



SOUTHERN RAILWAY

PBC No.: 18/2025

Headquarters office,
Personnel Branch,
Chennai -600 003

No.P(Co-ord)CCBT/2024

Date: 24.01.2025.

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.

Sub: Introduction of Uniform vacancy Assessment cycle for various promotion processes – reiteration – Reg.

Ref: 1. Railway Board's letter No.E(NG)W2022/PM1/36
dt.08.02.2024 (RBE 11/2024 PBC 21/2024).
2. This office letter No. P(Co.ord)CCBT/2024. dated 20.11.2024
(PBC No.253/2024) and 03.01.2025 (PBC No.01/2025).

It is seen that different vacancy assessment cycles are being followed by various Divisions and Units for initiating the promotion processes including Selections, LDCes, non-selection processes like seniority-cum-suitability promotions, Trade Tests etc. in various Non-Gazetted categories.

With a view to ensure that the promotion processes are conducted efficiently and in a co-ordinated manner, it was decided vide PBC No. 01/2025 that an uniform vacancy assessment cycle as indicated below should be followed for all promotion processes as far as possible, beginning from 01.01.2025.

Categories of Posts	Vacancy Assessment Cycle to begin from
Posts in Level-6 and above	1 st January
Posts in Level-5 and below	1 st July

The above instructions are applicable to all selection processes including Selections, LDCes, non-selection processes like seniority-cum-suitability promotions, Trade Tests, etc. The Divisions/Units are advised to progressively adopt the above vacancy assessment cycles.

The above instructions are reiterated for strict compliance by all Divisions/Units.

SWAMINATHAN V Digitally signed by SWAMINATHAN V
Date: 2025.01.24 09:55:35 +05'30'

(V. SWAMINATHAN)
Deputy Chief Personnel Officer/Co-ord.
for Principal Chief Personnel Officer

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