

		SUBJECT	S.C.NO.
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### 1001 CONTRACT LABOUR ACT

1.		Board desire that provisions of the Act be implemented properly and that it should be ensured that the contractors fulfil the statutory obligations under the Act and where they fail to do so, remedial action as provided for under the Act & Rules is taken and responsibility enjoined upon the Railways as Principal Employer is discharged as per the provision of the Act.	184/90
2		In the limit of judgement delivered by the Kerala High Court, sanitation work in residential colonies can be entrusted to private agencies. Departmental staff- rendered surplus on this move can gainfully be redeployed in other establishments where contract labour is prohibited.	63/95
3	-	Railway Administrations should ensure compliance of all the provisions of the Contract Labour (Regulation & Abolition) Act, 1970	335/99

### 1003 FACTORIES ACT

	1	The installments of Interim Relief are to be taken into account from the dates from which they were granted to compute overtime allowance to eligible employees under Factories Act, 1948.	39/97
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### 1004 INDUSTRIAL DISPUTES ACT

	1	Labour LAws-I.D.Act Case of a Dismissed/ removed/ discharged/retrrenched/terminated employee can be taken up by conciliation officer, only when such employee has exhausted all the remedies of appeal and review available under Discipline and Appeal rules.	42/92
	2	Board have clarified that:- 1) Casual workers who have attained temporary status and are required to be taken up for indiscipline/misbehaviour can be proceeded against only under D&A rules as indicated in Para 2511 of IREM( 2 <sup>ND</sup> Edition.) 2) Casual labour whose services are to be terminated due to reduction in establishment and if they have otherwise completed 240 days service in a period of 12 months should be dealt with under Section 25 F of I .D. Act.	43/92
	3	Matters pending before the Industrial Tribunals should be viewed seriously and the comments/briefs furnished to the Board should be self contained, well argued and sent within the stipulated time format.	119/98

### 1005 MINIMUM WAGES ACT.

	1	Minimum rates of wages fixed to the employees engaged in loading and unloading in railways goods Shed and in ash-pit cleaning in railway as notified by the Ministry of Labour, New Delhi and forwarded by the Railway Board are circulated.	59/90
	2	List of- officers appointed by the Central Government to exercise the powers conferred under the Minimum Wages Act, 1948 are circulated.	92/90
	3	The Board have re-iterated that steps should be taken to see that serious lapses in implementing labour laws do not occur and to that effect machinery on the Railway should be geared up.	129/90
	4.	The revised rates of special allowance per day for employees coming under the purview of Minimum Wages Act 1948, effective from 1-4-90, have been circulated.	135/90
	5	Rates of special allowance fixed to the employees engaged in loading & unloading in Railways goods shed and in ash-pit cleaning in Railways as notified by the Ministry of Labour and forwarded by the Railway Board, are circulated	148/90
	6	Rates of wages of labour employed in scheduled employment under Minimum Wages Act, 1948, Notification sent by the Ministry of Labour and forwarded by the Railway Board, are circulated.	1/91
	7	Rates of wages of labour employed in scheduled employment under Minimum Wages Act, 1948, notification indicating the places where the Act is applicable sent by the Ministry of Labour and forwarded by the Railway Board, are circulated.	4/91
	8	The revised rates of special allowance per day for employees employed in scheduled employments under Minimum Wages Act 1948, effective from 1-10-90, have been circulated.	77/91
	9	Rates of wages of labour employed in scheduled employments under Minimum Wages Act, 1948 notification indicating the places where the act is applicable sent by the ministry of labour and forwarded by the Railway Board are circulated	164/91
	10	The revised rates of special allowances per day for employees employed in scheduled employments under Minimum Wages Act 1948, effective from 1.4.91, 1.10.91 and 1.4.92 are circulated.	91/92
	11	The revised rates of special allowance per day for employees employed in scheduled employments under Minimum Wages Act, 1948 effective from 1.10..92 are circulated	171/92
	12	The revised rates of special allowance per day employees,	123/93

		employee in scheduled employments under Minimum Wages Act, 1948 effective from 1-10-93 are circulated	
	13	The revised rates of special allowance per day employees, employee in scheduled employments under Minimum Wages Act, 1948 effective from 1-10-93 are circulated	110/94
	14	Revision of minimum rates of wages for employees employed in loading and unloading operation in railway goods sheds and ash - pit clearing in Railways under Minimum Wages Act, 1948.	111/94
	15	Rates of variable dearness allowance for employees employed in employments (i) in the construction or maintenance of roads or in building operations, (ii) In stone breaking or Stone crushing, (iii) in maintenance of building, (iv) in loading and unloading in railways, goods sheds and ash-pit cleaning in Railways, circulated.	13/95
	16	Board have forwarded copy of amendment Notification No.S-32019/7/93 (MW) dated 21.9.94 to the notification issued under same number dated 12.7.94, issued by the Ministry of Labour, Government of India.	76/95
	17	Rates of variable dearness allowance for employees employed in employments (i) in the construction or maintenance of roads or in building operations, (ii) In stone breaking or stone crushing, (iii) in maintenance of building, (iv) in loading and unloading in railways, goods sheds and ash-pit cleaning in Railways, circulated.	87/95
	18	4. Ministry of Labour, Government of India have exempted from the provisions of Sections 13, 14 & 18 of Minimum Wages Act, 1948 in respect of the Railway servants who are on time scales of pay approved by the Central Government	111/95
	19	Rates of variable dearness allowance and minimum wages for employees employees employed in the scheduled employments under the Minimum Wages Act, 1948, in Railways, circulated (effective from 1-10-95)	143/95
	20	Rates of variable dearness allowance and minimum wages for employees employed in the scheduled employments under the Minimum Wages Act, 1948, in Railways, circulated (effective from 1-4-96)	102/96
	21	Rates of variable dearness allowance and minimum wages for employees employed in the scheduled employments under the Minimum Wages Act, 1948, in Railways, circulated (effective from 1-10-96 & 1-4-97)	161/97
	22	Ordinance regarding the regulation of employment and conditions of service of building and other construction workers and to levy and collection of a cess on the cost of	179/97

		constructions incurred by employers respectively.	
	23	Rates of variable dearness allowance and minimum wages for employees employed in employment under Minimum Wages Act, 1948, in Railways w.e.f. 1-10-97	2/98
	24	Rates of variable dearness allowance and minimum wages for employees employed in employments under the Minimum Wages Act, 1948, in Railways w.e.f. 1-4-98.	151/98
	25	Rates of variable dearness allowance and minimum wages for employees employed in employments under the Minimum Wages Act, 1948, in Railways w.e.f. 1-10-98.	316/98
	26	The provision of Sec.13, 14 & 18, of the MWA, 1948 shall not apply Railway Servants who are on the time scales of pay approved by the Central Government for five years w.e.f. 3-6-1998.	18/99
	27	Rates of variable Dearness Allowance and Minimum wages for employees employed in employments under the M.W. Act, 1948 in Railways w.e.f. 01-04-1999.	185/99
	<b>1006 PAYMENT OF WAGES ACT</b>		
	1	Notification regarding appointing of authority under Sub-Section (i) of Section 15 OF P.W.ACT, 1936, is circulated.	11/90
	3	i) Payment of cash witness allowance the status-quo should be maintained. ii) Wherever TA/DA to the staff is being paid for cash witness purpose, such staff should be periodically changed.	44/95
	4	Annual report on the working of P.W.A, 1936, in Railways during 1996.	171/98
	5	Annual report on the working of P.W.A, 1936, in Railways during 1997.	19/99
	<b>1008 WORKMENS COMPENSATION ACT</b>		
	1.	Board have clarified that family pension to the families of railway employees who were killed while on duty and paid non-statutory ex-gratia compensation under W.C.A., should be paid as per paras 801 (3)(i)(a') of MOPR.	23/90
	2	Amendment to sub-rule (1) of rule 37 of- the inter state migrant Work-men (regulation of employment and conditions of service) Central Rules, 1980, after the words and phrase "the cost of- such medicine", the words and figures "including the fee upto Rs.16/- per consultation " shall be added.	23/91
	3	Board desire that the provisions of the Workmen's Compensation Act should be complied with carefully and compensation wherever payable should be paid immediately/ deposited with the Commissioner within the stipulated period to avoid payment of huge amount as compensation, penalty and interest thereon.	32/91
	4	Workmen Compensation (Amendment) Act, 1995 is circulated.	62/97
	5	The eligibility conditions for getting compensation under the	322/98

		Workmens Compensation Act, 1923 have been reiterated. The ceiling of Rs.1000/- on monthly wages of a worker to come under WCA has been removed w.e.f. 1-7-84 and it has been fixed at Rs.2000/- w.e.f. 15-9-95.	
	6	Hon'ble High Court of Chennai in their judgment (course of and out of employment) cannot be applied an employee met with an accident & died while returning home after completion of duty.	102/99
	7	Board have clarified that Railwaymen engaged to supervise the work of workman, as defined under section 2(n) read with Schedule-II, are covered under the provisions of the Workmen's Compensation Act, 1923.	258/99
<b>1009 CHILD LABOUR ACT</b>			
1	-	Annual report on the working of Child Labour (Prohibition and Regulation) Act, 1986 for the year 1992, circulated.	94/95
2		Annual report on the working of the Child Labor (Prohibition and Regulation) Act, 1986.	172/98
<b>1011 ABSORPTION OF SURPLUS STAFF</b>			
	1.	Board have decided that the surplus steam staff may be given conversion training in diesel/electric traction without insisting on any educational qualification and age restriction subject to their having basic literacy.	71/90
	2	Medically decategorised staff absorbed in alternative posts at outstations should be given all benefits admissible to the employees on transfer in administrative interest.	39/91
	3	The existing procedure of surrendering the surplus posts and their utilisation are reiterated.	144/91
	4	Board have issued directives for effecting economy in expenditure.	19/92
	5.	LHAP period of medically decategorised employee waiting for absorption in alternative post may be allowed to be commuted on production of medical certificate, subject to certification that the employee is not fit to hold 'the post from which he proceeded on leave.	125/93
	6	Board have reiterated the instructions contained in para (I) (xii) of- their letter dated 21.4.89 (:S.C.:N0.128/89) regarding consultation with organised labour for redeployment of surplus staff-	127/93
	7	30% of such other percentage as may be fixed in lieu of running allowance should be added to the minimum and maximum of- the scale of pay of the running staff for the purpose of identifying the equivalent post.	57/94
	8	In case surplus staff are re-deployed in small numbers,	98/95

		their absorption in the new cadre is to be treated as transfer in the interest of administration and they are provided full seniority in the appropriate grades.	
	<b>1013 ATTENDANCE / PUNCTUALITY</b>		
	1	Board have clarified that the orders contained in their letter of 24.5.85 (S.C.No.114/86) introducing 5 day Week. (in the Railways is applicable only to the administrative offices of the Railways, and as a hospital is not an administrative office, hospitals and health units etc. including ministerial staff attached to hospital and health units, are not within the purview of those orders.	44/92
	2.	Instructions on improvement in the standard of passenger services on trains and stations, issued.	169/92
	3	Instructions regarding 6 day week working for hospitals, workshop accounts offices and other field offices such as offices of construction, offices of AEN, IOW, PWI, ZTS etc., issued.	5/93
	4	Cash & pay offices of Zonal Railways are not administrative offices – hence they have to follow 6 day week system.	89/96
	5	Zonal Training Centre / System Training Centres are not entitled to observe second Saturday as holiday and six day week to be followed strictly.	141/97
	<b>1014 ADVANCES / GENERAL</b>		
	1	Board have enhanced the quantum of natural calamity advance admissible to non-gazetted railway servants under para 1623(a) of IREM from Rs.500/- to Rs.1000/- irrespective of their basic pay.	113/90
	2	The quantum of festival advance has been raised from Rs.400/- to Rs.600/- (effective from 3-1-92)	16/92
	3	An eligible officer will be entitled to draw both motor car advance and computer advance at the same time.	45/96
	4	Advance correction slip No.24 to IREM - the authority competent to sanction advance for motor car is also competent to sanction advance for purchase of personal computer.	141/96
	5	Grant of Conveyance and other advances to Railway employees in V PC Scales given w.e.f. 11-12-97	9/98
	6	The quantum of Festival Advance increased from Rs.600 to Rs.1500 w.e.f. 11-12-97 for Non-Gazetted employees in receipt of basic pay not more than Rs.8300/- p.m.	10/98
	7	Para 1123( a) - The quantum of Natural Calamity advance increased from Rs. 1000/- to Rs. 2500/- with effect from 13-1-98.-	18/98
	8	The employees who have been paid Festival Advance at old rates on or after 11-12-97 are to be paid the difference	75/98

		between the old and the revised rates.	
	9	The amount of immediate relief provided to the families of Rly. Servants who die while in service is 3 months pay or Rs. 8000/- whichever is less.	224/99
	1015	<b>AGE / FEE AND EDUCATIONAL QUALIFICATIONS</b>	
	1.	For direct recruitment of Group 'C' and 'D' posts the railway employees who have put in atleast 3 years continuous service may be given age relaxation to the extent of the period of railway service put in by them subject to the upper age limit of 40 years not being exceeded in the case of general candidates and 45 years in the case of SC/ST candidates.	84/91
	2	Age relaxation to the extent of casual labour/substitute service put in, subject to upper age limit of 40 years in the case of general candidates and 45 years in the case of SC/ST candidates, not being exceeded, may be granted to casual labour/substitutes, for recruitment against Group 'C' and 'D' posts.	118/91
	3	Board have clarified that wards of deceased railway employees may be given preference amongst the "outsiders" who seek admission in railway schools.	122/92
	4	Instructions regarding consideration of staff of railway institutes for employment in railways relaxation in age etc., Issued.	2/93
	5	Instructions regarding benefit of age concession to ex-servicemen who have already joined Govt. service for applying for employment in a higher grade/cadre under the Central Govt. Group 'C' & 'D', issued.	109/93
	6	Serving Group 'D' employees of other departments belonging to SC/ST communities and applying for workshop Group 'D' posts against 40% lateral induction should not be more than 33 years of- age.	7/94
	7	Maximum age limit for promotion to the post of Transportation Inspector is 50 years. Board have issued instructions that this should be adhered to strictly.	11/95
	8	Direct recruitment to Group C posts for which minimum qualification is degree or its equivalent - the age limit is 18-28 yrs and for Engg. degree or its equivalent, it is 18-30 years.	117/97
	9	For recruitment to posts in central civil services, upper age limit is relaxable by 5 years to all persons who had ordinarily been domiciled in the state of Jammu and Kashmir during the period from 1-1-80 to -31-12-89. This is valid upto 31-12-99.	134/97

	10	Minimum educational qualification for the posts of JE/Signal Grade II and JE/Tele Grade II is Diploma in Elec./Electronics/Telecom Engg. Or equivalent recognized by the AICTE.	14/98
	11	Engineering Graduates and Diploma holders in Konkan Railway Corporation may be given age relaxation to the extent of service rendered by them for appearing in recruitment conducted by RRB to posts in Railways - relaxation is valid upto 30-6-99.	29/98
	12	The relaxation of upper age limit by 5 years communicated vide S.C. No 112/95 has now been extended upto 3-8-2000. Recruitment's finalized between 4-8-97 and 31-12-97 need not be re-opened. Relaxed upper age limits to be extended to cases of recruitment in which written test is yet to be held by extending the closing date for submission of application.	30/98
	13	Graduate Engineers & Diploma holders employed in IRCON International may be granted age relaxation to the extent of service rendered by them in IRCON for appearing for recruitment conducted by RRB or the Railways to posts in Railway. Relaxation effective upto 30-6-99 only.	84/98
	14	The upper age limit for appearing in the selection for promotion to the post of Publicity Inspector in grade Rs.1400-2300 for SC/ST employees is relaxable by 5 years.	299/98
	15	The prescribed upper age limit for all Gr. C and D categories & substitutes, is raised by two years on a regular basis w.e.f. 1-6-99. (ii) The present age relaxation of 5 years upto 3-8-2000 communicated under SC No. 30/98 will simultaneously stand reduced to 3 years w.e.f. 1-6-99.	145/99
	16	ACS No.78 to IREM Vol.I, 1989 Ed. Para 115(iv) – substituted. Relaxation of age limit for direct recruitment to all Group C & D vacancies in respect of serving Railway employees.	164/99
<b>1016 ALLOWANCES OTHER THAN HRA &amp; CCA</b>			
	1	Board have decided that non-practicing allowance sanctioned to medical posts may be treated as part of pay for the purpose of sanctioning advances under the existing provision.	16/90
	2	Board have enhanced the rate of non.-practising allowance to doctors and dental surgeons in medical department-effective from 1.10.87.	55/90
	3	The existing rate of special pay of Rs. 0.25 per night for patrol duty admissible to the eligible staff revised to Rs. 1.00 per night w.e.f. 1-1-1990.	74/90
	4	Board have decided that an officer who is asked to hold dual charge of two posts with headquarters at different stations can be allowed TA/DA as may be separately	106/90



		admissible in addition to dual charge allowance	
	5	Board have issued clarifications regarding admissibility of daily allowance on break down duties and other duties on the same day.	109/90
	6	The board have conveyed their decisions regarding grant of post graduate allowance to railway medical officers passing post graduate / diploma / degree qualification to take effect from 1 . 1 0. 1989	116/90
	7	7. Board have conveyed sanction to the continued grant of tribal area allowance to the railway employees in 'the 'tribal areas of Karnataka, upto 30.6.90 or the date of- withdrawal of the allowance by the State Government, whichever is earlier.	125/90
	2	Board have decided that maintenance of log/visit book will not be applicable while considering the claims of conveyance allowance in respect of medical officers, instead they will be required to furnish a certificate in fulfillment of conditions 1(ii) of- their letter dated 16.12.87.	128/90
	8	Board have clarified that all doctors in Medical Department with post graduate qualifications are eligible for grant of annual allowance of Rs.250/- p.m (Rs.3000/- pa) with effect from 1.10.87.	181/90
	9	Post graduate diploma holder doctors in the Medical Department of Indian Railway's are eligible for the grant of-annual/contingency allowance @ of Rs.250/- per month (Rs.3000/- per annum).	40/91
	10	Railway employees working at Thirumala hills may be sanctioned composite hill compensatory allowance (effective from 1.5.88).	46/91
	11	Dual charge allowance is admissible for holding additional charge of posts in all offices even if the posts belong to the same cadre/same office.	50/91
	12	Board have revised the rates of break down duty allowance w..e.f. 7.5.91.	78/91
	13	Board have substituted Section V of Chapter VI of IREM(revised edition 1989) regarding grant of Dual Charge allowance to staff officiating in short term vacancies as in the ACS No. 1.	106/91
	14	Board have decided that: Special pay of Rs.20/- p.m. as risk / hard duty allowance may be paid in respect of those Group 'D' staff who were getting this allowance prior to restructuring /	133/91

		<p>reclassification orders and who got restructured to higher grades of Group 'D' provided the incumbents continue to perform the same functions even after restructuring/reclassification.</p> <p>ii) ) the allowance may also be paid to those Group D staff who were getting this allowance prior to restructuring/reclassification orders and who after restructuring / reclassification orders got Group 'C' scales, provided they continue to perform the same functions as before.</p> <p>iii) the orders take effect from 1.5.91 and for the earlier period an ex-gratia lumpsum payment of rs.120/- per head is to be made to the eligible staff.</p>	
	15	In supersession of Board's letter dated 7.5.91 (S.C.No.78/91:) they have decided that the break down duty allowance as indicated against respective categories of staff in Board's letter dated 7.7.87 (S.C.No.136/87) may be made at double the rates w.e.f' 7.5.'91.	138/91
	16	The posts of Dy. S.S. in the scale Rs.1600-2660(RSRP) and Station Superintendent in the scale Rs.2000-3200 specifically assigned the train passing duties on a regular basis should also be exempted from the condition of minimum period of officiating and officiating allowance for officiating against these posts may be paid at the rates per diem prescribed therein.	159/91
	17	Rates of conveyance allowance for journeys by own motor car/other mode of conveyance have been revised with effect from 1-12-91	29/92
	18	Clarification regarding grant of nursing allowance, uniform allowance and washing allowance to nursing personnel issued.	73/92
	19	Board have sanctioned payment of composite hill compensatory allowance to railway employees working at Thirumala hills w.e.f-. 1.10.86 instead of 1.5.88.	137/92
	20	Cycle (maintenance) allowance raised from Rs.20/- to Rs.30/- per month effective from 29-6-93.	84/93
	21	Interim relief of Rs.100/-- granted to all Railway employees belonging to Group 'B', 'C' & 'D' effective from 16-9.-1993 and the same will neither be termed as 'pay' nor 'allowance' nor wage.	98/93
	22	Board have given clarification regarding payment of interim relief to employees who are on LHAP/LWP.	40/94
	23	Board have given clarification regarding admissibility of interim relief in respect of casual labourers.	76/94
	24	Sanction for, payment of tribal area allowance to the railway employees working in the tribal areas of	47/95

		Madhya Pradesh extended upto 29.2.96 or till further orders, whichever is earlier.	
	25	. Grant of tribal area allowance to the railway employees posted in the tribal areas of Gujarat extended for a further period of 3 years i.e., from 1.3.93 to 29.2.96 or till withdrawal of the allowance by the state government of Gujarat in respect of their employees, whichever is earlier	55/95
	26	Another installment of Interim Relief at the rate of 10% of the Basic Pay to all Railway employees w.e.f. 1-4-95 communicated.	90/95
	27	4. Sanction of interim relief to railway pensioners/family pensioners at the rate of Rs.50/- per month and in addition, 10% of the basic pension/family pension subject to a minimum of- Rs. 50/- p.m. w.e.f. first April, 1995, communicated.	100/95
	28	Pay element in running allowance viz. 30% of basic pay should be taken into account as pay for the purpose of determining the quantum of interim relief admissible to running staff.	104/95
	29	Board have clarified that: a) NPA granted to doctors may be taken into account for the purpose of computation of Interim Relief. b) stagnation increment will count as pay for the purpose of- reckoning interim relief. c) I.R. is admissible to the casual employees with temporary status and also to casual employees who are entitled to daily wages with reference to minimum of- the pay scales for corresponding regular group 'D' employees.	126/95
	30	The time limit to payment of bad climate allowance to railway employees posted in specified areas of A.P. has been extended by the Government upto 29.2.1996.	150/95
	31	Board have communicated orders for sanctioning of interim relief (w.e.f. 1-4-95) to those persons who are in receipt of ex-gratia payment.	20/96
	32	Patrolling allowance to gangmen for night- patrolling duty revised from Rs.1/- to Rs.1. 50 per night (effective from 1-1-96) the allowance will be admissible to permanent gangmen or casual labour with temporary status only.	59/96
	33	Board have given clarification regarding admissibility of Interim relief to the Railway employees.	84/96
	34	Board have sanctioned tribal area allowance to the railway employees working in the tribal areas of Madhya Pradesh for a period for three years from 1-3-96 to 28-2-99.	88/96
	35	Board have communicated a further installment of interim relief at the rate of 10% of the basic pay to all Railway employees w.e.f. 1-4-1996.	99/96

	36	Board have communicated orders regarding grant of another installment of interim relief to railway pensioners/ family pensioners w.e.f. 1st April, 1996	112/96
	37	All nursing personnel including auxiliary nurses cum mid wives etc., Registered under Indian Nursing Council Act are granted nursing allowance w.e.f 1-10-86 instead of from 13-5-92. They are not eligible for night duty allowance. Arrears payable to be adjusted against the NDA paid already.	19/97
	38	The installments of- I.R. are to be taken into account from the dates from which they were granted to compute OTA to eligible employees under Factories Act, 1948.	39/97
	39	Charge allowance is to be reckoned as pay for the purpose of pension, gratuity and leave encashment purposes w.e.f 1-1-86.	106/97
	40	The conveyance allowances payable to honorary consultants have been enhanced w.e.f 1-4-97, from Rs. 2000/- to Rs. 4000/- for HQrs. Hospital and from Rs. 1500/- to Rs.4000/- for Division/ Sub-division/P.U.	150/97
	41	Board have issued clarifications for drawal of certain allowances other than HRA & CCA .	187/97
	42	Railway Board have communicated their decision for grant of transport allowance with effect from 1-8-97	220/97
	43	Doctors and Dental Surgeons in the Medical Department on Railways have to be paid non practicing allowance at the rate of 25% of their basic pay under RSRP (1997) Rules w.e.f. 1-4-98 subject to the condition that pay plus non-practicing allowance does not exceed RS. 29,500/- p.m.	90/98
	44	Non practicing allowance will count as Pay for all service benefits including retirement benefits and the benefit of non practicing allowance at revised rates will be admissible from 1-1-96 or from the date the officer elects for the revised scale of pay, whichever is later.	92/98
	45	Consequent upon implementation of Fifth Pay Commission recommendations, Board have issued modified rates of Deputation (Duty) Allowance w.e.f. 1-8-97.	98/98
	46	Instructions issued in Board's letter dated 4-3-96 (S.C. No. 53/96) for reckoning of Charge Allowance as pay for the purpose of DA, HRA, CCA and other allowances, will take effect from 1-1-86 and arrears should be worked out accordingly and paid in the current financial year 1998-99.	109/98
	47	Monetary incentive in the form of 'Training Allowance' to the faculty members of the members of Training Centers be granted @ 15% of basic pay in revised scales.	134/98
	48	Board have issued certain amendments in grant of	150/98

		Transport allowance to Railway servants circulated under their letter dated 16-12-97	
	49	The Tenure allowance for officers of organised Group A Railway services as Deputy Directors/Joint Directors/Directors in Railway Board's office has been revised w.e.f. 1-8-97.	156/98
	50	Grant of Transport allowance to casual employees who have been granted "Transport Allowance w.e.f. 1-8-97 @ Rs. 100/- for A1 and A and Rs. 75/- for other class cities.	157/98
	51	Consequent upon the implementation of the V PC recommendations, Board have communicated revised rates of Bad Climate allowance to Railway employees w.e.f. 1-8-97.	176/98
		The enhanced rates of deputation allowance as circulated in SC No. 98/98 is effective from 1-8-97	193/98
	52	Claims of ESMs for having traveled by Road (bus fare etc.) to attend the Signal failure may be entertained, subject to the conditions in Rule 1630(2) and certificate of ASM that no suitable train was available.	213/98
	53	Consequent upon the implementation of the V PC recommendations, Board have communicated revised rates of Scheduled/Tribal area allowance.	237/98
	56	Consequent upon the implementation of the V PC recommendations, Board have revised the rates of special compensatory (Remote locality) w.e.f. 1-8-97.	239/98
	57	Allowance in lieu of kilometreage to Drivers drafted to perform duties of Power/Crew Controllers is payable on all days a month even on non-working days.	240/98
	58	Board have revised rates of Nursing allowance, uniform allowance & Washing allowance to Nursing personnel of all categories at all levels as follows: Nursing allowance: Rs. 150/- p.m. (existing) Rs. 300/- p.m. (revised) Uniform allowance: Rs. 1500/- p.m. (existing) Rs. 3000/- p.m. (revised) Washing allowance: Rs.75/- p.m. (existing) Rs.150/- p.m. (revised).	255/98
	59	ESMS of S&T department are eligible for concessions in terms of Rule 114200(2)R II. However, they are not eligible for break down allowance	256/98
	60	Conveyance allowance to Railway Medical officers for paying domiciliary visits and performing other official duties, revised w.e.f. 1-8-97	266/98
	61	Consequent upon the implementation of the V PC recommendations, the rates of Project and Compensatory allowance (Construction/Survey) have been revised w.e.f. 1.8.97	280/98
	62	Consequent upon the implementation of the V PC recommendations,, the rates of Composite Hills compensatory allowance have been revised w.e.f. 1.8.97.	282/98

	63	Consequent upon the implementation of the V PC recommendations, the rates of annual allowance to Railway Doctors have been revised w.e.f. 1.8.97.	296/98
	64	Board have issued corrigendum regarding figures appearing in their letter dated 2-9-98 on Scheduled Tribal Area Allowance.	297/98
	65	Consequent upon the implementation of the V PC recommendations, the non-gazetted RPF/RPSF staff have been granted cash compensation in lieu of attending office on Gazetted holidays	315/98
	66	SS and JAG rank RPF/RPSF officers when posted in Railway Board's office are also eligible for Railway Board tennure allowance.	319/98
	67	The rates of Post Graduate allowance granted to Medical Officers for possessing Post Graduate degree /Diploma qualification have been revised w.e.f. 1.8.97 to Rs.500/ Rs.300, respectively.	323/98
	68	Rates of BDA have been revised wef 6-5-98 in V PC scales	2/99
	69	Consequent on the implementation of V PC recommendations - the rates of uniform allowance, kit maintenance allowance & washing allowance in respect of RPF & RPSF personnel have been revised. w.e.f. 1-8-97.	6/99
	70	Spl. Compensatory (remote locality ) allowance to Kulu Dt in H.P. revised on recommendations of V PC	38/99
	71	Composite transfer grant @ 1/3 of one month's basic pay for short distance transfer/settlement will not be admissible if there is no change of residence.	50/99
	72	Recommendation of V CPC. –Allowances & Spl. facilities for Rly. Employees serving in the States & U.T of the North Eastern region, issued.	65/99
	73	Board have issued instructions for revised rates of tennure allowance to officers of organised Gr. A & B in RDSO w.e.f. 1-8-97.	67/99
	74	Out-turn allowance to telcom staff enhanced from 0.05 ps. to 0.10 ps. w.e.f. 1-8-97	69/99
	75	Consequent on V CPC recommendations, daily officiating allowance has been revised w.e.f. 8-3-99.	84/99
	76	Advance Correction Slip on Transfer Allowance	85/99
	77	Non-gazetted RPF/RPSF personnel upto Insp. Gr.I (6500-10500)on the Rlys are entitled to Ration money allowance @ Rs.508/- wef 1-8-97 to 30-9-97per head per month & @ Rs. 570/- per head per month wef 1-10-97 subject to conditions.	158/99
	78	Board have issued certain clarifications regarding transport allowance to Railway employees availing concessional season tickets.	290/99

	<b>1017 ADVANCES / CONVEYANCE</b>		
	1	Board have substituted the existing provisions in para 1604(a) Chapter XVI of IREM (second edition) regarding grant of motor car advance.	126/90
	3	1. Railway employees borne on regular establishments (including work charged staff) suffering from spinal deformity causing permanent partial disability of above 40% shall be granted the conveyance allowance for orthopaedically handicapped employees @ 5% of basic pay subject to a maximum of Rs.100/- per month.	8/91
	4	Rate of- interest to be charged on advances for purchase of conveyance etc. During 1990-91 and 1991-92 has been circulated.	145/91
	5	Rate of- interest to be charged on advances for purchase of conveyance etc. During 92-93 has been circulated.	145/92
	6	Rate of- interest for the year 1995-96 – 9% on bicycle advance - 11.5% on scooter advance - 15% on motor car advance.	5/96
	7	Rates of interest for purchase of conveyance durini3 1996-97 have been announced which is as under Bicycle 9% Scooter 11.5% Motor car 15%	1/97
	8	The rates of interest for advance for purchase of conveyance for the year 1997-98 will be Bicycle - 9% Scooter - 11.5% Motor car - 15%	144/97
	<b>1018 BAN ON CREATION OF POSTS.</b>		
	1	All proposals for creation of non-gazetted posts hitherto sent by Zonal Railways and pending in Board's office are treated as withdrawn by the Zonal Railways. They have treated that these may be reviewed critically and posts which are essentially required may be created under GMs powers with matching surrenders, and in future proposals for creation of posts within the powers of- GMs, should be processed at Zonal Railway level itself offering suitable matching surrender.	104/91
	2	Board have issued norms for manning of reserved coaches and creation of additional posts of TTEs/Conductors/Coach Attendants.	41/92
	3	Where the cost of the staff is realised from a private party matching surrender need not be insisted upon and any saving from surrender of post being paid for by private	58/92

		party should not be utilised for creating posts on the Railways chargeable to Railway revenue.	
	4	Board have indicated the mode of creation of non.-gazetted posts on Production Units/Zonal Railways with matching surrenders.	132/92
	5	Board have clarified that there should be no need to create 'Trainee' posts for covering the period of training of the unskilled/ semi-skilled/ skilled staff to be trained as skilled artisans and Chargeman 'B'	26/93
	6	Railway Board have communicated orders regarding creation of posts of loco Inspectors.	91/96
	6	The extant instructions of conducting bi-annual review of requirement of running staff taking into consideration the need for trainee reserve for running staff, for 'the purpose of creation/surrender of posts reiterated	123/96
	7	Safai work in office premises, stations, residential colonies coaching depots to be done by department only. Additional post as considered necessary may be created with GM's approval by providing matching surrender . Removal and dumping of garbage involving transport may continue with contractual arrangements. Additional posts of safaiwalas created to be filled in by absorption of part-time substitutes/safaiwalas through recruitment – these instructions are effective from 1-1-97.	26/97
	8	Posts once approved for surrender should be credited to bank within one month. Posts frozen should be reviewed and such posts which are not required should be surrendered and credited to the Bank. To work out monetary value mean pay plus corresponding DA should be taken.	86/97
	9	Railway Board have clarified that there is no Ban on creation of the posts for manning new assets on revenue side with matching surrender.	116/97
	10	GMs are permitted to delegate powers of creation of Non-gazetted Gr. C & D posts required for maintenance & operation of new assets with matching surrender of posts of equivalent money value to the DRM.	4/99
	<b>1019 CASUAL LABOUR AND SUBSTITUTES</b>		
	1	Board desire that extant instructions should be strictly followed and in future whenever fresh faces are engaged as casual labourers it must be ensured that SC/ST candidates are engaged as CLs as per the percentages prescribed for each Zonal Railway/Production Unit.	6/90
	2	Board have issued detailed instructions regarding engagement of- fresh faces as casual labour and maintenance of "live register".	47/90
	3	Board have revised the rates of daily allowance applicable	83/90



		to casual labour when they have unavoidably to be sent on duty out of their head quarters in the interest of railway work (effective from 1.5.90).	
	4	Board have decided that the currency of orders delegating powers to general managers of Zonal Railways to appoint suitable ward of casual labour who die in harness during service, on compassionate , grounds, last extended upto 31.12.1989 (S.C.No.93/89) may be further extended for 2 more years. ie. Upto 31-12-1991.	112/90
	5	. Board desire that the casual labour with temporary status who are medically decategorised due to injuries sustained by them in the course of duty, could get their names registered in the special employment exchange for the physically handicapped and their candidature would be considered by the railway administration, along with others, as and when the next recruitment against the physically handicapped quota takes place.	139/90
	6	Board have clarified that: 'i) for re-engagement of Casual labourers, persons whose names are borne on the Live CL Registers, personal prior approval to be obtained from General Manager would be only in regard to the number of persons to be re-engaged and not to the specific names of persons to be re-engaged. ii) where persons are re-engaged from the Live CL Register for specific exigencies like restoration of breaches, not only the number of men to be so re-engaged, but also the duration of their engagement is to be clearly specified in the approval accorded by the General Manager.	158/90
	7	General managers of Zonal Railways have been delegated powers without any specific time limit to engage suitable ward of casual labour with temporary status who die in harness on compassionate ground in accordance with the stipulations made in Board's letter of 31.12.86 (S.C. No.93/89).	183/90
	8	Casual. Labour with temporary status who have put in less than 3 years service are entitled for educational assistance.	24/91
	9	Female casual labour with temporary status will be entitled to all benefits of maternity leave irrespective of length of temporary status service as admissible to female temporary railway servants under rule 551.-R-I (effective from 25.6.'91).	101/91
	10	Casual watermen who attain temporary status may be allowed one set of privilege pass, two sets of PTOs every year to be issued during the currency of their engagement and valid for its normal duration and one casual leave per completed month of employment.	158/91

	11	Board have advised that no unit shall resort to casual engagement against Group 'C' categories (other than in skilled artisan cadre).	7/92
	12	Engagement of labour on piece-rate basis for un-loading and stacking of coal or for any other purpose is discontinued and the unavoidable work of sporadic nature is managed through formal labour contracts.	90/92
	13	Board desire that the statutory provisions of I.D.Act and instructions issued by them, from time to time, in regard to giving notice and payment of compensation on the day of termination should be meticulously followed while terminating the services of the casual labour.	107/92
	14	Board have indicated the norms for engagement of substitutes on the Railways in Group 'D' categories	162/92
	15	Board have decided that:- (i) The instructions contained in their letter dated 25-1-85 (S.C.No 37/85) regarding grant of temporary status on completion of 120 days of continuous employment may also be made applicable to casual labour engage on monsoon track patrolling duty. (ii ) any re engagement from the Live Register of casual labour to meet future requirement be made only with the personal approval of the GM.	47/93
	16	Casual labourers (open line as well as project) with temporary status are eligible for medical facilities as applicable to regular railway employees is for self- and family members.	82/93
	17	If a fresh face is to be engaged as substitute bungalow peon to officers in the entitled categories, general manager's prior personal approval should be obtained invariably.	39/94
	18	Procedure for screening of casual labour and substitutes issued.	43/94
	19	Board have reiterated the instructions regarding maintenance of casual labour live register and filling up of-Group 'D' posts by screening and absorption of casual labour. Board also indicated the documents to be relied upon while considering the eligibility of casual labour for screening, re-engagement etc.	32/95
	20	'The provisions contained in para 2007 (iii) of IREM Vol..II (1990 edition) are in fact only a scheme for absorption of CL artisans directly as artisans Gr.III (Rs. 950-1500:) in the extra- ordinary circumstances stipulated therein and that the un-skilled/group D casual labour are not to be considered for promotion till such time they are absorbed in	77/95



		should be filled by open line Division/ Hqrs . concerned.	
	31	Guide lines on regularisation of construction CL are circulated.	99/97
	32	ii) Guidelines for regularisation of CL working in Group C scales is notified which is as under: --- no upper age bar for appearing in exam conducted by RRB/Rlys. --- CLs ( skilled artisan CLs) may continue to be considered for absorption against 25% promotional quota. --- CLs may continue to be considered for absorption against Group D on the basis of number of days worked.	103/97
	33	Correction to Board's letter dated 9-4-97 ( SC No. 103/97) the word ' Sub.' appearing in the first line of para 3(1) to be deleted.	173/97
	34	Instructions on screening and absorption of CL / Substitutes - in the case of CLs shifted from one department/unit to another department/unit they should be screened and absorbed in latter department/unit based on number of days service put in by them in the latter. In case juniors of such CLs are proposed to be screened and absorbed in the former department / units, the seniors in other department/unit should also be considered along with the juniors.	200/97
	35	Instructions on screening of Casual labour borne on the live register/Supplementary live register are issued.	272/98
		Instructions on the procedure to be followed in the cases of fake appointment are issued (b) Instructions issued under this office letter No.P(E)407/Policy dated 4-10-85 cancelled vide SC No. 164/88, is now insofar as fake appointments are concerned, revived.	70/99
		Authenticity of existing live/Supplementary live Register for CLs may be verified and updated as on 1-4-99	135/99
	<b>1020</b>	<b>H.R.A. &amp; CCA</b>	
	1	Board have clarified that a female unmarried government/railway servant residing with her brother who is an allottee of government / railway accommodation) need not take permission for sharing of government / railway accommodation with her brother for the purpose of drawal of HRA	30/90
	2	Board have decided that phrase "same station" occurring in para 1706 (1) (e) R-II (1987 edition) includes all places which are treated as contiguous to the qualified city / town in terms of para 1705 a (1) and those dependent on the qualified city/ town in terms of para 1705 (2') (ii) and 1705(2)(iii) R-I I 1987 edition) and also those places	37/90

		which are included in the urban agglomeration of a qualified city.	
	3	Board have decided that a railway employee who is granted study leave will be entitled to draw CCA during the first 120 days of study leave at the rates admissible to the railway servant from time to time at the station from where proceeded on study leave, and the continuance of CCA beyond 120 days will be subject to production of certificates prescribed in para 1707 (iii) R II 1987 edition.	46/90
	4	Grant of compensatory (city) and house rent allowances to railway employees under IV PC made effective from 1.4.86 instead of 1.10.86.	77/90
	5	Board have circulated the list of- 48 cities / towns which have been classified / upgraded to B-1, B-2 and C class cities for the purpose of grant of HRA/CCA w.e.f.1.7.90.	102/90
	6	The States shown against item 24, 25 & 26 under category C para 1 of Hindi version of- Boards letter dated 16.7.90 (S.C.no.103/90) should be read as 'Rajasthan' instead of 'Tamilnadu'.	167/90
	7	Casual labour with temporary status appointed as apprentice may also be granted HRA& CCA during the period of their apprenticeship on the basis of their pay as apprentice (effective from 1-1-91)	26/91
	8	Staff- living in sleeper huts, tents, barracks and wagon bodies should be granted HRA at the rates which would otherwise have been admissible to them under normal rules (effective from 1-2-91)	51/91
	9	Bikaner city has been included in the list of 'B-2' class cities, for the purpose of grant of compensatory city allowance and house rent allowance (effective from 1.3.91).	86/91
	10	Consequent upon the reconstitution by addition of new areas to municipal limits of SKZR in AP , Board have decided that Kaghaznagar is also be included in the list of- 'C' class cities, as contained in Annexure III to Board's letter dated 11.3.83 (S.C.No.34/83) for the purpose of grant of HRA.	95/91
	11	The last sentence in para 2 of Board's letter dated 21.3.91 (S.C.No.51/91) i.e., "Rent for government accommodation provided need not be charged unless it is otherwise due" has been deleted.	129/91
	12	Board have clarified certain points raised as regards 'the admissibility of HRA & CCA to group 'A' probationers undergoing training in Centralized Training Institutes(CTIs).	150/91
	13	The claims for HRA in terms of Boards letter of 2.2.90 (SC No.30/90) pertaining to the period after 1.4.87 only should	153/91

		be considered for payment.	
	14	Instructions regarding grant of house rent allowance/ compensatory (city) allowance within a distance of 8 kms. from the municipal limits of a qualified) city, issued (effective from 25.1.1993.)	62/93
	15	Revised classification of cities/towns for payment of HRA & CCA has been announced effective from 1-3-1991.	77/93
	16	Staff living in mud huts also eligible for grant of full house rent allowance.	105/93
	17	Jaipur (UA) is upgraded as 'A' class city for the purpose of compensatory (city) allowance effective from 18-4-1992.	85/94
	18	Tiruchirapalli and Salem classified as B-2 class city for the purpose of HRA & CCA to railway employees w.e.f. 1-4-94.	13/96
	19	General managers have been entrusted with the powers to sanction HRA to railway employees in the event of non-acceptance or Surrender of railway accommodation, during the period from 1.4.95 to 31.3.2002.	44/96
	20	Tirunelveli (UA.) Is classified as B-2 class city for the purpose of- grant of compensatory (city) allowance to railway employees posted at Tirunelveli and will continue to be a 'C' class city for the purpose of grant of HRA. (effective from 1.4.94.).	57/96
	21	The provisions of sub-rule (ii) to rule 1706-R –II -1987 edition regarding grant of HRA to railway employees sharing government accommodation should be scrupulously followed.	74/96
	22	The city of Asansol (W.B) is upgraded as B-2 class city for the purpose of grant of house rent allowance w.e.f 31-1.-94.	129/96
	23	Board have circulated revised rates of HRA and CCA w.e.f 1-8-97 consequent on V CPC recommendations	172/97
	24	Railway employees posted at Jammu are granted HRA at the rates admissible to B2 class cities w.e.f. 5-2-98	82/98
	25	Calcutta and Chennai cities have been classified as A1 class for the purpose of grant of HRA w.e.f. 18-5-98	149/98
	26	The powers to sanction HRA in the event of non-acceptance or surrender of Rly. Qtrs. are delegated to the DRMs/CWMs in charge of workshops controlling Housing pools to be exercised personally by them and not to be re-delegated. The delegation of these powers are valid upto 31-12-2000	178/99
	27	Board have issued certain clarifications regarding HRA to Railway employees serving in N.E. region.	326/99

	<b>1021</b>	<b>CONFIDENTIAL REPORTS</b>	
	1	Reporting officers may mention special achievements /qualifications in the field of scouts & guides in the confidential reports formats in respect of all such staff.	33/91
	2	Instructions regarding adverse comments in confidential reports which have not been communicated - effect thereof on consideration for promotion issued.	65/93
	3	1. An additional column No.12 should be added in Pt.I (Personal Data) of the ACR form to indicate if the employee has worked as a principal or a trainer in a training institute.	131/95
	4	For Group 'B' staff in Hindi Section separate ACR forms prescribed for the purpose should be used	3/97
	5	The instructions regarding communication of adverse remarks in the CRs to the employee within one month of being recorded and expeditious disposal of representation received, if any, are reiterated. Back Ref: 65/93	135/97
	6	ACS No. 46 to IREM Vol. I 1989 Ed. Note below 219(g) inserted – Assessment of personality, address, leadership and academic/technical qualifications should be made on the basis of the entries in the relevant columns in the CRs, wherever maintained.	192/98
	<b>1022</b>	<b>COMPASSIONATE GROUND APPOINTMENT</b>	
	1	Board have decided that in cases where an employee dies in harness leaving behind only the widow i.e., without any children, appointment of a near relative would not be admissible.	36/90
	2	Board have decided that the currency of orders delegating powers to general manager of Zonal Railways to appoint suitable ward of casual labour who die in harness during service, on compassionate grounds, last extended upto 31.12.89 (S.C.No.93/89) may be further extended for 2 more years i.e., Upto 31.12.1991.	112/90
	3	General managers of Zonal railways have been delegated powers without any specific time limit to engage suitable ward of casual labour with temporary status who die in harness, on compassionate ground in accordance with the stipulations made in board's letter of 31.12.88 (S.C.No.93/89).	183/90
	4	Board have decided that in partial modification of their letter dated 3.9.83 (Sc No.148/83) the period of three years service may be reckoned from the date of medical unfitness/ decategorisation of the employees for considering the candidate for appointment on compassionate grounds.	34/91

