

INDEX OF NON-SERIAL CIRCULARS ISSUED DURING THE YEAR 2014

S. No.	Board's Letter / Zonal letter No & Date	Subject in brief
1	P[R]676/IV dt. 11.02.2014	Inter Railway request transfers of non- gazetted staff – IRT /Mutual transfers can be considered without applying the minimum service condition
2	Board's letter No. 2013/ERB-5/22[4]/1 dated 21.02.2014	Engagement of fresh face TADK – Review of policy regarding change of category of TADK on All Indian Railways/PUs/Other Units.
3	P[R]676/IV dt. 15.04.2014	Inter divisional/ inter unit transfers on request may be considered without applying the condition of minimum service,
4	Board's E[P&A] I-2014/RT-9 dated 28.03.2014	Board have clarified that the category of Technician Grade III is not covered under Safety Categories for seeking retirement under LARSGESS
5	Board's letter No.2014/E[GR]II/1/1 dated 12.03.2014	Rates of remuneration of Medical Practitioners engaged on contract, revised.
6	Board's letter No. 2013/ERB-5/22[4]/1 dated 29.04.2014 and 30.04.2014	Engagement of fresh face TADK- Review of policy regarding change of category of TADK on All Indian Railways/PUs/Other Units.
7	Board's letter No. E(P&A)I-2012/AL/1 dated 13.5.2014	Grant of Nursing allowance to Asst. Nursing Officers working in Rly Hospitals.
8	E[P&A]I-2014/RT-16 dated 09.05.2014	Dispensation of written test for the wards under the scheme of LARSGESS
9	CVC's Circular No.02/05/ 2014 dated 19.05.2014	Need for self-contained speaking and reasoned order to be issued by the authorities exercising disciplinary powers.
10	E[W]2012/PNM/NFIR/5 dated 24.1.2014 (RBE No.13/2014)	Engagement of Homeopathic Doctors in the dispensaries functioning under the aegis of Staff Benefit Fund – Qualifications reg.
11	Board's letter No. 2014/AC-II/21/4 dated 20.05.2014 (RBA No.08/2014)	Exit guidelines under NPS – option for complete withdrawal of accumulated pension wealth by subscriber.
12	ERP-Portal-Transfer/2013 dated 10.03.2014	Transfer portal for Railway employees
13	P[R]500/XXV dt. 27.06.2014	Pensionary benefits to the staff declared medically unfit
14	P[R]673/VI dated 18.07.2014	Payment of stipend to Trainee Technicians appointed on compassionate grounds.

15	P[R]605/XIII 08.07.2014	dt.	Norms for filling up the posts of Instructors [Ex-cadre] in Mech. Training Centres.
16	E[P&A]I-2011/RT-6 dated 10.06.2014		Eligibility of Track Maintainer Grade III in Grade Pay of Rs.1900 for LARSGESS
17	E(NG)II/1998/RC-1/64 dated 24.06.2014		Appointment on compassionate grounds- delegation of powers.
18	PC-V/2009/ACP/2 dated 27.06.2014		Erroneous implementation of MACP Scheme on Railways.
19	P[R]420/VIII 18.08.2014	dt.	Child Care leave to female railway employees – System improvement
20	P[R]75/VII 19.09.2014	dt.	Conveyance charges for road journeys performed by Auto-Rickshaw / own scooter / Motor cycle / Motor Car.
21	P[R]605/XIII 01.10.2014	dt.	Procedure for conducting written examination as a part of Selections - Policy
22	P[R]676/IV 23.09.2014	dt.	Inter Railway transfers on Mutual exchange – procedure thereof.
23	No. P[R]579/VIII 29.10.2014	dt.	Reckoning of 20 years' of qualifying service in respect of Trackman [Gangman] and staff working in safety category posts with Rs.1800 GP under LARSGESS.
24	No.P(R)55/II 21.11.2014	dt.	Payment of National Holiday Allowance to the staff who have performed duty on National Holidays.
25	No. P[R]75/VII 28.11.2014	dt.	Payment of difference of T.A./D.A. w.e.f. 01.01.2014 consequent upon enhancement of various allowances by 25% as a result of increase in the DA to 100%
26	No. E[NG]I-2014/PM7 /5 dated 10.11.2014		Residency period for promotion from Goods Driver to Sr.Goods Driver, Passenger Driver to Sr. Passenger Driver, Goods Guard to Sr.Goods Guard and Passenger Guard to Sr.Passenger Guard.
27	E(P&A)I-2012/RT-9 dated 27-11-2014		Court Case on the implementation of LARSGESS - orders of CAT to be used while defending the administration

No. P[R]676/IV

Dated:11.02.2014

ALL CONCERNED

Sub: Inter Railway request transfers of non- gazetted staff.

