

**SERIAL CIRCULAR NO.01/2014**

No.P(R)/579/VIII      Date: 09.01.2014

Copy of Board's letter No. E(P&A)I-2012/RT-5 dated 03.01.2014 is published for information, guidance and necessary action. Board's letter dated 28.6.2011 quoted therein was circulated under SC No.99/2011.

Board's letter No E(P&A)I-2012/RT-5 dated 03.01.2014 (RBE No.03/2014)

***Sub: Eligibility conditions under LARSGESS for specified safety categories in GP 1900 and Assessment Committee – Clarification thereon.***

***Ref: Board's letter No. E(P&A)I-2010/RT-2 dated 28.6.2011***

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Few Zonal Railways had sought clarification regarding the eligibility conditions for seeking the benefit of LARSGESS and also the level of Assessment Committee in respect of specified safety categories in GP 1900. This issue has also been raised by the Employees' Federations.

2. The matter has been considered by the Board. In partial modification of the instructions contained in para 4 of Board's above referred letter it has been decided that the wards of employees in specified safety categories in GP 1900 ( other than Drivers) may be adjudged by an Assessment Committee consisting of 3 JAG Officers at Divisional level instead of an Assessment Committee of 3 SAG Officers at Zonal level.

3. These instructions are applicable for retirement/recruitment cycle from January- June 2014 onwards only. The past cycles will be governed by the earlier instructions.

4. The other terms and conditions of the Scheme will remain the same.

**SERIAL CIRCULAR NO.02/2014**

No.P(R)/535/IX      Date:15.01.2014

Copy of Board's letter No. E[NG]I-2008/PM1/15 Vol.III dated 03.01.2014 is published for information, guidance and necessary action. Board's letters dated 03.09.09, 07.06.2010, 21.11.2011, 23.5.2012, 15.01.2013 and 24.05.2013 quoted therein were circulated under S.C.Nos. 143/2009, 82/2010, 154/2011, 61/2012, 02/2013 and 47/2013, respectively.

Board's letter No. E[NG]I-2008/PM1/15 Vol.III dated 03.01.2014 [RBE No.01/2013]

***Sub: Implementation of Recommendations of 6<sup>th</sup> CPC - Merger of grades - Revised Classification and mode of filling up of non gazetted posts - Scheme for filling up of vacancies after 31.12.2013.***

***Ref: Board's letters of even No. dated 03.09.2009, 07.06.2010, 21.11.2011, 23.05.2012, 15.01.2013 & 24.05.2013 on the above subject.***

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The existing methodology and benchmarking for promotion, as enumerated in the Board's letters referred to above, may be applied till **30.06.2014**.

**SERIAL CIRCULAR NO. 03/2014**

No.P(R)/605/XIII

Date: 21.01.2014

Copy of Board's letter No.E[NG]I-2010/PM1/22 dated 03.01.2014 is published for information, guidance and necessary action.

Board's letter No. E[NG]I-2010/PM1/22 dated 03.01.2014 [RBE No.02/2014]

***Sub: Classification of Railway Services consequent upon  
introduction of RS[RP] Rules, 2008 – Eligibility for selection  
to Group 'C' in General Categories.***

***Ref: PNM/AIRF Item No. 50/2012***

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The above referred issue has been under consideration in consultation with AIRF and NFIR.

2. Accordingly, it has been decided that all erstwhile Group 'D' categories in G.P. Rs.1800, since upgraded as Group 'C', will continue to be eligible for selection to Group 'C' posts as per the AVC already provided, if they possess the required eligibility criteria i.e. prescribed educational qualification and residency period etc. They will also be eligible for being considered for promotion to the post of Stenographers [GP Rs.2400], if they possess the required eligibility criteria.

**SERIAL CIRCULAR NO.04/2014**

No.P(R)/563/XI      Date:22.01.2014

Copy of Board's letter No.2013/E[Sports]/4[1]/1/Policy Clarifications dated 6.01.2014 is published for information, guidance and necessary action. Board's letter dated 31.12.2010 quoted therein was circulated under SC No. 09/2011.

Board's letter No. 2013/E[Sports]/4[1]/1/Policy Clarifications dated 6.01.2014 (RBE  
No.04/2014) Clarification/Corrigendum No.42

***Sub: Recruitment against sports quota on Indian Railways and incentives to Railway sportspersons – clarification on recognized category in National Shooting Championship Competitions.***

***Ref: Railway Board's policy letter No. 2010/E[Sports]/ 4[1]/ 1[Policy] dated 31.12.2010 [RBE No. 189B/2010] and clarifications/corrigendum issued thereto.***

...

The National Rifle Association of India [NRAI] has informed that as per Rule 6.9 of NRAI Match Book, matches for men and women in rifle and pistol events are conducted in two categories i.e. "National Championship" and "Civilian Championship" during the National Shooting Championship Competitions and Personnel from Services, Para-military forces and international medalists in open category are allowed to take part only in "National Championship" matches.

In view of the above, it is clarified that for the purpose of recruitment against sports quota and for granting incentives to Railway sportspersons as per Board's policy letter dated 31.12.2010 referred to above, on the basis of performance in the National Shooting Championship Competitions, only the "National Championship" should be considered as a recognized category. Hence, "Civilian Championship" is not a recognized category for said purposes.

**SERIAL CIRCULAR NO.05/2014**

No.P(R)/673/VI Date:22.01.2014

Copy of Board's letter No.E[MPP]2009/1/34 Pt. dated 20.12.2013 is published for information, guidance and necessary action.

Board's letter No. E[MPP]2009/1/34 Pt. dated 20.12.2013 (RBE No.134/2013)

***Sub: Revision of Training period for Commercial Clerks [Booking, Parcel & Goods].***

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In view of the changed job requirements of Commercial Clerks, and with the approval of Board [MT & MS] it has been decided to revise the existing training schedule for the Commercial Clerks as under:

S.No.	Course Details	No. of Days	Place of Training
1	Coaching Theory	8	Concerned ZRTI/Trg. Centre
2	Coaching Practical	2	Any Railway station
3	Parcel/Goods Training	8	Concerned ZRTI/Trg. Centre
4	Parcel/Goods Practical	2	Any Railway station
	Total Training period	20	

2. The 20 day training module will provide the relevant inputs pertaining to ticket sale through UTS/PCT, cash handing, details of various MIS & reports, preparation of returns, concessions, refunds, relevant rules of Commercial Manual and Coaching Tariffs, inputs from UTS manual and some salient features of customer care and relevant inputs pertaining to forwarding notes, P.Way bills, Railway Receipts, Coaching Tariff, Parcel Management System, Terminal Management System and details of various Returns, Balance Sheets & MIS.

3. The 20 days training programme on Coaching and Parcel/Goods consists of 16 days theory and 4 days of practical training as indicated above. The Course contents/training module is enclosed at Annexure-A.

4. Railways are required to implement this revised training schedule in respect of newly recruited Commercial Clerks [Booking, Parcel/Goods] joining hereafter, after their appointment on the Railways.

**Annexure-'A'**

**REVISED TRAINING PROGRAMME FOR COMMERCIAL CLERKS [BOOKING/PARCEL/GOODS]**

S.No.	Training Module	Duration	Location
1	Coaching Theory	8 days	Concerned ZRTI/Trg. Centre
	i. Relevant rules of Commercial Manual & Coaching Tariff	1 day	
	ii. Un-reserved Ticketing System & other types of tickets	1 day	

	iii. Concept of EFT/BPT and other money value books, warrants etc	1 day	
	iv. Concession & Refunds	1 day	
	v. Details of various MIS & Reports	1 day	
	vi. Preparation of Returns & Coaching Balance Sheet	1 day	
	vii. Inputs from UTS manual	1 day	
	viii. Salient features of Customer Care and Vigilance Awareness	1 day	
2	<u>Coaching Practical</u> Practical hands-on training	2 days	Any Railway station
3	<u>Parcel/Goods Theory</u>	<u>8 days</u>	Concerned ZRTI/Trg. Centre
	i. Concept of Forwarding Note, P.Way Bills & Railway Receipts	1 day	
	ii. Relevant inputs of Commercial Manual	1 day	
	iii. Coaching Tariff [Parcel & Luggage]	1 day	
	iv. Military Tariff	1 day	
	v. Red Tariff	1 day	
	vi. Parcel Management System	1 day	
	vii. Terminal Management System	1 day	
	viii. Details of various Returns, Balance Sheet & MIS	1 day	
4.	Parcel /Goods Practical	2 days	Any Railway station
	Total Training duration	20 days	

**SERIAL CIRCULAR NO.06/2014**

No.P(R)/381/I      Date:22.01.2014

Copy of Board's letter No. PC-III/2000/GIS/2 dated 10.01.2014 is published for information, guidance and necessary action. Board's letter dated 17.01.2013 quoted therein was circulated under SC No. 10/2013.

Board's letter No. PC-III/2000/GIS/2 dated 10.01.2014 (RBE No.05/2014)

***Sub: Central Government Employees Group Insurance Scheme,  
1980 – Tables of Benefits for the Savings Fund for the period  
from 1.1.2014 to 31.12.2014.***

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In continuation of this Ministry's letter No.PC-III/2000/GIS/2 dated 17.01.2013, a copy of O.M.No. 7 (1)/EV/2013 dated 08.01.2014 of the Ministry of Finance, Department of Expenditure on the above subject is forwarded herewith for information and necessary action.

Copy of Ministry of Finance, Department of Expenditure OM No. No. 7 (1)/EV/2013 dated  
08.01.2014

***Sub: Central Government Employees Group Insurance Scheme-1980 –  
Tables of Benefits for the savings fund for the period from 1.1.2014 to  
31.12.2014.***

...

The undersigned is directed to refer to this Ministry's O.M. No. 7(2)/EV/2012 dated 16th January 2013 forwarding therewith Tables of Benefits under CGEGIS for the year 2013. New Tables of Benefits for the savings fund of the Scheme based on a subscription of ₹10 per month from 1.1.1982 to 31.12.1989 and ₹ 15 per month w.e.f. 1.1.1990 onwards have been prepared for the year 2014 and a copy of the table is enclosed. Another Table of Benefits for the savings fund based on a subscription of ₹ 10 per month for those employees who had opted out of the revised rates of subscription w.e.f. 1.1.1990 have also been drawn up for the year 2014 and a copy of that table is also enclosed. The amounts in the Tables have been worked out on the basis of interest @ 10% per annum (compounded quarterly) for the period from 1.1.1982 to 31.12.1982, 11% per annum (compounded quarterly) w.e.f. 1.1.1983 to 31.12.1986, 12 % per annum (compounded quarterly) w.e.f. 1.1.1987 to 31.12.2000, 11% per annum (compounded quarterly) w.e.f. 1.1.2001 to 31.12.2002, 9.5% per annum (compounded quarterly) w.e.f. 1.1.2002 to 31.12.2002 and 9.0% per annum (compounded quarterly) w.e.f. 1.1.2003 to 31.12.2003 and 8% per annum (compounded quarterly) w.e.f. 1.1.2013 onwards. The mortality rate under the Scheme has been taken as 3.75 per thousand per annum upto 31.12.1987 and 3.60 per thousand per annum thereafter in both the cases. While calculating the amount it has been assumed that the subscription

has been recovered or will be recovered from the salary of the month in which a member ceases to be in service failing which it should be deducted from accumulated amounts payable.



**CENTRAL GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME 1980**

Contribution @ Rs.10/- P.M. upto 31.12.89 and Rs.15 throughout after 1.1.90

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

Year of cessation of membership - 2014 - Month of cessation of membership

Year of Entry	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1982	23433.29	23615.10	23796.57	23977.48	24163.49	24349.46	24540.27	24726.14	24919.29	25109.95	25305.45	25486.19
1983	21324.45	21492.08	21655.81	21825.78	21995.01	22164.20	22338.24	22512.23	22686.18	22860.09	23036.40	23203.95
1984	19426.24	19577.20	19729.93	19884.59	20039.46	20196.73	20353.96	20511.16	20670.76	20832.77	20994.73	21148.96
1985	17721.53	17860.66	18000.14	18141.69	18284.60	18427.48	18572.76	18718.02	18865.68	19013.31	19163.35	19301.67
1986	16190.73	16320.43	16450.30	16579.93	16710.86	16841.76	16977.52	17108.35	17244.05	17382.16	17517.79	17649.85
1987	14819.12	14939.37	15056.26	15177.29	15298.65	15422.44	15543.75	15665.03	15791.18	15917.30	16043.39	16164.20
1988	13596.92	13705.23	13815.32	13926.41	14038.19	14149.95	14264.12	14380.72	14494.85	14608.96	14727.93	14837.37
1989	12487.39	12591.07	12692.56	12795.48	12897.66	13002.26	13106.83	13211.39	13320.82	13427.78	13537.16	13637.61
1990	11502.77	11599.35	11693.36	11789.40	11886.84	11981.82	12079.22	12179.05	12278.86	12378.66	12478.43	12574.68
1991	10192.40	10277.05	10361.10	10447.95	10533.37	10621.23	10709.07	10799.34	10887.14	10977.38	11070.05	11152.56
1992	9026.54	9104.13	9179.25	9255.82	9334.10	9414.81	9493.06	9571.29	9651.96	9732.62	9815.71	9894.15
1993	7990.48	8060.98	8129.01	8198.33	8269.43	8340.53	8411.62	8482.69	8556.20	8627.25	8703.18	8770.14
1994	7072.00	7135.37	7196.96	7260.78	7322.25	7386.16	7450.06	7516.40	7580.28	7646.60	7712.92	7775.63
1995	6253.93	6310.16	6366.98	6423.60	6480.31	6537.02	6598.61	6655.30	6714.43	6773.56	6832.68	6891.08
1996	5528.94	5578.00	5631.01	5681.89	5733.83	5785.76	5840.13	5892.06	5943.97	5998.33	6052.69	6106.71
1997	4882.33	4926.65	4975.63	5023.40	5068.11	5117.70	5164.84	5211.98	5261.57	5311.15	5360.72	5405.42
1998	4309.19	4353.65	4392.76	4435.91	4478.26	4520.61	4567.85	4610.19	4654.98	4697.33	4742.11	4787.22
1999	3802.19	3839.43	3877	3914.51	3954.49	3992.03	4034.47	4074.45	4114.44	4154.42	4194.41	4232.54
2000	3346.62	3381.52	3417.73	3454.30	3489.47	3524.64	3562.25	3597.42	3635.04	3670.21	3707.83	3743.84
2001	2947.39	2977.49	3009.46	3043.06	3075.84	3108.63	3141.42	3174.21	3209.45	3242.25	3277.49	3308.89
2002	2589.79	2617.53	2647	2672.71	2702.80	2734.22	2764.63	2795.04	2830.34	2860.75	2891.17	2922.82
2003	2262.81	2289.57	2316.69	2343.98	2371.45	2399.10	2426.93	2454.94	2483.12	2513.49	2541.52	2567.76
2004	1966.43	1991.09	2016.07	2041.24	2066.59	2092.13	2117.85	2143.76	2169.86	2196.14	2222.62	2248.41
2005	1693.88	1716.57	1739.56	1762.71	1786.03	1809.53	1833.19	1857.03	1881.04	1905.22	1929.58	1953.38
2006	1442.08	1462.96	1484.10	1505.39	1526.84	1548.45	1570.21	1592.13	1614.21	1636.45	1658.86	1680.82
2007	1209.45	1228.66	1248.09	1267.67	1287.39	1307.25	1327.26	1347.41	1367.71	1388.16	1408.75	1429.02
2008	994.54	1012.20	1030.06	1048.05	1066.17	1084.42	1102.80	1121.32	1139.98	1158.77	1177.69	1196.39
2009	796.00	812.23	828.63	845.15	861.80	878.56	895.45	912.45	929.59	946.85	964.23	981.48
2010	612.57	627.48	642.54	657.71	672.99	688.38	703.88	719.49	735.22	751.06	767.02	782.93
2011	443.12	456.81	470.62	484.54	498.56	512.68	526.90	541.23	555.66	570.19	584.83	599.50
2012	286.53	299.14	311.80	324.56	337.40	350.34	363.37	376.49	389.70	403.01	416.41	429.91
2013	142.56	154.08	165.69	177.39	189.17	201.03	212.99	225.03	237.15	249.37	261.67	274.07
2014	10.50	21.08	31.73	42.46	53.26	64.14	75.11	86.15	97.27	108.47	119.75	131.11

**NOTE**

**Basis Used**

From	To	Interest*	From	To	Interest*	Saving Fund:	68.75% from 1.1.82 to 31.12.87
1.1.82	31.12.82	10%	01.01.03	31.12.03	9.00%		70% from 1.1.88 and onwards
1.1.83	31.12.86	11%	01.01.04	31.11.11	8.00%		
1.1.87	31.12.00	12%	01.12.11	31.03.12	8.60%	Insurance Fund: 31.25% from 1.1.82 to 31.12.87	
1.1.01	31.12.01	11%	01.04.13	31.03.13	8.80%		30% from 1.1.88 and onwards.
1.1.02	31.12.02	9.50%	01.04.13		8.70%		

\*Interest p.a.compounded quarterly

**SERIAL CIRCULAR NO.07/2014**

No.P(R)/563/XI Date:24.01.2014

Copy of Board's letter No.E[NG]-II/2008/RR-1/33 dated 10.01.2014 is published for information, guidance and necessary action. Board's letters dated 08.12.2011, and 19.08.2013 quoted therein were circulated under S.C. Nos. 163/2011 and 51/2013.

Board's letter No. E[NG]-II/2008/RR-1/33 dated 10.01.2014 (RBE No.06 /2014)

***Sub: Recruitment of staff in Pay Band-I of Rs.5200-20200  
(Grade Pay Rs.1800) on Indian Railways - Mode of dispatch  
of call letters to applicants regarding.***

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In partial modification to instructions contained in Board's letter of even number dated 29.5.2013 (RBE No. 53/2013) and 19.8.2013 (RBE No. 85/2013), it is directed that henceforth, call letters be issued to successful candidates in written examination for appearing in PET (Physical Efficiency Test), **three weeks prior to date of commencement of PET** under "Business Post" instead of earlier instructions of one month prior to date of conduct of examination.

2. It is also directed that no replacement panels are to be given against non-joining of selected candidates, as recruitment in Pay Band-1 (Grade Pay Rs.1800) is now done annually in terms of instructions contained in Board's letter No. E(NG)II/2007/RR-1/58 dated 08.12.2011.

**SERIAL CIRCULAR NO.08/2014**  
No.P(R)/227/XVI      Date:24.01.2014

Copy of Board's letter No.E[D&A]2008 RG6-36 dated 15.01.2014 is published for information, guidance and necessary action.

Board's letter No. E[D&A]2008 RG6-36 dated 15.01.2014 (RBE No.09/2014)

***Sub: Determination of date of increment after expiry of duration of penalties of withholding of increments / reduction to lower stage imposed for less than a year regarding.***

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Ministry of Railways have received a few references regarding certain penalties of rule 6 of Railway Servants [Discipline and Appeal] Rules, 1968 which are having pay element imposed for less than a year. In one case, the penalty of withholding of increments was imposed on 24.03.2008 for a period of six months with cumulative effect and in the other case the penalty of reduction to lower stage was imposed on 09.02.2009 for a period of six months with non-cumulative effect.

2. The question of date of release of increment in the above cases on expiry of the penalty, in the context of fixing of 1<sup>st</sup> July as the date of increment uniformly for all Government servants following VIth CPC, has been examined in consultation with the Department of Personnel & Training. It is advised that fixing of 1<sup>st</sup> July as the date of increment for all Government servants under the Revised Pay Rules following the acceptance of the recommendation of the VIth CPC, is relevant only in respect of Annual increment. This provision is not applicable where the increment is withheld as a measure of penalty. In cases where the increment is withheld as a penalty for a specified period restoration of the withheld increment would be at the end of the currency of the penalty and not postponed to the next 1st July. The person concerned may even be entitled to the next increment on the 1st July following the expiry of the currency of the penalty, (notwithstanding the fact that the penalty imposed on him was having postponing effect on his future increments), if he has net qualifying service of six months prior to the relevant 1st July.

3. Likewise, where the penalty of reduction to lower stage was imposed, the pay will be restored immediately on expiry of the currency of the penalty. In so far release of next increment is concerned, the same may also be allowed immediately on restoration if the person concerned has rendered net qualifying service of six months on the 1<sup>st</sup> July preceding the date of the expiry of the currency of the penalty.

**SERIAL CIRCULAR NO. 09/2014**

No.P(R)/69/IV

Date:28.01.2014

Copy of Board's letter No.E(P&A)II-2010/RS-31 dated 7.1.2014 is published for information, guidance and necessary action. Board's letter dated 12.9.2013 quoted therein was circulated under S.C.No 86/2013 .

Board's letter No. E(P&A)II-2010/RS-31 dated 7.1.2014

***Sub: Grant of Officiating Allowance to Running Staff in 6<sup>th</sup> CPC***

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This is with reference to Northern Railway's letter No.752-E/314/officiating & Risk allowance/EIIC dated 23.9.2013 on the subject of grant of Officiating Allowance to Running staff. Clarifications were requested on the grant of officiating allowance, grant of additional allowance when running staff are put to officiate for 30 days and less and the mode of pay fixation if the running staff are put to officiate for more than 30 days.

It is clarified that the provisions of Rule 1513(a) of IREC-II/1987 hold good even after the implementation of the recommendations of the Sixth CPC. However, the method for pay fixation in case of Rule 1513(b) of IREC-II/1987 has been decided vide Board's letter No. PC-VI/2011/IC/1 dated 12.9.2013. It is further clarified that additional allowance would become payable on a pro rata basis, wherever admissible when running staff are put to officiate for 30 days or less. Further, when the running staff are put to officiate for more than 30 days, full additional allowance would become payable, wherever admissible.

**SERIAL CIRCULAR NO.10/2014**

No.P(R)/563/XI

Date:28.01.2014

Copy of Board's letter No. 2014/E(Sports)/4(1)/1/Policy Clarifications dated 17.01.2014 is published for information, guidance and necessary action. Board's letters dated 31.12.2010, 18.04.2012 and 15.06.2012 quoted therein were circulated under S.C. Nos. 09/2011, 51/2012 and 69/2012, respectively.

Board's letter No. 2014/E(Sports)/4(1)/1/Policy Clarifications dt 17.01.2014 (RBE No. 10/2014) Clarification/Corrigendum No. 43

***Sub: Recruitment of sportspersons against Sports Quota through Talent Scouting and Open Advertisement-clarification regarding.***

***Ref: Railway Board's policy letter Nos. (i) 2010/E(Sports)/4(1)/1(Policy) dated 31.12.2010 ( RBE No.189B/2010) and (ii)2012/E(Sports)/4(1)/1/Policy Clarifications dated 18.04.2012 (RBE NO.52/2012).***

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Please connect new Para No.4.1 (m) Notes, added vide Board's letter dt. 18.04.2012 referred to above, according to which in team game sportspersons who actually played the sport in field, shall only be eligible for recruitment against sports quota.

The matter of considering the cases of sportspersons who are found eligible for recruitment against sports quota in team games, but have not submitted the certificate for actual participation in field for their recognized sports achievements alongwith his/her application, has been considered in Board's office. In this connection it has been decided that the applicants who have not submitted the certificates for his/her recognized sports achievement in team game as per Railway Board's letter No. 2012/E(Sports)/4(1)/1/Policy Clarification dated 15.06.2012 (RBE No. 71/2012), may be asked to submit the same before the day of trial. In case of failure of submission of such certificate, candidate should not be allowed to appear in the field trial.

**SERIAL CIRCULAR NO.11/2014**  
No.P(R)/673/VI     Date:05.02.2014

Copy of Board's letter No.E[MPP]2013/3/21 dated 21.01.2014 together with their letter dated 14.10.09 quoted therein is published for information, guidance and necessary action.

Board's letter No. E[MPP]2013/3/21 dated 21.01.2014 (RBE No.12/2014)

***Sub: Refresher Course in Fire Fighting to Ticket Checking Staff.***

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Reference this office letter No.E[MPP]2009/3/44 dated 14.10.2009 reiterating instructions in regard to training in Fire-Fighting to all the Training Centres falling within their jurisdiction.

Safety Audit Team constituted by Board, in their findings, has observed that On-Board Commercial Staff & at Stations [TTE/TC] are not being imparted proper training in Fire-Fighting/use of fire extinguishers.

Board has taken a serious note of this and has desired that instructions should be issued to all the Zonal Training Centres under the jurisdiction of the concerned railways to give more focus on training in fire fighting/use of fire extinguishers etc. while imparting training on Disaster Management/First Aid prescribed in Refresher / promotional courses for Ticket Checking Staff/ Ticket Collectors /Coach Attendants etc.

Board's letter No. E[MPP]2009/3/44 dated 14.10.2009 (RBE No.185/2009)

***Sub: Report of the Railway Safety Review Committee [Part-II]-98 –  
Training to handle Fire Related Disasters.***

***Ref: Board's letter No. E[MPP]98/3/8 dated 11.02.2003 [RBE 28/03]***

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Railway Safety Review Committee vide Recommendation No. 3.15 have inter alia recommended that on board staff i.e. running staff, AC Attendants, Ticket Checking Staff etc. should be given proper training on fire fighting /use of fire extinguishers. Instructions in this regard have already been issued vide Board's letter No.E[MPP]98/3/8 dated 11.02.2003.

In view of the above, the Railways are requested to reiterate the Board's instructions in regard to fire-fighting to all the training institutes falling within their jurisdiction, and ensure and report compliance thereof.

**SERIAL CIRCULAR NO. 12/2014**

No.P(R)/487/CRC/2013      Date:05.02.2014

Copy of Board's letter No.PC-III/2013/CRC/6 dated 28.01.2014 is published for information, guidance and necessary action. Board's letter dated 08.10.2013 quoted therein was circulated under SC No. 100/2013 .

Board's letter No. PC-III/2013/CRC/6 dated 28.01.2014

***Sub: Restructuring of Group 'C' cadres***

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One of the Federations has brought to the notice of Railway Board that some of the Zonal Railways are not extending the benefit of current cadre restructuring to the category of Technical Supervisor where this category has not been declared as "Safety" category by the Railway.

The matter has been examined and it is clarified that the revised percentage shown for the categories Technical Supervisors in Annexure 'C' of Board's letter No. PC-III/2013/CRC/4 dated 08.10.2013 [RBE No.102/2013], is applicable for the category of Technical Supervisor whether it is '**Safety**' or '**non-Safety**' category.

**SERIAL CIRCULAR NO. 13/2014**

No.P(R)/563/XI      Date:10.02.2014

Copy of Board's letter No. 2014/E(Sports)/4(1)/1/Policy Clarifications dated 20.01.2014 is published for information, guidance and necessary action. Board's letter dated 31.12.2010 quoted therein was circulated under SC No. 09/2011.

Board's letter No. 2014/E(Sports)/4(1)/1/Policy Clarifications dt 20.01.2014      (RBE No. 11/2014) Clarification/Corrigendum No. 44

***Sub: Recruitment of sportspersons against Sports Quota through Talent Scouting and Open Advertisement-clarification regarding.***

***Ref: Railway Board's policy letter No. 2010/E(Sports)/4(1)/ 1(Policy) dated 31.12.2010 ( RBE No.189B/2010) and clarifications/corrigendum issued thereto.***

...

Some of the Railways have sought clarification about the eligibility of candidates for recruitment against sports quota in 20 Kms Walk event on the basis of performance in 10 Kms Walk in junior National/International tournaments and also the eligibility of candidates having medal winning performance in 6 Kms Cross Country event in All India Inter University Championships for recruitment in 8 Kms Cross Country event.

In this connection it is clarified that a sportsperson can't be considered for recruitment against sports quota for the event/position/game, in which he/she has no recognized sports achievement, as per norms.



**SERIAL CIRCULAR NO.14/2014**  
No.P(R)/96/II Date: 05.02.2014

Copy of Board's letter No.E[MPP]2013/6/7 dated 15.01.2014 is published for information, guidance and necessary action. Board's letters dated 23.08.2007 and 09.03.2011 quoted therein were circulated under SC Nos. 119/2007 and 35/2011, respectively .

Board's letter No. E[MPP]2013/6/7 dated 15.01.2014 (RBE No.08/2014)

***Sub: Forwarding of Gazette Notification No. GSR 662[E] dated 27.09.2013 regarding enhancement of rates of stipend for Trade Apprentices under Apprentices Act, 1961.***

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Please refer to Ministry of Railways letters No. E[MPP]2007/6/3, dated 23-08-2007 [RBE No. 109/2007] and dated 09.03.2011 [RBE No. 31/2011].

It has been decided that the Trade Apprentices engaged on the Indian Railways under the Apprentices Act, 1961 should be paid stipend with effect from 27<sup>th</sup> September, 2013 at the revised rates as notified in the Directorate General of Employment & Training, Ministry of Labour and Employment's Notification No. G.S.R.662[E] dated 27<sup>th</sup> September, 2013 published in Gazette of India Extraordinary (Copy of the Notification is enclosed). The expenditure should be met from within the existing budget allotment.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways. Copy of Ministry of Labour And Employment ( DGET)'s Notification No. G.S.R.662[E] dated 27<sup>th</sup> September, 2013 published in the Gazette of India Extra-ordinary, Part-II, Section[3] Subsection[i]

**G.S.R. 662[E].-** In exercise of the powers conferred by Sub-section (1) of Section 37 of the Apprentices Act, 1961 ( 52 of 1961), the Central Government, after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely;-

1. (1) These rules may be called the Apprenticeship ( Second Amendment) Rules, 2013.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Apprenticeship Rules, 1992, in sub-rule(1) of Rule 11, for clauses(a),(b), (c) and (d) and the entries relating thereto , the following shall be substituted , namely-
3.

“ (a) During the First year of training	₹ 2100/- per month
(b) During the Second Year of training	₹ 2400/- per month
(c) During the Third Year of training	₹ 2800/- per month
(d) During the Fourth year of training	₹ 3100/- per month

( F.No.DGET-4(1)2012-AP)  
SHIKHAR AGRAWAL, Directorate General/Jt. Secy.

Foot Note: The Principal rules were published vide number G.S.R. 356 dated 15.07.1992 in the Gazette of India Part II, Section 3, sub-section [i] dated the 1<sup>st</sup> August, 1992 and last amended vide number G.S.R. 75[E], dated the 8<sup>th</sup> February, 2012.

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**SERIAL CIRCULAR NO.15/2014**

No.P(R)/605/XIII

Date: 21.02.2014

Copy of Board's letter No.E[NG]I-2011/PM1/26 dated 06.02.2014 is published for information, guidance and necessary action.

Board's letter No. E[NG]I-2011/PM1/26 dated 06.02.2014 (RBE No. 17/2014)

***Sub: Selection procedure for promotion to Selection posts –  
Formation of panel in the order of seniority amongst those  
securing qualifying marks.***

***Ref: PNM/NFIR Item No. 2/2012.***

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The General Secretary/NFIR has pointed out that on some of the Zonal Railways and Production Units, selection in the normal channel of promotion is being done without taking seniority marks into consideration, leading to discontentment among seniors.

2. The above issue has been examined and with the consent of both the Federations, the following clarifications are issued for guidance and compliance:

S.No	Subject	Clarification
A	Selection to posts as per avenue of promotion by restricting the field of eligibility to 1:3 times	Normal Selection with seniority marks and 60% pass marks in the aggregate including marks of written examination, record of service and seniority. Panel being made as per seniority with 80% and above classified as outstanding in the order of their seniority allowing them to supersede not more than 50% of the total field of eligibility.
B	Selection to posts as per avenue of promotion not restricting the field, but by calling for volunteers, like LDCE.	Normal Selection without seniority marks. Panel to be formed as per merit.
C	General Selection Posts: Selection to posts in which the volunteers are called across Cadres /Departments without restriction of field and all eligible candidates called for selection	Selection without seniority marks. Panel to be arranged as per merit
D	For promotion from erstwhile Group 'D' to Group 'C'	All erstwhile Group 'D' categories in GP Rs.1800, since upgraded as Group 'C', will continue to be eligible for selection to Group 'C' posts as per the AVC already provided, if they possess the prescribed educational qualification and residency period etc. For 33-1/3% quota- all staff having completed 3 years and above regular service are allowed to appear. Selection shall be governed by para [A] above. For 16-2/3% quota selection, rules against para [B] above will be applicable for staff with a minimum of 2 years regular service. This is as per para 189 of IREM and ACS 154 & 155.

**SERIAL CIRCULAR NO.16/2014**

No.P(R)/554/VII      Date:21.02.2014

Copy of Board's letter No.E[G]2013 QR1-21 dated 04.02.2014 is published for information, guidance and necessary action.

Board's letter No. E[G]2013 QR1-21 dated 04.02.2014 (RBE No.16/2014)

***Sub: Allotment of quarters to the officers/staff posted in COFMOW,  
IROAF and RLDA by Ministry of Railways [Railway Board]***

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The issue of allotment of quarters to the personnel posted in COFMOW, IROAF and RLDA by the Ministry of Railways / Railway Board has been considered by the Board. In exercise of the powers vested with the full Board to make reasonable relaxations in public interest for a class /group of employees in all or any of the existing provisions regarding house allotment /retention the Board has decided that COFMOW, IROAF and RLDA being directly under Ministry of Railways, their officers would be clubbed with the officers of Railway Board for the purpose of allotment of houses.

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

**SERIAL CIRCULAR NO. 17/2014**  
No.P(R)/299/V      Date:21.02.2014

Copy of Board's letter No.E[G]/2006/HOI-14 dated 07.02.2014 is published for information, guidance and necessary action. Board's letters dated 31.12.2010 and 02.11.2012 quoted therein were circulated under SC Nos.09/11 and 124/2012, respectively.

Board's letter No. E[G]/2006/HOI-14 dated 07.02.2014 (RBE No.18-A/2014)

***Sub: Honorarium payable to various functionaries involved in conducting [i] Written test for recruitment to erstwhile Group 'D' posts and [ii] For Physical Efficiency Test [PET]***

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The issue of laying down uniform rates of honorarium payable to various functionaries involved with the conduct of written test for recruitment to erstwhile Group 'D' posts and for conducting Physical Efficiency Test [PET] has been considered by the Board and the following rates of Honorarium has been prescribed:-

[A] For conducting Written Tests as a part of open market selection for the posts in grade pay Rs.1800/- [erstwhile Gr.D]

The rates of honorarium prescribed for Railway Recruitment Boards [RRBs] in terms of Board's letter No. E[G]/2010 HO1-38 dated 02/11/2012 issued under RBE No. 125/2012 will be made applicable.

[B] For conducting Physical Efficiency Test [PET]

S.No.	Functionaries	Rate per day [in Rs.]
i	Employees having grade pay of Rs.1800/- & Rs.1900/-	250/-
ii	Employees having grade pay above Rs. 1900 and upto 4600/-	400/-
iii	Employees with grade pay above Rs.4600/-but below Rs.5400/-	600/-
iv	Employees with grade pay of Rs.5400/- & Rs.6600/-	750/-
v	JAG and above	1000/-

[C] Arrangement for food, snacks, etc is left at the discretion of the Incharge conducting the PET

[D] The above rates will also be applicable:-

- [i] To the Members of Trial Committee and Recruitment Committee constituted as per Board's policy letter No. 2010/E[Sports]/4[1]/1[Policy] dated 31.12.2010 [RBE No. 189[B] /2010] for recruitment of sportspersons against sports quota, for the day[s] of selection trials of the candidates.
- [ii] To the RPF personnel [for RRB/RRC exams] viz. :- Constable /Follower, Head Constable, Assistant Sub Inspector, Sub Inspector, Inspector, Assistant Security Commissioner /Assistant Commandant, Divisional Security Commissioner/ Commandant.

2. The above rates will take effect from the date of issue of the order.

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

**SERIAL CIRCULAR NO.18 /2014**

No.P(R)/473/IX

Date: 28.02.2014

Copy of Board's letter No.E[W]2008/PS 5-6/8 dated 07.02.2014 is published for information, guidance and necessary action, Board's letters quoted therein was circulated as under:

S.No.	Board's letter dated	SC No.
1	23.02.1996	69/1996
2	04.07.1996	98/1996
3	25.02.2003	56/2003
4	06.10.2004	189/2004
5	09.04.2008	57/2008
6	13.05.2011	63/2011
7	16.05.2011	65/2011
8	06.07.2012	79/2012
9	01.04.2013	33/2013

Board's letter No. E[W]2008/PS 5-6/8 dated 07.02.2014 (RBE No.18/2014)

***Sub: Complimentary Card passes issued on gallantry account to recipients of Chakra awards.***

***Ref: Railway Board's letter No. E[W]96/PS 5-6/22 dated 23.02.1996 and 04.07.1996, letter No. E[W]2002/PS 5-6/99 dated 25.02.2003, letter No. E[W]2004/PS 5-6/55 dated 06.10.2004, letters No. E[W]2008/PS 5-6/8 dated 09.04.2008, 13.05.2011, 16.05.2011 & 01.04.2013 and letter No. E[W]2004/PS 5-6/65 dated 06.07.2012***

...

In terms of policy notified under Railway Board's letters dated 23.02.1996 and 04.07.1996 referred to above. it has been decided to provide 1<sup>st</sup> Class/2<sup>nd</sup> AC Complimentary Card passes to gallantry account to Defence personnel recipients of Chakra awards and to widows of posthumous Chakra awardees viz. Param Vir Chakra, Maha Vir Chakra, Vir Chakra, Ashok Chakra, Kirti Chakra and Shaurya Chakra. The said Card pass entitles them to life-long free rail travel in 1<sup>st</sup> Class/2<sup>nd</sup> AC alongwith one companion in same Class over all Indian Railways (except Metro Railway/ Kolkata) by any train other than Rajdhani/Shatabdi trains. Through subsequent decisions as notified in terms of Board's letters dated 25.02.2003, 09.04.2008 and 13.05.2011, the Card passes issued to Chakra awardees have been made available for travel by 2A/3A in Rajdhani trains and by Chair Car (CC) in Shatabdi trains. In terms of Board's letter dated 06.10.2004. the facility of Complimentary Card pass has been extended to the widow of Chakra awardee after his death. The aforesaid facility of Complimentary Card pass has been further extended to parents of unmarried posthumous Chakra awardees in terms of letter dated 16.05.2011 and 01.04.2013 and to Civilian recipients of Chakra awards vide Board's letter dated 06.07.2012.

2. Ministry of Railway (Railway Board) have now decided that 1<sup>st</sup> Class/2<sup>nd</sup> AC Complimentary Card passes being provided to recipients of Param Vir Chakra and Maha Vir Chakra shall also be valid for travel by 1<sup>st</sup> AC Class/Executive Class for self and a companion over all Indian Railways (except Metro Railway/Kolkata) inclusive of Rajdhani, Shatabdi and Duronto trains, in addition to the rail travel facility already admissible to them. Accordingly, suitable endorsement may be made on the Complimentary Card passes issued to recipients of Param Vir Chakra and Maha Vir Chakra.

3. Other conditions of the scheme to grant Complimentary Card passes to Chakra awardees shall remain the same.

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

**SERIAL CIRCULAR NO. 19/2014**

No.P(R)/438/CHS/IV

Date:28.02.2014

Copy of Board's letter No.PC-V/2010/A/Med./1 dated 11.02.2014 is published for information. guidance and necessary action. Board's letters dated 21.04.99 and 29.06.2010 quoted therein were circulated under SC Nos.112/1999 and 95/2010. respectively. While issuing RELHS cards to pensioners/family pensioners, the following endorsement should invariably be made on the RELHS card: **"Whether eligible for OPD facility – Yes/No."**, duly indicating the applicable option by a tick mark to prevent any possibility of misuse of OPD facility.

Board's letter No. PC-V/2010/A/Med./1 dated 11.02.2014

***Sub: Grant of Fixed Medical Allowance to Railway pensioners/ family pensioners - reg***

...

In pursuance of Government's decision on the recommendations of the Fifth Central Pay Commission, instructions regarding grant of Fixed Medical Allowance to Railway Pensioners /Family Pensioners were issued vide Board's letter No. PC-V/98/I/7/1/1 dated 21.4.99 and subsequently amended from time to time, the last being letter No. PC-V/2010/A/Med./1 dated 29.06.2010. Some references have been received in Board's office stating that no endorsement regarding ineligibility for OPD facility is being made in the RELHS card of those Pensioners who are availing FMA and that such a situation is prone to misuse of the facility. With a view to prevent any possibility of misuse of OPD facility by a Pensioner/Family Pensioner, it is advised that on the RELHS card of Pensioners/Family Pensioners following endorsement may please be made in clear terms:

**"Whether eligible for OPD facility – Yes/No."**

2. All concerned may please be instructed to ensure the aforementioned endorsement in the RELHS card of Railway Pensioners/Family Pensioners.

**SERIAL CIRCULAR NO.20 /2014**

No.P(R)/605/XIII      Date: 28.02.2014

Copy of Board's letter No.E(NG)I-1999/PM7/3 dated 24.02.2014 is published for information. guidance and necessary action.

Board's letter No. E(NG)I-1999/PM7/3 dated 24.02.2014 (RBE No.21 /2014)

***Sub: Filling up of Promotion Quota vacancies in the category of JE with  
G.P. Rs 4200 in various Engineering Departments – Allowing  
Technician-I (G.P. 2800) to the post of JE.***

...

A few Zonal Railways have reported to this Ministry that they are not able to fill the promotion quota vacancies of JEs as Sr. Technicians are either reluctant to appear in the selection or they do not qualify in the written test. This issue has also been considered as PNM/NFIR Item No.13/2012

2. In view of the difficulty faced by the Railways. it has been decided that in the event of Sr. Technicians (G.P. Rs 4200) unwilling to seek promotion to the post of JE or adequate number of eligible Sr. Technicians are not available. Technician-I (G.P. Rs 2800). who have completed two years regular service. may be made eligible for promotion to the post of JE (G.P. Rs 4200) against promotion quota.



**SERIAL CIRCULAR NO. 21/2014**  
No.P(R)/563/IX      Date: 28 .02.2014

Copy of Board's letter No.2014/E[Sports]/4[1]/1/Policy clarifications dated 10.02.2014 is published for information, guidance and necessary action. Board's letter dated 31.12.2010 quoted therein was circulated under SC No. 09/2011 .

Board's letter No. 2014/E(Sports)/4(1)/1/Policy Clarifications dt 10.02.2014      (RBE No. 19/2014) Clarification/Corrigendum No. 45

***Sub: Recruitment of sportspersons against Sports Quota through Talent Scouting and Open Advertisement on the Railways - Videography of field-trials - regarding.***

***Ref: Railway Board's policy letter No. 2010/E(Sports)/4(1)/ 1(Policy) dated 31.12.2010 ( RBE No.189B/2010) and clarifications/corrigendum issued thereto.***

...

The issue of introduction of videography of all field trials conducted by Railways/Units for recruitment of sportspersons against sports quota through Talent Scouting and Open Advertisement in order to maintain absolute transparency and fair means of selection, has been considered by the Ministry of Railways [Railway Board].

In this regard decision of the Railway Board is hereby conveyed to start videography of field trials to be conducted for recruitment against sports quota, both through Talent Scouting and Open Advertisement from next financial year i.e. 2014-15, for a period of 3 years, on trial basis. The practice will be reviewed after 31.03.2017. The cost of expenses so incurred in such videography will be borne by the concerned Zonal Railway/Production Units.

**SERIAL CIRCULAR NO. 22/2014**

No.P(R)/554/VII      Date:28.02.2014

Copy of Board's letter No.E[G]2012 QR1-12 dated 21.02.2014 is published for information, guidance and necessary action.

Board's letter No. E[G]2012 QR1-12 dated 21.02.2014 (RBE No.07/2014)

***Sub: Allotment/Retention of Railway quarter to the wards of Railway employees recruited under the LARSGESS Scheme on the Railways.***

***Ref: [1] Rly. Bd's letter No.2013 E[LR]II/1/17 dated 18.02.2014***

***[2] NFIR's letter No. II/34/7 dated 16.08.2012 and***

***[3] AIRF's letter No.AIRF/415/AIRF/116 dated 21.05.2013***

...

Following receipt of demands from both the Federations and meeting held by the Board with the Federations [AIRF] & [NFIR] on 07.02.2014, the issue of regularization of quarter for the wards of Railway employees recruited under the LARSGESS Scheme on the Railways has been considered by the Board.

2. The Board, in exercise of powers vested with the full Board for making reasonable relaxations in public interest, have decided that **the quarters** occupied by the employees taking VRS under the LARSGESS scheme may be allowed retention of accommodation in the name of only those wards who are eligible for the same type of accommodation, and for others, the wards may be considered for a fresh allotment as per their entitlement on out of turn basis.

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

**SERIAL CIRCULAR NO.23/2014**

No.P(R)/473/IX

Date: 06.03.2014

Copy of Board's letter No.E(W)2014/PS 5-6/1 dated 21.02.2014 is published for information guidance and necessary action.

Board's letter No. E(W)2014/PS 5-6/1 dated 21.02.2014

***Sub: Grant of privilege passes to "Trainee".***

...

One of the Federations have brought out the railway employees appointed as "Trainee" are not being extended the facilities of privilege pass.

The matter has been examined in consultation with the Finance Directorate. It has been observed that in terms of extant instructions contained in item (10) of Schedule-VII (Special Pass) of Railway Servants (Pass) Rules. 1986 (revised edition-1993). Apprentices and Trainees against Group 'C' except the Apprentices Act posts may be given the class of pass [and PTOs] (for self only) on the basis of minimum of pay of the post or grade to which they are to be appointed on completion of their apprenticeship. in accordance with the pay limits prescribed from time to time.

Necessary action may be taken accordingly.

**SERIAL CIRCULAR NO. 24/2014**

No.P(R)/268/II Date: 18.03.2014

Copy of Board's letter No.E[NG]II/2012/RC-1/Genl./15 dated 04.03.2014 together with their letter dated 16.11.1984 is published for information, guidance and necessary action.

Board's letter No. E[NG]II/2012/RC-1/Genl./15 dated 04.03.2014 (RBE No.22/2014)

***Sub: Appointment on Compassionate grounds of dependant of medically unfit staff on the Railways.***

Attention is invited to this Ministry's letter No. E[NG]II-84/RC1/105 dated 16.11.1984, stipulating therein, that in cases of medically decategorised/ incapacitated Railway employees, a wife is eligible for compassionate ground appointment subject to certain conditions.

Pursuant to the issue raised in PNM/AIRF meeting [Item No. 53/2012], the matter has been reviewed and in supersession of Board's letter *ibid*, it has been decided by the Board that in case of medically decategorised/incapacitated employees where compassionate appointment is otherwise permissible, it will be the discretion of the concerned medically decategorised/incapacitated Railway employee to request for a job to either spouse or ward as per his/her choice. Further, in the event of death of the medically unfit employee without making clear his wishes, the first preference for appointment on compassionate ground appointment should be that of spouse as done in case of death.

Copy of Board's letter No. E[NG]II-84/RC1/105 dated 16.11.1984

Sub: Appointment on compassionate grounds.

\*\*\*\*\*

Attention is invited to the clarification given against item [1] in this Ministry's letter No.E[NG]III-78/RC1/1 dated 03.02.1981, in which it was stated that in the case of a railway servant who is medically incapacitated or decategorised and who retires from service, only a son or daughter is eligible for appointment on compassionate grounds and not the wife.

2. The question whether in such cases appointment on compassionate grounds of the wife of the ex-employee also should be allowed, has been under consideration. Organised labour also have represented that in such cases appointment to the wife of the employee concerned should be permitted.

3. Ministry of Railways have carefully considered the matter. They have now decided that in the case of a railway servant who is medically incapacitated or de-categorised and retires from service and if compassionate appointment is otherwise permissible, such appointment may be offered also to the wife of the railway servant, subject to the following conditions:

- [i] Either the employee has no son or daughter, or the son or daughter is a minor at the time the request for appointment is made;
- [ii] In each case, the appointment will be approved personally by the Chief Personnel Officer; and

- [iii] The Railway Administration has no practical difficulty in offering appointment in a post for which the candidate is eligible and suitable.

**SERIAL CIRCULAR NO. 25/2014**  
No.P(R)/500/XXV Date: 20.03.2014

Copy of Board's letter No.F[E]III/2005/PN1/12 dated 26.02.2014 is published for information, guidance and necessary action. Board's letter dated 23.11.2009 quoted therein was circulated under SC No.188/2009.

Board's letter No. F[E]III/2005/PN1/12 dated 26.02.2014

***Sub: Clarification regarding payment of Pension contribution and burden of leave salary for the period of leave taken by a Government servant during foreign service***

\*\*\*

Doubts on the following three issues have been raised by the zonal Railways / PSUs on calculating FSC charges etc. during foreign service of a Railway servant:

- i] Whether increments earned during foreign service should be taken into account for calculating pension contribution?
- ii] Whether pension contribution is payable for the period of leave availed by the Railway servant while in foreign service and
- iii] Who will bear the burden of leave salary for the period of leave taken by the Railway servant during foreign service.

The matter has been examined and point-wise clarification is given as under:

- i] **Calculation of increment for pension contribution:** In terms of DOP&T's O.M. No. 2/34/2008-Estt.[Pay II] dated 19.11.2009 circulated vide Board's letter No. F[E]III/2005/PN1/12 dated 23.11.2009, pension contribution payable in respect of a Govt. servant during the active period of his foreign service shall be based on the existing basic pay [Pay in the pay band plus Grade Pay] of the post held by a Govt. servant at the time of proceeding on foreign service and in case he receives proforma promotion/financial upgradation while on foreign service, on the basic pay [pay in the pay band plus grade pay] fixed on such promotion/financial upgradation.

It is stated that since the term financial upgradation does not include increase in the basic pay on account of grant of increments, increments earned during foreign service will not be taken into account while calculating pension contribution.

- ii] **Pension contribution for the period of leave during foreign service:** In terms of Rule 2006 of Indian Railway Establishment Code Vol.I [FR.115] both pension contribution and leave salary contribution are not payable for the period of leave taken during foreign service.
- iii] **Burden of leave salary for the leave taken during foreign service:** As per Rule 827 of Indian Railway Finance Code Vol.I, the leave salary in respect of leave taken by a Railway servant while in foreign service will be borne by the Railway which received the contribution for leave salary. However, any Compensatory Allowance [including Dearness Allowance] payable to the Railway servant in respect of the period[s] of leave taken while in foreign service should be paid by the foreign employer.

The clarification given at para [ii] and [iii] above is in supersession of earlier clarifications issued to RITES vide Board's letters of even number dated 19.08.2010 and 01.02.2011. Past cases already settled otherwise need not be re-opened.

**SERIAL CIRCULAR NO.26/2014**

No.P(R)/53/V      Date: 28.03.2014

Copy of Board's letter No. PC-VI/2008/I/7/2/1 dated 28.03.2014 is published for information, guidance and necessary action. Board's letters dated 09.09.2008 and 25.09.2013 quoted therein were circulated under SC Nos.111/2008 and 91/2013.

Board's letter No. PC-VI/2008/I/7/2/1 dated 28.03.2014 (RBE No.32 /2014)PC VI-333

***Sub: Payment of Dearness Allowance to Railway employees –  
Revised rates effective from 01.01.2014.***

\*\*\*

Please refer to this Ministry's letter of even number dated 25.09.2013 (S.No.PC-VI/325, RBE No.98/2013) on the subject mentioned above. The President is pleased to decide that the Dearness Allowance payable to Railway employees shall be enhanced from the existing rate of **90%** to **100%** with effect from **1<sup>st</sup> January, 2014**.

2. The provisions contained in Paras 3, 4 & 5 of this Ministry's letter of even number dated 09.09.2008 (S.No.PC-VI/3, RBE No.106/2008) shall continue to be applicable while regulating Dearness Allowance under these orders.

3. The additional installment of Dearness Allowance payable under these orders shall be paid in cash to all railway employees. The payment of arrears of Dearness Allowance shall not be made before the date of disbursement of salary of March, 2014. The arrears may be charged to the salary bill and no honorarium is payable for preparing separate bill for this purpose.

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

**SERIAL CIRCULAR NO. 27/2014**  
No.P(R)/563//IX                      Date: 01.04.2014

Copy of Board's letter No.2014/E[Sports]/4[1]/1/Policy Clarifications dated 11.03.2014 is published for information, guidance and necessary action. Board's letter dated 31.12.2010 quoted therein was circulated under SC No.09/2011.

Board's letter No. 2014/E[Sports]/4[1]/1/Policy Clarifications dated 11.03.2014 (RBE No. 23/2014) Clarification/Corrigendum No. 46

***Sub: Status of Gymnastics Federation of India.***

***Ref: Railway Board's policy letter No. 2010/E[Sports]/ 4[1]/ 1 [Policy]  
dated 31.12.2010 [RBE No. 189B/2010] and  
clarifications/corrigendum issued thereto.***

...

Ministry of Sports & Youth Affairs has informed that due to dispute in the management of Gymnastics Federation of India, Ministry is not dealing with any faction of the Federation.

In view of above, it has been decided that the sports achievements in the event conducted by Gymnastics Federation of India or its affiliated units after 30.07.2011, shall not be considered for recruitment, incentives and all other establishment matters, till further orders. However, the certificates issued by the Association of Indian Universities and the International Federations for recognized sports achievement in the game of Gymnastics, will be permissible for said purposes.

*[This disposes of SCR's letter No.SCR/P-HQ/129/Sport/2013-14 dt.06.03.2014]*



**SERIAL CIRCULAR NO. 28/2014**

No.P(R)/473/IX      Date: 01.04.2014

Copy of Board's letter No.E[W] 2013/PS 5-1/7 dated 12.03.2014 is published for information, guidance and necessary action. Board's letters dated 16.12.2013 quoted therein was circulated under SC No.133/2013.

Board's letter No. E[W] 2013/PS 5-1/7 dated 12.03.2014 (RBE No.24/2014)

***Sub: Grant of full sets of Post Retirement Complimentary Passes  
[PRCP] after 20 years of railway service.***

Instructions were issued vide Board's letter of even dated 16.12.2013, discontinuing weightage of 5 years in qualifying service for PRCP on voluntary retirement and also granting full sets of PRCP after 20 years of railway service. These instructions were effective from date of issue i.e. 16.12.2013.

On receipt of various references/representations regarding date of implementation of the said instructions the issue has been further examined and Board have now decided that the instructions dated 16.12.2013 be made applicable with effect from 01.01.2006.

In all other respects, the extant provisions of the Railway Servants [Pass] Rules, 1986 [revised edition-1993] shall continue to apply.

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

**SERIAL CIRCULAR NO. 29/2014**

No.P(R)/605/XIII      Date:01.04.2014

Copy of Board's letter No.E[NG]I-2005/PM1/16 dated 12.03.2014 is published for information, guidance and necessary action. Board's letters dated 20.10.1999 and 20.04.2005 quoted therein were circulated under SC No. 320/1999 and 76/2005.

Board's letter No. E[NG]I-2005/PM1/16 dated 12.03.2014 (RBE No.26/2014)

***Sub: Guidelines for Personnel Officers and Members of Selection Boards constituted for conducting selections for promotion to posts classified as "selection."***

Reference Board's letter No. E[NG]I-98/PM1/17 dated 20.10.1999 forwarding therewith guidelines for Personnel Officers and Members of Selection Boards constituted for conducting selections for promotion to posts classified as "Selection".

2. The existing note[5] below para 9.1 of the aforesaid guidelines should be substituted with the following:

Note 5: "In both the multiple choice objective type and narrative type of answers, while there should not be any over-writing and erasing; correction of marks, if genuinely warranted, may be made by striking the marks originally given and entering the fresh marks duly attesting the correction."

3. However, to avoid chances of mistakes by the evaluators, it may strictly be ensured that the question setter provides the evaluators with correct/model answers.

4. This supersedes letter of even number dated 20.04.2005 issued on the subject.

**SERIAL CIRCULAR NO. 30/2014**  
No.P(R)/579/VIII      Date: 01.04.2014

Copy of Board's letter No.E[P&A]I-2010/RT-2 dated 24.03.2014 is published for information, guidance and necessary action. Board's letter dated 11.09.2010 quoted therein was circulated under SC No. 131/2010.

Board's letter No. E[P&A]I-2010/RT-2 dated 24.03.2014 (RBE No. 31/2014)

***Sub: Liberalised Active Retirement Scheme for Guaranteed Employment for Safety Staff [LARSGESS] – Inclusion of additional categories – PNM/AIRF Item No.38/2012 and PNM/NFIR Item No.14/2013***

...