	5	Board have deleted the word "strict" appearing before the word "test" contained in para 2 of their letter dt.2.11.89. They have decided in partial modification of- their letter dt.12-2-90 (SC no.36/90), that in cases where an employee dies in harness leaving behind only the widow, i.e., Without any children appointment of- a near relative may be considered in cases of hardship and on merits of each case.	85/91
	6	Board have issued certain clarifications for consideration of compassionate appointments towards near relatives of the deceased employees.	128/91
	7	Railway administrations should make concerted efforts and see that the widows are given employment on compassionate grounds expeditiously without much waiting time to the extent possible.	149/91
	8	Board have clarified that appointment on compassionate grounds to the second widow and her children are not to be considered unless the administration has permitted the second marriage.	5/92
	9	Powers delegated to General Managers for grant of relaxation of time limit in case of compassionate appointment may be further extended upto 31-3-1994.	92/92
	10	Instructions contained in Board's letter dated 31-12-86 (S.C.No..93/89) regarding appointment on compassionate grounds of wards of temporary status casual labour who die in harness as casual labour (fresh face) or as a substitutes are also equally applicable to the cases of temporary status substitutes.	104/93
	11	If condition stipulates for considering requests for appointment on compassionate grounds in employee's death cases of more 5 years / 10 years old are not fulfilled, for relaxation of- these conditions in deserving cases, board should be approached. Instruction given in Board's letter dated 21.8.1987 are reiterated.	70/94
	12	GM is empowered to consider the cases 15 years old as reckoned from the date of- death of the employee - for appointment on compassionate grounds. GM may consider such cases if request are received within 2 years of attaining the age of majority of first child to be considered for appointment.	18/95
	13	According to supreme court's judgement dated 4.5.94, a) appointments on compassionate ground 'as a matter of course' is not justifiable. b) the only ground which justify C.G.appointments is the 'penurious' condition of the deceased family. c) the authority should not make exceptions to general rules on the subject and offer appointments to higher grade posts on the ground of- candidates having higher	66/95



		qualifications or beyond the reasonable period specified in the rules doing so is illegal. d) offer of appointment on compassionate grounds should be strictly according to the executive instructions issued by the government	
	14	Zonal railway made a brief brochure on compassionate grounds appointments for the benefit of- those seeking appointment on compassionate grounds and also prepared check-list to process the cases.	75/95
	15	Compassionate appointment of an eligible ward may be considered in cases where the employee on medical decategorisation does not wait for the administration to identify an alternative job for him but chooses to retire and makes a request for such appointment.	134/95
	16	General Manager is empowered to consider 20 year old cases as reckoned from the date of death of- the employee as against 15 years notified vide Board's letter dated 22.12.94 (S.C. No. 18/95) for appointment On compassionate grounds	136/95
	17	Provision for appointment of a near relative on compassionate grounds on the railways, has been deleted.	11/96
	18	Appointment on compassionate grounds may be considered at railway's level in case of dependents of railway employees dying as bachelors/spinsters, subject to the condition that the candidate proposed for appointment is shown as dependent on the ex-employee as per the pass rules	124/96
	19	It is within the powers of G.M. to consider time barred cases which are upto 20 years old provided that appointment is sought for first son/daughter and further provided that application for appointment is made within two years of first son/daughter attaining majority. Back ref: 136/95	20/97
	20	Compassionate appointment cases should be processed and finalised at the earliest.  Back Ref: 75/95	22/97
	21	Adopted sons/daughters can be considered for compassionate appointment provided such adoption has been accepted for the issue of privilege Pass/PTO as per pass rules. Back ref: secret cell SC No. 4/88 to be verified.	24/97
	22	Applications for compassionate appointments of wards of medically decategorised employees, if received within 5 years, and not finalised due to administrative reasons, may be dealt with at the GM's level.	34/97
	23	Cases where deaths of the casual labour with temporary status had occurred prior to 31-12-86 also may also be	81/97

		considered for appointment as casual labour fresh face or as substitute under the personal discretionary powers of the General Manager Back ref: 93/89, 112/90, 183/90	
	24	Requests of dependents of Railway servant dying as bachelors/ spinsters -Genuineness of claims of dependency should be verified on the basis of declaration for passes or ration cards or enquiries through Welfare Inspectors. Back ref: 124/96	93/97
	25	Compassionate appointments to wards of casual labour should be considered very judiciously by the General Manager. The provisions relating to compassionate appointment :in the case of regular employees need not be extended in toto to casual labour with temporary status. Back ref: 93/89, 81/97	102/97
	26	Persons appointed on compassionate grounds as Jr. clerks /Sr. clerks should acquire typewriting proficiency of 30 wpm in English or 25 wpm in Hindi within 2 years from the date of their appointment. Back ref: 29/94, 48/94, 12/97	109/97
	27	The railways should verify the genuineness of the claim of dependency for appointment of dependents of railway servant dying as bachelors/spinsters on the basis of documents such as inclusion of the names of family members in the pass declaration or in ration cards. Back ref: 124/96, 93/97	119/97
	28	Only one compassionate appointment is admissible in the case of death of husband or wife ( both railway employees ) whichever event occurs first.	124/97
	29	Appointment on compassionate grounds to the wards of missing employees – it is clarified that the requests for compassionate ground appointment received from wards of missing employees is to be considered after a lapse of 3 years from the date the FIR is lodged. Application for such appointment may be made along with application for settlement dues . Back ref: 149/86, 60/91, 75/95	182/97
	30	GM may at his discretion, consider compassionate ground appointment to wards / widows of casual labour with temporary status found missing for a longer period as substitutes. Ref.- 81/97 93189 75/95	210/97
	31	Women appointed in Permanent way gangs are to be posted only in the gangs located within the station limit or in the yards. There should be only a limited number of women in each gang and they should have to do normal gang work.	214/97

		Back ref: 56/86	
	32	The male wards of non-RPF personnel, who fulfil physical and educational standards for appointment in RPF, may be considered for compassionate appointment in RPF.	5/98
	33	Request for compassionate ground appointment from dependents of bachelors/spinsters may be considered in the event of their death or medical decategorisation.	52/98
	34	Deserving cases for compassionate appointment received after 20 years of death and after 2 years of first child's attaining majority only should be sent to railway Board with proper justification and GM's personal approval.	225/98
		Suitability of the candidates for appointment on compassionate grounds to Gr. C posts should be completed on a single day (i.e., W/T, V.V should be held on same day.)	3/99
		Compassionate ground appointments can be considered after a lapse of at least 2 years from the date from which the Rly. Employee has been missing, provided that an FIR Has been lodged and the missing person is not traceable and the competent authority feels that the case is Genuine. This will also be applicable to the wards/widows who are found missing.	7/99
		The instructions prescribing 8 <sup>th</sup> class pass as minimum qualification for recruitment to Gr. D posts are also applicable to all C.G. appointments, except in the case of appointments of widows against posts that have been exclusively reserved for them.	89/99
		The competent authority may consider the request for allowing a candidate seeking CGA to reappear in the suitability test based on the merits of each case	146/99
		Further to Board's instructions circulated under SC 146/99, DRMs /CWMs (SAG only) are competent to consider the request for allowing a candidate seeking appointment on compassionate grounds to re-appear in suitability test .	193/99
		Candidates who have been approved for compassionate appointment in Gr. D before the date of issue of Board's letter, i.e. 4-3-99 should be exempted from possessing minimum educational qualification of pass in 8 <sup>th</sup> class.	214/99
		The competent authority- GM/HOD/DRMs may consider exemption from the requirement of possessing the prescribed minimum educational qualification in respect of Gr. D posts, exclusively reserved for widows.	215/99
		Cases where dependency of a candidate is not covered by pass declaration for appointment on compassionate ground of a dependent of Rly. Employees dying as bachelors or spinsters the dependency may be established	219/99

		through ration card or through Welfare Inspector's investigation. (ii) Relaxation of time limit permissible in case of minor children of those employees who die in harness also applies in the case of dependent of those employees who die as bachelors/spinsters.	
		S.C. No. 36 to M.C. No.16 circulated under S.C.No.146/99 may be read as Supplementary. Circular No. 33 to MC No.16.	220/99
		Instructions on the appointment of women on compassionate grounds in P.W. Gangs, subject to certain conditions, are reiterated	267/99
		With the implementation of revised hourly incentive rates, compassionate ground appointments in workshops controlled by Mechanical Departments should be restricted only to wards and widows of that workshop only.	272/99

### 1023 CONDUCT RULES

	1.	Board have clarified that all interest free loans gifts etc. exceeding the prescribed limits, as laid down in their letter dated 10.8.88 (145/98) are required to be reported to the administration, with the amendment made to rule 18 (3) of Railway Services (Conduct) Rules 1066, vide their letter no. dated 30.10.87 (S.C.No.217/87).	41/90
	2)	2. Board have clarified that failure on the part of the supervisory officer to take all possible steps to ensure the integrity and devotion to duty of all the staff working under his control should be viewed seriously and rule 3(2) (i) of conduct rule, 1966, would be invoked and disciplinary action initiated against the delinquent supervisory staff.	108/90
	3)	3. Board have forwarded a copy of DOP's O.M. dated 30.3.90 which prohibits government servants from bringing political or outside influence in the matter of allotment of residential accommodation.	110/90
	4)	4. Board have amended rule 13 of the Railway Services (Conduct) Rules, 1966 contained in Appendix-1 to the Indian Railway Establishment Code Vol.1 (Fifth Edition 1985) as in the advance correction slip no.15.	172/90
	5)	In respect of the expenditure incurred on repairs and minor additions to an immovable property by a government servant, an intimation shall be necessary to be given to the prescribed authority only if the estimate exceeds Rs.10,000/- and prior sanction should be obtained in all cases regardless of amount involved where the transaction is with a person with whom the government servant concerned has official dealings.	18/91
	6)	Board desire that bonafides of the transactions involving large amounts of interest free loans taken from friends and/or relatives and seeking permission from them for the transaction should include a sentence that all the	20/91

		formalities laid down in their letter dated 13.2.90 (S.C.No.41/90) have been followed.	
	7)	Board have clarified that in terms of rule 2 (a) of the Railway Services Conduct Rules, the 'Government' for 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)	Transactions in sale and purchase of- shares and debentures etc. under sub-rules (3) & (4) of rule 18 and sub-rule (1) of rule 16 of- the Railway Services (Conduct) Rules, 1966 are to be intimated to the prescribed authority (in the proforma) if the transaction exceeds the limits indicated.	85/92
	9)	Board have clarified that the provisions of rule 4(2) (i) of the Railway Services (Conduct) Rules, 1966 will also apply to financially independent grown up sons and married daughters of Group 'A' officers.	168/92
	10)	Association of Government servants with organisations which have been banned by the Central Government would attract the provisions of clause (i) of- Rule 5 of CCS(Conduct) Rules.	80/93
	11)	Clarifications in regard to Rule 15 of the Railway Services (Conduct) Rules, 1966 issued.	86/93
	12)	Sub-rule 3 of Rule 4 of Railway Service (Conduct) Rules, 1966 - the term 'members of the family' include financially - independent sons / daughters as also married daughters of the railway servant concerned.	75/94
	13)	The benefit of complimentary companion free tickets provided by the Air India under the companion free scheme should accrue to the government and not to the individual government servant performing the journey.	86/94
	14)	No employee to be allowed to hold elective office in a Sports Association for more than 4 years or one term - while contesting / canvassing for election to Sports Association, conduct of the employee should not be unbecoming of a railway servant - no funds to be raised by employee for promotion of sports - prior clearance from government must be obtained for travel abroad in connection with work of any Sports Association.	90/94
	15)	The words "Railway Servants (D&A) Rules' appearing in last line of para 1 of Board's letter dated 15.9.94 (S.C.No.90/94) are to be read as Railway Service (Conduct) Rules, 1966.	16/95

16)	Board have amended rule 3 of Railway Services (Conduct) Rules contained in Appendix-1 of the IREC Vol. I (1985 edition) regarding promptness and courtesy and observance of Government's policies as in the ACS No. 34.	146/95
17	Board have substituted Rule No.8 of the RS(Conduct) Rules, regarding connection with Press or other media amended under Advance Correction Slip No.35 to R.I.	147/95
18)	Notifications and correction slips issued to D & A Rules and Conduct Rules should be maintained up to date by all concerned.	150/96
19)	Amendment to Conduct Rule - 19 - Vindication of acts and character of railway servants. When a Railway servant seeks permission to have recourse to any court etc., if no communication is received within 3 months, the Railway servant is free to assume that permission as sought for has been granted.	8/97
20)	Amendment to rule 13,15,16 and 18 of Conduct Rules , 1966 notified. Rule 15 (a) on subletting and vacation of Govt. accommodation, has been newly introduced.	35/97
21)	Rule No. 9 is amended to include " Telecast through any electronic media " in regard to criticism of Government.	74/97
22	Guidelines to be followed in tackling sexual harassment of women employees at work place laid down by the Hon'ble Supreme Court, are circulated.	61/98
23	Procedure for dealing with Govt. servants attempting to favour their service interests through non-governmental influence attracting Rule No.20 of the RS(Conduct) Rules, 1966 outlined.	101/98
24	Rule No. 3C introduced in Railway services (Conduct) Rules, 1966, on prohibition of sexual harassment of working women	138/98
25	Instructions on departmental action to be taken against a Railway employee who in violation of Rule 20 of the Railway Services (Conduct) Rules brings or attempts to bring political or other outside influence to further their service interests, are reiterated.	170/98
26	Departmental action should be initiated against employees where charges of subletting of Railway accommodation is proven, besides cancellation of the allotment.	177/98
27	Supreme Court laid down guidelines and norms to be observed to prevent sexual harassment of working women	199/98
28	Rule 3 © of RS (Conduct) Rules, 1966 and Board's orders circulated under SC No. 199/98 Along with the guidelines and norms laid down by the Supreme Court,	78/99

		enclosed thereto may be displayed prominently in the office premises.	
	<b>1025 CORRECTION SLIPS TO IREC VOLUME I</b>		
	1	Board have substituted Rule 530 (2) (b) of the Indian Railway Establishment Code Vol.I, as in the Advance Correction Slip No.12, regarding grant of extra-ordinary leave.	21/90
	2	. Board have amended sub-rule (3) of Rule 1 of the study leave rules Appendix V of- Indian Railway Establishment Code Vol. I as in the Advance Correction Slip No.13.	40/90
	3	ACS No. 16 : Board have substituted the first line of sub para (2) under Rule 551 of IREC Vol.I as follows: "Maternity leave may also be granted (irrespective of the number of surviving children) in case of miscarriage, including abortion, subject to the following conditions.".	28/91
	4	The existing proviso at (b) under sub-rule (g) of rule 923 of IREC Vol.I regarding grant of advances from PF amended as in the ACS No.14.	45/91
	5	Rules 922, 923 and 925 of the IREC Vol.I regarding advances and withdrawals from the provident fund amended as in the ACS No.17, 18, 19 and 20.	74/91
	6	Rule 15 of Railway Services (Conduct) Rules 1966 contained in Appendix I to the Indian Railway Establishment Code Vol.I (fifth edition 1985) amended as in the ACS No.22.	172/91
		Board have issued amendment to Rule 541(2) of IREC Vol.I regarding grant of leave beyond the date of retirement or quitting service as in the ACS No. 23.	22/92
	7	The existing figure "120 days" appearing in clause (2) of Rule 523 of IREC Vol. I (1985 edition) regarding grant of LAP at a time has been substituted with the figure "180 days" as in the ACS No.25.	39/92
		Board have issued amendment to Rule 554 of the IREC Vol.I, 1985 Ed. Regarding grant of Hospital leave as in the ACS No. 24.	45/92
	8	Clause (a) of- sub-rule (1) of rule 925 of IREC Vol. I regarding final withdrawal from PF- which was amended under ACS No.19 has been further amended, as in the ACS No.26.	81/92
	9	Rules 525, 526 & 555 of the Indian Railway Establishment Code Vol. I /1985 edition regarding simplification of rules and procedures relating to leave rules amended as in the ACS No.27.	3/93
	10	Rule 925(1) of the Indian Railway Estt. Code Vol. I 1985 edition regarding withdrawals from the provident fund amended as in the ACS No.26.	18/93

	11	Note 2 under rule 18(1) and item(2) of explanation 1 under rule-1(b) of the Railway Services (Conduct) Rules 1966, of the IREC, Vol. I (1985 edition) regarding enhancement of monetary limits in respect of- transaction in movable property amended as in the ACS No. 29.	69/93
	12	Rule 925 (i) of the Indian Rly Estt Code Vol. I 1985 edition regarding withdrawals from the provident fund amended as in the ACS No.30.	100/93
	13	Rule 909 of the Indian Railway Estt. Code Vol. I 1985 edition regarding amount of subscription to SRPF amended as in the ACS No.31.	4/94
	14	A new provision for communication of the period of LHAP on production of medical certificate by medically decategorised railway employees waiting for Absorption in alternative post has been added to rule 522(3) IREC Vol. I and rule 304 Vol I.	29/95
	15	Rule 549 of R. I . amended - the persons to whom the amount of cash equivalent of leave salary is payable in case of death etc. are indicated in ACS No.36 and ACS No.37.	9/96
	16	Amendment to rules 107, 108 and 109 of IREC Vol. I issued as in ACS No.38. consequent to - (i) the introduction of Railway Services (Revised) Pay Rules,1986, all gazetted. & non-gazetted. posts under Indian Rlys. Are classified as Group 'A' 'B' 'C' & 'D'. (ii) pay scales of group 'B' officers of all departments revised from Rs.2000-3500 to Rs.2375--3750 w.e.f. 30.7.1993. (iii) applicability of scale Rs.775-1150 to staff in Railway Board in group 'D' posts w.e.f. 1.4.1995. (iv) fixation of pay of group 'A' railway officers in junior scale on appointment to senior scale posts shall be fixed under Rule 1313(FR-22)(i)(a)(1). (v) if a junior scale officer is promoted to senior scale before completing 4 years service in junior scale, he will draw pay in the junior scale plus a charge allowance of Rs. 300/- per month subject to the condition that pay plus charge allowance should not exceed the pay that would have been admissible had it been fixed under normal rules.	31/96
	17	The word 'widowed' may be read for the word 'unmarried' appearing in line 1 of para (iv) of ACS No.37 circulated as serial circular no.9/1996:).	39/96
	18	Railway servants who completed 15 years of service may apply for withdrawal from PF for marriage, education & medical expenses. 2) an advance not exceeding 3 months pay or half the amount standing to his credit in the fund, whichever is less may be granted under rule 923 to purchase consumer durables such as TV, VCR/VCP, washing	55/96



		machine cooking range, geyser, computer. 3) a final withdrawal not exceeding 6 months pay or half the amount standing to his credit in the fund, whichever is less, may also be allowed for meeting the cost of consumer durables, under rule 925.	
	19	Rule 922 (4)(b) regarding advances and withdrawals from the provident fund amended as in the Advance Correction Slip No.42	64/96
	20	ACS No. 43: Correction to rule 524 - while affording credit on LAP, fraction of a day shall be rounded off to the nearest day.	53/97
	21	ACS No. 44: Total period of- ML on account of miscarriage / abortion has been restricted to 45 days in the entire career of- female railway servant Back ref: 79/94	92/97
	22	ACS No. 45 to IREC Vol. I: (i) Full powers in respect of inter Railway transfer/postings of Railway Officers upto JA/Selection grade delegated to Board or Additional Member nominated as Cadre Controlling Officers (ii) Full powers in respect of inter Railway transfer/postings of Officers of SAG levels (except DRMs) delegated to Board or Functional Member.	110/97
	23	List of items circulated in Board letter dated 27-2-96 ( TV, VCR, VCP, washing machine etc.) for grant of advance/withdrawal from P.F. are only illustrative but not exhaustive. Back ref: 55/96	149/97
	24	The authority to which the powers for Inter Railway transfers/postings of Railway officers in JA/Selection Grade and SAG level (except DRMs) as circulated in SC No. 110/97, has been revised.	11/98
	25	ACS No. 57 – A proviso after sub rule (1) of Rule 505 –RI is added, according to which request for retrospective conversion of one kind of leave to another can be considered only if received by the competent authority within 30 days of the concerned Railway servant joining duty after expiry of the relevant spell of leave availed.	71/98
	26	ACS Nos: 43, 44, & 45 : Board have enhanced the limit for the grant of withdrawal from SRPF for purchase of Car and Scooter, Motorcycle etc., to Rs. 1,10,000/- and Rs.20,000/- respectively, subject to condition that the advances admissible does not exceed the cost of the vehicle. The limit for grant of final withdrawal for extensive repairs or overhauling of car has been enhanced to Rs.10,000/- ( Minimum basic pay for car/scooter should be not less than 10,500 / 4600, respectively.)	97/98

	27	ACS No – 62 & 63 - Rule 549 - the figure '240' substituted with '300' and Rule 550- corrections made on the number of days of accumulated LAP that can be encashed on retirement on superannuation, voluntary retirement and resignation - effective from 1-7-97	129/98
	28	Rule No. 3C introduced in Railway Services (Conduct) Rules, 1966 on prohibition of sexual harassment of working women.	138/98
	29	The Advance Correction Slip Numbers amending Rule 925 mentioned in para 6 of Board's letter dated 30-3-98 (S.C.No. 97/98 to be read as ACS No. 59, 60,61 instead of 43, 44, 45 respectively.	141/98
	30	ACS No:64 - Amendment to Rule 523 (1) (b) of R-I substituting the figure "300 days" for "240 days" is issued (limit on accumulation of LAP)	148/98
	31	ACS No. 65 – President's decision below Note under sub clause (4) of Rule 554 to be numbered as and President's decision No.1 and the following may be inserted as President's decision No. 2, 3 & 4 (2) DRMs/CWEs can sanction hospital leave beyond 120 days on merits (3) Head of non divisional units and workshops, stores, depots, ZTCs in JAG /Selection Grade are also empowered to sanction leave beyond 120 days (4) Past cases accrued from 1995 to 14-1-93 may be reviewed and leave beyond 120 days granted with personal sanction of GM, with the concurrence of FA & CAO.	161/98
	32	ACS -66 :- Rule 5(2) study leave rules App. V – Railway doctors may be granted study leave upto 36 months (inclusive of similar kind of leave ) for courses leading to PhD and PG degree in Medicine	175/98
	33	ACS - 45 –Corrigendum :Item 4(A) Appendix VI of R I Rule 103 (11) powers of Inter Railway transfers/postings of Railway officers , revised under SC No. 110/97, 11/98, further amended.	186/98
	34	ACS 68:- The second proviso to Rule 550 B(I) to be deleted.	206/98
	35	ACS 69 - (study leave ) The limit of 28/36 months absence in this sub rule includes vacation period	220/98
	36	ACS Nos: 8, 21, 67 – Correction slips to R I issued, (ii) Corrections to ACS Numbers already circulated, issued.	318/98
	37	Rule No. 304 of Chapter 3 of R I on Termination of Service on account of inefficiency due to failure To conform to the requisite standard of fitness Has been substituted	128/99
		ACS No. 72:- Rule 244(3) on applications in response to open or public advertisements of vacancies by the international organisations & Foreign Govts. Is substituted.	238/99
		ACS Nos. 53 to 56 to R I ( 1995 reprint edition )- Rules	316/99

		802, 803, 805, 807 & 808 (SBF) of Chapter 8 - have been amended/ substituted.	
	<b>1026 CORRECTIONS TO IREC VOLUME II</b>		
	1	Board have amended rule 1421 of Indian Railway Establishment Code Volume II regarding grant of "out turn allowance" to 'Telegraph Signaller as indicated in the Advance Correction Slip No.4.	44/90
	2	Board have added a proviso to rule 1612 of Indian Railway Establishment Code Vol. II (1987'edition) regarding grant of daily allowance.	107/90
	3	President's decision no.3 (1) and note below decision no.9 (iii) on rule 1316 of Indian Railway Establishment Code Vol. II (sixth edition) has been amended as in the Advance Correction Slip No.6 & 7.	171/90
	4	The existing rule 1511 of Indian Railway Establishment Code Vol. II (sixth edition) regarding breach of- rest allowance has been amended as in the Advance Correction Slip' No.8.	14/91
		Sub-rule(2) and (4) of rule 1420 of IREC Vol. II(sixth edition 1987) regarding break down allowance has been substituted as in the advance correction slip no.12.	27/91
	5	The words for the first sentence under rule 1704(a) R-II substituted with the words "pay would be as defined in rule 103 (35)i) R- I as in the ACS NO.9.	62/91
	6	Sub-para II of rule 1511 of Indian Railway Establishment. Code Vol. II (sixth edition) regarding breach of rest allowance as amended in terms of ACS No.8 to board's letter dated 18-1-91 (s.c.no.14/91) is amended again as in the ACS No.10.	68/91
	7	Sub-rule (i) of rule 1511 of IREC Vol. II regarding breach of rest allowance as amended in terms of ACS No.8 to board's letter dated 18-1-91 (s.c.no.14/91) is amended again as in the ACS No.11	98/91
	9	Board have amended / deleted the rules 1313 (FR-22), . 1316(FR-22c), 1325 (FR-30) & 1326 (FR-31) of the IREC Vol. II (sixth edition 1987) as in the advance correction slips no.14 & 15.	177/91
	10	Board have issued amendment to rule 2308- of IREC Vol. II (1971 edition) and para 313 of chapter-. III of the MRPR – 1950 regarding withholding of pension or gratuity as in the ACS No. 409.	180/91
	11	Board have amended that rule 1343-R- II and rule 1344-R-	61/92

		II, as in the advance correction slips no.13 and 16.	
		RULE 1803 (b) OF THE IREC - VOL.II (6TH EDITION, 1987) Regarding voluntary retirement for Railway employees, Amended as in the ACS NO.17.	100/92
	12	Rule 2308 of IREC Vol. II (1973 edition) and para 315(1) of MRPR, 1950 amended as in ACS No.411 and 69.	106/92
	13	Rule 1707 of the IREC Vol. II (1987 edition) regarding drawal of HRA & CCA during leave amended as in the ACS no.19 (effective from 2-5-91) Rule 1707 - in rule 1707(i), 1707(ii), 1707(iii) and note 1 below rule 1707(iii) substitute the figure 180 days' in place of the existing figure 4 months/ 120 days.	113/92
	13	Sub clause 2(ii) under government of India's order no.2 below rule 1319 (FR-25) of the IREC Vol. II regarding efficiency bar amended as in the ACS No.18.	118/92
	14	Board have amended rule-1334 of IREC - volume- II as in the ACS No.20 regarding grant of honorarium to the railway servant appointed to act as an arbitrator.	131/92
	15	Board have introduced rule 1514 of IREC Vol.II (sixth edition 1987) as in the ACS No.21 regarding running allowance for loco inspectors effective from 1.1.1993.	173/92
	16	Board have introduced Rule 1515 of IREC Vol.II (sixth edition 1987) as in the ACS No.22 regarding kilometrage allowance for loco inspectors effective from 1.1.93.	174/92
	17	Board have amended rule 2544 of IREC Vol. II (fifth reprint) as in ACS No.412 regarding calculation of average emoluments/DCRG in case of loco inspectors effective from 1.1.1993.	180/92
	18	Rule 1608 R- II regarding payment of road mileage allowance for journeys on duty between residence/headquarters and the railway stations amended as in the ACS No.23.	23/93
	19	Allowances for drivers drafted to perform duties of power/crew controllers, included in para 1516 in R-II ALK 120Kms is admissible to them. No TA/DA /Special pay is admissible.	48/98
	20	The paras/notes given in Rule 1803 and 1805 of R II have been re-numbered	163/98
		ACS No. 28 to IREC Vol.II (1987 Ed.) – Rule 1420 (1) (i) Rates of Break –down allowance, revised. (ii) Clause( vi) to sub rule (i) incorporated.	232/98
		ACS No. 29 to R.II Rule 1801(a) - Raising of age of retirement - recommendations of V CPC	238/98
		ACS No. 35 to R II – Rule 1419 – The table of rates of washing /uniform/nursing allowance admissible to nursing	309/98

		personnel, revised.	
	22	(1) ACS 30 (Rule 1602 -i) Grades for admissibility of TA revised (2) ACS 31 (Rule 1607)(5) Note 1&2: The entitlements for Travel by road revised. (3) ACS 32 (Rule 1608) Railway servant residing away from HQrs on transfer, will be eligible for transportation Charges for personal effects. (4) ACS 33-( Rule 1611) Daily allowance for journeys on tour, revised(5) ACS 34 {Rule 1636 (7)}Entitlements of officers to travel by air within & outside India.	17/99
		ACS No. 36 to R.II - New para on applicability and rates of National Holiday Allowance added to R-II (1987 Ed.)	29/99
		Rule 2023 of Chapter 20 Section B on transfer of Rly employees to other Government Departments, Companies & Corporation etc., substituted	58/99
		AC: No.37 to R II (1987 Ed.) Rule 1426 on allowance to Doctors, is added.	63/99
		The ACS circulated under SC No. 58/99 as ACS No.6 may now be read as ACS No. 38 to R-II	100/99
		The rate of NHA against S.No.1 circulated under SC No. 29/99 to be read as Rs.85/- instead of Rs.55/-	121/99
		ACS No.41 to R-II (1987 Ed.) Rule 1425 on allowance admissible to RPF/RPSF personnel added to Chapter 14 of R-II	156/99
		ACS No. 43 to R.II –Board have issued amendment to Rule 1643 on r Travelling Allowance Rules-	168/99
		ACS No.42 to R-II Rule 1420 table of BDA Substituted	169/99
		ACS No. 45 to R-II Rule 1421 - The rates of Out Turn Allowance to Teleprinter Operators, revised.	252/99
		Corrigendum to ACS 36 to R-II, 1987 Ed. - the pay range in revised V PC scales against S.No.3 in regard to NHA revised to read as 4205 -7848 and upto 10500.	303/99
		<b>ACS-44 Irregular retention in service beyond the age of superannuation - treatment of excess period of stay, incorporated.</b>	319/99
	<b>1027 CORRECTION TO PENSION MANUAL</b>		
	1.	Board have issued amendment to rule 2308-R II of IREC Vol. II (1971 edition) and para 315 of chapter-III of the MRPR-1950 regarding withholding of pension or gratuity, as in the advance correction slip no.409.	180/91
	2	Para 80 (10 of Chapter. VIII of the MRPR 1950 regarding family pension amended as in the ACS No.67.	108/92
	3	Para 801('10) of chapter-VIII of MRPR-1950 regarding family pension amended as in the ACS No.68.	136/92

	4	Paras 801(12) & 801(14) of- the MRPR 1950 amended as in the ACS No.70.	58/93
	5	The benefit contained in board's letters dated 18-9-92 (s.c.no.136/92) regarding family pension which was effective from 16-2-91 is also admissible to part Cases from the date of effect of amendment namely 16~2-91.	130/93

### 1028 CORRECTION SLIPS TO INDIAN RAILWAY ESTABLISHMENT MANUAL

	1)	Advance correction slip No.151 to para 173 of Section 'B' of Chapter I of IREM (Second Edition) has been issued according to which the words and nursing sisters should be added after the words "Staff Nurses"	60/90
	2)	Board have substituted the existing provision in para 1604 (9) chapter XVI of IREM (second edition) regarding grant of motor car advance.	126/90
	3)	Advance correction slip no.153 to para 302 chapter III of IREM regarding seniority of non-Gazetted railway servants has been issued.	170/90
	4)	Board have substituted "Rs.2850/- p.m." for Rs.1000/-(old) P.M.' and "Rs.600/- (Six hundred)" for Rs.400 (four hundred)' - appearing at paras 1125 and 1125(i) of IREM Vol..I - Revised Edition - 1989) as in advance correction slip no.3.	27/92
	5)	Para 1653-G1 regarding due date of payment is further amended as in the ACS No.166	47/92
		Training of probationary assistant divisional medical Officers on Indian Railways.- ACS No. 154 to IREM 1968 Ed.	57/92
	6)	Paras 173 (3) and 173 (4) of "Chapter -I – Section 'B' of IREM (revised edition, 1989) have been amended as in the advance correction slip No.5	69/92
	7)	Note 3, Below para 224 of IREM Volume I revised edition 1989 regarding refusal of promotion has been substituted as ACS No.6	82/92
	8)	Para 1004 of the IREM Vol. I, (1989 edition) regarding arrear claims of Railway Servants amended as in the ACS No.7	10/93
	9)	Para 2613 A of the IREM Vol. II (1989 edition) regarding subsidiary rules added as in the ACS No.1	27/93
	10)	Para 189 of Section 'B' sub-section IV – Chapter 1 of IREM (1989 Edition) regarding promotion to higher grades in Group 'C' amended as in the ACS No.8.	35/93
	11)	Para 303 (A) of the IREM (1989 Edition) regarding seniority	36/93

		of Non-Gazetted Railway Servants amended as in the ACS No.9.	
	12)	Board have re-numbered the paras 604 & 605 of IREM regarding pay, increments and efficiency bar as in the advance correction slips no.10 & 11	54/93
	13)	Para 164(2) of Chapter I of Section B, Sub-Section III (X) of IREM (Vol. I 1989 Edition) regarding Rules for the recruitment and training of Group 'C' and Group 'D' and workshop staff substituted as in the advance correction Slip No.12.	67/93
	14)	Para 173 of Chapter – I of Section/B sub para 5 of IREM (Vol.I 1989 Edition) regarding scale of pay for in-put out-put superintendent amended as in the ACS No.13	88/93
	15)	Para 114 of Indian Railway Establishment Manual Vol.I (1989 Edition) regarding re-employment may be deleted as in the ACS No.14	115/93
	16)	Paras 2229 to 2238 of Indian Railway Estt. Manual Vol.II – Rules regarding statutory and non-statutory (Recognised) canteens on Indian Railway have been revised as in the ACS No.2.	16/94
	17)	Para 164 (2) of Indian Railway Estt. Manual Vol.I (1989 Edition) Rules regarding educational qualification for Radiographer Gr.II in scale Rs.1350-2200 amended as in the advance correction Slip No.15 – the words '2 years course' are inserted now.	60/94
	18)	Sub-para(5) of para 177 of Sub-section II of Section 'B' of Chapter I of IREM/Vol. I stands deleted as in the ACS No.18.	9/95
	19)	Para 17(6) of Section 'B' sub-section II of section – III (Chapter I of IREM, Vol.I (1989 Edition) regarding filling up of the post of Section Officers (Accounts), ISAs and TIAs of the Accounts in scale RS.1640-2900 by promotion of Appendix 3 qualified staff is amended as in the ACS No.17	15/95
	20)	ACS No. 16 to IREM Vol.I - Medically decategorised staff waiting for absorption in alternative post may be allowed to commute period of LHAP on production of Medical Certificate	30/95
	21)	ACS No.19 to Para 604 of IREM (1990 Edition) is issued. Principles of pay fixation in the cases where a Railway Servant seeks transfer (on own request from higher post to lower post) are issued	39/95
	22)	ACS No. 20 to IREM Vol. I - SDGM or the Addl. CVO of the Vigilance Organisation should not be nominated to serve on the Selection Committee for the purpose of making recommendations to G.M. in respect of Group 'C' staff considered suitable for promotion to Group 'B' posts	29/96
	23)	Advance correction Slip No.21 – Assessment of vacancies in the case of promotion by Trade Test.	122/96
	24)	Advance Correction No.21 of IREM should be treated as Supplementary Circular No.3 to M.C.No.37	149/96

		Acs No. 25 IREM Vol.I – Para 319 A inserted – principles for determining the seniority of staf belonging to SC/ST promoted earlier vis – a- vis General /OBC staff promoted later , issued	61/97
	25)	ACS No. 28 to IREM Vol. I Recruitment of Health and Malaria Inspector Gr. IV in scale Rs.1200-2040 modified (1)Serving Rly. employees possessing Matriculates and Sanitary Insp. Certificate/Diploma made Eligible to Appear for Selection against 25% Departmental Quota. (2) Qualification for DR modified and 6 months induction training introduced.	88/97
	6	ACS No. 27 to IREM Vol.I - Third chance on the specific recommendations of FA & CAO may be granted by GM to be availed within total span of 4 years of joining service as JAAs before action is taken to terminate their service.	122/97
	26)	ACS No. 30 to IREM Vol.I - Assessment of vacancies -- Besides the existing vacancies, the vacancies anticipated during the next 15 months should be taken into account. The provision regarding 20% of anticipated vacancies is deleted.	180/97
		ACS No. 29 to IREM to Vol.I – Para 1 of App. 4 - substituted – Rules regarding filling up of Stock Verifiers , issued	196/97
	27)	A) Para 531 of IRMM (1981 Ed.) on Medical examination on promotion from non-Gaz. To Gaz. , is issued.	198/97
	28	Acs No: 34 Para 141 (i) and (ii) of Volume I amended – 25% of posts of Draftsmen and Chargeman 'B' scale 1400-2300 / 5000-8000 in Mechanical, Electrical and Engineering Dept. will be filled up from serving employees below 45 years of age with Matriculation or equivalent qualification and 3 years satisfactory service as Technician Grade III	31/98
	29	ACS No. 31 –Possession of typing qualification by employees for promotion to the post of Sr. Clerks (LDCE) and Jr. Clerks is compulsory	39/98
	30	ACS No: 33 Dual charge allowance – GM's can appoint SAG officers to look after additional post for more than a month and less than 3 months – proposal for arrangements beyond 3 months should be sent to Board.	40/98
	31	ACS No. 37 – Pay limit and quantum of festival advance revised – basic pay 8300/- and advance Rs. 1500 w.e.f. 11-12-97	43/98
	32	ACS No: 32 & 33 -(i) Initial training for Signal Inspector Gr. III and Telcom Inspector Gr. III and Chargeman B (Printing Presses) reduced from 2 years to 18 months (ii) applicable to training batches commencing after 9-1-98	55/98
	33	ACS No. 53 to IRFC - II - New primary unit No.	70/98



		07 introduced to identify and book the expenditure on account of Transport allowance w.e.f. 1-8-97	
	34	ACS No. 35 – For non-selection posts, vacancies anticipated to occur during the next 6 months to be taken into account for assessment of vacancies. For trade tests vacancies anticipated for the next 4 months to be taken into account. NOTE: As a trial measure, in the case of non selection posts, anticipated vacancies for one year to be taken into account upto 30-6-99. ACS No. 36 – Circumstances where a vacancy can be anticipated are detailed.	78/98
	35	ACS No. 42 – Eligibility conditions, amount of advance, recovery and interest in respect of advance for Motor Car/PC/Motor Cycle/ Scooter/ Moped/ Cycle/ Warm Clothing/ Table Fan, etc., have been circulated.	88/98
	37	ACS No 38- (Para 218 (a) The presence of Personnel branch officers in selection board will meet the requirement of an officer being from a department other than that for which selection is held. ACS No. 39-Para 218 (b) Selection board for posts in scale 1600-2660/5000-8000 and above should be constituted with JAG officers and for posts below scale 1600-2660/5000-8000 with Sr. scale officers . Personnel Branch officer may be nominated from next lower rank. ACS No.40-Para 218(C)The answer books of the written test held as a part of the selection are to be evaluated by a nominated member of the selection who should invariably be a Member officer of the Department for which selection is held.	110/98
	38	ACS No. 41 – While filling up vacancies of Pharmacists Gr.III in scale Rs.4500-7000 through RRB, Dressers and other staff in Medical Department possessing the requisite prescribed qualification and otherwise suitable , are to be promoted in preference to outsiders.	114/98
	39	ACS No.43 – The qualification for direct recruitment of Signal Inspectors & Telecom Inspectors Grade III scale Rs.5000-8000 is prescribed as 'Diploma in Electrical/Electronics/Telecommunication Engineering or equivalent recognised by AICTE.	122/98
	40	ACS No. 44- There will be no distinction between selection post and non-selection post for the purpose of regaining seniority by a senior general /OBC employee promoted later to a higher post over a junior SC/ST employee promoted earlier against a reserved vacancy.	166/98
	41	ACS No.47 – Mode of filling up of posts of Goods Guards4500-7000 revised: (i) 60% from serving	169/98

		TNC/Comml.Clerk /Sr.C.C./TC/Sr.T.C/Switchman / Asst. Guard/yard staff in scale Rs.3050-4590/3200-4900/4000-6000 by selection (ii) 15% by LDCE plus shortfall, from amongst serving graduate non-ministerial employees with 3 years minimum service upto 40 years of age (45 years for SC/ST) of Operating and Commercial departments (iii) 25% plus shortfall of LDCE by direct recruitment through RRB.	
	42	ACS No. 52 – Non-gazetted Railway employees need not refund training expenses if they selected to posts under Central/State/Public Sector Undertakings/Autonomous bodies.	182/98
	43	Acs No. 42- Corrigendum to Para 1129 – Warm clothing advance and Para 1131 Table Fan advance, issued	183/98
	44	ACS No. 48 - Item B of Item XV para 179 - Group D – Gangmen/Store Khalasi/safaiwalas transferred over and above the quota of 10% upto the age of 33 years will not be eligible to count any portion of their earlier service for seniority.	184/98
	45	ACS. No.49- Para 160(3) -wrongly printed as (2)- Note modified - minimum service on regular basis required in the grade of staff nurse for promotion to the post of nursing sister reduced from five to two years.	185/98
	46	ACS 46-48 to Accounts Code: Adjustment of unpaid wages to be made to the staff benefit fund.	187/98
	47	ACS No. 45- Mode of filling up of posts of JE Gr. II revised – 67.5% by direct recruitment through RRB, 7.5% by LDCE from works mistries in grade Rs.4500-7000 with prescribed qualification – shortfall to be added to direct recruitment, 25% by promotion by selection of works mistries.	190/98
	48	ACS No. 50 & 51- Initial training for Asst. Drivers Diesel and Electric to be given for a period of 39 weeks – training module also enclosed.	191/98
	49	ACS No. 46- Assessment under item 'personality, address, leadership, academic/technical qualifications' to be made on the basis of entries in the relevant columns in the CRs. Accordingly, Para 219(g) Note (i) & (ii) should be re-numbered as (ii) & (iii).	192/98
		ACS No 53 to IREM Vol.I Para 129(1) – filling up the posts of ECRC against the 75% promotional quota, in addition to Commercial clerks and TCs in scale Rs.3050-4590 & 3200-490 with 3 years service, Sr.TCs & Sr. Commercial clerks in scale Rs.4000-6000 are made eligible to appear for the selection	194/98
	50	ACS 41- Further to ACS No 41 (S.C. No. 114/98)	200/98

		wherein dressers and Other staff of Medical department were made eligible for consideration to the post of Pharmacist Gr.III, Board have clarified that the term "other staff" includes group D staff also.	
	51	ACS 54 & 55- The initial training period for the Intermediate Apprentices of Signal Inspectors Gr.III and Telecom Inspectors Gr.III has been reduced from 18 months to 8 months.	203/98
		Para 618 (1) of IRMM 181 Ed amended to include free out patient medical facilities for self only to licensed shoe shine boys working on the railway stations.	205/98
	52	ACS 50 & 51- Further to S.C. No. 191/98, the simulator training and examination details RNG 13 & 14 of the module of training, have been left to the Railways for developing locally, as per their needs.	208/98
	53	ACS No.56- Para 149(2) (iii & iv) substituted – the period of training of App. ESM Grade II is 18 months on a stipend of Rs. 3050-75-3125.	209/98
	54	ACS No. 28- Addition to be made in para 201.1 on conditions & procedure governing the selection for promotion to Group B and LDCE	211/98
	55	ACS No. –Para 214 (c) (i) – corrigendum issued	218/98
	56	ACS No. – Para 215 (a) - corrigendum issued	219/98
	57	ACS No. 57- Continuation to ACS No. 47 regarding revised mode of filling up of the posts of Goods Guards – addition of the words 'in the Operating and Commercial Departments' to clause (ii) of para 124 (i)	222/98
	58	ACS No. 60- para 141-1 the revised percentages for filling up posts of TXRs (para 142(1) is circulated.	262/98
	59	ACS No. 61 - Corrigendum to Acs No. 56 issued	271/98
	60	ACS No. 58- Section 'F' on 'Confirmation' has been incorporated in Chapter I of IREM Vol. I	275/98
		ACS No. 62 to IREM Vol.I – Para 168(4)(ii) Minimum qualifying marks of 60% in the written test is now prescribed for promotion to the post of chemical & metallurgical Asst. (CMA) in scale Rs. 1400-2300 against 33 one third promotion quota.	278/98
		ACS No. 3 to IREM II – Para 2204-3 modified - Rates of Children's Educational Assistance, Reimbursement of tuition fee and Hostel subsidy revised.	286/98
		ACS No. 4 to IREM Vol.I 1989 Ed. – The period of training of Probationary Asst. DMO has been reduced from 6 months to 3 months and the training programme for 3 months has been detailed.	289/98
		Further to SC No. 191/98(ACS No. 50 & 51), wherein the course contents of the initial training to Asst. Driver (Diesel & Elec) was the circulated, the course contents of sub-	295/98

		module Nos. RNG 2,3 & 6 have now been modified.	
		Vacancies of Stock Verifiers are filled from amongst the Accounts clerks/failing which JAAs are being considered as per correction slip No. 29 to appendix IV to IREM . Board's letter or of even No. dated 21-3-96 is modified accordingly.	310/98
		ACS No. 4 to IREM Vol.II on deletion of conveyance charges for attending office outside duty hours and officers staying late, issued.	313/98
	61	ACS No.63 Para 173(1) (3) Mode of filling up of vacancies of Data Entry Optrs., Console Operator & Asst. Programmers, revised (ii) New para 178-A XV on filling up of vacancies in Passenger Reservation System ,Divnl../Workshops/Stores depot Computers inserted.	11/99
		ACS No. 66 to IREM Vol.I 1989 Ed. (1) in para 219 (g) Note (iii), the words 'this procedure is also applicable for filling up of general posts' are deleted. (2) sub para (j) is renumbered as (l) and vice versa (3) The factors of selection and their relative weight added in clause (j) (4) Sub clause (iii) to para (j-new) added.	12/99
	62	ACS No.64 Para 224 II (ii) The authority below para 224 II (ii) revised to include case No.86/CR/IREM/CR II, along with the existing Bd.'s letter number given therein.	15/99
	63	ACS No.67 (1) Para 164(I)(ii) and sub-para 3 Minimum service requirement for promotion to the post of Radiographer reduced from 3 years to 2 years in the immediate lower grade (2) Para 165 (1)(ii) and Sub-para 3 Minimum service requirement for promotion to the post of Lab Asst. reduced from 3 years to 2 years in the immediate lower grade.	21/99
	64	ACS No. 65 Para 216, 216(a) (1) & (2) Guidelines on timely conduct of selection and ordering of adhoc promotions	31/99
	65	Para 176(I) Mode of filling up vacancies of Stenographers in scale Rs.4000-6000 revised. (I) 25% by general selection from shorthand knowing clerks. (ii) 25% by general selection from serving Gr. C employees with shorthand knowledge (iii) 50% plus shortfall against (I) & (ii) by direct recruitment through RRB	33/99
		Errata to para 310 of IREM Vol.I on the rule regulating the seniority of Rly. Servants transferred on mutual exchange.	37/99
		ACS No. 5 to IREM Vol. II : The amount of grant –in-aid to non-Rly schools may be fixed on an adhoc manner but should not exceed the amount due on the basic of average loss per child nor should it exceed Rs.8,12 & 16 per pupil per month respectively for primary, middle & High/HSC (ii) ACS No. 5 to IREM II Para 2404 (8) On Grant-in-aid to Educational Instit. Substituted.	45/99

		ACS No.70 Para 162 (2)(I) substituted- Educational qualification for recruitment to the post of Pharmacist Gr.III revised (10+2) in Science or equivalent with 2 years Diploma in Pharmacy & Registration with Pharmacy Council of India.	46/99
		ACS No.69 Para 115 (iv)to be Substituted Upper age relaxation to the extent of 40 yrs for general and 45 for SC/ST will be available for Direct recruitment to all Gr. C & D posts to serving Rly employees with 3 years continuous service and substitutes with 3 years service, continuous or broken spells.	54/99
		ACS No.71 Para 124(1) (I) Zonal Rlys may fix individual quotas for each of the categories which are eligible for selection to fill up the posts of Goods Guards against 60% quota para 124 (2)(ii)Age for DR is now fixed between 18 to 28 years	71/99
		Amendments to IRE-M ACS 73:Para 218 (C) The scale 1600-2660 / 5000-8000 substituted as 5500-9000(RSRP)	95/99
		ACS No. 72 to IREM Vol.I -Additions made to the existing Authority given below para 216 A(1) 216 A(2)(a) (b) (ii) and (b)(iii)	99/99
		Further to ACS No.68 to IREM Vol.I circulated under SC No. 33/99 25% vacancies of Stenos earmarked to be filled by shorthand knowing Clerks has been modified to include shorthand Knowing typists also.	104/99
		ACS 75 & 76 New para 189 A on promotion of persons with disability to higher grade in Gr. C (ii) New para 213 A on promotions of persons with disability inserted	131/99
		ACS 77 Chapter XIII Para 1301 to 1315: Absorption of disabled/medically decategorised staff in alternative employment have been substituted.	138/99
		ACS 78 Para 115(iv) on relaxation of age limit for direct recruitment to all Gr. D vacancies in respect of serving Rly employees.	164/99
		ACS 79 to IREM Vol. I : Note on eligibility criteria of Data Entry Operators for being considered for promotion as Sr. D.E.O on ex-cadre basis, inserted below para 178-A (I) – inserted vide ACS 63 -SC No. 11/99	170/99
		ACS No. 80 New para 126-A on method of filling up of posts of switchmen, added.	180/99
		ACS No.81 Proviso to para 222(b) Proforma Promotion in the intermediate skilled grade to skilled artisans selected as Inter apprentices for absorption as Jr. Engg. Gr.II, added.	182/99
		The provisions of Para 319-A of IREM Vol. I 1989 Ed. Introduced vide ACS No. 25 [SC No. 61/97] and modified vide ACS No. 44 [SC No.166/98], still hold good.	194/99
		ACS No. 82. Para 215(e) divided into sub-paras-(e) & (ee) Note (1) & (2) added below modified sub-para (e) ACS No.83: Para 219 (f) substituted ACS No.84: Para 219(g)	221/99

		inclusions made.	
		ACS No. 86 Note below sub-para (2) of para 178(a) inserted.	222/99
		ACS No. 85:to IREM Vol.I - Paras 1404-1407 on forwarding of applications for posts outside railways, amended.	232/99
		ACS No. 87. Para 176 (2) (iii) (a & b) Transcription time for 80 wpm in respect of Hindi & English Stenographers, revised.	239/99
		ACS to IRMM, 1981 Edition: Para 531 on classification of Gazetted posts for the purpose of Medical examination of Railway employees on promotion from non-gazetted to gazetted posts, revised.	257/99
		ACS 90- IREM Vol.I Para 163. Mode of filling up the post of Health & Malaria Insp. Gr. III and the channel of promotion is substituted.	261/99
		ACS No. 88 Para 162(2)(i) The educational qualification for recruitment to the post of Pharmacist Gr.III revised under ACS No. 70 (S.C. No. 46/99) is modified to include registration with State Pharmacy Council.	266/99
		ACS No. 89 Para 126 A introduced vide S.C.No.180/99 sub-para 2(iii) of Chapter I Section B Sub section III - modified to raise upper age limit for Recruitment from 25 years to 27 years.	268/99
		ACS 63 - CORRIGENDUM - The word 'present' appearing in the last line of sub-para (ii) of para 178(A) (2) corrected to read as 'parent'.	277/99
		ACS 91 – Section B Sub Section (iii) New para 146 (A) on the mode of filling up, qualification, age and channel of promotion to the posts of Jr. Engg. Track Machine & Section Engg. (T.M.) , inserted	317/99