Railway Board in their letter No. E[Rep]I-06/Transfer/Misc./1 dated 07.01.2011 [SC No. 03/2011], decided that Inter Railway own request transfers of Group 'C' and erstwhile Group 'D' staff be considered without the restriction of minimum service.

Instructions were issued under this office letter No. P[R]676/IV dated 31.10.2012 that applications for inter railway transfer on request in respect of non-gazetted staff should be entertained only on completion of the period of probation of two years after regular appointment in terms of para 104 of IREM.

References/representations have been received in this connection from various quarters seeking review of the instructions issued at zonal level, quoting Railway Board's instructions dated 07.01.2011.

The matter has accordingly been reviewed and it is decided to withdraw the instructions issued under this office letter dated 31.10.2012. The applications for inter railway request / mutual transfers may be considered without applying the condition of minimum service in the terms of Board's instructions dated 07.01.2011.

This issues with the approval of the General Manager.

ALL CONCERNED

Copy of Board's letter No.2013/ERB-5/22[4]/1 dated 21.02.2014 is forwarded for information, guidance and necessary action. Board's letters dated 14.12.2009 and 10.09.2010 quoted therein were circulated under letters No. P[R]564/BP/III dated 31.12.2009 and 08.10.2010, respectively.

Board's letter No. 2013/ERB-5/22[4]/1 dated 21.02.2014

Sub: Engagement of fresh face TADK – Review of policy regarding change of category of TADK on All Indian Railways/PUs/Other Units.

In terms of Board's Order No.2006/ERB-5/13/9 dated 04.07.2006 facility of TADK was extended to Directors and equivalent officers of Railway Board with the stipulation that:

"...while for the existing Directors induction of fresh TADKs would be permitted, they would have to take the TADKs with them in case they are posted out within the Railway System and remain entitled for a TADK. Those who come in future from the field would have to get the TADK already working with them. Fresh induction would only be permitted in case of those officers who never had been provided a TADK."

2. Further, vide Board's letter No. 2009/ERB-5/3/4 dated 14.12.2009, Board had decided that a with a view to ensuring uniformity, henceforth category of a Bungalow Peon/Khalasi/TADK should be changed only after three years on all Zonal Railways/PUs/other units. The same was reiterated and clarified vide Board's letter No. 2010/ERB-5/22/1 dated 10.09.2010.

3. Now, with a view to reducing induction of fresh faces while maintaining uniform policy regarding TADK in all Indian Railways/PUs/other units as well as in Railway Board, Board have decided that henceforth category of a Bungalow Peon / B.Khalasi/TADK should be changed only after five [5] years instead of existing three [3] years uniformly for all the eligible officers irrespective of whether on the Railways /PUs/other units or in Railway Board. Board have further decided to allow Directors and equivalent officers of Railway Board to engage fresh face TADK on change of category of their earlier TADK. It should be ensured that all the eligible officers on transfer to any unit [Railways/PUs/other units/Railway Board] should carry their TADK with them until the category of their TADK is changed.

4. The existing instructions in this regard stand modified accordingly. This may be circulated for wide publicity among all eligible officers so that they are aware of the same.

Sd/-
(N.K.Sharma)Under Secy./ERB-5, Rly. Board

No. P[R]676/IV

Dated:15.04.2014

ALL CONCERNED

Sub: Inter Divisional/ Inter unit request transfers of non-gazetted staff.

Attention is invited to this office letter No. P[R]676/IRT dated 18.04.2005 wherein it was advised that the applications for inter divisional transfers of Group 'C' and Group 'D' recruited through various modes should be considered only after completion of minimum three years regular service.

Railway Board in their letter No. E[Rep]I-06/Transfer/Misc./1 dated 07.01.2011 [SC No. 03/2011], decided that Inter Railway own request transfers of Group 'C' and erstwhile Group 'D' staff be considered without the restriction of minimum service.

Representations have been received seeking review of the local instructions issued at zonal level to consider inter divisional transfers without applying the condition of minimum service, in terms of Board's letter dated 07.01.2011.

