SERIAL CIRCULAR NO. 01 /2007

No.P(R)436/IREM /VII Date: 12-01-2007

Copy of Board's letter No.E[NG]II/2001/RR-1/20 dated 27-12-2006 is published for information, guidance and necessary action. Advance Correction Slip No. 128 to IREM Vol.I 1989 Edition, quoted therein, was circulated under SC No. 260/01.

Copy of Board's letter No. E[NG]II/2001/RR-1/20 dated 27-12-2006 (RBE No.197 /06)

CORRIGENDUM

Sub: Provisions relating to recruitment of Laboratory Staff in Medical Department.

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Note [i] below para 165[4] of Advance Correction Slip No. 128 may be read as "Direct Recruitment is to be resorted to only to the extent suitable staff are not available for promotion".

SERIAL CIRCULAR NO. 02 /2007

No.P(R)563/VII Date:12 -01-2007

Copy of Board's letter No.E[NG]II/2006/RC-2/11 dated 21-12-2006 is published for information, guidance and necessary action. Board's letter dated 25-10-2000 quoted therein was circulated under SC No.229/2000. DOP&T's OM dated 29-12-2005 quoted therein was circulated under SC No.146/06 .

Copy of Board's letter No. E[NG]II/2006/RC-2/11 dated 21-12-2006 (RBE No.195/06)

Sub: Recruitment against Physically Handicapped Quota.

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Attention is invited to Ministry of Railways [Railway Board's] letter No. E[NG]II/2000/RC-2/15 dated 25-10-2000 [RBE No. 188/2000] stipulating therein that recruitment from open market in Group 'C' & 'D' categories against vacancies reserved for physically handicapped persons will be done by Railway Administration themselves.

In order to streamline and systematize the whole process of recruitment against physically handicapped quota, the matter has been reviewed by the Board and it has been decided that henceforth all recruitment from open market in Group 'C' & 'D' categories against vacancies reserved for physically handicapped quota will be undertaken by Zonal Railway Recruitment Cell [RRC] as per the procedure laid down for the recruitment of physically handicapped persons.

Vacancies reserved for physically handicapped persons of Productions Units and other organisations falling within the territorial jurisdiction of the Zonal Railway will be clubbed together for the purpose of recruitment by Zonal Railway Recruitment Cell. While doing so, instructions of DOP&T as contained in their Office Memorandum No. 36035/3/2004-Estt[Res.] dated 29-12-2005 as circulated vide Member Staff's D.O. letter No. E[NG]II/2006/LG-5/4 dated 22-08-2006 and Board's instructions as contained in their letter No. E[NG]II/2002/RC-2/9 dated 25-2-2004 may be strictly adhered to.

Wherever action has been initiated to recruit physically handicapped persons as per existing instructions, recruitment process should be finalized without any change in procedure.

SERIAL CIRCULAR NO. 03 /2007

No.P(R)563/VII Date: 12-01-2007

Copy of Board's letter No.E[NG]-II/2005/RR-1/7 dated 27-12-2006 is published for information, guidance and necessary action.

Copy of Board's letter No. E[NG]-II/2005/RR-1/7 dated 27-12-2006 (RBE No.196 /06)

Sub: Clarification regarding acceptance of trade of ITI for direct recruitment to the post of Skilled Artisan on the Railways.

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Instances have come to the notice of this office that for direct recruitment to the post of Skilled Artisan on the Railways for which the prescribed qualification is Act Apprenticeship/ITI in relevant trade, a number of candidates having ITI qualification in trades obtained from institutions are applying for these posts thereby creating problem for the recruiting agencies as to which trades are to be accepted or otherwise.

The matter has been examined in consultation with Director General of Employment & Training [DGE&T], Ministry of Labour & Employment and a list of 98 [ninety eight] trades in which training under Craftsmen Training Scheme imparted through ITIs / ITCs is sent herewith. Only ITI Certificate in the trades borne on this list be accepted as per the requirement of post of Skilled Artisan.

ANNEXURE1

List of Engineering & Non-Engineering Trades under Craftsmen Training Scheme as on 01-08-04

Engineering Trades

S.No	**Name of Trade**	**Duration**	**Entry Qualification**
1	Foundry man	1 year	Passed class 8th examination under 10+2 system of education or its equivalent.
2	Sheet Metal Worker	1 year	Passed 8th class examination under 10+2 system of education or its equivalent.
3	Plastic Processing Operator	1 year	Passed 10th class examination under 10+2 system of education or its equivalent.
4	Painter General	2 years	Passed 8th class examination or its equivalent.
5	Fitter	2years.	Passed 10th class Examination under 10+2 system of education or its equivalent
6	Turner	2 years	Passed 10th class Examination under 10+2 system of education or its equivalent
7	Machinist	2 years	Passed 10th class Examination under 10+2 system of education or its equivalent
8	Tool & Die-Maker (Press Tools, Jigs & Fixtures)	3 yrs.	Passed 10th class examination under 10+2 system of education with Science or its equivalent.
9	Tool & Die-Maker (Dies and Moulds)	3 yrs.	Passed 10th class examination under 10+2 system of education with Science or its equivalent.
10	Machinist (Grinder)	2 yrs	Passed 10th class Examination under 10+2 system of education or its equivalent
11	Electroplater	2 years	Passed 10th class Examination under 10+2 system of education or its equivalent
12	Mechanic Agricultural Machinery	2 years	I] Essential: Should have passed 8th class examination under 10+2 system of education or its equivalent. II] Desirable: Passed 10th class Examination under 10+2 system of education with Science [Physics and Chemistry] as one of the subjects.
13	Instrument Mechanic	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subjects or its equivalent.
14	Draughtsman [Mechanical]	2 years	Passed 10th class examination under 10+2 system of education with Science and Mathematics or its equivalent.
15	Maintenance Mechanic [Chemical Plant]	2 years	Passed 10th class examination with Physics, Chemistry and Mathematics under 10+2 system of education or its equivalent.
16	Instrument Mechanic [Chemical Plant]	[a] 2 years [b] 6 months	Passed 10th class examination under 10+2 system of education with Physics, Chemistry and Mathematics as one of the subjects or its equivalent. Passed BSc with Physics and Chemistry
17	Attendant Operator [Chemical Plant]	[a] 2 years	Passed 10th class examination under 10+2 system of education with Physics, Chemistry and Mathematics as one of the subjects or its equivalent.

		[b] 6 months	Passed BSc with Physics and Chemistry
18	Laboratory Assistant [Chemical Plant]	[a] 2 years [b] 6 months	Passed 10th class examination under 10+2 system of education with Physics, Chemistry and Mathematics as one of the subjects or its equivalent. Passed BSc with Physics and Chemistry
19	Information Technology & Electronics System Maintenance	2 years	Passed 10th class examination under 10+2 system of education . Desirable: 12th class with Maths & Physics
20	Mechanic Industrial Electronics	2 years	Passed 12th class examination with Physics, Chemistry and Mathematics .
21	Mechanic Mechatronics	2 years	Passed 10+2 class examination Physics, Chemistry and Mathematics
22	Operator Advanced Machine Tools	2 years	Passed 12th class examination with Physics, Chemistry and Mathematics .
23	Welder [Gas and Electric]	1 year	Passed 8th class examination under 10+2 system of education or its equivalent .
24	Carpenter	1 year	Passed 8th class examination under 10+2 system of education with science as one of the subjects or its equivalent .
25	Mechanic [Diesel]	1 year	Passed 10th class examination under 10+2 system of education or its equivalent.
26	Plumber	1 year	Passed 8th class examination under 10+2 system of education or its equivalent .
27	Mason [Building Constructor]	1 year	Passed 8th class examination under 10+2 system of education or its equivalent .
28	Mechanic [Tractor]	1 year	I] Essential- should have passed 8th class examination under 10+2 system of education or its equivalent . 2] Desirable – Passed 10th class examination under 10+2 system of education with Science [Physics & Chemistry] as one of the subjects or its equivalent.
29	Pump Operator-cum-Mechanic	1 year	Passed 10th class examination under 10+2 system of education with Science or its equivalent.
30	Wireman	2 years	Passed 8th class examination or its equivalent.
31	Mechanic [Motor Vehicle]	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subject or its equivalent.
32	Electrician	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subject or its equivalent.
33	Mechanic [Radio &TV]	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subject or its equivalent.
34	Mechanic-cum-Operator Electronics Communication System	2 years	Passed 10th class examination under 10+2 system of education with Science as one of the subject or its equivalent.
35	Mechanic [Refrigeration & Air-Conditioner	2 years	Passed 10th class examination under 10+2 system of education with Science & Mathematics or its equivalent.
36	Mechanic Machine Tools Maintenance	3 years	Matriculation with Science and Mathematics or its equivalent
37	Draughtsman [Civil]	2 years	Passed 10th class examination under 10+2 system of education with Science & Mathematics or its equivalent.
38	Surveyor	2 years	Passed 10th class examination under 10+2 system of education with Science & Mathematics or its equivalent.
39	Electronic Mechanic	2 years	Passed Matriculation examination under 10+2 system of education with Science & Mathematics or its equivalent.
40	Building Maintenance	06 months	Passed 10th class examination under 10+2 system of education or its equivalent.
41	Interior Decoration and Designing	01 year	Passed 10th class examination under 10+2 system of education .
42	Mechanic Auto Electrical and	06 months	Passed 10th class examination under 10+2

	Electronics		system of education with Science & Mathematics or its equivalent.
43	Sanitary Hardware fitter	06 months	Passed 8th class examination under 10+2 system of education or its equivalent.
44	Lift Mechanic	2 years	Passed 10th class examination under 10+2 system of education with Science or its equivalent.
45	Architectural Assistant	1 year	Passed 10th class examination with 40% marks in mathematics or Secondary Standard under 10+2 system of education or its equivalent.
46	Mechanic Computer Hardware	2 years	Passed 10+2 or Intermediate or Pre-University with Physics as one of the subject
47	Mechanic Medical Electronics	2 years	Passed 10th class examination under 10+2 system of education with Science & Mathematics or its equivalent.
48	Mechanic Consumer Electronics	2 years	Passed 10th class examination under 10+2 system of education with Science & Mathematics or its equivalent.
49	Marine Fitter	2 years	Passed 10th class examination under 10+2 system of education with 50% marks in Mathematics & Science or its equivalent.
50	Vessel Navigator	2 years	Passed 10th class examination under 10+2 system of education with 50% marks in Mathematics & Science or its equivalent.

NON-ENGINEERING TRADES

1	Embroidery & Needle Work	1 year	Passed 8th class or its equivalent
2	Cane Willow & Bamboo Work	1 year	Passed 8th class or its equivalent
3	Weaving of Silk & Woolen Fabrics	1 year	Passed 8th class or its equivalent
4	Weaving of Woolen Fabrics	1 year	Passed 8th class or its equivalent
5	Manufacture of Footwear	1 year	Passed 8th class examination under 10+2 system of education or its equivalent.
6	Leather Goods Maker	1 year	Passed 8th class examination under 10+2 system of education or two classes below matriculation examination or its equivalent.
7	Dress Making	1 year	Passed Matriculation examination or 10th Class under 10+2 system of education or its equivalent.
8	Baker & Confectioner	1 year	Passed 10th class examination under 10+2 system of education or its equivalent.
9	Desk Top Publishing Operator	1 year	a] Passed 12th class examination under 10+2 system of education or its equivalent. b] Typing speed of 30 wpm in English Desirable: typing speed of 30wpm in Regional Language.
10	Computer Operator and Programming Assistant	1 year	12th class pass under 10+2 system or duly recognized Diploma in Engineering from any Polytechnic of 3 years duration after 10th class.
11	Cutting & Sewing	1 year	Passed 8th class or its equivalent
12	Preservation of fruits and vegetables	1 year	Passed 10th class examination under 10+2 system of education with Science or its equivalent.
13	Photographer	1 year	Passed 10th class examination with Physics & Chemistry under 10+2 system of education or its equivalent.
14	Bleaching Dyeing and Calico Printing	1 year	Passed 10th class examination under 10+2 system of education with Science & Mathematics or its equivalent.
15	Stenography [English]	1 year	12th class Pass
16	Secretarial Practice	1 year	12th class Pass
17	Stenography [Hindi]	1 year	12th class Pass
18	Hair and Skin care	1 year	Passed Matriculation examination or equivalent
19	Steward	1 year	Passed 10th class examination under 10+2 system of education or its equivalent.
20	Craftsman Food Production [General]	1 year	Passed 10th class examination under 10+2 system of education or its equivalent.
21	Craftsman Food Production [Vegetarian]	1 year	Passed 10th class examination under 10+2 system of education or its equivalent.

22	Process Cameraman	1 year	Passed 10th class examination under 10+2 system of education with Science as one of the subjects or its equivalent.
23	Plate Maker-cum-Impositer	1 year	Passed 10th class examination under 10+2 system of education with Science as one of the subjects or its equivalent.
24	Litho-Offset Machine Minder	1 year	Passed 10th class examination under 10+2 system of education with Science as one of the subjects or its equivalent.
25	Driver Cum Mechanic [Light Motor Vehicle]	06 months	Passed 10th class examination under 10+2 system of education
26	Data Entry Operator	06 months	Essential [i] 10th class passed [ii] Typing speed of 30 wpm in English Desirable: Typing speed of 30 wpm in Hindi /Any Local language
27	Tourist Guide	06 months	Passed 12th class under 10+2 system of education
28	Floriculture & Landscaping	06 months	Passed 12th class examination with Biology as major subject or Vocational Training in Agro-Horticulture
29	Health Sanitary Inspector	01 year	Passed 12th class examination under 10+2 system of education with Science in X class. Preference given to trainees with Physics, Chemistry & Biology in 12th Class.
30	Hospital House Keeping	01 year	Passed 12th class examination under 10+2 system of education with Physics, Chemistry & Biology .
31	Dental Laboratory Technician	02 years	Passed 10th class examination under 10+2 system of education.
32	Medical Transcription	06 months	Passed 12th class examination under 10+2 system of education with Biology/Physiology as major subject . Knowledge of English language is essential
33	Horticulture	01 year	Passed 12th class examination with Biology as major subject or Vocational Training in Agro-Horticulture .
34	Library and Information Science	06 months	Passed 12th class examination under 10+2 system of education or equivalent
35	Insurance Agent	06 months	Passed 12th class examination under 10+2 system of education or equivalent
36	Institution House Keeping	06 months	Passed 10th class examination under 10+2 system of education or equivalent
37	Corporate House Keeping	06 months	Passed 10th class examination under 10+2 system of education or equivalent
38	Domestic House Keeping	06 months	Passed 10th class examination under 10+2 system of education or equivalent
39	Old Age Care	06 months	Passed 8th class under 10+2 system of education
40	Network Technician	06 months	Passed 12th class examination under 10+2 system of education or equivalent
41	Pre/Preparatory School Management [Assistant]	06 months	Passed 10th class examination under 10+2 system of education
42	Creche Management	06 months	Passed 10th class examination under 10+2 system of education
43	Cabin /Room Attendant	06 months	I] Passed 10th class examination under 10+2 system of education ii] Working knowledge of English & Hindi
44	Dairying	01 year	Passed 10th class examination under 10+2 system of education
45	Digital Photographer	01 year	Passed 12th class examination under 10+2 system of education or equivalent
46	Event Management Assistant	06 months	Passed 10th class examination under 10+2 system of education or its equivalent [with English as subject]
47	Fashion Technology	01 year	Passed 12th class examination under 10+2 system of education or equivalent
48	Front Office Assistant	06 months	Passed 10th class examination under 10+2 system of education or its equivalent [with English as subject]

SERIAL CIRCULAR NO. 04 /2007
No.P(R)436/IREC/IV Date: 12-01-2007

Copy of Board's letter No.F[E]III/2005/PF1/2 dated 28-12-2006 is published for information, guidance and necessary action.

Copy of Board's letter No. F[E]III/2005/PF1/2 dated 28-12-2006 (RBE No.198 /06)

Sub: Advance from the State Railway Provident Fund Rules for pilgrimage and visiting places of eminence of all religions- Amendment to Rule 923 of IREC Vol.I.

*****

Rule 923 of Indian Railway Establishment Code Vol.I, Fifth Edition – 1985 [Second Reprint Edition – 2003] provides for sanctioning of advance from the State Railway Provident Fund [SRPF] account of a Railway servant for the purposes specified therein. The Staff side in the National Council, JCM has requested for withdrawal/advance from the GPF /SRPF for the purpose of pilgrimage in India and abroad. The demand of the Staff Side has been considered by the Department of Pension & Pensioners' Welfare, the nodal Department of the Government on issues concerning GPF, in consultation with the Ministry of Finance and after examination, it has been decided to permit **advances** from GPF/SRPF for such purposes.

2. The President is accordingly pleased to decide that advance from the SRPF may be permitted for pilgrimage or visiting places of eminence of all religions subject to the following conditions:

i] Since it is not possible to specify places in India and abroad keeping in view the diversity of religions, the authorities vested with the power of sanctioning advance, may satisfy themselves that the place proposed to be visited is a pilgrimage place or a place of religious eminence.

ii] Other conditions regarding grant of advances from SRPF will also apply.

3. In view of the above, in exercise of the powers conferred by proviso to Article 309 of the Constitution, the President is pleased to direct that Rule 923 of IREC Vol.I, Fifth Edition – 1985 [Second Reprint Edition-2003] may be modified as per Advance Correction Slip No. 102 enclosed.

Indian Railway Establishment Code Vol.I, Fifth Edition – 1985 [Second Reprint Edition – 2003]
CHAPTER –9 STATE RAILWAY PROVIDENT FUND RULES
ADVANCE CORRECTION SLIP NO. 102
Rule 923

Insert the following is item [ix] below item [viii] of condition [g] of Rule 923:

"[ix] to meet expenses on account of pilgrimage or visiting places of eminence of all religions, an amount not exceeding three months pay or half the amount standing to the credit of the subscriber in the Fund, whichever is less. The authorities vested with the power of sanctioning advance, may satisfy themselves that the place proposed to be visited is a place of pilgrimage or a place of religious eminence.'

[Authority: Ministry of Railways letter No. F[E]III/2005/PF1/2 dated 28-12-2006]

SERIAL CIRCULAR NO. 05 /2007
No.P(R)/500/XXII Date: 23-01 –2007

Copy of Board's letter No.F[E]III/2006/PN1/6 dated 29-12-2006 is published for information, guidance and necessary action.

Copy of Bd's letter No. F[E]III/2006/PN1/6 dated 29-12-2006 (RBE No.199 /06)

Sub: Emoluments to be taken into account for pensionary benefits in respect of a Government servant who has been given the benefit of NBR while on foreign service.

…

A point has been raised as to the emoluments that should be taken into account for calculating pensionary benefits of a Railway servant, who retires while on foreign service without returning to the cadre but has already been given proforma promotion under Next Below Rule [NBR] in his cadre.

2. The matter has been examined in consultation with the Department of Pension & Pensioner's Welfare. In terms of Note 6 below Rule 49 of Railway Service [Pension] Rules, 1993, pay drawn by a railway servant while on foreign service shall not be treated as emoluments, but the pay which he would have drawn under the railway, had he not been on foreign service shall alone be treated as emoluments. This would imply that but for his having been on foreign service, pay of a Railway servant on his regular promotion in his cadre would have been fixed in the scale of pay of the post to which he has been promoted. In view of this position, it is clarified that a Railway servant who has been given proforma promotion under NBR in his cadre while on foreign service and retires without returning to his cadre, shall be entitled to have his pensionary benefits, calculated on the basis of the emoluments admissible under NBR.

SERIAL CIRCULAR NO. 06 /2007

No.P(R)/8/III Date: 23-01 –2007

Copy of Board's letter No.E[P&A]II-2006/RS-21 dated 03-01-07 is published for information, guidance and necessary action. Board's letter dated 01-12-05 quoted therein was circulated as SC No. 212/05.

Copy of Bd's letter No. E[P&A]II-2006/RS-21 dated 03-01-07 (RBE No.02/07)

Sub: Filling up posts of Loco Inspectors

…

One of the Zonal Railways has brought to notice of the Board that the clarification contained in this office letter No E[P&A]II-2005/RS-24 dated 01-12-05 has led to a situation where medically decategorised drivers have become eligible to be absorbed as Loco Inspectors without undergoing the selection process prescribed for this post whereas the medically fit drivers have to undergo the selection process.

2. The matter has been examined in detail by the Board and it is revealed that it is not in the administrative interest to absorb medically decategorised drivers as Loco Inspectors without their undergoing the prescribed selection process. The instructions contained in the letter dated 01-12-2005 ibid are, therefore, withdrawn with immediate effect. It has also been decided that henceforth, drivers medically decategorised upto the level 'A-3', shall have to undergo the selection process prescribed for the post of Loco Inspectors, as applicable to the medically fit drivers. In such cases, there would not be any necessity of going through the process of the screening committee applicable under the scheme of absorption in alternative employment of medically decategorised staff. It has further been decided that selections in process, if any, for the post of Loco Inspector in terms of the instructions contained in the letter dated 01-12-2005 would require to be conducted afresh in accordance with these revised instructions.

SERIAL CIRCULAR NO.07/2007

No.P(PC)487/VPC/6 CRC/Vol.V Date: 29 -01-2007

A copy of Board's letter No.PC-III/2005/CRC/4 dated 30.11.2006 is published for information, guidance and necessary action.

Copy of Board's letter No.PC-III/2005/CRC/4 dated 30.11.2006(RBE No.180/06)

Sub: Cadre Restructuring of certain Group 'C' Cadre – Accounts & Medical Department.

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The Ministry of Railways have had under review Group 'C' cadres of (1) Accounts Staff of Accounts Department; (ii) Physiotherapists; and (iii) Dressers/O.T. Assistants of Medical Department in consultation with the staff side with a review to strengthening and rationalizing the staffing pattern on Railways. As a result of the review undertaken on the basis of functional, operational and administrative requirements, it has been decided with the approval of the President that the Group 'C' categories of staff as mentioned above should be restructured in accordance with the revised percentages indicated in the Annexures 'A' and 'B' to this letter. While implementing these orders the following detailed instructions should be strictly and carefully adhered to:

Date of effect	1.	The restructuring will be in reference to the sanctioned cadre strength as on date of issue of these orders.
Applicability to various cadres	2.	These orders will be applicable on the regular cadres (excluding surplus & supernumerary posts) of the Open Line establishments including Workshops and Production Units.
	2.1	These orders will not be applicable to ex-cadre & workcharged posts which will continue to be based on worth of charge. Only those temporary posts which are in operation for atleast three years may be taken into account for the purpose of applying revised percentages.
Pay Fixation (Rule 1313 (FR 22)-RII)	3.	Staff selected and posted against the additional higher grade posts as a result of above upgradation will have their pay fixed under Rule 1313 (FR 22)(I)(a)(I)-R-II from the date of issue of these orders with the usual option for pay fixation under extant rules.
Existing classification and filling up of the vacancies	4.	The existing classification of the posts covered by these orders as selection and 'non-selection', as the case may be, remains unchanged. However, for the purpose of implementation of these orders, if an individual Railway servant becomes due for promotion to a post classified as a 'selection post', the existing selection procedure will stand modified in such a case to the extent that the selection will be based only on scrutiny of service records and confidential reports without holding any written and/or viva-voce test. Naturally under this procedure the categorization as 'outstanding' will not figure in the panels. This modified selection procedure has been decided upon by the Ministry of Railways as a one time exception by special dispensation, in view of the numbers involved, with the objective of expediting the implementation of these orders. Similarly for posts classified as non-selection at the time of this restructuring the promotion will be based only on scrutiny of service records and confidential reports.
	4.1	Normal vacancies existing on date of issue of these orders (except direct recruitment quota) and those arising on that date from this cadre restructuring including chain/resultant vacancies should be filled in the following sequence:- (i) From panels approved on or before date of

		issue of these orders and current on that date; (ii) And the balance in the manner indicated in para 4 above.
	4.2	Benefit of promotion against chain/resultant vacancies should also be given from the date of issue of these orders, if the same would arise purely due to this cadre restructuring.
	4.3	Such selections which have not been finalized by date of issue of these orders should be cancelled /abandoned.
	4.4	All vacancies arising from the next day of date of issue of these orders will be filled by normal selection procedure.
	4.5	All vacancies arising out of the restructuring should be filled up by senior employees who should be given benefit of the promotion from the date of issue of these orders whereas for the normal vacancies existing on the date of issue of these orders, junior employees should be posted by modified selection procedure but they will get promotion and higher pay from the date of taking over the posts as per normal rules.
	4.6	In cases where percentages have been reduced in the lower grade and no new post becomes available as a result of restructuring, the existing vacancies on the date of issue of these orders should be filled up by normal selection procedure.
	4.7	Employees who retire/resign in between the period from the date of issue of these orders to the date of actual implementation of these orders, will be eligible for the fixation benefits and arrears under these orders from the date of issue of these orders.
	5	Extant instructions for D&A/Vigilance clearance will be applicable for effecting promotions under these orders with reference to the date of issue of these orders.
Minimum years of service in each grade	6	While implementing the restructuring orders, instructions regarding minimum period of service for promotion issued from time to time should be followed. In other words, residency period prescribed for promotions to various categories should not be relaxed.
Basic functions duties and responsibilities	7.	Since the cadres as detailed in the annexures to this letter are being restructured on functional operational and administrative considerations, the posts being placed in higher scales of pay as a result of restructuring should include the duties and responsibilities of greater importance.
	7.1	(i) With implementation of cadre restructuring, there shall be no addition in the staff strength of Accounts Department. All the existing and new work assigned to the Accounts Department in future shall

		be managed by the existing Section and Section/Sr.Section Officers (A/Cs)
		(ii) The Section Officers/Sr.Section Officers (A/cs) shall handle initial as well as supervisory work without any additional manpower. FA&CAOs should lay down the revised norms of work of Section/Sr.Section Officers (A/cs) in General & Traffic Accounts before implementation of cadre restructuring.
		(iii) Dressers/O.T. Assistants in higher grade will also be taking care of day to day indents, upkeeping of instruments for operations, ensure continuous Oxygen supply in OT and ICU etc. besides their regular work.
		(iv) In addition to the professional duties, Physiotherapists will have administrative responsibilities also, when promoted to higher grade. At most of places there is only one Physiotherapist, therefore, he will be performing all the administrative Job like preparing indents, upkeeping of equipments etc., in addition to the professional duties.
Adjustment of excess number of posts	8.	If prior to issue of these instructions the number of posts existing in any grade in any particular cadre exceeds the number admissible on the revised percentages, the excess may be allowed to continue to be phased out progressively with the vacation of the posts by the existing incumbents.
Provision of reservation	9	The existing instructions with regard to reservation of SC/ST wherever applicable will continue to apply.
Direct Recruitment percentages	10	Direct recruitment percentages will not be applicable to the additional vacancies arising out of these restructuring orders as on the date of issue of these orders (cut off date). The direct recruitment percentage will apply for normal vacancies arising on or after the date following the cut off date. Also the direct recruitment quota as on the date preceding the cut off date will be maintained.
Pin Pointing of posts	11	The administration should take steps to pin point the additional posts arising out of this restructuring as per administrative requirements. However, in those cases where due to pin pointing of posts staff is required to join duties in the upgraded posts at a different station, such staff may be allowed the benefit of upgradation/promotion on “as is where is basis” for the time being and allowed to join the pin pointed post at the new station within six months time from the date of issue of promotion order, subject to the satisfaction of HOD on merit in each case.
Refusal of promotion	12	Such of the staff as had refused promotion before issue of these orders and stand debarred for promotion in relaxation of the extant Provisions as a one time exception, if they indicate in writing that they are willing to be considered for such promotion

		against the vacancies existing on the date of issue of these orders and arising due to restructuring on the date. This relaxation will not be applicable to vacancies arising after the date of issue of these orders.
Matching Savings	13.	Entire scheme of restructuring is to be a self financing and expenditure neutral proposition. Financial implications should be worked out taking into account the mid points of the scales of pay of the respective posts/mean of the minima & maxima of the scale), existing number of posts and revised number of posts in the grade on the basis of the revised percentage distribution of posts. After working out the financial implications, the matching savings should be effected from the category itself. Wherever it is not possible to do so from the category itself, the matching savings should be arranged from the department at the divisional/zonal level. But before restructuring the cadre as per the revised percentage distribution of posts, matching savings will have to be ensured and if the Department/Railways are not able to provide the matching savings, the particular category/ department will not be restructured. While effective surrender of posts of equivalent financial value, the existing vacant posts available in the categories on the date of issue of these orders should be considered for the purpose of off setting the cost of restructuring/financial effects of restructuring. Board desire that the General Managers should ensure that the restructuring is implemented expeditiously with matching saving without any exception and difficulty. There would be no restructuring without matching savings by surrender of posts.

This issues in consultation with Accounts & Health Directorate & with the concurrence of Finance Directorate of this Ministry.

ANNEXURE 'A'

STATEMENT REGARDING RESTRUCTURING OF GROUP C STAFF OF ACCOUNTS DEPARTMENT.

Annexure to Board's letter number PC-III/2005/CRC/4 dated 30.11.2006.

CATEGORY	EXISTING STRUCTURE	REVISED STRUCTURE
Accounts (General Accounts)	Ratio – 1:6 (Between Supervisors comprising SO(A/cs)+Sr.SO (A/cs) And (Accounts staff comprising Accounts Assistants, Jr.Accounts Assistants & Accounts Clerks)	Ratio – 1:3 (Between Supervisors comprising SO(A/cs)+Sr.SO (A/cs) And (Accounts staff comprising Accounts Assistants, Jr.Accounts Assistants & Accounts Clerks)
Accounts Staff (Traffic Accounts)	Ratio – 1:9 (Between Supervisors comprising SO(A/cs)+Sr.SO (A/cs)	Ratio – 1:6 (Between Supervisors comprising

	And (Accounts staff comprising Accounts Assistants, Jr.Accounts Assistants & Accounts Clerks)	SO(A/cs)+Sr.SO (A/cs) And (Accounts staff comprising Accounts Assistants, Jr.Accounts Assistants & Accounts Clerks)

ANNEXURE'B'

STATEMENT REGARDING RESTRUCTURING OF GROUP C STAFF OF MEDICAL DEPARTMENT.

Annexure to Board's letter number PC-III/2005/CRC/4 dated 30.11.2006

CATEGORY	GRADE (Rs.)	EXISTING%AGE	REVISED %AGE
Physiotherapists	6500-10500 5500-9000	--- --	60 40
Dressers/O.T. Assistants	4500-7000 4000-6000 3050-4590	5 55 40	15 60 25

SERIAL CIRCULAR NO. 08 /2007

No.P(R)/Misc/V Date: 23 -01–2007

Copy of Board's letter No.99/E.[Coop.]/14/1 dated 02-01-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. 99/E.[Coop.]/14/1 dated 02-01-07 (RBE No.01 /07)

Sub: Cooperative Labour Contract Societies – Award of Handling Contracts.

…

It has been brought to the notice of the Board that Labour Contract Coop. Societies which are awarded handling contracts through negotiations or limited tender, later on back out resulting in financial loss and other inconvenience to the Railways.

It has, therefore, been decided that henceforth such of the Labour Contract Coop. Societies which are awarded handling contracts through negotiations or limited tender but later on back out, without reasonable cause, be debarred from obtaining such contract, for a period of 5 years. Suitable provision to this effect may be incorporated in the contract documents while awarding handling contracts to Labour Coop. Societies.

SERIAL CIRCULAR NO. 09 /2007

No.P(R)/8/III Date: 23-01 –2007

Copy of Board's letter No.E[NG]I-2004/RE-3/9 dated 04-1-2007 is published for information, guidance and necessary action. Board's letters dated 29-04-99, 1-07-2003 and 07-12-05 quoted therein were circulated as S.C. Nos. 138/99, 139/2003 and 220/05 respectively.

Copy of Bd's letter No. E[NG]I-2004/RE-3/9 dated 04-1-2007 (RBE No.04 /07)

Sub: The Persons with Disabilities [Equal Opportunities, Protection of Rights and Full Participation] Act, 1995 – Absorption of disabled / medically decategorised staff in alternative employment.

…

Reference this Ministry's letter of even number dated 07-12-2005 restoring the position that existed with the issue of their letter No. E[NG] I-96/ RE-3/ 9[2] dated 29-04-99 upto the issue of letter No. E[NG]I-2001/RE-3/8 dated 01-07-2003, regarding absorption in alternative employment /

retention in supernumerary posts of staff declared totally incapacitated for further service even in the lowest medical category.

During discussion in the DC-JCM Meeting held on 23 / 24-10-2006, it was pointed out that the instructions contained in this Ministry's letter dated 07-12-2005 referred to above have created an impression that the Railways are debarred from accepting request for voluntary retirement from staff who are declared unfit for further service even in the lowest medical category. It is clarified that the scheme of absorption of disabled / medically decategorised staff in alternative employment or their retention in supernumerary posts on the one hand and scheme of voluntary retirement on the other are independent of each other, the instructions regulating the former do not in any way interfere with the latter.

SERIAL CIRCULAR NO. 10 /2007

No.P(R)473/ VII Date:25-01-2007

Copy of Board's letter No. E[W]95 PS5-1/29 dated 08-01-07 is published for information, guidance and necessary action. Board's letter dated 13-06-03 quoted therein was circulated under SC No.123/03.

Copy of Board's letter No. E[W]95 PS5-1/29 dated 08-01-07 (RBE No. 05/07)

Sub: Post Retirement Complimentary Passes to widows appointed on compassionate ground.

****

In terms of Board's letter of even number dt. 13-06-03 widows appointed on compassionate grounds are required to exercise an option at the time of appointment to Railway service to choose pass entitlement either under Widow Pass Scheme or Privilege Pass/PTO Scheme. They are also given an option at the time of retirement to choose either to be governed by Widow Pass Scheme or by the Post Retirement Complimentary Pass Scheme.

2. On receipt of a reference from AIRF for allowing passes under the Widow Pass Scheme to widows appointed on compassionate grounds in Artisan Category till such time they are regularized on completion of training, the matter has been considered by the Board and it has been decided that widows of railway employees, who are appointed as apprentice on compassionate grounds in Artisan Category may be allowed to avail of pass under the Widow Pass Scheme till such time they are given regular appointment on completion of training. On their regular appointment they will be required to give option as indicated in Board's letter of even number dt. 13-06-03. Other conditions as indicated in Board's letter of even number dt.13-06-03 will remain the same.

3. In view of the above Schedule V of Railway Servants [Pass] Rules, 1986 [2nd Edition, 1993] may be amended as in Advance Correction Slip No. 52 enclosed.

4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Advance Correction Slip No. 52 of the Railway Servants [Pass] Rules, 1986 [2nd Edition, 1993]

The para added after item No. [ii] [b] under column 3 of Schedule V vide ACS No. 40 may be numbered as [c]. The following note may be added after [c]:

Note: Widows of railway employees who are appointed as apprentice on compassionate grounds in Artisan Category may be allowed to avail of pass under the Widow Pass Scheme till such time they are given regular appointment on completion of training. Thereafter they will be required to give their option as brought out in para [c] above.'

The existing para [c] may be renumbered as [d].

[Authority: Board's letter No. E[W]95 PS5-1/29 dated 08-01-07]

SERIAL CIRCULAR NO. 11 /2007

No.P(R)633/II Date:25 -01-2007

Copy of Board's letter No.E[MPP]2002/13/2 dated 04-01-07 is published for information, guidance and necessary action. Board's letter dated 27-04-04 quoted therein was circulated as SC No. 78/2004.

Copy of Board's letter No. E[MPP]2002/13/2 dated 04-01-07 (RBE No. 06/07)

Sub: Monetary incentive in the form of Training Allowance.

In terms of Board's letter No. E[S]I-56CPC/194 dated 18-10-58, staff either one grade lower or 2 grades lower than the scale of the post of instructor in the training centres can be considered for posting subject to the condition that willing staff are not available in the same grade. It was further clarified vide Board's letter of even number dated 27-04-04 [RBE No. 94/2004] that if a suitable candidate is posted in a higher grade in a training centre he cannot avail both the benefits, i.e. the higher grade and training allowance at the same time.

The matter was discussed during the DC/JCM meeting held on 3rd and 4th April 2006 and it was desired that the instructions to grant training allowance to instructors, irrespective of the fact that they are inducted from identical grade or from lower scales, be reviewed. The matter has been considered and it has been decided that the selected instructors will not be allowed the option of drawing the pay of the post in the training centre in lieu of Training Allowance. There is no provision for grant of pay of the ex-cadre post and only Training allowance at prescribed rates is to be granted on cadre pay.

Thus, selection of instructors should be done from identical grades only. In case no willing candidates apply for the same, the railways can consider candidates below one /two grades provided the post at the training centre is either downgraded matching with the scale of pay of the selected candidates or transfer the element of the post in which the incumbent was working in his parent cadre. However, this is to be used sparingly. These instructions will not have retrospective effect, so that past cases decided otherwise are not affected.

This has the concurrence of the associate finance of Ministry of Railways.

SERIAL CIRCULAR NO. 12 /2007

No.P(R)633/I Date: 25-01-2007

Copy of Board's letter No.E[P&A]I-2004/SP-1/Genl.-1 dated 04-01-07 is published for information, guidance and necessary action. Board's letter dated 09-10-98 quoted therein was circulated under SC No.287/98. The instructions contained in paras 3 & 4 therein should be implemented forthwith and details of cases where special allowance granted to Sr. Box Boys erroneously and recoveries effected may be advised to this office for onward transmission to Board.

Copy of Board's letter No. E[P&A]I-2004/SP-1/Genl.-1 dt. 04-01-07 (RBE No. 07/07)

Sub: Recommendation of the Fifth Central Pay Commission – Grant of Special Allowance to Box Boys /Porters.

In terms of the instructions contained in Board's above referred letter Special Allowance is admissible only to those Box Boys who are working in scale of Rs.2550-3200.

2. While examining the issue raised by Federation in the Forum of PNM, for grant of Special Allowance to Senior Box Boys who are working in grade Rs.2610-3540, some information was called for from the Zonal Railways. From the information received from the Zonal Railways it has been observed that Board's instructions for grant of Special Allowance to Box Boys contained in the letter dated 09-10-98 referred to above are not being implemented uniformly, in that certain Railways are paying Special Allowance to Senior Box Boys working in the higher grade of Rs. 2610-3540 also whereas certain Railways are not at all granting Special Allowance to those Box Boys, who are working in grade Rs.2550-3200 in spite of their being eligible for this Allowance in terms of Board's letter dated 09-10-98.

3. In view of the above, the Zonal Railways, which are not granting Special Allowance to Box Boys working in the lower grade of Rs.2550-3200, are advised to grant Special Allowance to such Box Boys in terms of Board's letter referred to above.

4. Further the Railways, which have been granting Special Allowance to Senior Box Boys working in the higher grade of Rs.2610-3540, are directed to discontinue grant of Special Allowance to such Senior Box Boys with immediate effect and to make recoveries of the amount of this allowance already paid to them erroneously, under advice to this Office.

5. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 13/2007

No.P(R)438/CHS/III Date: 23-1-2007

Copy of Board's letter No.2003/H/28/1/RELHS dated 10-1-07 is published for information, guidance and necessary action. Board's letters dated 28.1.05, 21.10.05 and 30.12.2005 quoted therein were circulated as SC Nos.10/2005, 183/05 and 19/06, respectively.

Copy of Board's letter No. 2003/H/28/1/RELHS dated 10-1-2007

Sub: Re-opening of Retired Employees Liberalised Health Scheme (RELHS-97.
Ref: Board's letters No. 2003/H/28/1/RELHS dated 28-1-05, 21-10-05, 30-12-05 and 10-5-06.

Arising out of demands made by AIRF, NFIR, many individuals and Associations of Pensioners etc. the subject of extension/re-opening of the Retired Employees Liberalised Health Scheme (RELHS-97), for those retired employees who have not joined the RELHS-97 scheme earlier, has been under consideration of the Board for some time. After careful examination of the matter it has been decided that all retired Railway employees, having qualifying service period and who have not joined the RELHS-97 scheme earlier, will be given another last and final chance to join RELHS-97.

The period during which the scheme has been made open is from the date of issue of this letter and upto 31.12.07 (Thirty first December two thousand seven only).

The scheme has been approved by Railway Board with a special condition that there will be a **"lock in"** period of six months from the date on which a retired employee joins the scheme i.e. the date of depositing the fees. During this period the retired employee will be provided medical treatment as available in Railway hospitals and other Govt. hospitals including Govt. owned autonomous hospitals and Govt. medical college hospitals only. They will not be referred to private hospitals, which are recognised for Railway employees and other RELHS cardholders. In any circumstances and in any medical condition, during the "lock in" period, reimbursement of medical claims for treatment taken in private hospitals including the private recognised hospitals will not be permitted.

- All other terms and conditions of the RELHS-97 mentioned in Board's letters under reference will remain unaltered.

- RELHS (Medical identity) card will be issued by the Personnel Branch of concerned Railways. The RELHS Card issued to beneficiaries with 'lock in' period should clearly indicate the designation, amount deposited and name and designation of issuing authority/signatory.

- Lock in period to be clearly and prominently mentioned on the card alongwith the conditions.

- The retired / medically invalidated employees who are willing to join this scheme must give a clear declaration alongwith application that he/she is joining the scheme with full knowledge about the "lock in" period. He/she should also give clear declaration that during the 'lock in' period he/she will not submit any reimbursement claim for treatment taken in

private and private recognised hospitals and would not challenge the orders of Railway Board to this effect in any court of law.

The above instructions are applicable to those retired/medically invalidated employees and spouses of railway employees who died in harness/after superannuation and did not join the RELHS-97 scheme earlier.

All medically invalidated employees and the spouses of the employees who die in harness are permitted to join the scheme within 3 months from the date of invalidation/death of the employee.

The scheme is open from the date of issue of this letter upto 31.12.2007 and would not be extended further in any circumstances.

A wide publicity should be given.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 14 /2007

No.P(R)411 Date: 29-01-2007

Copy of Board's letter No.E[W]2006/CL-1/3 dated 05-1-2007 is published for information, guidance and necessary action. Board's letter dated 12-3-2004 quoted therein was circulated under SC No.57/04 .

Copy of Board's letter No. E[W]2006/CL-1/3 dated 05-1-2007 (RBE No.08 /07)

Sub: Staff Benefit Fund – allocation for Promotion of Cultural Activities.

Vide Board's letter No. E[W]2004/FU-1/1 dated 12-3-2004, an amount of Rs.0.50/- [Fifty paisa] has been earmarked under the Staff Benefit Fund for "Inter Railway Cultural Competitions". However, over the period of time this allocation is being utilized for meeting expenditure relating to cultural competitions at Divisional level etc. since the funds for the Inter Railway Cultural Competitions are being sanctioned by Board separately.

2. It has, therefore, been decided that the head "Inter Railway Cultural Competitions" under the SBF be renamed as 'Promotion of Cultural Activities and that the scope of this head / activity should also include promotion of cultural activities in Railway Schools.

SERIAL CIRCULAR NO. 15 /2007

No.P(R)535/VI Date: 29-01-2007

Copy of Board's letter No.E[GP]99/2/22 dated 04-1-2007 is published for information, guidance and necessary action. Board's letter dated 22-07-04 quoted therein was circulated under SC No.152/04.

Copy of Board's letter No. E[GP]99/2/22 dated 04-1-2007 (RBE No. 03/07)

Sub: Promotion from Group 'C' to Group 'B' – Conditions of eligibility

****

Reference instructions contained in Board's letter of even number dt. 22-07-2004 on the aforementioned subject. It has been decided by the Board that P. Way Mistries with 3/5 years of non-fortuitous service in scale of Rs.4500-7000+100 [S.A] shall be eligible for being considered for the Selection/LDCE for promotion to Group 'B'.

These instructions will be effective from the date of issue of this order.

SERIAL CIRCULAR NO. 16 /2007

No.P(R)/219/I Date:29-01 –2007

Copy of Board's letter No.F[E]II/2006/FSC/2 dated 12-01-2007 is published for information, guidance and necessary action. Board's letter dated 06-01-2003 quoted therein was circulated as SC No.24/03.

Copy of Bd's letter No. F[E]II/2006/FSC/2 dated 12-01-2007 (RBE No.12 /07)

Sub: Recovery towards the cost of Railway staff employed on sidings and level crossings.
Ref: Board's letters No. 58/W-1/SA/13 dated 21/23-4-82 & 26-6-87, F[E]II/83/Misc/1 dated 27-6-84 & 20-11-85 and F[E]II/2002/FSC/1 dated 06-01-2003.

…

The cost of maintenance of the private sidings manned by Railway staff are settled in terms of the instructions issued vide Railway Board's letters No. 58/W-1/SA/13 dated 21/23-4-82, F[E]II/83/Misc/1 dated 27-6-84 as amended by Board's letter of even number 20-11-85 and Board's letter No. 58/W-1/SA/13 dated 26-6-87. The C & AG in Audit Para No. 6.2.3 for year 2004-05 has observed that the element of Productivity Linked Bonus [PLB] has not been included by the Central Railway while calculating the maintenance charges to be recovered from the owners of private sidings.

The matter has been considered by the Board and it is clarified that the productivity linked bonus paid to Railway staff posted in private sidings being part of the cost of staff, is recoverable in full from the owners of private sidings. Accordingly, in addition to the cost being recovered at present from the private siding owners under the head "Incidental Charges" [i.e. at a rate of 10% of pay, Interim Relief plus DA/ADA], the full amount of PLB paid to the railway staff during the previous year may be recovered during the following year from the private siding owners.

SERIAL CIRCULAR NO. 17 /2007

No.P(R)/268/I Date: 29 -01–2007

Copy of Board's letter No.E[NG]II/2006/RC-1/Genl./11 dated 15-1-2007 is published for information, guidance and necessary action. Board's letters dated 18-1-2000, 07-12-2005 and 14-6-2006 quoted therein were circulated as SC Nos. 21/2000, 220/2005 and 92/2006, respectively.

Copy of Bd's letter No. E[NG]II/2006/RC-1/Genl./11 dated 15-1-2007

Sub: Appointment on compassionate grounds of wards /spouses of medically incapacitated employees on the Railways.
Ref: Railway Board's letters
[i] No. E[NG]II/95/RC-1/94 dated 18-1-2000
[ii] No. E[NG]II/95/RC-1/94 dated 14-6-2006
[iii] No. E[NG]I/2004/RE-3/9 dated 07-12-2005

…

Attention is invited to Ministry of Railways [Railway Board]'s letter under reference [i] stipulating that in cases where an employee is totally incapacitated and is not in a position to continue in any post because of his medical condition, he/she may be allowed to opt for retirement. In such cases, request for appointment on compassionate ground to an eligible ward may be considered. The same was reiterated vide para [3] of Board's letter under reference [ii].

2. Further, vide letter under reference [iii], it has been stipulated that provision of Section 47[i] of the Persons with Disabilities [Equal Opportunities, Protection of Rights and Full Participation] Act, 1995 will apply to medically decategorised Railway servants who are declared totally incapacitated for further service even in the lowest medical category. As these provided for continuation in service of a medically incapacitated employee on a supernumerary post, there would be no occasion for such an employee to be retired from service by the administration on medical grounds.

3. Instructions issued vide E[NG]I-2004/RE-3/9 dated 07-12-2005 and directions contained in letters Nos. E[NG]II/95/RC-1/94 dated 18-1-2000 & 14-6-2006 are not contradictory. It means that

Administration cannot retire a medically totally incapacitated employee automatically. However, if the employee himself/herself opts for retirement, he/she may be allowed to do so.

4. It is clarified that stipulation made vide Board's letter under reference(i) and reiterated vide para(3) of Board's letter under reference(ii) has not been withdrawn and if a Railway employee who is totally incapacitated and is not in a position to continue in any post because of his medical condition may be allowed to opt for retirement, if he so desires.

SERIAL CIRCULAR NO. 18 /2007

No.P(R)535/VI Date: 02-02-2007

Copy of Board's letter No.2004-E[SCT]I/25/20 dated 11-01-2007 is published for information, guidance and necessary action. Board's letter dated 31-1-2006 quoted therein was circulated under SC No.6/06. Board's letters dated 23-03-1981 and 15-04-82 are available on pages No. 263 and 265, respectively of Brochure on Reservation for Scheduled Castes and Scheduled Tribes in Railway Services, Third Edition, 1985.

Copy of Board's letter No. 2004-E[SCT]I/25/20 dated 11-01-2007(RBE No.10/07)

Sub: Filling up Gazetted posts on the Railways-Classification of Group 'B' posts in Transportation [Commercial] as Safety category.

Ref: [i] Board's letter No. 81-E[SCT]15/26 dated 23-3-1981 and 15-04-1982

[ii] Board's letter No. E[GP]2002/2/88 dated 31-01-2006.

****

The issue as to whether the Group 'B' post of the Transportation [Commercial] Department shall be treated as a Safety category post or otherwise has been under consideration of the Board for quite some time. Consequent to Board's decision to hold Combined Selections for filling up the Group 'B' posts of Transportation [Traffic and Commercial] Department as communicated vide Board's above quoted letter dated 31-01-2006, Board has further decided that the Group 'B' posts in the Transportation [Commercial] Department shall be treated as 'safety category' post.

2. Accordingly, the instructions contained in Board's letters dated 23-3-1981 & 15-4-1982 referred to above are modified to that extent mentioned therein and the scheme of "promotion of best among the failures" will not be applicable in Transportation [Commercial] Department. These instructions will have the prospective effect and selections which have already been finalized in terms of extant instructions need not be reopened.

SERIAL CIRCULAR NO. 19 /2007

No.P(PC)487/PC/CGEGIS/II Date: 08-02-2007

Copy of Board's letter No.PC-III/2000/GIS/2 dated 11.01.2007 is published for information, guidance and necessary action. Board's letter dated 16.1.06 quoted therein was circulated as SC No. 12/06.

Copy of Board's letter No. PC-III/2000/GIS/2 dated 11.01.2007 (RBE No.11/2007)

Sub: Central Government Employees Group Insurance Scheme, 1980 – Tables of Benefits for the Savings Fund For the period from 1.1.2007 to 31.12.2007.

…

In continuation of this Ministry's letter No.C-III/2000/GIS/2 dated 16.01.2006, a copy of O.M.No. 7 (3)/EV/2005 dated 12.12.2006 of the Ministry of Finance, Department of Expenditure on the above subject is forwarded herewith for information and necessary action.

Copy of Ministry of Finance,Department of Expenditure OM No. No. 7(3)/EV/2004 Dated: 12th December, 2006

Sub: Central Government Employees Group Insurance Scheme-1980 – Tables of Benefits for the savings fund for the period from 1.1.2007 to 31.12.2007.

…

The undersigned is directed to refer to this Ministry's O.M. No. 7(1)/EV/2004 dated 6th January 2006 forwarding therewith Tables of Benefits under CGESIS for the year 2006. New Tables of Benefits for the savings fund of the Scheme based on a subscription of Rs. 10 per month from 1.1.1982 to 31.12.1989 and Rs. 15 per month w.e.f. 1.1.1990 onwards have been prepared for the year 2007 and a copy of the same is enclosed. Another Table of Benefits for the savings fund based on a subscription of Rs. 10 per month for those employees who had opted out of the revised rates of subscription w.e.f. 1.1.1990 have also been drawn up for the year 2007 and a copy of the same is also enclosed. The amounts in the Tables have been worked out on the basis of interest @ 10% per annum (compounded quarterly) for the period from 1.1.1982 to 31.1.1982. 11% per annum (compounded quarterly) w.e.f. 1.1.1983 to 31.12.1986, 12 % per annum (compounded quarterly) w.e.f. 1.1.1987 to 31.12.2000, 11% per annum (compounded quarterly) w.e.f. 1.1.2001 to 31.12.2001, 9.5% per annum (compounded quarterly) w.e.f. 1.1.2002 to 31.12.2002 and 9.0% per annum (compounded quarterly) w.e.f. 1.1.2003 to 31.12.2003 and 8% per annum (compounded quarterly) w.e.f. 1.1..2004 onwards. The mortality rate under the Scheme has been taken as 3.75 per thousand per annum upto 31.12.1987 and 3.60 per thousand per annum thereafter in both the cases. While calculating the amount it has been assumed that the subscription has been recovered or will be recovered from the salary of the month in which a member ceases to be in service failing which it should be deducted from accumulated amounts payable.

2. In its application to the employees of Indian Audit and Accounts Department this Office Memorandum issues in consultation with the Comptroller and Auditor General of India.

CENTRAL GOVT.EMPLOYEES GROUP INSURANCE SCHEME 1980

Accumulated value of contribution from 1st Jan.of year of entry to the month and year of cessation

Contribution @ Rs.10/- p.m. throughout -Year of cessation of membership 2007

Month of cessation of membership

Year of entry	Jan	Feb.	Mar	Apr.	May	Jun	Jul	Aug	Sep	Oct.	Nov.	Dec.
1982	10638	10715	10791	10670	10949	11028	11108	11189	11270	11351	11432	11515
1983	9445	9515	9584	9655	9725	9797	9868	9940	10012	10086	10160	10234
1984	8369	8433	8494	8559	8621	8685	8750	8815	8879	8946	9011	9078
1985	8406	7463	7517	7575	7632	7689	7747	7805	7863	7922	7981	8042
1986	6540	6592	6642	6692	6743	6795	6847	6899	6951	7004	7057	7111
1987	5765	5810	5855	5901	5947	5993	6039	6086	6134	6181	6228	6276
1988	5072	5112	5153	5195	5236	5277	5319	5361	5404	5445	5489	5532
1989	4446	4482	4520	4555	4592	4630	4667	4705	4742	4780	4819	4859
1990	3889	3921	3955	3987	4020	4054	4088	4122	4157	4190	4225	4260
1991	3395	3423	3453	3484	3514	3543	3574	3604	3635	3666	3696	3727
1992	2956	2981	3008	3035	3063	3090	3117	3144	3171	3199	3226	3254
1993	2565	2588	2612	2637	2662	2686	2710	2734	2760	2784	2810	2836
1994	2217	2239	2260	2282	2305	2327	2349	2371	2394	2416	2439	2462
1995	1910	1928	1948	1968	1988	2008	2028	2048	2069	2089	2110	2130
1996	1636	1653	1672	1689	1707	1726	1744	1762	1780	1799	1817	1836
1997	1392	1409	1424	1441	1456	1474	1490	1508	1524	1540	1557	1575
1998	1177	1190	1205	1220	1236	1250	1265	1281	1296	1327	1327	1342
1999	984	998	1011	1025	1039	1052	1064	1079	1093	1107	1121	1135
2000	814	825	839	1850	863	877	889	902	916	928	941	954
2001	662	673	685	696	707	720	731	744	755	767	779	792
2002	527	537	548	558	569	580	591	601	612	623	635	646
2003	404	414	424	433	443	453	463	473	483	494	504	514

2004	292	301	310	319	329	338	347	356	366	375	384	394
2005	190	198	206	215	223	231	240	249	257	266	275	284
2006	95	102	110	118	126	133	141	149	157	165	173	181
2007	7	14	21	28	35	43	50	57	65	72	80	87

Note: Basis Used
From To From To
1.1.82 31.12.82 10% 1.1.03 31.12.03 9.00% Savings fund: 68.75 from 1.1.82 to 31.12.87 1.1.83 31.12.86 11% 1.1.04 31.12.04 8.00% 70% from 1.1.88 and onwards
1.1.87 31.12.89 12% 1.1.01 31.12.01 11%
* interest p.a. compounded quarterly Insurance fund: 31.25% from 1.1.82 to 31.12.87
30% from 1.1.88 and onwards.

CENTRAL GOVT.EMPLOYES GROUP INSURANCE SCHEME 1980
Accumulated value of contribution from 1st Jan.of year of entry to the month and year of cessation -Contribution @ Rs.10/- p.m. 31.12.89 and Rs.15 throughout after 1.1.90 -Year of cessation of membership 2007

Month of cessation of membership

Year of entry	Jan	Feb.	Mar	Apr.	May	Jun	Jul	Aug	Sep	Oct.	Nov.	Dec.
1982	12579	12674	12768	12862	12958	13054		13248	13348	13446	13547	13646
1983	11386	11474	11559	11647	11734	11872	11912	12002	12092	12181	12272	12364
1984	10313	10392	10471	10551	10631	10713	10794	10875	10958	11041	11125	11210
1985	9349	9422	9494	9567	9641	9715	9791	9866	9942	10018	10096	10172
1986	8483	8551	8619	8686	8754	8821	8892	8959	9030	9101	9171	9244
1987	7707	7771	7831	7894	7957	8021	8084	8147	8212	8277	8343	8409
1988	7016	7073	7130	7188	7246	7304	7363	7424	7483	7542	7603	7664
1989	6389	6443	6496	6550	6603	6657	6711	6765	6878	6878	6934	6990
1990	5832	5883	5932	5982	6032	6082	6132	6184	6236	6288	6339	6392
1991	5091	5135	5179	5224	5269	5315	5360	5407	5453	5500	5548	5593
1992	4431	4472	4512	4552	4592	4635	4675	4616	4758	4800	4843	4886
1993	3845	3883	3918	3955	3992	4029	4066	4103	4142	4178	4218	4255
1994	3326	3360	3392	3425	3458	3491	3524	3559	3592	3627	3662	2696
1995	2863	2893	2923	2953	2983	3012	3045	3074	3105	3136	3167	3199
1996	2453	2479	2507	2534	2561	2589	2617	2645	2672	2700	2729	2759
1997	2088	2111	2137	2162	2186	2212	2237	2262	2288	2314	2340	2365
1998	1764	1787	1808	1831	1853	1876	1901	1923	1947	1969	1992	2017
1999	1477	1497	1517	1536	1558	1578	1600	1621	1642	1664	1685	1706
2000	1219	1238	1257	1277	1295	1314	1334	1353	1373	1391	1411	1431
2001	993	1010	1027	1045	1062	1080	1097	1114	1133	1151	1169	1187
2002	791	806	822	836	852	868	885	901	920	936	952	970
2003	606	621	635	650	665	680	694	710	725	741	756	770
2004	439	452	465	479	493	507	520	534	548	562	577	591
2005	284	292	309	322	334	347	360	373	386	399	412	425
2006	142	153	165	177	188	200	212	224	236	248	260	272
2007	11	21	32	42	53	64	75	86	97	108	119	131

Note: Basis Used
From To From To
1.1.82 31.12.82 - 10% 1.1.03 31.12.03- 9.00% Saving fund : 68.75 from 1.1.82 to 31.12.87
1.1.83 31.12.86 11% 1.1.04 31.12.07 8.00% 70% from 1.1.88 and onwards
1.1.87 31.12.00 12% Insurance Fund:31.25% from 1.1.82 to 31.12.87 ,
30% from 1.1.88 and onwards
* Interest p.a. compounded quarterly.

SERIAL CIRCULAR NO. 20 /2007

No.P(PC)487/V/97/Pension/Vol.III date: 08-02-2007

A Copy of Board's letter No.P(E)III/2002/PN1/29 dated 10.01.2007 is published for information, guidance and necessary action. Board's letter dated 20.07.2005 quoted therein was circulated as SC No. 123/05.

Copy of Board's letter No. P(E)III/2002/PN1/29 dated 10.01.2007 [RBE No.09/2007)

Sub: Implementation of Government's decision on the recommendations of the 5th Central Pay Commission – Revision of pension of pre and post – 1986 pensioners/family pensioners etc. – Extension of date of submission of application for revision of pension/family pension.

In continuation of Board's letter No.F(E)III/2002/PN1/29 dt.20.07.2005 extending the date of submission of application for revision of pension/family pension of pre and post – 1986 pensioners/family pensioners up to 31.12.2005, a copy of DOP&PW's O.M.No.45/86/97-P&PW(A) Part III dt.21.12.2006 extending the date of submission of application further upto 31st December, 2007 is circulated for information and guidance. These instructions will apply mutates mutandis on the Railways also.

DOP&PW's O.M.No.(1)45/86/97-P&PW(A)Part IV dt.8.5.98, 30.11.98 and 17.12.98 and O.M.No.45/86/97-P&PW (A)-Part III dated 7.6.2005 referred to in the present O.M. dated 21.I12.2006 were circulated/adopted on the Railways vide Board's letters No.F(E)III/98/PN1/11 dt.5.6.98, 23.12.98, F(E)III/98/PN1/29, dt.15.1.99 and 20.07.2005 respectively.

Copy of DOP&PW's O.M.No.45/86/97-P&PW(A) Part III dt.21.12.2006

Sub: Implementation of Government's decision on the recommendations of the 5th Central Pay Commission – Revision of pension of pre and post – 1986 pensioners/family pensioners etc. – Extension of date of submission of application for revision of pension/family pension

The undersigned is directed to refer to this Department's OM of even number dated 7.06.2005 extending the date of submission of applications for revision of pension/family pension of pre-1986 pension/family pensioners upto 31.12.2005. Representations have been received in this department for extending the date for submission of applications beyond 31.12.2005. The matter has been considered in this department and it has been decided to extend the date of submission of application for revision of pension/family pension in such cases upto 31.12.2007. However, Defence civilian pensioners will continue to be governed by orders issued by the Ministry of Defence.

2. Similarly it has also been decided to extend the date of submission of applications for revision of pension/family pension with reference to this department's OM No.(1) 45/86/97-P&PW(A)-Part IV dated 08.05.1998 read with OM dated 30.11.1998 and dated 17.12.1998 for submission of applications by the pensioners covered with these OM upto 31.12.2007.

3. This extension of date upto 31.12.2007 is the last opportunity for submission of application for revision of pension/family pension with reference to this department's OM No.(1) 45/86/97-P&PW(A)-Part IV dated 08.05.1998 read with OM dated 30.11.1998 and dated 17.12.1998.

4. Ministry of Agriculture etc. are requested to bring the contents of these orders to the notice of heads of Departments/Controller of Accounts, Pay and Accounts officer and attached and Subordinate Offices under them on top priority basis. All Pension Disbursing Authorities are also advised to prominently display these orders on their notice boards for the benefit of the pensioners/family pensioners.

SERIAL CIRCULAR NO. 21 /2007

No.P(R)/563/VI Date:12-02–2007

Copy of Board's letter No.E[NG]II/2005/RR-1/6 dated 23-1-2007 is published for information, guidance and necessary action. Board's letter dated 26-04-2005 quoted therein was circulated as SC No. 87/2005 .

Copy of Bd's letter No. E[NG]II/2005/RR-1/6 dated 23-1-2007 (RBE No.13 /07)

Sub: Recognition of qualification of Prathama Examination conducted by Hindi Sahitya Sammelan, Allahabad.

….

Kindly refer to this Ministry's letter of even number dated 26.4.2005 [RBE No. 67/2005] forwarding therewith a copy of the Notification No. F.24-4/2001-TS-III dated 14.5.2004 issued by Ministry of Human Resource Development, Department of Secondary & Higher Education on the subject quoted above.

Ministry of Human Resource Development, Department of Higher Education have issued a further notification of same number dated 21.11.2006 extending the provisional recognition granted to the **Prathama Examination** conducted by Hindi Sahitya Sammelan, Allahabad for the purpose of employment under the Central Government for the post for which the desired qualification is a pass in matriculation for a further period of 03 (three) years from 27.10.2007 to 26.10.2010. A copy of the same is enclosed for guidance and compliance.

Copy of Notification No.F 24-4/2001-TS-III dated 21st November, 2006 of Ministry Of Human Resource Development, Department Of Higher Education. [To be published in Gazette of India Part I, Section I]

NOTIFICATION.

F 24-4/2001-TS-III. In continuation of this Department's Notification of even number dated 14.05.2004, the Government of India, on the recommendations of High Level Committee in its meeting held on 16-10-2006, has decided to extend the provisional recognition granted to the Prathama Examination being conducted by Hindi Sahitya Sammelan, Allahabad for the purpose of employment under the Central Government for the post for which the desired qualification is a pass in matriculation for a further period of 3 years from 27.10.2007 to 26.10.2010, after which the Committee will review the recognition granted.

SERIAL CIRCULAR NO. 22 /2007

No.P(R)/535/VI Date: 12-02 –2007

Copy of Board's letter No.E[NG]I-2001/PM7/17 dated 23-01-2007 is published for information, guidance and necessary action. Board's letter dated 29-11-2004 quoted therein was circulated as SC No. 211/04.

Copy of Bd's letter No. E[NG]I-2001/PM7/17 dated 23-01-2007 (RBE No.14 /07)

Sub: Counting of officiating period towards two years residency period for promotion of Loco Pilots [Goods/Passenger].

…

In terms of instructions contained in this Ministry's letter of even number dated 29-11-2004 GMs are empowered to relax the two years residency period in the case of promotion of Loco Pilots [Goods] to Loco Pilots [Passenger] and Loco Pilots [Passenger] to Loco Pilots

[Mail/Express] wherever such relaxation is found to be inescapable in the interest of administration, subject to condition of fulfilment of year's service in the immediate lower grade or a foot plate experience of 40,000 Kms whichever is later.

2. The staff in the forum of DC-JCM have requested that day to day officiating service of Loco Pilots may also be counted towards two years residency period prescribed for promotion to higher grades. The matter has been carefully considered by this Ministry after taking into consideration the views expressed by the Staff Side. It has been decided that the officiating period may be allowed to be counted towards minimum residency period for promotion of Loco Pilots from one grade to another subject to the following conditions:

i] Officiating period of not less than 30 days' duration of working at a stretch as [a] Loco Pilots [Goods] for promotion as Loco Pilots [Passenger] and [b] as Loco Pilots [Passenger] for promotion as Loco Pilots [Mail/Express] will only be allowed to be taken into account.

ii] Officiating period as per [i] above will be totalled for preceding 4 years at the time of promotion.

iii] The person must be working in the relevant feeder grade on regular basis.

iv] Promotion will be in order of seniority after selection or non-selection, as the case may be even if a junior, by virtue of his having worked on officiating basis as above completes prescribed residency period earlier than his senior[s].

[v] The existing classification as selection or non-selection and the prescribed selection procedure in vogue will remain unchanged.

[vi] Since the position regarding officiating arrangement varies from one Division to another the General Managers will continue to have the discretionary powers to relax the condition of two years service condition in terms of this Ministry's letter of even number dated 29-11-04 referred to in the opening paragraph. In such cases the minimum residency period of one year regular service without including officiating periods, or a footplate experience of 40,000Kms. whichever is later will continue to be insisted upon.

SERIAL CIRCULAR NO. 23 /2007

No.P(R)535/VI Dt: 22-02-2007.

Sub: Promotion to the post of Artisans in the Open Line and Workshops.
Ref: 1. This office letter No.P.671/Mech./LGD/KWV dt.11.5.76.
2. Serial Circular No.165/92 and 24/93.

…

In terms of Board's letter No.E(NG)I-85-PM1-13 dt.19.2.1987, circulated under S.C.No.31/87, the minimum period of service for eligibility for promotion within Group 'C' shall be 2 years in the immediate lower grade in all categories. It has also been indicated in the above letter that wherever longer length of service in the lower grade had been stipulated as a condition of eligibility for promotion in a particular category, the same would continue to hold good.

2. Subsequently, Railway Board vide their letter No.E(NG)I/89/CFP/5 dated 17.10.90 [Serial Circular No.145/90] have clarified that minimum period of 2 years service in the existing grade is to be observed for promotions within Group 'C' only (both Safety and Non-safety categories) and not for promotions from unskilled to semi-skilled grade(Khalasi to Khalasi Helper).

3 Instructions were issued under S.C.No.24/93 that the time limit prescribed i.e., 3 years for promotion from un-skilled to semi-skilled and from semi-skilled to skilled after passing the Trade Test is to be followed in Workshops and in Divisions. Wherever staff with 3 years of service in the lower grade are not available for promotion, this can be reduced to one year only.

4. Doubts have been raised by the some of the Divisions as to whether the minimum service in the lower grade is to be observed for promotion from unskilled to semi-skilled notwithstanding the Board's clarificatory instructions circulated under Serial Circular No.145/90.

5. The matter has been examined and in partial modification of the instructions contained in Para 3 of S.C.No.24/93, it is clarified that *for promotions within Group 'D' no minimum service is required to be put in by the employees including for promotions from unskilled to semi-skilled grade (Khalasi to Khalasi Helper). However, in certain categories, like Porter/Bearer etc. to the post of CCA., where two years service has been prescribed, the same should be followed.*

6. It is also made clear that for promotions from Khalasi Helper (Semi-skilled) to Technician III (Trade) (Skilled) after passing the Trade Test, a minimum period of 3 years service in the Khalasi Helper post is required to be put in. Wherever staff with 3 years of service in the lower grade are not available for promotion, this can be reduced upto one year only with the approval of DRM/ADRMs in Divisions and CWMs in Workshops.

7. The instructions contained in last para of Serial Circular No.24/93 will remain unaltered.

8. This issues with the approval of CPO/Admn.

SERIAL CIRCULAR NO. 24 /2007

No.P(R)/75/VII Date: 20-02 –2007

Copy of Board's letter No.F[E]I/2007/AL-8/1 dated 02-02-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. F[E]I/2007/AL-8/1 dated 02-02-07 (RBE No.17 /07)

Sub: TA/DA to Railway servants representing Service Associations invited by 6th Central Pay Commission for oral evidence.

…

Board have decided that the Railway servants representing Service Associations invited by VIth Pay Commission to tender oral evidence before the Commission shall be granted travelling allowance as on tour under the rules applicable to them for journeys performed by them in that connection. The expenditure on Travelling Allowance will be debited to the Head of Account to which the pay and allowance of the Railway Servant concerned are debited.

2. It has also been decided that the minimum period required for tendering evidence and for performing the 'to and fro' journeys shall be treated as on duty in respect of the Railway servants who are granted TA/DA under paragraph 1 above.

3. After a Railway servant has tendered evidence before the Commission, he will be given a certificate by the Commission indicating the number of days [with dates] for which he was required to stay at the place at which evidence was taken by the Commission. The Railway servant should attach that certificate to his TA/DA claim.

4. These orders would take effect from 01-01-2007.

SERIAL CIRCULAR NO. 25 /2007

No.P(R)/95/II Date: 23 -02 –2007

Copy of Board's letter No.2007/E[O]II/41/1 dated 23-01-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. 2007/E[O]II/41/1 dated 23-01-2007

Sub: Cut-off date for receipt of applications received in response to the vacancy notices issued by this Ministry – reg.

...

The requirement of Railway/Other PSUs/Organisations etc., seeking services of Railway officer on deputation basis is circulated by Railway Board by way of a vacancy notice addressed to all Zonal Railways/Production Units / Training Institutes. In order to ensure wider dissemination and timely information, vacancy notices are also uploaded on the website – www.indianrailways.gov.in. The last date for receipt of applications in Board's office is clearly specified in the vacancy notice.

2. Of late, it has been observed that Railways/Production Units do not adhere to the prescribed time limit and applications are forwarded even after the "cut-off" date is over. In several cases, the applications so forwarded are not accompanied by requisite information such as ACR ratings for the last five years, thereby resulting in unnecessary delays in processing the urgent requirement of an organisation.

3. To offset such procedural delays and ensure timely fulfilment of the requirement of indenting organisation, following may be brought to the concerned officers with the advice to ensure its strict compliance:-

[i] The time limit prescribed in the vacancy notices may be treated as the "cut-off" period.

[ii] It may be ensured that applications are sent in time to Board's office so that they are received well within the "cut-off" period by which the applications are to be sent to Railway Board.

[iii] Wherever applicable, requisite information such as service particulars, ACR ratings for the last five years in respect of the officers should be forwarded to Board's office so as to avoid unnecessary back references.

[iv] Particular care may be exercised in respect of vacancies circulated by Public Enterprises Selection Board [PESB].

4. It may be noted that applications received in Board's office after the "cut-off" date prescribed in the vacancy notices may not be processed while putting up the cases for recommendation of the Competent Authority. It is, therefore, once again reiterated that the above instructions may be kept in view while forwarding the applications to Board's office. The cut-off date prescribed in the vacancy circular of Railway Board may be adhered to strictly.

SERIAL CIRCULAR NO. 26 /2007

No.P(R)/563/VII Date: 15 -02 –2007

Copy of Board's letter No.E[NG]II/94/RR-1/29 dated 05-02-2007 is published for information, guidance and necessary action. Board's letters dated 10-05-99 and 24-02-2006 quoted therein were circulated as SC No. 145/99 and 33/2006, respectively.

Copy of Bd's letter No. E[NG]II/94/RR-1/29 dated 05-02-2007 (RBE No.18/07)

Sub: Upper age limit for direct recruitment to Group 'C' and 'D' posts on the Railways.
Ref: Board's letter of even number dated 24-2-2006 [RBE No. 25/2006]

…

Attention is invited to this Ministry's letter under reference vide which the currency of the relaxation contained in letter of even number dated 10-05-99 [RBE No. 99/99] was extended for a period of one year i.e. upto 03-02-2007.

The matter has been reviewed and it has now been decided that this relaxation of 03 [three] years above the prescribed upper age limit for recruitment to all Group 'C' & 'D' posts including engagement of Substitutes may be extended further for a period of one year i.e. up to 03-02-2008.

SERIAL CIRCULAR NO. 27 /2007

No.P(R)/436/IREM/VII Date: 15-02–2007

Copy of Board's letter No.E[NG]II/2005/RR-1/36 dated 06-02-2007 is published for information, guidance and necessary action. Board's letter dated 31-03-06 quoted therein was circulated as SC NO. 86/2006 .

Copy of Bd's letter No. E[NG]II/2005/RR-1/36 dated 06-02-2007 (RBE No. 19/07)

CORRIGENDUM

Sub: Provisions relating to recruitment rules for direct recruitment to the category of Depot Material Superintendent, Grade I [DMS-I] in the pay scale of Rs.6,500-10,500.

…

Para 2[iii] of Board's letter of even number dated 31-05-06 [RBE No. 67/06] may be read as under:

[iii] Age limit: Between 18 - 32 years

Accordingly, para 5[ii] of ACS No. 185 introducing a new para below para 157[3] of Indian Railway Establishment Manual, Volume I [1989 Edition] may also be read as under:

[iii] Age limit: Between 18 - 32 years.

SERIAL CIRCULAR NO. 28 /2007

No.P(R)/95/II Date: 20-02–2007

Copy of Board's letter No.E[NG]I-2006/AP/1 dated 06-02-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[NG]I-2006/AP/1 dated 06-02-2007 (RBE No.21/07)

Sub: Simplification of procedure for forwarding of applications

…

As the Railways are aware, Railway employees, whether permanent or temporary, may be given four opportunities in a year to apply for posts in Govt. Departments/ Public Sector Undertakings /Autonomous Bodies, wholly or substantially, financed & controlled by Central or State Governments. However, the applications of Railway servants forwarded in response to UPSC advertisements for competitive examinations & limited departmental examinations are not to be counted against the limit of these four opportunities.

2. Pursuant to discussion in the ICF Staff Council meeting held on 04-08-06, it has been decided that the applications submitted for higher grade posts advertised by Railway Recruitment Boards [RRBs], may not also be counted against the prescribed limit of four opportunities in a year.

SERIAL CIRCULAR NO. 29 /2007

No.P(R)/535/VI Date: 20-02 –2007

Copy of Board's letter No.E[NG]I-2003/PM3/5 dated 06-02-2007 is published for information, guidance and necessary action. Board's letter dated 02-04-04, 05-09-05 and 08-09-06 quoted therein were circulated under letter No. P[R]535/V dated 08-06-04 and as S.C.No.151/05 and 151/06, respectively.

Copy of Bd's letter No. E[NG]I-2003/PM3/5 dated 06-02-2007 (RBE No. 22/07)

Sub: Transfer of Catering services to IRCTC along with staff- Promotion of Catering Staff.

…

As the Railways are aware instructions were issued vide this Ministry's letter of even number 02-04-04 followed by letters dt. 15-06-04, 05-09-05 and 29-03-06 emphasizing that promotion of Catering staff whether working in the Zonal Railways or in IRCTC may not be delayed and all vacant posts in all grades in Group 'C' & 'D' earmarked to be filled by promotion should be filled by due process of 'Selection' or 'Non-selection' as the case may be, well before the staff get transferred to IRCTC alongwith the catering activities. These instructions were last reiterated vide this Ministry's letter of even number dt. 08-09-06.

2. However, it is seen that some of the Zonal Railways have still not taken the necessary action in granting promotions to the Catering Staff. This has led to receipt of a number of representations by the Board from the aggrieved staff and in one of the such cases filed by the aggrieved staff of East Coast Railway before CAT/Cuttack, the Tribunal in its directions dated 29-11-2006 has held that all promotions should be granted to the Catering Staff as per rules before they get absorbed in IRCTC. As the cut-off date for Catering Staff for exercising option for absorption in IRCTC has been extended by IRCTC upto 31-03-2007, the Railways in close coordination with IRCTC should take immediate necessary action for granting due promotions to Catering Staff and the whole process may be completed latest by 28-02-2007, so that the concerned staff get the benefit of promotion in the matter of pay fixation after their absorption in IRCTC.

SERIAL CIRCULAR NO. 30 /2007

No.P(PC)/487/VPC/6/CRC/Vol.V Date:26 -02–2007

Copy of Board's letter No.PC-III/2003/CRC/6[Pt.] dated 31-01-07 is published for information, guidance and necessary action. Board's letters dated 09-10-03, and 14-09-05 quoted therein were circulated as SC Nos.191/03 and 172/05, respectively.

Copy of Bd's letter No. PC-III/2003/CRC/6[Pt.] dated 31-01-07 (RBE No. 15/07)

Sub: Cadre restructuring of Group 'C' & 'D' cadres.

…

Please connect para 7 of Board's letter no. PC-III/2003/CRC/6 dated 09-10-03, PC-III/2003/CRC/7 dated 04-12-03, para 6 of Board's letter No. PC-III/2000/ CRC/1 [RPF/RPSF] dated 15-09-04, para 2[v] of Board's letter no. PC-III/2005/CRC/2 dated 08-06-05 and para 7 of Board's letter no. PC-III/2005/CRC/11 dated 14-09-05 wherein it was stated that the posts being placed in higher scales of pay as a result of restructuring should include the duties and responsibilities of greater importance.

In this context, it is reiterated that though the posts are being placed in higher scales of pay as a result of restructuring, the basic functions, duties and responsibilities attached to these posts at present will continue, to which should be added duties and responsibilities of greater importance.

This issues in consultation with Establishment Directorate & with the concurrence of Finance Directorate of this Ministry.

SERIAL CIRCULAR NO. 31 /2007

No.P(R)/227/XV Date: 22 -02 –2007

Copy of Board's letter No.E[D&A]2006/RG6-45 dated 08-02-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[D&A]2006/RG6-45 dated 08-02-2007 (RBE No.20 /07)

Sub: Validity of the plea of discrimination where the cited decision was a wrong decision –observations of Hon'ble Court reg.

...

A case has been brought to the notice of this Ministry where an ex-employee had filed an application before CAT, Chandigarh Bench for review of his disciplinary case on the ground that he has been discriminated against since a lenient view was taken in respect of another similarly placed co-accused in the case.

2. The facts of the case are that two employees had been taken up on the charge that they had suppressed facts of their arrest and pending criminal proceedings against them in the attestation forms filled up by them at the time of appointment. Both of them were taken up under RS[D&A] Rules and in the penalty orders passed by the disciplinary authorities both were removed from service. In one of the cases the penalty of removal from service was reduced in appeal and further on revision. While in the other case the appeal and revision petition preferred by the ex-employee were rejected. The latter person filed Application [OA No.428-PB-2001] before CAT, Chandigarh Bench alleging discrimination. The Application was rejected by the Hon'ble Tribunal vide their orders dated 20-1-2003 observing that a person cannot claim discrimination on the ground that the Department had committed a mistake in another case on facts and the points of law and it must be repeated in his case. The person concerned had thereafter filed CWP No. 6268-CAT of 2003 before High Court of Punjab and Haryana. The Hon'ble High Court also dismissed the Writ Petition, vide their orders dated 17-5-2006. While passing orders in the Writ Petition, the Hon'ble High Court have upheld the stand of the Railway administration, which had also been endorsed by the Hon'ble CAT, Chandigarh that the lenient view taken in the case of another person was wholly unjustified and the same therefore, cannot be taken into consideration under the plea of discrimination, so as to allow the petitioner the benefit of a wrongful decision.

3. The above observations of the Hon'ble Court may please be brought to the notice of all concerned authorities on your Railway for their information and guidance. These may please be kept in view for dealing with similar cases.

SERIAL CIRCULAR NO. 32 /2007

No.P(R)/436/IREM/VII Date: 28-02–2007

Copy of Board's letter No.E[NG]I-99/PM5/7 dated 23-2-2007 is published for information, guidance and necessary action. Board's letter dated 01-01-2003 quoted therein was circulated as SC No. 23/03.

Copy of Bd's letter No. E[NG]I-99/PM5/7 dated 23-2-2007 (RBE No.26 /07)

Sub: Filling up of vacancies in the category of Supervisor[P.Way] in the pay scale of Rs.4500-7000 and JE[]P.Way] Gr.II in the pay scale of Rs.5000-8000. Recommendations of Railway Safety Review Committee – Implementation thereof.

****

Reference this Ministry's letter of even number dated 01-01-2003 enclosing therewith ACS No. 143 on the above subject.

2. It has come to the notice of this Ministry that non-insertion of a Note below para 144[1][ii] in the ACS ibid pursuant to para 4 of the covering letter dated 01-01-2003, is by an omission. The same is being rectified. Accordingly the Indian Railway Establishment Manual, Volume I, 1989 Edition should be amended as per ACS No. 192 enclosed.

Indian Railway Establishment Manual, Volume I, 1989 Edition
Advance Correction Slip No. 192

Chapter I, Section 'B' – Rules governing the recruitment and training of Group 'C' and Group 'D' and Workshop Staff.