### **1030 DAILY ALLOWANCE ( DA & TA)**

	1)	1. Board have revised the rates of daily allowance applicable to casual labour when they have unavoidably to be sent on duty out of their headquarters in the interest of ailway work (effective from 1-5-90)	83/90
	2)	2. Board have clarified that the retired railway employees who are re-engaged on the railway on a daily wage basis may be allowed the travelling allowance benefits on retirement if their journey to their home town/selected place of residence is performed within one year of the date of termination of re-engagement.	89/90
	3)	3. Board have forwarded a copy of Ministry of External Affairs letter dated 1.1.90 containing the revised rates of daily allowance for journeys on duty in various countries w.e.f. 1.1.1990	99/90
	4)	Board have decided that the staff side representatives attending meetings of the Divisional Housing Committee	117/90

		And Divisional Running Room Advisory Committee from an out station will be treated as on duty and paid T.A. as on tour. The constitution of these two committees has also been indicated.	
	5)	Board have decided that railway officers who are entitled to take family members in trains while travelling on duty, the families of such officer may be allowed the facility by road vehicle when the railway official travels on duty by official vehicle.	169/90
	6)	Railway employees who are required to perform a journey to an outstation to secure the second medical opinion, on orders of the authority competent to grant leave, in terms of Rules 520 & 521 RI (1985 edition) may be given a pass for the to and fro journey for self only, by the class to which the employee is entitled on privilege account, and D.A. for maximum period of 2 days calculated as on tour.	43/91
	7)	2. Board have revised the pay limit to Rs.1440/- in the revised scales for the submission of T.A. Journals along with T.A. bills to accounts office.	100/91
	8)	3. Expenditure on messing charges for railway officers deputed for training in Railway Staff College, Vadodara may be booked directly to grant no.2 item VI of Annexure 'F' without raising debits against the Zonal Railways/Production Units from which the Officers are deputed for training.	155/91
		Board have issued directives for effecting economy in expenditure on travelling allowance among other fields of expenditure given therein.	19/92
	9)	Rates of daily allowance to railway employees while on tour have been revised (with effect from 1-1-92).	24/92
	10)	The ceiling of 2 meetings per year laid down in respect of Divisional Housing Committees in Board's letter dated 9.8.90 (S.C.No.117/90) has been withdrawn.	40/92
	11)	Keeping in view the provisions of para 2001 of IREM Vol.II (revised edition) 1990, Board have clarified the position in regard to payment of TA/DA to casual labour.	60/92
	12)	The revised procedure of booking of expenditure on messing charges introduced for Railway Staff College/Vadodara in terms of Board's letter dt. 9-10-91 (S.C.No.155/91) will apply to all Centralised Railways Instructions/Training Schools (effective from 1-4-92).	75/92
	13)	Rates of daily allowance for staff side members of the Departmental/National Councils of JCM has been circulated (effective from 10.6.1992)	119/92

	14)	In modification of the orders contained in para 6 of Board's letter dated 6-8-92 (S.C.No.119/92), the revised rates of daily allowance for the DC/JCM members would be effective from 1.1.92 instead of 10.6.92.	138/92
	15)	Rate of DA payable for journeys performed within A/B-1 class cities including their urban agglomeration/contiguous localities indicated.	161/92
	16)	Board have added a sentence at the end of para 2 of their letter dated 26.3.87 (S.C.No.51/87) regarding payment of daily allowance, transfer grant and packing allowance to Group 'A' officers drawing pay less than Rs.2800/- in the revised pay scales.	31/93
		Board have clarified that no reduction should be made in the quantum of daily allowance admissible to a railway servant undergoing training in Railway Training Institutions where lodging is provided free of charge.	46/93
	17)	Rates of daily allowance applicable to casual labour when they have unavoidably to be sent on duty out of their headquarters in the interest of railway working revised (effective from 1.11.93).	13/94
	18)	Officers entitled/permitted to travel by air in terms (if rule 1636(2)R-II(1987 edition) may at their discretion, travel by air lines other than Indian Air Lines by Vayudot within the country subject to conditions laid down therein.	17/94
	19)	Board have decided to withdraw the instructions contained in the board's letter dated 9.2.94 (S.C..No.17/94.) with immediate effect.	34/94
	20)	Revised daily allowance rates for stations abroad, issued.	104/94
	21)	Whenever any city is upgraded to A or B-1 class city for compensatory (city) allowance purposes, travelling allowance / daily allowance at A or B-1 class rates as the case may will automatically become due for such an upgraded city.	68/96
	22)	Revised daily allowance rates for stations abroad circulated.	105/96
	23)	Rates of daily allowance for journeys on duty in various countries revised w.e.f 11.-1-96. Back Ref.: 105/96	52/97
	24	Consequent upon the implementation of the V PC recommendations, Board have conveyed modifications in the Travelling allowance rules – Chapter 16 –RII applicable to Gr. A B C & D employees w.e.f. 1-10-97	103/98
	25	Consequent upon the implementation of the V PC	127/98



		recommendations, Board have conveyed the modified travelling allowance rules governing journey on transfer – Chapter 16 R-II to Railway employees belonging to Gr. A,B,C & D w.e.f. 1-10-97	
	26	Railway employees who joined railway service prior to 1-5-76, wish to opt for kit passes, for transportation of their luggage by train on the same scale, as admissible to those railway employees who joined railway service on or after 1-5-76, they may be granted composite transfer grant at full rates w.e.f. 1-5-98	128/98
	27	Consequent upon the implementation of the V PC recommendations, Board have conveyed that the railway officers who are in the pay scale of Rs.22400-24500 and above, who are presently entitled to travel by air at their discretion, on duty, are entitled to travel by air for proceeding on transfer also w.e.f. 1-5-98	135/98
	28	While settling the arrears claims preferred by the employees in terms of para 4 of Railway Board's letter 1-5-98 (S.C. No. 127/98), the arrears should be paid only after deducting daily allowance and road mileage allowance already drawn by them.	136/98
	29	Composite Transfer Grant at the rates as revised w.e.f. 1-10-97 is not admissible to such Railway servants who performed journeys between 1-1-96 to 30-9-97 but have transported their luggage after 1-10-97 or have yet to transport the same. Pending further orders, the claims in such cases are to be settled as per the pre-revised entitlements indicated in Chapter 16 or R II 1990 Ed.	179/98
	30	Consequent on the implementation of V PC recommendations, Board have conveyed modified travelling allowance rules governing journeys on transfer to railway employees.	198/98
		ACS No. 4 to IREM Vol.II on deletion of conveyance charges for attending office outside duty hours and officers staying late, issued.	313/98
		The admissibility of daily allowance for various categories of officers is revised	36/99
		The rates of DA for the JCM members at National Council, Departmental Council, Regional & Office Council levels have been revised w.e.f. 17-4-98.	44/99
		Payment of TA/DA for journeys for attending enquiries as Defence Assistants to delinquent employees performed on or after 1-10-97 by employees who retired before 1-1-96	59/99
	<b>1031</b>	<b>DEARNESS ALLOWANCE</b>	
	1	The Board have announced the revision of DA rates to all groups of employees i.e. A, B, C & D with effect from	48/90

		1-1-90	
	2	Board have decided that additional DA for those drawing pay above Rs.3500/- shall not be paid in cash, but credited to their PF. account.	101/90
	3	The Board have announced the revision of DA rates to all groups i.e., A,B,C & D of employees with effect from 1.7.90.	127/90
	4	The Board have announced the revision of DA rates to all groups i.e., A, B, C & D of employees with effect from 1.1.91.	49/91
	5	Board have announced the revision of DA rates w.e.f. 1.7.91 from 51% to 60% to the employees who are drawing basic pay upto Rs.3500/-	142/91
	6	Board have announced revision of DA arrears w.e.f. 1.7.91 and 1.1.92 to the employees who are drawing basic pay above Rs.3500/- and w.e.f. 1.1.92 to those who drawing basic pay upto Rs.3500/-.	46/92
	7	The Board have announced revisions of dearness allowance rates to all railway employees (i.e.) Group A, B, C & D w.e.f. 1.7.1.992.	134/92
	9	'The Board have announced revision of- dearness allowance rates to all railway employees w.e.f. 1.1.93.	48/93
	10	Dearness allowance rates to all railway employees revised (w.e.f. 1.7.93).	97/93
	11	The Board have announced revision of dearness allowance rates to all railway employees w.e.f. 1.1.1994.	25/94
	12	Board have given clarification regarding calculation of DCRG to running staff who retire or die on or after 16.9.93 and also clarified that stagnation increment is now being treated as pay for all allowances and for retirement benefits.	68/94
		Board have announced revised of dearness allowance rates to all Railway employees w.e.f. 1-7-94	94/94
		Board have announced revised of dearness allowance rates to all Railway employees w.e.f. 1-1-95	40/95
		Board have announced revised of dearness allowance rates to all Railway employees w.e.f. 1-7-95	118/95
		Board have announced revised of dearness allowance rates to all Railway employees w.e.f. 1-1-96	52/96
		Charge allowance which has been hitherto not	53/96

		reckoned as pay shall be reckoned as pay for the purpose of reckoning DA,HRA,CCA w.e.f. 1-4-95. In the case of an employee who retires after 1-4-95, the charge allowance drawn prior to 1-4-95 shall be included in pay for the purpose of calculation of average emoluments.	
		Board have announced revised of dearness allowance rates to all Railway employees w.e.f. 1-7-96	103/96
		Board have announced revised of dearness allowance rates to all Railway employees w.e.f. 1-1-97	63/97
		Board have announced revised of dearness allowance rates to all Railway employees w.e.f. 1-7-97	
	13	Board have announced revised rates of D.A to the railway employees w.e.f. 1-1-98 (16%)	93/98
	14	of DA rates revised w.e.f. 1-7-98	223/98
		Payment of D A to Railway employees- Revised rates effective from 1-1-99	97/99
		Payment of D A to Railway employees- Revised rates effective from 1-7-99	237/99
	<b>1032</b>	<b>DEPUTATION</b>	
	1.	Board have introduced a system to ensure that extant instructions in regard to repatriation or extension of deputation period of- non--gazetted railway employees with Public Sector Undertakings beyond 3 years, are observed scrupulously without any default.	7/90
	2	Instructions regarding permanent absorption of permanent railway employees in the Public Sector Undertakings and Autonomous Bodies under the State Government of grant of pro-rata retirement benefits is circulated.	40/93
	3	Terms and conditions regarding transfer on deputation of railway employees to ex-cadre post under Central/State Government- Public Sector Undertakings / ABS, Universities, UT Administrations Local Bodies and vice-versa -regulation of pay, deputation (duty) allowance, tenure of deputation/ foreign service- issued.	21/95
		The existing facility of receiving on option, 100% Commuted value of pension by permanent railway employees on absorption in Central/State PSUs, etc., is withdrawn. The other facility to draw on option, pro-rata pension (with option to commute 1/3rd of pension) by permanent railway employees on absorption in Central/State PSUs, etc. shall continue to exist.	116/95
	4	Central government servant before his/her relief to take up appointment in a Central Public Enterprise and Central	36/96

		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 /Autonomous Body may be regulated by granting 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.	
	5	The instructions that the deputation period of faculty member should not exceed 5 years and that the posting of instructors beyond the age of 52 years of should be stopped applies to gazetted faculty members also.	30/97
	6	Gaz. and non gazetted employees on deputation to PSUs and other ex- cadre and tenure posts should be repatriated back to their parent cadre/ office after the tenure is over. Where retention is considered inescapable, justification for extension to be given to the Board.	80/97
	7	GMs have been delegated the powers to the sanction of expenditure on deputation of- railway employees for training course, seminars, symposia on non railway institutions in excess of Rs. 10 lakhs in a year.	126/97
	8	Resignations tendered by a railway servants while on deputation to PSUs in order to get absorbed in such organisations should be processed and orders accepting the same should be issued well before the expiry of the sanctioned deputation term.	153/97
	9	Railway officials / staff working in KRC who are due to retire by the year 2005 can be granted permanent absorption in KRC if they opt for the same.	213/97
		ACS No. 38 to R II Rule No 2023 on transfer of Railway employees to other Government department , Companies and Corporation etc., substituted.. SC No. 100/99 connects.	58/99
		Persons holding posts on deputation between 1-1-96 and 31-7-97 are eligible to deputation (duty) allowance on the notional basic pay in the pre-revised scale of pay at the rates prevalent prior to 1-8-97, as per Board's letter dated 5-12-94 ( SC No. 21/95)	73/99
		Guidelines for fixation of pay of candidates working in PSUs etc, recommended for appointment by the UPSC by method of recruitment by selection, are issued.	91/99
<b>1033 DISCIPLINE &amp; APPEAL RULES</b>			
	1	1. Board desire that the judgement of the Rajasthan High Court in the case of Shyama & Others Vs. Union of India Viz. "An order of a disciplinary authority reducing a Government servant to a lower time scale of pay giving further directions fixing his pay in the lower grade did not amount to double punishment" may be brought to the	3/90

		notice of all concerned, to quote this for arguments in similar other cases to emphasise that such orders are perfectly valid and do not constitute double punishment.	
	2	Board have clarified that Law Assistant of the Railway Administration who does not appear or plead before any court of Law/Administrative Tribunal on behalf of Railway Administration can act as Defence Helper in disciplinary enquiries.	18/90
	3	Board have issued errata to diglot edition (April 87) of the Railway Services (Disciplinary and Appeal) Rules, 1968, corrected upto 1-4-87.	63/90
	4	Board have indicated in the procedure and guidelines to be followed in the case of adhoc promotions from Group 'B' to Group 'A' of Railway Officers against whom minor penalties were imposed	105/90
	5	Board have clarified that the functional HOD, as well as respective PHOD can exercise the powers under Col.6 of schedule II relating to disciplinary powers in respect of Non-Gazetted staff.	137/90
	6	Board have decided that where the penalty of withholding of increments was imposed in the 3 <sup>rd</sup> Pay Commission scales of pay prior to 1.1.1986, the Appellate/Revisionary Authorities may, while considering the Appeals/Revision applications take into account the quantum of financial loss on refixation in the IVth Pay Commission pay and accordingly reduce or modify the penalty imposed	140/90
	7	Board have issued certain relaxations in the choice of assisting Railway Servant (Defence Helper) in Major Penalty Disciplinary Proceedings.	146/90
	8	Board have decided that the inquiry officer for conducting against Non-gazetted staff should be sufficiently senior in rank to the charged official and from a Department other than that to which the charged official belongs. For an Enquiry against Group 'C' staff, the enquiry officer should be atleast a Group 'B' Officer.	149/90
	9	Board have issued corrigendum to their letter of 20.10.89 (S.C.NO.209/89) according to which the words "may at any time..... and may" appearing in sub-rule (1) of Rule 25 of Railway Servants (D&A) Rules, 1968 should be read as applying to all the authorities mentioned in items (i) to (v.) and not read as part of item (V).	166/90
	10	Board have forwarded a copy of DOP's O.M. dated 10.10.90 wherein the rule position on preferring appeal in disciplinary cases by government servants who are office bearers of the staff Association/Union has been explained.	176/90
	11	In Rule 6 of the Railway Servants (D&A) Rules, 1968, under the sub-heading Minor Penalties' after clause (iii-a), the following clause shall be introduced namely (iii-b) "reduction to a lower stage in the time scale of pay for a period not exceeding three years, without cumulative effect	178/90

		and not adversely affecting his pension".	
	12	Board desire that pending SLPs in the Supreme Court (Rule 10 of RS (D&A) Rules, 1968 supply of a copy of inquiry report to the charged railway servant) may be disposed of to our advantage by making use of observations of the Supreme Court and CAT/MAS and same line of- defence may be taken in pending or future cases before the various benches of the CAT.	37/91
	13	In supersession of Board's letter dated 9.12.77 (S.C.No.23/79) read with their letter of 13.6.84 (S.C.No.88/84), they have decided that a railway servant involved in disciplinary proceedings may present his case with the assistance of a retired railway servant subject to certain conditions.	56/91
	14	Board while forwarding a copy of judgment delivered by CAT/ Allahabad quashing the orders of removal passed against an employee of DLW, have enumerated 3 serious defects in the procedure adopted. They desire that such defects do not recur on any of the railway administration and at appeal / revision stage also, it should be ensured by the concerned authorities, as well as the personnel officers through whom the case may pass, that such defects are promptly noticed and rectified.	57/91
	15	Schedule III of the RS(D&A) Rules, 1968, has been substituted.	99/91
	16	Board have clarified that if any Rly. Law Asst. acts as Defence helper and the Charged Officer challenges the legality or otherwise of the order passed by the DA before the CAT, then such a Defence helper-cum-law assistant should not obviously be allowed to handle that particular file.	112/91
	17	Board have clarified that in the case of Rly. servants who were missing and whose whereabouts were not known to their family were removed from service as a result of disciplinary action for unauthorised absence and where it is later established that the railway employees were really missing and not unauthorisedly absent, the punishment order should be annulled and the relevant benefits like grant of leave encashment , salary dues, retirement benefits, compassionate appointments to wards etc., may be extended as per extant orders.	139/91
	18	Sub rule 11 of Rule 9 of RS(D&A) Rules, 1968, has been substituted.	146/91
	19	The procedure and guidelines to be followed in the case of promotion of railway servants against whom disciplinary/court proceedings are pending or whose conduct is under investigation has been circulated.	147/91
	21	In the judgement dated 11.2.91 the CAT had held that withholding of promotions in itself being a penalty, non-promotion, on the ground that he is already undergoing	161/91

		punishment of a minor penalty of withholding of increment amounts to imposition of two penalties. Board desired that whenever similar judgements are delivered by CATs in future, the Board should invariably be approached for filing SLPs in Supreme Court. In cases of similar nature pending before the CATs, if any, defence should be sought from the judgement of the Supreme Court in Janakiraman's case.	
	22	Schedule I and Schedule II of Railway Servants (Discipline & Appeal) Rules, 1968 have been substituted.	31/92
	23	Need for issuing "reasoned" and "speaking" orders by Disciplinary/Appellate authority in discipline and appeal cases have been stressed.	35/92
	24	Board desire that:- 1 ) Proposals for filing SLPs be preferred to them immediately on receipt of the judgement, enclosing copies of the documents mentioned, duly indicating the period of limitation. 2) Action to implement the judgement or to file SLP be taken expeditiously on receipt of advice from them. 3) A copy of SLP whenever filed be sent to them invariably indicating the date of filing.	37/92
	25	In regard to supply of copy of the inquiry report to the charged railway servant before final orders are passed by the disciplinary authority, the supreme Court in judgement dated 6.03.91 have held that the judgement in the Mohd. Ramazan Khan's case is given prospective effect and that it will not effect the orders passed prior to the rendering of that judgement (i.e., 20.11.90). These observations may be made use of in contesting the cases pending before various Benches of the CAT wherein the delinquent employees have sought relief on 'the basis of the Mohd. Ramzan Khan judgement.	51/92
	26	In terms of the principles laid down by the Supreme Court, Board have issued guidelines to be followed by the disciplinary authorities while applying Rule-14(ii) of RS(D&A) Rules.	59/92
		As only one post of AGM is under operation on SCR, AGM/SCR will exercise the disciplinary powers vested under Col.7 of the Schedule II to Board's letter 20-1-92 (SC No. 31/92) in respect of employees belonging to all departments.	88/92
	27	In regard to supply of copy of the inquiry report to the charged railway servant before final orders are passed by the disciplinary authority under Rule-10 of the RS(D&A) Rules, 1968, the judgement of CAT/Hyderabad Bench in review petition filed by Sri S. Surya Rao, may be made use of in contesting cases of similar nature before CAT Benches.	115/92
	28	Rule 6 of Railway Servants (D&A) Rules - 1968 under the head 'major penalties' for clause (V), substituted.	154/92
		In supersession of Board's letter dated 26-3-91 (SC No.	156/92

		56/91) Board have decided in terms of Rule 9(13)(b) of the RS(D&A) Rules, 1968 that a railway servant involved in disciplinary proceedings may present his case with the assistance of a retired railway servant, subject to certain conditions.	
	29	For the word 'two' the word 'three' shall be substituted in the note (2) under Clause (b) of Sub-rule(13) of Rule 9 of the RS(D&A) Rules, 1968.	158/92
	30	In regard to supply of copy of the inquiry report to the charged railway servant before final orders are passed by the disciplinary authority under Rule 10 of the RS(D&A) Rules 1968, the judgment of Supreme Court in the matter of Union of India vs. A.K. Chatterjee (S.L.P.No.11860 of 1992) may be made use of in contesting cases of similar nature before CAT Benches.	172/92
	31	Certain procedural lapses in conduct of DAR cases on the railways issued.	11/93
	32	Procedure to be followed in the matter of promotion from group 'B' to Group 'A' and within Group 'A' of railway officers against whom disciplinary proceedings are pending.	12/93
	33	Procedure and guidelines to be followed in the matter of promotion of Group 'D' and Group 'C' railway servants against whom disciplinary/court proceedings are pending issued.	16/93
	34	Where the penalty of withholding of increment imposed on a railway officer is to become operative from a future date, the person concerned should be promoted in his turn prospectively with reference to his position in the earlier panel of the DPC and the penalty imposed in the promotion grade for a period which would not result in greater monetary loss.	22/93
	35	Wherever it is found that a railway servant who was not qualified or eligible in terms of the recruitment rules etc., for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he should not be retained in service.	83/93
	36	Supreme Court judgement regarding sealed cover procedure is as circulated.	93/93
	37	Retired railway employees acting as defence assistants may be allowed to stay in railway rest house / subordinate rest house, while they are attending DAR enquiry at the outstation.	95/93
	38	In Line 1 para 3.1 of Board's letter dated 21-1-93, (S.C.No.12/93), the word "major " may be treated as deleted.	112/93
	39	Once the proceedings initiated under Rule (9) or Rule 11 of RS (D&A) rules, 1968 are dropped, the disciplinary	128/93



		authority would be debarred from initiating fresh proceedings against the delinquent officer unless the reasons for cancellation of the original charge memorandum or for dropping the proceedings are appropriately mentioned and it is duly stated in the order that the proceedings were being dropped without prejudice to further action which may be considered in the circumstances of the case.	
	40	Model time - schedule for finalisation of disciplinary cases issued.	47/94
	41	Even though the revision petition is to be dealt as if it were an appeal, the power of revision is limited by the specific provisions of Rule 25 of RS(D&A) Amendment Rules, 1989.	49/94
	42	Instructions regarding delay in finalisation of DAR cases issued.	55/94
	43	Schedule II to the Railway Servants (Discipline & Appeal) Rules, 1968 substituted.	62/94
	44	Board have clarified that while revision under Rule-25 is provided for only once by any one of the specified authorities, appeals under Rule 18 are provided for when there is imposition of a penalty where no penalty exists or where penalty already imposed is enhanced.	82/94
	45	1. Guidelines in regard to imposition of punishments on staff responsible for train accidents. 2. The cases of the punishments in accident cases condoned/reduced to be invariably put up to the GM for revision action.	87/94
	46	1. Board have communicated some important rulings of Supreme Court which are to be made best use of while contesting O.As. before CATs:- a) CAT cannot interfere with the findings of I.O. or of the competent authority where they are not arbitrary or perverse. CAT has no power to substitute its own discretion for that of competent authority. b) CAT cannot interfere with the discretion of the competent authority in regard to quantum of penalty imposed by it. c) it is open to appellate authority only, to interfere with orders passed by disciplinary authority. d) the CAT has no jurisdiction to go into the correctness or truth of the charges. e) the authorities specified in D&A Rules are amenable to departmental action for improper discharge of duties while exercising powers vested with them under D&A rules.	28/95
	47	2. Board's D.O..letter No. E(D&A) 81 RG 6-5, dated 17.11.91 referred to in their letter dated 31.8.94 (S.C.NO.82/94) may be read as E(D&A)81 RG 6-54, dated 17.11.81.	35/95
	48	Instructions in regard to model time schedule for finalisation	68/95

		of disciplinary cases circulated.	
	49	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 on merit, then the departmental case may be reviewed if the employee concerned makes a representation in this regard.	82/95
	50	Para 3.10 of Board's letter dated 21.1.33 (S.C.No.16/93) substituted - instructions regarding the circumstances in which for the purpose of promotion to next higher grade, the benefit of- service rendered by a junior employee can be extended to a senior employee who may not be able to put in prescribed period of minimum service in a grade/post on account of suspension, etc., issued.	106/95
	51	Disciplinary authorities, where they find themselves unable to agree with the findings of the enquiry officer, should forward to the charged railway servants in a separate note, the reasons for disagreement with the findings of the enquiry Officer duly enclosing the report of E.O.	38/96
	52	Cases of promotion from group 'B' to group 'A' and within group 'A' of railway officers who are imposed with minor penalties - procedure & guidelines issued.	43/96
	53	Officers who had worked in Vigilance Organisation and dealt with a particular case, when later posted to Executive/General Management posts, may act as disciplinary authority provided he himself had not inquired into the vigilance case.	58/96
	54	Board have decided that:- 1) where an inquiry has been held, in accordance with the provisions of rule 9 Railway Servants (D&A) Rules, 1968, a copy of the inquiry report is to be sent to the charged official irrespective of whether the inquiry is conducted by the disciplinary authority himself or by a nominated inquiring authority. 2) where the inquiring authority holds a charge as not proved and the disciplinary authority takes contrary view the reasons for such disagreement must be communicated in brief to the charged officer along with the inquiry report.	67/96
	55	List of authorities competent to communicate government's displeasure to retired railway employees, is circulated.	128/96
	56	Proposal for cut in pension benefits should be sent to Board with the views of disciplinary authority, CPO and concerned PHOD.	130/96
	57	Enhancement of- honorarium to inquiry officers and presenting officers in DAR cases against non-gazetted staff arising out of vigilance investigation.	134/96

58	Clarifications on Railway Servants (Discipline & Appeal) rules 1968 --.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 to the same inquiry officer or to another inquiry officer.	135/96
59	General Managers may review the cases of break in service due to removal, dismissal or resignation for condonation invoking Rule 107 of Railway Services (Pension.) Rules 1993 and those meriting consideration adequate justification for their assessment.	136/96
60	Rate of honorarium for presenting officer in cases of inquiry against railway officers (Gaz.) arising out of vigilance /CBI cases enhanced to Rs.750/- for inquiry relating to 1st charged official & Rs.200/- for each additional charged official.	138/96
61	1) Suo-moto revision should be initiated by the prescribed authority within time limits specified in rule 25(5). 2) Suo-moto revision beyond specified time limits can only be initiated by G.M./Board/President. 3) Revision petition submitted by the railway servant has to be considered by the prescribed authority as if it were an appeal in terms of Rule 25(3).	140/96
62	There should be no laxity in the disposal of disciplinary cases - where any delay in compliance to CAT's orders is anticipated miscellaneous petition should be filed and extension of time sought.	146/96
	Notifications & correction slips issued to D&A Rules and Conduct Rules should be maintained up to date by all concerned.	150/96
63	Railway servant should be placed under suspension through written orders only. Standard forms sent under Board's letter dated 5-9-70 should be used. Punishments awarded and subsequent modification to the said punishment should be recorded in the Service Register and deterrent punishments to be awarded in case of repeated failures.	49/97
64	Clarification on S.C.No: 16/93 – procedure and guidelines regarding promotion of railway servants against whom disciplinary/court proceedings are pending or whose conduct is under investigation, circulated.	55/97
65	A person who has secured employment on the basis of Bogus Certificate should be -- ---- 1. dismissed from service 2. Case should be preferred to local police for initiating action under Indian Penal Code. 3. The concerned Dist. Magistrate to be advised for initiating penal action against the concern person as well as others who have involved in the issue of bogus	69/97

		certificate.	
	66	The cases of imposition of penalty in respect of retired officers sent to Board should be properly documented as per the check list circulated.	133/97
	67	The appellate order which upholds the penalty of dismissal removal or compulsory retirement in the case of group 'C' and 'D' employees should make a mention about the special provision under rule 24(2) or 24(3) so that the concerned employee will have the choice of submitting his revision petition either to RA or to G.M./DRM as the case may be.	138/97
	68	Only Sr.DOM / DOM will exercise disciplinary powers in respect of operating staff even in matters relating to violation of safety norms.	155/97
	69	Amendment to rule 9 sub rule 13(1) clause (a) of RS(D&A) Rules. The charged official cannot engage a legal practitioner to present his case before the IO unless the P.O. is legal practitioner or the D.A. having regard to circumstances of the case, so permits.	160/97
	70	Instructions relating to expeditious finalisation of DAR cases where promotion is held up due to pendency of disciplinary cases, are reiterated.	183/97
	71	An employee whose promotion was withheld on account of pending disciplinary / judicial proceedings and who has been subsequently exonerated has to be given notional promotion and paid arrears of pay and allowances due, even if the employee retired from service before finalisation of the disciplinary /judicial proceedings - where arrears are paid pensionary benefits should be revised.	206/97
	72	The authority to which the powers of Inter Railway transfers /postings of Railway officers in JA/Selection grade and SAG level (except DRMs) as circulated vide SC No. 110/97 has been revised.	11/98
	73	The disciplinary powers in respect of officers and staff who have since been transferred to new Zonal Railways will continue to be exercised by GM of parent Railways to which they belong.	12/98
	74	The list of Disciplinary authority and appellate authority in respect of Group A and B officers is circulated - AGMs looking after the current duties of GM are entrusted with powers of disciplinary authority and appellate authority.	13/98
	75	DAR cases should be finalised expeditiously to avoid undue hardship to delinquent employees	37/98
	76	The schedule indicating the authorities competent to issue Government's displeasure to retired	54/98

		employees, circulated under S.C.No. 128/96 is modified.	
	77	Instructions on departmental action to be taken against a railway employee who in violation of Rule 20 of RS (Conduct) Rules bring or attempts to bring political or other outside influence to further their service interests, reiterated	170/98
	78	Departmental action should be initiated against employees where charges of subletting of railway accommodation is proven, besides cancellation of the allotment.	177/98
	79	Willful refusal to give evidence under the circumstances detailed in the sub-rule 3 of Rule 10 of RS (Conduct) Rules, tantamount to breach of Conduct Rules, inviting DAR action.	204/98
	80	Cases of employees remaining unauthorisedly absent should be reviewed and immediate action taken under DAR against them.	258/98
	81	Adequate care should be taken while framing orders after finalisation of D & A case pending against an employee who has retired and whose DCRG has been withheld, to avoid the case being categorised as 'delayed payment of DCRG' and interest claimed thereon.	267/98
		Cases of staff who have repeatedly figured in substantiated vigilance cases and punishments imposed should be reviewed and such staff transferred on inter divisional basis.	308/98
		In cases of suspension where the investigation is likely to take a long time and it is felt that the presence of the employee is detrimental to the progress of the investigation the competent authority may transfer the employee on revocation of his suspension.	76/99
		Rule No.26(A) on the authorities competent to sign orders, process notices etc., on behalf of the Railway Board or President, has been substituted.	94/99
		Notional promotion & arrears thereon to employees in respect of whom DAR case was pending at the time of his retirement and who is subsequently exonerated, will be admissible only in the case where the employees as been completely exonerated.	111/99
		The Appellate/Revising Authorities under the RS(D&A) Rules, 1968, cannot order re-appointment of the Dismissed/removed employees while disposing of the appeal /revision petition and no action to re-appoint a Dismissed /removed Railway servant under the provision of Rule 402 RI should be taken until further orders.	188/99
		Measures to be taken to avoid delays in finalisation of disciplinary cases have been outlined.	235/99

		CAT/HYB have observed that the prescribed authority has to exercise discretionary powers to decide whether there is any justification to forward the petition submitted by a railway servant to the President.	300/99
		Notification giving equivalent to scales of pay in Schedule I & II of RS(D&A) Rules, 1968, in V PC Scales is circulated. .	318/99
<b>1034 EDUCATIONAL ASSISTANCE AND TUITION FEES</b>			
	1	Board have decided that children's educational assistance, 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 years half way during the academic session.	35/90
	2	Board have substituted rule 4 and 8 of the Railway Services (educational assistance) Orders, 1988 - circulated under Board's letter dt. 20.1.89 (S.C.No. 37/89).	133/90
	3	Casual labour with temporary status who have put in not less than 3 years service are entitled for educational assistance.	24/91
	4	Board have deleted sub.rule (2) rule (2) of the Annexure to Board's letter dated 20.1.89 (S.C.No.37/89) and sub-rule (2) and (3) inserted, in regard to grant of children educational assistance, re-imburement of tuition fees to railway employees.	179/92
	5	Railway Board have issued instructions for grant of Educational Assistance, Reimbursement of tuition fee & Hostel subsidy in respect of children of Railway employees w.e.f. 1-8-97.	242/98
<b>1035 EXAM / EB &amp; TRADE TEST</b>			
	1	Board have clarified that personal pay admissible on passing the Hindi / Hindi typing/ Hindi stenography examination under Hindi Teaching Scheme shall be treated as constituents of emoluments for the purpose of grant of ad- hoc bonus	22/90
		Board have clarified that as the instructions laid down in their letter dt. 29-5-89 (not 23-2-89 [SC No.80/89]) are effective from 1-1-86 the cases where the pension has been calculated otherwise than as laid down in the said letter may be revised and recovery of excess payment be made from the concerned pensioners.	65/90
	3	Junior Typists (whether directly recruited or promoted from group D to group C) who opt for change of category as junior clerk within 5 years of service, should be subjected to a written test to adjudge their suitability, for absorption in a clerical cadre before completion of 10 years of service.	117/91

	4	Newly recruited employees, who do not have knowledge of Hindi, are to be nominated for Hindi training during their probation period, in the Central Hindi Training Institute.	48/92
	5	Arrangements may be made for adhoc appointments wherever necessary in lieu of employees / officers nominated for intensive Hindi training provided the duration of the training period is more than 40 days.	99/92
	6	Newly recruited employees, who do not know Hindi, may be imparted intensive Hindi training in the training Institutes, before giving them professional training.	101/92
	7	Board have issued guidelines regarding release of increments due at efficiency bar stage on 1-1-1986 and whose increments were held-up at efficiency bar stage in the pre-revised scales of pay prior to 01.01.1986.	130/92
	8	Board have decided to abolish efficiency bar in group D category w.e.f. 1-1-93 and guidelines issued regarding crossing of efficiency bar to all group 'D' servants who were held up at efficiency bar on account of unfitness prior to 1.1.93 and also pendency of disciplinary proceedings.	56/93
	9	10% of the total marks relating to Official Language Policy And Rules ( OLP & R ) should be included in the departmental examination conducted as part of selections within group 'C' from group 'C' to group 'B' & LDCE of group 'B' – questions on OLP& R should not be compulsory.	52/95
		Board have issued certain clarifications regarding efficiency bar operative in the pre-revised scales.	117/99
	<b>1036 FIXATION OF PAY</b>		
	1	Board have issued clarification regarding stepping up of pay as a result of implementation of IV PC	24/90
	2	Board have issued clarification regarding stepping up of pay as a result of- implementation of IV PC.	28/90
	3	Head Proof- Reader in the scale of Rs.1350-2200 may be allowed the revised pay scale of Rs.1400-2300 and categorised as supervisors in Railway Printing Press effective from 1.4.90.	76/90
	4	Board have decided that the benefit of stepping up of pay of seniors with reference to that of juniors should be allowed only in cases where the promotions are on a regular basis.	85/90
	5	Board have issued clarification regarding parity in respect of pay scales of Stenographers.	93/90
	6	Board have clarified that past cases decided prior to issue of Board's letter of 11.6.90 (S.C. No.85/90) regarding stepping up of pay of seniors with reference to that of juniors in cases where the promotions are on a regular basis need not be reopened.	114/90

	7	Board have issued clarifications regarding fixation of pay of Loco Supervisory Staff appointed prior to 1.1.86 on par with juniors appointed after 1.1.86.	141/90
	8	Board have clarified that UDCs/Clerks Grade I, Accounts Asst. whose pay was fixed on promotion taking into account the special pay of Rs.35/- may revise their earlier option/deemed option within a period of three months from the date of issue of Board's orders.	156/90
	9	Board have decided that employees promoted after 1.1.85 but before 1.1.86 and whose date of next increment in the lower posts fall on or after 1.1.96, may be allowed another option to get their pay fixed in the promoted post under 2018-R-II (FR. 22(C) either from the date of promotion or date of next increment in the lower post falling on or after 1.1.86. Option shall be exercised within 3 months i.e., Before 11.2.91.	160/90
	10	Board have issued certain clarifications in stepping up of pay of Mistries on par with their juniors.	36/91
	11	Board have clarified the method of fixation of pay of Stenographers in scale Rs.1400--2300(RSRP) to the revised scale of ps.1400-2600 w.e.f. 1.1.1986.	72/91
	12	Board have given a fresh opportunity for stenographers grade 11 to opt for the revised scale of Rs.1.400-26(0 either from 1.1.86 or from the date of subsequent increment in the pre-revised scale of Rs.425-700 falling during 1986 or 1987 within a period of 3 months from 18-9-91.	143/91
	13	Board have issued guidelines for fixing pay of candidates working in public sector undertakings etc. Recommended for appointment by the UPSC by the method of recruitment by selection	23/92
	14	Board have clarified that the instructions contained in their letter dated 8.1.92 are to be read in conjunction with the rules and orders already existing on 'the subject in the case of transfer from one Central government post to another central government post.	104/92
	15	Board have decided to give an opportunity for exercising fresh option to railway servants who were appointed/promoted between 1.1.1986 and 21.6.88 and whose pay is to be fixed under FR 22-C within a period of 3 months from the date of issue of Board's orders .	126/92
	16	The pay of the surplus staff on absorption in the lower alternative post shall be fixed at the stage equivalent to the pay drawn by him in the post from which he has been rendered surplus and if there is no such stage available in the scale of new post held by him, at the stage next below, the difference to be treated as personal pay to be absorbed in future increments.	140/92
	17	The board have issued instructions regarding the pay fixation of the officers concerned of those Group 'B' officers	149/92



		appointed to junior scale of group 'A' but continue to officiate in senior scale of group 'A' may be fixed under FR-22- C with effect from 29.7.92.	
	18	Board have issued clarification regarding stepping up of pay of seniors on par with their juniors promoted after 1.1.86 and drawing higher pay on account of- minimum benefit of Rs.25/-.	153/92
	20	Board's instructions regarding incorporation of- clause of option for fixation of pay under rule 2013 B( FR-22-C) R II, are re-iterated.	14/93
	21	Board have given another opportunity to the adversely affected Accounts staff as mentioned in para 1 above to exercise split option.	20/93
	22	The mode of fixation of pay of group 'B' officers of railways on appointment to group 'A' indicated in Board's letter dated 10.9.1992 (S.C.No.149/92) would be applicable from 1.1.1986.	74/93
	23	Instructions regarding fixation of pay grant of subsistence allowance to railway employees who were under suspension as on 1-1-86, issued.	126/93
	24	The facility of exercising option for fixation of pay on promotion to higher post is extended to employees promoted to higher post before the due date of stagnation increment (1st/2nd/3rd whichever is due) Orders are effective from 30.9.1993.	36/94
	25	The pay of a group 'B' officer on promotion to senior scale group 'A' when fixed in the manner as laid down in Board's letter dated 10.9.1992, shall not be less than the pay which he drew on the last occasion if he officiated in senior scale.	52/94
	26	Board have given guidelines to give the benefit of stepping up of pay to senior UDC on promotion.	25/95
		Railway School Teachers are also eligible for grant of stagnation increment in accordance with instructions contained in Board's letter dt. 3-8-87 (SC No. 148/87) & Board's letter dated 30-9-93 ( SC No. 103/93).	27/95
	28	Railway servant shall have the option to have the pay fixed under FR 22(1)(a)(i) from the date of promotion itself or to have the pay fixed initially at the stage of time scale of the new post above the pay in the lower grade/post and set his pay re-fixed under FR 22(1') (a)(i) from the date of accrual of- stagnation increment in the scale of pay of the lower grade post.	37/95
	29	When senior Gangman (Rs.825-1200) is promoted to the post of Keyman (Rs.825-1200), Fixation of pay in the promoted grade shall be under normal rules viz. FR 22(I)(a)	53/95

		(1).	
	30	Government servant whose increment fall on 1.1.86 may be allowed an option to get his pay re-fixed from 1-1-86	57/95
	31	The fixation of pay in the manner specified under FR.22(1) (a) (i) i.e. erstwhile FR 22-C, is admissible in the following cases of promotion: Primary School Teacher To Trained Graduate Teacher, Trained Graduate Teacher To Post Graduate Teacher	91/95
	32	Group, 'B' officer while officiating in senior scale appointed / promoted to junior scale group 'A' and continues to officiate in senior scale for fixation of pay in junior scale group 'A' initially and then for re-fixation in Sr.scale with reference to pay in junior scale group 'A' , FR-22 (C) applies - the benefit of option for fixation of pay not admissible.	50/96
	34	Fixation of pay of employees on transfer from one post to a post in the lower time scale of pay, on their own request.	95/96
	35	Pay drawn by a substantive holder of a higher post on transfer to a lower post at his request when the pay drawn in the higher post is less than or equal to the maximum of the scale of pay of the lower post, the substantive pay is to be protected. Where such transfer is to a post from which he was promoted, protection of pay is not admissible.	4/97
	36	Board have clarified that when a Sr. Gangman in scale Rs. 925.-1200 is promoted as Keyman in the same identical scale of Rs.825-1200 the fixation of pay should be done under-, FR 22 I(a)(2) and not under FR 22(I)(a)1. The cases of fixation decided otherwise may be reviewed and regulated accordingly.	21/97
	37	State Govt employees appointed to a post under the administrative control of the Ministry of Railways - The basic pay of the State Govt. employees equivalent to the central scale will be determined by reducing the element of DA/ADA/IR etc. merged in the revised scale beyond CPI 608 by the State Govt. after 1-1-86 and thereafter the pay fixed under normal rules.	51/97
	38	On appointment to non functional Sr.Grade / selection grade, pay of the teachers shall be fixed in accordance with the provisions of Rule 2017(a) (ii) - FR 22 (I)(a)(ii)	71/97
	39	Fixation of- pay of officers promoted from group 'B' to Sr. Scale group 'A' – the pay shall be so fixed that it is not less than the pay last drawn by the officer on regular basis.	104/97
	40	The teachers who have been placed in non functional senior / selection grades , the rule 1313 (FR 22) (ii) shall be invoked.	145/97

	41	Earlier instruction regarding incorporation of clause in the promotional order regarding availability of exercising the option for fixation of pay are reiterated.	168/97
	42	For running staff the term existing emoluments under rule 7 of RSRP includes DA and 2nd IR calculated on the basic pay + 30% of basic pay	186/97
	43	The benefit of pay admissible in an intermediary higher post which would have been held by a railway servant, but for promotion to a still higher post, has been withdrawn.	208/97
	44	Instructions for fixations of pay of retired employees on re-employment	16/98
		Proforma fixation of pay (a) All graduate Jr. Clerks in service prior to 1-10-80 and selected as Sr.Clerks through LDCE will be eligible for proforma fixation w.e.f. 1-10-80 without monetary benefit. (b) All graduate Jr. Clerks in service prior to 1-10-80 and subsequently promoted as Sr. Clerks through LDCE will be eligible for pay fixation from the date of appointment and actual benefits from date of joining as Sr.Clerks. (c) seniority as Sr. Clerks will be governed as per provisions of para 302 of IREM Vol. I	21/98
	45	Railway Board have issued certain clarification in regard to fixation of pay of Gr. B officers.	25/98
	46	Instructions for exercising option for fixation of pay of in V PC scales, have been issued.	33/98
	47	Based on the recommendations of V PC, the existing limit of pension is to be ignored in fixing pay of service officers and retiring before attaining the age of 55 years and holding Gr. A posts in Civil side on their re-employment, has been enhanced from Rs. 500/- in the revised pay scale w-e-f- 1-1-96.	45/98
	48	Consequent upon the implementation of the V PC recommendations, Board have decided to enhance the existing upper limit of Rs.8000/- to Rs.26000/- for drawal of pay plus gross pension on re-employment w.e.f. 1-1-96.	46/98
	49	Proforma fixation of pay (a) All graduate Jr. Clerks in service prior to 1-10-80 and selected as Sr.Clerks through LDCE will be eligible for proforma fixation w.e.f. 1-10-80 without monetary benefit. (b) All graduate Jr. Clerks in service prior to 1-10-80 and subsequently promoted as Sr. Clerks through LDCE will be eligible for pay fixation from the date of appointment and actual benefits from date of joining as Sr.Clerks. (c) seniority as Sr. Clerks – as per para 302 of IREM Vol. I - clarification has been issued by Board.	102/98
	50	The pay of the employees who opt to switch over to the	147/98

		revised scale of pay from the date of their next increment falling after 1-1-96, and not later than 31-12-96 should be fixed in accordance with the provisions of Rule 7 of the Railway Services (Revised) Pay Rules, 1997. Option should be exercised within 3 months from the date of Board's letter i.e., before 28-8-98.	
	51	All serving graduate Jr. Clerks who were in service prior to 1-10-80 and those appointed after 1-10-80 and subsequently promoted as Sr. Clerks through LDCE will be eligible for seniority from the date of proforma promotion.	165/98
	52	Clarification issued regarding RSRP Rules -1997-	196/98
	53	Instructions for fixation of pay on promotion where lower and promotional grades have been merged and replaced by a single scale of pay has been issued.	207/98
	54	The fixation of pay in cases of appointment from one ex-cadre post to another ex-cadre post should be made with reference to the pay in the cadre post only	228/98
	55	The pay of an employee holding a post substantively and seeking transfer to a post in the lower grade, will be protected, subject to the condition that maximum pay of lower post is not exceeded.	268/98
		Board have issued certain clarification in connection with fixation of pay to RPF /RPSF staff.	288/98
	56	Cases where pay anomaly has set in as a result of non-exercising of option for fixation of pay in the higher grade, in the cases of employees who but for the enhancement of age of retirement, would have retired, may be reviewed and opportunity given to such employees to exercise option.	321/98
	57	Board's instructions that all serving graduate Jr. Clerks who were in service prior to 1-10-80 and those appointed after 1-10-80 and subsequently promoted as Sr. Clerks through LDCE will be eligible for seniority from the date of proforma promotion, circulated under this office SC No. 165/98, are hereby withdrawn.	72/99
		Guidelines for fixation of pay of candidates working in PSU etc recommended for appointment by the Commission by method of recruitment by selection, are issued.	91/99
		Fixation of pay on adhoc promotions within Gr. A in various Rly. Services /posts in the revised VPC scales.	116/99
		Consequent on the the upgradation of 10% of posts of Sr. Clerks in scale Rs.4500-7000 to the post of HC, clarifications on the aspect of fixation of pay of Sr.Clerks who were in receipt of Spl. Pay as on 1-1-96 and those granted thereafter, issued.	124/99
		The benefit of option for fixation of pay under Rule 1313 (FR22(I)(a)(1) –R II is allowed in the cases of appointment from the feeder post to promotional post carrying identical scales of pay in respect of such promotions	132/99

		made from 1-1-86 to 31-12-95. The option should be exercised within 3 months from 24-5-99 (Dt. of Bd's letter)	
		Board have issued clarifications on fixation of pay of RPF/RPSF staff in revised pay scales	139/99
		Board have issued clarification regarding fixation of pay on promotion and period for exercising option.	142/99
		In item No.7 of para 2 of Board's letter, circulated under SC No 132/99, appointment from ASM(feeder category) to AYM (fed category), may be deleted.	172/99
		Section Officers(Accounts), Insp. Of Stores(Accounts), TIAs, scale Rs.2000-3200 promoted to Gr. B posts between 1-1-86 & 31-3-87 & whose pay is to be fixed under Rule 1313 FR22(1)(a) (i) R II 1987 Ed. may be given another opportunity to exercise fresh option for fixation of pay within 3 months from 28-7-99.	217/99
		Board have issued certain clarifications regarding stepping up of pay in cases where two promotional scales have been merged.	244/99
		It is clarified that the pay of an employee holding a higher post on regular basis for a minimum period of 2 years, seeking transfer to a post in the lower grade, should be protected, i.e., his pay should be fixed at the stage equal to the pay drawn by him in the higher post subject to the maximum of the lower post not being exceeded. If there is no such stage in the lower scale, the pay will be fixed at the stage next below the pay being drawn in the higher grade and the difference be drawn as personal pay to be absorbed in future. No DA is admissible on the personal pay.	249/99
		Board have issued corrigendum regarding fixation of pay of retired employees on re-employment.	250/99
		Board have issued certain clarification regarding fixation of pay to those railway servants who were on leave from a date prior to 1-1-96 and died on or after 1-1-96 without resuming duties.	265/99
		Board have issued certain clarification regarding extension of date of option for fixation of pay on promotion.	273/99
		Consequent upon implementation of V CPC scales Board have raised minimum benefit of pay on promotion to Rs. 100/- w.e.f. 05/07/99.	274/99
		Board have issued clarification regarding calculation of existing emoluments for fixation or pay in the case of Tower Wagon Drivers.	297/99