The matter has been reviewed and it is decided that inter divisional/ inter unit transfers on request may be considered without applying the condition of minimum service, in terms of Board's instructions dated 07.01.2011.

This issues with the approval of the General Manager.

No.P(R)/579/VIII

Date: 17.04.2014

Sr. DPOs/SC, HYB, BZA, GNT, GTL, NED

Copy of Board's letter No.E[P&A]I-2014/RT-9 dated 28.03.2014 addressed to the General Secretary/AIRF and copied to GM/SCR is forwarded for information, guidance and necessary action.

Board's letter No. E[P&A]I-2014/RT-9 dated 28.03.2014 addressed to the General Secretary/AIRF and copied to GM/SCR

Sub: Clarification regarding categories falling under Safety Category for the purpose of retirement under LARSGESS

...

The undersigned is directed to refer to your letter No. AIRF/415[179] dated 03.08.2013 on the above cited subject. The category of Technician Grade III is not covered under Safety Categories for seeking retirement under LARSGESS.

.....

No. P[R]535/IX

Dated:01.05.2014

ALL CONCERNED

Sub: Filling up of promotional quota vacancies.

The SCRM Union in the 125th PNM meeting pointed out that a large number of promotional quota vacancies are lying unfilled even though eligible employees are awaiting promotion thereby causing financial loss to the employees who are due for promotion.

Instructions have been issued time and again by Railway Board emphasizing the need to plan and fill up the posts by selection method or non-selection method, as the case may be, by drawing up a calendar of selections. In this connection, attention is invited to Board's letters dated 18.08.1987, 22.07.1988 and 02.07.1991 circulated as SC Nos. 167/87, 131/88 and 108/91, respectively.

Board in their letter dated 03.09.2009 [SC No. 143/09] have communicated the mode of filling up of non-gazetted posts in GP 4200 & 4600 in merged grades and have also decided that as a one time exemption these posts should be filled up by seniority-cum-suitability with prescribed benchmark. Subsequently, it was decided from time to time by Board that the promotional vacancies in the above merged grades as may arise upto 30.06.2014 may be filled up with benchmarking on the basis of seniority-cum-suitability.

Immediate action may be taken to fill up the promotional quota vacancies in the merged grades as may arise upto 30.06.2014 on the basis of seniority-cum-suitability and in the case of other non-selection posts to avoid hardship to the employees.

Similar action may also be taken in respect of selection posts viz., from Group 'D' to Group 'C' and the posts of JE against promotional quota and LDCE, by invariably following the normal procedure of holding selection i.e., conducting written examination and perusal of records, as per the selection procedure.

No.P(R)/563/XI

Date:01.05.2014

**CMD, FA&CAO, MD/CHS/LGD,
MD/RH/ BZA, SC, HYB, GTL, GNT & NED**

Copy of Board's letter No.2014/E[GR]II/1/1 dated 12.03.2014 is forwarded for information, guidance and necessary action.

Copy to,
Dy.CPO/Gaz., APO/Bills

Board's letter No. 2014/E[GR]II/1/1 dated 12.03.2014

***Sub: Engagement of Medical Practitioners on contract basis
[CMPs] – Revision of rate of remuneration.***

1. Ministry of Railways have reviewed the rate of remuneration, as laid down in Railway Board's letters No. 96/E[GR]II/9/16 dated 24/8/2005, 10.05.2006 and 2007/E[GR]II/1/1 dated 13.08.2009, payable to Medical Practitioners engaged on contract basis [CMPs]. It has been decided to revise the monthly remuneration payable to CMPs engaged on Railways as under:

<u>Category of CMPs</u>	<u>Full Time</u>
GDMO	55,000/-
Specialist	65,000/-
Super Specialist	75,000/-

2. All other terms and condition as laid down in Railway Board's letter No. 96/E[GR]II/9/16 dated 23.2.2000 and as amended from time to time shall remain unchanged.

3. These orders will take effect from the date of issue of this letter and shall remain in force till further orders.

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

Sd/-
(Mamta Kandwal)DE[Gaz] Rly. Board

Copy of Board's letter No.2013/ERB-5/22[4]/1 dated 29.04.2014 and 30.04.2014 is forwarded for information, guidance and necessary action. Board's letters dated 04.07.2006, 14.12.2009, 10.09.2010 and 21.02.2014 quoted therein were circulated under letters No. P[R]564/BP/III dated 31.12.2009, 08.10.2010 and 20.03.2014, respectively. However, copies of the same are enclosed.