Insert the following Note below sub-para [1][ii] of para 144 as amended by ACS No. 143 issued under Board's letter No. E[NG]I-99/PM5/7 dated 01-01-2003:

"Note: Departmental staff already in service as on 01-01-2003 not possessing the qualification of class X Board Examination but otherwise eligible for promotion against para 144[1][ii] above may be allowed two chances to appear in the two consecutive selections conducted after 01-01-2003 for promotion as Junior Engineer [P.Way] Gr.II "

[Authority: Board's letters No.. E[NG]I-99/PM5/7 dated 01-01-2003 and 23-02-2007]

SERIAL CIRCULAR NO. 33 /2007

P(R)/332/XVIII Date: 05-03 –2007

Copy of Board's letter No.E[LR]III/2006/LR1-26 dated 21-02-2007 is published for information, guidance and necessary action. Board's letter dated 03-12-1996 quoted therein was circulated as SC No.15/97.

Copy of Bd's letter No. E[LR]III/2006/LR1-26 dated 21-02-2007

Sub: Entitlement of holidays to staff on the Railways

…

Instructions were issued vide Board's letter No. E[LR]III/93/HL1-2 dated 03-12-1996 for entitlement to holidays for the three categories of staff on Railways. The entitlement is as under:

	Closed Holidays	Restricted Holidays	Total
a] Office Staff	16	2	18
b] Workshop staff	-	-	15 paid holidays
c] Open line staff	12	-	12

It has been observed that there is a variation in the pattern of holidays being observed specially amongst the Workshop /Production Units. These instructions are being reiterated for uniform compliance for all Production Units and Workshops.

SERIAL CIRCULAR NO. 34 /2007

P(PC)/487/VCPC/6/CRC/Vol.V Date:02-03 –2007

Copy of Board's letter No.PC-III/2006/FE-1/2 dated 23-02-2007 is published for information, guidance and necessary action. Board's letter dated 09-102003 quoted therein was circulated under SC No. 191/03.

Copy of Bd's letter No. .PC-III/2006/FE-1/2 dated 23-02-2007 (RBE No.25/07)

Sub: Annual Review of Group 'C' & 'D' cadres

…

Please connect para 20 of Board's letter no. PC-III/2003/CRC/6 dated 09-10-2003 & para 17 of Board's letter no. .PC-III/2003/CRC/7 dated 04-12-2003 vide which Railways /Units & RDSO were advised that annual review will be undertaken from 01-04-2005.

Pursuant to the demands raised by Staff Side in PNM forum for suspension of annual review, Board have reviewed the matter keeping in view the constitution of the Six Pay Commission and decided that annual cadre reviews due to be conducted as on 01-04-2007 on the cadre strength of 01-04-2007 should be suspended. The next Annual Cadre review will now be undertaken from 01-04-2009.

This issues in consultation with Establishment Directorate & with the concurrence of Finance Directorate of this Ministry.

SERIAL CIRCULAR NO. 35 /2007

No.P(R)/464/MC17 Date: 07 -03–2007

Copy of Board's letter No.E[W]2006/ED-2/3 dated 08-02-2007 is published for information, guidance and necessary action. Board's letter dated 25-06-2001 quoted therein was circulated as SC No. 148/2001 .

Copy of Bd's letter No. E[W]2006/ED-2/3 dated 08-02-2007 (RBE No.23 /07)

Sub: Grant of Children Education Allowance, Re-imbursement of Tuition Fee & to Central Government Employees – Issue of revised consolidated orders .

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A copy of the OM No. 21013/1/2004-Estt. [Allowances] received from the Ministry of Personnel, Public Grievances & Pensions [Department of Personnel & Training] on the above subject is sent herewith for guidance and compliance. These instructions will apply mutatis Mutandis to Railway employees also. Accordingly necessary corrections may be incorporated in the consolidated instructions issued under Master Circular No. 17/2001, letter No. E[W]2000/ED1/Master Circular/17 dated 25-06-2001 refers.

Copy of the OM No. 21013/1/2004-Estt. [Allowances] dated 23-03-2006 issued by the Ministry of Personnel, Public Grievances & Pensions [Department of Personnel & Training]

Sub: Grant of Children Education Allowance, Re-imbursement of Tuition Fee & Hostel Subsidy to Central Government Employees – Issue of revised consolidated orders .

The undersigned is directed to say that the orders relating to grant of concessions under the scheme of Children Education Allowance, Re-imbursement of Tuition Fee and Hostel Subsidy to Central Government Employees are contained in Central Civil Services [Educational Assistance] Orders, 1988 issued vide this Department's OM No. 21011/21/88-Estt.[Allowances] dated 17-10-1988. Subsequently clarifications / modifications were issued vide OMs No. 12011/4/88-Estt.[Allowances] dated 31-05-1989, No. 12011/2/83-Estt.[Allow] dated 27-12-1989, 21011/2/86-Estt.[Allow] dated 3-08-1990, 12013/1/90-Estt.[Allow] dated 08-05-1992 and 21017/1/97-Estt.[Allow] dated 12-06-1998. The Department of Administrative Reforms & P.G. conducted a study in regard to the problems being faced by various Ministries / Departments in regulation of the claims of Children Educational Assistance of the Physically Handicapped / Mentally Retarded children and had made certain recommendations. After careful examination, these recommendations were accepted by the Government.

2. The need for consolidating / updating the orders mentioned in para 1 above and incorporating the accepted recommendations of the Department of Administrative Reforms & Public Grievances has been felt. Accordingly, the President is pleased to decide that in supersession of all the existing orders on the subject, grant of above concessions will be governed by the Central Civil Educational Assistance Orders 2006 attached as Annexure –I.

3. Insofar as persons serving in the Indian Audit and Accounts Department are concerned, these orders are being issued after consultation with the Comptroller and Auditor General of India.

Annexure –I.

CENTRAL CIVIL SERVICES [EDUCATIONAL ASSISTANCE] ORDERS, 2006

1. Short title and commencement

[i] These orders may be called the Central Civil Services [Educational Assistance] Orders, 2006.

[ii] They shall come into force w.e.f. the first day of the month of issue of the orders.

2. Application.

[i] These orders shall apply to Govt. servants including State Govt. servants on deputation to the Central Govt. and industrial employees directly working under Govt. whose pay is debitable to civil estimates including civilians paid from Defence estimates but shall not apply to –

a] Railway servants,

b] Persons in casual or daily rated or ad-hoc part-time employment,

c] Persons paid from contingencies,

d] Persons employed on contract except where the contract provided otherwise, and

e] Persons posted in Indian Embassies/Missions abroad and receiving educational assistance under the Indian Foreign service [Pay, Leave, Compensatory Allowances and other conditions of service] Rules, 1961 as amended from time to time.

[ii] These orders shall also apply to Govt. servants on deputation to State Governments on foreign service, provided necessary provision in regard to the drawal of educational assistance under these orders from such State Govt. or foreign employers is expressly made in the terms of deputation or foreign service.

1. Definitions:

In these orders, unless the context otherwise require:-

(a) 'Child' means a child of a Govt. servant and includes a step-child and an adopted child, who is wholly dependent on the Govt. Servant,

(b) 'Government' means the Central Govt.

(c) 'Head of Office' means a gazetted officer declared as such under rule 4 of the Delegation of Financial Power Rules,1978 and includes such other authority or person whom the competent authority may, by order, specify as Head of Office;

(d) 'Higher Secondary or Senior Secondary Classes' mean classes XI and XII and include classes upto the equivalent of XIIth class under the 10+2+3 scheme like Pre-University class or the first year class of an Intermediate College, a technical college, or a Polytechnic, provided the child has passed the Secondary or equivalent but not the Higher Secondary Examination before joining such class;

(e) ‘Physically / mentally handicapped’ means a person having a minimum Disability of 40% and as elaborated in Ministry of Welfare’s Notification No. 16-18/97-NI.I dated 01-06-2001 [Annexure II].

(f) 'Primary Classes' mean classes I to V but does not include kindergarten or nursery classes;

(g) 'Recognised School' means a Government School or any educational institution whether in receipt of Government aid or not, recognised by the Central or State Government or Union Territory Administration or by a University or a recognised educational authority having jurisdiction over the area where the institution is situated. For the purpose of these orders, education upto the senior level shall be treated as school education;

(h) 'Secondary classes' mean classes VI to X;

(i) 'Tuition Fee' means tuition fee payable and actually paid, includes:-

(j) Science fee,
(ii) Laboratory fee, in case science fee is not separately charged;
(iii) Special fee charged for agriculture as an elective additional subject and
(i) Any fee charged for subjects like music which are taught as part of the regular school curriculum or subject, requiring practical work under the programme of work experience;
(ii) A fee paid for the use of any aid or appliance by the child. Provided that if tuition fee charged from a Science student is higher than that charged from a non-science student, Science fee, though separately charged, shall not be included in tuition fee for the purpose of these orders.

Explanation:

'Tuition fee' does not, however, include:-

(i) Domestic Science fund charges;
(ii) Library fee;
(ii) Games fee;
(iii) Admission fee; and
(iv) Extra-curricular activity fee.

GENERAL CONDITIONS

4. ELIGIBILITY:- Subject to the provisions contained in paras 11 to 24 of these orders all Govt. servants without any pay limit shall be eligible to draw children's educational allowance, reimbursement of tuition fee and Hostel subsidy.

Provided that the assistance will be admissible only if the children of the Government Servant study in a recognised school.

5.[i] In case both wife and husband are Govt. servants and are governed by the provisions of these orders the children's educational allowance or reimbursement of tuition fee or hostel subsidy as the case may be, shall be admissible to one of them only.

[ii] In case the wife or husband of a Government servant is employed outside the Central Government the Govt. servant shall be eligible to draw the allowance or reimbursement of Hostel subsidy under these orders, only if his/her spouse is not entitled to the benefit of any such allowance or reimbursement of subsidy from his/her employer and a declaration to that effect shall be obtained from the Govt. servant.

6.[i] The children's educational allowance or the reimbursement of tuition fees or hostel subsidy shall be admissible to a Govt. servant while he/she is on duty or is under suspension or is on leave (including extra ordinary leave)

Provided that during any period which is treated as 'dies non' the Govt. servant shall not be eligible for the allowance/reimbursement/subsidy for the period.

[ii] If a Govt. servant ceases to be in service by reason of retirement, resignation, discharge, dismissal or removal from service in the course of an academic year, the allowance or reimbursement of tuition fee or hostel subsidy shall be admissible till the end of the academic year in which the event takes place*.

[iii] If a Govt. servant dies while in service, the Children Educational Assistance or reimbursement of tuition fees or hostel subsidy shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not employed in service of the Central Govt., State Government, Autonomous Body, PSU, Semi-Government Organisation such as Municipality, Port Trust Authority or any other Organisation partly or fully funded by the Central Govt./State Govts.**

[iv] The provisions under Sub-Rule [iii] of Rule 6 shall not be applicable in cases covered by the provisions of Ministry of Personnel, Public Grievances and Pensions [Deptt. Of P&PW] OM No. 33/5/89-P&PW[K] dt. 09-04-90 relating to liberalized pensionary awards**.

Note:- If a Govt. servant ceases to be in service by reason of retirement, resignation, discharge or death in the course of an academic year the payment shall be made by the office in which the Govt. servant worked prior to these events and will be regulated under the procedure laid down in para 25-28 of these consolidated orders.

7.[i] Children's educational allowance, reimbursement of tuition fee or hostel subsidy shall be admissible only in respect of children between the age limits of 5 to 20 years. A Govt. servant shall not be eligible to draw children's educational allowance, reimbursement of tuition fee or hostel subsidy for a child for more than two academic years in the same class.

[ii] Physically/mentally handicapped children will be eligible for the benefits between the age limits 05-22 years and for more than two academic years in the same class subject to the upper age limit of 22 years.

Explanation:

Children Educational Allowance, Reimbursement of tuition fee and Hostel subsidy shall be admissible in respect of the child upto the end of the academic session even if he completes 20***/22 years, as the case may be, during the currency of the academic session.

8. Assistance as per these orders/instructions shall be admissible to the Government servant in respect of not more than 3 children at any time born upto 31-12-87 and shall be restricted to two children at any time born thereafter. However, if the number of children exceeds two as a result of second childbirth resulting in twins or multiple births, assistance shall be admissible to all the children.

9. The children's educational allowance, reimbursement of tuition fee or hostel subsidy, as the case may be, shall be admissible to a Govt. servant in respect of a child only if the child attends the school regularly.

Provided that no such allowance, reimbursement or subsidy be admissible in any case where the period of absence from the school without proper leave exceeds one month notwithstanding that the name of the child remains on the rolls of the school.

10. The children's educational allowance, reimbursement of tuition fee or hostel subsidy, as the case may be, shall be admissible to a Govt. servant in respect of his children regardless of the fact that any scholarship is received provided that if any fee concession is awarded, reimbursement of tuition fee / hostel subsidy shall be admissible only to the extent of fees actually paid.

CHILDREN'S EDUCATIONAL ALLOWANCE

11.[i] A Government servant is eligible to draw children's educational allowance when he is compelled to send his child to a school away from the station at which he is posted and/or residing owing to the absence of a school of the requisite standard at that station.

[ii] For the purpose of this order, the following schools shall not be deemed to be schools of the requisite standard;

[a] Insofar as an Anglo Indian child is concerned, a school not run by the Anglo Indian community or a school not affiliated to the Council for Indian School Certificate Examination of the Indian Council of Secondary Education.

[b] A school run by a body of certain religious persuasion which the child is prevented by the tenets of his religious persuasion from attending due to religious instructions being compulsorily imparted in such a school; and

[c] A school where teaching is conducted in a language different from the language of the child.

Explanation I : The language of the child will be the medium of Instruction in the school where the child was getting education earlier and in the case of a child admitted in a school for the first time the mother tongue of the child by birth or by adoption.

Explanation II : The admissibility of children's educational allowance will have to be determined with reference to the standard of the school, viz; Primary, Secondary or Higher Secondary or Senior Secondary and the medium of instruction and the language of the child and not to the absence of any particular subject in a particular institution.

Explanation III : Notwithstanding clause 11[i] of these orders Children's Educational Allowance shall be admissible to a Government servant who on transfer from one station to another, is compelled to keep his child / children studying in the final year of the Secondary / Higher Secondary / Senior Secondary classes at the old station for Board Examination in the interest of continuity of studies.****

[d] Insofar as physically/mentally retarded child is concerned, if a recognised or approved or aided school or institution equipped to impart education or instruction to a physically / mentally handicapped child is not available at a particular place, the parent of that child will be eligible to get the children's educational allowance.

2. The allowance shall be admissible to a Government servant at a station where there is no school of the requisite standard, only if the nearest school of such standard is so situated that there is no convenient train or bus service to take the child from his residence near the time of the opening of the school and bring him back not too long after the school is closed for the day and the journey by such train/bus service takes more than an hour.

3. If a Government servant is transferred from a station where there is no school of the requisite standard to a station where there is such a school and if he was in receipt of the allowance at the former station in respect of any child, he shall continue to remain eligible for such allowance as long as the child continues to study in the same school %.

4. If a child of a Government servant is denied admission to a School of the 'requisite standard' at the station at which the Government servant is posted and/ or residing because of there being no vacancy, or for any other reasons, and the child is, compelled to attend a school away from the Govt. servant's place of posting and/or residence, the Government servant shall be entitled to the allowance as if there were no school of the requisite standard at that station.

Explanation : The availability of a vacancy in a school shall be determined with reference to the position existing at the time of the admission of the child in the school, whether it be at the start or in the middle of the session, in consultation with competent educational authorities of the area and not on the basis of the certificate of the school authorities.

5. A Government servant in receipt of the allowance shall continue to be eligible to draw such allowance during any period, not exceeding four months.

i. When he may go and stay with the child in respect of whom the allowance is drawn while on leave or during suspension or temporary transfer;

ii. When the child may come to live with the Govt. servant provided it is certified by a registered medical practitioner that the child is forced to remain away from studies due to illness; and

iii. When the child may come to live with the Govt. servant during vacation, provided the child continues to be on the rolls of the school.

16. The allowance shall be admissible to a Govt. servant at the following rates:-

Primary, Secondary, Higher and Senior Secondary classes (I to XII)	Rs. 100/- per month per child.#

17. [i] The allowance shall be admissible to a Government servant throughout the year notwithstanding that no tuition fee is paid during the vacation.

[ii] In the case of a child who is successful at the final Secondary/ Higher Secondary/ Senior Secondary Examination, the allowance shall be admissible to the Govt. servant upto the end of the month in which the examination is completed or upto the end of the month upto which the school fees are charged, whichever is later.

[iii] In the case of a child who fails in the final Secondary/ Higher Secondary/ Senior Secondary Examination, but resumes his studies, the allowance shall be admissible to the Govt. Servant for the period of vacation intervening provided that fees are paid for the period of vacation.

REIMBURSEMENT OF TUITION FEE

18. A Govt. servant shall be eligible to the reimbursement of tuition fee payable and actually paid in respect of his child provided that no children educational allowance under these orders is admissible to him.

19. [i] The tuition fee payable and actually paid by a Govt. servant in respect of his child may be reimbursed, subject to the following limits:-+

(a)	Class I to X	Rs. 40/- per month per child
(b)	Class XI to XII	Rs. 50/- per month per child
(c)	Class I to XII in respect of Physically handicapped and Mentally retarded Children.	Rs. 100/- per month per child

Note $$: 'Science fee' if charged separately upto the limit of Rs. 10/- p.m. will be reimbursable in addition to the tuition fee in respect of children studying in classes IX to XII & offering science subjects.

20. The reimbursement of tuition fee charged by a college run by a University or affiliated to a University for Pre-University/first year class of an Intermediate College or of a Technical College or first year class of Polytechnic or for a correspondence course shall however, be reimbursed in full subject to the rates prescribed in para 19 of these orders.

"In cases where minimum qualification for admission in the two years Diploma course in Polytechnics is 10th class of the revised pattern of education and the student joins the polytechnic after passing X class of the revised pattern of education, the reimbursement of tuition fees shall also be allowed for the 1st and the 2nd year classes of the above course."

21. Tuition fee payable and paid in respect of a physically handicapped or mentally retarded child of a Govt. servant shall be reimbursed even if the institution in which the child is studying is not recognised by the Central/State Govt. or Union Territory Administration subject to the limits mentioned in para 19 [c]:-$$$

[i] The tuition fee payable and paid by the parent of a mentally retarded child be reimbursed even if the child is undergoing non-formal education or vocational training or other similar instructions.

[ii] As long as a physically / mentally handicapped child studies in any institution i.e. aided or approved by the Central / State Govt. or UT Administration or whose fees are approved by any of these authorities, the tuition fee paid by the Govt. servant shall be reimbursed irrespective of the fact whether the institution is 'recognised' or not.

HOSTEL SUBSIDY

22. A Government servant shall be eligible to the grant of a subsidy at the rate of Rs. 300/- per month per child++ if because of his transfer he is obliged to keep his children in the hostel of a residential school away from the station at which he is posted and/or is residing;

However, if the date of admission to the Hostel is earlier than the date of transfer, and if such admission is made in anticipation of the transfer, the hostel subsidy may be made from the effective date of transfer.

23. The hostel subsidy shall be payable upto 10 plus 2 stage in States and Union Territories, where the pattern of 10 Plus 2 Plus 3 has been adopted and upto Higher Secondary and Senior Secondary stage in other States and Union Territories irrespective of the fact that the children study in a Kendriya Vidyalaya or any other recognised school.

24. The hostel subsidy shall not be admissible in respect of a child for whom children's educational allowance is drawn by a Government servant.

PROCEDURE FOR PAYMENT OF CHILDREN'S EDUCATIONAL ALLOWANCE REIMBURSEMENT OF TUITION FEES AND HOSTEL SUBSIDY.

25. A Government servant, claiming children's educational allowance, reimbursement of tuition fees or hostel subsidy shall furnish a certificate in the prescribed form 1, 2 & 3 as the case may be to the Head of Office at the time of preferring his initial claim and thereafter in the months of March and July every year. Where the Government servant is himself the Head of the Office, he shall furnish certificate to the next higher authority.

26. The Head of Office in regard to officers working in his office and the next higher authority in regard to the Head of Office shall, after making such enquiry as may be considered necessary, issue a certificate indicating the amount of allowance admissible to the Government servant on the basis of which the allowance shall be drawn by the drawing and disbursing officer.

Provided that in the case of Children's educational allowance it shall be permissible for the allowance being drawn on provisional basis, pending verification as above, for short periods not exceeding three months subject to an undertaking being obtained from the Railway servant that if, as a result of verification, it is established that a school of the requisite standard does exist at the station of posting/ residence or near such station as referred to in para 12, he shall refund the allowance paid to him.

Provided further that the Head of Office or the next higher authority, as the case may be, may at his discretion, make enquiry at periodic intervals regarding admissibility of assistance under these orders.

27. The drawing and disbursing officer shall certify on the pay bill that the certificates mentioned in order 26 in respect of the Government servants covered by the pay bill have been obtained.

28. A Government servant transferred from one station to another shall furnish a fresh certificate at the new station in case he continues to be eligible to draw children's educational allowance or .

ANNEXURE

FORM 1
(Para 25)

CHILDREN'S EDUCATIONAL ALLOWANCE

1. Certified that my child/children mentioned below in respect of whom children's educational allowance is claimed is/are wholly dependent upon me and I am compelled to send my child/children, away from the place of my posting/residence due to non-availability of the school of the requisite standard at the station of my posting/residence or due to non-availability of a vacancy in such a school at the station of my posting/residence.

Name of the child	Date of Birth	School/college in which studying location there of and residence of the child	The place where the Government Servant is residing	Class in which the child is studying	Monthly educational allowance admissible	Amount of allowance claimed for the period	
						from July 200_	To Feb 200_
						Mar. 200_	To June 200_
1	2	3	4	5	6	7	
1. 2. 3.							

2. Certified that my child/children in respect of whom children's educational allowance is claimed is/ are studying in the schools mentioned in column (1) which is/are recognised school (s) (Not applicable to school(s) run by the Central Government/ State Government/ Union Territory Administration/ Municipal Corporation / Municipal Committee/ Panchayat Samiti / Zilla Parishad).

3. Certified that;

i. My wife/husband is / is not a Central Government Servant.

ii. My wife/husband is a Central Government servant and that she/he will not claim children’s educational allowance in respect of our child / children.

iii. My wife/husband is employed with ..……..... She/he is/is not entitled to children's educational allowance in respect of our child/children.

2. Certified that during the period covered by the claim the child/children attended the school regularly and did not absent himself /herself/ themselves from the school without proper leave for a period exceeding one month.

3. Certified that the child/children has / have been not studying in the same class for more than two academic years.

6. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

(Signature of the Government servant)
Name in block letters……
Designation & Office…….

Date……
Place of posting ……

(Strike out whatever is not applicable)

FORM 2
(Para 25)

REIMBURSEMENT OF TUITION FEE

1. Certified that the child /children mentioned below in respect of whom reimbursement of tuition fee is claimed is/are wholly dependent upon me:

Name of the Child	Date of birth	School in which studying	Class in which studying	Monthly tuition fees actually payable	Tuition fee actually paid from		Amount of reimbursement claimed
1	2	3	4	5	6		7
1.							
2.							
3.							

2. Certified that the tuition fee indicated against the child/each of the children had actually been paid by me [cash receipt /counterfoil of the Bank Credit Voucher to be attached with the initial claim] .

3. Certified that:

i. My wife/husband is/is not a Central Government servant.

ii. My wife/ husband is a Central Government servant and that she/he will not claim reimbursement of tuition fee in respect of our child/children.

iii. My wife/husband is employed with …….....she/he is/ is not entitled to reimbursement of tuition fees in respect of our child/children.

2. Certified that during the period covered by the claim, the child /children attended the school(s) regularly and did not absent himself /herself /themselves from the school(s) without proper leave for a period of exceeding one month.

3. Certified that the child/children has/ have been not studying in the same class for more than two years.

4. Certified that I or my wife/husband have/has not claimed and will not claim the children's educational allowance in respect of the children mentioned above.

5. Certified that my child/children in respect of whom reimbursement of tuition fee is claimed is/ are studying in the schools which is/are recognised school (s) (Not applicable to schools run by Central Government/State Government/Union Territory Administration/ Municipal Corporation/Municipal Committee/Panchayat Samiti/Zilla Parishad).

8. In the event of any change in the particulars given above which effect my eligibility for Reimbursement of tuition fees, I undertake to intimate the same promptly and also to refund excess payments, if any made.

(Signature of the Government servant)
Name in block letters……
Designation & Office…….

Date……
(Strike out whatever is not applicable)

FORM 3
(Para 25)

HOSTEL SUBSIDY

1. Certified that my child Shri/Kumari .....……..is studying in …… was admitted to hostel of the school on…… 200……

(Certificate from the Head of the School attached).

2. Certified that

a. My wife/ husband is /is not in Government service is /is not drawing Hostel subsidy in respect of my child/children.

b. The total number of children in respect of whom the hostel subsidy and children's educational allowance have been claimed does not exceed the number as provided in the orders..

2. I undertake to inform my employer forthwith in the event of my withdrawing the child, from the hostel and also about any change in the particulars mentioned earlier.

(Signature of the Government servant)
Name in block letters……
Designation & Office…….

Date……

FORM 4
(Para 25)

HOSTEL SUBSIDY

…….. [Name of the School and Place] School

Name of the boarder……
Name of Parent……
Class to which admitted……..
Date of admission in the hostel…….
Period during the year for which the child would continue to stay in the hostel…….

	From	To
[a]		
[b]		
[c]		
[d]		

Dated ……..Principal / Head Master / Head Mistress

[Stamp of the School]

Annexure II

EXTRACTS OF THE NOTIFICATION
MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT
NOTIFICATION

New Delhi, the 1st June 2001

Subject:- Guidelines for evaluation of various disabilities and procedure for certification.

No. 16-18/97-NI.I In order to review the guidelines for evaluation of various disabilities and procedure for certification as given in the Ministry of Welfare's O.M. No. 4-2/83-HW.III, dated the 6th August, 1986 and to recommend appropriate modifications/alterations keeping in view the Persons with Disabilities [Equal Opportunities, Protection of Rights and Full Participation] Act, 1995, Government of India In Ministry of Social Justice and Empowerment, vide Order No. 16-18/97-NI.I, dated 28-8-98, set up four committees under the Chairmanship of Director General of Health Services-one each in the area of mental retardation, Locomotor/Orthopaedic disability, Visual disability and Speech & Hearing disability. Subsequently, another Committee was also constituted on 21-07-99 for evaluation, assessment of multiple disabilities and categorization and extent of disability and procedure for certification.

2. After having considered the reports of these committees the undersigned is directed to convey the approval of the President to notify the guidelines for evaluation of following disabilities and procedure for certification:

Visual Impairment
Locomotor / Orthopaedic disability
Speech & Hearing disability
Mental retardation

Copy of the Report is enclosed herewith as **Annexure*.**

3. The minimum degree of disability should be 40% in order to be eligible for any concession / benefits.

4. According to the Persons with Disabilities [Equal Opportunities, Protection of Rights and Full Participation] Rules, 1996 notified by the Central Government in exercise of the powers conferred by sub-section [1] and [2] of section 73 of the Persons with Disabilities [Equal Opportunities, Protection of Rights and Full Participation] Act, 1995 [1 of 1996], authorities to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government. The State government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / Visual including low vision / hearing and speech disability, mental retardation and leprosy cured, as the case may be.

5. Specified test as indicated in **Annexure*** should be conducted by the medical board and recorded before a certificate is given.

6. The certificate would be valid for a period of five years for those whose disability is temporary and are below the age of 18 years. For those who acquire permanent disability, the validity can be shown as 'Permanent'.

7. The State Govts. /UT Admn. may constitute the medical boards indicated in para 4 above immediately, if not done so far.

8. The Director General of Health Services, Ministry of Health and Family Welfare will be the final authority, should there arise any controversy / doubt regarding the interpretation of the definitions /classifications/evaluations tests etc.

[GAURI CHATTERJI]
Joint Secretary to the Government of India

NOTE:
*The Annexure mentioned above may please be seen from the Ministry of Social Justice and Empowerment notification.

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*	inserted vide DOPT's OM No. 12013/1/90-Estt. [Allowance] dated 08-05-92
**	inserted vide DOPT's OM No. 12013/1/90-Estt. [Allowance] dated 08-05-92
***	inserted vide DOPT's OM No. 12011/2/83-Estt. [Allowances] dated 27-12-89
****	inserted vide DOPT's OM No. 12011/4/88-Estt. [Allowances] dated 31-05-89
& # $$ $$$	inserted vide DOPT's OM No. 12017/1/97-Estt. [Allowances] dated 12-06-98

SERIAL CIRCULAR NO. 36 /2007

No.P(R)/473/VII Date: 13-03 –2007

Copy of Board's letter No.E[W]92/PS 5-3/1 dated 14-2-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[W]92/PS 5-3/1 dated 14-2-2007 (RBE No. 24/07)

Sub: Validity of Passes/PTOs for travel in Garib Rath Express Trains.
Ref: Railway Board's letter No. TCII/2910/06/Garib Rath dated 28-09-2006

…

Instructions have been issued vide Board's letter No. TCII/2910/06/Garib Rath dated 28-09-2006 [Commercial Circular No. 77 of 2006] regarding the basic fare structure and classes of travel available on Garib Rath Express trains. The question of validity of Privilege Passes/PTOs and other passes for traveling in Garib Rath Express trains has been considered by Board and it has been decided that:

[i] All Passes/PTOs valid for travel in 1st Class A/AC-2/AC-3/Chair Car issued to Railway Servants /Retired Railway Servants /Individuals under Railway Servants [Pass] Rules, 1986 will be valid for travel in Garib Rath Express trains. However facility of attendant will not be permitted on these trains.

[ii] Complimentary Card Passes issued to Freedom Fighters, Gallantry Awardees, Arjuna Awardees and other categories of Awardees based on instructions issued from time to time which are valid for travel in AC-3 tier will be valid for travel in Garib Rath Express trains.

[iii] The facility of rail travel being provided to Members of Parliament, Ex-MPs under Salary Allowances & Pension of Members of Parliament Act, 1954 for which debits are raised on the Lok Sabha /Rajya Sabha Secretariat will also be extended to Garib Rath Express trains.

[iv] Except for categories indicated at [i] & [ii] above, the element of reservation fee, superfast surcharge and safety surcharge as indicated in Commercial Circular No.77 of 2006 will be included in the reimbursement claim.

2. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 37 /2007

No.P(R)/473/VII Date:13 -03 –2007

Copy of Board's letter No.E[W]2002 PS5-1/9 dated 15-02-07 is published for information, guidance and necessary action. Board's letters dated 22-11-02 & 21-03-05, quoted therein were circulated 07/03 and 56/05, respectively .

Copy of Bd's letter No. E[W]2002 PS5-1/9 dated 15-02-07

Sub: Issue of Duty Cheque Pass to RailTel Corporation of India Ltd.

…

In terms of instructions contained in Board's letter No. F[E]II/2002/DEI/I dt. 22nd Nov. 2002, issue of duty cheque passes to the Railway servants on deputation to RailTel Corporation of India Ltd. was available for a period of two years. This facility was further extended for a period of two years i.e. upto 21-11-06 vide Board's letter of even number dt. 21-03-05.

2. On receipt of a request from the /RailTel Corporation for further extension of issue of duty cheque passes to the Railway servants on deputation to RailTel Corporation, the matter has been considered by the Board and it has been decided that the facility for issue of duty cheque passes may be extended further upto 31-12-2008. It has also been decided that RailTel Corporation should be directed to take immediate action to reimburse outstanding amount on account of the cost of duty cheque passes issued to the Railway servants on deputation latest by 31-03-2007 failing which the facility of duty cheque passes will be discontinued. Northern, Eastern, Central and South Central Railways should take immediate steps to recover the outstanding dues by 31-03-2007 and compliance should be reported for information of Board.

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 38 /2007

No.P(R)/436/IREM/VII Date:15-03 –2007

Copy of Board's letter No.E[NG]I-2000/PM1/41 dated 23-02-2007 is published for information, guidance and necessary action. Board's letters dated 07-08-03, 06-09-05 and 12-09-05, quoted therein were circulated as SC No. 144/03, 152/05 and 154/05, respectively.

Copy of Bd's letter No. E[NG]I-2000/PM1/41 dated 23-02-2007 (RBE No. 28/07)

Sub: Procedure for holding selections for promotion to posts classified as 'Selection – Selection on the basis of viva-voce for Motorman and Passenger Guard

…

As the Railways are aware, instructions for elimination of viva-voce in departmental selections, except in the categories of Law Assistants, Physiotherapists, Telephone Operators and Teachers, where viva-voce alongwith written test continues to form the part of selection process, were issued vide this Ministry's letter of even number dt. 07-08-2003. Further vide this Ministry's letter of even number dated 12-09-2005 eight more categories viz., Instructors in Zonal Training Schools etc., Stenographers, Chief Typists, Protocol Inspectors, Receptionists, Publicity /Advertising Inspectors, Photographers / Cameramen, Hostel Superintendents were added to the list of above four categories where viva-voce is to be conducted in addition to the written test. Apart from this in view of the difficulties being faced by Zonal Railways in conducting selections for promotion as Passenger Drivers [re-designated as Loco Pilot {Passenger}] in terms of revised procedure as contained in this Ministry's letter dt. 07-08-03 and demands raised by the Federations the Zonal Railways were allowed to conduct selection for promotion as Loco Pilot [Passenger] on the basis of viva-voce only after passing the prescribed promotional course vide this Ministry's letter No. E[NG]I-2003/PM7/10 dt. 06-09-2005.

2. Pursuant to the proposals received from some of the Zonal Railways for conducting selections on the basis of skill test in a few categories instead of written test as indicated in the extant procedure as mentioned above and reiteration of demand by the Staff Side in the DC-JCM for restoring the status quo ante in the categories where the earlier selection procedure consisted of only viva-voce, the matter has again considered by the Board and it has been decided that like the special selection procedure prescribed for promotion to the post of Loco Pilot [Passenger] the selection for promotion from the post of Goods Guard to Passenger

Guard and for promotion as Motorman may also be done on the basis of viva-voce only after passing the prescribed mandatory promotional courses.

3. The revised selection procedure in the above two categories will be applicable to selections notified on or after the date of issue of this letter.

3.1 All the remaining provisions as mentioned in this Ministry's earlier letters of even number dt. 07-08-03 and 12-09-2005 read with ACS Nos. 150 and 177 issued thereunder respectively will remain unaltered.

4. Accordingly the Indian Railway Establishment Manual, Volume I, 1989 is also amended as per ACS No. 191 enclosed.

Indian Railway Establishment Manual, Volume I, 1989 Edition

ADVANCE CORRECTION SLIP No. 191

Chapter II, Section 'B' – Rules governing the promotion of Group 'C' staff.

Substitute the following for existing proviso to sub-para [a] of para 215 as inserted vide ACS No. 177 issued under Board's letter No. E[NG]I-2000/PM1/41 dt. 12-09-2005:

> "Provided that the positive act of Selection for promotion to the posts of Loco Pilot [Passenger], Passenger Guard and Motorman will consist of viva-voce only to assess the professional ability of the candidates after passing the prescribed promotional courses."

[Authority: Railway Board's letters no. E[NG]I-2003/PM7/10 dt. 06-09-2005, E[NG]I-2000/PM1/41 dt. 12-09-2005 and E[NG]I-2000/PM1/41 dt. 23-02-07]

SERIAL CIRCULAR NO. 39 /2007

No.P(R)/535/VI Date:13-03 –2007

Copy of Board's letter No.E[NG]I-2005/PM1/34C.C dated 23-02-2007 is published for information, guidance and necessary action. Board's letter dated 02-07-2003 quoted therein was circulated as SC No. 140/03 .

Copy of Bd's letter No. E[NG]I-2005/PM1/34C.C dated 23-02-2007 (RBE No.27 /07)

Sub: Rectification of administrative errors – Grant of proforma promotion – payment of arrears- Hon'ble Apex Court's Judgement dt. 21-09-2006

…

A copy of Hon'ble Supreme Court's judgement dt. 13-08-1997 in Civil Appeal No. 8904 of 1994 [Union of India & Others Vs. P.O. Abraham & Others] upholding the provisions of para 228 of IREM, Vol.I, 1989 regarding non-payment of back wages on proforma promotion was circulated to the Railways along with this Ministry's letter No. E[NG]I-2002/PM1/16 dt. 02-07-2003. The validity of these instructions has again been upheld by Hon'ble Apex Court recently in Civil Appeal No. 4222/2006 arising out of SLP[C] No. 23021/2005 in Union of India [through General Manager, Northern Railway & Others] Vs. Shri Tarsem Lal & Others in their judgement dt. 21-09-2006. A copy of the above judgement is sent herewith for information and guidance.

Copy

IN THE SUPREME COURT OF INDIA

Civil Appeal No. 4222 of 2006

[Arising out of SLP[C] No. 23021 of 2005

Appellants: **Union of India [UOI] and Anr**

Vs.

Respondent: **Tarsem Lal and Ors**.

JUDGEMENT

Arijit PASAYAT, J.

Leave granted.

Union of India and its functionaries call in question correctness of the judgement rendered by a Division Bench of the Punjab and Haryana High Court dismissing the writ petition filed by the present appellants and affirming the order of the Central Administrative Tribunal, Chandigarh Bench, Chandigarh [in short the 'CAT']

Background facts in a nutshell are as follows:

Respondent filed the Original Application claiming that he was entitled to pay and allowance from the date on which proforma promotion was given and not from the date of actual promotion. Appellants relied on circular dated 15/17 September, 1964 to contend that the claim was untenable.

According to CAT the only question which was to be decided was whether the respondent was entitled for his pay and allowance from August, 2001, on which date he was actually promoted as M.C.M. or with effect from 9.9.1997 from which date he has been given promotion on proforma basis. Appellants denied him the arrears with effect from 9.9.1997 on the ground that he has not worked on the promotional post during the said period and as such he was not entitled for the revised pay from that date. Reliance was placed on paragraph 228 of Indian Railway Establishment Manual [in short 'IREM'] Volume I dealing with employees who have lost promotion on account of administrative error. It inter alia provides that in such cases the pay should be fixed on proforma basis and the enhanced pay was to be allowed from the date of actual promotion and no arrears on this account was to be paid for the past period as he did not actually perform duties and responsibilities of the higher post. The Tribunal relying on a decision of this Court in Harbans Singh V. State of Punjab and Ors. [1995 Supp. [3] SCC 471] held that the stand was unsustainable. Tribunal's order was assailed before the High Court.

The High Court as noted above dismissed the writ petition relying on the judgement in Harbans Singh's case [supra].

Learned Counsel for the appellant submitted that the view of the Tribunal as affirmed by the High Court does not reflect the correct position in law. Para 228 of IREM was pressed into service to contend that the Tribunal or the High Court in the instant case did not express any view on the legality of the provision. The CAT and the High Court merely relied on Harbans Singh's case [supra] without indicating as to how the factual scenario of that case has any application to the facts of the present case.

There is no appearance on behalf of the respondent in spite of notice.

Para 228 of IREM reads as follows:

"228. Erroneous Promotions [i] Sometimes due to administrative errors, staff are over looked for promotion to higher grades could be either on account of wrong assignment of relative seniority of the eligible staff at the time of ordering promotion or some other reasons. Broadly, loss of seniority due to the administrative errors can be of two types:

i. Where a person has not been promoted at all because of administrative error, and
ii. Where a person has been promoted but not on the date from which he would have been promoted but for the administrative error.

Each such case should be dealt with on its merits. The staff who have lost promotion on account of administrative error should on promotion be assigned correct seniority vis-à-vis their

juniors already promoted, irrespective of the date of promotion. Pay in the higher grade on promotion may be fixed proforma at the proper time. The enhanced pay may be allowed from the date of actual promotion. No arrears on this account shall be payable as he did not actually shoulder the duties and responsibilities of the higher posts."

This Court has occasion to deal with the same issue in Union of India and Ors v P.O.Abraham and Ors in C.A. 8904 of 1994 decided on 13.8.1997. In that case the appeal was filed against the order of the Ernakulam Bench of CAT. Reliance was placed by the Union of India and its Functionaries in that case on Railway Board's Circular dated 15/17 September, 1964 which inter alia provided as follows:

> "No arrears on this account shall be payable as he did not actually shoulder the duties and responsibilities of the higher post."

One Bench of CAT held that clause to be invalid. But in Virender Kumar, General Manager, Northern Railways, New Delhi Vs Avinash Chandra Chadha & Others (1990) [3] SCC 472] the view was held to be not correct. The order in Abraham's case [supra] reads as follows:

> "This appeal is directed against the order of the Central Administrative Tribunal, Ernakulam Bench in O.A.No.649/90 dated 30th September,1991. Though the appeal challenges the order in its entirety, Mr.Goswami learned Senior counsel for the appellants fairly stated that the appeal is now confined only to the payment of back-wages ordered to be given by the Tribunal.
>
> By the order under appeal, the Tribunal has allowed the application which challenged the Railway Board Circular dated 15/17 September, 1964. The said Circular inter alia, contains the following clause:
>
> "No arrears on this account shall be payable as he did not actually shoulder the duties and responsibilities of the higher posts".
>
> Consequent to the deletion of the above clause further directions were given. Learned counsel submits that the clause, which has been directed to be removed, is in accordance with the judgement of this Court in Virender Kumar, General Manager, Northern Railways, New Delhi Vs Avinash Chandra Chadha & Others (1990) 2 SCR 769. This court, in that case held on principle of ' no work no pay' that the respondents will not be entitled to the higher salary as they have not actually worked in that post. The clause, which has been directed to be deleted by the Tribunal being in consonance with the ruling of this Court, we are of the opinion that the Tribunal was not right in directing the deletion of that clause. Accordingly, to that extent this appeal is allowed. The result is that the respondent will be given deemed promotion, if any, before retirement and also the benefit in the matter of fixing pensions. No costs."

In view of what has been stated in Virendra's case [supra] and P.O. Abraham's case [supra], Tribunal and the High Court were not justified in granting relief to the respondent. Reliance on Harbans Singh's case [supra] was uncalled for. The orders are set aside. The appeal is allowed but in the circumstances without any orders as to costs.

Sd/-…..J
[ARIJIT PASAYAT]

New Delhi
September 21, 2006

Sd/-…..J
[LOKESHWAR SINGH PANTA]

SERIAL CIRCULAR NO. 40 /2007

No.P(R)/535/VI Date: 26-03 –2007

Copy of Board's letter No.E[NG]I-2005/PM1/20 dated 08-03-2007 is published for information, guidance and necessary action. Board's letters dated 04-06-2004 and 17-06-2005 quoted therein were circulated as S.C. Nos. 98/04 and 107/05, respectively.

Copy of Bd's letter No. E[NG]I-2005/PM1/20 dated 08-03-2007 (RBE No.34/07)

Sub: Limited Departmental Competitive Examination for filling up of 20% posts in the category of Office Superintendent Grade-II scale Rs.5500-9000 – inclusion of Typists.

…

As the Railways are aware with the objective of working-off the cadre of typists the Board vide their letter No. E[NG]I-2003/PM4/3 dated 04-06-2004 had allowed Graduate Typists and Sr. Typists in the pay scales of Rs.3050-4590 and Rs.4000-6000 respectively to appear in the Limited Departmental Competitive Examination [LDCE] against 13.33% quota for promotion as Sr. Clerks grade Rs.4500-7000 along with graduate Clerks in grade Rs.3050-4590. Keeping in view the same objective it has been decided that the Typists / Sr. Typists / Hd. Typists in the pay scales of Rs. 3050-4590 /4000-6000 / 5000-8000 respectively possessing the qualification of Graduation would also be eligible to appear in the LDCE against 20% quota in the category of Office Superintendents Grade II in the pay scale of Rs.5500-9000 subject to their fulfilling the service conditions prescribed for Clerks / Sr. Clerks / Hd. Clerks in this Ministry's letters of even number dt. 17-06-2005 and dt. 25-08-2005.

2. These instructions will be applicable to the LDCEs notified on or after the date of issue of this letter.

SERIAL CIRCULAR NO. 41 /2007

No.P(R)/69/III Date: 29-03 –2007

Copy of Board's letter No.2006/M[L]/467/2 dated 07-03-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. 2006/M[L]/467/2 dated 07-03-2007 (RBE No.29/07)

Sub: Provision of subsidized meal/food to the running staff in Running Rooms

…

Consequent to the Budget announcement for providing food at nominal rates to the running staff in the running room, the issue of guidelines in this regard has been under consideration. An EDs Committee was constituted by the Board to go into the difficulties being experienced by the running staff in arranging their food at odd hours during the course of their stay in running room and to make recommendations. After considering the recommendations of the Committee, Board have taken the following decision:

A. If the quality of contractor supplied food in running room is improved, then large number of existing staff who prefer food prepared from their personal ration are likely to switch over to contract meals. Therefore, it has been decided that 90% cost of a meal supplied by the caterer or Rs.18 per meal including Tea, whichever is less, would be borne by railway administration. This subsidy would be an attractive incentive to improve the quality of provision used in the preparation of food in the running room by contractors. Therefore, necessary clauses may be incorporated in future contracts to the effect that 90% of the cost of meal or Rs.18 per meal whichever is less, would be paid to the contractor by the railway administration as a subsidy. Tariff for various menu items should be fixed taking into account this subsidy.

B. To improve the quality of food, only reputed, branded and agmark certified provision items should be allowed to be used in all such

contracts. Stringent penalty should be imposed for non-compliance of these specifications.

C. The present systems of free supply of LPG gas [used for cooking in running room], free furnishing of kitchen equipments/other kitchen infrastructure in running room should continue.

D. While implementing the scheme, no additional expenditure is to be incurred on creation of posts. However, financially self-sustained readjustments can be made as per need of new structure in due course of time.

E. In case railways feel that it would be difficult to implement the above recommended scheme of making available meals at subsidized rates in departmentally managed running rooms, the services of such running rooms may be outsourced with the approval of DRM.

F. Periodical supervision regarding the quality of meal at appropriate level and a six monthly audit of the accounts may be ensured.

G. The tariff should be fixed after taking into account the subsidy and other free supply inputs as indicated in para C above.

H. Even after the introduction of this scheme, if some staff prefer to have their personal ration cooked in the running room kitchen, then the same may be allowed but no subsidy would be involved in these cases.

I. This has the approval of President and issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 42 /2007

No.P(R)/39/V Date:30-03 –2007

Copy of Board's letter No.E[G]2003 EC2-3 dated 06-03-2007 is published for information, guidance and necessary action. Board's letter dated 31-10-2003 quoted therein was circulated under letter No.P[R]39/V dated 27-11-2003 to CME, Dy.CSTE/S&T/MFT, CWMs, Sr. DMEs, Sr. DPOs and DMEs.

Copy of Bd's letter No. E[G]2003 EC2-3 dated 06-03-2007 (RBE No.33 /07)

Sub: Review of Cadre in Coach Maintenance Depots- Workshop on "Safety on IR"

…

Instructions were issued vide Railway Board's letter of even number dated 31.10.2003 to the effect that posts required for maintenance of rakes in coaching complexes in the context of introduction of new trains [year 2003-04 and onwards] should be created on the lines as done for the crews by way of periodic review to the extent this involves introduction /induction of coaches in new trains. This was to ensure that required number of staff is made available on time to facilitate the desired level of maintenance and safety. Detailed guidelines for such creation have also been laid down in the said instructions.

It has come to notice of Railway Board that the instructions dated 31-10-2003 are not being adequately implemented on the Railway Units leading to inadequacy of manpower in Coaching Depots. The contents of Railway Board's instructions contained in letter No. E[G]2003 EC2-3 dated 31.10.2003 are, therefore, re-iterated for strict compliance.

SERIAL CIRCULAR NO. 43 /2007

No.P(R)/299/V Date: 28-03 –2007

Copy of Board's letter No.E[MPP]2005/3/28 dated 06-03-2007 is published for information, guidance and necessary action. Board's letter dated 23-08-02 quoted therein was circulated under SC No. 178/02 .

Copy of Bd's letter No. E[MPP]2005/3/28 dated 06-03-2007 (RBE No.31 /07)

Sub: Yoga training in Railway Training Centres- Honorarium to Instructors.

…

In continuation of Board's letter No. E[MPP]2000/19/1/Meditation dated 23.08.02 on the subject mentioned above, Board has decided to fix the honorarium @ Rs.75/- per hour per day per instructor subject to a maximum of Rs.2500/- per month per instructor. All other terms and conditions will remain the same. The rate of honorarium will be effective from 01.03.2007.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 44 /2007

No.P(R)/563/VII Date: 28-03 –2007

Copy of Board's letter No.E[NG]II/99/CD/Pt.3 dated 01-03-2007 is published for information, guidance and necessary action. Board's letter dated 03-01-2006 quoted therein was circulated under SC No. 08/2006.

Copy of Bd's letter No. E[NG]II/99/CD/Pt.3 dated 01-03-2007 (RBE No.30 /07)

CORRIGENDUM

Sub: Merger of certain non-gazetted cadres in Commercial Department.

…

Kindly refer to Board's letter of even number dated 03-01-2006 on the above cited subject.

2. In partial modification to the above letter, para 4 of the same letter is replaced by the para as under:

> " 4. There should be complete mobility at each grade between mobile on train ticket checking staff and stationary ticket checking staff and there should be no bar to utilize any staff anywhere depending upon the circumstances and requirement."

3. The other terms and conditions contained in the above letter will remain unchanged.

4. This issues with the approval of competent authority.

SERIAL CIRCULAR NO. 45/2007

No.P(R)/39/VI Date: 30 -03 –2007

Copy of Board's letter No.E[MPP]2005/1/54/Vol.III dated 06-03-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[MPP]2005/1/54/Vol.III dated 06-03-07 (RBE No. 32/07)

Sub: Rightsizing the Indian Railways.

…

It has been observed that some of the Railways are resorting to surrender of higher grade / promotional quota vacancies. The matter was discussed during the PNM/AIRF meeting held on 18th and 19th January, 2007 and it is clarified that higher grade posts, cannot be surrendered in case the promotional prospects of staff are affected.

It is further clarified that normally posts in Safety categories should not be surrendered. However, the same may be done, subject to a review having been undertaken that the number of posts have reduced, or in case where due to application of benchmarking norms, technological upgradation, change in working system, etc., those posts are superfluous. In

brief, the railways should review the strength of all categories of staff critically and rightsize accordingly.

SERIAL CIRCULAR NO. 46 /2007

No. P(PC)487/V//97/DA Date:23-03 –2007

Copy of Board's letter No. PC-V/97/1/7/14 dated 22-03-2007 is published for information, guidance and necessary action.Board's letters dated 16-10-97 & 12-09-06 quoted therein were circulated as SC Nos. 171/97 and 145/06, respectively.

Copy of Bd's letter No. PC-V/97/1/7/14 dated 22-03-2007 (RBE No.46 /2007)

Sub: Payment of Dearness Allowance to Railway employees – Revised rates effective from 1.1.2007.

…

Reference to this Ministry's letter of even number dated 12-09-06 (S.No.PC-V/476, RBE No.131/2006) on the subject mentioned above. The President is pleased to decide that the Dearness Allowance payable to Railway employees with effect from 1st January, 2007 shall stand modified as follows:-

Date from which payable	Rate of Dearness Allowance per month
01-01-2006	35% of pay

The provisions contained in Paras 3 and 4 of this Ministry's letter No.PC-V/97/I/7/14 dated 16.10.1997 (S.No.PC-V/3, RBE No.139/97) shall continue to be applicable while regulating Dearness Allowance under these orders.

The additional installment of Dearness Allowance payable under these orders shall be paid in cash to all Railway employees. The payment of arrears of Dearness Allowance for the months of January and February 2007 shall not be made before the date of disbursement of salary for March, 2007 and no honorarium is payable for preparing separate bill for this purpose.

The payment on account of Dearness Allowance involving fraction of 50 paise or above may be rounded off to the next higher rupee and the fractions of less than 50 paise may be ignored.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 47 /2007

No.P(R)/605/X Date:30-03 –2007

Copy of Board's letter No.E[NG]I-2002/PM1/31 Vol.II dated 20-03-2007 is published for information, guidance and necessary action. Board's letter dated 29-03-05 quoted therein was circulated SC No. 63/2005.

Copy of Bd's letter No. E[NG]I-2002/PM1/31 Vol.II dated 20-03-2007 (RBE No. 44/07)

Sub: Aptitude Test [earlier Psychological Test] in departmental selections- Calling the candidates a day prior to the test.

…

As the Railways are aware in terms of instructions contained in this Ministry's letter of even number dated 29-03-2005 Aptitude Test in departmental selection wherever prescribed is qualifying in nature i.e., the names of those candidates who fail in the Aptitude Test are not to be included in the panels/suitability lists. However, the marks secured in aptitude test by those candidates who score the minimum cut-off marks and above in all sub-tests of the Aptitude Test

are required to be added to the marks obtained in the written test, for deciding the eligibility for empanelment.

2. The Staff Side in the forum of DC-JCM have represented for restoration of the non-qualifying nature of Aptitude Test in the departmental selections as provided for in this Ministry's earlier letter of same number dt. 22-08-2003. The matter has accordingly been considered again by the Board and it has been held that in the interest of safety the existing system of Aptitude Test being of qualifying and mandatory in nature should continue and the candidates who fail to qualify the Aptitude Test should be considered for appearing again in the Aptitude Test only on qualifying the next selection/suitability tests. However, in order to improve the performance of the candidates in Aptitude Test it has been decided that they should be called for appearing in the Aptitude Test a day prior to the actual date of holding of test for a hands-on practice session so that they get familiar with the nature of the test batteries.

3. The provision of calling the candidates a day prior to the holding of test will be applicable to the Aptitude Tests notified on or after the date of issue of this letter.

SERIAL CIRCULAR NO. 48 /2007

No.P(R)/563/VII Date:30-03 –2007

Copy of Board's letter No.E[NG]II/91/RR-1/20 dated 16-03-07 is published for information, guidance and necessary action. Board's letter dated 07-03-05 quoted therein was circulated as SC No. 42/05.

The information called for in Para 2 of Board's letter cited should be furnished to Dy.CPO/HQrs. for onward transmission to Railway Board.

Copy of Bd's letter No. E[NG]II/91/RR-1/20 dated 16-03-07 (RBE No.42 /07)

Sub: Vacancies in Clerical Cadre – Direct Recruitment Quota.

…

Attention is invited to Board's letter of even number dated 07.03.2005 [RBE No. 38/2005] on the above subject, wherein instructions had been issued for freezing of 25% of the vacancies falling within the direct recruitment quota in the category of Clerks in scale Rs.3050-4590 (RSRP) and in Senior Clerks in scale Rs.4500-7000 (RSRP) and 20% in the category of Junior Accounts Assistant and Accounts Clerk. The question of continuance of the above freeze orders has been considered by the Board and it has been decided to extend the currency of the instructions mentioned for a further period up to 31.12.2009. Rest of the vacancies may be filled up after reviewing the requirement of clerical staff.

2. In this regard, Board also desire that the Railways and Production Units should furnish information regarding the sanctioned strength of Jr. Clerks, Sr. Clerks, Jr. Accounts Assistants and Accounts Clerks as on 1.4.92 and as on 01.1.2007.

SERIAL CIRCULAR NO.49 /07

No.P(PC)487/V/97/Allowance/Vol.II Date: 23-03-2007

A copy of Board's letter No.PC-V/97/I/7/12 dated 09.03.2007 is published for information, guidance and necessary action. Board's letter dated 16.12.97 quoted therein was circulated as S.C.No.220/97.

Copy of Board's letter No. PC-V/97/I/7/12 dated 09.03.2007 (RBE No.36/07)

Sub: Grant of Transport Allowance to the Railway officers using official vehicle for commuting between office and residence during normal working hours.

Attention is invited to the Board's letter of even number dated 16.12.97, specifying the rates of entitlement of Transport Allowance to various categories of Railway officials.

2. It has now been decided that the Railway officers, even below the level of Head of Departments (SAG Rs.18400-22400/-), who have been provided with official vehicle to perform their duties may be allowed the use of official vehicle for commuting between their office and residence even during normal working hours and such officers shall not be paid Transport Allowance.

3. The provision contained in Para 2 above is only in respect of those officers who have been provided with official vehicles to perform their duties. This by itself shall not give rise to any fresh demand for procurement of additional vehicles.

4. This issues with the concurrence of the Finance Directorate in the Ministry of Railways.

5. These orders will take effect from the date of issue of this letter.

SERIAL CIRCULAR NO.50 /2007

No.P(PC)487/VPC/6 CRC/Vol.V Date:03-04-2007

A copy of Board's letter No.PC-III/2004/CRC/1(Pt.1 dated 22.03.2007 is published for information, guidance and necessary action.

Copy of Board's letter No.PC-III/2004/CRC/1(Pt.1 dated 22.03.2007 (RBE No.45/2007)

Sub: Introduction of the category of Senior Permanent Way Supervisor.

The issue of effecting rationalized planning for staff engaged in track maintenance on the Indian Railways and related matters such as the level of skill/technical know how expected from such staff and changes in the existing AVCs/methods of their recruitment in the light of mechanization of track maintenance/technological improvements have been under consideration of the Ministry of Railways for quite some time. The review had become additionally justified especially after progressive implementation of the Corporate Safety Plan (2003-2013) of Indian Railways, prepared in pursuance of the recommendations of Railway Safety Review Committee (RSRC –1998).

2. After undertaking a comprehensive exercise involving detailed deliberations on the different aspects of the issue and after duly consulting the recognized federations, Ministry of Railways have decided with the approval of President to Phase out the existing category of Track Supervisor (erstwhile P.W. Mistries/Supervisors Permanent Way) in scale Rs.4500-7000 (+Rs.100/- S.A. applicable to those appointed prior to 1.11.03) and introduce the category of Sr. Permanent Way Supervisor in scale Rs.5000-8000, subject to the following terms and conditions:-

Date of effect	(1)	These orders are effective from the date of issue of these instructions and would be applicable to the sanctioned cadre strength of the Track Supervisors (erstwhile P.W.Mistries/Supervisors Permanent Way) on the above date. The sanctioned cadre strength of the new category of Sr.P.Way Supervisors would be fixed by the individual Railways after providing matching savings as provided in these orders. However, the total number of sanctioned posts in the new category should not exceed the present sanctioned strength of Track Supervisors(erstwhile P.W.Mistries/Supervisors

		Permanent Way).
Applicability	(2)	These orders will be applicable to regular cadres (excluding surplus & supernumerary posts) of the open line establishments and will not be applicable to ex-cadre & work charged posts.
Procedure for fitment of existing staff in the new category	(3)	As a one time exception, existing regular incumbents of the posts of Track Supervisor (erstwhile P.W.Mistries/Supervisors Permanent Way) would be absorbed in the category of Sr.P.Way Supervisor through promotion through modified selection procedure which will be based only on scrutiny of service records and confidential reports without holding any written or viva-voce tests. The selection Board would consider the claims/suitability of eligible staff one by one in order of their seniority. The Track Supervisors (erstwhile P.W.Mistries/Supervisors Permanent Way) who do not get absorbed (promoted) as Sr.P.W. Supervisor shall continue to hold post/scale of Track Supervisor as personal to them. To this extent, the newly created posts of Sr.P.W. Supervisor will be operated as the posts of Track Supervisors (erstwhile P.W.Mistries/ Supervisors Permanent Way) till the existing incumbents vacate the same by way of promotion, retirement etc. On vacation of these posts, the same shall automatically be operated as the posts of Sr.P.Way. Supervisors.
	(3.1)	For the above purpose the condition regarding minimum residency period prescribed by the Railway Board for promotion within Group C Safety categories on the Railways will have to be fulfilled. Those Track Supervisors (erstwhile P.W.Mistries/Supervisors Permanent Way) who do not have the prescribed minimum service would not be absorbed (through promotion) in the new category till they acquire such service.
	(3.2)	Such selections through direct recruitment by Railway Recruitment Boards where notification(s) has/have not been issued by RRBs shall henceforth be abandoned. Ongoing selections etc. for filling up the posts of Track Supervisors (erstwhile P.W.Mistries/Supervisors Permanent Way) against LDCE/seniority-cum-suitability quota, which have not been finalized till the date of issue of these orders should also be cancelled/abandoned.
Refusal of promotion.	(4)	Such of the staff as had refused promotion before issue of these orders and stand debarred for promotion may be considered for promotion, in relaxation of the extant provisions as a one time exception, if they indicate in writing that they are willing to be considered for absorption/promotion against the newly created superior category as on the date of effect.
	(5)	Extant instructions for D&A/Vigilance clearance will be applicable for effecting promotion under these orders with reference to the date of effect as

		mentioned above.
Pay Fixation	(6)	The staff placed in the new category will draw pay of the superior category from the date of effect as mentioned at (1) above. On absorption/promotion as Sr.P.Way Supervisor, pay of the staff would be fixed under Rule 1313 (FR 22)(I) (a)(1) R-II (erstwhile FR 22C) with the usual option for pay fixation as per extant rules.
	(6.1)	Employees who are otherwise eligible but retire/resign in between the period from the date of issue of these orders to the date of actual implementation of these orders will be entitled to the fixation benefits and arrears under these orders from the date of issue of these orders.
Provision of Reservation	(7)	Extant policy with regard to reservation of SC/ST will be followed.
Duties & responsibilities and training of those absorbed in the new category	(8)	The staff so absorbed/promoted against newly created posts would be under obligation to shoulder existing duties of Supervisors P.Way as well as the additional/new duties as entrusted to them by the Railway Administration keeping in view the changing needs/methods of track maintenance/technological improvements/mechanized track maintenance and to undergo necessary training in this regard. Detailed instructions in this regard would be issued by this Ministry (Civil Engineering Directorate) separately.
Eligibility norms or future appointment to the category	(9)	Instructions regarding eligibility qualifications/norms for future promotion and direct recruitment to the newly created category would be separately issued by the Establishment directorate.
Chain of command in the revised set up	(10)	There would be no change in the existing chain of command. The Sr.P.Way Supervisors would work under Junior Engineers Gr.II as per the existing practice relating to Supervisors P.Way and would seek further promotion to JE Gr.II. However, on such promotion as JE Gr.II, staff would be eligible for benefit of pay fixation under Rule 1313 FR22(I) (a)(i) R-II.
Matching saving	(11)	The entire exercise would be self financing and expenditure neutral. Financial implications would be worked out taking into account the mid points of the scales of pay of the respective posts (mean of the minimum and maximum of the scales), number of posts in the existing and revised set up. After working out the financial implications, the matching savings should be effected by surrender of existing posts of Track Supervisors and other additional live posts to the extent required, which may be identified by the Civil Engineering Department of the Railways.

3. The exercise as above has been undertaken keeping in view the compelling factors relating to the category of Track Supervisors/Pmt.Way Supervisors and therefore it would not be cited as a reason or precedent for change of staffing norms of any other categories.

4. This issues in consultation with the Civil Engineering & Establishment Directorates and with concurrence of the Finance Directorate of this Ministry.

SERIAL CIRCULAR NO. 51 /2007

No.P(R)/535/VI Date: 10-04 –2007

Copy of Board's letter No.E[NG]I-2007/PM8/1 dated 14-03-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[NG]I-2007/PM8/1 dated 14-03-2007 (RBE No. 41/07)

Sub: Promotion of JE-II [Signal] as JE-I [Signal] pending completion of prescribed training.

…

The staff side in the forum of DC-JCM have brought to the notice of this Ministry that even though found suitable for promotion, the employees working as JE-II [Signal] are not being promoted to JE-I [Signal] on the ground that the Administration has not been able to book them for undergoing the prescribed training course at IRISET, Secunderabad. While necessary instructions for conducting training courses to clear the backlog are being issued separately, the Board have decided that once a person has been found suitable for promotion as JE-I [Signal], his promotion should not be held up. However, since promotion on regular basis can take place only on passing the prescribed training, he may be promoted subject to the following conditions:

i] Promotion may be effected on ad hoc basis pending completion of prescribed training;
ii] Promotion will be treated as regular after they have passed the prescribed training course;
iii] they would be reverted to the lower grade if they fail to pass the prescribed training course;
iv] The above conditions should be clearly mentioned in the order promoting the staff.

2. The ad hoc promotions as above may be made up to 31-12-2007 or completion of training course, whichever is earlier.

3. However, Board desire that the Railways should do sufficient advance planning to nominate senior JE-II [Signal] likely to come up for promotion as JE-I [Signal] to the prescribed pre-promotional course strictly as per seniority so that a situation need not arise in future when an employee's promotion has to be held up due to non-attendance of the prescribed pre-promotional course.

SERIAL CIRCULAR NO. 52 /2007

No.P(R)/Misc/V Date:10 -04 –2007

Copy of Board's letter No.E[W]2006/WE-5/3 dated 19-03-2007 is published for information, guidance and necessary action. Board's letters dated 20-03-2006 and 16-10-2006 quoted therein were circulated as S.C.Nos 46/06 and 189/06, respectively.

Copy of Bd's letter No. .E[W]2006/WE-5/3 dated 19-03-2007 (RBE No.43 /07)

Sub: Presentation of Gold plated Medals to retiring railway servants.
Ref: Board's letters of even number dated 20-03-06 and 16-10-06.

…

Board have been approached for allotment of appropriate allocation head for PUs for booking the expenditure on presentation of Gold plated silver medals to retiring railway

employees in place of K-687 Sundries [Unclassified misc. expenses] not applicable to the Production Units.

2. In partial modification of the Board's instructions in the matter, para-3 of the Board's letter referred to above may be modified and read as under:

" The expenditure on this account is chargeable to 'K-687 Sundries [Unclassified misc. expenses]' in case of Zonal Railways, to 'Administrative Overheads [General Oncosts]' in case of Production Units, and to other appropriate heads in case of remaining Railway offices."

3. This issues in consultation with Finance [Accounts] Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 53 /2007

No.P(R)/54/VI Date:12-04 –2007

Copy of Board's letter No.E[P&A]II-2007/HRA-3 dated 29-03-2007 is published for information, guidance and necessary action. Board's letter dated 28-01-2005 quoted therein was circulated under SC No. 12/2005 .

Copy of Bd's letter No. E[P&A]II-2007/HRA-3 dated 29-03-2007 (RBE No.47 /07)

Sub: Up-gradation of Jamnagar City as B-2 class city for the purpose of HRA

…

Reference is invited to this office letter No. E[P&A]II-2004/HRA-16 dated 28-01-2005 regarding re-classification of cities / towns on the basis of 2001 Census for the purpose of grant of House Rent Allowance and Compensatory [City] Allowance to Railway employees. Consequent upon re-constitution of the area forming part of Jamnagar Municipality by addition of certain areas within the municipal limits vide notification dated 14-02-2006 and 20-07-2006 of the Government of Gujarat, the population of Jamnagar municipality has increased as per 2001 census, qualifying for classification as B-2 class city for the purpose of House Rent Allowance.

2. The President is accordingly pleased to decide that Jamnagar [MC] shall stand classified as 'B-2' class for the purpose of grant of HRA to the Railway employees posted at Jamnagar [MC] .

3. These orders shall be effective from 01-01-2007. All other conditions governing grant of House Rent Allowance under existing rules / orders shall continue to apply.

4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 54 /2007

No.P(R)/500/XXI Date: 17 -04 –2007

Copy of Board's letter No.F[E]III/98/PN1/4 dated 02-04-07 is published for information, guidance and necessary action. Board's letters dated 27-04-98, 09-09-99, 18-10-01 and 31-03-04 quoted therein were circulated under S.C. Nos. 115/98, 259/99, 255/01 and 61/04, respectively.

Copy of Bd's letter No. F[E]III/98/PN1/4 dated 02-04-07 (RBE No.50 /07)

Sub: Sanction of family pension to parents already in receipt of pension / family pension of an amount not exceeding Rs.2550/-

…

The income criterion for sanction of family pension to parents, sons and daughters, including widowed /divorced daughters of deceased Government / Railway servants,

prescribed by the Department of Pension & Pensioners' Welfare [DOP & PW] in their OM No. 45/51/97-P&PW[E] dt. 5th March, 1998, circulated vide Board's letter of even number dated 27-04-1998 is Rs.2550/- p.m. Clarificatory instructions have also been issued in consultation with DOP & PW, vide Board's letter of even number dt. 31-03-2004 that two family pensions are not admissible under Rule 75 of Railway Services [Pension] Rules, 1993 except as provided in sub-rule 11 and second proviso to sub-rule 18 thereof as notified vide Board's letter No. F[E] III/2000/PN1/23 dt. 18-10-2001.

2. Notwithstanding the above instructions dt. 31-03-2004, the matter regarding entitlement of the mother [widow] / father [widower] in receipt of family pension of an amount not exceeding Rs.2550/- on account of the deceased spouse, to receive second family pension as a result of death of his / her employed son / daughter subsequently, has been examined further in consultation with DOP & PW, and it is clarified as under:

i] The limit of Rs.2550/- p.m. set for determining dependency criterion is inclusive of dearness relief admissible on pension / family pension.

ii] The mother [widow] / father [widower] who is in receipt of family pension amounting to not more than Rs.2550/- p.m. [inclusive of dearness relief], on account of the deceased spouse, will be entitled to a second family pension consequent upon the death of his / her employed son / daughter subsequently. In such cases, both the family pensions shall be payable till the date of death or remarriage, whichever is earlier.

iii] The parents who are in receipt of pension amounting to not more than Rs.2550/- p.m. [inclusive of dearness relief] will also be entitled to a family pension consequent upon the death of his/ her employed son / daughter subsequently. In such cases, the family pension shall be payable till the date of death or remarriage, whichever is earlier.

iv] Sanction of family pension as at [ii] and [iii] above is subject to fulfilment of all other conditions stipulated in Board's letters of even number dated 27-4-1998 and 9-09-99.

SERIAL CIRCULAR NO. 55 /2007

No.P(R)/563/VII Date: 24-04 –2007

Copy of Board's letter No. E(Sports)/2007/Policy/3 dated 30.03.2007 is published for information, guidance and necessary action. Board's letter dated 20.6.2006 quoted therein was circulated as S.C.No.102/2006.

Copy of Bd's letter No. E(Sports)/2007/Policy/3 dated 30.03.2007 (RBE No.48/07)
116

Sub: Instructions for recruitment of Sportspersons on Indian Railways- Norms, Sports Quota, Procedure, Incentives etc.

.....

1. Railway Board have decided to revise the existing instructions as contained in Railway Board's letter No.E(Sports)2006/Policy/1 dated 20.6.2006 on the above mentioned subject. In supersession of instructions as contained in Railway Board's letter No. E(Sports)2006/Policy/1 dated 20.6.2006 and all clarifications/corrigendum issued thereto, the following revised instructions shall be applicable, from 01-04-2007 for recruitment of sportspersons, sports quota, norms and procedure for recruitment, incentives and out-of-turn promotion to sportspersons of Indian Railways.

2. SPORTS QUOTA

2.1 Recruitment of sportspersons, both in Group-C and Group-D, shall be done through Talent Scouting and Open Advertisement. 60% of the total quota, including the share of Railway Sports Promotion Board (RSPB), shall be through Talent Scouting and balance 40% shall be filled up by

Open Advertisement. Distribution of quota amongst Zonal Railways, Production Units, RSPB and Workshops having staff strength of 4000 or more, shall be as under :

S.No	Zonal Railway/ Production Unit	Open Advt.	Talent Scouting		Total Quota
		ZRs'/PUs' Quota	ZRs'/PUs' Quota	RSPB's Quota	
A	**Group-C**				
(i)	CR, ER, ECR, ECOR, NR, NCR, NER, NFR, NWR, SR, **SCR**, SER, SECR, SWR, WR, WCR	12	12	6	30
(ii)	CLW, DLW, DMW, ICF, RCF, RWF, RDSO, Metro Railway/ Kolkata	4	4	2	10
B	**Group D**				
(i)	Headquarters of each Zonal Railway	4	4	2	10
(ii)	Each Division of Zonal Railways	2	2	1	5
(iii)	DLW, ICF, RCF	8	8	4	20
(iv)	CLW, DMW, RWF, Metro Railway/ Kolkata	4	4	2	10
(v)	RDSO	2	2	1	5
(vi)	Workshops (having the staff strength of 4000 or more)	1	2	-	3

2.2 CLW, DLW, DMW, ICF, RCF & RWF can recruit the sportspersons in the category of Skilled Artisans against the Group-C Quota and such recruitment shall be counted against the 25% direct recruitment of Skilled Artisans as advised vide Board's letter No.E(NG)III/78/RC-1/9 dated 24.02.1979.

2.3 The quota allotted shall be for the financial year and unused quota shall lapse on the expiry of financial year.

2.4 The recruitment shall be done in the games as mentioned below or as recognized by RSPB for this purpose.:-

S.No.	Game	S. No.	Game	S. No.	Game
1	Aquatics	11	Chess	21	Karate
2	Archery	12	Cricket	22	Kabaddi
3	Athletics	13	Cross Country	23	Kho-kho
4	Badminton	14	Cycling	24	Powerlifting
5	Ball Badminton	15	Football	25	Shooting
6	Basketball	16	Golf	26	Table Tennis
7	Billiards & Snooker	17	Gymnastics	27	Tennis
8	Body Building	18	Handball	28	Volley Ball
9	Boxing	19	Hockey	29	Weightlifting
10	Bridge	20	Judo	30	Wrestling (Free Style & Greco Roman only)

2.5 Recruitment of sportspersons, both through Talent Scouting and Open Advertisement shall be to a Grade where there is an element of direct recruitment and shall be counted against that quota.

2.6 However, through Talent Scouting, sportspersons having outstanding sports achievements at National and International levels can be recruited in the intermediate grades after the prior approval of the Railway Board. Details are in para 8.1.2.

2.7 Talent Scouting quota of RSPB Pool shall be operated by RSPB. However, the requests of Zonal Railways/Production Units etc., duly recommended by the President of their

Sports Association for release of berths from RSPB Pool, may be considered by RSPB on merit.

2.8 Railway Board may re-allocate the Talent Scouting Quota, from one Railway/Unit to another Railway/Unit, as and when required.

2.9 General Manager may re-allocate the Talent Scouting Quota of Group-D allotted to their Railway, from one Division to another Division, as and when required.

3. CATEGORISATION OF INTERNATIONAL CHAMPIONSHIPS

For recruitment and incentive purpose, international meets [Junior / Senior Category] shall be categorized as under:-

Category-A : Olympic Games

Category-B : World Cup
World Championships
Asian Games
Commonwealth Games

Category-C : Commonwealth Championships
Asian Championships
USIC Championships

4. MINIMUM NORMS FOR RECRUITMENT OF SPORTSPERSONS

The minimum sports norms for recruitment of sportspersons against sports quota, both through Talent Scouting and Open Advertisement, shall be as under: These provisions shall be read along with Para 4.3 [Note].

4.1 Minimum norms for Recruitment in Group-C :

Sportsperson who has any of the following sports achievement in team or individual event, in any of the game as mentioned in para 2.4 above:-

(i) Represented the country in the international championship as mentioned in Category-A & B under Para 3 above.

OR

(ii) Represented a state or equivalent unit, in Junior/Senior National Championship and obtained at least 3rd Position.

OR

(iii) Represented a University, in All India Inter-University Championship organised under the aegis of Association of Indian Universities and obtained at least 3nd Position in individual event or 2nd Position in team event.

OR

(iv) Represented a state or equivalent unit in the Federation Cup Championship [Senior Category] and obtained 1st Position.

4.2 Minimum norms for Recruitment in Group-D :

Sportsperson who has any of the following sports achievement in team or individual event, in any of the game as mentioned in para 2.4 above :-

(i) Represented a state or equivalent unit, except in Marathon and Cross Country in Junior/Senior National Championship.

OR

(ii) Represented a District or equivalent unit in Junior/Senior State Championship and obtained atleast 3rd Position.

4.3 NOTE (for Para 4.1 & 4.2)

(a) In the case of recruitment in Group-C and Group-D through Talent Scouting, preference shall be given to sportspersons having higher levels of sports achievements, within the prescribed sports norms.

(b) All the championships mentioned above shall be conducted under the aegis of recognised International/National/State Sports Federation and also recognised by RSPB.

(c) For norms mentioned under Para 4.1(ii) & 4.2 (i), only Senior National and Junior National Championships, shall be taken into consideration. National Games, Rural Meets, Festival Meets and other similar tournaments shall not be considered.

(d) In Cricket(Men & Women) at International level in Senior Category, representation of Main Indian team in a Test Match or in Limited Overs One Day International Match shall also be considered for recruitment in Group-C.

(e) In Cricket (Men & Women) at National level, representation of a state or equivalent unit or a Zone of India, with the following sports achievements as mentioned against each tournament, conducted by BCCI, are also eligible for recruitment in Group-C and Group-D categories:

S.No.	Name of Championship	Category	Minimum Sports Achievement for Recruitment	
			Group-C	Group-D
Men				
1.	Ranji Trophy [Inter State Championship]	Senior	Semi-finalist of Elite Group Championship	Participation in Elite/Plate Group Championship
2	Inter State Limited Overs Tournament [popularly known as One Day Ranji Trophy Championship]	Senior	Semi-finalist of All India Knock Out stage	Participation
3	Duleep Trophy [All India Inter Zonal Championship]	Senior	Finalist	Participation
4	Prof. D.B. Deodhar Trophy [One Day Limited Overs All India Inter Zonal Championship]	Senior	Finalist	Participation
5	Col. C.K. Nayudu Trophy [Inter State Championship]	Junior [U-22]	Semi-finalist of All India Knock-out stage	Participation
6	Cooach Behar Trophy [Inter State Championship]	Junior [U-19]	Semi-finalist of Elite Group-Championship	Participation in Elite / Plate Group Championship
7	Vinoo Mankad Trophy[One Day Limited Overs Inter State Championship]	Junior [U-19]	Semi-finalist of All India knock-out stage	Participation
8	Vijay Hazare Trophy [One day Limited Overs All India Inter Zonal Championship]	Junior [U-19]	Finalist	Participation
Women				
9	Inter State All India Knock Out / Inter State Zonal Tournament [One Day	Senior	Semi-finalist of All India Knock Out Tournament	Participation

	Limited Overs]			
10	*All India Inter Zonal Tournament [One Day Limited Overs]*	*Senior*	*Finalist*	*Participation*
11	*Inter State All India Knock Out / Inter State Zonal Tournament [One Day Limited Overs]*	*Junior [U-19]*	*Semi-finalist of All India Knock Out Tournament*	*Participation*
12	*All India Inter Zonal Tournament [One Day Limited Overs]*	*Junior [U-19]*	*Finalist*	*Participation*

Note: For granting incentives, as per the provisions made under Para 9, representation of Indian Railways only on championships as mentioned at S.No. 1,2,5, & 9 above; shall be considered.

(f) In Chess, [i].for recruitment in Group –C sportsperson having 2350 or more points in last two consecutive FIDE Rating Lists; and [ii] for recruitment in Group-D, sportsperson having 2300 or more points in last two consecutive FIDE Rating Lists, shall also be eligible for recruitment. Only the last two consecutive FIDE Rating Lists shall be considered for this purpose.

A sportsperson having International Grand Master title in Chess, may be recruited in a higher scale within Group-C, after the approval of the Railway Board. ZR/PU may forward such cases to Railway Board for approval, after the recommendation of the General Manager.

(g) For recruitment in Group-C & Group D in Rifle Shooting, only the individual performance in the championships shall be considered. Performance in the All India G.V.Mavlankar Shooting Championship shall not be considered for this purpose.

(h) For recruitment in Group-C in Table Tennis, sportsperson with current All India Ranking upto 16 in Seniors and upto 8 in Juniors shall also be eligible. Only the current Annual Ranking shall be considered for this purpose.

(i) For recruitment in Group-C in Badminton, sportsperson with current All India Ranking upto 16 in Seniors and upto 8 in Juniors shall also be eligible. Only the current Annual Ranking shall be considered for this purpose.

(j) For recruitment in Group-C in Tennis, sportsperson with current All India Ranking upto 10 in Seniors and up to 8 in Juniors shall also be eligible. Only the current Annual Ranking shall be considered for this purpose.

(k) In Golf, (i) for recruitment in Group-C, sportspersons having I.G.U.ranking from 1-50 ; and (ii) for recruitment in Group-D, sportsperson having I.G.U. ranking upto 100, subject to single handicap i.e. less than 10 (in order of Merit/Amateur Merit list) shall also be eligible for recruitment. Only the current Annual Ranking shall be considered for this purpose.

4.4 **Period of Reckoning Sports Achievements**:

For recruitment against sports quota, the sports achievements shall be in the immediate previous two years for both Talent Scouting and Open Advertisement and sportspersons shall be an active player. For this purpose previous two financial years from the date of receipt of application or date of notification, as the case may be, shall be taken into account.

For example, for applications received in 2007-08 (i.e from 1.4.2007 to 31.3.2008) for recruitment through Talent Scouting or notification issued during this period for

recruitment through Open Advertisement, the sports achievements of current and previous two financial year i.e.2006-07 and 2005-06 shall be taken into account and therefore, sports achievements on or after 1.4.2005 shall only be considered for appointment, in the extant case. For this purpose, concluding day of the Championship shall be taken into account.

5. **AGE LIMIT**

5.1 Talent Scouting:

5.1.1 The age limit for recruitment through Talent Scouting will be 18-25 years both for Group -C and Group-D categories.

5.1.2 The lower and upper age relaxation for recruitment of sportspersons through Talent Scouting shall be granted only by the Board to the outstanding sportspersons.

5.1.3 The date of reckoning of the age for recruitment of sportspersons through Talent Scouting shall be the date of Trial, conducted by the Trial Committee.

5.2 Open Advertisement

5.2.1 The age limit for recruitment through Open advertisement shall also be 18-25 years both for Group 'C' and 'D' categories.