### 1037 FORWARDING OF APPLICATIONS

	1	Board have forwarded a copy of Ministry of Finance O.M. of 5.12.89 wherein it was clarified that the orders contained in O.M. of 9.10.86 (S.C.No.21/88.) are applicable to all cases where the system of apportionment of pension liability was in vogue prior to its issue.	49/90
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	2	Board have decided that the orders contained in DOP's O.Ms. dated 20.7.89 and 14.2.90 regarding counting of service for the purpose of pension of employees of Central Government and Central Autonomous Bodies seeking absorption in autonomous bodies under the State Government of Harayana and Orissa and vice-versa would apply mutatis mutandis on the railways.	79/90
	3	Format(s) (which contains the terms and conditions of permanent absorption) to be used for sanction of pro.-rata retirement benefits to permanent railway servants absorbed in Central Public Sector Undertakings on and after 6.3.85 and in Central Autonomous Bodies on and after 31.3.97, have been circulated.	36/92
	27	Non-gazetted railway staff- who received training in a specific avocation at the railway's expenses are exempted from refunding the cost of such training in case they leave railway service with prior permission of administration to join employment in Central Government, State Government, PSUs or ABs.	33/95
		i) Para 6 of M.C. 30 - Retention/severance of lien of railway employees selected for posts in other Central Govt. Departments, Central Public Enterprises/ Autonomous Bodies, substituted (ii) Para 8 of M.C. 30 on Permission for Applying for Posts Advertised by International Organisation/Foreign Govt. – substituted iii) Para 9 of M.C. 30 - heading modified; New para 9.2 on leave salary and pensionary contributions, added.	241/99
	<b>1038 FAMILY WELFARE PROGRAMME.</b>		
	1	Board have clarified that incentive increments for promoting small family norms should be treated as personal pay only and not taken for calculating DA/ HRA/ CCA etc.	17/90
	2	Board have reiterated the incentives offered under the family welfare programme viz. cash incentives, incentive increment, rebate on the rate of interest on HBA, special casual leave.	111/90
	3	Incentive increment may be granted to a person who/whose spouse undergoes sterilisation operation during the period of training prior to regular appointment effective from 1-10-90	87/92
	4	Female government servants under going salpingectomy operation along with MTP will be entitled to six weeks maternity leave.	103/92
	5	Board have clarified that:- Incentive increment may be granted from the date of regular appointment to a person who/whose spouse undergoes sterilisation operation during the period of training (effective from 1.10.90) 1) In case of a Central/State Government employee on appointment in railways the incentive increment already being drawn, if any, by him/her can be allowed provided if the past service is counted towards service under railways.	76/93

		An incentive increment for promoting small family norms available to a person while in active service cannot be allowed to continue on re-employment after retirement.	
	6	No compensation money shall be paid to the acceptors of IUDs under the family welfare programme w.e.f.1-11-93.	118/93
	7	The benefit of incentive increment on account of family welfare- sterilisation can be continued to a Government servant even after the death of the spouse. On re-marriage, the incentive increment is stopped, unless the government servant or his spouse undergoes sterilisation operation.	96/96
	8	Special pass in the class to which eligible may be issued for self with one companion from place of duty to the venue of vasectomy camp sponsored by RWW Central Organisation.	199/97
		Consequent upon implementation of V CPC scales, Board have issued instructions regarding of 'personal pay' henceforth termed as 'family planning allowance' under small family norms among Railway employees- the incentive will be equivalent to the lowest rate of increment in the revised scale of pay.	186/99
		Board have issued certain clarification regarding the date of effect for incentive for promoting small family norms.	310/99
<b>1039 HOUSE BUILDING ADVANCE.</b>			
	1	Form of mortgage deed to be executed by permanent government servant as collateral security for the release of instalments of HBA to an official who is under suspension, has been circulated.	61/90
	2	Cases involving condonation periods extending one year for non-insurance of houses/flats constructed/acquired with the help of HBA, are to be referred to the Ministry of Urban Development only after obtaining the approval of HOD.	66/90
	3	Board have decided that public sector undertakings/autonomous bodies and other registered societies funded by the government should be treated as non-government sources for the purpose of sanctioning house building advance.	118/90
	4	Revised rates of interest on house building advance have been circulated (effective from 26/7/90 )	119/90
	5	Board have forwarded a copy of Ministry of Urban Development O.M. dated 7.9.90 containing clarifications on certain points regarding grant of HBA for repayment of loans raised from non-government sources.	152/90
	6	Board have forwarded a copy of Ministry of Urban Development O.M. Dated 4.5.90 containing the forms and conditions for grant of HBA for purchase of a ready built flat under the self financing housing scheme of Tamil Nadu Housing Board, Madras.	154/90
	7	Applications for HBA from all India services officer borne on the cadre of state government, who are deputed to the central government autonomous bodies PSUs etc. owned or controlled by the central government or on deputation to international organisation will be processed by the state government on whose cadre he or she is borne.	155/90

	8	The existing cost ceiling limit for the purpose of house building advance to the government employees has been revised.	22/91
	9	First instalment of HBA representing 50% of the sanctioned advance may be released to the government employee's on their mortgaging the plots of land / existing house owned by them to the President of India. Furnishing of personal bond in such cases is not required.	42/91
	10	The powers to relax the cost ceiling limit upto a maximum of 25% may be delegated to GMs or HODs of the Zonal Railways.	61/91
	11	HBA sanctioned to a government servant after adjusting the admissible DCRG calculated on the basis of the rules on the subject prevalent at the time is not to be enhanced on account of subsequent upward revision of DCRG limits	66/91
	12	Terms and conditions relating to the grant of house building advance to the central government employees for acquiring houses/ flats under the self-financing scheme of- the central government employees welfare housing organisation have been circulated.	162/91
	13	The cost ceiling limit for the purpose of house building advance will be 150 times the basic pay of the government employees, subject to a minimum of Rs.2.50 lakhs and a maximum of Rs.6.00 lakhs.	18/92
	14	Clarification (i) & (ii) regarding grant of HBA to enable repayment of loan communicated vide Ministry of Urban Development's O.M. dated 7.90 (s.c.no.152/90) will be effective from 7.9.90.	151/92
	15	'No Objection Certificate' for conversion of lease - hold property into free-hold may be issued to the employees who apply for the same and the title deed will be transferred to the competent authority directly by the department for execution and registration of conveyance deed.	6/93
	16	House Building Advance sanctioned partly for purchase of land and partly for construction of house, including purchase of land, shall be completed within 24 months of the date on Which instalment towards purchase of land is paid to the employee.	102/93
	17	House building advance sanctioned to the government servant for purchasing/acquiring a house / flat under the self financing scheme (SFS) of Development Authorities / Housing Boards etc. may be released in three instalments in the ratio of- 40:40:20 direct to the Authority / Housing Board, etc.	25/96
	18	Heads of departments are delegated with powers to condone the delay to the extent of two years in the cases of- non-insurance of the house by the railway servants who constructed / acquired the houses with HBA (2) cases of non-insurance of house beyond two years should be referred to Railway Board.	26/96
	19	Cost ceiling limit for the purpose of grant of HBA will be 200 times the basic pay of the employee applying for HBA, subject to a minimum of Rs.3 lakhs and a maximum of Rs.8 lakhs (effective from 1-1-96).	60/96
		Consequent upon the implementation of the V PC	8/98



		recommendations , Board decided to grant HBA to Railway employees w.e.f. 16-12-97 in new scales subject to certain conditions.	
		Enhancement of HBA in past cases sanctioned prior to 16-12-97 be allowed to Govt/Rly servants, if applied for, by an amount not exceeding the amount of HBA already sanctioned, i.e., not more than 100% of HBA previously sanctioned subject to certain conditions.	38/98
		Railway Board have issued further clarification on their letter dated 23-1-98 (S.C. No. 38/98) regarding enhancement of HBA in past cases that sanctioned prior to 16-12-97.	62/98
		Railway Board have modified the conditions mentioned in para 1(C) of their letter dated 23-1-98 (SC No.38/98) and also advised that applications for enhancement of HBA be entertained for a further period of 6 months from 23-3-98 i.e. the date of issue of Ministry of Urban Affairs Office Memorandum.	125/98
		Enhancement of HBA is not admissible for the purpose of repayment of loans raised from non-Govt. sources /recognised financial institutions.	174/98
		Board have issued clarification that HBA already sanctioned to Govt. servant cannot be revised on account subsequent increase in the age of superannuation from 58 – 60 years .	257/98
		20% of the HBA sanctioned to employees for acquiring flats through Co-operative Group Housing Society may be released towards cost of the land on the demand of the Co-operative Housing Society, where payment is to be made to a statutory Development Authority/State Housing Body or State Government for allotment of land. Balance of 80% may be released on pro-rata basis consistent with the demand of the society.	274/98
		Disbursement of advance required partly for purchase of land and partly for construction of a new house -disbursement limit revised as under:  <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <div></div> <div><u>Existing</u></div> <div><u>Revised</u></div> </div> <div style="margin-left: 40px;">           i) advance required partly for purchase of land &amp; partly for construction of new single storeyed house.      20%      40%            ii) advance required partly for purchase of land &amp; partly for construction of double storeyed house      15%      30%         </div>	5/99
		HBA is admissible for Govt. servants in case of purchase of flats/house from private parties which include registered builders, architects, house building societies only & not	9/99

		private individuals.	
		HBA for purchase of house/flat under self financing scheme of development authorities etc, may be released in not more than 5 installments, the 5 <sup>th</sup> installment being not less than 10% of the HBA sanctioned, to be released only when the Govt. servant is asked to make full & final payment towards cost house/flat.	205/99
		HBA is admissible to Govt. employees to acquire house/flat under self financing scheme or outright purchase from a joint venture of Authorities/Board approved under HBA rules & Regd. Private builders subject to conditions.	218/99
	<b>1040 HONORARIUM</b>		
	1	Board have clarified that the rates of honorarium notified under their letter dated 14.9.89 (s.c.no.187/89) will also equally be applicable in the case of IRISSET/SC, IRICEE/PUNE, IRIMEEI/Jamalpur and IRIEEE/Nasik Road for delivering lectures & demonstrations to group 'C' staff of those institutions.	10/90
	2	Board have decided that the rates of honorarium prescribed in Board's letter dated 22.4.99 (S.C.No.73/88 ) will also be applied to group 'D' staff and despatch riders etc. appointed to work as drivers of other 4 wheeled vehicles or two and three wheeled vehicles	34/90
	3	A system of organising the short term courses beyond the scope of formal training set-ups for the field staff- as well as for the workshop staff of all departments in the place of their work may be introduced and the payment of honorarium to the lecturers thereof may be regulated in terms of Board's letter of 14-9-89 (s.c.no.187/89).	119/91
	4	Honorarium may be paid to railway servant appointed to act as an arbitrator to settle the disputes involving a department other than his own at the rate of Rs.80/- per day or Rs.40/-- per half-day subject to a maximum of Rs. 1200/- per case.	160/91
	5	Honorarium of Rs.100/- each may be paid to the two paper setters of each part of paper III viz., (1) General Finance Rules and (2) Establishment Rules and Procedure and at Rs.1-35.per part for evaluation of answer books of the two parts for promotion from & Group 'C' to Group 'B' on the basis of selection through LDCE.	170/91
	6	Railway Board have revised the rates of remuneration to Supervisors, Invigilators, etc., engaged for RRB examinations.	4/92
	7	Board desire that proposals, particularly in respect of payment of honorarium to cashiers, should be submitted in accordance with the instructions issued vide their letter dt.2.9.91 (S.C.No.99/91) in the prescribed proforma, along with the additional information called for .	26/92
	8	The portion appearing within brackets in col.5 of the Annexure to Board's letter dated 13-12-91(S.C.No.4/92) against items 1 and 2 viz. Co-ordinating supervisor and supervisor and reading as "(for a minimum of- 2 days)" has been deleted.	63/92
	9	Corrigendum to Board's letter dated 6/10-3-1992	76/92

		(S.C.No.63/92) issued.	
	10	The scheme of 90% reimbursement of membership/subscription fees to officers of JA rank and above for becoming of- one national or one international institution / society has been extended till further orders.	77/92
	11	Officers in Sr. scale should also be permitted to become member of- one national or one international institution/ society and should be reimbursed with 90% of membership/ subscription fees.	17/93
	12	Board have incorporated certain instructions at the end of Annexure 'B' of- their letter dated 29.4.1988 (Gaz S.C.No.31).	37/93
	13	Assistant supervisors and invigilators may be paid 40% of the prescribed rate of honorarium as extra remuneration for RRB pre-examination work assigned to such staff.	38/93
	14	Jr.scale officers as well as the Sr. supervisors in Gr. Rs. 2000--3200 (RSRP)& Rs. 2375-3500 (RSRP) may also be permitted to become member of one national or international institution/society and should be reimbursed with 90% of membership/subscription fees.	87/93
	15	The existing provision in column 2 of item no.5 of the Annexure to Board's letter dated 13-12-91 (S.C.No.4/92) against the category of group 'D' staff / daily wagers is substituted.	113/93
	16	Honorarium to visiting dignitaries, lecturers at Railway Staff College, Vadodara and other institutions, revised.	21/94
	17	Honorarium to part-time Hindi librarians has been raised from Rs. 80/- to Rs. 130/- per month.	6/95
	18	Indian Medical Association has been included in the Annexure 'A' to board's letter dated 29.4.88 (gazetted S.C.No.31 dated 20.3.89) (officers of JA rank and above should be permitted to become members of IMA - they should be reimbursed 90% of membership fees).	22/95
	19	Enhancement in the rate of honorarium of part-time Hindi Librarians from Rs.80/- to Rs.130/- p.m. communicated in board's letter dated 14.11.94 is effective from 1.10.94.	36/95
	20	Dental surgeons engaged on part-time basis in the railway hospitals / health units etc. attending on all working days shall be paid honorarium -@ Rs.1500/- p.m. and those attending on alternate days should be paid @ Rs.900/- p.m. (effective from 1.4.95).	80/95
	21	Rates of honorarium payable to Nucleus Cipher Operators are revised.	86/95
	22	Rates of honorarium to the Stenographers and the peons engaged by the Officers Associations for work connected with PREM revised (effective from 26.6.95) as under:-  Each Officer's Association } Rs. 700 p.m. for Steno & (Cl. I ) at Zonal level } Rs. 300 for peon  Federation of Rly. Officer's } Association } -do-	141/95
	24	"Institute of Rolling Stock Engineers" has been included in the Annexure - 'A' to Board's letter dated 29-4-1988 (Gaz S.C.No.31) - offices of JA rank and above should be permitted to become members of IRSE - they should be reimbursed 90% of membership fees)".	12/96

25	Board have issued revised rates of honorarium payable to Professors / Academicians/ Outsiders / Railway Officers in connection with setting of question papers, evaluation of answer sheets, transcription of stenographers test and typescript for typing test conducted by RRBs.	34/96
26	Rates of honorarium for delivering lectures to non-gazetted staff at Zonal Training Schools / Centres revised.	66/96
27	Honorarium for articles published in the Indian Railway Technical Bulletin (other than first, second, and third position articles) is raised from present rate of Rs.100/- to Rs.150/- per article; to Rs. 200 to Rs. 300/- per article.	121/96
	Enhancement of honorarium to IOs and POs in DAR cases against NG staff arising out of vigilance investigations.	134/96
	Enhancement of honorarium to POs to 750/- for inquiry relating to first charged official and 200/- for each additional charged official arising out of vigilance/CBI investigations in the case of Gaz officers. .	138/96
28	Enhancement of honorarium for supervisors / invigilators by engaged RRB for conduct of examinations .	28/97
29	Group B officers of railways and Railway Board are permitted to become member of one national and international institution/ society and should be reimbursed with 90% membership/ subscription fees. GMs may grant permission to officers to become a member of international institutions .	79/97
30	Railway officers / supervisory officials who are not on the rolls of ZTS / centres may be granted honorarium of Rs.100/- per day for lectures of 1 hr.45 mts. duration subject to a maximum of Rs. 300/- per week.	148/97
31	Revised rates of honorarium for delivering lectures for training of accounts staff are circulated. This will be effective from 18-6--97	158/97
32	The name of American Society of Non-destructive Testing Inc. ( ASNT) is incorporated in the (Annexure 'B' recommendation 67 of Railway Accident Enquiry Committee.Railway officials are entitled to 90% reimbursement of annual membership fee towards (ASNT).	197/97
33	(A) Rates of honorarium paid to retired Railway officers/staff invited to deliver lectures to staff of Personnel Branch has been revised from Rs.30/- per day to Rs.100 per day subject to a maximum of Rs.300/- per week for minimum two lectures of 45 minutes each per day (b) The present age limit has also been raised from 60 to 65 years	77/98
34	The amount of honorarium given to clerks who in addition to their normal duties also look after the work of meetings of OLIC has been revised from 60/- per month to 150/- per month	85/98
35	Honorarium is admissible to retired Railway officials invited to ZTC/ZTS for delivering lecture on rules and safety matters.	224/98

	36	Serving stenographers/typists assisting the Inquiry Officer in the departmental Inquiry against non-Gazetted officers are eligible for honorarium of Rs.400 per Inquiry report.	276/98
	37	With reference instructions circulated vide S.C. No. 276/98, it is now clarified that honorarium is not admissible to the Stenographer attached to the regular Inquiry Officer/Asst. Inquiry Officer.	293/98
		The Indian Rly. Institute of Logistics & Materials Management has been included in the list of recognised Institute for 90% reimbursement of annual membership fee.	52/99
		Reimbursement of membership/subscription fee to the extent of 90% in respect of individual requests from JAG Officers and above to a maximum of five National/International Institutes/societies will be allowed with the approval of Board.	101/99
		The rate of honorarium for lecture of one hour to Rly. Doctors & other Rly. Officers who are invited to deliver Lectures in refresher courses to Doctors has been raised from 10/- to 100/- per lecture.	167/99
		The procedure for payment of remuneration in cases where inquiry is conducted by retd. SAG/Selection grade officers either against Gaz. Staff or a combination of Gaz. Officers & NG staff in composite cases, outlined.	234/99
		The rates of honorarium payable for delivery of lectures for training courses /workshops for Vigilance officers and Inspectors organised by Vigilance Directorate or Zonal Vigilance with the approval of Vigilance Directorate, revised w.e.f. 1-9-99.	255/99
		The rates of honorarium for Inquiry Officer and his Assisting officials in cases involving Departmental Inquiry arising out of Vigilance Investigations, have been revised	280/99
	<b>1041</b>	<b>H.O.E.R.</b>	
	1	Guidelines on drawing up duty hours of sweepers / safaiwalas, hamals and bhisties working in the administrative offices are issued by the railway board.	50/90
	2	Board desire that the following instructions may be reiterated among all the railway staff and its compliance be ensured. (i) No essential staff whether on 'Off' duty or on weekly rest or on leave, should leave their head quarters/stations without the permission of- the immediate superiors. Staff connected with the working of trains are liable to be called on duty at any time and, therefore, before leaving their houses, they should leave instructions behind as to where they may be found in the event of necessity. (ii) The grant of periodic rest does not include permission to leave station. Such permission must be applied for in the usual manner and will be subject to such restrictions as are considered necessary in the interest of	10/91

		work by the immediate superior.	
	3	Board have instructed to determine the classification of Stationary Pump Attendants where automatic pumps have been introduced by conducting job analysis and that no credit should be given for their more presence in the pump house, as the period of sustained attention is bound to be reduced.	120/91
	4	Classification of section controllers job analysis - intensive classification is to be recommended, if only the total period of- strenuous work, aggregates to more than 18 hours in a cycle of 24 hours or there is no period of inaction/rest and relaxation - period of light duty not to be counted towards strenuous works.	127/96
	5	Employing staff on continuous night duties to be avoided. They may alternate with those working in the day shift. If not possible they should be transferred after a spell of one of two years. Running staff should not be booked for 6 nights continuously. Non running should at least be given one break in continuous night duties in 10 days in addition to weekly rest.	154/97

#### **1042 INSURANCE**

	1	The Board have given instructions to paste form no.13 in the service book of government employees who are admitted to the CGIS scheme 1980.	72/90
	2	The Board have issued revised table of benefits of CGIS for the members who have opted to continue in the old scheme.	143/90
	3	Corrigendum to revised table of benefits of CGIS for those members, who have opted to continue in the old scheme issued.	12/91
	4	Board have circulated the tables of benefits in the savings fund of CGEGIS for the years 1993, 1994 and 1995.	175/92
	5	Board have made correction against the subject and also in the statement of XIV year of cessation of Membership - 1995 against September 1987.	21/93
	6	Board have made correction in the table XIV year of cessation of membership - 1995 January 1995 the figure "1228" shall be read as 1128" against the year of entry 1987.	53/93
	7	Board have circulated the tables of benefits in the savings fund of CGEGIS for the years 1996, 1997 and 1998.	37/96
	8	Amendment to the Deposit Linked Insurance Scheme on balance of credit of subscriber, is circulated .	279/98

#### **1043 INCENTIVE AND AWARDS**

	1	Board have reviewed the present scheme of rewards / awards to Railway staff for accident free service and decided that instead of an award at six stages of the career of an employee as at present, the periodicity of the award may be reduced to three stages, as indicated.	9/90
	2	Para 2(ix) of Board's letter dated 5-7-95 has been	107/96

		amended as "officers who avail of the incentive should remain in service for a period of at least 3 years after acquiring higher qualifications".	
	3	Incentive to accounts staff qualified in Appendix III examination. In cases where recovery of excess payment from settlement dues of employees who retired upto 31-10-90 has been waived off, pension will have to be calculated on the basis of average pay actually drawn by the staff during the last 10 months of service irrespective of the fact that they had drawn higher rate than they were entitled to.	76/98
		The amount of incentive allowance to Stenographers & Typists for doing their work in Hindi in addition to English has been enhanced to Rs. 120/- and Rs. 80/- Per month respectively, effective from 1-8-97	30/99
		Board have issued revised hourly rates of incentive bonus to staff in workshops and Pus wef 1-9-99.	163/99
		Board have issued corrections regarding hourly rate of incentive bonus	201/99
		Instructions regarding hourly rates of incentive bonus, issued.	228/99
	<b>1044 INCREMENTS</b>		
	1	Board have decided that the technical non-gazetted staff who acquire BE / B.Tech degree directly, may be granted six advance increments as there are no two stages in BE/ B.Tech. examinations.	38/90
	3	The Board have clarified the position regarding the grant of advance increments to stenographers for acquiring higher speed after 1.1.86 in the revised scales have to be treated as a separate element in addition to the pay but will not form part of- the scale of pay.	52/90
	4	Board have decided that qualification pay at Rs.40/- p.m. and Rs.70/- p.m. for passing Appendix III A exam may also be allowed to accounts clerks w. e. f. 1. 1. 86 in addition to other categories of staff mentioned in their letter of 22.9.89 (S.C.No.193/89).	91/90
	5	The Board have issued clarification regarding grant of adhoc increment to employees stagnating at the maximum of their pay scale.	115/90
	6	The Board have clarified regarding grant of advance increments to stenographers in subordinate offices for acquiring higher speed in shorthand.	130/90
	7	The Board have issued clarification regarding grant of option to railway employees from the date they become entitled to stagnation increment in the pre-revised scale.	131/90
	8	The Board have issued clarification regarding grant of adhoc increments to employees stagnating at the maximum of their pay scale. These orders will effect from 1. 1. 86.	132/90
	9	Training period undergone by a government servant whether on remuneration of stipend or otherwise, may be treated as 'duty' for the purpose of drawing increments w.e.f. 1-10-90.	31/91
	10	The benefit of incentive on acquiring higher qualifications to staff of Stores And Personnel Department come into force from 14.2.1990 i.e. the date of issue of Board's letter.	69/91

	11	Stenos and Typists of Stores/Personnel Department may be considered for incentives for acquiring higher qualifications only after they are promoted as ACOS or APO within the ambit of the existing orders regarding admissibility of such incentives to group 'B' Officers.	111/91
	12	The training period before 1.10.1990 and the repeat course without stipend will not count for the purpose of increments.	125/91
	13	Railway servants who have undergone training on or after 1.1.86 may be allowed the benefit of counting such period on duty for the purpose of drawing increments and the benefit of counting period for pay will be admissible on notional basis from 1.1.86 and on actual basis from 1.10.1990.	86/92
	14	Board have clarified that granting of increment from the stage of Rs.350/- after crossing efficiency bar may be raised to Rs.380/- in scale Rs.330-560 given to primary school teachers.	129/92
	15	Board have clarified that incentives for acquiring higher qualifications by a group 'B' officer who has been promoted to senior scale on adhoc basis would be eligible for incentives in terms of- para 3(e) of- their letter dated 4-5-90 (Gaz. Serial No.19/90)	164/92
	16	Grant of increments in cases of staff who have been curtailed period of training should be only on expiry of the full period of training prescribed for the category.	13/93
	17	Board have advised that the provisions of para 3 of Board's letter of even number dated 3-8-87 stands withdrawn w.e.f.30-8-93.	19/93
	19	Ministry of Finance have given clarification regarding grant of ad-hoc increment 'to employees stagnating at the maximum of their scales of- pay i.e. in group "C" Rs2375-3500, group 'B' Rs.2000-3500.	101/93
	20	The provision contained in para 3 of board's letter dated 3-8-87 (S.C.No.148/97) i.e., Employees against whom disciplinary proceedings are pending will have to await the result of pending disciplinary proceedings before being considered for grant of stagnation increment is withdrawn and the stagnation increment allowed in the same manner as annual increment.	103/93
	21	Stagnation increment shall be taken into account for fixation of pay on promotion to the higher post w.e.f. 30.9.93.	122/93
	22	Board have clarified that.-- 1) intermediate apprentice mechanics are also eligible to get the benefit of training period for the purpose of drawing increments, after successful completion of their training and absorption in working post as chargeman 'B'. 2) railway servants whose training period started before 1.1.86 but was completed after 1.1.86, will count for the purpose of increments on notional basis upto 30.9.90 and on actual basis thereafter.	8/94
	23	The instructions contained in Board's letter dated 14.2.90 (Serial Circular No.38/90) should be given effect from 29.5.1989).	30/94
	24	Staff belonging to apprentice categories e.g. Traffic Apprentices, Commercial Apprentices etc. are also eligible	66/94



		'to have the benefit of training period counted for the purpose of drawal of increments and fixation of pay on absorption in working posts as in the manner envisaged in S.C.No.31/91 & 86/92.	
	25	Board have decided that the railway servants promoted prior to 30.09.93 will have an option to get their pay refixed from 30.9.93 after taking into account the stagnation increment.	72/94
	26	Railway school teachers are also eligible for grant of stagnation increment in accordance with the instructions contained in Board's letter dated 3.8.87 (S.C.No.148/87) and Board's letter dated 30.9.93 (S.C.No.103/93).	27/95
	27	Charge allowance wherever admissible would be granted over and above the stagnation increment subject to the condition that the pay plus stagnation increment plus charge allowance should not exceed the amount that would be admissible on normal fixation on promotion to the higher scale.	95/95
	28	The scheme of grant of incentive increment on acquiring higher qualification, to group 'B' railway officers and group 'B' officers of RBSS is discontinued. A one time lumpsum incentive is to be granted as indicated in the board's letter. A new scheme will be effective from 3.7.95.	107/95
	29	The figure shown against item no.7 under column 4 of- Board's letter dated 8.6.95 (S.C.No.95/95) may be read as Rs.5000/- instead of Rs.4850	115/95
	30	Incentive increment allowed on account of adopting small family norms to a government employee is not transferable from one spouse to another under any circumstance whatsoever .	135/95
	31	The scheme of grant of incentive increments on acquiring higher qualifications to group 'C' railway servants is discontinued. A one time lumpsum incentive is to be granted as indicated in Board's letter (effective from 2-1-96)	35/96
	32	Incentives for acquiring higher qualifications - group 'C' employees who passed part-II /B/ final examination are eligible to draw lumpsum award under revised scheme of 1995 provided they had not availed incentives under pre-revised scheme - this provision applies also to group 'C' employees qualified in part—II / B/ final exam prior to revised scheme of 1995, now group 'B' services.	82/96
	33	Serial circular no.8/94 issued on the subject of- drawal of increments of non-gazetted staff may be treated as Supplementary Circular No.2 To Master Circular No.46.	144/96
	34	Railway servants promoted after 30-9-93 (ie. the date from which stagnation increment has been allowed to be reckoned for fixation of pay on promotion) and upto 9-2-95 be extended the benefit of option under saving clause of FR 22 I (a)(1) within 3 months from the date of issue of the Board's letter dated 24-2-97.	47/97
	35	Board have issued corrigendum to their letter dated 5-7-97 (SC No. 107/95)that group B officers who acquired higher qualification prior to 5-7-95 are governed by earlier increment based incentive scheme and those who acquire the qualification on or after 5-7-95 are governed by one	159/97

		time lumpsum payment incentive scheme. Those who have already drawn incentives in the form of increments may continue to draw the increments.	
	36	Employees who acquired the specific higher qualification prior to 2-1-96 but not availed the incentive in the shape of increments under the earlier incentive may now be allowed to draw the incentives in the shape of advance increment subject to refund of lumpsum incentive, if availed.	177/97
	37	The time limit for exercising option under FR 22(1) a(1) in cases of employees drawing stagnation increments and promoted between 30-9-'93 to 9-2-95 and drawing stagnation increments has been extended upto 31-12-97.	191/97
	38	Correction to RBE S.No communicated under 191/97 to be read as 152a /97, instead of 152/97.	224/97
	39	Railway Board have issued instructions for grant of additional increment to all those employees stagnating at maximum of their pay scale for more than 1 year as on 1-1-96 and in receipt of stagnation increment (s)	1/98
		Item No.7 of Annexure A of Board's letter circulated under S.C. No. 95/95 read with corrigendum circulated under S.C. No.115/95, is circulated	69/98
	40	Railway Board have issued clarifications regarding the date of next increment in cases where pay has been fixed under various provisions of Railway Services (Revised Pay) Rules, 1997	94/98
		Board have issued instructions for grant of adhoc increment to employees stagnating at the maximum of their scale of pay in the V CPC. The first stagnating increment will be effective from 1-1-98.	236/98
		Clarifications on grant of DA on the three additional increments granted to stock verifiers on qualifying the Appendix IV A Exam, issued	165/99

#### **1046 LEAVE RULES**

	1	Board have decided that in cases where the LAP at credit as on 1st January/1st July is 240 days or less but more than 225 days, credit of LAP for 15 days may be kept separately and first adjusted against any LAP that the railway servant may take during the ensuing half year and the balance, if any, credited to the LAP account at the close of the half year subject to the ceiling of 240 days (effective from 1-1-90)	32/90
	3	Board have clarified that leave encashment is payable on the basis of basic pay, special pay/ personal pay, appropriate dearness allowance and no other allowance of any type shall be taken into account for calculating the leave encashment.	69/90
	5	Board have clarified that extra-ordinary leave taken without production of medical certificate, in continuation of maternity leave, will not count for qualifying service for pension and increments.	98/90

6	Board have increased the limit of study leave combined with other kinds of leave with leave salary excluding extra-ordinary leave from 28 months to 36 months to railway employees undergoing course of study leading to the award of Ph.D. degree provided the study as well as the university/ institution are approved by the controlling authority and subject to fulfilment of various conditions regarding grant of study leave.	161/90
7	Board have decided not to grant any general relaxation on the extant provisions of hospital leave, as incorporated in rule 554-R-I (1985 edition). However, individual cases, meriting sanction of Hospital leave beyond a period of 120 days on leave salary equal to salary while on LAP, may be referred to Board with the personal approval of General Manager for relaxation of the rule on case to case basis.	131/91
9	General managers are empowered to relax the provisions of rule 554-R I, 1985 edition in individual cases, meriting sanction of hospital leave, beyond a period of 120 days on leave salary equal to leave salary while on leave on average pay with the concurrence of FA&CAO.	169/91
10	Simplification of rules and procedures relating to leave rules - chapter V of Indian Railway Establishment Code, Vol. I.	22/92
11	Simplification of rules and procedures relating to Leave rules - chapter-V of- Indian Railway Establishment Code Volume-I 1985 edition.	45/92
12	Study leave abroad should not be granted to junior and senior scale group 'A' officers (including IRMs), and no such cases should be recommended to board for sanction.	95/92
13	Rule 1707 of the IREC Vol. II (1987 edition) regarding drawal of HRA & CCA during leave amended as in the ACS no.19 (effective from 2-5-91) Rule 1707 - in rule 1707(i), 1707(ii), 1707(iii) and note 1 below rule 1707(iii) substitute the figure 180 days' in place of the existing figure 4 months/ 120 days.	113/92
14	LAP / EOL for the Purpose of study abroad should not normally be granted to the railway group 'A' officers working in junior scale or senior scale and in exceptional cases where grant of such leave for study purpose abroad is unavoidable in the larger interests of the railways, the matter should be referred to the board for their decision.	133/92
15	Board have clarified that, the restrictions imposed vide their letter dated 25.6.92 (s.c.no.95/92) regarding not granting study leave abroad to junior and senior scale group 'A' officers (including IRMs) will equally apply to extraordinary leave for study abroad.	152/92
16	Instructions regarding grant of hospital leave provisions under rule 554-R I 1985 edition issued.	7/93
17	Cases where maternity leave had been granted to female temporary employees as well as casual labour with temporary status by the railways prior to issue of board's letter dated 25.6.91 (S.C. No. 101/91) need not be re-opened and no recoveries need be made on this account.	25/93
18	Board have decided that w.e.f. 14.7.82, the entire leave on half average pay (LHAP) at the credit of railway servants who retire on superannuation shall be allowed to be encashed subject to the condition that pension and	57/93

		pension equivalent of other retirement benefits shall be deducted from the amount payable as cash equivalent as provided in rule 550-b(1) of IREC, Vol.1, 1985 edition.	
	19	Heads of non-divisional units, such as workshops, stores depots, zonal training centres, etc. In the junior administrative grade/selection grade are also empowered to sanction hospital leave beyond a period of 120 days in relaxation of the provision of rule 554-R-I 1985 edition in individual cases meriting sanction of hospital leave beyond a period of- 120 days on leave salary equal- to leave salary while on leave on average pay.	79/93
	20	i') there is no limit to the total number of LHAP that can be encashed on superannuation. (ii) if a railway servant as already availed of LAP encashment upto 240 days for which DA would have been taken in to account, he will not be entitled to DA on encashment- of LHAP.	106/93
	21	Deputation (duty) allowance, if actually drawn at the time of retirement, will be taken into account for Calculation of cash equivalent of LAP at the credit of the railway servant at the time of retirement.	19/94
	22	Board have clarified that leave encashment is applicable to the employees covered by Railway Services (Liberalised) Leave Rules, 1949 irrespective of whether they are covered by pension scheme or contributory SRPF scheme.	51/94
	23	The total period of maternity leave on account of- miscarriage / abortion is restricted to 45 days in the entire career of a female railway servant – M.L granted in the past not to be taken into account.	79/94
	24	Cases of grant of study leave outside India for super—specialisation in subjects or courses leading to Ph.D which are advantageous to the railways, can be processed and sanction issued with the personal approval of General Managers of Zonal Railways subject to the restriction envisaged in the study leave rules contained in Appendix V of IREC Vol.I (1985 edition).	115/94
	25	If a railway servant has already availed of full LAP encashment upto 240 days for which DA would have been taken into account, he is not entitled to DA on encashment of LHAP overpayments involved in wrong calculation of encashment of LHAP is recoverable from employees.	7/95
		The benefit of encashment of LHAP to the railway employees on superannuation has been extended to cases of death of railway employees while in service etc., on or after 14-7-82. For the purpose of calculating the deduction in respect of those who die while in service, the family pension & PEDG may be taken into account in place of pension & PEG.	
	26	For payment of encashment of leave on half average pay to railway employees retiring under the contributory SRPF scheme, the formula to be used is PEG = <u>special contribution to PF(Instead of gratuity)</u> Commutation factor x 12	27/96
	27	Board have decided that cases of railway servants injured on duty during the period from 1985 to 14-1-93 where hospital leave was not granted beyond 120 days on full	106/96

		average pay be reviewed.	
	28	The procedure to be adopted in regard to maintenance of leave account w.e.f- 1-1-97 have been communicated	16/97
	29	Total period of ML on account of miscarriage / abortion has been restricted to 45 days in the entire career of a female railway servant.	92/97
	30	Cases requiring regularisation of the period of unauthorised absence involving sanction from Board should be processed expeditiously.	185/97
	31	Consequent on implementation of the V CPC recommendations, the existing ceiling on accumulation of LAP is enhanced from 240 days to 300 days w.e.f 1--7-97.	189/97
	32	Board have issued applicability conditions for accumulation and encashment of 300 days unutilised LAP from 1-7-97.	190/97
	33	The existing ceiling limit of 90 days maternity leave is enhanced to 135 days w.e.f 7-10-97 and introduced PL of 15 days during confinement of his wife, to a male railway servant (including an Apprentice, with less than 2 surviving children) .	192/97
	35	24 months of study leave plus 12 months of other kind of leave with leave salary ( total 36 Months) may be granted to the railway doctor pursuing PG course in medicine w.e.f-academic year 1993. Back ref: 161/90 Appendix 5(2) R-I	194/97
	36	Corrigendum to SC No. 189/97- substitution of Rule 523 (1 ) (b) R-I	219/97
	37	Board issued corrigendum to para 3 of letter circulated under S.C. NO.192/97)	95/98
		Board have issued clarification regarding calculation of LAP for encashment on termination of re-employment from 240 to 300 days effective from 1-7-97.	291/98
		Grant of paternity leave to temporary status casual labour from 1-4-98 issued .	133/99
		Board have decided that in cases where the LAP at credit as on first Jan. and first July is less than 300 days or more than 285 days – the 15 days of credit of LAP may be kept separately and adjusted against leave availed in the ensuing half year- balance at the close of half year subject to ceiling of 300 days .	183/99
		Board have issued certain clarifications regarding enhancement of the period of maternity leave and grant of paternity leave.	287/99
		ML is admissible (i) in the cases of still born child and (ii) where female RS is married to a widower having children subject to her having less than 2 surviving children.	293/99
	<b>1048 MEDICAL ATTENDANCE RULES</b>		
	1	Cancer patients when admitted in railway hospitals for treatment may be supplied free diet provided that the concerned employee is drawing basic pay not exceeding Rs.1350/- (effective from 1.7.92).	114/92
	2	Homeopathic doctors or Ayurvedic doctors appointed under	106/94

		the aegis of SBF are not authorised to issue medical certificates to the railway employees.	
	3	Board have decided to provide only outdoor medical treatment facilities to the family members of quasi-railway organisations such as Consumer Co-Operative Societies, SBF Committees, Railway Institutes, Railway Officers' Club And Station Committees, free of cost in railway hospitals and health units.	79/95
	4	The benefit of concessional rates charged @ 40% of- the scheduled charges fixed for outsiders, to the married daughters of railway employees for first two confinement in railway hospitals is extended to cases of consultation / investigation during anti-natal and post-natal period.	123/95
	7	Licensed shoe shine boys working at Railway stations will be extended out-patient medical facilities for self only, subject to certain conditions	205/98

#### **1049 MEDICAL FACILITIES TO RETIRED RAILWAY EMPLOYEES**

	3	While extending the date of option for joining RELHS till 31.8.90, Board have prescribed proforma to be included in the list of documents, to be submitted by the retiring employee at least three months before the date of superannuation.	104/90
	4	Board have extended the date of option for joining/switching over to RELHS by the retired railway employees upto 31.3.1991. They have clarified that serving railway employees can exercise their option any time till three months before the date of their superannuation.	9/91
	5	Board have extended the date of option for joining/switching over to RELHS by the retired railway employees upto 31.12.91.	102/91
	6	Board have considered the question of extending the retired employees liberalised health scheme to those railway employees who quit service by resignation / voluntary retirement to join RITES or any other Public Undertaking and decided that the new employer would reimburse to the railways an actual bill based on the extant rates for non-railway persons.	175/91
	7	Board have extended the date of option for joining /switching over to RELHS by the retired railway employees upto 31.12.1992.	79/92
	8	Board have extended the date of option for joining/switching over to RELHS by the retired railway employees upto 31.12.93.	64/93
	9	Board have extended the date of options joining/switching over to RELHS by the retired railway employees upto 31-12-94	44/94
	10	Names of those dependent children who have been allowed to be included in the family composition at later stage for the issue of post retirement passes may also be included in the medical identity cards under RELHS only.	54/94

	11	Duplicate RELHS medical identity card may be issued to retired railway employees in the event of loss of original medical card only in very exceptional circumstances and on receipt of an application from employee concerned along with a copy of FIR lodged with police about the loss of card with a penalty of- Rs.25/-.	83/94
	12	Railway employees who retired by 28-9-88 may be allowed to join the new scheme of RELHS by paying the specified amount whether or not they were the members of railway employees contributory health scheme.	88/94
	13	Tata Memorial Centre, Bombay is to be treated on the same footing as AIIMS/New Delhi and PGI / Chandigarh (both autonomous institutions) and RELHS beneficiaries suffering from cancer may be referred there and may be allowed 50% reimbursement of the medical expenses of reimbursable items.	105/94.
	14	The last date for exercising option and switching over to RELHS by the retired employees is extended upto 31.12.95.	41/95
	15	Medical expenses incurred by a retired railway employee and his spouse for treatment involving an operation of cancer, heart surgery, a renal failure shall be reimbursed fully. The ceiling limit of- Rs.1,00,000/- per person and Rs.2,00,000/- (on overall, for reimbursement is prescribed. The limit of Rs.1,00,000/- is applicable for one operation only and also once in life time.	103/95
		The medical expenses spent by retired employee for operation of cancer etc. for himself and / or his / her spouse may be reimbursed as specified in board's circular dated 6.7.95 (S.C.No.103/95) when the cases have been referred to recognised specialised hospitals or G.M.C..hospital.s or government hospitals on recommendation of MD and specialist consultant with the approval of CMD	133/95
	16	Board have delegated the powers to GMs / CMDs to reimburse 50% of the total cost of C.T. Scan and MRI carried out in non-government laboratories undertaken for the RELHS beneficiaries provided the same are done with the prior approval of the CMD / MD / CMs - the monetary ceiling of total cost stipulated for serving employees ( viz., CTS Rs. 2500/- & MRI Rs. 3000/-) will also apply.	73/96
		The last date for exercising option for switching over to RELHS by the retired employees is extended upto 30-9-96.	85/96
	17	Retired employees who pay the full balance amount under RRECHS since the date of their superannuation, in addition to their last month's basic pay may be allowed to join RELHS.	57/97
	18	The dependent children of RELHS beneficiaries may be supplied implants like heart valve, pace maker, ortho implants etc. at 10% concessional charges in those hospitals only where the facility for the same is routinely available.	66/97
	19	RELHS has been further liberalised. They will be provided with full medical facilities as admissible to serving employees .All retiring employees are to give option atleast 3 months prior to their date of retirement. Already retired /surviving spouses of deceased retirees who are not members of RELHS may join RELHS '97 by paying arrears due under contributory health scheme plus basic pay last drawn equivalent of it in V PC scales, last date to join the scheme is	195/97

		31-1-98.	
	20	Retired employees of Railway Board Secretariat Services who have deposited their last salary for joining RELHS on their superannuation are to be treated as exceptional cases and allowed to join RELHS/RELLHS-97.	217/97
	21	Reimbursement claims is to be examined carefully and recommendations made for items (as per para 633, 636,641, 661 and Annexure VII and VIII of IRMM, 1981 Ed) to be sent with proper justification to Board.	28/98
	22	Grant of fixed medical allowance @ Rs. 100/- p.m. to pensioners/family pensioners residing outside the city/ town/ municipality limit of places where a Rly. Hospital / Health unit /Lockup dispensary is situated.	112/99
	23	RRECHS to continue upto 31-12-99 (ii) Rate of contribution, mode of joining & benefits under RELHS '97 have been modified (iii) Post 1-1-96 retirees who have not yet joined RELHS'97 can join upto 31-12-99.	120/99
	24	Implementation of Govt.'s decision on the recommendations of the V CPC- Grant of fixed medical allowance @ Rs.100 p.m. to Rly. Pensioners/family pensioners residing in areas not covered under CGHS.	134/99
	25	Procedure for forwarding proposals for medical reimbursement to Railway Board , is outlined.	275/99
	26	Board have deleted the list of lock up dispensaries mentioned in Board's letter 21-4-99 ( SC No. 112/99) Pensioners residing in areas where health units are not available are entitled to medical allowance.	312/99
	27	The rates of monthly contribution towards RRECHS has been revised and validity extended indefinitely. No new members will be allowed to join RRECHS.	329/99



S.NO		SUBJECT IN BRIEF	S.C.NO.
		<b>1050 – MEDICAL EXAMINATION RULES</b>	
	-	The group 'C' employees qualifying in the selections for promotion to Group 'B' posts, but not passing the Prescribed medical standard should not be promoted to Group 'B' even on adhoc basis. (b)The names of the candidates who do not pass the prescribed medical standard should not be included in the panel.	6/92
	-	Board have revised the medical examination fees to be realised/collected in the case of pre-recruitment Medical examination of candidates.	135/92
		Board have decided that periodical medical examination of employees should invariably be completed in 3 days and if a railway doctor is not able to come to a conclusion within a period of 3 days the entire period required for conclusion of the PME should be treated as duty, subject to the conditions stipulated therein.	155/92
		Board have decided that medical examination fee for the purpose of commutation of pension may not be charged from the retired railway employees covered under RELHS or RRECHS.	167/92
		Board have clarified that the instructions circulated In their letter dated 29-1-83 are in supersession of their letter dated 3-7-89 and the medical standards prescribed in board's letter dated 29-1-1993 are applicable to all drivers, irrespective of the fact whether they are working on Mail, Express or high speed trains.	102/94
		Revised procedure for dealing with the cases of Railway servants for medical invalidation are issued.	67/95
		Inspectorate staff such as Loco Inspectors, TIs, Driving Loco Inspectors, SIs and PWIs should be sent for their PME as per the norms laid down in Medical Manual and the records of the status of medical Examination of all the Inspectors kept with the concerned branches and central office which will be subjected to the checks by the Railway Board Safety Team during their inspections to the Divisional/Zonal Headquarters.	74/95
		Board have decided that employees who are being promoted from non-gazetted to gazetted post falling under the categories as listed in IRMM-81 para 531(a) will be subjected to medical examination.	104/96
		Revised procedure for medical invalidation Communicated. Invalidation of employees on medical grounds, Irrespective of their ages should be	13/97

		determined by Medical board consisting of 3 medical officers.	
		The medical examination for directly recruited candidates under A.II medical classification, should be conducted as per paras 512 & 524 of IRMM, 1981 Edn.	89/98
		<p>The levels of Medical officers for examination &amp; acceptance of recommendations for decategorisation communicated.</p> <p>period of 5 days either for the first time or for change</p> <p>of existing spectacles, on the merits of the case is</p> <p>delegated to GMs.</p>	119/99
		The power to consider cases for relaxation of the period of absence of a Rly. Employee beyond the stipulated period of 5 days either for first time or for change of existing spectacles, on the merits of each case, is now delegated to the GMs.	231/99
		<b>1051-1 APPRENTICES.</b>	
	-	Board have clarified that the semi skilled artisan staff reclassified as skilled without passing a trade test will be eligible to appear in the LDCE for selection as Inter Apprentices (Chargeman 'B') only, if they have put in a minimum of 3 years service in the skilled grade and have also passed one trade test for skilled grade in a cognate trade.	56/90
		Board have decided that in recruitment for filling in vacancies in Group D posts the Upper age limit will be relaxed in the case of candidates who are Course Completed Act Apprentices only to the extent of the period spent on apprenticeship.	58/90
		The rate of stipend/pay and allowances admissible to serving railway servants possessing same Qualifications as direct recruits, will be governed by the provision of rule 1315 (FR-22-b)-R-II (1987 Edition) during apprenticeship/ training.	107/91
		The term "Inter Apprentices" referred to in Board's letter of 8-7-91 has been defined as the serving	1/92

