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भारत सरकार (GOVERNMENT OF INDIA)  
रेल मंत्रालय (MINISTRY OF RAILWAY)  
रेलवे बोर्ड (RAILWAY BOARD)

No: 2022/TC-III/61/01/Staff/NR-CPTF

Dated: 23.06.2022

To: The GM(P), PCCM/PCOM  
(All Zonal Railways)  
S.C.Rly.

PCPO  
PCCM  
P Co W

**Sub: Filling up the posts of Inspectors in NR – CPTF Cell in Railway Board.**

Ref: Board's letter no. 88/TC-III/106/1 dated 22.11.1988  
(Subjected as Formation of Claim prevention team at Board's level)

The Not Received (NR Cell) & Claims Prevention Task Force (CPTF Cell) was constituted vide Board's letter no. 88/TC-III/106/1 dated 22.11.1988 in order to carry out Claims Prevention Checks all over the Indian Railways. Although Zonal Railways were requested from time to time to depute one or two Inspectors to Board's office for this purpose, some of the Railways deputed their Inspectors while some Railways remained unrepresented.

Presently the NR-CPTF Cell have only FOUR INSPECTORS to work in the Railway Board as a consequence of which the claim prevention work is adversely affected; it is therefore, requested to post one or two Inspectors well versed with Commercial working as well as adequate knowledge of handling computers from your Railway to work in Board's office.

Besides Commercial Inspectors, the candidature of staff working in the Operating department (ASM/SM/TI/MVI/TNC/Guard etc.) can be considered who is having adequate commercial knowledge. This will enable Board's Cell to conduct effective preventive checks as well as the functioning of NR-CPTF Cell.

While forwarding the proposal of Commercial/Operating Staff to work in NR-CPTF Cell; it may be ensured that Vigilance & DAR clearance is obtained in their favour and that they are relieved through PROPER CHANNEL. These inspectors will work ON LOAN basis and continue to draw their salaries from their respective Railway, and their Head Quarters will not change.

This may be given a vide publicity in your divisions.  
The matter may please be treated as MOST URGENT.

  
SHARAD SRIVASTAVA  
Executive Director  
Traffic Commercial (General)  
Public Grievance/Traffic (L/A)  
Railway Board, New Delhi.

द.म. रेलवे/S.C. Railway  
रेलवे बोर्ड डाक  
RAILWAY BOARD DAK  
दिनांक: 29 JUN 2022  
Date:  
महा प्रबंधक कार्यालय  
Office of the General Manager

PTo →

Sample Application Proforma

Date: .....

To,  
The Executive Director  
Public Grievance (Traffic)  
Room No. 507-A  
Rail Bhawan  
New Delhi-110001.

Sub: Application for the post of Inspector in NR-CPTF Cell under EDPG, Rly. Board.

Sir,

I, the undersigned want to submit my application to join NR-CPTF Cell for which my brief resume is as under:

1. Name
2. Address
3. Mobile No. & Email Id
4. Date of Birth
5. Date of Appointment
6. Present designation
7. Place of Posting
8. Pay Level as per 7<sup>th</sup> CPC (Grade Pay)
9. PF No./Emp. No.
10. Educational Qualification
11. Experience :
  - I. Parcel Management
  - II. Complaint Management (Desirable)
  - III. Computer: MS Word, Excel, E-office, Rail Madad etc.  
(Fill as per your experience & working knowledge)

I do hereby state that the above information is true to the best of my knowledge & belief.

Yours Truly..

(Signature with Date)