
Dy.Chief Enquiry Officer, Dy.CPLO/HQ

SPO/Co-ord & RP, APO/ Welfare, APO/T,M&E , APO/Genl, APO/IR & Trg
GS/SROA, GS/SRPOA, GS/SRMU, GS/NFIR, GS/AISCSTREA GS/ AIOBCREA



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai – 600003.

No: P(G)532/XVII/Protocol Officer

Dated 08.07.2024

DGM Co-ordination & Secretary to GM for kind information of GM,
PS-I to AGM for kind information of AGM
SDGM & CVO, DGM/G, ADGM
PFA, PCOM, PCCM, PCME, PCEE, PCE
PCSTE, PCMD, PCSC, PCSO, PCMM/PER, CSTE/Proj./MAS, CPRO
CAO/CN/MS, CAO/CN/ERS, CPM/RE/MS, CE/MTP/R/MS, CSTE/CN/MAS
DRM/MAS, PGT, TPJ, MDU, TVC, SA
DRM/P/MAS, PGT, TPJ, MDU, TVC, SA
CW/MS/GOC, LW/PER, CW/PER, S&T/PTJ
CEWE/PER, MD/RH/PER, Dy.CMM/GOC, GSD/PER, MSD/PER, S&AO/MMC,
Principal/MDZTI/TPJ, MDDTI/PTJ, Dy.CE/EWS/AJJ
Dy GM/Rajbhasha/HQ, Sr.MPS/RPM, SMM/SSD/PTJ, LO/HQ
Dy.CPO/C&LW, SPO/CN & RE/MS, WPO/GOC
APO/TM/RPM, EWS/AJJ, APO/CW&LW/PER, S&T/PTJ
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Chairman/RRC/S. Rly, No.5, Dr.P.V.Cherien Crescent Road, Chennai-105.
The General Manager/ RITES, Anna Salai, Chennai-600 006.
Managing Director /IRCON, No.13, Palika Bhavan, R.K. Puram, New Delhi – 66.
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2) This office letters of even No. dt. 21.03.2024, 23.05.2024 ,
24.06.2024 and 02.07.2024.

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Further to the instructions issued vide the PBC No.56/2022 and this office letters
dt 21.03.2024, 23.05.2024, 24.06.2024 and 02.07.2024 under Ref.1 & 2 cited above, a copy of the
duty list of "Protocol Officer and Public Relations Officer " are enclosed for information.

Encl: As above


(M. SUNITHA)

Assistant Personnel Officer/Gaz
for General Manager

Copy to: PCPO, CPO/A, CPO/G, CPO/IR – For kind information please

Dy. CPO/Trg & Chairman RRC/MS, Dy.CPO/Co-ord , Dy.CPO/HQ, Dy.CPO/IR &W
Dy.Chief Enquiry Officer, Dy.CPLO/HQ
SPO/Co-ord & RP, APO/ Welfare, APO/T,M&E , APO/Genl, APO/IR & Trg
GS/SROA, GS/SRPOA, GS/SRMU, GS/NFIR, GS/AISCSTREA GS/ AIOBCREA

Duty List of Protocol Officer

1. Ensuring Protocol for GM's daily engagements, by liaison with Railway / Non-Railway agencies.
2. To receive PM, MR, MOSR, CRS, Members of Railway Board Members of Parliamentary Committee, Foreign Delegates, General Managers of other Zonal Railways Visiting Chennai by Air, Sea and Train and help them in the clearance of their baggage from Customs in case of arrivals from abroad.
3. Liaisoning between State Government and Southern Railway for various works.
4. Coordination of vehicle, catering and ORH/Stay arrangements for Parliamentary Committee meetings, MPs meetings and ZRUCC meetings.
5. To arrange for the Hotel accommodation for the VIPs and also transport.
6. To keep in close touch with the programme of all the VIPs, officials of the Board, etc.
7. To keep in touch with the Regional Tourist Office in Chennai, Local Tourist Agents, Customs Officials, Passport Officials, Foreign Consulates, etc.
8. To keep in touch with Protocol Deptt. of State Govt. In connection with the visits by Ministers attached to Railway Ministry, the Chairman, RRB, Etc.
9. To arrange for Air, Sea, Rail and road journey reservations tickets of all VIPs and other top ranking officials for their journey ex-Chennai.
10. To arrange for and to supervise transport arrangements for the VIP to visit the city.
11. To accompany and assist the VIPs and officials as and when required.
12. To keep in close touch with the Airlines, Rail and Shipping authorities regarding the arrival and departure timings of flights, trains, ships, etc.
13. To make arrangements for excursions and sightseeing for VIPs and Foreign delegates and finalise the itinerary.
14. To arrange for passports and visas of Railway Officials going abroad on Railway duty.
15. To accompany VIPs and other officers to Air Ports, docks, Railway Stations to see. Officer assist them in whatever manner the situation demands.
16. Ensuring periodical general service, repairs and work of seven departmental vehicles for the official use of General Branch Officers.
17. To attend to correspondence pertaining to the above matters.
18. To assist Secretary in respect of all Protocol requirements.
19. Arrangements of quality catering services for meetings convened by GM and during VVIPs visits.
20. Any other work entrusted by GM and Secretary to GM.



DUTY LIST OF PROs IN SOUTHERN RAILWAY (General)

- To ensure that Press Clippings are organized properly for the perusal of GM/DRM
- To collect Materials from various department about the performance of (Zonal/Divisional) Southern Railway/Division and disseminate to the Print & Electronic Media and also Social Media like Rail Net, Internet, Facebook and Twitter.
- Update the warrant of precedence periodically wrt to their area of jurisdiction (zone/division – as the case may be) and help in preparation of invitation and Brochure during inaugural functions as per protocol.
- To assist GM/DRM in interacting with Media Persons
- To coordinate with other departments and get required materials for publicity.
- To assist CPRO in organizing Press Meet, conducted tour etc.,
- Ensure uninterrupted flow of information to the media persons, during exigencies, coordinate with concerned department officers.
- Issuing of Press releases regarding special trains, re-scheduling of trains and other activities as well as rejoinders with the approval of CPRO/DRM.
- To prepare articles for the Indian Railways/ Zonal Railways Magazines and speeches for GM/DRM for important occasions.
- To ensure adequate publicity and coverage for all events
- To organize adequate display materials for the Exhibitions and ensure efficient participation in the Exhibition.
- To arrange for Photographic coverage for all the important events.
- In charge for day to day activities of the office like Office stores requirement, Indent, Receipt Management.
- Co-ordinate in preparing display advertisements during inaugural functions and other campaign advertisements.
- To Co-ordinate for printing of brochures and other publicity materials for all Department concerned.
- Assisting in Film Shooting permissions.
- Assist CPRO/DRM in RTI replies.
- Maintenance of Record, Archives , Library, Soft / Hard copies of functions of PR office.
- Co-ordinate in printing of Calendars, Safety Propaganda materials and other publications of Zonal /Divisional Railway.
- Assist CPRO/DRM in maintaining PR Diary of the Zonal /Divisional Railway.
- Monitoring the functions, and the progress made on the Zonal /Divisional Railway.
- To create data base for Press/ Media during Interviews / Press Meets.
- Other duties assigned by CPRO/DRM from time to time.
- To ensure positive publicity for all Railway projects/events by efficient press relations and media management.


Sd/- 11/12/14