5.2.2 No relaxation in lower or upper age limit shall be permissible in recruitment through Open Advertisement.

5.2.3 The date of reckoning of age shall be 1st July for the posts for which notifications are issued between January to June of that year and 1st January of the next year, for the posts for which notifications are issued between July to December.

6. Minimum Educational Qualification

Sportspersons recruited through Talent Scouting and Open Advertisement must possess the minimum educational qualification, as applicable to the post to which sportsperson is to be appointed.

No relaxation in minimum educational qualification shall be permissible in recruitment through Open Advertisement.

In case of recruitment through Talent Scouting, if a sportsperson having outstanding sports achievement, but does not possess the minimum educational qualification, he/she may be appointed after the approval of the Railway Board for relaxation in acquiring the minimum educational qualification, subject to acquiring the same within a period of three years from the date of such appointment.

7. Procedure for Recruitment

Talent Scouting

7.1.1. Appointments against sports quota in Group-C category under Talent Scouting shall be given only after trial, except when a sportsperson represented the country, in Individual events, in any of the recent International Championships as mentioned in Category A or Category-B under Para 3, concluded within last four months

OR

When the sportsperson has obtained up to third position in the individual event at the Senior National Championship concluded within last four months.

However, in team games, trial is necessary.

7.1.2. In respect of recruitment in Group-D against Talent Scouting quota, trial is necessary.

7.1.3. For the purpose of trial for recruitment both in Group C & Group D through Talent Scouting , a Trial Committee may be nominated by the President of concerned Sports Association at Headquarter level and by the DRM at Divisional level. The Trial Committee shall comprise of 3 officials with experience of Sports, including one JAG officer, a sports officer and a Coach of the respective game (National/Railway/NIS qualified).

7.1.4. Trial shall be conducted in the presence of all the three members of the Trial Committee. The Trial Committee shall give its recommendation as FIT or NOT FIT for further consideration.

Open Advertisement

The recruitment of sportspersons by Open Advertisement shall be done by respective Railway Administration.

The general procedure for preparation of Employment Notice and publicizing the same shall be as specified for recruitment to Group-C and Group-D posts in Board's letter No.E(NG)II/96/RR-1/62 dated 17.9.1998.

Employment Notice must contain the details of the vacant posts viz. sports discipline (with position like 100 M in Athletic, Wicketkeeper in Cricket, Goalkeeper in Football etc.); age limit; minimum educational qualification, period of performance of sports achievements and minimum sports achievements as required vide relevant paras of this letter.

Vacancies for different games shall be worked out by the concerned Sports Association with the approval of General Secretary for Group-C and Sports Officer for Group-D posts and shall be furnished to the Personnel Branch for Employment Notice etc.

A Recruitment Committee shall be constituted to look after the recruitment process for both in Group-C and Group-D categories.

Recruitment Committee :

Recruitment Committee shall comprise of three members who shall be nominated by GM at Headquarter level and by DRM at Divisional level, respectively,
At Headquarter level, for recruitment of sportspersons against Group-C and Group-D posts, all the three members of the Recruitment Committee shall be of the rank of Senior Administrative Grade (SAG), including one member from Personnel Branch.

At Divisional level, for recruitment of sportspersons against Group-D posts, the members of the Recruitment Committee shall be of the rank of Junior Administrative Grade (JAG)/Senior Scale Officer, including one member from Personnel Branch and one member connected with sports/Sports Association on the Railway.

Inclusion of Members of SC/ST/OBC in the Recruitment Committee shall not be necessary as clarified in Board's letter No.E(Sports)98 /Rectt. /Policy/2 dt. 23.3.2000.

Recruitment Committee shall constitute a Trial Committee to conduct trials of the candidates.

Trial Committee :

Trial Committee shall comprise of three members, nominated by the Recruitment Committee.

Three members of the Trial Committee shall be : a Coach of the respective game (National/ Railway/NIS qualified); a Senior International /National Level Player in the relevant discipline; and an Assistant Sports Officer. If any Railway/Unit does not have any coach/player at the level mentioned above, they may seek the assistance of the adjoining Railway/Unit.

The trial by the Trial Committee shall be conducted in the presence of all the members of Trial Committee and Recruitment Committee.

Trial of candidate shall be conducted to assess his/her sports performance / suitability for the Railways. Trial Committee shall give its recommendation in terms of either FIT or NOT FIT for consideration for next stage, by giving marks as per the criteria given below:

a]	Maximum Marks for Trial	: 35 Marks
b]	FIT Candidate	Candidate who secured 20 or more marks in the Trial
c]	NOT FIT Candidate	Candidate who secured below 20 marks in the Trial

After trial, only the FIT candidates shall be considered for the next stage i.e. Interview Stage by the Recruitment Committee. Recruitment Committee shall take interview and award the marks to the FIT candidates for their sports achievements, educational qualifications and general intelligence, etc. No marks shall be given to the candidates declared NOT FIT by the Trial Committee, for their sports achievements.

Recruitment Committee shall also add the marks given by the Trial Committee to the FIT candidates, in order to make the final merit list.

Interviews of the candidates shall invariably be held on the same day, just after trial or at most next day of the trial.

Distribution of Marks:

Maximum marks which can be awarded by the Trial Committee for performance during Trial and Recruitment Committee during the Interview Stage, shall be as follows:

		Marks
i)Performance during Trial	:	35 Marks
ii)Assessment of Sports achievements	:	50 Marks
iii)Educational qualification	:	10 Marks
iv)General Intelligence/Personality etc.	:	05 Marks
T o t a l		**100**

NOTE:

a] In case more than one Sportsperson score the same marks, preference should be given to younger candidate to decide the merit.

b] Recruitment Committee shall recommend the case for recruitment of a Sportsperson only when they are satisfied that he/she will be useful for the Railways.

Fee: The processing fee for recruitment of sportspersons in Group-C and Group-D, through Open Advertisement shall be equivalent to the examination fee as prescribed for recruitment through RRBs, from time to time.

Medical Examination: The sportsperson [male/female] appointed through Talent Scouting or Open Advertisement, either for Group-C or Group-D, shall fulfill the minimum medical norms for the post, for which he/she is being appointed.

8. **FIXATION OF PAY**

8.1.1 **Fixation of Pay on Recruitment through Talent Scouting**:

8.1.1. Zonal Railways/Production Units shall have powers to fix the pay of outstanding sportspersons, at higher stage, at the time of initial recruitment keeping in view the following guidelines:

S.No.	Scale of Pay [in Rs.]	Fixation of Pay[Cancelled w.e.f. 9.07.09 vide Bd's RBE No. 124/09]	Minimum Sports Achievements for Higher Grade and Higher Fixation of Pay
Group D			
1[a]	2550-55-2660-60-3200	Rs. 2960 [7 increments]	Gold Medal winning performance at Sr. State Championship OR Medal winning performance at higher level.
[b]	2610-60-3150-65-3540	Rs. 3090 [8 increments]	
Group 'C'			
2[a]	3050-75-3950-80-4590	Rs.3425 [5 increments]	Gold Medal winning performance in Jr. National Champ. OR Gold Medal winning performance in All India Inter-University Championship
		Rs.3650 [8 increments]	Silver/Bronze Medal winning performance in Sr. National Championship
		Rs.3875 [11 increments]	Gold Medal winning performance in Sr. National Championship
		Rs.4350 [17 increments]	Gold Medal winning performance in Sr. National Championship **AND** Gold Medal winning performance in Jr. National Championship
S.No.	**Scale of Pay [in Rs.]**	**Fixation of Pay**	**Minimum Sports Achievements for Higher Grade and Higher Fixation of Pay**
[b]	3200-85-4900		Benefit of higher fixation be given with the same number of additional increments on the same performance as in the case of item No. 2[a], above.
3[a]	4000-100-6000	Rs.4400 [4 increments]	Consecutive medal winning performance in Sr. National Championships with at least one Gold Medal on one occasion **OR** At least 3rd position in any Sr. / Jr. International Championship of Category-B, as mentioned in Para 3.
		Rs.4700 [7 increments]	Consecutive Gold Medal winning performance in Sr. National Championships **OR** At least 2nd position in any of the Sr./Jr. International Championship of Category-B, as mentioned in Para 3.

		Rs.5200 [12 increments]	Consecutive Gold Medal winning performance in Sr. National Championships **AND** Participation in any of the Sr. International Championship of Category-B, as mentioned in Para 3
		Rs.5700 [17 increments]	Gold Medal winning performance in Sr. National Championships **AND** Medal winning performance in any of the Sr. International Championship of Category-B, as mentioned in Para 3
[b]	4500-125-7000	Rs.5000 [4 increments] Rs.5375 [7 increments] Rs.6000 [12 increments] Rs.6625 [17 increments]	Both the Grades Rs.4000-100-6000 and Rs.4500-125-7000 are the next higher grades to the Grade Rs.3050-75-3950-80-4590. Sportsperson can be recruited as Sr.T.C. [Rs.4000-100-6000] or as Sr. Clerk [Rs.4500-125-7000], keeping in view the request of the candidate and availability of vacancies. Benefit of higher fixation be given with the same number of additional increments on the same performance as in the case of Item No. 3 [a], above.

8.1.2 As regards recruitment in intermediate grades in Group-C, for which prior approval of the Railway Board is essential, the Zonal Railways/Production Units shall observe the following guidelines while sending their proposals to the Railway Board:-

S.No.	**Scale of Pay [in Rs.]**	**Fixation of Pay[Cancelled w.e.f. 9.07.09 vide Bd's RBE No. 124/09]**	**Minimum Sports Achievements for Higher Grade and Higher Fixation of Pay**
1[a]	4000-100-6000	Rs. 4400 [4 increments] Rs. 4700 [7 increments] Rs.5200 [12 increments] Rs.5700 [17 increments]	Benefit of higher fixation be given with the same number of additional increments on the same performance as mentioned under Para 8.1.1/3[a].
[b]	4500-125-7000		Benefit of higher fixation be given with the same number of additional increments on the same performance as mentioned under Para 8.1.1/3[a].
S.No.	**Scale of Pay [in Rs.]**	**Fixation of Pay**	**Minimum Sports Achievements for Higher Grade and Higher Fixation of Pay**
2	5000-150-8000	Rs.5900 [6 increments]	Consecutive Medal winning performance in Sr. International Championships of Category-B, as mentioned in Para 3 **AND**

			Consecutive Gold Medal winning performance in Sr National Championships
		Rs.6500 [10 increments]	Consecutive Medal winning performance in Sr. International Championships of Category-B, as mentioned in Para 3, with at least one Gold Medal **AND** Consecutive Gold Medal winning performance in Sr National Championships
3	5500-175-9000	Rs.5850 [2 increments]	Consecutive Gold Medal winning performance in Sr. International Championships of Category-B, as mentioned in Para 3 **AND** Consecutive Gold Medal winning performance in Sr National Championships
		Rs. 6375 [5 increments]	Consecutive Gold Medal winning performance on more than two occasions in Sr. International Championships of Category-B, as mentioned in Para 3 **AND** Consecutive Gold medal winning performance in Sr National Championships
4	6500-200-10500	Rs.7500 [5 increments]	Consecutive Gold Medal winning performance on more than three occasions in Sr. International Championships of Category-B, as mentioned in Para 3 **OR** 3rd position in Olympic Games [Category-A]
		Rs.8100 [8 increments]	At least 2rd position in Olympic Games [Category-A]

8.2 **Fixation of Pay on Recruitment through Open Advertisement:** **[Cancelled w.e.f. 9.07.09 vide Bd's RBE No. 124/09]**

8.2.1 Normally, the fixation of pay of the sportspersons recruited through Open Advertisement shall be at the minimum of the scale.

8.2.2 However, the Recruitment Committee can recommend fixation of pay at higher stage for the sportspersons having outstanding sports achievements, observing the same guidelines as mentioned above in the case of recruitment through Talent Scouting, in Para 8.1.1.

9. INCENTIVES

9.1 **Incentives To Sportspersons For Excellence In International Championships**:

For Excellence in the International Championships [mentioned under Para 3], following number of additional increments may be granted by the Railways, on the advice of Railway Board :-

9.1.1. **Category-A** [Olympic Games]: Grant of additional increments for medal winning performance shall be considered on merits on receipt of results.

9.1.2. **Category –B** [Championships as mentioned under Para 3]:

Gold Medal	-	3 increments
Silver Medal	-	2 increments
Bronze Medal	-	1 increment

9.1.3. **Category-C** [Championships as mentioned under Para 3]

Gold Medal	-	2 increments
Silver Medal/ Bronze Medal	-	1 increment

9.1.4. In case, sportsperson winning more than one medal in the same championship, not more than five increments shall be given.

9.1.5. These increments will, however, be in addition to those, if any, granted for the performance in National Championships.

9.1.6. These increments shall take effect from the first day of the month following the concluding day of the Championship.

9.2 **Incentives to Sportspersons for Excellence at National Level**:

Following number of additional increments may be granted by the Railways, on the advice of Railway Board, for medal winning performance in National Championships:

9.2.1 Two increments for Gold medal winning performance.
9.2.2 One increment, if found justified for Silver or Bronze medal winning performance.
9.2.3 These increments shall take effect from the first day of the month following the concluding day of the Championship.
9.2.4 These increments shall be in addition to those, if any, granted on the performance in International Championships.

9.3 **Incentives to Coaches**:

9.3.1 Performance of coaches shall be reviewed once in a financial year and one additional increment may be granted to the coaches attached to Indian Railways teams who rendered exemplary service and contribute to the good performances of Indian Railways teams during the year.
9.3.2 This increment may be granted by the Zonal Railways / Production Units, on the advice of Railway Board.
9.3.3 The number of increments shall not exceed five, as a coach, in service career.
9.3.4 The increment shall be granted from the first day of the month, following the concluding day of the Championship.
9.3.5 **This increment shall be in addition to those, if any, granted for the sports achievements as a player. [Cancelled w.e.f. 9.07.09 vide Bd's RBE No. 124/09]**

9.4. Out-of-Turn Promotion:
9.4.1 First out- of- turn promotion:
First out-of-turn promotion**,** within Group-C, may be given to the outstanding sportspersons by the General Manager, subject to fulfilling the following criteria and acquiring the sports achievements, after joining the Railways.

9.4.1.1 [i] Sportsperson represented the country with medal winning performance in any of the International meets as defined in Category –A &B under Para 3.
OR
[ii] Sportspersons represented Indian Railways in the National Championships, on three occasions with medal winning performance in each championship within a period of five years.

9.4.1.2 Not more than one out-of-turn promotion to a sportsperson shall be given by the General Manager at Railway's level.

9.4.1.3 As far as possible, the out-of-turn promotion shall be to a Grade, where there is a direct recruitment quota. However, where there is no provision of direct recruitment in the promotional grade, General Manager has discretion to create the special supernumerary post with matching surrender, for accommodating such promotion.

9.4.2 **Second and Subsequent Out-of-Turn Promotion**:

9.4.2.1 Second and subsequent out-of-turn promotion shall be granted by Railway Board, to the outstanding sportspersons, subject to acquiring the following sports achievements:

[i] Represented the country with medal winning performance in the International Championships as defined in Category –A &B under Para 3, after first/previous out-of-turn promotion.
OR
[ii] Represented Indian Railways with medal winning performances on at three occasions in the National Championships, within a period five years after first/previous out-of-turn promotion.

9.4.2.2 Railway can forward the deserving cases for second and subsequent promotion to Railway Board, after the recommendation of the General Manager.

9.4.3. The provisions of out-of-turn promotion as mentioned in Para 9.4.1 & 9.4.2 shall be read along with Para 9.6 [Note].

9.5 **Promotion from Group-D to Group-C**:

9.5.1 Sportspersons recruited in Group-D categories, may be considered for promotion to Group-C, on out-of-turn basis, subject to fulfilling the following criteria and acquiring the sports achievements after joining the Railways:

[i] Sportsperson acquiring the extant sports norms for recruitment to Group-C.
OR
[ii] Represented Indian Railways in the National Championships on two occasions.
OR
[iiii] Gold Medal winning performance in any Championship, as mentioned in Category-C under Para 3.

9.5.2 Promotion from Group-D to Group-C shall not be considered as out-of-turn promotion, for the purpose of counting the number of out-of-turn promotions. Similarly, for such promotion, the condition regarding minimum period of service in the existing grade, also need not be insisted upon.

9.5.3 The provisions as mentioned in Para 9.5.1 & 9.5.2 for promotion from Group-D to Group-C shall be read along with Para 9.6 [Note].

9.6. NOTE [for Para 9.4 &9.5]:

[a] *If a sportsperson acquires the sports norms for out-of-turn promotion within Group-C or promotion from Group-D to Group-C, but does not possess the minimum educational qualification, the Railway Administration may recommend such promotion cases to Railway Board, for relaxation in the minimum educational qualification. Depending upon the merit, such cases shall be considered by the Railway Board, with the proviso that sportsperson has to acquire the required minimum educational qualification, within a period of three years, from the date of such promotion.*

*In **Artisan Category,** for promotion from Group-D to Group-C on sports account, if a sportsperson acquires the sports norms but does not possess the minimum educational qualification, he/she may be promoted on provisional basis and allotted a trade and given on job practical training for a period of two years, on the expiry of which sportsperson shall be subjected to trade test. Subject to their passing the trade test, the provisional promotion of such sportsperson shall be regularized.*

[b] If the sportsperson promoted in accordance with Note[a] above, is not able to acquire the minimum educational qualification or unable to pass the Trade Test within three years, as the case may be, he/she would be reverted to the original grade.

However, in exceptional cases, where after such promotion, sportsperson continues to excel in the National Championships and/or participates in the International Championships mentioned in Para 3, case may be referred to Board, after GM's recommendation for extension in the time limit for acquiring the minimum educational qualification or for passing the Trade Test.

[c] Out-of-turn promotion within Group-C or promotion from Group-D to Group-C to the sportspersons shall be given as soon as he/she fulfils the above mentioned criteria. However, in order to ensure the benefit from sports achievements, if his/her immediate junior in his/her cadre gets the promotion in the normal course within the period of one year from the date on which he/she fulfils the criteria for promotion on sports account, then the sportsperson is entitled to be considered for the next higher grade. For calculation of one year's period, the concluding day of the championship shall be taken into the account.

[d] For out-of-turn promotions within Group-C, sportsperson shall have completed three years in the existing grade. However, relaxation in three years' service condition can be granted by Railway Board to the outstanding sportspersons. Railway can forward the deserving cases for relaxation to Railway Board, after the recommendation of the General Manager.

[e] In the case of out-of-turn promotion within Group-C or promotion from Group-D to Group-C, pay may be fixed at higher stage, taking into consideration the sports achievements and the present pay of the concerned sportsperson. Criteria for higher fixation, in Group-C, shall be the same as mentioned in Para 8.1.1 & Para 8.1.2. Higher fixation of pay shall be granted by the Railway Board. Zonal Railways/Production Units can forward the deserving cases to the Railway Board, after the recommendation of the General Manager. **[Cancelled w.e.f. 9.07.09 vide Bd's RBE No. 124/09]**

10. The norms as mentioned in this letter shall be strictly followed. However, the power to give relaxation to any of the provisions mentioned in these norms in the greater interest of sports, shall solely vest into Board's [MS] discretion.

11. In very exceptional cases, the Railway Board shall have the powers to engage the sports specialists directly related to enhance the performance of team/players.

12. Railway Board shall have all the powers to modify/replace/delete any Para of this letter.

13. **Maintenance of Recruitment Records**: For maintenance of the papers relating to recruitment against sports quota, the guidelines prescribed for maintenance of records for recruitments through RRBs may be adopted.

14. These instructions issue with the concurrence of the Finance Directorate of the Ministry of Railway, [Railway Board].

SERIAL CIRCULAR NO. 56 /2007

No.P(R)/535/VI Date 23-04 –2007

Copy of Board's letter No.E[NG]I-2006/PM10/5 dated 02-04-2007 is published for information, guidance and necessary action. Board's letter dated 02-02-2005 quoted therein was circulated as SC No. 24/2005 .

Copy of Bd's letter No. E[NG]I-2006/PM10/5 dated 02-04-2007 (RBE No. 52/07)

Sub: Promotion to the posts of Physiotherapist Gr. I Rs.6500-10,500 – Centralisation of.

…

In terms of Para 4 of this Ministry's letter No. E[GP]-2004/2/73 dated 02-02-2005 the selection for promotion to the Group 'B' post of Assistant Physiotherapy Officer, operated on floating basis, is required to be conducted by Northern Railway for which purpose the seniority of Physiotherapists in Group 'C' is also required to be maintained by that Railway.

2. On the analogy of the above procedure a demand has been made by NFIR that since there is disparity in the number of posts of Physiotherapists in different zonal Railways, etc. and in some cases the posts in the higher grade are extremely limited, promotion to the posts of Physiotherapists Gr. I Rs.6500-10,500 may also be centralized. The Ministry of Railways have considered the matter and decided that since Northern Railway are already maintaining seniority of Physiotherapists for the purpose of promotion to Group 'B' posts, that Railway may also effect the promotion to the post of Physiotherapist Gr.I in the pay scale Rs.6500-10,500 as per extant procedure on centralized basis. However, orders for promotion to the post of Physiotherapist Gr. I should be issued by the GMs of the respective Railway[s] where the employee[s] found suitable for promotion may be working.

SERIAL CIRCULAR NO. 57 /2007

No.P(R)/268/I Date:23-04 –2007

Copy of Board's letter No.E[NG]II/2006/RC-1/Genl./9 dated 04-04-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[NG]II/2006/RC-1/Genl./9 dated 04-04-2007 (RBE No. 53/07)

Sub: Compassionate ground appointment – extending second chance for Aptitude Test.

…

The matter regarding extending second chance for appearing in Aptitude Test to those candidates who have secured qualifying marks in the written test for the post of Assistant Station Masters and Assistant Loco Pilots came up for discussion in the PNM/AIRF meeting held with Railway Board on 18th and 19th January, 2007.

After due consideration, the Ministry of Railways [Railway Board] have decided that all candidates being considered for appointment on compassionate grounds for the post of Asst. Station Masters and Asst. Loco Pilots may be called a day prior to the test for a hands-on practice session while conducting Aptitude Test so that they are familiar with the nature of the test batteries and in exceptional cases where circumstances warrant additional [second] chance being given, the competent authority in the Railway may consider the same only after a gap of six months duly taking into account the merit of each case.

SERIAL CIRCULAR NO. 58 /2007

No.P(R)/563/VII Date: 24-04 –2007

Copy of Board's letter No. E[Sports]2007/ Policy/ 4[Clarifications] dated 10-04-2007 is published for information, guidance and necessary action.

Copy of Bd's ltr. No. E[Sports]2007/Policy/4[Clarifications] dtd 10-04-2007 (RBE No. 55/07)

Sub: Recruitment of sportspersons against Talent Scouting Quota.

…

As per norms, the quota allotted to Zonal Railways / Production Units is for a financial year and unutilized quota lapses on the expiry of the financial year. Therefore, for recruitment of a sportsperson against sports quota, the final approval of the competent authority for recruitment of a sportsperson should be on or before 31st of March of a financial year against

the quota of which sportsperson is being appointed. And, the sportsperson should join duty within three months from the date of approval of the competent authority for such appointment.

Similarly, in the case of appointment of a sportsperson against RSPB's Talent Scouting Quota, Railway Board is the final authority for release of berth from RSPB's Talent Scouting Quota. Therefore, the approval of the Board for release of berth from RSPB's Talent Scouting Quota for appointment of a sportsperson must be on or before 31st March and a sportsperson should join duty within three months from the date of issue of letter from Board's office in this regard.

SERIAL CIRCULAR NO. 59 /2007

No.P(R)/436/IREM/VII Date: 24-04 –2007

Copy of Board's letter No.PC-V/98/I/11/23[Pt] dated 05-04-2007 is published for information, guidance and necessary action. Board's letter dated 16-08-2005 quoted as authority below the ACS 194 to IREM Vol.I, 1989 Edition was circulated as SC No. 142/2005.

Copy of Bd's letter No. PC-V/98/I/11/23[Pt] dated 05-04-2007 (RBE No.54/07)

Sub: Earmarking posts of Section Officers [Accounts] for non-Appendix 3 IREM/Exam qualified Accounts Assistants.

…

The staff side demand in the forum of DC-JCM for earmarking some posts of Section Officers [Accounts] [pay scale Rs.6500-10500] for promotion of non Appendix-3 IREM Exam qualified Accounts Assistants [pay scale Rs.5500-9000] has been under Board's consideration for some time. The matter has carefully been examined and it has been decided to earmark 5% of the posts of Section Officers [Accounts] in the pay scale Rs.6500-10500, to be filled on seniority-cum-suitability basis, by non-Appendix 3 IREM Exam qualified Accounts Assistants who have completed twelve years of service or more as Accounts Assistant. They will be designated as Senior Accounts Assistants [Sr.A.A.] and will be assigned the work of branches handling other than internal check / financial advice, to the extent administratively feasible. The Senior Accounts Assistants will not be eligible for promotion to the post of Senior Section Officers [Accounts] in the pay scale Rs.7450-11500.

Accordingly, ACS No. 194 to para 171, IREM, Vol.I, 1989 edition is also enclosed. This will take effect from date of issue of the letter.

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INDIAN RAILWAY ESTABLISHMENT MANUAL, VOL. I, 1989 EDITION
ADVANCE CORRECTION SLIP No. 194

Substitute the following for existing sub para[6] of Para 171 Chapter I, Section 'B', Sub-section III, Rules regarding Recruitment & Training:

[6] The posts in the next higher grade, Rs.6500-10500 will be filled as under:

[i] 5% of the posts of Section Officers [Accounts], to be designated as Senior Accounts Assistants, in the pay scale of Rs.6500-10500 will be filled by non Appendix-3 Exam qualified Accounts Assistants with twelve years service or more as Accounts Assistant, on seniority-cum-suitability basis. Senior Accounts Assistants will not be eligible for further promotion to the post of Senior Section Officer [Accounts] in the pay scale Rs.7450-11500.

[ii] 95% posts of Section Officers [Accounts] **and all the posts of Inspectors of Store Accounts [ISA] and Travelling Inspectors of Accounts [TIA]** will be filled by promotion of Appendix –3 Exam qualified staff, according to the group for which they opt, strictly according to order in the Appendix-3 Exam panel and direct from the grade in which they are working.

Provided that in the event of non availability of App. III qualified staff for promotion as Section Officers [A/cs], Inspector of Stores Accounts [ISA] and Travelling Inspectors of Accounts [TIA], the posts may be filled by transfer on deputation of staff holding analogous posts under the Comptroller & Auditor General of India, Central / State Governments on terms and conditions contained in Rule 2023 of Indian Railway Establishment Code Vol.II [First Reprint] 1990 with further condition that such deputationists may be repatriated prematurely to their parent cadre as and when and to the extent qualified Departmental App-3 Accounts Staff become available and eligible for promotion.
[Authority: Board's letter No. E[NG]I/2004/PM9/6 dt. 16-08-05, PC-V/98/I/11/23[Pt] dated 05-04-2007]

SERIAL CIRCULAR NO. 60 /2007

No.P(R)/436/IREM/VII Date: 24-04 –2007

Copy of Board's letter No.E[GP]2005/2/69 dated 02-04-2007 is published for information, guidance and necessary action. Board's letters dated 16-11-05, 22-11-05, 05-01-06, 31-01-06, and 14-09-06 quoted as Authority in the ACS No. 193 were circulated under SC Nos.197/05, 208/05, 09/06, 16/06 and 153/06, respectively.

Copy of Bd's letter No. E[GP]2005/2/69 dated 02-04-2007 (RBE No.49 /07)

Sub: Amendment to IREM Volume I

…

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that the Indian Railway Establishment Manual Vol.I [1989 Edition], may be amended as in the Advance Correction Slip No. 193 enclosed.

Indian Railway Establishment Manual Vol.I [1989 Edition]
Advance Correction Slip No. 193

Chapter II, Section 'A' – Rules governing promotion of Group 'C' staff to Group 'B' posts

1. Para 202.2

For the existing para 202.2 as modified by the Advance Correction Slip No. 181 issued under this Ministry's letter No. E[GP]2005/2/69 dt. 05-01-06 substitute the following:
"Assessment of vacancies—Vacancies for two years should be assessed carefully taking into account the vacancies in regular cadre [both permanent and temporary], as also in the construction and work-charged cadre/posts. To the assessment thus made, the vacancies due to arise in the next 6 months should also be included to cater to unforeseen contingencies and the panel should be formed for the total number of vacancies.

[Authority: Ministry of Railways' letter No. E[GP]2005/2/61 dt. 14-09-06]

2. Para 202.3

For the existing para 202.3, substitute the following:
"Reservation in favour of SCs/STs – Rules of post-based reservation apply in filling the vacancies in Group 'B' on the basis of selection. Only those eligible SCs/STs who are in the zone of consideration determined in accordance with the rules, should be called for the selection. If either SCs/STs are not available in the zone of consideration or the available SCs/STs have not qualified for appointment against the reserved vacancies, then the reserved vacancies will remain unfilled and the same will be filled up through future selections.

[Authority: Ministry of Railways' letter No. 2005-E[SCT]/I/25/14 dated 16-11-2005 and E[GP]2005/2/61 dt. 22-11-05]

2. Para 204.4

In the existing para 204.4 the words "and the same officer" should be substituted by the words " different officers".

[Authority: Ministry of Railways' letter No. E[GP]2001/2/32 dt. 25-10-01]

3. Para 207.1

The 2nd para of Para 207.1 may be read as under":

Selection should not be held separately for the Group 'B' posts in the different branches within a department.

[Authority: Ministry of Railways' letter No. E[GP]2002/2/88 dt. 31-01-06]

SERIAL CIRCULAR NO. 61 /2007

No.P[R]/535/VI Date: 25 -04 –2007

Copy of Board's letter No.E[GP]2007/2/5 dated 04-04-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[GP]2007/2/5 dated 04-04-07 (RBE No.51 /07)

Sub: Ad-hoc promotion to Group 'B' post of Assistant Library & Information Officer in scale Rs.6500-10500.

…

In terms of Board's letter No. PCIV/90/Imp/3 dated 2-5-96, the incumbents to the post of Assistant Library & Information Officer were given the revised pay scale of Rs.2000-3500 [now Rs.6500-10500] subject to their fulfilling the conditions laid down under Board's letter No. PC-IV/90/Imp/3 dated 12-10-92.

2. Pending finalisation of Recruitment Rules in consultation with UPSC, it has been decided by the Board that the Group 'B' post of Assistant Library & Information Officer in scale Rs.6500-10500 may be filled on ad-hoc basis through the normal selection process, which includes viva-voce and assessment of record of service, from amongst the Library & Information Assistants [Rs.5500-9000] with 3 years' regular service in the grade and degree from a recognized University or equivalent and also degree in Library Science from a recognized University or equivalent.

SERIAL CIRCULAR NO. 62 /2007

No.P[R]/66/NDA/IV Date: 25-04 –2007

Copy of Board's letter No. E[P&A]II-2007/HW-1 dated 13-04-2007 is published for information, guidance and necessary action. Board's letter dated 07-11-2006 and 22-03-07 quoted therein were circulated as 194/2006 and 46/2007, respectively.

Copy of Bd's letter No. E[P&A]II-2007/HW-1 dated 13-04-2007 (RBE No. 56/07)

Sub: Rates of Night Duty Allowance w.e.f. 01-01-2007.

…

Consequent to sanction of an additional instalment of Dearness Allowance vide this Ministry's letter No. PC-V/97/I/7/14 dated 22-03-2007, the President is pleased to decide that the rates of Night Duty Allowance, as notified vide Annexures 'A' and 'B' of Board's letter No. E[P&A]II-2006/HW-1 dated 07-11-2006 stand revised with effect from 01-01-2007 as indicated at **Annexure 'A'** in respect of 'Continuous', 'Intensive', 'Excluded', categories and workshop employees, and as indicated at **Annexure 'B'** in respect of 'Essentially Intermittent' categories respectively.

2. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

ANNEXURE 'A'

Rates of Night Duty Allowance with effect from 1.1.2007 for 'Intensive', 'Continuous' and 'Excluded' categories and Workshop staff at the various places classified as 'A-1', 'A', B-1, B-2, and Ordinary localities including 'C' Class Cities.

S.No.	Pay slabs in Vth Pay Commission's scales of pay	A-1	A	B-1	B-2	Ordinary localities including 'C' class cities
1	2550 - 2605	24.85	24.70	24.60	24.45	24.30
2	2606 - 2790	26.00	25.85	25.70	25.55	25.40
3	2791 -3230	29.30	29.05	28.85	28.65	28.35
4	3231 - 3440	32.35	32.10	31.90	31.70	31.40
5	3441 - 4125	36.55	36.35	36.10	35.95	35.65
6	4126 - 4270	40.95	40.65	40.40	40.10	39.55
7	4271 - 4480	42.60	42.35	42.05	41.75	41.20
8	4481 - 4630	44.30	44.05	43.75	43.45	42.90
9	4631 - 4870	46.15	45.85	45.60	45.30	44.75
10	4871 - 5165	48.65	48.40	48.10	47.80	47.25
11	5166 - 5465	51.45	51.20	50.90	50.65	50.05
12	5466 - 6210	56.40	56.10	55.80	55.55	55.00
13	6211-6655	62.00	61.70	61.45	61.15	60.60
14	6656-6955	65.50	65.20	64.95	64.65	64.10
15	6956-7850 & above	71.15	70.85	70.55	70.30	69.75

ANNEXURE 'B'

Rates of Night Duty Allowance with effect from 1.1.2007 for Essentially Intermittent categories at the various places classified as 'A-1', 'A', B-1, B-2, and Ordinary localities including 'C' Class Cities.

S.No.	Pay slabs in Vth Pay Commission's scales of pay	A-1	A	B-1	B-2	Ordinary localities including 'C' class cities
1	2550-2605	16.55	16.45	16.40	16.30	16.20
2	2606-2790	17.35	17.25	17.15	17.05	16.95
3	2791-3230	19.55	19.35	19.25	19.10	18.90
4	3231-3440	21.55	21.40	21.25	21.15	20.95
5	3441-4125	24.35	24.25	24.05	23.95	23.75
6	4126-4270	27.30	27.10	26.95	26.75	26.35
7	4271-4480	28.40	28.25	28.05	27.85	27.45
8	4481-4630	29.55	29.35	29.15	28.95	28.60
9	4631-4870	30.75	30.55	30.40	30.20	29.85
10	4871-5165	32.45	32.25	32.05	31.85	31.50
11	5166-5465	34.30	34.15	33.95	33.75	33.35
12	5466-6210	37.60	37.40	37.20	37.05	36.65
13	6211-6655	41.35	41.15	40.95	40.75	40.40
14	6656-6955	43.65	43.45	43.30	43.10	42.75
15	6956-7850 & above	47.45	47.25	47.05	46.85	46.50

SERIAL CIRCULAR NO.63 /2007

No.P[R]/411 Date: 30 -04 –2007

Copy of Board's letter No.E[W]2007/FU-1/4 dated 13-4-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[W]2007/FU-1/4 dated 13-4-07 (RBE No.57 /07)

Sub: Grant of Scholarship from Staff Benefit Fund for Technical education – Inclusion of Post Graduate Technical / professional courses reg.

…

A question was raised about admissibility of scholarships from Staff Benefit Fund to wards of railway servants pursuing post graduate technical / professional courses.

2. In continuation of the Board's letter No. E[W]98/FU-1/4 dated 27-1-99, it has been decided that all post graduate technical / professional courses recognised by eminent Universities should also be considered for the scholarship and treated at par with MBA, MCA and degree courses in medicine and various branches of engineering already accorded highest priority for grant of scholarship from SBF in terms of Board's letter No. E[W]85/FU-1/4 dated 19-11-85.

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 64 /2007

No.P[R]/563/VII Date: 30-04 –2007

Copy of Board's letter No.E[NG]II/2005/RR-1/36 dated 18-04-07 is published for information, guidance and necessary action. Board's letter dated 09-10-03 quoted therein was circulated as SC No. 191/03.

Copy of Bd's letter No. E[NG]II/2005/RR-1/36 dated 18-04-07 (RBE No. 62/07)

Sub: Filling up direct recruitment quota of Depot Material Superintendent, Grade I in the pay scale of Rs.6500 – 10500.

…

As the Railways are aware Direct Recruitment Quota to the extent of 20% of the posts was introduced in the category of Depot Material Superintendent, Grade I in the pay scale of Rs.6500-10500 vide para 11.3 of restructuring order No. PC-III/ 2003/ CRC/6 dated 09-10-2003 [RBE No. 177/03].

2. It has been brought to the notice of this Ministry by AIRF that Board's above instructions are adversely affecting the promotional prospects of senior employees as all vacancies of Depot Material Superintendent, Grade I that are arising are being filled by direct recruitment till prescribed percentage of posts is reached.

3. The matter has been considered by the Board and it has been decided that till such time prescribed percentages are reached in the category of Depot Material Superintendent, Grade I [Rs.6500-10500] the vacancies may be filled by direct recruitment and promotion of staff from the lower grade of Rs.5500-9000 as per procedure in force on 50:50 basis subject to the condition that if only one post falls vacant the same should be filled by direct recruitment. In case of fraction also the vacancy should go to direct recruitment. Once the prescribed percentages are reached, the posts should be filled on like go like come basis as per the extant procedure.

4. In line with these instructions indents pending with Railway Recruitment Boards may be suitably modified by the Zonal Railways / Production Units.

SERIAL CIRCULAR NO.65 /2007

No.P(R)/299/V Date:07-05 –2007

Copy of Board's letter No. E(G)/2006 H01/16 dated 18-04-07 is published for information, guidance and necessary action. Board's letters dated 10-09-85 and 5-4-2000 quoted therein were circulated as SC Nos. 86/95 and 88/2000, respectively..

Copy of Bd's letter No. E(G)/2006 H01/16 dated 18-04-07 (RBE No.58 /07)

Sub: Honorarium to Nucleus Cipher Operators

...

Ministry of Railways have reviewed the rates of Honorarium payable to Nucleus Cipher Operators as laid down in Board's letter No. E(G)/2000/H01/1 dated 5.4.2000. It has been decided to revise the rates of Honorarium payable to Nucleus Cipher Operators as under:

i) Category "A" Nucleus Operators may be paid an Honorarium @ Rs.40/- per day with a minimum of Rs.2700/-per annum.

ii) Category "B" Nucleus Operators may be paid an Honorarium @ Rs.2700/- per annum. When these Operators are utilised as Category "A" they will be entitled to Honorarium as at (i) above.

2. Other provisions contained in the letter No.E(G)/84/H01/11 dated 10.9.85 will continue to be in force.

.3. These orders take effect from the date of issue.

4. This issues with the concurrence of Finance Directorate of Ministry of Railways.

SERIAL CIRCULAR NO. 66 /2007

No.P(R)/473/VII Date: 07-05 –2007

Copy of Board's letter No.E[W]2006PS5-1/28 dated 18-4-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[W]2006PS5-1/28 dated 18-4-2007 (RBE No. 61/07)

Sub: Qualifying service for issue of Post Retirement Complimentary Passes

…

In terms of provisions contained in Schedule IV of the Railway Servants [Pass] Rules, 1986 [Second Edition, 1993], a minimum of 20 years of Railway service is required for grant of Post Retirement Complimentary Pass to any category of Railway employees.

2. Hon'ble Minister of Railways, during the presentation of Railway Budget 2007-08, has announced that in case of Ex-Servicemen and Central Government employees recruited in the Railways, a weightage equivalent to half of their previous non-railway service rendered in Central Government will be taken into account while determining their eligibility for Post Retirement Complimentary Passes on the basis of length of service in the Railways under the extant rules.

3. It has, therefore, been decided that the provision contained in Item [xi] below column 3 in Schedule IV [Post Retirement Complimentary Pass] of Railway Servants [Pass] Rules, 1986 [Second Edition, 1993] be amended as in the enclosed Advance Correction Slip No. 53.

4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

****

Advance Correction Slip No. 53 to the Railway Servants [Pass] Rules, 1986 [Second Edition, 1993]

Item No [xi] below Column No. 3 in Schedule IV [Post Retirement Complimentary Pass] of Railway Servants [Pass] Rules, 1986 [Second Edition, 1993] may be substituted as under:

" [xi] Period of service in non-Railway departments or establishments rendered prior to joining railway service will not count except in case of Ex-Servicemen or Central Government employees recruited in the Railways where a weightage equivalent to half of their previous non-railway service rendered in Central Government will be taken into account for determining their eligibility for Post Retirement Complimentary Passes on the basis of length of service in the Railways. "

[Authority: Railway Board's No. E[W]2006 PS5-1/28 dated 18-4-2007]

SERIAL CIRCULAR NO. 67 /2007

No.P(R)/411 Date: 07-05 –2007

Copy of Board's letter No.E[W]2007/FU-1/1 dated 18-4-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[W]2007/FU-1/1 dated 18-4-2007 (RBE No.63 /07)

Sub: Staff Benefit Fund

…

Sanction of the President is communicated for revising the annual contribution to Staff Benefit Fund from Rs.30/- to Rs.35/- per capita. The increase of Rs.5/- per capita p.a. would be distributed and utilized as follows:

[a] Rs.3/- per capita p.a. to be utilized to give immediate relief in times of crisis arising out of natural calamities. This allocation will be controlled by Railway Board and modalities in this regard will be advised in due course.

[b] Rs.2/- per capita p.a. to be utilized for providing vocational training for developing occupational skills of physically /mentally challenged wards especially girls of railway employees. Utilisation of this amount will be carried out by respective Zonal Railways, etc. under their extant procedures with the following provisions:-

[i] Sponsoring the physically/mentally challenged wards of Railway employees in professional training institutes – the per child sponsorship ceilings may be decided by individual Zonal Railways.

[ii] Arranging vocational training by zonal railways themselves in railway schools / railway training institutions for the physically / mentally challenged wards of Railway employees. Expenditure may also include payment of salary to instructors etc.

2. The revised allocation amongst various heads/activities under SBF will thus be as follows:

Head/activity	Annual Allocation per capita
	Rs.
(i) General activities viz. Education, recreation, amusement, cultural, relief of distress, sickness and miscellaneous items:-	
(a) Education	Rs.4.75
(b) Recreation other than sports	Rs.2.25
(c) Promotion of Cultural Activities	Rs.0.50

(d) Relief of distress, sickness, etc.	Rs.7.50
(e) Women empowerment activities	Rs.0.50
(f) Miscellaneous	Rs.0.50
(ii) Sports activities	Rs.5.00
(iii) Scouts activities	Rs.3.50
(iv) Recreational facilities to Officers and Supervisory staff	Rs.3.00
(v) Indigenous system of medicine including Homoeopathy	Rs.2.50
(vi) Immediate relief in times of crisis arising out of natural calamities	Rs.3.00
(vii]Training for developing occupational skills of physically/mentally challenged wards especially girls of railway employees	Rs.2.00
Total	**Rs.35.00**

3. The Indian Railways' Report on Labour Welfare and Annual Report and Audited Statement of Accounts on Staff Benefit Fund to be furnished to Railway Board by 30th June every year, may be modified to include these additions to the SBF scheme, particularly giving detailed position on utilization of the amount mentioned in para-1[b] above. Feedback with regard to action taken in this regard may, however, be furnished before 31st December, 2007.

4. These orders are effective from 1st April, 2007.

5. This issues with concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 68 /2007

No.P(R)/481/VII Date: 04-05 –2007

Copy of Board's letter No.F(E)II2003/FOP/1/Misc dt. 17.4.2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. F(E)II2003/FOP/1/Misc dt. 17.4.2007 (RBE No.60 /2007)

Sub: Fixation of pay on transfer to a lower post at own request.

…

A number of references were received from various Railways regarding fixation of pay under FR22(1)(a)(3) (i.e. Rule 1313(I)(a)(3) IREC II)) in cases of transfer to a lower post at own request under FR 15(a) (Rule 227 of IREC –I). The matter was referred to the DOP &T for clarification on different issues raised by the Railways.

2. A copy of the clarifications issued by the Department of Personnel & Training vide O.M No.16/6/2001-Estt Pay I dated 14.2.2006 on the above subject is forwarded for information and guidance.

Copy of the O.M No.16/6/2001-Estt Pay I dated 14.2.2006 issued by Department of Personnel & Training.

Sub: Fixation of pay in case of employees who seek transfer to a lower post at under FR 15[a] – clarification regarding.

…

The undersigned is directed to state that according to the existing provisions of FR 22 (I)(a)(3), a Government servant appointed/transferred to a lower post at his own request under FR 15(a), the maximum of the time scale of which is less than the pay drawn by him in the higher post held regularly, shall draw that maximum as his initial pay. It has been brought to the notice of this Department that this provision is being interpreted differently by different Ministries/Departments. The Staff Side has also demanded that a clarification is issued in this regard to bring about a uniform interpretation of this Rule.

2. The demand of the Staff Side has been examined in consultation with the Ministry of Finance and it is clarified that on transfer to the lower post/scale under FR 15(a), the pay of a Government servant holding a post on regular basis will be fixed at a stage equal to the pay drawn by him in the higher grade. If no such stage is available, the pay will be fixed at the stage next below the pay drawn by him in the higher post and the difference may be granted as personal pay to be absorbed in future increments. If the maximum of the pay scale of the lower post is less than the pay drawn by him in the higher post, his pay may be restricted to the maximum under FR 22(1(a) (3)

3. Where transfer to a lower post is made subject to certain terms and conditions then the pay may be fixed according to such terms and conditions.

4. Insofar as persons serving in the Indian Audit & Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

5. These orders take effect from the date this O.M is issued. Past cases already decided need not be re-opened.

SERIAL CIRCULAR NO. 69 /2007

No.P(R)/53/IV Date: 07 -05 –2007

Copy of Board's letter No. E(P&A)II-2006/RS-28 dated 24.4.2007 is published for information, guidance and necessary action. Board's letters dated 11.3.2004 and 8.11.2005 quoted therein was circulated 36/2004 and 196/05, respectively.

Copy of Bd's letter No. E(P&A)II-2006/RS-28 dated 24.4.2007 (RBE No.67 /07)

Sub: Merger of Dearness Allowance equal to 50% of basic pay with the basic pay w.e.f.1.4.2004.

…

Some of the Zonal Railways have brought to notice of the Board that clarification contained in this office letter No.E(P&A)-II/2005/RS-28 dated 8.11.2005 has led a confusion regarding calculation of emoluments of Running staff.

2. The matter has been examined in detail by the Board and it is revealed that the instructions contained in letter No.E(P&A)II-2005/RS-28 dated 8.11.2005 are in conflict with the instructions contained in letter No.PC-V/2004/A/DA/1 dated11.3.2004. In supersession of the instructions contained in letter dt. 08-11-2005 ibid, it is clarified that w.e.f. 1-4-2004, Dearness pay, calculated on Basic pay + 30% thereof shall also be reckoned as pay for the purpose of computation of the specific benefits as mentioned in Rule 25 (excluding(a) and (g) thereof) contained in " The Rules for payment of Running and other Allowances to the Running staff on Railways,1981". An illustration is given below:-

Basic pay [BP]	=	Rs. 5,000	
Pay element @ 30% of BP	=	Rs.1,500	
Dearness Pay (DP)	=	Rs.3,250	(Computed on BP+ 30% of BP)
Dearness Allowance [DA]	=	Rs.2,828	(29% of (BP+DP+30% of BP))
HRA	=	Rs.2,925	(30% of (BP+DP+30% of BP))
Leave Salary (1 day)	=	Rs. 419	((BP+DP+DA+30% of BP)/30)

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULLAR No.70/2007

No. P(PC) 487/V/97/D.A Dated 03-05-07

A copy of Board's letter No. PC-V/97/I/9/6 dated 19.4.20007 is published for information guidance and necessary action. Board's letter dated 15.11.06 quoted therein was circulated under S.C.No. 203/06.

Copy of Board's letter No. PC-V/97/1/9/6 dated 19.04.2007 (RBE No. 64/07)

Sub:- Grant of Dearness Relief to Railway Pensioners/Family Pensioner-Revised Rates effective from 01.01.2007

∞∞∞∞

A copy of Office Memorandum No. 42/2/2007-P&PW(G) dated 29-03-2007 of Ministry Of Personnel, Public Grievance and Pensions (Departments of pension and Pensioners' Welfare) on the above subject is sent herewith for your information and necessary action. As stated in Para 2 thereof, these orders will apply to Railway Pensioners also.

2. In pursuance of the enhanced rates of ex-gratia to the surviving SRPF(C) retirees issued vide Board's letter No. F(E) III/98/PNI/Ex.Gr./3 dated 15.11.2006 , Para. 4 of the DOP &PW's O.M. enclosed herewith may be read as under:

The surviving Group: 'A','B',`C' &`D' SRPF(Contributory) beneficiaries who had retired from service during the period from 01.04.1957 to 31.12.1985 and have been sanctioned enhanced slab-wise ex.gratia @ Rs.3000, Rs,1000, Rs.750 and Rs.650 per month respectively w.e.f 01.11.2006, in lieu of uniform rate of Rs.600/- p.m are entitled to Dearness Relief @ 35% with effect from 01.01.2007.

3.. A concordance of various instructions and orders referred to in the enclosed office memorandum with reference to corresponding Railway instructions is indicated below:-

S.No.	Para No.	No. & date of Deptt. of Pension & Pensioner's Welfare's O.M	No. & date of corresponding orders issued by Railway Board
1.	1	42/2/2006-P&PW(G) dated 15.09.2006	PC_V/97/I/9/6 Dated 28.09.06 (RBE No.143/2006, S.C..No. PC-V/477)
2	2	23/1/97-P&PW(B) dated 23.02.98	N.A
3	3	4/59/97-P&PW(D) dt.14.7.98 4/29/99-P&PW(D) dt.12.7.2000	F(E)III/PNI/9dt.18.08.98 F(E) III/96/PNI/9 dt.02.08.2000(RBE No. 138/2k)
4	4&5	45/52/97-P&PW(E) Dt.16.12.97	i) F(E)III/97/PNI/Ex.Gratia/3 dated 31.12.97(RBE No. 194/97, S..No.PC-V/28) ii) F(E)III/97/PNI/Ex-Gratia/5 dt: 27.01.98 (RBE No. 19/98, S.No. PC-V/38)
5.	7	45/73/97-P&PW(G) dt:2.7.99	F(E)III/99/PNI/21 dt.05.08.99

4 This issues with the concurrence of the Finance Directorate of the Ministry of Railway

Copy of Ministry of Personnel Public Grievances and Pension Department of Pension & Pensioners Welfare O.M.No. 42/2/2007/P&PW dated 29.03.07

OFFICE MEMORANDUM

Sub:- Grant of dearness relief to Central Government Pensioners/ Family Pensioners–Revised rate effective from 01.01.2007

∞∞∞∞

The undersigned is directed to refer to this Department's OM. No. 42/2/2006-P&PW(G) dated 15th September,2006, sanctioning the instalment of Dearness Relief (DR) admissible from 01.07.2006 and to say that the President is pleased to decided that DR shall be paid to the

Central Government Pensioners/Family Pensioners to compensate them for the rise in cost of living at the rate of 35% w.e.f. 01.01.2007 in super cession of the rate mentioned in the OM dated 15.09.2006 referred to above.

2 These orders apply to (i) all Civilian Central Government Pensioners/Family Pensioners (ii) The Armed forces Pensioners, Civilian Pensioners paid out of the Defense Service Estimates, (iii) All India Service Pensioners (iv) Railway Pensioners and (v) The Burma Civilian Pensioners/Family Pensioners and Pensioners/Families of displaced Government pensioners from Pakistan , who are Indian Nationals but receiving pension on behalf of Government of Pakistan, who are in receipt of adhoc exgratia allowance of Rs.1275/- P.M. in terms of this Department O.M.No. 23/1/97-P&PW(B) dated 23.02.1998

3 Central Government Employees who had drawn lump sum amount on absorption in a PSU/Autonomous body and have become eligible to restoration of 1/3rd commuted portion of pension as well as revision of the restored amount in terms of this department's OM NO. 4/59/97/P&PW(D) dated 14.07.1998 will also be entitled to the payment of DR @ 35% w.e.f. 01.01.2007 on full pension i.e. the revised pension which the absorbed employee would have received on the date of restoration had he not drawn lump sum payment on absorption and Dearness Pension subject to fulfillment of the conditions laid down in Para 5 of the O.M dated 14.07.98 . In this connection, instructions contained in this Deptt's O.M. No. 4/29/99-P&PW(D) dated 12.07.2000 refers,

4 The surviving CPF beneficiaries who had retired from service between the period 18-101-1960 to 31.12.1985 and are in receipt of Ex.gratia @ Rs.600/- P.M. w.e.f. 01-11-1997 under this department's O.M. No.45/52/97-P&PW(E) dated 16-12.1997 are entitled to Dearness Relief @ 35% w.e.f. 01.01.2007.

5 The following categories of CPF beneficiaries who are in receipt of Ex.gratia payment in terms of this department's OM No. 45/52/97-P&PW(D) dated 16.12.1997 will be paid DR @ 27% w.e.f.01.01.2007.

i) The widows and dependent children of the deceased CPF beneficiary who had retired from service prior to 01.01.1986 or who had died while in service prior to 01.01.1986 and are in receipt of Ex.gratia payment of Rs.605/- p.m.

ii) Central Government Employees who had retired on CPF benefits before 08.1..1960 and are in receipt of Ex.gratia payment of Rs.654/- , Rs.659/-, Rs.703/- and Rs.965.

6. Payment of DR involving a fraction of a rupees shall be rounded off to the next higher rupee.

7. Other provisions governing grant of DR in respect of employed family pensioners and re-employed Central Government Pensioner will be regulated in accordance with the provisions contained in this Department's O.M.No. 45/73/97-P&PW(G) Dated 02-07.1999. The provisions relating to regulation of DR where pensioner is in receipt of more than one pension will remain unchanged.

8. In the case of retired Supreme Court and High Court Judges necessary orders will be issued by the department of Justice separately.

9 It will be the responsibility of the pension disbursing authority, including the nationalized banks etc. to calculate the quantum of DR payable in each individual case.

10. The Offices of Accountant General and Authorised Public Sector Banks are requested to arrange payment of relief to pensioners etc on the basis of above instructions without waiting for any further instructions from the Controller and Auditor General of India and the Reserve Bank of India in view of letter No.528-TA, II/34-80-11 dated 23-4-1981of the Comptroller and Auditor General of India addressed to all Accountant General and Reserve Bank of India

Circular No. GANB No. 2958/GA-64 (ii)(CGL)81 dated 21st May'1981 addressed to .State Bank of India and its subsidiaries and all Nationalised Banks.

11. In their application to the pensioners/family pensioners belonging to India Audit and Accounts Department these orders issue in consultation with C&AG.

12. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their U.O.No. 186/EV/2007 dated 28.03.2007.

SERIAL CIRCULAR NO.71 /2007

No.P(R)473/VI Dt. 7 -5-2007.

Sub: Issue of School Card Passes to student son/daughter of the Railway employees over Foreign Railway .

…

Attention is invited to this office Serial Circular No.19/2004 dated 5-2-2004 wherein it was decided to issue School Card Passes to student son/daughter of the Railway employees to commute between the station of the residence of the Railway Servant and the station nearest to the School/College upto a distance of 150 Kms. over home lines only, subject to the conditions prescribed in Schedule III of Railway Servants (Pass) Rules,1986, 2nd Edition,1993.

As many of the Railway employees' (working in Border stations of S.C.Railway) children are prosecuting their studies in the High Schools/Colleges which are falling under the territorial jurisdiction of other Zonal Railways , the Organised Labour have represented that School Card Passes may be issued over Foreign Railways also.

The matter has been examined and it is decided that School Card passes may be issued to student son/daughter of the railway servant to commute between the station of the residence of the Railway servant and station nearest to the school/college on production of certificate from the recognized institution where the student is studying ***over Foreign Railways also, but within 150 Kms.*** from the station of the residence of the Railway servant on this Railway.

This issues with the approval of the Competent Authority.

SERIAL CIRCULAR NO. 72 /2007

No.P(R)/500/Ex-gratia/I Date: 09-05 –2007

Copy of Board's letter No. E(W)/2006/CP-1/37 dated 1-05-07 is published for information, guidance and necessary action. Board's letters dated 5-11-99 and 8-2-2006 quoted therein were circulated as SC Nos. 337/99 and 22/2006, respectively.

Copy of Bd's letter No. E(W)/2006/CP-1/37 dated 1-05-07 (RBE No.71 /07)

Sub: Payment of Ex.Gratia compensation to families of railway servants who die in performance of their bona fide official duties – Delegation of powers to GMs regarding.

…

In terms of Board's letter No.E(W)99/CP-1/1, dated 05-11-1999 (RBE No.285/99) effective from 01-8-1997, instructions were issued regarding payment of Ex.Gratia compensation to families of all railway servants who die in performance of their bonafide official duties in terms of O.M.No. dated 11-9-98 of the Department of Pension & Pensioners' Welfare annexed thereto, followed by further instructions/clarifications as reiterated in the Board's letter No.E(W)2006/CP-1/1, dated 8.2.2006 (RBE No.14/2006).

2. Based on discussions in DC-JCM meetings and suggestions received from Zonal Railways, a proposal regarding decentralization of powers regarding sanction of Ex. Gratia compensation under these orders presently vested with the Ministry of Railways has been engaging attention of this Ministry.

3. Ministry of Railways have now decided with the approval of the Department of Expenditure and the Department of Pension & Pensioners' Welfare that the General Managers of Zonal Railways, Production Units, etc. and equivalents would be the competent authority to sanction Ex. Gratia compensation to families of railway servants who die in harness in the performance of their bonafide official duties under various circumstances, in terms of extant instructions mentioned in para-1 above subject to the condition that personal concurrence of the FA&CAO and personal approval of the GM shall be obtained in each case. These powers are not to be delegated further under any circumstances.

4. The cases should be settled within the maximum period of three months as provided for in the instructions so as to cause minimum hardship to the claimants, and should be subject to careful examination with reference to the extant instructions, conditions, etc.

5. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 73 /2007

No.P(R)/240/DR/III Date: 14-05 –2007

Copy of Board's letter No.E[W]2005/UN1/3 dated 24/4/2007 is published for information, guidance and necessary action. Board's letter dated 17-4-2001 quoted therein was circulated under SC No. 104/01.

Copy of Bd's lt. No. E[W]2005/UN1/3 dt .24/4/2007 (RBE No.66/07) Uniform Circular No. 2 of 2007.

Sub: Supply of unstitched cloth and payment of stitching charges to railway employees.

…

In terms of Board's letter No. E[W]95 UN1/19 dated 17-4-2001 instructions regarding supply of unstitched cloth and payment of stitching charges to Public Image Categories were issued. With a view to further improve upon the quality of uniforms to eligible railway employees, the entire issue has been considered by Board and it has been decided as under:

[i] Supply of cloth for uniforms

All employees entitled to uniforms should hitherto be supplied with cut pieces of cloth and paid stitching charges as prescribed for the public image categories from time to time instead of supply of stitched uniforms. In order to ensure that the cloth supply is of an improved quality, the specifications should conform to standard quality cloth supplied by well known firms.

[ii] Supply of accessories like rain coats, jerseys, shoes etc.

For accessories like jerseys, shoes, raincoats, water bottles, etc. being supplied to Railwaymen, the specifications should conform to that of well known branded products.

2. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 74 /2007

No.P(R)/535/VI Date:14-05 –2007

Copy of Board's letter No.E[NG]I/99/CFP/23 Vol.II dated 24-4-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[NG]I/99/CFP/23 Vol.II dated 24-4-2007 (RBE No.68/07)

Sub: Induction of Trackman, Safaiwalas & Stores Khalasis into the Workshops, Traffic and Commercial Departments

…

As the Railways are aware, Gangmen, Stores Khalasis and Safaiwalas of all Departments are eligible for transfer to Workshops and Traffic and Commercial Deptts. against 10% quota with 50% seniority subject to their fulfilling the prescribed conditions.

2. The issue regarding non-release of Trackman, Safaiwala & Store Khalasis into the workshops, Traffic & Commercial Department was raised in the PNM – AIRF vide Item No. 21/2006. The matter was discussed subsequently with both the Federations. In these discussions it came to light that while there were difficulties in sparing Trackmen due to large number of vacancies in the category, it should be possible to spare Safaiwalas and Store Khalasis. It has, therefore, been desired by the Board that for the present Store Khalasis & Safaiwalas may be spared for transfer to other Departments against 10% quota after selection as per extant procedure.

SERIAL CIRCULAR NO. 75 /2007

No.P(R)/500/XXI Date:14 -05 –2007

Copy of Board's letter No.F[E]III/2007/PN1/4 dated 04-04-2007 is published for information, guidance and necessary action. Board's letter dated 13-3-72 quoted therein was circulated as SC No.312/72. Copy of this office letter No. P[E]177/splMon/8/SKN/2004 dated 06-12-2006 is also enclosed for guidance.

Copy of Bd's letter No. F[E]III/2007/PN1/4 dated 04-04-2007

Sub: Reckoning of officiating pay for pensionary benefits to staff retiring from Construction Organisation.

…

This has reference to South Central Railway's letter No. P[E]177/splMon/8/ SKN/ 2004 dated 06-12-2006. In view of the clear stipulation in Board's letter No. E[NG]I 70 SR6/43 dated 13-3-72 that the benefit of one grade higher granted in Construction Organisation shall not be taken into consideration for any purpose including eligibility of selection to Class II posts and subsequent instruction vide Board's letter No. E[NG]II96/CL/61 dated 18-3-97 that no promotions against work charged posts will be made by the officers-in-charge of the Construction or other Projects, it is clarified that retirement benefits of Staff promoted on local officiating basis in Construction Organisation shall not be computed on the basis of the emoluments drawn in the scale of pay of the post to which he/she has been promoted locally, but on the basis of the emoluments drawn substantively.

. Copy of this Railway's letter No. P[E]177/splMon/8/SKN/2004 dated 06-12-2006

Sub: Reckoning of officiating pay for pensionary benefits to staff retiring from Construction Organisation.

…

The work charged posts created in Construction Organisation of this Railway in different grades for projects are taken into account for filling up the same in the respective unit of Headquarters/ Divisions depending on the jurisdiction in which the project is functioning as per the AVC in vogue. Hence, the staff for Construction Organisation are drafted from Open Line seniority units of Headquarters / Divisions. However, based on Board's instructions contained in letter No. E[NG] I 70 SR6/43 dated 13-3-1972, the staff so drafted are being granted promotions to higher grades making local adhoc arrangements by Construction Organisation, ignoring the seniors in the Open Line of the same seniority unit.

These adhoc promotions are being continued upto the date of retirement by the Construction Organisation.

The pensionary benefits of staff retiring from Construction Organisation are arranged duly taking their substantive pay into account since their adhoc promotions on local officiating basis is due to their working in Construction Organisation but not based on their original seniority position in their cadre.

The staff retiring from Construction Organisation are representing through various fora for reckoning local officiating pay granted in Construction Organisation for pensionary benefits.

In this connection, Railway Board's instructions contained in letter No. E[NG]170.SR 6/43 dated 13-3-1972 stipulates that the benefit of one grade higher granted in Construction Organisation shall not be taken into consideration for any purpose including eligibility for selection to Class II posts.

Further, Railway Board vide letter No. E[NG]I/2003/ PN1/13 dated 04-07-2003 forwarded the judgement dated 13-1-2003 delivered by Hon'ble Supreme Court in Writ Petition [Civil] No. 548/2000 filed by Sri Inderpal Yadav & Others Vs. Union of India and others wherein the Apex Court observed that the provisional local promotions in the projects cannot be taken as having vested in them a right to enjoy higher grade promotion merely on the basis of local provisional promotion granted to them in the project.

Whereas, in terms of Rule 49 of Railway Servants [Pension] Rules, 1993, the expression emoluments for the purpose of calculating various retirement / death benefit means the basic pay as defined in Clause [i] of Rule 1303 of IREC Vol.II, i.e., the amount drawn monthly by a Government servant as the pay other than special pay or pay granted in view of his personal qualification which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in the cadre.

It is also mentioned that if the settlement dues of staff retiring from Construction Organisation are arranged by reckoning the local officiating pay, they will get higher rate of pensionary benefits in comparison to their seniors working in Open Line forming the same seniority unit.

On a reference, FA&CAO/SC is of the view that the adhoc promotion granted in Construction Organisation shall not be taken into consideration for any purpose including eligibility for selection to Class II posts. Otherwise, it would operate inequitably as far as the regular employees in Open Line Department are concerned.

FA&CAO/SC further opined that Rule 49 of Railway Servants [Pension] Rule, 1993 should be read with the above instructions insofar as adhoc promotions in Construction Organisation are concerned and any deviation from the above rules needs review.

In view of the observations of Apex Court in Writ Petition No. 548/2000 circulated vide Board's letter dated 04-07-2003 ibid, Railway Board are requested to clarify whether the settlement dues of staff promoted on local officiating basis in Construction Organisation ignoring their seniors in the Open Line, retiring from Construction Organisation be arranged by reckoning last pay drawn by them on such local officiating basis.

SERIAL CIRCULAR NO. 76 /2007

No.P(R)/676/II Date: 14 -05 –2007

Copy of Board's letter No.2007/ACII/21/12 dated 13-4-2007 is published for information, guidance and strict compliance.

Copy of Bd's letter No. 2007/ACII/21/12 dated 13-4-2007 (RBA No.14 /07)

Sub: Transfer of Personal Records of staff transferred from one Railway / Unit to another

…

Kindly refer to Board's letter No. 84/ACII/21/2 dated 25-8-84 [copy enclosed] regarding the above subject wherein Railways have been instructed to ensure transfer of documents/ service records of employees complete in all respects within 10 days from the date of relief of the officer, to the office to which he is transferred so as to ensure that no difficulty is being experienced by the administration and staff concerned. However, cases of delay in transfer of documents have been reported to Board. It is, therefore, desired that the instructions ibid may be scrupulously followed and reiterated to all concerned for strict compliance.

Copy of Board's letter No. 84/ACII/21/2 dated 25-8-84

Sub: Transfer of Personal Records of staff transferred from one Railway / Unit to another

…

In terms of para 1940 and 1941 GI, the record of service of the staff transferred from one Railway /Unit to another should be sent to the head of the office to which he is transferred. It has been pointed out to the Board, that such transfer documents are invariably delayed in some of the Railways, inspite of several reminders, necessitating staff to be deputed to collect the documents and causing avoidable hardship to the transferred staff, Board view this seriously and desire that the transfer documents of employees complete in all respects should be forwarded within 10 days from the date of relief of the officer, to the office to which he is transferred so as to ensure that no difficulty is being experienced by the staff concerned.

SERIAL CIRCULAR NO. 77 /2007

No.P(R)/473/VII Date: 17 -05 –2007

Copy of Board's letter No.E[W]2007/PS5-1/3 dated 04-05-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[W]2007/PS5-1/3 dated 04-05-07 (RBE No.72/07)

Sub: Entitlement of Metal Pass holders to travel in I-AC Class for self and for family to travel in 2-AC Class- Amendment to Schedule I Duty Pass of Railway Servants [Pass] Rules, 1986 [Second Edition 1993].

…

In terms of Item I [1] [b] of Schedule-I [Duty Pass] of Railway Servants [Pass] Rules, 1986 [Second Edition, 1993], Railway Officers holding Silver Pass are entitled to travel on Indian Railways alone in any class or alongwith their family in any class other than First AC Class, or in First AC Class on payment of 1/3rd difference of fare between First AC Class and AC sleeper for their family, subject to reserving a maximum number of 4 berths. Item I [1] [c] of this Schedule provides that all Officers of the Ministry of Railways and Railway Administration drawing basic pay of Rs.14,300/- & above in Administrative Grade holding Bronze Pass are entitled to travel, on duty, on Indian Railways alone in any Class or alongwith their family in any class other than First AC Class or First AC Class on payment of 1/3rd difference of fare between First AC Class and AC Sleeper Class for their family, subject to reserving a maximum number of 4 berths.

2. The extant provisions in Schedule-I [Duty Pass] in Railway Servants [Pass] Rules, 1986 [Second Edition, 1993] as brought-out above do not permit Railway Officers entitled to First AC Class travel on duty to avail First AC berth for self and one or more berths in 2nd AC or 3rd AC for their family. Board has, therefore, now decided that officers entitled to Silver Pass & Bronze Pass drawing basic pay of Rs.14,300 and above in Administrative Grade will be entitled to travel on Indian Railways alone in any Class or alongwith their family in any class other than

First AC Class or along with their family in First AC Class on payment of 1/3rd difference of fare between First AC Class and AC Sleeper Class for their family, or one berth in First AC for the pass holder & AC Sleeper for his family, subject to reserving a maximum number of 4 berths.

3. In view of the above, Railway Servants [Pass] Rules, 1986 [Second Edition, 1993] may be amended as in the Advance Correction Slip No. 54 enclosed.

4. This issues with the concurrence of Finance Directorate of the Ministry of Railways.

Advance Correction Slip No. 54 to Railway Servants [Pass] Rules, 1986 [Second Edition, 1993]

The Rule position under the heading 'Conditions of entitlement' under Column 3 of Schedule-I [Duty Pass] of Railway Servants [Pass] Rules, 1986 [Second Edition, 1993] in respect of Items I [1] [b] and first para of Item I [1] [c] may be amended as under:-

A: FOR TRAINS OTHER THAN RAJDHANI / SHATABDI

Category	Kind of pass to which entitled	Conditions of entitlement
ON DUTY b] Senior Administrative Grade officers of the Railways and in Railway Board or Heads of the Department of the Railway Administrations	Silver Pass	Entitles the holder to travel on Indian Railways alone in any Class, or alongwith his family in any class other than First AC Class, or alongwith his family in I-AC Class on payment of of 1/3rd difference of fare between I AC Class and AC sleeper Class for his family or one berth in First AC for the pass holder & AC Sleeper for his family, subject to reserving a maximum number of four berths.
c] All Officers of the Ministry of Railways and Railway Administrations drawing basic pay of Rs.14,300/- and above in Administrative Grade other than those referred in [a] and [b] above.	Bronze Pass	Entitles the holder to travel on Indian Railways alone in any Class, or alongwith his family in any class other than First AC Class, or alongwith his family in First AC Class on payment of of 1/3rd difference of fare between I AC Class and AC sleeper Class for his family, or one berth in I-AC for the pass holder & AC Sleeper for his family, subject to reserving a maximum number of four berths. However, for traveling in First AC Class, while on duty, the following authority should be issued by the Railway Administration.

[Authority : Board's letter No. E[W]2007 PS5-1/3 dated 04-05-2007]

SERIAL CIRCULAR NO. 78 /2007

No.P(R)/473/VII Date: 17-05 –2007

Copy of Board's letter No.E[W]2007 PS5-1/3[A] dated 04-05-2007 is published for information, guidance and necessary action. Board's letter dated 16-02-04 quoted therein was circulated SC No. 34/04.

Copy of Bd's letter No. E[W]2007 PS5-1/3[A] dated 04-05-2007 (RBE No.73 /07)

Sub: Entitlement for travel by Rajdhani Express trains on Duty.
Ref: Board's letter No. E[W]93PS5-1/1 dt. 16-2-04

…

Board have decided to modify the rail travel facilities for travel on Rajdhani Express Trains in respect of Silver Pass holders and Metal and I 'A' pass holders [Pay Rs. 14,300/- and above] on duty. Accordingly, in partial modification of the instructions as contained in Board's letter No. E[W]93 PS 5-1/1 dt. 16-02-04, the entitlement for travel by Rajdhani Express Train on Duty in respect of Silver Pass holders and Metal & First 'A' Pass holders with pay Rs.14,300/- & above stands revised as under:-

Status	Rajdhani Express
i] Silver Pass Holders	One berth in First AC for self & one extra berth for the eligible family member on payment of 1/3rd difference of fare between First AC and 2nd AC of Rajdhani Express Trains. Or One berth in First AC for self & one berth in 2nd AC for the eligible family member Or Two berths in 2nd AC Or Four berths in 3rd AC.
ii] Metal & First 'A' Pass holders [Pay Rs.14,300/- & above]	One berth in Ist AC for self & one berth in 2nd AC for the eligible family member. Or Two berths in 2nd AC Or Four berths in 3rd AC.

2. This issues with the concurrence of the Finance Dte. Of the Ministry of Railways.

SERIAL CIRCULAR NO. 79 /2007
No.P(PC)487/IMP/97/Vol.V Date:18-05-2007

A copy of Board's letter No.PC-V/2002/1/6/2 dt.01.05.2007 is published for information, guidance and necessary action. Board's letter dated 27.1.2003 quoted therein was circulated under S.C.No.09/93.

Copy of Board's letter No.PC-V/2002/1/6/2 dt.01.05.2007 (RBE No.69/2007)

Sub: Anomaly in fixation of pay of Loco Running Supervisors.

Reference has been received from some Railways regarding anomaly in pay of senior Loco Supervisory staff promoted directly from the post of Goods Driver drawing less pay than junior Loco Supervisory staff promoted through an intermediary post of Sr.Goods Driver.

2. In terms of Ministry of Railways' letter No.PC-III/91/CRC/1 dated 27.01.1993, while restructuring, the category of Goods Driver was bifurcated into two different pay scales and an element of Sr.Goods Driver with 20% posts was introduced. The anomaly has arisen due to the fact that the senior Loco Supervisor has been promoted directly from the post of Goods Driver whereas the junior Loco Supervisor has been promoted first to the post of Sr.Goods Driver and owing to his drawing pay in a higher pay scale gets fixed at a higher stage in the grade of Loco Supervisor in the pay scale of Rs.6500-10500.

3.1 In order to remove the above anomaly, it has been decided that in such cases the pay of the senior employee in the higher grade may be stepped up to make it equal to the pay of the junior person, subject to the fulfillment of the following conditions:-

(i) The scale of pay of the lower post (ordinary grade) and higher post in which both junior and senior are entitled to draw pay should be identical.
(ii) The senior employee should have been eligible for appointment to Selection Grade (introduced later) but for his working in the higher post on or before the date on which the junior was appointed to the selection grade.
(iii) The junior person should not have drawn more pay than the senior by virtue of fixation of pay under the normal rules or any advance increment granted to him in the lower post, and the anomaly should be directly as a result of the junior person holding Selection Grade at the time of his promotion to the higher post.

3.2 The stepping up should be done with effect from the date of promotion of the junior employee to the higher grade. Fixation of pay would be done in accordance with the above provisions and next increment of the senior employee would accrue on completion of twelve months from the date of refixation of pay.

4. This has the approval of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 80 /2007

No.P(R)/473/VII Date: 30-05 –2007

Copy of Board's letter No. E(W)97 PS 5-1/71 dated 15-05-2007 is published for information, guidance and necessary action. Board's letters dated 24-11-06 and 19-04-07 quoted therein were circulated as SC Nos.210/06 and 70/07, respectively.

Copy of Bd's letter No. E(W)97 PS 5-1/71 dated 15-05-2007 (RBE No.74/07)

Sub: Grant of Privilege Passes/PTOs to dependent relatives – Raising the income ceiling.

Reference is invited to Board's letter of even number dated 24-11-2006 on the above mentioned subject, whereby the income ceiling for dependency was revised w.e.f. 01.07.2006 as Rs.2903/- p.m. i.e. Rs.1500/- (pension/family pension) plus Rs.750/- [DP] + 29% of Rs.2250 [1500+750] or 15% of the pay of Railway servant, whichever is more.

2 Consequent upon increase in Dearness Relief to pensioners/family pensioners, w.e.f. 01.01.2007 in terms of Board's Circular No.PC-V/97/I/9/6 dated 19.04.2007 a dependent relative in relation to a Railway servant as described in Railway Servants (Pass) Rules, 1986, shall be deemed to be wholly dependent on the Railway servant only if his/her income w.e.f. 01.01.2007 including pension, dearness pay and dearness relief in terms of Board's letter No.PC-V/97/I/9/6 dated 19.04.2007 does not exceed Rs. 3038/- i.e. Rs.1500/- (pension/family pension) plus Rs.750 (DP) + 35% of Rs.2250 (1500+750) or 15% of the pay of Railway servant, whichever is more.

SERIAL CIRCULAR NO.81 /2007

No.P/LE/389/HER/P Date: 30-05–2007

Copy of Railway Board's letter No.E[LL]2006/HER/16 dated 25.04.07 is published for information, guidance and necessary action. The Railway Servants (Hours of Work and Period of Rest) Rules; 2005 was circulated under Serial Circular No.134/2005.

Copy of Railway Board's letter No. E[LL]2006/HER/16 dt.25.04.2007

Sub: Amendment of Railway servants (Hours of Work and Periods of Rest) Rules, 2005.

….

Please find enclosed a copy/copies of Notification (GSR No.264 (E) dt.16.03.07 in Hindi and English Version amending Rule 4 (2) of Railway Servants (Hours of Work and Period of Rest) Rules, 2005, for information and guidance.

"G.S.R.264 (E):- In exercise of the powers conferred by Section 136 of the Railways Act, 1989 (24 of 1989) the Central Government hereby makes the following rules, to amend the Railway Servants (Hours of Work and Period of Rest) Rules, 2005 namely:--

(1) These rules may be called the Railway Servants (Hours of Work and Period of Rest) Amendment Rules, 2007.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) They shall apply only to those railway servants to whom Chapter XIV of the Act applies.

(4) In the Railway Servants (Hours of Work and Period of Rest) Rules, 2005, in Rule 4, sub-rule (2), the words "Secretary to Government of India in the" shall be omitted.

(F.No.E(LL)2006/HER/16)
MATHEW JOHN, Secy. Railway Board.

Footnote: The Railway Servants (Hours of Work and Period of Rest) Rules, 2005 were published vide G.S.R. number 75, dated 28.02.2005.

SERIAL CIRCULAR NO. 82 /2007
No.P(R)/438/CHS/III Date:12-06 –2007

Copy of Board's letter No.2006/H/28/1/RELHS dated 18-05-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. 2006/H/28/1/RELHS dated 18-05-2007

Sub: Grant of Medical facility to dependents & Family members of Railway employee who dies in harness.

…

Arising out of demands made by AIRF, the subject of grant of Medical facilities to the dependents & family members of Railway employee, who dies in harness, till the final settlement of dues is paid, has been under Board's consideration for some time in the past.

It has been decided that:-

Medical facilities to the dependents and family members of Railway employee, who dies in harness, will continue to be given to them , till the time of filling up the forms of settlement dues.

A written option to join or not to join RELHS scheme should be taken from the spouse / dependents of the deceased Railway servant, at the time of filling the forms of settlement dues. In case they opt to join RELHS scheme, the RELHS Medical Identity Card may be issued in their favour, after having deposited the amount of RELHS contribution in cash or authorizing the administration to deduct the same from their final settlement dues.

This issues with the approval of Establishment and Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 83/2007
No.P(R)/563/VII Date: 12-06–2007

Copy of Board's letter No.E[RRB]/2007/25/3 dated 18-05-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[RRB]/2007/25/3 dated 18-05-07 (RBE No.77 /07, RRCB No.2/2007)

Sub: Setting up of Railway Recruitment Board [RRB] at Bilaspur.

…

Ministry of Railways [Railway Board] have decided to set up a new RRB at Bilaspur. In this regard sanction of the Board & Financial Commissioner, Railways is communicated for posting of officers and staff, arrangement of office accommodation, budget allocation etc. for the new RRB/Bilaspur as follows:

[i] Administrative control over RRB/Bilaspur

On the lines of Board's letter No. E[RRB]/2002/25/40 dated 28-3-2003, administrative control on RRB/Bilaspur shall vest with SECR. RRB/Bilaspur will however be under the direct control of Railway Recruitment Control Board [RRCB] in the matters of policy, procedures, monitoring and review of work etc. like other RRBs.

[ii] Jurisdiction of RRB/Bilaspur

RRB	Railway	Jurisdiction
Bilaspur	South East Central Central	HQ Office of SECR and Raipur, Bilaspur & Nagpur divisions of SECR. Nagpur Division of CR

Consequently, revised jurisdiction of RRB/Bhopal and RRB/Mumbai will be as under:

	Existing Jurisdiction		Revised Jurisdiction	
RRB	**Railway**	**Existing Jurisdiction**	**Railway**	**Revised Jurisdiction**
Bhopal	West Central Western South East Central	HQ Office of West Central Railway and Bhopal & Jabalpur divisions Ratlam Division HQ office of South East Central Railway, Bilaspur & Raipur Divisions	West Central Western	HQ Office of WCR and Bhopal & Jabalpur divisions Ratlam Division
Mumbai	Western Central South Central South East Central	HQ Office of Western Railway and Mumbai Central division HQ Office of Central Railway and Mumbai [CST], Bhusawal, Nagpur, Sholapur & Pune Divisions Nanded Division Nagpur division	Western Central South Central	HQ Office of Western Railway and Mumbai Central division HQ Office of Central Railway and Mumbai [CST], Bhusawal, Sholapur & Pune Divisions Nanded Division

Fresh indents by aforesaid Railways hereinafter will be placed on these RRBs as per revised jurisdiction.

[iii] Accommodation [Office/Residential]

Accommodation for the office of RRB/Bilaspur may be arranged by GM/SECR by identifying the accommodation from the existing railway buildings or by hiring, if need be. Accommodation for officers and staff wherever necessary may be provided by GM/SECR.

[iv] Posting of officers and staff in RRB/Bilaspur

Posting of Chairman, RRB/Bilaspur in scale Rs.18,400 –22,400 is being processed in Railway Board separately. Posting of Secretary, RRB/Bilaspur in Sr.Scale of Rs.10,000 – 15,200 will be done by GM/SECR in consultation with Railway Board.