Board's letter No. 2013/ERB-5/22[4]/1 dated 29.04.2014

Sub: Engagement of fresh face TADK –Review of policy regarding change of category of TADK on All Indian Railways/PUs/Other Units.

Please refer to Board's letter of even number dated 21.02.2014 on the subject. On receipt of references from various Railways/PUs seeking clarification/guidance thereon, the matter was reviewed by the Board. It has been decided that the said letter dated 21.02.2014 may be treated as withdrawn.

Board's letter No. 2013/ERB-5/22[4]/1 dated 30.04.2014

Sub: Engagement of fresh face TADK by Directors and equivalent officers in Railway Board.

In partial modification of Board's orders /letters No. 2006/ERB-5/13/9 dated 04.07.2006, No. 2009/ERB-5/3/4 dated 14.12.2009 and 2010/ERB-5/22/1 dated 10.09.2010 on the subject, Board has decided to allow Directors and equivalent officers of Railway Board to engage fresh face TADK on change of category of their earlier TADK in terms of para-4 of the letter dated 14.12.2009.

Copy of Board's Order No. 2006/ERB-5/13/9 dated 04.07.2006

Vide Board's order of even No. dated 6.3.2006, sanction of the Ministry of Railways was accorded for creation of 91 Group 'D' posts in the scale of Rs.2550-3200 in Railway Board for their operation as Telephone Attendant-cum-Dak-Khalasi [TADK] to Directors and equivalent officers initially for a period of two [2] years from the date of their operation, utilizing the money value available in Railway Board Vacancy Bank for 79 [seventy nine] posts of TADKs for Directors and equivalent officers in Railway Board [other than RBSS] & utilizing the elements of existing six [6] vacant Group 'D' posts each of Cleaners and Farashes of Railway Board for remaining 12[twelve] posts of TADKs for Directors belonging to RBSS.

In partial modification of Board's aforesaid order it has now been decided to:

- [i] restrict the currency of 91 Gr. 'D' posts for a period upto 31.3.2007 or till further orders, whichever is earlier.
 - [ii] provide matching savings for the creation of 91 Gr. 'D' posts by utilizing money value available in Railway Board Vacancy Bank;
 - [iii] carry out a periodical review every three months to ensure that the actual number of posts operated commensurate with the number of eligible officers.
3. Sanction of the Ministry of Railways is also hereby accorded for creation of additional 2 Group 'D' posts in the scale of Rs.2550-3200/- in Railway Board for their operation as TADK to Directors initially for a period of one year i.e. upto 31.3.2007 or till further orders, whichever is earlier, by utilizing the money value available in Railway Board Vacancy Bank. With the creation of these 2 additional Gr.'D' posts of TADKs, total sanctioned strength of

TADKs for Directors would be 93 [Ninety Three]. Out of this only 88 TADKs, would be provided to the Directors and equivalent level officers for now. Remaining 5 posts of TADKs would be utilized later for Directors requiring fresh engagement.

4. Board have also decided that while for the existing Directors induction of fresh TADKs would be permitted, they would have to take the TADKs with them in case they are posted out within the Railway system and remain entitled for a TADK. Those who come in future from the field would have to get the TADK already working with them. Fresh induction would only be permitted in case of those officers who never had been provided a TADK.

5. Except when Railway Board decides otherwise, the modalities for the appointment and operation of the posts of TADKs for Director level officers in Railway Board will be on the same pattern as in the case of engagement of the TADKs for SAG level and above officers of Railway Board, being done by Northern Railway on behalf of the Railway Board. The expenditure incurred on the operation of these posts would be debited to Railway Board Vacancy Bank.

6. The above mentioned 93 posts would be operated for Director level officers only and the list of the entitled officers is attached herewith.

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

Copy of Board's letter No. 2009/ERB-5/3/4 dated 14.12.2009

***Sub: Instructions regarding engagement of fresh TADK by
Director and equivalent Officers in Board's office.***

In terms of Board's Order No. 2006/ERB-5/13/9 dated 04.07.2006 [copy enclosed] facility of TADK was extended to Director and equivalent officers of Railway Board with the stipulation that:

".... While for the existing Directors induction of fresh TADKs would be permitted, they would have to take the TADKs with them in case they are posted out within the Railway system and remain entitled for a TADK. Those who come in future from the field would have to get the TADK already working with them. Fresh induction would only be permitted in case of those officers who never had been provided a TADK."