		Railway servant who are taken as departmental candidates against the quota earmarked for them and given in-service training before they are absorbed against the higher grade posts.	
		Amendment to Annexure-I to M.C.No. 8/90 on "Apprentices Act, 1961 and Training of Apprentices in Railway.	53/92
		Revised rates of stipend to the different categories of Apprentices, issued.	92/93
		"Book-binder as a designate trade for the purpose of Imparting training has been included in the list of Trades designated under the Apprentices Act, 1961.	51/95
	-	The training period (theoretical and practical) of the Apprentice Mechanic (DSL)/TXR/Apprentice Mechanic (W/shop) diploma holders, reduced from 2 years to 1 1/2 years.	7/96
		Conduct & discipline of Apprentices- para 11(7) and 11(8) of the Apprenticeship Rules, 1991 may be followed for payment of stipend to the Act Apprentices during the period of suspension.	48/96
		Cost of imparting training which is borne by Ministry of Labour is enhanced from Rs.20/- to Rs.30/- per month per apprentice undergoing basic/shop floor training in workshops under Apprentices Act, 1961	70/96
		Revised rates of stipend payable to the trade Apprentices engaged on the Indian Railway under the Apprentices Act, 1961, circulated (effective from 26.12.95).	71/96
	-	Course completed Act Apprentices trained on Railway establishment can also apply directly to the Railway administration in response to notifications for recruitment to Gr. D posts and such applications shall be considered along with others.	76/96
		Board have issued corrigendum to Board's letter dated 13-3-95 (serial circular No.51/95) with regard to item 34 (Book-Binder)	109/96
		Board have decided that the initial training period for The intermediate apprentice DSL, TXR and W/shops of Mechanical and Electrical departments and electrical supervisors recruited through RRB, be reduced from 2 years to 1 1/2 years without any change in probation. The training modules for	113/96

		Electrical Supervisors recruited through RRB and intermediate Apprentices of Electrical Department, circulated.	
		The advance correction slip No.43 & 44 to the IREM Vol.1 revised edition 1989 circulated under SC No.113/96 to be corrected as Advance Correction Slip No.22 & 23 respectively.	148/96
		Railway establishments undertaking the training of Apprentices under apprenticeship act 1961 should maintain a year to year record of successful candidates trade-wise.	5/97
		The rates of stipend payable to the Engg. Graduates, Diploma holder Apprentices etc., recruited under App. Act, 1961, have been revised w.e.f 1-8-96.	36/97
		Apprentices who started training before issue of Board's orders regarding reduction in the period of training, shall not lose seniority to those Apprentices who have undergone shorter training and join the working posts earlier though selected.	175/97
		The training period of Signal Insp. Gr.III and Telecom. Insp. Gr.III has been reduced from 24 months to 18 months.	15/98
		(I) The initial training for Sig. Insp. Gr. III and Telecom Insp. Gr.III and Chargeman B (Printing Presses ) recruited through RRB and the Inter Apprentices , has been reduced from 24 months to 18 months (ii) the reduced training period is applicable to batches whose training commences after 9-1-98	55/98
		Consequent upon the implementation of VCPC recommendations, Board have communicated revised rates of stipend to apprentices and trainees (non-gazetted) on Railways w.e.f. 1-1-98	143/98
		Rates of stipend to special class apprentices on Railways have been revised wef 1-1-98 after V CPC	197/98
		Board have issued corrigendum for revision of the rates of stipend to apprentices and trainees on Railways .	311/98
		Rates of stipend to apprentices and trainees on Railways have been revised consequent on revision in training period .	320/98
			74/99

		The Trade Apprentices engaged on Rlys. under the Apprentices Act 1961 should be paid stipend at revised rates wef 28-8-98. ii) The rates of stipend paid to the Apprentices under the category of Engg. Graduates/Diploma holders revised wef 12-10-98.	
		Notification revising the rates of stipend to the Apprentices under the category of Engg. Graduates/Diploma holders w.e.f. 12-10-98, is enclosed.	126/99
		For recruitment to Gr. D posts, a candidate who is a Course Completed Act Apprentice trained in the Rlys. establishment will be given preference over others where things are equal between two or more candidates.	207/99
	-	Consequent on the acceptance of the recommendations of the Central Apprenticeship Council and examination fee of Rs. 50/- is to be charged from Trade Apprentices appearing in All India Trade Test for the first attempt and Rs.75/- is to be charged for a subsequent attempt subject to certain conditions.	248/99
		Instructions that apprentices should be absorbed against a working post on a working day following the date of completion of the apprenticeship duly adjudging their suitability for absorption well in advance of expiry of the apprenticeship/training period, are reiterated.	279/99
		Information on the availability of course material for both Craftsmen Training And Apprenticeship Training Communicated.	306/99
		<b>1051-7 HOLIDAYS AND HOLIDAY HOMES</b>	
		Instructions regarding closure of Central Government offices and industrial establishments on the demise of high dignitaries, are reiterated.	81/95
		Staff in Central Govt. Offices located outside Delhi/New Delhi are entitled to 16 closed and 2 Restricted holidays for office staff and the Workshop staff are entitled for 15 paid holidays only. Staff in Open Line establishments are entitled to 12 closed	15/97

		holidays.	
	-	Consequent on implementation of V CPC's recommendations, it has been decided by Rly. Board that no holiday to be declared in future on the demise of any leader or dignitary except in the case of death of the President or Prime Minister in harness.	17/98
		<b>1051-8 INCOME TAX</b>	
		Amendment issued under Board's letter dated 28-7-92 (circulated under P(R)/356/III dt. 18-11-92) still holds good and kilometrage allowance payable to the Loco Insp. is exempted from Income Tax to the extent of 70% of such allowance upto the maximum of Rs. 3000/- per month provided that no TA/DA is admissible to the concerned employee.	10/96
		Income Tax on the additional pay and allowances and arrears payable as a result of implementation of revised pay scales should be calculated and deducted at source from all the Rly employees.	23/98
		Transport allowance should be treated as part of taxable income.	100/98
		Transport allowance equal to an amount not exceeding Rs.800 p.m. as per the entitlements is exempt from computation of income for the purpose of Income Tax w.e.f. 1-8-97.	164/98
		<b>1051-9 LEGAL ASSISTANCE AND COURT ATTACHMENTS</b>	
		Board have decided that in court cases involving policy issues or where the repercussions are heavy, handling the cases by the Rlys should not be left to the lower levels. One of the Chief Personnel Officers and the concerned HOD should get involved.	126/91
	-	Subject to certain conditions – Law Officers and Law Assistants may be permitted to enroll themselves as Advocates with the Bar Council of a state.	17/96
	-	Instructions to be followed in cases before the CAT/Courts in which Chairman/Secretary/Railway Board has been impleaded as one of the respondents	201/97

		are issued.	
		Clarification issued on the revised schedule of fee for Rly. Advocates in District/Sub-ordinate Courts.	230/98
	-	CAT/HYB have observed that the prescribed authority has to exercise discretionary powers to decide whether there is any justification to forward the petition submitted by a /Railway servant to the President.	300/99
	-	The CAT Madras Bench upheld the rule position that option once exercised for 100% commutation of pension on permanent absorption in PSUs/ABs is irrevocable.	302/99
		<b>1051-11 EX-GRATIA PAYMENT</b>	
		Revised rates of ex-gratia to SRPF (C) retirees and family members w.e.f. 1-11-97 communicated	20/98
	-	Based on the recommendations of the V CPC Board have communicated their decision for grant of ex-gratia payment @ Rs. 600/- p.m. and dearness relief @ 5% w.e.f. 1-11-97 to surviving SRPF(C) beneficiaries who retired between 1-4-57 to 31-12-85 subject to the condition that such persons should have rendered at least 20 years of continuous service prior to their superannuation. The ex-gratia payment is not admissible to those who were dismissed/removed /resigned from service.	44/98
		It has been clarified by Railway Board that SRPF[C] beneficiaries would be entitled to Dearness relief on ex-gratia payment as may be notified from time to time in future also but dearness relief should not be paid to them during the period of their employment ;/ re-employment under the Railways/Central/State Govt. or any body Corporate/Autonomous body / PSU belonging to the State/Central Govt.	63/98
		Board have issued clarification that ex-gratia is admissible only to those who had retired on superannuation subject to fulfillment of the condition that the superannuated SRPF (C) retiree should have rendered 20 years of continuous service prior to their retirement.	314/98
		The families of Central Government civilian employees who die in harness in the performance of their bonafide official duties under various circumstances shall be paid ex-gratia lumpsum compensation.	337/99
<b>1051-13 PAY SCALES AND DESIGNATIONS</b>			

		1. Board have substituted the clarification given against point no.7 of their letter dated 22.6.89 (S.C.No.27/89), according to which, the benefit of Fixation of pay in the senior grade will be given from the date following completion of 12 years of service in the basic grade and orders for the purpose would be issued only after DPC has approved the same.	12/90
		2. Board have substituted the clarification given against point No.5 of their letter dated 22.6.89 (S.C.No.127/89), according to which, for the purpose of reckoning 18 years service, the total service rendered upto 1.1.86 has to be taken into account with relevance to service in a particular grade only i.e. Primary Teacher, TGT etc. and not in equivalent grades.	43/90
		Board have conveyed their decision for adopting dual designations for sports, persons holding Group 'C' posts.	67/90
		Board have decided that all DSKs-III i.e., promotees including against direct recruitment quota as well as direct recruits, should be allotted the scale of Rs.1400-2300 w.e.f. 1.1.86.	78/90
		Board have clarified that those stenographers attached to junior administrative grade officers presently holding the scale of the Rs.1600-2660 will continue to hold the same on a personal basis and as soon as the present incumbents cease to hold these posts, these should be reviewed and brought on to the lower scale Rs.1400-2300.	81/90
		Board have issued clarifications on certain queries raised in regard to revision of pay scales of school teachers. They have decided to sanction teaching allowance of Rs.100/- p.m. w.e.f. 1.1.86 to Laboratory Assistants in Railway Schools.	87/90
		Board have raised the ceiling limit of honorarium to part-time teachers in railway schools, to Rs.250/- P.m. as against the existing limit of Rs.100/- p.m.	165/90
		Minimum service of two years for promotion to the post of stenographer in scale Rs. 2000-3200 will be required in scale Rs.1400-2600 and/or Rs.1600-2660, whenever the later grade is held on personal basis.	25/91
		The posts of stenographers attached to 25% of J.A. grade posts, excluding Medical Department, may be operated in the scale of Rs.1640-2900 (effective from 01.05.1991).	80/91



		Whenever instances of Material Checkers performing duties of material clerks come to notice, the entire issue should be examined thoroughly by the railways in consultation with FA&CAO. After such a review, GM may consider the proposal for upgradation of material checkers to material clerks, if they satisfy the criteria for such upgradations prevalent prior to the issue of Board's letter of 11.08.88 (S.C.No.174/88).	122/91	
		The requirement of two years service in the Immediate lower grade may be waived for promotion of Stenographers in the pay scales of Rs.1640-2900 to the Pay scale of Rs.2000-3000. This relaxation will be valid only upto 30.04.1993.	173/91	
		Board have decided to allow the higher grade of Rs.1640-2900 to 25% of the existing number of posts of Stenographers attached to J.A. grade/selection grade posts of doctors who have been allowed full time Stenographic assistance (effective from 1-5-91).	56/92	
		Board have decided that the higher scale of pay of Rs.950-1500 (RSRP) allowed to the lift operators on the railways may be given effect from 1.12.87 instead Of 1.1.92.	157/92	
		Board have communicated the benefits under their restructuring orders applicable to certain Group 'C' and Group 'D' categories of staff as indicated in the Annexure to Board's letter dt.27.1.1993 in accordance with the revised percentages effective from 1.3.93.	9/93	
		Board have prescribed the scale of pay of Lift Operators in scale Rs.950-1500 RS(RP) as allowed to the List Operators in CPWD Dept. w.e.f. 1.1.92	10/93	
		Board have amended para 3 of their letter dt.27.1.1993 (S.C.No.9/93) that staff who are fitted against restructuring posts, their pay may be fixed in rule 1313 FR 22 (I) R-II	23/93	
		Board have issued certain clarifications/explanations regarding correct implementation of cadre restructuring orders issued vide their letter dt.27.1.1993 (9/93)	34/93	
		Board have considered the demand made by AIRF to allot the scale of Rs.210-290(RS) in place of Rs.210-270(RS) to Boring Mistry Helper.	43/93	
		Board have made corrections in the pay scales of Cashiers (non-supervisory) categories mentioned in Annexure F -i of their dated 27-1-93 (SC No. 9/93)	44/93	
		Board have made corrections to Annexure I of their letter dt. 27-1-93 (SC No. 9/93) in respect of Safaiwalas of C&W Dept. being given the restructuring sanctioned for Artisan Khalasis in Annexure E of the said letter.	68/93	

		Board have made certain changes in the designations of Guards and Drivers and also issued guidelines for fixation of pay / procedure for induction of staff in upgraded posts.	81/93
		The orders contained in Board's Lt. Dt. 27-1-93 (9/93) are also applicable to the Technical Supervisors in the PCO.	89/93
		Restructuring benefits extended to Gr. C and D Artisan staff of Printing Press staff of the Stores Dept.	94/93
		Scale of pay Rs.1400-2300 in respect of librarians working in Railway Secondary or Senior Secondary Schools may be replaced with the scale of Rs.1400-2600 w.e.f. 1-12-87.	99/93
		Board have given classification of the distribution Of additional posts of section officers created by restructuring in the ratio of 80% in the grade of Rs.2000-3200 (RPS) senior section officers (accounts) and 20% in the grade Rs.1640-2900 Section Officer(Accounts) w.e.f.1-3-93.	107/93
		Restructuring benefits extended to Trolley Man attached to Signal Inspectors / Bridge Inspectors as prescribed for Civil Engineering Department.	111/93
		Board have given clarification in para 1 of their letter dt. 27-1-93 regarding filling up of restructuring vacancies.	14/94
		Board have clarified that the % given to the artisan staff under restructuring benefits are to be applied to Motor Vehicle Drivers who come under pre-revised %s of the artisan category.	18/94
		Board have issued redesignation orders to the posts of Cashiers (Non-Supervisory).	32/94
		Cadre restructuring orders to Shipping Inspectors, EDP staff & Hospital Attendant Ayahs w.e.f. 1-3-93 on proforma basis and current payment w.e.f. 1-5-94.	33/94
		Board have extended % benefits to the categories of MSMs/TCMs of S&T Dept. on proforma basis w.e.f. 1-3-93 and cash benefit from 20-10-94	95/94
		In inescapable circumstances, the two years service Condition in the immediate lower grade may be relaxed upto one year service in the case of promotion of Stenographers from the grade of Rs.1640-2900 to Rs.2000-3200 by the railways with the personal approval of the General Manager.	101/94
		Board have revised the % of certain Gr. C & D categories to be restructured in accordance with revised %s indicated in Annexure A of Board's letter dt. 31-3-95.	56/95
		Board have issued a message not to implement restructuring orders in favour of Hindi staff till further advice.	78/95

		Board have issued revised designations of Technical Supervisors .	99/95
		Board have issued orders regarding restructuring of Hindi staff w.e.f. 1-8-95.	120/95
		Scale of pay of Group 'B' officers on Railways revised from Rs.2000-3500 to Rs.2375-3750 w.e.f. 30.7.1993.	142/95
		Board have extended % benefits to WMs(WTM) on par with ESMs of the S&T department on proforma w.e.f. 1-3-93 and cash from 17-1-96.	32/96
		Board have 'withdrawn' their earlier order dated 19.7.1995 regarding revised designation of Technical Supervisors.	62/96
		Board have communicated the revision of designations of Technical Supervisors	94/96
		Board have specially mentioned that even though as a result of re-classification and upgradation more number of higher grade posts have been introduced and the Khalasis promoted as Khalasi Helper and also Safaiwala promoted as Khalasi Helper should perform the same duties as in the lower grade in addition to certain duties added.	46/97
		Board have communicated revision of designation of Artisans and Technical Supervisors	90/97
		Clarifications given against point No.3 of SC No. 127/89, has been substituted	233/98
		Implementation of VCPC recommendations regarding pay scales for Khalasis in Diesel / Electric Loco / EMU sheds	254/98
		Instructions for revision of designations of certain categories, issued.	317/98
		Clarification regarding the allotment of revised scale Of pay of Rs.7500-12000 to Group B officers in the context of implementation of V CPC recommendations._	68/99
		The post of Chief Cashier in the Railways re-designated as per the recommendations of V CPC	260/99
		The designation of Mistries in Civil Engg. Workshops should be revised as Supervisors without any change in duties, responsibilities, level of supervision, selection procedure, classification under HOER, avenue of promotion and eligibility conditions prescribed.	288/99
<b>1051-14 SPECIAL PAY</b>			
		The board have revised the rates of special pay admissible to 'instructors' with effect from 1.1.90.	29/90
		The board have announced enhanced rates of special pay to staff of Production Control Organisation from 12.5% to 15.0% effective from 1.10.89.	53/90

		Board have decided that nursing personnel upto the level of matron working in all major operation theatres, intensive care units, dialysis and Transplant-units/wards, not more than 25% of the total Nursing strength in the concerned hospital will be eligible for a special pay of Rs.60/- p.m.	103/90
		The board have issued orders regarding special pay of Rs.25/- w.e.f.1.10.1990 to the engineering Gangman posted as Gateman.	138/90
		The Board have issued certain clarifications regarding counting of special pay of Rs.35/- in fixation of pay on promotion.	174/90
		In the light of one-time simplified confirmation Issued vide Board's letter dated 20.1.89, all the Senior clerks, who are in receipt of special pay of Rs.70/- and confirmed in the lower grade, are deemed to have been confirmed in the post of UDC (Sr.clerk) also for the purpose of fixation of pay on promotion to higher grade and boards orders will come into force with effect from 01.04.1988.	21/91
		The Board have reviewed and decided regarding/special pay of Rs.200/- per month to Cipher Inspectors to be regulated with effect from 01.10.1989.	59/91
		Board have clarified that their orders dt. 2.8.89 only provides that the actual benefit may be allowed from 01.09.85 without payment of any arrears, the increased pay not actually drawn cannot form the basis or be allowed to be taken into account for computation of pension.	71/91
		The words 'teaching allowance ' wherever appearing in the instructions and other clarifications issued from time to time, may be substituted by the words "Training allowance".	76/91
		Training allowance will count not only for leave salary payable during service, but also for leave encashment payable at the time of retirement.	81/91
		All the PCO staff, who were entitled for special pay as per the earlier orders, may be extended the benefit of special pay at the admissible rates.	89/91
		The special pay of Rs.60/- p.m. admissible to Nursing personnel upto matron level working in all Major theatres, intensive care units, dialysis and transplant units/wards, be raised to 35% of the total Nursing strength instead of 25%, as indicated in Board's letter dated 19.7.90 (S.C.No.103/90) effective from 31.05.1991.	97/91
		Board have substituted item No.7 as "commercial staff incharge of flag stations where train passing duties are not involved" instead of "Commercial Clerks for train passing duties flag station allowance".	120/92

		The rate of training allowance wherever it is admissible may be reduced uniformly from 30% to 15% of the basic pay from time to time. (effective from 9.11.1992).	141/92
		Board have decided that:- 1) special pay will be admissible to all staff who do Announcing work as an additional duty. 2) Special pay which is presently being granted to full time announcers Rs.50/- discontinued with immediate effect. 3) posts of announcers should not generally be operated in scales higher than Rs.1200-2040.	45/93
		Benefit of special pay of Rs.60/- p.m. is extended to the nursing personnel working in the dialysis Unit/ward and transplant unit/ward with effect from 26.4.88 or from the date dialysis unit/ward and Transplant unit/ward came into existence, whichever is later.	15/94
		Faculty members, both gazetted and non-gazetted, drawn on deputation from the field for the purpose of imparting training in certain Institutes/Centres maybe granted training allowance @ 15%.	22/94
		Board have given orders regarding special pay for Rs.50/- to full time announcing staff in grade Rs.950-1500, Rs.975-1540 and Rs.1200-2040 w.e.f. 14.4.1993.	27/94
		The Zonal Railways / Production Units, etc. may screen the repatriated instructors, who volunteer against fresh notification only after a reasonable gap of atleast - one year.	50/94
		Faculty members of ETTC/BZA who are found fit after screening shall be allowed training allowance in terms of instructions circulated under serial circular No.22/94.	56/94
		Faculty members (both gazetted and non-gazetted) drawn on deputation from the field for imparting training in (1)DTTC/GTL, (2) ESTC/LGD, (3) S&TTC/MLY & (4) RPFTC/MLY may be granted training allowance @ 15% of Basic pay (orders effective from 1-8-1995).	16/96
		Doctors performing additional duty of anaesthesia work are granted special allowance of Rs. 100/- p.m. Orders valid upto 20-12-98 or till the requirement of Anaesthetists is met in full which- ever is earlier.	83/97
		The ceiling of manned level crossings carrying special pay for the posts of gateman has been increased from 25% to 50% of the total engineering level crossings w.e.f 13-5-97	89/97

		An employee working in an ex-cadre / tenure post may Be allowed to seek appointment to another ex-cadre Post of grade higher than the present ex -cadre through Selection without being reverted to cadre post --- this is with drawn in SC No. 74/98	140/97
		The one year service condition in the cadre post before moving from one ex-cadre to a higher ex-cadre post by selection, is withdrawn.	74/98
		Group D employees who are exclusively assigned the job of operating photostat machines are granted special pay of Rs.30/- p.m. in IV CPC scales w.e.f. 28-4-90 subject to certain conditions.	104/98
		Stepping up of pay of the senior employees with reference to their juniors who were in receipt of special pay of Rs.35/70 p.m. will not be allowed where the senior employee was on deputation outside the cadre at the time when his junior was appointed to the said post.	173/98
		To maintain consistency, Board have decided that in all pending court cases on the subject of stepping up of pay of seniors on account of special pay drawn by their juniors, the benefit of step up may be given.	195/98
		PWIs- III who were in position as such on 1-1-86 are to be granted special pay of Rs. 50 p.m. w.e.f. 1-1-86 to 31-12-95 or date of retirement, whichever is earlier. This special pay is to be reckoned for fixation in revised scales.	261/98
		Board have issued instructions for revision of rates of special pay (henceforth termed as special allowance) for certain categories.	287/98
		Recommendations of the V CPC –revision in the rates of special pay admissible to Power/Crew Controllers w.e.f. 1.8.1997	83/99
		Recommendations of the VCPC-Grant of Special allowance to the Armourers of the Central Arms Repair Shop, Drahod from 1.8.97.	143/99
		The last sentence of para 2 of Board's letter dated 17-3-98 (SC No. 104/98) has been corrected to the extent that Gr. D employees will not be entitled to Special pay for exclusively operating the xerox Machine, in the event of their promotion on functional basis or on an in-situ basis.	155/99
		Recommendation of the VCPC-relating to grant of Special allowance to Accounts staff for passing Appendix 2A & 3 A is suigeneris and should not be	175/99

		reckoned for another benefit.	
		Recommendation of the VCPC –revision in the rates of special pay to Power/Crew Controllers.	189/99
		Recommendations of V CPC - revision of special allowance for the Rly. School Teachers entrusted with library work in schools which do not have separate posts of librarians.	204/99
		Recommendations of the VCPC-Grant of PCO allowance (known as special pay prior to IV PC) to staff of Production Control Organisation, w.e.f. 1.9.99 granted.	211/99
		The special pay granted to Gatemen at Engg. level crossing now known as special allowance has been enhanced from Rs.. 50/- p.m. to Rs. 100/- p.m. w.e.f. 1-7-99.	213/99
<b>1051-15 STAFF BENEFIT FUND</b>			
		Children of the Railway employees studying for ICWA, CA & MBA in a recognised institution/university may be treated at par with degree or diploma courses in Medicine and various branches of engineering for the grant of technical scholarship from the SBF.	166/91
		The existing annual per capita contribution of Rs.20/- to staff benefit fund has been raised to Rs.25/- with effect from financial year 1996-97.	101/96
		The rates of honorarium payable to the Homeopathic/Ayurvedic physicians have been revised w.e.f. 1.4.96.	131/96
		The existing allocation of Rs. 25 has been increased to Rs.26 for the year 1997-98. The allocation of sports activities has been increased from Rs. 4 to Rs. 5 w.e.f. 1-4-97.	45/97
		The increase in allocation of SBF under sports increased from Rs.4 to Rs. 5 has been made effective from 1-4-96 instead of 1-4-97 notified in SC No. 45/97.	73/97
		The provision for augmentation of funds under SBF to the extent of 50% of the amount spent on technical scholarships in the preceding year as was being done before 2/4.8.93, is now restored from the year 1998-99.	111/98
		Board have decided that except in the case of funds for scouting, sports, education and inter-Railway cultural competitions, SBF Committees of Railways may re-appropriate funds under other needs subject to the condition that not more 10% of the amount is re-appropriated from any head.	298/98
		The amount of grant –in-aid to non-Rly schools may be fixed on an adhoc manner but should not exceed	45/99

		the amount due on the basis of average loss per child nor should it exceed Rs.8,12& 16 per pupil per month respectively for primary, middle & High/ HSC (ii) ACS No. 5 to IREM II Para 2404 (8)On Grant-in-aid to Educational Instit., substituted	
<b>1051- 16 STRIKE / BREAK IN SERVICE</b>			
		1. Board have forwarded a copy of DOP/OM. dated 1.5.91 wherein it was emphasized that 'NO WORK NO PAY' Rule is to be observed without being circumvented in Any way including by grant of leave, for the period of Strike etc.	115/91
		Whenever an employee fails to perform his duties /Responsibilities and / or remains absent unauthorisedly, he is liable to wage-cut under FR-17 (Rule 1302-R-II).	128/92
<b>1051-17 UNIFORMS /UNIFORM ALLOWANCE</b>			
		The ceiling on the cost of uniforms supplied to the eligible children of railway employees may be raised from the existing Rs.65/- to Rs.100/-.	123/92
		Board have decided that terricot uniforms may be supplied to staff in the categories indicated in their letter dated 26.07.94.	73/94
		Board have decided to issue uniforms to female employees. The description and style of the uniforms will follow.	91/94
		Summer uniform to commercial clerks in Group 6-B shall be supplied shirts of style 7-S and trousers of style 3-S.	97/94
		Board have further intimated the changes in respect of Group 16 and Group 17 for train clerks for supply of terricot uniform in lieu of cotton uniform.	71/95
		Zip fasteners may be used for trousers in place of buttons after the existing stock of buttons is exhausted.	40/96
		The ceiling on the cost of uniform to the eligible children of railway employees per set is raised from the existing Rs.100/- to Rs.135/-	51/96
		The types of zip fasteners to be used for trousers is specified by Board.	87/97
		Pay limit raised from Rs. 1400 to Rs. 5000 for eligibility for concession for supply of uniforms to the children of railway employees studying in Railway schools.	281/98
		Consequent on implementation of V CPC recommendations, the rate of uniform allowance / Kit maintenance allowance & washing allowance to RPF/RPSF staff w.e.f. 1.8.97 issued.	6/99



<b>1051-18 WASHING ALLOWANCE</b>			
		Group 'D' staff who are provided with free uniforms and are working in catering units either at stations or in running trains may be granted washing Allowance.	110/91
		Board have decided to grant washing allowance to the Safaiwalas who are working at the railway stations.	41/94
<b>1051-19 SC TO PF &amp; DCRG</b>			
		Board have clarified that benefits envisaged in their Letter NO.PC-IV/93/DP/1, dated 25-11-93 and PC-V/95/DCRG dated 8-8-95 will equally be applicable for reckoning special contribution towards Provident Fund in the case of SRPF optees.	1/96
<b>1051-21 DIET CHARGES</b>			
		Consequent on revision of pay scales, the charges to be recovered for diet supplied to railway employees & their families undergoing treatment as inpatients are revised.	181/99
<b>1051-24 MISCELLANEOUS SUBJECTS</b>			
		Correction to the schedule of powers - April 1987 Issue, regarding first appointment and limit of Honorarium to be paid in a financial year, issued.	92/96
		Time limit for disposal of representation / grievances forwarded by DOP / DPG etc. have been notified for strict compliance	91/97
		Guidelines to be observed while dealing with references received from MPS/MLAS etc are issued.	129/97
		Instructions on implementation of Pay Roll Savings Scheme are reiterated.	202/97
		Time schedule for dealing the cases on establishment matter on which SLP is proposed to be filed, is circulated.	166/97
		The High Court of AP has directed that the enhanced rates of Profession Tax should be recovered from the date of original orders (1-8-96)	142/98
		The rates of recovery of charges for use of staff cars for non-official purposes, revised with immediate effect.	152/99
		The rates of recovery for use of staff cars for private purposes upto 500 kms. by officers of the rank of GM/Indian Rlys 'Open line' including GMs/Pus, Construction Units, Metro Rly., Principal, Staff College, Vadodara DG/RDSO, revised.	153/99
<b>1051-25 PRODUCTIVITY LINKED BONUS</b>			
		PLB, equivalent to 50(fifty) days wages shall be Payable to staff whose wages do not exceed Rs.4500/- Per month for the financial year 1994-95 issued.	140/95
		Payment of arrears of PLB to eligible railway men for	149/95

		the financial year 1993-94 issued.	
<b>1051-26 P.D. ACT, 1995</b>			
		The Persons With Disabilities ( Equal Opportunities, Protection of Rights and Full Participation), Act 1995 is circulated.	68/97
		All Govt. & other educational institutions receiving aid from the Govt. should reserve 3% seats for the persons with disabilities.	75/97
<b>1051-27 OFFICE PROCEDURE</b>			
		While sending negative replies on MP reference cases to Railway Board, care should be taken to give detailed reasons as to why the request cannot be acceded to . Where personal orders of MR/MOS[R] are conveyed, negative replies should have the personal approval of the GM	260/98
<b>1052 NATIONAL HOLIDAY ALLOWANCE</b>			
		Existing rates of national holiday allowance for attendance on national holidays have been revised (Effective from 26.6.1992).	98/92
		Board have decided to revise the ceiling limit for grant of national holiday allowance from Rs.2600/- to Rs.3200/- w.e.f. 1.4.94.	24/94
		National holiday allowance should be paid to the staff booked on line duty on national holidays irrespective of the fact whether such staff draws TA/DA or not.	97/96
		Payment of national holiday allowance be made applicable for 50% of the gangs in turn rather than giving compensatory rest in lieu of NHA.	119/96
		The cash compensation is payable even when a railway servant is on rest. It is not necessary that his rest should be abrogated.	18/97
		Board have revised the NHA w.e.f. 1-1-98 [ for scale Rs.2550-3172 @ Rs.85; from Rs 3173-4204@ Rs.106; from Rs.4205-6848 (now 7848)@ Rs.140]	56/98
		The maximum of the pay scale shown against item No. 3 of the table in para 3 of Board's letter dt. 18-2-98 (SC No. 56/98) may be read as "7848" in place of 6848.	188/98
<b>1053 NIGHT DUTY ALLOWANCE</b>			
		Board have decided that the rates of NDA as notified in Annexure A & B of their letter of 29.6.89 (141/89) shall be further revised as in Annexure 'A' & 'B', w.e.f. 1.1.89.	01/90
		Board have issued corrigendum to their letter of 1.12.89 (S.C.No.1/90) according to which the rate given in column 6 pertaining to pay scale of 1351 - 1400 in Annexure 'A' should be read as Rs.8-60 instead of Rs.5-60.	26/90

		Board have decided that the rate of NDA as notified in Annexure 'A' & 'B' of their letter of 1.12.89 (S.C.No.1/90) shall be further revised as in Annexures A & B w.e.f.1.1.1990.	90/90
		Board have revised the rates of NDA effective from 1.7.90.	3/91
		Board have revised the rates of NDA effective from 1.1.91.	92/91
		Board have revised the rates of night duty allowance with effect from 1.7.91.	17/92
		Board have revised the rates of night duty allowance with effect from 1.1.92.	83/92
		Board have revised the rates of night duty allowance w.e.f. 1.7.92.	170/92
		Instructions regarding crediting of time spent in travelling as passenger on duty to certain staff Issued.	32/93
		Board have revised the rates of night duty allowance w.e.f.1. 1.1993.	59/93
		Board have revised the rates of night duty allowance w.e.f.1-7-93.	121/93
		Board have revised the rates of night duty allowance w.e.f. 1.1.1994.	61/94
		Rates of night duty allowance with effect from 1.7.94 issued.	3/95
		Rates of night duty allowance with effect from 1.1.95 issued.	83/95
		Revised rates of night duty allowance with effect from 1.7.95 circulated.	8/96
		Revised rates of night duty allowance w.e.f. 1.1.96 circulated.	83/96
		Rates of night duty allowance w.e.f 1-7-96 have been announced	2/97
		Revised rates of N D A w.e.f 1-1-97 circulated	108/97
		Consequent on implementation of V PC, rates of NDA has been revised w.e.f 1-8-97.	221/97
		The rates of NDA have been revised w.e.f. 1-1-98	137/98
		Payment of arrears of NDA to railway employees as per the %s prescribed by Board ( JCM –DC item No. 1/98)	214/98
		Consequent upon sanction of additional installment of dearness allowance the rates of NDA w.e.f. 1-7-98 are circulated.	270/98
		The rates of NDA revised w.e.f 1-1-99 have been circulated.	141/99
		The rates of NDA revised w.e.f 1-7-99 have been, circulated.	283/99
<b>1054 OFFICIATING PAY / ARRANGEMENTS.</b>			

		Fixation of pay on adhoc promotions within Gr. A in various Rly. Services /posts in the revised VPC scales.	116/99
<b>1055 OVERTIME ALLOWANCE</b>			
		Board have announced payment of over time arrears Consequent upon retrospective revision of DA rates.	37/94
		Board have clarified that average Overtime allowance piece-work profits and night duty allowance on average of 12 monthly basis are admissible to staff other than Transportation running staff, such as motor drivers etc. subject to their fulfilling other conditions.	111/96
		The installment of IR. are to be taken into account from the dates from which they were granted to compute OTA to eligible employees under Factories Act, 1948.	39/97
		Clarification regarding reckonable elements of Pay and Allowances for payment of OTA to the staff under Factory Act and HOER are circulated.	130/97
		Board have clarified that Railway employees who are governed by the statutory acts like the Factories Act, HOER or those covered under rules for departmental overtime and who have opted for the revised scales of pay in terms of RS(RP) Rules, 1997 be granted overtime allowance on the basis of their emoluments in the revised scales of pay.	64/98
		ESMs should be paid overtime by applying the principle of averaging when they perform duty beyond rostered/statutory hours excluding journey time beyond rostered hours.	120/98
		Date of effect of Board's orders No. PC-V/97/I/7/17 dated 9-2-98 for computation of overtime allowance	187/99
<b>1056 PASS RULES</b>			
		It is clarified by the Railway Board that temporary status casual labourers are not entitled to the benefit of widow/widower passes and that they are entitled for 6 sets of PTOs instead of 4 sets.	14/90
		The instructions contained in section II of para ii of Southern Railway Pass manual regarding issue of passes by supervisory staff, to other branches/stations staff are reiterated for strict compliance in the matter.	19/90
		Approval of the gazetted officer/pass issuing authority is required for the grant of school passes for a boy under 18 and a girl of any age.	25/90
		The Railway Board have issued certain instructions regarding, grant of special passes on medical grounds.	57/90
		5. The ministry of railways have decided to enhance	123/90

		the Fine Rs.5/- for second class and Rs.15/- for first Class pass to Rs.10/- and Rs.25/- respectively for not Filling the date of commencement of journey on privilege duty cheque pass.	
		Board have decided that a dependant relative in Relation to a railway servant as defined in the pass rules shall be deemed to be wholly dependent on the Railway servant only if his/her income from all sources does not exceed the pension of Rs.500/- p.m. excluding the relief admissible on such pension.	124/90
		Board have indicated the facilities to the accorded To the railway employees on deputation to the Konkan Railway Corporation Ltd. regarding issue of privilege and duty passes.	134/90
		Board have issued corrigendum to their letter dated 2.1.89 (S.C.No.55/89) according to which the Apprentices of Group 'C' posts are entitled to the class of pass/PTO on the basis of the minimum pay of the post to which they are to be appointed.	164/90
		A list of irregularities in issue of passes/PTOs (noticed during the preventive checks by the Vigilance Branch of this railway), are reiterated to avoid its recurrence.	185/90
		An irregularity regarding including of dependents in post retirement complimentary passes detected during the vigilance check is brought to the notice of all concerned to avoid the same in future.	19/91
		2. A dependent relative in relation to a railway Servant as defined in the pass shall be deemed to be Wholly dependent on the railway servant only if his/her income w.e.f. 1.7.90 from all sources Including pension dearness relief etc. Does not exceed Rs.720 per month (i.e. Rs.500/- pension Rs.220/- Dearness Relief) or 15% of the pay of railway servant whichever Is more.	30/91
		The facility of passes may be extended to the whole time employees of zonal recognised unions/federation (at par with the staff of the Railway Co-Operative Credit And Consumer Societies/Banks w.e.f. 1.4.91.	63/91
		5. Railway board have issued certain instructions to regulate the grant of privilege passes to those physically handicapped railway employees who become entitled for first class pass under pay limits or due to status.	64/91
		The doctors appointed on contract basis may be granted on set of first class complimentary pass for self & family members for each year of (contract) appointment only after completion of three months from the date of contract appointment.	65/91
		The issue of residential card passes/concessional season tickets in higher class to blind railway	88/91

		employees should be extended to totally blind railway employees also, provided their total blindness is duly certified by the DMO.	
		Board have deleted the word "female" appearing before "nurses" in sub-para (i) and (ii) of their letter of 27.3.87 (S.C.No.58/87).	123/91
		Amendment to para (ii) of schedule No.II to railway servants (pass) rules 1986 relating to eligibility of pass on deputation in India and abroad has been issued.	136/91
		Board have clarified that railway employees in scale Rs.825-1200(RPS) on superannuation/retirement, as the case may be, will be eligible for post retirement complimentary passes on the scale as admissible to group 'C' employees.	137/91
		Non-gazetted railway employees who enter service on or after 1.4.87 would be entitled to first class passes/PTO's if they are in scale the minimum of which is Rs.2000/- or above or when their pay reaches Rs.2301/- or above. This limit will also apply for suburban travel.	148/91
		11. Railway employees appointed on or after 1.5.76 and whose basic pay is Rs.2800/- or more and who have a car may be allowed, while on transfer or on settlement Account, on VPU (8 wheeler) in lieu of one 4 wheeler for transportation of household goods and one EVK for motor car, subject to a cut of 25% in their transfer grant. In respect of all other railway employees appointed on or after 1.5.76, free transportation of household effects upto the specified limits, may be permitted by passenger/parcel trains, instead of by goods trains.	163/91
		Dependent relative in relation to a railway servant As defined in the pass rules shall be deemed to be wholly dependent on the railway servant only if his/her income w.e.f. 1.7.91 from all sources including pension, dearness relief does not exceed Rs.800/- per month or 15% of the pay of railway servant whichever is more.	178/91
		Board have clarified that the post-retiral spouses are eligible for inclusion in the post-retirement complimentary passes of the retired railway employees. The widows of such retired railway employees are also eligible for the grant of widow passes.	3/92
		Board have clarified that the instructions contained in their letters dated 10.11.87 (S.C.No.229/87) and 5.9.91 (S.C.No.148/91) for determining the eligibility for I-class passes/PTOs in respect of group 'C' and 'D' railway employees appointed on or after 1.4.1987 will apply equally to staff nurse and lady Health Visitors.	14/92

		Dependent relative in relation to a railway servant as defined in the pass rules shall be deemed to be wholly Dependent on the railway servant only if his/her Income w.e.f. 1.1.1992 from all sources including pension, dearness relief does not exceed Rs.855/- per month or 15% of the pay of railway servant whichever is more.	80/92
		Dependent relative in relation to a railway servant as defined in the pass rules shall be deemed to be wholly dependent on the railway servant only if his/her income w.e.f. 1.7.92 from all sources including pension, dearness relief etc. Does not exceed Rs.920/- per month or 15% of the pay of the railway servant whichever is more.	159/92
		Board have decided that the validity of the PTO for outward journey may be valid for three months from the date of issue, as against one month or sixty days.	41/93
		Board have reiterated and clarified that the definition Of the term "attendant" means a person exclusively Employed in the personal service of a railway Servant".	55/93
		Dependent relative in relation to a railway servant as Defined in the pass rules shall be deemed to be wholly Dependent on the railway servant only if his/her Income w.e.f.1.1.93 from all sources including pension Dearness relief does not exceed Rs.960/- per month or 15% of the pay of railway servant whichever is more.	63/93
		Instructions regarding issue of year ending passes/PTO issued.	124/93
		'Family' as defined in section 2(d) of railway servants (Pass) rules 1986/included in the post-retirement complimentary passes granted to Group 'D' staff and the orders shall apply to all Group 'D' staff irrespective of their date of retirement.	3/94
		Board have issued certain instructions for including of escort in the same class on the post-retirement complimentary passes issued to retired railway employees, who are physically handicapped.	6/94
		Group 'D' railway employees retiring on or after 1.7.93 and after completion of 25 years of railway service may be allowed one set of post-retirement complimentary pass every year as against one set of pass in alternative years as admissible at present.	20/94
		Dependent relative in relation to a railway servant as defined in the pass rules shall be deemed to be wholly dependent on the railway servant only if his/her Income w.e.f. 1.1.94 from all sources including pension, dearness relief does not exceed Rs. 1020/- per month or 15% of the pay of railway servant which	46/94

		ever is more.	
		Entitlement for travel by Rajdhani and Shatabdi express trains on privilege/post retirement complimentary passes issued - permission to travel in these trains Will be within the quota earmarked to pass holders -preference will be given to duty pass holders in allotment of berths and seats.	89/94
		Staff recruited initially as apprentices can count the period of apprenticeship towards the total service of 5 years for eligibility for 3 sets of passes after their absorption against regular posts.	98/94
		Dependent relative in relation to a railway servant As defined in the pass rules shall be deemed to be wholly dependent on the railway servant only if his/her income w.e.f.1.7.94 from all sources including pension, dearness relief etc., does not exceed Rs.1070/- per month or 15% of the pay of railway servant, whichever is more.	2/95
		Entitlement to travel by Rajdhani and Shatabdi Express trains on privilege/PRC passes issued - permission to travel in these trains will be with in The quota earmarked to pass holders - preference will Be given to duty pass holders in allotment of berths/seats.	31/95
		Quotas of berths/seats earmarked to pass holders (on duty or otherwise) to travel by Rajdhani and Shatabdi express trains are communicated - quotas in I AC, II AC & executive class will be operated as EQs - 50% of quotas in 3-AC & chair car will be operated at the reservation counter and the other 50% as EQ.	45/95
		Railway servants who have been promoted to a higher Grade on regular basis and retire from the higher Grade may be given PRC passes corresponding to the higher post as to their number and class, if the railway servant is otherwise eligible for the same. in the case of railway servants who are officiating in the higher grade without regular promotion i.e. on adhoc basis, the benefit of PRC passes corresponding to the higher post will accrue only after 3 years of officiating service.	84/95
		5. A dependent relative whose income from all sources Including pension & relief on pension does not exceed Rs.1125/- per month or 15% of the pay of railway Servant, whichever is more, is eligible to be included in the privilege pass/PTO's of the railway servant. These orders are effective from 1.1.95.	92/95
		Orders contained in Board's letter dated 31.5.95 (S.C.No.84/95) regarding grant of PRC passes based on officiating service are applicable to all retired Railway servants, irrespective of their date of retirement. If they otherwise fulfill the conditions of	139/95



		eligibility higher class/scale of pass will, however be admissible only in respect of the PRC passes to be issued after 31.5.95.	
		Dependent relative in relation to a railway servant as defined in the pass rules shall be deemed to be wholly dependent on the railway servant only if his/her income w.e.f. 1-7-95 from all sources including pension, dearness relief etc. does not exceed Rs.1180/- per month or 15% of the pay of railway servant whichever is more.	23/96
		Widowed mother of the retired railway employee may also be included in the post-retirement complimentary passes.	49/96
		Serving chairman and members of the railway board, on their privilege passes, and retired Chairmen and Members of the Railway Board, on their post - retirement complimentary passes, are entitled to travel along with their spouse in first AC of all trains including Rajdhani expresses, and in executive class on Shatabdi expresses, without payment of any difference in fares.	63/96
		Arjuna award winners, Olympic medallists, Gold medallist Of Asian / Commonwealth games are entitled to travel In first class/AC -II tier - self only - admissible in All trains except the Rajdhani & Shatabdi express trains and Metro Railway Calcutta - complimentary card passes in sky blue color are issued by Board on application.	65/96
		Board have decided to issue of First class/ II AC sleeper Complimentary card passes to recipients of gallantry awards like Param Vir Chakra, Mahavir Chakra, Vir Chakra and to the widows of posthumous gallantry Award winner, along with a companion for travel from any station to any station except by Rajdhani, Shatabdi express trains and on the Metro Railway/Calcutta.	69/96
		All Group 'D' railway employees with minimum railway service of 25 years will be entitled one set of Post-retirement complimentary pass every year for self And family, irrespective of date of retirement.	72/96
		Retired railway servant or hi/her spouse covered under RELHS - issue of special passes on medical grounds for outward & return journeys - for checkup/treatment for cancer, major renal problems and serious heart ailments, at zonal railway headquarters hospital/ government hospital.	81/96
		Facility to travel in I AC /executive class without payment is admissible to family members entitled to travel on privilege pass or serving Chairman and Members of the Railway Board. This facility is	93/96

		admissible to them even if chairman/member is not travelling along with them. This facility is also admissible to the spouses of retired Chairman and Members of the Railway Board travelling alone on PRC Passes.	
		First class/AC 2 tier complimentary card passes may be issued to the recipients and widows of posthumous recipients of all six types of Chakra series of Gallantry awards.	98/96
		Dependent relative in relation to a railway servant as defined in the pass rules shall be deemed to be wholly dependent on the railway servant only if his/her income w.e.f. 1-4-96 from all sources including pension, dearness relief etc., does not exceed Rs. 1240/- per month or 15% of the pay of railway servant, whichever is more.	133/96
		Board have decided that the complimentary card pass to the member of parliament to be issued with validity for a period of 6 years initially, renewable thereafter every 6th year.	137/96
		First class II AC/sleeper complimentary card passes may be issued to the recipients of President's Police Medal for gallantry and police medal for gallantry issued by Ministry Of Home Affairs.	142/96
		Clarifications are provided on the eligibility conditions for grant of higher class RCP/concessional season ticket to physically handicapped employees.	147/96
		Instructions on grant of free railway travel facilities To recipients of Republic Day national awards for bravery during Nehru centenary year was circulated	23/97
		The sons including adopted sons/dependent brother who will be crossing 21 years of age during the validity periods of passes / PTOs may be included duly mentioning the validity period only upto the completion of 21 years and in respect of the others the validity may be as per normal rules.	38/97
		I class / AC 2 tier complimentary card passes are to be Issued to recipients of gallantry awardees belonging To police service only and not the recipients of fire Service. Back ref: 142/96	43/97
		A retired railway servant or his/her spouse who is a member of RELHS, travelling on special pass issued on medical grounds for cancer, major renal problem or serious heart ailment is allowed to take an attendant who is a member of his family or dependent or any other person in the same class on the recommendations of the medical authorities.	44/97
		Separate pass for attendants can be issued when the	76/97

		officer whom they accompany is travelling on trains that does not have II class accommodation	
		In addition to ex.MR and ex.MP complimentary card pass holders are permitted to travel by Rajdhani and Shatabdi express trains duly revalidating date by the pass issuing authority.	77/97
		Widows can draw complimentary passes from railway Offices located in or nearer their place of Residence. Back ref: 126/87	85/97
		ACS No. 1 to RS(Pass) Rules 1986: Issuance of platinum pass to serving / Retiring Board Members including Chairman and Financial Commissioner for railways. This will permit the holder to travel on duty / privilege as well as after superannuation.	97/97
		Two card passes will be issued in favour of Divisional office bearers of recognised unions each containing 2 office bearers instead of 4 in one card pass issued presently.	98/97
		Raising the income ceiling limit for grant of privilege pass / PTOs to dependent relatives notified w.e.f 1-1-97 the income shall not exceed Rs. 1350/- p.m or 15% of the pay of the railway servant, whichever is higher.	120/97
		Attendants / II class pass/PTO holders are entitled to travel in sleeper class without payment of any additional charge- wherever the words ' II class' appearing in the Rly. Servants (Pass) Rules, 1986 may be read as " II class / sleeper class"	121/97
		ACS No. 2 to Pass Rules 1986 : Retired railway servant may be granted a pass of the class to which he was entitled prior to retirement -- for perusal of documents for preparation of his defence in DAR case. Retired railway servant may be granted a pass of the class to which he was entitled on privilege account while in service for assistance to a railway servant involved in disciplinary proceedings or departmental enquiry or is required to perform any public duty in an honorary capacity.	125/97
		Text of under-taking to be given by every serving /Retired at the time of issue of platinum Pass is Board Member circulated.	127/97
		Railway employees who undertake mountaineering and trekking expeditions duly sponsored by Indian Mountaineering Federation And Youth Hostels Association of India may be granted special pass of entitled class on privilege account for self only.	128/97
		The I class / II AC complimentary card passes to	136/97

		gallantry awardees ( army and police personnel) should be revalidated / renewed on yearly basis till further orders.	
		Licensed porters who are registered and authorised by the Rly. admn may be issued one set of complimentary cheque pass in II /Sleeper class from station of duty to any station on Indian Railways and back. Pass valid for 2 months. They should carry Identity cards.	137/97
		All pass holders and PTO ticket holders are exempted from payment of reservation charges and super fast train charges.	151/97
		Dronacharya award winners may be granted complimentary card pass ( I/AC II tier) for self only from any station to any station by any train except Rajdhani and Shatabdi, & Metro Railway Calcutta. The pass will be sky blue colour renewable annually. The passes will be issued by the Ministry of Railways.	178/97
		Issue of I class/ II AC Sleeper complimentary card passes to recipients/widows of recipients of gallantry awards (Chakra series) – instead of attested photo copy of citation of the gallantry award, gazetted notification where the name of the awardee is published , can now be accepted as valid proof for granting complimentary card passes.	188/97
		Special pass in the class to which eligible may be issued for self with one companion from place of duty to the venue of vasectomy camp sponsored by R.W.W Central Organisation.	199/97
		Indian Railway personnel are entitled to avail free/concessional rail travel while on holiday in Australia. This facility is not available while on study or any other type of leave apart from holidays and earned leave (LAP/LHAP)	49/98
		Supreme Court's judgement - benefit of counting of service rendered in Ministries other than Railways for pension from Railway Ministry shall not be extended for the purpose of entitlement of post retirement complimentary passes.	51/98
		ACS No. 5 to Schedule VIII of RS (Pass) Rules: The facility of companion admissible to retired Board Members on Platinum Pass has been withdrawn.	53/98
		Dependent relative in relation to a Railway servant as described in RS(Pass) Rules, 1986 shall be deemed to be wholly dependent on the railway servant only if his/her income with effect from 1-7-97 from all sources, including pension, dearness relief does not exceed Rs.1695/- p.m., i.e., Rs. 1500 (pension/family pension) plus Rs. 195/- (DR on Rs.1500/-) or 15% of the pay of the railway servant whichever is more.	66/98