Sanction of Railway Board has also been given for the following No-Gazetted staff for RRB/Bilaspur which may be provided by GM/SECR:

Post	**No. of Post**	Scale
PA	01	Rs.6500-10500
OS-II	01	Rs.5500-9000
Confidential Asstt.	01	Rs.5500-9000
Sr. Clerk	02	Rs.4500-7000
Accounts Assistant	01	Rs.4500-7000
Hindi Asstt Gr.II	01	Rs.4500-7000
Jr. Clerk	02	Rs.3050-4590
Peon [Group D]	06	Rs.2550-3200

In view of the erstwhile recruitment work concerning SECR and a division of Central Railway having being transferred from RRBs / Bhopal and Mumbai to RRB/Bilaspur, Chairmen, RRBs/ Bhopal and Mumbai may surrender proportionate staff to the concerned Railways in consultation with their associate finance.

[v] Funds: For meeting the expenditure of newly set-up RRB/Bilaspur, separate instructions will be issued in consultation with Finance [Budget] Directorate of Railway Board.

[vi] Accounting: The FA&CAO/SECR has been nominated for financial advice and accounting.

[vii] Furniture, Stationery etc.: The furniture, stationery and other office equipment may be arranged by the Controller of Stores / SECR.

[viii] Telephones: P&T and Railway phones for the use of Chairman, Secretary and other officials of RRB/Bilaspur may be arranged by the S&T Department of SECR.

[ix] Financial Powers: Chairman and Secretary /RRB/Bilaspur will have financial powers as are available to such officers of other RRBs.

2. It is requested that necessary action for providing office accommodation to the RRB and posting of staff etc. may kindly be taken expeditiously for making the RRB functional at the earliest.

SERIAL CIRCULAR NO. 84 /2007

No.P(R)/554/VI Date:14-06 –2007

Copy of Board's letter No.2006/LMB/10/09 dated 22-05-07 is published for information, guidance and necessary action. Board's letter dated 10-1-2000 quoted therein was circulated as Serial Circular No. 33/2000. Copy of Board's letter dated 21-09-2000 quoted therein is also enclosed.

Copy of Bd's letter No. 2006/LMB/10/09 dated 22-05-07

Sub: Entitlement of various types of accommodation based on the revised Pay scales recommended by the 5th Pay Commission.

Ref: Board's circular letter No. 98/LMB/10/62 dated 10-1-2000 & 21-09-2000.

…

Existing phraseology of Board's letter dated 21-09-2000 may be replaced by the following phraseology:

" All group 'C' staff who are in pay scales, the maximum of which is equal to or less than Rs.6000/-"

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

****

Copy of Bd's letter No. 98/LMB/10/62 dated 21-09-2000

Sub: Entitlement of various types of house accommodation based on the revised Pay scales recommended by the 5th Pay Commission.
Ref: Board's circular letter of even No. 98/LMB/10/62 dated 10-1-2000

***

Existing phraseology of item No. 2 of the above referred to letter may be replaced by the following phraseology:

" All group 'C' staff who are in pay scales, the maximum of which is equal to or less than Rs.7000/-"

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 85 /2007

No.P(R)/535/VI Date: 14-06 –2007

Copy of Board's letter No.E[NG]I-2006/PM10/2 dated 23-5-2007 is published for information, guidance and necessary action. Board's letters dated 04-09-2001 and 12-11-2001 quoted therein were circulated as Serial Circular Nos. 226/2001 and 260/2001, respectively.

Copy of Bd's letter No. E[NG]I-2006/PM10/2 dated 23-5-2007 (RBE No.80/07)

Sub: Filling up the post of Chief Laboratory Supdt. in scale Rs.7450-11,500.

…

Reference para 165[5] of IREM Vol. I, 1989 Edition as modified vide ACS No. 128 issued under this Ministry's letter No. E[NG]II/2001/RR-1/20 dated 12-11-2001 and instructions contained in their letter of even number dated 04-09-2001 regarding filling up posts in various grades in the cadre of Laboratory Superintendent and Chief Laboratory Superintendent in the pay scale of Rs.5500-9000, Rs.6500-10,500 and 7450-11500 respectively by promotion of staff in the respective immediate lower grade with qualifications/ criteria as indicated in the extant procedure ibid.

2. References are being received by this Ministry seeking their decision whether Laboratory staff having the qualification of B.Sc. [Chemistry] but not the qualification of Diploma / Certificate in Medical Laboratory Technology including those recruited to the then apex grade Rs.550-900 /Rs.1640-2900 revised to Rs.5500-9000, should be eligible for promotion. The matter has been reviewed by this Ministry who have in modification / amplification of extant procedure / instructions referred to above, decided as under in respect of staff in service as on 01-08-98:

[i] those recruited directly to the grade Rs.550-900 / 1640-2900 [now revised to 5500-9000] as Lab Supdt. with pre-revised qualification of M.Sc. [Chemistry] with two years' experience or B.Sc. [Chemistry] with five years' experience will be eligible for consideration for promotion to grades Rs.6500-10,500 and Rs.7450-11500 on completion of two years residency in the respective lower grade.

[ii] those recruited to grade Rs.1400-2300 [now revised to 5000-8000] with qualification of B.Sc.[Chemistry] with one year training in Public Health Laboratory will also be eligible for consideration for promotion to further higher grades in the hierarchy on completion of two years residency in the respective lower grade.

[iii] those not recruited directly to above grades but having the qualifications indicated minus pre-appointment experience or training, will also be eligible for promotion to higher

grades on completion of a minimum of two years service in the respective lower grade; service in the Railways as Para-medical staff substituting for prescribed pre-appointment experience / training.

SERIAL CIRCULAR NO. 86 /2007

No.P(R)/535/VII Date:13 -06 –2007

Copy of Board's letter No. E[NG]I-2007/PM3/2 dated 28-05-07 is published for information, guidance and necessary action. Board's letter dated 31-03-03 quoted therein was circulated as SC No. 77/2003.

Copy of Bd's letter No. E[NG]I-2007/PM3/2 dated 28-05-07 (RBE No.81/07)

Sub: Promotions of Railway Catering staff working on deemed deputation with IRCTC

…

It has been brought to the notice of this Ministry that Railways have surrendered and continue to surrender posts in higher grades in Catering Department which is affecting the promotion of Catering staff working on deemed deputation basis with IRCTC. In this connection, attention is invited to this Ministry's letter No. E[NG]I/2003/TR/10 dated 31-03-2003 regarding transfer of catering staff to IRCTC along with catering activities. This letter provides that Group 'C' & 'D' staff in catering units of the Railways will stand transferred along with their **posts** to IRCTC w.e.f. the date of handing over of catering activities to IRCTC on as is where is basis. The letter further provides that the staff will exercise option either for absorption in IRCTC or for reversion to the Railways and such of those as exercise option to revert back to the Railways will be allowed to do so along with their **posts.** In view of this clear stipulation regarding transfer / reversion along with posts, there is hardly any scope for surrendering either vacant promotional posts or posts manned by staff on deemed deputation with IRCTC, This may please be noted and remedial action as required taken immediately.

SERIAL CIRCULAR NO. 87 /2007

No.P(R)/583/Incentive & Awards Date: 13-06 –2007

Copy of Board's letter No.E[W]2007 PS5-1/14 dated 22-5-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[W]2007 PS5-1/14 dated 22-5-2007 (RBE No.79 /07)

Sub: Incentive for railway staff posted at Workshop Project Organisation under CAO [Workshop Project] Patna.

…

It has been decided by Board that as a part of incentive scheme for the railway staff posted at Workshop Project Organisation under CAO [Workshop Project], Patna, one [1] set of additional privilege pass will be issued in favour of Group 'C' & 'D' railway employees every year for the first five [5] years of their posting.

2. The contents of this letter may be given wide publicity on the Railways & Production Units.

3. This issues with the concurrence of the Finance Dte. of the Ministry of Railways.

SERIAL CIRCULAR NO. 88 /2007

No.P(R)/535/VII Date:28 -06 –2007

Copy of Board's letter No.E[GP]2003/2/22 dated 04-06-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[GP]2003/2/22 dated 04-06-2007 (RBE No.83 /07)

Sub: Upgradation of 80% of Group 'B' posts of all major departments – Procedure for allotment of the higher scale.

…

A clarification has been sought from the Board by one of the zonal Railways on whether, placement of Group 'B' officers in the higher Group 'B' scale [Rs.8000-13500] in the Mechanical Engg. Deptt. and TT&C Deptt. has to be done stream-wise or for the departments as a whole, since selection to Group 'B' in these two departments were hitherto being held stream-wise.

2. In this connection it is clarified that even when promotions to Group 'B' in scale Rs.7500-12000 were being made stream-wise in the aforesaid two departments, further advancements [ad-hoc promotions to senior scale or regular promotion to Group 'A' / Junior scale] were to be made for the departments as a whole on the basis of an integrated seniority list. Similarly, placements in the higher Group 'B' scale of Rs.8000-13500 are also to be made on the same basis.

SERIAL CIRCULAR NO. 89 /2007

No.P(R)/268/I Date: 28 -06 –2007

Copy of Board's letter No.E[NG]II/2006/RC1/Genl./1 dated 7-6-2007 is published for information, guidance and necessary action. Board's letter dated 01-12-2005 quoted therein was circulated as SC No. 216/05 .

Copy of Bd's letter No. E[NG]II/2006/RC1/Genl./1 dated 7-6-2007 (RBE No.84 /07)

Sub: Appointment to the wife / ward / legal heir in case of death of Commission Vendors / Bearers.

…

Attention is invited to Ministry of Railways [Railway Board's] letter No. 2004/TG-III/639/2 dated 01-12-2005 wherein it has inter-alia been decided that in case of those commission vendors/ bearers who are absorbed as Group 'D' staff on Railways, compassionate appointment to their wife / ward / legal heir will be permissible as per extant rules in case of their death or medical unfitness before their retirement.

2. NFIR in the PNM Meeting with Board [vide item No. 2/2006] have demanded that compassionate appointment be considered in favour of wife / ward / legal heir in case of death of commission vendor /bearer who are not screened / absorbed and die prior to their absorption.

3. Pursuant to the discussion on the issue, the matter has been considered by the Board and it has been decided that General Manager may consider appointment in Group 'D' only, in favour of ward / widow in case of death of commission vendor / bearer who was eligible for absorption in the Railways but died before his absorption [at the time of death he was below 59 years of age as on or before 01-04-2005 and could read and write as stipulated vide this Ministry's letter No. 2004/TG-III/639/2/ Pt. dated 2-8-2005] subject to following conditions:

[i] no appointment be considered in case of commission vendor / bearer who were given two opportunities for screening / absorption but did not avail the same and died without being absorbed;

[ii] The eligible ward of commission vendor / bearer may be considered for appointment if they have availed their chances but failed in medical examination before absorption;

[iii] appointment can be offered only as substitute in Group 'D' posts;

[iv] no transfer of vendorship to son / legal heir has taken place after the death of the commission vendor / bearer;

[v] The ward / widow who are considered for appointment on Railways must fulfill all other conditions of eligibility for appointment to a Group 'D' post.

4. Before considering such cases, the authenticity of the deceased vendor be thoroughly checked by the Division / Railway and Branch Officer or Deputy Head of Department as the case may be of Commercial Branch and he should certify the genuineness of the Commission Vendor /bearer. This claim should be countersigned by DRM/PHOD. Later the pre-requisite inquiry regarding financial position, family composition, dependent status etc., for engagement be jointly done by Personnel / Welfare Inspector and CMI concerned.

SERIAL CIRCULAR NO. 90 /2007

No.P(R)/673/VI Date: 28-06 –2007

Copy of Board's letter No.E[MPP] 2007/6/2 dated 30-05-2007 is published for information, guidance and necessary action. Board's letter dated 16-11-2004 quoted therein was circulated as SC No. 205/2004 .

Copy of Bd's letter No. E[MPP] 2007/6/2 dated 30-05-2007(RBE No.82/07)SC No. 14 to MC No. 8/02

Sub: Renewal of training facilities for Engineering Graduates and Diploma Holders under the Apprentice (Amendment) Act,1973 for the years 2007-08, 2008-09 and 2009-10.

Ref: Railway Board's letter No.E(MPP)2004/6/4 dated 16-11-2004 [RBE No. 238/2004].

Ministry of Railways have decided to make available 902 training slots for providing practical training facilities to Engineering Graduates, Diploma Holders and students of Sandwich Course for three years i.e. for 2007-08, 2008-09 and 2009-10 as per statements annexed to this letter.

Ministry of Railways desire that in the event of seats earmarked for the Engineering Graduates not being utilized, the same may be filled by Diploma Holders in consultation with the Regional Board.

Railways/Production Units should pass on the details to the Ministry of Human Resource Development under intimation to this Ministry under clause 8[c] of Section 9 of the Apprentices Act,1961 as amended in 1973.

2004-6-4

ANNEXURE I

1) Statement showing the number of places of training for Mechanical Graduates/Diploma Holders in Railway installations during the years 2007-08, 2008-09 and 2009-10

Railway/Workshop / Unit/Division	Slots for Degree Holders	Slots for Diploma Holders	Total
1	2	3	4
Central Railway			
Parel (Loco)	8	10	18
Matunga (C&W)	8	12	20
Eastern Railway			
Liluah (C&W)	6	11	17
Kanchrapara	7	8	15

(Loco)			
Kanchrapara (C&W)	6	11	17
Jamalpur	6	11	17
Northern Railway			
Charbagh	1	23	24
Alambagh	1	20	21
Kalka-Jagadhri	1	4	5
Amritsar	1	4	5
North Eastern Rly.			
Gorakhpur Shops	2	16	18
Izatnagar	1	10	11
Northeast Frontier Rly			
New Bongaigaon	3	3	6
Southern Railway			
Golden Rock	6	18	24
Perambur (Loco)	6	18	24
Perambur (C&W)	6	19	25
Arkonam (Engg.Work)	4	5	9
South Central Rly.			
Lallaguda (Loco)	4	10	14
South Eastern Rly.			
Coaching Depot, Santragachi			2*
Adra Division			4*
Diesel Loco Shed/ Kharagpur			2*
Kharagpur Workshop			7*
Western Railway			
Parel	7	17	24
Dahod	4	11	15
North Central Rly.			
Jhansi (C&W)	1	17	18
North Western Rly.			
Ajmer	2	4	6
Jodhpur	1	7	8
Bikaner	1	7	8
South Western Rly			
Hubli	5	16	21
Mysore	4	11	15
West Central Rly.			
Kota	3	6	9
CLW	7	18	25
DLW	4	12	16
ICF	10	19	29

RWF	5		5
Total	131	358	504*
* Note: includes 15 of SER which have not been distributed between Degree & Diploma holders			

2004-6-4

ANNEXURE II

1) Statement showing the number of places for Electrical Graduates/Diploma Holders in Railway Institutions during the years 2007-08, 2008-09 and 2009-10

Railway/Workshop/ Unit/Division	No.of places for Degree Holders		No.of places for Diploma Holders		Total
	Electrical Traction	Electric Power	Electrician General	Electrician Traction	
1	2	3	4	5	6
Central Railway					
(a) Bombay Division					
(i) Kalyan Loco Shed	4	-	-	4	8
(ii) Kurla Car Shed	4	-	-	4	8
(iii) Traction Distribution	4	-	-	6	10
(iv) General Service	-	4	6	-	10
(b) Kalyan Power House	-	6	12	-	18
(c) Matunga Workshop	-	4	4	-	8
(d) Bhusawal Electric Loco Shed	4	-	-	4	8
(e) Bhusawal Divn. Traction Distribution	4	-	-	4	8
Eastern Railway					
(a) Howrah	4	-	-	4	8
(b) Nakraldanga Car Shed	2	-	-	2	4
(c) Asansol Electric Loco Shed	2	-	-	2	4
(d) Kancharapara Workshop	4	2	4	6	16
(e) Liluah Workshop	-	8	8	-	16
(f) Jamalpur	-	8	8	-	16
(g) Traction Distribution on Sealdah Divn.	4	-	-	4	8
(h) Traction Distribution on Howrah Divn.	4	-	-	4	8
Northern Railway					
(a) Lucknow Power House & Workshop	-	4	4	-	8
(b) General Services at Delhi Divn.	-	4	6	-	10

North Eastern Railway					
Gorakhpur Workshop	-	2	6	-	8
Northeast Frontier Railway					
New Bongaigaon Workshop	-	2	4	-	6
Southern Railway					
(a) Tambaram EMU & Loco Shed	4	-	-	6	10
(b) Perambur Workshop	-	4	8	-	12
(c) Golden Rock Workshop	-	4	8	-	12
(d) Traction Distribution on Rayapuram Divn.	2	-	-	4	6
South Eastern Railway					
a) Tikiapra TMI Car Shed	-	-	-	-	4
b) Tata Electric Loco Shed	-	-	-	-	4
c) Kharagpur Workshop	-	-	-	-	4
d) Traction Distribution Chakradharpur Divn.	-	-	-	-	4
e) Santragachi Train Lighting Depot	-	-	-	-	4
Western Railway					
a) Bombay Division					
i) Mhalaxmi EMU Car Shed	4	-	-	6	10
ii) Traction Distribution	4	-	-	6	10
iii) General Services	-	4	6	-	10
b) Parel Workshop	-	4	6	-	10
c) Dahod Workshop	-	2	4	-	6
North Central Railway					
Kanpur Electric Loco Shed	4	-	-	6	10
North Western Railway					
Ajmer Workshop	-	4	6	-	10

South Western Railway					
a) Hubli	-	2	4	-	6
b) Mysore Workshop	-	2	4	-	6
Railway Electrification					
a) Northern Railway	4	-	-	4	8
b) South Eastern Railway	4	-	-	4	8
c) Western Railway	4	-	-	4	8
Chittaranjan Locomotive Works	4	4	8	8	24
Diesel Locomotive works	1	1	2	2	6
Integral Coach Factory		6	10		16
Total	75	81	128	94	398

SERIAL CIRCULAR NO. 91 /2007

No.P(PC)/VPC/6/CRC/Vol.V Date:26 -06 –2007

Copy of Board's letter No.PC-III/2004/CRC/1[Pt.1] dated14-6-2007 is published for information, guidance and necessary action. Board's letter dated 22-03-2007 quoted therein was circulated as SC No. 50/2007.

Copy of Bd's letter No. PC-III/2004/CRC/1[Pt.1] dated14-6-2007 (RBE No. 86/07)

Sub: Introduction of the category of Sr. Permanent Way Supervisor

…

Orders for introduction of the category of Sr. Permanent Way Supervisor in scale Rs.5000-8000 have been issued vide Board's letter of even number dated 22-3-2007. AIRF has brought to the attention of Railway Board that para 2 of Board's aforesaid letter with regard to the eligibility of Track Supervisors [erstwhile P.Way Mistries / Supervisors P. Way] appointed as such after 01-11-2003 for absorption in the category of Sr. Permanent Way Supervisor scale Rs.5000-8000, is possibly being misconstrued and that clarification may be issued.

The matter has been examined and it is clarified that existing regular incumbents of the post of Track Supervisors [erstwhile P. Way Mistries / Supervisors P. Way] in scale Rs. 4500-7000 [+ Rs.100 S.A.] appointed prior to 01-11-2003 and those without special allowance appointed after 01-11-2003 are eligible for absorption in the category of Sr. Permanent Way Supervisor scale Rs.5000-8000, subject to fulfillment of various terms and conditions stipulated in Board's letter dated 22-3-2007.

SERIAL CIRCULAR NO.92/07

No.P(PC)487/VPC/6/CRC/Vol.V Date: 26-06-2007

A copy of Board's letter No.PC-III/2007/CRC/4 dated 07-06-2007 is published for information, guidance and necessary action. Board's letter dt.10.05.98 quoted therein was circulated under S.C.No.132/98.

Copy of Board's letter No.PC-III/2007/CRC/4 dated 07-06-2007(RBE No.85/2007)

Sub: Cadre Restructuring of certain Group 'C' Cadres – Medical & General Administration Department.

<><><>

The Ministry of Railways have had under review Group 'C' cadres of (I) Hostel Management staff of Oak Grove School, Jharipani; and (ii) Health & Malaria Inspectors; (iii) Field Worker; and (iv) Lady Health Visitor of Medical Department in consultation with the staff side with a view to strengthen and rationalize the staffing pattern on Railways. As a result of the review undertaken on the basis of functional, operational and administrative requirements, it has been decided with the approval of the President that the Group 'C' categories of staff as mentioned above should be restructured in accordance with the revised percentages indicated in the Annexures 'A' and 'B' to this letter. While implementing these orders the following detailed instructions should be strictly and carefully adhered to:

Date of effect	1.	The restructuring will be in reference to the sanctioned cadre strength as on date of issue of these orders.
Applicability to various cadres	2.	These orders will be applicable on the regular cadres (excluding surplus & supernumerary posts) of the Open Line establishments including Workshops and Production Units.
	2.1	These orders will not be applicable to ex-cadre & workcharged posts which will continue to be based on worth of charge. Only those temporary posts which are in operation for atleast three years may be taken into account for the purpose of applying revised percentages.
Pay Fixation (Rule 1313 (FR22)-(RII)	3.	Staff selected and posted against the additional higher grade posts as a result of above upgradation will have their pay fixed under Rule 1313 (FR-22)(I)(a)(1)-R-II from the date of issue of these orders with the usual option for pay fixation under extant rules.
Existing classification and filling up of the vacancies.	4.	The existing classification of the posts covered by these orders as 'selection' and 'non-selection, as the case may be, remains unchanged. However, for the purpose of implementation of these orders, if an individual Railway servant becomes due for promotion to a post classified as a 'selection' post, the existing selection procedure will stand modified in such a case to the extent that the selection will be based only on scrutiny of service records and confidential reports without holding any written and / or viva-voce test. Naturally under this procedure the categorization as 'outstanding' will not figure in the panels. This modified selection procedure has been decided upon by the Ministry of Railways as a one time exception by special dispensation, in view of the numbers involved, with the objective of expediting the implementation of these orders. Similarly for posts classified as 'non-selection' at the time of this restructuring the promotion will be based only on

		scrutiny of service records and confidential reports.
	4.1	Normal vacancies existing on date of issue of these orders (except direct recruitment quota) and those arising on that date from this cadre restructuring including chain/resultant vacancies should be filled in the following sequence:- (i) From panels approved on or before date of issue of these orders and current on that date; (ii) and the balance in the manner indicated in para 4 above.
	4.2	Benefit of promotion against chain/resultant vacancies should also be given from the date of issue of these orders, if the same would arise purely due to this cadre restructuring.
	4.3	Such selections which have not been finalized till date of issue of these orders should be cancelled/abandoned.
	4.4	All vacancies arising from the next day of date of issue of these orders will be filled by normal selection procedure.
	4.5	All vacancies arising out of the restructuring should be filled up by senior employees who should be given benefit of the promotion from the date of issue of these orders whereas for the normal vacancies existing on the date of issue of these orders, junior employees should be posted by modified selection procedure but they will get promotion and higher pay from the date of taking over the posts as per normal rules.
	4.6	In cases where percentages have been reduced in the lower grade and no new post becomes available as a result of restructuring, the existing vacancies on the date of issue of these orders should be filled up by normal selection procedure.
	4.7	Employees who retire/resign in between the period from the date of issue of these orders to the date of actual implementation of these orders, will be eligible for the fixation benefits and arrears under these orders from the date of issue of these orders.
	5.	Extant instructions for D&A/Vigilance clearance will be applicable for effecting promotions under these orders with reference to the date of issue of these orders.
Minimum years of service in each grade	6	While implementing the restructuring orders, instructions regarding minimum period of service for promotion issued from time to time should be followed. In other words, residency period prescribed for promotions to various categories should not be relaxed.
Basic functions duties and responsibilities.	7.	Since the cadres as detailed in the Annexures to this letter are being restructured on functional, operational and administrative considerations, the posts being placed in higher scales of pay as a result of restructuring should include additional duties and responsibilities of greater importance.
	7.1	In addition to the existing duties, the Field Worker in

		the scale Rs.4000-6000 will also shoulder additional responsibilities related to work pertaining to Health Care delivery system on Indian Railways for which instructions will be issued by Health Directorate, Railway Board separately.
Adjustment of excess number of posts	8.	If prior to issue of these instructions the number of posts existing in any grade in any particular cadre exceeds the number admissible on the revised percentages, the excess may be allowed to continue to be phased out progressively with the vacation of the posts by the existing incumbents.
Provision of reservation	9.	The existing instructions with regard to reservation of SC/ST wherever applicable will continue to apply.
Direct recruitment percentages	10	Direct recruitment percentages will not be applicable to the additional vacancies arising out of these restructuring orders as on the date of issue of these orders (cut-off date). The direct recruitment percentage will apply for normal vacancies arising on or after the date following the cut-off date. Also the direct recruitment quota as on the date preceding the cut-off date will be maintained.
Pin pointing of posts	11	The administration should take steps to pin-point the additional posts arising out of this restructuring as per administrative requirements. However, in those cases where due to pin-pointing of posts staff is required to join duties in the upgraded posts at a different station, such staff may be allowed the benefit of upgradation/promotion on “as is where is basis” for the time being and allowed to join the pin pointed post at the new station within six months time from the date of issue of promotion order, subject to the satisfaction of HOD on merit.
Refusal of promotion	12.	Such of the Staff as had refused promotion before issue of these orders and stand debarred for promotion may be considered for promotion, in relaxation of the extant Provisions as a one time exception, if they indicate in writing that they are willing to be considered for such promotion against the vacancies existing on the date of issue of these orders and arising due to restructuring on the date. This relaxation will not be applicable to vacancies arising after the date of issue of these orders.
Matching Savings	13	Entire scheme of restructuring is to be a self-financing and expenditure neutral proposition. Financial implications should be worked out taking into account the mid points of the scales of pay of the respective posts (mean of the minima & maxima of the scale), existing number of posts and revised number of posts in the grade on the basis of the revised percentage distribution of posts. After working out the financial implications, the matching savings should be effected from the category itself. Wherever it is not possible to do so from the category itself, the matching savings should be arranged from the department at the divisional/zonal level. But before restructuring the cadre as per the revised percentage distribution of posts, matching savings will have to be ensured and if the

		Department/Railways are not able to provide the matching savings, the particular category/department will not be restructured. While ensuring effective surrender of posts of equivalent financial value, the existing vacant posts available in the categories on the date of issue of these orders should be considered for the purpose of off-setting the cost of restructuring/financial effects of restructuring. Board desire that the General Managers should ensure that the restructuring is implemented expeditiously with matching saving without any exception and difficulty. There would be no restructuring without matching savings by surrender of posts.

This issues in consultation with the Establishment & Health Directorates and with the concurrence of Finance Directorate of this Ministry.

ANNEXURE'A'

STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' HOSTEL MANAGEMENT STAFF OF OAK GROVE SCHOOL, JHARIPANI, GENERAL ADMINISTRATION DEPARTMENT.

Annexure to Board's letter No.PC-III/2007/CRC/4 dated 07-06-2007

CATEGORY	GRADE(Rs.)	EXISTING %AGE	REVISED %AGE
Hostel Management Staff of Oak Grove School, Jharipani	5000-8000 4500-7000 4000-6000	10 30 60	20 40 40

ANNEXURE 'B'

STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' STAFF OF MEDICAL DEPARTMENT.

Annexure to Board's letter No.PC-III/2007/CRC/4 dated 07-06-2007

CATEGORY	GRADE(Rs.)	EXISTING %AGE	REVISED %AGE
Health & Malaria Inspectors	7450-11500 6500-10500 5500-9000	15 30 55	17 30 53
Field Worker	4000-6000 3050-4590	-- --	75 25
Lady Health Visitor	5000-8000 4500-7000 4000-6000	__* 50 50	20 40 40

*10 posts for Railways put together vide Board's letter No.PC-V/98/I/11/18(A) dated 10-05-1998

SERIAL CIRCULAR NO. 93 /2007

No.P(R)/563/VII Date: 29-06 –2007

Copy of Board's letter No.E[NG]II/2006/RC-2/11 dated 21-06-2007 is published for information, guidance and necessary action. Board's letter dated 21-06-2007 quoted therein was circulated as SC No. 02/07.

Copy of Bd's letter No. E[NG]II/2006/RC-2/11 dated 21-06-2007 (RBE No.90 /07)

Sub: Recruitment against Physically Handicapped Quota.

…

Attention is invited to Ministry of Railways [Railway Board]'s letter of even number dated 21-12-2006 [RBE No. 195/2006] stipulating inter-alia that all recruitment from open market in Group 'C' and 'D' categories against vacancies reserved for physically handicapped quota will

be undertaken by Zonal Railway Recruitment Cell as per the procedure laid down for the purpose.

Pursuant to the direction dated 22-03-2007 of the Chief Commissioner for Persons with Disabilities, in case No. 3202/2006 for conducting common examination for Persons with Disabilities for the reserved and unreserved vacancies , the matter has been considered by the Board and in partial modification to para 2 of Board's letter ibid, it has been decided that henceforth a common examination will be held for general candidates as well as persons with disabilities. All recruitment from open market in Group 'C' posts will be undertaken by Railway Recruitment Boards along with general recruitment for various posts against physically handicapped quota. However, recruitment for Group 'D' against the same would continue to be undertaken by Zonal Railway Recruitment Cell as a common exam.

However, the ongoing special recruitment process for filling up backlog of vacancies for disabled persons may be finalized.

SERIAL CIRCULAR NO. 94 /2007

No.P(R)/420/VI Date: 05 -07 –2007

Copy of Board's letter No.E[O]III-2007/PL/03 dated 19-06-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[O]III-2007/PL/03 dated 19-06-2007

Sub: Expenditure on treatment abroad while on Ex-India leave.

…

Some instances have come to the notice of Railway Board where Railway officers/ employees, while being on ex-India leave, have incurred huge financial liabilities on account of emergency medical treatment abroad.

2. In view of the huge financial liabilities incurred by Railway employees/officers on account of emergency medical treatment abroad while on ex-India leave and in order to avoid possible diplomatic embarrassment arising out of such liabilities, Railway Board have decided that while sanctioning ex-India leave to employees/officers, all Zonal Railways / Production Units should ensure that:

2.1 The officers/employees shall purchase overseas medical insurance to the tune of medical cover of at least US $ 50,000/- prior to sanction of ex-India leave.

2.2 All officers/employees while submitting leave application for ex-India leave should also submit the following declaration:

[a] I am aware that as per the provision of Indian Railway Medical Manual relating to reimbursement of medical expenses incurred abroad, I am not entitled for reimbursement of medical expenses for treatment in emergency or otherwise while on ex-India leave.

[b] I have/will purchase adequate insurance coverage for the medical emergency while I will be on ex-India leave.

3. All Railways / Production Units are advised to ensure that the above instructions are followed strictly while sanctioning ex-India leave to employees /officers.

SERIAL CIRCULAR NO. 95 /2007

No.P(R)/473/VII Date:10 -07 –2007

Copy of Board's letter No.E[W]96 PS5-8/2 dated 15-6-2007 is published for information, guidance and necessary action. Board's letter dated 24-07-2000 quoted therein was circulated as SC No. 178/2000.

Copy of Bd's letter No. E[W]96 PS5-8/2 dated 15-6-2007 (RBE No.89 /07)

Sub: Provision of companion in lieu of attendant to Sr. citizen Ist class/Ist class 'A' Widow Pass holders above 65 years of age.

…

In slight modification to Board's letter of even number dated 24-07-2000, it has been decided by the Board to allow the facility of companion in lieu of attendant to Widow Pass holders who are above the age of 65 years , holding Ist class / Ist 'A' Widow Pass, in higher class on payment of full difference of fare between Sleeper Class/2nd Class and the class in which the Widow Pass holders travel, besides the existing travel facility alongwith the companion in Sleeper Class/2nd Class.

2. The other terms and conditions contained in Board's letter of even number dated 24-07-2000 shall remain the same.

3. The Railway Servants [Pass] Rules, 1986 [Second Edition, 1993] may accordingly be amended as in the ACS No. 55.

****

Advance Correction Slip No. 55 to the Railway Servants [Pass] Rules, 1986 [Second Edition, 1993]

Item No.[ii][c] under Column 3 below item [b] in Schedule V Widow Pass may be amended as follows:

1. Add the following sentence at the end of item No. [c] [ii] as concluding sentence:

" The Widow Pass holders are also allowed to take a companion alongwith them in higher class on payment of full difference of fare between Sleeper Class /II Class and the class in which the Ist Class / Ist 'A' Class Widow Pass holder travels."

2. Add the following as concluding sentence in the endorsement to be made on the Widow Pass:

" or in higher class on payment of full difference of fare between Sleeper Class / II Class and the class in which the widow travels."

[Authority: Board's letter No.E[W]96 PS5-8/2 dated 15-6-2007]

SERIAL CIRCULAR NO. 96 /2007

No.P(R)/535/VI Date: 10 -07 –2007

Copy of Board's letter No.E[GP]2002/2/49-Pt. dated 21-6-2007 is published for information, guidance and necessary action. Board's letters dated 29-9-81 and 4-9-82 quoted therein are available on pages 216 & 221, respectively, in the Brochure on Reservation for Scheduled Castes and Scheduled Tribes in Rly. Services, Third Edn., 1985.

Copy of Bd's letter No. E[GP]2002/2/49-Pt. dated 21-6-2007 (RBE No.91/07)

***Sub: Zone of consideration for SC/ST candidates to be called for appearing in the 70% selection for filling up Group 'B' posts*.**

…

With reference to a clarification issued to Southern Railway on the above subject under Board's letter No. E[GP]2002/2/49 dated 7-8-02, doubts have been expressed by other Railways too as to what would constitute the normal zone of consideration and availability of adequate number of SC/ST candidates in the zone of consideration to determine whether the zone needs to be extended.

2. In this connection, it is clarified that the normal zone of consideration should be first determined with reference to the total number of vacancies. Thereafter, it is to be seen whether, within the normal zone of consideration, SC and ST candidates are available to the extent of 3 times the SC and ST vacancies respectively. This would determine the adequacy or otherwise of the availability of SC/ST candidates, as clarified under point [2] of Board's letter No. E[GP]81/1/18 dated 4-9-82 , in partial modification of para 2 of Board's letter of same number dated 29-9-81. If SC/ST candidates are not available in the normal zone to the extent of 3 times the vacancies reserved for SC/ST, then the zone should be extended for SC or ST or both, as the case may be, to 5 times the total number of vacancies.

3. In this connection, it is also clarified that all the general community candidates covered within the normal zone of consideration have to be considered for the selection as brought out in para 3 of Board's letter dated 29-9-81.

SERIAL CIRCULAR NO. 97 /2007

No.P(R)/268/I Date: 12-07 –2007

Copy of Board's letter No.E[NG]II/2003/RC-1/Genl./4 dated 15-6-2007 is published for information, guidance and necessary action. Board's letters dated 4-3-99, 29-7-99 and 2-4-2004 quoted therein were circulated as SC Nos. 89/99, 215/99 and 62/2004, respectively.

Copy of Bd's letter No. E[NG]II/2003/RC-1/Genl./4 dated 15-6-2007 (RBE No.88 /07)

Sub: Appointment on compassionate grounds – Acquisition of higher qualification

…

Attention is invited to Board's letter of even number dated 2-4-2004 wherein it was decided that:

(i) If the candidate is major at the time of death/medical invalidation of the ex-employee and is already admitted to a course then he/she shall be allowed to complete that course provided he/she takes due permission of the Railway Administration. His/Her candidature for appointment would be considered according to the qualification so acquired.

(ii) If the candidate is minor at the time of death/medical invalidation of the ex-employee, but at the time of his/her attaining majority, he/she is already pursuing/admitted to a course, he/she be allowed to complete that course provided he/she takes due permission from the administration. His/her candidature for appointment on compassionate grounds would be considered in light of the qualification he/she acquires.

(iii) If the candidate is minor at the time of death/medical invalidation of the ex-employee and when he/she becomes major but is not pursuing/admitted to a course then his/her candidature for appointment for compassionate grounds would be considered in light of the qualification he/she possessed at the time of attaining majority.

2. The matter has been re-considered and in supersession of all the instructions on the above subject [except Board's letter No. E[NG]II/98/RC-1/139 dated 4-3-99 & E[NG]II/99/RC-1/Genl.8/JCM-DC dated 29-7-99] it has now been decided by the Board that the educational qualification possessed by the ward / spouse of the ex-employee at the time of submission of application for compassionate ground appointment may be considered. However, the application for compassionate ground appointment should be submitted within the prescribed period as laid down in extant instructions.

3. Past cases decided otherwise need not be re-opened but cases which are under process may be decided in the light of these instructions.

SERIAL CIRCULAR NO. 98 /2007

No.P(R)/535/VI Date: 12 -07 –2007

Copy of CPO's D.O. letter No. P/EST/608/OS-II/LDCE dt. 25-05-2007 together Board's reply vide letter No.E[NG]I-2005/PM1/20 dated 27-6-2007 is published for information, guidance and necessary action.

Copy of CPO/SC's D.O. ltr No. P/EST/608/OS-II/LDCE dt. 25-05-2007 addressed to Adv. [Staff], Rly. Board

Sub: Syllabus for the post of OS-II in scale Rs.5500-9000 RS[RP] against 20% LDCE quota.

Ref: 1] Board's ltr. No. E[NG]I-2005/PMI/20 dtd. 17-6-2005 [RBE 102/05]

2] Board's ltr. No. E[NG]I-2005/PM1/20 dtd. 6-10-2006 [RBE 147/06]

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Railway Board vide their letter cited under reference [1] have circulated syllabus for the posts of OS Gr.II in scale Rs.5500-9000 RS[RP] against 20% LDCE quota, where the relevant Labour Laws and Acts have been completely omitted.

It is felt by this Railway that the syllabus should include Contract Labour [Regulation & Abolition] Act, Workmen Compensation Act etc, and Right to Information Act. It is also felt that the basic form [purpose & application] of the Industrial Disputes Act, Payment of Wages Act and Minimum Wages Act should be added to the syllabus, as Office Superintendents have to deal the above Laws in their day-to-day working which forms the part of syllabus of Promotional Course.

It is, therefore, proposed to include the above Labour Laws and Right to Information Act in the syllabus for selection to the post of OS Gr.II in scale Rs.5500-9000 RS[RP] against 20% LDCE quota, as Office Superintendent of any department should possess the knowledge of the same for efficient functioning.

I shall be grateful if Board's approval is communicated to include the above syllabus also to enable this Railway to process the selection early.

Copy of Bd's letter No. E[NG]I-2005/PM1/20 dated 27-6-2007

Sub: Syllabus for the post of OS-II in scale Rs.5500-9000 against 20% LDCE quota.

…

Reference CPO/SC Railway's D.O. letter No. P/EST/608/OS-II/LDCE dt. 25-05-2007 addressed to Adv. [Staff], Railway Board, on the above subject.

2. The matter has been carefully considered. The Ministry of Railways have no objection to topics relating to Labour Laws and RTI Act, 2005 as mentioned in the Railway's letter under reference being included in the syllabus for LDCE for OS Gr.II as also for the post of PI- I.

SERIAL CIRCULAR NO. 99 /2007

No.P(PC)487/VPC/6/CRC/Vol.V Date: 12 -07–2007

CORRIGENDUM

Para 3 of Board's letter No.PC-III/2004/CRC/7 dt.06.04.04 [RBE No. 78/2004] published under this office Serial Circular No. 194/2005 has been inadvertently copied in the Establishment Serial Circular Book for the year 2005 as under:

" Railways were also advised vide Para 3 of Board's letter dated 06.01.2004 that benefit under Rule 1313 (FR-22)(I)(a) (1) R-II will no longer be available in the case of movement from lower grade to higher grade in the non-functional situations where there is no change in duties

and responsibilities e.g. in the case of movement from Goods Guards to Sr.Goods Guards and Goods Drivers to Sr.Goods Drivers etc. In the case of such movement, the pay will be fixed under Rule 1313 (FR-22) (I) (a) (2) R-II and the benefit of fixation under Rule 1313 (FR-22)(I)(a) (1) R-II will now be admissible on functional promotion though in identical scale. Railways are further advised that where an employee has already got the benefit of fixation under Rule 1313(FR-22)(I)(a)(1) R-II on non-functional movement under the earlier scheme in vogue prior to implementation of above restructuring orders, such an employee gets benefit of fixation under Rule 1313 (FR-22)(I)(a)(1) R-I twice on such type of movement. "

The above para may be corrected to read as under:

" Railways were also advised vide Para 3 of Board's letter dated 06.01.2004 that benefit under Rule 1313 (FR-22)(I)(a) (1) R-II will no longer be available in the case of movement from lower grade to higher grade in the non-functional situations where there is no change in duties and responsibilities e.g. in the case of movement from Goods Guards to Sr.Goods Guards and Goods Drivers to Sr.Goods Drivers etc. In the case of such movement, the pay will be fixed under Rule 1313 (FR-22) (I) (a) (2) R-II and the benefit of fixation under Rule 1313 (FR-22)(I)(a) (1) R-II will now be admissible on functional promotion though in identical scale. Railways are further advised that where an employee has already got the benefit of fixation under Rule 1313(FR-22)(I)(a)(1) R-II on non-functional movement under the earlier scheme in vogue prior to implementation of above restructuring orders, such an employee **will not be entitled to fixation again under the above rule on functional promotion in identical scale under the new scheme. It is to be ensured that no employee** gets benefit of fixation under Rule 1313 (FR-22)(I)(a)(1) R-I twice on such type of movement."

SERIAL CIRCULAR NO. 100 /2007

No.P(R)/268/I Date: 17 -07–2007

Copy of Board's letter No.E[NG]II/99/RC-1/SR/12 dated 15-6-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[NG]II/99/RC-1/SR/12 dated 15-6-2007 (RBE No.87 /07)

Sub:Grant of compassionate appointment to wards / dependents of deceased / medically unfit apprentices.

…

Some of the Zonal Railways have been seeking clarification from the Board regarding the admissibility of compassionate appointment to one of the dependent family members of the ex-employee due to death or medical decategorisation / incapacitation of an Apprentice [who has been appointed on compassionate ground] during the course of training wherever it is a pre-requisite for appointment to a working post in the Railways.

2. It is worth considering that in the event of death or medical decategorisation / incapacitation of a candidate, appointed on compassionate ground, during the course of training, the purpose and real spirit of compassion is defeated as the family has lost two bread winners. As a result, the family of the ex-employee is left in same adverse financial position after the death of trainee that prevailed at the time of consideration of offer of a job to this ward of deceased / decategorised / incapacitated employee and the purpose of compassionate appointment was not fulfilled.

3. The matter has been considered by the Board and it has been decided that in case a candidate appointed on compassionate ground dies / becomes medically incapacitated during the course of training before he / she is regularly appointed in the Railways, another opportunity may be granted to the original ex-employee / ex-employee's widow, on whose request the dead / incapacitated trainee ward was offered appointment on compassionate ground by the administration, to apply for another wards' appointment.

SERIAL CIRCULAR NO. 101 /2007

No.P(R)/535/VI Date: 19-07 –2007

Copy of Board's letter No.E[NG]I-2007/PM5/5 dated 03-07-07 is published for information, guidance and necessary action. Board's letter dated 22-03-07 quoted therein was circulated as SC No. 50/07.

Copy of Bd's letter No. E[NG]I-2007/PM5/5 dated 03-07-07 (RBE No. 94/07)

Sub: Introduction of the category of Senior P.Way Supervisor in the pay scale of Rs. 5000-8000 – conditions of recruitment and promotion to the new category – question regarding.

…

In terms of extant procedure the posts of erstwhile Supervisor [P.Way] in the pay scale of Rs.4500-7000 were required to be filled as under:

[i] 25% by direct recruitment through Railway Recruitment Boards, with qualification of B.Sc. Physics & Maths; Diploma holders in Civil / Mechanical /Electrical Engineering also being eligible.

[ii] 25% by a Limited Departmental Competitive Examination from amongst Gangmen, Keymen and Mates with the qualification of 10+2 with Science and Mathematics and having put in a minimum of three years regular service. Shortfall, if any, to be made good from amongst Gangmen / Keymen / Mates having the qualification of Matriculation / HSLC with three years regular service. Further shortfall, if any, to be added to the direct recruitment quota at [i] above; and

[iii] 50% by promotion of Departmental staff having the qualification of Class X Board Examination by seniority-cum-suitability through a written suitability test, shortfall, if any, being added to LDCE quota at [ii] above.

1.1 Supervisors [P.Way] with qualification of Class X Board Examination are eligible for further promotion by selection to the post of JE Gr.II [P.Way] in the pay scale of Rs.5000-8000.

2. The above issues have been reviewed in the light of para 2[9] of this Ministry's letter No. PC-III/2004/CRC/1 [Pt.1] dt. 22-03-2007 indicating that instructions regarding eligibility qualifications / norms for future promotion and direct recruitment to the newly created category would be separately issued by the Establishment Dte. It has been decided that the existing qualifications for recruitment and promotion as applicable to the erstwhile category of Supervisor [P. Way] in the pay scale of Rs.4500-7000 would continue to apply for recruitment and promotion to the newly created category of Senior P. Way Supervisor in the pay scale of Rs.5000-8000 also.

2.1 Further, as already indicated in para 2[10] of this Ministry's letter dt. 22-03-2007 referred to in the preceding para Sr. P.Way Supervisors in grade Rs.5000-8000 would continue to seek further promotion by selection as JE Gr.II [P.Way] in the identical scale of pay as per extant procedure against 33.1/3 % promotion quota.

SERIAL CIRCULAR NO. 102 /2007

No.P(R)/ 563/VIII Date:19-07 –2007

Copy of Board's letter No.E[NG]II/2007/RR-1/33 dated 04-07-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[NG]II/2007/RR-1/33 dated 04-07-07

Sub: Acceptance of educational qualification for employment on the Railways – Clarification regarding.

…

In the recent past, cases have been received seeking clarification whether such of the candidates can be considered for appointment / engagement in Railway Establishments who have been found to be in possession of the prescribed / higher qualification from the Institutions recognised for employment under Central Government for a post with an anomaly that at some lower stage of their academics they have obtained qualifications / certificates from such Institutions which are not recognised for the purpose of employment in the offices under Central Government.

The issue has been examined in consultation with Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions [which is the nodal department] and it is clarified that if a candidate has initially undergone education in an Institution which is not recognised for the purpose of employment in offices under Central Government but recognised by the State Government for the purpose of employment in offices under their administrative control and he / she acquires higher educational qualification from a University /Institute / Board recognized for the purpose of employment in Central Government offices then he/she should be considered for employment in Railway Establishments on the basis of his/ her higher qualification.

SERIAL CIRCULAR NO. 103 /2007

No.P(R)/75/VII Date: 23-07 –2007

Copy of Board's letter No. E[W]2007/WE-6/5 dated 11-07-07 together with their letter No. E[W]2007/WE-6/9 dated 05-07-07 and E[W]84/WE-6-7 dated 16-10-84 is published for information, guidance and necessary action. Board's letters dated 27-9-82 and16-10-84 quoted therein were circulated as SC Nos. 150/82 and 111/84, respectively.

Copy of Bd's letter No. E[W]2007/WE-6/5 dated 11-07-07

Sub: Participation of Railway scouts and guides in international event.

…

Railways were advised vide Board's letter No. E[W]2007/WE-6/9 dated 05-07-2007 [copy enclosed] that the instructions issued under Board's letter No. E[W]84/WE-6-7 dated 16-10-84 regarding payment of TA/DA in respect of scouts/ guide events do not apply to the cases of international events held outside India as these are governed by independent rules laid down for the purpose with regard to deputation of railway officials abroad on duty.

2. In continuation of the Board's ibid letter dated 05-07-07, it is advised that no expenditure should for any purpose be incurred towards participation of any scout/guide or any official in any international event held outside India even from the funds available with the Zonal Railways' Scouts and Guides organisations or the Staff Benefit Fund for the purpose of Scouting activities without specific prior approval of Board.

Copy of Bd's letter No. E[W]2007/WE-6/9 dated 05-07-07

Sub: Admissibility of TA/DA for scouts and guides activities – Clarification regarding.

…

Queries are being raised about admissibility of TA/DA for undertaking scouts and guides activities. It is advised in this connection that grant of TA/DA for scouting activities is governed by instructions issued under Board's letters No. E[W] 80 WE6-1 dated 27-9-1982 and 27-9-1982 and No. E[W] 84 WE6-7 dated 16-10-84 which are reiterated for compliance.

2. Attention is particularly invited to para 1[ii] of Board's ibid letter dated 16-10-84 [annexed overleaf] that TA/DA as on tour may also be allowed to "Railway employees who are deputed to impart training or organize major scout /guide events, such as **rallies, jamborettes, conferences, etc. at the State or National levels"** only.

3. It is clarified that the above-mentioned instructions are in respect of participation in India only and do not apply to participation in the international events held outside India.

This issues in consultation with the Finance Directorate of the Ministry of Railways.

Copy of Board's letter No. E[W] 84 WE6-7 dated 16-10-84

Sub: Grant of TA/DA to Railway employees on scouting duties.

***

In partial modification of the orders contained in Board's letter No. E[W]80 WE 6-1 dated 27-9-1982, it has been decided by the Railway Ministry that TA/DA as on tour may also be allowed to an individual for a maximum period of 15 days in a calendar year in respect of the following scouting activities:

[i] Scouts / Guides officials who are deputed to attend meetings of the State / National Body; and

[ii] Railway employees who are deputed to impart training or organize major scout / guide events, such as rallies, jamborettes, conferences, etc. at the State or National levels.

2. In this connection, it is clarified that the total number of days for which TA/DA is allowed to an individual for scouting activities should not exceed 15 days in a calendar year.

3. The above orders have the sanction of the President and issue with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 104 /2007

No.P(R)/75/VII Date: 20 -07 –2007

Copy of Board's letter No.F[E]I/2003/AL-28/13 dated 26-6-2007 together with FA&CAO/SC's letter No. AEN/A01 dated 01-02-2007 is published for information, guidance and necessary action. Board's letter dated 17-10-06 quoted therein was circulated as SC No. 179/06.

Copy of FA&CAO/SC's letter No. AEN/A01 dated 01-02-2007

Sub: Claiming of Daily Allowance along with Road Mileage for local journey beyond the radius of 8 KMs.

Ref: Board's letter No. F[E]I/2003/AL-28/13 dated 09-03-04, dt. 9-10-06 & dt. 17-10-06

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In terms of Board's letter dated 09-03-04, the actual Road Mileage Allowance for the distance traveled was restricted to one day's Daily Allowance at rates admissible for ordinary locality and in no case Daily Allowance be admissible in addition to Road Mileage Allowance w.e.f. 09-03-04 i.e. from the date of issue of Board's orders.

Further vide letters dated 09-10-06 & 17-10-06 it was modified to state that when the Railway servant uses his own vehicle or hires an auto / taxi the employees shall be eligible to draw Actual Road Mileage Allowance for the distance traveled plus Daily Allowance.

The orders were implemented w.e.f. 17-10-2006, i.e. the date of issue of Board's letter. SCRE Sangh has represented in the GM PNM that in view of the above clarification from Board, the staff be paid Road Mileage & Daily Allowance from the date it was denied to them.

The request could not be agreed to at the Zonal level because usually orders are effective form the date of issue of the letter unless specific mention is made of giving retrospective effect.

Clarification is sought as to whether arrears of Road Mileage can be paid to the staff for the period from 09-03-04 to 16-10-2006 as demanded by organized labour.

Copy of Board's letter No.F[E]I/2003/AL-28/13 dated 26-6-2007 addressed to FA&CAO/SC

Sub: Claiming of Daily Allowance along with Road Mileage for local journey beyond the radius of 8 KMs.
Ref: Your letter No. AEN/A01 dated 01-02-07

****

Attention is drawn to your letter under reference on the subject noted above, wherein clarification had been sought as to whether arrears of Road Mileage could be paid to the staff for the period from 09-03-04 to 16-10-2006.

The decision for allowing Road Mileage Allowance in addition to Daily Allowance at the ordinary rates as admissible under the rules was arrived at by Railway Board in consultation with the Staff Side, and accordingly, Board's orders dated 17-10-06 were issued. The question, therefore, for implementing the same with retrospective effect does not arise.

SERIAL CIRCULAR NO. 105 /2007

No.P(R)/563/VIII Date: 30-07 –2007

Copy of Board's letter No.E[Sports]2007/Policy/4[Clarifications] dated 12-07-07 is published for information, guidance and necessary action. Board's letter dated 30-03-07 quoted therein was circulated as SC No. 55/2007.

Copy of Bd's letter No. E[Sports]2007/Policy/4[Clarifications] dated 12-07-07 (RBE No.95/07)

Sub: Recognised Junior National Championships for recruitment of sportspersons on Indian Railways against sports quota.
Ref: Board's policy letter No. E[Sports]2007/Policy/3 dated 30-03-07[RBE No. 48/07]

…

Please refer to Para 4 of Board's policy letter mentioned above regarding minimum sports norms for recruitment of sportspersons on Indian Railways against sports quota.

In this connection it is clarified that in Junior Category at National level, only the Junior National Championships of age groups as mentioned in the Annexure, shall be considered for recruitment of sportspersons on Indian Railways against sports quota.

Annexure

Annexure to Bd's letter No. E[Sports]2007/Policy/4[Clarifications] dated 12-07-07

List of Junior National Championships Recognised by RSPB for Recruitment of Sportspersons on Indian Railways Against Sports Quota.

[Ref: Railway Board's policy letter No. E[Sports]2007/Policy/3 dated 30-03-07[RBE No. 48/07]

S.No	Discipline	Category	Details of Recognised Junior National Championship	
			Age Group	Name of Championship

1	Aquatics [Diving]	Men	Under – 18 [Group-I]	Sub Junior National Aquatics Championship
		Women	Under – 18 [Group-I]	Sub Junior National Aquatics Championship
	Aquatics [Swimming]	Men	Under – 17 [Group-I]	Junior National Aquatics Championship
		Women	Under – 17 [Group-I]	Junior National Aquatics Championship
	Aquatics [Water Polo]	Men	Under – 18	Junior National Aquatics Championship
		Women	Under – 18	Junior National Aquatics Championship
2	Archery	Men	Under – 19	Junior National Archery Championship
		Women	Under – 19	Junior National Archery Championship
3	Athletics	Men	Under – 20	Junior National Athletics Championship
		Women	Under – 20	Junior National Athletics Championship
4	Badminton	Men	Under – 19	Junior National Badminton Championship
		Women	Under – 19	Junior National Badminton Championship
5	Ball Badminton	Men	Under – 19	Junior National Ball Badminton Championship
		Women	Under – 19	Junior National Ball Badminton Championship
6	Basketball	Men	Under – 18	Junior National Basketball Championship
		Women	Under – 18	Junior National Basketball Championship

List of Junior National Championships Recognised by RSPB for Recruitment of Sportspersons on Indian Railways Against Sports Quota.

[Ref: Railway Board's policy letter No. E[Sports]2007/Policy/3 dated 30-03-07[RBE No. 48/07]

S.No	Discipline	Category	Details of Recognised Junior National Championship	
			Age Group	Name of Championship
7	Billiards, Snooker, 8 Ball & 9 Ball Pool	Men	Under – 21	Junior National Billiards & Snooker Championship
		Men	Under – 21	Junior National 8 Ball & 9 Ball Pool Championship
		Women	Under – 21	Junior National Billiards & Snooker Championship
		Women	Under – 21	Junior National 8 Ball & 9 Ball Pool Championship

8	Body Building	Men	Under – 21	Junior National Body Building Championship
		Women		**Not conducted**
9	Boxing	Men	Under – 19	Junior National Boxing Championship
		Women	Under – 19	Junior National Boxing Championship
10	Bridge	Men	Under – 25	Junior National Bridge Championship
		Women	Under – 25	Junior National Bridge Championship
11	Chess	Men	Under – 19	Junior National Chess Championship
		Women	Under – 19	Junior National Chess Championship
12	Cricket	Men	Under-22	Col.C.K. Nayudu Trophy [Inter State Championship]
			Under-19	Cooach Behar Trophy [Inter State Championship]
			Under-19	Vinoo Mankad Trophy [One Day Limited Overs Inter State Championship]
			Under-19	Vijay Hazare Trophy [One Day Limited Overs All India Inter Zonal Championship]
		Women	Under-19	Inter State All India Knock Out / Inter State Zonal Tournament [One Day Limited Overs Championship]
			Under-19	All India Inter Zonal Tournament [One Day Limited Overs Championship]
13	Cross Country	Men	Under – 20	Junior National Cross Country Championship
		Women	Under – 20	Junior National Cross Country Championship
14	Cycling [Track & Road]	Men	Under – 19	National Track Cycling Championship [for all age groups]
			Under – 19	National Road Cycling Championship [for all age groups]
		Women	Under – 19	National Track Cycling Championship [for all age groups]
			Under – 19	National Road Cycling Championship [for all age groups]
15	Football	Men	Under – 19	Junior National Football Championship for B.C. Roy Trophy
		Women	Under – 19	Junior National [Girls] Football Championship
16	Golf	Men	Under – 18	Junior & Sub-Junior National Golf Championship
		Women	Under – 18	Junior & Sub-Junior National Golf Championship
17	Gymnastics	Men	Under – 17	Junior National Gymnastic Championship
		Women	Under – 15	Junior National Gymnastic Championship
18	Handball	Men	Under – 19	Junior National Handball Championship

		Women	Under – 19	Junior National Handball Championship
19	Hockey	Men	Under – 21	Junior [Under –21] National Hockey Championship
		Women	Under – 19	Junior National Hockey Championship
20	Judo	Men	Under – 17	Junior National Judo Championship
		Women	Under – 17	Junior National Judo Championship
21	Karate	Men	Under – 18	Junior National Karate Championship
		Women	Under – 18	Junior National Karate Championship
22	Kabaddi	Men	Under – 19	Junior National Kabaddi Championship
		Women	Under – 19	Junior National Kabaddi Championship

List of Junior National Championships Recognised by RSPB for Recruitment of Sportspersons on Indian Railways Against Sports Quota.

[Ref: Railway Board's policy letter No. E[Sports]2007/Policy/3 dated 30-03-07[RBE No. 48/07]

S.No	Discipline	Category	Details of Recognised Junior National Championship	
			Age Group	Name of Championship
23	Kho-Kho	Men	Under – 19	Junior National Kho-Kho Championship
		Women	Under – 19	Junior National Kho-Kho Championship
24	Powerlifting	Men	Under – 23	Junior National Powerlifting Championship
		Women	Under – 23	Junior National Powerlifting Championship
25	Shooting	Men	Under – 21	National Shooting Championships Competition [for all age groups]
		Women	Under – 21	National Shooting Championships Competition [for all age groups]
26	Table Tennis	Men	Under – 17	Junior & Youth National Table Tennis Championship
		Women	Under – 17	Junior & Youth National Table Tennis Championship
27	Tennis	Men	Under – 18	DSCL National Tennis Championship [for all age groups]
			Under – 18	Adidas Junior National Table Tennis Championship [for U-18 and below age groups]
		Women	Under – 18	DSCL National Tennis Championship [for all age groups]
			Under – 18	Adidas Junior National Table Tennis Championship [for U-18 and below age groups]

28	Volleyball	Men	Under – 19	Junior National Volleyball Championship
		Women	Under – 19	Junior National Volleyball Championship
29	Weightlifting	Men	Under – 20	Junior National Weightlifting Championship
		Women	Under – 20	Junior National Weightlifting Championship
30	Wrestling [Free Style & Greco Roman only]	Men	Under – 20	Junior National Wrestling Championship
		Women	Under – 20	Junior National Wrestling Championship

SERIAL CIRCULAR NO.106 /2007

No.P(PC)487/V/IMP/97/Vol.V Date: 30-07-2007

A copy of Board's letter No.PC-V/97/1/EC/1 dt.12.7.2007 is published for information, guidance and necessary action. Board's letter dt.25.4.2003 quoted therein was circulated as S.C.No.100/2003.

Copy of Board's letter No.PC-V/97/1/EC/1 dt.12.7.2007 (RBE No.96/2007).

Sub: Date of eligibility for upgradation of 80% of Group 'B' officers in the scale of Rs.8000-13500 – clarification – reg.

Vide Gazette Notification dated 25.4.2003 (RBE No.69/03) , higher pay scale of Rs.8000-13500 was also extended to 80% of Group 'B' officers on roll of the organized services other than Accounts Department who have completed three years of regular service in the scale of Rs.7500-12000. For this purpose, 1st January and 1st July of every year are stipulated as the dates for considering the eligibility and for carrying out this exercise. This has led to a situation wherein officers who become eligible during the interregnum (between 1st January – 1st July and 1st July – 1st January) but who demit service during this period are not being considered.

2. In order to rectify the above situation, the issue of fixing the date of eligibility of Group 'B' officers for the scale of Rs.8000-13500 under the 80:20 scheme had been under review and it has been decided by the Board that the DPC held to consider eligible candidates for higher grade on 1st January & 1st July every year, should consider all those who will become eligible in the next six months period (including those retiring) and give them the benefit of the scale of Rs.8000-13500 from the date they complete three years of service, if otherwise due and found eligible by the DPC.

3. While the dates of assessment of the number of posts to be operated in the higher grade will remain 1st January and 1July every year, the date of effect of placement in the higher grade will be the date when the officer becomes eligible, i.e., when he completes three years in Group 'B' provided there is a shortfall in the number of posts to be operated in the higher grade. The assessment should, therefore, include officers becoming eligible in the intervening period only to the extent of shortfall.

SERIAL CIRCULAR NO.107 /2007

No.P(R)/563/VIII Date: 13 -08 –2007

Copy of Board's letter No.E[NG]II/2006/RC-2/11 dated 20-07-07 together with their letter No. E[NG]II/96/RR-1/62/Vol.II dated 12-03-2007 is published for information, guidance and

necessary action. Board's letter dated 21-06-2007 quoted therein was circulated as SC No. 93/2007.

Copy of Bd's letter No. E[NG]II/2006/RC-2/11 dated 20-07-07

Sub: Recruitment against Physically Handicapped Quota- Procedure.

…

Attention is invited to Ministry of Railways [Railway Board]'s letter number E[NG]II/96/RR-1/62/Vol.II dated 12-03-2007 [RBE No. 37/2007] stipulating inter-alia that procedure for recruitment of Group 'D' categories staff on Indian Railway will henceforth consist of a Physical Efficiency Test [PET] followed by a written Test of the successful candidates found in PET. Instructions have also been issued vide this Ministry's letter of even number dated 21-06-2007 inter-alia laying down that recruitment for Group 'D' posts against Physically Handicapped Quota will be taken by Zonal Railway Recruitment Cells along with general recruitment.

In the workshop-cum-training programme held for Dy.CPOs of Railways /PUs and Chairmen /RRBs on 25-06-2007, the issue of relaxation in PET to the persons with disabilities was also discussed. Pursuant to the same, the matter has been considered and it has been decided by the Board that persons with disabilities may be exempted from PET for recruitment to the posts in Group 'D' categories identified suitable for them and be allowed to appear directly in the written examination. After qualifying in the written examination, such candidates will have to pass the medical examination prescribed for persons with disabilities so that they can be empaneled.

Copy of Bd's letter No. E[NG]II/96/RR-1/62/Vol.II dated 12-03-2007 [RBE No. 37/2007]

Sub: Recruitment of Group 'D' staff on Indian Railways.
Ref: This office letter of even number dated 18-07-2005[RBE No. 121/2005], 29-9-2005 [RBE No. 166/2005] and 01-11-2006 [RBE No. 164/2006].

****

Attention is invited to the instruction dated 01-11-2006 quoted above vide which decision was conveyed that procedure of recruitment of Group 'D' staff on Indian Railways will henceforth consist of a Physical Efficiency Test [PET] followed by a Written Test of the successful candidates found fit in the PET. It was also conveyed that a detailed procedure will follow in due course.

2. Modalities have been worked out and following guidelines [in partial modifications to the instructions quoted above] are hereby advised to be followed in future recruitment exercises of Group 'D' staff on the Railways by Railway Recruitment Cell [RRC] constituted in terms of instructions dated 18-7-2005 and 29-9-2005 contained in letters quoted above:-

[i] RRC of the Zonal Railway will advertise an Employment Notice in terms of para 4 of Annexure-I of letter dated 18-7-2005 for recruitment in Group 'D' categories. Candidates will apply to RRC of a Zonal Railway in terms of procedure indicated in letter dated 29-9-2005. Applications received thereafter will be processed by RRC in terms of guidelines circulated under letter dated 18-7-2005.

[ii] Call letters will be issued to eligible candidates to appear in Physical Efficiency Test [PET].

[iii] Recruitment procedure will consist of a Physical Efficiency Test followed by a written test of successful candidates found fit in PET.

[iv] Physical Efficiency Test [PET] will be qualifying in nature and criterion for the same will be as under:

Male Candidates	Female Candidates
Should be able to run for a distance of 1500 metres in 6 minute in one chance.	Should be able to run for a distance of 400 metres in 3 minutes in one chance.

[v] The entire proceeding of PET is to be videographed so as to ensure transparency and the identification of bonafide candidates taking part in PET.

[vi] Physical Efficiency Test will be held in the Divisions of the concerned Railway and Divisional Rail Manager [DRM] will be overall in-charge for the conduct of PET.

[vii] PET will be supervised by Selection Committee of three Assistant Scale Officers nominated by DRM. More than one Committee can be nominated as per requirement.

[viii] The Physical Efficiency Test may be held at one or more venues /stations in the Division as per requirement. The venue should be a sports stadium or a place where the entry/exit point can be controlled so that unauthorized person may not interfere in the proceedings.

[ix] DRM concerned may deploy RPF/RPSF Personnel and get in touch with local police administration to maintain law and order.

[x] Adequate steps be taken to avoid impersonation. List of successful candidates qualifying PET will be signed by each member of the selection committee.

[xi] Consolidated result sheet shall be forwarded to the respective RRCs. On receipt of such list, RRC will then again issue call letters to successful candidates who have qualified in the PET for appearing in the written examination. These call letters shall be despatched under certificate of Posting [UCP] at least one month prior to the date of conduct of written examination.

[xii] The written test will be conducted by RRC using OMR sheets.

[xiii] Panels will be based strictly on merit position obtained in written examination. Currency of panel shall be for a period of two years from the date of publication. General Manager may, however, extend the life of the panel by one year in case of administrative exigencies.

3. It is further advised that ongoing recruitment process for Group 'D' selection [where notification was published prior to 1-11-2006] will be governed and completed in terms of instructions contained in letters dated 18-07-2005 and 29-9-2005 referred to above.

SERIAL CIRCULAR NO. 108 /2007

No.P(R)/554/VI Date: 13 -08–2007

Copy of Board's letter No.E[G]2007 QR1-6 dated 23-07-2007 is published for information, guidance and necessary action. Board's letter dated 16-03-2004 quoted therein was circulated as SC No. 50/2004.

Copy of Bd's letter No. E[G]2007 QR1-6 dated 23-07-2007 (RBE No. 98/07)

Sub: Retention of Railway accommodation at the previous place of posting in favour of Railway employees posted at Workshop Project Organisation under CAO [Workshop Project] Patna.

…

In order to attract sufficient number of staff to join the Workshop Project Organisation under CAO [Workshop Project] Patna, the issue regarding grant of permission to retain Railway accommodation at the previous place of posting as an incentive, was discussed in the Board Meeting held on 13-06-2007. In exercise of the powers to relax the existing provisions regarding allotment / retention of Railway accommodation vested in Board as per letter No. E[G]99 QR1-16 dated 16-3-2004, it has been decided that Railway employees posted to the Workshop Project Organisation under CAO [Workshop Project], Patna should be allowed retention of Railway accommodation at the previous place of posting for a period of 5 years on payment of normal rent.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 109 /2007

No.P(R)/535/VI Date: 13-08 –2007

Copy of Board's letter No.E[NG]I-2004/PM9/2 dated 27-7-2007 is published for information, guidance and necessary action. Board's letter dated 09-08-04 quoted therein was circulated as SC No. 156/04.

Copy of Bd's letter No. E[NG]I-2004/PM9/2 dated 27-7-2007 (RBE No.100 /07)

Sub: Promotion of Asstt. Divisional Cashier / Inspector of Cashier in the pay scale of Rs.5500-9000 to the supervisory post of Divisional Cashier in the pay scale of Rs.6500-10,500 – Procedure for.

…

Reference this Ministry's letter of even number dated 9-8-2004 allowing the Railways to consider eligible ADC/IOC in the pay scale of Rs.5500-9000 for promotion as Divisional Cashier in the pay scale of Rs.6500-10,500 on completion of a combined service of 4 years as Sr. Cashier Gr.I and as ADC/IOC in view of the posts of ADC/IOC constituting a bottleneck between Sr. Cashier Gr.I and Divisional Cashier.

2. The question of removing the bottleneck in the category of ADC/IOC for their promotion as Divisional Cashier has been taken up in the PNM/NFIR. The issue has been discussed several times with both the Federations, viz. NFIR and AIRF. Pursuant to these discussions it has now been decided that the posts of Sr. Cashier Gr.I in the pay scale of Rs.5500-9000 may be merged with the posts of ADC/IOC in the identical scale of pay. The merger will be subject to the following further conditions:

i. The existing classification of posts of ADC/IOC in the pay scale of Rs.5500-9000 may be changed from selection to non-selection and that of Divisional Cashier in the pay scale of Rs.6500-10,500 from non-selection to selection.

ii. Fitment of incumbent Sr. Cashier Gr.I holding the post on regular basis as ADC/IOC by a process of non-selection may be with the benefit of fixation of pay under Rule 1313[I][a][1] [erstwhile FR22C]

iii. Existing ADC/IOC who have been promoted as such by selection may be exempted from appearing in the selection for their promotion as Divisional Cashier. They may be promoted in their turn based on seniority-cum-suitability.

iv. With the merger of posts of Sr. Cashier Gr.I with that of ADC/IOC:

a. The basic functions, duties and responsibilities attached to the post of Sr. Cashier Gr.I as at present will continue, to which may be added duties and responsibilities of greater importance.
b. The minimum service requirement for promotion as Divisional Cashier will be two years. The service rendered as Sr. Cashier Gr. I may also be allowed to be counted towards the minimum two year period.

SERIAL CIRCULAR NO. 110 /2007

No.P(PC)487/V/97/Allowance/Vol.III Date:14-08-2007

A copy of Board's letter No.PC-V/98/1/7/1/1 dated 12.7.2007 is published for information, guidance and necessary action. Board's letter dated 1.3.2004 quoted therein was circulated under S.C.No.54/2004.

Copy of Board's letter No.PC-V/98/1/7/1/1 dated 24.7.2007 (RBE No.99/2007)

Sub: Implementation of Government's decision on the recommendations of the 5th Central Pay Commission – grant of Fixed Medical Allowance @ Rs.100 p.m. to the Railway pensioners/family pensioners.

In supersession of para 5 of Board's letter of even number dated 1.3.2004, it has been decided that in compliance with the judgement dated 17.11.2006 of the Hon'ble Supreme Court dismissing the SLP No.21230/2003 arising out of O.A.No.430/2000, Fixed Medical Allowance @ Rs.100/- per month to Railway pensioners/family pensioners residing beyond 2.5 KMs from Railway hospital/health unit may be granted on absolute basis subject to furnishing of the requisite undertaking.

2. Other terms and conditions for grant of Medical Allowance as specified in the Board's letter of even number dated 1.3.2004 will remain in force.

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 111 /2007

No.P(R)/563/VIII Date: 23-08 –2007

Copy of Board's letter No.E[NG]II/99/RR-1/91 dated 31-07-07 is published for information, guidance and necessary action. Board's letter dated 03-04-01 quoted therein was circulated as SC No. 85/2001.

Copy of Bd's letter No. E[NG]II/99/RR-1/91 dated 31-07-07

Sub: Prescribed educational qualification for the post of Health & Malaria Inspector, Grade-III [Rs.5500-9000] – Clarification regarding

…

In terms of Board's letter of even number dated 3-4-2001 [RBE No. 69/2001], the qualification laid down for direct recruitment to the post of Health & Malaria Inspector Grade-III in the pay scale of Rs.5500-9000 on the Railways is as under:

"B.Sc. [Chemistry] plus One year Diploma in Health / Sanitary Inspector."

It is learnt that candidates in possession of **one year certificate course of Health / Sanitary Inspector** are being considered for direct recruitment to the post of Health & Malaria Inspector Grade-III in the pay scale of Rs.5500-9000.

The matter has been examined in consultation with the Health Directorate of this Ministry and it is reiterated that instructions contained in Board's letter of even number dated 3-4-2001 be strictly adhered to and only candidate in possession of one year Diploma Course in Health / Sanitary Inspection be considered for direct recruitment against the post of Health & Malaria Inspector, Grade-III.

SERIAL CIRCULAR NO. 112 /2007

No.P(R)/436/IREC/II/III Date: 23-08 –2007

Copy of Board's letter No.F[E]I/2007/AL-28/22 dated 07-08-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. F[E]I/2007/AL-28/22 dated 07-08-07 (RBE No.101/07)

Sub: Travelling Allowance Rules–Journeys by Air–Amendment to Sub-rule 6 of Rule 1636 of Indian Railway Establishment Code Vol.II [Second Reprint Edition], 2005.

…

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that sub-rule 6 of Rule 1636 of Indian Railway Establishment Code, Vol.II [Second Reprint Edition], 2005 may be amended as in the enclosed Advance Correction Slip No. 58.

***

Advance Correction Slip No. 58 - IREC Vol.II [Second Reprint Edition], 2005

Advance Correction Slip No. 58

Chapter 16 –Travelling Allowance Rules –Section VII–Travelling Allowance for Journeys on Tour

Sub-rule [6] of Rule 1636 –R-II may be substituted as under:
Rule 1636[6]

" Officers below the rank of Executive Directors or Secretary in the Railway Board's office will not be permitted to travel by air save in exceptional circumstances and with the prior sanction of the Railway Board. On Railways, General Managers may permit Junior Administrative Grade Officers to travel by air on duty only in exceptional circumstances subject to the following conditions:

1. These powers may be exercised only by General Managers and not by CAOs, and are not to be redelegated further. However, CAO. COFMOW/ New Delhi, DCW/Patiala and MTP/Chennai may also exercise these powers with the personal concurrence of FA&CAO.
2. These powers are to be exercised personally by the General Managers with the personal concurrence of FA&CAO.
3. Air travel will be permitted only in cases where the duration of the journey one-way is more than 12 hours by rail.
4. Each proposal regarding Air travel would require to be justified on merits.

Note: In exceptional circumstances, General Managers are required to obtain prior sanction of the Railway Board to permit a Railway servant below the rank of Junior Administrative Grade to travel by air on duty."
[Authority: Board's letter No. F[X]II/94/PW/3 dt. 06-05-96]

SERIAL CIRCULAR NO. 113 /2007

No.P(R)/436/IREC-I/IV Date: 23-08 –2007

Copy of Board's letter No.E[GP]2005/2/69 dated 07-08-07 is published for information, guidance and necessary action. Board's letter dated 03-11-92 and 05-1-2006 quoted in the Correction Slip was circulated as 166/92 and10/2006, respectively.

Copy of Bd's letter No. E[GP]2005/2/69 dated 07-08-07 (RBE No.102 /07)

Sub: Amendment to IREC Volume I.

…

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that the Indian Railway Establishment Code, Volume I, Fifth

Edition –1985 [Second Reprint Edition-2003], may be amended as in the Advance Correction Slip No. 103 enclosed.

***

Indian Railway Establishment Code, Volume I, Fifth Edition –1985 [Second Reprint Edition-2003

Advance Correction Slip No. 103

Chapter 2, General Conditions of Service.
Recruitment, Training and Promotion to Group 'A' & Group 'B' Posts.

Para 211

For the existing para 211 as modified by the Advance Correction Slip No. 95 issued under this Ministry's letter No. E[GP]2005/2/69 dated 05-01-2006, the following sentence should be added and placed after words " departmental candidates" appearing at the end of the para.

" The change of percentage from 25 to 30 comes into effect from 03-11-92"

[Authority: Ministry of Railways' letter No. E[GP]92/2/93 dated 03-11-92]

SERIAL CIRCULAR NO. 114 /2007

No.P(R)/Misc/V Date: 23-08 –2007

Copy of Board's letter No.E(G)2007 AL4/6 dated 8.8.2007 is published for information, guidance and necessary action.

Copy of Board's letter No.E(G)2007 AL4/6 dated 8.8.2007 (RBE No.104/2007)

Sub: Entitlement of staff cars

…

As the Railway administration are aware, in terms of extant instructions, the General Managers, AGMs, PHODs, CHODs, DRMs and SDGMs are entitled to have staff cars for their official use.

2. The matter regarding transportation arrangement on the Railways has been reviewed by the Board. It has now been decided that except for the vehicles of the following officers, all other vehicles shall be taken on hire :-

(a) Secretary/Railway Board, all Members of Board and above.

(b) GM and AGM with one standby vehicle for Zonal Railway Headquarters.

(c) DRM and ADRM

3. Detailed instructions regarding hiring of vehicles have been issued separately.

4. With the coming into effect of the above decision, PHODs, CHODs and SDGM would not be entitled to have individual staff cars. They would however be entitled for individual hired vehicles. However, the PHODs, CHODs and SDGMs who are having individual staff cars at present may continue to use them till these vehicles become due for condemnation.

5. All other instructions issued from to time regarding replacement of staff cars, models to be used as staff cars etc. will continue to remain in force.

6. In terms of instructions contained in Board's letter No.E(G)2003 AL4/8 dated 17.5.2004, only the General Managers, Addl. Members of Railway Board and other officers in equivalent or higher grade viz. DG/RHS,DG/RPF,DG/RDSO, DG/Railway Staff College and

Secretary/Railway Board are entitled for air-conditioned staff cars or use of air-conditioned vehicles on hire. These instructions are reiterated for strict compliance.

7. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 115 /2007

No.P(R)/436/IREM/VII Date:23 -08 –2007

Copy of Board's letter No.E[D&A] 2007 RG6-24 dated 10-08-2007 is published for information, guidance and necessary action. Board's letters dated 22-2-74 and 28-11-2002 quoted in the Correction Slip were circulated as SC No. 33/74 & 242/02, respectively.

Copy of Bd's letter No. .E[D&A] 2007 RG6-24 dated 10-08-2007 (RBE No. 105/07)

Sub: Amendment to Chapter III of Indian Railway Establishment Manual, Vol.I, 1989 Edition regarding " Rules regulating Seniority of Non-gazetted Railway servants."

…

The Ministry of Railways are pleased to direct that the Indian Railway Establishment Manual, Volume I, 1989 Edition may be amended as per Advance Correction Slip No. 195, enclosed.

Indian Railway Establishment Manual, Volume I, 1989 Edition

Chapter III: Rules regulating Seniority of Non-gazetted Railway servants.

Advance Correction Slip No. 195

In Para 322, substitute the following for the existing sub clause [c] of clause [ii]:-

" [c] In cases where the penalty of reduction to a lower service, grade or post or lower time-scale is for a specified period, the employee concerned should be repromoted automatically to the post from which he was reduced. The seniority in the original service, grade or post or time scale should be fixed in such cases in accordance with the provisions contained in Rule 6 [vi] of the Railway Servants [Discipline and Appeal] Rules, 1968 as clarified vide Railway Board's letters No. E[D&A]73 RG6-5 dated 22-2-1974 and No. E[D&A] 2001 RG 6-58 dated 28-11-2002."

[Authority: Railway Board's letter No. E[D&A] 2007 RG6-24 dated 10-08-2007]

SERIAL CIRCULAR NO. 116 /2007

No.P(R)/676/II Date: 23-08 –2007

Copy of Board's letter No.E(NG)I-2004/TR/16 dated 14-08-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. E(NG)I-2004/TR/16 dated 14-08-07 (RBE No.107/2007)

Sub: Transfer from one Railway/Division/Unit to another Railway/Division/Unit on request on bottom seniority and on mutual exchange basis.

…

In terms of extant procedure vide paras 102A, 310 and 312 of Indian Railway Establishment Manual, Vol.I, 1989, read with administrative instructions issued from time to time, request transfers are allowed from one seniority unit to another in the following manner :-

i) On bottom seniority in grades having direct recruitment against vacant direct recruitment quota posts subject to the condition that the employee requesting transfer fulfils the qualification prescribed for direct recruitment to the post; and

ii) on mutual exchange basis in any grade on own seniority or seniority of the employee with whom the exchange takes place, whichever of the two is lower.

2. The staff side have raised a demand in the forum of DC-JCM that the extant provisions regarding regulating transfers on request may be modified suitably as such transfers are being allowed without having regard to the operation of post-based rosters resulting in shortfall of the particular categories in the unit from which transfers take place and excess of that categories in the unit to which the employees are transferred thereby blocking in the latter unit, promotional/employment opportunities.

2.1 Separately, the High Court of Kerala at Ernakulam vide their order dated 07.06.2005 in O.P.No.2150/02 while partially upholding the order of CAT, Ernakulam Bench dated 31.12.2001 in OA No.851/1999, have held that mutual transfers should be allowed between staff belonging to the same category (i.e., General with General, SC with SC and ST with ST). Subsequently in OA No.612/2005 the CAT, Ernakulam Bench have directed that the Railway Board should decide the policy arising out of High Court of Kerala's order dated 07.06.2005 referred to in this para, as expeditiously as possible.

3. In the light of the above, the matter has been considered carefully by the Ministry of Railways. It has been decided that in order to maintain the balance in the post-based rosters with reference to reservations prescribed for SC and ST staff and to avoid hardship to staff in the feeder grade in the matter of their promotion, transfers on mutual exchange basis should be allowed between employees belonging to the same category (i.e General with General, SC with SC and ST with ST).

