



SOUTH CENTRAL RAILWAY::VIJAYAWADA DIVISION
दक्षिण मध्य रेलवे::विजयवाड़ा मंडल
OFFICE OF Sr. DIVISIONAL PERSONNEL OFFICER
वरिष्ठ मंडल कार्मिक अधिकारी का कार्यालय
DRM OFFICE COMPOUND, VIJAYAWADA – 520 001

No. SCR/P-BZA/210/Personnel/Musteronline/Vol-I

Dated: 15.02.2024

All Supervisor concerned/BZA Division,

Sub: Updating/Modifications in online Muster, Timely Submission of NDA & Muster in online and verification of ID Cards in Muster Management System (MMS)- Reg.

All unit supervisors are advised to submit the details of employees who have transfer in and out from/to concerned section on or before by 10th of every month without fail through WhatsApp or in the grievance portal. The data sent after the said date will not be considered at any instance. Also, it is observed that many of the supervisors are not submitting the NDA on or before 5th of every month and muster of their staff on or before 12th of every month and requesting for extension of time for submission. Arrange of payment of salary along with allowances is time bound and thus no date extension will be provided for submission of online NDA and Muster. No manual muster submission of muster and NDA will be entertained by bill clerks of this office.

It is observed that, many of the supervisors/muster in charges are not forwarding the ID cards in their account. To approve the ID Cards for the employees working under your control, the supervisor of the depo/section/unit has to verify the ID Cards in muster management system (MMS) login. Supervisors are advised to verify the ID Cards timely and sent for approval of their staff-applied ID Cards.

Matter may be treated as most **IMPORTANT**.


APO/Mech. & El.
(For Sr.DPO/BZA) 15/2/2024

- c/- Sr. DPO/BZA for kind information please.
- c/- Sr. DFM/BZA for kind information please
- c/- All APOs for information and necessary action.
- c/- All supervisors/Sr.DPO office for information and necy. Action.