The employees' Federations have been demanding for extension of the scope of LARSGESS to some additional categories. Both AIRF and NFIR had raised this demand as Agenda Item in the PNM Forum.

2. The matter has been considered by the Board. It has been decided to include the following five categories in GP 1800 under the purview of LARSGESS.

- [i] Electrical Power Staff working on track
- [ii] Track Machine Staff working on track
- [iii] Bridge Staff working on track
- [iv] TRD Staff working on track
- [v] PWI Khalasis working on track.

3. These instructions are applicable from January – June 2014 retirement/ recruitment cycle onwards only. In case a Notification has already been issued for this cycle, a revised Notification may be issued calling for applications from the above mentioned categories also. The past cycles will be governed by the earlier instructions only.

4. The terms and conditions of the Scheme for the above categories will remain the same, as applicable to the existing specified safety categories in GP 1800 notified vide Board's letter of even number dated 11.09.2010.

5. As per the directions of the Election Commission of India, the inclusion of the above mentioned five categories in the list of existing specified safety categories under LARSGESS should not be given any publicity, other than for the official use.

**SERIAL CIRCULAR NO. 31 /2014**

No.P(R)/75/VIII Date: 02.04.2014

Copy of Board's letter No.PC-V/2014/A/TA/1 dated 19.03.2014 is published for information, guidance and necessary action. Board's letters dated 23.10.1978 and 12.09.2008 quoted therein were circulated under SC Nos.186/78 and 114/2008, respectively .

Board's letter No. PC-V/2014/A/TA/1 dated 19.03.2014 (RBE No.28/2014)PC VI 332

***Sub: Grant of Transport Allowance to Railway employees-Extension of benefit of Transport Allowance at double the normal rates to Deaf and Dumb employees- Implementation of the Order of the Apex Court – regarding.***

\*\*\*  
In compliance of the Order dated 12<sup>th</sup> December, 2013 of the Hon'ble Supreme Court of India in Writ Petition [Civil] No. 107/2011 [Deaf Employees Welfare Association & Another Vs. Union of India & others], it has been decided to extend the benefit of Transport Allowance, as admissible to blind and orthopaedically handicapped employees in terms of para-2[i] of Board's letter No. PC-V/2008/A/TA/2 dated 12.09.2008 [RBE No.111/2008], to deaf and dumb Railway employees also, with immediate effect subject to the condition that the recommendation of the Head of ENT Department of a Railway or Government Civil Hospital is received by the Head of Department and fulfillment of other conditions mentioned in Railway Board's letter No. F[E]I-78/AL-7/5 dated 23.10.1978 read with Board's letter dated 12.09.2008.

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

**SERIAL CIRCULAR NO. 32/2014**  
No.P(R)/535/IX      Date: 03.04.2014

Copy of Board's letter No.2012/CE-I/GNS/20 dated 01.04.2014 is published for information, guidance and necessary action. Board's letters dated 17.08.2012 and 13.08.2013 quoted therein were circulated under SC Nos.89/2012 and 75/2013, respectively.

Board's letter No. 2012/CE-I/GNS/20 dated 01.04.2014 (RBE No. 33/2014)

***Sub: Revision of percentage distribution of posts of Track Maintainers.***

...

Instructions on restructuring/reorganisation of staffing pattern of Trackmen on Indian Railways were issued vide Board's letter No. 2010/CE-I[Spl.]/GNS/15[Pt.] dated 17.08.2012 [RBE No.91/2012]. As per these instructions, the categories of Trackmen/Gatemen/Trolleyman/ Watchmen/Keymen and Mates [P.Way] of Civil Engineering Department were merged and a unified cadre of Track Maintainer was introduced as under:

S.No.	Designation	Pay Structure	Existing % age distribution of posts
1	Track Maintainer-I	PB-1 GP Rs.2800	3
2	Track Maintainer-II	PB-1 GP Rs.2400	6
3	Track Maintainer-III	PB-1 GP Rs.1900	20
4	Track Maintainer-IV	PB-1 GP Rs.1800	71

2. The issue of revision of existing percentage distribution of posts of Track Maintainers has been raised at various fora by both the recognized Federations [AIRF/NFIR]. Accordingly, the matter has been examined and keeping in view the career progression and working conditions of Track Maintainers, it has been decided by Ministry of Railways [Railway Board] to revise the percentage distribution of posts of Track Maintainers as given below:

S.No.	Designation	Pay Structure	Revised % age distribution of posts
1	Track Maintainer-I	PB-1 GP Rs.2800	6
2	Track Maintainer-II	PB-1 GP Rs.2400	12
3	Track Maintainer-III	PB-1 GP Rs.1900	22
4	Track Maintainer-IV	PB-1 GP Rs.1800	60

...

3. The revision of percentage distribution of post of Track Maintainers as indicated in para 2 above, would be self-financing and expenditure neutral proposition. After working out the financial implications, the matching savings should be effected from the category itself. Wherever it is not possible to do so from the category itself, the matching savings should be arranged from the Civil Engineering department at the Divisional/Zonal level. In rare circumstances where matching surrenders are not possible, the option of using matching savings from vacancy bank as per laid down norms may be resorted to. However, there would be no revision of percentage distribution of posts of Track Maintainers without matching savings.

4. All selections should be made as per norms/procedure for future promotion in the unified cadre of Track Maintainers laid down in Board's letter No.E[NG]I-2012/PMS/1 dated 13.08.2013. Instructions regarding minimum residency period from promotion issued by Board from time to time should be followed strictly.

5. Detailed duties/responsibilities attached to each post of Track Maintainer and corresponding changes in Permanent Way Manual /Safety Manual, Training Manual etc. will be notified separately by Civil Engineering Directorates /concerned Directorate of this Ministry as mentioned in para 3 of Board's letter No. 2010/CE-I[Spl.]/GNS/15[Pt.] dated 17.08.2012.

6. These orders are effective from the date of issue.
7. This issues in consultation with the Civil Engineering & with concurrence of the Finance Directorate of this Ministry.

**SERIAL CIRCULAR NO.33/2014**

No.P(R)/676/IV      Date: 07.04.2014

Copy of Board's letter No.E[NG]I-2014/TR/1 dated 14.03.2014 is published for information, guidance and necessary action. Board's letters dated 06.12.1996, 14.08.2007 and 22.10.2007 quoted therein were circulated under SC Nos.32/1997, 116/2007 and 148/2007, respectively.

Board's letter No. E[NG]I-2014/TR/1 dated 14.03.2014 (RBE No. 25/2014)

***Sub: Choice posting of staff deployed in Udhampur –Srinagar-Baramullah Rail Link [USBRL] Project.***

One of the Federations e.g. AIRF have raised a demand in the PNM meeting held in January, 2014, that staff deployed in USBRL Project under the jurisdiction of Northern Railway may, on the completion of their tenure, be posted at a station / division/ zone of their choice on all the zonal Railways.

2. The matter has accordingly been considered by Board. It is desired that if such staff apply for request transfer on bottom seniority or mutual transfer, as the case may be, to any division/zone of the Railways, their applications for the purpose may be processed on out of turn basis. Moreover, if the request for transfer is within parent seniority unit in their substantive post, then they may be posted at the station/place of their choice if post is being held is available. In all such cases, transfer shall be effected in time bound manner following the extant instructions/policy of request /mutual transfer as contained in Paras 310 & 312 of IREM Vol.I, 1989 Edition, Paras 229 & 230 of IREC Vol.I, 1985 Edition, Board's letter No. E[NG]I-96/TR/28 dated 06.12.1996, E[NG]I-2004/TR/16 dated 14.08.2007 and dated 22.10.2007. The Railways may please ensure strict compliance. This may be given wide publicity.

**SERIAL CIRCULAR NO. 34 /2014**

No.P(R)/473/IX      Date: 07.04.2014

Copy of Board's letter No.E[W]2012/PS5-1/4 dated 18.03.2014 is published for information, guidance and necessary action. Board's letters dated 06.01.2011 and 10.09.2013 quoted therein were circulated under SC Nos. 01/2011 and 90/2013, respectively.

Board's letter No. E[W]2012/PS5-1/4 dated 18.03.2014

***Sub: Entitlement for 1<sup>st</sup> Class Passes on being medically decategorised and inter railway transfer on own request basis to lower grade post - reg.***

***Ref: NFIR letter No.I/15/Pt.II dated 18.11.2013.***

...

The matter has been examined. It has been observed that the essence of the letter dated 10.09.2013 is that pass entitlement of railway employees will remain the same even if they are transferred on inter railway transfer on own request basis.

Accordingly, the railway employees who have been transferred on inter-railway transfer to posts carrying lower scale of pay with pay protection and are already entitled to 1<sup>st</sup> class pass shall also be eligible for 1<sup>st</sup> class pass, irrespective of their eligibility in terms of Board's letter No. E[W]2008/PS5-1/38 dated 06.01.2011.



**SERIAL CIRCULAR NO. 35/2014**

No.P(R)/579/VIII      Date: 07.04.2014

Copy of Board's letter No.E[P&A]I-2014/RT-6 dated 19.03.2014 is published for information, guidance and necessary action. Board's letters dated 11.09.2010, 24.09.2010, 29.03.2011 and 28.06.2011 quoted therein were circulated under SC Nos.131/2010, 145/2010, 43/2011 and 99/2011, respectively.

Board's letter No. E[P&A]I-2014/RT-6 dated 19.03.2014

***Sub: LARSGESS – irregularities in implementation of the Scheme***

***Ref: Board's letters No. E[P&A]I-2010/RT-2 dated 11.09.2010,  
24.09.2010, 29.03.2011 and 28.06.2011***

\*\*\*

The eligibility conditions for seeking retirement under LARSGESS have been clearly stipulated in Board's above referred letters in respect of Drivers, Gangmen, specified safety categories in GP 1800 and 1900. The categories which are eligible for the Scheme too have been specified in Board's above referred letters. However, it has been brought to the notice of the Board, that despite clear guidelines few Zonal Railways have extended the benefit of the Scheme to even those employees who are not fulfilling the prescribed eligibility conditions. Further the categories which have not been notified as eligible for the Scheme by the Board too are being considered for the Scheme. The irregularities which have been brought to the notice of Board are on following accounts:

- a] Staff with substantive GP of 1900 considered under the Scheme who were neither having 33 years of qualifying service nor were in the age bracket of 55- 57 years.
- b] Staff in GP 1800 who were either having less than 20 years of qualifying service or had crossed the upper age limit of 57 years were considered eligible.
- c] Categories other than those notified by the Board were also being considered as eligible for the Scheme.
- d] The prescribed Time Schedule for completing the retirement /recruitment cycle is not being strictly followed.

All these are in total disregard of the existing guidelines and thus appointment of the wards in such cases becomes illegal ab-initio. Such appointments leads to various implications in the form of termination of service, consideration of reinstatement of the ineligible employee, prolonged litigation, etc.

2. In view of the above it is advised that thorough scrutiny of the records should be done by the Personnel Department at the initial stage to verify the eligibility of the employee. The list of such employees may be sent to Accounts Department, who should randomly call for records of 10% of such eligible employees and cross check the eligibility for the employees. After verifying these records, Accounts department should promptly forward the same along with their Report to the Personnel Department for taking further action in the matter. This process should be completed as expeditiously as possible, so that the prescribed Time Schedule is strictly followed for completing the entire retirement /recruitment cycle.

3. Extension of benefit of the LARSGESS to ineligible employees /wards should be viewed seriously and appropriate action should be taken against the staff /Officers found responsible for the lapse.

**SERIAL CIRCULAR NO.36 /2014**

No.P(R)/257/V

Date: 11.04.2014

Copy of Board's letter No.E[G]2014/EL 1-1 dated 24.03.2014 is published for information, guidance and necessary action. Board's letter dated 02.02.2009 quoted therein was circulated under SC No. 18/2009.

Board's letter No. E[G]2014/EL 1-1 dated 24.03.2014

***Sub: Closing of Central Government offices in connection with general elections to the Lok Sabha and State Legislative Assemblies and Bye Elections to Legislative Assemblies during 2014.***

\*\*\*\*

Please find enclosed copy of letter No. 12/7/2014-JCA-2 dated 21.03.2014 on the above subject from Ministry of Personnel, Public Grievances and Pensions [Department of Personnel and Training] for information and guidance. DOP&T's OM No. 12/14/99-JCA dated 10.10.2001 was circulated to the Railways vide Board's letter No. E[G]2008 LE 1/5 dated 02.02.2009.

Copy of the Ministry of Personnel, Public Grievances and Pension [Department of Personnel and Training]'s Office Memorandum F.No. 12/7/2014-JCA-2 dated 21<sup>st</sup> March, 2014

***Sub: Closing of Central Government offices in connection with general elections to the Lok Sabha and State Legislative Assemblies and Bye Elections to Legislative Assemblies during 2014.***

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The undersigned is directed to say that in connection with the general elections to the Lok Sabha and State Legislative Assemblies of Andhra Pradesh, Odisha & Sikkim and Bye Elections to Legislative Assemblies of some States, scheduled to be held in 2014, the following guidelines already issued by DOPT vide OM No. 12/14/99-JCA dated 10<sup>th</sup> October, 2001, have to be followed for closing of the Central Government Offices including Industrial Establishments in the States:

[i] The relevant offices/organizations shall remain closed on the day of the poll in the notified areas where general elections to the Lok Sabha and State Legislative Assembly are scheduled to be conducted.

[ii] In connection with bye-election to State Assembly, only such of the employees who are bona-fide voters in the relevant constituency should be granted special casual leave on the day of polling. Special Casual leave may also be granted to an employee who is ordinarily a resident of a constituency and registered as a voter but employed in any Central Government Organisation / Industrial Establishment located outside the constituency having a general / bye-election.

2. The above instructions may be brought to the notice of all concerned.

**SERIAL CIRCULAR NO.37/2014**

No.P(R)/64/VII

Date: 01.05.2014

Copy of Board's letter No. F(E)I/2011/AL-28/18 dated 29.04.2014 is published for information, guidance and necessary action. Board's letter dated 13.06.2011 quoted therein was circulated under SC No.85/2011.

Board's letter No. F(E)I/2011/AL-28/18 dated 29.04.2014 (RBE No.39/2014)PC VI-336

***Sub: Enhancement in the rate of various allowances by 25% as a result of enhancement of Dearness Allowance upto 100% w.e.f. 01.01.2014.***

In accordance with the recommendations of 6<sup>th</sup> CPC, the rates of various allowances admissible to different categories of railway staff were revised/doubled. The 6<sup>th</sup> CPC had also recommended that the rates of these allowances will be increased by 25% every time the Dearness Allowance goes up by 50%. Railway Board, accordingly, issued instructions in respect of increase in rates of various allowances by 25% vide Board's letter of even number dated 13.06.2011.

2. Subsequent to enhancement in the rate of Dearness Allowance to 100% w.e.f. 01.01.2014, queries are being received from some of the Railways regarding further enhancement of rates of these allowances. The matter has been examined and it is clarified that the rates of allowances listed in the enclosed Annexure shall increase by a further 25% [over original 6<sup>th</sup> CPC rate prescribed by Ministry of Railways] with Dearness Allowance now having gone up to 100% w.e.f. 01.01.2014.

3. The terms and conditions for grant of these allowances will remain the same.

**Annexure**

**LIST OF VARIOUS ALLOWANCES THAT STAND REVISED W.E.F. 01.01.2014 ON ACCOUNT OF ENHANCEMENT IN THE RATE OF DA TO 100%.**

Sl.No.	Name of the Allowance	Authority number and date
1.	Daily Allowance	F(E)I/2008/AL-28/14 dated 01.12.2008 (Para 3 of the Annexure to the letter)
2.	Mileage for road journey by taxi/ own car /auto-rickshaw/ own scooter/bicycle etc	F(E)I/2008/AL-28/14 Dated 01.12.2008 (Para 2 D (b) and (c) of the Annexure to the letter )
3.	Road Mileage Allowance and rates for transportation of House-hold effects on transfer	F(E)I/2008/AL-28/15 dated 01.12.2008 (Para A (3) & (4) and para C of the Annexure to the letter )
4.	Fixed Conveyance Allowance	F(E)I/2008/AL-7 / 3 dated 03.10.2008
5.	Cycle Maintenance Allowance	F(E)I/2008/AL-7 / 2 dated 18.09.2008
6.	Washing Allowance	F(E)I/2008/AL-29 / 1 dated 30.09.2008
7.	Special Compensatory (Scheduled /Tribal Area) Allowance	F(E)I/2008/AL-4 / 7 dated 18.09.2008
8.	Special Compensatory (Hill Area) Allowance	F(E)I/2008/AL-4 / 4 dated 16.09.2008
9.	Special Compensatory (Bad Climate)	F(E)I/2008/AL-4 / 5 dated 16.09.2008
10.	Special Compensatory (Remote Locality ) Allowance	F(E)I/2008/AL-4 / 6 dated 22.09.2008

**SERIAL CIRCULAR NO.38/2014**

No.P(R)/481/IX      Date: 01.05.2014

Copy of Board's letter No.E[P&A]II/2010/RS-27 dated 21.03.2014 is published for information, guidance and necessary action. Board's RBE Nos.140/2004, 103/2008 and letter dated 25.09.2008 quoted therein were circulated under SC Nos.120/2004, 108/2008 and 133/2008, respectively.

Board's letter No. E[P&A]II/2010/RS-27 dated 21.03.2014 (RBE No.30/2014)

***Sub: Fixation of Pay in the revised pay structure for running staff promoted as on 01.01.2006 or thereafter.***

1. Eastern Railway had raised a query on the matter of fixation of pay thus:

“This Railway is facing difficulty while implementing Rule-11 of Board's RBE No. 108/2008 for those running staff who were promoted from non-running general category to running category on or after 01.01.2006 and subsequently elected to switch over to VIth CPC with effect from the date of their promotion /up-gradation etc. Clarification from Board is sought for whether 30% pay element will be taken into account while calculating the Dearness Pay applicable at pre-revised scale [V CPC] on the date of promotion and Dearness Allowance as on 01.01.2006 as per Board's RBE No. 140/2004.”

2. The matter was deliberated upon in consultation with Finance Directorate of Railway Board and it was observed that as per Rule 5 of RS[RP] Rules, 2008 a new provision of option was introduced for the implementation of 6<sup>th</sup> CPC pay structure. As per this option a person promoted to a post during the period from date of effect of revised pay structure to date of notification may switch over to the revised pay structure after effecting the promotion.

2.1 Thus, an employee getting promoted from a stationary post to the Running post as Guard, during the above period, was eligible to opt to continue in pre-revised pay structure until his promotion as Guard and switch over to revised pay structure after effecting such promotion.

2.2 In such an eventuality he would lose his arrears on account of 6<sup>th</sup> CPC till such date of option/switching over. Further, his next increment will also be released on subsequent 1<sup>st</sup> July only if he completes six months qualifying service in the revised pay structure prior to the 1<sup>st</sup> July of relevant year.

3. Since such employees as given in the situations quoted by E. Railway above were holding running posts at the time of switching over to the revised pay structure, their pay fixation should be as per methodology applicable to the running staff. In this connection, clarification 3 of Board's letter No. PC VI/2008/I/RSRP/1 dated 25.09.2008, that fitment tables may be used in the cases when employee switches over to revised pay structure from a date subsequent to 01.01.2006, is also relevant. Accordingly, fitment table as applicable to the running staff may be used in such cases.

4. This disposes of E.Rly's D.O. letter No. E/SPC/2008/Refd. Dt. April 22, 2010.

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

**SERIAL CIRCULAR NO.39/2014**

No.P(R)/487/CRC-2013

Date:02.05.2014

Copy of Board's letter No.PC-III/2013/CRC/7 dated 19.03.2014 addressed to GM[P]/ECR and copied to All Indian Railways is published for information, guidance and necessary action. Board's letter dated 08.10.2013 quoted therein was circulated under SC No.100/2013.

Board's letter No. PC-III/2013/CRC/7 dated 19.03.2014 addressed to GM[P]/ECR and copied to GMs/All Indian Railways

***Sub: Cadre restructuring of Group 'C' cadres-duties & responsibilities.***

***Ref: Your office letter No.E/41/0/ECR/HP dated 20.02.2014***

...

Please connect your office letter *ibid* wherein it was stated that as per para 7 of Board's letter No. PC-III/2013/CRC/4 dated 08.10.2013 [RBE No.102/2013], the employees being promoted to the higher scale of pay as a result of cadre restructuring will shoulder the basic functions, duties and responsibilities attached to these posts but while upgrading these employees against the above restructuring order, difficulty in execution of job of the lower category is being felt as the employees so promoted will shoulder higher responsibility and will not continue to shoulder responsibility of the present post.

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

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

**SERIAL CIRCULAR NO. 40/2014**

No.P(R)/64/VII     Date:02.05.2014

Copy of Board's letter No.E[P&A]II-2005/RS-34 dated 22.04.2014 is published for information, guidance and necessary action. Board's letter dated 01.10.2009 quoted therein was circulated under SC No. 166/2009.

Board's letter No. E[P&A]II-2005/RS-34 dated 22.04.2014 (RBE No.36/2014)PC VI-335

***Sub: Revision of the rates of Allowance in lieu of Running room facilities, Shunting Duty Allowance, Trip Allowance and Commercial duty Allowance payable to the running staff with effect from 01.01.2011.***

***Ref: Board's letter of even no. dated 01.10.2009.***

\*\*\*

After the promulgation of the Railway Services [Revised Pay] Rules, 2008, Board had issued letter of even no. dated 01.10.2009 deciding the rates of Allowance in lieu of Running room facilities, Shunting Duty Allowance, Trip Allowance and Commercial duty Allowance.

2. Board has now decided that the rates which were laid down vide Board's letter of even no. dated 01.10.2009 may be increased by 25% with effect from 01.01.2011. The other terms and conditions governing the grant of these allowances would remain unchanged.

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

**SERIAL CIRCULAR NO.41/2014**

No.P(R)/563/XI      Date:02.05.2014

Copy of Board's letter No.E[NG]-II/99/RR-1/91 dated 18.03.2014 is published for information, guidance and necessary action. Board's letter dated 30.05.2008 quoted therein was circulated under SC No.75/2008.

Board's letter No. E[NG]-II/99/RR-1/91 dated 18.03.2014 (RBE No.27/2014)

***Sub: Clarification on the educational qualification for direct recruitment to the post of Health & Malaria Inspector, Grade-III in Pay Band of Rs.9300-34800 [Grade Pay Rs.4200].***

\*\*\*

References have been received from zonal railways seeking clarification whether candidates in possession of Diploma from following institutions can be accepted for direct recruitment to the post of Health & Malaria Inspector, Gr.III in Pay Band of Rs.9300-34800 [Grade Pay Rs.4200] vide instructions contained in Board's letter No. E[NG]II/2007/RR-1/49 dated 30.05.2008:-

- [a] Diploma in Public Health & Sanitation Technology awarded by Institute of Public Health & Hygiene, Mahipalpur, New Delhi; and
- [b] Diploma in Health & Sanitary Inspection awarded by Vinayaka Mission University, Salem.

The issue has been under examination of this Ministry and it has now been decided that aforesaid Diploma cannot be accepted in lieu of the prescribed qualification for direct recruitment from open market to the post of Health & Malaria Inspector, Gr.III in Pay Band of Rs.9300-34800 [Grade Pay Rs.4200].



**SERIAL CIRCULAR NO.42/2014**

No.P(R)/554/VII      Date: 02.05.2014

Copy of Board's letter No.E[G]2014QR1-2[PSU-Abspn] dated 16.04.2014 is published for information, guidance and necessary action.

Board's letter No. E[G]2014QR1-2[PSU-Abspn] dated 16.04.2014 (RBE No.35 /2014)

***Sub: Retention of Railway quarters in case of absorption  
following deputation in Railway PSUs***

\*\*\*  
The question of house retention in case of absorption in Railway PSUs has been considered by the full Board in its last meeting held on 13.01.2014. It has been decided as under:

“ Retention permission was granted to the officers as an incentive for the officers to volunteer to go to some PSUs. It has been, however, observed that the officers continue to occupy the Railway houses even after getting absorbed in the PSUs. Henceforth, the officers allowed to retain the houses on deputation shall have to vacate the Railway accommodation as soon as they are absorbed.”

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

**SERIAL CIRCULAR NO. 43/2014**

No.P(R)/436/I REC-I

Date: 19.05.2014

Copy of Board's letter No.2011/F[E]-III/2[2]/3 dated 09.04.2014 together with Forms A to D as amended vide ACS 112 and 120 is published for information, guidance and necessary action.

Board's letter No. 2011/F[E]-III/2[2]/3 dated 09.04.2014 (RBE No.34/2014)

***Sub: Amendment to Indian Railway Establishment Code Vol.I  
[1985 Edition] Chapter V – Appendix V – Study Leave Rules.***

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In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that Appendix V of the Indian Railway Establishment Code Vol.I, [1985 Edition] [Third Re-print Edition 2008] be amended as in the **Advance Correction Slip No. 121** attached.

**Indian Railway Establishment Code Vol.I, [ 1985 Edition] [Third Re-print Edition 2008]**  
**Appendix V**

**STUDY LEAVE RULES**

**ADVANCE CORRECTION SLIP No.121**

1. In each of the Forms namely Form 'A' Form 'B', Form 'C' and Form 'D' appended to Study Leave Rules contained in Appendix-V, after the paragraphs namely, 'NOW THE CONDITION OF ABOVE WRITTEN OBLIGATION.....being in force on Government loans', the following paragraph may be inserted:  
"NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond mandating putting in service for the period as specified above, after expiry of the study leave availed by me shall be extended by a comparable period equivalent to the aggregate periods of leave of any kind availed by me, during the currency of the bond period."

2. At the end of each Forms namely Form 'A' Form 'B', Form 'C' and Form 'D' appended to Study Leave Rules contained in Appendix-V, the following paragraph may be inserted:

"Explanation: The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation."

*[Authority: Ministry of Railways' letter No. 2011/F[E]-III/2[2]/3 dated 09.04.2014 ]*

"FORM 'A'  
[See Rule 4(4)(a)]

BOND TO BE EXECUTED BY A RAILWAY SERVANT IN PERMANENT EMPLOY WHEN PROCEEDING ON  
STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT I, ..... resident of ..... in the District of ..... at present employed as ..... in the Ministry/office of ..... do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand, the sum of Rs..... (Rupees.....only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I, ... .. am granted study leave by Government .

AND WHEREAS for the better protection of the Government I have agreed to execute this Bond with such condition as hereunder is written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of study or at any time "within a period of three years/five years after "my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs... .. (Rupees... .. only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment, the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.

Signed and dated this ... .. day of ... .. two thousand and... ..  
Signed and delivered by... ..  
in the presence of

Witnesses (1 )... ..  
( 2)... ..

ACCEPTED

for and on behalf of the  
President of India."

\*\*\*\*\*

"FORM 'B'  
[See Rule 4(4)(a)]

BOND TO BE EXECUTED BY A RAILWAY SERVANT IN PERMANENT EMPLOY, WHEN GRANTED  
EXTENSION OF STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT I , ..... resident of ..... in the District of ..... at present employed as ..... in the Ministry/office of ..... do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of Rs..... (Rupees..... only) together with interest thereon from the date of demand, at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I, ... .. was granted study leave by Government for the period from... .. to ... .. in consideration of which I executed a Bond dated ... .. for Rs... .. (Rupees..... only) in favour of the President of India.

AND WHEREAS the extension of study leave has been granted to me at my request until ... ..

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such condition as hereunder is written:

NOW THE CONDITION OF ABOVE WRITTEN OBLIGATIONS IS THAT in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave so extended or failing to complete the course of study or at any time "within a period of three years/five years after "my return to duty, I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs... .. (Rupees... ..only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment, the above-written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.

Signed and dated this... .. day of... .. two thousand and... ..

Signed and delivered by... ..

in the presence of

Witnesses (1 )... ..

( 2)... ..

ACCEPTED

for and on behalf of the  
President of India.

3. FORM 'C'  
[See Rule 4 (4)(b)]

BOND TO BE EXECUTED BY A RAILWAY SERVANT NOT IN PERMANENT EMPLOY, WHEN  
PROCEEDING ON STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT WE ..... residents of ..... in the District of ..... at present employed as ..... in the Ministry/Office of ..... (hereinafter called "the Obligor") and Shri/Shrimati/Kumari ..... son/daughter of ..... of ..... and Shri/Shrimati/Kumari ..... son/daughter of ..... of ..... (hereinafter called "the Sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand, the sum of Rs..... (Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor is granted study leave by the Government:

AND WHEREAS for the better protection of the Government the Obligor has agreed to execute this Bond with such condition as hereunder is written:

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the above bounden .....

NOW THE CONDITIONS OF THE ABOVE WRITTEN OBLIGATIONS IS THAT in the event of the Obligor Shri/Shrimati/Kumari..... failing to resume duty, or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of study or at any time "within a period of three years/five years after" his return to duty, the Obligor and the Sureties shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs..... (Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the Obligor Shri/Shrimati/Kumari ..... and, or Shri/Shrimati/Kumari ..... and, or Shri/Shrimati/Kumari ..... the Sureties aforesaid making such payment the above-written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue :

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Government to sue the Obligor before suing the Sureties Shri/Shrimati/Kumari ..... and Shri/Shrimati/Kumari ..... or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.

Signed and dated this... .. day of... .. two thousand and ... ..

Signed and delivered by the Obligor abovenamed Shri/Shrimati/Kumari ..... in the presence of

Witnesses : (1).....

(2) .....

Signed and delivered by the Surety

abovenamed Shri/Shrimati/Kumari .....

in the presence of .....

Witnesses : (1).....

(2).....

Signed and delivered by the Surety

abovenamed Shri/Shrimati/Kumari .....

in the presence of .....

Witnesses : (1).....

(2).....

ACCEPTED

for and on behalf of the  
President of India."

4. "FORM 'D'  
[See Rule 4 (4)(b)]

BOND TO BE EXECUTED BY A RAILWAY SERVANT NOT IN PERMANENT EMPLOY, WHEN GRANTED  
EXTENSION OF STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT WE ..... residents of ..... in the District of ..... at present employed as ..... in the Ministry/Office of ..... (hereinafter called "the Obligor") and Shri/Shrimati/Kumari ..... son/daughter of ..... of ..... and Shri/Shrimati/Kumari ..... son/daughter of ..... of ..... (hereinafter called "the Sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand, the sum of Rs. .... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country, converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor was granted study leave by the Government for the period from ..... to ..... in consideration of which he executed a Bond dated ..... for Rs. .... (Rupees ..... only) in favour of the President of India:

AND WHEREAS the extension of study leave has been granted to the Obligor at his request until .....

AND WHEREAS for the better protection of the Government the Obligor has agreed to execute this Bond with such condition as hereunder is written:

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the above bounden .....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT in the event the Obligor Shri/Shrimati/Kumari ..... failing to resume duty, or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave so extended or failing to complete the course of study or at any time "within a period of three years/five years after" his return to duty, the Obligor and the Sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. .... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the Obligor Shri/Shrimati/Kumari ..... and, or Shri/Shrimati/Kumari ..... and, or Shri/Shrimati/Kumari ..... the Sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue:

PROVIDED ALWAYS THAT the liabilities of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Government to sue the Obligor before suing the Sureties Shri/Shrimati/Kumari ..... and Shri/Shrimati/Kumari ..... or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.

Signed and dated this ... day of ... two thousand and ...

Signed and delivered by the Obligor abovenamed Shri/Shrimati/Kumari .....  
in the presence of

Witnesses : (1) .....  
(2) .....

Signed and delivered by the Surety  
abovenamed Shri/Shrimati/Kumari .....

in the presence of  
Witnesses : (1) .....  
(2) .....

Signed and delivered by the Surety  
abovenamed Shri/Shrimati/Kumari .....

in the presence of  
Witnesses : (1) .....  
(2) .....

ACCEPTED

for and on behalf of the  
President of India."

(Authority Railway Board's letter No.F(E)III/2008/LE-1/2 & 2011/F(E)-III/2(2)/3 dated 13.4.10 & 05.01.12) ACS No. 112 & 120

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**SERIAL CIRCULAR NO. 44/2014**  
No.P(R)/563/IX      Date: 19.05.2014

Copy of Board's letter No.E(NG)II/94/RC-1/35 dt.29.04.2014 is published for information, guidance and necessary action. Board's letter dated 12.05.1997 quoted therein was circulated under SC No. 109/97.

Board's letter No. E (NG)II/94/RC-1/35 dt.29.04.2014 (RBE No.41 /2014)

***Sub: Appointment on compassionate grounds- Typing skills for persons appointed in the Ministerial Cadre***

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Attention is invited to this Ministry's letter No. E(NG)II/94/RC-1/35 dated 12.05.97 [RBE No.69/97], wherein it has been stipulated that person appointed on compassionate grounds to Ministerial Cadre [as Jr. Clerk or Sr. Clerk] are required to acquire type writing 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, and their appointment will be provisional subject to acquiring the prescribed typing qualification within stipulated period. However, these instructions do not specifically state about the further course of action to be taken in cases of such appointment, where the candidate fails to acquire the requisite type writing proficiency in the stipulated period.

Pursuant to references received from field units as well as NFIR, the matter has been examined and it has been decided by the Board that candidates appointed on compassionate grounds, who fail to acquire type writing proficiency in the stipulated period, may be shifted to Non-Ministerial and Non-Commercial Cadre. **These conditions should be mentioned in the letter of appointment.**

**SERIAL CIRCULAR NO. 45 /2014**  
No.P(R)/249/IV      Date:21.05.2014

Copy of Board's letter No.E(W)2008/ED-2/4 dated 13.05.2014 is published for information, guidance and necessary action. Board's letters dated 01.06.2011 and 28.03.2014, quoted therein were circulated under SC Nos.78/2011 and 26/2014, respectively.

Board's letter No. E(W)2008/ED-2/4 dt. 13.05.2014 (RBE No.46 /2014)PC VI No.339

***Sub: Clarification on increase in certain allowances by further  
25% as a result of enhancement of Dearness Allowance  
w.e.f. 01.01.2014***

...

Please refer to Railway Board's letter of even number dated 01.06.2011, conveying enhancement of reimbursement limits of children education allowance/hostel subsidy, special allowances admissible for child care to women with disabilities and education allowance for disabled children by 25% consequent upon enhancement of Dearness Allowance to 51%. As per revised scheme, reimbursement limits on Children Education Allowance and Hostel subsidy would be raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.

2. Railway Board vide letter No.PC-VI/2008/1/7/2/1 dated 28.03.2014 has now enhanced the Dearness Allowance payable to Railway employees from the existing rate of 90% to 100% with effect from 1<sup>st</sup> January, 2014.

3. Consequent upon aforesaid enhancement in Dearness Allowance to 100%, limits on reimbursement of children education Allowance/hostel subsidy, special allowances admissible for child care to women with disabilities and education allowance for disabled children shall go up by 25% w.e.f. 1<sup>st</sup> January, 2014. DOP&T vide Office Memorandum No.A-27012/1/2014-Estt. (Allowance) dated 28.04.2014 (copy enclosed) has issued clarification to this effect. The clarification issued by DOP&T shall apply mutatis-mutandis in respect of Railway employees.

DOP&T's Office Memorandum No.A-27012/1/2014-Estt. (Allowance) dated 28.04.2014

***Sub: Clarification on increase in certain allowances by further 25% as a result  
of enhancement of Dearness Allowances w.e.f.01.01.2014.***

....

The undersigned is directed to refer to para 1 (j) of this Department's O.M.No.12011/03/2008-Estt (Allowance) dated 02.9.2008. This provides that the limits of Children Education Allowance would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%. References are being received from various quarters with regard to the amount of Children Education Allowance admissible consequent upon enhancement of Dearness Allowance payable to Central Government employees @ 100% w.e.f. 1<sup>st</sup> January, 2014 announced vide Ministry of Finance, Department of Expenditure's O.M.No.1/1/2014-E-II (B) dated 27<sup>th</sup> March, 2014.

2. In accordance with the above, the following shall be the revised limits:



a] The annual ceiling limit for reimbursement of Children Education Allowance shall be Rs.18000/- per child. Accordingly, the quarterly claim could be more than Rs.4500/- in one quarter. The Hostel Subsidy shall be Rs.4,500/- per month per child;

b] The rates of Special Allowance for Child Care to women with disabilities stands revised to Rs.1500/- per month, and

c] The annual ceiling for reimbursement of Children Education Allowance for disabled children of Government employees shall be treated as revised to Rs.36,000/- per annum per child and the rates of Hostel Subsidy for disabled children of Government employees shall be treated as revised to Rs.9000/- per child per month.

3. These revisions are applicable with effect from 1<sup>st</sup> January, 2014.

4. These revisions shall be subject to other terms and conditions mentioned in this Department's OM No. 12011/03/2008-Estt[Allowance] dated 02.09.2008, OM No. 12011/04/2008 dated 11.09.2008 and 12011/07[i]2011-Estt.[AL] dated 21.02.2012.

**SERIAL CIRCULAR NO. 46/2014**

No.P(R)563/IX

Date:22.05.2014

Copy of Board's letter No.E[NG]II/2014/RC-2/1 List dated 14.02.2014 is published for information, guidance and necessary action. Board's letter dated 27.08.2009 quoted therein was circulated in the form of a booklet under letter No. P[R]563/VII dated 10.09.2009.

Board's letter No. E[NG]II/2014/RC-2/1 List dated 14.02.2014

***Sub: Reservation for Persons with Disabilities (PWDs) for recruitment from open market- List of posts identified suitable for them- regarding.***

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Attention is invited to this Ministry's letter No.E(NG)II/2009/RC-2/5 List dated 27/08/2009, circulating therewith department-wise list of posts identified suitable for Persons with Disabilities in Group 'C' & erstwhile Group 'D' categories on the Railways. This list was based on the list of posts notified by M/o Social Justice and Empowerment vide their notification No. 16-70/2004-DDIII dated 18/01/2007, 15/3/2007 and 22/3/2007.

Department of Disability Affairs have informed this Ministry of a new list of posts published vide their Notification No 16-15/2010-DDIII dated 29/7/2013, to give effect to reservation to the PWDs wherein, total exemption have been granted to the Railways from reservation in certain posts and partial exemption in some others. This, however, does not mean that 3% vacancies in posts fully exempted will not have to be set aside for reservation for PWDs. It only implies that instead of filling up this 3% in fully exempted categories, the same will have to be diverted mandatorily to other categories identified suitable for PWDs. Accordingly, it has been decided that 3% vacancies of fully exempted category posts reserved for PWDs may be shifted to identified posts in the same department. This will require careful planning in advance by the Railways so that the categories from which this 3% is proposed to be shifted and categories where this 3% will be placed are identified well before indents are placed, e.g., **for 100 indents of JE(Mechanical) which is a fully exempted category, indent may be placed for only 97 posts and indents for 3 posts should be shifted to other posts of Mechanical departments which have been identified suitable for PWDs.**

Based on the same, a consolidated list of posts identified suitable for PWDs. is enclosed for information and compliance. This list is not exhaustive and Railway Administrations are free to identify more posts (not included in the enclosed list) locally so that more PWDs can be provided employment opportunities on the Railways.

While conducting recruitment from open market, it is reiterated that the provisions of PWD Act, 1995 and instructions of Department of Personnel & Training as circulated from time to time be scrupulously followed.

POSTS IDENTIFIED SUITABLE FOR PERSONS WITH DISABILITIES		
S.No	Category	Type of Disability
1.	Jr. Engineer, Civil	OL
2.	Jr. Engineer, Electrical	HH
3.	JE/Drg & Design/Civil	OL with below knee
4.	JE/Drg & Design/Mech	OL,HH
5.	Laboratory Assistant. Chemical	OA,OL,BL,HH
6.	Lab Asstt., Pathology	OL,BL,HH
7.	Lab. Attendants	O,LV,HH

8.	Dietician	OA,OL,BL,HH
9.	Dresser	OL,HH
10.	Medical Social Worker	OA,OL,OAL,BL,LV,HH
11.	Lady Health Visitor	OL
12.	Para Medical Worker	OL,OA,HH
13.	Food Inspector	OA,OL,BL,OAL,HH
14.	Health Inspector	OA,OL, LV, HH
15.	Nurse, General	OL
16.	Medical and Health Technician, Nurses and Others	OL,LV,HH
17.	Health Attendant	OL, B, LV, HH
18.	Ward Asstt.	OL, B, LV, HH
19.	Sanitary Supervisor & Sanitary Jamadar	OA, OL, BL, LV, HH
20.	Sanitary Worker, Ward cleaner, aya	OL, LV, HH
21.	Ward boy	OA, OL, LV, HH
22.	Safaiwala/cleaner	OA, OL, HH
23.	X-Ray Technician	OL, HH
24.	Dialysis Technician	OL, HH
25.	Physiotherapist	OL, BL, B, LV, HH
26.	Optician, General/Contact lens	OL,HH
27.	Radiographer	OA, OL, BL, HH
28.	Speech Therapist and Audiologist	OL, LV
29.	Occupational Therapist	OL, HH
30.	Pharmacists	OA, OL, OAL, HH
31.	Dental Hygienist	OL
32.	SO's/ Office Suptds/ Head Clerks/ Section in Charge/Head Asstt. Supervisor [Clerical] all other clerical categories	OA, OL, OAL, BL, B, LV, HH
33.	Private Secretary, Stenographer all categories except Jr. Steno	OA, OL, BL, OAL, B,LV
34.	Jr. Stenographer	OA, OL, BL, OAL, B, LV, HH
35.	Photographer	OL, HH
36.	Legal Assistant	OA, OL, OAL, BL, B, LV
37.	Finger Print Expert	OA, OL, BL, OAL, HH
38.	Hindi Translator	OAOL, BL, B, LV, HH
39.	Publicity Assistant	OA, OL, BL, B
40.	Primary School Teacher	OA, OL, OAL, BL, B, LV
41.	Language Teacher, Middle School(TGT)	OA, OL, OAL, BL, B, LV
42.	Middle School, Teacher(for all subject Art, Social Science, Humanities, Music etc.	OA, OL, OAL, BL, B, LV
43.	Language Teacher, HS & Secondary School	OA, OL, OAL, BL, B, LV
44.	Higher Secondary & Secondary School Teacher(for all subject Art, Social Science, Humanities, Music etc.)	OA, OL, OAL, BL, B, LV
45.	Librarian	OA, OL, OAL, BL, HH
46.	Accounts Clerk	OL, BL, MW, LV, HH
47.	Book keeper	OA, OL, OAL
48.	Cashier & related workers	BL, HH
49.	Store Keeper, Store Clerk	OA, OL, HH
50.	Stock Verifier	OA, OL, HH
51.	Purchase Asstt.	OA, OL, B, LV, HH
52.	Enquiry Clerk Or Information Clerk	OL, OA, BL, BLA, B, LV
53.	Booking Clerk	OA, OL, BL, MW, HH
54.	Reservation Clerk	OA, OL, OAL, BL, HH

55.	Ticket Collector	OL, OA, MW, LV, HH
56.	Travelling Ticket Examiner	OL, OA, MW, HH
57.	Train Clerk	OA, OL, HH
58.	Controller	OL
59.	Section Controller/ Traffic Controller	OA, OL
60.	Loco Foreman	OL
61.	Train Examiner	OL
62.	Traffic Inspector	OA, OL, HH
63.	Claims Inspector	OA, OL
64.	Goods supervisor	OAOL ,MW, HH
65.	Rates Inspector	OA, OL, OAL, BL, HH
66.	Conductor/Guard. Passenger Train	OA
67.	Telephone Operator	OA, OL, BL, B, LV
68.	Telephone, Switch Board Operators. Others	OA, OL, OAL, BL, MW, B, LV, HH
69.	Canteen Supervisor	OA, OL, OAL, B, LV, HH
70.	Care Taker	LV, HH
71.	Asstt, Cook/Head Cook/Kitchen porter/butler/waiter	OL, LV, HH
72.	Masalchi	OL, HH
73.	Semiskilled Worker Canteen	OL, B, LV, HH
74.	Other Canteen Employees	OL, LV, HH
75.	Machinist	OL
76.	Mill Wright Mechanics/JE Mechanics	OL, HH
77.	Grinder, General	OL, B, LV, HH
78.	Armature Winder	OL, BL, HH
79.	Plumber, Gen,	OL, LV, HH
80.	Welder Electric	OL
81.	Welder Machine	OL, HH
82.	Gas Cutter	OL, BL, HH
83.	Miller	OL, B, LV, HH
84.	Machine Operator	OL, HH
85.	Coil Winder	OL, BL, HH
86.	Air Condition & Ref, Mechanic	OL, LV, HH
87.	Motor Mechanic	OL, LV, HH
88.	Painter	OL, HH
89.	Parcel Porter	OAL, LV, HH
90.	Painter Mate	OL, HH
91.	Carpenter building	OL, HH
92.	Tin smith/Copper smith	OL, HH
93.	Pump Operator	OA, OL, B, LV, HH
94.	Lineman	HH
95.	Cable jointer	HH
96.	Electroplater	OL, LV, HH
97.	Metal sprayer	OL, LV, HH
98.	Turner	OL, B, LV, HH
99.	Mechanic Precision Instrument - Electric	OL, HH
100.	Mechanic Precision Instrument –General & Mech,	OL, BL, MW, LV, HH
101.	Fitter	OL, BL, B, LV, HH
102.	Plater	OL, HH
103.	Instrument Mechanic	OL, BL, HH
104.	Carpenter /Jointer	OL, LV, HH
105.	Technician- AC	OL, HH
106.	Technical Asst (Electrical)	OL, HH
107.	Technical Asst (Mech,)	OL, HH

108.	Technician (Tool and Die making)	OL, BL, HH
109.	Workshop technicians	OL, BL, HH
110.	Electrical Inspector/Supervisor Wiring	OL, HH
111.	Electrician	OL, HH
112.	Pipe Layer	OL, LV, HH
113.	Pipe Fitter	OL, LV, HH
114.	Crane Hooker	OL, HH
115.	Machineman	OL, HH
116.	Trimmer, Machine	OL, BL, HH
117.	Rivetting Machine Operator	OL, BL, MW, HH
118.	Borer	OL, VL, LV, HH
119.	Motor Mechanic Helper	OL, HH
120.	Rivettor	HH
121.	Printing Machine Operator	OL, BL, HH
122.	Xerox Operator	OL, B, LV, HH
123.	Book Binder & related worker	OL, B, LV, HH
124.	Tracer	OA, OL, BL, LV, HH
125.	Data entry operator	OA, OL, OAL, BL, LV, HH
126.	MTS(Multi tasking staff)	OA, OL, OAL, BL, B, LV, HH
127.	Dusting Man Farash, Safai Karamchari/Cleaners	OA, OL, LV, HH
128.	Head Mali	OL, HH, LV, B
129.	Safaiwala/Sweeper	OL, B, LV, HH
130.	Messenger	OA, OL, HH, LV
131.	Peon /Hamal	OL, B, LV, HH
132.	Helper	OL, LV, HH
133.	Cleaner Motor vehicle	OA, OL, HH
134.	Lift Operator	OA, OL, B LV, HH
135.	Watchman	OL, BL, HH

**SERIAL CIRCULAR NO. 47/2014**

No.P(R)/64/VII Date: 22.05.2014

Copy of Board's letter No. E(P&A)I-2014/SP-1/Genl.2 dated 19.05.2014 is published for information, guidance and necessary action. Board's letter dated 13.06.2011 quoted therein was circulated under SC No. 87/2011.

Board's letter No. E(P&A)I-2014/SP-1/Genl.2 dated 19.05.2014 [RBE No. 50/2014]

***Sub: Enhancement in the rate of various allowances again by 25%  
as a result of enhancement of Dearness Allowance to 100%  
w.e.f. 01.01.2014.***

...

In accordance with the recommendations of VI CPC, the rates of various allowances admissible to different categories of railway staff were doubled. The VI CPC while making recommendations in this regard had also recommended that the rates of these Allowances will be increased by 25% every time the Dearness Allowance goes up by 50%. Railway Board accordingly issued instructions in respect of various allowances listed in the enclosed Annexure.

2. Consequent upon enhancement in the rate of Dearness Allowance to 51%, from 01.01.2011 it was reiterated vide Board's letter No. E(P&A)I-2011/SP-1/Misc.1 dated 13.06.2011 that the rates of allowances shall increase by 25%.

3. The rate of Dearness Allowance has now been enhanced to 100% w.e.f. 01.01.2014. In order to dispel any doubts that may arise in the Railways, it is clarified that the rates of allowances listed in the enclosed Annexure shall again increase by 25% [on original VI CPC rates prescribed by Ministry of Railways] with Dearness Allowance now again having gone up by 50% w.e.f.01.01.2014.

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

4. There is no change in the other terms and conditions for grant of these allowances.

Annexure  
**LIST OF VARIOUS ALLOWANCES THAT STAND REVISED W.E.F. 01.01.2014 ON ACCOUNT  
OF ENHANCEMENT IN THE RATE OF DA TO 100%.**

Sl.No.	Name of the Allowance	Authority number and date	<b>SCR S.C. No.</b>
1.	National Holiday Allowance (NHA)	E(P&A)I-2008/HL-2 01.12.2008	<b>188/08</b>
2.	Special Allowance to Gate Keepers of Civil Engineering Level Crossings	E(P&A)I-2009/SP-1/CE-1 20.12.2010	<b>181/10</b>
3.	Night Patrolling Allowance	E(P&A)I-2008/AL-3 03.11.2008	<b>173/08</b>
4.	Uniform Allowance, Nursing Allowance & Washing Allowance for Nursing Staff	E(P&A)I-2009/AL-1 06.02.2009	<b>20/09</b>
5.	Uniform Allowance, kit Maintenance Allowance & Washing Allowance ( RPF/ RPSF Group –A)	E(P&A)I-2008/ALL/RPF-3 06.02.2009	<b>21/09</b>
6.	Special Allowance to various categories of staff.	E(P&A)I-2009/SP-1/Genl/1 30.04.2010	<b>66/10</b>

	(i) Health & Malaria Inspectors (ii) Commercial staff in-charge of Flag Stations. (iii) Teachers doing Library work (iv) Announcers – ECRCs/Comml.Clerks/TCs. (v) Train Supdts./Dy.Train Supdts. of Rajdhani trains. (vi) Stewards (Dy.Train Supdt.) of Rajdhani Trains. (vii) CTIs/TTEs working in HQ Flying Squad (viii) Cook /Cook mate (ix) Sr. Scale, JA Grade & SA Grade Officers entrusted with the Administrative control of Hindi works.		
7.	Post Graduate and Annual Allowance to Medical Officers.	E(P&A)I-2009/AL-2 22.06.2009	<b>107/09</b>
8.	Breakdown Allowance to (a) Helper Gr.II/Helper Gr. I/Other Gr. 'D' staff (b) Technician Gr. III (c) Technicians Gr. II/Technicians Gr. I Supervisors (erstwhile Mistry) (d) Sr. Technicians /Junior Engineers and staff in higher scales.	E(P&A)II-2007/FE-4/3 25.09.2009	<b>162/09</b>
9.	Risk Allowance to eligible unskilled staff on railways	E(P&A)II-2008/SP-1/AD-3 02.05.2013	<b>44/13</b>
10	Special allowance to staff working in Central Ticket Checking Squad	E(P&A)II-2009/SP-1/Genl-1 13.12.2012	<b>138/12</b>
11	Special allowance to Track Maintainer deployed for manning any of the Engineering Gates	E(P&A)I-2009/SP-1/CE-1 11.09.2012.	<b>98/12</b>

**SERIAL CIRCULAR NO. 48/2014**  
No.P(R)/673/VI      Date: 22.05.2014

Copy of Board's letter No.E[Trg]2010[1]/11 dated 28.04.2014 is published for information, guidance and necessary action. Board's letters dated 09.09.2010 and 25.10.2013 quoted therein was circulated under SC No. 135/2013. The proforma stated to be annexed in para 7 of Board's letter dated 28.04.2014 has not been received. However, the proforma received as enclosures to Board's letter dated 25.10.2013 is enclosed herewith.

Board's letter No. E[Trg]2010[1]/11 dated 28.04.2014 (RBE No.38/2014)

***Sub: Eligibility Criteria for selection of Indian Railways Personnel for Foreign Training- Consolidated orders – issued***

***Ref: Board's letter No. E[Trg]2010[1]/11 dated 09.09.2010***

***Board's letter No. E[Trg]2010[1]/11 dated 25.10.2013***

***Board's letter No. E[Trg]2010[1]/11 dated 20.03.2014***

...

Railway Board, vide circulars mentioned above have issued instructions on eligibility criteria for nomination/selection of Indian Railways Personnel for Foreign Training [other than structured Training Plan]. It has now been decided to bring out a comprehensive circular incorporating all the amendments till date. The criteria are as under:

**Mandatory Criteria**

a) **Age Restriction:** The maximum age limit for both Gazetted and Non-Gazetted personnel, on the date of completion of training; will be **55 years** [irrespective of SC/ST category].

b) **Minimum length of service:** Wherever the training programme does not prescribe any minimum service criteria, the nominees must have put in minimum 6 years of regular service in Indian Railways.

c) **APAR Grading:** For Gazetted Officers, the nominees must have the **APAR** bench mark of 'Very Good' during the preceding five [5] years. For non-Gazetted personnel, the **APAR** gradings would not be a criterion for nomination.

d) **Education/Experience:** The nominees must fulfill the specified educational qualifications or work experience required for the training under consideration.

e) **Vigilance Clearance:** For Gazetted officers D&AR/Vigilance clearance is mandatory. For Non-Gazetted personnel, while vigilance clearance is mandatory D&AR clearance would not be compulsory.

2. Once the above mentioned mandatory pre-conditions are fulfilled, the nominations should be done as per the following priority order:

- 1) Officers/Officials who have never been sent for any training abroad by the Ministry;
- 2) Officers/officials who have never been sent on any foreign training during the preceding five years.
- 3) Officers/officials who have attended foreign training having duration upto 2 weeks during the preceding five years.



- 4) Officers / officials who have attended Short term training programmes having duration of more than 2 weeks upto [six] 6 months more than five years back from the commencement of the programme.
  - 5) Officers / officials who have attended long term courses (i.e. more than six months duration).
3. Cooling off period:  
The cooling off period is as under:
- 1] Two years for a training programme upto one month duration.
  - 2] Three years for a training programme having duration of more than one month and upto six months
  - 3] Five years for training of more than six months duration.
4. In the above mentioned priority criteria, the following norms would be followed:-
- a) The officer/ official (wherever applicable) is to be considered in turn as per his batch and seniority.
  - b) The officer/ official should have completed the prescribed cooling off period.
  - c) The officer/ official should not be a case of debarment for Foreign Training.
5. While considering the officer / official for foreign training under Transfer of Technology (TOT), purchase of machines or under specific departmental programmes, following guidelines are to be followed strictly:
- i) Only those officers/technical staff/supervisory staff should be nominated who are currently working and shall continue to work for at least next two years after completion of training in the relevant area and stream, except when the Board specifically nominates someone giving due reasons for such nomination.
  - ii) Number of man-days should be kept to a bare minimum.
  - iii) Head of the technical wing (viz. Member/Additional Member) should be the deciding authority of the need and duration of the training. If training is a part of the tender invited by Railway/COFMOW, concerned Additional Member's approval will be needed to incorporate foreign training clause in the contract.
  - iv) For training involving more than 2 weeks stay abroad, language skills of the staff/officers being nominated should be suitably considered.
  - v) After return from the training abroad a presentation to the concerned unit should be made by the team of officers and staff who have attended the training for proper dissemination of the acquired knowledge.
6. Officers / officials posted as faculty in the Central Training Institutes/ Training Centres and who meet the above eligibility criteria, may be given preference in nominations for foreign training programmes abroad.
7. All officers / officials nominated for training abroad should furnish information as per the annexed Proforma before the case is processed for approval of the Competent Authority.
8. All officers / officials nominated for training abroad would be required to execute a bond prior to proceeding on training. The amount of the bond in each case would be worked out by the Training Directorate in consultation with Associate Finance, Railway Board.

## FORMAT FOR TRAINING

### Annexure

Paste a recent  
passport size  
photograph

#### GENERAL INFORMATION:

1. Name [in capitals] : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Address : \_\_\_\_\_  
\_\_\_\_\_
4. Phone No.[s] : \_\_\_\_\_ [Off]  
\_\_\_\_\_ [Res.]  
\_\_\_\_\_ [Mob.]
5. Fax No.[s] : \_\_\_\_\_
6. E-mail : \_\_\_\_\_
7. Sex : Male ☐ Female ☐
8. Date of birth [DD/MM/YY]
9. Category :  
Gen  SC  ST  OBC
10. If you belong to a minority community (Muslim, Parsi, Jain, Christian, Sikh, Buddhist etc.) please mention the same.