3.1 However, transfers on bottom seniority in recruitment grades need not be restricted with reference to points in the post-based rosters. The procedure being followed generally in this regard to adjust shortfall/excess in future may continue. **But such transfers should be allowed *only* repeat *only* against vacant direct recruitment quota posts and not against promotion quota posts.**

4. The above instructions do not in any way alter the existing procedure as laid down by this Ministry regarding operation/maintenance of post-based rosters.

SERIAL CIRCULAR NO. 117 /2007

No.P(R)/554/VI Date:31 -08 –2007

Copy of Board's letter No.E[G]2007 QR1-5 dated 08-08-2007 is published for information, guidance and necessary action. Board's letter dated 16-03-2004 and 12-06-06 quoted therein were circulated as SC Nos. 50/2004 and 88/2006, respectively.

Copy of Bd's letter No. E[G]2007 QR1-5 dated 08-08-2007 (RBE No.103/07)

Sub: Retention of Railway accommodation at the previous place of posting in favour of officers/ staff posted to new zones.

…

Permission to retain Railway accommodation at the previous place of posting in favour of Railway Officers / Staff posted to New Zones /Divisions was extended till 31-3-2007 in terms of Railway Board's letter No. E[G]2003/QR1-6 dated 12-6-06.

On receipt of representations from New Zones and the Federations about the need for extension of the period of retention, the matter has been reviewed by Railway Board. In exercise of the powers vested in Board as per Railway Board's letter No. E[G]99 QR1-16 dated 16-3-2004, the Ministry of Railways [Railway Board] have decided to relax the rules /

instructions and extend the permission for retention of railway accommodation at the previous place of posting to be allowed only upto the dates specified against each New Zone.

East Central Railway	31st December, 2007
East Coast Railway	31st August, 2007
North Central Railway	31st August, 2007
North Western Railway	31st August, 2007
South East Central Railway	31st August, 2007
South Western Railway	30th November, 2007
West Central Railway	31st December, 2007

3. The officers and staff are permitted to retain their accommodation up to the above mentioned dates or as is permissible in the case of permanent transfer from the date of actual relinquishing charge at previous place of posting whichever is later.

4. This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 118 /2007

No.P(R)/229/V Date: 31-08 –2007

Copy of Board's letter No.E[G]2007 FE-1-3 dated 13-08-2007 is published for information, guidance and necessary action. Board's letter dated 29-04-88 quoted therein was circulated as SC No 79/97.

Copy of Bd's letter No. E[G]2007 FE-1-3 dated 13-08-2007 (RBE No.106 /07)

Sub: Inclusion of International Epidemiological Association [IEA] in the list of recognised Institutions.

…

Ministry of Railways have decided that International Epidemiological Association, 38, Ismailiah Street, Apt 201, Mostafa Kamel, Alexandra, Egypt, Tel /Fax +203 546 75 76 be incorporated at the end of Annexure-A, circulated vide Board's letter E[G] 83 FE1-4 dated 29-04-88. This will entitle Railway officials to 90% reimbursement of membership of International Epidemiological Association.

This issues with the concurrence of the Finance Establishment Directorate of Ministry of Railways.

SERIAL CIRCULAR NO. 119 /2007

No.P(R)/96/II Date: 14-09 –2007

Copy of Board's letter No.E[MPP]2006/6/3 dated 23-08-07 is published for information, guidance and necessary action. Board's letter dated 12-06-2001 quoted therein was circulated as SC No. 134/2001. The Ministry of Labour's Notification is dated 21-03-2007 and not 28-03-2007 as stated in the Board's letter.

Copy of Bd's lr. No.E[MPP]2006/6/3 dtd.23-08-07(RBE No.109/07)SC No.4 to MC No.8/02

Sub: Apprentices Act, 1961 - Payment of stipend to the Trade Apprentices - Increase in the rate of.

***

Please refer to Railway Ministry's letter No. E[MPP]2000/6/5, dated 12-6-2001 RBE No. 112/2001 on the above subject.

It has been decided that the Trade Apprentices engaged on the Indian Railways under the Apprentices Act, 1961 should be paid stipend with effect from 21st March, 2007 at the revised rates as notified in the Ministry of Labour's Notification No. DGET-23/1/2003-AP dated

28-03-2007 published in Gazette of India Extraordinary (Copy of the Notification is enclosed). The expenditure should be met from within the existing budget allotment.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Copy of Ministry of Labour And Employment (Directorate General of Employment and Training)'s Notification No. DGET-23[1]2003-AP dated 21st March, 2007.

G.S.R. 214[E].- In exercise of the powers conferred by Sub-section (1) of Section 37 of the Apprentices Act, 1961 (52 of 1961), the Central Government after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely;-

1. (1) These rules may be called the Apprenticeship (Amendment) Rules, 2007.

(2) They shall come into force on the date of their publication in Official Gazette.

2. In the Apprenticeship Rules, 1992, in rule 11, in sub-rule(1) for clauses(a),(b), (c) and (d) and entries relating thereto , the following shall be substituted , namely-

" (a) During the First year of training	Rs. 1090/- per month
(b) During the Second Year of training	Rs. 1240/- per month
(c) During the Third Year of training	Rs. 1440/- per month
(d) During the Fourth year of training	Rs. 1620/- per month

(F.No.DGET-23(1)2003-AP)

Foot Note: The Principal rules were published in the Gazette of India vide G.S.R. No.356 dated 1.8.1992 and subsequently amended vide S.O. 2144 dated 9-10-1993, GSR. 497 dated 9-10-1993, S.O. 1041 dated 30-4-1994, GSR 432 dated 20-08-1994, FSR 239[E] dated 23-2-1995, GSR 433[E] dated 10-5-1995, GSR 806 [E] dated 26-12-1995, GSR 345 [E] dated 31-7-1996, GSR 390 dated 14-9-1996, GSR 2650 dated 14-9-1996 GSR 494 dated 9-11-1996, SO 3159 dated 9-11-1996, GSR 496 dated 9-11-1996, GSR 521 dated 16-11-1996, GSR 560[E] dated 10-12-1996, GSR 561[E] dated 10-12-1996, SO 860[E] dated 10-12-1996, GSR 269 dated 21-6-1997, GSR 1617 dated 21-6-1997, GSR 293 dated 10-7-1997 GSR 338 dated 25-9-1997, GSR 339 dated 17-9-1997, GSR 349 dated 25-9-1997, GSR 391[E] dated 9-12-1997, SO 847[E] dated 9-12-1997, GSR 150[E] dated 28-3-1998, GSR 84 dated 11-4-1998, GSR 73[E] dated 7-2-2001, GSR 188[E] dated 15-3-2001, GSR 375[E] dated 18-5-2001, GSR 656[E] dated 18-9-2002, SO 1017[E] dated 18-9-2002, GSR 102 dated 25-2-2003, GSR 300 dated 11-8-2003, GSR 184 dated 25-5-2004, and last mentioned vide number G.S.R. 5 dated 1-12-2005.

SERIAL CIRCULAR NO. 120 /2007

No. P(PC)487/V//97/DA Date:14-09 –2007

Copy of Board's letter No. PC-V/97/1/7/14 dated 13-09-2007 is published for information, guidance and necessary action. Board's letters dated 16-10-97 & 22-03-07 quoted therein were circulated as SC Nos. 171/97 and 46/07, respectively.

Copy of Bd's letter No. PC-V/97/1/7/14 dated 13-09-2007 (RBE No.115/2007)

Sub: Payment of Dearness Allowance to Railway employees – Revised rates effective from 1.7.2007.

…

Reference to this Ministry's letter of even number dated 22-03-07 (S.No.PC-V/483, RBE No.46/2007) on the subject mentioned above. The President is pleased to decide that the Dearness Allowance payable to Railway employees with effect from 1st July, 2007 shall stand modified as follows:-

Date from which payable	Rate of Dearness Allowance per month
01-07-2007	41% of pay

2. The provisions contained in Paras 3 and 4 of this Ministry's letter No.PC-V/97/I/7/14 dated 16.10.1997 (S.No.PC-V/3, RBE No.139/97) shall continue to be applicable, while regulating Dearness Allowance under these orders.

3. The additional instalment of Dearness Allowance payable under these orders shall be paid in cash to all Railway employees. The arrears may be charged to the salary bill for September 2007 and no honorarium is payable for preparing separate bill for this purpose.

4. The payment on account of Dearness Allowance involving fraction of 50 paise or above may be rounded off to the next higher rupee and the fractions of less than 50 paise may be ignored.

5. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 121 /2007

No.P(R)/554/VI Date:20 -09 –2007

Copy of Board's letter No. E[G]2007QR1-5 dated 30-08-2007 is published for information, guidance and necessary action. Board's letter dated 08-08-07 quoted therein was circulated as SC No. 117/07.

Copy of Bd's letter No. E[G]2007QR1-5 dated 30-08-2007

Sub: Retention of Railway accommodation at the previous place of posting in favour of officers/ staff posted to new zones.

Ref: Board's letter of even no. dated 08-08-07 [RBE No. 103/07]

***

Permission for retention of Railway accommodation at the previous place of posting was allowed upto the dates specified below against each new zone or as is admissible in case of permanent transfer from the date of actual relinquishing charge at previous place of posting, whichever is earlier, vide letter of even No. dated 08-08-07.

East Central Railway	31st December, 2007
East Coast Railway	31st August, 2007
North Central Railway	31st August, 2007
North Western Railway	31st August, 2007
South East Central Railway	31st August, 2007
South Western Railway	30th November, 2007
West Central Railway	31st December, 2007

In slight modification to the above referred letter, Board have decided that the officers / staff posted in the new zones would be allowed to retain railway accommodation at the previous place of posting upto the period specified against each of the new zones as indicated above and thereafter, i.e., from the day after the above mentioned cut off dates they would be allowed to retain railway accommodation on educational / medical grounds, as is permitted under normal rules of transfer.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 122 /2007

No.P(R)/171/IV Date:20 -09 –2007

Copy of Board's letter No.E[GP]2005/2/61 dated 14-08-2007 is published for information, guidance and necessary action. Board's letter dated 22-11-2005 quoted therein was circulated as 208/2005.

Copy of Bd's letter No. E[GP]2005/2/61 dated 14-08-2007 (RBE No.108 /07)

Sub: Fixation of Group 'B' cadre for operation of post based roster for promotion from Group C to Group B and within Group 'B'

…

In continuation of Board's letter of even number dated 22-11-2005, the Group 'B' cadre strength in each of the 8 major departments may be re-fixed by the Railways by adopting the following percentages on the combined cadre strength of Jr. Scale / Group 'B' in each Department as on 01-04-2007.

Department	Percentage of Group 'B' posts
CIVIL	79.58
TRAFFIC	63.73
MECHANICAL	52.80
ELECTRICAL	62.00
S&T	67.72
STORES	67.46
ACCOUNTS	78.62
PERSONNEL	72.59

[These percentages are w.r.t. the revised Junior Scale [Group 'A'] cadre strength as on 01-04-2007 for the respective departments.]

SERIAL CIRCULAR NO. 123 /2007

No.P(R)/535/VII Date: 21-09 –2007

Copy of Board's letter No.E[NG]I-2007/PM3/2 dated 23-08-2007 is published for information, guidance and necessary action. Board's letter dated 31-3-2003 quoted therein was circulated as SC Nos. 77/03. Compliance report called for vide para [4] may be sent to Railway Board directly by SPO/T/HQrs.

Copy of Bd's letter No. E[NG]I-2007/PM3/2 dated 23-08-2007 (RBE No.110 /07)

Sub: Redeployment of Catering Staff who were on deemed deputation to IRCTC and opted for reversion back to the Railways- Identification of posts in Group 'D' and promotion of Catering Staff working on Railway or on deemed deputation to IRCTC.

***

As the Railways are aware in terms of instructions contained in this Ministry's letter No. E[NG]I-2003/TR/10 dated 31-03-2003 Group 'C' & 'D' Catering Staff who are on deemed deputation to IRCTC and exercise option to revert back to the Railways are to be treated as surplus staff to be redeployed as per procedure already in force.

2. The issue was discussed by both the federations in a meeting with the Board held on 03-08-2007. It has been decided that Zonal Railways should identify vacant Group 'D' posts in which the catering staff presently on deemed deputation with IRCTC and who may opt for reversion back to the Railways, can be absorbed. Such absorption can be made in any Railway / Division/ Unit. Accordingly, after the vacant Group 'D' posts have been identified by the Railways and the concerned employees presently with IRCTC have submitted their willingness, IRCTC may be advised to relieve the catering staff who have been identified for such absorption to join the Railway in the respective department. The absorption of deemed deputationists in identical vacant Group 'D' posts will be with seniority from the date of such absorption as is normally the procedure in case of induction against direct recruitment quota, on request. However, as per the procedure in force the pay drawn by them on regular basis, even in cases where they happen to be absorbed in the grades lower than the one in which they are presently working on regular basis will be protected.

3. Besides, Railways may also be aware that instructions on the issues of promotion of Catering Staff and non-surrendering of promotion posts have been issued by the Board. These were last reiterated vide this Ministry's letters No. E[NG]I-2003/PM3/5 dated 06-02-2007 and No. E[NG]I-2007/PM3/2 dated 28-5-2007 respectively. Board desire that these instructions may be complied with in full so that there is no scope for any grievance of Catering Staff on this account.

4. Compliance report indicating the details of action taken may be furnished to Board so as to reach by 15-09-2007.

SERIAL CIRCULAR NO. 124 /2007

No.P(R)/500/XXII Date:21-09–2007

Copy of Board's letter No.F[E]III/2007/PN1/5 dated 10 -9-2007 together with this Railway's letter of even number dated 17-08-07 is published for information, guidance and necessary action. Board's letters dated 16-03-05 and 13-10-06 quoted therein were circulated as SC Nos. 46/05 and 178/06, respectively.

Copy of this Railway's letter No. P[R]500/XXII dated 17-08-07

Sub: Eligibility of divorced/widowed daughter for grant of Family Pension

…

In terms of Board's letter No.F(E)III/98/PN1/44 dt. 13.10.2006 (RBE No.152/ 2006), family pension is admissible to widowed/divorced daughters irrespective of the fact that the divorce/widowhood takes place after attaining the age of 25 years or before attaining that age, subject to other conditions being satisfied.

While implementing the above instructions, a doubt has arisen as to how the payment of family pension is to be arranged in respect of cases where a pensioner has two or more divorced or widowed daughters.

This Railway is of the view that in case of widowed or divorced daughter, when their number is more than one; both are adults having independent living. Therefore, in such eventuality the family pension should ideally be distributed equally among all the living claimants, so that equity is maintained on the analogy that family pension is paid in equal shares to the widows of a Railway servant in terms of Rule 75(6) of RS(Pension) Rules,1993.

Board are requested to examine the issue and advise in the matter, early.

Copy of Board's letter No.F[E]III/2007/PN1/5 dated 10 -9-2007

Sub: Eligibility of divorced / Widowed daughter for grant of family pension.

…

With reference to South Central Railway's letter No. P[R]500/XXII dated17-8-2007 on the above mentioned subject, it is clarified that vide Board's letters No. F[E]III/98/PN1/4 dated 16-3-2005 and 13-10-2006 the benefit of family pension has been extended to widowed / divorced daughters beyond 25 years of age subject to fulfillment of all other conditions prescribed in the case of son / daughter. Accordingly, in case of two or more widowed or divorced daughters, elder one will be entitled first for grant of family pension. The turn of younger one will materialize only when the elder daughter ceases to draw family pension.

SERIAL CIRCULAR NO. 125 /2007

No.P(R)/240/DR/IV Date: 21 -09 –2007

Copy of Board's letter No.E[W]2005 UN1/3 dated 05-09-2007 is published for information, guidance and necessary action. Board's letters dated 27-12-05 and 22-11-06 quoted therein were circulated as S.C. No. 6/2006 and 207/2006, respectively.

Copy of Bd's letter No. E[W]2005 UN1/3 dated 05-09-2007 (RBE No.113 /07)Uniform Circular No. 3 of 2007

Sub: Reimbursement of cost of shoes in favour of Gangmen [Trackmen], Keymen, Mates, Patrolmen, Gatemen and Trollymen.
Ref: Board's letter No. E[W]95 UN1-19 dated 27-12-05 & 22-11-06

****

In terms of Board's instructions referred to above, Gangmen [Trackmen], Keymen, Mates, Patrolmen, Gatemen, Trollymen and allied categories are to be supplied shoes of specification as laid down in the instructions. With a view to overcome the problem of distribution of shoes of wrong size, it has now been decided by Board that a payment of Rs.450/- per year per employee may be made on trial basis subject to the employees wearing shoes.

2. Reimbursement of the amount may be made to the employees only after they submit cash memo for purchase of the shoes of the same specification as prescribed in Board's letters dated 27-12-05 & 22-11-06 referred to above and a proper account of the same may be maintained by the Engineering Department on Railways. The existing stock, if any, may please be exhausted first.

3. This issues with the concurrence of the Finance Dte. of the Ministry of Railways.

SERIAL CIRCULAR NO. 126 /2007

No.P(R)/473/VII Date: 21-09 –2007

Copy of Board's letter No.E[W]93/PS 5-1/1 dated 05-09-2007 is published for information, guidance and necessary action. Board's letter dated 16-02-04 quoted therein was circulated as SC No. 34/04.

Copy of Bd's letter No. E[W]93/PS 5-1/1 dated 05-09-2007 (RBE No. 112/07)

Sub: Travel entitlements for serving and retired GMs & Officers of equivalent rank in I-AC /Executive Class.

…

Board have decided to modify the rail travel facilities for travel on Rajdhani & Shatabdi Express trains and other Mail /Express trains on Privilege and Post Retirement Complimentary Passes in respect of Officers in pay scale of Rs.24050 -26000/-. Accordingly, in partial modification of the instruction as contained in Board's letter of even number dated 16-02-04 entitlement for travel by Rajdhani & Shatabdi Express train and other Mail /Express trains on Privilege and Post Retirement Complimentary Passes in respect of General Manager and Officers of equivalent rank in the Scale of Rs. 24050 – 26000 and above stand revised as under:

S.No.	Status	Rajdhani Express	Shatabdi Express
	Serving and retired General Managers, Addl. Members, DG/RHS and DG/RPF* of the grade Rs.24050/- and above	One berth in 1-AC for self. For travel of spouse, one extra berth on payment of 1/3rd difference of fare between I-AC & 2-AC of Rajdhani Express. Or 2 berths in 2-AC Or 4 berths in 3-AC	Two seats in Executive Class Or Two seats in Chair Car

* Entitled only on Privilege Pass as no Post Retirement Complimentary Pass is admissible.

2. The above travel facility in I AC will also be applicable in Mail / Express trains.

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 127 /2007

No.P(R)/583/Awards/III Date:21 -09 –2007

Copy of Board's letter No.86/Safety-I/24/35 dated 11-9-2007 is published for information, guidance and necessary action. Board's letter dated 6-7-98 quoted therein was circulated under letter No. P[R]583/Awards/III dated 21-1-99.

Copy of Bd's letter No. 86/Safety-I/24/35 dated 11-9-2007

Sub: Award to Railway Staff for Accident-free service.

…

In partial modification of instructions issued vide Board's letter of even number dated 06-07-98, Board have decided to grant accident free service award in favour of widow/ spouse or legal heir of the employee in case of his death while in service and also the staff who have taken voluntary retirement in addition to superannuation.

This issues with the concurrence of Finance Directorate of Board's office.

SERIAL CIRCULAR NO. 128/2007

No.P(R)/583/Awards/II Date:26-09 –2007

Copy of Board's letter No.E[NG]II/2007/PO/Genl./9 dated 17-8-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[NG]II/2007/PO/Genl./9 dated 17-8-07

Sub: Incentive for Railway Staff to be posted at Workshop Project Organisation under CAO [Workshop Project], Patna /East Central Railway – transfer of Railway Staff reg.

***

In terms of Minstry's letter of even no. dated 27-4-2007 three advance increments are inter-alia admissible to Railway staff joining on option to Workshops Projects [Carriage POH Workshop /Harnaut, Cast Wheel Plant / Bela [Chhapra], Wagon POH Workshop / Sonepur and DSL Loco Factory / Marhaura] as a measure of incentive subject to conditions as stipulated therein. A copy of these instructions dated 27-4-2007 is enclosed herewith for ready reference and wide circulation amongst the employees. Options from eligible staff may accordingly be forwarded to E.C. Railway for further action. The optees accepted by E.C. Railway may be spared as and when required by that Railway for joining the above mentioned Workshop Projects.

Copy of Bd's letter No. E[NG]II/2007/PO/Genl./9 dated 27-4-07

Sub: Incentive for Railway Staff to be posted at Workshop Project Organisation under CAO [Workshop Project], Patna /East Central Railway.

***

Please refer to CAO/Workshop Projects/ ECR's letter No. HRK/RPK/283/NG dated 09-03-2007 on the above cited subject.

2. Keeping in view the difficulties being faced by Workshop Projects Organisation/ Patna in attracting serving railway personnel to join workshop Projects – [Carriage POH Workshop / Harnaut, Cast Wheel Plant / Bela [Chhapra], Wagon POH Workshop /Sonepur and DSL Loco Factory / Marhaura] the Board have decided that:-

2.1. The staff who are posted at the Workshops Projects may be allowed three advance increments in the existing grade to be absorbed in the future promotion.

2.2 The advance increments will be allowed to staff from the date of posting at the projects.

2.3. The advance increments will also be allowed to staff already posted at the projects prospectively from the date of issue of this letter.

2.4. The advance increments will stand withdrawn on return of such staff to their parent cadre.

2.5. One set of additional pass may be given to such staff every year for the first 5 years or till their repatriation to parent railway whichever is earlier.

3. The modalities with respect to sub-para 2.5 above will be worked out by the respective Directorate.

4. This issues with the concurrence of Finance Directorate of the Ministry of Railways, Railway Board.

SERIAL CIRCULAR NO. 129 /2007

No.P(R)/500/XXII Date: 05-10 –2007

Copy of Board's letter No.F[E]III/2007/PN1/5 dated 18-09-07 is published for information, guidance and necessary action. Board's letters dated 05-11-97, 27-04-98, 20-08-2001, 16-03-05 and 13-10-06 quoted therein were circulated as SC Nos.181/97, 115/98, 208/01, 46/05 and178/06, respectively.

Copy of Bd's letter No. F[E]III/2007/PN1/5 dated 18-09-07 (RBE No116 /07)

Sub: Extension of scope of family pension to unmarried daughters of Railway servants / pensioners.

…

A copy of Department of Pension & Pensioner' Welfare [DOP & PW]'s O.M. No. 1/19/3-P&PW[E] dated 6th September, 2007 on the above subject is forwarded herewith for information and compliance. These instructions will apply mutatis mutandis on the Railways also.

2. In terms of these instructions, family pension to an unmarried daughter beyond 25 years of age, shall be admissible from the date of issue of instructions of DOP & PW i.e. 06-09-2007 or from the date on which her turn for family pension materializes, whichever is later.

3. A concordance of DOP & PW's instructions referred to in the enclosed O.M. and Railway Board's corresponding instructions is given below:

S.No.	DOP & PW's instructions	Railway Board's corresponding instructions
1	Rule 54 of CCS [Pension] Rules, 1972	Rule 75 of Railway Services [Pension] Rules, 1993
2	O.M. No. 45/86/97 – P&PW[A]Pt.I dated 27-10-1997	Letter No. F[E]III/97/PN1/22 dated 05-11-1997
3	O.M. No. 45/51/97 – P&PW[E] dated 05-03-1998	Letter No. F[E]III/98/PN1/4 dated 27-04-1998
4	O.M. No. 45/51/97 – P&PW[E]Vol.II dated 25-07-2001	Letter No. F[E]III/98/PN1/4 dated 20-08-2001
5	O.M. No. 1/19/03 – P&PW[E] dated 25-08-2004	Letter No. F[E]III/98/PN1/4 dated 16-03-2005 and 13-10-2006

Copy of DOP & PW] s O.M. No. 1/19/03- P&PW[E] dated 6th September, 2007

Sub: Extension of scope of family pension to unmarried daughters of Central Government servants / pensioners.

***

The undersigned is directed to say that as per existing provisions under clauses [ii] and [iii] of sub-rule [6] of Rule 54 of the C.C.S. (Pension) Rules, 1972, read with para 7.2 [b] of this Department's O.M. No. 45/86/97-P&PW[A]-Part I dated the 27th October, 1997, son / daughter including widowed / divorced daughter is eligible for grant of family pension till he / she attains the age of 25 years or upto the date of his / her marriage / remarriage, whichever is earlier subject to income criterion laid down in this Department's O.M. No. 45/51/97-P&PW[E] dated the 5th March, 1998 which stipulates that a son / daughter, including widowed / divorced daughter, shall not have an income exceeding Rs.2550/- per month from employment in Government, the private sector and self employment, etc., to be eligible for family pension. Orders were also issued vide this Department's O.M. No. 45/51/97-P&PW[E] [Vol.II] dated the 25th July, 2001 regarding eligibility of disabled divorced / widowed daughter for family pension for life subject to conditions mentioned therein. Further, orders were issued for making the widowed / divorced daughter eligible for family pension vide this Department's O.M. of even number dated the 25th August, 2004.

2. The Staff Side of National Council [JCM] had raised the issue of extension of scope of family pension to unmarried daughters of the Government servants / Pensioners even after attaining the age of 25 years at par with the widowed / divorced daughters, which has been agreed to in principle. It has, accordingly, been decided that the unmarried daughters beyond 25 years of age shall also be eligible for family pension at par with the widowed / divorced daughters subject to other conditions being fulfilled. Grant of family pension to unmarried / widowed / divorced daughters shall be payable in order of their date of birth and younger of them will not be eligible for family pension unless the next above her has become ineligible for grant of family pension. It is further clarified that family pension to unmarried / widowed / divorced daughters above the age of 25 years shall be payable only after the other eligible children below the age of 25 years have ceased to be eligible to receive family pension and that there is no disabled child to receive the family pension.

3. This issues with the concurrence of the Ministry of Finance, Department of Expenditure vide their U.O. No. 380/E.V/2006 dated 05-01-2007.

4. These orders, insofar as their applicability relates to the employees of the Indian Audit and Accounts Department, are being issued in consultation with the Comptroller and Auditor General of India, vide their U.O. No. 56 Audit [Rules] /12-2007 dated 22-05-2007.

SERIAL CIRCULAR NO. 130 /2007

No.P(R)/54/IV Date: 09 -10 –2007

Copy of Board's letter No.E[P&A]II-2007/HRA-10 dated 8-10-2007 is published for information, guidance and necessary action. Board's letter dated 28-1-2005 quoted therein was circulated as SC No. 12/2005. Necessary action may be taken to draw House Rent Allowance in respect of eligible employees who are posted to work within the municipal limits of Greater Hyderabad Municipal Corporation at A-1 class city rates [i.e. 30%] w.e.f. 1-9-2007.

Copy of Bd's letter No. E[P&A]II-2007/HRA-10 dated 8-10-2007 (RBE No.127 /07)

Sub: Upgradation of Greater Hyderabad Municipal Corporation as A-1 class city for the purpose of House Rent Allowance / Compensatory [City] Allowance.

…

Reference is invited to this office's letter No. E[P&A]II-2004/HRA-16 dated 28-1-2005 regarding re-classification of cities / towns on the basis of 2001 Census for the purpose of grant of House Rent Allowance and Compensatory [City] Allowance to Railway employees. Consequent upon re-constitution of the area of Hyderabad Municipal Corporation and re-naming it as Greater Hyderabad Municipal with the addition of certain areas within its municipal limits vide notification dated 16-4-2007 of the Government of Andhra Pradesh, the population of

‘Greater Hyderabad Municipal Corporation’ has increased, qualifying for classification as ‘A-1’ class city for the purpose of House Rent Allowance / Compensatory [City] Allowance.

2. The President is accordingly pleased to decide that Greater Hyderabad [MC] shall stand classified as ‘A-1’ class for the purpose of grant of HRA/CCA to the Railway employees posted at Greater Hyderabad [MC].

3. These orders shall be effective from **01-09-2007.** All other conditions governing grant of Rent Allowance / Compensatory [City] Allowance under existing rules / orders shall continue to apply.

4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 131 /2007

No.P(R)/436/MRPR Date: 11-10 –2007

Copy of Board's Notification No.E [G]2007/EM1/1 dated 19-9-2007 is published for information, guidance and necessary action.

Copy of Bd's Notification No.E [G]2007/EM1/1 dated 19-9-2007 (RBE No.117 /07)

(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART II, SECTION 3, SUB-SECTION [ii])

NOTIFICATION

S.O. In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Railway Services [Pension] Rules, 1993, namely:-

[1] These rules may be called the Railway Services [Pension] Amendment Rules, 2007.

[2] They shall be deemed to have come into force from the 23rd day of November, 2006.

2. In the Railway Services [Pension] Rules, 1993, -

A In rule 11,-

[i] in sub-rule [1]-

[a] for the words “two years”, the words ‘one year’ shall be substituted;

[b] for the words and figures “ Form 18’ the word and figure “Form 1” shall be substituted;

[ii] for sub-rule [3], the following sub-rule shall be substituted, namely:-

“[3] In granting or refusing permission under sub-rule [2] to a pensioner for taking up any commercial employment, the Government shall have regard to the following factors, namely:-

[a] Whether a ‘No Objection’ for the proposed post retirement commercial employment has been obtained from the cadre controlling authority and from the office where the officer retired.

[b] Whether the officer has been privy to sensitive or strategic information in the last three years of his service which is directly related to the areas of interest or work of the organization which he proposes to join or the areas in which he proposes to practice or consult.

[c] Whether there is conflict of interest between the policies of the office he has held in the last three years and the interest represented or work undertaken by the organization he proposes to join.

Explanation: For the purposes of this clause, " conflict of interest", shall not include normal economic competition with the Government or its undertakings.

[d] Whether the organization he proposes to join has been known to be in any way in conflict with or prejudicial to India's foreign relations, national security and domestic harmony, and whether the organization is undertaking any activity for intelligence gathering.

[e] Whether service record of the officer is clear, particularly with respect to integrity and dealings with non-Government organizations.

[f] Whether the proposed emoluments and pecuniary benefits are far in excess of those currently prevailing in the industry.

Explanation: For the purposes of this clause, the words "far in excess" , shall not be construed as to cover increase in such benefit that may be as a result of buoyancy in industry or in the economy as a whole.

[g] Any other relevant factor'',

[ii] in sub-rule [6], for the words '' two years, the words ''one year'' shall be substituted;

[B] in FORM 1,

[i] in the heading, for the words, ''TWO YEARS'' the words ''ONE YEAR'' shall be substituted;

[ii] in serial number 7, for clause [c], the following shall be substituted, namely:-

[c] Whether the officer had during the last three years of his official career, any dealings with the firm or company or Co-operative Society, etc.",

[iii] for serial number 9, the following shall be substituted, namely:-

"9. Declaration:-

I hereby declare that----

[a] The employment, which I propose to take up will not involve activities prejudicial to India's foreign relations, national security and domestic harmony. It will not involve conflict of interest with the policies of the office held by me during the last three years; and the interest represented or work undertaking by the organization I propose to join will not bring me into conflict with the working of the Government.

[b] I have not been privy to sensitive or strategic information in the last three years of service, which is directly related to the areas of interest or work of the organization that I propose to join or to the areas in which I propose to practice or consult.

[c] My service record is clear, particularly with respect to integrity and dealings with non-Government Organisation.

[d] I agree to withdraw from the commercial employment in case of any objection by the Government.

Address
Place
Dated
Signature of applicant."

EXPLANATORY MEMORANDUM

1. The Railway Services [Pension] Rules, 1993 came into force on the 3rd December, 1993.
2. In order to maintain uniformity with the Department of Personnel and Training's Notification on the issue published in the Gazette of India, vide number S.O. 723 [E], dated the 23rd November, 2006, this notification is given retrospective effect from the 23rd November, 2006.
3. The amendments to the said rules with retrospective effect will not adversely effect the interest of any person.

F. No. E [G]2007/EM1/1 dated 19-9-2007

Note:- The Railway Services [Pension] Rules, 1993 were published in the Gazette of India, Extraordinary, vide number SO 930, dated the 3rd December 1993 and subsequently amended vide notification numbers:

S.No.	Notification No.	Date	Published in the Gazette of India Part II Section 3 Sub-Section [ii]	
			S.O. No.	Date of Publication
1	F[E]III/94/PN1/31[Amendment]	03-02-1995	511	25-02-1995
2	E[G]94 EM1-6	31-03-1995	1026	15-04-1995
3	F[E]III/99/PN1/38[Modification]	23-05-2000	1554	15-07-2000
4	F[E]III/97/PN1/14[Amendment]	24-05-2000	1553	15-07-2000
5	F[E]III/2000/PN1/23	18-10-2001	1081	30-03-2002
6	E[G]2002 EM1/1	23-08-2002	1214[E]	04-11-2004
7	F[E]III/2003/PN1/38[Amendment]1	30-12-2003	1488 [E]	30-12-2003
8	F[E]III/2004/PN1/21[Amendment]	07-12-2004	3191	18-12-2004
9	F[E]III/2003/PN1/25	20-01-2005	399	05-02-2005
10	F[E]III/2003/PN1/1	10-03-2005	1001	19-03-2005
11	F[E]III/2003/PN1/1 dated	30-03-2006	1306	08-04-2006

SERIAL CIRCULAR NO. 132 /2007

No.P(R)/500/XXII Date 11-10 –2007

Copy of Board's letter No.F[E]III/2005/PN1/23 dated 20-09-2007 is published for information, guidance and necessary action. Board's letters dated 26-03-87, 07-11-97 and 18-08-98 quoted therein were circulated as SC No. 85/87, 204/97 and 234/98, respectively.

Copy of Bd's letter No. F[E]III/2005/PN1/23 dated 20-09-2007 (RBE No.120 /07)

Sub: Restoration of 1/3rd commuted portion of pension in respect of Government servants who had drawn lumpsum payment on absorption in public sector undertakings/ autonomous bodies- implementation of Andhra Pradesh High Court judgement dated 24-12-03 in Writ Petition No. 8532 of 2003 followed by the Supreme Court judgement dated 29-11-2006 in Civil Appeal 5269 of 2006 arising out of SLP Nos 21647-648 of 2005 and the Supreme Court judgement dated 24-07-07 in Review Petition No. 643 of 07.

…

A copy of Department of Pension & Pensioners' Welfare [DOP&PW]'s O.M. No. 4/79/2006-P&PW[D] dated 6th September, 2007 on the above subject is forwarded herewith for information and compliance. These instructions will apply mutatis mutandis on the Railways also.

2. A concordance of DOP&PW's instructions referred to in the enclosed O.M. and Railway Board's corresponding instructions is given below.

S.No.	DOP&PW's instructions	Railway Board's corresponding instructions
1	O.M. No. 34/2/86-P&PW dt. 05-03-87	Letter No. F[E]III/87/PN1/7 dt. 26-03-1987

2	O.M. No. 2/1/87-PIC dt.16-04-87	Letter No. PC-IV/87/Imp/PN2 dt. 20-04-87
3	O.M. No. 45/86/07-P&PW[A]-Pt.II dated 27-10-97	Letter No. F[E]III/97PN1/23 dt. 07-11-1997
4	O.M. No. 4/59/97-P&PW [D] dt. 14-07-98	Letter No. F[E]III/96/PN1/9 dt. 18-08-1998

Copy of Ministry of Personnel, Public Grievances & Pensions [Department of Pension & Pensioners' Welfare]'s O.M. No. 4/79/2006-P&PW[D] dated 6th September, 2007

Sub: Restoration of 1/3rd commuted portion of pension in respect of Government servants who had drawn lumpsum payment on absorption in public sector undertakings/ autonomous bodies- implementation of Andhra Pradesh High Court judgement dated 24-12-03 in Writ Petition No. 8532 of 2003 followed by the Supreme Court judgement dated 29-11-2006 in Civil Appeal 5269 of 2006 arising out of SLP Nos 21647-648 of 2005 and the Supreme Court judgement dated 24-07-07 in Review Petition No. 643 of 07.

***

The undersigned is directed to say that the Government servants who had drawn lump sum payment in respect of pro-rata pension [1/3rd as well as 2/3rd] on absorption in a PSU/Autonomous Body and have become entitled to restoration of 1/3rd commuted portion of pension as per the provisions of this Department's O.M. No. 34/2//86-P&PW dated 5th March 87 after 15 years from the date of commutation or 1-4-85 whichever is later, are regulated vide this Department's O.M. No. 4/59/97-P&PW[D] dated 14th July 1998 as clarified form time to time.

2. Andhra Pradesh High Court in its judgement dated 24-12-03 in Writ Petition No. 8532 of 2003 followed by the Supreme Court Judgement dated 29-11-06 in Civil Appeal No. 5269 of 2006 arising out of SLP Nos. 21647 -648 of 2005 and the Supreme Court Judgement dated 24-7-07 in Review Petition No. 643 of 07 has decided as under:

> "….. the public sector undertaking absorbees are also entitled for dearness relief etc. but not on the entire pension commuted as on the date of retirement. Moreover they received lumpsum amount by way of terminal benefits on surrendering on 2/3rd pension, in that way, they have already parted with 2/3rd pension, it cannot be said to revive after 15 years. But, in case of Central Government pensioners 2/3rd pension was continued to be received by them. Therefore, what is restored is 1/3rd pension which means full pension. But the same principle cannot be applied to say that the absorbee will get full pension after 15 years in case those who had commuted 1/3rd pension and received terminal benefits for 2/3rd pension had he not surrendered, he continue to receive 2/3rd pension, the same principle apply as in case of Central Government employee. But having received the cash compensation in respect of the surrender value of 2/3rd , he cannot be allowed to say that he is also a pensioner as far as 2/3rd pension is concerned. Such absorbee stand on a different footing and they fall in a different class by themselves on this issue. Under those circumstances, the inescapable conclusion is that 1/3rd pension has to be arrived at only on the basis of the basic pension divided by three after completion of 15 years which becomes drawable as on the date of respective dates and not to be arrived by deducting Rs.403/- from the pension. Therefore, the petitioner will be entitled to as follows:
>
> Restorable Pension:
> From 28-06-87 to 31-12-1995
> Basic Pension [604/1/3rd] Rs. 201/-
> Rs. 538/- Dearness Relief
> Rs. 125/- Additional Benefits:
> Total Rs. 864/-
>
> From 01-01-96 onwards [5th Pay Commission]
> 1/3rd of Basic Pension [1,350/1/3rd] Rs. 450/-

Rs. 185/- Interim Relief
Rs. 1998/- Dearness Relief
Rs. 540/- Fitment
Rs. 3173/-

In this case the employee had commuted minimum permissible pension i.e. 1/3rd. But, even if lesser portion is commuted, the pro-rata commuted portion has to be deducted from the basic pension to arrive at restorable pension, but however, he will get dearness relief, interim relief etc. on full basic pension."

3. The modalities of implementation of above judgement have been under active consideration of the Government. The President is pleased to decide that in partial modification of this Department's O.M. No. 4/59/97-P&PW[D] dated 14th July, 1998, the Government servants who had drawn lump sum payment in respect of pro-rata pension [1/3rd as well as 2/3rd] on absorption in a PSU/Autonomous Body and have become entitled to restoration of 1/3rd commuted portion of pension as per the provisions of this Department's O.M. No.34/2//86-P&PW dated 5th March 87 after 15 years from the date of commutation or 1-4-85 whichever is later, shall be entitled to the benefit of revision of restored amount of 1/3rd commuted portion of pension as explained hereunder:-

[I] As on 01-01-1986

[a] The full pension of the absorbees shall be notionally revised w.e.f. 1-1-1986 based on full pension on absorption in accordance with the instructions for revision of pension, issued for implementing the 4th Pay Commission Recommendations.

[b] The restorable 1/3rd pension shall be the sum of the following:

I] 1/3rd of full pension as on 31-12-1985
II] Dearness Relief on full pension as on 31-12-1985
III] Additional benefits on full pension as per this Department's OM No. 2/1/87-PIC dated 16-4-1987 relating to implementation of the 4th Pay Commission Recommendations.

[II] As on 01-01-1996

[a] The full pension of the absorbees shall be notionally revised w.e.f. 1-1-1996 based on full pension as on 31-12-95 in accordance with the instructions for revision of pension, issued for implementing the 5th Pay Commission Recommendations.

[b] The restorable 1/3rd pension shall be the sum of the following:

I] 1/3rd of full pension as on 31-12-1995
II] Dearness Relief on full pension as on 31-12-1995
III] IR-I and IR-II
IV] Fitment @ 40% of the full pension as on 31-12-1995*
[*in terms of this Deptt. OM No. 45/86/07-P&PW[A]-Pt.II dated 27-10-97

4. Payment of DR shall be on full pension and is subject to the condition that the absorbed employee was not re-employed/employed under the Central Government or State Government or a Corporation/Company/Body/Bank under them in India or abroad, including permanent absorption in such Corporation/Company/Body/Bank at the time of restoration.

5. The benefit of revision of restored amount of 1/3rd commuted portion of pension shall be admissible from the date the commuted portion of pension is restored.

6. This issues with the concurrence of Ministry of Law vide their UO No. 11088/07-A dated 17-8-2007 and Ministry of Finance [Department of Expenditure] vide their UO No. C-47/E.V./ 2007 dated 27-8-2007.

SERIAL CIRCULAR NO. 133 /2007

No.P(R)/563/VIII Date: 11-10 –2007

Copy of Board's letter No.E[Sports] 2007/Policy/4 [Clarifications] dated 11-9-07 is published for information, guidance and necessary action. Board's letter dated 30-03-2007 quoted therein was circulated as SC No. 55/07.

Copy of Bd's letter No. E[Sports] 2007/Policy/4 [Clarifications] dated 11-9-07 (RBE No.114/07)

Sub: Grant of additional increments vis-à-vis out-of-turn promotion to sportspersons for outstanding sports achievement – Clarification regarding.

Ref: Board's policy letter No. E[Sports]2007/Policy/3 dated 30-03-07 [RBE No. 48/07]

…

Please refer to Para 9 of Board's policy letter mentioned above regarding additional increments and out-of-turn promotion to Indian Railways sportspersons for their outstanding sports achievements.

In this connection it is clarified that a sportsperson can be considered for out-of-turn promotion from Group-D to Group-C or within Group-C on acquiring requisite norms as mentioned in Board's letter referred above; even though he/she has been granted additional increments for the same sports achievement[s] by the Railway Board. However, his/her pay in the promotional grade should be fixed by ignoring the additional increments granted for that / those sports achievement [s].

SERIAL CIRCULAR NO. 134 /2007

No.P(R)/676/II Date: 15-10 –2007

Copy of Board's letter No.E[NG]I/2006/TR/18 dated 25-09-2007 together with Board's letter dated 20-12-95 quoted therein is published for information and necessary action.

Copy of Bd's letter No. E[NG]I/2006/TR/18 dated 25-09-2007 (RBE No.121 /07)

Sub: Change of category to Commercial and other non-technical popular categories.

…

Reference instructions contained in this Ministry's letter No. E[NG]I-95/TR/16 dated 20-12-1995 placing restrictions on the change of category to the category of Ticket Collector in the Commercial Department.

2. The matter has been reviewed by the Board. In modification / amplification of instructions contained in this Ministry's letter dated 20-12-1995 referred to above, it has been decided that requests should not be entertained for change of category to Commercial and other non-technical popular categories like Clerk, Accounts Clerk, Ticket Collector, Commercial Clerk, Sr. Clerk, Jr. Accounts Assistant, Commercial Apprentice, Traffic Apprentice, ECRC etc. However, the Administration's powers to absorb surplus staff and medically decategorised staff in any category as per procedure in force remain unaffected.

###

Copy of Bd's letter No. E[NG]I-95/TR/16 dated 20-12-1995 (RBE No.140 /95)

Sub: Change of category to Ticket Collectors.

***

It is noticed that of late, there have been a number of requests from Railway employees for change of category to Ticket Collector even by seeking reversion from higher grades. The matter has been carefully considered by the Board and it has been decided that generally change of category to Ticket Collector on request should not be allowed especially by reversion from higher grade to lower grade, except at the personal discretion of General Managers to be exercised in rare and exceptional circumstances.

SERIAL CIRCULAR NO. 135 /2007

No.P(R)/563/VIII Date: 11-10 –2007

Copy of Board's letter No. E(NG)-II/2007/RR-1/31 dt. 27.9.2007 is published for information, guidance and necessary action. Board's letter dated 3.8.2001 quoted therein was circulated as SC No 202/2001 .

Copy of Bd's letter No. E(NG)-II/2007/RR-1/31 dt. 27.9.2007 (RBE No.122 /07)

Sub: Educational qualification for recruitment to Group 'C' posts in Mechanical Engineering Department on the Railways.

Ref: Letter No.E(NG)-I/2000/RR-1/47 dt.3.8.2001 (RBE No.1523/2001)

…

The issue of review of prescribed educational qualification for direct recruitment to supervisory post of Junior Engineer, Gr.II(Rs.5000-8000) and Section Engineer (Rs.6500-10500) in Mechanical Engineering Department has been under examination of Ministry of Railways (Railway Board).

This review was necessitated owing to demand raised in meeting with Chairmen, Railway Recruitment Boards held in June 2007 wherein several Railway Recruitment Boards stated that pure Mechanical/Electrical/Electronics Engineering as a subject is rarely chosen by students in a Degree or Diploma course now-a-days. These days preference is given by students for specialized courses like Production Engineering, Instrumentation Engineering etc. As only Degree/Diploma in Mechanical/Electrical/ Electronics Engineering are accepted as qualification for the posts of Section Engineer and Junior Engineer, Grade-II respectively in Mechanical Engineering Department on the Railways, it results in rejection of large number of applications and Railways do not get appropriate number of candidates from open market.

In consultation with Mechanical Engineering Directorate of this Ministry, it has now been decided by the Board that henceforth direct recruitment qualification for the following posts in Mechanical Engineering department on the Railways will be as under:

S.No.	Post	Existing Qualification	Revised Qualification
1	Jr.Engineer-II (Rs.5000-8000) (Mechanical Deptt.)	Diploma in Mechanical/ Electrical/Electronics Engineering.	Diploma in Manufacturing / Mechatronics / Industrial/ Mechanical/Tools & Machining/Tools & Disc. Making/ Automobile/ Production /Metallurgy/ Foundry Technology/Electronics/Electrical Engineering. **Note:** Indenting Railway shall have the discretion to specify the number of candidates required from each discipline, subject to a rider that at least 50% of the intake shall be from Mechanical Engg. alone. All candidates selected will, however, be borne on a common cadre.
2.	Jr.Engineer-II (Rs.5000-8000) (C&W)	Diploma in Mechanical/ Electrical Engineering. **Desirable**: Diploma in Rail Transport and	Diploma in Manufacturing / Mechatronics / Industrial/ Mechanical/Tools & Machining/Tools & Disc. Making/ Automobile/ Production

		Management from the Institute of Rail Transport, New Delhi will be an additional qualification.	/Metallurgy/ Foundry Technology/Electronics/Electrical Engineering. **Desirable**: Diploma in Rail Transport and Management from the Institute of Rail Transport, New Delhi will be an additional qualification. **Note:** Indenting Railway shall have the discretion to specify the number of candidates required from each discipline, subject to a rider that at least 50% of the intake shall be from Mechanical Engg. alone. All candidates selected will, however, be borne on a common cadre.
3.	Section Engineer (Rs.6500-10500) (Mechanical Deptt.)	Degree in Mechanical/ Electrical/Electronics Engineering	Degree in Manufacturing / Mechatronics / Industrial/ Mechanical/Tools & Machining/Tools & Disc. Making/ Automobile/ Production /Metallurgy/ Foundry Technology/Electronics/Electrical Engineering. **Note:** Indenting Railway shall have the discretion to specify the number of candidates required from each discipline, subject to a rider that at least 50% of the intake shall be from Mechanical Engg. alone. All candidates selected will, however, be borne on a common cadre.
4.	Section Engineer (Rs.6500-10500) (C&W)	Degree in Mechanical or Electrical Engineering	Degree in Manufacturing / Mechatronics / Industrial/ Mechanical/Tools & Machining/Tools & Disc. Making/ Automobile/ Production /Metallurgy/ Foundry Technology/Electronics/Electrical Engineering. **Note:** Indenting Railway shall have the discretion to specify the number of candidates required from each discipline, subject to a rider that at least 50% of the intake shall be from Mechanical Engg. alone. All candidates selected will,

			however, be borne on a common cadre.

These instructions will be effective from the date of its issue and ongoing recruitments for the above said categories where notification has been published will be governed by past instructions on the subject.

Advance Correction Slip(ACS) to Indian Railway Establishment Manual, Volume-I(1989 edition) will follow.

SERIAL CIRCULAR NO. 136 /2007

No.P(R)/563/VIII Date:11 -10 –2007

Copy of Board's letter No. E(NG)-II/2007/RR-1/32 dt. 27.9.2007 is published for information, guidance and necessary action. Board's letter dated 3.8.2001 quoted therein was circulated as SC No 202/2001 .

Copy of Bd's letter No. E(NG)-II/2007/RR-1/32 dt. 27.9.2007 (RBE No.123 /07)

Sub: Educational qualification for recruitment to Group 'C' posts in Electrical Engineering Departments.

Ref:Letter No.E(NG)-II/2000/RR-1/47 dt.3.8.2001 (RBE No.152/2001)

…

The issue of review of prescribed educational qualification for direct recruitment to supervisory post of Junior Engineer, Gr.II (Rs.5000-8000) and Section Engineer (Rs.6500-10500) in Electrical Engineering Department was under examination of this Ministry .

This review was necessitated owing to demand raised in meeting with Chairmen, Railway Recruitment Boards held in June 2007 wherein several Railway Recruitment Boards stated that pure Mechanical/Electrical/Electronics Engineering as a subject is rarely chosen by students in a Degree or Diploma course now-a-days. Preference is given for specialized courses like Electronics and Communication Engineering, Instrumentation Engineering etc. As only Degree/Diploma in Mechanical/Electrical/ Electronics Engineering are accepted as qualification for the posts of Section Engineer and Junior Engineer, Grade-II respectively in Electrical Engineering Department on the Railways, it results in rejection of large number of applications and Railways do not get appropriate number of candidates from open market.

In consultation with Electrical Engineering Directorate of this Ministry, it has now been decided by the Board that henceforth direct recruitment qualification for the following posts in Electrical Engineering department on the Railways will be as under:

S.No.	Post	Existing Qualification	Revised Qualification
1	Jr. Engineer-II (Rs.5000-8000) (Electrical Deptt.)	Diploma in Mechanical/ Electrical/Electronics Engineering.	Diploma in Electrical/ Electronics & Telecommunications / Electronics /Electrical Power Systems/ Electronics & Communication/ Electronics & Video Engineering /Instrumentation & Control / Industrial Electronics/ Mechanical/ Production/Production Technology/ Industrial Engineering. **Note:** Indenting Railway shall have the discretion to specify the number of candidates required from each

			discipline, subject to a rider that at least 50% of the intake shall be from Electrical Engg. alone. All candidates selected will, however, be borne on a common cadre.
2.	Section Engineer (Rs.6500-10500) (Electrical Deptt.)	Degree in Mechanical/ Electrical/Electronics Engineering	Degree in Electrical/ Electronics & Telecommunications / Electronics /Electrical Power Systems/ Electronics & Communication/ Electronics & Video Engineering / Instrumentation & Control / Industrial Electronics/ Mechanical/ Production/Production Technology/ Industrial Engineering. **Note:** Indenting Railway shall have the discretion to specify the number of candidates required from each discipline, subject to a rider that at least 50% of the intake shall be from Electrical Engg. alone. All candidates selected will, however, be borne on a common cadre.

These instructions will be effective from the date of its issue and ongoing recruitments for the above said categories where notification has been published will be governed by past instructions on the subject.

Advance Correction Slip(ACS) to Indian Railway Establishment Manual, Volume-I(1989 edition) will follow.

SERIAL CIRCULAR NO. 137 /2007

No.P(R)/563/VIII Date: 30 -10 –2007

Copy of Board's letter No.E[NG]II/2006/RC-2/13 dated 17-9-2007 is published for information, guidance and necessary action. Board's letter dated 21-06-2007 quoted therein was circulated as SC No. 93/2007.

Copy of Bd's letter No. E[NG]II/2006/RC-2/13 dated 17-9-2007

Sub: Guidelines for providing various concessions/facilities including scribes to persons with disabilities while conducting examination for their recruitment against 3% quota and issuing of Physically Handicapped Certificate.

…

Instructions contained in this Ministry's letter No. E[NG]II/2006/RC-2/11 dated 21-6-2007 stipulate that Direct Recruitment to Group 'C' and Group 'D' posts from the Open Market against 3% posts reserved for Physically Handicapped [PH] will be done by Railway Recruitment Boards and Zonal Railway Recruitment Cells respectively through a common examination held for filling up reserved as well as unreserved vacancies. In the workshop held for on 25-6-2007 in Railway Board, the issues relating to recruitment against such quota including provision of SCRIBES and other facilities to physically handicapped candidates appearing in such examinations were deliberated upon.

2. Pursuant to discussion in the workshop Ministry of Railways [Railway Board] have considered the matter further and decided the following:

[i] Examination centres for Physically Handicapped candidates be chosen and designated in such a way that they are disabled friendly having the facilities of ramp etc. Seating arrangement for Physically Handicapped candidates in general and for Visually Handicapped [VH] candidates in particular may preferably be made on the ground floor of such centres. Besides, seating arrangement for VH candidate may be made in such a way that only five or six candidates in a room i.e. one candidate in each corner and one or two in the center of the room, can be accommodated.

[ii] Visually impaired candidates /those candidates whose writing speed is affected by Cerebral palsy can avail the assistance of Scribe for writing answers on their behalf. For this purpose they will have to suitably inform the recruiting agency in advance as per [d] below. In all such cases engagement of Scribes will be subject to the following conditions:

[a] The candidates will have to arrange their own scribes at their own cost during the examination. Separate Admit Cards be issued to the Scribes accompanying the visually handicapped candidates. Admit card should contain the particulars and photograph of the Scribe duly signed by him/her. The invigilators on duty will verify the identity of the Scribe with photo and particulars printed on Admit card issued to Scribe.

[b] The academic qualification of the SCRIBE should be one grade below the qualification prescribed for the post for which recruitment is being made.

[c] The SCRIBE can be from any academic discipline if the recruitment is for general post. If the recruitment is for a specialized post, he/she should be from a discipline different from that of the candidate. He / she should not have secured more than 60% marks in the qualification mentioned at [b] above.

[d] The candidates as well as the Scribe will have to give a suitable undertaking [enclosed Proforma as annexure I] confirming that the Scribe fulfills all the stipulated eligibility criteria for a Scribe as mentioned above. In case it transpires later that he/she did not fulfill any of the laid down eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination. The Visually Handicapped candidate shall be responsible for any misconduct on the part of scribe brought by him/her. The undertaking, as given in the enclosed proforma at annexure I, should be submitted by the Visually Handicapped candidate along with his/her application form.

[e] Candidates availing the assistance of a Scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

2.1. The VH candidates opting to avail the assistance of Scribes be accommodated at one examination venue of the designated examination centres. The recruiting agency will not make available the question paper of the examination meant for VH candidates at examination centre other than those designated for the purpose.

2.2 The Scribe will read out the questions to the candidates and on the candidates stating clearly answer against each question, the SCRIBE will write /indicate the same. An invigilator shall exclusively be posted with every VH candidate who have opted to avail the assistance of a Scribe. The invigilator shall have to sit along side the Scribe who will sit opposite the VH candidate so that conversation between the Scribe and VH candidate could be overheard by the Invigilator who shall ensure that only the answers spelt out by the candidate are written / indicated by the Scribe on the answer book.

2.3 The invigilator will ensure that the scribe makes no gesture, sounds or any other forms of communication designed to indicate to the candidate the correctness or otherwise of

an answer being recorded by him. Any such attempt would entail disqualification of candidate and stringent action will be taken against both the candidate and the scribe.

2.4 Conversation between the candidate and the scribe should not disturb in any way the peace in the examination hall or the other candidates seated in the examination hall/room.

2.5 The VH candidates may be allowed to use TAILOR FRAME AND BRAILLE SLATE WITH PAPER for solving arithmetic problems and they will have to bring their own TAILOR FRAME AND BRAILLE SLATE WITH PAPER in the examination hall. Partially blind candidates who are able to read normal Question Paper set for all the candidates and to write / indicate the answer with the help of Magnifying Glass may be allowed to use Magnifying Glass in the examination hall but they shall not be allowed the help of a SCRIBE. Such candidates may bring their own Magnifying Glass in the examination hall . However, they shall not be provided with the Question Paper meant for VH candidates who require the assistance of a Scribe. All one eyed candidates and VH candidates whose visual degree of disability is less than 40% shall not be considered as Visually Handicapped persons and the provision for engaging Scribe shall not be applicable to them.

3. Question paper for VH candidates will not have any component of map/graphs/statistical data or diagrams/figures/geometrical problems etc.

4. As regards requirement for Physically Handicapped Certificate, the following may be laid down:

[i] The Disability Certificate be accepted which has been issued by a Medical Board duly constituted by the Central / State Government consisting of at least three members out of which at least one member has been / should be a specialist in the relevant field for assessing locomotor / cerebral / visual / hearing disability, as the case may be.

[ii] The Certificate would be valid for a period of 5 years for those whose disability is 'Temporary''. The Medical Board shall indicate the period of validity of the Certificate where there are chances of variation in the degree of disability. For those with permanent disability the validity can be shown as 'Permanent'.

****

ANNEXURE –I

EXAMINATION FOR RECRUITMENT FOR GROUP 'C' / GROUP 'D'
Particulars of the Scribe proposed to be engaged by the Candidate.

Photograph duly signed by the Scribe

1. NAME AND ROLL NO. OF THE BLIND CANDIDATE : _____
2. DATE OF BIRTH : ----------
3. CENTRE/ SUBCENTRE OF EXAM : ----------
4. NAME OF THE SCRIBE : ----------
5. FATHER'S NAME OF SCRIBE : ----------
6. ADDRESS OF THE SCRIBE :

[a] PERMANENT ADDRESSS : ----------

[b] POSTAL ADDRESS : ----------

7. EDUCATIONAL QUALIFICATION OF THE SCRIBE : ----------

8. RELATIONSHIP, IF ANY, OF THE SCRIBE TO THE CANDIDATE : ----------

DECLARATION

We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read / been read out the instructions of the Railway Recruitment Board / Railway Recruitment Cell regarding conduct of the visually challenged candidates / scribes at this examination and hereby undertake to abide by them.

--- ---

[Signature of the candidate] [Signature of the Scribe]

SERIAL CIRCULAR NO. 138 /2007

No.P(R)/54/VI Date: 30 -10 –2007

Copy of Board's letter No. E[P&A]II-2007/HRA-12 dated 18-10-2007 is published for information, guidance and necessary action. Board's letter dated 28-1-2005 quoted therein was circulated as 12/2005.

Copy of Bd's letter No. E[P&A]II-2007/HRA-12 dated 18-10-2007 (RBE No.131 /07)

Sub: Upgradation of Bangalore as 'A-1' class city for the purpose of House Rent Allowance / Compensatory [City] Allowance.

…

Reference is invited to this office's letter No. E[P&A]II-2004/HRA-16 dated 28-1-2005 regarding re-classification of cities / towns on the basis of 2001 Census for the purpose of grant of House Rent Allowance and Compensatory [City] Allowance to Railway employees. Consequent upon re-constitution of the area of Bangalore Mahanagara Palika and re-naming it as Bruhat Bangalore Mahanagara Palika with the addition of certain areas within its Municipal limits vide Notification No. UDD 92 MNY 2006 dated 16-1-2007 of the Government of Karnataka, the population of 'Bruhat Bangalore Mahanagara Palika' has increased, qualifying for classification as 'A-1' class city for the purpose of House Rent Allowance / Compensatory [City] Allowance.

2. The President is accordingly pleased to decide that the city of Bangalore [including existing Urban Agglomeration] shall stand classified as 'A-1' class for the purpose of grant of HRA/CCA to the Railway employees posted at Bruhat Bangalore Mahanagara Palika.

3. These orders shall be effective from **01-10-2007.** All other conditions governing grant of House Rent Allowance / Compensatory [City] Allowance under existing rules / orders shall continue to apply.

4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 139 /2007

No.P(R)/535/VI Date:30-10–2007

Copy of Board's letter No. E(NG)I-2005/PM1/20 dated 09.10.2007 is published for information, guidance and necessary action. Board's letter dated 17-06-2005 quoted therein was circulated as 107/2005 .

Copy of Bd's letter No. E(NG)I-2005/PM1/20 dated 09.10.2007

Sub: Introduction of Limited Departmental Competitive Examination [LDCE] quota in the categories of OS-II scale Rs.5500-9000 and Personnel Inspector [PI] scale Rs.6500-10500- Review service condition for appearing in the LDCE to the post of PI.

…

In terms of instructions contained in para 3[I][ii] of this Ministry's letter of even number dated 17-06-2005 [RB/ Estt. No.102/2005] serving Graduate Personnel Inspectors who have rendered a minimum of three years regular service in grades Rs. 5000-8000 and Rs.5500-9000 put together are eligible to appear in the LDCE for promotion to the post of PI in the pay scale of Rs.6500-10500.

2. The matter has been reviewed by the Board with reference to AIRF's demand that the service experience of three years may be reduced. In modification of the above eligibility condition, it has been decided that PIs in the pay scale of Rs.5000-8000 with two years regular service in the grade and those working in the higher grade Rs.5500-9000 will be eligible to appear in the LDCE for promotion to the post of PI in grade Rs.6500-10500.

2. These instructions will be applicable to the LDCEs notified on or after the date of issue of this letter.

SERIAL CIRCULAR NO. 140 /2007

No.P(R)/66/NDA/IV Date:30-10 –2007

Copy of Board's letter No. E[P&A]II-2007/HW-1 dated 3-10-2007 is published for information, guidance and necessary action. Board's letters dated 13-04-07 and 13-09-07 quoted therein were circulated as 62/2007 and 120/2007 , respectively.

Copy of Bd's letter No. E[P&A]II-2007/HW-1 dated 3-10-2007 (RBE No. 125/07)

Sub: Rates of Night Duty Allowance w.e.f. 01-07-2007.

Consequent to sanction of an additional instalment of Dearness Allowance vide this Ministry's letter No. PC-V/97/I/7/14 dated 13-09-2007, the President is pleased to decide that the rates of Night Duty Allowance, as notified vide Annexures 'A' and 'B' of Board's letter No. E[P&A]II-2007/HW-1 dated 13-4-2007 stand revised with effect from 01-07-2007 as indicated at **Annexure 'A'** in respect of 'Continuous', 'Intensive', 'Excluded', categories and workshop employees, and as indicated at **Annexure 'B'** in respect of 'Essentially Intermittent' categories respectively.

2. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

ANNEXURE 'A'

Rates of Night Duty Allowance with effect from 1.7.2007 for 'Intensive', 'Continuous' and 'Excluded' categories and Workshop staff at the various places classified as 'A-1', 'A', B-1, B-2, and Ordinary localities including 'C' Class Cities.

S.No.	Pay slabs in Vth Pay Commission's scales of pay	A-1	A	B-1	B-2	Ordinary localities including 'C' class cities
1	2550 - 2605	25.95	25.80	25.65	25.50	25.35
2	2606 - 2790	27.10	27.00	26.85	26.70	26.55
3	2791 -3230	30.55	30.30	30.10	29.95	29.60
4	3231 - 3440	33.75	33.50	33.30	33.10	32.80
5	3441 - 4125	38.15	37.90	37.70	37.50	37.20
6	4126 - 4270	42.70	42.40	42.15	41.85	41.30
7	4271 - 4480	44.45	44.15	43.90	43.60	43.05
8	4481 - 4630	46.20	45.95	45.65	45.40	44.80
9	4631 - 4870	48.15	47.85	47.60	47.30	46.75
10	4871 - 5165	50.75	50.50	50.20	49.90	49.35
11	5166 - 5465	53.70	53.40	53.15	52.85	52.30
12	5466 - 6210	58.80	58.55	58.25	58.00	57.45
13	6211-6655	64.70	64.40	64.15	63.85	63.30

14	6656-6955	68.35	68. 05	67.80	67.50	66.95
15	6956-7850 & above	74.20	73.95	73.65	73.40	72.85

ANNEXURE 'B'

Rates of Night Duty Allowance with effect from 1.7.2007 for Essentially Intermittent categories at the various places classified as 'A-1', 'A', B-1, B-2, and Ordinary localities including 'C' Class Cities.

S.No.	Pay slabs in Vth Pay Commission's scales of pay	A-1	A	B-1	B-2	Ordinary localities including 'C' class cities
1	2550-2605	17.30	17.20	17.10	17.00	16.90
2	2606-2790	18.05	18.00	17.90	17.80	17.70
3	2791-3230	20.35	20.20	20.05	19.95	19.75
4	3231-3440	22.50	22.35	22.20	22.05	21.85
5	3441-4125	25.45	25.25	25.15	25.00	24.80
6	4126-4270	28.45	28.25	28.10	27.90	27.55
7	4271-4480	29.65	29.45	29.25	29.05	28.70
8	4481-4630	30.80	30.65	30.45	30.25	29.85
9	4631-4870	32.10	31.90	31.75	31.55	31.15
10	4871-5165	33.85	33.65	33.45	33.25	32.90
11	5166-5465	35.80	35.60	35.45	35.25	34.85
12	5466-6210	39.20	39.05	38.85	38.65	38.30
13	6211-6655	43.15	42.95	42.75	42.55	42.20
14	6656-6955	45.55	45.35	45.20	45.00	44.65
15	6956-7850 & above	49.45	49.30	49.10	48.95	48.55

SERIAL CIRCULAR NO. 141 /2007

No.P(R)/473/VII Date:31-10 –2007

Copy of Board's letter No.E[W]97 PS 5-1/44 dated 10-10-2007 is published for information, guidance and necessary action. Board's letter dated 07-04-99 quoted therein was circulated as 114/99 .

Copy of Bd's letter No. E[W]97 PS 5-1/44 dated 10-10-2007

Sub: Grant of one [1] set of Complimentary Cheque Pass and one [1] set of Privilege Ticket Order to the non-Railway staff of Commission of Railway Safety.

Ref: Northern Railway's letter No. 89/P/Pass/2005/Rep dtd. 17/20-09-07

…

In terms of Board's instructions of even number dated 07-04-99, one[1] set of Complimentary Cheque Pass & one[1] set of Privilege Ticket Order per year for self and eligible family members to non-Railway Officers & staff working in the Railway Safety Organisation is allowed. It is clarified that dependents of such beneficiaries are not eligible for travel under this dispensation.

SERIAL CIRCULAR NO. 142 /2007

No.P(R)/554/ VI Date:31-10 –2007

Copy of Board's letter No.E[G]2007 RN5-6 dated 20-09-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[G]2007 RN5-6 dated 20-09-07 (RBE No. 119/07)

Sub: Retention of quarters by the Railway servants, proceeding on secondment to International Organisations.

…

In terms of instructions contained in Ministry of Urban Affairs and Employment's Directorate of Estates' O.M. No: 12035/1/99-Pol.II dated 20-01-1999, Officers of the Ministry of External Affairs posted abroad at stations which have been declared non-family stations by the Ministry of External Affairs and where officers are not permitted to take their families with them, are eligible to retain the entitled type of accommodation on payment of normal licence fee. Further, in terms of Corrigendum No. 12035/1/99/Pol.II dated 29-06-1999, Central Government employees posted abroad at stations which are declared non-family stations by the Ministry of External Affairs and where officials are not permitted to take their families with them, are also eligible to retain the entitled type of accommodation on payment of normal licence fee. It is hereby clarified that if there are any such cases where Railway employees proceed on secondment to International Organisations and where the posting is done through the Department of Personnel and Training, they may be provided with the facility of retention of entitled type of Railway accommodation on payment of single licence fee.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 143 /2007

No.P(R)/583/Bonus/IV Date: 30-10–2007

Copy of Board's letter No. E(P&A)II-2006/PLB-16 dated 15.10.2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E(P&A)II-2006/PLB-16 dated 15.10.2007 (RBE No.129 /07)

Sub : Payment of Productivity Linked Bonus to non-gazetted Group 'B', 'C' & 'D' Railway employees for the financial year 2006-2007.

…

The President is pleased to sanction Productivity Linked Bonus equivalent to **70 (Seventy)** days wages without any ceiling on wages for eligibility for the financial year 2006-07 to all non-gazetted group 'B', 'C' & 'D' Railway employees (excluding all RPF/RPSF personnel). Where wages exceed Rs.2500/- per month, Productivity Linked Bonus will be calculated as if 'wages" are **Rs.2500/- p.m**.

2 'Wages' for the purpose of calculating Productivity Linked Bonus shall include 'pay' as defined in Rule 103(35)/R-I (1985 Edition) dearness pay and dearness allowance drawn during the financial year 2006-07. However, in the case of running staff, the term 'pay' shall also include 30% of basic pay constituting the pay element in running allowance as payable on leave salary. Other conditions of eligibility, method of calculation of wages etc. as prescribed in this Ministry's instructions and clarifications issued from time to time, shall remain unchanged.

3. It has been decided that in the case of eligible employees mentioned in Para-1 above who were not placed under suspension, or had not quit service/retired/expired during the financial year 2006-07 or were on leave where leave salary admissible is not less than that admissible on leave on average pay, may be paid an amount of Rs.5753/- towards Productivity Linked Bonus for the financial year 2006-07. In the case of employees other than those mentioned above, the amount of Productivity Linked Bonus may be calculated in accordance with the extant instructions on the subject.

4. The Ministry of Railways have also decided that in relaxation of the provisions in Rules 905(2), 908 and 909 of State Railway Provident Fund Rules, as contained in Chapter 9 of R.I/1985 edition, such of the subscribers to the SRPF as are entitled to Productivity Linked Bonus may, if they so desire, deposit the whole or part of the amount admissible under the Scheme in their respective State Railway Provident Fund Accounts.

5. Payment of Productivity Linked Bonus to all eligible non-gazetted Railway employees mentioned in Para 1 above should be made before commencement of the Durga Puja/Dussehra holidays.

6. This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 144 /2007

No.P(R)/227/XV Date: 31-10 –2007

Copy of Board's letter No.E[D&A]2007/RG6-29 dated 9-10-2007 together with their letter dated 28-10-64 quoted therein, is published for information, guidance and necessary action.

Copy of Bd's letter No. E[D&A]2007/RG6-29 dated 9-10-2007 (RBE No.128 /07)

Sub: Simultaneous action of prosecution in a court and initiation of departmental proceedings.

…

A copy of Department of Personnel and Training's O.M. No. 11012/6/2007-Estt-.A dated 01-08-2007 on the above subject is sent herewith. The contents of the above O.M. may please be brought to the notice of all concerned authorities on your Railway for their information and guidance. Corresponding instructions on the Railways with reference to O.M.s dated 7-6-55 and 4-9-64 mentioned in Para 1 of the O.M. dated 1.8.2007, are contained in Board's letters No. E.54 RG6-32 dated 23-11-55 and E[D&A]64 RG6-30 dt.28.10.64.

Copy of Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training's O.M. No. 11012/6/2007-Estt-A dated 01-08-2007

Sub: Simultaneous action of prosecution in a court and initiation of departmental proceedings.

…

The undersigned is directed to refer to the M.H.A O.M. No. 39/30/54-Ests. dated the 7th June, 1955 and No. 39/8/64-Ests. dated the 4th September, 1964 on the above subject which state that prosecution should be the general rule in all cases which are found fit to be sent to Court and in which the offences are of bribery, corruption or other criminal misconduct involving loss of substantial public funds and that in such cases, departmental action should not precede prosecution. References are being received in this Department seeking clarification as to whether departmental action can also be taken, where the same matter has been taken up in a court of competent jurisdiction for prosecution of the Government servant concerned.

2. What may be deduced from the above instructions is that in serious cases involving offences such as bribery/corruption etc., action should be launched for prosecution as a matter of course. The Hon'ble Supreme Court had held in their various judgements, the important ones being, State of Rajasthan Vs. B.K. Meena & Others [1996 6 SCC 417], Capt. M. Paul Anthony Vs. Bharat Gold Mines Limited [1999 3 SCC 679], Kendriya Vidyalaya Sangathan & Others Vs. T. Srinivas [2004 [6] SCALE 467] and Noida Enterpreneurs Association Vs. Noida [JT 2007 [2] SC 620], that merely because a criminal trial is pending, a departmental inquiry involving the very same charges as is involved in the criminal proceedings is not barred. The approach and objective in the criminal proceedings and disciplinary proceedings are altogether distinct and different. In the disciplinary proceedings, the question is whether the respondent is guilty of such conduct as would merit his removal from service or a lesser punishment, as the case may be, whereas in the criminal proceedings, the question is whether the offences registered against the Government servant are established and if established, what sentence can be imposed on him. In serious nature of cases like acceptance of illegal gratification, the desirability of continuing the concerned Government servant in service in spite of the serious charges leveled against him may have to be considered by the Competent Authority to proceed with departmental action.

3. However, if the charge in the Criminal case is of a grave nature which involves complicated questions of law and fact, it would be desirable to stay the departmental proceedings till the conclusion of the criminal case. This will depend upon the nature of offence and the evidence and material collected against the Government servant during investigation or as reflected in the charge-sheet. If the criminal case does not proceed or its disposal is being unduly delayed, the departmental proceedings, even if they were kept pending on account of the pendency of the criminal case, can be resumed and proceeded with so as to conclude them at an early date, so that if the employee is found not guilty, his honour may be vindicated and in case he is found guilty, the administration may get rid of him at the earliest, if the case so warrants.

4. In the case of Hindustan Petroleum Corporation Ltd, Vs. Sarvesh Berry [2004 [10] SCALE Page 340], it has been held in Para 9 that ' it is not desirable to lay down any guidelines as inflexible rules in which the departmental proceedings may or may not be stayed pending trial in criminal case against the delinquent officer. Each case requires to be considered in the back drop of its own facts and circumstances. There would be no bar to proceed simultaneously with departmental inquiry and trial of a criminal case unless the charge in the criminal trial is of grave nature involving complicated questions of fact and law.' The apex court has referred to the conclusions given in Para 22 of Captain M. Paul Anthony's case.

5. It is, therefore, clarified that stay of disciplinary proceedings is not a must in every case, where there is a criminal trial on the very same charges and the concerned authority may decide on proceeding with departmental proceedings after taking into consideration the facts and circumstances of each case and the guidelines given by the Hon'ble Supreme Court, as mentioned in the preceding paragraphs.

6. All Ministries / Departments are, therefore, requested to keep in view the above guidelines while dealing with cases of criminal misconduct of Government servants.

Copy of Board's letter No. E[D&A]64 RG6-30 dt.28.10.64.

Sub: Railway servants involved in criminal misconduct Departmental proceedings and prosecutions.

***

In Board's letter No. E54 RG6-32 dt.23.11.55, it was, inter alia, laid down that as soon as sufficient evidence is available in cases of criminal misconduct by Railway servants, disciplinary proceedings under the Discipline and Appeal Rules should be initiated forthwith and that after the departmental proceedings are concluded and the penalty, if any, imposed as a result thereof, criminal proceedings should be initiated in suitable cases. Later, instructions were issued that in certain types of S.P.E. cases prosecution should precede departmental action, vide Board's letter No. E59VG1-30 dated 6/9-3-1959.

2. In modification of the above instruction, the Board have decided that prosecution should be the general rule in all those cases which are found fit to be sent to Criminal Court after investigation and in which the offences are of bribery, corruption or other criminal misconduct involving loss of substantial public funds. In such cases, departmental action should not precede prosecution. In other cases involving less serious offences or involving mal-practices of a departmental nature, departmental action only should be taken and the question of prosecution should generally not arise. Whenever, however, there is unresolved difference of opinion between the Central Bureau of Investigation and the administrative authority concerned as to whether prosecution in a court or departmental action should be resorted to in the first instance, the matter should be referred to the Board who will consult the Central Vigilance Commission for advice.

SERIAL CIRCULAR NO.145/2007

No. P(PC) 487/V/97/Pension/Vol.III Dated:30.10.07

Copy of Board's letter No. F(E)III/99/PNI/20/Vol.II dated 27.9.07 is published for information, guidance and necessary action. Board's letters dated 7.3.03, 15.1.99 and 20.8.01 quoted therein were circulated under SC Nos.65/03, 26/99 and 195/01 respectively.

Copy of Board's letter No. F(E)III/99/PNI/20/Vol.II dt.27.9.07(RBE No.124/2007)

Sub: Allotment of higher pay scales to Railway Accounts staff – Revision of pension of Accounts Staff retired during the period from 1.1.1996 to 18.2.2003.

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In terms of Board's letter No.PC-V/98/1/11/23 dt.7.3.2003, the Accounts Staff in the Railways were granted higher replacement scales of pay on notional basis with effect from 1.1.1996 and actual payment prospectively from 19.2.2003. The instructions regarding admissibility of pensionary benefits of such of the Accounts staff as had retired during the period from 1.1.1996 to 18.2.2003 were issued vide Board's letter of even number dt.16.6.2004. In terms of these instructions, pension/family pension of all the concerned Accounts staff, who had retired during 1.1.1996 to 18.2.2003 was to be revised on the basis of average emoluments notionally drawn during the last ten months of service and actual payment of pension/family pension was to be made from 19.2.2003. It was also provided therein that the revised pension and family pension shall not be less than 50% and 30% respectively of the minimum of the higher replacement scales of pay, subject to fulfillment of the conditions stipulated in para 2 of Board's letter No. F(E)III/98/PN1/29 dt.15.1.1999. These instructions were based on DOP & PW's O..M.No.38/86/03-P&PW (A) dated 26.4.2004 and 8.2.2005.

Supreme Court, in their judgement dt.23.11.2006 in Shri.K.S.Krishna murthy and others Vs. UOI in C.A.No.3174/2006 upheld DOP & PW's O.M.No.45/86/97-P&PW(A) dt.11.5.2001 (adopted on the Railways vide Board's letter No.F(E)III/99/PN1/20 dated 20.8.2001) in terms of which pension/family pension of all retired Railway servants irrespective of their date of retirement shall not be less than 50% / 30% of the minimum of the corresponding scale as on 1.1.1996, of the scale of pay held by him/her at the time of retirement. In pursuance of this judgement, the Government in DOP & PW, felt a need to amend their instructions dated 26.4.2004 and 8.2.2005 to make them compatible with the said judgement and accordingly, vide their O.M. No.38/86/03-P&PW(A) Pt. dt.5.9.2007 (copy enclosed) has amended the same to the extent as indicated below:

i) The benefit of higher pay in the upgraded pay scale for calculating pensionary benefits shall NOT be applicable to pensioners retired during the period from 1.1.1996 to 18.2.2003.

ii) Revision of pension in these cases shall NOT be done on the average emoluments notionally drawn during the last 10 months of service under Rule 34 of CCS (Pension) Rules, 1972 (Rule 50 of Railway Services (Pension) Rules, 1993)

iii) In terms of supreme Court judgement dated 23.11.2006, revision of pension shall be governed by DOP & PW's O.M. dated 17.12.98 (Board's letter dt.15.1.1999) read with O.M. dated 11.5.2001 (Board's letter dated 20.8.2001) and revision of pension in revised upgraded pay scales shall NOT be admissible/allowed.

iv) The benefit of fixation of pension with reference to upgraded scales shall NOT be extended to pre-1996 retirees.

In order that Board's instructions are in tune with the amendments carried out by the DOP&PW, it has been decided to amend the existing instructions of Board's letter dt.16.6.2004 to the extent as indicated in sub-paras (i) (ii) and (iii) of para 2 above. Accordingly, Zonal Railways etc. are advised to revise immediately pension/family pension of Accounts staff retired during the period from 1.1.1996 to 18.2.2003 on the basis of emoluments actually drawn by them immediately before their retirement. The revised pension/family pension shall be payable from 6.9.2007 and no recoveries shall be made on account of pension/family pension earlier paid upto 5.9.2007 in terms of Board's instructions dated 16.6.2004.

Copy of O.M.No.38/86/03 – P&PW(A) Pt. dt.5.9.07 issued by the Ministry of Personnel, P.G. and Pensions ,Department of Pension and Pensioners' Welfare

Sub: Amendment of O.M. dated 26th April, 2004 relating to pay scales for the staff belonging to the Organised Accounts department – fixation of pension.

In pursuance of Supreme Court judgement dt.23.11.2006 in K.S.Krishnaswamy and others vs. UOI in C.A.No.3174/2006, need has been felt
to amend O.M. of even number dated 26th April, 2004 and 8th February,2005 to make it compatible with the Supreme Court judgement, the undersigned is directed to substitute para 3, 6 and 7(i) and 7(ii) of the Department's OM of even number dt.26.4.2004 and 8th February, 2005 with the following corresponding paras:-

3.	Whether the benefit of higher pay in the upgraded pay scale for calculating pensionary benefits, will be applicable to pensioners retired during 1.1.96 to 18.2.03.	No.
6.	Whether revision of pension in these cases could be done on the basis of average emoluments notionally drawn during the last 10 months of service under Rule 34 of CCS(Pension) Rules.	No.
7(i)	Whether the provisions contained in OM dt.17.12.98 issued by the Department of Pension are applicable, with reference to the upgraded pay scales w.e.f. 1.1.96, for the purpose of pension fixation on notional basis of average emoluments and the actual benefit will be allowed from 19.2.03.	In terms of Supreme Court judgement dt.23.11.2006, the revision of pension shall be governed by OM dt.17.12.98 read with OM dt.11.5.01 and revision of pension in revised upgraded pay scales shall NOT be admissible/allowed.
7(ii)	Whether the benefit of fixation of pension with reference to upgraded scales could be extended to pre-1996 retirees also.	No.

