



प्रधान कार्यालय /Headquarter Office,  
कार्मिक विभाग/Personnel Department  
Rail Soudha/रेल सौधा, हुबबल्लि/Hubballi –580020



No.SWR/P.641/MEHC/2023/82

दिनांक/Dated:20/10/2023

**All PHODs/CHODs/HODs  
CAO/CN/BNC  
DRMs/UBL, SBC & MYS  
CWMS/UBLS & MYSS**

Sub: “**Employees Special Tour (Men’s Camp)**” to Dubai by Headquarters Office,  
South Western Railway.

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It is proposed to organize a recreation tour for the men employees of South Western Railway to visit Dubai during November-2023 (from 16.11.2023 to 22.11.2023 tentatively). The non-gazetted serving Railway employees are eligible to apply to this tour subject to fulfilling the following conditions:-

- 1) The employees should get their Ex-India leave sanctioned.
- 2) The employees should possess a valid passport with validity up to six months from date of departure.
- 3) The employees should submit medical fitness certificate from Railway Medical authority.
- 4) The employees should be free from DAR/SPE/Vig. cases.

I. The allocation of number of employees to be selected for this Men’s camp from Headquarters/Divisions/Units are as indicated below:-

Sl.No.	Headquarters/Division/Unit	No. Of slots allotted
1	HQ	6
2	CAO/BNC	2
3	UBL Division	10
4	SBC Division	10
5	MYS Division	10
6	UBLS	5
7	MYSS	5
8	SWRMU	4
9	AISCTREA	1
10	Organizers	2
Total		55

**II. The preference will be given to the senior employees nearing Superannuation.**

1. Men Railway employees of South Western Railway who are desirous to participate in the above tour should submit/forward their applications to their controlling personnel branch on or before 27.10.2023. The applications of employees

Dy.CPO/CN on the above parameters under their jurisdiction and the final list as per the allocation indicated for each unit may be sent to PCPO's Office,HQrs/Hubballi by 31.10.2023. In addition 4 stand-bye names may also be forwarded before 31.10.2023.

2. The employees working at Headquarters, CAO/CN/BNC, TMO, GSD, CSC may submit their application duly enclosing a colour photo copy of Passport through proper channel to welfare section of PCPO/O/UBL on or before 31.10.2023.
3. The employees of other Divns./Units should submitted their application to concerned Sr.DPOs/WPOs & Dy.CPO/CN on or before 27.10.2023.
4. The applications are to be forwarded with all required documents in the prescribed pro-forma as annexed below:-

**Annexure I: The full particulars of Employee.**

**Annexure II: Check List.**

5. The applications should be forwarded to Welfare Section of PCPO's Office on or before 31.10.2023 certain, through a special messenger. The list of selected employees will be circulated/published on 06.11.2023.
6. The employees selected for the tour should deposit an amount of Rs.32,000/- in the "SWRCSBF Holiday", State Bank of India, Keshwapur Branch, Hubballi, SB A/c No. 32099201615 (IFSC code :SBIN0000846) by 08.11.2023.
7. The original filled-in applications along with covering letter, attested copies of Passport ( 2 copies) and other required documents ( Official ID card) are to be handed over to PCPO's Office.
- 8. The applications received after due date will not be entertained.**
9. No Railway employees will be allowed to be accompanied by his spouse or any other family members to the tour under any circumstance.

**III. The detailed tour itinerary will be advised shortly.**

The selected employees are required to submit the following documents:

1. The proposed itinerary will be from Bengaluru International Airport to Sharjah and back.
2. Colour copy of Passport with validity of minimum 06 months from Departure date may be submitted to this office on or before 31.10.2023.
3. The Passport must contain at least 2 names (Surname and given name) no matter if the two names written in Passport as Surname or given name.
4. Scanned Passport Front & Back.
5. PAN Card.

7. One copy of Railway Identity card.
8. Cancellation of tour by the selected employee will be subject to the following conditions of cancellation of charges:
  - a) **30 days prior to Departure date :Full Refund.**
  - b) **15 days prior to Departure date :50% of total Package cost will be refunded.**
  - c) **07 days prior to Departure date : No Refund.**
9. The selected employees of Headquarters, Hubballi Division, Hubballi Workshop, Mysuru Division & Mysuru Workshop are required to avail one set of privilege pass/PTO from ex place of working to Bengaluru and back.

**IV. The campers should strictly follow the following guidelines while on tour:-**

1. The campers are only responsible for their personal belongings especially their Passport, baggage etc. Administration will not hold any responsibility for the loss/non-carry of the passport by the employees. The campers are also advised to bring their Identity card, warm clothing, medicines and other required personal belongings. The baggage should be very limited and easy to carry.
2. Campers will be under the direct supervision of the Camp Officer and strictly adhere to maintain discipline throughout the camp.
3. Campers should be able to adjust to the weather conditions and food.
4. Cancellation of application will not be entertained at any cost once the Final list is released as the Visa and other formalities will be completed by that time.

It is requested to arrange for wide publicity among the staff working under your control. The Schedule of tour programme shall be altered only in the case of unforeseen circumstances, if any.

The employees may refer to the notification available on the official website of South Western Railway.

(U.Janaradhana Rao)  
Assistant Personnel Officer/Wel.  
For Principal Chief Personnel Officer

**Copy to:**

Secy. to GM for kind information of GM please.  
PS to AGM for kind information of AGM please.  
PS to PCPO for kind information of PCPO please.  
GS/SWRMU, AISCTREA for information please.  
Sr.DPOs/UBL,SBC & UBL – for kind information and necessary action.  
Dy.CPO/CN/BNC, WPOs/UBLS & MYSS - for kind information and necessary action.  
All members CSBF committee members.

**APPLICATION FOR PARTICIPATION IN THE MEN EMPLOYEES  
RECREATION TOUR-2023 TO DUBAI**

1. Name of the Employee:

2. Designation:

3. Office and station:

4. Pay Level:

5. Date of Birth:

6. PF No.:

7. Date of Appointment:

8. Date of Retirement:

9. Contact Phone Nos.: 1) Res.

2) Mobile:

10. Passport No. \_\_\_\_\_ Issued by: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

11. Residential Address:

Latest  
attested  
passport  
size  
photo

**Declaration:**

i) I hereby declare that I will adhere to the rules and regulations of the camp and will Maintain discipline and unity throughout the camp.

ii) I also agree to abide by the instructions issued from time to time by the Officer-in-Charge/Officials organizing the camp.

iii) If any employee leaves during the camp, the Camp Officer will not be responsible.

iv) I am willing to pay the Camp Fee Rs.32,000/-

V) I have submitted a Fit Medical Certificate for Foreign tour.

Signature of the employee

No.

Dt.

Forwarded to Dy.CPO/Gaz&Wel/PCPO's office, Rail soudha, Gadag Road, Hubballi ,for necessary action. The particulars mentioned above have been verified and found correct.

Office seal

Signature of Controlling Officer  
Designation with Stamp