#### Section 1: Service Record.

- [i] Service : \_\_\_\_\_
- [ii] Batch (if applicable) : \_\_\_\_\_
- [iii] Designation : \_\_\_\_\_
- [iv] Railway : \_\_\_\_\_
- [v] Date of joining Railway Service: \_\_\_\_\_
- [vi] DITS (if applicable) : \_\_\_\_\_
- [vii] Length of service in Railways : \_\_\_\_\_
- [viii] Length of service in Group-A \_\_\_\_\_
- [xi] Whether on Central deputation/  
Deputation to Rly. PSU: \_\_\_\_\_
- [x] If on deputation, name of the organization, date of joining and date of completion of  
tenure: \_\_\_\_\_
- [xi] Present pay in pay scale & Grade Pay \_\_\_\_\_

#### Section 2: Academic record

[Give marks /CGPA in aggregate after the final year only]

Main Subject	Institute/Univ.	Year of passing	% age of marks/CGPA
10+2			
Bachelor's Degree			
Master's Degree			
Other [specify]			

#### Other qualifications:

Professional qualifications / diplomas that you have  
[CA/ICWA/NIIT/Aptech /Foreign Languages, legal etc.]

Name of the qualification	Date	Marks obtained/CGPA	Maximum Marks /CGPA	Class Distinction
---------------------------	------	---------------------	---------------------	-------------------

From To

### Section 3: Work Experience

[A] Full time [attach additional sheets, if necessary]

Organisation	Designation	Period	Nature of work
		From	To

[B] Part-time, training, project work, volunteer work etc. [attach additional sheets, if necessary]

Organisation	Period	Total month	Nature of work
	From	To	

### Section 4: Additional information [please attach separate sheets wherever necessary]

- [a] Briefly describe your job responsibilities and your achievements at your work place.  
[b] How would the proposed training programme add value to your present job responsibilities.  
[c] Is there any other relevant information that you would like to provide about yourself?

### Section 5:

- [i] Have you been taken up under Disciplinary & Appeal Rules anytime in your career? If yes, furnish details of the punishment [s] imposed.  
[ii] Has your name ever figured in any vigilance investigation/case? If yes, furnish details of the same.

### Section 6: Previous record of training (please attach additional sheets, if necessary)

Have you attended any foreign training in the past?

Yes

☐

No

☐

If yes, please specify (attach additional sheet, if necessary)

Name of the Institute: \_\_\_\_\_  
Country: \_\_\_\_\_  
Name of the Training Programme: \_\_\_\_\_  
Duration: From \_\_\_\_\_ to \_\_\_\_\_

[ii] Details of your official foreign visits i.e. study tour, conference, inspection etc. in the past, if any?  
Attach separate sheet, if necessary.

Yes

☐

No

☐

If yes, please specify: (attach separate sheet, if necessary)

Name of the Institute: \_\_\_\_\_  
Country: \_\_\_\_\_  
Purpose of visit: \_\_\_\_\_  
Duration: From \_\_\_\_\_ to \_\_\_\_\_

### Declaration:

I certify that the information given in this application form is correct and true to the best of my knowledge.  
I agree to abide by the decision of the authorities regarding my selection to the programme.

Place:

Signature

Date:

(Annexure to Letter No. E(TRG)2010(1)/11 Dated 25.10.2013)

**SERIAL CIRCULAR NO. 49/2014**  
No.P(R)/75/VIII      Date: 22.05.2014

Copy of Board's letter No. PC-V/2014/A/TA/1 dated 29.04.2014 is published for information, guidance and necessary action. Board's letter dated 15.01.1980 quoted therein was circulated under SC No.08/1980.

Board's letter No. PC-V/2014/A/TA/1 dated 29.04.2014 (RBE No.40 /2014) PC-VI/337

***Sub:Grant of Transport Allowance to Orthopaedically  
handicapped Railway Employees.***

...

Reference is invited to Railway Board's letter No.F(E) I-78/AL-7/5, dt.15.01.1980 as amended from time to time and to say that the criteria for orthopaedically handicapped employees to draw Transport Allowance at double the normal rates has been reviewed by Ministry of Finance in consultation with the Ministry of Health & Family Welfare. It has been decided that in partial modification of para-1 of Railway Board's letter dt.15.01.1980 referred above, Double Transport Allowance shall be allowed to an orthopaedically Handicapped Railway employee if he or she has a minimum of 40% permanent partial disability of either one or both upper limbs or one or both lower limbs **OR** 50% permanent partial disability of one or both upper limbs or one or both lower limbs combined. The other conditions of Board's letter dated 15.01.1980 for granting Double Transport Allowance to orthopaedically handicapped Railway employees shall remain unchanged.

2. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.  
***{Authority: MoF's OM.No.21-1/2011-E.II(B) dt.5<sup>th</sup> August, 2013}***

**SERIAL CIRCULAR NO. 50/2014**

No.P(R)/554/VII      Date: 04.06.2014

Copy of Board's letter No.E(G)2009 QR-1-2 dated 07.05.2014 is published for information, guidance and necessary action. Board's letters dated 24.05.12 and 01.07.13 quoted therein were circulated under SC No.65/2012 and 60/2013, respectively.

Board's letter No. E(G)2009 QR-1-2 dated 07.05.2014 (RBE No.43 /2014)

***Sub: Extension of the period of retention of Railway accommodation at the previous place of posting in favour of officers/staff posted to ECR & NWR.***

***Ref: Board's letter No.E(G)2009 QR-1-2 dated 24.05.12 & 01.07.2013.***

\*\*\*

The issue of permitting the Railway Officers/Staff posted in the ECR and NWR to retain Railway quarters at their previous places of posting beyond 31.03.14 has been considered by the Board.

2. In exercise of its powers to make reasonable relaxations in public interest for a class/group of employees, in all or any of the existing provisions regarding house allotment/retention, the Board have decided **that permission for retention of Railway accommodation at the previous place of posting in favour of officers/staff posted to ECR and NWR be further extended for 1 (one) year i.e. upto 31.03.2015.**

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

**SERIAL CIRCULAR NO. 51/2014**

No.P(R)/249/IV      Date: 04.06.2014

Copy of Board's letter No.E[W]2008/ED-2/4 dated 09.05.2014 is published for information, guidance and necessary action. Board's letters dated 01.10.2008 and 07.06.2013, quoted therein were circulated under SC Nos.135/2008 and 52/2013, respectively .

Board's letter No. E[W]2008/ED-2/4 dated 09.05.2014 (RBE No.44 /2014) PC VI-338

***Sub: Children Education Allowance- Frequently asked questions.***

\*\*\*

Please refer to Railway Board's letter of even number dated 01.10.2008 followed by subsequent letters regarding revised policy instructions/ clarifications on Children Education Allowance admissible to Railway servants, based on the recommendations of Sixth Central Pay Commission.

2. Now, DOP&T has inter-alia issued clarification on reimbursement of Children Education Allowance in the form of frequently asked questions [FAQ] in terms of their Office Memorandum No. I-11020-/1/2014-Estt.[AL]. These FAQ are in supplement to FAQs issued vide Board's letter of even number dated 07.06.2013. The same is being circulated herewith for guidance of all concerned.

Copy of DOP&T's Office Memorandum No. I-11020-/1/2014-Estt.[AL].

The following FAQs supplement the FAQs in respect of Estt.[Allowances] Section already placed in public domain vide F.No. 21011/08/2013-Estt.[AL]

<b>Establishment [Allowances] Section</b>		
<b>Children Education Allowance Scheme [CEA]</b>		
<b>Sl. No.</b>	<b>Frequently asked Question</b>	<b>Answer</b>
1	Whether the examination fees as charged by the school is reimbursable?	"Examination fee" has been included as part of reimbursable items as indicated in para 1[e] of OM dated 2 <sup>nd</sup> September, 2008 subject to the fulfilment of other existing conditions vide OM No. 12011/01/2012-Estt.[AL] dated 31.07.2013. The said orders do not have a retrospective effect.
2	Whether reimbursement of amount of fee paid during 1 <sup>st</sup> and 2 <sup>nd</sup> quarter could be claimed in 3 <sup>rd</sup> or 4 <sup>th</sup> quarter, without fee receipts of the 3 <sup>rd</sup> and 4 <sup>th</sup> quarter?	<b>No.</b> As it is reimbursement for the whole year, original receipts for the fee paid for the 3 <sup>rd</sup> /4 <sup>th</sup> quarter has to be submitted to ensure that the child has not dropped out of the school in the mid-session. OM No. 12011/01/2013-Estt.[Allowances] dated 23.04.2013 refers.
3	Whether a Government servant is required to give a certificate that the spouse, if earning, has not claimed CEA?	<b>Yes.</b> In terms of O.M. No. 12011/01/2013-Estt.[Allowances] dated 23.04.2013, the claimant Government servant is required to furnish an undertaking that reimbursement of CEA has not been claimed in respect of the child by the spouse of the claimant.

**Honorarium**

<b>S.No.</b>	<b>Frequently asked Question</b>	<b>Answer</b>
1	What are the rates of honorarium admissible to MTS / Group 'D' officials when they are appointed to work as Dispatch rider/Scooter Driver?	The rate of such honorarium is pegged at Rs.10/- per day in terms of this Department's OM No. 17011/01/2011-Estt.[AL] dated 17.04.2013
2	What are the rates of honorarium admissible to MTS / Group 'D' officials/ Dispatch riders/Scooter Drivers when they are appointed to work as Staff Car Drivers?	The rate of such honorarium is pegged at Rs.20/- per day in terms of this Department's OM No. 17011/01/2011-Estt.[AL] dated 17.04.2013

**SERIAL CIRCULAR NO. 52/2014**

No.P(R)/473/IX Date: 04.06.2014

Copy of Board's letter No.E[W]2009/PS5-1/30 dated 19.05.2014 is published for information, guidance and necessary action.

Board's letter No. E[W]2009/PS5-1/30 dated 19.05.2014 (RBE No.47/2014)

***Sub:School Pass- permitting student wards of railway employees  
in Duronto Express Trains.***

...

In terms of provisions contained in Schedule III of Railway Servants [Pass] Rules, 1986 [revised edition-1993] eligible student son/daughter of railway employees are granted 3 full sets or 6 half sets of School Pass in a year. These Passes at present are not valid for journey in the Duronto Express Trains.

2. The issue regarding making School Pass valid for journey in Duronto Express Trains has been considered by Board and it has now been decided that School Pass issued to eligible son/daughter of railway employees may be made valid for journey on Duronto Express Trains, subject to "Normal Duty Pass Quota". The condition of entitlement shall be the same as on privilege pass of railway employees.

3. An endorsement as "valid for journey in the entitled class of Duronto Express Trains", shall be made on the School Pass by the Pass issuing authority.

4. This issues with the concurrence of Finance and Commercial Directorates of Ministry of Railways.



**SERIAL CIRCULAR NO.53/2014**

No.P(R)/541/V

Date: 04.06.2014

Copy of Board's letter No.F[E]III/2003/PF1/1 dated 13.05.2014 is published for information, guidance and necessary action.

Board's letter No.F[E]III/2003/PF1/1 dated 13.05. 2014 (RBE No.48/2014)

***Sub: State Railway Provident Fund-Rate of Interest during the year 2014-2015***

\*\*\*\*\*

A copy of Government's Resolution No. 5(1)-B[PD]/2014 dt. 4<sup>th</sup> March, 2014 received from the Ministry of Finance (Dept. of Economic Affairs) prescribing interest at the rate of 8.7% [Eight point seven per cent] per annum on accumulations at the credit of the subscribers to the State Railway Provident Fund during the financial year beginning on 01.04.2014 is enclosed for information and necessary action.

\*\*\*

Copy of Ministry of Finance (Department of Economic Affairs) New Delhi's, Resolution F. No. 5(1)-B[PD]/2014 dt. 4<sup>th</sup> March, 2014 (Published in Part I Section 1 of Gazette of India).

**RESOLUTION**

It is announced for general information that during the year 2014-2015, accumulations at the credit of subscribers to the General Provident Fund and other similar funds shall carry interest at the rate of 8.7% (Eight point seven per cent) per annum. This rate will be in force during the financial year beginning on 01.04.2014. The funds concerned are:

1. The General Provident Fund (Central Services)
2. The Contributory Provident Fund (India).
3. The All India Services Provident Fund.
4. The State Railway Provident Fund.
5. The General Provident Fund (Defence Services).
6. The Indian Ordnance Department Provident Fund.
7. The Indian Ordnance Factories Workmen's Provident Fund.
8. The Indian Naval Dockyard Workmen's Provident Fund.
9. The Defence Services Officers Provident Fund.
10. The Armed Forces Personnel Provident Fund.

2. Ordered that the resolution be published in Gazette of India.

**SERIAL CIRCULAR NO.54/2014**

No.P(R)/535/IX      Date: 04.06.2014

Copy of Board's letter No.E[NG]I-2008/PM1/14 dated 19.05.2014 is published for information, guidance and necessary action. Board's letters dated 27.03.1998 and 10.06.2011 quoted therein were circulated under SC Nos.113/1998 and 79/2011 .

Board's letter No. E[NG]I-2008/PM1/14 dated 19.05.2014 (RBE No.49/2014)

***Sub: Ad-hoc promotion of staff in Construction and other projects.***

***Ref: [i] Railway Board's letter No. E[NG]I-97/PM1/30 dt. 27.03.1998  
[ii] Railway Board's letter of even number dated 10.06.2011***

\*\*\*

Ad-hoc promotions in Construction and other Projects are governed by the instructions referred to above. Spirit of these instructions is to discourage ad-hoc promotions in such projects with an exception that in the exigencies only one ad-hoc promotion may be granted with the approval of the cadre controlling authority.

2. In the wake of the Hon'ble Apex Court's judgement dated 27.08.2013 passed in Civil Appeal No. 7292/2013, arising out of SLP[C] No. 14007/2012, where a Railway employee holding an ex-cadre post is repatriated back to his parent cadre, it is advised that ad-hoc promotions granted against the ex-cadre post do not entitle an employee for protection of pay on repatriation to the cadre.

3. This issues with the concurrence of Finance Directorate.

**SERIAL CIRCULAR NO. 55/2014**

No.P(R)/563/XI      Date: 04.06.2014

Copy of Board's letter No.2014/E[Sports]/4[1]/1/Policy Clarifications dated 21.5.2014 is published for information, guidance and necessary action. Board's letter dated 23.05.2013 quoted therein was circulated under SC No. 50/2013.

Board's letter No. 2014/E[Sports]/4[1]/1/Policy Clarifications dated 21.5.2014 (RBE No.53/2014) Clarification/ Corrigendum No. 47

***Sub: Out-of-turn Promotions to sportspersons for excellence in field of sports- clarification regarding submission of cases within target date.***

***Ref: Railway Board's letter No.2012/E[Sports]/4[1]/3/OTP/DOPT dated 23.5.2013 [RBE No. 50/2013].***

...

Please connect Para 9.2.6 [A] of Board's letter dated 23.05.2013 referred to above stating that the cases of out of turn promotion to sportsperson fulfilling the sports norms and other conditions as per extant policy instructions, will be processed by the concerned sports Association within a period of three months from the date of conclusion of the event which entitles sportsperson for out of turn promotion.

2. It is clarified that this provision was incorporated to avoid any delay in the processing of the case and was not meant to be a restrictive provision. It is reiterated that there should be no delay in processing of the cases. The onus for ensuring timely process of case lies with the concerned Sports Officers. However, in all such cases which are being put up after 3 months, reasons for delay should be brought to the notice of the competent authority on file while putting up the case for approval.

**SERIAL CIRCULAR NO. 56/2014**  
No.P(R)/676/IV      Date: 10.06.2014

Copy of Board's letter No.2014/E[Sports]/4[1]/1/Policy Clarifications dated 29.05.2014 is published for information, guidance and necessary action. Board's letters dated 17.02.2011 and 07.03.2012 quoted therein were circulated under SC Nos. 23/2011 and 27/2012, respectively.

Board's letter No. 2014/E[Sports]/4[1]/1/Policy Clarifications dated 29.05.2014 (RBE No.58 /2014) Clarification/Corrigendum No. 48

***Sub: Transfer of sportspersons, recruited against sports quota from one Railway /Unit/Division to another Railway /Unit/Division.***

***Ref: Railway Board's letters No. 2011/E[Sports]/4[3]/4[Transfer Policy] dated 17.02.2011 & 07.03.2012.***

...

Please connect Board's policy letters mentioned above on the subject matter.

2. Ministry of Railways [Railway Board] have decided that non-active sports persons who are not involved in coaching or sports in any capacity and fulfilling the eligibility condition as mentioned in Para 2[i] of Board's letter No. 2011/E[Sports]/4[3]/4[Transfer Policy] dated 17.02.2011, their cases be considered as per policy instructions for own request transfer of other Railway employees.

**SERIAL CIRCULAR NO. 57/2014**

No.P(R)/436/IREC/Vol.I/ Date: 12.06.2014

Copy of Board's letter No.E[W]2012/FU-1/6 dated 27.05.2014 is published for information, guidance and necessary action.

Board's letter No. E[W]2012/FU-1/6 dated 27.05.2014 (RBE No.57/2014)

***Sub: Amendment of provisions relating to Staff Benefit Fund – Chapter 8 of Indian Railway Establishment Code [Volume-I]***

...

In exercise of the powers conferred by proviso to Article 309 of the Constitution, the President is pleased to direct that Rules 807 and 808 of Chapter 8 of the Indian Railway Establishment Code [Volume-I] be amended as per enclosed Advance Correction Slip No.122.

Sd/-  
(Debasis Mazumdar) Director Estt. [Welfare] Railway Board.

Indian Railway Establishment Code [Volume-I]- Chapter 8 [Staff Benefit Fund]  
Advance Correction Slip No.122.

**Rule 807**

Clause [vi] may be added below clause [v] of Rule 807 and read as follows:

[vi] One representative each from All India Scheduled Castes & Scheduled Tribes Railway Employees Association [AISC&STREA] and All India OBC Railway Employees Association [AIOBCREA].

**Rule 808**

Clause [iv] may be added below sub rule [1] of Rule 808 and read as follows:

[iv] One representative each from All India Scheduled Castes & Scheduled Tribes Railway Employees Association [AISC&STREA] and All India OBC Railway Employees Association [AIOBCREA].

[Authority: Board's letter No. E[W]2012/FU-1/6 dated 27.05.2014]

**SERIAL CIRCULAR NO. 58/2014**  
No.P(R)/563/XI      Date: 12.06.2014

Copy of Board's letter No.2013/E[RRB]/25/22 dated 22.05.2014 is published for information, guidance and necessary action. Board's letters dated 07.04.1999, 08.08.2002 and 28.10.2009 quoted therein were circulated under SC Nos. 106/2000, 158/2002 and 179/2010, respectively .

Board's letter No. 2013/E[RRB]/25/22 dated 22.05.2014 (RRCB No.02/2014)

***Sub: Enhancement in RRB examination fees.***

***Ref:[1]Board's circular No.98/E[RRB]/25/52 dated 07.04.1999 [RRCB No.02/99]  
[2]Board's circular No.E[RRB]/2002/25/32 dated 08.08.2002[RRCB No.11/2002] [3]Board's circular No. E[RRB]/2009/25/21 dated 28.10.2009[RRCB No.5/2009]***

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In order to partially set off the heavy burden of expenditure incurred on conduct of examinations by Railway Recruitment Boards, in partial modification of instructions referred [1] above, the Railway Board have decided to enhance the examination fees for applying for all Group 'C' posts through RRBs as under:

[i] For all candidates except those mentioned in sub para [ii] below	<b>Rs.100/- [inclusive of postal expenses]</b>
[ii] For candidates belonging to SC/ST/Ex-Servicemen/Persons with Disabilities [PWDs], Women, Minorities and Economically Backward Classes.	<b>NIL</b>

2. The enhanced examination fee shall be applicable to all Employment Notifications published by RRBs after the issue of these orders.

3. Other provisions for waiving off examination fees for candidates belonging to Women, Minorities and Economically Backward Classes contained in Board's letter referred [3] above, will remain unchanged.

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

**SERIAL CIRCULAR No. 59/2014**

No.P(R)/347/PWDA Date: 12.06.2014

Board's letter No.E[NG]/2014/TR/4 dated 06.05.2014 circulating the guidelines issued by the Department of Personnel and Training for providing certain facilities in respect of persons with disabilities who are already employed in government for performance of their duties is published for information, guidance and necessary action. DOP&T's OMs dated 14.11.2007 and 19.11.2008 quoted therein were circulated under SC Nos. 07/2008 and 208/2008, respectively.

Other facilities extended from time to time to the physically handicapped [differently abled] employees under different heads have also been consolidated for easy reference in the Annexure 'A' enclosed, duly indicating the authority for the same.

Board's letter No. E[NG]/2014/T.R./4 dated 06.05.2014

***Sub: Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in government for efficient performance of their duties.***

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Enclosed please find a copy of DOP&T's O.M. No. 36055/3/2013-Estt.[Res.] dated 31.03.2014 received from Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training for information/guidance/necessary action.

Copy of DOP&T's OM No.36035/3/2013-Estt.(Res) dated 31.03.2014

Sub: Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Government for efficient performance of their duties

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A need has been felt to issue guidelines to provide certain additional facilities /amenities to the persons with disabilities (PWD) to enable them to effectively discharge their duties. The facilities such as identification of jobs, post recruitment and pre- promotion training, assistive devices, free accessibility, preference in transfer/posting, special casual leave, etc. have been identified as areas which require special attention. The proposed facility indicated in the guidelines should be applicable in respect of such employees working in the Ministries/Departments of the Government of India, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Boards etc.

2. An inter-ministerial committee was formed to finalise guidelines for providing certain facilities in respect of persons with disabilities, who are already employed in efficient discharge of their duties. Based on the discussions held with the stakeholders and suggestions received from the stakeholders, the following guidelines are issued to provide certain facilities/amenities to the persons with disabilities:-

**A. Identification of jobs**

Each Ministry/Department of the Government of India, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Boards etc should identify the types of jobs which could be easily performed by them specially for Group B, C and D posts where the number of jobs are more. Such persons should preferably be posted to perform such identified jobs and they be allowed to continue performing such jobs, as far as possible. If the concerned PWD officer could perform all the jobs as people without disability or could perform several types of jobs efficiently, no effort should be made to restrict them to certain types of jobs only.

B. Post recruitment and Pre-promotion training:

Induction training is an essential component of the service requirement of an employee. Induction training programme for the persons with disabilities should be imparted together with the other employees.

Job specific post-recruitment as well as pre-promotion training programmes are required to be organised for the persons with disabilities. Outlining a specific module/norm for training programme for the persons with disabilities common to all the Ministries/Departments and their attached/subordinate offices, Central Public Sector Enterprises, Cantonment Board, etc. may not be possible as the training requirement may be different on the basis of the work pattern. All the Ministries / Departments should take definite action to conduct job specific inclusive training programmes for the persons with disabilities with other employees.

Duration and training contents may be finalized in consultation with the National Institutes under the Department of Disability Affairs, Ministry of Social Justice & Empowerment and, if felt necessary, prominent Associations/ Federations/Confederations working in the sphere of disability can be consulted. It should also be ensured that training programmes are conducted at the time of change in job, introduction of new technology, after promotion of the employee, etc. The venue of the training may be fixed as considered suitable for conducting such training. The Ministries/Departments and their offices shall utilize existing Budget provisions for undertaking the aspects of training programme.

The employee with disability shall be placed with an experienced employee for at least one month on resuming responsibility of a post. This would help him to pick up skills required to perform the job and also the adaptations that may be required in individual cases.

C. Providing aids/assistive devices

The persons with disabilities could perform their duties efficiently if they are provided with aids and appliances which are suitable to their needs. Ministries /Departments and their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Board, etc. should assist the persons with disabilities by providing them high tech/latest technology led assistive devices (including low vision aids, hearing aids with battery), special furniture, wheel chairs (motorised if required by the employee), software scanners, computer and other hardware, etc. in accordance with their requirement, which would improve their efficiency.

They should either provide or shall reimburse the cost of such devices with a specific time period for such devices to persons with disabilities in accordance with the price/durability of the special devices, special furniture, software, scanners, computer and other hardware, etc. as fixed by them, in consultation with various National Institutes working in the sphere of disability. A review exercise shall be carried out by the Departments/Ministries every three years to check the availability or need for introduction of enhanced/upgraded versions of such devices/software etc. They shall utilise their existing budget provisions for providing these facilities.

D. Accessibility and barrier free environment at work place

In addition to the guidelines for modification in all public buildings including Government offices to provide easy accessibility and barrier free environment for PWDs as per the provisions of the PWD Act, all Government offices should take special steps to provide



barrier free and accessible work stations to PWD employees, access from main building entrance to their work stations and access to common utility areas such as Toilets, canteens etc. Lifts/elevators should be made accessible by providing Braille signage and audio outputs. Wherever required, suitable colour contrast may also be made available in buildings, utilities, staircases, etc. for the benefit of low vision employees.

E. Preference in Govt. accommodation

The Directorate of Estates may give preference to the persons with disabilities for providing them accessible accommodation near their place of posting and they may be preferred for allotment of ground floor accommodation. Possibility of existing housing accommodations being renovated to make them conveniently accessible to persons with disabilities, be explored by the Directorate of Estates.

F. Grievance redressal

Some of the employees including persons with disability may be got trained by the empanelled Master Trainers/Offices of various National Institutes working in the sphere of disability to develop their skills in handling grievances relating to PWDs. The Liaison Officer appointed to look after reservation matters for SCs, STs may also act as the Liaison Officer for reservation matters relating to persons with disabilities. The Liaison Officer would also look after the issues relating to providing of amenities for the persons with disabilities. In addition, every Ministry/Department, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Board, etc., would preferably constitute a Grievance Redressal Mechanism headed by the Head of Administration and comprising at least two employees including a PWD having knowledge in disability matters. The Committee so constituted would receive and try to redress the grievances of persons with disabilities within a reasonable time frame.

G. Special Casual Leave

Vide this Department's OM No. 25011/1/2008-Estt.(A) dated 19.11.2008, a provision of Special Casual Leave for 4 days in a calendar year has been made for the employees of Central Government with disabilities for specific requirements relating to disabilities of the official. Further, vide this Department's OM No. 28016/02/2007-Estt(A) dated 14.11.2007, there is also a provision of 10 days Special Casual Leave in a calendar year subject to exigencies of work for the differently abled Central Government employees with disabilities for participating in Conference/Seminars/Trainings/Workshop related to disability and development to be specified by Ministry of Social Justice & Empowerment.

H. Preference in transfer/posting

As far as possible, the persons with disabilities may be exempted from the rotational transfer policy/transfer and be allowed to continue in the same job, where they would have achieved the desired performance. Further, preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints.

The practice of considering choice of place of posting in case of persons with disabilities may be continued. To the extent feasible, they may be retained in the same job, where their services could be optimally utilised.

3. Every Ministry/Department in consultation with the Office of the Chief Commissioner for Persons with Disabilities would arrange for training of the Liaison Officer on "Disability Equality and Etiquettes".

4. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control, for information and compliance. The Department of Public Enterprises may ensure to give effect the above guidelines in all the Central Public Sector Enterprises.

Annexure 'A'

***Sub: Facilities available to Physically Handicapped  
[differently abled] employees on Railways.***

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Various facilities extended from time to time to physically handicapped employees are consolidated and reproduced below for information.

1. Physically handicapped persons on appointment to Group 'C' & 'D' posts on Railways will be considered for posting, as far as possible, subject to administrative constraints, near their native places within the region.

*(Auth: Bd's Lr.No.E(NG)/I-2003/TR/7 dated 29.4.2003 (Serial Circulars No.88/93)*

2. Physically handicapped persons with 40% disability of any kind working within the geographical limits of the State of Andhra Pradesh are exempt from the payment of Profession Tax.

*(Auth: Govt of A.P's G.O.Ms.No.1063 dated 02.08.2007 effective from 15.06.1987, circulated under Lr.No.P(R)659/IV dated 06.09.2007)*

3. The Income Tax Act, 1961 provides deduction under Section 80 in pursuance of which an individual [Indian citizen and foreign national] who is resident of India, and who suffers from not less than 40 percent of any disability is eligible for deduction to the extent of Rs.50,000/- and in case of severe disability to the extent of Rs.100000/-, subject to furnishing a certificate from medical authority constituted by the Central or State Government.

4. Transport Allowance at double the normal rates is admissible to an orthopaedically Handicapped Railway employee if he or she has a minimum of 40% permanent partial disability of either **one or both** upper limbs or **one or both** lower limbs **OR** 50% permanent partial disability of **one or both** upper limbs or **one or both** lower limbs combined.

*[Auth: Board's letter No. PC-V/2014/A/TA/1 dated 29.04.2014 (RBE No.40 /2014) SC No. 49/2014]*

Transport allowance at double the normal rates, as admissible to blind and orthopaedically handicapped employees, is to be extended to the deaf and dumb railway employees also, subject to the condition that the recommendation of the Head of ENT Department of a Railway of Govt. Civil Hospital is received by the Head of Department and fulfillment of other conditions mentioned in Board's letters dated 23.10.1978 & 12.09.2008 [SC Nos.186/78 & 114/2008].

*[Auth: PC-V/2014/A/TA/1 dated 19.03.2014 (RBE No.28/2014) SC No. 31/2014]*

5. Physically handicapped employees in receipt of Transport Allowance at double rates will be considered for self loan for acquiring motorised vehicles. Financial assistance from Railway Minister's Welfare & Relief Fund is not considered in such cases.

*(Auth: E(W)2003/FU4/1 dated 10.2.04 circulated under Lr.No.P(W)721/RMW&RF dated 27.2.2004)*

6. Physically handicapped employees will be exempted from typing qualification for the promotion from Group 'D' to '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 Exchanges or by a Civil Surgeon where such a Board does not exist regarding candidates incapability to acquire typing skill.

*(Auth: Bd's Lr.No.E(NG)/I/93/CFP/41 dated 27.7.1995 (Serial Circular No.109/95)*

7. Physically handicapped employees will be supplied with artificial limbs at Railways cost. CMD is the competent authority for sanctioning an artificial limb and payment thereof.

*(Auth: Bd's Lr.No.80/H/6-4/33 dated 25.2.1981)*

8. Higher Class Passes to the Physically handicapped employees:

(1) Physically handicapped railway employees (Gr 'C' & 'D') who are eligible for second class pass under pay limit, may be granted Higher Class of Privilege pass but not higher than First Class, with an escort in the same class, in lieu of their total entitlement of Privilege Passes. The number of passes will be only one set in a year even if the employee is eligible to three sets of passes per year. Where the entitlement of the employee is less than 3 sets and not less than one set of Privilege passes, the facility of First Class pass along with an escort in the same class, may be allowed in 1 set of pass.

(2) Non-gazetted physically handicapped Railway employees who become entitled for First Class Pass, under pay limit may be allowed an option either to avail the privilege passes, as per their entitlement or avail two sets of Privilege pass with an escort in the same class, in each of the two sets of passes by surrendering the remaining one set. Where the entitlement of the employee is less than 3 sets of Privilege passes the facility of escort may be allowed in one set of pass.

Provided the facility at (1) & (2) above will be allowed only on the recommendation of the DMO and where the employee has no family or eligible member for inclusion in the pass. Where an escort has been allowed no attendant will be given. The physical disabilities may be broadly classified as follows:

- (a) Railway employee not having one leg either below or above knee and using artificial limb;
- (b) Railway employee not having both the legs or above their knee and using artificial limb;
- (c) Railway employee not having one /two hands;
- (d) Railway employee who have lost function of both legs and have to walk with the support of both hands due to polio attack.

*Note: Certificate on the authority of which this concession is given is valid for the entire service.*

3. Physically handicapped employees may carry tricycles/wheel-chair in their privilege passes free within the free luggage allowance permissible on an essentiality certificate from a DMO or the Orthopaedic Surgeon of Railway Hospital.

{Auth: Item (xxv),(xxvi), Schedule-II of RS (Pass) Rules, 1986, 2<sup>nd</sup> Ed.1993}

9) The special casual leave of 4 days in a calendar year permitted under Board's letter dated 26.12.2008 [SC No. 208/2008] may be granted on application to Railway employees with disabilities on any of the following occasions:

- i] For attending periodical health check-up in Hospitals
- ii] For getting their tricycle/ motorised vehicle/wheel chair repaired
- iii] For obtaining artificial limbs /periodical adjustments to the artificial limbs etc.
- iv] For obtaining certificate from Authorised Medical Attendant for exemption from payment of profession tax.
- v] For attending seminars /health camps organised by State/Central Government exclusively for such employees.

The SCL may be sanctioned by an authority competent to sanction casual leave and a separate Register maintained for accountal of the same.

*[Auth: Letter No. P[R]418/III dated 17.06.2009]*

This is only a consolidation of the instructions issued so far and should not be treated as a substitution to the originals. While extending the facilities to physically handicapped, the original letters referred to herein may be referred to.

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**SERIAL CIRCULAR NO. 60/2014**

No.P(R)/535/IX

Date:20.06.2014

Copy of Board's letter No. E[NG]I-2008/PM1/15 dated 16.06.2014 is published for information, guidance and necessary action. Board's letters dated 03.09.09, 07.06.2010, 21.11.2011, 23.5.2012, 15.01.2013, 24.05.2013 and 03.01.2014 quoted therein were circulated under S.C.Nos. 143/2009, 82/2010, 154/2011, 61/2012, 02/2013, 47/2013 and 02/2014, respectively.

Board's letter No. E[NG]I-2008/PM1/15 dated 16.06.2014 [RBE No.63/2014]

***Sub: Implementation of Recommendations of 6<sup>th</sup> CPC - Merger of grades - Revised Classification and mode of filling up of non gazetted posts - Scheme for filling up of vacancies after 31.12.2013.***

***Ref: Board's letters of even No. dated 03.09.2009, 07.06.2010, 21.11.2011, 23.05.2012, 15.01.2013, 24.05.2013 & 03.01.2014 on the above subject.***

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The existing methodology and benchmarking for promotion, as enumerated in the Board's letters referred to above, may be applied till **31.12.2014**.

**SERIAL CIRCULAR NO. 61/2014**

No.P(R)/676/IV

Date:20 .06.2014

Copy of Board's letter No.ERP/Portal-Transfer/2013 dated 30.04.2014 is published for information, guidance and necessary action. Since Board's letter dated 10.03.2014 quoted therein was not received, the same has been called for and will be circulated on receipt.

Board's letter No. ERP/Portal-Transfer/2013 dated 30.04.2014

***Sub: Request for Mutual transfer by Railway employees.***

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Please call for this office letter of even number dated 10.03.2014 vide which certain decisions were conveyed regarding request transfer of employees.

The issue of facilitating requests for mutual transfer of railway employees have been under consideration of Board(MS) and it has been decided that applications of request transfer which are otherwise found in order must be disposed off quickly without any delay to ensure transparency as it provides relief of one person for another. Once the mutual transfer order is issued the senior person should be relieved first and the entire exercise may be completed in a week's time.

**SERIAL CIRCULAR NO.62 /2014**

No.P(R)/66/NDA/IV Date:24.06.2014

Copy of Board's letter No. E[P&A]II-2014/HW-1 dated 23.05.2014 is published for information, guidance and necessary action. Board's letters dated 29.10.2013 and 28.03.2014 quoted therein were circulated under SC Nos.109/2013 and 26/2014, respectively.

Board's letter No. E[P&A]II-2014/HW-1 dated 23.05.2014 (RBE No.55/2014)

***Sub: Rates of Night Duty Allowance w.e.f. 01-01-2014.***

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Consequent to sanction of an additional instalment of Dearness Allowance vide this Ministry's letter No.PC-VI/2008/I/7/2/1 dated 28.03.2014, the President is pleased to decide that the rates of Night Duty Allowance, as notified vide Annexures 'A' and 'B' of Board's letter No.E(P&A)II-2013/HW-2 dated 29.10.2013 stand revised with effect from 01.01.2014 as indicated at Annexure 'A' in respect of Continuous', 'Intensive', 'Excluded' categories and Workshop employees, and as indicated at Annexure 'B' in respect of 'Essentially Intermittent' categories.

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

<b><i>ANNEXURE 'A'</i></b>				<b><i>ANNEXURE 'B'</i></b>			
Rates of Night Duty Allowance (NDA) with effect from 1.1.2014 for 'Intensive', 'Continuous' and 'Excluded' categories and Workshop staff.				Rates of Night Duty Allowance (NDA) with effect from 1.1.2014 for 'Essentially Intermittent' categories of staff.			
S.No.	Pay Band	Grade Pay	Rate of NDA ( Rs. )	S.No	Pay Band	Grade Pay	Rate of NDA ( Rs.)
1	4440-7440	1300	67.35	1	4440-7440	1300	44.90
2	4440-7440	1400	68.30	2	4440-7440	1400	45.55
3	4440-7440	1600	70.15	3	4440-7440	1600	46.75
4	4440-7440	1650	70.60	4	4440-7440	1650	47.05
5	5200-20200	1800	134.90	5	5200-20200	1800	89.95
6	5200-20200	1900	135.80	6	5200-20200	1900	90.55
7	5200-20200	2000	136.75	7	5200-20200	2000	91.15
8	5200-20200	2400	140.45	8	5200-20200	2400	93.65
9	5200-20200	2800	144.20	9	5200-20200	2800	96.15
10	9300-34800	4200	244.20	10	9300-34800	4200	162.80
11	9300-34800	4600 [and above ]	247.90	11	9300-34800	4600 [and above ]	165.25

**SERIAL CIRCULAR NO.63/2014**

No.P(R)/53/V      Date:24.06.2014

Copy of Board's letter No. PC-V/2009/A/DR/1 dated 30.05.2014 is published for information, guidance and necessary action. Board's letters dated 31.12.1997, 15.11.2006 and 14.11.2013 quoted therein were circulated under SC No. 20/98, 203/06 and 122/2013, respectively.

Board's letter No. PC-V/2009/A/DR/1 dated 30.05.2014 (RBE No.60/2014)PC-VI/341

***Sub: Grant of Dearness Relief to CPF beneficiaries in receipt of ex-gratia payment w.e.f. 01.01.2014***

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A copy of Office Memorandum No.42/10/2014-P&PW(G) dated 7<sup>th</sup> May, 2014 of Ministry of Personnel, Public Grievances & Pensions ( Department of Pension & Pensioners' Welfare) on the above subject is sent herewith for your information and necessary action.

2. In pursuance of the enhanced rates of ex-gratia to the surviving SRPF( C) retirees issued vide Board's letter No.F(E)III/98/PN1/Ex-Gr/3 dated 15.11.2006, para 1[i] of DOP&PW's O.M. dated 7<sup>th</sup> May, 2014 may be read as under:-

“The surviving Group ‘A’, ‘B’ , ‘C’ and ‘D’ SRPF (Contributory) beneficiaries who had retired from service during the period from 01.04.1957 to 31.12.1985 and have been sanctioned enhanced slab-wise ex-gratia @ ₹ 3000/-, ₹ 1000/-, ₹ 750/- and ₹ 650/- per month respectively w.e.f. 01.11.2006, in lieu of uniform rate of ₹ 600/- p.m. are entitled to Dearness Relief @ **200% w.e.f. 01.01.2014.**”

3. A concordance of various instructions and orders referred to in the enclosed office memorandum with reference to corresponding Railway instructions is indicated below:-

Sl.No.	Para No. & Date of OM	No .and date of Deptt. of Pension & Pensioners' Welfare's O.M.	No. and date of Corresponding orders issued by Railway Board.
1	Para-1 of OM dt. 07.5.2014	OM No. 42/13/2012-P&PW[G] dated 17 <sup>th</sup> Oct, 2013.	PC-V/2009/A/DR/1 dated 14.11.2013
2	Para-1 of OM dated 07.05.2014	OM No.45/52/97/P&PW(E) dated 16.12.1997	F(E)III/97/PN1/Ex-Gr/3 dt.31.12.1997.

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

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**SERIAL CIRCULAR NO. 64/2014**

No.P(R)/420/VII      Date:27.06.2014

Copy of Board's letter No.E(P&A)I-2013/CPC/LE-2 dated 29.05.2014 is published for information, guidance and necessary action.

Board's letter No. E(P&A)I-2013/CPC/LE-2 dated 29.05.2014 (RBE No. 59/2014)

***Sub: Consolidated instructions relating to action warranted against Railway servants remaining away from duty without authorization/grant of leave.***

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Consolidated instructions on above mentioned subject issued by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), vide their O.M. No. 13026/3/2012-Estt (Leave) dated 28<sup>th</sup> March, 2013, are enclosed. These instructions shall apply mutatis-mutandis on the Railway.

2. The Railway rules corresponding to the CCS rules quoted in the Department of Personnel & Training's instructions are indicated below:-

S.No	CCS Rules	Railway Rules
i)	FR 17 (1)	Rule 1302 of the Indian Railway Establishment Code Vol. II, 1987 Edition.
ii)	Rule 25 of CCS (Leave) Rules, 1972	Rule 518 of the Indian Railway Establishment Code Vol. I
iii)	Rule 26(b) (ii) of CCS (Leave) Rules, 1972	Rule 1320(b) (ii) of the Indian Railway Establishment Code Vol. II
iv)	Rule 27(2) of CCS (Pension) Rules, 1972	Rule 42 (2) of the Railway Service (Pension) Rules, 1993
v)	Rule 32(6) of CCS (Leave) Rules, 1972	Rule 530 (5) of the Indian Railway Establishment Code Vol. I

DOP&T's O.M. No.13026/3/2012-Estt (Leave) dated 28<sup>th</sup> March, 2013

***Sub: Consolidated instructions relating to action warranted against Government servants remaining away from duty without authorization/grant of leave- Rule position.***

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The undersigned is directed to say that various references are being received from Ministries/Departments seeking advice/post facto regularization of unauthorized absence. It has been observed that due seriousness is not being accorded by the administrative authorities to the various rule provisions, inter alia under the CCS(Leave) Rules, 1972, for taking immediate and appropriate action against Government servants staying away from duty without prior sanction of leave or overstaying the periods of sanctioned leave. It is reiterated that such absence is unauthorized and warrants prompt and stringent action as per rules. It has been observed that concerned administrative authorities do not follow the prescribed procedure for dealing with such unauthorized absence.

2. In view of this, attention of all Ministries/Departments is invited to the various provisions of the relevant rules, as indicated in the following paragraphs for strict adherence in situations of authorized absence of Government servants. It is also suggested that these provisions may be brought to the notice of all the employees so as to highlight the consequences which may visit if a Government servant is on unauthorized absence. The present OM intends to provide ready reference points in respect of the relevant provisions, hence it is advised that relevant rules, as are being cited below, are referred to by the



competent authorities for appropriate and judicious application. The relevant provisions which may be kept in mind while considering such cases are indicated as follows:

(a) **Proviso to FR 17 (1)**

The said provision stipulates that an officer who is absent from duty without any authority shall not be entitled to any pay and allowances during the period of such absence.

(b) **FR 17-A**

The said provision inter alia provides that where an individual employee remains absent unauthorizedly or deserts the post, the period of such absence shall be deemed to cause an interruption or break in service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession and eligibility for appearing in departmental examinations, for which a minimum period of service is required.

(c) **Rule 25 of the CCS(Leave) Rules, 1972**

The said provision addresses the situation where an employee overstays beyond the sanctioned leave of the kind due and admissible, and the competent authority has not approved such extension. The consequences that flow from such refusal of extension of leave include that:

- i. the Government servant shall not be entitled to any leave salary for such absence;
- ii. the period shall be debited against his leave account as though it were half pay leave to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.
- iii. willful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.

Without respect to (iii) above, it may be stated that all Ministries/Departments are requested to ensure that in all cases of unauthorized absence by a Government servant, he should be informed of the consequences of such absence and be directed to rejoin duty immediately/within a specified period, say within three days, failing which he would be liable for disciplinary action under CCS (CCA) Rules, 1965. It may be stressed that a Government servant who remains absent without any authority should be proceeded against immediately and this should not be put off till the absence exceeds the limit prescribed under the various provisions of CCS (Leave) Rules, 1972 and the disciplinary case should be conducted and concluded as quickly as possible.

(d) **Rule 32 (6) of the CCS(Leave) Rules, 1972**

This provision allows the authority competent to grant leave, to commute retrospectively periods of absence without leave into extraordinary leave under Rule 32 (6) of CCS (Leave) Rules, 1972. A similar provision also exists under rule 27(2) of the CCS (Pension) Rules, 1972. It may please be ensured that discretion allowed under these provisions is exercised judiciously, keeping in view the circumstances and merits of each individual case. The period of absence so regularized by grant of extra ordinary leave shall normally not count for the purpose of increments and for the said purpose it shall be regulated by provisions of FR 26(b) (ii).

3. All Ministries/Departments should initiate appropriate action against delinquent Government servants as per rules.

**SERIAL CIRCULAR NO.65/2014**

No.P(R)/96/II      Date:27.06.2014

Copy of Board's letter No. E[MPP]2013/6/7 dated 20.05.2014 is published for information, guidance and necessary action.

Board's letter No. E[MPP]2013/6/7 dated 20.05.2014 [RBE No.51/2014]

***Sub: Forwarding of Gazette Notification No.S.O.912[E] dated 27.03.2014  
regarding reconstitution of Central Apprenticeship Council under  
Apprentices Act, 1961.***

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A copy of the notification No. S.O.912[E] dated 27<sup>th</sup> March, 2014 published in Part II, Section 3, Sub-Section[iii] of the Extraordinary Gazette of India regarding reconstitution of the Central Apprenticeship Council under the Apprenticeship Act, 1961 is enclosed for information, guidance and necessary action.

Copy of the Ministry of Labour and Employment [DGE&T]'s notification No. S.O.912[E] dated 27<sup>th</sup> March, 2014 published in Part II, Section 3, Sub-Section[iii] of the Extraordinary Gazette of India

S.O. 912(E).- In exercise of the powers conferred by sub-section (1) and sub-section (2) of section 24 of the Apprentices Act, 1961 (52 of 1961), read with rules 3 and 4 of the Central Apprenticeship Council Rules, 1962 and in supersession of the notification of the Government of India in the Ministry of Labour and Employment, number S.O. 466(E), dated the 24<sup>th</sup> February, 2010, except as respects things done or omitted to be done before such supersession, the Central Government hereby reconstitutes the Central Apprenticeship Council for a period of three years from the date of publication of this notification as under:-

- |   |                   |
|---|-------------------|
| A. The Union Minister of Labour and Employment  | ...Chairman       |
| B. Shri P.P. Mathew<br>Vattakkunnel Pulickal<br>11, Giri Nagar, Kadavanthra,<br>Cochin, Kerala. | ... Vice-Chairman |

C. Representatives of Employers in Establishments in the Public Sector:-

- |  |             |
|--|-------------|
| 1. Representative nominated by Bharat Heavy Electricals Limited              | ... Member  |
| 2. Representative nominated by Bharat Electronics Limited                    | ... Member  |
| 3. Representative nominated by Hindustan Aeronautics Limited                 | .... Member |
| 4. Representative nominated by Power Grid Corporation of India Limited       | .... Member |
| 5. Representative nominated by Gujarat State Electricity Corporation Limited | .... Member |
| 6. Maharashtra State Road Transport Corporation Limited                      | .... Member |

D. Representatives of Employers in Establishments in the Private Sector:-

- |   |             |
|---|-------------|
| 1. Representative nominated by Bharati Airtel Limited | .... Member |
| 2. Representative nominated by Tata Motors Limited    | ....Member  |

- |   |            |
|---|------------|
| 3. Representative nominated by Indian Hotel Company Limited           | ....Member |
| 4. Representative nominated by Tata Consultancy Services              | ....Member |
| 5. Representative nominated by VLCC Healthcare Limited                | ....Member |
| 6. Representative nominated by Toyota Kirloskar Motor Private Limited | ....Member |
| 7. Representative nominated by The Apollo Hospitals Group             | ....Member |
| 8. Representative nominated by Hyundai Motor India Limited            | ...Member  |
| 9 Representative nominated by Poppys Knitwear Private Limited         | .. Member  |

D. Representatives of Central Government :-

- |  |                        |
|--|------------------------|
| 1. Representative nominated by Ministry of Railways  | .....Member            |
| 2. Representative nominated by Department of Defence Production  | ....Member             |
| 3. Representative nominated by Ministry of Power   | ...Member              |
| 4. Representative nominated by Ministry of Micro, Small and Medium Enterprises   | ...Member              |
| 5. Representative nominated by Ministry of Corporate Affairs   | ....Member             |
| 6. Representative nominated by Department of Public Enterprises  | ...Member              |
| 7. Representative nominated by Department of Chemical and Petrochemicals   | ...Member              |
| 8. Representative nominated by Ministry of Textile   | ...Member              |
| 9. Representative nominated by National Institute of Open Schooling  | ...Member              |
| 10. Secretary, Ministry of Labour and Employment   | ...Member              |
| 11. Deputy Director General (Apprenticeship Training), Directorate General of Employment & Training, Ministry of Labour & Employment | ...Member              |
| 12. Additional Apprenticeship Adviser, Department of Higher Education, Ministry of Human Resource Development                        | .....Member            |
| 13. Regional Central Apprenticeship Adviser, Regional Directorate of Apprenticeship Training, Chennai                                | ...Member              |
| 14. Director General of Employment and Training and Joint Secretary, Ministry of Labour and Employment                               | ..... Member Secretary |

F. Representatives of the States or Union territories:-

- |   |                |
|---|----------------|
| 1. State Apprenticeship Advisor, Andhra Pradesh     | .... Member    |
| 2. State Apprenticeship Advisor, Gujarat            | .... Member    |
| 3. State Apprenticeship Advisor, Karnataka          | .... Member    |
| 4. State Apprenticeship Advisor Bihar               | .... Member    |
| 5. State Apprenticeship Advisor, Tamil Nadu         | .... Member    |
| 6. State Apprenticeship Advisor, Uttar Pradesh      | .... Member 7. |
| State Apprenticeship Advisor, Madhya Pradesh        | ....Member     |
| 8. State Apprenticeship Advisor, Rajasthan          | .... Member    |
| 9. State Apprenticeship Advisor, Maharashtra        | .... Member    |
| 10. State Apprenticeship Advisor, West Bengal       | .... Member    |
| 11. State Apprenticeship Advisor, Punjab            | .... Member    |
| 12. State Apprenticeship Advisor, Odisha            | .... Member    |
| 13. State Apprenticeship Advisor, Kerala            | .... ..Member  |
| 14. State Apprenticeship Advisor, Jammu and Kashmir | ...Member      |
| 15. State Apprenticeship Advisor, Assam             | .... Member    |
| 16. State Apprenticeship Advisor, Tripura           | .... Member    |

G. Persons having special knowledge and experience on matters relating to Industry and Technical Education:-

- |   |             |
|---|-------------|
| 1. Shri B.R. Naidu<br>6/1, 8 <sup>th</sup> 'B' Cross, Vasanthanagar,<br>Bangalore-52                            | ...Member   |
| 2. Shri Roshan Dudwadkar<br>LT/4/2, Vijay Nagar Society,<br>Marol Maroshi Road,<br>Andheri East, Mumbai-400059  | ...Member   |
| 3. Shri Bhujang Shetty<br>'PRAJANA', Gudebettu, Varamballi Village,<br>Brahmavar-576213, Udupi Taluk & District | .....Member |

## Karnataka

4. Representative nominated by National Skill Development Agency .....Member

H. Representatives or Persons having special knowledge and experience on matters relating to Labour:-

1. Representative nominated by Institute of Applied Manpower Research ..... Member

2. Representative nominated by V.V.Giri National Labour Institute ..... Member

I. Representatives of the All India Council and Regional Boards:-

1. Representative nominated by All India Council for Technical Education .....Member

2. Director, Board of Apprenticeship Training, Northern Region, Kanpur .....Member.

[F. No. DGET-8(1)/2013-AP]  
Alok Kumar, Director General/Jt. Secy

**SERIAL CIRCULAR NO.66/2014**

No.P(R)/64/VI

Date:10.07.2014

Copy of Board's letter No.E[P&A]II-2005/RS-34 dated 24.06.2014 is published for information, guidance and necessary action. Board's letters dated 26.12.2008 and 28.06.2012 quoted therein were circulated under S.C.Nos.202/2008 and 75/2012, respectively.

Board's letter No.E[P&A]II-2005/RS-34 dated 24.06.2014 [RBE No.65/2014]PC VI-343

***Sub:Revision in the rates of Kilometreage Allowance and Allowance in lieu of Kilometreage [ALK] with effect from 01.01.2014.***

\*\*\*\*

In terms of Board's letter of even no. dated 28.6.2012, the rates of Kilometreage Allowance [per 100 Kms] and Allowance in lieu of ALK [per 160 Kms], which were laid down vide Board's letter No. E[P&A]II-2005/RS-34 dated 26.12.2008, were increased by 25% with effect from 01.01.2011 consequent upon increase in the rate of DA to 51%.

2. Subsequent to enhancement in the rates of Dearness Allowance to 100% w.e.f. 01.01.2014, the matter has been examined and it has been decided by Board that the rates of Kilometreage Allowance [per 100 Kms] and Allowance in lieu of ALK [per 160 Kms] shall increase by a further 25% w.e.f. 01.01.2014 over the rates laid down vide Board's letter No. E[P&A]II-2005/RS-34 dated 26.12.2008.

3. The other terms and conditions for admissibility of Kilometreage Allowance / Allowance in lieu of Kilometreage shall remain unchanged.

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

**SERIAL CIRCULAR NO.67/2014**

No.P(R)/583/Awards/Rewards/I Date:10.07.2014

Copy of Board's letter No.Hindi-2012/Trg.10/5 dated 20.06.2014 is published for information, guidance and necessary action. Board's letter dated 03.12.98 quoted therein was circulated under S.C.No.30/1999.

Board's letter No. Hindi-2012/Trg.10/5 dated 20.06.2014

***Sub: Grant of Hindi Incentive allowance to Stenographers and Typists for doing their work in Hindi in addition to English.***

***Ref: Board's letter No.Hindi-98/OL-1/4/1, dated 03.12.98.***

\*\*\*\*

The scheme of granting Hindi Incentive Allowance to Stenographers/Typists for doing their official work in Hindi in addition to English was implemented from 15<sup>th</sup> August, 1983. As per Deptt. of Official Languages O.M.No. 13017/4/90-OL (Policy) (Part) dt 28.07.98 the amount of incentive allowance to Stenographers/Typists was enhanced to Rs.120/- for Stenographers and Rs. 80/- for Typists and orders in that respect were circulated vide Board's letter No. Hindi-98/OL-1/4/1 dt. 03.12.98. This amount has been now enhanced to Rs.240/- and Rs.160/- per month for Stenographers and Typists respectively, as per Home Ministry (Deptt. of O.L)'s O.M.No.13034/12/2009-OL (Policy) (copy enclosed) dt. 06.05.2014. Other conditions will remain the same. The rates of incentive allowance will be effective from 06.05.2014. The conditions for grant of incentive allowance laid down in Ministry of Home Affairs O.M.No.14012/55/76-OL (c) dt.12.8.83 will remain unchanged.

It is requested that this may please be brought to the notice of all subordinate offices of your Railway at the earliest.

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

**SERIAL CIRCULAR NO.68/2014**

No.P(R)/563/XI      Date:10.07.2014

Copy of Board's letter No.E[NG]II/2009/RC-2/14 dated 24.06.2014 is published for information, guidance and necessary action. DOP&T's O.M. dated 29.12.2005 quoted therein was circulated under SC No. 147/2006.

Board's letter No. E[NG]II/2009/RC-2/14 dated 24.06.2014

***Sub: Recruitment of Persons with disabilities from open market –  
relaxation in standard of suitability- regarding.***

\*\*\*\*

Attention is invited to para 7 of Department of Personnel and Training's OM No.36035/3/2004-Estt. (Res) dated 29/12/2005, wherein, it has been stipulated that Persons with Disabilities (PWDs) selected on their own merit without relaxed standard along with other candidates will not be adjusted against the reserved share of vacancies, while conducting open market recruitment. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise disabled candidates who are lower in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. Since in terms of para ibid, the term 'relaxed standard' has not been defined, this Ministry had approached DOP&T, who advised that the term relaxed standard may vary in regard to various posts and services of the Central Government. They have agreed with the view taken by the Ministry that **relaxation in the form of exemption from PET, when availed by a PWD candidate, renders him/her ineligible for consideration against general merit.**

**SERIAL CIRCULAR NO.69/2014**

No.P(R)/96/II Date:10.07.2014

Copy of Board's letter No.E[MPP]2013/6/7 dated 05.06.2014 is published for information, guidance and necessary action.