		The rates of recovery for loss of metal token has been circulated.	87/98
		The facility of free travel in respect of serving/retired Railway employees has not been extended over KRCL routes except in the cases of metal token and duty card pass holders of C.Rly headquarters and Mumbai Division who are eligible to travel on duty on CSTM Ratnagiri Sawantwadi route of K.Rly	107/98
		Advance correction Slip No 6 to RS(Pass) Rules, 1986 – Item (iii) column 4, Schedule V (addition) The facility of passes available to the widow of the male railway employee shall be available to the widower of a female railway employee.	116/98
		Advance Correction Slip No. 7 to RS (Pass) Rules, 1986 – Schedule V Column 1 para 2 to be added . Widows of railway servants who were in service prior to 12-3-87 will also be eligible to be admitted to the scheme of widow pass on one time payment of Rs. 250/- in cash to the divisional cashier or by way of DD in favour of FA & CAO of the railway from where the widow wishes to draw the pass.	123/98
		Staff who become eligible for first class pass on pre-revised scale (IV PC scales) may be issued such passes till further orders	159/98
		Instructions that complimentary card passes are to be issued to all eligible categories as per respective terms and conditions as circulated under P/R/473/II dated 15-5-98, reiterated.	160/98
		The wife of a missing railway will become eligible for grant of widow pass from the date she becomes entitled for family pension.	167/98
		Advance correction slip No.8 to RS (Pass) Rules, 1986 – Schedule VIII regarding scheme of Platinum Pass in favour of serving/retired Board Members deleted (ii) travel entitlements of serving/retired Board Members before introduction of platinum pass is restored (iii) during 1998 serving/retired Board Members will be entitled to full scale of post retirement complimentary pass/privilege passes irrespective of the number of journeys already performed.	168/98
		Advance correction slip No. 9 to RS (Pass) Rules, 1986 (Schedule VII Item 4)– Retired Railway servants may be issued passes for attending court to give evidence in cases where the Govt. is a party – subject to the condition that an undertaking to the effect that if travelling expenses & train fare is granted by the court, the same will be deposited to Railway revenue within 15 days of receipt, is taken from him.	210/98
		Consequent on the increase in Dearness relief to	215/98

		pensioners/family pensioners w.e.f. 1-1-998, the income ceiling for grant of pass/pto to dependent relatives has been revised to Rs.1740 (Rs.1500+240) or 15% of the pay of the railway servant whichever is less.	
		PTOs issued to Railway officers are valid for travel in the entitled class on Rajdhani/Shatabdi Express trains on payment of the usual PTO fare subject to the total 'Pass Quota' defined for each train.	217/98
		The words 'Railway officers' appearing in Board's letter(SCNo.217/98) on entitlement for travel by Rajdhani & Shatabdi trains on pass /PTO/post retirement complimentary pass may be read as 'eligible Railway employees/ Officers'.	246/98
		Special passes may be issued to serving Railway employees attending workers education program conducted by AIRF and NFIR as participants / lecturers (2) Non-railway men participating as lecturers may be issued complimentary passes not higher than first class.	247/98
		The spouse of a Member of Parliament is entitled w.e.f. 20-8-98 to free travel in First Class AC or Executive class ii in all trains from the usual place of residence of the Member to New Delhi and back.	273/98
		Permission to carry TV sets, bicycles & two wheelers on PRC passes issued to retired railway servants has been granted as applicable to serving railway servants.	290/98
		Advance Correction slip No. 11 to RS (Pass) Rules, 1986 – Legally divorced sister may also be included in the list of dependent relatives for eligibility of pass /PTO where father is not alive, subject to fulfillment of the other conditions.	292/98.
		Adhoc JAG officers may be allowed to travel in I AC on duty provided their pay plus charge allowance is Rs.4500 & above in the IV PC scales.	312/98
		Consequent on increase in dearness relief/family pension wef 1-7-98, the ceiling limit of income of dependent relative for grant of pass/PTO has been raised to 1830/- p.m. or 15% of pay of a Rly. Servant, whichever is more.	8/99
		Ex-MPs may be allowed to travel in AC 2 tier class along with companion in same class by any train on the authority of their identity cards	39/99
		Spouse of MPs is eligible to undertake rail journeys any number of times from the place of residence to Delhi in I AC or Executive class in all trains.	40/99
		Indian Rly personnel may be allowed one to & fro journey over Konkan Rly in a year. As a reciprocal arrangement, KRCL personnel may be granted one to	41/99

		& fro journey on Indian Rly system in a year on privilege (ii) No restriction on travelling on PTOs over K.Rly.	
		The scheme of grant of complementary card passes to Gallantry awardees is applicable only to Defence Personnel and not to Civilian awardees.	42/99
		Revised pay limits for entitlement of passes	47/99
		Senior Citizen I class/I 'A' post retirement complimentary pass holders are allowed the facility to carry companion in lieu of attendant subject to certain conditions	53/99
		Post retirement complimentary passes issued to retired Indian Rly personnel is valid over KRC on same terms & conditions as given in Board's instructions circulated in SC No. 41/99	107/99
		Licensed porters are provided with the facility of one set of PTO per year for self and spouse only, valid for 2 months in II sleeper class from the station of working to any station in India & back.	108/99
		One set of complementary cheque pass and one set PTO are admissible for one journey each in a calendar year from the station of duty to any station on Indian Railways & back for self and eligible family members of non-Rly officers & staff of Rly. Safety Commission.	114/99
		The details of travel facilities for Indian Rly. personnel over KRC on duty are circulated	122/99
		Spouse of MPs are entitled to travel I AC from home town to New Delhi any number of times irrespective of whether Parliament is in session or not	129/99
		Free travel facilities to MPs & Spouse: I AC in any train from any place to any place in India & one II AC 2 tier pass for one person to accompany.	130/99
		Consequent on Hon'ble Court's orders, former MPs are allowed to travel in AC 2 tier class along with companion in any train based on Photo Identity Card issued by the Lok Sabha/Rajya Sabha Secretariats.	137/99
		ACS 12 to Pass Rules: Item 38 is added to Schedule VII providing for issue of passes on duty/otherwise than on duty to MR/MOS(R)/DMR	144/99
		The second class 'A' pass of yellow colour introduced under SC No. 47/99 will have all the attributes of a II class pass.	157/99
		Consequent on the implementation V PC scales, the eligibility conditions prescribed for entitlement of I CLASS to personnel of GRP amended.	159/99
		Arjuna award winners, Olympic medalists, Gold medalists of Asian games who are senior citizens of 65 years of age & above may be issued complimentary passes along with companion in I AC	160/99

		2 tier subject to documentary proof of age (ii) The validity period of complimentary card passes to these awardees will be 2 years renewable thereafter instead of 1 year	
		Issue & accountal of various kinds of passes to Govt. Rly Police, is the responsibility of Personnel Branch only.	166/99
		Revised pay limits for entitlement of duty pass in respect of metal pass holders.	184/99
		In case of serving officers on unauthorised absence who despite requests do not surrender the metal pass, 3 times the cost of metal pass , as revised from time to time, should be recovered from defaulting officer & invalidation of metal pass notified to prevent its use.	196/99
		Consequent on increase in dearness relief to pensioners/family pensioners, wef 1-1-99, the ceiling limit of income of dependent relative for grant of Pass/PTO has been revised to Rs.1980/- p.m. or 15% of pay of Rly. Servant , whichever is more.	198/99
		ACS No. 16 to RS(Pass) Rules, 1986: Para No.3 in column I of Schedule V added – Widows of Rly. employees who get permanently absorbed in PSU/Autonomous bodies prior to 12-3-87 & were in receipt of post retirement complimentary passes will also be covered by the widow pass scheme on a one time payment of Rs. 250/-	227/99
		ACS 15 to RS(Pass) Rules,1986: Provisions of Schedule VII amended to make special passes available to serving employees on medical grounds to retired employees governed under RELHS scheme.	233/99
		Administrative grade officers who have reached basic pay of Rs.4500 or above in IV PC scales before issue of Board's letter dt. 6-7-99 (S.C. No. 184/99) revising the pay limit to Rs. 14,300 in V PC scales, will be eligible to travel in I AC on duty.	247/99
		Employees of KRC are also permitted the facility of PTOs as available to Indian Railway personnel, over Indian Railways, without any restrictions.	253/99
		First Class AC 2 tier complimentary card passes given to winners of Presidents' Police Medal for Gallantry is not to be issued for personnel belonging to Fire Services (ii) Civilian recipients of the Six chakra series awards are also not eligible For the scheme of complimentary card passes.	278/99
		Procedure to be followed for issuing/renewal of freedom fighters pass in case of loss of the original P.P.O. has been outlined.	284/99
		The first class complimentary passes issued to honorary consultants to attend professional conferences and specialists meeting may be permitted	299/99



		for travel duly endorsed by Rajdhani/Shatabdi Express trains within the prescribed Quotas.	
		Sleeper/ II class special pass may be granted to wards of Railway employees called for appearing in test/interview for the first time from the place of residence to nearest station where test and back.	321/99
		ACS No. 17 to RS(Pass)Rules, 1986: Item 18(V) of Schedule VII on special pass amended to include staff of Railway Institutes, Libraries, Homoeopathic /Ayurvedic dispensaries engaged by SBF committees on full time regular basis.	324/99
		ASC No. 19 to RS(Pass) Rules, 1986: Revised Pay limits for entitlement for gold pass to serving railway officers.	330/99
		ACS No. 18 to RS (Pass) Rules, 1986: Schedule IV – One set of PRC pass to be disallowed for every month of unauthorised retention of railway quarters by retired employee.	331/99
<b>1057 PAY COMMISSION CIRCULARS</b>			
		Board have issued instructions regarding revised distribution of posts in the drawing office cadre, issued.	150/90
		Board have decided that the Govt. servant whose increment falls on 1-1-86, may be allowed an option to get his pay re-fixed from 1-1-86.	57/95
		The Board have issued clarification on their earlier order dated 5-5-1995 regarding fixation of pay under Railway Services (Revised Pay) Rules 1986.	117/96
		Such UDCs who were appointed/ promoted between 1-9-85 and 5-1-89 and whose pay is fixed under 1313 (I) a(i) erstwhile FR 22(c) may be given option for fixation of pay within one month of Board's letter dated 10-1-97.	9/97
		The recommendations of Fifth Pay Commission and option forms for pay fixation are notified by the Govt. of India, Ministry of Railways.	169/97
		Railway Services Revised Pay Rules : Schedules for revised scale of pay for various categories are notified.	170/97
		Revised rates of DA w.e.f 1-7-96, 1-1-97 and 1-7-97 at 4%, 8% and 13% communicated	171/97
		For running staff the term existing emoluments under 7 of RSRP includes DA and 2nd IR calculated on the basic pay + 30% of basic pay.	186/97
		Board have issued revised pay scales to RPF combatised staff w.e.f 4-12-97.	222/97

		Schedules RS(RP) , 1997 for certain categories issued in continuation to S.C. No 170/97	12/98
		Consequent upon implementation of V PC recommendations, Board have issued RS(RP) Amendment Rules, 1997 for upgradation of 80% Group B officers of Accounts dept. w.e.f. 1-1-96	65/98
		Board have issued 'corrigendum' for item 9(ii) and 10 of Annexure C of their letter dated 16-10-97	72/98
		Board have advised that ZTCs and STCs which do not have a post of Chief Instructor in grade Rs. 2375-3500 / 7450-11500 (RSRP) 1997, one post be upgraded to Grade Rs.2375 –3500 / 7450-11500 (RSRP)1997 subject to offering equivalent matching surrender.	81/98
		Board have issued instructions that for disbursement of final installment of arrears of pay and allowances in cash to all railway employees along with their salary for the month of May, 1998 after deducting the income tax as due, according to extant instructions on the subject.	105/98
		Board have introduced new pay scales for staff working in Canteen staff ( Statutory & recognised Non-statutory) who are placed in higher grade – they will draw pay w.e.f. 10-5-98.	131/98
		Consequent upon implementation of V PC recommendations, Board have introduced new pay scales for staff working in certain categories who are placed in the higher grades as a result of implementation of these orders will draw pay w.e.f. 10-5-98 i.e., from the date of issue of these orders by board.	132/98
		Board have further extended the period for exercise of fresh option by another 3 months from the date of issue of Board's orders i.e. from 18-5-98 to 17-8-98 to such UDCs who were appointed /promoted between 1-9-85 to 5-1-89 and whose pay is to be fixed under 1313 (I) (a) (i) ( erstwhile FR 22c R-II, 1987 edition)	144/98
		Upgradation of 10% if senior clerks in scale Rs. 4500-7000 to the post of Head Clerk in scale Rs. 5000-8000 – V CPC recommendations	216/98
		Staff are placed in the higher grades as a result of introduction of new pay scales in certain categories will draw pay in the respective higher grade w.e.f. 1-8-98	227/98
		Consequent upon implementation of V PC recommendations, revised scales have been allotted to Drawing, Design and Estimate staff in 7450-11500 by abolishing the category of Asst. Draughtsman.	252/98
		Consequent upon implementation of V PC	294/98

		recommendations, pay scales of Railway school teachers has been revised wef 1-1-96.	
		Consequent upon implementation of V PC recommendations, Board have revised orders for revised pay scales of artisan staff w.e.f. 1-1-96.	302/98
		Corrigendum of revision of pay scales of Senior Shunters issued.	23/99
		Consequent on V CPC recommendations orders have been issued for revision of scales of pay of Rly..School Librarians.	51/99
		Revision of pay scales of Railway school Teachers & Librarians on the recommendations of VCPC -clarification on fixation of pay	75/99
		Relaxation in the residency period from two years to one year as a one time relaxation for Pharmacists in Grade Rs.6500-10500 prescribed eligibility conditions for Promotion to the post of Chief Pharmacists I in grade Rs. 7450-11500.	80/99
		Waiver in the residency period of Lab Supdt. I from two years to one year as one time relaxation for promotion to Chief Lab Supdt. in 7450-11500.	113/99
		Addendum to revision of pay scales of Railway School teachers on the recommendations of VCPC.	115/99
		Clarifications regarding the methodology for arriving at the number of posts of Chief Office Supdt. in grade 7450-11500 .	149/99
		Consequent on dismissal by the Hon'ble Supreme Court of the SLP filed by the Rly. Admn. against the judgement dated 16-1-97 delivered by the CAT/Allahabad In OA 4650 by 1990 Shri Umashankar Vs. UOI , Board have issued certain instructions for restructuring of Controllers cadre (Traffic Dept) as indicated in para of item (1) of their letter No. PC-III/80/UPG/19 dated 20-12-83.	171/99
		Board have issued certain instructions regarding introduction of relaxation in qualification / promotion to Laboratory staff in Medical Dept.	199/99
		Introduction of additional pay scales – recommendations of the VCPC –Laboratory staff in Medical Dept.	200/99
		Upgradation/creation of gazetted posts on the Railways in pursuance of recommendations of VCPC	208/99
		The post of Director General , Railway Health Services will be extended higher replacement scale of pay of Rs.26000( fixed) wef 1.1.96.	209/99
		Board have issued partial modification to their letter dt. 30-6-99 ( SC No. 208/99) that the post of Secretary, Railway Board, will be extended , higher replacement scale of 24050-26000 w.e.f. 1-1-96.	210/99

		Introduction of additional pay scales -V CPC-corrigendum - date of Board's letter mentioned as 27-9-93 to be read as 27-1-93.	245/99
		Board have issued certain clarifications regarding Ex.Cadre posts.	246/99
		Filling up the post of Health and Malaria Inspector in grade Rs. 5500-9000.	261/99
		Consequent upon implementation of V CPC scales Board have issued additional pay scales to Physio-Therapists Extension educators and Health and Malaria Inspectors.	263/99
		Board have issued certain modifications regarding distribution of 43 posts of Health & Malaria Inspectors under medical departments.	264/99
		Consequent upon implementation of V CPC scales Board have issued restructuring of the cadre Of stenographers in non-secretariat offices	289/99
		Revised scales & designations of Fieldman in N. Rly, issued.	308/99
		Revised scale of Cooks in Catering/Medical Dept. & Canteen staff issued w.e.f. 1-1-96.	309/99
		Consequent on V CPC recommendations Board have introduced selection grade in the category of Lady Health Visitors.	327/99
		Board have issued corrigendum regarding the designation of Drawing & Estimate Staff.	336/99
<b>1058 PENSION RULES</b>			
		Board have issued instructions regulating family pension entitlements of railway employees absorbed in Central Public Sector Undertakings/Autonomous Bodies. They have decided that the absorbed employees shall have an option to be governed by family pension scheme for railway employees and the benefit of this scheme will be available only to such of the absorbed employees who are permanent and have a qualifying services of not less than 10 years (effective from 22.1.90). The option shall be exercised within a period of 6 months i.e., upto 20.8.90.	42/90
		Board have clarified that as the instructions laid down in their letter dt. 29-5-89 (not 23-2-89 [SC No.80/89]) are effective from 1-1-86 the cases where the pension has been calculated otherwise than as laid down in the said letter may be revised and recovery of excess payment be made from the concerned pensioners.	65/90
		Board have decided that the eligible disabled children who acquired the disability subsequent to the retirement/death in harness of the railway servants and who were not granted the life time family pension	68/90

		due to absence of necessary provision in the family pension rules prior to 30.9.74 or due to the operation of the restriction from 30.9.77 will now be eligible for such benefits (effective from 19.2.90).	
		The words "disciplinary and criminal proceedings" Appearing in para 5 of Board's letter dated 7.8.89 (S.C.No.164/89) may be read as "disciplinary or criminal proceedings".	73/90
		Board have stated that in a specific case where beneficiaries have not been able to obtain a death certificate for preferring claims for ex-gratia payment of Rs. 150/- p.m. such a case may be referred to board for obtaining DOP's approval only a after the HOD is fully satisfied of the same.	75/90
		Ex.gratia payments - to the families of government servants dying in air accidents while travelling by service aircrafts has been raised from Rs. 2,00,000 to Rs. 5,00,000 w.e.f. 1.10.1989.	88/90
		The words "the commutation factor shall be reckoned as 85 years" shall be inserted in para 3 (ii) of DOP's O.M. dated 1-1-90, enclosed with Board's letter dated 12-4-90 (S.C.No.75/90).	142/90
		The 15 years period for restoration of commuted portion of pension may be reckoned from the date of retirement itself only in cases where commutation of pension was/is simultaneous with retirement. In all other cases, the 15 year period will be reckoned from the date of commutation, i.e., from the date on which reduction in pension on account of commutation became/becomes effective.	153/90
		Board have decided that in the case of a railway servant - who has completed 9 years and 9 months and above, but less than 10 years the qualifying service will be deemed to have completed 20 six monthly periods of qualifying service and will be eligible for pension, retirement gratuity/death gratuity. Past cases may also be regulated in time with these orders.	180/90
		The entry 4(b) (ii) of DOP's O.M.. Dated 13.6.88, forwarded under board's letter dated 30.6.88 (S.C.No.125/88) may be read as "affidavit sworn before a magistrate or a notary public or" for the purpose of grant of ex-gratia payment to the families of deceased CPF retirees.	11/91
		The benefit of family pension scheme, 1964 will also be admissible to the post retiral spouses from the date following the date of death of the pensioner. Consequently para 801 (13) of MOPR may be treated as deleted as in the ACS No.65.	17/91
		Eligible male / female children of the deceased railway	58/91

		employees/pensioners will now be entitled to family pension in the order of their birth irrespective of the sex of the child (effective from 21.11.90).	
		Board have clarified that the procedure detailed in their letter dated 19.9.86 (S.C.No.149/86) for payment of settlement dues to the eligible family members of railway employees who have suddenly disappeared and whose whereabouts are not known, will also be applicable in the case of missing pensioners. They have issued further clarification / instruction regarding the formalities to be observed, regulation of payment of the benefits etc.	60/91
		The claim of the applicant for ex-gratia payment need not however be accepted merely on the basis of affidavit where the railways have absolutely no evidence or proof that the deceased was an employee of the railways.	124/91
		Board desire that the instructions contained in their letter dated 1.11.88 (S.C.No.203/88) regarding payment of the value of commuted pension where the pensioners die without receiving the value, should be strictly followed without exception and there should be no cause for complaint from any quarter for non-compliance of the instructions.	140/91
		Board have indicated the procedure to be followed relating to recovery of the excess payments made to pensioners on account of revision of pension in terms of their letters dt.23.2.89/29.5.89 (S.C.No.80/89) and 16.3.90 (S.C.No.65/90).	141/91
		Handicapped children should be eligible for the benefit of family pension in accordance with the instructions contained in board's letter dated 15.5.90 (Sc No.68/90) even if they have been born after retirement from a marriage solemnised after retirement.	156/91
		Correction Slips No.25 and 26-A-I introducing para 14 1-A and amending para 14.2 respectively of the scheme for payment of railway pensions through Public Sector Banks (Annexure II to Chapter X Of Indian Railway Code for the Accounts Department, 1984 edition) have been circulated.	157/91
		Death gratuity is also to be calculated on the basis of "length of qualifying service" and not on the basis of "length of service".	174/91
		Board have decided that if a railway servant dies while in service or after retirement without receiving the amount of gratuity and leaves behind no family and had also not made any nomination or the nomination made by him/her does not subsist, the amount of retirement or death gratuity may be paid to the person in whose favour succession certificate has been	8/92

		granted by the court of law.	
		Board have decided that request for pension option on the basis of cat/new Bombay judgement should be considered only in respect of such railway employees who retired under SRPF(C) scheme during the period 1-4-69 to 14-7-72 and whose option for pension exercised during service or thereafter upto 31.12.72 is either available on record with the railways or who are in a position to produce acceptable documentary proof in token of their having indicated the said option at the material time.	11/92
		Board have decided that the benefit of ex-gratia payment envisaged in their letter of 30.6.88 (S.C.No.125/88) should also be extended to the families of those employees who had retired from or died while serving in, the Company/Princely State Railways even prior to their take over by the government.	13/92
		Board have clarified that payment of family pension to the family of missing pensioner is to be made after expiry of the year from the date the first information report regarding the missing person is lodged with the police and the arrears of family pension shall also be payable from the date the pensioner is reported missing.	15/92
		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.	71/92
		Railway servants who got absorbed in central public sector undertakings /autonomous bodies after issue of Deptt. of Pension & Pensioner's Welfare's Office Memorandum dated 22-1-1990 (S.C.No.42/90) or are going to be absorbed are eligible to exercise option for being governed under the family pension scheme of railways within six months from the date of their absorption or the date of issue of the sanction of the terms and conditions of absorption whichever is later.	94/92
		Paras 4,5 & 6 of board's letter dated 2.1.92 (S.C.No.11/92) regarding extension of benefit to Similarly placed railway P.F.. reties of 1.4.69 to 14.7.72 substituted.	177/92
		Instructions regarding settlement of pensionary entitlement in respect of railway employees absorbed in Central Public Sector Undertaking/Autonomous Bodies in individual basis-entitlement of family pension circulated.	52/93
		The benefit of added years of service under rule 2423-a (R II) shall be available to all members belonging to Indian Railway Medical Service cadre also w.e.f.	72/93

		1.12.1991.	
		Post retiral spouses are eligible for family pension from the date following the date of death of the pensioner.	73/93
		Board have enumerated the procedure to be followed for endorsement of family pension entitlement of post retiral spouse on the pension payment order of railway pensioners.	119/93
		Board have issued orders regarding 20% of basic pay shall be treated as dearness pay for the purpose of death retirement gratuity w.e.f.16-9-93.	120/93
		In case where persons next eligible to receive ex-gratia as per family pension rules are not available, the payment of life time arrears of ex-gratia amount lying in the estate of a deceased beneficiary on the date of his/her death may be paid to the person producing a valid succession certificate from the court.	2/94
		Family pension sanctioned one year after the date of lodging the FIR, in cases whose whereabouts are not known, is payable, from the date of lodging the FIR or expiry of leave of the employee who has disappeared whichever is latter.	10/94
		Deputation/ Duty allowance if actually drawn at the time of retirement, will be taken into account for calculation of cash equivalent of LAP at the credit of the railway servant at the time of retirement.	19/94
		Cut in pensionary benefits under Rule 2308R II (1973 edition) by the President was upheld by the CAT/Jaipur-judgement dated 12.01.1994.	45/94
		Board have issued clarifications on certain points regarding treatment of portion of dearness allowance as dearness pay for purposes of death cum retirement gratuity.	64/94
		Clarification regarding calculation of DCRG to running staff who retire or die on or after 16-9-93 – further clarified that stagnation increment is now being treated as pay for all purposes.	68/94
		1. Format to be used in which the two sureties are to be obtained for the payment of arrears of ex-gratia payment and dearness relief thereof payable from 1.1.86 upto the date of sanction has been prescribed, and 2. The stamp duty payable on the indemnity bond shall have to be borne by the claimant.	74/94
		Formats to be used for issue of sanction of terms and conditions of permanent absorption of permanent railway employees in central public sector undertakings and central autonomous bodies, are circulated.	93/94



		Guidelines issued in regard to payment of pensions to mad, lunatic, idiot and insane pensioners through Public Sector Banks.	94/94
		Board have extended percentage benefits to the categories of MSMs and TCMs of the signal and telecom. Department on proforma basis w.e.f. 1.3.93 and cash benefit from the date of issue orders (i.e. 20.10.94).	95/94
		Clarification in regard to payment of pension to families of railway servants who die while performing their duties as a result of attack by extremists, anti-social elements, issued.	96/94
		Guidelines issued in regard to withdrawal of pension by old / sick pensioners through Public Sector Banks.	103/94
		Cases where person next eligible to receive the cash equivalent of leave salary under the extant rules are not available, the payment should be governed by the law of succession and the amount paid to the person producing a valid succession certificate from the court.	113/94
		As a last opportunity to military pensioners who are presently re-employed in railway posts/services, a one time relaxation has been provided to exercise option for counting of military service as qualifying service within a period of six months from the date of issue of board's letter i.e. 25.1.95.	23/95
		<p>Various provisions of Railway Services (Pension) Rules, 1993, are amended, as indicated below:-</p> <p>A) Rule 75(19)(b)(iii) is partially amended to cover son or daughter adopted legally after retirement eligible for family pension.</p> <p>B) 1)The existing proviso (a) to rule 75(b) is substituted by a new proviso facilitating payment of family pension to son or daughter who is insane -through a guardian even after such son or daughter attains the age of majority.</p> <p>2)The condition that the disability (mental or physical) of a child should manifest before the retirement or death (while in service) of a railway servant, to become eligible for family pension for life, is also deleted.</p> <p>C)Rule 75(17) concerning grant of family pension to family of military pensioner appointed to railway service is amended.</p> <p>D) Rule 79(1)(c) is amended according to which the railway servant is to be advised 10 months prior to the date of retirement, qualifying service, pension &amp; gratuity admissible to him.</p>	42/95
		3. 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	50/95

		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".	
		4. Sub-rule 4) of rule 11 of the RS(Pension) Rules, 1993 substituted. Accordingly, the government shall be deemed to have been granted permission applied for by a pensioner for taking up any commercial employment before the expiry of two years from the date of his retirement, where within a period of 90 days (existing 60 days) of the receipt of an application, the government does not refuse to grant the permission applied for or does not communicate the refusal therefor.	54/95
		5. Indian railway code for the accounts department para i (first reprint 1990) has been amended as in ACS No.9 - "railway" pension payment scrolls should be in pink colour.	58/95
		6. Advance correction slip nos. 1 to 7 to the scheme for payment of railway pension through public sector banks, (Annexure-ii to Chapter-X of Indian Railway Code For The Accounts Department Part-I first reprint 1990 issued	59/95
		The benefit contained in Board's letter dated 21.9.67 i.e., entitlement to the payment of pro-rate retirement benefits on absorption in CPSUs to the permanent pensionable railway servants provided, the absorption in CPSUs was in public interest is extended to all pensionable railway employees who were absorbed in CPSUs prior to 21.9.67 subject to certain conditions.	60/95
		The benefit of encashment of leave on half average pay to the railway employees on superannuation has been extended to cases of death of railway employees while in service etc., on or after 14.7.82 for the purpose of calculating the deductions in respect of those who dies/die while in service, the family pension and PEG may be taken into account in place of pension and PEG.	69/95
		9. Grant of family pension to the eligible family members of railway servants who retired or died prior to 1.1.64 or who opted out of family pension scheme of 1964 - the procedure to be adopted for grant of family pension to widows/eligible family members in the circumstances in which official records for verification of claims, are not available, is enumerated.	88/95

		10. Charge allowance which has been hitherto not reckoned as pay shall be reckoned as pay for the purpose of pension, gratuity etc. Including leave encashment. These are effective from 1.4.95. In the case of an employee who retires after 1.4.95, the charge allowance drawn prior to 1.4.95 shall be included in pay for the purpose of calculation of average emoluments.	93/95
		Dearness Allowance linked to AICPI 1201.66 as indicated below shall be treated as dearness pay for reckoning emoluments for the purpose of retirement gratuity/death gratuity in the case of railway employees who retire or die on or after 1st April, 1995.  <u>Pay Range      DA To Be Added To Pay.</u>  Upto Rs. 3500/-      97% Of Pay  Rs. 3500/- and      73% of pay subject upto Rs. 6000/-      to a minimum of Rs.3395/-  Rs. 6000/- and      63% of pay subject above.      to a minimum of Rs. 4380/-	101/95
		12. The existing facility of receiving on option, 100% commuted value of pension by permanent railway employees on absorption in Central/State PSUs, etc. Is withdrawn. The other facility to draw on option, pro-rata pension (with option to commute 1/3rd of pension) by permanent railway employees on absorption in Central/State PSUs, etc. shall continue to exist.	116/95
		13. If the living SRPF retirees of the period 1.4.69 to 14.7.72 had expressed their desire to come over to pension scheme while in service or immediately after retirement (upto 31.1.73) they are not entitled to seek the benefit of pension scheme. OAs filed by SRPF retirees, if any, pending before CATs for an open ended option to come over to pension scheme should be contested.	117/95
		14. Model bond to be used by the families of deceased CPF retirees to furnish two sureties equal to the amount mentioned in para-3 of the DOP s O.M. dated 1.1.90 (S.C.No.75/90) before the payment is authorised by the Railways, is circulated.	119/95
		15. Judgement of the Supreme Court in regard to dearness relief on pension/family pension during re-employment/employment of Central Government/Railway pensioners/family pensioners issued.	124/95
		Permanent Central Government/Railway employees	128/95

		who are absorbed in the nationalised banks, General Insurance Corporation and its subsidiaries are not entitled to count the service rendered in Government/Railways for the purpose of pension on absorption in the nationalised banks including the RBI and SBI and its subsidiaries and other financial institutions including LIC, GIC and its subsidiaries.	
		If an employee seeks for permanent absorption in the Autonomous Body/Government/Railway and opts for the pensionary benefits based on combined service, discharge of pro-rata pensionary liability by the parent organisation is necessary in all cases of mobility of personnel from Government/Railway to ABs and vice-versa.	129/95
		The authority competent to dismiss or remove a railway servant from service may, if the case is deserving of special consideration, sanction a compassionate allowance not exceeding two thirds of pension or gratuity or both which would have been admissible to him if he had retired on compensation pension. Compassionate allowance sanctioned under the above rule shall not be less than Rs. 375/- per month.	145/95
		The instructions contained in Board's letter dated 21-4-95 regarding introduction of the distinctive colour scheme of scrolls for payment of railway Pension through Public Sector Banks which was to be implemented on Railways w.e.f. 1.6.95, has been kept In abeyance until further orders of board.	15/96
		Instructions in regard to avoidance of delay in payment of pensionary benefits issued.	24/96
		Nomination facility to pensioners/family pensioners for drawing life-time arrears of pension and family pension under payment of arrears of Pension (Nomination) rules, 1983 withdrawn.	42/96
		All members belonging to I.R.M.S. with MBBS qualifications shall be entitled to the benefit of added years of service, provided that their past services (including adhoc service) have been regularised and are treated as continuous service for the purpose of pensionary benefits.	77/96
		Board have communicated procedure for calculation in case of pensioners/family pensioners drawing more than one pension.	86/96
		Board have clarified that application for family pension for post retiral spouses has to be accompanied by an attested copy of the marriage certificate from Registrar/Gram Panchyat /District Magistrate.	108/96
		Government servants who had been absorbed in public sector undertakings/ autonomous bodies and	139/96

		received 100% commuted value of their pension are also entitled to the restoration of one third commuted portion of pension after 15 years from the date of commutation.	
		Restoration of commuted portion of pension -- cases of employees absorbed in PSU / AB and received 100 % commuted value - 1/3 portion of the original pension only to be restored after 15 years.	37/97
		Mobility of personnel between Central Govt. Department and State Government ---- counting of service for pension --- liability for pension including gratuity should be borne by the Central /State Govt. to which the Govt servant permanently belongs at the time of retirement.	48/97
		Pensionary benefits will be granted to children of a deceased Rly. servant / pensioner from such type of voidable marriages as per their turn in terms of rule 75 (8) of Rs(Pension) Rules. However they will have no claim to receive family pension as long as the legally wedded wife is in receipt of the same.	56/97
		ACS No. 12 to IREC :The crediting of pension to the respective pensioner's account can be spread over a period of last four working days of the month except for the month of march to avoid rush/delay in payments.	64/97
		Central Govt. employees who had rendered service in PSUs or in nationalised banks or in other govt. financial institutions are not entitled to count that service for pensionary benefits admissible under Central Govt. Rules.	67/97
		Correction to the Board's letter dated 8-4-84, circulated under SC 67/97 to be read as 8-4-85.	107/97
		Amendment to para 12.3 of other scheme for payment of Railway pension through Public Sector Banks is circulated.	113/97
		The gratuity becomes payable on the date following the date of retirement in the case of railway servant against whom disciplinary/ judicial proceedings are pending at the time of retirement and subsequently exonerated of all the charges. Interest in such cases has to be allowed beyond a period of 3 months from the date of retirement.	118/97
		The retirement benefits contained in Board's letter dated 21-9-67 are extended to all permanent railway servant governed by CPF / SRPF(C) scheme who were absorbed in Central Public Sector Undertaking prior to 21-9-67 subject to certain conditions.	131/97
		The word 'Supplementary circular to Master circular	132/97

		No. 5 'in Board's letter dated 7-4-97 is deleted. SCR S.C.No.,101/97 connects.	
		Board have issued modified pension rules for employees who retire/die in harness after 1-1-96. Salient Features are--- Pension shall continue to be calculated at 50% of average emoluments with minimum of Rs. 1275/- and max. upto 50% of the highest pay in the Railways. The highest pay in the Railways is Rs. 26,000/- ( minimum Rs. 1275/- and max. 13,000/-)-- Maximum gratuity payable is 3.5 lakhs.	181/97
		Revised pension rules for pre 1996 pensioners / family pensioners w.e.f 1-1-96 are notified.	204/97
		Board have issued instruction that payment of amount becoming due on revision of DCRG and commuted pension be paid in lumpsum.	216/97
		Guidelines for the revision of pre-1996 pensioners / family pensioners.	26/98
		Consequent upon implementation of V PC recommendations, Board have issued revised pension for pre-1986 pensioners / family pensioners w.e.f. 1-1-86	73/98
		Central Govt. employees who have drawn lumpsum payment on absorption in PSU/Autonomous Bodies and have become eligible for restoration of 1 / 3 commuted portion of pension originally sanctioned. This restored amount should not be further revised as per the recommendations of IV or V pay commission.	108/98
		Instructions on grant of family pension to parents, sons and daughters of deceased railway servants have been issued.	115/98
		Corrigendum to paras 2 & 3 of Memorandum dated 10-2-98 issued by DOP, forwarded under Board's letter circulated under S.C. No. 73/98, has been issued.	140/98
		Corrigendum on paras 8 & 11 of O.M. dated 10-2-98 issued by DOP circulated under S.C. 73/98, has been issued	148/98
		Consequent upon implementation of V PC recommendations, Board have issued revised family pension w.e.f. 1-1-96 for those railway servants who retired /died between 1-1-86 to 31-12-95 and in whose case the last pay drawn exceeded Rs. 1500 p.m.	152/98
		Board have communicated revised rates of dearness relief to railway pensioners/family pensioners @ 16 % w.e.f. 1-1-98, dearness relief on ex-gratia payment @ 8% w.e.f. 1-1-98.	153/98

		Board have advised that the second and final installment of arrears of pension/family pension/dearness relief, if due be disbursed to pensioners/family pensioners along with pension/family pension for the month of June '98. If the first installment had not been drawn and disbursed during 1997-98, the entire amount of arrears due and admissible in such cases be released in lumpsum in a single installment.	154/98
		Consequent upon implementation of V PC recommendations, the procedure for processing the pension/family pension in respect of pre 1986 pensioners/family pensioners has been modified partially. .	158/98
		Central Govt. employees who had drawn lumpsum payment on absorption in PSU/ABs and have becoming eligible for restoration of one third commuted portion of pension are entitled to restoration of one third portion revised notionally as per IV / V CPC s	234/98
		Consequent upon implementation of V PC recommendations, the pension of pre-1986 pensioners/family pensioners have been revised based on notional fixation of pay in the revised scales of pay introduced w.e.f. 1-1-86.	241/98
		Procedure for dealing with the applications submitted by Indian Railway Services Pensioners under Rule 11 of Pension Rules to accept commercial employment within 2 years of retirement, circulated. 245/98	245/98
		Board have issued instructions regarding commutation of pension.	248/98
		Revised rates of dearness relief to railway pensioners/family pensioners w.e.f. 1-7-98 @ 22% have been issued	269/98
		Consequent upon implementation of V PC recommendations, Board have extended the date of submission of application upto 31-3-99 for revision of pension in respect of pre-1986 pensioners/family pensioners .	283/98
		The provisions regulating pension/ commutation of pensions have been revised.	305/98

		Implementation of Govt.'s decision on the recommendations of the VPC –Revision of Pension of pre-96 pensioners /family pensioners etc. extension of date of submission of application for revision of family pension extended upto 31-3-99.	16/99
		Board have given clarification regarding revision of enhanced family pension in case of pre-96 pensioners/family pensioners.	25/99
		Consequent on implementation of VPC Board have issued instruction for revision of pension/family pension which should not be less than 50% and 30% of the minimum pay in the revised scale of pay introduced wef 1-1-96 of the post last held by the pensioners /deceased Rly servant	26/99
		Implementation on Govt's decision on VPC recommendations relating to retirement benefits extension of Bd's letter No. F(E)III/98/PNI/29 dated 15-1-99 to be absorbed In PSU/Autonomous Bodies who had opted for pro-rata monthly pension (with option to commute one third pension).	81/99
		Implementation of Govt.'s decision on the recommendation of VPC- Enhanced family pension in case of pre-1996 pensioners/family pensioners	82/99
		Period for payment of family pension at enhanced rates will be payable for 7 years or till the Govt. servant/pensioner attains the age of 67 years against the existing provision of 65 years due to increase in retirement age.	96/99
		Revision of pension of pre and post 1986 pensioners/ family pensioners. Date of submission of application extended upto 30 <sup>th</sup> September 1999	118/99
		Grant of Dearness Relief to Railway pensioners/family pensioners revised rate effective from 1-1-99	148/99
		Instructions on acceptance of belated option for counting of past service, issued.	161/99
		Recommendations of the VCPC payment of Dearness relief to re-employed pensioners & employed family pensioners.	212/99
		Recommendations of the VCPC- grant of family pension to parents- clarification	225/99
		Clarification regarding revision of enhanced family pension in case of pre-1996 pensioners/family pensioners.	230/99
		Clarifications regarding grant of family pension to parents, sons and daughters issued. The family pension payable to the son or daughter shall stop if he or she starts earning a monthly income exceeding Rs. 2550/-	259/99



		Retirement benefits of various categories of posts which have been extended higher replacement scales w.e.f. 1-1-96.	262/99
		Family pension is to be allowed to the judicially separated spouse of the deceased Rly. Servant after his/her children cease to be eligible for family pension till his /her death/ remarriage, whichever is earlier	271/99
		Board have communicated revised rates of dearness relief to pensioners/ family pensioners wef 1-7-99.	286/99
		Instructions regarding prompt revision of family pension of pre-96 deceased Govt./Railway servants / pensioners, issued	296/99
		The CAT/Madras Bench upheld the rule position that option once exercised for 100% commutation of pension on permanent absorption in PSUs/ABs is irrevocable.	302/99
		Revision of pension of pre & post 1986 pensioners/family pensioners – the date for submission of application is extended upto 31-3-2000.	311/99
		Clarification regarding revision of pension of pre-1996 pensioners issued.	313/99
		Clarification regarding calculation of pension/commutation of pension issued.	314/99
		Corrigendum to Board's letter dated 18-8-98 (SC No. 232/98) . The word 'communication' appearing in the third line of the said Board's letter may be corrected as 'commutation'.	323/99
<b>1059 EX-GRATIA PENSION</b>			
		The claim of the applicant for ex-gratia payment need not however be accepted merely on the basis of affidavit where the railways have absolutely no evidence or proof that the deceased was an employee of the railways.	124/91
<b>1060 PROMOTION RULES</b>			
		Board have decided that the D&A proceedings based on Good and sufficient reasons may be initiated for Refusal of adhoc promotion at the same station only in Those cases where such refusal affects train Operations.	2/90
		Board have decided that: I) no adhoc promotions should be made on the ground that the recruitment and promotion rules including AVCs are proposed to be revised or amended or such revision/amendment is under contemplation, and li) unless there is an injunction/stay orders against making regular promotion, the competent authority	4/90

		may make promotions provisionally on the basis of the existing seniority list, subject to the final decision of the court/tribunal.	
		The Board have issued instructions regarding avenue of promotion of master craftsman.	147/90
		1. Board desire that the instruction contained in their letters of 28.8.85 (S.C.No.145/85) and reiterated vide their letter dated 21.8.87 (S.C.No.179/87) 14.12.89 (S.C.No.4/90) regarding promotion of non-gazetted Railway employees on adhoc basis should be followed strictly.	6/91
		The benefits of stepping up of pay is not permissible in cases where staff have not been relieved by the administration in time on promotion. Cases of staff not being relieved even within 3 months of the issue of promotion order should be put up to DRM or Head of the Office and the Controlling Officer held accountable for not relieving the staff concerned.	79/91
		Requests for posting of government employees who have mentally retarded children at a place of his/her choice may be considered sympathetically on the merits of each case and accommodated to the extent possible.	87/91
		Besides the existing vacancies, vacancies anticipated to occur during the next six months (instead of 4 months) may be taken into account for promotion to non-selection posts.	21/92
		Board have laid down recruitment and promotion rules for the various posts in the Unit Purchase Cell on the railways.	32/92
		Law assistants/chief law assistants who are having two Additional avenues of promotion either to the post of ACS or APO, in addition to their normal avenue of Promotion to the post of ALO/Estate Officer etc., can exercise option within 30 days of the result of the selection/LDCE and gets selected to any of the Gazetted cadre, and option once exercised should be treated as final.	33/92
		Board have introduced a scheme to ensure atleast one promotion in service career to each group 'C' and group 'D' employee.	34/92
		Board have decided that ministerial employees of TT & C, Stores, Statistical And Compilation Branch, Cash And Pay And Time Office staff, as also ministerial employees in other departments, who have been provided an avenue to the posts of APOs, 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.	49/92

