

S.E., S.E.C. & E. Co. RAILWAY EMPLOYEES' CO-OPERATIVE CREDIT SOCIETY LTD.
H.O.: 93, Circular Garden Reach Road, Kolkata-700 043

No.SE/SEC & E.Co.R/ECCS Ltd./2026-27/34

Dated: October 07, 2026

N O T I C E

SUBJECT: Acceptance of Membership Application-cum-KYS Form (U.B.-1) forwarded by Senior Subordinate in addition to the existing forwarding authorities.

In order to facilitate the prospective Shareholders/eligible Railway employees in submitting their Membership Application-cum-KYS Form (U.B.-1) and with a view to simplifying the procedure for submission and forwarding of such applications, the Competent Authority has been pleased to decide that, in addition to the existing practice of forwarding the U.B.-1 Form by the Head of the Department / Sr. Divisional Personnel Officer / Bill Compiling Officer, the U.B.-1 Form duly forwarded by the Senior Subordinate under whom the applicant is working shall also be accepted by the Society.

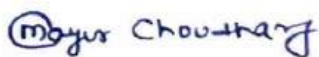
Accordingly, henceforth, the Membership Application-cum-KYS Form (U.B.-1) of an eligible applicant may be submitted to the concerned Branch Office of the Society, duly forwarded and authenticated by any one of the following authorities, along with their official stamp/seal:

1. Head of the Department; or
2. Sr. Divisional Personnel Officer; or
3. Bill Compiling Officer; or
4. Senior Subordinate under whom the applicant is working.

The Branch Managers are hereby instructed to accept and process such Membership Application-cum-KYS Forms (U.B.-1) duly forwarded by any of the above-mentioned authorities, subject to fulfilment of all other prescribed requirements, rules and eligibility conditions of the Society.

All concerned are requested to take note of the above decision and act accordingly.




Dy. Chief Manager (F&A)
For Chief Manager

Copy to: The Chairperson, S. E., S.E.C & E. Co. Railway E. C. C. S. Ltd.,
Copy to: The Vice- Chairperson, S. E., S.E.C & E. Co. Railway E. C. C. S. Ltd.,
Copy to: Sri _____, Director/Delegate/ S. E., S.E.C & E. Co. Railway E. C. C. S. Ltd., for information please.
Copy to: Dy. Chief Manager (Admin), S. E., S.E.C & E. Co. Railway E. C. C. S. Ltd.,
Copy to :P. S. to Chief Manager, S. E., S.E.C & E. Co. Railway E. C. C. S. Ltd.,
Copy to: Branch Managers/ Accounts Managers, S. E., S.E.C & E. Co. Railway E. C. C. S. Ltd., ADA /KGP /CKP /RNC /KUR /BSP /NGP /WAT/ SBP/BBS/R/GRC/ SRC EC, for information. They are instructed to give it a wide publicity amongst the shareholders of the Society. A copy of this Notification may be displayed on the Notice Board of the Branch for information of all concerned.
Copy to: ESTB. & F/Acs. Section.
Copy to: NOTICE BOARD & Enquiry Section.

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विषय: वरिष्ठ अधीनस्थ द्वारा अग्रेषित सदस्यता आवेदन-सह-KYS प्रपत्र (U.B.-1) को विद्यमान अग्रेषण प्राधिकारियों के अतिरिक्त स्वीकार किए जाने के संबंध में।

संभावित अंशधारकों/पात्र रेल कर्मचारियों को अपना सदस्यता आवेदन-सह-KYS प्रपत्र (U.B.-1) प्रस्तुत करने में सुविधा प्रदान करने तथा ऐसे आवेदनों को प्रस्तुत एवं अग्रेषित करने की प्रक्रिया को सरल बनाने के उद्देश्य से, सक्षम प्राधिकारी द्वारा यह निर्णय लिया गया है कि विभागाध्यक्ष / वरिष्ठ मंडल कार्मिक अधिकारी / बिल संकलन अधिकारी द्वारा U.B.-1 प्रपत्र को अग्रेषित किए जाने की विद्यमान व्यवस्था के अतिरिक्त, उस वरिष्ठ अधीनस्थ द्वारा विधिवत अग्रेषित U.B.-1 प्रपत्र, जिसके अधीन आवेदक कार्यरत है, को भी सोसायटी द्वारा स्वीकार किया जाएगा।

तदनुसार, अब से किसी पात्र आवेदक का सदस्यता आवेदन-सह-KYS प्रपत्र (U.B.-1) सोसायटी के संबंधित शाखा कार्यालय में निम्नलिखित में से किसी एक प्राधिकारी द्वारा विधिवत अग्रेषित एवं प्रमाणित तथा उनके आधिकारिक मुहर/सील सहित प्रस्तुत किया जा सकता है:

1. विभागाध्यक्ष; अथवा
2. वरिष्ठ मंडल कार्मिक अधिकारी; अथवा
3. बिल संकलन अधिकारी; अथवा
4. वह वरिष्ठ अधीनस्थ, जिसके अधीन आवेदक कार्यरत है।

शाखा प्रबंधकों को निर्देशित किया जाता है कि वे उपर्युक्त में से किसी भी प्राधिकारी द्वारा विधिवत अग्रेषित ऐसे सदस्यता आवेदन-सह-KYS प्रपत्र (U.B.-1) को स्वीकार एवं संसाधित करें, बशर्ते कि सोसायटी द्वारा निर्धारित अन्य सभी आवश्यकताओं, नियमों एवं पात्रता शर्तों की पूर्ति की गई हो।

सभी संबंधितों से अनुरोध है कि उपर्युक्त निर्णय को संज्ञान में लेते हुए तदनुसार कार्यवाही सुनिश्चित करें।



Mayer Choudhary
Dy. Chief Manager (F&A)
For Chief Manager

Copy to: The Chairperson, S. E., S.E.C & E. Co. Railway E. C. C. S. Ltd.,

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