Board's letter No. E[MPP]2013/6/7 dated 05.06.2014 [RBE No.61/2014]

***Sub: Forwarding of Gazette Notification No. G.S.R. 158 [E] & GSR No. 159[E] dated 04.03.2014***

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A copy of the notification No. G.S.R. 158 [E] & GSR No. 159[E] dated 04.03.2014 published in Part II, Section 3 Sub-section[i] of the Gazette of India regarding providing rebate in the period of Apprenticeship Training to ITI graduates of the State Council for Vocational Training, Lakshadweep under Apprentices Act, 1961 is enclosed for information, guidance and necessary action.

MINISTRY OF LABOUR AND EMPLOYMENT [Directorate General of Employment and Training]'s Notification No. DGET-23[1]/2007-AP dated 04.03.2014 published in Part II, Section 3 Sub-section[i] of the Gazette of India

**G.S.R. 158[E].** - In exercise of the powers conferred by Sub-section (1) of Section 37 of the Apprentices Act, 1961 ( 52 of 1961), the Central Government, after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely;-

1. (1) These rules may be called the Apprenticeship (Amendment) Rules, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette.

In the Schedule I-B to the Apprenticeship Rules, 1992, after the existing entries, the following entries shall be inserted, namely –

<b>TABLE</b>				
Board/State Council for Technical Education / Other Authority	Trade Test/ Examination	Trade /Subject fields	Trade[s] in the category of Trade Apprentices	Period of Apprenticeship Training
1	2	3	4	5
State Council for Vocational Training, Lakshadweep	Trade Test for Craftsmen	Mason Building Constructor	Mason Building Constructor	1 ½ years
		Plumber	Plumber	2 ½ years
		Computer Operator and Programming Assistant	Computer Operator and Programming Assistant	1 ½ years
		Electronic Mechanic	Electronic Mechanic	2 years
		Electrician	Electrician	2 years
		Fitter	Fitter	2 years
		Welder [Gas and Electric]	Welder [Gas and Electric]	1 ½ years
		Turner	Turner	2 years



		Interior Decorator and Designing	Interior Decorator and Designer	1 ½ years
		Mechanic Refrigeration and Air Conditioner	Refrigeration and Air Conditioning Mechanic	2 years
		Mechanic [Repairs and Maintenance of Two Wheelers]	Mechanic [Repairs and Maintenance of Two Wheelers]	09 months
		Building Maintenance	Building Maintenance Technician	09 months
		Craftsman Food Production (General)	Apprentice Food Production (General)	2½ years

[F.No.DGET-23 (1)/2007-AP]

ALOK KUMAR, Director General/Jt.Secy.

**Footnote :-** The principle rules were published *vide* number G.S.R. 356, dated the 15<sup>th</sup> July, 1992 and last amended *vide* number G.S.R. 75(E), dated the 8<sup>th</sup> February, 2012.

**MINISTRY OF LABOUR AND EMPLOYMENT [Directorate General of Employment and Training]'s Notification No. DGET-23[1]/2007-AP dated 04.03.2014 published in Part II, Section 3 Sub-section[i] of the Gazette of India**

G.S.R. 159(E):- In exercise of the powers conferred by clause (e) of Section 2 of the Apprentices Act, 1961 (52 of 1961) read with clause (aa) of section 6 of the said Act, and after consulting the Central Apprenticeship Council, the Central Government hereby specifies for the purposes of the said Act, the State Councils for Technical Education mentioned in column 1 of the Table given below in respect of the Trade Test or Examination mentioned in column 2, with the Trades or Subjects mentioned in the corresponding entry in column 3 thereof:-

TABLE		
Board/State Council for Technical Education/Other Authority	Trade Test/Examination	Trade/Subject fields
1	2	3
State Council for Vocational Training, Lakshadweep	Trade Test for Craftsmen	Mason Building Constructor
		Plumber
		Computer Operator and Programming Assistant
		Electronics Mechanic
		Electrician
		Fitter
		Welder (Gas and Electric)
		Turner
		Interior Decorator and Designing
		Mechanic Refrigeration and Air Conditioner
		Mechanic (Repairs and Maintenance of Two Wheelers)
		Building Maintenance
		Craftsman Food Production (General)

[F.No.DGET-23 (1)/2007-AP]

ALOK KUMAR, Director General/Jt.Secy.

**SERIAL CIRCULAR NO.70/2014**

No.P(R)/75/VIII Date:17.07.2014

Copy of Board's letter No.PC-V/2010/A/TA/1 dated 07.07.2014 is published for information, guidance and necessary action. Board's letters dated 06.11.95 and 12.09.2008 quoted therein was circulated under SC. Nos.126/2011 & 114/2008, respectively.

Board's letter No. PC-V/2010/A/TA/1 dated 07.07.2014 [RBE No.68/2014] PC VI 344

***Sub: Grant of Transport Allowance @ ₹ 7000+DA thereon to officers drawing Grade Pay of ₹10,000, ₹12000 on Non-functional basis – clarification reg.***

\*\*\*\*

References have been received from Zonal Railways seeking clarifications as regards admissibility of Transport Allowance @ ₹7000 p.m. plus DA thereon to the officers drawing Grade Pay of ₹10,000, ₹12000 on Non-functional basis. In this context, attention is invited to para-3 of Board's letter dt. 12.09.2008 which stipulates as under:

“Officers drawing grade pay of Rs.10,000 & Rs.12,000 and those in the HAG+ scale who are entitled to the use of official car in terms of Board's letter No. E[G]95AL4-9 dated 06.11.1995 shall be given the option to avail themselves of the existing facility or to draw the Transport Allowance at the rate of Rs.7000/- p.m. plus dearness allowance thereon.”

2. Further, in terms of Board's letter dt. 06.11.1995 “Head of the Deptt. of Railways in SA Grade in scale ₹5900-6700 [now GP of ₹10,000/PB-4]” are entitled for use of official car.
3. From the above, it is evident that only those Officers who are drawing Grade Pay of Rs.10000/- by virtue of holding functional post are entitled for the use of official car facility. As such, the option for Transport Allowance @ ₹7000/- p.m plus D.A thereon is available to them only. Those officers who are upgraded to Grade Pay of Rs. 10000/ PB-4 scale on the basis of Dynamic ACP or due to non-functional in-situ upgradation shall not be eligible for the same.
4. In view of the above, necessary remedial action, if any, may be taken accordingly.
5. This issues with the concurrence of Finance Dte. of Railway Board.

**SERIAL CIRCULAR NO. 71 /2014**

No.P(R)/535/IX      Date:17.07.2014

Copy of Board's letter No.PC-V/2009/ACP/2 dated 01.07.2014 is published for information, guidance and necessary action.

Board's letter No. PC-V/2009/ACP/2 dated 01.07.2014

***Sub: Modified Assured Career Progression Scheme –clarification reg.***

\*\*\*\*

References have been received in Board's office seeking clarifications as to whether extraordinary leave [EOL] without medical certificate is to be taken into account for the purpose of MACP Scheme.

The issue has been examined in consultation with Department of Personnel & Training [DoP&T] and it is clarified that unless the competent authority has specifically decided to exclude the period from counting as regular service, EOL period without Medical grounds duly sanctioned by the competent authority will also be counted as regular service for the purpose of grant of financial upgradations under MACP Scheme.

**SERIAL CIRCULAR NO. 72/2014**

No.P(R)/563/XI      Date:17.07.2014

Copy of Board's letter No.E[NG]II/2005/RC-4/SC/2 dated 25.06.2014 is published for information, guidance and necessary action. Board's letters dated 19.07.2005 and 01.02.2010 quoted therein were circulated under S C. Nos.124/2005 and 33/2010, respectively.

Board's letter No. E[NG]II/2005/RC-4/SC/2 dated 25.06.2014 [RBE No.66 /2014]

***Sub: Revision of remuneration rates in para-medical categories in  
Group 'C' on contract basis***

***Ref: Board's letter No. E[NG]II/2004/RC-4/SC/2 dated 01.02.2010***

\*\*\*

The issue of revision of monthly remuneration rates for filling up posts in para medical categories in Group 'C', on contract basis, has been engaging the attention of the Board. It has now been decided by the Ministry of Railways that the following monthly remuneration [consolidated] will be effective from 01.07.2014.

- [i] For the post in Grade ₹2550-3200/5200-20200 +GP [1800] = ₹ 10670 per month.
- [ii] For the post in Grade ₹3050-4590/5200-20200 +GP [1900] = ₹ 10820 per month.
- [iii] For the post in Grade ₹3200-4900/5200-20200 +GP [2000]= ₹ 10970 per month.
- [iv] For the post in Grade ₹4000-6000/5200-20200 +GP [2400]= ₹ 11590 per month.
- [v] For the post in Grade ₹4500-7000/5200-20200 +GP [2800]= ₹ 12190 per month.
- [vi] For the post in Grade ₹5000-8000/9300-34800 +GP [4200]= ₹ 20570 per month.
- [vii] For the post in Grade ₹7450-11500/9300-34800 +GP[4600]= ₹21190 per month.

2. Other terms and conditions as stipulated vide Board's letter dated 19.07.2005 would continue to be the same.

3. This issues with the concurrence of the Finance Dte. of the Ministry of Railways [Railway Board].

**SERIAL CIRCULAR NO. 73/2014**

No.P(R)/268/II

Date:22.07.2014

Copy of Board's letter No.E[NG]-II/2014/RC-1/SCR/5 dated 08.07.2014 is published for information, guidance and necessary action. Board's letters dated 03.02.1981, 04.09.1996, 02.05.1997, 05.08.1999, 21.11.2001 and 04.03.2014 quoted therein were circulated under letter No. P[SC]268/I/Vol.II dt. 18.02.1981, SC. Nos.124/96, 93/97,219/99, 266/01 and 24/2014, respectively.

Board's letter No. E[NG]-II/2014/RC-1/SCR/5 dated 08.07.2014 [RBE No.70/2014]

***Sub: Appointment on compassionate grounds of family member  
of an ex-Railway servant.***

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As the field units are aware, dependant family members for the purpose of appointment on compassionate grounds means spouse or son [including adopted son] or daughter [including adopted daughter] or brother/sister in the case of unmarried Government servant, who is wholly dependant on the Government servant at the time of death in harness or retirement on medical grounds, as the case may be.

Further, in terms of para 2 of letter No. E[NG]III-78/RC1/1 dated 03.02.1981, General Managers can consider for employment of married daughters, if they satisfy themselves that the married daughter will be the bread-winner of the family of the Railway servant concerned. It has also been stipulated vide instructions issued under RBE No. 224/2001 dated 21.11.2001 that the cases of dependant divorced/widowed daughters should also be considered for such appointment as in the case of married daughters subject to the condition that former should have been wholly dependent on the ex-employee at the time of the death/medical invalidation of the latter.

Existence of a number of instructions as well as the issue of specific clause of 'dependency on the ex-Railway employee' have been engaging the attention of this office for sometime. Accordingly, the matter has been reviewed by the Board and it has been decided that it should be left to the discretion of the family concerned in case of death of ex-employee to request for job to either spouse or any child {whether son or daughter (unmarried/married/divorced/widowed)} subject to the condition that the concerned child will be the bread-winner of the family concerned. Further, for this purpose instructions issued by this Ministry vide letter issued under RBE No.22/2014 dated 04.03.2014 be read in the same spirit.

However, the dependent of an unmarried male/unmarried female Railway employee dying in harness/retiring on medical grounds, may be considered for compassionate appointment by the Railway at its own level, subject to the condition that the candidate proposed for appointment is shown as dependent on the ex-employee on the basis of documents such as inclusion/declaration of names in the pass or in Ration cards etc.. The condition of inclusion in the pass declaration or Ration cards etc. is only a facilitating factor, and not intended to be a restrictive one. In the absence of any such documentary proof, the factual position regarding the extent of the dependency may be got verified by deputing a Welfare Inspector to inquire into the circumstances. The relaxation of time limit permissible in the case of minor children of those employees who die in harness would also apply in the case of dependents of those who die as bachelor/spinster.

Accordingly para 2 of Board's instructions E(NG)III-78/RC1/1 dated 03.02.1981, letter No.E(NG)II/88/RC-1/Policy dated 04.9.1996, No. E(NG)II/88/RC-1/1 Policy dated 02.05.1997, No. E(NG)II/99/RC-1/SE-19 dated 05.8.1999, and E(NG)II/2001/RC-1/ER/5 dated 21.11.2001 stand superseded.

Past cases, already decided need not be reopened.

**SERIAL CIRCULAR NO.74/2014**

No.P(R)/605/XIII      Date:22.07.2014

Copy of Board's letter No.E(GP)2001/2/32 dated 07.07.2014 is published for information, guidance and necessary action. Board's letters dated 20.10.1999, 20.04.2005, 14.11.2008, and 12.03.2014, quoted therein were circulated under SC. Nos.320/99, 76/05, 180/08, and 29/14, respectively.

Board's letter No. E(GP)2001/2/32 dated 07.07.2014 [RBE No.67 /2014]

***Sub: Consolidated Guidelines for Personnel Officers & Evaluators of Question Papers of written examinations held as part of 70% Selection/30% LDCE for Promotion from Group 'C' to Group 'B' posts.***

***Ref: Board's letter Nos. E(NG)I-98/PM1/7 dated 20.10.99, E(GP)2001/2/32 dated 25.10.01, E(NG)I-2005/PM1/16 dated 20.04.05 & 12.03.14, E(GP) 2006/2/59 dated 14.11.08 and E(GP)2010/2/4 dated 26.04.10.***

\*\*\*\*

The authorities for setting up the Question Papers and evaluation of answer sheets of written examinations held as part of 70% Selection/30% LDCE for promotion from Group 'C' to Group 'B' posts has been laid down in terms of Board's letter No.E(GP)2001/2/32 dated 25.10.2001. The question of issuing consolidated Guidelines for information/guidance of these authorities has been under consideration of the Ministry of Railways (Railway Board). The following guidelines have accordingly been compiled based on the extant provisions contained in Chapter-II, Section A of Indian Railway Establishment Manual, Vol-I, 2009 Edition and the instructions issued from time to time:

1. **GENERAL INSTRUCTIONS:**

[i] Para 204.5 of IREM Vol.I: No moderation of the performance is permissible.

[ii] Para 208.1 of IREM Vol.I: The answer papers of the written examination as well as the mark sheets of viva-voce should be marked with indelible ink. Each answer book should carry a fly leaf. Both fly leaf as well as the answer book should be stamped and signed by the Gazetted Officer in charge of conduct of the examination. The employees should write his name and designation on the fly leaf only. After the answer books are received from the employee, the fly leaf should be removed and allotted a Roll number which should also be simultaneously recorded on the corresponding answer book. The answer books should be sent to the examiner with the Roll numbers alone indicated on the answer books. The fly leaves removed from the answer books should be carefully preserved in a sealed cover which should be kept in the personal custody of the CPO.

[iii] Extracts from Board's letter No. E[GP]2010/2/4 dated 26.04.2010

It is also desired that the work relating to Hindi translation of the question papers and evaluation of answer sheets of the written examinations held as part of LDCE/Selections for promotion to Group 'B' posts should be entrusted to competent and experienced officials.

2. **INSTRUCTIONS FOR THE PAPER SETTER:**

[i] Para 204.2 of IREM Vol.I: The question paper for the written test should have a practical bias i.e. it should be designed to test the ability of candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge.

[ii] Para 204.3 of IREM Vol.I: Ten percent of the total marks allotted for testing the professional ability should be set apart for questions on official language policy and official language rules. While the employees should be encouraged to attempt questions on official language policy and official language rules the questions should not be compulsory.

### 3. INSTRUCTIONS FOR EVALUATOR:

Board's letter No.E[GP]2010/2/4 dated 26.04.2010 provide for taking into consideration instructions contained in Board's letter Nos. E[NG]I-98/PM1/7 dated 20.10.1999 [RBE No.272/99], E[NG]I-2005/PM1/16 dated 20.04.2005 and E[GP]2006/2/59 dated 14.11.2008 [RBE No. 176/2008] so far as evaluation of answer sheets are concerned. Board's letter No. E[NG]I-2005/PM1/16 dated 20.04.2005 has since been modified vide their letter of even No. dated 12.03.2014. Extracts of relevant paras of these letters are reproduced below:

#### **3.1 Extracts from Board's letter No.E[NG]I-98/PM1/7 dated 20.10.1999 & E[NG]I-2005/PM1/16 dated 12.03.2014**

Para 9.1

NOTE[1]:Evaluating the answer sheets without the fly-leaves and without dummy numbers is not allowed.  
{Evaluating the answer sheets with fly leaves and without dummy roll numbers not allowed.}

NOTE[2]: Evaluation of answer sheets even where fly leaves and dummy numbers are present but the candidate has written his name or roll number in other sheets of the answer book, is also not allowed.  
{ Evaluation of answer sheets even without fly leaves and with dummy roll numbers where the candidate has written his name or roll number in other sheets of the answer booklet, is also not allowed.}

NOTE[3]: Proper and uniform evaluation of the answer sheets especially for narrative type of answers should be ensured. In order to achieve this objective the officer evaluating the answer sheets before starting the evaluation should keep ready the correct answers for the questions, separately for the objective and narrative type and then evaluate the answer sheets with reference to these answers.

Note(4): It is wrong practice to first assign the marks with a pencil and marking in ink thereafter. Sometimes, the marks given in pencil. and in ink differ.

Note(5): In both the multiple choice objective type and narrative type of answers, while there should not be any overwriting, erasing, corrections of marks, if genuinely warranted, may be made, by striking the marks originally given and entering the fresh marks duly attesting the correction.

However, to avoid chances of mistakes by the evaluators, it may strictly be ensured that the question setter provides the evaluator with correct/ model answers.

Note(6): It is wrong tendency on the part of the evaluating officer to review their own evaluation and to award the marks keeping in mind the percentage of pass marks with a view to bringing more candidates into the zone for viva-voce test. The marks have to be awarded strictly based on the correctness and contents of the answers given by the candidates.

9.3 After the evaluation is over the evaluating officer should tabulate the marks for each question and do the totaling. This is to ensure that only the required number of questions are answered and evaluated and the totalling of the marks is correct. It

has to be ensured by the evaluating officer that there are no erasing cuttings or over-writings or mistake in totalling the marks granted to the candidates.

Note(1): It is often observed that one of the points emerging out of the vigilance investigation is on evaluation of answer sheets pertaining to omission and commission of the marks. It is essential that whenever the answer sheets are sent for evaluation the evaluating officer should be informed of the instructions on the subject.

Note(2): There should be no failure on the part of the evaluating officers to tabulate the marks awarded for each question on the top sheet of the answer book. This type of tabulation will ensure that only the required number of questions are evaluated and the candidates have not resorted to the practice of answering the same question twice etc.,

Note(3): Decimal marks whenever given should be corrected to the first decimal and the same should not be rounded off. The aggregate also should be left as such without any rounding off.

Note(4): If any candidate has answered question in excess of the required number, the evaluating officer should ignore the same. However, if such questions stand evaluated only the marks awarded against the requisite number of answers attempted first should be included in the tabulation on the top sheet of the answer book and the rest ignored.

Note(5): The evaluating officer should make out a separate statement of marks indicating the dummy numbers of the candidates and the total marks obtained on a separate sheet and send it to the Personnel officer in-charge of the selection.

Note(6): There have been cases of forcing the evaluating Officer by his superior panel approving authority to change the marks already awarded to the candidates after the evaluation is complete but before the results of the written test are published. This is a highly irregular practice and the evaluating officer should not get pressurised even at the cost of incurring displeasure of his superiors.

9.4. Any delay in evaluation by more than two months should be brought to the notice of the DRM or HOD. Delays of more than three months should be brought to the personal notice of the General Manager.

### **3.2 Extracts from Board's letter No.E[GP]2006/2/59 dated 14.11.2008**

2. It has been decided that in the answers to objective type questions, wherever such questions are included in the written examination, no corrections of any type may be permitted. In case any correction is made, that answer shall not be evaluated at all. The correction may be any one of the following types [the list is illustrative and not exhaustive]:

- [a] Cutting;
- [b] Over writing;
- [c] Erasing;
- [d] Scoring off a ticked answer in multiple-choice and ticking another answer; &
- [e] Modifying the answer in any way.

3. It may be mentioned here that the term objective type questions will include questions of the following type:

- [a] Multiple choice questions;
- [b] Answer in yes or no;
- [c] Fill in the blanks [maximum four words];



[d] Match the following; &

[e] Any other type of question[s] for which answer is to be given in one word.

#### **4. GENERAL CONDITIONS:**

4.1 It has also been decided by the Board that any distinguishing mark on the answer script would make the answer script invalid.

4.2 While referring to these guidelines, the original paras of IREM and circulars referred to herein should be read for proper appreciation. In case of any doubt, the original paras and the circulars should be relied upon as authority.

4.3 If any provision of the IREM and the circular on the subject which has not been superseded has been missed in preparing these guidelines, the said para and the circular which has not been taken into consideration due to oversight should be treated as valid and operative.

**SERIAL CIRCULAR NO.75/2014**

No.P(R)/420/VI      Date:22.07.2014

Copy of Board's letter No.E[P&A]I-2008/CPC/LE-8 dated 09.07.2014 is published for information, guidance and necessary action. Board's letter dated 04.10.2010 quoted therein was circulated under S C. No.142/2010.

Board's letter No. E[P&A]I-2008/CPC/LE-8 dated 09.07.2014 [RBE No.71/2014]

***Sub: Child Care Leave [CCL] in respect of female railway employees  
as a result of Sixth Central Pay Commission recommendations  
– Clarification regarding.***

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In pursuance to the decision taken by the Government, the Ministry of Railways have decided to remove the requirement of minimum period of 15 days' CCL, laid down in para 2[iii] of Board's letter of even number dated 04.10.2010.

2. There is no change as regards other conditions of this leave.
3. This order will take effect from 5<sup>th</sup> June, 2014.

**SERIAL CIRCULAR NO.76/2014**

No.P(R)/563/XI

Date:30.07.2014

Copy of Board's letter No.E[NG]-II/2007/RR-1/38 dated 15.07.2014 is published for information, guidance and necessary action. Board's letters referred to therein were circulated as under:

<u>S.No.</u>	<u>Board's letter dated</u>	<u>SC No.</u>
1	25.02.1991	75/2009
2	23.05.2002	113/2002
3	21.06.2002	123/2002
4	30.04.2009	67/2009
5	14.05.2009	75/2009
6	10.06.2009	92/2009
7	09.09.2010	137/2010
8	04.04.2013	36/2013
9	30.04.2013	48/2013
10	08.10.2013	104/2013
11	04.11.2013	114/2013

Board's letter No. E[NG]-II/2007/RR-1/38 dated 15.07.2014 [RBE No.75/2014]

***Sub: Acceptance of certificates/qualifications awarded by various Boards of School Education in India for the purpose of employment on the Railways.***

***Ref: Letter No. E[NG]II/89/RR-1/17 dated 25.02.1991 [RBE No. 38/1991], E[NG]II/2001/RR-1/48 dated 23.05.2002 [RBE No. 71/2002], E[NG]II/2001/RR-1/52 dated 21.06.2002 [RBE No. 89/2002], E[NG]II/2003/RR-1/36 dated 03.12.2003 [RBE No. 205/2003] & 09.09.2010 [RBE No.128/2010], E[NG]II/2008/ RR-1/35 dated 30.04.2009 [RBE No. 76/2009], 10.06.2009 [RBE No.102/2009] & 04.11.2013 [RBE No.118/2013], E[NG]II/2008/RR-1/40 dated 14.05.2009 [RBE No. 81/2009], E[NG]II/2004/RR-1/14 dated 04.04.2013 [RBE No. 31/2013], E[NG]II/2005/RR-1/6 dated 30.04.2013 [RBE No. 40/2013] and No. E[NG]II/2005/RR-1/14 dated 08.10.2013 [RBE No. 104/2013].***

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References from various field units as well as federations seeking clarification regarding acceptance or otherwise of certificates /qualifications obtained from various Boards of School Education in India for the purpose of employment in railways have been under consideration of this Ministry.

Clarification has been received from nodal Ministry/Department of Government of India, viz., Department of Personnel & Training [DOP & T] and M/o Human Resource Development [MHRD] stating that COBSE [Council of Board of School Education in India], an Association of National & State School Boards, is responsible for verifying genuineness /recognition of School Education Boards in India. It grants membership to Boards /Institutes that are set up by an Act of Parliament or State Legislature or an executive order of the Central /State Governments and follow National Curriculum Framework. The certificates issued by its member Boards are equivalent to any other board across the country. Accordingly, the matter has been examined and it has been decided by the Board that zonal Railways need not approach this Ministry seeking such clarification regarding acceptance or otherwise of certificates/ qualification obtained from various Boards of School Education in India and

instead, refer to official website of COBSE i.e. [www.cobse.org](http://www.cobse.org) which contain list of Boards of School Education which are Member Boards of COBSE. Thus certificates /qualification obtained from all such institutions borne on the aforesaid list will be acceptable for the purpose of employment on the railways, from the date on which the said institution has been accorded membership by COBSE, if they were not recognized earlier by any competent authority. The date of acceptability of certificate may be obtained by approaching COBSE directly and a copy of clarification thus obtained may also be endorsed to this Ministry for information & record.

Instructions contained in letters under reference will continue to be valid.

**SERIAL CIRCULAR NO.77/2014**

No.P(R)/579/VIII     Date:30.07.2014

Copy of Board's letter No.E[P&A]I-2011/RT-6 dated 14.07.2014 addressed to GM/North East Frontier Rly. and copied to GMs/All Indian Railways is published for information, guidance and necessary action. Board's letters dated 11.09.2010, 28.06.2011, 03.01.2012 and 13.08.2013 quoted therein were circulated under S C. Nos.131/2010, 99/2011, 01/2012 and 75/2013, respectively.

Board's letter No. E[P&A]I-2011/RT-6 dated 14.07.2014 addressed to GM/N.E.F. Rly. and  
copied to GMs/All Indian Railways

***Sub: Safety Related retirement Scheme covering safety  
categories with Grade Pay 1800***

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The issue raised in your letter No. 468-E/25/LM/Way[E] dated 12.05.2014 on the above cited subject has been considered in Board's Office in consultation with Establishment directorate. Pursuant to restructuring/re-organization of staffing pattern of Trackmen on Indian Railways and change in designation as Track Maintainer, it is clarified that the categories which were specified for LARSGESS as indicated in the list annexed with Board's letter No.E(P&A)I-2010/RT-2 dated 11.09.2010, 28.06.2011 and 03.01.2012 and which are still in GP 1800 and 1900 only are eligible for the Scheme. The list of categories does not include Watchmen and Mates (P.Way). In the circumstances, the erstwhile categories of Watchmen and Mates ( P.Way) are not eligible for the Scheme.

2. Moreover, in the unified cadre of Trackmen, the Mates in GP 1900 are eligible for promotion to GP 2400 as per the avenue and procedure of promotion issued on 13.08.2013 (RBE 81/13) and by now they may have been promoted to GP 2400. Even otherwise the scheme is restricted to the Specified Safety categories in GP 1800 and 1900 only.

**SERIAL CIRCULAR NO.78/2014**

No.P(R)/27/II

Date:30.07.2014

Copy of Board's letter No.2011/E[LL]/FA/1 dated 22.07.2014 is published for information, guidance and necessary action. Board's letter dated 18.07.2011 and 28.03.2014 quoted therein were circulated under S C. Nos.108/2011 and 26/2014, respectively.

Board's letter No. 2011/E[LL]/FA/1 dated 22.07.2014 [RBE No.79/2014]

***Sub: Enhancement in the rate of Festival Advance as a result of  
increase in DA w.e.f. 01.01.2014.***

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Please refer to Board's letter of even number dated 18.07.2011, conveying enhancement in the rate of Festival Advance by 25% on increase of Dearness Allowance to 51%.

2. Railway Board vide letter No. PC VI/2008/1/7/2/1 dated 28.03.2014 has enhanced the DA payable to railway employees from the existing rate of 90% to 100% w.e.f. 01.01.2014.
3. Consequent upon aforesaid enhancement of DA to 100%, the matter regarding revision in the rate of Festival Advance has been considered by the Board and decided that the rate of festival advance shall increase by 25% w.e.f. 01.01.2014.
4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.
5. There is no change in the other terms and conditions for grant of festival advance.

**SERIAL CIRCULAR NO.79/2014**

No.P(R)/481/IX      Date:01.08.2014

Copy of Board's letter No.PC-VI/2011/IC/1 dated 22.05.2014 is published for information, guidance and necessary action. Board's letters dated 14.07.1993, 09.10.2003, 11.09.2008, 14.09.2010, 12.09.2013 quoted therein was circulated under SC. Nos.81/93, 191/2003, 110/2008, 134/2010 and 86/2013, respectively.

Board's letter No. PC-VI/2011/IC/1 dated 22.05.2014 [RBE No.54 /2014] PC-VI/340

***Sub: Railway Services (Revised Pay) Rules, 2008- Clarification  
regarding fixation of pay under rule 13 in case of Running staff.***

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Please refer to para 3 of Board's letter No.PC-III/2003/CRC/6 dated 09.10.2003 (RBE No.177/2003) and PC-III/2004/CRC/7 dated 06.04.2004 (RBE No.78/2004) advising that the benefit of fixation of pay under Rule 1313 (FR22) (I) (a) (1) R-II would be longer available in the case of movement from lower grade to higher grade in the non-functional situations where there is no change in duties as in the case of movement from Goods Guards to Sr. Goods Guards and Goods Drivers to Sr. Goods Driver etc. However, the benefit of fixation under above rule would be admissible in the cases of functional promotion such as Sr. Goods Guard to Passenger Guards and Sr. Goods Drivers to Passenger Drivers etc. though in identical scale of pay. The above methodology was in supersession of that advised vide Board's letter No. PCIII/93/CRC/1 dated 14.07.1993 (RBE No.106/93).

2. Consequent upon recommendations of 6<sup>th</sup> CPC as accepted by government, a new pay structure comprising running pay bands and Grade Pay has come into force w.e.f. 01.01.2006 and methodology of pay fixation in the revised pay structure is stipulated in Railway Services (Revised Pay) Rules, 2008 read with schedules circulated vide Board's letter No. PC VI/2008/I/RSRP/1 dated 11.09.2008 and various clarifications issued on subsequent dates. Further various Grades in the categories of Running staff ( in pre-revised scales Rs.5000-8000, 5500-9000 and 6000-9800) have been merged and provisional revised designations of merged grades have been issued vide Board's letter No. PC-VI/2008/I/1/1 dated 14.09.2010 [PC VI No.226; RBE No.134/2010]. Further a new component of 'Additional Allowance' has been introduced. Fixation of pay on promotion from one grade pay to another in revised pay structure effective from 01.01.2006 is governed by Rule 13 of RS [RP] Rules, 2008, which provides for benefit of one notional increment at the time of such fixation. Further, benefit of pay fixation as above has been permitted in certain specified situation of pay fixation from one category of running staff to another in same Pay Band and Grade Pay vide Board's letter No. PC VI/2011/IC/1 dated 12/09/2013 [PC VI No.317, RBE No.95/2013].

3. However, clarifications are being sought from various Railways regarding methodology of pay fixation to be followed in various functional and non-functional situations concerning running staff in revised pay structure effective from 01.01.2006. The issue has been under

examination in consultation with Ministry of Finance / DOP&T and it is clarified that in various situations of fitment /promotion of Running staff in Revised pay structure, fixation of pay would be as follows:

S.No.	Position in 6 <sup>th</sup> CPC pay structure		
	Feeder category*	Fed/Promotional category*	Remarks
<b>LOCO PILOTS</b>			
1.	Asst. Loco Pilot PB-1 GP Rs.1900	Sr. Asst. Loco Pilot [Non-functional] PB-1 GP Rs.2400	Promotional increment under Rule 13 of RS[RP] Rules, 2008 would be admissible.
2.	Sr. Asst. Loco Pilot [Non-functional] PB-1 GP Rs.2400	Loco Pilot [Shunting] Grade-II PB-1 GP Rs.2400	Functional promotion in same Pay Band/Grade Pay following non-functional placement. Promotional increment under Rule 13 of RS[RP] Rules 2008 would <b>not</b> be admissible.
3.	Loco Pilot [Shunting] Grade-II PB-1 GP Rs.2400	Loco Pilot [Shunting] Grade-I [Non-Functional] PB-2 GP Rs.4200	Promotional increment under Rule 13 of RS[RP] Rules, 2008 would be admissible.
4.	Loco Pilot [Shunting] Grade-I [Non-Functional] PB-2 GP Rs.4200	Loco Pilot [Goods] PB2 GP 4200	Functional promotion in same Pay Band /Grade Pay following non-functional placement. Promotional increment under Rule 13 of RS[RP] Rules, 2008 would <b>not</b> be admissible.
5.	Loco Pilot [Goods] PB2 GP 4200	Loco Pilot [Pass] PB2 GP 4200 + Rs.500 [Addl. Allowance]	<b>Benefit of promotional increment under Rule 13 of Revised Pay Rules, 2008 permitted vide Board's letter No. PC VI/2011/IC/1 dated 12.09.2013.</b>
6.	Loco Pilot [Pass] PB2 GP 4200 + Rs.500 [Addl. Allowance]	Loco Pilot [Mail] PB2 GP 4200 + Rs.1000 [Addl. Allowance]	<b>Benefit of promotional increment under Rule 13 of Revised Pay Rules, 2008 permitted vide Board's letter No. PC VI/2011/IC/1 dated 12.09.2013.</b>
7.	Asst. Guard /Brakesman PB1 GP Rs.1900	Sr. Asst. Guard / Sr. Brakesman [Non- functional] PB1 GP Rs.2400	Promotional increment under Rule 13 of RS[RP] Rules, 2008 would be admissible.
8.	Sr. Asst. Guard / Sr. Brakesman [Non- functional] PB1 GP Rs.2400	Goods Guard PB1 GP Rs.2800	Promotional increment under Rule 13 of RS[RP] Rules, 2008 would be admissible.
9.	Goods Guard PB1 GP Rs.2800	Sr.Goods Guard [Non-functional] PB2 GP Rs.4200	Promotional increment under Rule 13 of RS[RP] Rules, 2008 would be admissible.



10.	Sr.Goods Guard [Non-functional]  PB2 GP Rs.4200	Sr.Passenger Guard  PB2 GP Rs.4200	Functional promotion in same Pay Band /Grade Pay following non-functional placement. Promotional increment under Rule 13 of RS[RP] Rules, 2008 would <b><u>not</u></b> be admissible.
11.	Sr.Passenger Guard  PB2 GP Rs.4200	Mail /Express Guard  PB2 GP Rs.4200 + Rs.500 [Addl. Allowance]	<b>Benefit of promotional increment under Rule 13 of Revised Pay Rules, 2008 permitted vide Board's letter No. PC VI/2011/IC/1 dated 12.09.2013.</b>

[\*Provisional revised designations as per Board's letter No. PC VI /2008/I/1/1 dated 14.09.2010 [PC No.226; RBE 134/2010]

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

**SERIAL CIRCULAR NO.80/2014**

No.P(R)/487/CRC/2013      Date: 05.08.2014

Copy of Board's letter No.PC-III/2013/CRC/4 dated 22.07.2014 is published for information, guidance and necessary action. Board's letter dated 08.10.2013 quoted therein was circulated under SC No. 100/2013.

Board's letter No. PC-III/2013/CRC/4 dated 22.07.2014 [RBE No.78/2014]

***Sub: Restructuring of certain Group 'C' cadres-matching savings.***

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As per instructions contained in para 12 to 12.2 of Board's letter of even no. dated 08.10.2013 (RBE No.102/2013), for implementation of cadre restructuring of Group 'C' staff, the matching savings by surrender of posts should be effected from the category itself. Wherever it is not possible to do so from the category itself, the matching savings should be arranged from the department at the divisional/zonal level. If the Department/Railways are not able to provide the matching savings, the particular category/department will not be restructured.

2. It has been brought to the notice of Board that there is currently shortage of Booking Clerks & Ticket Checking Staff and given the increase in passenger traffic & the introduction of new trains, Zonal Railways are finding it difficult to smoothly conduct the commercial activities of sale of tickets & ticket checking. While shortage of Commercial staff varies from zone to zone, it is particularly acute in a few zones. As such, it is viewed that since Booking Clerks & Ticket Checking Staff are being essentially revenue earning categories, any further reduction in strength of these categories due to implementation of cadre restructuring especially in the zones already facing acute shortage, would not be desirable as it may lead to closure of counters or leaving coaches unmanned, thereby resulting in leakage of revenue.

3. The requirement of matching savings by surrender of posts is a mandatory pre-condition for cadre restructuring. Therefore, keeping in view the non-feasibility of further surrender of posts for cadre restructuring from the above mentioned two categories of Commercial Department in certain zones due to existing shortage of staff in these categories, it has been decided by Ministry of Railways (Railway Board) that after working out the financial implications for Booking Clerks & Ticket Checking Staff of Commercial Department as per instructions contained in para 12 of Board's letter of even no. dated 08.10.2013 (RBE No.102/2013), the General Managers may also consider the possibility of surrender of posts against matching savings from the alternate cadres at the Divisional/Zonal level, wherever absolutely must. In very rare & exceptional circumstances as a last resort, the option of using matching savings from vacancy bank may be considered as per laid down norms. However, there would be no revision of percentage distribution of posts without matching savings.

4. Except the above mentioned two categories (Booking Clerks & Ticket Checking staff) of Commercial Department, matching savings by surrender of posts for all other categories mentioned in the Annexure 'A' to 'H' of Board's letter dated 08.10.2013 (RBE No.102/2013), should continue to be arranged as per instructions laid down in Para 12 to 12.2 of Board's letter *ibid*.

5. These instructions are in partial modification of Board's letter No.2013/TG-II/12/16/Cadre dated 31.01.2014.

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

7. This disposes of Eastern Railway's letter No.E.740/O/Restructuring dated 02.05.2014 and E.C.Railway's letter No.ECR/HRD/Restructuring/Comml/14 dated 23.04.2014.

**SERIAL CIRCULAR NO.81/2014**

No.P(R)/411 Date: 07.08.2014

Copy of Board's letter No.E(W)2013/ISM/1 dated 23.07.2014 is published for information, guidance and necessary action. Board's letters quoted therein were circulated as under:

<u>Board's letter dated</u>	<u>Letter No. &amp; date / SC No.</u>
10.07.89 & 03.10.89	P[R]411 dated 15.09.1993
28.10.99	324/99
09.04.13	35/13
24.01.14	P[R]411 dt. 11.06.2014

Board's letter No. E(W)2013/ISM/1 dated 23.07.2014 [RBE No.80 /2014]

***Sub: Indigenous system of medicine- Homoeopathic/ Ayurvedic  
dispensaries- Revised policy reg.***

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Ayurvedic and Homoeopathic dispensaries are being run under the aegis of Staff Benefit Fund purely as a measure of staff welfare for medical treatment under Indigenous System of Medicine. These dispensaries are managed by the Central Staff Benefit Fund Committee of the respective Zonal Railway/PU.

Pursuant to the demands raised by the recognized federations, i.e. AIRF and NFIR regarding increase in the retirement age, revision of monthly honorarium and other issues, Board has now decided to revise the policy for engagement of Ayurvedic/ Homoeopathic practitioners as under:

(i) Each Zonal Railway and Production Unit will **NOT** have more than a total of Eight(08) and Two(2) Dispensaries (including Ayurvedic and Homoeopathic together) respectively. The Railway Zones/PUs should reduce the number of dispensaries up to the new prescribed ceiling limit in a phased manner over a period of one year.

(ii) The existing arrangement of 8 hourly and 4 hourly dispensaries should be replaced with 4 hourly dispensaries working any 5 days in a week. However, the existing practitioners working in 8 hours dispensaries may be allowed to continue till their current contract expires. No further extension will be given to them. Any fresh engagement, henceforth, should be done only on 4 hour basis. As such, the powers delegated to General Managers vide Board's letter dated 09.04.2013 (RBE No.30/2013) will stand annulled.

(iii) Ayurvedic/ Homoeopathic practitioners will henceforth, be engaged as Ayurvedic/ Homoeopathic **Consultants** on the basis of their qualification as prescribed vide Board's letters No.E(W)88WE1-16 dated 10.07.1989 (RBE No.177/89), E(W)89/WE1-15 dated 03.10.1989 [RBE No.250/89] and E[W]2012/PNM/NFIR/5 dated 24.01.2014 [RBE No. 13/2014].

[iv] These Consultants [Ayurvedic and Homoeopathic] should be engaged in SBF run dispensaries by the CSBF committee by associating one doctor from the concerned Zonal Railway.

[v] The contract of the Consultants engaged in 4 hour dispensaries will be valid for one year only and can be extended further subject to the satisfactory performance of the Consultant.

[vi] The age limit for the aforesaid Consultants and dispensers has been fixed at 65 years and the existing Consultants/dispensers should cease to be engaged after 65 years.

[vii] The facility of Pass/PTOs will be admissible as per entitlement mentioned in Board's letter No. E[W]97/PS5-1/45 dated 28.10.1999 only to the 8-hourly Consultants. This facility should be withdrawn soon after a particular 8-hour dispensary gets converted into 4-hour dispensary.

[viii] The revised monthly honorarium for Consultants and Dispensers [Homoeopathic/Ayurvedic]/will be as follows:

	Revised honorarium	
	8 hrs duration	4hrs duration
Consultants [Ayurvedic/Homoeopathic]	24,000	17,500
Dispensers [Ayurvedic/Homoeopathic]	7,200	5,000

[ix] Monthly subsidy on medicines will be as follows:

Ayurvedic/Homeopathic Dispensaries – Rs.8,000/-

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

**SERIAL CIRCULAR NO.82/2014**

No.P(R)/411

Date: 07.08.2014

Copy of Board's letter No.E[W]2014/FU-1/1 dated 30.07.2014 is published for information, guidance and necessary action. Board's letters dated 17.08.2009 and 26.04.2010 quoted therein were circulated under S.C.No.148/2009 and 65/2010, respectively.

Board's letter No. E[W]2014/FU-1/1 dated 30.07.2014 [RBE No.83/2014]

**Sub: Staff Benefit Fund****Ref: This office letter No. E[W]2010/FU-1/4 dated 26.04.2010**

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Sanction of the Ministry of Railways is hereby communicated to per capita contribution of Rs.800/- to Staff Benefit Fund and distribution of this amount is as follows:

S.No.	Head/Activity	Allocation ₹	Scope
1	Education – Scholarship for Higher Technical/ Professional education for wards of staff in grade pay of above ₹2400/- and upto ₹4200 @ ₹1500/- per month	116	For railway wards of employees in grade pay of above ₹2400/- and upto ₹4200/- pursuing higher technical /professional education.
2	Scholarship for Higher Technical/ Professional education for Girl children of staff in grade pay upto ₹2400/- @ ₹1500/- per month	110	Scholarship for pursuing technical professional diploma /degree for girl children of railway employees in grade pay upto ₹2400/-
3	Scholarship for Higher Technical/ Professional education for Male children of staff in grade pay upto ₹2400/- @ ₹1500/- per month	100	Scholarship for pursuing technical professional diploma /degree for Male children of railway employees in grade pay upto ₹2400/-
4	Women empowerment activities including seminar, camps, training programmes and gender sensitization camps etc.	28	Giving support to crèches, arrangement for safety of women railway employees & other initiatives taken by Railways
5	Recreation other than sports	32	Recreational facilities, purchase of gym equipments, employees' /wards' holiday camps, study tours.
6	Recreational facilities at Institutes and Clubs etc.	36	
7	Promotion of Cultural Activities	16	Organizing cultural programmes in residential colonies, Divisions and schools and purchase/maintenance of instruments etc.
8	Relief of distress, sickness, etc for staff in grade pay up to ₹ 4600/-	120	To grant higher amount of relief to employees in need such as immediate financial assistance to railway employees in accidents and for employees who are long sick and hospitalized for a long period and are on leave without pay: no leave (LAP or LHAP) is in his credit. Funeral charges for death of Railway employees be given at ₹10,000/- in each case.
9	Sports activities	30	Encouraging sports by giving latest sports equipments and imparting training at schools, institutes and clubs.
10	Scouts & Guides activities	22	Augmentation of training facility all over railways

11	Indigenous system of medicine including Homoeopathy	36	
12	Immediate relief in times of crisis arising out of floods, famines, landslide, fire or any other calamity	24	
13	Developing occupational skills of physically/mentally challenged railway employees and their wards including purchase of wheel chairs, other aides, special software etc. and organizing workshops, seminars, camps etc.	50	Assistance to employees/wards in need of special equipments etc.
14	Miscellaneous	80	Support for improvement in holiday homes, rest houses, entertainment /information facility viz., colour TV; electrical appliances/maintenance fund for recurring expenses on such facilities.
	Total	800/-	

2. With regard to item –[8] viz allocation for ‘Relief of distress, sickness’ etc. for the staff in grade pay upto Rs.4600/-, this will include instance of long sickness, extraordinary leave /leave without pay and the need to meet the cost of good prosthetics.

3. With regard to items-[1], [2] & [3] besides existing provisions regarding re-appropriation, the CSBF committees shall have powers to re-appropriate funds between items [2] and [3] depending upon demand. The preference, however, will be given to girl children. Other modalities regarding scholarships as already advised vide para-2 of this office letter dated 17.08.2009 ibid shall equally apply in such cases.

4. These orders are effective from 1<sup>st</sup> April, 2014.

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

**SERIAL CIRCULAR NO.83/2014**

No.P(R)/554/VII      Date:07.08.2014

Copy of Board's letter No.E(G)2014QR1-3 dated 16.07.2014 is published for information, guidance and necessary action. Board's letter dated 11.09.2009 quoted therein was circulated under SC No. 157/09 .

Board's letter No. E(G)2014QR1-3 dated 16.07.2014 [RBE No.76 /2014]

***Sub: Permission to retain quarter at previous place of posting by the  
Railway personnel on their posting to RCF/Raebareli.***

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Railway employees on their posting to RCF/Raebareli were allowed to retain Railway quarter at their previous stations for a period of five (05) years on normal rent up to 11.09.2014 vide letter No.E(G)2009/QR 1-9 dated 11.09.2009.

2. The issue of allowing further retention of quarter to the Railway officials beyond 11.09.2014 has been considered by the Board. The Board, in exercise of its power to relax the existing provisions regarding allotment/retention of Railway quarter and rent charged there for, for a class of people, has decided to extend the relaxation period for another one year i.e.. up to 10.09.2015.

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

**SERIAL CIRCULAR NO.84/2014**

No.P(R)/420/VII      Date:08.08.2014

Copy of Board's letter No.E(P&A)I-2009/FE-2/1 dated 11.07.2014 is published for information, guidance and necessary action. Board's letter dated 24.12.2001 quoted therein was circulated under SC No.05/2002.

Board's letter No. No.E(P&A)I-2009/FE-2/1 dated 11.07.2014 [RBE No.72 /2014]

***Sub: Extraordinary leave in continuation with Maternity Leave without production of Medical Certificate – Treatment of this period as qualifying service – PNM/AIRF Item No.06/2009.***

***Ref: Board's letter No.E(P&A)I-2001/CPC/LE-8 dated 24.12.2001.***

\*\*\*\*

AIRF had raised a demand in the PNM Forum in respect of treatment of the period of EOL taken in continuation of Maternity Leave without the Medical certificate as qualifying service. The issue was discussed in the PNM Meetings, and it has been decided to reiterate the instructions already issued vide above referred letter dated 24.12.2001 that the period of EOL taken without Medical Certificate in continuation of Maternity Leave would not count for qualifying service and for the purpose of grant of increment. In order to ensure that the employees become aware of these provisions, extensive publicity may be given to these instructions.



**SERIAL CIRCULAR NO. 85/2014**

No.P(R)/676/IV      Date: 08.08.2014

Copy of Board's letter No.E(NG)I-2013/TR/7 dated 25.07.2014 is published for information, guidance and necessary action.

Board's letter No. E(NG)I-2013/TR/7 dated 25.07.2014 [RBE No.82 /2014]

***Sub: Request transfers of employees from one seniority unit to other seniority unit in GP Rs. 1800 (PB-1), without insisting minimum educational qualifications of class X or ITI or equivalent.***

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The question whether erstwhile group 'D' employees recruited prior to cut off date of 31.07.2011 without possessing the revised qualifications of 10<sup>th</sup> class of ITI, may be allowed to seek request transfer on bottom seniority in the grades having element of direct recruitment, has been engaging attention of the Board for quite some time.

2. Accordingly, the matter has been considered by the Board and it has been decided that:

- (a) persons recruited/engaged/appointed prior to 31.07.2011 in GP 1800 and below (-) 1S, without the prescribed educational qualification may be considered eligible to seek transfer on request, in recruitment grade on bottom seniority, subject to the condition that they will be placed in the relevant grade pay/scale of pay vis-à-vis in their parent unit.
- (b) if the candidates in GP 1800 and below (-) 1S, appointed on compassionate ground, loss of land, accident victims and LARSGESS, make a request for transfer within a period of 5 years, it may be considered even if they do not have the required qualification subject to the condition that they will carry the same grade pay as they were working in the earlier place and will be placed at the bottom seniority.
- (3) Other terms and condition (s), in effecting such transfer will remain unaltered.

This disposes off NFIR's letter No. IV/Committee (Trackmen)/2010/Pt.II dated 22.11.2013 and DLW's letter No. W.P./S/IRT/Hey/NR to DLW/46 dated 20.09.2013

**SERIAL CIRCULAR NO.86 /2014**  
No.P(R)/563/XI      Date:08.08.2014

Copy of Board's letter No.2014/E(Sports)/4(1)/1/Policy Clarification dated 17.07.2014 is published for information, guidance and necessary action. Board's letter dated 31.12.2010 quoted therein was circulated under SC.No.09/2011.

Board's letter No. 2014/E(Sports)/4(1)/1/Policy Clarification dated 17.07.2014  
[RBE.No.77/2014],Clarification/Corrigendum No.49.

***Sub: Recruitment of sportspersons (Wrestlers) against Sports Quota as per new weight categories – Clarification regarding.***

***Ref: Railway Board's policy letter No.2010/E(Sports)/ 4(1)/1 (Policy) dated 31.12.2010 (RBE No.189B/2010) and clarifications/ corrigendum issued thereto.***

\*\*\*\*\*

Wrestling Federation of India vide their letter No.WFI/Misc-14/2014 dated 04.02.2014 have informed about the change in weight categories for all future Wrestling (Free Style and Greco Roman) competitions at International and National levels.

2. Accordingly, for recruitment of male wrestlers against sports quota for the year 2014-15 through Talent Scouting and Open Advertisement, Railways/Units shall follow the following guidelines:-

(i) All future recruitment of wrestlers against sports quota shall be as per new weight categories mentioned below in table.

(ii) However, the wrestlers who are eligible to be recruited in terms of criteria mentioned in above mentioned policy letter, of medal/performance/participation, shall be continued to be treated as eligible for recruitment and trials.

(iii) As to which weight category should the wrestler be eligible to be considered, it should be one closest to his old weight category in which he has this achievement. See table below.

(iv) The trial should be conducted against the wrestler from the weight category closest to the new weight category, subject to the condition that on the day of the trial both wrestlers' actual body weight does not exceed the weight category for which recruitment is planned.

(v) The eligibility for recruitment & trials for considering the cases of wrestlers having recognized sports achievements as per old and new weight categories, shall be as under:-

Free Style		Greco Roman	
New Weight Category (Kg)	Equivalent Old Weight Category (Kg) for Recruitment & Trials	New Weight Category (Kg)	Equivalent Old Weight Category (Kg) for Recruitment & Trials
57	55	59	60
61	60	66	66
65	66	71	74
70	66 & 74	75	74
74	74	80	84
86	84	85	84
97	96	98	96
+97 to 125	+ 96 to 120	+98 to 130	+ 96 to 120

**SERIAL CIRCULAR No.87/2014**  
No.P(R)/676/IV      Date:13.08.2014

Copy of Board's letter No.E[O]III/2014/PL/03 dated 10.06.2014 is published for information and guidance. Necessary action may be taken to constitute the Placement Committees as per Board's directives for recommendation of transfer /posting of all railway employees.

Board's letter No. E[O]III/2014/PL/03 dated 10.06.2014

***Sub: Implementation of Supreme Court's Judgement dated 31.10.2013 in WP[C]82/2011 – Postings/Transfers in Railways.***

\*\*\*\*

1. The Hon'ble Supreme Court in its judgement dated 31.10.2013 in Writ Petition[C] 82/2011 inter alia directed that:

“There should be a Committee to be constituted at appropriate levels to decide postings and transfers of all Group 'A', 'B' and 'C' officials even if within the same zone. The postings/transfer to be regulated by transparent policies with assured minimum tenure. Policy provision may, therefore, be framed.”

2. Board has, therefore, decided that there should be Placement Committee to recommend transfer/postings of all Railway servants as per Hon'ble Supreme Courts' decisions. The following shall be the Placement Committees:-

[i] For officers of the level of Group 'B' to Selection Grade in the Zonal Railways and Production Units/Construction Organisations/RDSO etc. and Workshops:

- [a] PHOD/CHOD/Cadre Controlling officer of the concerned Department.
- [b] Chief Personnel Officer/HOD of Personnel Department and standby officer would be another SAG, IRPS officer.
- [c] one PHOD/CHOD of a Department outside the concerned department

**Competent Authority:** The Competent Authority to accept the recommendations of the above Placement Committee will be General Manager /Head of the Organisation.

[ii] For officers of the level of Jr.Scale and Sr.Scale in the Zonal Railways and Production Units/Construction Organisations/RDSO etc. and Workshops:

- [a] HOD of the concerned Cadre.
- [b] HOD of Personnel Department
- [c] HOD from another Department

**Competent Authority:** The Competent Authority to accept the recommendations of the above Placement Committee will be the PHOD of the Cadre.

[iii] For officials of the level of Group 'C' in the Zonal Railway Headquarters

- [a] JA/SG officer of Personnel Branch
- [b] The concerned JA/SG officer of the concerned Department
- [c] One JAG/SG officer of a Department outside the concerned Department

**Competent Authority:** The Competent Authority to accept the recommendations of the above Placement Committee will be the PHOD/CHOD of the Cadre.

[iv] For officials of the level of Group 'C' in the Railway Divisional Office

- [a] JA/SG officer of Personnel Branch
- [b] Cadre Controlling Officer of the Department [JAG/SG/Sr.Scale]
- [c] JA Grade officer outside the Department [[JAG/SG/Sr.Scale]

**Competent Authority:** The Competent Authority to accept the recommendations of the above Placement Committee will be DRM/ADRM.

- [v] For officials of the level of Group 'C' in Production Units and RDSO/ Workshops

#### Production Units /Workshops

- [a] Sr.Scale/JA/SG officer of Personnel Department
- [b] One JA/SG Officer of a Department outside the concerned department
- [c] JA/SG Grade officer of the concerned Department

**Competent Authority:** The Competent Authority to accept the recommendations of the above Placement Committee will be CME/CWE/CWM.

For RDSO the placement committee shall be:

- [a] JA/SG officer of Personnel Department
- [b] JA/SG Officer of a Department outside the concerned department
- [c] JA/SG officer Personnel Department

**Competent Authority:** The Competent Authority to accept the recommendations of the above Placement Committees will be Sr.ED /in-charge of the Cadre.

Note [i] The concerned PHOD/CHOD of the Cadre will nominate the officer from his cadre in various Placement Committees. The GM/DRMs and heads of Organisations may suitably modify the Placement Committee depending upon the availability of members of the Committee.

- [ii] They will nominate suitable stand-by members.

3. **Functions:** The following will be functions of the Placement Committee:

- [i] To consider and make recommendations for transfer and posting of officers/staff and to make recommendation as per explicitly stated applicable norms under various extant instructions on transfer/postings.
- [ii] For postings for various posts in Board, the suitability for a particular post will be governed by guidelines issued by the concerned Functional Board Member.
- [iii] The Placement Committee would meet at least once in three months and also when required at the time of transfers on promotions.

#### **[b] Tenure in Zonal Railway, Production Units /Workshops**

- [i] The minimum tenure in any post upto SAG will be 2 years & maximum 4 years, subject to guidelines issued in connection with posting in sensitive posts.