		Board have clarified that eligible group 'D' employees, Qualified in Hindi typing, should also be considered For promotion against 33 1/3% vacancies of typists Earmarked for promotion of group 'd' employees.	66/92
		Board have decided that the employees who were other-wise eligible (but for cadre-restructuring) for consideration for promotion to group 'C' against the quota prescribed for group 'D' employees would continue to be eligible for such consideration irrespective of the fact that they have since been placed in group 'C' scales of Rs. 825-1200 /Rs. 950-1500 as a result of restructuring of cadres.	70/92
		Board have clarified that: The instructions issued vide their letter dated 9.5.91 (S.C.No.77/91) may be followed scrupulously and the employee relieved, without waiting for an reliever. A clause should be indicated in the promotion order that the employee should not be detained on administrative grounds and it will be the responsibility of the controlling officer to relieve the employee.	96/92
		Clarifications in regard to conditions for eligibility for promotion to group 'B' issued by Railway Board.	144/92
		Promotion rules clarifications in regard to observance of 2 year minimum rule issued.	165/92
		LDCE quota of vacancies for promotion from group 'C' to Group 'B' cadre increased from 25% to 30% (effective from 3.11.92.)	166/92
		Group 'D' employees seeking promotion to group 'C' posts in the lowest grade should put in a minimum total qualifying service of 3 years in group 'D' service.	176/92
		Instructions regarding relaxation of qualifying marks for scheduled caste/schedule tribe candidates in selections/LDCE for promotion to Group 'D' posts issued.	1/93
		Clarifications regarding career advancement of group 'C' & group 'D' employees issued.	4/93
		Clarifications regarding career advancement of Group 'C' & 'D' employees issued.	19/93
		Instructions regarding promotion to the post of artisans in the open line and workshops issued.	24/93
		Employees who were in service as on 1-4-91 and retired before the scheme could be implemented by the railways (i.e. ,by ensuring atleast one promotion, in service career to each group-C and group-D employees ) may be allowed the benefit of in-situ promotion w.e.f. 01-4-91.	85/93
		Clarification regarding career advancement of group 'C' and 'D' employees issued.	96/93
		Employees who are graded 'average' in CR. should	5/94

		not be denied the benefits of restructuring only on account of their 'average' report.	
		Clarification regarding career advancement of group C & D employees issued i.e. when vacancies are available and the incumbents have refused to accept regular promotion, such incumbents can not be considered for in-situ promotion.	11/94
		The condition of 2 years minimum service in existing grade does not apply for promotion of Shunting Jamedars (Rs. 1200-2800) to the post of Goods Guard (Rs. 1200-2040).	23/94
		Candidates with MBA with papers in Personnel Management are also eligible for promotion to the post of WI/ Gr.III irrespective of grade or length of service of the candidates.	77/94
		Service rendered in the reclassified skilled grade may also be counted towards the minimum service of two years in the immediate lower grade required for promotion as skilled Gr.II	12/95
		In the case of in-house staff in the stream of console operators who have put in a minimum of 10 years service in the EDP Centre, the requirement of graduation is not to be insisted upon for promotion to the post of assistant programmers in Zonal/PU EDP Centres.	34/95
		The qualifications prescribed in board's letter dated 2.9.59 for promotion of wireless operators in grade Rs .1200-2040(RSRP) to the post of inspector wireless (traffic) Rs. 1400-2300, are withdrawn.	38/95
		Allotment of quarters to retired employees should be cancelled immediately on completion of the prescribed periods of retention (i.e. a written communication should be sent to the occupant). Simultaneously eviction proceedings should be initiated against the occupant of quarters.	48/95
		In terms of para 2(c) of board's letter dated 29.9.87 (S.C.No.89/88), till Gr.I artisans existing as on 29.9.87 remains available, they should be considered for selection to the post of Chargeman-B etc., along with Mistries. This dispensation initially current upto 31.12.90 (later extended upto 31.12.93) will be valid upto all the then existing Gr.I artisans are promoted either as Chargeman-B or as Mistries.	62/95
		5. No promotion of the artisan staff against the restructured as well as normal vacancies should be given without holding the trade test except for promotion from unskilled to semi-skilled categories.	97/95
		Sports persons may be allowed the benefit of seniority from the date of their out-of-turn promotion or appointment in the intermediary grade having no	121/95

		element of direct recruitment, against the special supernumerary posts created for the purpose. Railways may create special supernumerary posts with matching surrender at every stage of subsequent promotion of sports persons as indicated in the annexure.	
		Railway employees ordered for promotion should be relieved immediate or within a period of three months in any case.	127/95
		The equivalence of grades of running staff with grades of stationary staff in VCPC, circulated.	295/95
		Board have substituted para-4 of their letter dated 12-8-87, that the charge allowance granted shall be reckoned as pay as defined in rule 1303 (FR 9) (21) (a) (i) – R II and it will count as pay for the purposes of pension, gratuity etc., As well as for leave encashment, except for the purpose of fixation of pay on regular promotion.	14/96
		The requirement of minimum academic qualifications prescribed vide board's earlier letter for promotion from group 'C' to group 'B' will come into force only after amendment of the relevant recruitment rules.	100/96
		Filling up the vacancies of IOW GR.III --- 65 % by direct recruitment, 25 % promotion of rankers and 10 % by LDCE from amongst serving work maistries.	14/97
		Electrician in the pre revised scale of Rs. 380-560 (Rs) in train lighting section of electrical department are allotted the scale of Rs. 1400-2300 (RSRP)	25/97
		Promotion from group D to group C against 33 1/3 % in the ministerial cadre and LDCE quota from clerks to Sr. clerks may be allowed on provisional basis and the staff may be given two years time from the date of promotion to qualify the prescribed type writing test. If they fail to qualify within this period, they are liable to be reverted.	27/97
		Procedure & guidelines regarding promotion of railway servants against whom disciplinary/court proceedings are pending and whose conduct is under investigation – circulated.	55/97
		In situ promotions are to be given to staff who become eligible for such promotion irrespective of whether the employees passed or failed in the selection held for promotion from group D to group C.	59/97
		Best among the failure scheme is applicable in the category of stenographer also as applicable to other non safety categories.	94/97

		The qualifying service for the purpose of promotion of employees who have joined on request transfer on bottom seniority will be counted only from the date of joining the absorbing unit.	96/97
		Reiteration of orders regarding timely relief of staff who are transferred on promotion – Controlling Officers should be held responsible.	139/97
		Clarification regarding assessment of vacancies --- Non selection posts - 6 months , Trade tests ---- 4 months, Non selection posts where promotion is by scrutiny of SR & CR – 1 year ---- as a trial measure upto 30-6-99.	143/97
		As a result of replacing of existing skilled Gr.II 1200-1800 and skilled Gr.III 1320-2040 to Rs. 4000-6000, for promotion to the revised scale of Rs. 4000-6000, the syllabus prescribed for skilled Gr.III to skilled Gr.II is to be followed until further orders.	225/97
	1063	Scheme of GDCE – Technical categories in keeping with revised designation circulated under 94/96, correction issued to categories of posts mentioned in SC No. 105/97 to read with proper designations	5/98
		Promotion to Group A officers to Sr.Scale - the cases of seniors joining late in junior scale is to be considered for promotion to senior scale only on their completing 4 years regular service in junior scale . However their seniority remains unaltered.	24/98
		Selection/suitability test /trade tests should be held regularly- calendar for selection/suitability test/trade test should be issued at the beginning of the year – vacancies in safety category should be filled expeditiously and this position should be sent to CPO in monthly PCDO.	42/98
		Modified procedure for filling up posts of Loco Running Supervisors (Loco Inspector & Power/Crew Controllers), is circulated.	50/98
		Where specific trade test has been prescribed for promotion from khalasi to khalasi helper, the same should be applied. Where no specific test is prescribed, promotion should be based on suitable aptitude tests.	57/98
		The procedure of filling up Artisan category of skilled grade re-designated as Technician (Trade) in scale Rs. 950-1500 / 3050-4590 against 25% quota has been modified.	67/98

		The direct recruitment vacancies in the category of Jr. Engg. ( Signal) Gr.II, after setting off the vacancies earmarked for GDCE, may be added to 20 % promotion quota from amongst matriculate Maintainers including ESMs with 3 years service below 45 years of age.	189/98
		Upgradation of 10% if senior clerks in scale Rs.4500-7000 to the post of Head Clerk in scale Rs.5000-8000 – V CPC recommendations	216/98
		The upper age limit for appearing in the selection for promotion to the post of Publicity Inspector in grade Rs. 4400-2300 is relaxable by 5 years for SC/ST employees.	299/98
		The minimum service condition of 5 years in the grade of Staff Nurse in scale Rs. 1400-2600/5000-8000 for promotion to the post of Nursing Sister in scale Rs. 1640-2900 / 5500-9000 has been reduced to two years.	307/98

		Instructions on conducting psychological tests at the stages of Direct recruitment for the posts of ASM, Diesel/Electric Asst. & Motormen and promotion to ASMs Diesel/Electric Asst. , Switchmen Goods driver And high speed drivers on Rajdhani, Shatabdi trains And Motormen, reiterated	13/99
		Skilled staff selected as intermediate apprentices and undergoing training/apprenticeship on passing the prescribed trade test may be granted the benefit of proforma promotion in the intermediate skilled grade from the actual date of promotion of the immediate junior .	32/99
		The newly introduced posts of Chief OS and Depot Stores Supdt. In grade Rs. 7450-11500 wef 10-5-98 May be filled by the process of scrutiny of service Records as a one time dispensation without changing the classification of the posts.	57/99
		Consequent on the introduction of the scale of Rs. 4500-7000 to skilled Artisan Gr.I , the existing Trade test syllabus prescribed prior to issue of Board's letter dated 21-12-97 (SC No.225/97) should be followed for promotion from skilled Grade III to Grade II and from Skilled Grade II to I.	79/99
		The revised process of modified selection to the posts of Ch. OS and Depot Stores Supdt. In scale Rs. 7450-11500 by scrutiny of SRs need be followed only if selection process if already initiated, has not been finalised.	109/99
		Promotion from Khalasi to Khalasi Helper in all trades except semi skilled trades of Boiler/feeder and Paper Counter of Printing Press and Ferro Printer (non -Artisan) should be on the basis of suitable aptitude test evolved locally.	127/99
		Instructions on the facilities to Auxiliary Nurses cum Midwives and Midwives with requisite academic qualification for training in general nursing, reiterated.	151/99
		It is reiterated that the copies of notifications issued for holding examinations for promotion of Class IV employees to Class III ministerial posts in the HQrs Offices of various Railway Administrations should be sent to Railway Board to enable Class IV employees working in the office of Railway Board to apply for the same.	251/99



		Promotion from Technician Grade II scale Rs.4000-6000 to Technician Grade I scale Rs. 4500-7000 in artisan category should henceforth be made on the basis of Annual Confidential reports instead of trade tests	254/99
		Board have issued orders for Assured Career Progression scheme for the railway servants to Group A, B, C & D categories.	276/99
		The instructions that there should be no discrimination in the matter of promotion, on the grounds of physical handicap, introduced under ACS 75 and 76 to IREM Volume I, 1989 Edition circulation under S.C. No. 131/ 99, are reiterated for strict compliance.	291/99
		Technicians Gr.II who could not be promoted as Tech. Gr.I during the period from 16-10-97 to 23-11-98, when the posts of Tech. Gr.II and Gr.I were merged, should be given the benefit of retrospective promotion subject to certain conditions.	315/99
<b>1061 PROVIDENT FUND</b>			
		Deposit linked insurance scheme for subscribers to SRPF has been revised (effective from 1.1.89).	70/90
		The ceilings on withdrawal from P.F. has been raised from Rs. 25,000/- to Rs. 50,000/- for purchase of motor Car and Rs. 4,000/- to Rs. 8,000/- for purchase of motor Cycle, scooter etc.	150/90
		The ceilings on withdrawal from PF has been raised from Rs.25000/- to Rs. 50000/- for the purchase of motor car and from Rs. 4000/- to Rs .8000/- for purchase of motor Cycle, scooter etc., subject to other conditions.	151/90
		Board have indicated the procedure to be followed For payment of gratuity in past cases to casual labour/legal heirs under the payment of gratuity act 1972	159/90
		The competent authority to grant part final withdrawals under srpf rules may sanction part final withdrawal upto 90 percent of the balance at credit in Case it is applied for within 12 months before Retirement on superannuation. This facility will be Available only once to a subscriber and they will not Be required to assign any reason for applying for such Part final withdrawal.	182/90
		Board have issued instructions regarding deposit of arrears of pay and allowances in the provident fund account.	13/91
		Board have extended the scope of rule 925-R1 so as to provide the facility of providing final withdrawal to railway personnel for acquiring house from (IRWO).	152/91

		The rate of interest for SRPF for the year 1992-93 has been fixed at 12% per annum.	110/92
		Board have decided that the subscribers to the SRPF may be allowed withdrawals from their fund for payment of conversion charges in respect of property allotted/transferred by DDA, State Housing Boards or the House Building Co-operative Societies.	49/93
		The rate of interest for SRPF for the year 1993-94 has been fixed at 12% per annum.	75/93
		Payments for withdrawals/advances from PF, HBA advance for purchase of scooter/motor cycle/motor cars etc. should be through account payee cheques only.	78/93
		In case the applicant desires payment in cash towards PF advance/withdrawals etc., amounting to Rs.10,000/- or more, should attach an application stating reasons. Such payments in favour of the out station employees to be made through bank drafts.	35/94
		Basic pay+30% thereof should be computed as pay for running staff for the grant of advance/withdrawal w.e.f 25.11.94.	116/94
		The rate of interest for SRPF for the year 1995-96 has been fixed at 12% per annum.	4/96
		Final withdrawal from PF for making one time payment towards maintenance charges to cover security, conservancy, horticulture, common area lighting and water charges may also be allowed on production of a demand letter from the DDA, State Housing Board Or House Building Societies Including IRWO.	75/96
		The accumulations at the credit of the subscribers to State Railway Provident Fund for the financial year beginning on 1.4.96 will continue to carry interest at the rate of 12% (twelve percent) per annum.	116/96
		The accumulation at the credit of the subscriber to SRPF from the financial year beginning on 1-4-97 will continue to carry interest at the rate of 12% p.a.	152/97
		Instructions regarding deduction of PF from V PC arrears are notified.	203/97
		Consequent on implementation of revised pay scales, Board have clarified that the advances /final withdrawal from PF be sanctioned with reference to pay in revised pay scales as per extant rules/orders.	3/98
		The interest of the arrears of Provident fund subscription credited in the account will accrue from 1-11-97.	86/98

		Bd. have enhanced the limit for grant of withdrawal from SRPF for purchase of motorcar , Motor Cycle, Scooter to Rs.1,10,000 & Rs.20,000/- respectively, subject to certain conditions	97/98
		Amount of Deposit Linked Insurance payable to the successors of employees who committed suicide, the amount of DL also payable in case of missing employees whose whereabouts are not known, after a lapse of 7 years.	118/98
		The accumulations at the credit of the subscribers to SRPF for the financial year 1998-99 will continue to carry interest at the rate of 12% per annum.	64/99
		Copy of the resolution announcing the rate of interest on the accumulations at the credit of subscribers to the GPF at 12% p.a. during the year 1998-99 is circulated.	98/99
		The accumulations at the credit of the subscribers to SRPF for the financial year 1998-99 will continue to carry interest at the rate of 12% per annum.	197/99

		<b>1062 – RETENTION OF QUARTERS</b>	
		Board have decided that the employees who seek voluntary retirement may be allowed to retain the railway accommodation for a period of 4 months on payment of flat rate of license fee and further 4 months on payment of special license fee on educational or sickness account.	15/90
		Board have issued consolidated instructions regarding regulations of railway quarters in favour of the eligible dependents of the deceased/retired railway employees in suppression of all previous instructions.	20/90
		In suppression of all previous instructions board have issued consolidated and comprehensive instructions regarding retention of railway quarters by railway employees on account of various event such as transfer, retirement etc.	27/90
		Board have decided that railway accommodation may be regularised in cases where the employee had to	94/90

		undergo induction training in the case of appointment given on compassionate grounds provided other conditions regarding eligibility are fulfilled. This is also subject to such induction training being regularised as regular appointment in due course.	
		Board have clarified that the instructions contained in their letter dated 4.1.90 (S.C.No.15/90) regarding retention of railway accommodation by the employees who seek voluntary retirements are effective from 4.1.90.	95/90
		Board have decided that for the purpose of retention of railway accommodation, the cases of employees retiring on medical invalidation grounds may be treated at par with normal retirement and dealt with in terms of instructions contained in para 2(i) of their letter dated 30.6.86.	121/90
		Retention of quarters by officers/staff on deputation To Konkan Railway Corporation shall be permitted to retain railway quarters on payment of normal rent/single flat rate of license fee /rent for the first 2 months and thereafter at 1 ½ times the normal rent / flat rate of license fee / rent.	136/90
		Retirement / death gratuity or special contribution to PF should be withheld in full for non-vacation of railway quarters not only after superannuation but in all cases cessation of service namely voluntary retirement, death etc.	5/91
		The existing provisions contained in para 3 of Annexure to Board's letter dated 15.1.90 (S.C.No.27/90) have been substituted.	15/91
		The term special license fee means double the flat rate of license fee / rent only and all cases of extension beyond prescribed period should invariably be treated as unauthorised and damages rate of rent charged accordingly irrespective of the period of retention.	38/91
		Board have issued clarifications to their earlier Letter dated 15.1.90 (S.C.No.20/90) regarding regularisation of allotment of Railway quarters in the name of eligible dependent of Railway employee who retire from or dies while in service.	52/91
		Board have deleted the "words" and no special cases should be made out occurring in para 3 of their letter dated 12.2.88 (SC No.140/88).	55/91
		Board have revised the rates of damages for unauthorised occupation of residential accommodation from the present rate of Rs.15/- per sq. meter in plinth area per month to Rs. 30 per month respect of types 'A' to 'D' (type I to IV) and from Rs.16/- per Sq.meter	96/91

		of plinth area to Rs.34/- per Sq. Meter per month in respect of type 'E' and above type V and above for class 'A' cities effective from 1.6.91.	
		Board have enumerated the procedure to be followed In regard to occupation of rest house accommodation for residential purposes by officers on transfer.	103/91
		Board have substituted the word 'yes' for the existing provisions "cases of rules" in para 2(iv) of their letter of 15.3.91 (S.C. NO.52/91).	105/91
		Board desire that the consolidated instructions issued vide their letter dt.15.1.90 (S.C.No.20/90), 15.3.91 (S.C.No.52/91) and 1.7.91 (S.C.No.105/91) be followed for strict compliance, so that the point raised about the difficulties being faced by the staff in regard to the actual transfer of railway quarters, on 'father – son' basis in the event or retirement etc. do not recur.	131/91
		Clarification from board with regard to transfer of railway quarters in the name of wife/husband in the event of one of them going on deputation etc.	154/91
		Board have clarified that para 1.4 of the instructions contained in their letter dated 15.1.1990 (S.C.No.27/90) regarding retention of railway accommodation by railway employees on transfer may be interpreted to mean "same electrified sub-urban area on the same railway".	88/92
		Board have extended the scope of regularisation of allotment of railway quarters on out of turn basis to the married daughter of a retiring/deceased/medical unfitness employee, in case he does not have any son or in case where the married daughter is the only person who is prepared to maintain the parent(s) and the sons are not in a position to do so. (e.g. minor sons).	116/92
		The revised entitlement for allotment of quarters in respect of running staff has been circulated.	127/92
		Item 13 of Annexure to Board's letter dated 15.1.90 (S.C.No.27/90) relating to retention of railway accommodation by railway employees in the event of study leave, substituted.	139/92
		The concession of retention of railway accommodation granted to the officers/staff posted on deputation to Konkan Railway Corporation communicated vide board's letter dated 1.10.90 (S.C.No.136/90) may be continued for a further period of six months on the same terms and conditions as indicated earlier.	160/92
		Para 3(viii) of Board's letter dated 15-1-1990 (S.C.No.20/90) regarding regularisation of allotment of railway quarters in the name of an eligible dependent of railway employee who retires from or dies while in service substituted.	178/92

		Board have decided that the concession of retention of railway accommodation granted to the officers/staff posted on deputation to Konkan Railway Corporation may be continued for a further period of six months upto 30.9.1993 as a very special case.	60/93
		Railway employees while proceeding on deputation to public sector undertakings may be permitted to retain the railway accommodation for a period of two months on payment of normal license fee.	71/93
		The family of Rly. employee who dies while in service may be permitted to retain the railway quarters for a period of 12 months on payment of normal rent/flat rate of license fee/rent from the date immediately after the date of death of an employee and applies to audit staff doing railway audit work also.	91/93
		Concession for retention of the railway accommodation granted to the officers of staff on deputation to Konkan Railway Corporation may be allowed to continue for a further period from 1.10.93 to 30.9.94 as a very special case on payment of special license fee.	9/94
		Board have clarified that the relevant slab of plinth area on the basis of which chargeable rent for type iv/v accommodation is to be calculated is exclusive of the area of servant quarter & garage plus rent of servant quarter and garage.	53/94
		1. Officers/staff transferred to Jammu-Udhampur-Srinagar new line construction and survey may be allowed to retain railway quarter at their previous place of posting on payment of normal rent for a period of three years or till the quarters are allotted to them, whichever is earlier.	5/95
		2. Concession of retention of the railway accommodation at the place of previous posting granted to the Officer and staff on deputation to KRC is allowed to continue for a further period from 1.10.94 to 30.6.95 on payment of special license fee.	17/95
		4. In future no requests for retention of accommodation beyond the permissible period from any officer either After retirement or joining any of the organisations Like IRWO, CONCOR, IRCON, RITES, etc., should be entertained.	110/95
		5. Concession of retention of railway accommodation to the staff and officers on deputation to Konkan Railway Corporation extended for a further period from 1.7.95 to 31.12.95.	138/95
		Privilege of retention of quarter at the previous place of posting in favour of the railway employees on transfer to N.F.Railway (excluding Katihar division) is admissible only to those railway employees who on	21/96

		their posting to N.F.Railway desire to keep their family at the last station of posting.	
		Rates of damages for unauthorised occupation of railway residential accommodation by railway employees have been revised w.e.f. 1-6-95. The revised rates will be in force for a period of two years or till further orders of the board.	28/96
		Instructions contained board's letter dated 11-8-1992 regarding out of turn allotment of railway quarters to a married daughter are withdrawn - such cases are to be processed as per instructions contained in board's letter dated 15-1-1990. Further married daughters should be sharing accommodation for atleast six months - retiring employee should make a request for such out of turn allotment in favour of his married daughter.	125/96
		Houses owned by the railway servants and/or their family members should not be hired by the railways for their residential use.	132/96
		Officers/ staff who join at the newly set up Zonal and wish to retain the railway qrs. may be permitted to retain the quarters for one year on normal rent on the following conditions: 1. HRA is not admissible (2) residential accommodation should not be given at the new zone (3) permitted to stay in rest houses on payment rental charges. (4)if the accommodation is non-pooled and above type v permission should not be granted. They may be given some alternative accommodation.	33/97
		The family of the missing Railway employee are permitted to retain Railway quarters --- (1) For one year from the date of lodging FIR with the Police on normal rent; and (2) Beyond one year on production of certificate from Police that missing employee is not traceable as in the case of normal retirement.	41/97
		Staff deputed to Konkan Railway Corporation are allowed to retain their quarters at their previous place of posting on a Zonal railway on payment of special license fee upto 31-3-97.	50/97
		Instructions on reservation of quarters for SC / S.T. employees duly maintaining separate registers for allotment are reiterated.	205/97
		TA personnel of higher caliber to be preferred for out of turn allotment of railway qrs. not exceeding 10% of the unhoused TA personnel subject to minimum of 5 at big station.	211/97
		The facility of retention of quarters at the previous place of posting by railway officers / staff who join the newly setup Zonal railways has been extended for a further period of one year upto 31-12-98	7/98



		Damage rates for unauthorised occupation of railway accommodation revised w.e.f. 1-11-97	22/98
		Railway employees, who in anticipation of retirement on 31-5-98, vacated the railway quarters, may be re-allotted the same quarter, if still vacant, or allotted the quarter immediately falling vacant in the respective pool, on first priority.	155/98
		Officers and staff who have been posted to training Institutes as faculty members may be permitted to retain the railway quarters at the previous place of posting for a period of not more than 2 years on payment of normal rent.	250/98
		Consequent on the implementation of V CPC scales, the license fee for houses leased by the railway for use as residences by officers, have been revised w.e.f. 1-1-96.	253/98
		The request for retention of quarters of officers / staff who were retaining their quarters on transfer to NF Railway and on completion of their tenure, have been posted to a place other than their previous place, should be treated as request for retention of quarters on permanent transfer.	259/98

		Staff deputed to KRCL are allowed to retain the quarters at their previous place of posting on payment of special license fee upto March 2001.	43/99
		Instructions on retention of leased/hired accommodation on transfer, deputation, training ,medical/maternity leave /Paternity Leave and death in respect of Gaz. Officers.	48/99
		The permissible period of retention of quarters by the family in the case of death of a railway employee increased from 12 to 24 months This will not be applicable if the deceased employee or his/her dependents own a house at the place of posting.	62/99
		Officers posted to NF Rly. retaining the quarters at the last station of posting will be permitted to retain the quarters at the last station of posting, on normal rent wef 16-7-98 to 30-6-99.	77/99
		The facility of retention of quarters at the previous place of posting in favour of officials/staff who join newly set up Zonal Rly has been extended for a further period of one year upto 31-12-99	86/99
		Employees posted to Kathihar Divn. of NF Rly can also avail facility of retention of Rly Qtrs. at old station of posting.	229/99
		The instructions that quarters can be retained by the dependents of deceased railway employee for 2 years will be effective from 1-6-98 (2) Requests for regularisation/out of turn allotment to eligible dependants can be considered if they have secured appointment on compassionate grounds within a two dependents can be considered if they have secured appointment on compassionate grounds within the year period. This will also apply to cases where the 2 year period had not expired on 1-6-98.	240/99
		The validity of instructions that officers posted to N.F.Railway are permitted to retain quarters at the last place of posting, extended from 30.6.2000 to 30.6.2002 , subject to furnishing a certificate to the effect that his/her dependants are actually residing in the quarters on the first of January and July every year.	328/99
<b>1063 RECRUITMENT RULES</b>			
		Board decided that, pending final decision on the matter of minimum educational qualifications for the recruitment of group `D (Class-IV) posts, the instructions contained in their letter dated 4-9-86 (S.C.No.111/86) will continue to be in force upto 28-2-90 or till further instructions are issued, whichever is	13/90

		earlier.	
		Board have decided that the period of initial training for the direct recruits in the category of Punch/verifier operator will be 6 months.	33/90
		Board have decided that pending final decision on the instructions contained in their letter dated 4.9.86( S.C,N.111/86) will continue to be in force upto 30.4.1990	51/90
		To avoid complaints and chances of favoritism, in the case of all recruitment, screenings, selections etc., Board desire that a member of the departmental promotion committee (DPC) whose relatives are under consideration should not take part in the selection process and the member of the DPCs have to record a certificate that none of their close relatives is under consideration or land they have no interest in any candidate.	62/90
		Gangman / Keyman with 11+1 (PUC) or intermediate would also be treated as having the requisite qualification for the 25% quota for permanent way Mistries to be filled by LDCE, if they are otherwise eligible in terms of para 1(ii) of letter dated 19-8-88 (S.C.No.48/88).	80/90
		Board decided that, pending final decision, the Instructions contained in their letter dated 4-9-86 (S.C.No.111/86) will continue to be in force upto 31-7-90 or till further instructions are issued, Whichever is earlier.	82/90
		Board have decided that the provisions of letter dated 31-7-85 (S.C.No..132/85) and 13-9-85 (S.C.No.157/85) with regard to filling up of group 'd' vacancies by the screening and empanelment of casual labour and Substitutes will continue to be in force for vacancies arising upto 31-12-90 or till further orders are Issued, whichever is earlier.	96/90
		Board have decided that, pending final decision, the Instructions contained in their letter dated 4-9-86 (S.C.No.111/86) will continue to be in force upto 31-10-90 or till further instructions are issued, whichever is earlier.	120/90
		Board have decided that 10% of the vacancies out of 20% earmarked for Direct recruitment of Engineering graduates will be filled by LDCE amongst Engineering graduates. This dispensation will be admissible for a period of 3 years i.e., upto 31.12.1993.	162/90
		Board have decided that shortage due to non-materialized papers in the panel supplied by RRBs in the category of ASMs/Asst.Drivers/Dsl.Assts. should be made good by going down the merit list, subject to the condition, that the number of persons finally supplied	163/90

		should not exceed the number of persons initially placed on the panel.	
		Board have decided that when large number of candidates are required to be interviewed for safety categories, such as ASM, Drivers/Diesel Assistants etc. multiple interview boards may be constituted by the Chairman/RRBs taking the assistance of Chairman And Member Secretaries of the adjoining RRBs.	179/90
		Board have decided that professional and technical qualifications such as a pass in sections (A&B) of AMIE Graduation examination of the Institute of Electronics and Telecommunication Engineers should also be recognised for recruitment to various posts on the Railways.	16/91
		The staff of other departments who are inducted in Workshop cadres against 40% quota on bottom seniority, should not be more than 31 years age.	29/91
		Board have issued norms for recruitment against sports quota in group 'C' and group 'D'. They have clarified that without exceeding the overall limit per Zonal railway. The Zonal Railways may permit adjustments in sports quota in group 'D' from division/headquarters to workshop and vice-versa.	41/91
		Board have decided that the provisions contained in their letter of 31.7.85 (S.C.No.132/85) and 13.9.85 (S.C.No.157/85) regarding filling up of group 'D' vacancies by the screening and empanelment of CL and Substitutes will continue to be in force for vacancies arising upto 31.12.91 or till further instructions are Issued whichever is earlier.	44/91
		Board have decided that the instructions contained In their letter of 4.9.86 (S.C.No.111/86) keeping in abeyance of the revised minimum educational qualifications laid down in their letter dated 16.8.85 (S.C.No.141/85) for recruitment to group 'D' posts will continue to be in force upto 30.6.91 or till further instructions are issued whichever is earlier.	47/91
		Clarificatory instructions have been issued to para 20 of S.C.No.33/88 regarding inviting applications for recruitment to the posts of khalasis and artisans in open line and workshops.	54/91
		Board have increased the examination fees from Rs.10/- to Rs. 20/- per candidate for posts carrying the scale of Rs .950-1500 and Rs. 950-1540 and Rs. 20/- to Rs.30/- per candidate for higher grade posts, for various examinations conducted by Railway Recruitment Boards and introduced a two-tier system of written examination for Non-Technical Popular Category (NTPC).	67/91
		For recruitment of stenographers on the railways,	82/91

		through RRBs candidates equal to 10 times the number of vacancies may be called for speed test and the tests should be conducted both for 80 w.p.m. and 60 w.p.m. in shorthand and in the event of RRBs not getting the requisite number of candidates, the candidates who qualify in 60 words speed be short listed and called to appear at a final speed test, after in interval of 3 months to pass the shorthand test at a speed of 80 w.p.m.	
		Board have decided that henceforth the railway administration shall normally recruit sports persons against sports quota with the upper age limit to 23 years and in exceptional cases the upper age limit may be relaxed upto 26 years with the specific approval of the GM	83/91
		No vacancy reserved for ex-servicemen should be filled by general candidate without following the prescribed procedure and without obtaining prior approval of railway board.	91/91
		The instructions contained in Bd's letter of 4.9.86(111/86) keeping in abeyance revised minimum educational qualifications laid down in letter of 16.8.85 ( 141/85) for recruitment to group 'd' posts will continue to be in force upto 31.12.1991.	113/91
		Board have revised the entry qualifications for direct recruitment of Signal Inspector Grade-I and Telecommunication Inspector Grade-I.	114/91
		Board have indicated the mode of filling up the post of Diesel Assistants.	116/91
		Board desire that every indent for direct recruitment should be placed on RRBs only after the indent is personally approved by principal head of the department concerned and the CPO	134/91
		The mode of filling up the vacancies of diesel assistants laid down in board's letter dated 16.7.91 (S.C.No.116/91) will apply for filling up vacancies in the category of electrical fitters also. The lateral induction as provided in para 3(d) thereof will include fitters working in Elect. Loco Sheds.	167/91
		No separate quota for recruitment of sports persons for workshops in group 'D' is to be operated.	168/91
		Board have decided that the provisions contained in their letters dated of 31.7.85(S.C.No.132/85) and 13.9.85(157/85) regarding filling up of group 'd' vacancies by the screening and empanelment of casual labour and substitutes will continue to be in force for vacancies arising upto 30.6.1992 or till further Instructions .	171/91
		25% of D/R vacancies of Clerks & Sr. Clerks of all departments and 20% of D/R vacancies of JAAs of	176/91

		Accounts Dept. is frozen for 2 years - compassionate appointments also to be avoided to the extent possible and for any such appointment General Manager should be personally satisfied that the same is unavoidable.	
		The instructions contained in boards letter of 4.9.86 (S.C.No.111/86) keeping in abeyance of the Revised minimum educational qualifications laid down In their letter of 16.8.85 (S.C.No.141/85) for recruitment to group 'd' posts will continue to be in force upto 30.6.921 or till further instructions are issued whichever is earlier	20/92
		Board desire that initial postings of all direct recruits in Group 'C' and 'D' should invariably be decided in consultation with concerned HOD.	28/92
		Physically Handicapped candidates recruited on regional basis to Group 'C' or 'D' may be given posting as far as possible near their native places within the region.	30/92
		Board have laid down recruitment and promotion rules for the various posts in the Unit purchase cell of the Railways	32/92
		Board have clarified that the percentage of posts falling to the share of direct recruitment quota in the clerical cadre which are not required to be filled up will equally apply to the vacancies on the date of issue of Board's letter ( 3.12.1991)as well as vacancies for next 2 years (176/91) .	38/92
		The word "cleaners" in para 3(C) of Board's letter dated 16.7.91 ( 116/91) refers to loco cleaners in the steam loco sheds and not to diesel cleaners in the diesel sheds.	50/92
		Retrenched census employees who were initially recruited through the employment exchanges or other permissible channels and who have put in not less than 6 months of continuous service and have been retrenched due to reduction in establishment will be eligible to appear in the examination conducted by RRB for recruitment to Group 'C' posts in the end of 1993 .	97/92
		Board have indicated the mode of filling up of clerical categories including accounts department by direct recruitment and freezing pending indents for direct recruitment of typists if no action has been initiated by RRBs.	105/92
		Members of the teams securing first two positions in the Federation Cup during the last 2 years may be included in the list of eligibility for Group 'C' recruitment against sports quota..	111/92
		Recruitment against cultural-cum-scouts /Guides quota	112/92

		has been frozen completely w.e.f 6.7.1992.	
		Clarifications in regard to recruitment of Stenographers on Railways by RRBs, issued	117/92
		Board have decided that the provisions contained in letters dated 31.7.85 ( 132/85) and 13.9.85 ( 157/85) regarding filling up of Group 'D' vacancies by screening and empanelment of casual labour and substitutes will continue to be in force to vacancies arising upto 30.6.1993 or till further orders.	121/92
		Board have decided that even for posts for which seniority is maintained by Headquarters on Zonal basis, recruitment should be conducted by RRBs which cater to divisions in which such posts are available. This is in addition to the divisionally controlled posts for which recruitment will be conducted by RRBs under whose jurisdiction the respective division for enlistment fall.	143/92
		The age limit for direct recruitment for First Fireman/Dsl.Asst./Elect.Asst. will henceforth will be uniformly 18-25 years.	147/92
		Board have indicated the mode of filling up of the posts Dsl./Elect.Assistants.	148/92
		Board desire that for recruitment of Group 'D' staff in Administrative /Associate Offices , the requirement should be met on the screened Group 'D' panels locally available.	150/92
		Instructions regarding consideration of staff of Railway Institutes for employment in Railways – relaxation in age etc., issued.	2/93
		Board have decided that the instructions contained in letter dated 4.9.86 (S.C.No.111/86 ) keeping in abeyance the revised minimum educational qualifications laid down in their letter dated 16.8.85( 141/85) for recruitment to Group 'D' posts will continue to be in force till further instructions.	50/93
		In future full name of Group 'D' entrants including their surnames should be recorded in the Service record	61/93
		Board have decided that the G.M may consider relaxing the age limit prescribed in their letter dated 16.7.91 (S.C.No.116/91) and also in terms of Para 184 of IREM for lateral induction/ transfer of Dsl. Assts/Loco Cleaners on case to case basis on the merits of each case	66/93
		Physically handicapped sons /immediate dependents of railway employees who are already registered with special employment exchanges can also apply directly to the Railway Administration in response to notices for recruitment of PH to Group 'D' posts and such applications shall be considered along with others for handicapped quota	70/93

		Amendment of Para 3(d) of Board's letter dated 16.7.91 ( 116/91) regarding mode of filling up of DSL/Elect. Assistants.	110/93
		The names of selected employees who retire before notification of panel should be included in the panel.	129/93
		Board have decided , inter-alia 25% of vacancies in Direct recruitment in the category of clerks and Sr.Clerks in all departments and 20% of direct recruitment vacancies in Jr. Accounts Assistants and clerks should not be filled for the next 2 years and should be frozen upto 31.12.1995.	31/94
		Instructions regarding appointment on compassionate grounds – typing skills for persons appointed to ministerial cadre ( Clerks/Sr. Clerks) issued.	48/94
		The upper age limit for Direct recruitment to all Group C' and 'D' categories including casual labour and substitutes – relaxed by 2 years – valid for next 2 years.	67/94
		Rules for recruitment to the post of Telephone officer in Railway Board issued.	112/94
		Instructions are issued on creation of special supernumerary posts (with matching surrender) to accommodate sportspersons on out of turn promotion/recruitment to intermediate grades/posts having no element of D.R quota. Such of out of turn promotion/recruitment to intermediate grades/posts having no element of D.R quota. Such of out-of-turn promotees/recruits should seek "functional" promotion to higher grades in the cadre as per specified procedure.	8/95
		Vacancies of Hindi Assts. Grade I in scale Rs.1600-2660 should be filled by promotion on the basis of seniority-cum-suitability.	9/95
		Board have extended the procedure regarding filling up of Group 'D' vacancies by empanelment of Casual labour and substitutes upto 30.06.96 or till further instructions issued, whichever is earlier.	19/95
		Amendment to "Railway Board (Group 'A' and Group 'B' posts in Economic Unit) Recruitment Rules 1983, issued .	24/95
		Persons appointed against sports quota to the categories of Clerks and Sr. Clerks should also acquire typing proficiency of 30 w.p.m in English or 25 w.p.m in Hindi within a period of two years from the date of appointment	26/95
		Rules for recruitment to the post of Health Education Officer in Railway Board are issued	49/95
		The Diploma Courses awarded by the institute of Rail Management NDLS should be prescribed as a	61/95



		desirable additional qualification for recruitment to the posts in the Commercial (including Marketing), Operating, Electrical, Mechanical & Civil Engineering Departments. Not possessing of diplomas will, however, not debar candidates for recruitment	
		<p>The vacancies of PWI Gr.III (Rs.1400-2300 should be filled as under:-</p> <ul style="list-style-type: none"> <li>• 33 1/3% by promotion by selection of P.W. Mistries.</li> <li>• 56 2/3% by Direct Recruitment through RRB.</li> <li>• 10% through LDCE from amongst serving P.W. Mistries.</li> <li>• Shortfall, if any, against LDCE will revert back to DR quota.</li> </ul> <p>The above procedure is valid upto 20.06.98.</p>	85/95
		25% of the vacancies in the post of P.W. Mistries will be filled up through LDCE from amongst Keymen and Gangmen who have the same qualification as per the Direct Recruitment and have put in a minimum of 3 years of regular service after regularisation.	96/95
		Physically handicapped employees may be exempted from typing qualification for the promotion from Group 'D' to Group 'C' in the Ministerial cadre and promotion of clerks as Sr.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 candidates incapability to acquire typing skill.	109/95
		The upper age limit has to be set at 5 (five) years above the limits existing prior to issue of Board's letter dt. 15.7.94. This is applicable to direct recruitment to be notified upto 3.8.97 for Group 'C' and 'D' categories including engagement of CL/Substitutes.	112/95
		<b>The minimum percentage of 50% marks in aggregate may not be insisted upon to those candidates who posses qualification higher than Matriculation for the recruitment of non-technical popular categories.</b>	<b>113/95</b>
		<p>Board have decided that –</p> <ul style="list-style-type: none"> <li>• Clerks (scale Rs.950-1500 with minimum 2 years service in the grade provided they are graduates, may be considered for utilisation as Nucleus Cipher Operators in case eligible Sr.Clerks are not available.</li> <li>• In case of difficulties in filling up the vacancies of Cipher Operators Gr.II in scale Rs.1400-2300 for want of eligible employees in grade Rs.1200-2040, Railways may manage the work by utilising suitable staff</li> </ul>	122/95

		as Nucleus Cipher Operators.	
		Relaxation to Upper age limit – Admissibility to persons who had domiciled in Kashmir Division between January, 1980 and December, 1989 – instructions issued	137/95
		Instructions contained in Board's letter circulated as S.C.Nos.116/91, 167/91 and 110/93 should be scrupulously followed for filling up the vacancies of Diesel Assistants/Electrical Assistants	144/95
		List of Vocational Rehabilitation Centres and national level Rehabilitation Institutes to nominate suitable persons in respect of vacancies reserved for physically handicapped in group 'C' and 'D' posts / services is circulated.	148/95
		The minimum qualification for Direct Recruitment to the post of Artisan Khalasis in Diesel/Electric Loco/EMU maintenance trades will henceforth be Matriculation/Apprenticeship pass under Apprenticeship Act in relevant trades/Diploma in Electrical/Mechanical/Electronics Engineering. In the case of Matriculates ITI pass in relevant trades is an additional desirable qualification.	2/96
		Act Apprenticeship pass under the Apprenticeship Act, 1961 will be an alternative qualification to I.T.I of specified trade for recruitment of Diesel Assistant/Electrical Assistant in scale Rs. 950-1500.	19/96
		Course Completed Act Apprentices trained on Railway Establishment can also apply directly to the Railway Administration in response to notifications for recruitment to Group 'D' posts and such applications shall be considered along with others.	76/96
		Recruitment of Sportspersons – quota norms and incentives have been revised.	78/96
		The conveyance charges payable to Honorary consultants raised from Rs.1500/- per month to Rs.2000/- per month in the case of Headquarters Hospitals and from Rs.1000/- to 1500/- per month to Divisional, Sub-Divisional/Productions Units/Workshop Hospitals effective from 1.4.1996. The ceiling limit of annual expenditure on this account in respect of each hospital is also raised.	79/96
		Recruitment of Sportspersons under Sports quota – G.M. may accord relaxation in the lower age limit upto 1 year	114/96
		Recruitment to the posts of Artisans in Group 'C' and 'D' – preference to be given to the candidates who is a Course Completed Act Apprentice trained in the relevant trade in the Railway Establishment.	126/96
		For promotion from group 'D' to Jr. Clerk and from Jr. Clerk to Sr.Clerk against LDCE quota, possession of	7/97

		typing skill 30 wpm in English or 25 wpm in Hindi is a pre-requisite condition.	
		Employees who have been promoted from group 'D' to group 'C' during the period from 7-4-94 to 6-4-96 on provisional basis are given an additional period of 2 years to acquire the requisite typing skill and till Such time their promotion will continue to be provisional.	12/97
		Recruitment to Group 'C' and Group 'D' posts – Employment Notices to be published in newspaper and displayed in the notice Boards of the unit of Recruitment – Announcement on Radio, T.V. and Employment Bulletins may also be adopted.	42/97
		The instructions regarding freezing of vacancies – 25% of D.R. quota of Clerks / Sr.clerks and 20% of Accounts clerks/JAA is extended upto 31-12-97	72/97
		Instructions on inclusion of non official members in the composition of committees for interview in connection with recruitment to group C and D are circulated.	78/97
		The freeze on recruitment against the cultural quota, imposed during 1992 is with drawn. The quota for the previous years that have lapsed will not be brought forward.	82/97
		The shortfall against the prescribed departmental quota of stenographer in scale Rs.1200-2040 (RSRP) may be made good by direct recruitment from the open market.	84/97
		Consequent on phasing out of Steam Locos, the mode of filling up of Diesel/Elect. Assistants have been announced	95/97
		The diploma in Railway engineering awarded by the Institution of Permanent way Engineers (India) Rail Bhavan, New Delhi is to be prescribed as desirable additional qualification for recruitment of posts In Civil, Mech, Elect, S&T, Optg & Comml. Departments.	100/97
		The scope of GDCE is extended to cover the following categories in grade Rs.1400-2300 (RSRP): <ul style="list-style-type: none"> <li>• IOW/PWI/BRI – Civil Engg Department</li> <li>• Chargeman as App.Mechanic – Mech. &amp; Elect .Department</li> <li>• Signal Inspector &amp; Telecommunication Inspector – S&amp;T Dept.</li> <li>• Draftsman – Civil/Electrical/Mechanical and S&amp;T Departments.</li> </ul>	105/97
		The vacancies in the category of Chargeman 'B' in grade Rs. 1400-2300 in the Tie Tamping organisation will be filled as under: (i) 50 % by direct recruitment of Diploma holders. (ii) 25 % by promotion of skilled fitters through process	111/97

		of selection iii) 25 % by induction of Intermediate Apprentices through a process of selection from staff in grades who are matriculates with 3 years service in skilled grade(s) and below 45 years of age.	
		In order to ensure the presence of 3 non-official members on the recruitment Board, 6 non official members should be invited to serve on the Board.	112/97
		The staff working in quasi administrative offices or organisations connected with Railways will have to compete along with other eligible candidates for recruitment to posts suiting their qualification. Age concession to such staff will be 5 years or service rendered in the above organisations whichever is less will continue.	114/97
		For direct recruitment to various Group 'C' posts for which minimum qualification is degree -- the age limit is 18-28 yrs and for which minimum qualification is Engg. degree or its equivalent it is 18-30 Years.	117/97
		Henceforth the Committees for conducting interviews for Group 'C' and 'D' posts on the Railways/Production Units/RRBs should consist- three non –official members and three official members ( total six).	123/97
		For recruitment to posts in Central Civil Services upper age limit is relaxable by 5 years to all persons who had ordinarily been domiciled in the state of Jammu and Kashmir during the period from 1-1-80 to 31-12-89. This concession is valid upto 31-12-99.	134/97
		Answering questions in the examinations of RRBs-candidates are not allowed to answer the question in their regional languages .	165/97
		The benefit of 5 years extra allowed on the upper age limits is withdrawn w.e.f 5-8-97.	174/97
		Request for change of category from safaiwalas not to be entertained for 5 years from the date of their appointment. No bar in the cases of lateral transfer where an AVC provides for the same.	184/97
		The need to fill up the safaiwala vacancy due to abolition of contract system has been emphasized,	193/97
		Recruitment of Sportspersons in Group 'D' in the workshops.-the workshop quota of 3 sports persons in each work shop with staff strength of 4000 and above has been revived from the calendar year 1997-98.	209/97
		Recruitment to Group 'C' & 'D' posts – Employment Notices to be published in the Newspapers and displayed in the Notice Boards of the unit of recruitment. Announcement on Radio, T.V. and Employment Bulletins may also be adopted – The instructions circulated vide S.C.No.42/97 are kept in	218/97

		abeyance	
		Scheme of GDCE – Technical categories in keeping with the revised designations circulated under S.C. No. 94/96, correction were issued to categories of posts mentioned in S.C. No.105/97 to read them with proper designations.	5/98
		Minimum educational qualifications for the posts of JE. Signal Gr.II and JE. Tele.. Gr.II – Diploma in Electric/Electronics/Telecom Engg. or its equivalent recognised by AICTE.	14/98
		Direct recruitment of Group 'C' & 'D': i) The relaxation of upper age limit by five years communicated vide S.C.No.112/95 has now been extended upto 3.8.2000. ii) Recruitment finalised in the intervening period (i.e., between 4.8.97 and 31.12.97) need not be reopened. iii) Relaxed upper age limits to be extended to cases of recruitment in which written test is yet to be held by extending the closing date for submission of applications.	30/98
		The upper age limit of Gr. D staff inducted in workshop cadres against 40% quota, is raised from the existing 31 to 33 years.	32/98
		The currency of instructions on 25% freeze imposed on direct recruitment quota in the category of clerks and Sr. clerks and 20% in the category of JAA has been extended upto 31-12-98.	35/98
		Procedure for filling up of the posts of Switchman (Rs.4000-6000/V PC) is revised w.e.f. 1-1-2000 as under:- (a) 50% by staff in normal promotional categories who are Matriculates(minimum) through selection process. (b) 50% by Group 'C' & 'D' staff of Operating Department who are Matriculates (minimum) and put in minimum 5 years service( relaxable by 2 years by GM) , through selection process – shortfall of the (a) may be added. (C) In case shortfall still exists- may be filled by direct recruitment through RRB- Minimum qualification – Matriculation.	36/98
		Revised scales and the corresponding stages of higher fixation of pay to be followed at the time of initial recruitment of outstanding sports persons circulated.	79/98
		The method of filling up of vacancies of TXRs scales 5000-8000 is revised: 50% through direct recruitment through RRB, 25% from intermediate apprentices from amongst serving employees, 25% by promotion , by conducting selection.	83/98

		Non-official members belonging to SC/ST/OBC/minority communities are not to be associated with interview committees for recruitment to Gr.C and D posts, henceforth, panels where drawn up may be cancelled. Earlier practice of associating serving Railway officers of appropriate rank belonging to these communities, restored. In the event of difficulty in associating serving Railway officers, Central Govt. /State Govt./ PSU/Bank officers belonging to these communities or retired railway officers of proven integrity may be co-opted.	121/98
		Pending further orders, no recruitment on sports account is to be made.	180/98
		Revised scale of pay & corresponding stages of higher fixation of pay to be followed at the time of initial recruitment of outstanding sportspersons in respect of scale of Rs.975-1540, not communicated in S.C. 79/98, is now communicated.	181/98
		Clerks/Sr.Clerks appointed on sports quota not able to acquire the typing qualification within the prescribed 2 year period, may be allowed further 2 years at the personal discretion of GM. At the end of this period if the appointee has still not acquired the typing qualification, case may be referred to Board.	229/98
		The direct recruitment vacancies in the category of JE Gr.II (Tele), after setting off the vacancies earmarked for being filled under the scheme of GDCE may be added to the 20% promotion quota to be filled from amongst maintainers, as a one time measure.	231/98
		Mode of recruitment of sportspersons & distribution of sports quota for recruitment revised (ii) 30% of total quota of Group 'C' inclusive of RSCB pool to be filled up through talent scouting and 70% by advertisements (iii) total recruitment quota of Gr. D to be filled up through advertisements.	249/98
		In partial modification of earlier instructions issued vide letter dated 25-4-97, Board have advised the revised methodology of filling up the vacancies of Diesel/Electric Assistants.	251/98
		Procedure for publication of employment notices for recruitment to Gr. C and D posts is circulated	263/98
		Procedure of Recruitment of physically handicapped on Railways is circulated	264/98
		Diploma in Rolling Stock Engineering & Industrial Management from Institute of Rolling Stock Engineering, Manak Nagar, Lucknow has been prescribed as additional qualification for recruitment to Technical & Supervisory posts in Mech & Traffic Departments.	265/98