2. It has come to the notice that due to ignorance of Board's above instructions, some officers could not bring Bungalow Khalasi/Peon working with them on transfer from Zonal Railways/PUs to Board's office and made request for engagement of fresh TADKs.

3. Board have decided that all the Zonal Railways/PUs may be advised to circulate the said orders for wide publicity among their officers so that they are aware of the same and do not face any difficulty during their tenure in Board's office.

4. Besides the above, Board has also taken notice of the fact that there is no uniform duration regarding the change of category of Bungalow Peon/Khalasi/TADK provided by the various Zonal Railways/PUs to their officers. Board have, therefore, decided that **with a view to ensuring uniformity, henceforth category of a Bungalow Peon/Khalasi/TADK should be changed only after three years.**

Copy of Bd's ltr No. 2010/ERB-5/22/1 dated 10.09.2010

***Sub: Instructions regarding engagement of fresh TADK by
Directors and equivalent Officers in Board's office.***

Ref: Board's letter No. 2009/ERB-5/3/4 dated 14.12.2009

Vide Para 1 & 2 of the letter under reference [Copy enclosed], it had categorically been advised to all Zonal Railways /PUs that Director level officers coming to Board on transfer will have to bring the TADK already working with them. In Para-4 of the said letter, it

had been directed that, with a view to ensuring uniformity, category of a Bungalow Peon/Khalasi/TADK should be changed only after a period of 3 years on all Zonal Railways /PUs.

2. It has now come to notice that some Director level officers have got the category of their Bungalow Peon/Khalasi/TADK changed before / after 3 years either on Railways or in Board's office and thereafter made a request for engagement of a fresh TADK in Board's office. It is clearly mentioned in Para-1 of the above referred letter that fresh induction would be permitted in case of only those officers who have never been provided a TADK. As such, the provision for the change of category of earlier TADK after 3 years does not entitle them to induction of a fresh TADK in Board's office. They will have to bring their TADK with them if they want to have the facility of TADK in Board's office irrespective of the provision regarding change of category. This may be brought to the notice of all concerned.

Board's letter No. 2013/ERB-5/22[4]/1 dated 21.02.2014

Sub: Engagement of fresh face TADK – Review of policy regarding change of category of TADK on All Indian Railways/PUs/Other Units.

...
In terms of Board's Order No.2006/ERB-5/13/9 dated 04.07.2006 facility of TADK was extended to Directors and equivalent officers of Railway Board with the stipulation that:

“...while for the existing Directors induction of fresh TADKs would be permitted, they would have to take the TADKs with them in case they are posted out within the Railway System and remain entitled for a TADK. Those who come in future from the field would have to get the TADK already working with them. Fresh induction would only be permitted in case of those officers who never had been provided a TADK.”

2. Further, vide Board's letter No. 2009/ERB-5/3/4 dated 14.12.2009, Board had decided that with a view to ensuring uniformity, henceforth category of a Bungalow Peon/Khalasi/TADK should be changed only after three years on all Zonal Railways/PUs/other units. The same was reiterated and clarified vide Board's letter No. 2010/ERB-5/22/1 dated 10.09.2010.

3. Now, with a view to reducing induction of fresh faces while maintaining uniform policy regarding TADK in all Indian Railways/PUs/other units as well as in Railway Board, Board have decided that henceforth category of a Bungalow Peon / B.Khalasi/TADK should be changed only after five [5] years instead of existing three [3] years uniformly for all the eligible officers irrespective of whether on the Railways /PUs/other units or in Railway Board. Board have further decided to allow Directors and equivalent officers of Railway Board to engage fresh face TADK on change of category of their earlier TADK. It should be ensured that all the eligible officers on transfer to any unit [Railways/PUs/other units/Railway Board] should carry their TADK with them until the category of their TADK is changed.

4. The existing instructions in this regard stand modified accordingly. This may be circulated for wide publicity among all eligible officers so that they are aware of the same.

**

No.P(R)/64/VII

Date: 30.05.2014

CMD, MD/CH/LGD,MD/RH/BZA,SC,GTL,GNT & NED,
FA&CAO
Sr.DPO/SC,HYB,BZA,GTL, GNT & NED
Sr.DFMs/SC,HYB,BZA,GTL,GNT & NED
APO/Bills/Hqrs.

Copy of Board's letter No.E(P&A)I-2012/AL/1 dated 13.5.2014 is forwarded for information, guidance and necessary action. Board's letters dated 17.9.98 and 06.02.2009 quoted therein were circulated under S.C.No. 255/98 and 20/2009, respectively.