#### **[c] Tenure in RDSO**

A minimum of 2 years and a maximum of five year tenure will be permitted for the officers of the rank of Joint Director, Director and Executive Director.

Note: The Respective Competent Authority may overrule the recommendations of the Placement Committee by recording the reasons in writing.

**SERIAL CIRCULAR NO.88/2014**

No.P(R)/535/IX

Date: 20.08.2014

Copy of Board's letter No.E[NG]I-2008/PM1/15 dated 07.08.2014 is published for information, guidance and necessary action. Board's letters dated 03.09.09, 07.06.2010, 21.11.2011, 23.5.2012, 15.01.2013, 24.05.2013, 03.01.2014 and 16.06.2014 quoted therein were circulated under S.C.Nos. 143/2009, 82/2010, 154/2011, 61/2012, 02/2013, 47/2013, 02/2014 and 60/2014, respectively.

Board's letter No. E[NG]I-2008/PM1/15 dated 07.08.2014 [RBE No.87/2014]

***Sub: Implementation of Recommendations of 6<sup>th</sup> CPC - Merger of grades - Revised Classification and mode of filling up of non gazetted posts - Scheme for filling up of vacancies after 31.12.2013.***

***Ref: Board's letters of even No. dated 03.09.2009, 07.06.2010, 21.11.2011, 23.05.2012, 15.01.2013, 24.05.2013, 03.01.2014 & 16.06.2014 on the above subject.***

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After implementation of 6<sup>th</sup> CPC and consequent merger of grades into single grade pay, the methodology to be followed in calculating the DR, LDCE quota etc., as a change in percentage distribution of merged grades, has been under consideration of Board.

2. Consequently, it has been decided that total strength of merged grades may be taken into account while calculating DR, LDCE quota etc.

**SERIAL CIRCULAR NO. 89/2014**

No.P(R)/487/CRC/2013

Date:23.08.2014

Copy of Board's letter No.PC-III/2014/FE-II/1 dated 01.08.2014 is published for information, guidance and necessary action. Board's letter dated 22.03.2007 quoted therein was circulated under SC No. 50/2007.

Board's letter No. PC-III/2014/FE-II/1 dated 01.08.2014 [RBE No.86 /2014]

***Sub: Introduction of category of Sr.P.Way Supervisor – Staff expired.***

***Ref: Board's letter No.PC-III/2004/CRC/1 (Pt.1) dated 22.03.2007.***

\*\*\*\*

The Staff Side (NFIR) has raised the issue in the PNM that instructions issued vide Board's letter no. PC-III/2004/CRC/1 (Pt.1) dated 22.03.2007 regarding introduction of new category of Sr.P.Way Supervisor (Rs.5000-8000) in place of P.Way Supervisor (Rs.4500-7000+100 SA) do not cover the cases of staff who expired/medically decategorised between the period from the date of issue of orders to the actual date of implementation of these orders.

The issue has been examined by Board and it has been decided that the employees who were on sanctioned cadre strength of the Track Supervisors (erstwhile P.W.Mistries/ Supervisors Permanent way) as on 22.03.2007 but expired between the period from the date of issue of Board's orders dated 22.03.2007 to the actual date of implementation of these orders, are also entitled to the fixation benefit and arrears as per Board's orders dated 22.03.2007, till the date of their death as in the case of employees who retire/resign from service during this period.

This issues in consultation with the Establishment and Finance Directorates of this Ministry.

**SERIAL CIRCULAR NO. 90/2014**

No.P(R)/563/XI      Date:23.08.2014

Copy of Board's letter No.2014/E[Sports]/4[1]/1/Policy Clarifications dated 01.08.2014 is published for information, guidance and necessary action. Board's letter dated 10.02.2014 quoted therein was circulated under S C. No.21/2014.

Board's letter No. 2014/E[Sports]/4[1]/1/Policy Clarifications dated 01.08.2014

***Sub: Recruitment of sportspersons against Sports Quota through Talent Scouting and Open Advertisement on the Railways- Videography of field –trials regarding.***

***Ref: Railway Board's policy letter No.2014/E[Sports] /4[1]/ 1/Policy Clarification dated 10.02.2014 [RBE No.19/2014]***

\*\*\*\*

Kindly refer to Board's letter of even number dated 10.02.2014 wherein all Zonal Railways and Production Units have been advised to start videography of all field trials for recruitment of sportspersons against sports quota, both through Talent Scouting and Open advertisement from financial year 2014-15, for a period of three years on trial basis.

2. It is once again advised that Zonal Railways and Production Units should strictly follow the instructions and ensure the video recording of all trials for recruitment of sportspersons against sports quota for the year 2014-15, 2015-16 and 2016-17.

**SERIAL CIRCULAR NO. 91/2014**

No.P(R)/54/VI      Date:26.08.2014

Copy of Board's letter No.E[P&A]II-98/HRA-6 dated 24.07.2014 is published for information, guidance and necessary action. Board's letters dated 09.03.2004, 09.08.2005, 09.08.2006, 12.12.2007, 24.10.2008, 10.12.2009, 01.07.2013 and 07.05.2014 quoted therein were circulated under SC Nos.43/2004, 133/2005, 144/2006, 172/2007, 176/2008, 194/2009, 56/2013 and 50/2014 respectively.

Board's letter No. E[P&A]II-98/HRA-6 dated 24.07.2014 [RBE No.81/2014]

***Sub: Grant of House Rent Allowance to Railway employees posted to new Zones/new Divisions –Regarding.***

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Attention is invited to the instructions contained in Board's letters of even number dated 09.03.2004, 09.08.2005, 09.08.2006, 12.12.2007, 24.10.2008, 10.12.2009 and 01.07.2013 on the above subject.

2. The matter has been considered by the Board subsequent to issue of letters No. E[G]2009 QR1-2 dated 01.07.2013 and 07.05.2014 and it has been decided that railway employees posted to ECR and NWR may be allowed house rent allowance upto 31.3.2015 on the same terms and conditions laid down in the letter of even number dated 09.03.2004 ibid and as amended / clarified from time to time.

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



**SERIAL CIRCULAR NO.92/2014**  
No.P(R)/418/III      Date:21.08.2014

Copy of Board's letter No.2012/E[Trg]/12/17 dated 13.08.2014 together with their letter dated 20.09.2013 is published for information, guidance and necessary action. Board's letters dated 17.07.2012 and 26.10.2012 quoted therein were circulated under S C. Nos.88/12 and 120/2012 .

Board's letter No. 2012/E[Trg]/12/17 dated 13.08.2014 [RBE No.88/2014]

***Sub: Policy regarding participation of Indian Railways Personnel in Meditation/Yoga/Spiritual and other related programmes.***

***Ref: [i] Board's letter No.2012/E[Trg]/12/17 dated 17.07.2012***  
***[ii] Board's letter No.2012/E[Trg]/12/17 dated 26.10.2012***  
***[iii] Board's letter No.2012/E[Trg]/12/17 dated 20.09.2013***

\*\*\*\*\*

Railway Board, vide circulars mentioned above, has issued policy regarding participation of Indian Railways Personnel in Meditation/Yoga/Spiritual and other related programmes. It has now been decided to bring out a comprehensive policy circular regarding the above.

2. Following instructions may be followed:

- (i) Special Casual Leave (SCL) upto a maximum of nine [09] days inclusive of four [04] days journey time would be allowed **once in a year for one such programme**, which would be granted by the respective Controlling officers to willing employees;
- (ii) Special Pass (as per entitlement) would be given **once in a year** to such Railway employee who has been granted SCL by the Controlling Officer;
- (iii) No TA/DA would be payable.
- (iv) No programme fee would be payable by Railways; and
- (v) The official willing to participate in such programmes would be spared subject to the convenience of the Administration.

3. Strict compliance to the above directives may be ensured by all concerned.

4. This supersedes all previous instructions/circulars on the subject.

5. This issues with the concurrence of the Finance Directorate of Railway Board.

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Copy of Board's letter No. 2012/E[Trg]/12/17 dated 20.09.2013

***Sub: Policy regarding participation of Indian Railways Personnel in Meditation/Yoga/Spiritual and other related programmes.***

***Ref: Board's letter of even No. dated 17.07.2012***

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In continuation of the policy circulated vide letter under reference and in supersession of letter of even no. dated 26.10.2012, the Board has decided to grant Special Casual leave [SCL] for journey time also. The SCL would be maximum of 09 days inclusive of 04 days journey time.

This issues with the concurrence of Finance Dte. of Railway Board.

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**SERIAL CIRCULAR NO.932014**

No.P(R)/563/XI      Date:28.08.2014

Copy of Board's letter No.E(NG)II/2000/RR-1/79 dated 07.08.2014 is published for information, guidance and necessary action. Board's letters dated 14.03.2002 and 08.02.2011 quoted therein were circulated under SC Nos. 56/2002 and 164/2011, respectively.

Board's letter No. E(NG)II/2000/RR-1/79 dated 07.08.2014

***Sub: Diploma courses offered by various institutions – regarding.***

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Please refer to this Ministry's letter of even number dated 14.03.2002, as issued under RBE No.34/2002. Pursuant to references received from a few field units, the content of the letter ibid has been reviewed keeping in view the fact that viva-voce (Interviews) have been eliminated in recruitment from open market to various posts and also diploma/degree in Engineering obtained through distance mode are not accepted for employment on the Railways, as laid down vide this Ministry's letter issued under RBE No.165/2011 dated 08.12.2011. Accordingly, it has been decided not to give any preference to candidates with Diploma(s) from the said institutions, in direct recruitment and promotion.

**SERIAL CIRCULAR NO. 94/2014**  
No.P(R)/676/IV      Date: 28.08.2014

Copy of Board's letter No.E[NG]I/2014/TR/12 dated 01.08.2014 is published for information, guidance and necessary action. Board's letter dated 13.05.1991 quoted therein was circulated under S C. No.87/1991.

Board's letter No. E[NG]I/2014/TR/12 dated 01.08.2014 [RBE No.85/2014]

***Sub: Posting of Government employees who have differently  
abled dependents – reg.***

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In view of a demand that Railway employee who is a care giver of the disabled child may not have to suffer due to displacement by means of routine transfer/rotational transfer, Department of Personnel & Training, in their O.M. No.42011/3/2014-Estt.[Res.] dated 06.06.2014, have widened the guidelines contained in their previous O.M. No.B14017/41/90-Estt.[RR] dated 15.02.1991 circulated to the Zonal Railways under this Ministry's letter No. E[NG]-I/91/TR/15 dated 13.05.1991. A copy of the latest O.M. containing revised instructions in this regard is enclosed for information and guidance. These instructions will mutatis-mutandis be applicable to Railway servants.

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Copy of DOP&T's O.M. No.42011/3/2014-Estt.[Res.] dated 06.06.2014

***Sub: Posting of Government employees who have differently  
abled dependents – reg.***

\*\*\*\*

There has been demand that a Government employee who is a care giver of the disabled child may not have to suffer due to displacement by means of routine transfer/rotational transfers. This demand has been made on the ground that a Government employee raises a kind of support system for his/her disabled child over a period of time in the locality where he/she resides which helps them in the rehabilitation.

2. The matter has been examined. Rehabilitation is a process aimed at enabling persons with disabilities to reach and maintain their optimal physical, sensory, intellectual, and psychiatric or a social functional level. The support system comprises of preferred linguistic zone, school/academic level, administration, neighbours, tutors/special educators, friends, medical care including hospitals, therapists and doctors, etc. Thus, rehabilitation is a continuous process and creation of such support system takes years together.

3. Considering that the Government employee who has disabled child serve as the main care giver of such child, any displacement of such Government employee will have a bearing on the systemic rehabilitation of the disabled child since the new environment/set up could prove to be a hindrance for the rehabilitation process of the child. Therefore, a Government servant who is also a care giver of disabled child may be exempted from the routine exercise of transfer/rotational transfer subject to the administrative constraints. The word 'disabled' includes (i) blindness or low vision (ii) hearing impairment (iii) locomotor disability or Cerebral Palsy (iv) leprosy cured (v) mental retardation (vi) mental illness and (vii) multiple disabilities.

4. Upbringing and rehabilitation of disabled child requires financial support. Making the Government employee to choose voluntary retirement on the pretext of routine

transfer/rotation transfer would have adverse impact on the rehabilitation process of the disabled child.

5. This issues with the approval of MoS(PP).

6. All the Ministries/Departments, etc. are requested to bring these instructions to the notice of all concerned under their control.

**SERIAL CIRCULAR NO. 95/2014**

No.P(R)/420/VII

Date:28.08.2014

Copy of Board's letter No.2011/F[E]III/2[2]/3 dated 31.07.2014 is published for information, guidance and necessary action.

Board's letter No. 2011/F[E]III/2[2]/3 dated 31.07.2014 [RBE No.84/2014]

***Sub: Grant of Study Leave to officers of Railway Medical service  
for prosecuting Post graduation course.***

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In terms of Sub-rule 5[i] of Rule 1 of Study Leave Rules, as contained in Appendix-V of Indian Railway Establishment Code, Vol.I [1985 Edition] [Third Re-print Edition 2008], study leave may be granted to a Railway servant who has satisfactorily completed period of probation and has rendered not less than five years regular continuous service including the period of probation under the Government. A Railway Medical Service Officer who has been granted study leave for thirty-six months for acquiring post graduate qualification shall execute a bond to serve the railways for a period of five years after completion of the study course.

2. The question of grant of study leave to Railway Medical Service Officers after 2 years of regular service including the period of probation under the government for acquiring Post Graduate qualification instead of present provision of 5 years of regular continuous service has been considered by the Board. It has been decided that Study Leave may be granted to Railway Medical Service Officer who has satisfactorily completed period of probation and has rendered not less than two years regular continuous service including the period of probation under the Government with the stipulation that they would have to execute a bond to serve for eight years in the Railways after completing their post graduation subject to fulfillment of all other conditions regarding grant of study leave issued from time to time.
3. These orders will be effective from the date of issue of this letter.

**SERIAL CIRCULAR NO. 96/2014**

No.P(R)/420/VII      Date: 28.08.2014

Copy of Board's letter No.E(P&A)I-2013/CPC/LE-3 dated 15.07.2014 is published for information, guidance and necessary action.

Board's letter No. E(P&A)I-2013/CPC/LE-3 dated 15.07.2014

***Sub: Admissibility of Maternity Leave and Child Care Leave to surrogate mother- consideration thereof.***

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One of the zonal Railways had raised issue regarding admissibility of Maternity Leave and Child Care Leave to surrogate mother. The matter was examined in consultation with DOP&T, who have informed that the Ministry of Health & Family Welfare has mooted a Bill on ART (Assisted Reproductive Technology), which is presently before the Parliament and the same includes the aspect of surrogacy. The decision on the legislation may be awaited. In the circumstances, Maternity Leave and Child Care Leave are not admissible to surrogate mother at present.

(This disposes of Northern Railway's letter No. 433-E/14/Pt.X/EIV dated 15.10.2013).

**SERIAL CIRCULAR NO.97/2014**  
No.P(R)/605/XIII Date:05.09.2014

Copy of Board's letter No.E[NG]I-2005/PM1/16 dated 27.08.2014 is published for information, guidance and necessary action. Board's letter dated 12.03.2014 quoted therein was circulated under SC No. 29/2014.

Board's letter No. E[NG]I-2005/PM1/16 dated 27.08.2014 (RBE No.90/2014)

***Sub: Guidelines for Personnel Officers and Members of Selection  
Boards constituted for conducting selections for promotion  
to posts classified as "selection."***

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In continuation of Board's letter of even number dated 12.03.2014 [RBE No. 26/2014] on the above subject, the issue of providing correct /model answers to the evaluators has again been considered afresh by this Ministry on a reference from CPO/Central Railway.

2. Accordingly, para 3 of the letter dated 12.03.2014 may be read as under:
- [a] Question paper setters shall make available to the evaluators a gist of the probable answer/ important points in respect of narrative type questions.
  - [b] However, for objective type questions, the question paper setters have to provide exact answer to the evaluators in one word or in a couple of words, as the case may be.

**SERIAL CIRCULAR NO.98/2014**

No.P(R)/563/XI      Date:05.09.2014

Copy of Board's letter No.E[NG]-II/2007/RR-1/49 dated 22.08.2014 is published for information, guidance and necessary action. Board's letter dated 30.05.2008 quoted therein was circulated under S C. No.75/2008.

Board's letter No. E[NG]-II/2007/RR-1/49 dated 22.08.2014

***Sub: Clarification regarding prescribed educational qualification for the post of Health & Malaria Inspector, Grade-III in PB-2 [Grade Pay ₹ 4200].***

\*\*\*\*

Minimum qualification for open market recruitment to post of Health & Malaria Inspector Gr.III has been laid down vide Board's letter of even number dated 30.05.2008 [RBE No.68/2008]. The qualification of B.Sc. [Chemistry] appearing therein, has been examined in consultation with Health Directorate of this Ministry on receipt of a reference from South Western Railway. Accordingly, it is clarified that candidates who have studied Chemistry as main/optional subject in any branch of Chemistry while undertaking B.Sc. course shall be eligible for consideration for induction in railway service to the post of Health & Malaria Inspector, Grade-III, provided they are in possession of the requisite diploma qualification in Health/Sanitary Inspector as laid down vide letter *ibid*.

These instructions may be adhered to if such instances are reported in the panels forwarded/supplied by Railway Recruitment Boards.



**SERIAL CIRCULAR NO.99/2014**

No.P(R)/563/XI      Date: 05.09.2014

Copy of Board's letter No.E(NG)-II/2005/RR-1/8 dated 28.08.2014 is published for information, guidance and necessary action. Board's letters dated 29.06.2006 & 08.12.2011 quoted therein were circulated under SC Nos.104/2006 and 164/2011, respectively.

Board's letter No. E(NG)-II/2005/RR-1/8 dated 28.08.2014

***Sub: Recruitment to non-gazetted posts on the railways –Adherence to prescribed qualification in recruitment from open market regarding.***

\*\*\*\*

Attention is invited to instructions contained in Board's letter of even number dated 29.06.2006 which debar acceptance of allied/related qualification in lieu of the qualification prescribed by this Ministry and stipulates that candidate in possession of the qualification possessed in line with the extant instructions may only be considered for employment on the railways.

The above instructions were issued to streamline the already perturbed system of open market recruitment, wherein, candidates with similar qualification were being treated differently by different recruiting agencies leaving the matter open for litigations.

However, over a period of time it has been observed that recruiting agencies are seeking clarification from this Ministry on following accounts **(i)** recognition of institutions; **(ii)** recognition of courses from regulatory bodies, if any, or other nodal bodies; **(iii)** whether the course is offered through regular/part-time/distance learning/Membership of Association; **(iv)** duration of course; and **(v)** Equivalence.

Referring each and every issue to the nodal Departments/Ministries results in inordinate delay in finalizing candidature of candidates which further results in more complications viz. expiry of panels, candidates taking legal recourse etc.

Taking above things into consideration, instructions contained in letter dated 29.06.2006 ibid have been reviewed and it has been decided by the Board that empanelled candidates in possession of prescribed qualification from institutions run by Central Government/State Government/Bodies enacted by Act of Parliament or State Legislatures or recognized by Central Government/State Government/Bodies enacted by Act of Parliament of State Legislatures be allowed to join without further going into the issue of recognition. Validity or otherwise, of such recognition, if required, will be confirmed by the concerned recruiting agency, contacting directly to the Board/University or the Council as the case may be.

These guidelines do not affect in any way the instructions circulated vide letter No.E(NG)II/2010/RR-1/17 dated 08.12.2011.

Cases decided otherwise in the past need not be re-opened.

\*\*\*\*

**SERIAL CIRCULAR NO.100/2014**

No.P(R)/563/XI

Date:05.09.2014

Copy of Board's letter No.E[NG]II/2001/RR-1/6 dated 29.08.2014 is published for information, guidance and necessary action. Board's letters dated 28.09.1998, 22.10.1999, 27.09.2007 [RBE No.122], 27.09.2007 [RBE No.123], 25.01.2008 and 24.06.2009 quoted therein were circulated under SC. Nos.252/98, 317/99, 135/2007, 136/2007, 11/2008 and 110/2009, respectively.

Board's letter No. E[NG]II/2001/RR-1/6 dated 29.08.2014 [RBE No.92/2014]

***Sub: Educational qualification for recruitment to Group 'C' posts in Civil Engineering, Electrical, Mechanical, Signal & Telecom and Track Machine Organisation [TMO] Departments on the Railways.***

***Ref: Letter No. E[NG]-II/2007/RR-1/30 dated 25.01.2008 [RBE No.13/2008], E[NG]-II/2007/RR-1/31 dated 27.09.2007 [RBE No.122/2007], E[NG]-II/2007/RR-1/32 dated 27.09.2007 [RBE No.123/2007], E[NG]-II/2007/RR-1/34 dated 24.06.2009 [RBE No.117/2009], E[NG]-II/99/RR-1/26 dated 22.10.1999 [RBE No.276/1999] and PC-V/97/I/11/3 dated 28.09.1998 [RBE No. 223/98].***

\*\*\*\*

The issue of review of prescribed educational qualification for direct recruitment to supervisory post of Junior Engineer in Pay Band-2 of ₹9300-34800 having Grade Pay of ₹4200 and Senior Section Engineer in Pay Band-2 of ₹9300-34800 having Grade Pay of ₹4600 in Civil Engineering, Electrical, Mechanical, S&T and Track Machine Organisation [TMO] Departments on the Railways has been under consideration of this Ministry.

2. After detailed deliberations with the concerned Technical Directorates, it has been decided by the Board that henceforth direct recruitment qualification for the following posts on the Railways will be as under:

S.No	Category of Post	Deptt.	Pay Band & Grade Pay	Essential Prescribed Qualification
1	Junior Engineer [P.Way] Junior Engineer [Works] Junior Engineer [Bridge] Junior Engineer [Drawing, Design & Estimation.	Civil	Pay Band-2 of ₹9300-34800 Grade Pay ₹4200	[a] Three years Diploma in Civil Engineering or B.Sc. in Civil Engineering of three years duration or [b] a combination of any sub stream of basic streams of Civil Engineering from a recognized University/ Institute.
2	Sr.Section Engineer [P.Way] Sr.Section Engineer [Works] Sr.Section Engineer [Bridge] Sr.Section Engineer [Drawing, Design & Estimation.	Civil	Pay Band-2 of ₹9300-34800 Grade Pay ₹4600	Four years Bachelor's Degree in [a] Civil Engineering or [b] a combination of any sub stream of basic streams of Civil Engineering from a recognized University/ Institute.
(3)	Jr.Engineer (Electrical) Jr.Engineer (Drawing, Design & Estimation)	Electrical	Pay Band-2 of ₹9300-34800 Grade Pay ₹4200	Three years Diploma in (a) Mechanical/Electrical/Electronics Engineering OR (b) a combination of any sub stream of basic streams of Mechanical/Electrical/Electronics Engg from a recognized University/Institute.

S.No	Category of Post	Deptt.	Pay Band & Grade Pay	Essential Prescribed Qualification
(4)	Sr.Section Engineer (Electrical) Sr.Section Engineer (Drawing, Design & Estimation)	Electrical	Pay Band-2 of ₹9300-34800 Grade Pay ₹4600	Four years Bachelor's Degree in [a] Mechanical/ Electrical/ Electronics Engineering OR [b] a combination of any sub stream of basic streams of Mechanical/Electrical/Electronics Engineering from a recognized University/Institute.
(5)	Junior Engineer [Mech] Junior Engineer [C&W] Junior Engineer [Drawing, Design & Estimation]	Mechanical	Pay Band-2 of ₹9300-34800 Grade Pay ₹4200	Three years Diploma in (a) Mechanical/ Electrical/ Electronics/ Manufacturing/Mechatronics/ Industrial/ Machining/ Instrumentation & Control/Tools & Machining/Tools & Die Making /Automobile/ Production Engineering OR (b) a combination of any sub stream of basic streams of Mechanical /Electrical/Electronics/ Manufacturing/ Mechatronics/ Industrial/ Machining / Instrumentation & Control/Tools & Machining/Tools & Die Making/Automobile/ Production Engineering from a recognized University/Institute.
(6)	Sr.Section Engineer (Mech) Sr.Section Engineer [C&W] Sr.Section Engineer (Drawing, Design & Estimation)	Mechanical	Pay Band-2 of ₹9300-34800 Grade Pay ₹4600	Four years Bachelor's Degree in [a] Mechanical/ Electrical /Electronics/ Manufacturing/ Mechatronics/ Industrial/ Machining/ Instrumentation & Control/Tools & Machining/Tools & Die Making/Automobile/ Production Engineering OR (b) a combination of any sub stream of basic streams of Mechanical/Electrical/Electronics/ Manufacturing/ Mechatronics/ Industrial/ Machining/Instrumentation & Control/Tools & Machining/Tools & Die Making/Automobile/ Production Engineering from a recognized University/Institute.
(7)	Junior Engineer (TMO)	TMO	Pay Band-2 of ₹9300-34800 Grade Pay ₹4200	Three years Diploma in Civil/Mechanical/ Electrical/ Electronics/ Instrumentation & Control Engineering from a recognized University/Institute.
(8)	Sr.Section Engineer (TMO)	TMO	Pay Band-2 of ₹9300-34800 Grade Pay ₹4600	Four years Degree in Civil//Mechanical/ Electrical/ Electronics/ Instrumentation & Control Engineering from a recognized University/Institute.
9.	Junior Engineer (Signal) Junior Engineer (Tele) Junior Engineer (Drawing, Design & Estimation)	S&T	Pay Band-2 of ₹9300-34800 Grade Pay ₹4200	Three years Diploma in (a) Electrical/Electronics/Information Technology/Communication Engineering OR (b) a combination of any sub stream of basic streams of Electrical/ Electronics/ Information Technology/Communication Engineering from a recognized University/Institute.
10	Senior Section Engineer (Signal) Senior Section Engineer (Tele) Senior Section Engineer (Drawing, Design & Estimation)	S&T	Pay Band-2 of ₹9300-34800 Grade Pay ₹4600	Four years Bachelor's Degree in (a) Electrical/ Electronics/Information Technology/Communication Engineering or M.Sc. Electronics OR (b) a combination of any sub stream of basic streams of Electrical/Electronics/Information Technology/Communication Engineering from a recognized University/Institute.

3. These instructions will be effective from the date of its issue and ongoing recruitment for the above said categories where notification has been published will be governed by past instructions on the subject.

4. Advance Correction Slip(ACS) to Indian Railway Establishment Manual, Volume I ( Revised Edition)-1989), First Re-print Edition, 2009 will follow.

**SERIAL CIRCULAR NO.101/2014**

No.P(R)/438/CHS/IV      Date: 05.09.2014

Copy of Board's letter No.PC-V/2011/A/Med/1 dated 07.07.2014 is published for information, guidance and necessary action. Board's letters dated 21.4.1999 and 01.03.2004 quoted therein were circulated under S.C. Nos.112/99 and 54/2004, respectively.

Board's letter No. PC-V/2011/A/Med/1 dated 07.07.2014 [RBE No.69/2014] PC V 507

***Sub: Grant of Fixed Medical Allowance to Widowed/ Divorced/  
Unmarried daughter in receipt of family pension –  
clarification reg.***

\*\*\*\*

Some references pointing out doubts regarding admissibility of Fixed Medical Allowance [FMA] to Widowed/Divorced/Unmarried daughter in receipt of family pension has been received in Board's office. In this context, attention is invited to Board's letter No. PC-V/98/I/7/1/1 dated 21.4.1999 and 01.03.2004 whereby sanction of the President has been accorded to grant of Fixed Medical Allowance to Railway pensioners/family pensioners residing beyond 2.5 Kms from a Railway hospital / Health Units subject to fulfillment of conditions laid down therein.

From the above, it is evident that Widowed/divorced /unmarried daughters in receipt of family pension being family pensioner are already covered by relevant instructions and may be extended benefit of grant of FMA provided they fulfill all other terms and conditions in this regard.

As regards the date of eligibility for grant of Fixed Medical Allowance to Family Pensioners, it is clarified that in cases where the existing pensioner/family pensioner was in receipt of Fixed Medical Allowance, the family pensioner next-in-line may be allowed Fixed Medical Allowance from the same date from which he/she becomes eligible for family pension, if he/she otherwise fulfils the conditions for grant of Fixed Medical Allowance.

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

**SERIAL CIRCULAR NO.102 /2014**

No.P(R)/64/VI

Date: 18.09.2014

Copy of Board's letter No.E[P&A]-II/2013/AL-3 dated 14.07.2014 is published for information, guidance and necessary action. Board's letters dated 09.01.2008 and 20.02.2013 quoted therein were circulated under S C. Nos. 2/2008 and 18/2013, respectively.

Board's letter No. E[P&A]-II/2013/AL-3 dated 14.07.2014 [RBE No.74/2014]

***Sub: Increase in the existing rates of Hospital Patient Care Allowance and Patient Care Allowance to eligible Group 'C' and 'D' [Non-Ministerial] Railway employees working in the Railway Hospitals and Health Units/Clinics w.e.f. 01.01.2014.***

\*\*\*\*

Attention is drawn to Board's letter No. E[P&A]II-2013/AL-3 dated 20.02.2013 vide which the rates of Hospital Patient Care Allowance [HPCA] and Patient Care Allowance [PCA] to eligible Group 'C' and 'D' [Non-Ministerial] Railway employees working in Railway Hospitals and Health Units/Clinics were revised w.e.f 01.09.2008.

2. In order to dispel any doubts that may arise regarding increase of the rates after increase in the rate of Dearness Allowance by 50% and 100% the following clarifications are being given:

- [i] The rate of Dearness Allowance [DA] had crossed 50% w.e.f. 01.01.2011. therefore the rates of HPCA/PCA had increased by 25% [on the rates effective on 01.09.2008] with effect from 01.01.2011.
- [ii] The rate of Dearness Allowance [DA] has now been enhanced to 100% w.e.f. 01.01.2014. Therefore, the rates of HPCA /PCA shall again be increased by 25% [on the rates effective on 01.09.2008] with effect from 01.01.2014.

3. The other terms and conditions regarding admissibility of HPCA/PCA as contained in Board's letter No. E[P&A]II-98/HW-6 dated 09.01.2008 and E[P&A]II-2013/AL-3 dated 20.02.2013 shall remain the same.

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

**SERIAL CIRCULAR NO. 103/2014**

No.P(R)/676/IV

Date: 19.09.2014

Copy of Board's letter No.E[O]III-2014/PL/03 dated 29.08.2014 together with their letter dated 04.07.2014 is published for information, guidance and necessary action. Board's letter dated 10.06.2014 quoted therein was circulated under S C. No. 87/2014.

Board's letter No. E[O]III-2014/PL/03 dated 29.08.2014

***Sub: Implementation of Supreme Court's Judgement dated 31.10.2013 in WP[C]82/2011 – Postings/Transfers in Railways.***

***Ref: Board's letters/circulars of even number dated 10.06.2014 and 04.07.2014.***

\*\*\*\*

References have been received from different Railways/Units raising various queries /seeking clarification from Board with reference to instructions contained in Board's circular of even number dated 10.06.2014 read with 04.07.2014. After considering the various issues /queries raised by different Railways/Units, the following clarifications are issued for adherence by Railways /Units:

<b><u>S.No</u></b>	<b><u>Issues raised /clarifications sought by Railways /Units</u></b>	<b><u>Clarification by the Railway Board</u></b>
1	If, in the case of Personnel Department, 2 personnel officers are required while forming Placement Committee for JAG/SG officers or if one can meet the demand	In the case of transfer /posting of personnel officers, Jr. Scale/Sr.Scale /JA/SG/SAG there should be 3 officers' Committee (2 can be from Personnel side and one should be from outside department )
2	If 2 personnel officers are needed in the Group 'C' Placement Committee of Personnel Department.	The same principle as stated above will apply to Group 'C' also.
3	Who will be the representative of Personnel Branch when Sr. Scale officer [DPO] is in-charge of Personnel Branch of Division office.	Railways may nominate Sr. Divisional Officer or officer-in-charge of the respective Departments in such cases.
4	How will Placement Committee be formed in Divisions where no officer of SS/JAG/SG is available ?	Railway may nominate Sr. Divisional Officer or officer-in-charge of the respective Departments in such cases.
5	Depots are not under the control of DRM/ADRM but under the control of HQ/COS. How will Placement Committee be formed in such cases.	Railway can form Placement Committees accordingly.
6	What will be the composition of Placement Committee for Construction Organisation.	Placement Committee can consist of CE[Con.]/CAO[Con.]+ two other officers
7	Whether these instructions are also applicable to Accounts and Security Departments	Yes. The instructions have to be complied with in case of all services.

8	If any dispute arises before the Placement Committee members, how will it be dealt with.	General Manager can decide.
9	If any dispute arises in a transfer after the recommendation of Placement Committee, its acceptance by the Competent Authority and issue of order, how will the same be cancelled or modified.	General Manager can decide.
10	In case of HQ controlled posts in Division /Unit and vice-versa, which committee and Competent Authority will deal with such cases.	General Manager can decide.
11	Procedure to be followed when employees of one department are employed in other with the previous consent of HOD of the Department in which they are employed	The case can be considered by the Placement Committee of the Department where he is posted.
12	Whether applicable mutatis-mutandis to cases of mutual transfers /own request transfers, transfers ordered by Vigilance etc. / transfer of office bearers of unions, who are governed by separate orders, inter-Divisional transfer of ticket checking staff indulging in malpractices, Railway servants posted to HQ controlled posts of Divisions /Units and vice-versa.	The instructions should apply to all these cases
13	Procedure for dealing with out of turn transfers under the powers of GM/PHOD/CHOD/DRMs.	The instructions should apply to these cases also

2. This also disposes of the clarifications sought by SEC Railway vide their letter No. P-HQ/RUL/116/1/2420 dated 08.07.2014.

\*\*\*\*\*

Board's letter No. E[O]III-2014/PL/03 dated 04.07.2014

***Sub: Implementation of Supreme Court's Judgement dated 31.10.2013 in WP[C]82/2011 – Postings/Transfers in Railways-Corrigendum – reg.***

***Ref: Board's letter of even number dated 10.06.2014***

\*\*\*\*

Please refer to paras 2[i] & 2[ii] of Board's letter referred to above and read the same as under:

2[i] For officers of the level of **Junior Administrative Grade and Selection Grade** in the Zonal Railways and Production Units /Construction Organisations/RDSO etc. and Workshops.

[a] PHOD/CHOD/Cadre Controlling officer of the concerned Department.

[b] Chief Personnel Officer/HOD of Personnel Department and standby officer would be another SAG, IRPS officer.

[c] one PHOD/CHOD of a Department outside the concerned department

Competent Authority: The Competent Authority to accept the recommendations of the above Placement Committee will be General Manager /Head of the Organisation.

2[ii] For officers of the level of **Junior Scale and Sr. Scale** in the Zonal Railways and Production Units /Construction Organisations/RDSO etc. and Workshops.

- [a] HOD of the concerned Cadre.
- [b] HOD of Personnel Department
- [c] HOD from another Department

Competent Authority: The Competent Authority to accept the recommendations of the above Placement Committee will be the PHOD of the Cadre.



**SERIAL CIRCULAR NO.104 /2014**

No.P(R)/182/V

Date:19.09.2014

Copy of Board's letter No.E[D&A]-2014 GS1-2 dated 01.09.2014 is published for information, guidance and necessary action.

Board's letter No. E[D&A]-2014 GS1-2 dated 01.09.2014 [RBE No.94/2014]

***Sub: The Lokpal and Lokayuktas Act, 2013 – Submission of declarations and assets and liabilities by the Railway servants.***

\*\*\*\*\*

A copy of the Public Servants [Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns] Rules, 2014, notified by the Department of Personnel & Training vide Gazette notification G.S.R. No. 501[E] dated 14.07.2014, which are applicable to all Railway servants, is enclosed herewith for information and necessary action.

Copy of Notification published in the Gazette of India, Extraordinary, Part-II, Section-3 Sub-section [i], dated July 14, 2014

Ministry of Personnel, Public Grievances and Pensions [Department of Personnel and Training]

**G.S.R. 501[E].-** In exercise of the powers conferred by sub-section [1] read with clause [k] and clause [l] of sub-section [2] of section 59 of the Lokpal and Lokayuktas Act, 2013 [1 of 2014], read with section 44 and section 45 of the said Act, the Central Government hereby makes the following rules to provide for furnishing of information and annual return containing declaration of assets and liabilities by public servants and to provide for minimum value of the assets which the competent authority may exempt from furnishing such information by a public servant under section 45 of the said Act, namely:

**1. Short title and commencement-** [1] These rules may be called the Public Servants [Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns] Rules, 2014.

[2] They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions-** In these rules, unless the context otherwise requires,-

[a] 'Act' means the Lokpal and Lokayuktas Act, 2013 [1 of 2014]

[b] 'Appendix' means an Appendix to these Rules;

[c] 'Annual return' means the annual return to be filed by a public servant under sub-section [4] of section 44;

- [d] 'declaration' means the declaration of assets and liabilities made by a public servant under sub-section [1] of section 44;
- [e] 'Form' means a Form specified in Appendix-II
- [f] 'Information' means the information required to be furnished by a public servant under sub-section [3] of section 44;
- [g] 'section' means the section of the Act.

3. **Manner of submission of information and annual return.** – [1] Every public servant shall make a declaration of his assets and liabilities under sub-section[1] of section 44 in the format specified in Appendix-I, along with the information required under sub-section [2], or as the case may be, sub-section [3], and the annual return under sub-section [4] of section 44 in Forms I to IV specified in Appendix-II.

[2] Every public servant shall file a declaration, information or return, as the case may be, regarding his assets and liabilities as on the 31<sup>st</sup> day of March every year, to the competent authority as referred to in clause [c] of sub-section [1] of section 2 on or before the 31<sup>st</sup> day of July of that year.

Provided that the public servants who have filed declarations, information and annual returns of property under the provisions of the rules applicable to such public servants shall file the revised declarations, information or as the case may be, annual returns as on the 1<sup>st</sup> day of August, 2014, to the competent authority on or before the 15<sup>th</sup> day of September, 2014.

4. **Minimum value of assets which competent authority may exempt from furnishing of information.** – The competent authority may, for reasons to be recorded in writing, exempt in accordance with the proviso to section 45, a public servant from filing the information in respect of any asset, if the value of such asset does not exceed four months basic pay of the public servant or rupees two lakhs, whichever is higher.

## APPENDIX-I {Rule 3[1]}

### Return of Assets and Liabilities on First Appointment or as on the 31<sup>st</sup> March, 20.....\* [Under Sec 44 of the Lokpal and Lokayuktas Act, 2013]

1. Name of the Public servant in full [in block letters].....
- 2[a]. Present public position held .....  
[Designation, name and .....  
Address of organisation .....  
[b] Service to which belongs .....  
[if applicable]: .....

#### Declaration:

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date.....

Signature.....

\* In case of first appointment please indicate date of appointment.

\*\*\*\*\*

**Note 1:** This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include

details in respect of assets/liabilities of spouse and dependent children as provided in Section 44[2] of the Lokpal and Lokayuktas Act, 2013.

[Section 44[2]: A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to –

- [a] the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
- [b] his liabilities and that of his spouse and his dependent children.]

**Note 2:** If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No.III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

**Note 3:** "dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. [Explanation below Section 44[3] of Lokpal and Lokayuktas Act, 2013].

## APPENDIX-II {Rule 3[1]}

### Form No.I

Details of Public Servant, his/her spouse and dependent children

S.No.		Name	Public Position held, if any	Whether return being filed by him/her separately
1	Self			
2	Spouse			
3	Dependent-1			
4	Dependent-2			
5*	Dependent-3			

\*Add more rows, if necessary.

Date.....

Signature.....

### Form No.II

**Statement of movable property on first appointment or as on the 31<sup>st</sup> March 20.....**

Details of the movable assets of self, spouse and dependent children:

S.No	Description		Amount in Rupees				
			Self	Spouse	Dependent 1	Dependent 2	Dependent 3
[i]	Cash in hand						
[ii]	Details of deposit in Bank Accounts [FDRs, Term Deposits, and all other types of deposits including saving accounts], Deposits with financial Institutions, Non-banking financial Companies and Co-operative societies and the amount in each such deposit.	Name of Bank/Financial Institutions and Nature of deposit					
[iii]	Details of investment in Bonds, debentures/shares and	Name of company					

	units in companies /mutual funds and others						
[iv]	Details of investment in NSS, Postal Saving, Insurance policies and investment in any Financial instruments in Post Office or Insurance Company	Name of investment					
[v]	Details of deposit in Provident Fund/New Pension Scheme	Nature of Investment					
[vi]	Personal loans/advance given to any person or entity including firm, company, Trust etc. and other receivables from debtors and the amount [exceeding [a] two months basic pay, where applicable [b] Rupees one lakh in other cases]	Name of Debtor					
[vii]	Motor Vehicles/Aircrafts / Yachts/Ships [Details of Make, registration number etc. year of purchase and amount.	Nature of vehicle, registration No. & year of purchase					
[viii]	Jewellery, bullion and valuable thing[s] [Give details of weight]  JEWELLERY  *****  Bullion	Gold					
		Silver					
		Precious Stones/ precious metals					
		Gold					
		Silver					
		Precious Stones/ precious metals					
[ix]	Any other assets.						

Date.....

Signature.....

Note 1: Assets in joint name indicating the extent of joint ownership will also have to be given.

Note 2: In case of deposits/investments, the details including Amount, date of deposit, the scheme, Name of the Bank /Institution and Branch are to be given

Note 3: Value of Bonds/Share/ Debentures as per current market value in Stock exchange in respect of listed companies and books values in case of unlisted firms.

Note 4: Details including amount is to be given separately in respect of each investment

Note 5: Under [ix] details of movable assets not covered in [i] to [viii] above valuing individually over two months basic pay [where applicable], or Rs.1.00 lakh may be indicated.

### Form No.III

#### **Statement of Immovable property on first appointment or as on the 31<sup>st</sup> March 20.....**

**[e.g. Lands, Home, Shops, other Buildings, etc.]**

**[Held by Public Servant, his/her spouse and dependent children]**

S.No.	Description of property, [Land/ House/ Flat/ Shop	Precise location [Name of District, Division, Taluk and Village in	Area of land [in case of land and build-ings]	Nature of land in case of landed	Extent of interest	If not in name of public servant, state in whose name held	Date of acquisition	How acquired [whether by purchase, mortgage, lease, inheritance, gift or	Present value of the prop-erty [if exact value not known,	Total annual income from the property	Remarks
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	/Industrial etc.]	which the property is situated and also its distinctive number etc. ]		prop-erty		and his/her relation-ship, if any to the public servant		otherwise] and name with details of person/ persons from whom acquired [address and connection of the Government servant , if any, with the person /persons concerned] [Please see Note 1 below] and cost of acquisition	approx. value may be indi-cated		
1	2	3	4	5	6	7	8	9	10	11	12

Date:.....

Signature.....

Note[1]: For the purpose of Column 9, the term 'lease' would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this Column irrespective of the term of lease, whether it is short term or long term, and the periodicity of the payment of rent.

#### Form No.IV

##### **Statement of Debts and other liabilities on first appointment or as on 31<sup>st</sup> March 20.....**

S.No.	Debtor [Self/ Spouse or dependent children]	Amount	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6	7

Date:.....

Signature.....

Note 1: Individual items of loans not exceeding two months basic pay [where applicable] and Rs.1.00 lakh in other cases need not be included.

Note 2: The statement should also include various loans and advances [exceeding the value in Note 1] available from the employer like advance for purchase of conveyance, house building advance, etc. [other than advances of pay and travelling allowance], advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.

{F.No.407/12/2014-AVD-IV[B]}  
P.K.DAS, Jt. Secy.

**SERIAL CIRCULAR NO.105/2014**

No.P(R)/563/XI      Date:19.09.2014

Copy of Board's letter No.2014/E[Sports]/4[1]/1/Policy Clarification dated 20.08.2014 is published for information, guidance and necessary action. Board's letter dated 31.12.2010 quoted therein was circulated under S C. No.09/2011.

Board's letter No. 2014/E[Sports]/4[1]/1/Policy Clarification dated 20.08.2014 [RBE No.89/2014] Clarification/Addendum No.50

***Sub: Recruitment of Athletes in Railways against Sports Quota – Clarification regarding exemption from Trials for recruitment through Talent Scouting.***

***Ref:Railway Board's policy letter No.2010/E[Sports]/4[1]/1/Policy] dated 31.12.2010 [RBE No.189B /2010] and clarification /corrigendum issued thereto.***

\*\*\*\*

Please connect para 8.1.1 of Board's policy letter referred to above regarding exemption from trials for recruitment of sports persons against sports quota through Talent Scouting.

2. In this connection, it is clarified that since both senior **National Open Athletics Championship and National Inter State Senior Athletics Championship** are at par for the purpose of recruitment in terms of Para 4.1 [iii] and Note [a] below Para 4.1 of Board's policy letter dated 31.12.2010 referred to above, accordingly Para 8.1.1. of the said letter shall be equally applicable for the purpose of grant of exemption from trials for recruitment of athletes against sports quota through Talent Scouting.

**SERIAL CIRCULAR NO.106/2014**

No.P(R)/53/V Date:19.09.2014

Copy of Board's letter No. PC-VI/2008/I/7/2/1 dated 19.09.2014 is published for information, guidance and necessary action. Board's letters dated 09.09.2008 and quoted therein were circulated under SC Nos.111/2008 and 26/2014, respectively.

Board's letter No. PC-VI/2008/I/7/2/1 dated 19.09.2014 (RBE No.102/2014)PC VI-346

***Sub: Payment of Dearness Allowance to Railway employees –  
Revised rates effective from 01.07.2014.***

\*\*\*

Please refer to this Ministry's letter of even number dated 28.03.2014 (S.No.PC-VI/333, RBE No.32/2014) on the subject mentioned above. The President is pleased to decide that the Dearness Allowance payable to Railway employees shall be enhanced from the existing rate of 100% to 107 % with effect from 1<sup>st</sup> July, 2014.

2. The provisions contained in Paras 3, 4 & 5 of this Ministry's letter of even number dated 09.09.2008 (S.No.PC-VI/3, RBE No.106/2008) shall continue to be applicable while regulating Dearness Allowance under these orders.
3. The additional installment of Dearness Allowance payable under these orders shall be paid in cash to all railway employees. The arrears may be charged to the salary bill and no honorarium is payable for preparing separate bill for this purpose.
4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

**SERIAL CIRCULAR NO.107/2014**

No.P(R)/563/XI      Date:22.09.2014

Copy of Board's letter No.E[NG]I-2011/PM1/2 dated 16.09.2014 is published for information, guidance and necessary action. Board's letters dated 20.08.1993 and 21.01.2002 quoted therein were circulated under SC. Nos.90/93 and 28/02, respectively.

Board's letter No. E[NG]I-2011/PM1/2 dated 16.09.2014 [RBE No.101/2014]

***Sub: Liberalization of GDCE Scheme from 25% to 50% to give chance to brilliant staff available with the Railways recruited through RRCs.***

***Ref: [i]Railway Board's letter No. E[NG]I-92/PM2/16 dated 20.08.1993***

***[ii] Railway Board's letter No. E[NG]I-2001/PM2/12 dated 21.01.2002***

...

The Zonal Railways are aware that in terms of Board's letters indicated at [i] and [ii] above, the scheme of General Departmental Competitive Examination [GDCE] was introduced and General Managers were delegated powers to fill upto 50% of direct recruitment quota vacancies by GDCE in individual cases, under their personal approval.

2. As has been decided in the meeting held with both the Federations, viz., AIRF and NFIR, as a part of Fast Track Promotion Committee, and in view of the fact that highly educated persons are being recruited in GP ₹1800 through RRCs, it is advised that extant instructions issued vide letter dated 21.01.2002, referred at [ii] above, may be invoked as and when required to fill up the vacancies, with the personal approval of General Managers.



**SERIAL CIRCULAR NO.108/2014**

No.P(R)/563/XI      Date:22.09.2014

Copy of Board's letter No.E[NG]I-2011/PM1/2 dated 12.09.2014 is published for information, guidance and necessary action. Board's letter dated 29.03.2011 quoted therein was circulated under S C. No.45/2011.

Board's letter No. E[NG]I-2011/PM1/2 dated 12.09.2014 [RBE No. 98/2014]

***Sub: General Departmental Competitive Examination (GDCE) for  
filling up of 25% net direct recruitment quota vacancies in  
Group 'C' categories- Extension of currency upto 31.03.2016.***

...

As the Railways are aware, the currency of the scheme of General Departmental Competitive Examination (GDCE) has been extended from time to time and the same was last extended upto 31.03.2014 vide this Ministry's letter No.E(NG)I-2011/PM1/2 dated 29.03.2011. After considering the views of Zonal Railways/Production Units regarding its further continuance, it has been decided to extend the currency of the scheme upto 31.03.2016 on existing terms and conditions.

**SERIAL CIRCULAR NO.109 /2014**

No.P(R)/436/IEM/VIII

Date: 22.09.2014

Copy of Board's letter No.E[NG]I-2010/PM1/16 dated 10.09.2014 is published for information, guidance and necessary action.

Board's letter No. E[NG]I-2010/PM1/16 dated 10.09.2014 [RBE No.97/2014]

***Sub: Inserting a general provision in IREM for diversion of unfilled vacancies to LDCE/GDCE or DR quota.***

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For the last couple of years, this Ministry has been receiving references from Railways to divert unfilled departmental vacancies to direct recruitment on the premise that either interested volunteers are not available or they do not fulfill educational or any other criteria.

2. Existing instructions, for a few categories, provide for adding promotion quota vacancies to Limited Departmental Competitive Examination [LDCE] and unfilled LDCE vacancies to direct recruitment.

3. The matter has accordingly been considered and it has been decided that wherever the vacancies remain unfilled in Promotion Quota, the same may be carried forward to LDCE/GDCE, if any, and unfilled vacancies of LDCE/GDCE may be carried forward to direct recruitment quota to next year /next selection. In case there is no LDCE/GDCE for that post, the unfilled vacancies may be diverted to direct recruitment quota of the upcoming year.

4. A new para bearing number 229 is accordingly inserted in the Indian Railways Establishment Manual, Vol.-I, 1989 [First Reprint Edition, 2009] as reflected in the ACS No. 227 enclosed.

\*\*\*\*

Indian Railways Establishment Manual, Vol.-I, 1989 [First Reprint Edition, 2009]

Advance Correction Slip No.227

Chapter-II, Section 'B' containing rules governing promotion of Group 'C' staff.

Para 229: Diversion of unfilled vacancies to LDCE/GDCE or DR quota.

Wherever the vacancies remain unfilled in Promotion Quota, the same may be carried forward to LDCE/GDCE, if any, and unfilled vacancies of LDCE/GDCE may be carried forward to direct recruitment quota to next year/next selection. In case there is no LDCE/GDCE for that post, the unfilled vacancies may be diverted to direct recruitment quota of the upcoming year.

*[Authority: Board's letter No. E[NG]I-2010/PM1/16 dated 10.09.2014]*

**SERIAL CIRCULAR NO.110/2014**  
No.P(R)/500/XXIV Date:22.09.2014

Copy of Board's letter No.F[E]III/2005/PN1/16 dated 29.08.2014 is published for information, guidance and necessary action. Board's letters dated 09.09.1999 and 17.02.2012 quoted therein were circulated under S.C. Nos. 259/99 and 23/12, respectively.

Board's letter No. F[E]III/2005/PN1/16 dated 29.08.2014

***Sub: Family pension- List of documents to be submitted by a claimant member [other than spouse] along with Form 10, PPO and death certificate in respect of the deceased pensioners/family pensioners – regarding.***

\*\*\*\*\*

Complaints are being received in this office from some of the family pensioners/ Pensioners' Associations and the issue is being raised in the SCOVA forum regarding non-compliance of the instructions issued by DOP&PW vide their OM No. 45/51/97-P&PW[E] dated 21.07.1999 and O.M. No. 1/16/2011-P&PW[E] dated 08.12.2011 [circulated on Railways vide letter No. F[E]III/98/PN1/4 dated 09.09.1999 and letter No. F[E]III/2005/PN1/16 dated 17.02.2012] by Zonal Railways. As such, it is reiterated that strict compliance of the instructions issued by DOP&PW and circulated by this office may be ensured.

**SERIAL CIRCULAR NO.111/2014**  
No.P(R)/500/NPS    Date:25.09.2014

Copy of Board's letter No.2012/F[E]III/1[1]/4 dated 08.09.2014 is published for information, guidance and necessary action. Board's letter dated 29.05.2009 quoted therein was circulated under S C. No.97/2009.

Board's letter No. 2012/F[E]III/1[1]/4 dated 08.09.2014 [RBE No.96/2014]

***Sub: Additional benefits on death/disability of Government servant covered by New Pension System – clarification regarding.***

...

A copy each of the Ministry of Finance, Department of Financial Services O.M.No.11/23/2013-PR dated 21.05.2014 and the Pension Fund Regulatory and Development Authority [PFRDA]'s letter No.PFRDA/24/EXIT/10 dated 22.08.2014 is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways also.

2. The Department of Pension and Pensioners' Welfare [DOP&PW]'s O.M. dated 05.05.2009 and the PFRDA's circular No. PFRDA/2013/2/PDEX/2 dated 22.01.2013 mentioned in the Ministry of Finance's O.M. dated 21.05.2014 were circulated to the Zonal Railways vide Board's letter No.2008/AC-II/21/19 dated 29.05.2009 and letter No. 2010/AC-II/21/18 dated 02.07.2013 respectively.

Copy of Ministry of Finance, Department of Financial Services O.M.No.11/23/2013-PR dated 21.05.2014

***Sub: Additional benefits on death/disability of Government servant covered by National Pension System[NPS] – clarification regarding.***

\*\*\*\*\*

The undersigned is directed to refer to Railway Board, Ministry of Railways OM No.2012/F[E]III/1/4 dated 14<sup>th</sup> January 2013 on the subject above and to say that the comments of this Department on the Ministry of Railways' reservations as under Para 3 of the above OM, are as under:

***“The PFRDA's clarification that the benefits granted vide the Department of Pension & Pensioners' Welfare [DPPW] OM dated 05.05.2009 are over and above the benefits admissible under National Pension System [NPS], needs to be modified to the extent that the employee or the legal heirs of the employees, who wish to opt for pension or family pension as per the DPPW order, can not avail of two pension related benefits under the NPS and CCS [Pension] Rules, 1972 simultaneously.”***

2. For any further clarification on the DPPW OM dated 05<sup>th</sup> May 2009, Ministry of Railways may kindly get in touch with the DPPW itself.

3. This issues with approval of Joint Secretary, Department of Financial services, Ministry of Finance.

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Copy of Pension Fund Regulatory and Development Authority [PFRDA]'s letter No.PFRDA/24/EXIT/10 dated 22.08.2014 addressed to Dy. Director Finance [Estt] III.

***Sub: Additional benefits on death/disability of Government servant covered by NPS.***

\*\*\*\*\*

This has reference to letter No. 2012/F-E/[III]/1/4 dated 30<sup>th</sup> June. Reference the OM No. 11.23/2013 dt. 21<sup>st</sup> May, 2013 with respect to Railway Board. Ministry of Railways OM No. 2012/F[E]III/1/4 dated 14<sup>th</sup> January 2013 on the subject cited above.

In this regard, we wish to inform you that we have included the same in our proposed Exit Regulations and which shall ensure that in case if the government or government authority or entity registered as government sector [as employer] under the NPS with the central record keeping agency [CRA] provides any additional relief or benefit to the family members of a deceased NPS subscriber/subscriber due to any ground like invalidation leading to loss of employment in lieu of the benefits available under National Pension System, the claimants to the accumulated pension wealth of the deceased subscriber/subscriber would be free to avail such benefits subject to the condition that they specifically agree and undertake to transfer the accumulated pension wealth to the Government dept. unconditionally.

We have already provided this information to Department of Financial Services [DFS], vide letter No.PFRDA/24/10/E-82, dt.1<sup>st</sup> July 2014, copy of which is enclosed herewith for your information.

**SERIAL CIRCULAR NO.112 /2014**

No.P(R)/554/VII Date:25.09.2014

Copy of Board's letter No.E[G]2008 QR1-8 dated 12.09.2014 is published for information, guidance and necessary action. Board's letter dated 28.04.2009 quoted therein was circulated under S C. No.71/2009.

Board's letter No. E[G]2008 QR1-8 dated 12.09.2014 [RBE No.99/2014]

***Sub: Allotment upto Type-V of Railway accommodation to the pre-20.11.2006 compassionate appointee cases between 2001 and 2009.***

...

