

## **Cadre Management Steps:**

### **Step 1: UA assigns roles of CDC, CVA, CAA**

### **Step 2: Define Cadre Controlling Level:**

To be done by Zonal HQ for each Department.

Authorised role for defining CCL is CAA of Zone.

*Menu Item: Cadre Management -> Cadres -> Cadre Controlling Level*

Authorised Role for Approval is UA at Zonal Level.

*Menu Item: Cadre Management -> Cadres -> Approve Cadre Controlling Level*

### **Step 3: Create Cadre IDs:**

To be done at all levels where cadres exist.

Authorised role for creation is CDC

*Menu: Cadre Management -> Cadres ->*

Manage Cadre IDs (Create Cadre ID link inside)

Verification is to be done by CVA

*Cadre Management -> Cadres->Verify Cadre IDs*

Approval is to be done by CAA

*Cadre Management -> Cadres-> Accept Cadre IDs*

### **Step 4: Create Organisational Units:**

To be done for all levels i.e. Zonal HQ, Division, Workshop, Construction, PUs, RB, CTIs, etc.

Authorised role for creation is AA

*Menu: Organisational Hierarchy ->Create Org Unit*

Verification &Approval by UA

*Menu: Organisational Hierarchy -> Verify Org Unit*

### **Step 5: Create Book of Sanction:**

Done for each Cadre ID created and approved using Org Units created and approved.

Authorised role for creation is CDC

*Menu: Cadre Management ->Book Of Sanctions -> Creation of BOS*

Verification is to be done by CAA

*Menu: Cadre Management -> Book Of Sanctions-> Verify BOS*

Approval is to be done by UA

*Menu: Cadre Management -> Book Of Sanctions-> Approve BOS*

### **Step 6: Generation of Seniority List:**

To be done for each hierarchy level in a Cadre ID which has been created, verified and approved.

Authorised role for creation is CDC

*Menu: Cadre Management -> Promotion/Seniority -> Creation of Seniority List*

Verification is to be done by CVA

*Menu: Cadre Management -> Promotion/Seniority -> Verify Seniority List*

Approval is to be done by CAA

*Menu: Cadre Management -> Promotion/Seniority -> Accept/Publish Seniority List*

Approved Seniority List can be published by CAA

*Menu: Cadre Management -> Promotion/Seniority -> Accept/Publish Seniority List*

## **Checklists:**

✓ Roles of CDC,CVA,CAA assigned  
✓ Cadre Controlling Levels are set by AA and approved by UA of HQ in consultation with Units and as per BOS for all dept. Plan it properly.

✓ In Division, BO Office is created as Sub-Unit, must be created for all dept. Similarly HQ Office in Zonal HQ.

✓ All Railway Stations, sheds, hospitals be mandatorily created for each unit. If a certain depot-type is not seen in standard list, field unit of dept. can be created there.

## **FAQs:**

**Q1:** Seniority List of a cadre is separately maintained in all units. Suggest CCL.

**A1:** Do not select either option of Zonal or Joint Control for that cadre.

**Q2:** In CCL, I see many cadres which are not used in my Zone. How to handle?

**A2:** Cadres are shown for whole IR. Need not use them all. Just set Zonal/Joint Control Cadre as per your need and leave the rest.

**Q3:** Can I create cross-departmental cadre like stenographer cadre is common for all.

**A3:** Cadres common to all department can be created. Create them under the controlling department. Eg: Stenos are usually controlled by Personnel Dept and post is operated in all other departments.

**Q4:** I have a cadre which is zonal in nature but has multiple seniority shared between different units. Eg: Ministerial cadre of Personnel dept. is at HQ and in some divisions which are shared with other Divisions/Workshops or cluster-wise.

**A4:** Choose Zonal in CCL. So only CDC of HQ can create the cadre. Option of Sub-zonal cadre be chosen. Refer Manual for details.

**Q5:** I have a cadre which has multiple seniority across units . Eg: Ministerial cadre of Personnel dept. is at HQ and Divisions separately but for workshop, it is combined with nearby divisions.

**A5:** Keep CCL open (neither zonal nor JC) Workshop need not create cadre. Division creates cadre, in BOS can select workshop unit for pin-pointing. Post then shows in Workshop BOS. Similarly choose other Division if post is operated there.

**Q6:** Cannot see all Org Units in Manage Org Units page and/or in BOS page drop-down.

**A6:** Show Sub-Unit option should be Yes in Manage Org Unit Page. Org Units accepted by UA are shown in BOS. For selecting sub-units in BOS, first choose admin unit as your div/ws i.e. your primary unit. Else Sub-unit is N/A.

**Please refer latest version of Manual from help link for query or raise Service Request.**