Board's letter No E(P&A)I-2012/AL/1 dated 13.5.2014

Sub: Grant of Nursing Allowance to Assistant Nursing Officers working in Railway Hospital.

Ref: (1) Board's letter No. E(P&A)I-98/AL/1 dated 17.9.98

(2) Board's letter No. E(P&A)I-2009/AL/1 dated 6.2.2009.

In terms of Board's letter referred above Nursing Allowance is admissible to the Nursing Personnel. A reference has been received seeking clarification as to whether Assistant Nursing Officers (ANO) which is a group 'B' Gazetted post are also eligible for Nursing Allowance.

2. The matter has been examined in Board's office in consultation with Health Directorate. Since the ANOs are performing overall supervision of nursing services and not involved in nursing duties, they are not eligible for grant of nursing allowance.

3. This disposes of Southern Railway's letter No. P(B)Gaz/Misc dated 28.9.2012. Past cases decided otherwise need not be reopened.

No.P(R)/579/VIII

Date:04.06.2014

Sr.DPOs/SC, HYB, BZA, GTL, GNT & NED

Copy of Board's letter No.E[P&A]I-2014/RT-16 dated 09.05.2014 addressed to GM/SCR/SC together with this office letter of even number dated 29.04.2014 is forwarded for information, guidance and necessary action.

Copy to:
SPO/M&EL, SPO/T, APO/Recrtd., APO/Co-ord

Board's letter No. E[P&A]I-2014/RT-16 dated 09.05.2014 addressed to the
GM/SCR/SC

***Sub: Dispensation of written test for recruitment of wards under LARSGESS.
Ref: Your railway's letter No.P[R]579/VIII dated 29.04.2014***

...

The issue raised in your above referred letter has been considered in Board's office and it is clarified that Written Test has been dispensed with in respect of recruitment of wards of specified safety categories in GP 1800 only and not for those in GP 1900.

Copy of this office letter No. P(R)/579/VIII dated 29.04.2014.

Sub: Dispensation of written test for recruitment of wards under LARSGESS

Railway Board in their RBE No. 131/2010 extended the benefit of the SRRS to other safety categories of staff in GP Rs.1800. Safety category staff who have completed 20 years qualifying service and are in the age group of 50-57 years are eligible to seek retirement under the scheme. Suitability of the wards was assessed by conducting Written Test and those qualified in the written test were subjected to PET.

Subsequently Board in their RBE No. 72/2013 dispensed with the written examination for recruitment of wards of Gangmen and the specified Safety categories in GP Rs 1800/- as notified in Board's letters dated 11.09.2010 and 03.01.2012 under LARSGESS, from the second half of 2013 and onwards.

From the above, two possible scenarios are emerging:

- [1] It can be construed that written test is dispensed with in respect of employees holding safety category posts in GP 1800 whose wards are considered for recruitment under LARSGESS.
- [2] It also can be read that written test is dispensed with for the wards of employees holding safety category posts as specified in Board's letter dated 28.06.2011 [i.e. both GP 1800 and GP 1900], thus the wards of employees holding safety category post in GP 1900 will also have the benefit of exemption from written test.

Board are requested to confirm which of the above scenarios are to be followed.

ALL HODs, DRMs & CWMs,
Extra Divisional Officers

Copy of Central Vigilance Commission's Circular No.02/05/2014 dated 19th May, 2014 is forwarded for information, guidance and necessary action.

In this connection attention is also invited to Board's instructions issued under their letter No. E(D&A)2002/RG 6-27 dt.24.9.2002 (RBE No.168/02 –SC No. 218/02] in which the need for Disciplinary/Appellate Authorities to issue self contained speaking and reasoned orders was impressed upon [copy enclosed].

Central Vigilance Commission's Circular No.02/05/2014 dated 19th May, 2014

Sub: Need for self-contained speaking and reasoned order to be issued by the authorities exercising disciplinary powers.

Attention is invited to the Commission's office order No.51/9/03 dated 15.09.2003, officer order No. 14/2/04 dated 26.02.2004 and circular No.02/01/09 dated 15.01.2009, wherein it was clarified that Disciplinary Authorities (DAs) should issue a self-contained, speaking and reasoned order which must indicate, inter-alia, due application of mind by the authority issuing the order.