The question of allowing higher type of Railway quarter to the pre-2006 compassionate appointee cases between 2001 and 2009 i.e. retrospectively was under consideration of Board for quite some time following receipt of representations from the affected Railway employees.

2. The Board, in exercise of the powers to make reasonable relaxations in public interest for a class/group of employees, in all or any of the existing provisions regarding house allotment/retention have agreed to allow the dispensation in regard to higher type of Railway accommodation, as allowed vide Board's letter of even number dated 28.04.2009, to all the pre-2006 compassionate appointee cases between 2001 and 2009 to provide uniformity and relief.

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

**SERIAL CIRCULAR NO.113/2014**

No.P(R)/75/VIII      Date:25.09.2014

Copy of Board's letter No.PC-V/2010/A/TA/1 dated 12.09.2014 is published for information, guidance and necessary action. Board's letters dated 07.07.2010 and 07.07.2014 quoted therein were circulated under S C. Nos.102/2010 and 70/2014, respectively.

Board's letter No. PC-V/2010/A/TA/1 dated 12.09.2014 [RBE No.100/2014] PC-VI/345

***Sub: Grant of Transport Allowance @ ₹ 7000 p.m. +DA thereon to officers drawing Grade Pay of ₹ 10,000, ₹ 12000 on Non-functional basis – clarification reg.***

\*\*\*\*

Attention is invited to Board's letter of even number dt. 07.07.2014 [RBE No.68/2014] on the above subject whereby it was clarified that those officers who are upgraded to Grade Pay of ₹10000/PB-4 scale on the basis of Dynamic ACP or due to non-functional in-situ upgradation shall not be eligible for grant of Transport Allowance @7000 p.m.+DA thereon. On receipt of representations from IRMS Association this matter was further reviewed by the Board in the light of earlier instructions contained in Board's letter No.PV-V/2008/ACP/2, dt. 07.07.2010 and Board have decided that the IRMS Officers having Grade Pay of ₹10000/- on promotion through DACP Scheme are to be treated at par with SAG Officers for payment of Transport Allowance @ 7000p.m. plus DA thereon. However, officers of other organized services who get similar grade on non-functional upgradation basis shall not be eligible for the same.

2. Necessary action as per above decision may please be taken.
3. This issues with the concurrence of Finance Dte. of Railway Board.

**SERIAL CIRCULAR NO.114/2014**

No.P(R)/554/VIII

Date: 25.09.2014

Copy of Board's letter No.E[G]2007 QR1-5 dated 05.09.2014 is published for information, guidance and necessary action. Board's letter dated 26.10.2009 quoted therein was circulated under S C. No.172/2009.

Board's letter No. E[G]2007 QR1-5 dated 05.09.2014 [RBE No.95/2014]

***Sub: Permission to retain quarter at previous place of posting by  
the Railway personnel on their posting to Rangiya Division in  
N.F.Railway.***

...

Railway employees on their posting to Rangiya Division /N.F. Railway were allowed to retain Railway quarter at their previous stations up to 31.08.2009 vide Board's letter No. E[G]2007/QR1-5 dated 26.10.2009 [RBE No.189/09].

2. Following receipt of references from both the Staff Federations i.e. AIRF and NFIR and the discussions in the PNM meeting [vide item No.47/2012 and item No.30/2013 respectively] for allowing further retention of quarter beyond 31.08.2009 to the Railway officers/staff posted to Rangiya Division at their previous place of posting the matter was under consideration of Board for quite some time.

3. The Board, in exercise of its power to relax the existing provisions regarding allotment/retention of Railway quarter and the rent charged therefor, for a class of people, **has agreed to extend the relaxation ex Post facto** beyond 31.08.2009 and **upto 31.03.2015 on normal rent.**

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



**SERIAL CIRCULAR NO.115/2014**

No.P[R]583/Bonus/IV

Date: 26 .09.2014

Copy of Board's letter No. E[P&A]II/2014/PLB-3 dated 26.09.2014 is published for information, guidance and necessary action.

Board's letter No. E[P&A]II/2014/PLB-3 dated 26.09.2014 [RBE No.106 /2014]

***Sub: Payment of Productivity Linked Bonus to all eligible non-gazetted Railway employees for the financial year 2013-2014.***

\*\*\*\*\*

The President is pleased to sanction Productivity Linked Bonus (PLB) equivalent to **78 [Seventy Eight]** days wages without any ceiling on wages for eligibility for the financial year 2013-14 to all eligible non-gazetted Railway employees (excluding all RPF/RPSF personnel). Where wages exceed ₹3500/- per month, Productivity Linked Bonus will be calculated as if 'wages' are ₹3500/- p.m.

2. 'Wages' for the purpose of calculating Productivity Linked Bonus shall include 'Basic pay' as defined in the Railway Services ( Revised Pay) Rules, 2008 and dearness allowance drawn during the financial year 2013-14. Other conditions of eligibility, method of calculation of wages, etc., as prescribed in this Ministry's instructions and clarifications issued from time to time, shall remain unchanged.

3. It has also been decided that in the case of eligible employees mentioned in Para-1 above who were not placed under suspension, or had not quit service/retired/expired during the financial year 2013-14 or were on leave where leave salary admissible is not less than that admissible on leave on average pay, may be paid an amount of ₹8975/- towards Productivity Linked Bonus for the financial year 2013-14. In the case of employees other than those mentioned above, the amount of Productivity Linked Bonus may be calculated in accordance with the extant instructions on the subject.

4. Further, in relaxation to the provisions in Rules 905(2), 908 and 909 of State Railway Provident Fund Rules, as contained in Chapter 9 of R.I/1985 edition [2003 Reprint Edition], such of the subscribers to the SRPF as are entitled to Productivity Linked Bonus may, if they so desire, deposit the whole or part of the amount admissible under the Scheme in their respective State Railway Provident Fund Accounts.

5. Disbursement of Productivity Linked Bonus for the financial year 2013-2014 to all eligible non-gazetted Railway employees mentioned in para 1 above should be made on priority before the ensuing Puja /Dussehra holidays.

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

**SERIAL CIRCULAR NO. 116/2014**

No.P(R)/605/XIII      Date:07.10.2014

Copy of Board's letter No.E(NG)I-2014/PM 1/3 dated 01.09.2014 is published for information, guidance and necessary action. Board's letters dated 17.09.07, 27.04.2012 quoted therein were circulated under SC Nos. 137/07 and 54/12, respectively.

Board's letter No. E(NG)I-2014/PM 1/3 dated 01.09.2014 [RBE No.93 /2014]

***Sub: Guidelines for providing various facilities including allowing scribes to persons with disabilities at the time of departmental examinations.***

\*\*\*\*

The issue of providing various facilities, including scribes to persons with disabilities, for writing answers in departmental examination has been under consideration of the Board for quite some time.

2. Accordingly, it has been decided by the Board that instructions contained in this Ministry's letters No.E(NG)II/2006/RC-2/13 dated 17.09.2007, 18.02.2011, 27.4.2012, 25.09.2013 and 19.12.2013 may be made applicable in case of departmental examinations also, wherever circumstances so warrant.

**SERIAL CIRCULAR NO.117/2014**  
No.P(R)/605/XIII      Date:29.10.2014

Copy of Board's letter No.E(NG)I-2014/PM1/17-C.C dated 05.09.2014 is published for information, guidance and necessary action. Board's letters dated 08.03.2002 and 30.08.2006 quoted therein were circulated under S C. No.49/2002 and 142/2006, respectively.

Board's letter No. E(NG)I-2014/PM1/17-C.C dated 05.09.2014

***Sub: Introduction of Objective Type Questions in the written test held as part of selection for promotion to posts classified as 'selection'.***

...

This bears reference to Railway Board's letters No. E(NG)I-2000/PM1/41 dated 08.03.2002 (RBE.No. 32/2002) and E(NG)I-2006/PM1/18 dated 30.08.2006 (RBE.No. 123/2006) on the subject.

2. While disposing of OA No. 1467/2004 titled Ashok Kumar Singh & Ors. Vs. UOI & Anr., Hon'ble CAT/Allahabad Bench has, vide its Order dated 12.12.2013, taken cognizance of Board's letter dated 08.03.2002 (ibid) and has elaborated upon the scope/definition of objective type questions.

3. With a view to avoiding any misconstruction of extant instructions on the subject, as directed by Hon'ble CAT/Allahabad Bench, it is reiterated that Board's letter dated 30.08.2006 may scrupulously be followed in letter and spirit.

**SERIAL CIRCULAR NO.118/2014**

No.P(R)/Misc/V      Date:29.10.2014

Copy of Board's letter No.E[G]2014 AL4-14 dated 29.09.2014 is published for information, guidance and necessary action. Board's letters dated 01.05.2006, 22.01.2009 and 13/20.09.2013 quoted therein were circulated under SC. Nos.70/2006, 18/2010 and 97/2013, respectively.

Board's letter No. E[G]2014 AL4-14 dated 29.09.2014 [RBE No.108/2014]

***Sub: Purchase of Staff Cars – Revision of guidelines reg.***

...

The list of vehicles approved for use as staff cars as issued by Ministry of Finance, Deptt. of Expenditure from time to time has been adopted for use on the Railways. The current list of such vehicles is contained in Board's letter No. E[G]2000 AL4/13 pt. dated 01.05.2006 [RBE No. 54/2006], 22.01.2009 and 13.09.2013/20.09.2013.

The Ministry of Finance, Deptt. of Expenditure vide their O.M. No. 03[1]/E-IIA/2009 dated 06.08.2014 have issued revised guidelines on the models to be used as staff cars. It has been decided to adopt these instructions insofar as purchase of staff cars on the Railways is concerned.

Accordingly, in supercession of instructions contained in letters dated 01.05.2006, 22.01.2009 and 13.09.2013/20.09.2013 referred to above, it has been decided that models of cars with Net Dealer Price [NDP] of upto ₹4,75,000/- available in the DGS&D Rate Contract only shall be considered for purchase as staff car. The purchase may be made only through DGS&D rate contract mode.

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

**SERIAL CIRCULAR NO.119/2014**

No.P(R)/500/XXIV Date:28.10.2014

Copy of Board's letter No.F[E]III/2007/PN1/5 dated 30.09.2014 is published for information, guidance and necessary action. Board's letters dated 16.03.2005, 20.05.2011 and 26.09.2013 quoted therein were circulated under S C. Nos.46/2005, 68/2011 and 98/2013, respectively.

Board's letter No. F[E]III/2007/PN1/5 dated 30.09.2014 [RBE No.109/2014]

***Sub: Eligibility of widowed/divorced daughters for grant of family pension - Clarification regarding.***

...

A copy of Department of Pension and Pensioners' Welfare [DOP&PW]'s O.M. No.1/13/09-P&PW[E] dated 18.09.2014 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways. Rules 54[6][iii] of the CCS [Pension] Rules, 1972 referred to therein correspond to Rules 75[6][iii] of the Railway Services [Pension] Rules, 1993.

2. A concordance of DOP&PW's instructions referred to in the enclosed O.M. and Railway Board's corresponding instructions is given below:

S.No.	DOP&PW's instructions	Corresponding instructions of Railway Board
1	O.M.No. 1/19/03-P&PW[E] dt. 25/30.08.2004	Lt. No. F[E]III/98/PN1/4 dt. 16.03.2005
2	O.M.No.1/13/09-P&PW[E] dt. 28.04.2011	Lt. No. F[E]III/2007/PN1/5 dt. 20.05.2011
3	O.M.No.1/13/09-P&PW[E] dt. 11.09.2013	Lt. No. F[E]III/2007/PN1/5 dt. 26.09.2013

Copy of Department of Pension and Pensioners' Welfare [DOP&PW]'s O.M. No.1/13/09-P&PW[E] dated 18.09.2014

***Sub: Eligibility of widowed/divorced daughters for family pension - Clarification regarding.***

\*\*\*

The undersigned is directed to refer to Ministry of Railways [Railway Board's] OM No. F[E]III/2007/PN1/5 dated 28<sup>th</sup> August, 2014 on the above subject.

2. Provision for grant of family pension to a widowed/divorced daughter beyond the age of 25 years has been made vide OM dated 30.08.2004. This provision has been included in clause [iii] of sub-rule 54[6] of the CCS [Pension] Rules, 1972. For settlement of old cases, it was clarified, vide OM dated 28.04.2011, that the family pension may be granted to eligible widowed/divorced daughters with effect from 30.08.2004, in case the death of the Govt. servant /pensioner occurred before this date.

3. It was further clarified vide OM dated 11<sup>th</sup> September, 2013 that if a daughter became a divorcee/widow during the period when the pension/family pension was payable to her father/mother, such a daughter, on fulfillment of other conditions, shall be entitled to family pension. The clarification was aimed at correctly interpreting the conditions of eligibility of a widowed/divorced daughter in terms of the concept of family pension under the CCS [Pension] Rules, 1972. It was also stated that it was only a clarification and the entitlement of widowed/divorced daughter would continue to be determined in terms of OM dated 25<sup>th</sup>/30<sup>th</sup> August, 2004, read with OM dated 28<sup>th</sup> April, 2011. It implies that the family pension should discontinue in those cases where it had been sanctioned in pursuance of these OMs but without taking into consideration that the widowed/divorced daughter was leading a married life at the time of death of her father/mother, whoever died later and was, therefore ineligible for family pension. It would be appropriate that in order to maintain equality before law, family pension payable to such daughter is discontinued. However, recovery of the already paid amount of family pension would be extremely harsh on them and should not be resorted to.

4. This issues with the approval of Secretary [Pension].

**SERIAL CIRCULAR NO.120/2014**

No.P(R)/288      Date: 04.11.2014

Copy of Board's letter No. E(NG)II/2010/RC-4/6 dated 17.10.2014 is published for information, guidance and necessary action. Board's letters dated 27.09.2012 and 12.09.2013 quoted therein were circulated under S C. Nos.110/2012 and 89/2013, respectively.

Copy of Board's letter No. E(NG)II/2010/RC-4/6 dated 17.10.2014 (RBE No.112/2014)

***Sub: Re-engagement of retired staff on daily remuneration basis in exigencies of services.***

\*\*\*\*\*

Attention is invited to this Ministry's letter of even number dated 12.9.2013 (RBE No.94/2013) on the above subject. Keeping in view the acute shortage of staff in various categories of posts and consequent hampering of the Railway's services, Ministry of Railways (Railway Board) have decided to extend the said scheme, in exigencies of services, for a further period of one year, i.e., up to 14.09.2015, under the same terms & conditions as mentioned in Board's letter of even number dated 27.09.2012. While implementing the scheme, General Managers may keep in view the fresh recruitment made in the vacant posts.

This issues with the concurrence of the Finance Directorate of Ministry of Railways (Railway Board).

**SERIAL CIRCULAR NO. 121/2014**

No.P(R)/563/XI      Date:04.11.2014

Copy of Board's letter No.E[NG]I-2008/PM1/6 dated 20.10.2014 is published for information, guidance and necessary action. Board's letters dated 20.08.1993 and 12.09.2014 quoted therein were circulated under S C. Nos.90/1993 and 108/2014, respectively.

Board's letter No. E[NG]I-2008/PM1/6 dated 20.10.2014 [RBE No. 113/2014]

***Sub: Scheme of General Departmental Competitive Examination (GDCE) for filling up of 25% - 50% of net direct recruitment quota vacancies in Group 'C' categories – Partial shift in the duty of agency conducting GDCE regarding.***

***Ref: (i) Railway Board's letter No.E(NG)I-92/PM2/16 dated 20.08.1993.  
(ii) Railway Board's letter No.E(NG)I-2011/PM1/2 dated 12.9.2014.***

...

In terms of extant instructions, indents for filling up of net direct recruitment quota through GDCE are to be placed on RRB's which in turn conduct GDCE along with direct recruitment with separate merit list for GDCE candidates.

2. In view of reorganization of RRBs as well as holding of examination cycle becoming more elaborate and time consuming, this Ministry has considered the matter afresh. Accordingly, in partial modification to the duties and responsibilities of the agency attached with conducting examination of GDCE, it has been decided that:

(i) The date for GDCE examination shall, henceforth, be fixed by Railway Recruitment Centres (RRCs) of the Railways in consultation with CPOs and Chairman of respective RRBs.

(ii) Question Papers for GDCE shall be provided by respective RRBs, but evaluation shall be done by RRCs on the basis of answer keys provided by the former. However, instead of 3 sets of Question Papers, only one set of the same will be provided by RRBs to RRCs for GDCE. All other recruitment related activities will be performed by Chairman of respective RRCs.

3. The other conditions applicable to GDCE shall remain unchanged.

4. This issues in consultation with concerned directorates of Railway Board.



**SERIAL CIRCULAR NO.122/2014**

No.P(R)/249/III

Date: 06.11.2014

Copy of Board's letter No.E[W]2014/ED-2/4 dated 24.09.2014 is published for information, guidance and necessary action.

Board's letter No. E[W]2014/ED-2/4 dated 24.09.2014

***Sub: Grant of Children Education allowance /Hostel subsidy to third child when first/second child is not in a position to go to school due to severe disability.***

...

References have been received from Zonal Railways seeking clarification regarding admissibility of Children Education Allowance /Hostel Subsidy in respect of third child of the Railway employee when the first /second child is not in a position to go to school as he /she is born with profound mental retardation or is totally invalid and cannot even go to a school meant for the special children.

2. The matter has been examined in consultation with DOP&T , the nodal Department in respect of aforesaid policy and they have intimated vide OM No.A-27012/1/2014-Estt.[AL] dated 26.08.2014 that Children Education Allowance /Hostel Subsidy shall be admissible only for the eldest two surviving children except when the number of children exceeds two as a result of second child birth resulting in twins or multiple births. Copy of DOP&T's OM is enclosed for information and guidance of all.

3. This disposes of CORE's letter number E/O/39 dated 05/06.02.2014 & ICF's letter number PB/WI/Misc./2014 dated 09.06.2014 on the matter.

Copy of Ministry of Personnel, PG & Pensions [DOP&T]'s OM No.A-27012/1/2014-Estt.[AL]  
dated 26.08.2014

***Sub: Grant of Children Education allowance /Hostel subsidy to third child when first child is not in a position to go to school due to profound mental retardation***

...

The undersigned is directed to refer to your OM No. E[W]2014/ED-2/4 dated 14.07.2014 on the subject mentioned above and to say that as per OM No. 12011/03/2008-Estt.[AL] dated 11.11.2008 and OM No. 12011/16/2009-Estt[AL] dated 13.11.2009 [copies enclosed]. Children Education Allowance is admissible for the two eldest surviving children only.

**SERIAL CIRCULAR NO.123 /2014**

No.P(R)/673/VI Date: 6.11.2014

Copy of Board's letter No.E[MPP]2013/3/22 dated 26.09.2014 is published for information, guidance and necessary action.

Board's letter No. E[MPP]2013/3/22 dated 26.09.2014 [RBE No.107/2014]

***Sub: Revision of Training period for promotee JEs of Mechanical Deptt.***

...

The Committee constituted for modification of the Training Modules of Junior Engineers selected through seniority and revision of Refresher Course for Supervisors of Mechanical Department has submitted its report.

2. After considering the Report submitted by the Committee, Board [MM, MS] have approved that the training module for promotee JEs of Mechanical Department [selection on seniority-cum-suitability basis] would consist of 13 weeks. The Training Modules/ detailed course contents are enclosed at Annexure-I & II.

3. The revised training module will constitute of 8 weeks of Theoretical Training at STC and 4 weeks of Practical Training – one week each at Production Unit/POH Workshop and two weeks on the job in the parent unit. The last one week of training will be at STC for exam /viva etc. The revised training module will be applicable to the trainees reporting for training after issue of this letter.

**ANNEXURE-I**

**REVISED TRAINING PROGRAMME FOR PROMOTEE JEs [Selection On Seniority-Cum-Suitability Basis]**  
**SESSION-I [THEORY]**

S.No.	Training Module	Subject Code	No. of Days.	Approx. No. of weeks
1	Industrial Safety, First Aid & Fire Fighting	MRT-17	3	1
2	Accident & Disaster Management	MRT-19	2	
3	Industrial Engg.	MET-13*	1	
4	Supervisory Skills	MRT-20	3	1
5	Technical English	MRT-22	3	
6	Computer Awareness	MRT-21	6	1
7	Manufacturing Process	MET-12*	4	1
8	Engineering Drawing	MET-16	2	
Sub Total [Theory]			24	4
9	Stream Specific [Theory] C&W Stream	MCT-06 MCT-07	24	4
	Diesel Stream	MDT-07E MDT-07M		
	Workshop Stream	MWT-05		

**SESSION-II [PRACTICAL TRAINING]**

10	Practical Training at Production Units	6	1
11	Practical Training at POH Workshop	6	1
12	On the Job Training	12	2
Sub Total [Practical]		24	4

**SESSION-III [REFRESHING /EXAM/VIVA ETC.]**

13	Refreshing/Exam/Viva at STC	6	1
Grand Total		78	13

\*As per existing syllabus

**ANNEXURE-II**

Subject Name	Industrial Safety, First Aid & Fire Fighting
Subject Code	MRT-17
Module	MJP- C, D & W
Duration	3 days

S.No.	Topic
1	Causes of fire, identification of unsafe conditions and unsafe acts
2	Identifying and handling of various types of fire extinguishers, precautions to be taken while extinguishing fire
3	Scope and rules of first aid, structure and function of body, General idea about circulation of blood, wound and haemorrhages, Dressing & Bandages
4	Shocks & its management, Asphyxia & Artificial respiration, rendering first aid to the burn injuries, rendering first aid to the persons affected by suffocation and communication.
5	Injuries to bones & joints – fractures, unconsciousness and general rules for the treatment of unconscious persons.
6	Transport of injured persons, stretcher exercise
7	Principles of Accident, Causes & Prevention, unsafe act & unsafe condition, safety on small tools and electrical appliances, Housekeeping and Material Handling
8	Role of supervisors on safety, accident reporting & investigations
9	Review.

Subject Name	Accident & Disaster Management
Subject Code	MRT-19
Module	MJP- C, D & W
Duration	2 days

S.No.	Topic
1	Rail wheel interaction
2	Permanent way parameters, reading in permanent way
3	Rolling stock parameters, reading in rolling stock
4	Signal aspects to be recorded at the accident site
5	Duties of officials at Accident site, Duties of on board staff at Accident site, Role of supervisors at the accident site
6	Features of disaster management, Civil defence & First Aid
7	High Level safety Committee and Railway Safety Review Committee recommendations & Corporate safety plan
8	Rescue techniques – medical relief.
9	Review.

Subject Name	Supervisory skills
Subject Code	MRT-20
Module	MJP- C, D & W
Duration	3 days

S.No.	Topic
1	Role of supervisor in mechanical department
2	Leadership & leadership style
3	Motivation
4	Communication
5	Time management
6	Stress management
7	Interpersonal skills
8	Review.

Subject Name	Computer awareness
Subject Code	MRT-21
Module	MJP- C, D & W
Duration	6 days

S.No.	Topic
1	Introduction to computers and applications of computers /windows

2	MS Word
3	MS Excel
4	MS Power point
5	Internet usage.
6	Review.

Subject Name	Technical English
Subject Code	MRT-22
Module	MJP- C, D & W
Duration	3 days

S.No.	Topic
1	Communication vocabulary
2	Grammar –Important terms
3	Common errors
4	Official/Business correspondence
5	General Report writing
6	Technical Report writing.

Subject Name	Engineering Drawing
Subject Code	MET-16
Module	MJP- C, D & W
Duration	2 days

S.No.	Topic
1	Introduction and Use of Drawing Instruments
2	Geometrical Construction
3	Lettering and Dimensioning
4	Scales
5	Symbols used in Engineering drawing
6	Sketching simple objects
7	Principles of Projections
8	Orthographic Views
9	Isometric drawing

Subject Name	C&W Theory
Module	MJP- C
Duration	24 days

Subject Code MCT 06 [MECHANICAL]

Subject Code MCT 07 [ELECTRICAL]

S.No.	Topic	S.No.	Topic
1.	Overview of C&W organisation	1.	Design features of various wagons
2.	Design & Construction of coaches	2.	Wagon manufacturing use of Huck bolts
3.	Air brake system	3.	SS wagon, A1 wagons, Higher Axle load wagons
4.	Vacuum brake system	4.	Train examination of goods stock CC Premium
5.	Bogies Mounted Brake System	5.	Container wagon –BLC train operation & maintenance
6.	Maintenance manual	6.	WILD, Hot box detector, track side bogie monitoring system
7.	Couplings	7.	Repair and maintenance of goods stock /ROH
8.	Passenger and Amenity fittings	8.	Tank wagon repair and maintenance
9.	IRCA part IV	9.	IRCA part III
10.	Maintenance manual Couplings	10.	ODC
11.	Repair and maintenance of coaching stock	11.	Brake binding causes & remedies
12.	Brake power rules	12.	Train parting causes & remedies
13.	Train lighting and AC	13.	Accident Relief train

14.	LHB coaches	14.	Derailment mechanism
15.	DEMU air suspension	15.	Accident Investigation
16.	Depot stores management	16.	ART/MFD maintenance
17.	Role of supervisors to minimize sick, coach detachment, ineffective %	17.	Prevention of accident on C&W account
18.	Visit to major coaching depot	18.	Layout of coaching /Goods yard & infrastructural facilities
		19.	Disaster management, role of supervisors
		20.	Marshalling of trains
		21.	Visit of major goods depot
		22.	Review

Subject Name	Diesel Locomotive Theory
Module	MJP- D
Duration	24 days

Subject Code MDT 07 [MECHANICAL]

Subject Code MDT 07E [ELECTRICAL]

S.No.	Topic	S.No.	Topic
1.	Power pack –Cylinder head, cylinder liner, connection rod, cam shaft etc.	1.	Various types of Transmission, features of an Idea transmission in Diesel Loco, DC-DC, AC-DC, AC-AC transmission.
2.	Supercharging principles, methods and various testing parameters, Air brake and Vacuum brake system	2.	Various rotating equipments such as TG, TM.EG, AG, DB Blower, CCEM, ECC, TACHO, Fuel booster motor description /Overhauling /Repair /Testing common problems & remedy
3.	Air compressor /Exhauster, types, function and overhauling procedures	3.	Excitation systems, Dynamic brake system, Transition system – circuit analysis, defects and remedy
4.	Fuel system –components, function, defects and remedy, Fuel injector	4.	Microprocessor based controls
5.	Lube oil system – components, function, defects and remedy	5.	Types of governors, overhauling, testing methods.
6.	Cooling water systems – components, function, defects and remedy, Radiator fan – principle, operation and maintenance	6.	Various safety devices and alarm fitted in Loco – working principles
7.	Layout of shop and shed and schedule of maintenance	7.	Testing of Engines –Dry-n-Test, Blow by test, Random test, Load Box Testing, MU operation testing.
8.	Loco maintenance procedure, wheel specification, bearing fitment, suspension system		
9.	GM Locos		

Subject Name                      Workshop Theory  
Subject Code                      MWT 05  
Module                                MJP- W  
Duration                              24 days

S.No.	Topic
1.	Organisation set up of Railway from Board to Workshop
2.	Functions of each department in Shop
3.	Layout of Workshop with important facilities for each shop functions
4.	Role of Workshop, different shops and its functions in brief
5.	Role of Supervisors in Workshop and their responsibilities
6.	Material handing methods and equipments
7.	Jigs, Fixture and Gauges

8.	Quality management system [QMS] and TQM
9.	ISO and EMS system in workshops
10.	Value Engineering, types of needs and demands
11.	Production planning & Scheduling
12.	Process inventory control
13.	Industrial safety requirement and procedure
14.	Drawings usage, preparation, modification and its record maintenance
15.	Job costing
16.	Standardisation, Rationalisation, Specification etc.
17.	Inspection and testing procedures DT and NDT methods
18.	CMT lab functions
19.	POH procedure of Carriages and Wagons
20.	Corrosion repair practices in Coaches and Wagons
21.	Performance indices
22.	Airbrake system and POH procedures and testing methods
23.	Coach body repair
24.	Modification on Coaches for crash worthy concept
25.	Under gear system and its POH procedure
26.	Wheel shop
27.	NTXR examination on Coaches and Wagons
28.	Stores drawal procedure
29.	Stocking application procedure for new stock items
30.	Workshop manufacturing suspense
31.	Work order system and procedure
32.	On cost booking and methods to reduce on cost.
33.	Condemnation and return to stores
34.	Machineries plants and equipment used in workshops
35.	Machinery & Plant maintenance
36.	Painting schedules and types of paints used in C&W
37.	Workshop visit
38.	Revision

**SERIAL CIRCULAR NO. 124 /2014**

No.P(R)/554/VII      Date:14.11.2014

Copy of Board's letter No.E(G)2009 QR-1-2 dated 20.10.2014 is published for information, guidance and necessary action. Board's letter dated 07.05.2014 quoted therein was circulated under SC No.50/2014.

Copy of Board's letter No. E(G)2009 QR-1-2 dated 20.10.2014 (RBE No.115 /2014)

***Sub: Extension of the period of retention of Railway accommodation at the previous place of posting in favour of officers/staff posted to ECR & NWR.***

***Ref: Board's letter No.E(G)2009 QR-1-2 dated 07.05.2014***

\*\*\*

The issue of permitting the Railway Officers/Staff posted in the ECR and NWR to retain Railway quarters at their previous places of posting has been considered by the Board.

2. In exercise of its powers to make reasonable relaxations in public interest for a class/group of employees, in all or any of the existing provisions regarding house allotment/retention, the Board have decided **that permission for retention of Railway accommodation at the previous place of posting in favour of officers/staff posted to ECR and NWR be granted upto 31.12.2015 in supersession of Board's earlier instructions dated 07.05.2014.**

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

**SERIAL CIRCULAR NO. 125 /2014**

No.P(R)/605/XIII

Date:14 .11.2014

Copy of Board's letter No.2014/M[L]/467/3 dated 15.10.2014 is published for information, guidance and necessary action. Board's letters dated 22.08.2003, 29.03.2005 and 20.03.2007 quoted therein were circulated under S C. Nos.178/03, 63/2005 and 47/2007, respectively.

Board's letter No. 2014/M[L]/467/3 dated 15.10.2014

***Sub: Aptitude Test [earlier Psychological Test] in Department Selections.***

***Ref:[i] Railway Board's letter No. E[NG]I-2002/PM1/31 dated 22.08.2003 and 29.03.2005***

***[ii] Railway Board's letter No. E[NG]I-2002/PM1/31 Vol.II dated 20.03.2007***

***[iii] Inspection notes of Dir./Safety-III in FZR Div. dated 08/09.08.2014.***

\*\*\*

Your kind attention is drawn to Board's letters [copy enclosed for ready reference] referred to above wherein directions were given to Zonal Railways in connection with Aptitude Test [earlier Psychological Test] in Department Selections. However, it has come to Board's notice that the instructions issued are not being followed by Zonal Railways. Zonal Railways should ensure that Aptitude Test be carried out before deploying Loco Pilot /Motorman of EMU/MEMU/DEMU.

It is once again advised that instructions regarding Aptitude Test [earlier Psychological Test] in Department Selections issued by Board are scrupulously followed by Zonal Railways.

Copy of Board's letter No. E(NG)I/2002/PM1/31 dated 22.8.03 (RBE No.144/03)

***Sub: Psychological Test in Departmental selections.***

\*\*\*\*

In terms of this Ministry's letter No.E(NG)I/92/PM1/22 dt.26.9.94, the serving staff are required to be subjected to psycho-test at the stage of promotion to the post of Switchman, ASM, Diesel/Elec. Asstts., Goods Driver, Motorman and at the stage of deployment of Drivers on Rajdhani/Shatabhdi Express trains. In this Ministry's letter No.E(NG)I/98/PM1/4 dt.13.7.99 it was clarified that psycho test wherever prescribed will be of qualifying nature and part of the selection meaning thereby that a person who fails in the psycho test is not eligible to be included in the panel.

2. The scope of Psycho Test and its effect on the eligibility of staff for empanelment have been considered by a high level Committee. The recommendations of the Committee have been considered by the Board and following decisions have been taken:-

- i) The Psycho Test should henceforth be called as 'Aptitude Test'.
- ii) So far as in-service employees are concerned, the Aptitude test will now be applicable at the stage of promotion as ASM, Diesel/Elec. Asstts. And Motorman (EMU/MEMU/DMU) and at the stage of deployment of Drivers on high speed trains running above 110 kmph. While the Aptitude test need not be given to Drivers of Rajdhani/Shatabhdi Express trains running at lower speeds, the Drivers for deployment on non-Shatabhdi/Rajdhani trains also running over 110 kmph should be subjected to the Aptitude Test.
- iii) The Aptitude test should be given a weightage of 20% in the selection for promotion as ASM, Diesel/Elec.Asstt. and Motorman and should be integrated in the selection proceedings. In other words, the Aptitude test will no more be of qualifying nature.



2.1 It has been decided further that weightage of 20 marks, that is required to be given to Aptitude test in the selection for promotion to the above categories should be given in lieu or by bifurcating the heading/marks under the heading Personality, address, leadership and academic/technical qualifications. Accordingly in the case of selection for promotion as ASM and Diesel/Elec.Asstts. covered by procedure laid down for general (selection) posts, the existing heading "Personality, address, leadership and academic/technical qualifications should be bifurcated as under:-

	Max.Marks	Qualifying Marks
i.) Academic/technical qualifications	10	Nil
ii) Aptitude Test	20	Nil

In the case of selection for promotion as Motorman the existing heading "Personality, address, leadership and academic/technical qualifications should be deleted and substituted by the following:-

	Max.Marks	Qualifying Marks
"Aptitude Test	20	Nil

3. It has also been decided that only the staff who clear the written test held as part of the selection should be subjected to Aptitude Test.

4. The Indian Railway Establishment Manual should also be amended as in the ACS No.149 enclosed.

**INDIAN RAILWAY ESTABLISHMENT MANUAL, VOLUME I, 1989 EDITION**

Section 'B', Chapter II - Promotion of Group 'C' staff

***Advance Correction Slip No.149***

1. Insert the following as Note (v) after the existing Note (iv) below the existing para 219 (g):

"(v) in the case of selection for promotion as Motorman, substitute the following for the existing heading 'Personality, address, leadership and academic/technical qualifications' in the table below para 219(g):-

	Max.Marks	Qualifying Marks
"Aptitude Test	20	Nil

II. Insert the following as Note (iv) after the existing Note below para 219 (j):

(iv) In the case of selection for promotion of the post of Diesel/Elect.Asstts. and ASMs, the heading (2) above shall be bifurcated as under:

	Max.Marks	Qualifying Marks
i.) Academic/technical qualifications	10	Nil
ii) Aptitude Test	20	Nil

(Authority: Ministry of Railways letter No.E(NG)/2002/PM1/31 dt.22.8.2003)

\*\*\*\*\*

**Copy of Board's letter No. E(NG)/I-2002/PM1/31 Dated 29.3.05 (RBE No.57/05)**

***Sub: Psychological Test in departmental selections.***

\*\*\*\*

As the Railways are aware in terms of instructions contained in this Ministry's letter of even number dt.22.8.2003, Psychological Test renamed as Aptitude Test has been given a weightage of 20% in the departmental selections for promotion as ASM, Dsl/ Elec.Asstts. and Motorman and has been integrated in the selection proceedings with the stipulation that the Aptitude Test is not of qualifying nature.

2. The Advisory Committee Constituted by the Ministry of Railways inter-alia advise and guide the Psycho Technical cell of RDSO in the area of Aptitude Tests has recommended that the Railways may switch back to the old system of multiple cut off and qualifying status for Aptitude Test with the existing system of adding marks of aptitude test with written examination continuing for deciding the eligibility for empanelment amongst those candidates who score the minimum cut off marks and above in all the sub tests of the Aptitude Test. This has been considered by the Board and the recommendations of the Advisory Committee accepted. The minimum cut off marks will be as may be decided by RDSO.

The IREM, Vol. I, 1989 is accordingly amended as in the ACS No.171 .

**INDIAN RAILWAY ESTABLISHMENT MANUAL VOLUME –I, 1989 EDITION**

Chapter II, Section B, Rules governing promotion of Group C Staff

**Advance Correction Slip No.171**

I. In the existing Note (v) below para 219(g) for the qualifying marks "NIL" substitute the words "Minimum cut-off as may be decided by RDSO"

II. In the existing Note (ii) below para 219 (j) against item (b) for the qualifying marks "Nil" substitute the words "Minimum cut off as may be decided by RDSO"

[Authority: Board's letter No. E(NG)I-2002/PM1/31 Dated 9-9-2003 & 29.3.05]

\*\*\*\*\*

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

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

...

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

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

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

**SERIAL CIRCULAR NO.126/2014**

No.P(R)/563/XI

Date:14.11.2014

Copy of Board's letter No.E(NG)-II/2013/SB/3 dated 29.10.2014 is published for information, guidance and necessary action. Board's letters dated 24.09.2008, 05.01.2011, 27.04.2011, 09.12.2011, 14.09.2012 and 09.12.2013 quoted therein were circulated under S C. Nos.130/2008, 02/2011, 56/2011, 156/2011, 101/2012 and 128/2013, respectively.

Board's letter No. E(NG)-II/2013/SB/3 dated 29.10.2014 [RBE No.122 /2014]

***Sub: Clarification regarding educational qualification for  
engagement/appointment/recruitment on the railways.***

...

For appointment/engagement and recruitment to posts in Pay Band-1 of Rs 5200-20200 (Grade Pay: Rs 1800), possession of qualification as prescribed in terms of Board's letter No. E(NG)-II/2009/RR-1/10/Pt. dated 09.12.2013 is mandatory.

2. Persons already engaged/appointed/recruited against erstwhile Group 'D' Posts, prior to implementation of 6<sup>th</sup> CPC pay structure, may be extended benefit of revised pay structure of Pay Band-1 (Grade Pay: ₹ 1800) provided they are in possession of prescribed qualifications. In case of non-possession, benefit would be subject to imparting of requisite training as per instructions contained in Board's letter No. E(MPP)2008/3/17 dated 24.9.2008.

3. Further, persons engaged with relaxed qualification in terms of Board's letter No. E(NG)II/2009/RR-1/10/Pt dated 05.01.2011 and 27.04.2011 may be kept in -IS Pay Band of Rs 4440-7440 (Grade Pay: ₹ 1300) till they also are imparted requisite training as per instructions contained in Board's letter No. E[MPP]2008/3/17 dated 24.09.2008.

4. Widows, even if not possessing the prescribed qualification but being considered for appointment on compassionate grounds, have to be placed in Pay Band-1 of ₹5200-20200 having Grade Pay ₹1800 directly, without insisting on fulfillment of educational qualification norms provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with the help of some on the job training [RBE No. 102/2012].

5. Persons engaged with relaxed qualification in terms of stipulation made in Board's letter E(NG)II/2011/RR-1/11 dated 09.12.2011 will remain in -1S Pay Band of ₹4440-7440 [Grade Pay ₹1300] and continue to be governed under the provision contained in para 2 of letter issued under RBE No. 166/2011 dated 09.12.2011 till they acquire the prescribed qualification.

6. All those not covered under the above paras will have to possess the prescribed qualification for appointment to a post on the Railways.

7. All these are equally applicable to persons appointed as substitutes.

**SERIAL CIRCULAR NO. 127 /2014**  
No.P(R)/535/IX      Date: 17.11.2014

Copy of Board's letter No.E(NG)I-2012/PM5/1 dated 14.10.2014 is published for information, guidance and necessary action. Board's letters dated 17.8.2012, 13.8.2013 and 1.4.2014 quoted therein was circulated under S C. No.89/2012, 75/2013 & 32/2014, respectively.

Board's letter No. E(NG)I-2012/PM5/1 dated 14.10.2014 [RBE No.111/2014]

***Sub: Norms/Procedure for future Promotion in the Unified Cadre of Track Maintainers.***

***Ref: (i) Railway Board's letter No.2010/CE-I(Spl)/GNS/15(Pt.) dated 17.8.2012***

***(ii) Railway Board's letter No. 2012/CE-1/GNS/20 dated 1.4.2014***

***(iii) Railway Board's letter No. E(NG)I-2012/PM5/1 dated 13.8.2013.***

...

In continuation of Board's letters referred to above, the issue of extending promotion to the unified cadre of Track Maintainers, with reference to issue of residency period of 2 years at each level of G.P.Rs.1900 and G.P.2400, has been considered afresh by the Board in consultation with both the recognized Federations. Accordingly, Board's letter of even number dated 13.08.2013 is partially modified to give it effect from 17.08.2012, to fill up chain/resultant vacancies in the following manner:

- (a) Vacancies available on or before 17.8.2012 as well as the posts accrued due to restructuring in G.P.1900 may be filled first as a one time exemption by paper selection, without holding any Trade Test/Viva-Voce.
- (b) Subsequent vacancies may be filled as per procedure laid down in Board's letter dated 13.08.2013, duly counting residency period of 2 years from 17.08.2012, even if the promotion orders have been issued later on.
- (c) As regards filling up newly created posts of Track Maintainers in different grades in view of Board's letter dated 01.04.2014, the same shall be filled up as per the procedure laid down in para (a) and (b) above, which shall be applicable mutatis-mutandis for 01.04.2014 upgradation also. Regarding revision of percentage distribution of posts, residency period of 2 years may be counted from 1.4.2014.
- (d) As the posts of Track Maintainers Grade-II and Track Maintainers Grade-I are new, the promotion be first done in Track Maintainers Grade-II from Track Maintainers Grade-III by downgrading vacancies of Track Maintainers Grade-I in Track Maintainers Grade-II. Subsequent promotion to Track Maintainers Grade-I from Track Maintainers Grade-II be done after 2 years residency period is over, following the viva-voce test as explained in para (e) below on normal course.
- (e) The post of Track Maintainer Grade I will be filled as per instructions dated 13.08.2013, with a slight deviation that instead of Trade Test, Viva-Voce may be resorted to.
- (f) The pay of the staff promoted against the vacancies from the date of restructuring orders will be fixed on proforma basis as per Rule 13 of RSRP Rules with the benefit of one increment @ 3% of the basic with the usual option for pay fixation as per extant rules. The actual payments will be made from the date of taking over charge of the higher grade post.

2. This issues in consultation with concerned Directorates of Railway Board.

**SERIAL CIRCULAR NO. 128/2014**

No.P(R)/500/XXV    Date: 17.11.2014

Copy of Board's letter No. 2012/F(E)III/1(1)/2 dated 29.10.2014 is published for information, guidance and necessary action. Board's letters dated 29.1.1991 and 17.9.2010 quoted therein were circulated under Lr.No. P(R)464/MC-20 dated 20.3.91 and S.C.No. 138/10, respectively.

Board's letter No. 2012/F(E)III/1(1)/2 dated 29.10.2014 [RBE No. 121/2014]

***Sub: Applicability of Old Pension Scheme to Substitutes who attained temporary status prior to 01.01.2004 but regularized after 01.01.2004 – clarification regarding.***

...

The issue of coverage of substitutes who had attained temporary status prior to 01.01.2004 but regularized after 01.01.2004 under Old Pension Scheme, has been raised by both the recognized Federations (AIRF & NFIR) under PNM/AIRF item No.05/2012 and PNM/NFIR item No.15/2011 respectively. The issue has also been raised under DC/JCM (Railways) item No.20/2012.

2. The issue has been examined by Board and it has now been decided that substitutes who got temporary status prior to 01.01.2004 but regularized/absorbed after 01.01.2004 and after regularization, if the date of appointment is prior to 01.01.2004, in terms of provision of Board's letter No.E(NG)II/90/SB/Master Circular dated 29.01.1991 (M.C.No.20/91) and para 6 of letter No.E(NG)II/2008/SB/SR/15 dated 17.09.2010, then they may be covered under Old Pension Scheme.

3. Further, the employee and employer contribution of the NPS corpus of the Substitutes, mentioned in para 2 above, who so far have been covered under the National Pension System (NPS) may be adjusted in terms of the instructions contained in Board's letter No.2010/AC-II/21/18 dated 31.03.2014 (RBA No.5/2014)

**SERIAL CIRCULAR NO.129 /2014**

No.P(R)/535/IX     Date:14 .11.2014

Copy of Board's letter No.E[NG]I-2007/PM5/5 dated 29.10.2014 is published for information, guidance and necessary action. Board's letters dated 03.07.2007, and 03.07.2013 quoted therein were circulated under S C. Nos.101/2007 and 57/2013, respectively.

Board's letter No. E[NG]I-2007/PM5/5 dated 29.10.2014 [RBE No.120/2014]

***Sub: Merger of Senior Permanent Way Supervisor [Sr.P.Way] with Junior Engineer [P.Way]- Revised guidelines for induction to JE/P.Way.***

***Ref: [i] Railway Board's letter No. PC-III/2012/FE-II/2 dated 03.07.2013***

***[ii] Railway Board's letter No. E[NG]I/2007/PM5/5 dated 03.07.2007***

***[iii] Railway Board's letter No. E[NG]I/2009/PM5/2 dated 16.06.2010***

...

As a corollary to the en bloc merger of all the regular posts of Sr. Permanent Way Supervisor, GP ₹4200, with the cadre of Junior Engineer [P.Way], GP ₹4200, the issue of filling up of posts through different modes, such as Direct Recruitment [DR], Limited Departmental Competitive Examination [LDCE] and Promotion Quota respectively, along with educational qualification of Junior Engineers [P.Way], GP ₹4200 has been considered by this Ministry.

2. After taking views of both the recognized Federations, viz., AIRF and NFIR, it has been decided that induction in the category of J.E. [P.Way], GP ₹4200 shall henceforth be done as under:

**[i] 60% by Direct Recruitment:**

Educational qualification: Diploma in Civil Engineering / Civil Engineering [Transportation], recognized /affiliated to AICTE

Note: The indenting Railway shall have the discretion to specify the number of candidates required from each discipline, subject to a rider that at least 60% of the intake shall be from Civil Engineering alone. All candidates selected will be borne on the common cadre.

**[i] 20% by Limited Departmental Competitive Examination [LDCE]**

Eligibility Criteria: Track Maintainers of all grades and Civil Engineering staff, such as USFD Staff, Blacksmith, Hammermen, Welder, Moulder, Aligner, Painter, Carpenter, etc., working on the P.Way Side, with 3 years of Railway service and either 10+2 pass with at least three subjects out of Maths, Physics, Chemistry and Computer Science OR having Diploma in Civil Engineering /Civil Engineering [Transportation] are eligible. All Diplomas should have the recognition /affiliation of AICTE.

**[i] 20% by Promotion of Departmental Staff** working as Track Maintainers with GP ₹2800, having qualification of ITI OR class X Board Examination by seniority-cum-suitability.

3. Accordingly, Board's letters dated 03.07.2007, 16.06.2010 referred to above, stand nullified with the issue of this letter.

4. These instructions shall be effective from the date of issue of this letter.

5. This issues in consultation with Civil Engineering Directorate of Railway Board.

**SERIAL CIRCULAR NO. 130/2014**  
No.P(R)/436/R-I/IV      Date:20.11.2014

Copy of Board's letter No.E[P&A]I-2014/CPC/LE-2 dated 21.10.2014 is published for information, guidance and necessary action.

Board's letter No. E[P&A]I-2014/CPC/LE-2 dated 21.10.2014 [RBE No.116/2014]

***Sub: Amendment to the Indian Railway Establishment Code,  
Volume I, 1985 Edition [Third Reprint Edition 2008] Chapter V  
– Leave Rules.***

...

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that Rule 540 of the Indian Railway Establishment Code, Volume-I, 1985 edition [Third Reprint Edition-2008] may be amended as in the enclosed Advance Correction Slip No. 123.

2. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.  
\*\*\*\*\*  
Advance Correction Slip to the Indian Railway Establishment Code, Volume-I, 1985 edition  
[Third Reprint Edition-2008]

Advance Correction Slip No. 123

The following amendment may be made to Rule 540 of the Indian Railway Establishment Code, Volume-I, 1985 edition [Third Reprint Edition-2008]

Rule 540: Leave preparatory to retirement:

In the provisions of this Rule, the figure and word "180 days" may be substituted with the figure and word "300 days".

[Authority: Railway Board's letter No. E[P&A]I-2014/CPC/LE-2 dated 21.10.2014 ]

**SERIAL CIRCULAR NO.131/2014**  
No.P(R)/563/XI      Date: 20.11.2014

Copy of Board's letter No. 2014/E[Sports]/4[1]/1/Policy Clarifications dated 22.10.2014 is published for information, guidance and necessary action. Board's letters dated 31.12.2010, 18.04.2012 and 23.05.2013 quoted therein were circulated under S C. No.09/2011, 51/2012 and 50/2013.

Board's letter No. 2014/E[Sports]/4[1]/1/Policy Clarifications dated 22.10.2014 [RBE  
No.117 /2014] Clarification/Corrigendum No.51

***Sub: Recruitment of sportspersons against sports quota and out-of-turn promotion to Railway sportspersons on sports account –modification /changes in policy.***

***Ref: Railway Board's policy letter Nos.[i] 2010/E[Sports]/4[1]/1[Policy] dated 31.12.2010 [RBE No.189B/2010], [ii] 2012/E[Sports]/4[1]/1/Policy Clarifications dated 18.04.2012 [RBE No.52/2012] & [iii] 2010/E[Sports]/ 4[1]/3/OTP/DOPT dated 23.05.2013 [RBE No.50/2013].***

...

In partial modification of existing policy, Ministry of Railways [Railway Board] have decided as under:

<u>S.No.</u>	<u>Reference /Existing para</u>	<u>Revised para [Read as]</u>
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**MODIFICATIONS TO EXISTING PARAS**

[i]	<p>Para No.8.1.3 of letter No. 2010/E[Sports]/4[1]/1[Policy] dated 31.12.2010 [RBE No. 189B/2010] modified vide letter No. 2012/E[Sports]/4[1]/1/Policy Clarifications dated 18.04.2012 [RBE No. 52/2012]</p> <p>For recruitment through Talent Scouting, all the eligible candidates of declared games and events, must be given opportunity for trials. Any eligible candidate of declared game &amp; event, approaching the Railway for recruitment through Talent Scouting should immediately be registered and given a date for trial in due course.</p> <p>Trials of the candidates shall be conducted and completed within one month from the date of receipt of the application from the candidate or receipt of case from Railway Board/RSPB and all other formalities including issue of offer of appointment must be completed within three months from the date of receipt of application / case.</p>	<p>For recruitment through Talent Scouting, all the eligible candidates of declared games and events, must be given opportunity for trials. . Any eligible candidate of declared game &amp; event, approaching the Railway for recruitment through Talent Scouting should immediately be registered and given a date for trial in due course.</p> <p>Trials of the candidates shall be conducted and completed within one month from the date of receipt of the application from the candidate or receipt of case from Railway Board/RSPB and all other formalities including issue of offer of appointment must be completed within three months from the date of receipt of application / case. <b>However, with the approval of General Manager /Head of Organisation of the concerned Railway / Unit, three months period can be extended maximum up to six months, within the same financial year.</b></p>
-----	---	---



	In the case of receipt of application/case before the game-wise distribution of sports quota, the one month period for Trials and three months period for completing all formalities, shall be counted from the date of approval of Competent Authority for game-wise distribution of sports quota.	In the case of receipt of application/case before the game-wise distribution of sports quota, the one month period for Trials and three months period for completing all formalities, shall be counted from the date of approval of Competent Authority for game-wise distribution of sports quota.
[ii]	<p>Para No. 9.2.6[C] added vide letter No. 2010/E[Sports]/4[1]/3/OTP/DOPT dated 23.05.2013 [RBE No. 50/2013]:</p> <p>In the case of a team event, a sportsperson will qualify for out-of-turn promotion only if he/she has played at least 50% of the matches in the same event. Reserve player, if any, shall not be entitled for any out-of-turn promotion unless he/she has played at least 50% of the matches in the same event.</p>	<p>In the case of a team event, a sportsperson will qualify for out-of-turn promotion if he/she has played</p> <p><b>At least 50% of the matches in the same event</b></p> <p><b>OR</b></p> <p><b>Played in any match in quarterfinal and above in that event.</b></p> <p>Sportspersons shall not be entitled for out-of-turn promotion unless he/she fulfills any one of the above two conditions.</p>

**SERIAL CIRCULAR NO. 132/2014**

No.P(R)/673/VI

Date:20 .11.2014

Copy of Board's letter No.E[MPP]2014/3/18 dated 23.09.2014 is published for information, guidance and necessary action.

Board's letter No. E[MPP]2014/3/18 dated 23.09.2014 [RBE No.104/2014]

***Sub: Acceptance of recommendations of Kakodkar Committee  
Report – Recommendation No. 13.3***

High Level Safety Review Committee [Kakodkar] vide Recommendation No. 13.3 has recommended as under:

**“One training institute at the Divisional level should be nominated and upgraded for training to staff on Safety environment in the Railways. This institute should have animations films; general equipment, tools and gadgets used on Indian Railways, etc.” [para 6.2]**

The above recommendation has been accepted by Railway Board.

2. In this context, the Railway Administrations may identify at least one training centre in each Division under their control and advise them to upgrade those Training Centres as per the recommendation of the Committee and introduce the training programme for training of their staff on Safety Environment in the Railways.
3. The compliance of the above instructions may be sent to this office at the earliest.

**SERIAL CIRCULAR NO. 133/2014**

No.P(R)/500/XXV      Date:20.11.2014

Copy of Board's letter No.F[E]III/2005/PN1/32 dated 27.10.2014 is published for information, guidance and necessary action.

Board's letter No. F[E]III/2005/PN1/32 dated 27.10.2014 [RBE No.118/2014]

***Sub: Competent Medical Officer /Board for issuing certificate of disability for the purpose of family pension under Rule 75 of the Railway Services [Pension] Rules, 1993 – regarding.***

...

A copy of Department of Pension and Pensioners' Welfare [DOP&PW]'s O.M. No. 1/18/01-P&PW[E][Vol.II] dated 30.09.2014 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways. Rule 54[6] of the CCS [Pension] Rules, 1972 mentioned in DOP&PW's OM corresponds to Rule 75[6] of the Railway Services [Pension] Rules, 1993.

Copy of DOP&PW's O.M. No. 1/18/01-P&PW[E][Vol.II] dated 30.09.2014

***Sub: Competent Medical Officer /Board for issuing certificate of disability for the purpose of family pension under rule 54 of CCS (Pension) Rules, 1972-reg.***

\*\*\*\*

The undersigned is directed to state that rule 54 (6) of the CCS (Pension) Rules, 1972 had been amended vide this department's Notification of even number, dated 25<sup>th</sup> April, 2008 to change the competent authority to issue a disability certificate from "a Medical Officer not below the rank of a Civil Surgeon" to "a Medical Board comprising of a Medical Superintendent or a Principal or a Director or Head of the Institution or his nominee as Chairman and two other members, out of which at least one shall be a Specialist in the particular area of mental or physical disability including mental retardation".

2. The above amendment was made in order to comply with the guidelines, dated 18<sup>th</sup> February, 2002, issued by the M/o Social Justice and Empowerment in pursuance of Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Rules, 1996.

3. Subsequently, the guidelines, issued vide Ministry of Health and Family Welfare's Notification No. S. 13020 /1/ 2010, dated 18.6.2010, in pursuance of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Rules, 1996, do away with the Medical Board in cases other than those of Multiple Disabilities.

4. It has been decided in consultation with the Ministry of Health and Family Welfare and the Ministry of Social Justice and Empowerment that for grant of family pension under the CCS (Pension) Rules, 1972, the authority competent to issue disability certificate would be as specified in the guidelines issued by the M/o Health & Family Welfare referred to in para 3 above. It has also been decided that for the past cases, the disability certificate issued either in pursuance of the guidelines, dated 18.06.2010 or in pursuance of rule 54 (6) of the CCS (Pension) Rules, 1972 shall be acceptable.

**SERIAL CIRCULAR NO. 134/2014**  
No.P(R)/500/XXV Date: 20.11.2014

Copy of Board's letter No.F[E]III/2008/PN1/12 pt. dated 27.10.2014 is published for information, guidance and necessary action. Board's letters dated 15.01.1999, 12.11.1999 and 20.08.2001 quoted therein were circulated under S C. Nos.26/99, 313/99 and 195/2001, respectively.

Board's letter No. F[E]III/2008/PN1/12 pt. dated 27.10.2014 [RBE No.119/2014]

***Sub: Revision of pension of pre-1996 pensioners' – inclusion of Non-Practicing Allowance [NPA] for revision of pension of Retired Medical Officers w.e.f. 01.01.1996.***

\*\*\*

A copy of Department of Pension and Pensioners' Welfare [DOP&PW]'s O.M. No. 38/31/11-P&PW[A] [Vol.IV] dated 14.10.2014 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways.