2. No recoveries shall be made on account of revision of pensionary benefits granted in terms of O.M dated 26.4.2004 in the light of above amendment, till 05-09-07 i.e. the date of issue of this O.M.

3. All other terms and conditions stipulated in O.M. dt. 26.04.04 read with O.M. dated 08.02.05 shall remain unchanged.

4. This issues with the approval of Ministry of Finance, Department of Expenditure vide UO. No. 393/EV/07 dt:05.09.07.

5. The Provisions of O.M. shall come into effect from the date of issue i.e. 05.09.07

SERIAL CIRCULAR NO. 146 /2007

No.P(R)/554/VII Date: 21 -11 –2007

Copy of Board's letter No.E[G]2007QRI-9 dated 17-10-07 is published for information, guidance and necessary action. Board's letters dated 16-03-04 and 01-09-05 quoted therein were circulated as SC Nos. 50/04 and 148/05 .

Copy of Bd's letter No. E[G]2007QRI-9 dated 17-10-07 (RBE No.132 /07)

Sub: Retention of Railway quarter on medical grounds – provision regarding
Ref: Board's letter No. E[G]99/QR1-16 dated 16-03-04 and 01-09-05

…

Ministry of Railways [Railway Board] have reviewed the instructions on the subject and decided that the powers for permitting retention of Railway quarters on medical grounds as laid down in the above referred letters and as amended from time to time may be exercised by General Managers of respective Railways and these cases may not be sent to Railway Board.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 147 /2007
No.P(R)/299/V Date: 20-11 –2007

Copy of Board's letter No.E[MPP]2007/3/23 dated 19-10-2007 is published for information, guidance and necessary action. Board's letter dated 06-03-2007 quoted therein was circulated as SC No. 43/07.

Copy of Bd's letter No. E[MPP]2007/3/23 dated 19-10-2007 (RBE No.133 /07)

Sub: Yoga Training in Railways Trainee Centres –Honorarium to Instructors.

…

In continuation of Board's letter No. E[MPP]2005/3/28 – [RBE No. 31/2007] dated 06-03-2007, it is clarified that the instructions contained in the letter do not apply to the Centralized Training Institutes since this issue is covered under delegation of powers to the CTIs.

This issues with the concurrence of the Finance Directorate of Ministry of Railways.

SERIAL CIRCULAR NO. 148 /2007
No.P(R)/676/II Date:22 -11 –2007

Copy of Board's letter No.E[NG]I-2004/TR/16 dated 22-10-2007 is published for information, guidance and necessary action. Board's letter dated 14-08-2007 quoted therein was circulated as SC No.116/2007 .

Copy of Bd's letter No. E[NG]I-2004/TR/16 dated 22-10-2007 (RBE No.134 /07)

Sub: Transfer from one Railway /Division/ Unit to another Railway / Division / Unit on request on bottom seniority and on mutual exchange basis.

…

In terms of instructions contained in this Ministry's letter of even number dated 14-08-2007, mutual transfers have been restricted between employees belonging to the same community as the change disturbs roster points in post based roster. However, no restriction has been imposed on transfer on bottom seniority in recruitment grades. In the context of these instructions, the following doubts have been raised:

[i] Whether the restriction does not apply to employees belonging to OBCs as the same has not been mentioned in the instructions ibid; and

[ii] Whether the restrictions on mutual transfer will apply when such transfers take place in recruitment grades.

2. The matter has been considered carefully and the same is clarified item-wise as under:

[i] There being no reservation in posts filled by promotion for OBCs, the term 'General' should include OBCs also. In other words, staff belonging to General /OBC categories may contract mutual transfers with staff belonging to General / OBC.

[ii] In view of the fact that the instructions do not impose any restriction on transfer on request on bottom seniority in recruitment grades mutual transfers in the recruitment grades will also be allowed without restriction provided:

[a] the posts in the grade are entirely filled by direct recruitment from open market; e.g. the category of Staff Nurse in grade Rs.5000-8000; and

[b] in cases where posts in the grade are partly filled by promotion and partly by direct recruitment, both the employees seeking mutual transfer should have been recruited directly from the open market; the intention being that both of them should be borne in the post-based rosters maintained for direct recruitment. In other words, if one or both the employees are borne in the post-based rosters maintained for promotion, the restriction on mutual transfer as per instructions dated 14-08-2007 will apply.

SERIAL CIRCULAR NO. 149 /2007

No.P(R)/436IREC/IV Date:26-11 –2007

Copy of Board's letter No.E(D&A)2007/GS 1-1 dt. 26.10.2007 is published for information, guidance and necessary action. Board's letters dated 24-10-80 & 10-2-86 and 7-5-92 [not 17/21-5-92] quoted therein were circulated as SC Nos. 44/86 and 85/92.

Copy of Bd's letter No. E(D&A)2007/GS 1-1 dt. 26.10.2007 (RBE No.135 /07)

Sub: Incorporation of Railway Ministry's Decisions below Rule 18 of Railway Services (Conduct) Rules,1966.

…

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President hereby directs that Railway Ministry's decisions contained in their letters No.E(D&A)78 GS1-14 dated 24.10.80, No.E(D&A)85 GS1-13 dated 10.2.86 and No.E(D&A)92 GS1-2 dated 17/21.5.92 may be incorporated as Railway Ministry's Decision No.11,12 & 13 below Rule 18 of Railway Services (Conduct) Rules,1966, contained in Appendix-I of Indian Railway Establishment Code- Vol.I, Fifth Edition,1985 (Second Reprint Edition,2003), as per Advance Correction Slip No.104 enclosed herewith.

INDIAN RAILWAY ESTABLISHMENT CODE –VOL 1, (FIFTH EDITION,1985, SECOND REPRINT EDITION,2003)

Appendix-I- Railway Services(Conduct) Rules,1966

Advance Correction Slip No.104

The following may be incorporated as 'Railway Ministry's Decisions No.11,12 and 13 below Rule 18:

Railway Ministry's Decision No.11: Supervisory staff of Group 'C' (Class-III) on railways working in scales of pay the maximum of which is Rs.900/- and above, should also submit an annual return regarding the immovable property inherited by him, or owned or acquired by him, or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person. The return should be submitted within three months of his first appointment in the grade and thereafter in the month of January every year. (No.E(D&A) 78 GS1-14 dated 24.10.1980)

Railway Ministry's Decision No.12: The following categories of Commercial Staff in all grades, viz; Reservation Clerks, Parcel Clerks, Booking Clerks, TTEs and TCs, should, besides submitting a property return on their initial appointment as required in Rule 18(1) (i) of the Conduct Rules, should also submit a return of their property at the time of every promotion, as

also at the time of submitting documents for pension (approximately two years prior to superannuation).

(No.E(D&A) 85 GS1-13 dated 10.2.1986)

Railway Ministry's Decision No.13: Sale and purchase of shares, securities, debentures, etc. are to be treated as transactions in movable property. An intimation is to be given under Rule 18(4) to the prescribed authority in the proforma laid down in the following cases:

(i) Group 'A' and 'B' Officers – If the cumulative transactions i.e., sale, purchase or both in shares, securities, debentures or mutual funds scheme etc. exceeds Rs.50,000/- during the calendar year.

(ii) Group 'C' and 'D' Officers – If the cumulative transactions i.e., sale, purchase or both in shares, securities, debentures or mutual funds scheme etc. exceeds Rs.25,000/- during the calendar year.

The above intimation will be in addition to the intimation(s) required to be given under Rule 18(3) in respect of individual transactions in shares, securities, debentures, etc. which exceeds the amounts prescribed therefor.

(No.E(D&A) 92 GS1-2 dated 7-5-92 [not 17/21.5.1992)
(Authority: Railway Board's Letter No.E(D&A)2007/GS1-1 dated 26-10-2007)

SERIAL CIRCULAR NO. 150 /2007

No.P(R)/568 Date: 20-11 –2007

Copy of Board's letter No.E(NG)I-99/CFP/23 dated 29.10.2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E(NG)I-99/CFP/23 dated 29.10.2007 (RBE No.136 /07)

Sub: Age limit for induction of Safaiwalas and Store Khalasis of all departments in Workshop cadre

…

In terms of provisions contained in para 179(xv) of Indian Railway Establishment Manual, Vol.I,1989, the upper age limit for Store Khalasis and Safaiwalas of all Departments for transfer to Workshops against 10% quota with 50% seniority has been prescribed as 35 years.

2. The question of raising the upper age limit has been considered by the Board in the light of the demand made by AIRF. It has been decided that the upper age limit for induction of Safaiwalas and Store Khalasis for transfer to Workshops against 10% quota with 50% seniority may be raised from the existing 35 years to 38 years. Other conditions for transfer against this quota remain unchanged.

SERIAL CIRCULAR NO. 151 /2007

No.P(R)/481/VII Date: 22 -11 –2007

Copy of Board's letter No. E(G)2005 HO1/19 dated 31.10.2007 is published for information, guidance and necessary action. Board's letters dated 12-12-91 and 13-12-06 quoted therein were circulated as SC Nos. 177/91 and 224/2006, respectively.

Copy of Bd's letter No. E(G)2005 HO1/19 dated 31.10.2007 (RBE No.137 /07)

Sub: Grant of officiating pay to the staff who shoulder higher responsibilities.

…

The staff side had raised a demand in the forum of JCM/DC for grant of officiating pay in higher grade to such of the staff as are deployed for discharging the responsibilities of higher grade posts but are denied officiating pay on the ground of non-availability of higher grade posts.

The matter was examined by the Board and since the conditions stipulated for payment of special pay/ officiating pay, honorarium etc. are not fulfilled in the situation mentioned above, it was not found feasible to agree to the demand of the staff side. However, instructions were issued vide Board's letter of even number dated 13.12.06 to the effect that when staff in the lower grade are made to shoulder responsibility of higher grade posts, they may be compensated monetarily by grant of suitable awards, as deemed fit, by the General Managers under their powers depending upon the circumstances and the extent of work involved.

This matter was discussed further in the JCM/DC meeting held on 24th/25th May 2007 when it was decided that instructions on grant of officiating pay when shouldering higher responsibilities will be reiterated.

Accordingly, in cases where staff in lower grades are made to shoulder responsibilities of higher grade posts, where the posts are actually not in existence, it is reiterated that the instructions contained in Board's letter dated 13.12.2006 ibid should be complied with. However, in cases where staff working in lower grades are made to shoulder responsibility of higher grade sanctioned posts, such staff would be eligible for officiating pay in terms of instructions contained in Board's letter No.F(E)II/89/FR1/1 dated 12.12.1991, which are hereby reiterated for strict compliance.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways (Railway Board).

SERIAL CIRCULAR NO. 152 /2007

No.P(R)/481/VII Date:22-11 –2007

Copy of Board's letter No. E(P&A)II-2007/PP-12 dated 31-10-2007 is published for information, guidance and necessary action. Board's letters dated 13-11-81 and 16-1-85 quoted therein were circulated as SC Nos. 138/81 and 19/85, respectively.

Copy of Bd's letter No. E(P&A)II-2007/PP-12 dated 31-10-2007 (RBE No.138 /07)

Sub: Option for fixation of pay on promotion from the date of increment in the lower post.

…

Attention is invited to this Ministry's letter No.E(P&A)II/81/PP-4 dated 13.11.1981 and 16.1.1985 wherein instructions regarding option for fixation of pay on promotion and incorporating the option clause in the promotion order were issued. This Ministry is still receiving cases for condoning the delay in exercising option for pay fixation on the grounds that there was no option clause in the promotion order.

2. (a) Fixation of pay on promotion to a post carrying duties and responsibilities of greater importance is governed by the provisions under Rule 1313(1)(a)(1) [FR22-I(a)(1)] R.II (Sixth Edition-1987)/Second Reprint Edition,2005, and where the appointment to the new post does not involve assumption of duties and responsibilities of greater importance by Rule 1313(1)(a)2 [(FR22(1)(a)(2)]-R.II(Sixth Edition-1987)/Second Reprint Edition 2005.

(b) The saving clause of Rule 1313 [FR22-I(a)(1)] R.II (Sixth Edition-1987)/Second Reprint Edition 2005, lays down that except in cases of appointment on deputation to an ex-cadre post, or to a post on adhoc basis or on direct recruitment basis, the Railway servant shall have the option, to be exercised within one month from the date of promotion or appointment, as the case may be, to have the pay fixed under this rule from the date of such promotion or appointment or to have the pay fixed under this rule from the date of such promotion or

appointment or to have the pay fixed initially at the stage of the time -scale of the new post above the pay in the lower grade or post from which he is promoted on regular basis, which may be re-fixed in accordance with this rule on the date of accrual of next increment in the scale of pay of the lower grade or post. In cases where an adhoc promotion is followed by regular appointment without break, the option is admissible as from the date of initial appointment/promotion, to be exercised within one month from the date of such regular appointment.

(c) Under Rule 1313 [FR22-I(a)(2)] R.II (Sixth Edition-1987)/Second Reprint Edition 2005, also there is a provision that on appointment on regular basis to such new post, other than to an ex-cadre post on deputation, the Railway servant shall have the option, to be exercised within one month from the date of such appointment, for fixation of pay in the new post with effect from the date of appointment to the new post or with effect from the date of increment in the old post.

3. It is reiterated that in order to enable the officials to exercise the option within the time limit prescribed, the option clause should invariably be incorporated in the promotion/appointment order so that there are no cases of delay in exercising the options due to administrative lapse.

4. Whenever any instances of non-incorporation of the option clause in the promotion/appointment order are noticed, responsibility must be fixed and the concerned official(s) taken up under D&A Rules.

5. It is, therefore, requested that these instructions may please be brought to the notice of all concerned for guidance and strict compliance.

6. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 153 /2007

No.P(R)/411 Date:29 -11 –2007

Copy of Board's letter No.E(W)2007/FU-1/8 dated 31.10.2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E(W)2007/FU-1/8 dated 31.10.2007 (RBE No.140 /07)

Sub: Grant of Scholarship from Staff Benefit Fund for Technical education.

…

In terms of para 3.2 of Board's letter No.E(W)93 FU 1-3 dated 4.8.93, the monthly ceiling on grant of scholarships from Staff Benefit Fund for prosecuting degree courses in engineering and medicine, etc. has been fixed at Rs.100/-. The matter has been further examined and it has been decided to enhance the existing ceiling limit to Rs.200/- P.M.

2. Accordingly, sanction of the Ministry of Railways is communicated to the revision in the ceiling of amount of technical scholarship under SBF from Rs.100/- to Rs.200/- per month subject to other conditions as per extant guidelines.

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 154 /2007

No.P(R)/605/XI Date: 22-11 –2007

Copy of Board's letter No. E(NG)I-2006/PM1/32 dated 7.11.2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E(NG)I-2006/PM1/32 dated 7.11.2007 (RBE No.144 /07)

Sub: Procedure for conducting selections for promotion to the posts classified as 'Selection – Qualifying Marks in Written Tests.

…

In terms of extant procedure contained in note(ii) below para 219(g) of IREM Vol.I,1989 Edition, a candidate has to secure a minimum of 60% marks in the professional ability and 60% marks in aggregate for being empanelled for promotion within Group 'C'. The professional ability consists of written test in most of the cases **OR** written test plus viva-voce in a few cases and viva-voce alone in a few others. A candidate has to secure 60% marks in the written test for being called for viva-voce or for his service record etc. being assessed.

2. The Staff Side in the forum of DC-JCM have pointed out that on certain Railways securing 60% marks is insisted on separately in respect of each part of a question paper set for the written examination. It has been requested that Zonal Railways may be directed not to insist on securing 60% marks separately in each part of a question paper set for written examination as part of selections for promotions within group 'C'.

3. The information regarding the practices being followed by Zonal Railways & Production Units reveals that there is no uniformity in this regard. As a result while some Railways are insisting on securing of 60% marks separately in each part or paper of written examination while others are insisting on securing of 60% marks in aggregate irrespective of number of parts/papers written examination consists of. The matter has been considered carefully by this Ministry. It has been decided that in the written examination candidates should be required to secure 60% marks in each paper, if the written examination consists of more than one paper and <u>not in each part</u> of the question paper if the question papers consists of parts.

<u>SERIAL CIRCULAR NO. 155/2007</u>

No. P(PC) 487/V/97/DA Dated:14.11.07

Copy of Board's letter No. PC-V/97/1/9/6 dated 15.10.07 is published for information, guidance and necessary action. Board's letters dated 7.3.03, 15.11.06 and 19.4.07 quoted therein were circulated under SC No.s. 203/06 and 70/2007 respectively.

Copy of Board's letter No. PC-V/97/1/9/6 dated 15.10.07 (RBE No.130/2007)

Sub: Grant of Dearness Relief to Railway Pensioners/Family Pensioner – revised rates effective from 01.07.2007.

A copy of Office Memorandum No.42/2/2007-P&PW(G) dated 18.09.2007 of Ministry of Personnel, Public Grievances & Pensions (Department of Pension and Pensioners' Welfare) on the above subject is sent herewith for your information and necessary action. As stated in para 2 thereof, these orders will apply to Railway pensioners also.

2. In pursuance of the enhanced rates of ex-gratia to the surviving SRPF(C) retirees issued vide Board's letter No.F(E) III/98/PNI/Ex. Gr./3 dated 15.11.2006, para 4 of the DOP&PW's O.M. enclosed herewith may be read as under:

The surviving Group 'A', 'B', 'C' and 'D' SRPF (Contributory) beneficiaries who had retired from service during the period from 1.4.1957 to 31.12.1985 and have been sanctioned enhanced slab-wise ex-gratia @ Rs.3000/-, Rs.1000/-, Rs.750/- and Rs.650/- per month respectively w.e.f. 1.11.2006, in lieu of uniform rate of Rs.600/- pm are entitled to Dearness Relief @ 41% with effect from 01.07.2007.

3. A concordance of various instructions and orders referred to in the enclosed office memorandum with reference to corresponding Railway instruction is indicated below:-

Sl.No.	Para No.	No. & Date of Deptt. of Pension & Pensioners' Welfare's O.M.	No. & Date of corresponding orders issued by Railway Board

1.	1	42/2/2006-P&PW(G) dtd. 29.03.2007	PC-V/97/I/9/6 dtd.19.04.2007 (RBE No.64/2007, S.No.PC-V/486)
2.	2	23/1/97-P&PW(B) dt.23.2.98	N.A.
3.	3	4/59/97-P&PW(D) dt.14.7.98 4/29/99-P&PW(D) dt.12.7.2000	F(E)III/96/PN1/9 dt.18.8.98 F(E)III/96/PN1/9 dt.2.8.2000 RBE No.138/2K
4.	4 & 5	45/52/97-P&PW(E) dt.16.12.97	(i) F(E)III/97/PN1/Ex. gratia/3 dt.31.12.97 (RBE No.194/97, S.No.PC-V/28) (ii) F(E)III/97/PN1/Ex-gratia/5 dt.27.1.98 (RBE No.19/98, S.No.PC-V/38)
5.	7	45/73/97-P&PW(G) dt.2.7.99	F(E)III/99/PN1/21 dt.5.8.99

4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Copy of O.M.No.42/2/2007 – P&PW(G) Pt. dt.18.9.07 issued by the Ministry of Personnel, P.G. and Pensions, Department of Pension and Pensioners' Welfare

OFFICE MEMORANDUM

Subject: Grant of dearness relief to Central Government pensioners/family pensioners – Revised rate effective from 01.07.2007.

The undersigned is directed to refer to this Department's OM No.42/2/2007-P&PW(G) dated 29.03.2007 sanctioning the instalment of Dearness Relief (DR) admissible from 01.01.2007 and to say that the President is pleased to decide that DR shall be paid to the Central Government Pensioners/Family Pensioners to compensate them for the rise in cost of living at the rate of 41% w.e.f. 01.07.2007 in supersession of the rate mentioned in the OM dated 29.03.2007 referred to above.

2. These orders apply to (i) All Civilian Central Government Pensioners/Family Pensioners (ii) The Armed Forces Pensioners, Civilian Pensioners paid out of the Defence Services Estimates, (iii) All India Service pensioners (iv)Railway Pensioners and (v) The Burma Civilian pensioners/family pensioners and pensioners/families of displaced Government pensioners from Pakistan, who are Indian Nationals but receiving pension on behalf of Government of Pakistan, who are in receipt of adhoc ex-gratia allowance of Rs.1275/- pm in terms of this Department's OM No.23/1/97-P&PW(B) dated 23.02.1998.

3. Central Government Employees who had drawn lumpsum amount on absorption in a PSU/Autonomous body and have become eligible to restoration of 1/3rd commuted portion of pension as well as revision of the restored amount in terms of this department's OM No.4/59/97-P&PW(D) dated 14.07.1998 will also be entitled to the payment of DR @ 41% w.e.f. 01.07.2007 on full pension i.e., the revised pension which the absorbed employee would have received on the date of restoration had he not drawn lumpsum payment on absorption and Dearness Pension subject to fulfillment of the conditions laid down in para 5 of the O.M. dated 14.07.98. In this connection, instructions contained in this Dept.'s O.M.No.4/29/99-P&PW(D) dated 12.07.2000 refers.

4. The surviving CPF beneficiaries who had retired from service between the period 18.11.1960 to 31.12.1985 and are in receipt of Ex-gratia @ Rs.600/- p.m. with effect from 01.11.1997 under this Department' O.M.No.45/52/97-P&PW(E) dated 16.12.1997 are entitled to Dearness Relief @ 41% w.e.f. 01.07.2007.

5. The following categories of CPF beneficiaries who are in receipt of Ex-gratia payment in terms of this department's OM No.45/52/97-P&PW(E) dated 16.12.1997 will be paid @ 33% w.e.f. 01.07.2007.

(i) The widows and dependent children of the deceased CPF beneficiary who had retired from service prior to 01.01.1986 or who had died while in service prior to 01.01.1986 and are in receipt of Ex-gratia payment of Rs.605/- p.m.

(ii) Central Government Employees who had retired on CPF benefits before 8.11.1960 and are in receipt of Ex-gratia payment of Rs.654/-, Rs.659/-, Rs.703/- and Rs.965/-.

6. Payment of DR involving a fraction of a rupee shall be rounded off to the next higher rupee.

7. Other provisions governing grant of DR in respect of employed family pensioners and re-employed Central Government Pensioners will be regulated in accordance with the provisions contained in this Department's O.M.No.45/73/97-P&PW(G) dated 02.07.1999. The provisions relating to regulation of DR where pensioner is in receipt of more than one pension will remain unchanged.

8. In the case of retired Supreme Court and High Court Judges necessary orders will be issued by the Department of Justice separately.

9. It will be the responsibility of the pension disbursing authority, including the nationalized banks, etc. to calculate the quantum of DR payable in each individual case.

10. The offices of Accountant General and Authorised Public Sector Banks are requested to arrange payment of relief to pensioner etc. on the basis of above instructions without waiting for any further instructions from the Comptroller and Auditor General of India and the Reserve Bank of India in view of letter No.528-TA, II/34-80-II dated 23/04/1981 of the Comptroller and Auditor General of India addressed to all Accountant Generals and Reserve Bank of India Circular No.GANB No.2958/GA-64 (ii) (CGL)/81 dated the 21st May, 1981 addressed to State Bank of India and its subsidiaries and all Nationalised Banks.

11. In their application to the pensioners/family pensioners belonging to Indian Audit and Accounts Department these orders issue in consultation with the C&AG.

12. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their U.O. No.507/EV/2007 dated 17.9.2007.

SERIAL CIRCULAR NO. 156 /2007

No.P(R)/240/DR/IV Date:29 -11 –2007

Copy of Board's letter No. E[W]2007/UN 1/13 dated 31-10-2007 is published for information, guidance and necessary action. Board's letter dated 08-12-2006 quoted therein was circulated as SC No. 213/2006.

Copy of Board's letter No. E[W]2007/UN 1/13 dated 31-10-2007 [RBE No. 141/07]

CORRIGENDUM

[Uniform Circular No. 4 of 2007]

Sub: Dress Regulations-2004- Supply of cloth and payment of stitching charges.

***

Instructions were issued vide Board's letter No. E[W]2001/UN 1/3 dated 08-12-2006, communicating revised rates of stitching charges for uniforms to railway employees based on DOP&T's instructions in the matter.

2. It has been pointed out that while provision of "coat" has been made as **summer** uniform for certain categories of employees in the Dress Regulations, 2004, Board's ibid letter dated 08-12-2006 does not provide for stitching charges in this regard.

3. The matter has been examined and it is advised that the following may be added as Item No.8 in para-2, under the heading **"summer".**

[8] Coat Stitching charges Rs.400/-

4. This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 157 /2007

No.P(R)/240/DR/IV Date:29-11 –2007

Copy of Board's letter No. E[W]95/UN 1/19 Pt. dated 31-10-2007 is published for information, guidance and necessary action. Board's letter dated 27-12-2005 quoted therein was circulated as SC No. 06/2006 .

Copy of Board's letter No. E[W]95/UN 1/19 Pt. dated 31-10-2007 [RBE No. 139/07]
Uniform Circular No. 5 of 2007

CORRIGENDUM

Sub: Issue of uniform and other accessories to Gangmen [Trackmen], Keymen, Mates and Patrolmen – specification for Raincoat.

.***

Reference Board's letter of even number dated 27-12-2005 on the above mentioned subject. It has been brought out to Board's notice that BIS standard for 'Raincoat' should be "IS:5915-1970" instead of "IS:59159-70" as prescribed in the Board's ibid letter.

2. The matter has been examined and it is advised that BIS standard to which the Raincoat – rubberized water proof coat with full sleeves with cap/hood as provided for in S.No. 6 of the Board's ibid letter dated 27-12-2005 should conform to, may be read as "IS :5915-1970" instead of "IS:59159-70".

3. This issues in consultation with the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 158 /2007

No.P(R)/554/VII Date: 30-11 –2007

Copy of Board's letter No.E[G]2006 QR 1-14 dated 12-11-2007 is published for information, guidance and necessary action. Board's letter dated 15-01-90 and 20-11-2006 quoted therein was circulated as SC Nos. 20/90 and 206/06, respectively.

Copy of Bd's letter No. E[G]2006 QR 1-14 dated 12-11-2007

Sub: Retention of Railway accommodation on educational grounds – definition of "end of academic / scholastic session"

…

Attention is invited to para 8 of Railway Board's letter No. E[G]2006 QR1-14[C] dated 20-11-2006 in which the term " end of academic / scholastic session" has been defined. It has been represented to Board that since the provision forms a part of letter which contains mostly provisions related to retention of Railway accommodation in favour of deputationists to PSUs, it may be misconstrued to be applicable only in the case of deputationists to PSUs and Central

Ministries. It has, therefore, been suggested that clear instructions may be issued so that there is no room for any ambiguity.

The matter has been examined and is clarified that the phrase 'end of academic / scholastic session' as contained in para 8 of letter of even number dated 20-11-2006, applied to the cases of permanent transfer also. With a view of clearing any doubt, the said provision is reiterated below:

> "Retention of Railway accommodation in the event of permanent transfer is permitted on educational grounds to cover the current academic session. The academic/scholastic session has been defined as the academic course ending with annual examination. This aspect has been reviewed and in partial modification of instructions contained in letter No. E[G]85 QR 1-9 dated 15-01-1990, it has been decided that for the purpose of retention of Railway accommodation, the end of academic/scholastic session shall mean 'last paper of annual examination plus fifteen days time."

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 159 /2007

No.P(R)/481/VII Date:30-11 –2007

Copy of Board's letter No. F[E]II/2003/FOP/1 Misc dated 01-11-2007 is published for information, guidance and necessary action. Board's letter dated 17-4-07 quoted therein was circulated as SC No. 68/07 .

Copy of Board's letter No. F[E]II/2003/FOP/1 Misc dated 01-11-2007 [RBE No. 143/07]

Sub: Fixation of pay on transfer to a lower post at own request.

***

Reference is invited to Board's circular of even number dated 17-4-2007 on the above subject enclosing Department of Personnel & Training's Office Memorandum No. 16/6/2001-Estt. (Pay) I dated 14-2-2006. DOP&T, vide their Office Memorandum dated 4-1-2007, issued further clarification deleting para 5 of their Office Memorandum dated 14-2-2006, a copy of which is forwarded for information and guidance.

Copy of Department of Personnel & Training's Office Memorandum No. 16/6/2001-Estt. Pay I dated 4-1-2007

Sub: Fixation of pay in case of employees who seek transfer to a lower post under FR 15[a] – clarification regarding.

***

In partial modification of this Department's O.M. of even number dated 14-2-2006 on the subject above it has been decided that para 5 of the said O.M. which inter-alia lays down that "These orders take effect from the date this O.M. is issued. Past cases already decided need not be re-opened" shall stand deleted.

SERIAL CIRCULAR NO.160 /2007

No.P(R)/240/DR/IV Date: 05-12 –2007

Copy of Board's letter No.E[W]2007 UN1/14 dated 16-11-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[W]2007 UN1/14 dated 16-11-2007 (RBE No. 148/07)[Uniform Circular No. 06/2007]

CORRIGENDUM

Sub: Dress Regulations – 2004- Clarification regarding item No. 31 of Annexure IV – Uniform for Hospital staff.

…

"Khaki" colour uniform for various categories of employees / hospital staff has inadvertently been provided for under item No. 31 of Annexure-IV to Dress Regulations-2004 whereas the Uniforms Committee, 1997 had prescribed **"White"** colour uniform for these categories.

2. The matter has been examined and it is advised that the colour of uniform for the categories of employees mentioned under item No. 31 [Column 4 & 6] to the Dress Regulations, 2004 may be read as **" White"** instead of **"Khaki"**.

3. This issues in consultation with the Health Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 161 /2007

No.P(R)/541/IV Date: 05 -12–2007

Copy of Board's letter No.F[E]III/2003/PF1/1 dated 21-11-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. F[E]III/2003/PF1/1 dated 21-11-2007 (RBE No.152 /07)

Sub: State Railway Provident Fund / New Pension System [Defined Contribution Pension Scheme] – Rate of interest during the year 2007-2008.

…

The accumulations at the credit of the subscribers to State Railway Provident Fund and New Pension System [Defined Contribution Pension Scheme] for the financial year beginning on 01-04-2007 shall carry interest at the rate of 8% [Eight per cent] per annum.

2. In this connection, a copy of Resolution No. F. 5[1]-B[PD]/2007 dated 17th October, 2007 received from Ministry of Finance [Department of Economic Affairs] is also enclosed for information and guidance.

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Copy of Ministry of Finance (Department of Economic Affairs) New Delhi's, Resolution No.F.5(1)B-(PD)/2007 dated 17th October, 2007 (Published in Part I Section 1 of Gazette of India).

R E S O L U T I O N

It is announced for general information that during the year 2007-2008, accumulations at the credit of subscribers to the General Provident Fund and other similar funds shall continue to carry interest at the rate of 8% (Eight per cent) per annum. This rate will be in force during the financial year beginning on 01.04.2007. The funds concerned are:

1. The General Provident Fund (Central Services)
2. The Contributory Provident Fund (India).
3. The All India Services Provident Fund.
4. The State Railway Provident Fund.
5. The General Provident Fund (Defence Services).
6. The Indian Ordnance Department Provident Fund.
7. The Indian Ordinance Factories Workmen's Provident Fund.
8. The Indian Naval Dockyard Workmen's Provident Fund.
9. The Defence Services Officers Provident Fund.

10. The Armed Forces Personnel Provident Fund.
11. New Pension System [Defined Contribution Pension Scheme].

2. Ordered that the resolution be published in Gazette of India.

SERIAL CIRCULAR NO. 162 /2007
No.P(R)/473/VII Date: 05-12–2007

Copy of Board's letter No. E(W)97 PS 5-1/71 dated 12-11-2007 is published for information, guidance and necessary action. Board's letters dated 15-05-2007 and 15-10-2007 quoted therein were circulated as SC Nos. 80/07 and 155/2007, respectively.

Copy of Bd's letter No. E(W)97 PS 5-1/71 dated 12-11-2007 (RBE No.145 /07)

Sub: Grant of Privilege Passes/PTOs to dependent relatives – Raising the income ceiling.

Reference is invited to Board's letter of even number dated 15-05-2007 on the above mentioned subject, whereby the income ceiling for dependency was revised w.e.f. 01.01.2007 as Rs. 3038/- p.m. i.e. Rs.1500/- (pension/family pension) plus Rs.750/- [DP] + 35% of Rs.2250 [1500+750] or 15% of the pay of Railway servant, whichever is more.

2 Consequent upon increase in Dearness Relief to pensioners/family pensioners, w.e.f. 1.7.2007 in terms of Board's Circular No.PC-V/97/I/9/6 dated 15.10.2007 a dependent relative in relation to a Railway servant as described in Railway Servants (Pass) Rules, 1986 shall be deemed to be wholly dependent on the Railway servant only if his/her income w.e.f. 1.7.2007 including pension, dearness pay and dearness relief in terms of Board's letter No.PC-V/97/I/9/6 dated 15.10.2007 does not exceed Rs.3173/- i.e. Rs.1500/- (pension/family pension)+ Rs.750 (DP) + 41% of Rs.2250 (1500+750) or 15% of the pay of Railway servant, whichever is more.

SERIAL CIRCULAR NO. 163 /2007
No.P(R)/563/VIII Date: 05-12–2007

Copy of Board's letter No. E [Sports] 2007/Policy/4 [Clarifications] dated 16-11-2007 is published for information, guidance and necessary action. Board's letter dated 30-03-2007 quoted therein was circulated as SC No. 55/2007.

Copy of Bd's letter No. E [Sports] 2007/Policy/4 [Clarifications] dated 16-11-2007 (RBE No.149 / 07)

Sub: Period for acquiring minimum educational qualification by a sportsperson on recruitment through Talent Scouting Quota and on out-of-turn promotion within Group-C or on promotion from Group-D to Group-C, on sports account.

Ref: Board's policy letter No. E[Sports]/2007/Policy/3 dt. 30-03-2007 [RBE No. 48/2007]

…

Please refer to Para 6.3, 9.6[a] and 9.6[b] of Board's policy letter mentioned above. Railway Board have decided to increase the period of relaxation for acquiring the minimum educational qualification from 3 years to 4 years in the case of recruitment of outstanding sportspersons through Talent Scouting Quota and in case of out-of-turn promotion to Indian Railways sportspersons within Group-C or promotion from Group-D to Group-C, on sports account. Therefore, these Paras will now be read as under:

Para No.	Existing Para	Read As

6.3	In case of recruitment through Talent Scouting, if a sportsperson having outstanding sports achievement, but does not possess the minimum educational qualification, he/she may be appointed after the approval of the Railway Board for relaxation in acquiring the minimum educational qualification, subject to acquiring the same within a period of **<u>three</u>** years from the date of such appointment	In case of recruitment through Talent Scouting, if a sportsperson having outstanding sports achievement, but does not possess the minimum educational qualification, he/she may be appointed after the approval of the Railway Board for relaxation in acquiring the minimum educational qualification, subject to acquiring the same within a period of **<u>four</u>** years from the date of such appointment.
9.6[a]	If a sportsperson acquires the sports norms for out-of-turn promotion within Group-C or promotion from Group-D to Group-C, but does not possess the minimum educational qualification, the Railway Administration may recommend such promotion cases to Railway Board, for relaxation in the minimum educational qualification. Depending upon the merit, such cases shall be considered by the Railway Board, with the proviso that sportsperson has to acquire the required minimum educational qualification, within a period of **<u>three</u>** years, from the date of such promotion. In Artisan Category, for promotion from Group-D to Group-C on sports account, if a sportsperson acquires the sports norms but does not possess the minimum educational qualification, he/she may be promoted on provisional basis and allotted a trade and given on job practical training for a period of two years, on the expiry of which sportsperson shall be subjected to trade test. Subject to their passing the trade test, the provisional promotion of such sportsperson shall be regularized.	If a sportsperson acquires the sports norms for out-of-turn promotion within Group-C or for promotion from Group-D to Group-C, but does not possess the minimum educational qualification, the Railway Administration may recommend such promotion cases to Railway Board, for relaxation in the minimum educational qualification. Depending upon the merit, such cases shall be considered by the Railway Board, with the proviso that sportsperson has to acquire the required minimum educational qualification, within a period of **<u>four</u>** years, from the date of such promotion. In Artisan Category, for promotion from Group-D to Group-C on sports account, if a sportsperson acquires the sports norms but does not possess the minimum educational qualification, he/she may be promoted on provisional basis and allotted a trade and given on job practical training for a period of two years, on the expiry of which sportsperson shall be subjected to trade test. Subject to their passing the trade test, the provisional promotion of such sportsperson shall be regularized.
9.6[b]	If the sportsperson promoted in accordance with Note[a] above, is not able to acquire the minimum educational qualification or unable to pass the Trade Test within **<u>three</u>** years, as the case may be, he/she would be reverted to the original grade. However, in exceptional cases, where after such promotion, sportsperson continues to excel in the National Championships and/or participates in the International Championships mentioned under Para 3, case may be referred to Board, after GM's recommendation for	If the sportsperson promoted in accordance with Note[a] above, is not able to acquire the minimum educational qualification or unable to pass the Trade Test within **<u>four</u>** years, as the case may be, he/she would be reverted to the original grade. However, in exceptional cases, where after such promotion, sportsperson continues to excel in the National Championships and/or participates in the International Championships mentioned under Para 3, case may be referred to Board, after GM's recommendation for extension in the time limit for acquiring the

	extension in the time limit for acquiring the minimum educational qualification or for passing the Trade Test.	minimum educational qualification or for passing the Trade Test.

The above changes will take effect from the date of issue of this letter.

SERIAL CIRCULAR NO. 164 /2007

No.P(R)/411 Date: 07-12-2007

Copy of Board's letter No.E[W]2007/FU-1/1 dated 19-11-2007 is published for information, guidance and necessary action. Board's letter dated 18-04-2007 quoted therein was circulated as SC No. 67/07.

Copy of Bd's letter No. E[W]2007/FU-1/1 dated 19-11-2007 (RBE No.150 /07)

Sub: Staff Benefit Fund – Modalities regarding utilization of Rs.3/- per capita towards " Immediate relief in times of crisis arising out of natural calamities."

…

Instructions were issued vide Board's letter of even number dated 18-4-2007 [RBE No. 63/07] regarding enhancement in annual contribution to Staff Benefit Fund from Rs.30/- to Rs.35/- per capita. It was also advised that the increase of Rs.5/- per capita per annum would be utilized as [a] Rs.3/- per capita to give immediate relief in times of crisis arising out of natural calamities, and [b] Rs.2/- per capita for providing vocational training for developing occupational skills of physically /mentally challenged wards especially girls of railway employees; and that modalities in regard to utilization of Rs.3/- per capita would be intimated in due course.

2. The Ministry of Railways have further considered the matter regarding utilization of Rs.3/- per capita meant for immediate relief in times of crisis arising out of natural calamities and have decided to constitute the "SBF Calamity Relief Fund" for this purpose. The guidelines regarding management of and procedure for grant of relief from the Fund have been laid down in the enclosed Annexure.

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

[Annexure to Bd's letter No. E[W]2007/FU-1/1 dated 19-11-2007 RBE No.150 /07]

The Fund shall be called " SBF Calamity Relief Fund" and shall be constituted at Board's level for providing immediate relief to railway servants in times of crisis arising out of natural calamities. The Fund shall be operated under SBF and will receive allocation @ Rs.3/- per capita p.a. with the objective of affording immediate relief to railway servants in times of crisis arising out of natural calamities.

Operation of the Fund

1. The day-to-day management of the Fund shall be administered by a Committee comprising of Adv.[IR], EDF[E] and EDCE[G] assisted by JDE[W] as Secretary. The Committee shall be empowered to sanction relief upto Rs.10 lakh to a Zonal Railway.

Relief in excess of Rs.10 lakh and upto Rs.20 lakh will be sanctioned by Board [MS] upon recommendations by the Committee.

1.1 In case of amount of relief being more than Rs.20 lakh, the case shall be put up to MR for sanction.

2. At Zonal Railway level, the GM shall take decisions with regard to utilization of the relief sanctioned by Board, depending upon the prevailing circumstances.

3. The proposals from Zonal Railways for grant of relief shall be sent to Board with GM's approval.

4. Relief from this Fund shall not bar assistance from the Railway Minister's Welfare & Relief Fund.

5. Only serving railway employees and their dependents shall be considered for relief from the Fund. The Railway Administrations shall ensure immediate relief to the affected railway servants or his /her dependents.

6. The Railway Administrations shall ensure submission of utilization report /details to Board within one month.

7. The accountal of expenditure and disbursement based on recommendations of the Committee will be maintained by PAO /Railway Board.

8. The term 'natural calamity' for granting relief under these provisions shall be defined as any disaster /calamity caused due to natural phenomena like flood, earthquake, tsunami, drought, cyclone etc. involving severe damage to life and / or property and the same is declared by concerned State Government of the affected area 'as natural calamity' or the Ministry of Railways, based on the recommendations of the concerned General Manager, consider it serious enough to treat it as 'natural calamity'. The powers to decide whether the same should be treated as 'natural calamity' or not [in case the State Government has not considered it as natural calamity] will lie with the authority competent to grant proposed relief as defined under para-1.

***

SERIAL CIRCULAR NO.165 /2007

No.P(R)/436/IREM/VIII Date: 05 -12 –2007

Copy of Board's letter No.E[NG]I-2007/PM1/10 dated 26-11-2007 is published for information, guidance and necessary action. Board's letter dated 05-12-84 quoted therein was circulated as SC No. 153/84.

Copy of Bd's letter No. E[NG]I-2007/PM1/10 dated 26-11-2007 (RBE No.154 /07)

Sub: Selection for promotion to the posts classified as 'Selection'-Determination of eligibility for calling the candidates in viva-voce test.

…

In terms of Note[ii] below Para 219[g] of IREM Vol. I, 1989 based on instructions contained in this Ministry's letter No. E[NG]I-83/PM1/ 65[PNM/NFIR] dt. 05-12-1984, in cases of selection for promotion to the posts classified as 'Selection' where viva-voce has to be conducted besides written test as part of selection process, 60% of the total marks prescribed for written examination and for seniority will also be the basis for calling candidates for viva-voce test instead of 60% of the marks for the written examination only; marks for seniority being awarded on notional basis.

2. The above provision has been struck down by various Tribunals and High Courts in their judgements in various OAs and Writ Petitions, namely, OA Nos. 867/89, 64/90, 154/95 before CAT/Jabalpur, 1185/96 and 217/2004 before CAT/Mumbai and Writ Petition No. 2607/2001 before High Court/Mumbai, declaring it discriminatory and arbitrary. The two Special Leave Petitions filed before Hon'ble Supreme Court against CAT/Jabalpur's directions in OA Nos. 867/89 & 64/90 and 154/95 have also been dismissed. CAT/Mumbai in their orders dt. 21-10-2004 in OA No. 217/2004 have specifically asked the authorities concerned to issue necessary instructions pursuant to judgements referred to above. Accordingly the matter has been

carefully considered by the Board and it has been decided that the instructions contained in this Ministry's letter dated 05-12-1984 may be withdrawn.

3. These instructions will be applicable in respect of selections notified on and after the date of issue of this letter. **(SCR/SC No.165/2007)**

4. Accordingly the Indian Railway Establishment Manual, Volume I, 1989 is also amended as per **ACS No. 196** enclosed.

Indian Railway Establishment Manual, Volume I, 1989

Advance Correction Slip No. 196

Chapter II, Section 'B' –Rules governing the promotion of Group 'C' staff.

> " In the Note [ii] below Para 219[g] delete the last two sentences **starting** from word **"Provided"** and **ending** at word **" aggregate"**."

[Authority: Board's letter No. E[NG]I-2007/PM1/10 dated 26-11-2007]

SERIAL CIRCULAR NO. 166 /2007

No.P(R)/535/VI Date: 10 -12-2007

Copy of Board's letter No.E[NG]I-2005/PM7/6 dated 26-11-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[NG]I-2005/PM7/6 dated 26-11-2007 (RBE No. 153/07)

Sub: Filling up the posts of Diesel & Elec. Assistants in the pay scale of Rs. 3050-4590 earmarked for lateral induction from maintenance staff of Diesel & Electric Loco Sheds.

…

In terms of extant procedure 50% of the posts of Diesel /Elec. Assistants [since redesignated as Asst. Loco Pilots /Diesel / Elec] in the pay scale of Rs. 3050-4590 are filled by lateral induction by selection from amongst Skilled Grade-III maintenance staff in Diesel/Elec. Loco Sheds with three years' service as skilled Gr.III and possessing qualification of Course Completed Act Apprenticeship in Electrical / Mechanical/ Electronics Engg. Trades OR Matriculates with ITI as an additional preferable qualification in these trades with upper age limit not exceeding 35 years [40 years in the case of SC/ST employees]; shortfall being made good from amongst Skilled Grade III staff with less than three years' service but with a total service of six years and Diesel / Elec. Loco Group 'D' staff with six years' service fulfilling the conditions of qualifications and age.

2. AIRF in the PNM at Board's level have demanded that either the upper age limit should be enhanced or the service condition of six years reduced to three years so that those recruited at higher age within the upper age limit are able to avail the opportunity of appearing in the selection for promotion as Diesel / Elec. Asstts. The matter was discussed by the Federation with the Board in a Meeting held on 05-09-2007 in which the Board agreed to reduce the service condition of six years to three years as eligibility condition for appearing in the selection for induction / promotion as Asstt. Loco Pilots [Diesel / Elec.]. Accordingly, the revised eligibility conditions for filling up 50% quota shall stand modified as under:

> "50% posts of Asstt. Loco Pilot [Diesel / Elec.] will be filled from amongst volunteering Diesel / Elec. Loco Technicians [Fitters] of Diesel / Elec. Loco Sheds who have completed 3 years of service as Technicians [Fitters] III; are Course Completed Act Apprentices in the Electrical / Mechanical / Electronic Engineering Trades OR Matriculates with ITI as an additional preferable qualification in these trades and are not above 35 years of age [40 years in the case of SC/ST employees]; shortfall being

made good from amongst Technicians Grade III staff with less than three years' service but with a total service of three years, and Diesel /Elect. Loco Group 'D' staff with three years' service, fulfilling the conditions of qualifications and age."

2.1 All other conditions remain unaltered.

3. Some other issues were debated too and following was decided.

3.1 There are even more serious situations of lack of promotional avenues in other cadres . These shall be taken up separately.

3.2 There are dire needs for much higher levels of direct recruitment in artisans and supervisors category [Section Engineer] to meet the essential requirement to man infrastructure departments at the working level. These shall be taken up separately.

SERIAL CIRCULAR NO. 167 /2007

No.P(R)/24/II Date: 07-12-2007

Copy of Board's letter No.2007-B-306 dated 22-11-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. 2007-B-306 dated 22-11-2007

Sub: Rate of interest to be charged on advance for purchase of conveyances during 2007-08.

…

A copy of Ministry of Finance, Department of Economic Affairs' OM F.No.5[2]-B[PD]/2007 dated 17th October, 2007 regarding rate of interest to be charged on advances sanctioned during the year 2007-2008, for purchase of conveyances is enclosed.

2. The instructions contained therein will apply mutatis-mutandis to Railway employees.

Copy of Ministry of Finance, Dept. of Economic Affairs' OM F.No. 5(2)-B[PD]/2007 dated 17th October, 2007

Sub: Advances to Government servants – Rate of interest for purchase of conveyances during 2007-2008.

The undersigned is directed to state that the rates of interest for advances sanctioned to the Government servants for purchase of conveyances during 2007-2008 i.e. from 1st April, 2007 to 31st March, 2008 will continue to be at the same level as for 2006-2007, as under:-

		Rate of interest Per annum
(i)	Advance for purchase of Bicycle	5.5%
(ii)	Advance for purchase of conveyance other than Motor car (viz. motor cycle, scooter etc.)	8%
(iii)	Advance for purchase of motor car	11.5%

SERIAL CIRCULAR NO. 168 /2007

No.P(R)/227/XVII Date: 18-12 –2007

Copy of Board's letter No.E[D&A]2003/RG6-25 dated 27-11-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[D&A]2003/RG6-25 dated 27-11-2007 (RBE No.155 /07)

Sub: Review of an order by the same authority which had passed original order in the case and conduct of such review during the pendency of the case before a court of law.

…

A case has come to the notice of this Ministry where the disciplinary proceedings had been instituted against a Railway servant on the charge of unauthorized absence from duty. On consideration of the case, the disciplinary authority imposed a penalty which was upheld in appeal. An O.A. [No. 14/2001] was filed by the railway servant concerned before CAT, Jabalpur. It was then noticed that while the charge sheet was issued for unauthorized absence, the penalty has been imposed on the charge of leaving Headquarters without permission. Since penalty was imposed on a charge other than that mentioned in the chargesheet, the disciplinary authority passed fresh orders in the case bringing out the correct charge. The penalty imposed vide fresh orders was later modified by the appellate authority.

2. The Hon'ble Tribunal vide orders dated 6-5-2003 allowed the O.A. and set aside the orders passed in the disciplinary case of the applicant with consequential benefits to him. The Hon'ble Tribunal inter alia held that:

i] There is no evidence that the applicant was unauthorisedly absent because leave for 2 days was sanctioned to him by the Station Master and further period was covered by medical certificates issued by railway medical officer;
ii] The penalty was imposed on the basis of charges foreign to the charge sheet;
iii] The Disciplinary authority was not competent to review its own orders and as such the subsequent orders of the disciplinary authority are without jurisdiction;
iv] Revised order was passed during pendency of the O.A. and was thus not valid.

3. In this case, the Railway servant concerned had been sanctioned leave for two days only but he remained absent for about 3-1/2 months without intimation. At the time of joining, he produced medical certificate from railway doctor. Still the fact remains that he had not given any intimation about his illness and thus remained unauthorisedly absent. The findings of CAT to the extent that it was a case of no evidence thus were not correct. The disciplinary authority passed a cryptic order and to compound the matter also cited in the penalty order the allegations which were different from the charges. He should have been careful and should have put the case records in proper perspective while passing orders. The appellate authority's orders in the case were also vague in nature. This apparently led the Hon'ble Tribunal to conclude that it was a case of no evidence which could have easily been avoided by passing a reasoned and speaking order. Utmost care should therefore be exercised while passing final orders in the disciplinary cases. These orders should also be self explained, reasoned and speaking as has already been emphasized on a number of occasions in the past. In any case, printed proforma should not be used by the Disciplinary /Appellate / Revisionary Authorities while passing final orders in the disciplinary case.

4. The observation made by CAT, Jabalpur in their orders dated 6-5-2003 in O.A. 14/2001 about passing of order when the matter is sub-judice has been considered taking into account the legal advice in the matter. It is clarified that once an order has been challenged before a court of law it should not be interfered with during the pendency of the case. The impugned order[s] has to be taken as it is and nothing can be reduced or added to it. In such situation, any proposed fresh order should be passed only with the leave of the court.

5. As regards review of orders, it is clarified that an order, if found to be containing some patent error, can be reviewed by the same authority who had passed the original order. Some of the circumstances in which the orders can be reviewed and fresh orders passed are given below:

i] where the original order was not in conformity with the provisions of Rule 6 of RS[D&A] Rules, 1968 e.g. the penalty of withholding of increments was imposed on a Railway servant who was at the maximum of the scale and could not draw any further increments; or the penalty of withholding of promotion or reduction to a lower stage in

the time scale of pay was imposed on permanent basis whereas as per rules these penalties can be imposed for a specified period only. In such cases an effective penalty may be imposed by means of a fresh order by the same authority who had originally passed those orders in the disciplinary case;

ii] where the authority who passed the order was not competent to impose the penalty. In such case the punishing authority will withdraw its orders and refer the papers to the authority which is competent to impose the proposed penalty;

iii] where there is a patent error in the original order e.g. date or reference number or a name /designation etc. was shown incorrectly in the order. Fresh orders may be passed by the same authority to correct these inaccuracies in the original order.

It may please be noted that even in the circumstances cited above, an order which has been challenged before a court of law can be reviewed only with the permission of the court.

6. This should be given wide publicity.

SERIAL CIRCULAR NO. 169 /2007

No.P(R)/436/RI/IV Date: 20 -12 –2007

Copy of Board's letter No.F[E]III/2007/LE-1/1 dated 06-12-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. F[E]III/2007/LE-1/1 dated 06-12-2007 (RBE No. 157/07)

Sub: Grant of Study Leave to Officers of Railway Medical Service for prosecuting Post Graduation Course.

…

As per Rule 2[b] of Study Leave Rules, as contained in Appendix-V of Indian Railway Establishment Code, Vol. I [Fifth Edition 1985] [Second Reprint Edition – 2003] a Railway servant can be granted a maximum of 24 months of study leave in all, during his entire service [inclusive of similar kind of leave for study or training granted under any other rules].

2. The question of increasing the limit of 24 months in respect of Railway Medical Service Officers for prosecuting post graduation courses, to 36 months, on par with the decision taken by the Government in the Department of Personnel and Training in consultation with the Ministry of Finance, especially because post graduation courses in health sciences is of a three year duration which has to be done on campus with clinical work involved, has been considered by the Board and it has been decided to increase the limit of study leave from 24 months to 36 months in respect of Railway Medical Service Officers for prosecuting post graduation courses with the stipulation that they would have to execute a bond to serve for five years in the Railways after completing their post graduation, provided the study as well as the University/Institutions are approved by the controlling authority and subject to fulfillment of all other conditions regarding grant of study leave issued from time to time.

3. These orders will be effective from the date of issue of this letter.

4. Accordingly, in exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that Rule 2 of Study Leave Rules contained in Appendix V of the Indian Railway Establishment Code Vol.I, 1985 Edition [Second Reprint Edition 2003] may be modified as per Advance Correction Slip No. **105** enclosed.

Indian Railway Establishment Code Vol.I, 1985 Edition [Second Reprint Edition 2003]

Appendix V -Study Leave Rules

Advance Correction Slip No. 105

Rule 2

Replace Rule 2 by the following:

"2. Maximum amount of study leave:- [1] The maximum amount of study leave, which may be granted to a Railway servant, other than Railway Medical Service Officers, shall be –

[a] ordinarily twelve months at any one time, and
[b] during his entire service, twenty-four months in all [inclusive of similar kind of leave for study or training granted under any other rules]

[2] In respect of Railway Medical Service Officers, study leave may be granted for thirty-six months for acquiring post graduate qualification, subject to the condition that a Railway Medical Service Officer who has been granted such study leave shall execute a bond under sub-rule [4] of rule 4 to serve the Railways for a period of five years after completion of the study course."

[Authority: Ministry of Railway's letter No. F[E]III/2007/LE-1/1 dated 06-12-2007]

SERIAL CIRCULAR NO. 170 /2007
No.P(R)/676/II Date: 20 -12 –2007

Copy of Board's letter No. E[NG]I-2007/TR/26 dated 04-12-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. E[NG]I-2007/TR/26 dated 04-12-2007 (RBE No.156 /07)

Sub: Implementation of Mutual Transfer orders.

…

It has been brought to the notice of this Ministry that the requests for mutual transfer of employees are not being processed /implemented by authorities concerned in the Railways / Divisions /Units and even after such transfers are accepted, the same are not implemented for the reason that one Railway / Division / Unit wait for the other Railway / Division/ Unit to relieve the employee first. This leads to avoidable staff grievance and representations.

2. The Ministry of Railways have taken a serious view of the matter inasmuch as mutual transfers on the one hand enable transfer of an employee to a place of his choice with no or minimum loss of seniority and on the other since such transfers are on one to one basis in the same grade, the Railway / Division / Unit get the replacement simultaneously. Therefore, the Ministry of Railways desire that:

i] the request for mutual transfers should be processed / accepted as soon as they are received subject to fulfillment of prescribed conditions; and

ii] once the transfers are accepted, the employees concerned should be relieved immediately without waiting for the other unit to relieve the employee first.

3. It has also been decided that it should be the responsibility of concerned Head of Department of concerned Railway under whom the staff is working to ensure compliance of above decision in each and every case of mutual transfer.

SERIAL CIRCULAR NO. 171 /2007
No.P(R)/436/IREM/VII Date: 31-12–2007

Copy of Board's letter No.F[E]Spl.2007/ADV/3/5 dated 07-12-2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. F[E]Spl.2007/ADV/3/5 dated 07-12-2007 (RBE No.158 /07)

Sub: Amendment to IREM – Para 1132 of Chapter XI – Inclusion of Private Insurance Companies approved by Insurance Regulatory Development Authority [IRDA] for the purpose of Insurance of the houses / flats constructed/ purchased with the help of HBA.

…

The Ministry of Railways are pleased to amend the existing provisions in Para 1132 of Chapter XI of IREM – Vol.I [Revised Edition, 1989] relating to House Building Advance as per enclosed Advance Correction Slip No. 197.

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INDIAN RAILWAY ESTABLISHMENT MANUAL Vol.I [Revised Edition, 1989]

ADVANCE CORRECTION SLIP NO. 197.

The amendment placed below may be carried out in Para 1132 of Chapter XI of IREM, Vol. I [Revised Edition, 1989] regarding House Building Advance:

Add the following as item 5 under sub-para 19[i]

5. "Any other Private Insurance Company approved by Insurance Regulatory Development Authority [IRDA] for the purpose of insurance of the houses / flats constructed/ purchased with the help of House Building Advance."

[Authority: Board's letter No. F[E]Spl.2007/ADV/3/5 dated 5-9-2007 & 07-12-2007]

SERIAL CIRCULAR NO. 172 /2007

No.P(R)/54/VI Date: 31-12 –2007

Copy of Board's letter No.E[P&A]II-98/HRA-6 dated 12-12-2007 is published for information, guidance and necessary action. Board's letters dated 09-03-04, 09-08-05, 09-08-06 and 08-08-07 quoted therein were circulated as Serial Circular Nos. 43/04, 133/05, 144/06 and 117/07, respectively.

Copy of Bd's letter No. E[P&A]II-98/HRA-6 dated 12-12-2007 (RBE No.159 /07)

Sub: Grant of House Rent Allowance to Railway employees posted to new Zones / new Divisions- Regarding.

…

The question of extending the currency of the sanction contained in this office letter of even number dated 9-3-2004 as extended vide letter of even number dated 9-08-2005 and 9-8-2006 has been considered by the Board subsequent to issue of letter No. E[G]2007QR1-5 dated 8-8-2007 and it has been decided to extend currency of the instructions contained in letter dated 9-03-2004 ibid upto the dates specified against each new Zone, as under:

East Central Railway	:	31st December, 2007
East Coast Railway	:	31st August, 2007
North Central Railway	:	31st August, 2007
North Western Railway	:	31st August, 2007
South East Central Railway	:	31st August, 2007
South Western Railway	:	30th November, 2007
West Central Railway	:	31st December, 2007

2. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO.173 /2007

No.P(R)/436/IREM/VII Date: 31-12–2007

Copy of Board's letter No.E[NG]I-89/AP/5 dated 12-12-2007 is published for information, guidance and necessary action. Board's letters dated 25-06-98 quoted therein and 30-01-95 quoted as Authority under the Correction Slip, were circulated under SC Nos. 33/95 and 182/98, respectively.

Copy of Bd's letter No. E[NG]I-89/AP/5 dated 12-12-2007 (RBE No.160 /07)

Sub: Amendment to IREM.

…

Reference this Ministry's letter of even number dated 25-06-98 enclosing therewith ACS No. 52 on the above subject.

2. With the issue of this Ministry's letter no. E[NG]I-89/AP/5 dated 30-01-95 and consequent amendment of Para 1410[a] of IREM Vol.I 1989 Edition by Advance Correction Slip No. 52 issued under this Ministry's letter No. E[NG]I-89/AP/5 dated 25-06-98 referred to above, clause [c] of Para 1410 of IREM, Vol.I, 1989, has become redundant. Accordingly, the same may be deleted and the Indian Railway Establishment Manual, Vol. I, 1989 should be amended as per ACS No. 198 enclosed.

***

INDIAN RAILWAY ESTABLISHMENT MANUAL, VOL. I [1989 Edition]

Chapter XIV- Forwarding of Applications from serving Railway employees for posts outside Railways.

ADVANCE CORRECTION SLIP NO.198

1. Delete the existing clause [c] of Para 1410.
2. In Para 1410 renumber the existing clauses as 1410 [i], [ii], [iii] & [iv]

[Authority: Ministry of Railway's letter No.E[NG]I-89/AP/5 dated 30-01-95 and 12-12-2007]

SERIAL CIRCULAR NO. 174 /2007

No. P(PC) 487/V/97/DA Dated: 31.12.07

Copy of Board's letter No. PC-V/97/1/7/14 dated 19.11.07 is published for information, guidance and necessary action. Board's letters dated 6.11.06 and 16.11.2000 quoted therein were circulated under SC No.s' 202/06 and 06/2001 respectively.

Copy of Board's letter No. PC-V/97/1/7/14 dated 19.11.07 (RBE No.151/07)

Sub:Rates of Dearness Allowance in respect of Railway employees who have continued to draw their pay/emoluments in the pre-revised scales of pay – effective from 1.1.2007 and 1.7.2007 – regarding.

In continuation of Ministry of Railway's letter of even number dated 6.11.2006 (S.No.PC-V/480, RBE No. 167/2006) revising the rate of Dearness Allowance w.e.f. 1.7.2006 in respect of Railway servants who continue to draw their pay and emoluments in the pre-revised scale of pay, the revised rate of Dearness Allowance w.e.f. 1.1.2007 and 1.7.2007 would be as follows:-

Rate of Dearness Allowance

Date from which payable	Pay up to Rs.3500 p.m.	Pay above Rs.3500 and upto	Pay above Rs.6000 p.m.

		Rs.6000 p.m.	
1.1.2007	361%	270% (Rs.12635)	234% (Rs.16200)
1.7.2007	376%	282% (Rs.13160)	244% (Rs.16920)

NOTE: Amount within brackets represents the minimum amount payable per month as Dearness Allowance to employees in the different pay ranges.

2. All other conditions as laid down in the letter dated 16.11.2000 will continue to apply.

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO.175 /2007

No.P(R)/500/Ex-gratia/I Date: 31 -12 –2007

Copy of Board's letter No.E[W]2006/CP-1/49 dated 17-12-2007 is published for information, guidance and necessary action. Board's letters dated 05-11-99, 08-02-06 & 01-05-07 quoted therein were circulated under S.C. Nos. 337/99, 22/06, & 72/07, respectively.

Copy of Bd's letter No. E[W]2006/CP-1/49 dated 17-12-2007

Sub: Payment of Ex-gratia compensation to the families of Govt. servants who die in harness in the performance of their bona fide official duties.

…

Attention is invited to Board's letter No. E[W]99/CP-1/1 dated 05-11-99, further instructions on the subject as summarized in Board's letter No. E[W]2006/CP-1/1 dated 08-02-2006 and Board's letter No. E[W]2006/CP-1/37 dated 01-05-2007 delegating the powers regarding sanction of ex-gratia compensation to GMs and equivalents.

2. However, arising out of directions under Order dated 03-08-2006 of CAT/Ernakulam in O.A. No. 338/2005 [Smt. T. Saraswathy and 2 others Vs. UOI] clarification has been received from the Department of Pension & Pensioner's Welfare with regard to the term 'family ' for the purpose of these provisions as under:

" Payment of ex-gratia lump sum compensation in terms of this Department's O.M. No. 45/55/97-P&PW[C] dated 11-9-1998 may be made to the member[s] of the family in whose favour a specific nomination in this regard was made by the deceased Government servant. Family for this purpose will have the same meaning as in the case of Family Pension under Rule-54 of the CCS [Pension] Rules, 1972 [Rule-75 of the Railway Services Pension Rules, 1993]. In case no such nomination was made or the nomination made does not subsist, the payment may be made to a member of the family in the order indicated in Rule-54 ibid. In case, however, there is no surviving member of the family in terms of Rule 54-ibid, the ex-gratia payment may be made to the claimants from the family of the deceased Government servants in order of succession under the personal law applicable to the deceased Govt. servant, which will determine the eligibility and quantum /share of each claimant.

3. The above stated position may please be noted for information and compliance by all concerned.

4. This issues in consultation with Finance and Legal Directorates of the Ministry of Railways.

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POINTS TO REMEMBER

S.No.	SUBJECT IN BRIEF	S.C. No.

1.	Delay should be avoided in writing the Confidential report. Promotion of a Railway servant should not be held up merely because of non-availability of the latest confidential report or a particular period for which it has become due.	1/82
2.	Candidates who are removed from service and appointed afresh, should be directed for medical examination prior to such employment	37/86
3.	Employees appointed directly to a higher post, service, grade or time scale of pay cannot be reduced as a measure of penalty to a post in a lower time scale, grade, service or to a post which he never held before.	57/89
4.	Period of absence of an employee on whom punishment other than compulsory retirement, removal or dismissal under the D&A Rules is imposed, is to be treated as Extra-ordinary leave (EOL)	228/89
5.	Appointment on Compassionate grounds to the second widow and her children are not to be considered unless the Administration has permitted the second marriage, in special circumstances taking into account the personal law etc. .	5/92
6.	Board desire that initial postings of all direct recruits in Group 'C' and 'D' categories should invariably be decided in consultation with the concerned Head of the Executive Department.	28/92
7.	Board have clarified that in terms of Rule 2(a) of the RS(Conduct) Rules,1966, the 'Government' for the purposes of granting permission under Rule 21(3) is the Railway Board, and all proposals for granting permission to the Railway employees for entering into or contracting second marriage under Rule 21 should be sent to Board's office for examination, with full details.	62/92
8.	Until the Pensioner/family pensioner produces a non employment or an employment /re-employment certificate, the element of dearness relief only will not be disbursed. However, the pension/family pension will continue to be disbursed.	71/92
9.	The select list/ trade test panel may be treated as effective from the date of approval by the competent authority and not from the date of notification	74/92
10.	Railway servants who have undergone training on or after 1.1.1986 may be allowed the benefit of counting such period as duty for the purpose of drawing increments and the benefit of counting period for pay will be admissible on notional basis from 1.1.1986 and on actual basis from 1.10.1990.	86/92
11.	Incentive increment (Family planning allowance)under family welfare scheme may be granted to a person who/ whose spouse undergoes sterilization operation during the period of training prior to regular appointment (effective from 1.10.90)	87/92
12.	Whenever an employee fails to perform his duties / responsibilities and /or remains absent unauthorisedly, he/ she is liable to wage cut under FR-17 (Rule 1302-R.II).	128/92
13.	Periodical medical examination of employees should invariably be completed in three days and if a Railway doctor is not able to come to a conclusion within a period of three days, the entire period required for conclusion of the PME should be treated as duty. However, it will not include time taken by the employee to procure spectacles or any	155/92

	willful delay by the employee.	
14.	Medical examination fee for the purpose of commutation of pension should not be charged from the retired employees covered under RELHS or RRECHS.	167/92
15.	In all cases of acceptance of resignation, the competent authority shall insist, as a mandatory measure, on prior vigilance clearance, before taking a decision on the request for resignation submitted by the employee.	14/95
16.	In the event of trainee's failure in the initial course but passing the repeat course, the 'initial' training period counts as qualifying service. However, the period of interruption between (1) the end of initial course and the start of repeat course and (2) the period of repeat course, will be treated as "dies-non".	50/95
17.	Board have decided to provide only outdoor medical treatment facilities to the family members of Quasi-Railway Organisations such as Consumer C-operative Societies, SBF Committees, Railway Institutes, Railway Officer's Club and Station Committees, free of cost in Railway Hospitals and Health Units.	79/95
18.	Departmental and criminal proceedings can be initiated simultaneously against the delinquent employee and the disciplinary proceedings can also be continued and concluded without waiting for the conclusion of criminal case against the employee on the same charges. However, if the facts, circumstances and the charges in the departmental proceedings are exactly identical to those in the criminal case and the employee is exonerated/acquitted in the criminal case on merit, then the departmental case may be reviewed if the employee concerned makes a representation in this regard.	82/95
19.	Railway employees who attend voluntary blood donation camps for Blood donation and are sent back by the doctors without taking blood on medical grounds may be granted Special Casual leave.	108/95
20.	Physically handicapped employees may be exempted from typing qualifications for the promotion from Group 'D' to Group 'C' in the ministerial cadre and promotion of clerks as senior clerks against LDCE quota. Such candidates should produce a certificate from Medical Board attached to the Special Employment Exchange or by a Civil Surgeon where such a Board does not exist regarding candidate's in-capability to acquire typing qualification.	109/95
21.	The minimum percentage of 50% marks in aggregate may not be insisted upon to those candidates who possess qualifications higher than matriculation for the recruitment of Non Technical Popular Categories.	113/95
22.	Permanent Central Government/Railway employees who are absorbed in the Nationalized Banks, General Insurance Corporation and its subsidiaries are not entitled to count the service rendered in Govt./Railways for the purpose of pension on absorption in the Nationalized Banks including the RBI and SBI and its subsidiaries and other financial institutions including LIC,GIC and its subsidiaries.	128/95
23.	Seniority of staff on request transfer to another seniority unit should be assigned with reference to the date the employee physically joins the new unit	132/95
24	Central Government servant before his/her relief to take up	36/1996

	appointment in a Central Public Enterprise and Central Autonomous bodies on immediate absorption basis will be required to give his/her technical resignation. The period between the date of relief and the date of joining PSU/AB may be regulated by grant of leave due and admissible and if no leave is due, by grant of EOL. Acceptance of resignation to be communicated after the Government servant has actually joined the PSU/AB.	
25.	The benefit of incentive increment on account of family welfare/ sterilization can be continued to a Government servant even after the death of the spouse. However, on re-marriage, the incentive increment is stopped, unless the Government servant or his spouse undergoes sterilization operation.	96/1996
26.	List of authorities competent to communicate Government's displeasure to retired railway employees, circulated	128/96
27.	Charged employee may have services of defence counsel during personal hearing to Revising Authority – When penalty of dismissal/removal/Compulsory retirement is modified, the modified penalty is effective from the date of reinstatement – Originals of relied upon documents need not be produced in the enquiry proceedings – The disciplinary authority can remit the case back to the same inquiry officer or to another inquiry officer.	135/96
28.	The family of the missing railway employee is permitted to retain railway quarters as under:- i. For one year from the date of lodging FIR with the Police, on normal rent and ii. Beyond one year, on production of certificate from police that missing employee is not traceable, as in the case of normal retirement	41/97
29.	Railway servants should be suspended through written orders only – Punishments awarded to Railway servants and subsequent modification to the said punishment should be recorded in the Service Registers & deterrent punishments to be awarded in cases of repeated failures.	49/97
30.	While affording credit of Leave on Average Pay, fraction of a day shall be rounded off to the nearest day	53/97
31.	A person who has secured employment on the basis of bogus caste/tribe certificate should be - i. dismissed from service ii. case should be referred to local police station for initiating action under the provisions of Indian Penal Code. iii. The concerned District Magistrate to be advised for initiating penal action against the concerned person as well as others who were involved in the issue of bogus certificate.	69/97
32.	Time limit for disposal of representation/grievances forwarded by DOP/DPG etc. are as under	91/97

S. No.	Subject	Time limit
1	Representations /grievances received from MPs/MLAs and other VIPs	30 days
2	Grievances received directly from general Public /Railway users	90 days

	3	Grievances received from general public /railway users directly and where a detailed enquiry becomes necessary after initial scrutiny	120 days	
	4	Finalisation of complaints/cases referred to by DOP&PW (Min.of Personnel)	90 days	
	5	Submission of status report on complains/cases received from Cabinet Secretariat	45 days	
	6	Representations received from the Members of the Standing Committee of Parliament on Railways a) Where the information is available in Board's office itself b) Where the information has to be collected from the Railways	 10 days 30 days	
33.	The gratuity becomes payable on the date following the date of retirement in the case of Railway Servants against whom Disciplinary/Judicial proceedings are pending at the time of retirement and subsequently exonerated of all charges. Interest in such cases has to be allowed beyond a period of 3 months from the date of retirement			118/97
34.	Only one compassionate appointment is admissible in the case of death of the husband or wife (both Railway employees) whichever event occurs first.			124/97
35.	Sr. DOMs / DOMs will exercise disciplinary powers in respect of Operating staff, even in matters relating to violation of safety norms.			155/97
36.	Amount of Deposit Linked Insurance is payable to the successors of employees who committed suicide. The amount of DLI is also payable in case of missing employees whose whereabouts are not known, after a lapse of seven years.			118/98
37.	Date of reckoning of age of candidates for appointment to the Railway services for Group 'C' & Group 'D' posts will be 1st July of the year for the posts notified between January to June and 1st January of next year for posts notified between July and December			269/1999
38.	Notice of 4 weeks should be given to candidates for joining duty on appointment by Registered Post –Acknowledgement due			236 /1999
39.	While forwarding appeals to the Appellate Authority, the Disciplinary authority should confine its comments to the points raised in the appeal without commenting on any extraneous circumstances on which the charged official has had no opportunity to explain his position.			45/2000
40.	The pay/stipend of Railway servants selected against GDCE and undergoing training may be regulated under the provisions of Rule 1315 (FR-22B) IREC Vol.II			84/2000
41.	Disciplinary proceedings should be closed immediately on the death of the charged railway servant			151/2000
42.	Advance increments granted to sports persons and coaches on medal winning performance in National & International meets is to be treated as pay for all purposes and these increments will not be absorbed in future increments. Such increments would take effect from the first day of the following month of the concluding day of the championship.			173/2000

43.	The procedure to be adopted for recasting missing leave accounts of the employees has been outlined.	170/2000
44.	In all departmental selections the personnel officer in-charge of the cadre shall alone assign code numbers to the answer sheets and this work should not be done by the paper setting officer.	231/2000
45.	If there is delay in submission of self appraisal in Part II of Confidential Report form by the employees in grade Rs.1600-2660/5500-9000 and above, the employees are to be issued a reminder that if he/she does not submit the self appraisal by the specified date, the report would be written without self appraisal.	41/2001
46.	No officer under suspension should be allowed to write/ review the Annual confidential reports of his subordinate if during major part of writing/reviewing, he is under suspension, as he might not have full opportunity to supervise the work of his subordinates	82/2002
47.	The retired Railway servant concerned should not act as a defence helper in not more than 7 disciplinary cases at a time. The retired Railway servant should satisfy the inquiring authority that he does not have more than 7 cases at hand including the case in question.	102 /2003
48.	The service rendered by the surplus staff prior to re-deployment is not to be counted for seniority and promotion in the absorbing unit.	110/2004
49.	Board have decided that for appearing in the selections/LDCEs for promotions within Group 'C' and from Group 'D' to Group 'C' , the cut-off date for determining the eligibility of the staff should be the date of issue of notification for the said selection.	131/2006
50.	Board have decided that in the written test held as part of the selection for promotion to all posts classified as 'Selection', objective type questions should be set for about 50% (in the range of 45% to 55%) of the total marks for the written test.	142/2006

Rates of Dearness Allowance in V CPC scales

Date from which applicable	Rate of Dearness Allowance per month	SCR S.C.No.
1-1-1996	**No Dearness Allowance**	171/97
1-7-96	4% of Pay	171/97
1-1-97	8% of Pay	171/97
1-7-97	13% of Pay	171/97
1-1-98	16% of Pay	93/98
1-7-98	22% of Pay	223/98
1-1-99	32% of Pay	97/99
1-7-99	37% of Pay	237/99
1-1-2000	38% of Pay	63/2000
1-7-2000	41% of Pay	198/2000
1-1-2001	43% of Pay	65/2001
1-7-2001	45% of Pay	193/2001
1-1-2002	49% of Pay	54/2002
1-7-2002	52% of Pay	215/2002

1-1-2003	55% of Pay	72/2003
1-7-2003	59% of Pay	169/2003
1-1-2004	61% of Pay	35/2004
1-4-2004	11% + 50% DP	36/2004
1-7-2004	14% + 50% DP	167/2004
1-1-2005	17% + 50% DP	57/2005
1-7-2005	21% + 50% DP	174/2005
1-1-2006	24% + 50% DP	48/2006
1-7-2006	29% + 50% DP	181/2006
1-1-2007	35% + 50% DP	46/2007
1-7-2007	41% + 50% DP	120/2007

…

AGE LIMITS FOR DIRECT RECRUITMENT TO VARIOUS CATEGORIES OF GROUP 'C' AND GROUP 'D' INCLUDING SUBSTITUTES.

All **Group 'D'** posts including substitutes 18-28 + 2* + 3** = 18-33

Group 'C' posts where minimum qualification is Matriculation or equivalent 18-25 + 2* + 3** = 18-30

Group 'C' posts where a Degree or equivalent is the minimum qualification 18-28 + 2* + 3** = 18-33

Group 'C' posts where Engg. Degree or equivalent is the minimum qualification 18-30 + 2* + 3** = 18-35

* Prescribed upper age limits for recruitment to all categories in Group 'C' and Group 'D' including substitutes has been enhanced by **02 years on a regular basis w.e.from 1.6.1999.**

(Auth:Bd's Lr.No.E(NG)II/94/RR-1/29 dt. 10.5.99 (S.C.No.145 /99)

****** Upper age relaxation of 3 years, beyond the prescribed age limits, as mentioned above, has been extended upto 3.2.2008 by the Railway Board vide letter No.E(NG)II/94/RR-1/29 dt. 5-2-2007 (RBE NO.18.07) SCR S.C.NO.26/97 irrespective of the community.

*** The upper age limit is further relaxable by 3 years in the case of OBC candidates in direct recruitment. (SCR S.C.No.43/95)

**** The upper age limit is further relaxable by 5 years in the case of candidates belonging to SC/ST communities in direct recruitment. (Brochure on Reservations to SC/ST)

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P(R)605/X Dt.29-3-2007

Sub: Guidelines for conducting selection for the post of Instructors of various facilities of Zonal Railway Training Institute/Training Centres/ BTCs.

…

The question of issuing guidelines for the post of Instructors of various faculties has been under consideration for some time. The enclosed guidelines have been framed based on the existing provisions contained in Indian Railway Establishment Manual and various instructions issued by the Railway Board from time to time.

Guidelines for conducting selection for the post of Instructors of various faculties of Zonal Railway Training Institute/Training Centres/BTCs.

1. Selection and classification of the post of Instructor:

   The Post is classified as Selection post. A selection is conducted by a duly constituted Selection Board. The selection will consist of Preliminary screening (to be held by the Principal of the Training Centre), Written test/ and Viva-voce.

2. Cadre

   The post is classified as Ex-cadre and there is no further avenue of promotion.

3. Selection Process

   The condition of six months restriction between selections will not apply to general selection which are conducted by calling options from serving employees fulfilling the prescribed eligibility conditions.

4. Stages in Selection Process

   Assessment of vacancies

   Obtaining approval of the Competent Authority for assessment of the Vacancies

   Issue of notification calling for volunteers for filling up the post of Instructor.

   Preliminary Screening test to be held by Principal of the Training centre on aspects like attitude, communication, vocabulary, etc .

   The applicants who are cleared by the Principal of the Training Centre in the Preliminary Screening should be called for selection.
   (Authority: Board's lr.No.E(MPP)96/1/31 dt.15.10.1996)

   Conducting of Written test of eligible candidates

   Evaluation of Answer Sheets by nominated SAG Officer

   Meeting of the Selection Board for conducting viva-voce to adjudge the suitability of candidates and make recommendations (Para 217-A and Bd's Lr.No.E(NG)I-2000/PM1/41 dt.12.09.2005 (S.C.No.185/05)

   Acceptance of the recommendations by the competent authority and publication of panel

5. Currency of panel : The panel drawn by the Selection Board and approved by the competent authority shall be current for 2 years from the date of approval by Competent authority or till the panel is exhausted whichever is earlier (Para 220-A of IREM)

6. Assessment of vacancies

   a. The number of vacancies for the selection to be conducted will include.
   b. Existing vacancies
   c. Vacancies anticipated in the next 2 years to be taken into account.
   d. Anticipated vacancies in the next 2 years are

      (i) Vacancies arising due to Tenure completion or Repatriation, and Transfer if ordered.

      (ii) Newly sanctioned posts.

7. Selection Board

   The Selection Board for screening /selection of trainers /instructors is to be constituted under the orders of PHODs/Controlling HODs . The selection committee should consist of 3 HODs and also include the head of the concerned Training center. None of the members should be directly subordinate to any other member (Para 218(b) of IREM (Auth:Bd's No.E(MPP)2001/19/3/Recomm. 37 dt. 29.6.2001)

   The Head of the Training Institute / Centre shall have the same rights and privileges as far as the selection proceedings are concerned at par with other HODs and can participate in the selections and sign the selection proceedings. [Authority: P[R]605/XI dt. 16-08-07]

   On Divisions, in BTCs the respective Executive shall act as the 4th Member (Principal) for the purpose of Preliminary screening/written test.

   a. One of the Member should be a Personnel Officer and another from a Department other than the one for which the selection is held (Para 218(a) IREM)

   b. The list of officers nominated for various faculties in ZRTI/STCs will be issued by SPO/T /SPO/M&EI. Respectively and for BTCs respective SPOs/APOs of Departments.

   c. The concerned Personnel Officer will certify correctness of Procedure before submitting papers to Selection Board.

8. Inclusion of SC/ST Committee members when SC/ST candidate is coming under zone of consideration for selection.

   The post of Instructor is classified as ex-cadre and the selection of instructor is a General Selection by calling options from serving employees fulfilling the prescribed eligibility conditions.

   As per Railway Board's letter No.78E(SCT)15/16 dt. 26.7.1978 since the post of Instructors are filled by drafting employees from other departments and on completion of their tenure they return to their parent department, reservation for SC/ST would not be applicable.

   Further, as per Railway Board's letter No.81E(SCT)15/32 dt. 30.9.83, inclusion of SC/ST officer in the selection committee is not necessary when only General candidates are in the zone of consideration to fill up the post of Instructor.

9. Staff Eligible to be called for Selection

[a] The employees of concerned department of the Zone.