		Group D staff who are selected for transfer to workshops against 40% quota from amongst volunteers from other departments, on bottom seniority & 10% quota from Gangmen & Khalasis & safaiwalas of all departments with 50% seniority should be relieved to carry out the transfer orders, immediately.	277/98
		Power lifting has now been listed for recruitment against sports quota.	300/98
		Board have decided that the vacancies in the categories identified for employment of the blind-functional classification code-'B'- should be filled up by the blind only. If such posts are to be filled by other than blind persons , prior approval of Railway Board should be obtained	303/98
		The procedure for recruitment of sports-persons –70% in Group C and 100% in Gr. D through open advertisements has been laid down	14/99
		GMs are empowered to relax the upper age limit of 23 years in respect of sports appointment only in the case of recruitment by way of talent scouting.	22/99
		The distribution of marks for the selection of sports persons in Gr. C & D through open advertisements has been revised.	27/99
		The currency of the scheme of GDCE for filling up 25% direct recruitment vacancies in certain Group C categories has been further extended upto 31-12-99 as an interim measure.	28/99
		Processing fee of Rs. 20/- per candidate for Gr.C & Rs.10/- for Gr. D posts will be charged from applicants under Sports quota through open advertisements. No fee will be charged for SC/ST candidates.	49/99
		The Indian Rly. Service of Engg., Signal Engg. & Elec. Engg. Recruitment Rules, 1962 amended to include Rule 25 on powers of the Central Govt. to relax any of the provision of these rules.	56/99
		Jr. Clerks & Sr. Clerks appointed against cultural- cum-scouts and guides quota will be required to acquire proficiency in typing of 30 wpm in English or 25 wpm in Hindi in 2 years from the date of their appointment	87/99
		Recruitment of Safaiwalas may be done as per provisions of Para 179 of IREM Vol.I There is no provision for restricting the recruitment to any particular community.	88/99
		Persons selected under all categories included in the scheme of GDCE should be subjected to initial training period of the same duration as prescribed for direct recruits.	92/99

		The freeze of 25% of DR vacancies in clerks (3050-4590) & Sr. Clerks (4500-7000) & 20% in JAA & Accounts Clerks extended upto 31-12-99. Unfilled vacancies to be critically reviewed & progressively surrendered as matching surrender for creation of additional posts in more productive areas.	93/99
		Running staff with requisite qualification for DR to JE II may be allowed to appear in GDCE in JE II in scale 5000-8000	105/99
		Viva Voce has been eliminated in RRB recruitment -procedure for conducting recruitment without Viva, issued	106/99
		<b>The minimum educational qualification for recruitment to Gr. D post in scale Rs 2550-3200/2610-3540 in all categories, trades &amp; depts. will be 8<sup>th</sup> class pass.</b>	<b>110/99</b>
		Recruitment to all Gr.D posts except in cases of appointment on compassionate grounds, cultural grounds, sports account, PH Quota etc., shall be done through RRB (ii) Action for Recrtt., if initiated, may be completed by RIys/PUs themselves.	125/99
		The prescribed upper age limit for all Gr.C & D categories & substitutes, is raised by two years on a regular basis wef 1-6-99 (ii) The present age relaxation of 5 years upto 3-8-2000 communicated under SC No. 30/98 will simultaneously stand reduced to 3 years wef 1-6-99.	145/99
		The practice of holding Viva voce test as part of selections for all the categories covered under the scheme of GDCE should be discontinued with immediate effect.	150/99
		While recruiting sports-persons against sports quota, through talent scouting or open advertisement, it should be ensured that they fulfil the sports norms as well as minimum educational qualifications prescribed for the post.	174/99
		The selection notified for filling up posts of Guards in scale Rs. 4500-7000 prior to 5-6-98 should be finalized as per the instructions in force at the time of issue of notification.	177/99
		While placing indent on RRB for filling direct recruitment vacancies in the specified category during the currency of the GDCE (i.e. upto 31-12-99) 25% of the vacancies should be earmarked for GDCE.	190/99
		The recruitment to Group D posts a candidate who is a course completed Act Apprentice trained in the Railway establishment will be given preference over others where other things are equal between two or more candidates.	207/99
		Four weeks notice should be given by the	236/99



		Railways/Production Units to the candidates for joining duty duly intimating them by Regd. A/D on their appointment.	
		GMs have the authority to consider requests from candidates of non-technical categories who fail in prescribed medical examination after empanelment by RRB for appointment in alternative category subject to fulfillment of prescribed medical standards and eligibility criteria of the alternative post.	243/99
		Further to Board's letter dated 2-9-98 (S.C. No.251/98), the various trades in which ITI qualification or Act Apprenticeship pass under Apprenticeship Act, 1961, has been prescribed as qualification for direct recruitment of Diesel/Electrical Assistants, have been specified.	256/99
		Date of reckoning of age of the candidates desirous of appearing in the examinations for the Railway services will as follows: - Notifications issued between-January and June - I July of the year; July and December - I January of the next year	269/99
		The instructions prescribing VIII class pass as minimum educational qualification for recruitment to Group D posts will apply to recruitments undertaken after the issue of Board's letter i.e. 4-12-98.	270/99
		The overall performance in trial and interview may be kept in view for recruitment of sports persons, and minimum standards in trial may be prescribed by recruitment committee.	285/99
		Instructions for modification/cancellation of indents placed on RRBs are circulated , for strict compliance.	305/99
		Reservation for OBCs will be applicable for vacancies filled up under the GDCE scheme to the extent permissible	307/99
<b>1064: RE-EMPLOYMENT / EXTENSION OF SERVICE</b>			
		Board have decided that 10% of the vacancies out of 20% earmarked for Direct recruitment of Engineering graduates will be filled by LDCE amongst Engineering graduates. This dispensation will be admissible for a period of 3 years i.e., upto 31.12.1993.	162/90
		Board have decided that shortage due to non-materialized papers in the panel supplied by RRBs in the category of ASMs/Asst.Drivers/Dsl.Assts. should be made good by going down the merit list, subject to the condition, that the number of persons finally supplied should not exceed the number of persons initially placed on the panel.	163/90

		Board have decided that re-appointment of a person who has resigned or retired prematurely as a fresh entrant on bottom seniority require the personal approval of the concerned co-ordinating HOD.	9/92
		Board have decided that persons who retire prematurely from service on their own may be kept out of the purview of orders contained in their letters dated 14-3-55 & 27-12-91 (9/92) and restriction regarding re-appointment of such persons will continue to be governed by instructions contained in letter dated 29-5-84 (65/84)	65/92
		Revised daily rates of remuneration for retired staff engaged on daily basis, effective from 1-10-92 have been circulated.	124/92
		Board have reiterated the instructions contained in their letters dated 4-2-87 and 18-8-92 regarding re-engagement of retired staff on daily rate basis .	28/93
		Para 114 of IREM Vol.I 1989 Ed. Regarding re-employment is deleted.	115/93
		Board have revised daily rates of remuneration for retired staff engaged on daily remuneration basis.	65/95
		A person who had resigned to contest an election on the symbol of any party or as an independent of candidate is not be re- appointed either as a fresh entrant or other wise.	60/97
		Daily rates of remuneration for retired staff re-engaged on daily basis are revised: (b) retired staff should be engaged in exceptional circumstances, with prior approval of Board (c) retired staff beyond 60 years of age should not be engaged.	68/98
		The Board's letter circulated under S.C.No.238/98 may be read as supplementary circular No.1 to Master Circular No. 33 on Extension in Service/Re-employment.	294/99
<b>1065 RESERVATION RULES</b>			
	1065	Revised scholarships rates - Central Scheme of post Matric scholarships to students belonging to SC/ST w.e.f 1.7.89	5/90
	1065	In the order of appointment to the SC/ST candidates the appointing authorities should include the clause as stated in the Board's letter dt. 25.5.90	84/90
	1065	The shortfall of SCs/STs arise in the posts specifically sanctioned for decasualisation should be filled up by direct recruitment of SC/STs from the open market, and should not be released to be filled up by the unreserved candidates till the deficiency in the reserved quotas resulting from non-filling of the quotas in the sanctioned posts for decasualisation are made good.	100/90
	1065	The Brochure on reservation for SCs/STs in Railway	122/90

		Services (3 <sup>rd</sup> Edition) is amended to include the list of the castes of ST employees pertaining to the State of Uttar Pradesh.	
	1065	Board have clarified that promotions to the selection posts for those SC/ST candidates who qualify in promotional tests with general standards should be empanelled first and rest of the reserved quotas should be made good by such candidates as have qualified with relaxed norms i.e excluding marks of seniority in the aggregate.	144/90
	1065	Board desire that the extant instructions providing concessions to the SCs/STs students in the matter of admissions to the educational institutions should be strictly followed in all schools run by the Railways.	157/90
	1065	Where separate quotas for promotion and direct recruitment are prescribed in the recruitment rules, reserved vacancies falling in the promotion quota, which cannot be filled due to non-availability of persons belonging to SCs and STs in the feeder cadre, may be temporarily diverted to direct recruitment quota and filled by direct recruitment candidates belonging to SC or ST. GMs will effect diversion in Group 'C' and 'D' posts in exercise of the powers for relaxation of recruitment rules.	173/90
	1065	Board have substituted the word " Superseded "for "Suspended" appearing in para of their letter dated 29.11.90 (S.C.No.173/90).	53/91
	1065	While ensuring pre-selection /pre-promotion training to SC/ST employees, it should be ensured that necessary training must cover the syllabus of the examinations to be conducted for selection to safety category posts and training should be imparted as far as possible in ZTC/STC for a period of 3-4 weeks.	73/91
	1065	The scheduled caste communities which are included In the Presidential orders and converted to Buddhist Religion shall be deemed to be a member of the Schedule caste.	75/91
	1065	Mandal Revenue Officer of AP is equivalent to the post of Tahsildar and is competent to issue SC/ST certificates in AP.	93/91
	1065	Only five communities namely Bhotia, Buksa, Joursari, Tharu have been notified as STs in the state of Uttar Pradesh	94/91
	1065	Board have deleted the words and expression "from Group 'D' (Class iv) to Group 'C' (Class iii)" appearing in lines 3 and 4 of para 1 of their letter dated 21.9.90 (S.C.No.144/90).	2/92
	1065	Board have decided that as a special case, the decasualised posts may be filled from amongst the	68/92

		serving casual labour only in case sufficient number of SC/ST candidates are not available to fill the reserved vacancies in the zone of eligibility, without resorting to the live register.	
	1065	In view of the interim orders of the full bench of CAT dt.27.2.92, the procedure in respect of reservation for SCs/STs in promotion has been reviewed and revised. The promotions should be to the extent of 15% to SCs and 7 1/2% to STs of the posts and not vacancies.	93/92
	1065	Revised procedure in respect of reservation for SCs/STs in promotion reviewed as a sequel to the interim order of the full bench of cat dated 27.2.92 is effective from 16.6.1992.	109/92
	1065	In a small cadre where the fractions work out to be less than 0.5 and thus rounded off to zero, the roster has to be followed.	125/92
	1065	There should no objection to show the roster to any Individual/association if need be through liaison Officer.	39/93
	1065	Guidelines regarding reservation for other backward classes in Railway posts and services issued.	114/93
	1065	Guidelines regarding reservation for other backward classes in Railway posts & services.	117/93
	1065	Reservation for OBCs in Civil Posts and services under Government of India, circulated	12/94
	1065	Clarification in regard to reservation for OBCs and SC/STs is circulated.	26/94
	1065	Model roster showing the points to be reserved for SCs/STs/OBCs in a 100-Point roster where recruitment is made on a local or regional basis.	58/94
	1065	Reservation for other backward classes in Civil posts and services of Government of India.	71/94
	1065	The community 'Valmiki' included in the list of schedule tribes of Karnataka state.	108/94
	1065	The principle of reservation is also applicable to the OBCs as in the case of SCs and STs in the matter of engagement of casual labour/substitutes.	20/95
	1065	The reservation for OBCs have been extended to Autonomous Bodies, Statutory and semi-government bodies and voluntary Agencies receiving grants from government. The upper Age-limit prescribed for direct recruitment shall be relaxed by three years in respect of candidates belonging to OBCs.	43/95
	1065	In so far as the ST community of Tamilnadu is concerned, the certificate given by the RDO instead of Tahsildar should only be accepted for the purpose of employment under the Government of India.	73/95
	1065	Clarifications regarding promotion of SCs/STs against	89/95

		the reserved vacancies in Group 'B' 'C' & 'D' posts, issued.	
	1065	Board have issued instructions, regarding the method of computation of reserved quota in promotions, in partial modification to their instructions dated 16.6.92. (S.C.No.93/92).	125/95
	1065	Board have issued instructions regarding the method of computation of reserved quota in promotions in supercession to their instructions issued vide their letter No.89E-(SCT)/49/5/Pt. Dated 18-9-95 - S.C.No.125/95.	41/96
	1065	Board have reiterated that reserve category candidates can compete for unreserved posts - in the event of their appointment to such post, they should not be considered as reserved community candidates for working out percentage of reservation.	61/96
	1065	Railway Board vide their letter dated 28-6-95 have issued instructions regarding in-service training to The SC/ST candidates who are below the standard, on their promotion to non-safety category posts. If the GM/Panel. Approving authority consider the extension of the training period beyond 6 months is appropriate, they should approach the Railway board for their approval for such extension. Board vide their letter dated 24-7-96 have further advised that in the event of SC/ST candidates failing to get empanelled at the end of their 'in-service training' period, the vacancies reserved for them will be carried forward/allowed to lapse as the case may be as per extant instructions	110/96
	1065	Existing instructions are reiterated. Roster points/cycle numbers should be indicated against each name in the promotional order - if the promotion is against reserved post, the same should also be indicated.	120/96
	1065	Recruitment to group 'c' and 'd' posts – Employment Notices to be published in news papers and displayed in the notice boards of the unit of recruitment ---- announcement on Radio, TV and employment bulletins may also be adopted.	42/97
	1065	The revised format of certificate to be produced by the obcs for appointment is circulated.	65/97
	1065	A person who has secured employment on the basis of bogus certificate should be ---dismissed from service; Case should be referred to local police for initiating action under Indian Penal Code;The concerned District Magistrate to be advised for initiating penal action against the concerned person as well as others who are involved in the issue of bogus certificate.	69/97
	1065	Best among the failure scheme is applicable in the	94/97

		category of stenographer also as applicable to other non- safety categories.	
	1065	The existing vacancy based rosters are replaced by post based rosters-model rosters are issued.	146/97
	1065	The existing vacancy based reservation rules are replaced by post based roster in the promotion category. -model rosters are issued - This supersedes S.C.No.146/97	156/97
	1065	Vacancy based reservation rules are replaced by post based rosters in the direct recruitment category.- model rosters issued.	157/97
	1065	The existing vacancy based reservation rules are replaced by post based roster in the direct recruitment category- Model rosters are issued.	176/97
	1065	Instructions on reservation of quarters for SC/ST employees duly maintaining separate registers for allotment are reiterated.	205/97
	1065	Reservation for OBCs- Revised proforma certificate-The format of certificate to be produced by candidates belonging to OBCs circulated under S.C.No.65/97 has been further revised.	207/97
	1065	Reservation for SC/ST s in promotional categories to continue in Railways till their representation reaches the prescribed %age and thereafter this representation shall be maintained.	212/97
	1065	Clarifications on 13 points in connection with adoption of post based roster are issued.	34/ 98
	1065	Extant instructions regarding pre-selection/promotional training/coaching for eligible SC/ST should be effectively & strictly followed & the reserved posts filled by the earmarked community candidates, reiterated. CPO to review annually outcome of such training programs.	41/ 98
	1065	It is reiterated that SC/ST employees may be permitted to write to the National Commission for SC/ST direct on matters relating to appointments against reserved quota without seeking prior permission of the administration	11 2/9 8
	1065	There will be no distinction between selection and non-selection posts for the purpose of regaining seniority by a senior general/OBC employee promoted later to a higher post over a junior. SC/ST employee promoted earlier against a reserved vacancy.	16 6/9 8
	1065	The facilities as admissible to All India SC/ST Railway employees Associations at the Board, Zonal & Divisional levels will be admissible to All India OBC Railway employees Association	17 8/9 8
	1065	Office bearers of All India SC/ST Railway Employees	22

		Association will be provided with Special CL & Special Journey passes (not more than twenty) for attending to informal meetings at Divisional /Workshop level	6/9 8
		Criminal proceedings may be initiated against those persons (in service as well as retired) who produced false caste certificates at the time of appointment / while in service with a view to enjoy the benefits of reservation	23 5/9 8
		A combined merit list of general and reserved community candidates has to be prepared after conducting separate interviews for reserved candidates, so that the reserved candidates may be considered against general or reserved vacancies	24 3/9 8
		Serving Group A and B Railway officers belonging to OBC & SC/ST can become members of the All India OBCs Railway Employees Federation and All India SC/ST Rly. Employees Association.	24 4/9 8
		The Railway Board have issued instructions that the CPO of the Zonal Railways and production units and in those units where CPO is not there, the officer who has been required to discharge the functions of CPO will be the Liaison officer for OBCs.	30 1/9 8
		The conditions to be fulfilled by the Association representing OBC employees and the facilities that may be granted to such associations have been detailed.	10/99
		The SC/ST/OBC candidates selected on their own merit without availing any relaxation will not be treated as reserved candidates and will be adjusted at non-reserved points.	35/99
		Inclusion of pre-selection coaching program for SC/ST in safety categories in the notification Issued for selection.	55/99
		Upgradation of 10% of posts of Sr. Clerks having Special pay of Rs.70/- p.m. as Hd. Clerk observation of Reservation rules.	60/99
		The recruitment panels should be drawn up in the order of merit duly indicating the caste status of the reserved categories. Against the names of reserved category candidates empanelled on general merit the remark selected against general category post should be indicated. Publication of panel in separate blocks for reserved & general candidates should be discontinued	61/99
		Instructions on the transfer of office bearers of SC/ST &OBC Rly. Employees association are circulated.	103/99

		Recommendations of National Commission for SC/ST for action to be taken in the case of a false SC/ST certificate holder taking shelter of the court, is circulated.	123/99
		The offer of appt. sent to SC/ST candidates should include a clause to the effect that their appt. is provisional & subject to verification of their caste certificate, which if found to be false, their services would be terminated without assigning any reasons in addition to action being taken against them under Indian Penal Code.	136/99
		(I) The steps to be taken before submitting proposal for dereservation of reserved vacancies to Rly. Board, where dereservation is considered absolutely necessary, have been detailed. (ii) The circumstances under which adhoc promotion against reserved posts can be resorted to also have been detailed.	140/99
		A candidate belonging to reserved category who obtained merit position need not be shown below other candidates in direct recruitment panel.	173/99
		Clarifications with regard to consideration of SC/ST candidates against general posts, issued.	176/99
		Clarifications on reckoning the number of Qtrs. at a station for providing reservation to SC/ST employees, issued.	179/99
		Posts reserved for SC/ST in promotional grades where there is no direct recruitment, that are temporarily downgraded due to non-availability of SC/ST candidates will continue to be counted against the cadre strength of the higher post and restored to the original grade when the reserved community candidates become available.	191/99
		The provisions of para 319 A of IREM Vol. I (1989 Edition) introduced vide ACS 25 ( SC No.61/97) And modified vide ACS No. 44(SC No. 166/98) still hold good.	194/99
		It is reiterated those SC/ST candidates qualifying with general standards for selection to non-safety posts will be empanelled against reserved vacancy & SC/ST candidates who qualify under relaxed standards i.e. 50% of total marks only when there is deficiency in reserved quota.	195/99
		The instructions issued under Board's letter dated 16-6-92 circulated as SC No. 93/92 are general in nature and does not have the effect of superseding para 203.6 of IREM Vol..I on zone of consideration for selection posts from Gr. C to Gr. B.	203/99



		The office bearers of SC/ST /OBC Railway Assn. should confine themselves to welfare activities only and not indulge in trade union activities.	223/99
		The castes/ communities included in the State backward classes lists issued by the State Govt./ Union Territories is valid only in respect of that particular State/UT.	281/99
		Post based reservation roster in the case of Group C & D direct recruitment will be applicable to posts filled under the scheme of GDCE also.	322/99
<b>1066 RESIGNATION AND REMOVAL FROM SERVICE</b>			
		Board desire that the acceptance of the resignation should invariably be communicated formally to the employee concerned if there is no objection to the acceptance of the resignation letter.	78/92
		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 employees.	14/95
		Board's letter dated /10/94 circulated under this Office S.C.No.14/95 bears the RBE No.119/.94 and dated 30.12.94.	64/95
		A person who had resigned to contest an election on the symbol of any political party or as an independent candidate is not be re-appointed either as a fresh entrant or other wise	60/97
<b>1067 RETIREMENT RULES</b>			
		Board have clarified that the appointing authority has the power to refuse a request for withdrawal of notice for voluntary retirement.	175/90
		An officer seeking voluntary retirement for joining CATs would also be entitled for 5 years weightage subject to the condition that the total qualifying service does not in any case exceed 33 years and does not take him beyond the age of superannuation.	72/95
		Instructions regarding grant of weightage in qualifying service on voluntary retirement circulated vide Bd's letter dated 8.5.95(S.C.No.72/95 ) may be treated as supplementary circular No.2 to Master circular No.35.	54/96
		Board have enhanced the age of retirement of all railway servants w.e.f 13.5.98 except those who have already retired in accordance with the earlier rules or those who are on extension in service or those who are governed by specific rules and /or regulations.	126/98
		Board have advised that in the first and 2 <sup>nd</sup> line of Para-1 of their letter dated 14.5.98, circulated as S.C.No.126/98 read with para Nos. 128.86 and 128.87 as 128.16 and 128.17, respectively.	202/98

		A government servant who had attained the age of 58 years on or before the 1 <sup>st</sup> day of May, 1998 and is on extension in service shall retire from service on expiry of his extended period of service	238/98
		Guidelines and measures to prevent cases of irregular retention of a government servant in service beyond the age of superannuation is circulated	285/98
		Board's letters circulated under S.C.Nos 126/98 and 202/98 may be read as supplementary circular Nos 3 & 4 respectively to Master circular No.35 on Retirement.	301/99
		<b>ACS-44 to IREC-II : irregular retention of government servant in service also see MC No.9</b>	<b>319/99</b>
<b>1068 RUNNING ALLOWANCE</b>			
		1. Board, while circulating a list of Ghat section among the old Ghat sections proposed to be classified As special Ghat sections, on all the Zonal Railways, have decided that kilometerage may be paid at double The actual kilometerage in respect of the sections, as per the length indicated.	8/90
		Rates of running allowance and allowance in lieu of Kilometerage have been revised with effect from 1.1.1992.	52/92
		Board have issued instructions to treat the Tower Wagon Drivers as running staff and to pay running allowance at the rates applicable to Goods Driver.	72/92
		Allowance in lieu of kilometerage at the rate of 160 Kms. Per day shall be admissible to loco inspectors Without any stipulation that they should be out of Headquarters beyond 8 kms. In the event of their attending breakdown duties.	1/94
		Board have revised the rates from Rs.80/- to Rs.200/- towards the cost of line boxes for Guard & Drivers.	99/94
		Board have decided that categories of running staff restructured and placed to the extent of 20% in the higher restructured grade, shall be eligible for Running allowance and allowance in lieu of Kilometerage at the rate circulated herein.	115/96
		Rates of running allowance & allowance in lieu of kilometerage for Sr. First Fireman / Sr. Diesel Asst./Sr. Elec. Asst. (1200-2040) & Sr. Shunters 1350-2200 revised w.e.f. 1-7-96	4/98
		Railway Board have advised the revised rates of running allowance & allowance in lieu of kilometerage to running staff w.e.f 1-1-96 and also the pay element in running allowance for retiral and other benefits.	91/98
		Consequent upon implementation of recommendations of V CPC Railway Board have advised the revised rates of trip allowance w.e.f	96/98

		Railway 1-8-97., payable to running staff working on high speed trains.	
		12% interest should be allowed on the arrears of running allowance calculated in accordance with Rule 2544-R-II in respect of all the applicants from the date of Judgment of the respective CATs	106/98
		Railway Board have communicated revised rates of running allowance and allowance in lieu of kilometerage w.e.f. 1-10-97.	130/98
		The rates of shunting duty allowance to Drivers Guards, Firemen, Diesel Asst./Electrical Asst. has been revised w.e.f 17-12-98	34/99
		Duties assigned to Loco Inspectors/Diesel/ Steam traction/Electrical Traction revised	147/99
		For the purpose of re-computation of pension and other retiral benefits of the running staff who retired during the period from 1-1-73 to 4-12-88, 75% of other emoluments as prescribed in rule 2544 R II as was in force before the amendment dated 5-12-88, may be reckoned without reference to the actual running allowance drawn by them.	192/99
<b>1070 SELECTION RULES</b>			
		Minimum two years service is not applicable for promotions from unskilled to semi-skilled grade.	145/90
		Wherever a written test is held for promotion to the Highest grade "non-selection" post in a category, objective type questions may be set for about 50% of the total marks for the written test.	2/91
		Board have included the category of Wireless Telecommunication maintainer also in the list of Safety categories.	7/91
		3. The process of awarding marks in selection for recruitment of artisans against 25% direct recruitment quota has been reviewed and paras 14.2 to 14.3 of S.C.No.163/86 have been substituted.	90/91
		4. Board desire that the instructions contained in their letter dated 22.7.88 (S.C.no.131/88) should be strictly complied with and selections finalised expeditiously within the stipulated time frame.	108/91
		Board have clarified that the instructions regarding Maintenance of calendar for selection in various Grades issued under their letter dated 22.7.88 (S.C.No.131/88) will also apply to the examination for promotion of Group'D' employees to Group'C' post against the quota earmarked for them.	109/91
		Staff who are otherwise eligible on the date of Notification may be called for selection to maintain 1:3, but the actual promotion on the basis of empanelment	151/91

		should be given only on completion of two years in the relevant lower grade.	
		Board have indicated the equivalence of grades of Running staff with those of stationary staff for the purpose of promotion/selection.	12/92
		Besides the existing vacancies , vacancies anticipated to occur during next 6 months ( instead of 4 months) may be taken into account for promotion to Non-selection posts.	21/92
		Board desire that wherever selections for direct recruitment from open market are held, which include both written test and viva-voce, the marks allocated for viva-voce should not exceed 15% of the total marks prescribed for written test + viva.	25/92
		Posts of Pointsmen / Levermen / Shuntmen / Cabinmen Grade-I in scale Rs.260-400 / Rs.950-1500 are classified as non-selection.	54/92
		Whenever staff are called for interview by adding notional marks for seniority, it should be specifically made clear to them that they are being called for interview based on the marks for seniority awarded on notional basis and that empanelment will be subject to their securing 60% marks in the Professional ability and 60% in the aggregate.	55/92
		Board have reviewed the procedure to be adopted by the Selection Boards for promotion of non-gazetted Railway Staff contained in their letter dated 23-12-79 (S.C.No.196/79), and they have now decided to revoke The same and to restore the earlier practice of having A single evaluation sheet, to be signed by all the Members of the selection board.	64/92
		Three years service required for earning eligibility to appear in the departmental examination for promotion Of Group 'D' employees to Group 'C' shall be computed On 31st December of the previous year, for any Selection held during the following calendar year.	67/92
		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
		The scale of Mail Guard inadvertently shown as Rs.1400-2300 in Board's letter of 10.1.92 (S.C.No.12/92) may be corrected as Rs.1400-2600.	84/92
		Board have further clarified regarding two years service limit in the immediate lower grade for promotion within Group 'C'.	102/92
		Para 13.3 of S.C.No.163/86 regarding selection for promotion from Group 'D' to Group 'C' may be deleted and the existing para 13.4 & 13.5 shall be renumbered as 13.3 and 13.4.	163/92

		Employees who have put in a minimum of 3 years of Non-fortuitous service in the grade Rs.1600-2660 and above only are eligible for selection against 70% quota of vacancies of APOs.	8/93
		Board have decided to maintain status quo-in regard to calculation of vacancies for trade tests.	30/93
		General departmental competitive examination for filling up 25% direct recruitment vacancies in certain Group-C categories introduced.	90/93
		Pre-selection coaching classes for Group 'B' selections should no longer be treated mandatory except for SC/ST candidates.	108/93
		Board have decided to dispense with the provision regarding holding of pre - qualifying test in LDCE, as contained in para 4 of their letter dated 5-3-91 (Gazetted S.C.No.15/91) (w.e.f. 19-11-93.)	131/93
		In case of exemption from Group'D' to Group'C' in the Ministerial cadre and promotion of clerks as senior clerks against LDCE quota, acquiring typing qualification within the stipulated period is required at present and after two years from the date of issue of these orders, possession of typing skill (30 w.p.m. in English and 25 w.p.m. in Hindi) will be a prerequisite condition for eligibility to appear in the selection/LDCE.	29/94
		Instructions regarding selection of Instructors for the Railway training schools issued.	38/94
		Board have decided to continue the existing provision as contained in para 217(b) of IREM, 1989 edition i.e., selection Boards may be constituted under the orders of the General Manager or Head of the Department or other competent authority, not lower than a DRM.	59/94
		The person who evaluates the answer books is also required to tabulate the results on a separate sheet of paper, duly indicating the particulars of those candidates who qualify for the interview.	63/94
		Group 'B' officers belonging to all Technical Departments who were earlier working in Group 'C' and had drawn two advance increments/cash award of Rs.200/- after passing prescribed Part-II/Part-I of AMIE or equivalent qualification at that time are also entitled to balance four/two increments even though they may now be working as Group 'B' officers, in the Scale and stage at which they were drawing their Pay/scale on 4-5-1990.	81/94
		Wherever written test, as part of a selection is held, questions for 10% of total marks of the question paper, should be set on "Official language policy & rules".	107/94
		Except in the case of running categories the 2 years service condition may be relaxed to one year by the	109/94

		railways with the personal approval of the General Manager wherever such relaxation is found to be inescapable in the interest of administration.	
		Revised syllabus for the selection to the post of Assistant Law Officer, Group-B issued.	130/95
		Inclusion of questions of 10% marks on official language policy in all departmental examinations (Group'C' & Group 'C' to Group 'B') is compulsory - there should not be any compulsion to answer such questions – these Instructions uniformly apply to all Technical & Non-technical examinations including LDCE-such Questions from part of one paper related to Professional ability.	47/96
		The category - ECRC Gr.I (Rs.1600-2660) – hitherto "Selection" post – reclassified into "non-selection" post.	80/96
		Model time schedule on Selections is circulated	87/96
		Instructions on conducting timely Selection/suitability/trade tests are reiterated.	145/96
		For non selection post, vacancies anticipated to occur during the next one year instead of six months be taken into account as a trial measure upto 30-6-99. The above instructions do not cover formation of 'Select lists' based on trade tests, and non selection posts where suitability is assessed by a test.	40/97
		Instructions regarding timely filling up of non gaz promotional posts - maintenance of calendar for selection/suitability/trade test are circulated. The entire selection process should be completed between 90 - 120 days.	54/97
		Best among the failure scheme is applicable in the category of stenographer also as applicable to other Non safety categories.	94/97
		The qualifying service for the purpose of promotion of employees who have joined on request transfer on bottom seniority will be counted only from the date of joining the absorbing unit.	96/97
		The vacancies in the category of Charginan B in scale Rs. 1400-2300 in Tie Tamping Organisation will be filled as under: (i) 50 % D.R. diploma holder (ii) 25 % skilled fitters through process of selection (ii) 25 % skilled fitters through process of selection from staff in skilled grades who are matriculates with 3 years service in skilled grade and below 45 years of age.	111/97
		In order to ensure the presence of 3 non-official members on the Recruitment Board , six non-official members should be invited to serve on the Board.	112/97

		The eligibility criteria and the mode of filling up the Posts of Welfare Inspector in scale Rs.1400-2300 are circulated	115/97
		The committee for conducting interviews for Group 'C' and 'D' posts on the Railways /Productions Units RRBs should consist of 3 non official and 3 Official members -- total 6	123/97
		An employee working in an ex-cadre / tenure post may be allowed to seek appointment to another ex-cadre post of grade higher than the present ex-cadre through selection without being reverted to cadre post	140/97
		In cases where the earlier panel gets exhausted before the period of one year , fresh selections can be held after a minimum gap of 6 months. This provision will not apply to selections to general posts conducted by calling volunteers.	147/97
		For selection to be notified on and from 1-1-2000, the Minimum qualification for TXR against 40% quota Selection from amongst mistries/skilled grades will be Matriculates.	167/97
		Assessment of vacancies -- Besides the existing vacancies, the vacancies anticipated during the next 15 months should be taken into account. The provision regarding 20% of anticipated vacancies is deleted.	180/97
		Timely selection/suitability/trade test should be held regularly - calendar for selection & trade test should be issued at the beginning of year. vacancies in safety categories should be filled expeditiously & position put up to CPO in monthly PCDO.	42/98
		Group D staff not eligible for being considered for the post of Welfare Inspector Gr.III 5000-8000 even in the possess the requisite service / qualification	47/98
		The procedure of filling artisan category of skilled grade re-designated as Technician (Trade) in scale Rs. 950-1500/3050-4590 against 25% quota has been modified.	67/98
		Staff working in ex-cadre posts should be repatriated to the cadre posts after completion of their tenure & they can be considered for transfer/promotion to ex-cadre posts again after working in cadre posts for one year.	74/98
		Postings of open line staff in Construction/RE project will normally be on regular basis. However in the exigencies of work, adhoc promotions to one grade higher can be ordered against short term vacancies.	113/98
		Selection to posts filling up of which volunteers from	124/98

		different streams / seniority units are considered, marks for seniority shall not be added.	
		Consequent on raising the age for retirement from 58 to 60 years, the procedure/guidelines followed for revision of assessments already made are issued.	133/98
		Guidelines for assessment under the heading 'personality, address, leadership & qualification ' for the purpose of awarding marks in the viva voce as part of selection have been issued.	146/98
		The instruction circulated under serial circular 124/98 on not following relative seniority in cases of selection to posts filled by calling for volunteers from different seniority nits , is cancelled.	306/98
		Vacancies of stock verifiers are filled from amongst the accounts clerks/failing which JAAs are being considered as per ACS No. 29 to App.. IV of IREM	310/98



		With the introduction of the VPC scales, clarification on the eligibility criteria of promotion to the post of Welfare Inspector in scale Rs. 5000-8000 has been issued.	20/99
		Clarification on the use of regional language in selection/suitability tests and examinations conducted at the end of training course, issued	154/99
		For appointment to Gr. B posts of Principal/Headmaster/ Headmistress in scale Rs. 7500-250-12000 in Railway High Schools by promotion, a second class in Post Graduation need not be insisted upon till recruitment rules are amended .	202/99
		The psycho test wherever prescribed for departmental selection will be of a qualifying nature. The panel/ select list should be drawn up only after taking into account the result of psycho test. A person who fails in psycho test can be allowed to reappear in fresh selection only, a person who has qualified in psycho test but not placed on the select list/panel need not reappear for the psycho test in fresh selection subject to there being no change in contents of the test.	206/99
		Group D employees who possess the prescribed qualifications for the post of Welfare Inspector Gr. III, with at least 7 years service in Gr. D will also now be eligible to appear for the selection to the post of Welfare Inspector Gr.III in scale Rs.5000-8000.	242/99
		Diploma in Rly. Engg. awarded by the Institute of Permanent Way Engineers (India ) will also be taken into account, along with any other technical/academic qualifications, in awarding marks under the head 'Personality, address, leadership, Academic/Technical qualifications.	282/99
		Guidelines for Personnel officers and Members of Selection Boards constituted for conducting selection for promotion to Selection posts.	320/99
<b>1073 Settlement dues</b>			
		"Deposit Scheme for retiring government employees, 1989" with effect from 1.7.1989 has been notified.	54/90
		Board have issued detailed instructions regarding the manner in which payment of interest is to be regulated on account of delayed payment of retirement/death gratuity.	70/91
		Payment of leave encashment money on the death of a Rly. Servant may be paid to the eldest surviving married daughter and failing that to the eldest child of a pre- deceased son of the deceased railway employee.	116/93
		Interest at the rate applicable to SRPF deposit shall be	1/95

		paid on delayed payment of DCRG effective from 25.8.94. Wherever, employees are to refund pensionary benefits received by them from their previous employers to avail benefit of counting the past service for pension from the Railway Administration, interest at the rate applicable to SRPF deposits shall apply on the amount to be remitted for the period from date of receipt from previous Employer to the date of refund to Railway Administration effective from 25.8.94.	
		Board have clarified that:- 1) in the case of refund of the pensionary benefits by the employees opting for counting of service already rendered by them for pension, the interest will be calculated in the same manner as is done in receipt of SRPF balances. 2) the penal interest to be charged in addition to normal rate of interest applicable for SRPF accumulations in the case of non-deposit of pensionary Benefits within the stipulated period will be 2 % (Two percent per annum.)	46/96
		Board have reiterated that all out efforts should be Made to finalise the commercial debits within 6 months of retirement and release the with held gratuity immediate thereafter .	163/97
<b>1074 - SPECIAL CASUAL LEAVE</b>			
		1. Board have decided that the period of absence from duty of Railway servants participating in trekking expeditions organised by youth hostel association of India also may be regulated by grant of special casual leave not exceeding 30 days in a calendar year.	31/90
		Board have laid down standards for teams/sports persons eligible for treating participation in inter Railway tournaments as on duty. A statement showing days of inter-Railway championships, limit of players, Officials of the teams and technical officers required for the proper conduct of these tournaments, has also been circulated.	165/91
		Board have forwarded revised - list of tournaments specified by the Railway sports control board for the Treatment of absence of Railway employees participating in sports activities as on duty. They have also decided that in games of cricket, football, table tennis, hockey and basketball, the upper limit will be 45 days in a calendar year. (effective from 1.8.92).	146/92
		Board have decided that the employees who attend camps for blood donation and are sent back by the doctors without taking blood on medical grounds may also be granted special casual leave and this practice would continue on experimental basis for a period of	42/93

		one year from the date of issue of this letter.	
		Board have decided that duration of competition in Inter Railway football championships for men, which was fixed as 11 days, under column 2 at page 7 of the Annexure 'B' to board's letter dated 4/9.10.91 (S.C.No. 165/91), may be enhanced to 16 days.	51/93
		1. 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. The provision for grant of SCL introduced in 1993 on temporary basis is now made permanent.	108/95
<b>1075 - SUSPENSION</b>			
		CAT - Hyderabad judgment. 1. An employee who is placed under deemed suspension has to be paid 50% of pay towards Subsistence Allowance for the deemed suspension period. 2. The period of three months has to be counted from the date of deemed suspension order for varying the Subsistence allowance in accordance with rule 1342.	65/94
<b>1077: TRAINING FACILITIES / REFRESHER COURSES.</b>			
		The period of initial training shall be six months, for the direct recruits of Punch/Verifier operators.	33/90
		GMs have been delegated the power of curtailing period of training of non-gazetted categories in the exigencies of service. The trainees posted to working posts on such curtailment of training, are entitled to benefit as applicable to incumbents of such posts, except seniority and benefit of increment.	177/90
		Trainees, when put against working posts in curtailment of their training period, under the powers delegated to GMs, shall be entitled to PLB.	27/91
		Board have considered the recommendations of RDSO on Various aspects of recruitment and training of engine Crew with a view to improve operational efficiency and Safety and communication of their decisions on each aspect.	179/91
		Board have decided that nomenclature of Training Schools should now be renamed as Training Centres. They desire that the instructors should be repatriated to join parent departments after completion of the maximum tenure of 5 years and in any case, posting of Instructors in training centers at an advanced age of 52 and above should be stopped.	142/92
		Time spent for training immediately before appointment to service, is to be counted as service for the purpose of appearing for departmental examination including	15/93

		LDCE for promotion to Group 'B' service.	
		Board have decided that :- whenever instructors deputation to IRISSET from Zonal Railways is cleared for promotion, either to grade Rs.2000-3200 (RPS) or Rs.2375-3500 (RPS) on his parent Railway ,higher grade element would automatically stand transferred to IRISSET for a maximum period of 6 months, with the approval of the concerned CSTE.	100/94
		Instructors in training centers should not be continued beyond 5 years tenure - in case of no replacement, training activities to be conducted by Guest lecturers - no person aged 52 years & above should be posted as instructor - instructors should be repatriated well before the date of superannuation.	3/96
		Board's letter dated 2.5.95, circulated as S.C.No.70/95 dated 3.6.93 (Classifying posts as TIAs/ISAs of Accounts Department as sensitive posts) may be treated as supplementary Circular No. 3 to Master Circular No.24 i.e., Transfer of Group 'C' and 'D' Railway servants.	30/96
		Training - Human Resource Development - introduction of Official sponsorship scheme to officers/staff who are undertaking correspondence/part-time courses relevant and positive interest to Railway - 75% of tuition fee reimbursement - GM to personally approve sponsoring of Officers/staff.	90/96
		Human Resource Development – operational guidelines on the training policy for Indian Railways circulated.	143/96
		The training period for TRD as well as Electric Supervisors of EMU section recruited through RRB will be 1 1/2 years.	58/97
		The 3 years training given to Matriculates recruited to fill up posts of skilled artisans is not to be counted for the purpose of eligibility for appearing in the selection for Intermediate App.Mechanic ( Chageman-B )	101/97
		The words "SC to MC No. 5 "in Board's letter dated 7-4-97 are deleted.	132/97
		The tenure of Gazetted. and Non gazetted Faculty members Including the present faculty members of training centers has been increased from 5 to 8 years. The period to be counted from actual promotion and not from his appointment on adhoc service. These orders are not applicable to 5 Centralised Training Institutions.	142/97
		Apprentices who started training before issue of Board's orders regarding reduction in the period of training, shall not lose seniority to those Apprentices	175/97

		who have undergone shorter training and join the working posts earlier though selected later.	
		Training period of Signal Inspector Gr.III & Telecom Inspector Gr.III has been reduced from 24 to 18 months	15/98
		After training, trainees should be posted back to the same place from where they proceeded for training.	201/98
		The maximum age for posting as faculty for gazetted and non-gazetted may be relaxed from 52 years to 54 years under special circumstances. The faculty, both gazetted and non-gazetted, should be repatriated to their parent cadre at least six months prior to the date of their superannuation.	212/98
		Further to S.C. No. 191/98, wherein course contents of the initial training to Asst. Driver (Diesel & Electric) were circulated, the course contents of sub-module numbers RNG 2, 3 & 6 have been modified.	295/98
		The instructors of Staff Training Centers have been allowed reimbursement of cost of book/journals purchased by them upto a limit of Rs. 400/- per quarter, subject to conditions given therein.	24/99
		Corrigendum to Board's letter number (ii) SVP National Police Academy included in list of Training Centres enclosed to Board's letter circulated as SC No. 24/99	90/99
		Principals/ Vice Principals of training centres have been included in the list for reimbursement of cost of books/journals	162/99
		Details of field training course in Zonal Railway for which direct recruit Assistants of Railway Board Secretariat Services are to be sent in the second year of their probation, is outlined.	216/99
		Recommendations with reference to imparting training to ASMs/SMs made by the Commissioner of Railway safety, Southern circle in his report on the Rail Accidents on Southern Railway is circulated	292/99
		In refresher courses to SMs/ASMs /Drivers /Section Controllers, emphasis is to be laid about effects of storms	304/99
<b>1078 TRANSFER / TRANSFER ALLOWANCE</b>			
		Board have decided that the powers to extend the time limit by one year for availing the TA concessions admissible on retirement by the Railway servant will hereafter be exercised by the General Managers/Additional General Managers personally, with the approval of FA&CAO.	45/90

		Instructions regarding transfer of Gangman from one PWI unit to other PWI unit.	28/94
		Guidelines to be followed in regard to repatriation of staff transferred from one unit/division/Railway to other, circulated.	78/94
		Guidelines for transfer of clerical staff from Administrative offices to Non-Administrative offices and vice versa, are issued.	92/94
		Whenever instructors deputed to IRISSET from Zonal Railways is cleared for promotion , either to grade Rs.2000-3200 (RPS) or Rs.2375-3500(RPS) on his parent railway, higher grade element would automatically stand transferred to IRISSET for a maximum period of 6 months with the approval of CSTE.	100/94
		The posts of TIAs/ISAs in the Accounts department are included in the list of sensitive posts for the purpose of periodical transfers.	70/95
		Ticket checking staff who is transferred from one seniority unit to another seniority unit (Inter Divisional , Inter Zonal transfers) on grounds of suspected malpractices and in whose case the Disciplinary proceedings fail to prove any charge there-by exonerating the employee fully, may be transferred back to the original seniority unit on review of his case on his request without any loss of seniority. No transfer allowance will be admissible in such cases.	102/95
		Staff working in Railway Claims Tribunal promoted on the parent Railway may be retained in RCT in the higher grade by transfer of higher grade element from the Railway to the post, if their retention in RCT is considered essential in Administrative interest.	56/96
		Instructions regarding periodical transfer of employees Holding sensitive posts and who frequently come into Contact with Public or Contractors /suppliers are reiterated.	6/97
		Instructions issued on determination / retransfer of Ticket checking staff under S. C. No.. 102/95 is treated as supplementary to MC No. 24 ( para 4.7)	17/97
		Instructions on Inter Railway and Intra Railway transfers issued by the Board from time to time and the Codal / Manual provisions are reiterated ( S,.C.No.5 to M.C.No.24)	32/97
		Guidelines on dealing with requests from non-gazetted railway servants for transfer to the place of posting of their spouses are issued	60/98
		The letter number of Board's letter dated 5-11-1997 circulated under SC No. 60/98 has been	139/98

		corrected.	
		Railway employees who after qualifying the GDCE examination get posted to the stations of their choice are entitled to the benefits of TA on transfer including transfer grant and packing allowance.	162/98
		Cases of staff who have repeatedly figured in substantiated vigilance cases & punishment imposed, should be reviewed and such staff transferred on interdivisional basis.	308/98
		In addition to the Ticket Checking staff other staff in mass contact areas when detected to be indulging in malpractices, should be transferred on inter divisional basis.	66/99
<b>1080 SENIORITY RULES</b>			
		Board have clarified that the provision contained in their letter of 7.4.82 (S.CNo.52/82) i.e., seniority of a direct recruit in case where the training period is curtailed would be reckoned from the date he would have normally come to a working post after completion of prescribed period of training would apply equally in the case of inter apprentices as also in the case of departmentally selected candidates against quota prescribed in certain categories to be filled by LDCE among serving eligible employees.	168/90
		1. Board have amended para 302 of chapter iii of Indian Railway establishment manual (revised edition 1989) regarding seniority of non-gazetted Railway servants As in the ACS No.2.	135/91
		Board have clarified that (1) medically decategorised employees on their absorption in an alternative post will be assigned seniority as per para 1314 of IREM 1989 edition. (ii) the staff who get cases recommended for change of category on medical grounds will continue to be allowed seniority as per para 312 of IREM 1989 edition.	42/94
		CAT/Court judgements - reckoning the seniority of SC/ST Employees.	69/94
		Seniority of candidates who have undergone training Before absorption in working post shall be fixed with ref. to merit order obtained at the examination held at the end of training. In the case of others, seniority shall be determined on the basis of merit order assigned by the recruiting agency like RRB, etc.	4/95
		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
		Seniority assigned to DGS&D transferees on absorption In Zonal Railways / Production units will be operative In respect of promotions made / to be made after the Date of absorption and that the same will	31/97

		not affect the promotion already ordered on regular basis prior to the date of such absorption.	
		The earlier promotion of a junior SC/ST employees does not confer upon him seniority over general candidate senior to SC/ST employees who is promoted later. However a Railway servant borne in an earlier panel will rank senior to a Rly. servant borne in a later panel.	61/97
		The lien of the staff joining the new Zonal Railway Hqrs. is not to be transferred for the present. They Shall continue to be considered for promotion on parent Railways till further orders.	162/97
		The order of preference for consideration of option for transfer to the new Railway zone indicated in Board's letter communicated under Hqrs. letter dated 10-12-96 should be strictly followed.	164/97
		Apprentices who started training before issue of Board's orders regarding reduction in the period of training, shall not lose seniority to those Apprentices who have undergone shorter training and Join the working posts earlier though selected earlier	175/97
		The order of the preference for consideration of option for transfer to new Rly. Zones as indicated in circular P(LE)228/SWR dt.19.12.96 read with S.C.No.164/97 is reiterated.	11 7/9 8
		All serving graduate junior clerks who were in service prior to 1-10-80 and those appointed after 1-10-80 and subsequently promoted as senior clerks through LDCE will be eligible for seniority from the date of proforma promotion.	16 5/9 8
		Stenographers in scale Rs.4000-6000 and Senior Clerks in scale Rs.4500-7000 may be treated on par for the purpose of preparing integrated seniority for promotion to the post of Welfare Inspector.	226/99