2. A concordance of DOP&PW's instructions referred to in the enclosed O.M. and Railway Board's corresponding instructions is given below:

S.No.	DOP&PW's instructions	Corresponding instructions of Railway Board.
1.	45/10/98-P&P[A] dated 17.12.1998	F[E]III/98/PN1/29 dated 15.01.1999
2.	45/3/99-P&P[A] dated 29.10.1999	F[E]III/98/PN1/29 dated 12.11.1999
3.	45/86/97-P&P[A] [Pt.] dated 11.05.2001	F[E]III/99/PN1/20 dated 20.08.2001

\*\*\*\*\*

Copy of DOP&PW's O.M. No. 38/31/11-P&PW[A] [Vol.IV] dated 14.10.2014

***Sub: Revision of pension of pre-1996 pensioners' – inclusion of Non-Practicing Allowance [NPA] for revision of pension of Retired Medical Officers w.e.f. 01.01.1996.***

\*\*\*

The undersigned is directed to say that in this Department's OM No. 45/10/98-P&PW[A] dated 17.12.1998, it was provided that pension of all pensioners irrespective of their date of retirement would not be less than 50% of the minimum of the revised scale of pay introduced w.e.f. 1.1.1996. In this Department's OM No. 45/3/99-P&PW[A] dated 29.10.1999, it was clarified that in the case of retired medical officers, Non-Practicing Allowance [NPA] was not to be added to the minimum of the revised scale of pay as on 01.01.1996 for stepping up of the consolidated pension /family pension to 50% / 30% respectively, in terms of the OM dated 17.12.1998.

2. In its judgement dated 27.11.2013 in Civil Appeal No. 10640-46/2013 and other connected matters, Hon'ble Supreme Court has observed that in accordance with Ministry of Health and Family Welfare's OM No.45012/11/97-CHS-V dated 07.04.1998, NPA counts as pay for all service benefits including retirement benefits. Hon'ble Supreme Court has further observed that clarification issued vide this Department's aforesaid OM dated 29.10.1999 is legally unsustainable. Hon'ble Supreme Court has directed to recalculate the pension payable to the Applicants [i.e. pre-1996 retired medical officers] by adding the element of NPA. The Review Petitions filed by the Government against the above mentioned judgement have been dismissed by the Hon'ble Supreme Court on 31.07.2014.

3. It has now been decided, in consultation with Ministry of Finance, Department of Expenditure and Ministry of Law, Department of Legal Affairs to implement the judgement dated 27.11.2013 of Hon'ble Supreme Court in CA No.10640-46 of 2013 and other connected matters. Accordingly, in the case of pre-1996 retired medical officers, NPA @ 25% shall be added to the minimum of the revised scale of pay as on 01.01.1996 corresponding to the pre-1996 pay scales from which the pensioner had retired, in cases where consolidated pension/family pension was to be stepped up to 50% / 30% respectively of the minimum of revised pay scale in terms of OM No.45/10/98-P&PW[A] dated 17.12.1998 read with OM No. 45/86/97-P&PW[A][Pt.] dated 11.05.2001.

4. This issues with the approval of Ministry of Finance, Department of Expenditure vide their I.D. No.518/E-V/2014 dated 29.09.2014.

**SERIAL CIRCULAR NO. 135/2014**

No.P(R)/500/XXV

Date:20.11.2014

Copy of Board's letter No. 2014/F(E)III/1(1)/1 dated 13.11.2014 is published for information, guidance and necessary action. Board's letter dated 17.05.78 quoted therein was circulated under S C. No.85/1978.

Board's letter No.2014/F(E)III/1(1)/1 dated 13.11.2014 [RBE No.127 /2014]

***Sub: Grant of provisional pension to retired railway servants  
against whom departmental or judicial proceedings are in  
progress.***

...

Rules on payment of provisional pension are contained in rule 10 of Railway Services (Pension) Rules,1993. The amount to be paid as provisional pension has been clarified vide Board's letter No.F(E)III 78 PN1/11 dated 17.05.78 which inter-alia states that in such cases, 100% pension which is otherwise admissible to the railway servant should be authorized as provisional pension, as in cases of normal retirement.

2. It is reiterated that the instructions contained in Board's letter dated 17.5.78 that provisional pension will be equal to 100% pension which is otherwise admissible to the railway servant still holds good.

**SERIAL CIRCULAR NO.136/2014**

No.P(R)/563/XI      Date: 28 .11.2014

Copy of Board's letter No.2014/E[Sports]/4[1]/1/Policy Clarifications dated 18.11.2014 is published for information, guidance and necessary action. Board's letter dated 31.12.2010 and 21.07.2011 quoted therein were circulated under S C. No.09/11 & 109/2011, respectively.

Board's letter No. 2014/E[Sports]/4[1]/1/Policy Clarifications dated 18.11.2014 [RBE No.129/2014] Corrigendum No.52

***Sub: Out-of-turn promotion to sportspersons on sports account in merged grades.***

***Ref: Railway Board's policy letter Nos. 2010/E[Sports]/ 4[1]/1[Policy] dated 31.12.2010 [RBE No.189B/2010], 2011/E[Sports]/ 4[1]/1/Policy Clarification dated 21.07.2011 [RBE No.109/2011] and clarifications/ corrigendum issued thereto.***

...

The matter of out-of-turn promotions to sportspersons on sports account, in merged grades, after the implementation of the recommendations of the 6<sup>th</sup> Pay Commission, has been examined.

In continuation of Board's letter No.2011/E[Sports]/4[1]/1/Policy Clarification dated 21.07.2011 [RBE No.109/2011], Ministry of Railways [Railway Board] have decided that where existing scales say 'A' and 'B' have been merged into a single grade 'X' or where an existing scale say 'A' has been upgraded to allot the grade pay, which has been allotted to existing next higher grade pay 'B' in the hierarchy, in such cases, where sports persons were granted out-of-turn promotion [OTP] to next higher grade before merger of scales before 04.09.2008, the benefit of OTP may be extended to such sports persons by granting them promotion to the next higher grade after merger of scales.

**SERIAL CIRCULAR NO.137/2014**

No.P(R)/563/XI

Date:03.12.2014

Copy of Board's letter No.E[NG]I-2008/PM1/6 dated 14.11.2014 is published for information, guidance and necessary action. Board's letters dated 20.08.1993, 12.09.2014, and 20.10.2014 quoted therein were circulated under S C. Nos.90/1993, 108/2014 and 121/2014, respectively.

Board's letter No. E[NG]I-2008/PM1/6 dated 14.11.2014 [RBE No. 128/2014]

***Sub: Scheme of General Departmental Competitive Examination (GDCE) for filling up of 25% - 50% of net direct recruitment quota vacancies in Group 'C' categories – Partial shift in the duty of 2 agency conducting GDCE regarding.***

***Ref: (i) Railway Board's letter No.E(NG)I-92/PM2/16 dated 20.08.1993.  
(ii) Railway Board's letter No.E(NG)I-2011/PM1/2 dated 12.9.2014.***

...

In continuation of Board's letter of even number dated 20.10.2014 on the above subject, the Board [MS] has decided that EDE[RRB]/Railway Board may nominate concerned Chairman of Railway Recruitment Board [RRB] for different Railways.

2. It is also clarified that Railway Recruitment Centres [RRCs] mentioned in para 2[i] of the letter dated 20.10.2014 may be read as Railway Recruitment Cells.



**SERIAL CIRCULAR NO. 138/2014**

No.P(R)/579/VIII

Date:03.12.2014

Copy of Board's letter No.E[P&A]I-2013/FE-2/3 dated 01.12.2014 is published for information, guidance and necessary action. Board's letter dated 11.03.2013 quoted therein was circulated under S C. No.27/2013.

Board's letter No. E[P&A]I-2013/FE-2/3 dated 01.12.2014 [RBE No.131/2014]

***Sub: Clarification regarding reckoning of 20/33 years of qualifying service in respect of Drivers, Gangmen, Specified safety categories in GP 1800 and 1900 under Liberalised Active Retirement Scheme for Guaranteed Employment for Safety Staff [LARSGESS] –PNM/AIRF Item No.23/2013 and NFIR's letter No.II/NFIR/95/Pt.IV dated 03.07.2014.***

...

The issue of reckoning of prescribed 20/33 years of qualifying service in specified safety categories or otherwise for determining the eligibility of Drivers, Gangmen, Specified safety categories in GP 1800 and 1900 under Liberalised Active Retirement Scheme for Guaranteed Employment for Safety Staff [LARSGESS] has been under consideration of the Board for quite some time.

2. In partial modification of the clarification contained in Board's letter No. E[P&A]I-2011/RT-6 dated 11.03.2013, it has now been decided by Board that for determining the eligibility of the employee in respect of the prescribed qualifying service of 33/20 years under LARSGESS, an employee is required to render total qualifying service of 33/20 years, out of which the employee should have rendered at least the last ten years in the concerned safety category post. Past cases decided otherwise by the railways need not be re-opened.

3. In view of the above, for determining the eligibility of the employee under the Scheme, the eligibility conditions for the specified safety categories for seeking retirement under LARSGESS would be as under:

S. No.	Category	Eligibility conditions on the cut off date	
		Qualifying service	Age
1.	Drivers and specified safety category posts in GP 1900	[i] Total 33 years [ii] Last ten years in the concerned safety category post.	55-57 years
2.	Gangmen and other specified safety category posts in GP 1800	[i] Total 20 years [ii] Last ten years in the concerned safety category post.	50-57 years

4. The other terms and conditions of the Scheme would remain unchanged.

**SERIAL CIRCULAR NO.139/2014**

No.P(R)/481/IX      Date: 12.12.2014

Copy of Board's letter No.E[P&A]-II/2004/PP-9 dated 20.11.2014 is published for information, guidance and necessary action. Board's letter dated 31.12.1985 quoted therein was circulated under S C. No.15/1985.

Board's letter No. E[P&A]-II/2004/PP-9 dated 20.11.2014

***Sub: Fixation of pay on appointment from on ex-cadre post to another ex-cadre post.***

***Ref: PNM/AIRF Item No. 8/2008.***

...

National Federation of Indian Railwaymen have raised the issue regarding fixation of pay on appointment from one ex-cadre post to another ex-cadre post. The issue was discussed in the PNM Meeting and it has been decided to reiterate the provisions of para 4 of Board's letter No. E[P&A]II-85/PP-24 dated 31.12.1985 in this respect. Para 4 of Board's letter No. E[P&A]II-85/PP-24 dated 31.12.1985 states as follows:

“ The matter has been carefully considered and the President is pleased to decide that on appointment to a second or subsequent ex-cadre post in a higher pay scale than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions the employees should have opted to draw pay in the scales of pay attached to the ex-cadre posts.”

Therefore, it is reiterated that instructions contained in Board's letter dated 31.12.1985 and as further clarified from time to time may be followed for fixation of pay of the staff appointed from one ex-cadre post to another ex-cadre post.

The above has consent of Finance Dte. of Railway Board.

\*\*\*\*

**SERIAL CIRCULAR NO. 140/2014**

No.P(R)/554/VII      Date:12.12.2014

Copy of Board's letter No.E[G]2013 QR1-17 dated 19.11.2014 is published for information, guidance and necessary action.

Board's letter No. E[G]2013 QR1-17 dated 19.11.2014 [RBE No.125/2014]

***Sub: Incentives in case of posting to USBRL project and to the difficult projects [National] in N.F.Railway on retention of quarter.***

\*\*\*

The question of allowing house retention in case of postings to USBRL project in Jammu and Kashmir and the postings to the difficult projects [National] in N.F. Railway [as per annexure] have been considered by the ministry of Railways [Railway Board] following the recommendations on the subject by the committee on incentives formed for the purpose. The Board has agreed to allow the following incentives:

Incentives proposed for USBRL Project	Incentives proposed for identified 'Difficult Projects' of N.F. Railway.
For officers and staff, posted in J&K [USBRL project] permission to retain Railway accommodation at previous place of posting as per Railway Board's guidelines.	For officers and staff, posted on 'Difficult Projects' of NF Railway to retain Railway accommodation at previous place of posting as per Railway Board's guidelines.

2. The above incentives will be limited to the project construction phase only and are effective from 01.04.2012 till reviewed.

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

Annexure to letter No. E[G]2013 QR1-17 date 19.11.2014

List of Difficult Projects [National] in N.F.Railway

1. Bhairabi –Sairang [Mizoram]
2. Jiribum – Tupul-Imphal [Manipur]
3. Dimapur-Zubza [Nagaland]
4. Agartala –Sabroom [Tripura]
5. Bogibeel Rail-cum-Road Bridge [Assam]
6. Murkongselek-Pasighat [Arunachal Pradesh & Assam]

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**SERIAL CIRCULAR NO. 141/2014**

No.P(R)/563/XI

Date: 17.12.2014

Copy of Board's letter No.E[NG]2000/RR-1/77 dated 28.11.2014 is published for information, guidance and necessary action. Board's letters dated 03.01.2013 and 28.08.2014 quoted therein were circulated under S C. Nos.03/2013 and 99/2014.

Board's letter No. E[NG]2000/RR-1/77 dated 28.11.2014 [RBE No. 132/2014 ]

***Sub: Recruitment Rules for Official Language Staff on Indian Railways.***

...

Pursuant to issue of instructions vide Board's letter of even number dated 03.01.2013 [RBE No. 149/2012], references have been received from some railway establishments seeking clarification whether **Translation Training Course Certificate of three month duration awarded by Department of Official Language, Central Translation Bureau, M/o Home Affairs** can be accepted in lieu of the Diploma/Certificate Course in translation from Hindi to English and vice-versa as prescribed in para 2[a][ii] of ACS No.223 circulated vide RBE No. 149/2012.

The issue has been examined in consultation with Department of Official Language, Central Translation Bureau, M/O Home Affairs and Official Language Directorate of this Ministry and it is clarified that aforesaid certificate course obtained from M/o Home Affairs can be accepted in lieu of Diploma/Certificate Course in translation from Hindi to English and vice-versa as prescribed in para 2[a][ii] of ACS No.223 circulated vide RBE No. 149/2012.

Apart from above, the instructions contained in RBE No. 149/2012 are clear, self explanatory and unambiguous and may be adhered to strictly.

Subsequent issues, if any, may be processed in terms of instructions contained in Board's letter No. E[NG]II/2005/RR-1/8 dated 28.08.2014.

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**SERIAL CIRCULAR NO.142/2014**

No.P(R)/411 Date:17.12.2014

Copy of Board's letter No.E[W]2014/FU-1/1 dated 08.12.2014 is published for information, guidance and necessary action. Board's letter dated 30.07.2014 quoted therein was circulated under S.C.No.82/2014.

Board's letter No. E[W]2014/FU-1/1 dated 08.12.2014 [RBE No.136/2014]

***Sub: Staff Benefit Fund***

***Ref: Board's letter of even number dated 30.07.2014 [RBE No. 83/2014]***

\*\*\*\*

Please refer to item No. 1 under the heading "Education" of Board's letter cited above, where under the scheme of scholarship for higher Technical /Professional Education @ ₹ 1500/- per month is applicable for wards of railway staff in Grade Pay of above ₹ 2400/- and up to ₹ 4200/-.

2. Based on the requests received from the Federations and Zonal Railways, Board have reconsidered the matter and have decided to remove the ceiling limit of ₹ 4200/-. Accordingly, the aforesaid scheme is now available for wards of all non-gazetted Railway employees as was being done prior to issue of Board's letter ibid subject to the staff in lower Grade Pay being given precedence.

3. Other terms and conditions as stipulated vide Board's letter dated 30.07.2014 would continue to be the same.

**SERIAL CIRCULAR NO. 143/2014**  
No.P(R)/500/XXV    Date:17.12.2014

Copy of Board's letter No.2012/AC-II/21/1 dated 21.11.2014 is published for information, guidance and necessary action.

Board's letter No. 2012/AC-II/21/1 dated 21.11.2014 [RBA No.38/2014]

***Sub: Aadhaar based biometric verification system.***

...

As you are aware, Prime Minister has recently launched an Aadhaar based Biometric verification system to simplify processes and facilitate necessary timeliness in disbursal of pension and submission of Life Certificate. In this regard, Railway Board has already issued a correction slip to existing scheme of 'Disbursement of Pension through PSBs' to accept the life certificate issued online through website [jeevanpramaan.gov.in](http://jeevanpramaan.gov.in) vide letter of even no. dated 19.11.2014 [RBA No.37/2014]. Reserve Bank of India has also been advised to issue suitable instructions to all Banks in this regard. The process flow of the scheme is enclosed and further details are available on the aforementioned website.

It is requested that wide publicity be given to this effect and ensure that this scheme is operationalised by end of November, 2014 as directed by the PMO.

In addition to the above, it may please be ensured that Aadhaar No. is incorporated in the pension application submitted by the employees while filling up their settlement papers as was advised earlier. Assistance of the pension disbursing authorities may be taken with regard to existing pensioners.

A feedback on the action taken may please be sent by 01.12.2014 for information of Board.

**ANNEXURE**

**PROCESS OF GETTING DIGITAL LIFE CERTIFICATE ISSUED FOR PENSIONERS.**

- Step 1: Pensioner needs to have an Aadhaar number for getting digital Life Certificate issued
- Step 2: Pensioner needs to enroll and biometrically authenticate himself/herself using one of the following methods:
- a] Download application prepared for generating digital life certificate from [jeevanpramaan.gov.in](http://jeevanpramaan.gov.in) on any Android Tablet/Smartphone or Widows PC. Procure a low cost finger print scanner/iris scanner from the market and plug it on USB port of the Tablet/Smartphone/PC. Using the above application, Pensioner will be able to enroll and bio-metrically authenticate in real time from the comfort of their homes by giving his/her Aadhaar number and other details related to their pension bank account.
  - b] Pensioner can visit a nearby CSC centre, Bank Branch or any Government office whose details are provided under "locate centre" on [jeevanpramaan.gov.in](http://jeevanpramaan.gov.in) and bio-metrically authenticate in real time by giving his/her Aadhaar number and other pension details related to their pension bank account.

c] If the pensioner is already enrolled on the system, next time he gives his Aadhaar number, he would only be required to authenticate his bio-metric for updating date of his digital life certificate.

Step 3: After successful submission of digital life certificate, pensioner will be sent a sms on his/her mobile giving the transaction id. Pensioner will be able to download computer generated life certificate from [jeevanpramaan.gov.in](http://jeevanpramaan.gov.in) using this transaction id for their records.

Step 4: Bank Branch can be informed about submission of your digital life certificate in one of the following ways:

a] Bank can login on [jeevanpramaan.gov.in](http://jeevanpramaan.gov.in) and can search manually for Pensioner's life certificate either by giving Aadhaar number, Bank Account number or Transaction Id.

b] Core Banking Systems of Banks will be able to automatically download life certificate details from the digital life registration repository and update life status in Pensioner's Bank account.

c] Pensioner's digital Life Certificate can be sent to respective branch of the Bank by sending an email or forwarding the link through sms to download life certificate from the website.

Reminders through sms will be sent to the pensioners enrolled on [jeevanpramaan.gov.in](http://jeevanpramaan.gov.in) for timely submission of their digital life certificates.

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**SERIAL CIRCULAR NO. 144/2014**  
No.P(R)/66/NDA/IV      Date:22.12.2014

Copy of Board's letter No. E[P&A]II-2014/HW-1 dated 02.12.2014 is published for information, guidance and necessary action. Board's letters dated 23.05.2014 and 19.09.2014 quoted therein were circulated under SC Nos.62/2014 and 106/2014, respectively.

Board's letter No. E[P&A]II-2014/HW-1 dated 02.12.2014 (RBE No.133/2014)

***Sub: Rates of Night Duty Allowance w.e.f. 01-07-2014.***

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Consequent to sanction of an additional instalment of Dearness Allowance vide this Ministry's letter No.PC-VI/2008/I/7/2/1 dated 19.09.2014, the President is pleased to decide that the rates of Night Duty Allowance, as notified vide Annexures 'A' and 'B' of Board's letter No.E(P&A)II-2014/HW-1 dated 23.05.2014 stand revised with effect from 01.07.2014 as indicated at Annexure 'A' in respect of Continuous', 'Intensive', 'Excluded' categories and Workshop employees, and as indicated at Annexure 'B' in respect of 'Essentially Intermittent' categories.

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

<b>ANNEXURE 'A'</b>				<b>ANNEXURE 'B'</b>			
Rates of Night Duty Allowance (NDA) with effect from 1.7.2014 for 'Intensive', 'Continuous' and 'Excluded' categories and Workshop staff.				Rates of Night Duty Allowance (NDA) with effect from 1.7.2014 for 'Essentially Intermittent' categories of staff.			
S.No.	Pay Band	Grade Pay	Rate of NDA ( ₹ )	S.No	Pay Band	Grade Pay	Rate of NDA ( ₹ )
1	4440-7440	1300	69.70	1	4440-7440	1300	46.45
2	4440-7440	1400	70.65	2	4440-7440	1400	47.10
3	4440-7440	1600	72.60	3	4440-7440	1600	48.40
4	4440-7440	1650	73.05	4	4440-7440	1650	48.70
5	5200-20200	1800	139.60	5	5200-20200	1800	93.05
6	5200-20200	1900	140.55	6	5200-20200	1900	93.70
7	5200-20200	2000	141.55	7	5200-20200	2000	94.35
8	5200-20200	2400	145.40	8	5200-20200	2400	96.95
9	5200-20200	2800	149.25	9	5200-20200	2800	99.50
10	9300-34800	4200	252.75	10	9300-34800	4200	168.50
11	9300-34800	4600 [and above ]	256.60	11	9300-34800	4600 [and above ]	171.05

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**SERIAL CIRCULAR NO.145/2014**  
No. P[R] 563/XI Dated 22.12.2014

Copy of Board's letter No.E[NG]II/2009/RR-1/10/Pt.[7525] dated 10.12.2014 together with their letter dated 19.09.2014 is published for information, guidance and necessary action. Board's letter dated 29.09.2005 quoted therein was circulated under S C. No.176/2005.

Board's letter No. E[NG]II/2009/RR-1/10/Pt.[7525] dated 10.12.2014 [RBE No.138/2014]

***Sub: Open market recruitment to posts in Pay Band-1 [Grade Pay ₹ 1800]- Changes in various procedures regarding.***

...

Pursuant to feedback received from Chairmen, Railway Recruitment Cells in the meetings held in Board's office and constant endeavor of this Ministry to curtail the cost of expenditure incurred in conducting open market recruitment to fill up posts in Pay-1 [Grade Pay ₹ 1800], the procedure has been reviewed by the Board and following has been decided:

- [i] Applications will be called only through **ONLINE** mode and candidates belonging to Scheduled Castes [SC]/Scheduled Tribes [ST] /Other Backward Communities [OBCs] will have to upload self certified copy of their caste certificate. In the online form, option will be asked from the candidate to indicate one of the official languages contained in VIII Schedule in which he/she wishes to write the written examination. Thus, question papers will be set in Hindi, English, Urdu and language opted by the candidate.
- [ii] The number of candidates called for **Physical Efficiency Test [PET] should be 02 [two] times the number of vacancies** in modification to the provision contained in letter No. E[NG]II/96/RR-1/62 dated 29.09.2005 [RBE No. 166/2005]. This may be implemented in recruitment exercise with respect to notification issued in 2013 and thereafter.
- [iii] **Document verification** be held in terms of instructions contained in para 7.9 of Annexure-I of RBE No. 121/2005 in such a manner that a candidate appearing for the same may be given 02 [two] block dates on which a candidate can get this procedure done. The two block dates shall have a minimum gap of 02 [two] weeks. This may be implemented in recruitment exercise with respect to notification issued in 2013 and thereafter.
- [iv] Assessment/ calculation of vacancies should be done on the basis of vacancies accrued in the financial year of the notification plus anticipated vacancies over the next two financial years. For example for notification to be issued in July, 2015, vacancy may be taken that has accrued as on 1<sup>st</sup> April, 2015 plus anticipated vacancies up to March, 2017. Accordingly, para 2.2 of Annexure-1 of Board's instructions issued under RBE No.121/2005 and those reiterated under RBE No. 103/2014 stand modified.

\*\*\*\*\*

Board's letter No. E[NG]III/2009/RR-1/10/Pt.[7525] dated 19.09.2014 [RBE No.103/2014]

***Sub: Publication of notification for open market recruitment to posts in Pay Band-1 [Grade Pay ₹ 1800] – Publication of notification once in two years regarding.***

\*\*\*\*\*

Attention is invited to instructions contained in Board's letter dated 08.12.2011 [RBE No. 164/2011], vide which Railway Recruitment Cells [RRCs] are to initiate recruitment

process annually in Pay Band-1 [Grade Pay ₹ 1800] from open market in the month of July every year.

Based on the experiences in conducting recruitment annually in the past few cycles and feedback received from RRCs on logistics, time involved and problems associated, the matter has been reviewed and it has been decided by this Ministry that henceforth, notification for open market recruitment to posts in Pay Band-1 [Grade Pay ₹ 1800] will be notified once in two years beginning July, 2015, assessing the vacancies in terms of para 2.2 of the Annexure to Board's letter issued under RBE No. 121/2005 dated 18.07.2005. However, schedule as contained in RBE No. 164/2011 for conduct of recruitment exercise may be adhered to.

Accordingly, the instructions circulated vide this office letter of even number dated 07.07.2014 stands withdrawn.

**SERIAL CIRCULAR NO.146/2014**

No.P(R)/563/XI      Date:22.12.2014

Copy of Board's letter No.E[NG]II/2013/RR-1/2 dated 10.12.2014 is published for information, guidance and necessary action. Board's letter dated 28.08.2014 quoted therein was circulated under S C. No.99/2014.

Board's letter No. E[NG]II/2013/RR-1/2 dated 10.12.2014 [RBE No.140/2014]

***Sub: Recognition of qualification for the purpose of employment  
on the railways-regarding.***

...

A clarification has been sought by one of the Railway Recruitment Boards whether certificate of Diploma Course for **four year** part –time in Civil Engineering can be treated as equivalent to a regular Diploma course in Civil Engineering.

2. The matter has been examined in consultation with All India Council for Technical Education [AICTE]/New Delhi and Civil Engineering Directorate of this Ministry. Further to instructions contained in letter No. E[NG]II/2005/RR-1/8 dated 28.08.2014, it is clarified that qualification of **four year part time Diploma in Civil Engineering** may be accepted wherever minimum prescribed qualification is **three year Diploma in Civil Engineering** subject to the condition that such Diploma certificate should not have been obtained through distance education mode.

**SERIAL CIRCULAR NO. 147/2014**

No.P(R)/673/VII      Date: 23.12.2014

Copy of Board's letter No.E(MPP)2012/3/1 dated 15.12.2014 is published for information, guidance and necessary action.

Board's letter No. E(MPP)2012/3/1 dated 15.12.2014 [RBE No.143 /2014]

***Sub: Revision of Training Modules for Supervisors of  
Drawing/Design Cadre of Electrical, Civil & S&T Departments.***

...  
In view of the changed job requirements and with the approval of Board (MS) it has been decided to revise the period of training of draftsman (JE- Drawing/JE Design) in Mechanical, Civil, Electrical and Signal & Telecommunication departments as under :-

Initial Training Course for JE/SSE ( Drawing/Design Cadre)	= 52 weeks
Refresher/Promotional Course for JE/SSE ( Drg./Design)	= 4 weeks
(Every 5 years)	

ICF/Chennai, IRISSET/Secunderabad, IRIEEN/Nasik and IRICEN/Pune have been asked to formulate detailed training modules and the same will be advised shortly.

The revised period of training shall be applicable to the batch of candidates joining hereinafter.

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**SERIAL CIRCULAR NO.148/2014**  
No.P(R)/563/XII      Date: 23.12.2014

Copy of Board's letter No.E(NG)II/2012/RR-1/16/Pt.A dated 17.12.2014 is published for information, guidance and necessary action.

Board's letter No. E(NG)II/2012/RR-1/16/Pt.A dated 17.12.2014 [RBE No.145 /2014]

***Sub: Minimum educational qualification for open market recruitment to various posts on the Railways.***

...

The issue of enhancement of minimum qualification from Matriculation to 12<sup>th</sup> (+2 standard) to various posts on the railways which presently have minimum entry qualification of Matriculation in Pay Band-1 of ₹5200-20200 having Grade Pay of ₹ 1900, ₹ 2000 and ₹ 2400 has been under consideration of this Ministry.

After detailed deliberations it has now been decided by the Board that henceforth following categories in Non-Technical Popular Categories (NTPC) will have the revised qualification as shown in the table below:-

Sl. No	Category of Post	Pay Band & Grade Pay	Existing Qualification	Essential Minimum Prescribed Qualification
1	Office Clerk	PB-1 ₹5200-20200 (GP ₹1900)	Matriculation or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen	12 <sup>th</sup> (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen
2	Accounts Clerk	PB-1 ₹ 5200-20200 ( GP ₹ 1900)	Matriculation or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen	12 <sup>th</sup> (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen
3	Ticket Collector	PB-1 ₹ 5200-20200 ( GP ₹ 1900)	Matriculation or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen	12 <sup>th</sup> (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen
4	Commercial Clerk	PB-1 ₹ 5200-20200 ( GP ₹ 2000)	Matriculation or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen	12 <sup>th</sup> (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen
5	Trains Clerk	PB-1 ₹ 5200-20200	Matriculation or its equivalent examination with not less than 50% marks in the aggregate.	12 <sup>th</sup> (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate

		( GP ₹ 1900)		
6	Library Clerk	PB-1 ₹ 5200- 20200 ( GP ₹ 1900)	Matriculation or its equivalent from a recognized Institution and Certificate in Library Science from a recognized Institution.	12 <sup>th</sup> (+2 stage) or its equivalent from a recognized Institution and Certificate in Library Science from a recognized Institution.

3. These instructions will be effective from the date of its issue and ongoing recruitment for the above said categories where notification has been published will be governed by past instructions on the subject.

4. Advance Correction Slip ( ACS) to Indian Railway Establishment Manual, Volume –I ( Revised Edition)-1989) , First RE-print Edition, 2009 will follow.

**SERIAL CIRCULAR NO. 149/2014**

No.P(R)/676/IV

Date: 23.12.2014

Copy of Board's letter No.E(NG)I-2014/TR/12 dated 10.12.2014 is published for information, guidance and necessary action. Board's letter dated 1.8.2014 quoted therein was circulated under S C. No.94/2014.

Board's letter No. E(NG)I-2014/TR/12 dated 10.12.2014 [RBE No.137 /2014]

***Sub: Posting of Government employees who have differently  
abled dependents – reg.***

...

In continuation of Department of Personnel & Training's OM No. 42011/3/2014-Estt(Res) dated 06.06.2014 circulated to the Railways under Board's letter of even number dated 01.08.2014, DOP&T have further widened the scope of the term "disabled" as defined in para 3 of their earlier OM dated 06.06.2014 and have included "Autism" in it. A copy of DOP&T's OM No. 42011/3/2014-Estt (Res) dated 17.11.2014 is enclosed for information and guidance.

Copy of DOP&T's OM No. 42011/3/2014-Estt (Res) dated 17.11.2014

***Sub: Posting of Government employees who have differently  
abled dependents – reg.***

...

The undersigned is directed to refer to this Department's OM of even number dated 06.06.2014 exempting a Government employee, who is also a care giver of disabled child from the routine exercise of transfer/rotational transfer subject to the administrative constraints. The word 'disabled' includes (i) blindness or low vision (ii) hearing impairment (iii) locomotor disability or Cerebral Palsy (iv) leprosy cured (v) mental retardation (vi) mental illness and (vii) multiple disabilities.

2. The matter regarding the scope of 'disabled' has been examined in consultation with the Department of Disability Affairs. Considering the fact that the autism spectrum disorder child requires constant caregiver support and it would be imperative for the Government employees to take care of their autism spectrum disorder child on continuous basis, it has been decided to include 'Autism' in the term 'disabled', as defined in Para 3 of the above mentioned O.M. dated 06.06.2014.

3. This issues with the approval of MoS (PP).

4. All the Ministries/Departments, etc. are requested to bring these instructions to the notice of all concerned under their control.

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**SERIAL CIRCULAR NO.150 /2014**

No.P(R)/420/VII

Date: 23.12.2014

Copy of Board's letter No. F(E)III/2008/LE-1/1 dated 15-12-2014 is published for information, guidance and necessary action. Board's letter dated 29.10.2008 and 11.06.2009 quoted therein were circulated under S C. Nos.153/08 & 86/09, respectively.

Board's letter No. F(E)III/2008/LE-1/1 dated 15-12-2014 [RBE No.141 /2014]

***Sub: One time relaxation in Rules for leave encashment during service – Permission for leave encashment to Railway employees who have failed to avail leave encashment during the previous blocks.***

...

Representations have been received in this office to allow leave encashment to Railway employees who have failed to avail the benefit during the previous blocks despite availing Pass/PTO and leave during a block on the ground the concept of block period was new for the Railway employees and it was introduced during the 2<sup>nd</sup> block period resulting in some of the employees failing to apply for the same due to various reasons.

2. The matter has been sympathetically considered by Board and it has been agreed to allow leave encashment to the employees who have failed to avail the same during the previous block period ( first three block periods) despite fulfilling the condition of availing of Pass/PTO and leave during the block, as one time exemption, with the condition that leave encashment will be made at the rate of pay applicable at the time of availing of leave, subject to fulfillment of the conditions as laid down in Railway Board's letter of even Nos. dated 29.10.2008 and 11.06.2009, as applicable on the date of leave availed, with the approval of leave sanctioning authority.

3. The above relaxation is made as one time measure and the employees have to apply for the same along with the proof of grant of leave and pass during the block period within four months from the date of issue of this letter.

4. It is reiterated that it is one-time relaxation and in future including the current block no claim from a retrospective date shall be entertained. All the claims for leave encashment should be done with prior approval of the competent authority as per the block system of leave encashment.

5. This issues with the approval of Board (MS & FC).

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**SERIAL CIRCULAR NO. 151/2014**  
No.P(R)/500/XXIII Date: 30.12.2014

Copy of Board's letter No.F[E]III/2008/PN1/20 dated 10.12.2014 is published for information, guidance and necessary action. Board's letters dated 8.9.2008, 19.10.2010 and 11.02.2013 quoted therein were circulated under Serial Circular Nos. 117/2008 , 160/2010 and 20/2013, respectively.

Board's letter No. F[E]III/2008/PN1/20 dated 10.12.2014 [RBE No.139 /2014]

***Sub: Special benefits in cases of death and disability in service – Revision of Disability pension/family pension of Pre-2006 disability pensioners/family pensioners-regarding***

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A copy of Department of Pension and Pensioner's Welfare [DOP&PW]'s O.M. No. 45/3/2008-P&PW[F] dated 20<sup>th</sup> November, 2014 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways also. CCS [Extraordinary Pension] Rules corresponds to Railway Services [Extra Ordinary Pension] Rules, 1993 and DOP&PW's O.M.s dated 1.9.2008, 30.09.2010 and 28.01.2013 referred to in the enclosed O.M., were circulated on the Railways vide this office letters number F[E]III/2008/PN1/12 dated 8.9.2008 , F(E)III/2008/PN1/20 dated 19.10.2010 and No. F(E)III/2008/PN1/12 dated 11.02.2013, respectively.

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Copy of Department of Pension and Pensioner's Welfare [DOP&PW]'s O.M. No. 45/3/2008-P&PW[F] dated 20<sup>th</sup> November, 2014

**OFFICE MEMORANDUM**

***Sub: Special benefits in cases of death and disability in service – Revision of Disability pension/family pension of Pre-2006 disability pensioners/family pensioners-regarding***

\*\*\*

The undersigned is directed to say that the pension of pensioner/family pensioners who were drawing pension/family pension as on 1.1.2006 under the CCS(EOP) Rules was to be revised in accordance with Department of Pension & Pensioners' Welfare Office Memorandum No.38/37/2008-P&PW(A) dated 1.9.2008. Accordingly, instructions were issued vide this department OM of even number dated 30<sup>th</sup> September, 2010 for extension of benefits of modified parity to past pensioners for revision of disability pension/family pension covered under CCS(EOP)Rules.

2. Further, orders were issued vide this Department's OM No. 38/37/2008-P&PW(A) dated 28<sup>th</sup> January, 2013 for further stepping up of normal pension/family pension to 50%/30% of the sum of minimum pay in the pay band and grade pay corresponding to the pre-revised pay scales from which the pensioner had retired, as arrived at with reference to the fitment

table annexed to the Ministry of Finance, Department of Expenditure OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008. The question of extending this benefit to pre-2006 disability pensioner/family pensioner covered under the Central Civil Services ( Extraordinary Pension) Rules has been under the consideration of the Government. It has now been decided that the pension/family pension of pre-2006 disability pensioners/family pensioners covered under CCS[EOP] Rules would be further stepped up as under :-

I. Family Pension for Categories B & C

(a) Where the deceased Government servant was not holding a pensionable post :

40% of minimum of Pay in the Pay Band plus Grade Pay ( in the case of below HAG scale)/minimum Basic pay in the revised Scale of Pay ( in the case of HAG and above), applicable from 1.1.2006, corresponding to the scale of pay last held by the employee as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008 subject to a minimum of ₹ 4550/-

(b) Where the deceased Government servant was holding a pensionable post :

60% of minimum of Pay in the Pay Band plus Grade Pay ( in the case of below HAG scale)/minimum Basic pay in the revised Scale of Pay ( in case of HAG and above) , applicable from 1.1.2006, corresponding to the scale of pay last held by the employee as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008 subject to a minimum of ₹ 7,000/-

In case where the widow dies or remarries, the children shall be paid family pension at the rates mentioned at (a) or (b) above, as applicable, and the same rate shall also apply to fatherless/motherless children. In both cases, family pension shall be paid to children for the period during which they would have been eligible for family pension under the CCS (Pension) Rules. Dependent parents/brothers/sisters etc. shall be paid family pension one-half the rate applicable to widows/fatherless or motherless children.

II. Family Pension under Categories D & E

Family pension shall be calculated as the minimum of Pay in the Pay Band plus Grade Pay and minimum Basic Pay in the revised Scale of Pay (in case of HAG and above), applicable from 1.1.2006, corresponding to the scale of pay last held by the employee as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008 .

(a) If the Government servant is not survived by his widow but is survived by child/children only, all children together shall be eligible for family pension at the rate of 60% of minimum of Pay in the Pay Band plus Grade Pay and minimum Basic Pay in the revised Scale of Pay( in case of HAG and above) applicable from 1.1.2006, corresponding to the scale of pay last held by the employee as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008, subject to a minimum of ₹7000/-.

(b) When the Government servant dies as a bachelor or as a widower without children, dependent pension will be admissible to parent without reference to pecuniary circumstances, at the rate of 75% of minimum of Pay in the Pay Band plus Grade Pay and minimum Basic Pay in the revised scale of pay (in case of HAG and above) applicable from 1.1.2006, corresponding to the scale of pay last held by the employee as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No.

1/1/2008-IC dated 30<sup>th</sup> August, 2008, if both parents are alive, and at the rate of 60% if only one of them is alive.

### III. Disability Pension for Categories B & C

(a) Disability pension would comprise of a service element equal to 50% of minimum of Pay in the Pay Band plus Grade Pay ( in the case of below HAG scale)/ minimum Basic Pay in the revised Scale (in case of HAG and above) applicable from 1-1-2006, corresponding to the scale of pay last held by the employee as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008, to be reduced proportionately, if the employee did not have required qualifying service for full pension, plus disability element equal to 30% of the same basic pay, for 100% disability.

(b) For disability less than 100%, disability element shall be reduced proportionately. In cases of disability pension where permanent disability is not less than 60%, the disability pension (i.e. total of service element plus disability element) shall not be less than 60% of the minimum of pay in the Pay Band plus Grade Pay (below HAG scale) or the minimum basic pay in the revised Scale of pay( in case of HAG and above) corresponding to the scale of pay last held by the employee as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008, subject to a minimum of ₹ 7000/- per month.

### IV. Disability Pension for Category D

(a) Disability pension would comprise of a service element equal to 50% of minimum of Pay in the Pay Band plus Grade Pay (in the case of below HAG scale)/minimum Basic Pay in the revised Scale of Pay (in case of HAG and above) applicable from 1.1.2006, corresponding to the scale of pay last held by the employee as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008 subject to proportionate reduction in case his qualifying service up to the deemed date of retirement falls short of full qualifying service and disability element equal to 30% of the same minimum of Pay in the Pay Band plus Grade Pay ( in the case of below HAG scale) / minimum Basic Pay in the revised Scale of Pay ( in the case of HAG and above) as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008, subject to the condition that the aggregate of service and disability element shall not be less than 80% of the minimum of Pay in the Pay Band plus Grade Pay/minimum Basic Pay, in case of HAG and above, applicable from 1.1.2006, corresponding to the scale of pay last held by the employee as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008, for 100% disability.

(b) For lower percentage of the disability, proportionate reduction would be made in disability element as provided in OM dated 3.2.2000 as amended vide O.M.No.45/3/2008-P&PW (F) dated 18.11.2008.

### V. Disability Pension for Cases under Category E

(a) Disability pension would comprise of a service element equal to 50% of minimum of Pay in the Pay Band plus Grade Pay ( in the case of below HAG scale) or the minimum Basic pay in the revised Scale of pay (in case of HAG and above) applicable from 1-1-2006, corresponding to the scale of pay last held by the employee as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008, subject to proportionate reduction in case his qualifying service upto deemed date of retirement falls short of full qualifying service and disability element equal to the same minimum of pay in the Pay Band plus Grade Pay ( in the cases of below HAG scale) or the minimum Basic Pay in the revised Scale of Pay (in case of HAG and

above) corresponding to the scale of pay last held by the employee as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure, OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008, for 100% disability.

(b) For lower percentage of the disability, proportionate reduction would be made in disability element as provided in OM dated 3.2.2000 as amended vide O.M. No.45/3/2008-P&PW (F) dated 18.11.2008.

3. In the case of Disability pension/Family pension calculated as per para 4.1 of OM No. 38/37/2008-P&PW(A) dated 1.9.2008 is higher than the disability pension/family pension calculated in the manner indicated above, the same ( higher consolidated disability pension/family pension) will continue to be treated as basic disability pension/family pension.

4. These orders shall take effect from 24.9.2012. There will be no change in the amount of revision of disability pension/family pension paid during the period 1.1.2006 to 23.9.2012, and therefore, no arrears will be payable on account of these orders for that period.

5. All other terms and conditions in the O.M. dated 3.2.2000, as amended vide O.M. No.45/3/2008-P&PW (F) dated 18.11.2008 and 30.9.2010 shall remain unchanged.

6. This issues with the concurrence of the Ministry of Finance, Department of Expenditure vide their ID No. 481/EV/2014 dated 3.9.2014.

7. Insofar as persons belonging to the Indian Audit & Accounts Department, these orders issue after consultation with the Comptroller & Auditor General of India.

8. All Ministries/Departments are requested to bring the contents of these orders to the notice of Controller of Accounts/Pay and Accounts Officers and Attached and subordinate Offices under them on a top priority basis. All pension disbursing officers are also advised to prominently display these orders on their notice boards for the benefit of disability pensioners/family pensioners.

**SERIAL CIRCULAR NO. 152 /2014**  
No.P(R)/438/CHS/IV      Date:31.12.2014

Copy of Board's letter No.PC-V/2010/A/Med./1 dated 19.12.2014 is published for information, guidance and necessary action. Board's letters dated 01.03.2004 and 29.6.2010 quoted therein were circulated under 54/04 and 95/2010, respectively.

Board's letter No. PC-V/2010/A/Med./1 dated 19.12.2014 [RBE No.146 /2014]PC-VI/348  
***Sub: Grant of Fixed Medical Allowance( FMA) to the Railway pensioners/family pensioners – regarding.***

...

At present Fixed Medical Allowance is granted to the Railway pensioners/family pensioners residing in areas beyond 2.5 Kms of Railway Hospital/Health Unit for meeting expenditure on their day-to-day medical expenses that do not require hospitalization. Orders were issued vide Board's letter of even number dated 29.6.2010 ( RBE No.92/2010) for enhancement of the amount of Fixed Medical Allowance from ₹ 100 to ₹ 300 p.m. w.e.f. 01.09.2008.

In this connection, Department of Pension & Pensioners Welfare ( DoP & PW), the nodal department on the subject, have advised vide their O.M. No.4/25/2008- P&PW(D), dated 19.11.2014 that the demand for enhancement of Fixed Medical Allowance has been under consideration of the Government for some time past and the amount of Fixed Medical Allowance has been enhanced from ₹ 300/- to ₹ 500/- per month, subject to the fulfillment of the conditions that (i) pensioner should be residing beyond 2.5 Kms from the nearest health unit and (ii) the pensioner should not be availing OPD facility ( except in case of chronic disease). The other conditions for grant of Fixed Medical Allowance shall continue to be as contained in Board's letter No. PC-V/98/I/7/1/1, dt. 19.05.1999( RBE No.109/99) read with Board's instructions dt. 01.03.2004.

3. These orders will take effect from 19<sup>th</sup> November,2014 i.e. the date of issue of DoP & PW's OM on the subject.
4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

**SERIAL CIRCULAR NO.153/2014**  
No.P(R)/605/XIII      Date:31.12.2014

Copy of Board's letter No.E[GP]2013/2/24 dated 02.12.2014 is published for information, guidance and necessary action.

Board's letter No. E[GP]2013/2/24 dated 02.12.2014 [RBE No.133/2014]

***Sub: Syllabi for professional papers for 70% Selection and 30% LDCE for promotion to Group 'B' posts of APO in Personnel Department of Railways/Production Units.***

***Ref: Railway Board's letter No. E[GP]2013/2/24 dated 21.05.2014 [RBE No.52/2014]***

...

In supercession of this office letter of even number dated 21.05.2014, the revised syllabi for professional papers for 70% Selection and 30% LDCE for promotion to Group 'B' post of APO in the Personnel Department is enclosed for guidance.

2. The revised syllabi will be effective from the date of issue of this letter. However, Selections/LDCEs for which written examinations have already been held or are at an advanced stage need not be disturbed.

**SYLLABUS FOR 30% LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION [LDCE] FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT**

**PAPER-1**

Part I: 50 Marks

Official Language & General Knowledge

Part II: 100 Marks  
Professional Subject

**Professional Subject:**

1. Constitutional Provision of Right to Employment under Article 16 & 17 of the Constitution of India.
2. Manpower Planning & Recruitment:
  - [a] Manpower Planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc. zero based calculation of requirement /creation.
  - [b] Recruitment:
    - [i] Recruitment at various levels and methods of recruitment:
      - Functioning of Railway Recruitment Boards
      - Recruitment at Zonal Railways including recruitment of artisan staff. Concept of Lead period, normal attrition while placing indent.
      - Railway Recruitment Cell [RRC] – role and functions
      - Appointment of land losers, compassionate ground appointments, Sports quota appointments, Cultural quota and Scouts & Guide quota appointments etc.
      - Liberalised Active Retirement Scheme for Guaranteed Employment for Safety Staff [LARSGESS].
    - [ii] Recruitment to various Group 'A' Railway Services
    - [iii] Direct recruitment quota as well as quota for recruitment for intermediate grades
    - [iv] Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.
  - [c] Apprentices Act, 1961 and its implementation.
  - [d] Absorption of medically de-categorised staff in alternative posts.

[e] Concept of Deputation, Foreign Service etc. and its impact on Pension, Foreign Service Contribution.

### 3. Training and Development:

[a] Basic concept of training and human resource development.

[b] Training and Development of Railway employees.

- i. Training of Group C employees
- ii. Functioning of Zonal Training Schools and other training institutions.
- iii. Training of Gazetted Officers in Railways as well as non-Railway institutions.
- iv. Various Railway Training Institutes like NAIR, IREEN etc.

[c] Future developments in Railways, the changing roles of Railway personnel and the need for on the job training, multi skilling etc.

### 4. Pay and allowances:

- a. Preparation of Pay Bill, computerization of pay bill, AFRES, PRIME, I-Pass Concept etc.
- b. Pay in the Government i.e. Pay bands, Grade pays etc.
- c. Principles of pay fixation in case of appointment and promotion. Pay fixation in case of functional and non -functional promotions etc.
- d. Fundamental Rules [FR] & Fixation, instances of pay protection etc.
- e. Various allowances admissible to the Railway employees including allowances to the running staff.

### 5. Seniority and Promotion:

- a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
- b. Provision of reservation for Scheduled Caste and Scheduled Tribe employees. Maintenance of various reservation rosters.
- c. Relaxations available to SC/ST candidates for promotion in safety and non-safety category posts and procedure for de-reservation of posts.
- d. Performance appraisal – APAR, procedure, maintaining of records, communication of adverse comments etc. Impact of Vigilance investigation during and after Selection.
- e. NBR, sealed cover procedure etc.

6. Organisation and Role of Personnel Department, its functions and objectives, Schedule of Powers in Establishment Matters. Maintenance of records- Service Registers, Personal Files and preparation of claims of Pay Bill etc. Computerisation of records and personnel management functions [Human Resource Management System] – benefits, challenges and implementation. Computerisation of official record and its retrieval.

7. Loans and various advances admissible to the Railway employees and conditions thereof, PLB, TA rules etc.

8. Disciplinary & Appeal Rules [1968], Railway Services Conduct Rules [1966] & Schedule of Disciplinary Powers. Various judgements of Supreme Court on D&AR [1968] and Railway Service Conduct Rules [1966].

9. Pass Rules.

### 10. Retirement benefits:

- a] Pension Rules [new and old], Provident Fund Rules, Leave encashment rules, Gratuity rules etc.
- b] Retirement benefits under different circumstances [superannuation, voluntary retirement, resignation, dismissal, technical resignation etc].
- c] Impact of Disciplinary and Appeal Rules, penalties etc on retirement benefits
- d] Pension adalats, timely settlement and redressal of grievances related to settlement.
- e] Retirement benefits under Provident Fund & Pension rules and schemes of Financial Settlement.

11. Leave Rules and joining time
12. Reimbursement of tuition fees and legal expenses.
13. Medical assistance to Railway employees and retired Railway employees. RELHS & its membership.
14. Right to Information Act, 2005.

## **Paper II**

### **Part I:**

50 Marks

Establishment Rules & Financial Rules

### **Part II:**

Professional Subject

100 Marks

### **Professional Subject:**

1. Industrial Relations, Recognition of Trade Unions and dealing with unrecognized Trade Unions /Associations Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.
2. Labour legislations viz., Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, incentive bonus scheme, Minimum Wages Act, etc.
3. Contract Labour [Regulation & Abolition] Act, 1972, Sexual Harassment of women at workplace [Prevention, Prohibition & Redressal], Act, 2013.
4. Service Law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
5. Engagement of casual labour and substitutes, policy and procedure thereof.
6. Grievance redressal mechanism, Staff Welfare –Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers Education Scheme, Societies and educational assistance.
7. Hours of Employment Regulations, conducting of job analysis, payment of overtime etc.

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## **SYLLABUS FOR SELECTION TO THE GROUP 'B' POST OF APO AGAINST 70% IN PERSONNEL DEPARTMENT**

Establishment Rules & Financial Rules

50 Marks

Professional Subject

100 Marks

### **Professional Subject:**

1. Personnel department on Indian Railways, Legal framework, industrial laws, industrial relations and grievance redressal system:
  - a] Organisation and Role of Personnel Department, its functions and objectives, Schedule of Powers in Establishment Matters.
  - b] Service Law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
  - c] Labour legislations viz., Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, incentive bonus scheme, Minimum Wages Act, etc.



- d] Hours of Employment Regulations, conducting of job analysis, payment of overtime etc.
- e] Engagement of casual labour and substitutes, policy and procedure thereof. Contract Labour [Regulation & Abolition] Act, 1972, Sexual Harassment of women at workplace [Prevention, Prohibition & Redressal], Act, 2013.
- f] Recognition of Trade Unions and dealing with unrecognized Trade Unions / Associations, Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.
- g] Grievance redressal mechanism, Staff Welfare –Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers Education Scheme, Societies and educational assistance.

## 2. Manpower planning, methods of recruitment in Railways:

[a] Manpower Planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc.

[b] Recruitment:

[i] Recruitment at various levels and methods of recruitment:

- Functioning of Railway Recruitment Boards
- Recruitment at Zonal Railways including recruitment of artisan staff. RRC, its role and functions
- Appointment of land losers, compassionate ground appointments, Sports quota appointments, Cultural quota and Scouts & Guides quota appointments etc.
- Liberalised Active Retirement Scheme for Guaranteed Employment for Safety Staff [LARSGESS].

[ii] Various Group 'A' organized services and recruitment to organized Gr. 'A' Railway Services.

[iii] Direct recruitment quota as well as quota for recruitment for intermediate grades

[iv] Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.

[c] Apprentice act and implementation of Apprentices Act.

[d] Absorption of medically de-categorised staff in alternative posts.

## 3. Training and Development: Basic concept of training and human resource development. Training and Development of Railway employees with emphasis on the following aspects:

- a. Training of Group C employees
- b. Functioning of Zonal Training Schools and other training institutions.
- c. Training of Gazetted Officers in Railways as well as non-Railway institutions.
- d. Various Railway Training Institutes like NAIR, IREEN, IRITM, IRISSET etc.
- e. Future developments in Railways, the changing roles of Railway personnel and the need for on the job retraining, multi skilling etc.

4. Pay and allowances: Preparation of Pay Bills, Pay and allowances in the Railways, i.e. Pay bands, Grade pays etc. Principles of pay fixation in case of appointment and promotion [functional and non -functional promotions etc.] instances of pay protection etc. The various allowances admissible to the Railway employees including allowances to the running staff. Reimbursement of tuition fees and legal expenses. TA rules, Loans and advances admissible to the Railway employees and conditions thereof, PLB, etc.

## 5. Seniority and Promotion:

- a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
- b. Provision of reservation for Scheduled Caste and Scheduled Tribe employees. Maintaining of reservation rosters.
- c. Other relaxations available to SC/ST candidates in safety and non-safety category posts and procedure for de-reservation of posts.
- d. Performance appraisal – APAR, procedure, maintaining of records, communication of adverse comments etc.
- e. NBR, sealed cover procedure etc.

6. Retirement benefits:
  - a] Pension Rules [new and old], Provident Fund Rules, Leave encashment rules, Gratuity rules
  - b] Retirement benefits under different circumstances [superannuation, voluntary retirement, resignation, dismissal, technical absorption etc].
  - c] Impact of Disciplinary and Appeal Rules, penalties etc. on retirement benefits
  - d] Pension adalats, timely settlement and redressal of grievances related to settlement.
  - e] Retirement benefits under Provident Fund & Pension rules and schemes of Financial Settlement.
7. Disciplinary & Appeal Rules [1968], Railway Services Conduct Rules [1966] & Schedule of Disciplinary Powers.
8. Pass Rules, Leave Rules and joining time. Medical assistance to Railway employees and retired Railway employees.
9. Computerisation of records and personnel management functions [Human Resource Management System] – benefits, challenges and implementation.
10. Right to Information Act, 2005.
11. Official Language Policy and Official Language Rules.

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**SERIAL CIRCULAR NO. 154/2014**

No.P(R)/554/VII      Date:31.12.2014

Copy of Board's letter No.2010/LMB/10/17 dated 10.12.2014 is published for information, guidance and necessary action.

Board's letter No. 2010/LMB/10/17 dated 10.12.2014

***Sub: Entitlement of various types of accommodation to the running staff.***

***Ref: Railway Board's letter No. 2008/LMB/10/16 dated 27.01.2011.***

...

Consequent upon acceptance of the revised pay scales recommended by Sixth Central Pay Commission, it has become necessary to modify the existing instructions on the above noted subject. Accordingly in partial modification of the Ministry's circular letter No. 2000/LMB/10/6 dated 22.11.2001, the revised entitlement for allotment of quarters in respect of running staff shall be as under :-

S.No.	Category of Staff	GP as per Sixth CPC	Entitlement (Type)
1	Second Fireman	1800	Type-II
2	Sr.Second Fireman, Fireman-I, ALP(Diesel/Elect.) Asstt. Guard, Brakesman	1900	Type –II
3	LP (Shntg)-II, Sr.Fireman-I, Sr.ALP (Diesel/Elect), Sr.Asstt.Guard / Sr.Brakesman	2400	Type-III
4	Goods Guard	2800	Type –III
5	LP(Shntg.)-I, Guard (Pass), Sr.Goods Guard, Mail Exp.Guard, LP (Goods), LP(Passenger)/ Motorman, LP(Mail/Exp.)	4200	Type-IV

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

**SERIAL CIRCULAR NO. 155/2014**

No.P(R)/414/A-III      Date:31.12.2014

Copy of Board's letter No.E[G]2014/LE 1-27 dated 30.12.2014 is published for information, guidance and necessary action. Instructions may be issued to commence trial runs of AEBAS after installation of the equipment as per the guidelines contained in the DOPT's OM dated 27.11.2014 [enclosed].