[b] Selection of instructors should be done from identical grades only. In case no willing candidates apply for the same, candidates below one /two grades can be considered, provided the post at the training centre is either downgraded matching with the scale of pay of the selected candidates or transfer the element of the post in which the incumbent was working in his parent cadre. However, this is to be used sparingly.
[Bd's letter No. E[MPP]2002/13/2 dated 04-01-07 (RBE No. 06/07)]

[c] Candidates should have good training capacity, good academic background, practical experience in teaching and capacity to prepare course material.

[d] Not above 52 years of age on the date of Notification

[e] Employees who had previously worked as Instructors at ZRTI/Training centers /BTC are eligible to apply only after a gap of one year from the date of repatriation for their parent dept.
[Authority: Board's letter No. E[MPP] 86/13/2 dt. 16.5.94)

[f] The employees who have been cleared by the Principal in the Screening / Class Room test will only be eligible to appear for written test of the selection.

[g] Selected employees will not normally be allowed to decline the post.

[h] Applicant should be good communicator, sensitive to the need of people, resilient, open-minded, perceptive, honest, committed and motivated.

Tenure

a. The tenure will be minimum of 3 years and maximum 8 years.
[Authority Railway Board's letter:[i] E[NG]I-2004/PM1/19 dt.27/08/04
[ii] E[MPP] 2005/3/18 dt. 22-11-2005]

Lien of selected employees will be maintained in their parent department.

b. Before expiry of the tenure; of the Instructors panels should be formed in advance, so that change over becomes easy and smooth. The Principal and the concerned Personnel Officer should ensure timely preparation of panel of Instructors so that none are forced to be retained beyond his tenure.

10. Setting of Question Papers:

The authority nominating the Selection Board shall nominate SAG officer to set the Question Paper and evaluate. As far as possible the SAG officers nominated to set the Question Paper and to evaluate the answer books be different. There is no objection to nominate the same officer to set the question papers as well as to evaluate the answer books.

In Written test forming part of selection for promotions objective type questions to the extent of 50% [in the range of 45% to 55%] of the total marks for the written examination as part of the selection for promotion to selection posts in the lower grade [Authority Railway Bd's letter No. E[NG]I/2006/PM1/41 dated 30-8-2006 (S.C.No.142/06)]

The concept of negative marking for wrong answers to the objective type questions is withdrawn.[Bd's lr No.E[NG]I/2000/PM1/41 dtd 07-08-2003]

At least 10% of the total marks prescribed for the written test should be on official language Policy & Rules on optional.

11. Evaluation of answer sheets

As soon as Written Test is over, a dummy roll number should be given on the fly leaves attached to each answer sheets and the fly leaves containing the original roll number as well as the dummy number should be separated and kept under the custody of the officer in charge of the cadre for which the selection is held. The answer sheet should then be sent to nominated evaluating SAG officer, which should contain only the dummy roll number, so that the evaluating officer does not know the identity of candidates.

The evaluating officer shall not:

[i] Assign marks with pencil
[ii] Do Erasing, cuttings, overwriting
[iii] Evaluate to award marks keeping in mind the percentage of pass marks to bring the candidate in the zone of consideration.

12. Eligibility for passing

Candidates securing not less then 60% marks in the written test should be called for viva-voce test.

13. Evaluation by the Selection Board in the viva-voce.

The selection committee should assess the candidates keeping in view their record of service, educational qualifications, professional background and competence and the above listed attributes and make recommendation to the competent authority for approval
(Authority: Bd's lr.No.E(MPP)2001/19/3- Recomm.-37 dt. 29.6.2001)

There should be a single evaluation sheet to be signed by all the members of the Selection Board.

14. The Selection Board shall:

Ensure signing the proceedings take place on the date of viva-voce only.

Not delay in drafting selection proceedings and should not be left to some one who is not a member of Selection Board.

Not cut and erase marks in the statement

Not consider the candidates without Annual Confidential Reports or Service Records.

Not consider the candidate without ascertaining DAR cases

Not consider the candidate who obtain less than 60% marks in Professional ability and 60% in aggregate.

15. Award of marks by the Selection Board

Marks to be awarded by the Selection Board for general posts under following heads:
Headings

Professional Ability	Maximum marks	Qualifying marks
(i) Written test	35	21
(ii) Viva-voce	15	09 (30/50)

* Personaltity, address, leadership, academic / technical, qualification	30	
* Record of Service (ACRs of last 3 years	20	
(Outstanding: 6.7, Very good: 5.3: Good 4.0, Average 2.7) Para 219(j) of IREM		

16. Eligibility for empanelment

The final panel should be drawn up in order of seniority from amongst those who secure a maximum of 60% marks in the professional ability and 60% marks in the aggregate provided that those securing a total of 80% or more marks will be classified as outstanding and placed at the top enbloc in the panel in order of seniority (Para 219(j) of IREM)

17. Supplementary Selection

Since the selection is conducted by calling for volunteers no supplementary written examination will be held under any circumstances.

18. Approval of the panel

The panel should be put up to the competent authority (PHOD) for approval. After the Competent Authority approves the panel it should be notified immediately.
(Auth: Bd's letter No.E(MPP)94/3/14 dt.23.8.94 (S.C.No.141/2001)

19. Amendments to the Panel

A panel once approved should not normally be cancelled or amended. If there is any amendment to the panel of trainers, the same can be done at the level of General manager without referring the case to the Railway Board. [Auth: Bd's letter No.E(MPP)94/3/14 dt.23.8.94]

20. Currency of panel

Panel notified will be valid for two years from the date of approval by the competent authority.

21. Provision of stand by candidates in the panel

As per extant instructions there is no provision shadow/standby panel, therefore this provision cannot be made.

22. Pay Fixation:

Instructor selected in the same grade are not allowed additional increment, but are allowed Training Allowance wherever admissible. Instructors selected from lower grade will not be granted Training Allowance but will be given higher grade. Selected Instructors will not be allowed the option of drawing the pay of the post in the training centre in lieu of Training Allowance.
(Authority: Bd's Lr.No.E(MPP)2002/13/2 dt, 27.4.2004 & 4.1.2007)

23. General

If any provision of the IREM or circular on the subject which has not been superseded has been missed in preparing these guidelines, the said para or circular which has not been taken into consideration should be treated as valid and operative.

Monetary incentive in the form of training allowance at 15% to faculty member deputed as Instructors for Group 'C' and 'D' Technical Training Centres is stipulated in Railway Board's letter dated 24.1.2003 and these orders will take effect from 1.1.2003.

In case the instructor is promoted in parent cadre, a post should be transferred to training centre by parent unit till completion of his tenure , subject to the condition that the Principal of the Training Centre/Institute recommends the retention of the instructor till the completion of his/her tenure.[Bd's Lr.E(MPP)2002/13/2 dt.27.4.2004]

The instructors are allowed to retain Railway quarters at parent unit for two years as per normal rent/flat rate of licence fee.

When an instructor is to be repatriated back to parent railway after completion of his tenure, he may be allowed to give two options of his choice of posting and the same should be considered as far as possible. [Bd' Lr. No.E(MPP)2002/13/2 dt.27.4.2004]

While referring these guidelines original paras of IREM and circulars should be read for proper appreciation. In case of doubt, the original paras and the circulars should be relied upon as authority.

P[R]529/I 02-04-2007

Sub: Avenue of promotion channels of non-gazetted staff.

In terms of extant instructions channel of promotions of non-gazetted staff is to be published after obtaining the views of both the organized labour, concerned Principal HOD and approval of the General Manager.

The compendium of approved avenue charts for all Group 'C' and 'D' categories prepared at Headquarters in consultation with the organized labour was published during 1990 and circulated to all Divisions / Units for strict implementation.

Despite the above, the SCRM Union has pointed out in the 111th PNM Meeting held with General Manager on 22nd and 23rd March, 2007, that some of the Divisions / Units are changing the avenue charts of certain categories of non-gazetted staff at Division / Unit level in consultation with the local organized labour, which is highly irregular.

It is reiterated that the approved avenue charts for all Group C and D categories during 1990 together with corrections issued from time to time should strictly be followed and modification, if any, required for a specific category of post may be forwarded to Chief Personnel Officer for obtaining the approval of General Manager in consultation with General Secretaries of both the organized labour.

P[R]605/X Dated 05-04-2007

Sub: Irregularities in the departmental Selections – System Improvement.

It has been brought to the notice that an officer borne on the Secret List was nominated as a Member of Selection Board, in connection with departmental examination even though existing rules debar the Officer from performing any sensitive work.

Since the concerned PHODs/DRMs/ADRMs/CWMs may not be aware about the names in the Secret /Agreed list, a statutory sentence as indicated below may be inserted in all the notes on selection processed for nomination of officers to be on the Selection Board.

After nomination of an Officer to Selection Board, the papers shall invariably be routed through P.S. [Confidential] of the concerned PHOD/DRM/ ADRM/CWM who shall verify from Agreed / Secret List and endorse whether the officer can be nominated or otherwise. In case the officer figures in Secret / Agreed List, the P.S. concerned shall endorse the same and remit the papers back to PHOD/DRM/ADRM/CWM for re-nomination.

It should be ensured that officers figuring in Agreed and Secret List of Vigilance department must not be co-opted as a member of Selection Committee.

This issues with the approval of CPO.

No.P(R)500/XXII Dt.20 -4-2007

Sub: Sanction of Family pension for life time to widowed / divorced dependent daughter beyond the age of 25 years of age.

...

Reference DRM/P/GTL's letter No.G/P.500/Family pension dt. 19.2.2007 on the above subject.

The points raised by the DRM/P/GTL in the above letter in connection with implementation of Board's orders dt. 13.10.2006 [Serial Circular No. 178/06] regarding grant of family pension to widowed/divorced daughters even after attaining the age of 25 years are clarified as under.

Points	*Clarification*
1.Whether Family pension can be sanctioned to widowed / divorced daughters having minor children even beyond the majority of their children as, such daughters can depend on their children after majority.	Yes. So long as the widowed/ divorced daughter is dependent on the Pensioner, the family pension can be granted, subject to inclusion of the name of the widowed/divorced daughter in the official records before the death of the pensioner.
2. Whether Family pension can be sanctioned to widowed / divorced daughters, who are deserted by their major earning sons / daughters.	Family pension can be sanctioned to such a widow/divorced daughter who is dependent on the Pensioner only notwithstanding the fact that the widowed/divorced daughter has major earning sons/daughters.
3. Whether once Family pension is sanctioned to widowed./ divorced daughters from whom periodical non-marriage and income certificates are to be obtained or not.	Once family pension is sanctioned and the Banks/ Post Offices authorized to arrange the same, the non-employment/ marriage certificate is required to be submitted by the family pensioners to the respective banks in November of every year.
4. Whether Family pension can be sanctioned to Muslim Divorced daughters based on the Talak Deed obtained at Masjid from the Mullah or they should be asked to submit the Divorce Certificate from the Competent Court of Law.	If the personal law of a particular community permits, the family pension can be sanctioned to widowed/divorced daughters. Since Muslim/Hindu/Christian Personal Law are valid in India; divorce obtained under religious Law be accepted.
5. If the widowed daughter at the age of above 50 years applies for Family pension, can she be sanctioned family pension	As already advised by Board family pension can be sanctioned to the widowed/divorced daughter even after attaining the age of 25 years, family pension can be sanctioned to such an applicant provided she is dependent on the pensioner after the widowhood/ divorce and the administration has been intimated of the same by the pensioner. Where the same was not intimated to the administration before the demise of the Pensioner, the applicants will be required to produce the death certificate of her husband / Divorce certificate issued by the competent court as the case may be besides establishing the fact that she was dependent on the pensioner.

6. Whether the name of widowed/divorced daughters, on the request of Pensioner/Family Pensioner can be included in PPO.	***Yes, on the request of the Pensioners only***, the name of the widowed/divorced daughters can be included in the PPO. Where it was not intimated by the Pensioner, action may be taken as clarified against point No.5 above.

Instructions exist that clarifications sought on policy issues from Headquarters should invariably be sent under the signature of Sr.DPO /DPO. The above instructions are reiterated for strict adherence and clarifications sought without the approval of Sr. DPO/DPO will not be entertained in future.

This issues with the approval of CPO.

No.P(R)/439/II **Date: 26-04 –2007**

Sub: Provision of PF number and employee details.

****

The referral from Railway Hospital to all recognised hospitals has been computerized and the referral letters to various hospitals is generated based on the PF data of the employees. This procedure has been adopted to keep accurate check of referrals and bill passing process.

Whenever a patient approaches Central Hospital, Lallaguda for admission and referral, they should invariably carry the proof of their PF number viz., the last pay slip or similar other papers along with their medical identity card. This will reduce the patient's waiting time and facilitate the hospital authorities to make correct entries and provide necessary details to enable them to refer to other hospitals where payments are involved.

The PF number of the employee concerned should also invariably be indicated in the communications sent from other departments to Medical department regarding death, VRS, retirement on superannuation, etc., so that the data in the Medical Department can be updated.

No.P/(R)/626/III Date: 27.04.07

Sub: Recovery of huge amounts of Railway dues from the settlement benefits at the time of retirement.

* * *

Of late, it is observed that many court cases are being filed objecting the recovery of huge amounts from settlement benefits because the recoveries are being imposed all of a sudden at the time of settlement without giving sufficient notice to the employee concerned. It is seen that most of the recoveries are due to non-vacation of Railway quarters, over payment etc. Such recoveries of huge amounts from the settlement benefits may cause hardship to the retiring employee and will be effecting his financial position on retirement. It is also mandatory to give sufficient notice to the party in regard to the recoveries, in order to give him reasonable opportunity to explain the cause or to avoid or to prepare for the deduction.

In the light of the above, in all cases where deductions are anticipated from the settlement benefits, notice may be given to the party to prepare himself for the deductions sufficiently in advance preferably at the time of filing settlement papers.

This issues with the approval of the competent authority.

No.P[R]/464/MC-49 **Date: 30-04 –2007**

Copy of revised Master Circular No. 49 circulated under Board's letter No. E[G]2006/QR1-6 dated 20-04-07 is forwarded for information, guidance and necessary action. Board's letter dated 19-1-1993 quoted therein was circulated under this office letter No. P[R]464/MC-49 dated 29 - 04 -1993 .

Copy of Board's letter No. E[G]2006/QR1-6 dated 20-04-07 [RBE No. 35/07]

Sub: Allotment of Railway Quarters and Retention thereof.

Master Circular No. 49 on " ALLOTMENT OF QUARTERS AND RETENTION THEREOF ", a compilation of instructions on the subject was last brought out and circulated vide Railway Board's letter No. E[G]92 QR1-20 dated 19-1-93. Since then the various provisions of instructions have undergone major changes and some new provisions have also been introduced. With the objective to bring about all the current basic instructions at one place, the Master Circular has been updated by incorporating the modifications / additions to the instructions in this revised Master Circular. The revised Master Circular is as under:

1.0 Classification of staff as "essential and non-essential" for allotment of quarters

1.1 One of the benefits to which Railway employees are entitled to is provision / allotment of residential accommodation at the place of posting, on payment of a standard rent which is at subsidized rates.

For the purpose of allotment of quarters, Railway staff are categorized into two categories, i.e., essential and non-essential. Separate pools of allotment are maintained for essential and non-essential staff. As the local conditions vary, Railway Board have not laid down any rules / instructions for uniform application and the actual classification as per local conditions has been left to the discretion of Zonal Railway Administrations.

[Ref: No. E[G]57 LG 5-1 dated 21-1-1958]

1.2 Out of the quarters set apart for essential category staff, separate pool of quarters should be maintained for the running staff, the number of quarters in such a pool should be proportionate to the strength of running staff as against non-running essential staff. Allotment of any quarter that falls vacant in this pool will be made to "running" staff only on his / her turn as per the separate Priority Register, maintained for this purpose.

[Ref: No. E[G]69 QR1-15 dated 30-10-1976]

1.3 The quarters of the loco running staff pool, on vacation, should be allotted only to the loco running staff.

[Ref: No. E[G]79 QR 1-32 dated 20-08-80]

2.0 Entitlement of various types of house accommodation

Category of staff/officers and pay scales	**Entitlement**
All Group 'D' staff	Type – I
All Group 'C' staff who are in pay scales, the maximum of which is equal to or less than Rs.7000/-	Type -II
All Group 'C' staff who are in pay scales, the maximum of which is equal to or less than Rs.9800/- but the minimum of which is equal to or more than Rs.4500/-	Type-III
All Group 'C' staff who are in pay scales of Rs.6500-10500 and Rs.7450-11500	Type-IV
[a] All Assistant Officers	Type-IV

[b] All Senior Scale Officers drawing a salary less than Rs.12000/-	Type-IV
All Senior Scale Officers drawing pay of Rs.12000/- or more and all JAG/SG/SAG Officers	Type-V

Note-I: No existing Type-IV or other type of quarters will be transferred from Non-gazetted pool to Gazetted pool merely because the number of Group 'C' staff eligible for such quarters in accordance with the above instructions, happens to be less than the number of available quarters.

Note-II: Employees in old pay scale of Rs.1320-2040 [Revised pay scale Rs.4000-6000] who have already been allotted Type III quarters in terms of earlier orders dated 24-07-89 may retain the Type III quarters. However, all new allotment should be made as per entitlements in this letter.

[Ref: No. 98/LMB/10/62 dated 10-1-2000,
98/LMB/10/62 dated 21-09-2000]

3.0 Entitlement / allotment for staff quarters to the running staff

Category of staff	Revised Pay scale [in Rs.]	Entitlement
Second Fireman	2750-4400	Type-II
Asst. Guard / Brakeman, Sr. Second Fireman, First Fireman, Diesel Asstt., Electric Asstt.	3050-4590	Type-II
Sr. Asst. Guard / Brakeman, Sr. Fireman, Sr. Diesel Asstt., Sr.Electric Asstt., Shunter	4000-6000	Type-III
Goods Guard	4500-7000	Type-III
Sr. Goods Guard, Passenger Guard, Sr. Shunter, Goods Driver	5000-8000	Type-III
Sr. Passenger Guard, Mail / Express Guard, Sr. Goods Driver, Passenger Driver / Motorman [Passenger Trains and EMU Service]	5500-9000	Type-IV
Sr. Passenger Driver / Sr. Motorman [Passenger Trains and EMU Service], Mail / Express Driver [Mail / Express /Superfast trains)	6000-9800	Type-IV

[Ref: No. 2000/LMB/10/6 dated 22-11-2001]

4.0 Rules regarding allotment of Railway quarters to husband and wife posted at the same station

Allotment of quarters to gazetted and non-gazetted staff, where two employees of opposite sexes in occupation of two separate quarters at the same station, allotted under normal rules, marry one another, shall be regulated as under: -

a. No Railway employee (Gazetted or non-gazetted), shall be allotted a railway quarter if the spouse has already been allotted a quarter at the same station, unless such quarter is surrendered. This will, however, not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court.
b. Where two employees in occupation of separate quarters at the same station allotted under railway rules, marry one another, they shall, within one month of the marriage surrender one of the residences.
c. Where two employees (husband, and wife) are in occupation of separate residences at the same station, one allotted under Railway Rules and another from a different pool on account of the allottee being an employee of another Government Department, any one of them shall surrender his/her residence within one month of the marriage.

d. If a residence is not surrendered as required under (b) or (c) above, the allotment of the Railway residence shall be deemed to have been cancelled on the expiry of such period.

e. In the event of either of the two employees (husband & wife) being transferred to another station, he/she (as the case may be), shall be entitled for allotment of Railway quarter under the relevant rules.

[Ref. No. E(G)73 QR 1-44 dated 02.07.1974]

f. Wife / husband of an employee sent on deputation could be considered for allotment of the same quarter, already allotted to one of the spouse, if she/he was otherwise eligible in the normal course taking her/his date of registration for quarter from the date of her/his appointment / transfer / posting at a particular station.

[Ref. No. E(G)90 QR 3-16 dated 10.10.91]

5.0 <u>Allotment of Railway quarters – Reservation for SCs/STs</u>

5.1 Reservation of 10% in respect of Type I and Type II Railway quarters should be made in favour of SC/ST employees in all the areas where the number of quarters is 50 or more. It is further desired that representative of SC/ST employees who have been duly recommended by the SC/ST Railway Employees Association should also be included in the housing allotment committee in all the places wherever it exists.

[Ref: No. 82-E[SCT]26/2 dated 27-9-83 and 2002-E[SCT]I/21/1 dated 20-11-02]

5.2. Reservation in allotment of quarters will apply only in non-essential categories.

5.3. The reservation is made against the total number of quarters at a station and not against the number of quarters in a particular pool where the number of quarters is less than 50.

5.4. Two waiting lists are to be maintained, one general waiting list and another special waiting list of SC/ST Railway employees for allotment against 10% quota in Type I and II and 5% in Type III and IV. The SC/ST employees who are senior enough and are covered in general waiting list in their turn will be given allotment from the general pool quota. The special list will be operated only if the accommodation provided on the general list falls short of this percentage.

[Ref: No. 84-E[SCT]I/21/1 dated 22-08-86]

5.5. The reserved quota is exclusively reserved quota for SC/STs and allotments made to SC/STs from the general list is not countable towards the reserved quota which has to be filled by allotment to SC/ST employees who are not covered against the general [unreserved] points of the roster within the vacancies of quarters to be filled up at a particular point of time. In other words, SC/ST employees allotted Railway quarters on their own service length seniority in the general list are not to be adjusted against reserved quota.

[Ref: No. 97-E[SCT]I/22/5 dated 09-10-97]

5.6. For reckoning the number of quarters in place or unit, 50 should be the total number of type I & II quarters taken together in that place or unit;

5.7. Reservation percentage will be applied separately to Type I and Type II quarters;

5.8. Waiting lists have to be prepared separately for each type of quarter.

(Ref: 99 /E/SCT/!/21/1 dt.25.6.99)

6.0. <u>Out of turn allotment of quarter</u>

6.1 Out of turn allotment of quarter wherever conceded, should be made strictly on the basis of date of registration in the out of turn register to be maintained for the purpose. Placing of an employee in the out of turn list, however, is left to the discretion of the competent authority, based on merits of each case.

[Ref. No. E(G)66 QR 1-21 dated 12.10.1966]

6.2 Allotment to handicapped employees

Requests from the handicapped persons appointed on the Railways under special schemes should also be entertained for registration in the out of turn register on merits of each case, with due regard to the degree of their disability.

[Ref. No. E(G)66 QR 1-21 dated 12.10.1966]

6.3 Ad-hoc allotment on medical grounds of heart ailment etc.

Heart ailment, having the following symptoms, should be included for ad-hoc allotment on medical grounds. The concession should, however, be restricted to self-ailment only, as indicated below: -

"Heart ailment having symptoms of Grade III and Grade IV which includes serious disabilities like Angina Grade III and IV congested Cardiac Failure Grade III and IV or Malignant Hypertension with symptoms of Grade III and IV."

6.4 Ad-hoc allotment on other medical grounds

With regard to eligibility for ad-hoc allotment on other medical grounds, such as Pulmonary T.B, and Cancer, illness of parents and other members of the family should be excluded, only the illness of the Government servant himself and/or members of his/her family i.e. wife/husband and the children, should alone be considered for the concession of ad-hoc allotment on these two grounds.

6.5 Existing 5% reservation of vacancies in general pool for, ad-hoc allotment on medical grounds and physical handicap would continue.

[Ref. No. E(G)85 QR 1-8 dated 05.06.1986]

6.6 Out of turn allotment –father to son/ daughter/ dependent

Requests from eligible dependents/specified relations of retired Railway employees and of deceased Railway employees who are appointed on compassionate grounds, may be considered by the competent authority only in cases where the compassionate appointments have been made within the prescribed period of 24 months. In case, the compassionate appointee had remained in occupation of the Railway accommodation unauthorisedly beyond the permitted period, that in itself would not confer any right in favour of the compassionate appointee in the matter of regularisation of the Railway accommodation in his/her name. Further the Railway Administration should also initiate eviction proceedings soon after the prescribed period for retention of accommodation is over. The special dispensation allowed in favour of the eligible wards of retired/deceased employees and their scope is to be confined only to such of the wards, as are regular employees. Thus the casual labour and the substitutes with or without temporary status are excluded from their scope. The requests are to be considered as under: -

a] When a railway employee who has been allotted railway accommodation retires from service or dies while in service, his/her son, daughter, wife, husband or father may be allotted railway accommodation on out of turn basis provided that the said relation was a railway

employee eligible for railway accommodation and had been sharing accommodation with the retiring or deceased railway employee for at least six months before the date or retirement or death and had not claimed H.R.A. during that period. The same residence might be regularised in the name of the eligible relation if he/she was eligible for a residence of that type or higher type. In other cases a residence of the entitled type or a type next below is to be allotted.

b] Requests for out of turn allotment of Railway accommodation from the eligible dependents / specified relations of deceased Railway employees who are appointed on compassionate grounds may be considered for allotment of Railway quarter of one type below the entitlement of the deceased Railway employee, minimum being Type-I and restricting the allotment upto Type-IV failing which Type IV Spl or the entitled category of accommodation to the compassionate appointee, whichever is higher, subject to fulfilling the laid down conditions. This will be applicable to all Group A, B, C & D Railway employees.

c] Provided that in case where the retiring employee, including those who take voluntary retirement, or any member of his family, owns a house in the place of his/her posting, the specified relative will not be eligible for allotment of railway quarter on out of turn basis.

d] In case of appointment on compassionate grounds, Railway accommodation may be regularized where such appointee possessing minimum educational qualification undergoes induction training provided other conditions regarding eligibility etc. are fulfilled. It is, however, clarified that such an allotment shall be purely temporary, and on adhoc basis, provided such induction training is regularized as regular appointment in due course. In case the trainee fails to qualify in the final examination and is subsequently discharged from service, his/her allotment of quarter shall be cancelled.

6.7 In the event, a quarter belonging to a particular pool is allotted to the eligible dependent of an employee on out of turn basis on retirement / death of an employee who was having a quarter in another pool, thereby causing a shortfall in the quota of quarter in that pool, the deficiency so caused in that pool of quarters should be made good at the earliest available opportunity, in order that the balance is restored at the earliest.

Note:

i. Orders regarding non-drawal of house rent allowance are applicable only in cases where the dependent is employed in the station where the Railway employee has been allotted railway accommodation.
ii. The concession of ad-hoc allotment would not be available in the case of a dependent who secures employment in the Railway after the date of retirement of parent or during the period of re-employment.
iii. Type 'A' accommodation may be regularised in the case of eligible dependent on his request, even if, the employee is eligible for Type 'B' or higher type of accommodation.
iv. The concession of ad-hoc allotment to the eligible dependent would not be available in case any other dependent is already in occupation of Government accommodation.
v. Ad-hoc allotment of lower type of accommodation has to be restricted to the same area or adjoining area where retired employee is having the accommodation. However, licence fee/damages rent will have to be paid by the retired employee as per relevant rules/extant instructions if there is delay in allotment of alternative accommodation due to restriction of allotment of such colony.
vi. The date of regularisation should be from the date of cancellation in case the eligible dependent is already in Railway service and is entitled for regularisation .

vii. Where arrears are due from retired Railway employee, a statement indicating arrears due, should be furnished to the dependent and he should be asked to furnish documentary evidence/certificate regarding payment of licence fee/damages from the

office where the retired employee was working during the period in case recovery has already been made and if not he should be asked to make payment of the amount. This should be a condition of ad-hoc allotment and should be made clear in the letter sanctioning ad-hoc allotment.

viii. The said employee, who has been sharing accommodation with the retiring or deceased employee, is not eligible for HRA. It should be ensured that no out of turn allotment of accommodation is made to such employee, in case he/she has been drawing HRA by suppressing the fact that he/she was sharing the accommodation allotted to his/her father son/ husband/ wife."

[Ref: Letters No. E(G)88 QR 1-3 dated 21.6.1990, E[G]66 QR1-11 dated 25-6-66, E[G]85 QR3-2 dated 29-08-86, E[G]85 QR1-9 dated 15-1-1990, E(G)90 QR 1-11 dated 15.3.1991 and 1.7.1991 E(G)90 QR 1-18 dated 26.3.1991, E[G]91 QR1-10 dated 04-12-92 E(G)98 QR 1-11 dated 17.8.1999, E[G]85 QR1-14 dated 18-8-86, E[G]2006 QR1-14[B] dated 20-11-2006]

7.0 <u>Allotment of Railway Quarter to TA Personnel</u>

7.1 All the Railway personnel serving in the Railway Engineers Group Units [TA] should be treated as essential staff for the purpose of allotment of Railway accommodation.

[Ref: E[ML]74 ML3-34 dt. 6-6-74]

7.2 From amongst the unhoused TA personnel, some of the smarter employees who show leadership and enthusiasm in TA may be given preference over other TA personnel in allotment of quarters out of turn. Such allotments, however, should not exceed 10% of the unhoused TA personnel subject to minimum of 5 at bigger stations.

7.3 In assessing the eligibility / suitability of such out of turn allotments, the recommendation of the commanding officer of the TA units should be treated as final.

[Ref:No. E[G]96 QR1-42 dated 3-11-97]

8.0 <u>Misuse of Railway accommodation</u>

8.1 Railway accommodation allotted to a Railway servant is meant only for his/her bonafide use and cannot be used for any purpose other than residence. In order to prevent misuse of railway accommodation in any manner, a clear provision to this effect should invariably be made in Quarter Allotment letters issued to Railway Servants. The provision should also clearly specify that any violation in this respect would result in cancellation of allotment of the accommodation besides initiation of disciplinary action under Railway Servants (D&A) Rules.

[Ref: E(G)/2002 QR1-3 dated 29.04.02]

8.2 Sub-rule (1) of Rule 15 of Railway Services (Conduct) Rules provides that, no railway servant shall, except with the previous sanction of the Government engage directly or indirectly in any trade or business, or negotiate for, or undertake any other employment. Also, in terms of sub-rule (3) of Rule 15 of Railway Services (Conduct) Rules, a railway servant is required to report to the Government if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency. For the purpose of these sub-rules, "Government" means the Railway Board in the case of all gazetted and non-gazetted staff in the railway.

Instances have come to notice wherein commercial activities are carried on from the railway quarters allotted to Railway Servants for residential purposes. In this connection instructions have already been issued under Board's letter No.E(G)2002 QR 1-3 dated 29.4.02 (RBE No.54/2002) clarifying, inter alia, that Railway accommodation allotted to a Railway

servant is meant only for his/her bonafide use and cannot be used for any purpose other than residence. Hence, when a request is received from a Railway Servant seeking sanction of the government under sub-rule (1) of Rule 15 or when an intimation is given by him/her regarding business/Commercial activity by any member of his/her family under sub-rule (3) of Rule 15, he/she should also indicate the address from which the activity will be conducted. It should be ensured that such activity is not being conducted and/or will not be conducted from the government/railway accommodation. An undertaking to this effect may also be obtained from the Railway Servant concerned and enclosed with the proposal being sent to Railway Board for further necessary action.

[Ref: No. E[D&A]2000/GS/1-8 dated 3-9-2002]

9.0 Sub-letting and vacation of Railway accommodation

9.1 Save as otherwise provided in any other law for the time being in force, no Railway servant shall sublet, lease or otherwise allow occupation by any other person of Government accommodation which has been allotted to him.

9.2 As soon as the charges of sub-letting are established by the pool holder, the allotment of quarter will be cancelled and the disciplinary authority shall initiate disciplinary proceedings against the railway servant concerned. In such cases, the Competent Authority may consider placing the delinquent Railway servant under suspension also. It may also be ensured that chargesheets are issued immediately in cases where employees are likely to retire shortly or where they have already retired, since such cases are likely to become time barred for initiation of disciplinary proceedings by virtue of the misconduct being more than four years old.

9.3 A Railway servant shall, after the cancellation of his allotment of Government accommodation vacate the same within the time limit prescribed by the allotting authority.

(Ref. Rule 15A of Railway Services(Conduct)Rules,1966 read with
Board's letter No.E(D&A)98 GS1-1 dt.19.6.98)

9.4 The Estate Officers/ Allotment Authorities on the Railways, etc. should carry out checks/inspections every six months to ensure that the houses are occupied by the allottee Railway servants only and are not sublet to outsiders in contravention of the extant instructions.

(Ref. No.E(G)86 QR 1-6 dt.30.9.1986)

10.0 Retention of Railway quarters by Railway employees on transfer, retirement, etc.

10.1 Permanent Transfer:

(a) A Railway employee on transfer from one station to another which necessitates change of residence, may be permitted to retain the railway accommodation at the former station of posting for a period of two months on payment of normal rent or single flat rate of licence fee/rent. On request by the employees, on educational or sickness account, the period of retention of railway accommodation may be extended for a further period of six months on payment of special licence fee, i.e. double the flat rate of licence fee/rent. Further extension beyond the aforesaid period may be granted on educational ground only to cover the current academic session on payment of special licence fee.

Beyond the permitted/ permissible limits, however, no further extension will be allowed on any ground whatsoever. Therefore, no request or representation on this score shall be entertained. For all occupations beyond the permitted period, immediate action should be taken to cancel the allotment, declare the occupation as unauthorized and initiate eviction proceedings, charging damage rent for the over-stay.

(b) Where the request made for retention of railway quarter is on grounds of sickness of self or a dependent member of the family of the railway employee, he will be required to produce the requisite Medical Certificate from the authorised Railway Medical Officer for the purpose.

(c) In the cases where the employee or his/her family member etc. is receiving treatment from other streams of medicines like Homoepathy, Ayurved, Unani, etc. and the employee wishes to avail retention of Railway quarter on transfer / retirement/ etc. on medical grounds [subject to eligibility as per policy instructions], he may apply in writing to the concerned Railway Medical Officer requesting for a Medical Certificate with details of sickness and subject himself / herself for medical examination. The Railway Medical Officer on examination of the sick person may issue a Medical Certificate with his recommendations, if any, as per his/her assessment.

(d) In the event of transfer during the mid-school/college academic session, the permission to be granted by the competent authority for retention of railway accommodation in terms of Item (a) above will be subject to his production of the necessary certificates from the concerned school/college authority by the concerned Railway employee.

[Ref.No. E[G]2000 QR1-21 dt. 1-6-2001, E[G]2002 QR1-7 dt. 13-11-2002]

10.2 <u>Special provision in respect of employees transferred to N.F. Railway</u>

(a) A Railway employee who has all India transfer liability or, in the exigencies of public service, is posted on transfer to the N.F. Railway, will be permitted to retain railway accommodation allotted to him/her at the last station of his/her posting, on payment of normal rent/single flat rate of licence fee/rent upto 30-06-2008 or till revised orders are issued, whichever is earlier.

[Ref.No. E[G]2005 QR1-3 dt. 12-9-2005]

(b) Since the retention of quarter at the previous place of posting in favor of the officers who have been transferred and posted to NF Railway is allowed for bona fide use of the dependent family of transferred railway officer, he / she will furnish certificate on 1st July and 1st January of every year, stating that his/her dependent family members are actually residing in the railway quarter at the last station of his / her posting. Such a certificate will also have to be furnished at the time of seeking retention.

(c) If no such certificate is received by 31st January and 31st July every year respectively, the quarter controlling authority may cancel the allotment of the quarter in question.

(d) The request for retention of entitled accommodation should be received within a period of one month from the date of relinquishing of charge at the last station of posting.

[Ref: No. E[G]98 QR1-17 dated 17-11-99]

(e) Such officers/staff who by virtue of the aforesaid instructions have been retaining Railway quarter at the previous place of posting and on completion of their tenure at NF Railway are posted to a place other than the previous place of posting [i.e. where they have been retaining the quarter], they will be eligible for permission to retain Railway quarter under their occupation as admissible in the case of permanent transfer. In other words, for the purpose of retention of quarter, the cases of such employees may be treated as if they have been transferred from the place they have been retaining the quarter and permission for retention of quarter considered as admissible in the case of permanent transfer.

[Ref.No. E[G]97 QR1-29 dated 15-09-98]

(f) In the event Railway officer / staff on transfer from one place to another involving change of residence has been permitted to retain the Railway accommodation at the previous place of posting as permissible under the relevant instructions and during the period of such authorized retention of Railway accommodation, the officer / staff is again transferred to NF Railway in that case the place where the employee is in authorized retention of Railway accommodation in terms of the permission granted in his /her favour by the competent authority, may be taken as "the previous place of posting" for the purpose of retention of Railway accommodation provided that the concerned employee has not been allotted any regular accommodation at the new place of posting. These instructions shall also apply to cases where retention of quarter is/had been permitted under any other general or specific order of the Ministry of Railways.

[Ref: No. E[G]2001 QR1-19 dated 4-10-2001]

10.3 <u>Special provison in respect of Northern Railway employees posted in New Delhi / Delhi area on transfer to the Railway Board's Office</u>

An employee of the Northern Railway posted to Ministry of Railways (Railway Board) at New Delhi/Delhi area may be permitted to retain the Northern Railway quarter at New Delhi/ Delhi area for a period of 4 months on payment of normal rent/ flat rate of licence fee/rent. Further retention for another two months on the grounds of sickness or for 4 months on the grounds of education of children may be allowed subject to fulfillment of conditions in regard to production of certificate from the medical/school/college authorities. This will be subject to :-

a. That the employee on transfer to Board's office immediately applies for allotment of General Pool accommodation; and
b. That when an allotment is made by the Directorate of Estates the employee accepts the allotment and moves to the accommodation within the permissible period.

[Ref:No. E[G]85 QR1-9 dated 15-1-90]

10.4 <u>On transfer to the same electrified suburban area</u>

An employee posted at a station in the electrified suburban area of a Railway may on transfer to another station in the same electrified suburban area, be permitted to retain the Railway quarters at the former station on payment of normal rent/flat rate of licence fee/rent provided:-

a. The Railway administration is satisfied and certifies that the concerned employee can conveniently commute from the former station to the new station for performance of duty without loss of efficiency; and

b. The employee is not required to reside in an earmarked Railway quarter.

[Ref:No. E[G]85 QR1-9 dated 15-1-90]

10.5 <u>Retention of Railway accommodation by the Railway Audit staff</u>

Since the staff of Railway Audit Department also encounter the same difficulties of dislocation on transfer from one place to another and have to apply to the same Quarter Controlling Authorities for allotment of Railway accommodation as the Railway employees, staff of Railway Audit Department may be extended similar facilities for retention of Railway accommodation in the event of transfer necessitating change of residence as extended to Railway employees as per para 1 of Board's letter No. E[G] 2000 QR1-23 dated 01-06-01(Para 10.1 of this master circular) Accordingly, the following

provision is added as item [d] under para 1 of Board's letter No. E[G] 2000 QR1-23 dated 01-06-01 and may be deemed to be part of the instructions from that date:

"[d] These instructions will also be applicable to the employees of Railway Audit Department in allotment and occupation of Railway accommodation."

Ref: No. E[G]2005QR1-13 dated 06-07-06]

10.6 <u>Retention of railway quarters by apprentices</u>.

A serving employee who is selected as an apprentice either departmentally or through the R.R.B. may be allowed to retain the Railway quarters at the station from where he/she proceeds on training, during the period of his/her apprenticeship.

Note:

i. All transfers should be treated as permanent transfers unless the orders of transfer themselves specifically indicate that the transfers are "temporary".
ii. In the case of house owning employees the normal rent means the rent required to be paid by the house owning employees in terms of the Ministry of Railway's letter No. E(G)77 QR 1-53 dated 11.07.1984 and E(G)87 QR 1-21 dated 18.03.1988 .
iii. A member of family means husband or wife, as the case may be, and child/children only. Dependent relatives such as widow mother, dependent brother or sister are not to be included for the purpose of these concessions.
iv. The current academic session refers to annual academic course ending with annual examination plus 15 days and not till the results thereof are announced. It does not also mean the total duration of any course of study; for example, in respect of three years degree course, the current academic session means first or second or third year of the course, as the case may be, and not the total three years.

    An employee will have to furnish proper certificates from the recognised institution. Certificates for attending any part time course or any course not recognised by the Education Department of the State is not acceptable for the purpose of retention of railway quarter on educational ground.

v. In case an employee requests for retention of quarter on the ground of sickness of self or a family member and also on account of education of a child/children, the permissible periods for retention of quarter on the ground of sickness and/or education will run concurrently, and not in separate spells.

[Ref: No.E[G]85QR1-9 dated 15-1-90 & E[G]2006 QR1-14[A] dated 20-11-2006]

10.7 <u>Temporary Transfer</u>

a. During the entire period of "temporary" transfer an employee may be permitted to retain the quarters at former place or posting on payment of normal rent/flat rats of licence fee/rent. Temporary transfer should not, however, be ordered for a period of more than 4 months unless there are pressing circumstances.
b. Temporary transfers of non-gazetted employees initially for a period in excess of 4 months or by extension of the temporary transfer for periods aggregating more than 4 Months should be ordered personally by an authority not lower than the Divisional Railway Manager. In respect of Gazetted employees, such temporary transfers should be ordered with the approval of the General Manager.
c. In cases where temporary transfer is converted into permanent one, the railway employee may be allowed to retain the railway accommodation at the old duty station for further period as admissible on permanent transfer on payment of rent as prescribed therefore, from the date on which the employee is informed of the permanent transfer.

This period will be over and above the period already allowed to the employee on temporary transfer.

d. The Railway Administrations should review all cases of temporary transfer well before expiry of the period of 4 months of temporary transfer and decide whether the temporary transfer already ordered should continue to be temporary or be converted into a permanent one, to ensure that in the cases where temporary transfers are converted into permanent ones, the total period of retention of Railway quarters on payment of normal rent flat rate of licence fee/rent is normally restricted to a period of 6 months.

Note: If an employee already on temporary transfer to a station is again transferred to yet another station either on temporary or on permanent basis, the permissible period of retention of railway quarter as applicable in the case of temporary or permanent transfer will count from the date of transfer of the employee from the station concerned, for the purpose of retention of quarter at the original station. In the case of permanent transfer of an employee to another station from the station where she/he was on temporary transfer, the limit of six months as in para 10.7[d] above, for retention of quarters at the original station on normal rent flat rate of licence fee/rent will not apply.

[Ref: No. E[G]85 QR1-9 dated 15-1-90]

10.8. Surplus staff

Railway employees rendered surplus and posted at a new station be allowed retention of Railway accommodation already allotted to them at their respective previous places of posting on normal rent for a period of 3 years or till allotment of Railway quarter at the new place of posting whichever is earlier. The period of 3 years shall count from the date of issue of transfer orders.

[Ref: No. E[G]2003 QR1-18 dated 8-9-2004]

10.9 Railway officers / staff on deputation under Central Staffing Scheme and to other offices eligible for allotment of accommodation from the General Pool.

[a] Railway officers/staff proceeding on deputation to Central Ministries / Departments including UPSC, CVC and other central organisations which are eligible for allotment of accommodation from General Pool by Directorate of Estates would be governed by instructions governing retention of Railway quarter in the case of permanent transfer, i.e., para 1 of letter No. E[G]2000 QR1-23 dated 1-6-2001 [para 10.1 of this Master Circular].

The earlier provision contained in para 4 of letter No. E[G]2000 QR1-23 dated 1-6-2001, 14-2-2002 and letter No. E[G]2003 QR1-19 dated 19-4-2004 have been superseded vide instructions dated E[G]2006 QR1-14(A) dated 20-11-2006.

[Ref. No: E[G]2006 QR1-14(A) dated 20-11-2006]

[b] Deputation to State Government and Central Ministries outside Delhi where system of General Pool accommodation does not exist, rules of normal permanent transfer will be applicable.

[Ref: No. E[G]2000 QR1-23 dated 1-6-2001, 14-2-2002]

10.10 Group ‘A’ and ‘B’ Railway officers appointed in the personal staff of President, Prime Minister and Ministers in Central Govt. may be separated from the group of officers on deputation to Central Govt. Ministries/Department and be permitted to retain Railway quarter for the entire tenure of the posting with President, Prime Minister and Ministers in Central Govt. without the requirement of registering for allotment of General Pool accommodation for which they are otherwise eligible.

[Ref: No. E[G]2003 QR1-19 dated 2-9-2005]

10.11 An employee on deputation to another Ministry/Department of Central or State Govt. in India [not covered under provision 10.9 & 10.10 above] may be permitted to retain the Railway quarter on the terms and conditions as applicable in the case of permanent transfer.

[Ref: No. E[G]85 QR1-9 dated 8-1-91]

10.12 Deputation abroad

An employee on deputation abroad may be permitted to retain the railway quarters as follows:

a. For the entire period of his deputation abroad provided family passage facility is not availed of.
b. In case an employee avails of the family passage concession he/she may be permitted to retain the quarters for a period of 2 months or upto the date of departure of family in India, whichever is earlier.

Note:

i. "Deputation abroad" means transfer of an employee for service abroad, during which period, pay and allowances of the employee is charged to Government of India revenues.
ii. Railway employees posted abroad in the Indian Missions against posts, pay and allowances of which are borne by the Ministry of Railways will be treated as on permanent transfer for the purpose of retention of quarter in India.

[Ref: No. E[G]85 QR1-9 dated 15-1-90]

10.13 Railway officers / staff proceeding on deputation to newly formed Railway Public Sector Undertakings / Societies

Railway officers/ staff posted on deputation to newly formed Railway Public Sector Undertakings / Societies may be permitted to retain Railway accommodation but this facility can be provided by the Board on merits on a request by the PSUs and will be applicable only for a period of five years from the date of incorporation of the PSU/Society.

The rent chargeable towards retention of Railway accommodation permitted to Railway employees on deputation to PSUs are contained in paras 2 & 3 of letter No. E[G] 2000 QR1-23 dated 1-6-2001. In supercession of these instructions, it has been decided that in cases where Railway employees on deputation to PSUs are allowed to retain Railway accommodation at the previous place of posting, the concerned PSU / Organisation should credit to the concerned Railway unit, the amount equivalent to the entitlement for the leased accommodation of the Railway employee availing the retention facility.

[Ref: No. E[G] 2000 QR1-23 dated 1-6-2001 & E[G] 2006 QR1-14[A] dated 20-11-2006]

10.14 Railway officers / staff proceeding on deputation to other PSUs etc.

[a] Railway officers/ staff posted on deputation to other Railway and non-Railway PSUs/ Societies already established for more than five years would be permitted to retain Railway quarters only for a period of two months on normal rent chargeable from the date they have joined Public Sector Unit. After this period, they will be treated as unauthorized occupants and action taken accordingly.

[b] Railway employees on special assignments to RITES or IRCON exclusively for Railway works only will, however, be allowed retention of Railway accommodation at the previous place of posting for a period of one year at a time and upto a maximum period of two years only.

[c] The deputationist Railway employees to Dedicated Freight Corridor Corporation of India Ltd. [DFCCIL] and other SPVs may be allowed to retain the Railway accommodation at the previous place of posting for a maximum period of five years from the date of setting up of the SPVs or till the completion of construction of accommodation, whichever is earlier.

[d] The rent chargeable towards retention of Railway accommodation permitted to Railway employees on deputation to PSUs are contained in paras 2 & 3 of letter No. E[G]2000 QR1-23 dated 1-6-2001. In supersession of these instructions, it has been decided that in cases where Railway employees on deputation to PSUs are allowed to retain Railway accommodation at the previous place of posting, the concerned PSU/Organisation should credit to the concerned Railway Unit, the amount equivalent to the entitlement for the leased accommodation of the Railway employee availing the retention facility.

[Ref: No. E[G] 2000 QR1-23 dated 1-6-2001 & E[G] 2006 QR1-14[A] dated 20-11-2006]

10.15 <u>Special provison for Railway employees on deputation to CRIS</u>

Considering the fact that CRIS is a Society which cannot make profit and its all expenditures are charged to the Railway Projects, CRIS has been separated from the group of other PSUs for the purpose of allotment/retention of Railway accommodation. It has been decided that in the event of a Railway employee proceeding on deputation to CRIS retention of Railway accommodation at the previous place of posting will continue to be governed by para 3 of Railway Board's instructions dated 1.6.2001(Para 10.14 of this Master circular) permitting retention of Railway quarter for a period of only two months. In the event the deputationist Railway employee is posted by CRIS at the same station (from where the employee has proceeded on deputation to CRIS) where he/she is in allotment of Railway accommodation, on a request from CRIS with a certificate that no accommodation is available in its pool for allotment to the concerned employee, the deputationist Railway employee to CRIS may be allowed to retain the Railway accommodation under his occupation so long as the employee continues to be on deputation to CRIS and posted at the same station. In case the deputationist Railway employee to CRIS is posted at a different station, Railway accommodation as per the entitlement of the said employee may be allotted for the entire period of deputation to CRIS.

[Ref: No. E[G]2005 RN5-8 dated 9-9-2005]

10.16 <u>Post-retirement engagement in Committees, Commissions etc.</u>

Railway Board in their Meeting held on 11-10-2006 have reviewed the instructions contained in Board's letter No. E[G]2002 QR1-5 dated 19-10-2004 regarding retention/allotment of Railway accommodation to railway employees who are re-engaged in RCT on their retirement /voluntary retirement from Railway service . The following decisions have been taken:

[1] a] Railway officers on retirement /voluntary retirement and subsequent re-engagement in RCT as Vice Chairmen/ Members shall be entitled to retention of Railway quarter for a total period of four months on payment of normal rent and further period of four months on payment of special licence fee, as permissible in the case of normal retirement. The Vice-Chairmen/Members of RCT can, however, avail the above benefit of retention of accommodation admissible on retirement in broken spells, if they so desire, either at the time of their retirement /voluntary retirement from Railway service or final retirement from RCT or part of it at the time of retirement / voluntary retirement from Railway service and the remaining part at the time of retirement from RCT. Thus, the benefit can be availed in one or more spells subject to the condition that the total period of retention does not exceed eight months.

[b] Railway officers on retirement / voluntary retirement and subsequent re-engagement in CAT as Members shall also be entitled to retention of Railway quarter for a period of four months on payment of normal rent and a further period of four months on payment of special licence fee, as permissible in the case of normal retirement.

[c] Railway officers re-engaged in RCT, who do not avail retention of Railway accommodation on retirement / voluntary retirement from Railway service as at [a] above shall be entitled to retention of quarter at the time of retirement from RCT for a period of 4+4 months or the remaining portion of the retention i.e. [4+4 months minus the retention already availed at the time of retirement from Railway service]

[d] The Railway officers re-engaged in RCT after their retirement/voluntary retirement and posted at the same station from where they retired, shall be allowed to retain the same accommodation so long as they continue in RCT at the same station provided the occupied house is not an earmarked house.

[e] Vice Chairmen of RCT not having Railway Accommodation shall be eligible for allotment of Type-IV Spl., Type-V or Type-VI category of Railway accommodation and Members/RCT not having Railway accommodation shall be eligible for allotment of Type-IV Spl. or Type-V category of accommodation on their turn at their place of posting.

[f] Prior to authorizing retention of Railway accommodation in favour of retired Members/Vice-Chairmen of RCT, the rental payable for the period of retention should be remitted in advance prior to retirement. Further, two serving Railway officers with at least 2 years' remaining service should act as sureties on behalf of the Member/Vice-Chairman for clearing any outstanding dues that may accrue.

[g] Officers working as Vice-Chairmen/ Members of the RCT as on 13-11-2003 [i.e. the date of first decision of full Board on the subject] shall be covered by these rules. To that extent orders as above are to be made applicable retrospectively.

[h] In the case of occupation of earmarked /non-pooled accommodation at the time of retirement, retention thereof should be permitted for a period of two months only and within this period an alternative accommodation of entitled category may be allotted and retention for the balance period permitted as provided above.

[Ref: No. E[G]2006 QR1-14[B] dated 20-11-2006]

10.16 <u>Training :</u>

a. An employee deputed for training in any railway or non-railway training institute/ place or to attend seminar, conference, etc., may be permitted to retain the railway quarters for the period of training, seminar, etc. on payment of normal rent/flat rate of licence fee/rent.

b. An employee deputed for training abroad under any aided scheme such as Colombo Plan, etc. or at Government expenses may be permitted to retain the railway quarters for the entire period of deputation for training abroad.

c. When an employee already transferred from a station is deputed for training in India or abroad during the permissible period for retention of Railway quarters at the old station, the period of retention of quarters as admissible on transfer will be automatically got extended by the period of deputation for training. The rent to be charged for the period of deputation for training will be normal rent/flat rate of licence fee/rent, if the training commences from a date within the first two months of transfer and special licence fee if it commences after the first two months.

[Ref: No. E[G]85 QR1-9 dated 15-1-90]

10.18 <u>Leave including Extraordinary leave</u>

a. A Railway employee in occupation of railway quarter may be permitted, while on leave for a period not exceeding 120 days, to retain the quarter for the period of leave on payment of normal rent/flat rate of licence fee/rent provided the authority sanctioning the leave certifies that the employee concerned is likely to be posted back to old station on expiry of his leave.

b. When an employee takes leave (LAP) before he/she is ordered to be transferred, he/she may be permitted to retain the quarter for the period of leave upto the date of transfer/ relief on payment of normal rent/flat rate of licence fee/ rent and thereafter he/she may be allowed retention of the quarter as applicable in case of transfer on payment of rent, as specified therefor.

c. When an employee takes leave after he/she is transferred/ relieved he/she may be permitted to retain the railway quarters at the old station for the period permissible in case of transfer counted from the date of relief on payment of rent, as specified therefor. The period of retention of quarter permissible in case of leave will not be allowed in addition.

10.19 Leave on Medical ground

a. An employee on medical leave may be permitted to retain the quarter for the full period of leave on payment of normal rent/ flat rate of licence fee/rent.

b. When an employee already on medical leave is ordered to be transferred to another station, retention of Railway quarter will be permitted for the period of medical leave on normal rent/flat rate of licence fee/rent and thereafter for periods as admissible on transfer on payment of rent as specified in case of transfer.

c. When an employee already relieved on transfer to another station takes leave on medical ground, the period for retention of Railway quarter on transfer will automatically get extended by the period of sanctioned medical leave. During the period of medical leave normal rent/ flat rate of licence fee/rent should be charged if the medical leave is taken from a date within the first two months of transfer and double the flat rate of licence fee etc. if it is taken after the first two months.

10.20 Maternity Leave

An employee granted maternity leave may be permitted to retain the railway quarter for the period of maternity leave plus any leave granted in continuation thereof subject to a maximum of 5 months.

10.21 Leave Preparatory to Retirement

An employee granted leave preparatory to retirement may be permitted to retain the railway quarter for the full period of leave on average pay subject to a maximum of 180 days.

10.22 Leave granted to employees who retire under the provision of FR 56 (i)

An employee who retires from service under the provision of FR 56 (i) may be permitted to retain the railway quarter during the period of earned leave, not exceeding 4 months sanctioned preparatory to retirement, on payment of normal rent. The concession regarding retention of railway quarters after retirement will not be available to such a retired employee, in addition.

10.23 Retention by State Government/Union Territories employees on repatriation

An employee of the State Government/Union Territory on deputation with the Indian Railways may, on repatriation to the parent Government/Department be permitted to retain the railway quarter for a period of 2 months from the date of relief on payment of normal rent.

10.24 Leave ex.India

An employee on leave ex-India not exceeding 180 days may be permitted to retain the quarter on payment of normal rent/ flat rate of licence fee/rent for the entire period, provided the entire period of leave or any portion thereof is spent outside India and the competent authority certifies that the employee will be reposted to place of posting on expiry of the leave period.

10.25 Study leave

a. In case the officer is in occupation of accommodation below his entitlement, for the entire period of study leave on payment of normal rent.

b. In case the officer is in occupation of his entitled type accommodation, for the period of study leave but not exceeding six months on payment of normal rent provided that where the study leave extends beyond six months he may be allotted alternative accommodation, one type below his entitlement, on the expiry of six months or from the date of commencement of the study leave if he so desires.

c. In case the officer does not want to shift to the house below his entitlement, he will be charged special licence fee for the entire period of study leave after the initial 6 months for which only normal rent should be charged.

[Ref: No. E[G]85 QR1-9 dated 15-1-90 E[G]91 RN6-1 dated 22-9-92]

10.26 Missing Railway employees

The family of missing Railway employee may be permitted to retain Railway quarters for a period of one year on payment of normal rent from the date of lodging of FIR (the period from the date from which the employee is missing till the date of filing FIR would automatically get regularised) with the police by the family of missing Railway employee. On the certification of the police authorities that the missing employee is not traceable and the whereabouts of the person could not be known, the family of the missing Railway employee may be permitted further retention of Railway quarter for a period of one year on payment of normal rent.

[Ref: No. E[G]2001 QR1-17 dated 17-7-2002]

10.27 Retirement:

Railway employees on retirement, including voluntary retirees and those retired compulsorily, may be permitted to retain non-earmarked railway accommodation for a period of 4 months on payment of normal rent/ flat rate of licence fee and the next 4 months on educational or sickness account on payment of special licence fee, i.e., double the normal rent or double the flat rate of licence fee/rent. This is also applicable to audit staff doing railway audit work. The cases of retirement on medical invalidation grounds are also to be treated at par with normal retirement.

Beyond the permitted/permissible period, however, no further extension will be allowed on any grounds whatsoever. Therefore, no request or representations on this score shall be entertained. For all occupations beyond the permitted period, therefore, immediate action should be taken to cancel the allotment, declare the occupation as unauthorised and initiate eviction proceedings charging damage rent for the over stay.

[Ref No. E[G]2000 QR 1-23 dated 01-06-2001]

Retention of non-pooled Railway accommodation in the event of transfer, retirement etc. is governed by instructions contained in letter No. E[G]2001 RN 4-10 dated 17-09-2002. In partial modification of these instructions, it has been decided that the Railway employees in occupation of non-pooled Railway accommodation at the time of their retirement may be allowed retention of the non-pooled accommodation under their occupation for a period of two months only. In the event the concerned retired Railway employee so desires to further retain Railway accommodation, on

request, an alternative Railway accommodation of his/her entitled category may be allotted at the place of his choice anywhere in India, subject to availability, for the remaining period of six months, on payment of usual rent, as charged in the case of retention of accommodation on retirement under the extant instruction [Para-5 of letter No. E[G]2000 QR 1-23 dated 01-06-2001].

[Ref: No. E[G]2006 QR 1-14(B) dated 20-11-2006]

10.28 Resignation/dismissal/removal

An employee who resigns from service or is dismissed or removed from service may be permitted to retain the railway quarter for a period of one month only on payment of normal rent/flat rate of licence fee.
[Ref: No. E[G]85 QR1-9 dated 15-1-90]

10.29 Death

The family of an allottee railway employee who dies while in service may be permitted to retain the railway quarter for a period of twenty four months on payment of normal rent/flat rate of licence fee/rent from the date immediately after the date of death of an employee. This also applies to audit staff doing railway audit work. Where the deceased staff/officer or his / her dependants owns a house at the place of posting in such cases retention of Railway quarter shall however be permitted only for a period of 12 months.

[Ref: No. E[G]98 QR1-11 dated 2-1-99]

10.30 Re-employed Doctors

The re-employed doctors be allowed to retain the railway accommodation during the period of their re-employment. However, the facility of retention of railway accommodation after retirement can be given to retiring doctors only once i.e. either after their normal retirement or after termination of re-employment.

[E(G)89 QR 2-15 dated 20.12.1989]

11.0 Automatic termination of allotment on expiry of permitted period

On expiry of the permissible/permitted period indicated in all the above cases, the allotment of quarter in the name of the employee at the old station will be deemed to have been terminated automatically. Retention of quarter by the employee after expiry of the permissible period will be treated as unauthorised. During the period of unauthorised occupation the employee would be required to pay damage rate of rent in respect of the railway quarter. Realisation of damages rate of rent should not be pended on the ground that the employee has appealed or the case of the employee has been referred to the Ministry of Railways for regularisation of the excess period of retention.

The General Managers of Railway Administration and the Chief Administrative Officers of Projects/Organisation etc., may assign the work relating to granting of permission for retention of quarters to one or more officers in the Headquarters/ Divisions as considered necessary. These officers will be responsible for implementing the orders regarding retention of quarters issued from time to time within the parameters laid down by this Ministry. If several officers are assigned this work in Headquarters/ Divisions, an officer of appropriate level should be entrusted with the work of periodically overseeing and co-ordinating the work done by lower authority/authorities.

[Ref: No. E(G)85 QR 1-9 dated 15.01.90]

12.0 Allotment / retention of non-pooled ear-marked accommodation in the case of transfer, deputation, retirement, etc.

There exists a practice on the Railways whereby residential accommodation is ear-marked as non-pooled for use of nominated senior officials of Railway Units. Such officers, holding ear-marked / non-pooled accommodation, on their retirement, transfer, deputation, etc. may be permitted to retain such accommodation for a period of two months only on payment of normal rent. During this period of two months, if the officer concerned requests for further retention of Railway accommodation, as admissible to him/her in terms of the general instructions governing retention of Railway accommodation in the case of transfer, deputation, retirement, etc., an alternative accommodation for the purpose may be allotted, if feasible, on payment of rent as per extant instructions. All other general instructions governing retention of Railway quarter and charging of rent shall be applicable in such cases. It may be noted that no retention in respect of ear-marked /non-pooled accommodation should be permitted beyond the period of two months.

[Ref: No. E[G]2001 RN4-10 dated 17-9-2002]

13.0 Withholding of DCRG etc. in the case of post-retirement retention of Railway Quarter

To prevent unauthorised retention of railway accommodation by the retired Railway employees, Railway Administration should take following steps to discourage them from such action : -

i. 'No Claim' certificate should not be given unless the employee after retirement has vacated the railway quarter and cleared all his arrears of rent, electricity and other charges, etc.

ii. The retirement/death gratuity or special contribution to P.F., as the case may be, should be withheld in full for non-vacation of railway quarters not only after superannuation but in all cases of cessation of service, namely, voluntary retirement, death etc. Further, the amount withheld should remain with the Administration only in the form of cash without conversion into any type of security lest the very purpose of withholding full D.C.R.G. should get defeated. It may also please be kept in view that the gratuity should be released, as soon as the quarter is vacated, so that there is neither any hardship to the retired employee or his/her family, nor there is any claim for payment of interest on withheld gratuity for reasons of administrative delay.

iii. One set of post-retirement pass should be disallowed for every month of unauthorised retention of Railway quarters by retired employee in terms of provisions of Railway Servants [Pass] Rules. The concerned retired employee may be allowed the privilege of post-retirement passes, after the period, during which the forfeited passes would have been admissible, is over. A show cause notice to this effect may be issued to the retired employee before disallowing the pass.

iv. The provisions under Sub-Rule [8] of Rule 16 of the Railway Services [Pension] Rules, 1993, as reproduced below for ready reference, shall be strictly followed.

Note:

In respect of Railway servants holding Government accommodation allotted by Directorate of Estate, procedure as specified under Rule 16[1] to Rule 16[7] of of Railway Services [Pension] Rules, 1993 would be applicable.

[Ref: No. E[G]2000 QR1-23 dated 1-6-2001]

Sub-Rule [8] of Rule 16 of the Railway Services [Pension] Rules, 1993

" (8)(a)In case where a railway accommodation is not vacated after superannuation of the railway servant or after cessation of his services such as on voluntary retirement, compulsory retirement, medical invalidation, or death, then, the full amount of retirement gratuity, death gratuity or special contribution to provident fund, as the case may be, shall be withheld.

(b) The amount withheld under clause(a) shall remain with the railway administration in the form of cash.

(c) In case the railway accommodation is not vacated even after the permissible period of retention after the superannuation, retirement, cessation of service or death, as the case may be, the railway administration shall have the right to withhold, recover, or adjust from the death-cum-retirement gratuity, the normal rent, special licence fee or damage rent, as may be due from the ex-railway employee and return only the balance, if any, on vacation of the railway accommodation.

(d) Any amount remaining unpaid after the adjustment made under clause (c), may also be recovered without the consent of the pensioner by the concerned Accounts Officers from the dearness relief of the pensioner until full recovery of such dues has been made.

(e) Dispute, if any, regarding recovery of damages or rent from the ex-railway employee shall be subject to adjudication by the concerned Estate Officer appointed under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 (40 of 1971)".

[Ref No. F[E]III/97 PN1/Amendment dated 24-5-2000]

Item No. XX below Column No. 3, in Schedule IV [Post Retirement Complimentary Pass] of Railway Servants [Pass] Rules, 1986 [2nd Edition, 1993]

"[XX] One set of post-retirement complimentary pass shall be disallowed for every month of unauthorized retention of railway quarters by retired officers / staff. For this purpose, a part of month exceeding 10 days in any calendar month shall be taken as a full month. A show cause notice to this effect may be issued to the concerned retired employee before disallowing the complimentary passes. The concerned retired employee shall be allowed the post-retirement complimentary passes after the period during which forfeited passes could have been admissible is over."

[Ref: No. E[W]99 PS5-1/4 dated 3-11-99]

14.0 <u>Powers to relax</u>

Notwithstanding anything contained in the general orders, guidelines etc. in regard to allotment/retention and charging of rent in respect of Railway accommodation in Railway Board's Master Circular No.49 (No.E(G)92 QR1-20 - Master Circular) dated 19.1.1993 as further amended from time to time, the Ministry of Railways (Railway Board), for reasons to be recorded in writing, may make reasonable relaxations in public interest in all or any of the existing provisions therein regarding allotment/retention of Railway accommodation and charging of rent therefor, for a class/group of employees.

Every proposal meriting relaxation to cover a group of such individuals affected by extreme hardship on medical grounds shall be considered by the full Board in terms of laid down policy guidelines / instructions regulating the subject matter, vis-à-vis the operational and administrative needs of the Railways and decision taken by Board thereon, shall be communicated by issue of orders.

Notwithstanding anything contained in paras above preceding, Board may also permit retention of Railway accommodation as a special case in the case of individuals constituting a class on medical grounds which necessitate the retention of Railway accommodation beyond the permissible period.

The following procedure/guidelines shall be followed in processing cases for grant of retention of accommodation over and above the permissible period as laid down in the general instructions:-

(i) The individual Railway employee who seeks retention of Railway accommodation beyond the period permissible under the general policy on medical grounds, may apply to the quarter controlling authority along with certificate from the Railway Medical Authorities. The quarter controlling authority shall process the request for the personal approval of the General Manager.

(ii) If the General Manager is satisfied that there are adequate and reasonable grounds for permitting further retention, he may make his recommendations to the Railway Board with a speaking order for grant of this dispensation.

(iii) The retention of Railway accommodation beyond the permissible period on medical grounds may be granted by the competent authority for a period not exceeding one year in any case.

(iv) The benefit of retention of Railway accommodation shall be admissible in the case of severe illness of Railway employee himself/herself or any member of the employee's family as defined in the Railway Servants (Pass)Rules.

(v) "Severe illness" in such cases means illness of the nature of acute debilitating disease, which requires hospitalization and/or prolonged indoor medical treatment or repeated indoor treatment to the Railway employee or any member of his/her family, which must be duly certified by the concerned Chief Medical Director of the Railway recommending such retention of Railway accommodation.

(vi) The rate of rent to be charged for the extended retention shall be at four times of the normal licence fee per month.

(vii) In the event of grant of permission for retention of Railway accommodation at the previous place of posting beyond the period provided for in the relevant instructions, the employee in whose favour retention as above has been permitted, shall not be entitled to draw House Rent Allowance at his new place of posting.

(viii) The allottee will have to vacate the premises on or before the expiry of permitted period, and in the event of occupation of quarter after the permitted period of retention, it shall be treated as an unauthorised occupation and (damage) rent will be charged from him/her.

The request of officers in SAG and above for retention of accommodation on medical grounds as specified above, shall be forwarded to the Railway Board by the General Manager while all other cases will be dealt with at AGM's level for forwarding to Board along with recommendations for consideration.

[Ref: No. E[G]99 QR1-16 dated 16-3-2004 & 1-9-2005]

15.0 In addition, separate orders also exist about:

[a] [i] Hiring of accommodation for residential use of officers – policy regarding.
No. 92/LM/B/22/1 dated 8-5-92……..Annexure 'A'

ii] Rental ceiling for hiring of private accommodation for residential use of gazetted officers.
No. 2003/LMB/12/02 dated 13-12-2005……..Annexure 'B'

iii] Retention of hired /leased private accommodation by Railway Officers on retirement, transfer deputation etc.,
No. 98/LMB/12/18 dated 9-12-98…… Annexure 'C'
No.2001/LMB/12/21 dated 28-2-2002…… Annexure 'D'

[b] Rates of licence fee [standard rent] for residential accommodation all over the Indian Railways.
No. F[X]I-2002/11/2 dated 9-3-2005…… …Annexure 'E'

[c] Rates of damages for unauthorized occupation of Railway accommodation.
No. F[X]I-1999/11/1 dated 17-3-2005 ……. Annexure 'F'

[d] Classification of sub-standard quarters and the assessment of their licence fee.
F[X]I-2003/11/1 [DC/JCM Meeting] dated 29-7-2003 .. Annexure 'G'
[Copy of Board's letter No. F[X]II-63-RN1/7 dated 8-7-63 is also enclosed at Annexure 'H'

[e] Recovery of licence fee for private houses leased by Railways for use as a residence by officers.

No. F[X]I-95/11/2 dated 9-9-98 ……. Annexure 'I'

This Master Circular is only a compilation of the instructions issued on the subject of allotment / retention of Railway quarters, and should not be treated as substituting the originals. Since only the important instructions on the subject have been included in this Master Circular, some instructions might not have found place herein. If any circular on the subject has been missed or not included in this Master Circular, it should not be deemed to have been superseded simply because of its non-inclusion and should be treated as valid and operative. In case of any doubt, the original circular should be relied upon as authority.

Annexure A

Copy of Board's letter No. 92/LM/B/22/1 dated 8th May, 1992

Sub: Hiring of accommodation for residential use of officers – Policy regarding.

Under para 1917 of Engineering Code [1989 Edition] hiring, by the administration, of a private building, for use as a residence by a Gazetted Officer, requires prior sanction of the Railway Board. Detailed guidelines on the subject have been issued from time to time . In order to consolidate them at one place, in supersession of all previous orders on the subject, instructions contained hereinafter may be followed for the purpose.

2. Period of lease

a. The period of lease must be for at least three years.

b. The intention of the aforesaid provision is that the rents for houses once leased should not be increased at least for a period of three years.

c. Extension of lease beyond the period of three years on same terms and conditions may, however, be considered for shorter periods also; if necessary.

d. Lease agreement may provide for termination of lease by administration on a stipulated notice. This is to cover the cases of transfer etc. of officers when the houses may be no longer required.

e. The actual clauses to be provided in the agreement may, however, be decided in consultation with the Law Officer keeping the Railway's interest protected within the broad framework of these instructions.

3. Ceiling limit of rent:

a. Following ceiling limit would be applicable for various grades of officers depending upon the places.

Grade/Scale	Delhi Bombay Calcutta Rs.	Ahmedabad Madras Hyderabad Bangalore and other 'A' class cities [Rs.]	B-I Rs.	B-II Rs.	'C' and other places not categorised as such. Rs.
S.A Grade and above	2100	1900	1700	1600	1500
J.A. Grade	1900	1700	1500	1400	1400
Sr. Scale, Jr. Scale including Class-II Officers	1800	1400	1300	1200	1200

b. The above ceilings are the upper-most limits within which the actual rentals should be fixed by the Railways in consultation with their Finance.

c. Excess over the ceiling limit if any, shall be borne by the officers [for whom the houses are taken on lease] and recovered from their salary in addition to the prescribed 7 ½ % of pay.

4. Payment of advance rent / Brokerage etc.

a. In no case any brokerage will be payable by the Railways.

b. Payment of any advance rent should be discouraged.

c. However, if payment of advance rent becomes inescapable; it should be limited upto maximum of three months' rent subject to adjustment before last three months of expiry of the leasing period with the concurrence of FA&CAO and approval of General Manager.

5. General guidelines.

a. Approval to the proposals for leasing of accommodation for any new location for the first time would be issued from the Board on proposals being received from the Railways duly vetted by their Finance.

b. The proposals formulated by Railways should invariably indicate the following and the justification for the same:

[a] The actual number of houses to be taken on lease at a particular station .

[b] The quantum of House Rent Allowance payable to different categories of officers at the station in question vis-à-vis rent proposed.

[c] Actual rentals to be paid, keeping in view the provisions of para 3.2 above, local factors and the relative importance of the locations.

[d] Number of houses to be leased should be limited to the barest minimum at the Zonal / Divisional/ Headquarters. Proposals for these stations should clearly indicate the following in addition to that given in para 5.2 above.

[a] Total number of residences available for officers:

[b] Number of units under construction [specifying as to when they would be completed and available for allotment.

[c] Total number of officers requiring such accommodation in each category : and

[d] The shortfall indicating how this has been met in the immediate past.

[e] Once such a proposal is approved by the board as regards number of houses being leased at a specific ceiling in a particular place, the Railway may continue to hire houses at such stations provided that the ceilings, in respect of number of houses and rent , as approved by the Board for these places, are not exceeded. While sanctioning such a hiring, the Railway will critically examine the proposal in consultation with their local finance so as to ensure that need for such hiring still exists.

6. This issues with the concurrence of Associate Finance of Ministry of Railways.

*****

Annexure 'B'

Copy of Board's letter No. 2003/LMB/12/02 dated 13-12-2005 [Unique No. RB/L&A/062/2005]

Sub: Revision of rental ceilings prescribed for hiring/
Leasing of private residential accommodation for the use of officers of newly created zones.

Ref: Board's circular letter No. 97/LMB/12/18 dated 26/7/99

****

In terms of this Ministry's letter under reference Board have approved of revision of existing rental ceilings for leasing/hiring of private accommodation exclusively on new Zonal Railways for residential use of Railway officers, with immediate effect. Following are the revised rentals applicable at different classes of cities for different grades of officers:

S.No	Grade	A-1 class	A class	B-1 class	B-II class	'C' class

	/Designation of Officers	city	city	city	city	city & other cities not classified
1	Member /RCT	9450	8100	7425	6750	5400
2	SAG & above	8775	7425	6750	6075	4725
3	JAG & SG	7425	6750	6075	5400	4050
4	Sr. Scale, Jr.Scale & Gp. 'B'	6750	6075	5400	4725	3375

The leasing will be governed by the following terms and conditions as usual:

[i] Observation of general guidelines contained in Board's letter No. 92/LMB/22/1 dated 8-5-92

[ii] The licence fee to be recovered should be in terms of Board's letter No. F[X]I/95/11/2 dated 9/9/98.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

*****

Annexure 'C'

Copy of Board's letter No. 98/LMB/12/18 dated 9-12/98

Sub: Retention of leased/ hired accommodation on transfer, retirement, deputation death etc. – policy guidelines.

****

In terms of Board's circular letter No. 92/LMB/22/1 dated 8-5-92 detailed guidelines for hiring / leasing of a private accommodation for residential use of Railway Gazetted officers were issued. At present, there are no policy guidelines regarding retention of leased accommodation under different circumstances. The issue of retention of leased accommodation on transfer, retirement, deputation, death, etc. has been under consideration of the Board for quite some time. In order to deal with such exigencies, the following instructions may be followed for the purpose:

[i] [a] **Transfer [Permanent]**

Retention of leased accommodation may be allowed for a period of two months on payment of normal licence fee plus additional 2 months on payment of double the licence fee.

[b] **Transfer [Temporary]**

Retention of leased accommodation may be allowed for full period as per Railway rules on payment of normal licence fee.

[ii] **Deputation [Abroad]**

Retention of leased accommodation may be allowed for a period of 2 months on payment of normal licence fee.

[iii] **On Training**

Retention of leased accommodation may be allowed for full period of training on payment of normal licence fee, subject to a maximum of 12 months.

[iv] **Medical/Maternity/Paternity leave**

Retention of leased accommodation may be allowed for full period on payment of normal licence fee.

[v] **Death**

Retention of leased accommodation may be allowed for a period of 6 months or till end of education session of the children of the deceased officer whichever is earlier on payment of normal licence fee.

No further retention of leased accommodation may be allowed beyond the above periods on payment of normal licence fee. For retention of the leased accommodation beyond the above permissible limits, over retention may be treated as unauthorized and double the charges being paid by the Railway to the landlord for the leased accommodation may be recovered from the Railway officer.

In order to ensure that no leased accommodation is allowed to be retained beyond the above permissible periods, Railway may please update their records and keep a close watch on the leased accommodation .

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

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Annexure 'D'

Copy of Board's letter No. 2001/LMB/12/21 dated 28-2-2002

Sub:Retention of leased/hired private accommodation on retirement - policy guidelines.

…..

Detailed guidelines for retention of leased/hired private accommodation on transfer, deputation, death, etc. were issued vide Board's Letter No. 98/LMB/12/18 dated 09.12.98. The issue of retention of leased/hired accommodation by Railway officers in cases of retirement has been under consideration of the Board for quite some time.

It has now been decided that retention of leased/hired private accommodation for residential use of officers on retirement may be allowed for a period of four months on payment of normal license fee.

No further retention of the leased/hired accommodation beyond above permissible limit may be allowed. The option of extending the period by another 4 months at double the normal license fee should not be extended in such cases.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

****

Annexure 'E'

Copy of Board's letter No. F[X]I-2002/11/2 dated 9-3-2005

Sub: Revision of flat rate of licence fee [Standard Rent] for residential accommodation all over Indian Railways w.e.f. 1-7-2004

****

The flat rates of licence fee [Standard Rent] for residential accommodation over the Indian Railways were last revised w.e.f. 1-4-2001 and notified vide Board's letter number F[X]I-2001/11/1 dated 15-6-2001. The revision had become due in 2004. Accordingly, Ministry of Railways have decided to revise the licence fee [Standard Rent] for residential accommodation over Indian Railways, as shown in the Annexure, w.e.f. 01-07-2004.

2. Orders for revision of rent recoverable in regard to leased accommodation will be issued separately.

3. The revision shall not apply to sub-standard accommodation.

4. Immediate action may please be taken to give effect to these orders and compliance reported.

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ANNEXURE

STATEMENT SHOWING THE REVISED FLAT RATES OF LICENCE FEE FOR DIFFERENT TYPES OF ACCOMMODATIONS

(Enclosure to letter No.F(X)I-2002/11/1 dated 09.3.2005)

Type	Slab range of Plinth area	Rate of licence fee w.e.f. 1.4.2001	Revised rate of licence fee w.e.f.1.7.2004
I	Upto 25 sq.m.	36	43
	25-30 sq.m.	44	53
	30-35 sq.m.	53	64
	above 35 sq.m.	58	70
II	Upto 45 sq.m.	71	85
	45-50 sq.m.	82	98
	50-55 sq.m.	90	108
	above 55 sq.m	98	118
III	Upto 60 sq.m.	125	150
	60-65 sq.m.	135	162
	65-70 sq.m.	144	173
	above 70 sq.m.	156	187
IV	Upto 80 sq.m.	185	222
	80-90 sq.m.	206	247
	90-100 sq.m.	228	274
	100-120 sq.m.	269	323
	above 120 sq.m.	341	409
V	Upto 150 sq.m.	507	608
	150-200 sq.m.	635	762
	200-250 sq.m.	897	1076
	250-300	1025	1230
	300-350 sq.m.	1268	1522
	above 350 sq.m.	1521	1825

Notes: 1 For servant's quarters and garages allotted, following flat rates may be recovered:

		Existing rates	Revised rates
i)	Servant quarters	Rs.33/-	Rs.40/-
ii)	Garages	Rs.23/-	Rs.28/-

2. Rates of licence fee for Type IV Quarters will also apply to Officer's Transit Flats.

ANNEXURE 'F'

Copy of Board's letter No. . F(X)I-99/11/1 Dated 17.3.05

Sub: Revision of rates of damages for unauthorized occupation of Railway accommodation.

****

In terms of this Ministry's letter No.F(X)I-86/11/9 dated 1.4.1989, it was decided that the rates of damages fixed for unauthorized occupation of Railway accommodation would remain in force for a period of two years or till further orders, from the date of effect of orders issued on the subject matter. As a result, the rates of damages for unauthorized occupation of Railway accommodation last fixed vide this Ministry's letter of even number dated 24.7.2002 have now undergone revision.

2. Accordingly, in partial modification of all orders/guidelines issued on the subject matter in the past, it has now been decided to revise the rates of damages for unauthorized occupation of railway accommodation with effect from 01.12.2004 as under:

(Rupees per sq.m. of plinth area/per month)

Type of accommo-dation	Existing Rates			Revised rates effective from 1.12.2004		
	Class A-I	Class 'A', B-I & B-II	Class 'C' & unclassified	Class A-I	Class 'A', B-I & B-II	Class 'C' & unclassified
I to IV	114	86	76	132	99	88
V & above	166	126	112	192	144	128

3. In addition, garden charges and other charges as applicable in respect of above revision will also be recovered.

4. These rates will be effective from 01.12.2004 and remain in force for a period of two years or till further orders.

*****

ANNEXURE 'G'

Copy of Board's letter No. F(X)1-2003/11/1(DC/JCM Meeting) dated 29.7.03

Sub: Classification of sub-standard quarters and the assessment of their license fee.

The matter related to classification of sub-standard Railway quarters at various stations on the Railways, and recovery of license fee for such quarters has been raised by the Staff side in the forum of Departmental Council (JCM)/Railways. The Staff side have demanded that quarters where essential basic amenities such as Kitchen/Store/Lavatory/Water supply have not been provided separately, should be classified as sub-standard quarters and rent applicable thereto, only should be realized in respect of such of the quarters.

The matter has been examined and it is reiterated that the quarters on the Railways conforming to the definition of sub-standard quarters, as contained in Board's letter No.F(X)II/63-RN/1/7 dated 8.7.1963, are to be treated as sub-standard and the license fee at the rate(s) applicable to sub-standard quarters, should be recovered in respect of thereof.

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ANNEXURE 'H'

Copy of Board's letter No. F[X]II-63-RN1/7 dated 8-7-63

Sub: Assessed rent of sub-standard quarters.

