

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 -> Verfy 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 choosen. 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.