



पश्चिम रेलवे
WESTERN RAILWAY



Divisional Railway Manager Office, Mumbai Central

No. E/Wel/1210/SBF/ Study Camp (Female)

Date – 20.11.2025

To,

All Senior Subordinates BCT Division
MD JRH - BCT
Sr. DSC – BCT

Sub: Staff Benefit Fund – Female Staff Study Camp at Daman and Silvassa for Group C & D.

It has been decided in the LSBF committee dated 14.11.2025 to organise a Female Staff Study Camp (Group C & D) at Daman and Silvassa tentively from 15.12.2025 to 16.12.2025 (including the journey period) as per quota indicated below.

1. **Quota:**

The following quota has been fixed for Mumbai Division, JRH and Sr. DSC BCT:

Sr. No	Division/Unit	Quota allotted	Application to be sent to
1.	BCT Division	40	Sr. DPO- BCT
2.	Sr.DSC- BCT	05	Sr. DPO- BCT
3.	JRH- BCT	05	Sr. DPO- BCT
	Total	50	

2. **Date of submission of application:**

All concerned staff who desire to take advantage of the opportunity to visit Daman and Silvassa are advised to submit their application with the camp fee.

The application must be submitted online through E-Karmik BCT http://203.153.40.19/bct/ek_oo_temp_oo.php in temporary form No. E/Wel/1210/SBF/ Study Camp (Female) latest by 04.12.2025- 23:59 hrs.

RPF personnel may apply through offline mode by submitting hard copies duly filled and signed to Welfare Section, Ground floor, DRM Office, Mumbai Central.

3. **Mode of Selection:**

The selection will be made in order of date of superannuation.

4. **Camp Fee:**

The camp fee will be refunded to the applicants if not selected. However the camp fee of selected campers will be forfeited if they fail to attend the camp for whatsoever reason.

Gazetted Officers, Non-gazetted employees above 2400 GP, Non-gazetted employees up to 2400 GP	Rs. 250
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5. **Passes and Leave:**

All the selected campers will assemble at Vapi Station at 11:00 hrs.

6. **Mode of Payment:**

The payment of camp fee for participating in the camp should be submitted to Shri Akhileshwar Thakur, CWLI-BCT, Welfare Section, Ground floor, DRM Office, Mumbai Central in cash.

7. **Special Instruction:**

- A. The staff are requested that in the event of any accident, mishap to them or loss of luggage etc. the Railway administration or SBF Committee will not be responsible for the same.
- B. The applicant should also certify that they have not attended any previous camp. Any wrong certification in this respect will render the staff liable to Disciplinary action, apart from the recovery of full charges for camp deducted on a pro-rate basis.
- C. Under no circumstances, the family members will be allowed to accompany the campers.
- D. For entertainment, the campers are requested to bring their musical instruments and camera with them.
- E. All Supervisory staff and Staff & Welfare Inspectors are directed to bring this to the notice of all staff including those working at remote locations of western Railway so that the staff may avail the opportunity. It is requested to give wide publicity.
- F. All campers must be in possession of Railway Identity Card & Aadhar Card/ Pan Card.
- G. Any untoward incidence/misbehaviour during the camp will be viewed seriously.
- H. The campers are requested to bear with the management for the inconvenience, if any, and to maintain healthy atmosphere, so as to make the trip more enjoyable. The washing of clothes at the destination site is strictly prohibited and as such, the campers are requested to bring sufficient number of clothes with them.
- I. Staff are hereby advised to refrain themselves from taking alcoholic drinks to avoid displeasure and untoward incident. SBF Committee holds full authority to cancel the camp at any moment on notice any unusual situation which may affect smooth conducting of camp.
- J. During travel in the train, the campers will have to arrange their own meals.
- K. If there is an entry fee at the sightseeing places, it will have to be paid by the campers themselves.

- L.** At the time of application, all applicants must attach their copy of sanctioned leave.
- M.** A medical self-declaration must be submitted (Annexure- I).

Encl: Annexure I

(Smita Mhasde)
APO (G)-BCT &
Chairman SBF Committee

C/- DS- WRMS, WREU, AISCSTREA & AIOBCREA

Western RailwayProforma for SBF Female Staff (Study) Camp Mumbai Division

1. Name of the employee
2. Designation PF No.....
3. Department Station Working
4. Working Under Pay Bill Unit No.....
5. Name of Division/Unit
6. Pay Level Grade Pay Basic Pay
7. Date of birth Date of appointment
8. Date of superannuation
9. Whether belongs to SC/ST/OBC/GEN
10. Mobile No..... Emergency Mobile No.....
11. Present Address
.....
12. Whether attended any camp earlier, organized by SBF-BCT : Yes or NO
13. Camp Fee

Declaration: I hereby declare that all particulars filled in above by me are true and correct to best of my knowledge and in event of any irregularity or concealment fact, I will render myself liable for DAR action.

Sign of the employee

General Health Declaration:

I hereby declare that I am in good health to undertake journey and stay in camp.

Sign of the employee