Board's letter No. E[G]2014/LE 1-27 dated 30.12.2014 [RBE No.151/2014]

***Sub: Introduction of Biometric Attendance System on Indian Railways.***

...

As per decision of government contained in Department of Personnel & Training OM No. 11013/9/2014/Estt[A-III] dated 21<sup>st</sup> November 2014 [copy enclosed], Biometric Attendance System has to be implemented on Indian Railways by 26<sup>th</sup> January, 2015. An Aadhar based Biometric Attendance System has already been successfully put in place at the Railway Board office and it has been decided to replicate the same on Zonal Railways in a phased manner.

2. In the first phase of this project it has been decided to cover those staff working at Zonal HQ office, administrative office of Production Units, RDSO, Kolkatta Metro, CORE/Allahabad and Divisional headquarter offices who do not fall under shift duty roster. Attached offices falling under the Zonal HQ and Divisional HQ. offices shall not be included in the project at present.

3. A compilation of processes for implementation of AEBAS activities as compiled by C&IS Dte. of Railway Board is enclosed for guidance. Railway offices may encourage the staff to obtain Aadhar Registration numbers and also organize camps on their premises for this purpose to facilitate the process.

4. Zonal Railways and Production Units may take necessary steps to put in place an operational Biometric Attendance System at the earliest, for which devises may be procured as per standard procedure through DGS&D rate contracts. The items have been approved by Department of Electronics and Information Technology [DeitY]/NIC and come with inbuilt warranty for specific periods. The warranties as available to DeitY should be obtained by the purchasing units as well.

5. The vendor list, specification and prices etc. for procuring the devices may be obtained from the official website of National Informatics Centre Services Inc. [NICSII] by navigating through the following links:-

***NICSII [official website] - OFFERINGS – HARDWARE PERIPHERALS – FINGER SCANNERS/BIOMETRICS –AEBAS PRODUCTS***

6. It is presumed that the offices chosen for introduction of Biometric attendance system in the first phase already have functional network facility. A small amount is however being sanctioned for upgrading the networking facility and contingency expenses as required. Tele Directorate of Railway Board has made the following observations regarding networking:

- a. Wall mounted devices have provision for SIM slots. This is to be used for net connectivity.
- b. Railway may strengthen their existing [if available] WLAN network utilizing the networking cost provisioned for this purpose.

- c. Railways to provide WLAN network, if not available, and strengthen its railnet network, if required from its own resources.
7. The following guidelines/yardsticks are being laid down for operationalizing this system.
- Overall one device for every 15 employees for every unit [Zone, PU, Division, RDSO, METRO, CORE]
  - One wall mounted or PC based device for every 20 staff members [other than Head of Department /Branch Officer]
  - Wall mounted and PC based device to be split in 40:60 ratio broadly
  - One PC based device for every HOD and above in HQ/PU/RDSO/ METRO/ CORE and for every Branch Officer in Division
  - Iris scanners for employees who cannot use finger based device may be installed as under:
    - 5 each for old railways
    - 3 each for new railways and 30 big divisions
    - 2 each for PUs, others and 40 small divisions
    - 20 per cent variation in number of devices may be made to suit local conditions and provision may be made for spares as well.
  - Rs. 2.0 lacs for every old railway Zonal HQ and big divisions [> 25000 employees] and Rs.1.5 lacs for others, for network upgradation and other contingent expenses.
8. The introduction of Biometric attendance system does not alter in any way the provisions for late attendance and debiting of leave account and instructions issued on this subject shall apply under the new system as well. Further instructions regarding marking of attendance by staff on duty shall follow. In the meantime Railways may start procuring and installing the system and test it out for a month, before making it compulsorily functional.
9. Instructions regarding provision of funds and their accountal shall follow after consultation with Accounts Directorate.

Railways may in the meantime start their planning for implementation of this system.

Copy of DOP&T's OM No. 11013/9/2014/Estt[A-III] dated 21<sup>st</sup> November 2014

***Sub: Introduction of AADHAR Enabled Bio-metric Attendance System***

It has been decided to use an AADHAR Enabled Bio-metric Attendance System [AEBAS] in all offices of the Central Government, including attached /sub-ordinate offices, in India. The system will be installed in the offices located in Delhi/New Delhi by 31<sup>st</sup> December, 2014. In other places this may be installed by 26<sup>th</sup> January, 2015.

2. The equipment will be procured by the Ministries /Departments as per specifications of DeitY on DGS&D Rate Contract from authorized vendors. The expenditure will be met by the Ministries/ Departments concerned under their O.E. The manual system of attendance may be phased out accordingly.

3. The Department of Electronics and Information Technology [DeitY] will provide the technical guidance for installing the system. The equipment already procured by DeitY have a built-in AMC of three years. The Ministries / departments may ensure that the equipment being procured by them have similar provision.

4. Biometric attendance system is only an enabling platform. There is no change in the instructions relating to office hours, late attendance etc. which will continue to apply. As per extant instructions, [contained in DoPT OM No.28034/8/75-Estt.A dated 04.07.1975; No. 28034/10/75-Estt.A dated 27.08.1975; No. 28034/8/82-Estt.A dated 05.03.1982] half-a-day's Casual Leave should be debited for each day of late attendance, but late attendance upto an

hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave [or Earned Leave, when no CL is available], Disciplinary action may also be taken against Government servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

5. These orders come into force with immediate effect.

6. All Ministries /Departments are requested to bring this to the notice of all concerned.

Sd/-  
(J.A.Vaidyanathan)/ Director [Establishment]Tel: 23093179

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## **AEBAS Activities for Implementation**

Indicative – May require customization depending on site. Some activities may be done parallelly, to be determined by the implementer.

S.No.	Activity	Remarks
1.	Ensuring every employee has Aadhaar	<ul style="list-style-type: none"> <li>Organise a camp in the campus to generate new IDs, cover all employees.</li> <li>For government organisation UID shall provide Aadhaar in 3-4 working days</li> <li>Have a tie up with Enrolment agency to handle new arrivals</li> </ul>
2.	Verification of employee's Aadhaar ID	<ul style="list-style-type: none"> <li>Verify all Aadhaar submitted biometrically. This is required later for departmental verification</li> <li>Seed the employee payroll database with the Aadhaar ID</li> </ul>
3	Create an on boarding request on the NIC website for the organisation	<ul style="list-style-type: none"> <li>See <a href="http://attendance.gov.in">http://attendance.gov.in</a></li> </ul>
4	Ask all employees to enroll themselves on website	<ul style="list-style-type: none"> <li>Each employee shall upload digital JPG photo of size specified on the website.</li> <li>Photo quality is important as incorrect /poor quality photos result in rejection by the UID verification check.</li> <li>Complete departmental verification of enrolled staff on the website.</li> </ul>
5	Purchase equipment	<ul style="list-style-type: none"> <li>Normally buy the finger print scanner. However, for some persons IRIS scanners may be required</li> <li>Place order for the AEBAS equipment. Presently available for New Delhi area under NICSI. <a href="http://www.nicsi.in/showitem.prd2.asp?cCode=2&amp;iCode=12">http://www.nicsi.in/showitem.prd2.asp?cCode=2&amp;iCode=12</a></li> <li>Expected to be available under DGS&amp;D for the rest of the country</li> <li>It takes about 10 second per person. Therefore in a window 10 min [600 sec] theoretically 60 persons can be scanned.</li> <li>The normal heuristics for deployment are 1:30 to 1:40 per wall mounted unit. 1:10 to 1:15 per desktop unit.</li> <li>Ensure good network connectivity of all devices to the internet. Very important.</li> </ul>

6	Setting up the attendance system hardware	<ul style="list-style-type: none"> <li>• Set up wall mounted units in traffic areas</li> <li>• Set up desktop units in working areas</li> <li>• Use your best judgement</li> <li>• ENSURE NETWORK CONNECTIVITY TO INTERNET !!</li> </ul>
7	Start trial runs	<ul style="list-style-type: none"> <li>• Ensure that all employees have marked their attendance</li> <li>• Required to ensure that the biometric scanning works for all persons.</li> <li>• The finger print scanners are true about 95% of times.</li> <li>• Expect 5% scanning errors. Normally rectifiable by another attempt. But for some persons the following action will be required : <ul style="list-style-type: none"> <li>○ Arranging for a Best Finger Detection Camp [BFD Camp]</li> <li>○ Severe problems shall require UID intervention</li> <li>○ Worse case is to use IRIS scanners</li> </ul> </li> </ul>
8	Issue instructions to start bio-metric attendance as per the DOPT directives	See office memorandum 11013-9-2014-Estt.A-3 dated 21.11.2014

**SERIAL CIRCULAR NO. 156/2014**

No.P(R)/96/II      Date:31.12.2014

Copy of Board's letter No.E[MPP]/2014/6/8 dated 05.12.2014 is published for information, guidance and necessary action. Board's letters dated 23.08.2007, 09.03.2011 and 15.01.2014 quoted therein were circulated under S. C. No.119/2007, 35/2011 and letter No.P[R]96/II dated 17.02.2014, respectively.

Board's letter No. E[MPP]/2014/6/8 dated 05.12.2014 [RBE No.135/2014]

***Sub: Forwarding of Gazette Notification No.G.S.R 680[E] dated 22.09.2014, regarding revision of rates of stipend for trade apprentices under the Apprentices Act, 1961***

...

Please refer to Ministry of Railway's letters No. E[MPP]/2007/6/3 dated 23.08.2007 [RBE No. 109/2007], dated 09.03.2011 [ RBE No. 31/2011], & E[MPP]/2013/6/7 dated 15.01.2014 [RBE No.08/2014].

It has been decided that the Trade Apprentices engaged on the Indian Railways under Apprentices Act, 1961 should be paid stipend with effect from 22.09.2014 at the revised rates as notified in the Directorate General of Employment & Training, Ministry of Labour & Employment's Notification No. G.S.R.680[E] dated 22.09.2014 published in Gazette of India Extraordinary (Copy of the Notification is enclosed). The expenditure should be met from within the existing budget allotment.

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

Copy of Ministry of Labour And Employment ( Directorate General of Employment and Training)'s Notification No. DGET-23[3][3403]/2014-AP dated 22.09.2014

**G.S.R. 680[E].-** In exercise of the powers conferred by Sub-section (1) of Section 37 of the Apprentices Act, 1961 ( 52 of 1961), the Central Government, after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely;-

1. (1) These rules may be called the Apprenticeship ( Second Amendment ) Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Apprenticeship Rules, 1992, for sub-rule(1) of rule 11, the following shall be substituted, namely:-

“[1] The minimum rate of stipend per month payable to trade apprentices shall be follows namely:-

[a]	During the First year of training	:	Seventy per cent of minimum wage of semi-skilled workers notified by the respective State or Union Territory
[b]	During the Second Year of training	:	Eighty per cent of minimum wage of semi-skilled workers notified by the respective State or Union Territory
[c]	During the Third Year and Fourth year of training	:	Ninety per cent of minimum wage or semi-skilled workers notified by the respective State or Union Territory

Provided that in the case where the minimum rate of wage for a trade is not notified by the State Government or Union territory, then the maximum of minimum wages of the Scheduled Employment notified by such State Government or Union Territory for semi-skilled workers shall be taken into account for paying the stipend in respect of that trade:



Provided further that in the case of trade apprentices referred to in clause [a] of Section 6 of the Act, the period of training already undergone by them in a school or other institution recognized by the National Council, shall be taken into account for the purpose of determining the rate of stipend payable.”

( F.No.DGET-23[3][3403]2014-AP)

ALOK KUMAR , Director General/Jt. Secy.

**Note:** The Principal rules were published in the Gazette of India, Part-II, Section 3, sub-section [i], dated the 1<sup>st</sup> August, 1992 vide notification number G.S.R. 356 dated 15<sup>th</sup> July, 1992 and last amended vide notification number GSR 158[E], dated the 4<sup>th</sup> March, 2014.

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**SERIAL CIRCULAR NO.157/2014**  
No.P(R)/184/V Date:31.12.2014

Copy of Board's letter No.E[NG]I-2013/CR/1 dated 30.12.2014 is published for information, guidance and necessary action. Board's letter dated 30.09.1981 quoted therein was circulated under S C. No.06/82.

Board's letter No. E[NG]I-2013/CR/1 dated 30.12.2014 [RBE No.148/2014]

***Sub: Introduction of provision for writing of APAR of all Railway employees working in PB-1, 5200-20200, GP Rs.1900 –Regarding.***

...

As the Railways are aware, in terms of Board's letter No. E[NG]1-81/CR/5 dated 30.09.1981 Annual Confidential Reports [ACR] {now renamed as Annual Performance Appraisal Report [APAR]} are at present written by the reporting authority on every Non-gazetted Railway servant as per the procedure being narrated in the letter ibid, except the following Railway employees:

- [a] Group 'D' now upgraded as Group 'C', railway servants in grade pay of Rs.1800.
- [b] The Railway servants in Grade Pay Rs.1900.
- [c] Railway servants whose initial grade pay is higher than Rs.1900 provided the next higher grade is a non-selection grade except in the case of highly skilled Artisan Staff for whom APAR shall be written for those in two grades below in selection grade.

2. Pursuant to directives of Hon'ble Central Administrative Tribunal [CAT]/ Chandigarh dated 10.04.2013 delivered in O.A. No.1346-PB-2011 and of Hon'ble High Court, Punjab & Haryana at Chandigarh vide its judgement dated 18.09.2013 in CWP No. 26012 of 2013, the issue of initiation of APAR was considered by Railway Board for the left out categories mentioned above.

3. After consultation with the Railway [the] Board have considered the matter further. In partial modification of Board's letter No. E[NG]1-81/CR/5 dated 30.09.1981, it has now been decided that the concept of writing of APAR on all Non-gazetted Railway servants working in Group 'C' PB-1, 5200-20200 in Grade Pay Rs.1900 & above be introduced on the zonal railways. Consequently, APAR may henceforth be written for the categories mentioned in set [b] & [c]. The proforma of APARs of these categories is enclosed herewith. For those in Grade Pay of Rs.1800/-, the system of working reports as and when required will continue. The procedure of writing of APARs for those Railway servants for whom it is already written will remain unaltered.

**APAR for staff working in GP 1900/-**

Assessment Year .....

**PART-A [PERSONAL DATA]**

- |     |  |   |           |
|-----|--|---|-----------|
| 1.  | Name in full   | : |           |
| 2.  | Date of Birth  | : |           |
| 3.  | Category [SC/ST/OBC/Genl.]   | : |           |
| 4.  | Designation/Station at which employed  | : |           |
| 5.  | Substantive/Officiating pay  | : | Grade Pay |
| 6.  | Date of appointment to service   | : |           |
| 7.  | Date of continuous appointment to the present grade pay                                | : |           |
| 8.  | Whether permanent/temporary  | : |           |
| 9.  | Educational, Professional & Technical Qualifications                                   | : |           |
| 10. | Particulars of examination [including Departmental Examination] passed during the year | : |           |

## PART B -ASSESSMENT

1. Punctuality/regularity :
2. Leave taken during the year :
3. Integrity :
4. Attitude/Relation with colleague /Sr/Jr. :
5. Initiative :
6. Commitment /Devotion /Sincerity :
7. Knowledge of profession :
8. Capacity to bear higher responsibility :
9. Capacity to work independently or need guideline/continuous guideline:
10. Level of efficiency /Skill
11. Any specific remarks
12. Overall grading : : Outstanding /Very good/Good/Average /Below Average

Date:

Signature of the Reporting Officer

Name

Designation

\*\*\*

**SERIAL CIRCULAR NO. 158/2014**  
No.P(R)/535/IX      Date:31.12.2014

Copy of Board's letter No. E[NG]I-2008/PM1/15 dated 31.12.2014 is published for information, guidance and necessary action. Board's letters dated 03.09.09, 07.06.2010, 21.11.2011, 23.5.2012, 15.01.2013, 24.05.2013, 03.01.2014 and 16.06.2014 quoted therein were circulated under S.C.Nos. 143/2009, 82/2010, 154/2011, 61/2012, 02/2013, 47/2013, 02/2014 and 60/2014, respectively.

Board's letter No. E[NG]I-2008/PM1/15 dated 31.12.2014 [RBE No.150/2014]

***Sub: Implementation of Recommendations of 6<sup>th</sup> CPC - Merger of grades - Revised Classification and mode of filling up of non gazetted posts - Scheme for filling up of vacancies after 31.12.2014.***

***Ref: Board's letters of even No. dated 03.09.2009, 07.06.2010, 21.11.2011, 23.05.2012, 15.01.2013, 24.05.2013, 03.01.2014 16.06.2014 on the above subject.***

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The existing methodology and benchmarking for promotion, as enumerated in the Board's letters referred to above, may be applied till **31.12.2015**.

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**SERIAL CIRCULAR NO.159/2014**  
No.P(R)/673/VII Date:31.12.2014

Copy of Board's letter No. E(MPP)2014/3/21 dated 15.12.2014 is published for information, guidance and necessary action.

Board's letter No. E(MPP)2014/3/21 dated 15.12.2014 [RBE No.142 /2014]

***Sub: Revision of training Modules of Clerk Categories of Personnel Deptt.***

...

The Committee constituted for modification of the Training Modules of Initial/Promotional/Refresher Course of Clerk Categories viz. Junior Clerk, Sr.Clerk, Chief Office Supdt., Law Assistant, PI/WI etc. has submitted its report.

2. After considering the Report submitted by the Committee, Board (MS) has approved that training module for clerk categories would be as under :

Induction Course of Clerks/Sr.Clerks	: 21 days
Refresher Course for Clerks/Sr.Clerks	: 6 days every 5 years
Refresher Course for OS/Ch.Os/S&WI	: 6 days every 5 years
Induction Course for Law Assistants	: 12 days

3. The Training Modules/detailed course contents are enclosed at Annexure-I to IV.

4. All the trainees may be provided with comprehensive study material on each of the topics at the beginning of the training programme. The trainees are expected to read the material and come prepared for discussion. At the beginning of the class a diagnostic test may be conducted by way of objective questions on the day's topic which can be of 20 questions. However, no weightage will be given for the marks obtained in these tests and would not be added in the marks scored for the final evaluation.

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**ANNEXURE-I**

Proposed [Revised] Training Module of PERS-01

DEPARTMENT	Personnel
ACTIVITY CENTRE	Personnel Training Centre
DESIGNATION	CLERK/SR. CLERK
STAGE	INDUCTION
DURATION	21 Days
AIMS	1. To provide inputs that facilitate integration of inductees with the organisation's aims and objectives. 2. To provide basic knowledge of Establishment rules and procedures.

Revised Module No.	DESCRIPTION	Duration
01/01	INTRODUCTION TO RAILWAYS - * organization, structure, functions * role of ministerial Staff in these * Personnel Department - roles & functions. * Future avenues of growth (AVC in the personnel Department). * Basic introduction to Fundamental Rules & IREM (Vol. I & II), IREC (Vol. I & II) etc. * Safety and Disaster prevention – Office Safety, First Aid.	½ day
01/02	OFFICE SKILLS – Filing system - * opening -closing of files & principles of putting file numbers * Maintenance of files & other records * Noting, drafting	

	<ul style="list-style-type: none"> <li>* Diary; codes/manuals/ policy circulars/monitoring systems</li> <li>* Service record - opening, entries &amp; maintenance</li> <li>* Schedule of power</li> <li>* Customer Care, ethics, interpersonal skills</li> </ul>	1 ½ day
01/03	<p>INFORMATTON TECHNOLOGY/ COMPUTER KNOWLEDGE-</p> <ul style="list-style-type: none"> <li>* Importance of Information Technology</li> <li>* Introduction of computers - Hardware, software, operating system &amp; applications</li> <li>* Introduction to MS Office applications -(a) MS Word (b) MS-Excel (c) MS- access (d) MS - power point</li> <li>* Communication - Internet, E Mail, Networking</li> <li>* Hindi applications, printing</li> <li>* computerization of office work including returns and statistics</li> </ul>	One hour daily along with other topics.
01/04	<p>MANPOWER PLANNING</p> <p>Manpower inventory - book of sanction/monitoring systems</p> <ul style="list-style-type: none"> <li>*Manpower optimization - techniques available and used - benchmarking/work study /redeployment</li> <li>*Procedures for creation of regular posts/ supernumerary posts/ surrender of posts/ transfer of posts</li> <li>* Development of manpower skills -types of training - categories tor which training is mandatory- importance of training</li> <li>* Cadre register, staff on roll register, roster &amp; other registers</li> </ul>	½ day
01/05	<p>RECRUITMENT PLANNING - recruitment procedure of:</p> <ul style="list-style-type: none"> <li>* Group "C' and erstwhile "D" services</li> <li>* Substitutes.</li> <li>* Various quotas-like Handicapped, Ex Servicemen, Sports, scout &amp; guide, Cultural, GDCE, etc.</li> <li>* Appointment on compassionate ground</li> <li>*Assessment of requirements from open market with reservation quota.</li> <li>* Procedure for preparation of indents- for RRB /RRC</li> <li>* Medical norms for appointment.</li> <li>* Verification of documents &amp; antecedent</li> <li>* General conditions of service</li> <li>* Redeployment of surplus and medically de-categorized Staff</li> <li>* Employment under Liberalized Active Retirement scheme for Guaranteed Employment for safety staff (LARSGESS)</li> </ul>	01 day
01/06	<p>PAY AND FIXATION OF PAY-</p> <ul style="list-style-type: none"> <li>*Introduction to compensation management in Government (Pay Commission etc)</li> <li>* RS (RP) Rules 2008, Pay Bands &amp; Grade pay of different categories.</li> <li>*Definition of pay &amp; special pay and different allowances termed as pay</li> <li>* Fixation of pay on <ul style="list-style-type: none"> <li>(a) appointment</li> <li>(b) promotion &amp; reversion</li> <li>(e)on "own request" transfers on bottom seniority to another seniority unit</li> <li>(d) on promotion to ex cadre post</li> <li>(e) on reduction due to punishment</li> <li>(f) on deputation</li> </ul> </li> <li>* fixation of pay of medically de categorized staff</li> <li>* fixation under RS(RP) Rules 2008 &amp; further clarifications thereunder</li> <li>* Option for fixation of pay under Fundamental Rules</li> <li>* Increment</li> <li>*Types of bills &amp; preparation of bills (documents required and checks needed for passing salary bills)</li> </ul>	½ day
01/07	<p>SENIORITY</p> <ul style="list-style-type: none"> <li>*on recruitment where initial training is necessary and not necessary</li> <li>* On transfer/ promotion &amp; reversion</li> </ul>	½ day

	<ul style="list-style-type: none"> <li>* Integrated seniority/inter-se -seniority</li> <li>* Seniority to medically de-categorized &amp; surplus staff</li> <li>* seniority in case of reduction &amp; re promotion due to punishment</li> <li>* Seniority to staff promoted by applying reservation</li> </ul>	
01/08	<p>CAREER PROGRESSION -</p> <ul style="list-style-type: none"> <li>* Channels of promotion of various categories of staff</li> <li>* Selection, Non Selection, Suitability, Trade Test</li> <li>* Selection from GP 1800 (erstwhile Group 'D') to higher group 'C' posts</li> <li>* Selections from Group "C" to Group "8" (Gazetted selection)</li> <li>* Procedure &amp; eligibility for LDCE &amp; GDCE</li> <li>* Assessment of vacancies, reservation/ roster</li> <li>* Selection /Promotion under ACP /MACP scheme</li> <li>* Panel, currency of panel &amp; extension of currency of panel</li> </ul>	01 day
01/09	<p>LEAVE RULES-</p> <ul style="list-style-type: none"> <li>*Different kinds of leave, admissibility, limitation, competency regarding sanction</li> <li>* Procedure for credit and debit of leave</li> <li>* Maintenance of leave accounts</li> <li>* Granting encashment of leave in various circumstances like Retirement, death, resignation, absorption in other department, in service leave encashment</li> </ul>	½ day
01/10	<p>CONDUCT RULES</p> <ul style="list-style-type: none"> <li>*Applicability on railway servants, provisions about moveable, immoveable property, for commercial staff, sexual harassment, Dowry etc.</li> </ul>	½ day
01/11	<p>LEGAL MATTERS -</p> <ul style="list-style-type: none"> <li>* Court cases</li> <li>* Drafting of Para wise comments</li> <li>* Filing of affidavits</li> <li>*Appeals</li> </ul>	½ day
01/12	<p>INDUSTRIAL RELATIONS –</p> <ul style="list-style-type: none"> <li>* Recognition of unions, Associations, Staff councils</li> <li>* procedure for opening of new branches</li> <li>* Meetings - Informal, Non-payment, PNM, PREM,JCM</li> <li>*Entitlements of union/Associations office bearers - special pass, special Casual leave, Transfer etc.</li> <li>*Facilities to union/Association - building, telephone, fax, computer, news papers etc</li> <li>*Dealing with demonstrations/dharnas/gherao by Unions/ Associations</li> </ul>	½ day
01/13	<p>PENSION RULES</p> <ul style="list-style-type: none"> <li>*superannuation, death, resignation, Voluntary/premature retirement- *Pension, DCRG, commutation, leave encashment, GIS, PF &amp; DLI – calculation</li> <li>* procedure of revision of pension, provisional pension</li> <li>* delayed payment of settlement dues</li> <li>* non vacation of Railway accommodation</li> <li>* More than one claimant</li> <li>* Ex gratia to widows/children of SRPF (contributory) &amp; surviving retired SRPF (contributory) employees</li> <li>*New Pension System</li> </ul>	01 day
01/14	<ul style="list-style-type: none"> <li>* Payment of Wages Act</li> <li>* Minimum Wages Act</li> <li>* Employee Compensation Act</li> <li>* Factories Act</li> <li>* Industrial Disputes Act</li> <li>* Right to Information Act 2005</li> <li>*Rights and Entitlements of persons with disabilities</li> <li>*Contract Labour [Regulation &amp; Abolition] Act, 1971</li> </ul>	1 ½ day

	*Sexual Harassment of women at workplace [Prevention, Prohibition & Redressal] Act, 2013	
01/15	ALLOWANCES- *Various allowances, their calculation and condition for drawal [Transport, HRA, NHA, NDA, Training Allowance, DA/TA etc. including allowances for Running category employees.	01 day
01/16	ADVANCES – *Interest free and interest bearing advances [for conveyance, Computer, on Transfer, natural calamities, festivals, HBA, etc.] eligibility, conditions, recovery etc. *Withdrawal and advance from provident fund – conditions, calculation and recovery.	½ day
01/17	PASS RULES *Kinds of passes & PTOs, eligibility & entitlement *Penalty/ fines for misuse, loss of Passes	01 day
01/18	WELFARE ACTIVITIES & STAFF BENEFIT FUND * staff benefit fund - aims and objectives, formation of committees at various level, source, expenditure, competent authority, per capita, annual grant * Technical scholarship for dependent wards of railway employee, scholarship for higher education, hostel subsidy * Holiday homes * Railway institutes * Handicraft centre * Staff Canteen-statutory & non statutory * Homoeopathy, Ayurvedic dispensary * Medical benefits-liberalized health scheme * Quarters- Policy	01 day
01/19	DISCIPLINE AND APPEAL RULES _ * Penalty- procedure for imposing minor & major penalties * Disciplinary Authority, Enquiry officer, Defence Helper * Ex parte action * Entry of penalty in service records * Procedure for implementing penalties * Effect of penalty on service career * Special provisions under rule 14 * Different forms used * How to prepare a charge sheet * Procedure for imposing penalty on retired persons * Appeal against penalty * Revision & Review	1 ½ day
01/20	RAJBHASHA * Introduction, provision under Constitution of India * Official language act, Official language rules * Monitoring committees on various levels * Incentives, awards *check points etc.	½ day
01/21	RESERVATION POLICY * Reservation of SC/ST/OBC in direct recruitment * Reservation of SC/ST in promotion * Maintenance of reservation roster register	½ day
01/22	PERFORMANCE APPRAISAL * ACR/APAR * Conveying of adverse comments * Effect on promotion * Rewards/Awards	½ day
01/23	HOURS OF WORK AND PERIODIC REST RULES * classification of posts * duty hours of staff, period of rest ,long on, short off	01 day



	<ul style="list-style-type: none"> <li>* preparation of duty rosters</li> <li>* Job analysis</li> <li>* overtime; etc</li> </ul>	
01/24	<b>STORE PROCUREMENT</b> <ul style="list-style-type: none"> <li>* Stock &amp; non stock items</li> <li>* Indents for procurement</li> <li>* Different forms used</li> <li>* Local purchase</li> </ul>	½ day
01/25	<b>ACCOUNTS &amp; AUDIT</b> <ul style="list-style-type: none"> <li>* Structure of Railway Accounts &amp; working pattern</li> <li>* Budget preparation &amp; review</li> <li>* Procedure of passing bills</li> <li>* Allocation Head</li> <li>* Canons of financial propriety</li> <li>* Imprest</li> <li>* Audit</li> </ul>	01 day
01/26	Field visit to DRM's office /Workshop /Store Depot	01 day
	<b>FINAL EXAMINATION</b>	01 DAY

## ANNEXURE-II

### Proposed [Revised] Training Module of PERS-02

DEPARTMENT	Personnel
ACTIVITY CENTRE	Personnel Training Centre
DESIGNATION	CLERK/SR. CLERK
STAGE	REFRESHER [once in 3 years]
DURATION	6 Days
AIMS	<ol style="list-style-type: none"> <li>1. To refresh/improve knowledge.</li> <li>2. To build on the work experience</li> <li>3. To provide further inputs in specific essential areas so as to enable development of analytical and problem solving abilities.</li> <li>4. To encourage participants to share their experiences and removal of doubts through active participation, group assignments, projects, presentations etc</li> </ol>

Revised Module No.	DESCRIPTION	Duration
02/01	<b>MAN POWER PLANNING AND RECRUITMENT PLANNING –</b> <ul style="list-style-type: none"> <li>*MANPOWER PLANNING, surrender and creation of posts including work-charged posts, temporary posts, supernumerary posts, vacancy bank, benchmarking, areas of redundant activities, areas of expansion, Multi skilling, Book of sanctions etc.</li> <li>*RECRUITMENT through RRB's, RRC's, recruitment against sports quota, apprentices, land losers quota, appointment on compassionate grounds, engagement of substitutes, and the Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS). All aspects related to recruitment such as policy interpretation, vacancy assessment, preparation of indents, application of reservation in recruitment (both horizontal &amp; vertical reservation), maintenance of reservation rosters, conduct of written tests, interviews, formation of panels, notification, medical examination of successful candidates, character and antecedent verification, appointment, etc</li> <li>Implementation of Apprentices Act in Indian Railway establishments and the absorption of medically de-categorized staff in alternative posts</li> </ul>	½ day
02/02	<b>COMPENSATION MANAGEMENT [PAY &amp; ALLOWANCES] AND ACCOUNTS &amp; AUDIT</b> <ul style="list-style-type: none"> <li>*Work relating to pay and allowances like monthly salary bills, processing and sanction for payment of various allowances including allowances to the running staff, processing &amp; sanction of loans and advances to the Railway employees and recovery thereof, income tax liability, TDS, PF &amp; GIS deductions, PLB payment, pay fixation in case of appointment and promotion (functional and non functional promotions etc), dealing with instances of pay protection etc., reimbursement of tuition fees and legal expenses, TA &amp; OT claims.</li> </ul>	01 day

	* Budget preparation & review, budget allocation, August review, Estimates, Audit, processing for purchase / maintenance of office equipments, Imprest	
02/03	<p>INDUSTRIAL RELATIONS, LEGAL ESTABLISHMENT MATTERS, INDUSTRIAL/LABOUR LAWS, STAFF GRIEVANCE REDRESSAL SYSTEM AND STAFF WELFARE .</p> <p>*Dealing with recognized trade unions, meetings- Informal, Non-payment, PNM, PREM, JCM, dealing with Industrial disputes, strikes, lockouts, dharnas, gheraos, provisions of Industrial Disputes Act, Labour Enforcement Officers and Labour courts. Dealing with unrecognized Trade Unions and Associations etc.</p> <p>*All matters related to service law, dealing with establishment related cases filed in CAT, High Courts, Supreme Court. Effective handling of court cases, filing of review Petitions, SLP and related issues.</p> <p>*Enforcement and compliance of various legislations viz. Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, Payment of Wages Act, Workmen's Compensation Act, ex-gratia payment, Contract Labour (Regulation &amp; Abolition) Act, incentive bonus scheme, Minimum Wages Act, Right to Information Act 2005, Rights and Entitlements of persons with dis-abilities Act, Sexual Harassment of women at workplace (Prevention, Prohibition &amp; Redressal) Act, 2013 etc.</p> <p>*Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.</p> <p>*Grievance Redressal mechanism, staff Welfare -various activities, Staff Benefit Fund, Consumer Co-operative Societies, medical assistance, educational assistance etc.</p>	01 day
02/04	<p>CAREER PROGRESSION AND PERFORMANCE MANAGEMENT -</p> <p>*Channels of promotion, Selection &amp; Non Selection, Suitability, Trade Test, LDCE &amp; GDCE, ACP/MACP scheme, Assessment of vacancies, reservation rules /roster, Panel, currency of panel, its extension. Appeal against Panel/select list/trade test, sealed cover procedure etc</p> <p>*ACR/APARs, procedure, maintaining of records, their annual filling up by the employees, reporting officer, its review and acceptance, its use in selections/postings, conveying of adverse remarks, its effect on promotion etc NBR, sealed cover procedure etc.</p>	½ day
02/05	<p>DISCIPLINE AND APPEAL RULES, IMPLEMENTATION OF ACTIONS ARISING OUT OF VIGILANCE MATTERS AND CONDUCT RULES -</p> <p>*All matters relating to Disciplinary &amp; Appeal Rules, 1968 viz. minor &amp; major penalties, their procedure, Disciplinary Authority, Enquiry officer, Defence Helper, ex parte action, appeal against penalty, Revision &amp; Review, effect of penalty on service career, procedure for imposing penalty on retired persons, application of rules to a case study etc</p> <p>*Railway Services Conduct Rules, 1966 and their applicability on Railway servants Schedule of Disciplinary Powers and matters arising out of vigilance action</p>	01 day
02/06	<p>LEAVE RULES, PASS RULES AND JOINING TIME .</p> <p>*Pass Rules, its interpretation and implementation, kinds of passes &amp; PTOs, eligibility &amp; entitlement, Penalty/fines for misuse etc</p> <p>*Leave rules, different kinds of leave and their admissibility, limitation, competency regarding sanction, maintenance of leave accounts , leave encashment while in service, joining time etc</p>	1 day
02/07	<p>SENIORITY AND RESERVATION POLICY -</p> <p>*Rules regulating determination of seniority, on recruitment where initial training is necessary and not necessary, on transfer, promotion, in case of reduction due to punishment &amp; re promotion, inter-se seniority, seniority to medically de-categorized &amp; surplus staff, seniority to staff promoted by applying reservation etc</p> <p>*Provision of reservation for Schedule Caste and Scheduled Tribe employees, maintaining reservation rosters, other relaxations available to SC/ST candidates in safety and non-safety category posts, procedure for de-reservation of posts</p>	½ day
02/08	<p>MANAGEMENT OF POST RETIREMENT BENEFITS-</p> <p>*Interpretation &amp; implementation of Pension rules (new and old), provident fund rules, leave encashment rules, Gratuity rules, sanction of retirement benefits to</p>	½ day

	employees under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical absorption etc), impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits, conduct of Pension adalats, timely settlement and Redressal of grievances related to settlement, Ex gratia to widows/children of SRPF (contributory) & surviving/ retired SRPF (contributory), New Pension System, application of rules to a case study	
02/09	INFORMATTON TECHNOLOGY / COMPUTER KNOWLEDGE * Importance of Information Technology * Introduction of computers - Hardware, software, operating system & applications * Introduction to MS Office applications -(a) MS Word (b) MS-Excel (c) MS- access (d) MS - power point * Communication - Internet, E Mail, Networking * Hindi applications, printing * Computerization of Office work including returns and statistics	[one hour daily along with other topics]
02/10	FINAL EXAMINATION	½ day

### ANNEXURE-III

#### Proposed [Revised] Training Module of PERS-03

DEPARTMENT ACTIVITY CENTRE DESIGNATION STAGE DURATION AIMS	Personnel Personnel Training Centre OS/Chief OS/SWLI REFRESHER [once in 3 years] 6 Days 1. To provide inputs at the supervisory level for facilitating responsive and reliable decision making. 2. To develop analytical and problem solving capabilities 3. This should be a combined program for OS and S&WLI so that coordination between office and field is developed and information /experience shared. 4. Discussion of case studies be used to comprehend issues better.
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Revised Module No.	DESCRIPTION	Duration
03/01	SUPERVISORY SKILLS, LEADERSHIP, CHANGE AND ITS MANAGEMENT * Role of Supervisor in Personnel and other Departments, Leadership styles, Motivation, Communication, Time Management, Stress Management, Interpersonal Skills, customer care, interaction with staff as well as retired staff and their families, team building etc	½ day
03/02	MANPOWER PLANNING, RECRUITMENT PLANNING AND COMPASSIONATE GROUND APPOINTMENTS - issue, problems and analysis of data *Examination of proposal for creation of post keeping in view yardsticks, bench marking, work study reports, vacancy bank, matching surrender, HOER, links (specially creation of running staff & other safety & operational categories posts), identification and redeployment of surplus staff including medically decategorised staff, multiskilling, Book of Sanctions * All aspects related to rules, procedures, their interpretation and advance planning for recruitment- Recruitment through RRB's, RRCs, against sports quota, apprentices, land losers quota, appointment on compassionate grounds, engagement of substitutes, and the Liberalized Active Retirement scheme for Guaranteed Employment for safety staff (LARSGESS). Application of reservation in recruitment including for people with disabilities. Implementation of Apprentices Act in Indian Railway establishments.	½ day

	<p>*Conducting inquiry for C.G. appointment, preparation of case sheet for such appointment keeping in view the inquiry report, age limit, educational qualification, competency etc.</p>	
03/03	<p>COMPENSATION MANAGEMENT (PAY &amp; ALLOWANCES), ACCOUNTS &amp; AUDTT AND STORE PROCUREMENT - issue, problems and analysis of data</p> <p>*Rules and their interpretation relating to fixation under RS (RP) Rules, 2008 &amp; further clarifications thereunder, payment of various allowances including allowances to the running staff, loans and advances to the Railway employees and recovery thereof, income tax liability, TDS, PF &amp; GIS deductions, PLB payment, pay fixation in case of promotion (functional and non functional promotions etc), pay protection, Stepping up, Next Below Rule (NBR),TA &amp; OT claims.</p> <p>* Budget preparation &amp; review, budget allocation, August review, Estimates, Audit, processing for purchase / maintenance of office equipments, Imprest, establishment costs, construction organization, Dealing with Accounts inspection note, Audit para, Draft Para etc.</p> <p>*Store Procurement, Stock &amp; non stock items, Indents preparation for procurement &amp; drawal of Stores, Inventory Control, Local purchase</p> <p>*Works, preparation of proposals for works programme, Workcharge estimates</p>	½ day
03/04	<p>INDUSTRIAL RELATIONS, LEGAL ESTABTISHMENT MATTERS, INDUSTRIAL/ LABOUR LAWS, STAFF GRIEVANCE REDRESSAL SYSTEM AND STAFF WELFARE .</p> <p>*Dealing with trade unions, various kinds of meetings- PNM, PREM, JCM etc, dealing with industrial disputes, strikes, lockouts, dharnas, gheraos. Preparation of remarks/reply for the conciliation proceedings. Dealing with unrecognized Trade Unions and Associations etc.</p> <p>*All matters related to service law, establishment related cases filed in CAT, High Courts, Supreme Court. Effective handling of court cases, filing of review Petitions, SLP and related issues. Dealing with RTI cases &amp; citizen's charter &amp; other related legislative measures affecting administration.</p> <p>*Enforcement and compliance of various legislations viz, Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, Payment of Wages Act, Workmen's Compensation Act, ex-gratia payment, preparation of proposals for compensation under E C Act/Ex Gratia etc. Contract Labour (Regulation &amp; Abolition) Act, incentive bonus scheme, Minimum Wages Act, Right to Information Act 2005, Rights and Entitlements of persons with dis-abilities Act, Sexual Harassment of women at workplace (Prevention, Prohibition &amp; Redressal) Act, 2013 etc. Display of abstracts of Labour Laws at various Units.</p> <p>*HOER- Analysis of rules &amp; procedure for optimum utilization of manpower &amp; to curtail overtime, job analysis for classification/reclassification of posts, examination of over time claims including rosters and links with a view to reduce over time claims. Booking of running, non - running and other travelling staff and preparation of links.</p> <p>*Grievance Redressal mechanism, Checking of records and ensure compliance of Labour Laws during station inspection, complaint registers etc</p> <p>*Staff Welfare - Colonies, Holiday Homes, Co-Operative Societies, Railway Schools, Handicraft Centres, Canteens, Scout &amp; Guides, cultural activities, SBF, Medical Facilities, RELHS</p> <p>*Pass Rules</p> <p>*Leave rules</p>	01 day
03/05	<p>CAREER PROGRESSION AND PERFORMANCE MANAGEMENT -</p> <p>*Analysis of rules and procedures related to Selection, Non Selection, Suitability, Trade Test, LDCE &amp; GDCE, ACP/MACP scheme, Assessment of vacancies, reservation rules/roster, Panel, currency of panel, its extension Appeal against Panel/select list/trade test, sealed cover procedure etc.</p> <p>*ACR/APARs, procedure, maintaining of records, communication of adverse comments etc NBR, sealed cover procedure etc.</p>	½ day
03/06	<p>DISCIPLINE AND APPEAL RULES, IMPLEMENTATION OF ACTIONS ARISING OUT OF VIGILANCE MATTERS AND CONDUCT RULES -</p>	½ day

	<p>*All matters relating to Disciplinary &amp; Appeal Rules, 1968 viz. minor &amp; major penalties, their procedure, Implementation &amp; combination of various penalties Disciplinary Authority, Enquiry officer, Defense Helper, speaking orders, schedule of Powers, ex parte action, appeal against penalty, Revision &amp; Review, effect of penalty on service career, procedure for imposing penalty on retired persons, application of rules to a case study etc</p> <p>*Railway services conduct Rules, 1966 and their applicability on Railway servants, granting NOC for passport &amp; Ex-India Leave schedule of Disciplinary powers and matters arising out of vigilance action</p>	
03/07	<p>SENIORITY AND RESERVATION POLICY -</p> <p>*Rules and their interpretation pertaining to determination of seniority, on recruitment where initial training is necessary and not necessary on transfer, promotion, reversion due to punishment &amp; re promotion, integrated and inter-se seniority, seniority to medically de-categorized &amp; surplus staff, seniority to staff promoted by applying reservation etc</p> <p>*Provision of reservation for schedule Caste and scheduled Tribe employees, maintaining reservation rosters, other relaxations available to SC/ST candidates in safety and non-safety category posts, procedure for dereservation of posts</p>	½ day
03/08	<p>MANAGEMENT OF POST RETIREMENT BENEFITS</p> <p>*Interpretation &amp; implementation of pension rules (new and old), provident fund rules, leave encashment rules, Gratuity rules, cut in DCRG and its delayed payment, retention of railway accommodation, sanction of retirement benefits to employees under different circumstances (superannuation, voluntary retirement, resignation, death, dismissal, technical resignation [absorption] etc), impact of Disciplinary &amp; Appeal Rules, penalties etc on retirement benefits, conduct of Pension adalats, timely settlement and Redressal of grievances related to settlement, Ex gratia to widows/children of SRPF (contributory) &amp; surviving retired SRPF (contributory), procedure in case of more than one claimant, anomalies in pension revision/fixation, New pension system, application of rules to a case study</p>	½ day
03/09	Analysis of rules and procedures in a given topic [group activity] and identification of redundant areas or requirements for change /modification	1 day
03/10	<p>INFORMATTON TECHNOLOGY/ COMPUTER KNOWLEDGE</p> <p>* Importance of Information Technology</p> <p>*Update on information technology usage - development of a monitoring program in EXCEL/ACCESS (group activity)</p> <p>* computerization of office work including returns and statistics</p>	[ one hour daily along with other topics]
	FINAL EXAMINATION	½ day

#### ANNEXURE-IV

#### Proposed [Revised] Training Module of PERS-04

DEPARTMENT	Personnel
ACTIVITY CENTRE	Personnel Training Centre
DESIGNATION	Law Assistant
STAGE	Induction
DURATION	12 Days
AIMS	<ol style="list-style-type: none"> <li>1. To provide inputs that facilitate integration of inductees with the organisation's aims and objectives</li> <li>2. Provide basic knowledge of establishment rules and procedures required for contesting court cases effectively</li> </ol>

Revised Module No.	DESCRIPTION	Duration
04/01	<p>INTRODUCTION TO RAILWAYS-</p> <p>* organization structure, functions</p> <p>* Personnel Department - roles &amp; functions</p> <p>* Role of Law Assistant in these</p> <p>* Future avenues of growth (AVC).</p>	1 day

	* Basic introduction to Fundamental Rules &   REM (Vol. I & II), IREC [Vol.I & II] etc. * Safety and Disaster prevention - Office Safety, First Aid *Office skills, noting, drafting	
04/02	Polices, rules and procedures relating to recruitment, general conditions of service, career progression/promotion, seniority	2 days
04/03	Policies, rules and procedures relating to Discipline and Appeal Rules and Conduct Rules	1 day
04/04	Policies, rules and procedures relating to Pay fixation, Allowances, Advances and Pension	1 day
04/05	Policies, rules and procedures relating to Reservation, Leave rules, Pass rules, HOER	1 day
04/06	VARIOUS ACTS - (AN INTRODUCTION) * Payment of Wages Act * Minimum Wages Act * Employee Compensation Act * Factories Act * Industrial Disputes Act * Railways Act * CAT Act * Railway property unlawful possession Act * Consumer Act * Tenancy Act *Judicial stamp Act * Right to Information Act 2005 * Rights and Entitlements of persons with dis-abilities * Contract Labour (Regulation & Abolition) Act,1971, *sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act, 2013	2 days
04/07	Legal Matters - <ul style="list-style-type: none"> <li>• Court Case</li> <li>• Role of different courts</li> <li>• Preparation of written statement</li> <li>• Filing of Affidavits</li> <li>• Appeals</li> <li>• Nomination of Railway Advocates</li> <li>• Briefing, chasing &amp; monitoring</li> <li>• Case contested by more than one office</li> <li>• Contempt cases</li> <li>• Vetting of Pleading</li> <li>• Preparation of note for filing appeal /SLP before High Court or Supreme Court.</li> <li>• Arbitration &amp; Conciliation matters</li> <li>• NHRC matters</li> <li>• D&amp;A Rules * RCT Act</li> <li>• Court procedures in General.</li> </ul>	2 days
04/08	Field visit to Labour Commissioner Court / CAT /High Court / Supreme Court	1 day
04/09	Information technology usage + Internet and networking Computerisation of Office work including monitoring of court cases <ul style="list-style-type: none"> <li>• SPL LIMBS searching of judgements on various topics</li> </ul>	[ one hour daily along with other topics]
04/10	FINAL EXAMINATION	½ day

**SERIAL CIRCULAR NO.160/2014**  
No.P(R)/563/XI      Date:31.12.2014

Copy of Board's letter No.E[NG]II/2005/RR-1/7 dated 29.12.2014 is published for information, guidance and necessary action. Board's letter dated 01.02.2012 quoted therein was circulated under S C. No.16/2012.

Board's letter No. E[NG]II/2005/RR-1/7 dated 29.12.2014 [RBE No.147/2014]

***Sub: Recognition of Certificate /Qualification of Industrial Training Institute [I.T.I.] upgraded as Centre of Excellence [COE] and its acceptance for the purpose of employment in Railways.***

***Ref: Board's letter of even number dated 01.02.2012 [RBE No. 16/2012]***

...

Pursuant to issue of instructions contained in letter under reference, railway establishments have been seeking a comparative list /mapping of trades awarded by Industrial Training Institutes [I.T.Is] under the Craftsman Training Scheme [CTS] vis-à-vis courses /trades granted by Centre of Excellence [COE].

2. The matter has been examined in consultation with Directorate General of Employment & Training [DGET], M/o Labour & Employment and a tabulated position of comparative list / mapping of trades supplied is sent herewith for information and compliance:

Sl. No.	Qualification /certificate(s) submitted by the candidate obtained from COE.	Suggested trade under State Council for Technical Education (SCVT)/National Council for Technical Education (NCVT)
(i)	National Trade Certificate (NTC) of one year BB BT in sector of Electrical COE plus NTC of any of the following 06 (six) months course advance module in :- Repair & Maintenance of Electrical Machine & power supply OR Repair & maintenance of Domestic Appliances, OR Operation & maintenance of Equipments used in HT, LT, Substation cable jointing; OR Non conventional Power Generation, Battery and Inverter, OR Repair and Maintenance of instruments used in Electrical Engineering.	Electrician
(ii)	National Trade Certificate(NTC) of one year BB BT in sector of Automobile (COE plus NTC of any of the following 06 (six) month course advance module in:- Denting painting and Welding; OR servicing & Overhauling of Automobiles (Petrol) OR Servicing & Overhauling of Automobiles (Diesel) OR Overhauling of Fuel Injection System & Steering Mechanism; OR Repair & Maintenance of Wheel Re-treading of Tyres & Wheel Balancing OR Auto Electrical Electronics & Air Conditioning in Automobiles.	Mechanic Motor Vehicle
(iii)	National Trade Certificate (NTC) of one year BB BT in sector of Fabrication COE plus NTC of any of the following 06 (six) months course advance module in :- Structural/Pressure Parts fitting; OR Structural Welding, OR Pressure Vessel & Pipe Welding; OR Welding Inspection & Testing Or TIG/MIC Welding.	Fitter
(iv)	National Trade Certificate (NTC) of one year BB BT in sector of Refrigeration & Air Conditioning COE plus NTC of any of the following 06 (six) months course advance module in :-	Refrigeration & Air Conditioning

	Domestic, Commercial Refrigeration & Air Conditioning; OR Central Air Conditioning Plant, Industrial Cooling & Central Air Conditioning Plant, Industrial Cooling & Package; OR Cold Storage, Ice Plant & Ice Candy Plant.	
(v)	National Trade Certificate (NTC) of one year BBBT in sector of Electronics COE plus NTC of any of the following 06 (six) months course advance module in :-  Radio, Audio, Video System and Appliances; OR Inverters, UPS, voltage Stabilizers and Industrial Drives; OR Repair & Maintenance of Electronic Test Equipment; OR communication system, Embedded System and PLC.	Electronic Mechanic
(vi)	National Trade Certificate (NTC) of one year BBBT in sector of Information Technology (IT) COE plus NTC of any of the following 06 (six) months course advance module in :-  Multi-media & animation; OR repairs and Maintenance of Hardware of Computer & Peripheral Computer Networking; OR Digital Videography; OR E-Accountancy & Office Management OR Multi media & Creative Designing OR Information System Management.	Information Communication Technology System Maintenance
(vii)	National Trade Certificate (NTC) of one year BBBT in sector of Instrumentation COE plus NTC of any of the following 06 (six) months course advance module in :-  Industrial Electronics & instrumentation OR Analytical Instrumentation OR Process Control Instrumentation OR Medical Instrumentation OR Optical Instrumentation OR Electronic Test & Measuring Instruments.	Instrument Mechanic

3. Apart from the above, comparative list/mapping of trades circulated vide letter No.2012/E(RRB)3/2 dt. 14.09.2012 (Copy enclosed) shall also be complied with.

4. Past cases which have been finalized need not be re-opened. Cases where final decision is yet to be taken may be dealt in terms of above instructions.

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Copy of Railway Board's letter No.2012/E(RRB)/3/2 dated 14.09.2014.

***Sub: Hon'ble CAT/ALD's order dt. 01.03.2012 passed in OA No.287/12-clarification regarding recognition of Certificate/qualification of ITI upgraded as Centre of Excellence (COE) and its acceptance for the purpose of employment in Railways.***

***Ref: RRB/ALD's letters (i) No.RRB/ALD/CEN-01/2010/ALP/Misc./01 dt. 29.02.2012 and (ii) No. RRBA/CAT/ALD/OA/287/12 dt. 27.03.2012.***

<><><>

The issue raised vide letters under reference has been examined in consultation with Director General of Employment and Training (DGE&T), DGE&T vide their letter No.DGET-7(16)/2012-CD dated 28.05.2012 (Copy enclosed) have furnished a mapping statement for the trades involved in your letter referred at (i) above clarifying that qualification/certificate submitted by the candidates have been matched with required qualification mentioned in the CEN No.01/2010 and the same has been accepted by the Board for the purpose of employment on the Railways.

Necessary action may be taken accordingly.



**Sub: Recognition of Certificates/Qualifications of I.T.Is. upgraded as Centre of Excellence (COE) and its acceptance for the purpose of employment in the Railways.**

<><><>

This has reference to your Office Memorandum No.2012(E)RRB)/3/2 dt. 30.04.2012 on the above subject. The Training programme offered under COE Scheme has not been directly equated with training programme offered under conventional pattern of Craftsmen Training Scheme. However, the skills acquired in the respective sectors under COE schemes are almost the same/not less than the skills acquired in the similar trades of ITIs. Keeping in view the above fact, the qualification/certificate submitted by the candidates have been matched with the required qualifications mentioned in the Employment Notice No.01/2010 and the same has been annexed.

Annexure

	Qualification certificate(s) submitted by the Candidate	Suggested trade under SCVT/NCVT
1.	One year BBT in sector of Electrical COE	Electrician
2.	6 Months advanced module EAT 05	
3.	6 months specialized module in sector of Electrical (COE)	
1.	One year BBT in sector of Electrical COE	Electrician 2
2.	6 Months advanced module EAT 05	
3.	6 months specialized module in sector of Electrical (COE)	
1.	One year BBT in sector of Electronics	Electronics Mechanic
2.	6 Months advanced module communication system	
3.	6 months specialized communication system	
1.	One year BBT in sector of Electrical COE	Electrician
2.	6 Months advanced module EAT 05	
3.	6 months specialized module in sector of Electrical (COE)	
1.	One year BBT in sector of Electrical COE	Electrician
2.	6 Months advanced module R&M of domestic appliances	
3.	6 months specialized module Electrical (COE)	
1.	One year BBT in sector of Electronics	Electrician
2.	6 Months advanced module UPS	
3.	6 months specialized UPS	
1.	One year BBT in sector of Electrical COE	Electrician
2.	6 Months advanced module EAT 05	
3.	6 months specialized module in sector of Electrical (COE)	
1.	One year BBT in sector of Electrical	Electrician
2.	6 Months advanced module R&M of domestic appliances	
3.	6 months specialized module Electrical (COE)	
1.	One year BBT in sector of Electrical COE	Electronics Mechanic
2.	6 Months advanced module EAT 05	
3.	6 months specialized module in sector of Electrical (COE)	
1.	One year BBT in sector of Electrical COE	Electrician
2.	6 Months advanced module EAT 05	
3.	6 months specialized module in sector of Electrical (COE)	
1.	One year BBT in sector of Electrical	Electrician
2.	6 Months advanced module R&M of Electrical Machine	
3.	6 months specialized module Maintenance of communication winding.	
1.	One year BBT in sector of Electrical COE	Electrician
2.	6 Months advanced module EAT 05	
3.	6 months specialized module in sector of Electrical (COE)	
1.	One year BBT in sector of Electronics COE	Electrician
2.	6 Months advanced module Inverters UPS Voltage.	
3.	6 months specialized communication system	

1.	One year BBBT in sector of Electrical COE	Electrician
2.	6 Months advanced module EAT 05	
3.	6 months specialized module in sector of Electrical (COE)	
1.	One year BBBT in sector of Craft Electrical Engineering	Electrician
2.	6 Months advanced module R&M EM & PS in the sector of CEE	
3.	6 months specialized module Repair and maintenance of electrical machine and power supply (EAT 5)	

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