2. The Commission has observed that inspite of the above said instructions, the orders issued in disciplinary matters by the Disciplinary Authorities concerned are sometimes not in the form of a speaking and reasoned order indicating due application of mind. The Commission would, therefore, again advice all administrative authorities to ensure that officials exercising disciplinary powers conferred under the applicable statutory rules/CDA Rules etc. governing the public servants concerned in the CPSUs/PSBs/Ministries/Departments/Organizations to issue the orders which are self-contained, speaking and reasoned indicating due application of mind by them especially when they differ with the advice/recommendations of CVO or Inquiry Officer or the Commission as the case may be giving cogent reasons thereof.

3. Instances have also come to the notice of the Commission wherein the orders passed by Disciplinary Authorities only indicate their designation in the organization and the name of the officer is not indicated in the orders issued. Commission would, therefore, advice that in all such orders issued in disciplinary matters, the name and designation should also be clearly indicated.

4. Heads of Departments/Organizations and CVOs should ensure that all the Disciplinary Authorities in their organization(s) strictly follow the above guidelines of the Commission in future.

Sd/-
(J.Vinod Kumar) Officer on Special

Duty

Copy of Board's letter No. E(D&A)2002/RG 6-27 dt.24.9.2002 (RBE No.168/02)

Sub: Need for issuing 'Reasoned' and Speaking Orders by Disciplinary/
Appellate Authority in Discipline and Appeal cases.

CAT/Allahabad Bench have brought to notice of this Ministry, a disciplinary case handled on a railway, where the tribunal have to quash the orders of both the Disciplinary and Appellate Authorities because these orders were cryptic and non speaking ones. The judgement of the CAT brings out that the order of the Appellate Authority in the case was practically a single line order stating that the 'grounds of appeal are unsatisfactory and punishment stands'. Further, the Tribunal pointed out that the orders of the Disciplinary Authority were also issued on a printed form where not only a few lines were left for the Disciplinary Authority to record the reasons for its orders, but it was also printed on this form that – "I do not find your representation to be satisfactory due to the following reasons.....I, therefore, hold you guilty of the charges". This printed form was considered highly objectionable by the Tribunal as it pre-empts that all explanations submitted by the charged official shall be found to be unsatisfactory irrespective of what the charged official states in his defence. The Tribunal also observed that the referred case is not an isolated one and there is a general trend on the railways not to pass detailed speaking orders while imposing punishments or while disposing of appeals/revision against the punishments.

It is advised that while exercising disciplinary powers, the Disciplinary and Appellate Authorities etc perform quasi-judicial functions. The need for passing 'reasoned and speaking orders' by them thus hardly needs to be emphasized. Attention in this connection is also invited to Board's letters No.E(D&A)78 RG 6-11 dated 3.3.78, No.E(D&A)86 RG 6-1 dated 20.1.86, No.E(D&A)86 RG 6-4 dated 5.8.88 and E(D&A)91 RG 6-122 dated 21.2.92 in which the need for Disciplinary/Appellate Authorities to issue self-contained 'speaking' and 'reasoned' orders was impressed upon. Instructions contained in these letters should be widely circulated on your railway and their compliance ensured in future cases. Railways should also forthwith discontinue the practice, if any, on their system of passing disciplinary orders in printed forms as these printed forms militate against the very concept of passing of "reasoned and speaking orders' in disciplinary cases.

No.P(R)/411

Date: 11.06.2014

**CMD/SC,
Sr.DPOs/SC, HYB, BZA, GTL, GNT & NED
MD/RH/LGD, SC, HYB, BZA, GTL, NED, GNT
WPO/GTPL , TPTY, LGDS**

Copy of Board's letter No.E[W]2012/PNM/NFIR/5 dated 24.1.2014 is forwarded for information, guidance and necessary action.

Board's letter No. E[W]2012/PNM/NFIR/5 dated 24.1.2014 (RBE No.13/2014)

***Sub: Engagement of Homeopathic Doctors in the dispensaries
functioning under the aegis of Staff Benefit Fund –
Qualifications reg.***

...

The issue of revision of recruitment qualification for engagement of Homeopathic Doctors for the dispensaries functioning under the aegis of Staff Benefit Fund was raised in the forum of PNM/NFIR.

2. The matter has been examined in detail in consultation with the Health Directorate of Railway Board and in partial modification of Board's letter No.E[W]89/WE 1-15 dated 03.10.1989, it has been decided that the 5 years experience shall not be a pre-condition for the BHMS [Bachelor of Homeopathic Medicine & Surgery] doctors after completion of internship for engagement on full time/part time basis on the Railways. However, the DHMS [Diploma in Homoeopathic Medicine & Surgery] doctor should have at least 1 ½ years' working experience [the difference in time period between DHMS and BHMS including internship in the latter] for engagement on full time/part time on the Railways.