….

It has been represented to the Board that on some Railways certain quarters which are of a sub-standard nature i.e. quarters constructed with sleeper huts, or which are of a barrack type and which do not provide certain facilities by way of a kitchen, store or lavatory, are also included in the general pool of quarters and the pooled assessed rent thus worked out is made applicable to such sub-standard quarters also. The Board have carefully examined this issue and have decided that such sub-standard quarters which are not provided with essential basic amenities such as kitchen, store, lavatory and without source of water supply in the vicinity and with very low roof should be excluded from the general pool of quarters and constituted into a separate pool and their rent fixed at six per cent of the total outlay on such quarters.

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ANNEXURE 'I'

Copy of Board's letter No. F[X]I-95/11/2 dated 9-9-98

Sub: Recovery of licence fee for private houses leased by Railways for use as residences by officers.

…

The licence fee for leased accommodation is presently being charged at the rate of 7 ½ % of pay of the officer or actual rent paid to the house owner, whichever is less, in terms of this Ministry's letter No. F[X]I-87/11/6 dated 25-9-87.

In order to remove the anomalies in licence fee chargeable for leased accommodation arising from revision of pay scales on implementation of Fifth Central Pay Commission, it has been decided that the licence fee for leased houses may be recovered at the rate of 24% of the revised basic pay of the officer subject to the following upper ceiling limits from 1-1-96, i.e., from date new scales are implemented:

	Grade	Ceiling limit
1.	SAG & above	Rs.500 p.m.
2.	SG	Rs.425 p.m.
3.	JAG	Rs.375 p.m.
4.	SS	Rs.335 p.m.
5.	JS	Rs.300 p.m.

You may please furnish a list of private houses which have been taken on lease for use as residences for officers as on 1-6-98 indicating in respect of each [a] the rent being paid to the house-owner, [b] the location [city of the house , [c] the date from which leased, and [d] the name and designation of the officer occupying it. You may also please confirm that HRA is not being paid to the officer from the date he occupied the leased accommodation.

****

No.P(R)182/ V Dated 03-5-2007

Sub: Loans availed by Railway servants from Banks/non-Railway thrift societies etc..

…

A case has come to notice wherein a large number of railway employees had applied for consumer loans from Banks. It is also seen that such employees have submitted undertaking signed by Railway authorities that the Railway would arrange to deduct the monthly installment from the employees' salary and deposit it in the bank.

Extant rules do not permit such arrangement of recovery of private loans taken by Railway employees from banks/non-Railway thrift societies etc. from their salary for remittance to such banks/societies. In this connection, Board have already issued instructions, vide letter No.2006/ACII/17/1 dated 14.3.2006, circulated under Establishment Serial Circular No.45/2006, which inter-alia, prohibits the railway administrations from acting as guarantors in such cases.

It is also indicated in the Board's letter dt. 14.3.2006 that whenever, instances of taking loans, non-repayment etc by Railway employees who obtained loans on their own comes to the notice of Railway administration, it should be examined whether there has been any violation of Railway Service(Conduct) Rules,1966 and necessary action taken against such employees.

It may be ensured that these instructions are given adequate publicity in field units to enable officers and supervisors to guard against such occurrences.

The above instructions are reiterated for strict compliance and any deviation will be viewed seriously.

This issues with the approval of CPO.

No.P(R)/464/MC-68 **Date:30-05 –2007**

Copy of Board's letter No.E[GP]2007/2/25 dated 30-03-2007 enclosing Master Circular No. 68 on Instructions Governing Promotion From Group 'C' to Group 'B' is forwarded for information, guidance and necessary action.

Copy of Bd's letter No. E[GP]2007/2/25 dated 30-03-2007 M.C. No. 68

Sub: Consolidated instructions governing promotion from Group 'C' to Group 'B'.

…

At present the orders relating to promotion from Group 'C' [Non-Gazetted] to Group 'B' [Gazetted] posts in various Departments of Indian Railways are contained in the Recruitment Rules for the concerned Departments, Chapter II – Section 'A' of the Indian Railway Establishment Manual [IREM] Vol. I and in a number of Orders / circulars issued by the Board from time to time. The question of consolidation of the orders/ circulars has been under the consideration of the Ministry of Railways [Railway Board] and accordingly these consolidated instructions are issued for the information and guidance of all concerned. While referring to this Circular, the original letter referred to therein should be read for proper appreciation and in case of doubt, the original letter should be relied upon as authority.

2. Since only the important instructions on the subject have been included in this Master Circular, some instructions might not have found place herein. Instruction contained in circulars not included in the Master Circular, should not be deemed to have been superceded simply because of their non-inclusion.

METHOD OF FILLING UP THE VACANCIES IN GROUP 'B'

1.1 The vacancies in Group 'B' posts are filled by promotion on the basis of Selection of eligible Group 'C' employees and also on the basis of Limited Departmental Competitive Examination [LDCE], where applicable. Where the scheme of LDCE is in force, selection is held to fill 70% of the vacancies and LDCE is held to fill the remaining 30% of the vacancies.

[Para 201.1 of IREM and E[GP]92/2/93 dated 3-11-1992]

1.2 The scheme of LDCE for the promotion from Group 'C' to Group 'B' is in force in the following Departments:

Civil Engineering
Electrical Engineering
S&T Engineering
Mechanical Engineering
Traffic [Transportation & Commercial]
Accounts
Personnel
Stores

[No. E[GP]76/2/96 dated 03-06-1977, E[GP]76/2/96 dated 03-08-1977 E[GP]86/2/61 dated 10-01-1990]

2. UNIFIED SELECTION WITHIN A DEPARTMENT

2.1 A unified Selection should be held for the Group 'B' posts in the different branches within a Department and one panel should be drawn for the department as a whole. The staff of the drawing office will be clubbed with the workshop stream. The Group 'B' posts of Chief Yard Master, Assistant Traffic Manager, Area Officer and Station Supdt. should be treated as posts of Operating Branch.

(E[GP]82/2/120 dated 25-01-1983)

2.2 In the T [T&C] and Mechanical Departments, separate selections for the Group 'B' posts in each of the following streams were introduced in 1983/1991, respectively:

Mechanical , Engineering Deptt.	Traffic [T&C] Deptt.
1. Carriage & Wagon	1. Commercial
2. Loco [Open Line]	2. Operating
3. Workshops	

However for selections initiated after 31-1-2006 unified selections are to be held in these two departments also.

[No. E[GP]79/2/130 dt. 16-9-81, E[GP]2002/2/88 dt. 31-1-2006]

Clarifications in respect of stream-wise selections initiated before issue of Board's orders dated 31-1-2006

2.3 Selections to different streams within a Department are to be finalized simultaneously to the extent as may be administratively possible, with a view to safeguard the interests of the officers who are selected to Group 'B' posts in the different streams, in matters of seniority for promotion to Group 'A' / Junior scale and to Senior Scale [adhoc].

[E[GP]82/2/120 dt. 24-12-1983]

2.4 Selection for promotion to Group 'B' posts in the different streams of Mechanical Engineering and Transportation [T&C] departments should be held simultaneously as far as possible. For drawing the seniority of the Group 'B' officers empanelled stream wise for their absorption in Group 'A' service for their adhoc promotion to Sr. Scale, following principles should be followed:

a] where appointments to Group 'B' are made on different dates, the date of appointment, which will govern the extent of non-fortuitous service, will form the basis for determining the combined seniority.

b] If appointment to Group 'B' posts, in the different streams are made form one and the same date, the seniority of such Group 'B' officers for purposes of further advancement would be determined on the basis of their relative seniority in Group 'C', without disturbing the inter-se seniority of the officers of each stream.

[E[GP]84/1/7 dated 22-9-1984]

3. Frequency of holding Selection / Limited Departmental Competitive Examination

3.1 Selections including LDCE for promotion to Group 'B' posts, should be held once every two years. Where due to unforeseen developments, such as creation of new posts, upgradation etc. the panel gets exhausted and the biennial selection is away by more than 6 months, a fresh selection may be held. The need for conducting such selections should, however, be rare and due care should be taken in working out the vacancies for the normal biennial selection. The entire process of selection from assessment of vacancies to publishing the panel should be completed as far as possible, within a period of 4 months.

[Para 201.2 of IREM & E[GP]78/2/101 dated 23-1-79]

3.2 To ensure that selections are held biannually without fail, the work should be spread out evenly so as to cover half of the departments in the first year and the rest of the departments in the following year and the cycle repeated. The various processes connected with the selections should be commenced adequately in advance, so that the schedule for holding the selection is not disturbed. For this purpose, a suitable calendar may be drawn depending on the position on each Railway and the work monitored closely to ensure that the schedule is not tripped. The work in this regard should be reviewed periodically at the level of CPO. Adhoc arrangements in Group 'B' should normally not be resorted to.

[E[GP]87/2/72 dt. 11-1-1988]

3.3 LDCE, for filling up the vacancies for LDCE in the various Departments, will be held in the same year in which the 70% selection is held in that Department. In sequence, the LDCE should follow the corresponding selection.

3.4 The notice for LDCE should be issued along with the notice issued for the 70% selection, with the indication that the dates for LDCE would be announced later.

3.5 The date for determining eligibility to be fixed for the LDCE should be the same as the one fixed for the 70% selection.

3.6 The number of vacancies to be filled on the basis of Selection / LDCE should be mentioned in the notice for the information of the employees.

3.7 Where due to disputes in courts of Law, the LDCE corresponding to the selection, which has been held, cannot be processed, special efforts should be made to get the case decided before the next selection becomes due.

3.8 Where the Court case involves time and before it is likely to be decided, subsequent selection becomes due and is administratively necessary a proposal should be sent to Board's office with personal approval of the General Manager who will, before approving of the proposal, review the position of the court case and satisfy himself that all possible steps had been taken by the Administration to bring about an early finalisation of the case in court.

[No. E[GP]76/2/96 dt. 3-6-77, E[GP]79/2/101 dt. 18-6-85]

4. COMPOSITION OF SELECTION COMMITTEE

Selection Committee will be constituted under the orders of the General Manager for the purpose of making recommendations to him in respect of Group 'c' staff considered suitable for promotion to Group 'B'.

[Para 202.1 of IREM]

The Selection Committee should consist of 3 Heads of Department including the Chief Personnel Officer and the Head of the Department concerned or as has been provided for in the relevant Recruitment Rules. The Senior Deputy General Manager or the CVO of the Vigilance

Organisations should not be nominated to serve on the Committee. If none of the officers constituting the Departmental Promotion Committee belongs to either Scheduled Caste or Schedule Tribe, a fourth officer belonging to Scheduled Caste or Scheduled Tribe holding the rank not lower than the Junior Administrative Grade may be nominated.

[Para 202.1 of IREM]

SDGM may be nominated on the Selection Committee for promotion to higher grade posts in the branches under his direct control. In Production Units where there is no post of SDGM, the HOD nominated to function as Chief Vigilance Officer, will also similarly be associated with Selection Committees for selection of employees for promotion to higher grades in departments under his direct control.

[No. E[GP]79/2/40 dated 1-9-79]

In cases where no SC/ST officer is available within the Department/Railway itself, efforts should be made to find one SC/ST officer of appropriate level form the nearby zonal Railway or some other Railway or Production Unit. In case an SC/ST officer is still not available, efforts should be made to find an SC/ST officer of appropriate status from a Department other than a Railway Department. If in any case it is not possible to include a Scheduled Caste or Scheduled Tribe officer in the DPC whether by nomination or co-option, the reasons should be recorded in writing.

[81/E[SCT]15/32 dt. 4-6-1981]

5. Assessment of Vacancies

5.1 There should be a realistic assessment of the vacancies so that there is no wide variation between the assessment and the actual vacancies existing plus those expected to materialize definitely during the currency of the panel. The assessment of vacancies should be based on vacancies already existing plus vacancies due to arise as a result of new posts/ additional posts for which proposals have been processed less the vacancies which would be filled by officers who return from deputation / long leave etc.

[No. E[GP]79/2/74 dt. 15-2-1980]

5.2 Quite often, the panel framed by the Railways are exhausted long before the expiry of two years and fresh selections have to be initiated. Keeping this in view as also the consideration that the Zone of consideration should not become very large, it has been decided that the existing and anticipated vacancies for two years should be assessed taking into account the vacancies in regular cadre [both permanent and temporary], as also in the construction and work-charged cadre / posts instead of restricting to the 'Construction reserve' only.

[No. E[GP]87/2/72 dt. 22-10-1991]

5.3 To the assessment thus made, the vacancies arising in the next 6 months may be included for unanticipated vacancies. The earlier provision of including 30% of cadre strength to the assessed vacancies is discontinued.

[E[GP]2005/2/61 dt. 14-9-2006]

6. ELIGIBILITY

6.1 The conditions for eligibility for consideration for promotion to Group 'B' posts, by normal selection as well as LDCE, where applicable, are prescribed in the relevant Recruitment Rules. The following further instructions have been issued on the subject.

6.1.1 Cut off date for reckoning eligibility for Group 'B' selection

The date of commencement of vacancy period should be taken as the cut off date for determining the eligibility of candidates for appearing in selections [both 70% and 30% LDCE] against the vacancies to be filled in the said period.

[No. E[GP]2005/2/42 dt. 21-9-2005]

6.2 Selection for 70% of vacancies

6.2.1 For the selection Group 'C' employees working in grade the minimum of which is Rs.5000/- and in higher Group 'C' grades will be eligible for consideration provided they have rendered not less than three years of non-fortuitous service in the grade.

[No. E[GP]99/2/22 dt. 22-7-2004]

6.2.2 Only those employees who have put in a minimum of 3 years of non-fortuitous service in the Grade Rs.5500-9000 and above are eligible for selections against 70% of vacancies of Assistant Personnel Officer.

[No. E[GP]99/2/22 dt. 18-11-2004]

6.2.3 Railway School teachers belongs to a separate cadre of railway schools and as such, they are **not** eligible to be considered for the Group 'B' post of Assistant Personnel Officer.

6.2.4 If a junior employee is considered for 70% selection by virtue of his satisfying the relevant minimum service conditions, all persons senior to him shall be held to be eligible, notwithstanding the position that they do not fulfill the requisite minimum service condition. This provision is not applicable to LDCE.

[Para 203.2 of IREM and provisions in relevant recruitment rules]

6.3 LDCE

6.3.1 For LDCE, all Group 'C' employees working in grade the minimum of which is Rs.5000/- and in higher Group 'C' grades will be eligible for consideration provided they have rendered not less than five years of non-fortuitous service in the grade.

[No. E[GP]99/2/22 dt. 22-7-2004]

6.4 Law Assistants/ Chief Law Assistants are eligible for promotion to the post of APO or ACM in addition to their normal avenue of promotion to the post of ALO / Estate Officer etc. depending upon the option they exercise. The option can be exercised after an employee gets selected to any of the gazetted cadre. Such an option should be exercised within 30 days of the result of the selection / LDCE by the employee in writing and option once exercised should be treated as final.

[No. E[NG]II/87/PO/Genl./8 dt. 23-6-89, E[GP]88/2/54 dt. 31-1-92]

6.5 The Ministerial employees of Traffic & Commercial department, Stores Department, Statistical and Compilation branch, Cash & Pay Time office staff, Stenographers as also Ministerial employees in other departments who do not have an avenue of promotion to Group 'B' posts in their own departments have been provided an avenue to the post of APO. Such employees should be given the opportunity to exercise option for promotion within one month of the result of the Selection / LDCE and the option once exercised should be treated as final. The Panel may be kept as provisional till the option is finally exercised within one month. However, if employee after getting empanelled opts out, the next qualified candidate should be placed on the panel with the approval of the competent authority duly observing the rules and orders for reservation of vacancies for Sc/ST candidates and thereafter final panel should be published.

[No. E[GP]92/2/9 dt. 25-3-1992]

7. Fixation of Group 'B' cadre for promotions from Group 'C' to Group 'B'.

Group 'B' cadre strength in each of the 8 major departments should be fixed by adopting the following percentages on the combined cadre strength of Jr. scale / Group 'B' in each department as on 01-04-2005:

Department	**Percentage of Group 'B' post**
CIVIL	*78.42*
TRAFFIC	75.52
MECHANICAL	72.75
ELECTRICAL	66..60
S&T	73.30

STORES	*73.49*
ACCOUNTS	77.08
PERSONNEL	80.40

(These percentages are w.r.t. the revised Jr. Scale (Group 'A') Cadre strength as on 01.04.2005 for the respective departments).

If, in any department, the total number of Group 'B' Officers working against the posts of Asst. Officers is more than the Group 'B' cadre strength so fixed, the roster should be expanded and operated accordingly till such time the excess number is worked off in future.

[No. E(GP)2005/2/61 dated 22.11.2005]

8. ZONE OF CONSIDERATION FOR SELECTION FOR 70% VACANCIES

8.1 The field of consideration of eligible employees will be determined as under:

No. of vacancies	No. of employees to be considered
1	5
2	8
3	10
4 or more	three times the number of vacancies

8.2 If SC/ST employees are not available for consideration against reserved vacancies, the field may be extended to 5 times the number of vacancies and only the SC/ST employees and not others coming within the extended field should be considered.

[Para 203.4 of IREM, No. E[GP]81/1/18 dt. 9-4-1981]

8.3 SC/ST employees, who are empanelled against the reserved vacancies from out of the extended zone, will be placed in the panel in accordance with their gradations and seniority.

[No. E[GP]81/1/18 dt. 9-4-1981, No. E[GP]81/1/18 dt. 25-7-1983]

8.4 If in the field determined by applying the sliding scale the number of SC employees available does not correspond to 3 times the number of vacancies reserved for them, the field may be extended for SC candidates only to 5 times the number of total vacancies. Similarly, if the ST candidates are not available equal to three times the number of vacancies reserved for them, the field may be extended for ST candidates only to 5 times the number of total vacancies. If both SC and ST candidates are not available corresponding to 3 times the number of vacancies reserved for them, then the field should be extended to 5 times the number of vacancies both for SC/ST candidates.

[No. E[GP]81/1/18 dt. 4-9-1982]

8.5 Where the zone has necessarily to be enlarged to five times the number of vacancies for the purpose of considering SC/STs [and not the others], it will naturally result in the number of employees in the zone being more than the number obtained by applying the sliding scale. In such a situation it will not be correct to exclude the corresponding number of general community candidates from within the normal zone, as it will deprive the opportunity legitimately due to them.

No. E[GP]81/1/18 dt. 29-9-1981]

8.6 Selection for the post of APO

8.6.1 In regard to selections for promotion to Group 'B' posts in the Personnel Department all employees who are eligible and who volunteer for the selection should be considered, without any limitation of number.

[Para 203.8 of IREM, No. E[GP]81/1/18 dt. 9-4-1981]

8.6.2 For the viva-voce test, successful candidates to the extent of six times the number of vacancies should be called strictly in the order of marks obtained.

[No. E[GP]81/1/18 dt. 26/29-9-1981]

8.7 If the field constituted as per the sliding scale includes employees who had failed twice in the earlier selections, a corresponding number of additional employees should be called for the selection, e.g. if the field consists of 15 employees for selection against five vacancies and it includes, say three employees who had appeared earlier in selection twice and failed, three more eligible employees as per seniority should be included in the field.

[No. E[GP]85/1/78 dt. 10-9-1986]

8.8 The notice issued for the Selection, besides containing the names of eligible employees constituting the field, should contain a reserve list carrying the names of extra eligible employees with the indication that the latter would be called for the written examination in the event of drop out of employees constituting the field.

8.9 Employees constituting the field should be advised individually of the proposed selection with the clear stipulation, that they should on receipt of the notice, advise their willingness / unwillingness to take the selection. For this purpose, each individual notice should have a counterfoil, which should be returned by the employees within a fortnight of receipt indicating willingness or unwillingness to take the selection. The notice should carry a clear indication that it is the employees' responsibility to advise his/her willingness /unwillingness to take the selection and failure to respond or provide the intimation within the period allowed will be treated as unwillingness on his/her part to take the selection. Depending on the position of unwillingness reported or non-receipt of any intimation, employees from the reserve list should be called to the extent necessary for taking the selection.

8.10 Such employees who neither appear for the written examination nor indicate their unwillingness should be treated as having availed of an opportunity for purpose of the instructions in Para 1 [ii] of Board's letter No. No. E[GP]85/1/78 dt. 10-9-1986]

8.11 Every effort should be made to ensure that number of employees taking the selection corresponds the field without any shortfall.

[No. E[GP]87/2/72 dt. 11-1-1988]

9. <u>INTEGRATED SENIORITY OF EMPLOYEES BELONGING TO DIFFERENT STREAMS / SENIORITY UNITS FOR THE PURPOSE OF PROMOTION TO GROUP 'B' POSTS.</u>

9.1 Where employees from the different streams are eligible to appear for the selection, their integrated seniority for purpose of selection should be determined on the basis of total length of non-fortuitous service rendered in grade Rs. *6500-10500 (RS) and above. In other words the date of appointment to the grade Rs. 6500-10500 on a non-fortuitous basis will be the criterion.

[Para 203.5 of IREM, No. E[GP]88/2/46 dt. 22-12-1988]

9.2. In determining the integrated seniority of employees coming from the various streams, the inter-se seniority of employees within each stream should be maintained.

[No. E[GP]81/2/87 dt. 28-5-1983]

9.3 In regard to determination of seniority with reference to the position occupied by SCs/STs, who are appointed against reserved vacancies, it may happen that as per the normal procedure of assigning seniority, an SC/ST officer by virtue of getting posted as per roster point, may depress the seniority of general community employees with longer years of service, who are otherwise senior and could have been placed on the panel

but for the vacancies having to be reserved for SCs/STs. In such cases the following procedure should be adopted.

9.3.1 In the case of selection posts, the SC/ST employees on the panel should be credited with the length of service of the general community candidates immediately below them on the panel. However, in cases where SC/ST employees are placed at the bottom of the panel but promoted earlier to the seniors against reserved posts, their length of service should be the same as of the employees placed immediately above them on the panel.

9.3.2 In the case of non-selection posts, the length of service should be reckoned from the date of appointment.

[No. E[GP]88/2/46 dt. 22-12-1988 & 31-8-1989]

10. SELECTION PROCEDURE

10.1 Selection of candidates for empanelment is based on a written test to adjudge the professional ability, viva-voce and assessment of records by the Selection Committee.

[Para 204.1 of IREM]

10.2 The following procedure should be followed in the written tests, viva-voce and evaluation of record of service.

[A] WRITTEN TEST

LDCE

Prescribed papers	Max. Marks	Qualifying Marks
Professional Paper I [Professional Subjects & General Knowledge]	150	90
Professional Paper II [Professional subjects and Estt. & Financial Rules]	150	90

NOTE:

[i] Out of 150 marks, the questions relating to professional subject will carry at least 100 marks in each paper.

[ii] In case of Accounts Department Paper-I will cover General Knowledge & English and subjects of Paper II [A] circulated under Board's orders dated 3-8-77 and Paper-II will cover the subjects of Papers II[B] and III of Board's letter dated 3-8-77 as clarified in Board's letter No. 78-AC III/20/49 dated 9-9-78.

[iii] Apart from the minimum qualifying marks stated above, there will be no separate minimum qualifying marks for any subject.

II. SELECTION

Prescribed Papers	Max. Marks	Qualifying Marks
One paper on Professional Subject and Estt. & Financial Rules	150	90

Remarks: Out of 150 marks; the professional subject will carry atleast 100 marks.

NOTE [i] In the case of S&T Department, the portion relating to professional subject shall be equally divided between [i] Mechanical, signaling and Land Line communications and [ii] Electrical Signaling and wireless communication as per the instructions contained in Board's letter No. E[GP]79/2/25 dated 4-5-79 and the syllabus circulated therewith shall be followed.

[B] RECORD OF SERVICE AND VIVA-VOCE [Both for selection and LDCE]

		Max. Marks	Qualifying Marks
i]	Viva-Voce	25	30 [including at least 15 marks in the record of service]
ii]	Record of service	25	

[E[GP]88/2/111 dt. 20-8-1991.

10.3 The question paper for the written test for Selection [for 70% vacancies] should have a practical bias i.e. it should be designed to test the ability of candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge. Therefore, no syllabus has been prescribed for the written examination except the written examination for the post of Assistant Personnel Officer and the Railways depending on the local conditions/ practices should set the paper.

[Para 204.2 of IREM]

10.4 Ten percent of the total marks allotted for testing the professional ability should be set apart for questions on official language policy and official language rules. In the case of LDCE, question on official language policy and Rules should be included in the paper on General Knowledge. While the employees should be encouraged to attempt the questions on official language policy and official language rules, the questions should not be compulsory. Questions on official language policy and official language rules may be set by or in consultation with the Mukhya Raj Bhasha Adhikari.

[Para 204.3 and 204.4 of IREM, No. Hindi-81/OL-14/12 dt. 14-1-82]

10.5 No moderation of performance is permissible.

[Para 204.5 of IREM]

10.6 Personality, Address and Qualities of leadership should be assessed at the viva-voce test. In case written test is not held for adjudging professional ability this should also be assessed at the viva-voce through question with a practical bias.

[Para 204.6 of IREM]

10.7. Marks for record of service should be given on the basis of Confidential reports and relevant service records. Integrity of character should receive special consideration.

[Para 204.7 of IREM]

11 ASSESSMENT OF RECORD OF SERVICE

11.1 Assessment should be based on confidential reports for the last five years.

11.2 Marks should be given as under for a maximum of 25 marks covering five CRs.

Outstanding	:	5 marks
Very Good	:	4 marks
Good	:	3 marks
Good/Not fit	:	2.5 marks
Average	:	2 marks
Below Average	:	1 mark

11.3 The classification ‘Not fit / Not yet fit’ in the last CRs will earn 2.5 points but in the first two CRs such classification will earn 3 points.

11.4 Marks corresponding to the grading for the five attributes of Section II of each year should be added up and then the average over 5 years should be calculated.

11.5 In order to be classified as 'Fit for promotion' an employee must get a minimum of 15 marks from the last 5 CRs and should have been rated as 'Fit for promotion' in the last CR. Also 'average' or 'Not fit' rating in the last CR should be treated as 'Grey area' irrespective of the points obtained.

11.6 Marks corresponding to overall grading of each year's CR should be allotted and marks should not be, allotted just based on the final grading given, but the whole CR should be read by the Committee and the grading arrived at for giving the marks.

11.7 DPC should consider CRs for equal number of years in respect of all employees considered for promotion.

11.8 If more than one CR has been written for a particular year, all CRs for the relevant year shall be considered together as the CR for one year.

11.9 Where one or more CR have not been written or are not available, the CRs of the earlier years including those earned in the lower grades may be taken into account to complete the requisite number of CRs required for assessment..

11.10 Where the employees are working in the next higher grades on officiating basis and have earned CRs in that grade, no extra weightage may be given on the ground that they are officiating in the higher grades.

[No. E[GP]87/2/123 dt. 19-9-1988 & 20-4-1989
E[GP]89/2/30 dt.20-9-89 /5-10-1989, E[GP]2000/2/95 dt. 16-1-2001]

12. AUTHORITIES FOR SETTING AND EVALUATION OF QUESTION

12.1 The following authorities may set and evaluate the question papers in Selection / LDCE.

S.No.	Description	Authority for Setting Question papers	Authority for Evaluation of Answer Sheets
1	SELECTION –70%		
A	Departmental portion	PHOD of concerned Department	Any other SAG officer of the concerned Department
B1	Financial Rules for Personnel Department	PHOD of Personnel Dept.	Any other SAG officer of Personnel or Accounts Department
B2	Estt. & Financial Rules for Departments other than Personnel	PHOD of concerned Department [for both Establishment Rules & Financial Rules.]	Any other SAG officer of concerned Department [for both Establishment Rules & Financial Rules] or of Personnel Department [for Establishment Rules and of Accounts Department [for Financial Rules]
2	LDCE [30%]		
2.1	DEPARTMENTS OTHER THAN ACCOUNTS		
A	General Knowledge	PHOD of concerned Department	Any other SAG officer of the concerned Department
B	Professional Subject – Paper I & II	PHOD of concerned Department	Any other SAG officer of the concerned Department
C	Establishment & Financial Rules	PHOD of concerned Department [for both	Any other SAG officer of the concerned Department [for

		Establishment Rules & Financial Rules]	both Establishment Rules & Financial Rules] or any other SAG officer of Personnel Department [for Establishment Rules] and of Accounts Department [for Financial rules]
2.2	ACCOUNTS DEPARTMENT		
A	General Knowledge & English	PHOD of Accounts Department	Any other SAG officer of the Accounts Department
B	Professional Subject – Paper I & II	PHOD of Accounts Department	Any other SAG officer of the Accounts Department

[No. E[GP]2001/2/32 DT. 25-10-2001]

13. PROCEDURE FOR EMPANELMENT

13.1 Selection

13.1.1. The successful candidates shall be arranged as follows:

[1] Those securing 80% marks and above graded as 'Outstanding'.
[2] Those securing between 60% and 79% marks graded as 'Good'.

[Para 204.8 of IREM]

13.1.2. The panel should consist of employees who had qualified in the selection, corresponding to the number of vacancies for which the selection was held. Employees securing the gradation 'Outstanding' will be placed on top followed by those securing the gradation, 'good' inter se seniority within each group being maintained.

[Para 204.9 of IREM]

13.2 LDCE

13.2.1 In order to qualify, a candidate must secure the minimum prescribed qualifying marks in each of the papers of written examination, in the viva-voce which include record of service separately and also in the aggregate.

13.2.2 There will be no grading of successful candidates, as 'Outstanding', 'Very Good' etc. Their names will be arranged in the order of merit on the basis of total marks obtained by each of the candidates.

[No. E[GP]76/2/96 dt. 3-6-1977, E[GP]76/2/96 dt. 3-8-1977
E[GP]74/2/20 dt. 31-8-1978, E[GP]86/2/61 dt. 10-1-1990
E[GP]88/2/111 dt. 20-8-91]

13.2.3 In the case of two or more candidates securing equal marks in the aggregate (written test + viva voce + record of service) in 30% LDCE, their relative merit position for the purpose of their empanelment may be determined on the basis of their relative seniority in the feeder grade(s). The candidate who is senior shall rank higher. The same criteria shall be applied for determining who will be empanelled against the last vacancy from amongst those who secure equal marks in the aggregate.

[E(GP)2001/2/69 dated 17.10.2001]

13.3 The recommendations of the Selection Committee should be put up to the General Manager for approval. If he does not approve of the recommendations he will record his reasons in writing therefor, and order a fresh selection. Once a panel is approved by the General Manager, no amendment or alteration in the panel should be made except with the prior approval of the Railway Board.

(Para 204.10 of IREM)

13.4 In the matter of seniority in respect of the declared number of vacancies to be filled at any one time through the Board of selection (70%) and competitive Examination (30%), those empanelled through normal selection will rank senior to those selected through the LDCE.

(No.E(GP)76/2/96 dated 3.06.1977, E(GP)74/2/20 dated 31.08.1978)
E(GP)86/2/61 dated 10.01.90)

13.5 The panel will be current for a period of 2 years from the date of approval of the competent authority or till a fresh panel on the basis of next selection becomes available whichever is earlier. Where provisional panels are drawn the currency will count from the date of approval of provisional panel. If the operation of the approved panel has been held in abeyance whether wholly or partly as a result of injunction from the Court of Law the currency of the panel should be reckoned after excluding the period covered by the Court's directive. Before operating the panel after the vacation of the injunction/after disposal of the case by the Court of Law, the personal approval of the General manager should be taken.

(Para 205 of IREM)

13.6 The panel of successful candidates drawn up against 30% vacancies to be filled through the LDCE will be valid for the same length of time as the panel drawn up for 70% vacancies to be filled through normal selection.

(No.E(GP)76/2/96 dated 3.6.1977
E(GP)74/2/20 dated 31.08.1978
E(GP)86/2/61 dated 10.1.1990)

14 <u>PREPARATION OF YEARWISE PANELS WHERE SELECTIONS HAVE NOT BEEN CONDUCTED IN THE RELEVANT YEARS.</u>

14.1 The existing instructions provide that selections for promotion to Group B posts should be held regularly once in two years. It is necessary that schedule is adhered to in order to minimize, if not altogether eliminate the need for adhoc promotions. Also if the selections are not held at the appropriate time and vacancies are bunched, the position may give rise to representations from senior employees who, had the selections been conducted at the appropriate time, would have had the better chances for selection. From this point of view also it is necessary that selections are held once in two years as prescribed.

14.2 Where, however, due to exceptional reasons beyond the control of the Administration, it is not possible to hold the selection as per schedule and it is delayed by more than a year, the first selection that is held thereafter should follow the procedure indicated and illustrated below.

14.2.1 The actual number of vacancies for each of the selections should be assessed separately.

14.2.2 The employees who would be within the field of consideration with reference to the vacancies to be filled at each selection, starting with the earlier selection should only be considered for each selection.

14.2.3 A panel should be prepared for each of the selections. All the panels should be consolidated by placing the panel of the earlier period above the one for the next and so on.

14.2.4 There will be only one written examination. Written examination should not be held separately for each of the selection periods.

14.2.5 Since only one panel will be formed even where vacancies pertaining to more than one selection period are bunched, the corresponding LDCE panel will be kept below the consolidated general panel.

14.2.6 Promotions made on the basis of consolidated panel will have only prospective effect. Proforma fixation of pay is not admissible.

14.3 Illustrations

A selection was due to be held in 1979 to draw a panel of 7 officers for promotion to Group B in a Department, but the selection could not be held and it is now proposed to be held in 1981. For the selection to be held in 1981, the total vacancies have been determined as 12 inclusive of 7 vacancies which should have been filled on the basis of selection in 1979. First a panel should be drawn for 7 vacancies followed by another 5 vacancies.

	Panel for 1979
No. of vacancies	7
Field of choice	21
Employees considered	S.Nos. 1 to 21

Selection Committee's recommendations:- S.No.15 classified as 'Outstanding'. S.No.11 and 12 did not qualify. The rest classified as 'Good'. Panel will consist of S.Nos.

15
1
2
3
4
5
6
7 Officers

	Panel for 1981
No. of vacancies	5
Filed of choice	15
Employees considered	S.Nos. 7 to 14
Employees considered	S.Nos.16 to 22 (15 officers)

Selection Committee's recommendations:- S.No.22 classified as 'Outstanding'. S.No.11 and 12 did not qualify. The rest classified as 'Good'. Panel will consist of S.Nos.

22
7
8
9
10
5 Officers

The consolidated panel to be declared as a result of selection should be

15, 1, 2, 3, 4, 5, 6, 22, 7, 8, 9 and 10

14.4. Determination of Zone of consideration for SC/ST

14.4.1 Supposing a penal of 26 officers is required to be drawn against vacancies relating to two selection periods and out of these 15 vacancies related to the first selection and 11 vacancies to the second selection. There are 6 reserved vacancies in all, out of which 3 (2 SC + 1 ST) related to 1st selection and 3 (2 SC + 1 ST) to the subsequent selections.

14.4.2 78 eligible employees should be called for the written examination. Against the 6 reserved vacancies (4 SC + 2 ST) if 12 SC and 6 ST employees corresponding to 3 times the number of reserved vacancies separately for SCs and STs are available within the 78 employees called. It should be regarded as adequate. If it is not so, the field may be extended to 5 times the total vacancies only for SCs and STs or both SCs and STs as explained in para 9.4. above. If by extending the field to 5 times, 12 SC

and 6 ST candidates do not become available, the consideration should be limited to the available employees only.

14.4.3 Employees who have passed written test between S.No. 1 to 45, and in the case of reserved vacancies if between S.Nos. 1 to 45, 6 SCs and 3 STs corresponding to 3 times the reserved vacancies did not take the written test, SCs and STs or both SCs and STs who have been called to take the written test as explained in para 9.4 above and who have passed written test should be called for the viva voce. The panel for the first lot of 15 vacancies should then be prepared. Assuming that only 23 employees had passed the written examination from amongst those considered against the first lot of 15 vacancies and out of them only 22 have secured qualifying marks in the viva voce and record of service, 15 will be empanelled against the vacancies pertaining to the first selection. The number of employees to be considered for the next selection should be seven candidates who had passed the written test and viva voce out of those considered earlier but not empanelled and 26 more employees placed between S.No. 46 and 71 to make a field of 33 against 11 vacancies pertaining to the subsequent selection. In the case of reserved vacancies if 6 SCs and 3 STs [3 times the reserved vacancies pertaining to the second selection] who passed the written test are not available within the above 33 candidates, the field for SC or ST or both SC and ST should be extended to five times the total number of vacancies as explained in the case of first selection.

14.4.4 If for the first selection period it has not been possible to get 3 SC/STs on the panel even by extending the zone appropriately, unfilled quota should be added to the quota of subsequent selection period.

14.4.5 SC/ST employees selected from extended zone should be placed en-bloc below others selected from within the normal zone appropriately as the vacancies belong to earlier selection or later selection period.

14.5 In evaluating the merit of the officer the record of service relevant for the period should only be considered i.e. in preparing the panel for the vacancies relating to 1979, referred to in the illustration in para 15.3 above, the record of service of the officers for the year upto 1979 should only be taken into account.

14.6 On the date of actual selection, if disciplinary proceedings are in progress and under the existing instructions the names of employees against whom proceedings are in progress should not be placed on the panel, such a procedure will apply even if no proceedings were in existence in the year to which the vacancy pertains. For example, if in the illustration quoted above, disciplinary proceedings are in progress against S.No. 4 at the time of actual selection in 1981, although no such proceedings were in progress in 1979, the procedure laid down for empanelment of Railway servants against whom disciplinary proceedings are in progress will apply.

[Para 203.6 and 203.7 of IREM]
No. E[GP]81/1/18 dt. 9-4-1981 and 4-9-1982]

15. SUPPLEMENTARY EXAMINATION

15.1 Selection for 70% vacancies

15.1.1 Not more than one supplementary selection should be held to cater to the absentees. While holding the supplementary selection all care and caution should be exercised to ensure that employees who did not avail of the main selection are provided the opportunity at the supplementary selection. Measures to notify the employees either for the main selection or the supplementary selection, particularly in cases where employees are serving outside the Railway including employees on deputation should not be routine.

[Para 207.1 of IREM]

15.2. LDCE

15.2.1 All the employees, who fulfil the conditions of eligibility prescribed and who apply are allowed to take the LDCE, regardless of their seniority. The panel is prepared from amongst those who qualify, strictly on the basis of merit. Wherever vacancies are filled purely on the results on competitive examination, there is no provision for holding a Supplementary examination to cater to absentees nor is it feasible to provide for it. All that is necessary is that adequate notice should be given when a LDCE is proposed to be held to all the eligible employees, including employees away on deputation about the LDCE and it should be specifically indicated that no supplementary examination will be held under any circumstances. Also employees, who are away on deputation / secondment outside the country and who get empanelled in the first LDCE held after return, cannot be considered for interpolation in the earlier panel[s] of LDCE formed in their absence.

[No. E[GP]86/2/54 dated 28-7-1986]

15.3 It should be ensured that the circulars for selection and LDCE are endorsed to all the offices / establishments to which the candidates coming in the zone of consideration for 70% selection and eligible employees for LDCE belong or are working.

15.4 A senior officer in all the offices and establishment may be nominated who will be responsible to ensure that these circulars are brought to the notice of all the candidates / eligible employees working in their respective organisations or belonging to them.

15.5 In case any employee has been posted to another organisation on transfer / deputation basis, it will be the responsibility of their parent office / establishment to ensure that the circular is sent to that establishment / organisation enjoining upon it to bring the same to the notice of the concerned employee[s]. A written confirmation should be obtained from these organisation and sent to the CPO/ Dy.CPO[G] at the Headquarters for being kept in records.

15.6 The action on the above lines should be taken with meticulous care and lapses should be viewed seriously and responsibility fixed on the nominated officers.

15.7 Circulars for selections / LDCE should also be given wide publicity by publishing the same through the Railway Gazette. Also copies should be endorsed to the recognised Unions at headquarters, Divisions, Workshops etc. with the request to circulate them in all their units for the information of the employees. Also these circulars should be put up on the notice board in all offices / establishments, Stations, Sheds, Workshops etc.

[No. E[GP]87/2/72 dated 27-12-91]

16 PRE-SELECTION COACHING

16.1 Pre-selection coaching are applicable to the 70% selection as well as LDCE and for posts coming under 'safety' categories and 'non-safety' categories as a part of human resource development programme. However, the pre-selection coaching classes should not be treated mandatory except for SC/ST candidates.

[No. E[GP]91/2/10 dated 6-5-92, No. E[GP]91/2/10 dated 20-10-93]

17. OTHER PROVISIONS RELATING TO SC/ST

17.1 For selections, the scheme of promoting best amongst the failed candidates will be in force in the case of non-safety categories. Insofar as LDCE is concerned, the qualifying marks for SC/ST candidates for non-safety categories will be 3/5th of the qualifying marks prescribed for general community candidates in each individual paper. As regards 'viva-voce' 'Record of Service', since the qualifying marks are to be reckoned for the two processes together, the SC/ST candidates required to secure atleast 18 marks therein as against 30 marks prescribed for General community candidates. This is subject to the condition that they will secure the same qualifying marks in 'Record of Service' as prescribed for general community candidates.

No. 92/E[SCT]/I/25/12 dated 13-11-92

17.2 The post of ACM has been classified as a 'Safety' category post and the scheme of promotion of 'best among failures' has been dispensed with in Transportation [Commercial] Department.

No. 2004/E[SCT]/I/25/20 dated 11-01-2007

18. MEDICAL FITNESS OF EMPLOYEES SELECTED FOR PROMOTION TO GROUP 'B' POSTS

18.1 Employees selected for promotion to Group 'B' service either on a regular basis or on adhoc basis should be fit in all respects including physical fitness for the duties assigned to the particular category of posts to which the promotion is made.

18.2 Group 'C' employees qualifying in the written test for promotion to Group 'B' posts but not passing the prescribed medical standard should not be called for viva-voce.

[No. E[GP]80/2/8 dated 31-10-91]

18.3. Classification of gazetted posts for the purpose of examining the visual acuity of the Railway employees for promotion from non-gazetted posts, to gazetted posts have been classified in para 531 of IRMM as follows:

[a] All posts in Mechanical, Electrical, Civil and S&T Engineering and Traffic [Transportation and Commercial] Department

[b] All posts in other Departments, which are not connected with train working or use of trolley on open line.

[No. 97/H/5/3 dated 16/17-9-97]

19. ADHOC PROMOTION TO GROUP 'B' POSTS

19.1 There should normally be no need to resort to adhoc arrangements before the next selection in view of the provision for a liberal assessment of vacancies for unanticipated vacancies by taking into account the vacancies that are due to arise in the next 6 months. If the panel is likely to be used up before the next selection becoming due after two years, steps should be initiated to hold the next selection without waiting for the 2 year period to be over so that the next panel becomes available well in time before the previous panel gets exhausted.

19.2 In the event of adhoc arrangements still becoming necessary due to unavoidable contingencies like injunctions from Courts of Law, such appointments should be made on the basis of seniority-cum-suitability from amongst all eligible candidates who appeared in the earlier selection irrespective of whether they passed the written examination or not in earlier selections and they became eligible for empanelment or not. At the same time, it should be ensured that those adhoc promotees whose working as judged from their record of performance is not satisfactory are reverted as early as possible.

19.3 All adhoc arrangements made should be terminated on the declaration of panel.

[Para 208.2 of IREM, No. E[GP]87/2/72 dated 11-1-1988 & 28-5-90]

20 CONSIDERATION OF EMPLOYEES ON DEPUTATION

20.1 In cases where employees eligible to take the selection [for 70% vacancies] are abroad on deputation /secondment and are not likely to return in a few months time, the selection held in their absence should be finalized without waiting for their return. On their return they should be called for the first selection held thereafter and on the basis of their performance in the selection they should be considered for proforma inclusion in the panel framed during their absence abroad. If any employee is thus included in the panel, no arrears would be payable to him and entitlement to pay in Group 'B' would commence only from the date of his actual officiating promotion . For the panel thus enlarged, Board's approval should be obtained. In respect of eligible employees who are on deputation to offices/ establishments, within the country, it should be ensured that adequate advance notice is given to such employees and they are considered at the selection without fail.

[Para 206.1 of IREM]

20.2 Employees, who are away on deputation / secondment outside the country and get empanelled in the first LDCE held after return, cannot be considered for interpolation in the earlier panel[s] of LDCE formed in their absence.

[No. E[GP]86/2/54 dated 28-7-1986]

21. REFUSAL OF PROMOTION

21.1 An employee empanelled for promotion to Group 'B' refusing promotion, when his turn arises should be debarred for promotion for one year and if after one year, he refuse promotion again, his name should be deleted from the panel, when promoted, after the period for which he is debarred, seniority will be as from the date of effect of promotion and he will be junior to all employees promoted earlier than him on regular basis from the same panel but will be senior to employees from the subsequent panel , if approved.

[para 207.3 of IREM]

22. REPRESENTATIONS AGAINST SELECTION

22.1 Representations against selections should be dealt with on merits without restriction of any time limit for their submission.

[Para 208.3 of IREM]

23. OTHER INSTRUCTIONS

23.1 The answer papers of the written examination as well as the mark sheets of viva-voce should be marked with indelible ink. Each answer book should carry a fly leaf both fly leaf as well as the answer book should be stamped and signed by the Gazetted Officer in charge of conduct of the examination. The employees should write his name and designation on the fly leaf only. After the answer books are received from the employee the fly leaf should be removed and allotted a Roll number which should also be simultaneously recorded on the corresponding answer book. The answer books should be sent to the examiner with the Roll number alone indicated on the answer books. The fly leaves removed from the answer books should be carefully preserved in a sealed cover which should be kept in the personal custody of the Chief Personnel Officer.

[Para 208.1 of IREM]

23.2 Detailed instructions issued from time to time concerning reservation in favour of SCs/STs and consideration of employees figuring/facing action under the Railway Servants Discipline and Appeal Rules should be referred to, wherever necessary.

[Para 209 of IREM]

24. GENERAL

24.1 This circular is only a consolidation of the instructions issued from time to time are still in force. In case of doubt, the original circulars should be relied upon as authority.

24.2 The instructions contained in the original circulars referred to have only prospective effect from the date of the issue unless specifically indicated otherwise in the concerned circular. For dealing with old cases, the instructions in force at the relevant time should be referred to.

24.3 If any circular on the subject, which has not been superseded, has not been taken into consideration while preparing this consolidated letter, the said circular, which has been missed through oversight should be treated as valid and operative. Such a missing circular, if any, may be brought to the notice of the Railway Board.

24.4 The above consolidation has been made from the circulars / letters listed in the Annexure.

ANNEXURE

List of References

S.No.	Board's letter No	Date
1	E[GP]76/2/96	03-06-77
2	E[GP]76/2/96	03-08-77

3	E[GP]74/2/20	31-08-78
4	E[GP]78/2/101	23-01-79
5	E[GP]79/2/40	01-09-79
6	E[GP]79/2/74	15-02-80
7	E[GP]81/1/18	09-04-81
8	E[SCT]15/32	04-06-81
9	E[GP]81/1/18	29-09-81
10	Hindi/81/OL 14/12	14-01-82
11	E[GP]81/1/18	04-09-82
12	E[GP]82/2/120	25-01-83
13	E[GP]81/2/87	28-05-83
14	E[GP]81/1/18	25-07-83
15	E[GP]82/2/120	24-12-83
16	E[GP]84/1/7	22-09-84
17	E[GP]79/2/101	18-06-85
18	E[GP]86/2/54	28-07-86
19	E[GP]85/1/78	10-09-86
20	E[GP]87/2/72	11-01-88
21	E[GP]87/2/123	19-09-88
22	E[GP]88/2/46	22-12-88
23	E[GP]87/2/123	20-04-89
24	E[NG]II/87/PO/GENL/8	23-06-89
25	E[GP]86/2/46	31-08-89
26	E[GP]89/2/30	29-09-89 / 05-10-89
27	E[NG]I/80 PM1/274	16-10-89
28	E[GP]86/2/61	10-01-90
29	E[GP]87/2/72	28-05-90
30	E[GP]87/2/72	26-02-91
31	E[GP] 79/2/130	19-08-91
32	E[GP]88/2/111	20-08-91
33	E[GP]80/2/8	31-10-91
34	E[GP]87/2/72	27-12-91
35	E[GP]88/2/54	31-1-92
36	E[GP]92/2/9	25-03-92
37	E[GP]91/2/10	06-05-92
38	E[GP]92/2/93	03-11-92
39	92 E[SCT]125/12	13-11-92
40	E[GP]88/2/54	08-07-93
41	E[GP]91/2/10	20-10-93
42	97/H/5/3	16/17-09-97
43	E[GP]2000/2/95	16-01-01
44	E[GP]2001/2/32	25-10-01
45	E[GP]99/2/22	22-07-04
46	E[GP]99/2/22	18-11-04
47	E[GP]2005/2/42	21-09-05
48	E[GP]2005/2/621	22-11-05
49	E[GP]2002/2/88	31-01-06
50	2004/E[SCT]/125/20	11-1-2007

No.P(R)/299/V **Date: 31 -05 –2007**

Copy of Board's letter No.E[TRG]2007[11]/12 dated 03-05-07 addressed to Executive Director, Institute of Rail Transport, R.No. 17, Rail Bhavan, New Delhi and copied to the

General Managers, All Indian Railways, is published for information, guidance and necessary action.

Copy of Bd's letter No. E[TRG]2007[11]/12 dated 03-05-07 addressed to Executive Director, Institute of Rail Transport, R.No. 17, Rail Bhavan, New Delhi and copied to The General Managers, All Indian Railways.

Sub: Inclusion of Diploma courses conducted by Institute of Rail Transport [IRT] under official sponsorship scheme.

***

Reference your note dated 10-2-2007 requesting approval for reimbursement of tuition fee to Railway employees for successfully completing Diploma courses conducted by IRT under official sponsorship scheme. The matter has been considered by this office and it has been decided by Board to extend the scheme of official sponsorship, i.e. reimbursement of 75% of tuition fee for successfully completing the following courses conducted by IRT, New Delhi, in terms of instructions issued vide letter No. E[TRG] 96[11]6 dated 22-4-96.

1. One year Diploma in Rail Transport & Management
2. One year Diploma on Transport Economics & Management
3. One year Diploma on Multi-modal transport [Containerisation & Logistics Mgt.]

Reimbursement of 75% of course fee is admissible, in both the cases, i.e. with contact classes as well as without contact classes.

No.P(R)/436/IRMM **Date: 31 -05 –2007**

Copy of Board's letter No.2005/H/5/13 dated 9-4-07 is published for information, guidance and necessary action.

Copy of Bd's letter No. 2005/H/5/13 dated 9-4-07 [S.No. 2 of Health 2007]

Sub: Medical exam criteria for various categories for promotions from Group 'C' to Group 'B'.

#####

The matter of relaxation of medical examination standard for Railway employees on promotion from Non-Gazetted to Gazetted posts have been under examination of the Board for some time. After careful examination of the issue the Board has approved the following clause:

> " any one of the conditions may be relaxed in favour of any candidate for special reasons. The relaxation in medical standards in each case should have specific approval of the concerned Board Member of Railway Board."

In view of this relaxation, it is for the Zonal Railways to decide the post in the department where the employee can be absorbed on promotion from Non-Gazetted to Gazetted post.

A sub-para under para 532 of IRMM, 2000 may be added as per advance correction slip enclosed.

<u>Advance Correction to para 532 of IRMM, 2000</u>

The following may be added to para 532 of IRMM:

532[4] - The relaxation of medical standards on promotion from Group 'C' to Group 'B' in all categories may however be considered for specific posts in the concerned Department on case to case basis under the following clause:

“ any one of the conditions may be relaxed in favour of any candidate for special reasons. The relaxation in medical standards in each case should have specific approval of the concerned Board Member of Railway Board.”

[Authority: Board’s letter No. 2005/H/5/13 dt. 9-4-2007]

Note: 1. CMD/Zonal Railway if satisfied with adverse Medical exam report, can refer the case to PHOD for examining the concerned employee for a suitable posting in available in his department, where if posted, the underlying medical condition shall not compromise the safety & productivity of work.

2. After obtaining the above certification from PHOD, a fresh medical exam may be processed for the specified post.

3. The report of re-medical exam if in favour of the employee, will be forwarded through CMD / Zonal Railway to DG/RHS for obtaining the approval of concerned Railway Board Member.

The Board decision shall be communicated to Zonal Railway for further action.

No.P(R)249/III Dt.06 –8-2007.

Sub: Advance for purchase of outfit for school going children – Para 1130 of IREM Vol.I,1989 Edition.

…

In terms of para 1130 of the IREM Vol.I,1989 Edition, Railway servants, who are eligible for educational assistance in terms of extant rules may be granted an advance of one month’s pay, recoverable in 10 equal monthly instalments, at the beginning of each year for the purchase of outfit for children attending the schools approved by the General Managers.

2. A Railway employee is eligible to draw children educational assistance/ allowance when he is compelled to send his/her child to a school away from the station at which he is posted and / or residing owing to the absence of a school of the requisite standard at that station or due to non-availability of a vacancy in such a school at the station of his/her posting.

3. The above IREM provision which was reiterated by Board vide their letter dated 20.12.2006 was also brought to the notice of all concerned under this office S.C.No.222/2006.

4. Despite the above, clarifications are being sought by some of the units as to whether employees who are in receipt of Reimbursement of Tuition Fees, Hostel Subsidy are to be granted the advance for purchase of outfit for their school going children.

5. While reiterating the provisions contained in para 1130 of IREM,Vol.I,1989 Edition, regarding advance for purchase of outfit for school going children for strict application, it is clarified that such of those employees who are in receipt of children educational assistance/ allowance as in para 2 only are to be granted the advance for purchase of outfit.

This issues with the approval of CPO/Admn.

No.P(R)605/XI Dt. 22.08.2007.

Sub: Award of marks under the heading "Record of Service" and "Seniority" by the Committee in the departmental selections.

Ref: This office letter No.P(R)605/Con. dt.21.05.2007

***

Guidelines for allotment of marks under the sub-head "Service Record" and "Seniority marks" have been reviewed. In supersession of the instructions issued under this office letter cited, the following revised guidelines may be followed uniformly regarding allotment of marks under the head "Record of Service" and "Seniority" in respect of departmental selections held against 1:3 ratio and General selections.

1.0 Record of Service (Maximum Marks-30)

to be distributed as follows

15 marks	**10 marks**	**05 marks**
on the basis of grading of ***ACRs/Working report*** of last 03 years **(RoS-1)**	*on the basis of* entries of ***Awards/punishments*** in Service Register **(RoS-2)**	*on the basis of* entries in Service Register of ***Academic/Technical*** qualifications **(RoS-3)**

1.1 Allotment of marks under the 3 sub heads as above to be done on following basis:

1.1.1 RoS-1 (15 marks): Annual Confidential Reports/Working Reports of last three years should be considered and marks for each ACRs/Working report may be allotted based on the grading as under.

(a)	Outstanding	: 05 marks
(b)	Very Good	: 04 marks
(c)	Good	: 03 marks
(d)	Average	: 02 marks
(e)	Below Average	: 01 mark

1.1.2 RoS-2 (10 marks): Service Record of the employee is to be seen. For Service Register/Record without any adverse entry, 06 marks should be allotted **

** ***Further deduction/addition is to be done in the following manner***

- For each Minor Penalty during the last 3 years : Minus 1 mark
- For each Major Penalty during the last 3 years : Minus 2 marks
- For each individual Cash Award at the Divn./Unit level : Plus 2 marks
- For each individual Cash Award at the HOD : Plus 3 marks
- For each individual Cash Award at the GM/Bd. level : Plus 4 marks

Note: ***The maximum marks under RoS-2 shall not exceed 10 and minimum shall not be below zero, no minus in total.***

1.1.3 RoS-3 (05 marks): Academic/Technical qualifications:-

Minimum 03 marks under RoS-3 may be allotted to the candidate who fulfils the minimum educational qualification for the post for which selection is being held.

The committee can further decide the criteria for awarding the remaining 02 Marks under this sub-head to the candidates who possess additional Educational/Technical qualifications relevant to the nature of the post for which the selection is being held.

2. Seniority Marks (20 Marks)

Maximum Marks (20) *to be allotted to senior most employee where selections are held against the ratio of 1:3*	**Minimum marks (12)** *to be allotted to the junior most employee where selections are held against the ratio of 1:3*

2.1 *The seniority marks for the employees between the junior-most and the senior-most employee shall be proportionately divided and corrected upto the first decimal*.

3. <u>For Selection from Group "D" to Group "C" posts</u>

3.1 For promotion from Group "D" to Group "C" categories (33-1/3%, 16-2/3%) to lowest Grade of Group "C' categories of Commercial Clerks, Ticket Collectors, Trains Clerks, Office Clerks and other categories of clerks like Stores Clerks, etc. separate set of instructions (RBE No.165/2003, SCR S.C.No.185/2003) exist.

3.2 For these categories, the selection consists of Written test and Record of Service of 85 and 15 marks, respectively.

3.3 Advance correction slip No.155 to Para 189 of IREM further clarifies that assessment under the heading Record of Service will be based only on entries in the Service Book/Personal file regarding academic/technical qualifications, award/punishment etc. There is no need of considering ACRs/Working Report for these selections.

3.4 For break-up of 15 marks under the heading "Record of Service", the break up as given in item (**RoS-2**) and **(RoS-3)** may be followed.

4.0 It is desired that the instructions may be circulated to all officers serving on the selection committees under your control for their information and guidance.

This issues with the approval of CPO.

No.P(R) 182/IV Dated 10-9-2007

Sub: Conduct Rules – Miscellaneous trading activity by Railway officials – Reg.

…

In terms of sub-rule (1) of Rule 15 of Railway Services (Conduct) Rules, 1966 no railway servant shall, except with the previous sanction of the Government engage directly or indirectly in any trade or business, or negotiate for, or undertakes any other employment or canvass in support of any business of insurance agency, commission agency etc., owned or managed by any member of his family. Also, in terms of sub-rule(3) of Rule 15 of RS(Conduct) Rules, a railway servant is required to report to the Government if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency. For the purpose of these sub-rules, 'Government' means the Railway Board in the case of all gazetted and non-gazetted staff in the Railway.

Despite the above, instances have come to notice that some of the Railway officials are indulging in misuse of their official position in furthering the business of 'DIRECT SELLING OF PRODUCTS' through AMWAY Corporation, etc., by their spouse/family members, which attracts the provisions of RS (Conduct) Rules, 1966.

It is, therefore, advised to bring to the notice of all the Officers/staff that while they should refrain from such trading activities, they should not also use their official position in furthering

such business activity, if any, taken up by their spouse/family members. Any railway official who does so would be regarded as indulging in misconduct and unbecoming of a Railway servant within the meaning of Railway Services (Conduct) Rules, 1966 and suitable Disciplinary action initiated.

This issues with the approval of CPO/Admn.

No.P(R)626/III **Dt. 21 –9-2007**

Sub: Condolence message upon the death of the Railway employee.

…

In the event of sudden demise of the Railway employee the family is often not aware of the type of payments that become due to them. Apart from final settlement the family of the deceased is often not aware of the rules regarding appointment on compassionate grounds, retention of railway quarters, settlement pass etc.

In this regard a condolence message and the benefits that are due to them under various circumstances has been prepared by this office which may be delivered to the family of the deceased through Staff & Welfare Inspector (Copy enclosed). While handing over the message to the family members, it must be ensured that such of those benefits as are not applicable to the case under process should be struck off clearly. HODs, DRMs CWMs and Extra Divisional Officers may make suitable changes wherever necessary.

It is requested that this may be complied with as soon as possible in your Office/Division/Workshop/Unit and the condolence message may be signed by the Head of Office/Workshop/Unit and delivered through an official of the Welfare Section.

If necessary, it can also be sent in the local language.

*****

No. Date

To
(Write the name of the family member)

The rail fraternity express its deep condolence on the sudden demise of an earning member in your family and prays to God for peace to the departed soul and give courage to the family to bear this great loss.

_____ [name and designation and office] has rendered yeoman service to this organization. In this time of grief, the rail fraternity extends its support and advise you of all the payments that are due consequent on the demise of the above named.

The Staff and Welfare Inspector of this Organisation will contact you to get the requisite booklets filled up for the payment of settlement dues and for exploring the possibilities of appointment on compassionate grounds in Railways. You are advised to keep the following documents ready for the purpose of processing papers for payment of settlement dues and request for compassionate appointment in Railways.

1. Death Certificate
2. 8 Photos of self
3. 2 Photos each of sons/daughters
4. For payment of settlement dues and Family pension, an account should be opened in a Nationalized Bank , if not already available.
5. You may submit an application for appointment in Railways on compassionate grounds. In case if you are not interested to serve the Railways, you may submit an application for appointment on compassionate grounds to the first son or first daughter.

6. Along with the request for appointment on compassionate grounds attested copies of educational qualifications of the person to be appointed on compassionate grounds together with the consent letter of the other family members is also required to be submitted.

A. ***Final settlement dues***

[STRIKE OUT WHICHEVER IS NOT APPLICABLE]

1. **Family Pension**: (to the persons appointed before 1.1.2004) The amount of family pension payable is 30% of basic pay subject to a minimum of Rs.1913/- and a maximum of Rs.13,500/-. Enhanced family pension will be payable to the Widow/widower for a period of 7 years from the date of death of the Railway servant or attaining the age of 67 years whichever is earlier, if the Railway servant has rendered 7 years service before death.

2. **Death Gratuity**: (to the persons appointed before 1.1.2004) Death gratuity is granted at the following rates depending upon the length of qualifying service put in by the deceased employee as under :

Length of service	***Rate of Death Gratuity***
Less than One year	2 times of emoluments
One year or more but less than 5 years	6 times of emoluments
5 years or more but less than 20 years	12 times of emoluments
More than 20 years	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments and shall not exceed Rs.3.5 lakhs.

3. **Ex-gratia Compensation** : Payable to families of Railway servant who die in harness in the performance of their bonafide official duties under various circumstances given below, for which an application has to be submitted by the family to the administration. The amount, if any, paid to the family, under WCA will be deductible from the ex-gratia compensation payable:

1	Death occurring due to accidents in the performance of bonafide official duties	5.00 lakhs
2	Death occurring in the course of performance of duties attributable to acts of violence by terrorists, anti-social elements, etc	5.00 lakhs
3	Death occurring during [a] enemy action in international war or border skirmishes and [b] action against militants, terrorists, extremists etc.	7.50 lakhs

4. Central Government Employees Group Insurance Scheme:

On the death of the Railway employee while in service, the family will be paid full insurance value plus savings value with interest .

Sl.No.	***Category***	***Insurance cover***
1	Group 'A'	1,20,000
2	Group 'B'	60,000
3	Group 'C'	30,000
4	Group 'D'	15,000

5. Deposit Linked Insurance Scheme

If the balance as indicated in Table below was maintained in the Provident Fund account during the last 3 years immediately preceding the date of death of the Railway employee, deposit linked insurance amount at twice the

amount standing at the credit of the PF account of the deceased, subject to a maximum of Rs.60,000 is payable to the family.

Minimum Amount of balance in PF account	***Employees holding post with maximum of pay***
Rs. 25,000	Rs.12,000 & above
Rs. 15,000	Rs.9,000 but less than Rs.12,000
Rs. 10,000	Rs.3,000 or more but less than Rs.9,000
Rs. 6,000	Less than Rs.3,500

6. **Leave encashment**: Encashment of unavailed leave at credit at the time of death of the employee is payable subject to a maximum of 300 days.

7. **Composite Transfer Grant:** One month's pay plus Dearness pay is payable , if the family wants to settle at a place 20 Kms. away from the old headquarters. For relocation within the same station or within 20 Kms. of the Hqrs of the deceased, the entitlement is equivalent to 1/3rd of 1 month's basic pay plus dearness pay.

8. **Dearness Relief on family pension (DR)**:

Dearness relief on family pension is payable at the rates communicated by Government from time to time. At present ____% DR is payable on family pension.

9. **Provident Fund**:

Amount lying in the Provident Fund account of the deceased together with interest is payable to the family.

B. Compassionate grounds appointment :

As per rules appointment on compassionate grounds is offered to the widow/widower/eligible ward on the death of the employee. The competent authority will consider the case on merits and offer compassionate appointment to the widow/widower/eligible ward of the deceased.

C. Retention of Railway Quarters:

The family of an allottee railway employee who dies while in service will be permitted to retain the railway quarter on the request to the quarters controlling authority for a period of twenty four months on payment of normal rent/flat rate of licence fee/rent from the date immediately after the date of death of an employee. Where the deceased staff/ officer or his /her dependants owns a house at the place of posting in such cases retention of Railway quarter shall however be permitted only for a period of 12 months. ***Death Gratuity will not be released to the family till the Railway quarter in occupation is vacated.***

D. **Settlement pass:**

A pass in the entitled class will be issued to the family and dependent relatives in case they intend to settle near their home town after death of the Railway employee, for the transportation of personal effects as admissible under pass rules for which an application has to be submitted to the pass issuing authority within one year from the date of death of railway servant.

PRC Pass to Widow/Widower (Widow Pass):

Half the number of Post retirement Complimentary Passes that the railway servant was entitled before death will be issued to the family as per pass rules for which an application has to be given to the pass issuing authority.

E. **Medical facilities**: Medical facilities to the dependents & family members of Railway employee who dies in harness will continue to be given till the time of filling up the forms for settlement dues. One month's pay plus dearness pay will be recovered from the settlement dues (on written option only) to provide medical facilities to the family members from Railway Hospitals /Health Units.

Fixed Medical Allowance: Family pensioners are entitled to a medical allowance of Rs.100/- per month if they are residing 2.5 Kms. outside the City/Municipality/Town where the Railway Hospital/Health Unit/Dispensary is situated. It is in lieu of out patient treatment and admissible irrespective of possession of medical card.

F. **Exemption from Income-Tax:** The following Death benefits are fully exempt from Income tax.

Sl.No.	Benefit	Section under which exempt
1	Death Gratuity	Clause 10 of Section 10 of IT Act.
2	Leave encashment	Sub Clause (i) of clause 10 (AA) of Section 10 of IT Act.

No.P(R)75/VII Dated 15-10-2007

Sub: Grant of Transport Allowance

…

Railway Board, vide their letter No. PC V/97/1/7/12 dated 16-12-97 [SCR Serial Circular No. 220/97] issued instructions for grant of transport allowance to suitably compensate the cost incurred by Railway employees on account of commuting between the place of residence and place of duty.

Attention is drawn to Para 2[ii] of Board's letter ibid wherein it is clearly stipulated that Transport Allowance shall not be admissible to such of those employees who are provided with Government accommodation within a distance of 1 Km or within a campus housing the place of work and residence.

Instances have come to light where employees who are provided with Government accommodation within a distance of 1 Km from their workplace or within a campus housing the place of work and residence are drawing Transport Allowance, which is not admissible in terms of provisions contained in para 2[ii] of Board's letter dated 16-12-97.

Action may, therefore, be taken to depute S&WIs to conduct a thorough check and in cases where Transport Allowance is being drawn in contravention to Board's instructions, arrangements be made to promptly recover the overpayment involved .

No.P(R)182/VII Dated 20-11-2007

M E M O R A N D U M

Sub: Constitution of Complaints Committee for prevention of sexual harassment of working women

Ref: This office Memoranda issued under letters of even number dated 13-1-04, 09-03-06, 25-04-07 and 05-10-07.

****

The Hon'ble Supreme Court in the case of Vishaka and others Vs. State of Rajasthan and Others has laid down certain norms and guidelines to be adopted by the employers to prevent sexual harassment of working women. Constitution of an appropriate complaints mechanism is one such preventive step.

In accordance with the above directive, two committees were constituted on this Railway, to deal with the complaints involving Gazetted Officers and Non-Gazetted employees vide Memoranda cited.

In view of changes in the nomination of members in the Committee, the following Committees have been constituted to deal with the complaints of sexual harassment of working women in the Headquarters area of this Railway:

For cases involving Gazetted Officers:

Chairperson : Mrs. Radha Variyar, FA&CAO/Con/II
Ph. No. 27786595 , 27825207

Members : [1] Ms. Ashalatha, Sr. Programme Co-ordinator,
Anthra, 124 Vayupuri, Sec'bad.
Ph. 27113167

[2] CPO[Admn], Ex-Officio Member & Convenor
Ph. 27786967

For cases involving Non-Gazetted Staff:

Chairperson : Mrs. Vinita Srivastava, Dy.CME, C&W/HQrs.
Ph.27786737, 27821660

Members : [1] Dr. Mrs. N. Beena, Administrative Director,
Asmita Resource Centre for Women
East Marredpally, Sec'bad.
Ph. 27733251

[2] DGM[G], Ex-Officio Member & Convenor
Ph. 27786493, 27823640

The Complaints Committee shall receive the complaints, if any, from the women employees working in the offices of Headquarters area, SC Division, HYB Division, Lallaguda, Guntupalli, Tirupathi and S&T Workshops and investigate the matter in the light of the judgement of the Hon'ble Supreme Court to ensure that women employees do not feel inhibited in the workplace. Adequate care must also be taken to avoid victimization of, or discrimination against the complainant.

The Committee shall report annually to the Railway Board on the complaints dealt with by them.

The procedure to be adopted by the complainant and the Committee is given in the Annexure enclosed.

The findings of the Complaints Committee shall be binding on the Disciplinary Authority to initiate disciplinary proceedings against the railway servant[s] concerned and treated as a preliminary report against the accused.

The contents of this Memorandum may be given wide publicity.

No.P(R)/500/XXII **Date: 20 -11 –2007**

Copy of Board's letter No.2007/ACII/21/10 dated 22.10.2007 is published for information, guidance and necessary action.

Copy of Bd's letter No. 2007/ACII/21/10 dated 22.10.2007 (RBA No.38 /07)

Sub: Eligibility for family pension to unmarried daughters beyond 25 years of age/ widowed/divorced daughter/parents.

...

In terms of Railway Services(Pension) Rules,1993 and extant instructions, unmarried daughters over 25 years of age, widowed / divorced daughters and parents respectively are eligible for family pension subject to fulfillment of certain conditions. AIRF has represented that Railway administrations are not including their names in the PPOs resulting in hardships to them. In this regard attention is invited to Board's letter No.87/ACII/21/33 dated 1.6.89 under which revised format of PPO has been circulated. The said format has the provision to include the names of all family members eligible for family pension. Accordingly, Railway

administrations are advised to ensure that the names of all eligible family members are included in the PPO. In cases where PPOs have already been issued the instructions contained in Board's letter No.87/AC II/21/33 dt. 5.5.95 may be followed.

As regards the procedure to be followed for inclusion of the names of eligible widowed/divorced daughters who were not eligible for inclusion at the time of retirement or death while in service of Railway servants, a reference has been made to DOP &PW for advice. On receipt of which, necessary clarification will be issued.

No.P(R) 414/A/III Dated 23-11-2007

Sub: Observance of lunch break in administrative offices.

…

Attention is invited to this office letter No.P(R)414 dt. 14.5.68 (Serial Circular No.98/68) and No. P(R)414/A/II dt.28.10.87 wherein instructions were issued that the lunch break of half an hour i.e., from 13.00 hrs to 13.30 hrs should be strictly enforced and observed very scrupulously even by the Supervisory staff and officers. As far as the Group 'D' staff are concerned, suitable adjustments in the lunch hour may be made so that some skeleton staff are available during the lunch break also.

It appears that the stress laid on scrupulous observance of lunch break has been lost sight of and the staff are under impression that the lunch break is between 13.00 hrs to 14.00 hrs. and are soliciting permission to abstain from work in the name of prayers etc.

Therefore, the instructions regarding scrupulous observance of lunch break by employees and officers working in administrative offices i.e., from 13.00 hrs to 13.30 hrs are reiterated for strict compliance.

This issues with the approval of CPO.

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No.P(R)/411 Date: 20-12 –2007

Copy of General Manager, RCF/ Kapurthala's letter No.205-G/RCF/KXH/07 dated 24-10-2007 is forwarded for information and guidance.

Copy of GM, RCF/ Kapurthala's letter No.205-G/RCF/KXH/07 dated 24-10-2007

Sub: Rental Charges of Holiday Homes, Dalhousie
Ref: Secy to GM/RCF/Kapurthala's letter No. Secy/RCF/2007 dated 01-10-2007.

…

Vide letter referred above, it was informed that Rail Coach Factory, Kapurthala has hired rooms as Holiday Home one each for Gazetted Officers and Non-Gazetted staff of RCF and Indian Railways in Hotel Alps and Hotel Amar at Dalhousie [Himachal Pradesh]. The rental charges of these Holiday Homes are as under:

For Serving Railway Servants:

i]	Gazetted Officers	Rs. 25/- per room per day
ii]	Group 'C'	Rs. 12/- per room per day

iii]	Group 'D'	Rs. 05/- per room per day

For retired Railway servants:

i]	Officers above JA Grade	Rs. 75/- per room per day
ii]	Officers upto inclusive of JA Grade	Rs. 35/- per room per day
iii]	Group 'C'	Rs. 25/- per room per day
iv]	Group 'D'	Rs. 12/- per room per day

You are requested to give wide publicity to this so that maximum Railway Servants may avail this facility.

This is issued with the concurrence of associated finance and approval of Competent Authority.

The above charges will take effect from 01-10-2007.

No.P(R)/Misc/VI Date:20-12 –2007

Copy of Board's letter No. 2001/Prot/Foreign Travel dated 6-08-2007 is forwarded for information, guidance and necessary action.

Copy of Bd's letter No. 2001/Prot/Foreign Travel dated 6-08-2007

Sub: Foreign Travel on Official duty/training – guidelines.

…

Attention is invited to this office letters of even No. dated 17-11-2005 and 02-03-2006 and 8th May, 2007 vide which guidelines on "Foreign Travel on Official Duty/Training" were issued for information of the Officers/ Staff being deputed to Foreign Travel. In the said letters it has been made clear that "without a copy of political clearance, Ministry of External Affairs does not issue/revalidate Passports/Visa Notes". It is again reiterated that in all cases of preparation of fresh passports /revalidation of existing ones and requests for visas, a copy of political clearance obtained must be enclosed with application/visa form so that unnecessary delay is avoided.

Visa for companions accompanying officers on official tours abroad.

Embassy of United States of America and High Commission of Canada in India have informed that henceforth Visas for companions [spouses, children etc.] will have to be obtained through normal channels only. It is, therefore, requested that visas for companions of officers visiting USA and Canada be obtained by the officers themselves through normal channels. In this connections more information can be obtained from the web site of US Embassy [www.vfs-usa.co.in] and High Commission of Canada [www.vfs-canada.co.in]. Protocol Section of Railway Board is unable to help in this regard.

Officers visiting USA on official business should fill up US Non-immigrant visa form [DS 156] on line [www.evisaforms.state.gov/ds156asp] leaving no column blank, take print of the same [with bar code] sign it in ink and send the same to Protocol Section of Railway Board along with two copies of photographs [coloured taken against pure white background] as per photo instructions for non-immigrant visas [given in above mentioned web site]. In the same way officers visiting Canada should fill up Canada Visa form on line [www.vfs.canada.co.in] leaving no column blank, take a print of the form [with bar code] sign it in ink and send the same to Protocol Section of Railway Board along with three copies of photographs [coloured taken against pure white background] as per photo instructions given in the web site of Canada High Commission. In case of Canada, personal information sheet giving full information about

all the family information about all the family members of the Officer should also be enclosed with the visa form. Those officers already diplomatic /official passports should send these for revalidation and if these passports are in safe custody either with Ministry of External Affairs or with Railway Board, original surrender certificate and private passport of the officer should be sent to Board's office for retrieving the diplomatic/official passport. In case Officer is not in possession of a Diplomatic /Official passport, an application form for preparing of a Diplomatic / Official passport, an application form for preparation of fresh Diplomatic / Official passport may be submitted alongwith two passport size coloured photographs taken against pure while background. The application form can be downloaded from web site www.indianpassport.nic.in . One of the photographs should be attested by a gazetted officer on the back. The application form should be forwarded by the HOD as per certificate given in the form. A photocopy of the Officers' identity card should also be enclosed with the application form. The Protocol Section of Railway Board will not be able to obtain visas for visiting Countries for which political clearance has not been obtained.

The time schedule for various services, which has already been given in this Office letter mentioned ibid, is again reproduced for information of the Officer / staff going abroad.

Type of service	Time taken
Preparation of fresh Diplomatic & Official passports/ Revalidation of existing one & issuance of Visa Notes	Three working days
Affixing of visas on Passports by various Embassies/ High Commissions	Three working days

It is, therefore, requested that the "Guidelines on Foreign Travel on Official Duty / Training" circulated vide this office letter No. mentioned ibid and guidelines as given above may kindly be followed strictly. These guidelines can also be viewed on the official web site of Ministry of Railway i.e. www.indianrailways.gov.in .

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No.P(R)/Misc/VI Date: 20-12 –2007

Sub: Issue of 'No Objection Certificate' in favour of Railway employees.

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The cases of non-gazetted employees requesting for issue of 'No Objection Certificate' are being forwarded by the Department officers to the Personnel Branch. The request is then referred by the cadre sections to Vigilance Branch for vigilance clearance and Security Branch for SPE clearance and to the Department concerned for DAR clearance. Before issuing clearance from the Security Branch, the concerned employee is called by the Special Intelligence Branch to fill up a prescribed format giving the details of service and family. This is causing delay and inconvenience to the employees, some of whom may not be from the Headquarters area.

In order to avoid the delay caused by the present procedure adopted by the CSC Branch to attend the SIB / CSC's office to obtain the details of the employees, it has been decided that henceforth, the particulars of the service and family details of the employee should be obtained in the prescribed proforma, enclosed, at the time of submission of the request for issue of no objection certificate and the same should be forwarded to the SIB/CSC/HQ.

Encl: as above.

Confidential

SOUTH CENTRAL RAILWAY

PROFORMA FOR CLEARANCE FROM SIB/CSC FOR ISSUE OF NO OBJECTION CERTIFICATE

[To be filled in own writing in block letters]

S.No.	PARTICULARS		REMARKS
1	Name in full [with Surname]	:	
2	Father / Husband's name	:	
3	Date and Place of Birth	:	
4	Present residential address	:	
5	Permanent residential address	:	
6	Date of appointment & capacity on appointment	:	
7	Present Designation and Office	:	
8.	Whether applied for NOC previously, if yes, particulars thereof	:	
9	Whether present application is for Fresh NOC or Renewal of NOC	:	
10	If already in possession of passport , full particulars i.e., P.P. No. , issued by whom, date of issue etc. to be furnished	:	
11	Proceeding to which country	:	
12	Reason for proceeding, with their address of stay in that country	:	
13	Duration of stay	:	
14	Whether applied for leave, if so, its particulars	:	
15	Name of the mother	:	
	Name of Wife / Husband	:	
	Name of Son[s] and Age	:	
	Name of Daughter[s] & Age	:	
16	Name of the family members employed in the Railways with particulars	:	
17	Whether involved in any Court / Police / Dept. cases etc. its particulars if any	:	
18	Whether member of any Union / Sangh / Assns. etc. with particulars	:	
19	When proceeding [mention probable date of departure from India]	:	
20	Accompanying member, if any	:	
21	Particulars of last visit with duration of stay [indicate the exact date from, to]	:	

Place : PF No:
Date : ID No:

Signature of the applicant

Declaration

I, _____ s/o / d/o / w/o _____, Designation _____ resident of _____ Mandal / TQ _____ Dist _____ State _____ declare that the information furnished above is true to the best of my knowledge and belief.

Verified.

Signature of the applicant

Signature of the controlling officer.

No.P(R)227/XV 20-12-2007

Sub:Processing of DAR Cases – safe custody/transmission of relied upon documents.

…

A case has come to notice, wherein the Disciplinary case file alongwith relevant relied upon documents of an employee were lost thereby the Administration was not in a position to produce any documentary evidence to establish that the charge memorandum as well as the penalty order had been served on the employee, before the Court of law. The administration lost the case resulting in financial implications.

The investigation into the circumstances leading to the loss of the file and the documents relied upon, revealed that there was no set procedure in vogue regarding the handing over/receipt of and safe custody of confidential files. The case was summarily disposed off by the department intimating that the staff concerned could not be taken up under D&AR because they have already retired from service/expired.

Loss of Confidential/important files and documents especially those relating to DAR proceedings has to be viewed very seriously. The charged officials could especially have a vested interest in managing the loss of disciplinary files and documents, to help them escape easily. This can be easily facilitated in a system where there is no accountal, watch and responsibility in the handling/movement of files/papers.

Instructions regarding preservation of records issued by this office from time to time stipulates that disciplinary proceedings resulting in imposition of penalties should be retained for a period of 10 years or 3 years after the final disposal of appeal or final judgment under the normal course of law, whichever is later, subject to an authenticated copy of the order regarding imposition of penalty or written warning being placed on the personal file and a suitable entry being made in the appropriate service record/register.

Therefore, the confidential section in the respective offices, besides maintaining DAR case files alongwith relied upon documents under safe custody. should also maintain a register indicating details of the DAR case of the employee viz., Sl.No., year to which the case pertains, date of issue of charge memo, imputations of charge, orders of the DA, date on which the penalty order of DA was served, appeal/revision if any preferred by the employee and if so, the date of preferring appeal/revision and the orders of AA/RA and the date on which AA/RA's orders were served on the employee.

There should not be any room for losing or missing of files by the staff especially relating to DAR cases. A duplicate file containing the basic documents viz. Charge memorandum, explanation, speaking orders and NIP and similar documents of Appeal and Revision can be kept were files are of sensitive nature.

The above instructions may be brought to the notice of the staff concerned and the staff responsible for loss of DAR files may be taken up under DAR for deterrent action.

This issues with the approval of CPO.

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