No.P(R)/500/NPS

Date: 12.06.2014

ALL CONCERNED

Copy of Board's letter No.2014/AC-II/21/4 dated 20.05.2014 is forwarded for information, guidance and necessary action.

Board's letter No. 2014/AC-II/21/4 dated 20.05.2014 (RBA No.08/2014)

Sub: Exit guidelines under NPS – option for complete withdrawal of accumulated pension wealth by subscriber.

Kindly connect PFRDA'S instructions dated 22.10.2013 regarding withdrawal on exit from NPS circulated vide Board's letter No. 2010/AC-II/21/18 dated 02.07.2013. In this regard please find enclosed a copy of Pension Fund Regulatory and Development Authority's [PFRDA] letter No. PFRDA/2013/17/PDEX/10 dated 23.10.2013 and 02.04.2014 regarding option for complete withdrawal of accumulated wealth by subscribers having pension wealth of Rs.2 lakh or less, along with a copy of Gazette notification No.5/7/2003-ECB & PR dated 08.10.2013 of Ministry of Finance on the above subject for information and necessary action.

Sd/
(Sanjeev Sharma) Jt. Director, Accounts
Railway Board.

PFRDA's letter No. PFRDA/2013/17/PDEX/10 dated 23.10.2013

Sub: Exit guidelines under National Pension System – option for complete withdrawal of accumulated pension wealth by subscriber.

In partial modification of exit guidelines provided under master circular No. PFRDA/2013/2/PDEX/2 [at Serial No. 2 & 3] dt: 22.01.2013, it has been decided to provide an option to withdraw the entire accumulated pension wealth to subscribers other than the subscribers of NPS Lite – Swavalamban Scheme, subject to the condition that:

- The accumulated pension wealth in the subscribers permanent retirement account is equal to or less than Rs.2,00,000/- at the time of superannuation for government employee subscribers or upon attaining the age of 60 years for subscribers falling under All citizen model and Corporate model.

The subscribers wishing to exercise this option shall have to fill the attached request form along with the NPS withdrawal form while submitting the same to their DDO/PAO/DTO/POP.

Sd/
(Venkateswarlu Peri) General Manager.

CIRCULAR

National Pension System [NPS]

Request for withdrawal of Total Pension Wealth upon normal superannuation [for government employees]/ Upon attaining the age of 60 years and where the total pension wealth is equal to or less than Rs.2,00,000/-

I _____ holding a Permanent Retirement Account with number [PRAN] _____ do hereby apply for the payment of the accumulated

pension wealth in my NPS account being the full and final benefits receivable by me.

Date:
Place:

Signature of the Subscriber.

PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY.

2nd April, 2014

PFRDA/2013/17/PDEX/10

Sub: Exit guidelines under National Pension System –Option for complete withdrawal of accumulated pension wealth by subscriber.

In partial modification to circular No.PFRDA/2013/17/PDEX/10 issued on 23rd October, the 'request form' is being replaced with 'request-cum-undertaking form' as attached along with.

The subscribers wishing to exercise this option shall have to fill the attached 'request-cum-undertaking form' along with the NPS withdrawal form while submitting the same to their DDO/PAO/DTO/POP. The subscribers who have sent the requests earlier also need to send a fresh request on the amended form for processing of their claims.

Sd/
(Venkateswarlu Peri) General Manager.

REQUEST-CUM-UNDERTAKING FORM FOR WITHDRAWAL OF TOTAL PENSION WEALTH UPON SUPERANNUATION /UPON ATTAINING THE AGE OF 60 YEARS OF AGE AND WHERE THE TOTAL PENSION WEALTH IS EQUAL TO OR LESS THAN Rs.2,00,000/-

I, _____ S/D/W/o _____ aged about _____ years, residing at _____ do hereby solemnly affirm and declare as under:

1. That I am a subscriber of National Pension System, holding PRAN _____.
2. That since the total amount receivable by me as the benefit receivable upon exit from NPS is Rs._____, which is less than/equal to the limit of Rs. 2,00,000/-, I understand that I am eligible to opt for withdrawal of the total pension wealth under NPS rules /guidelines.

Basing on the above, I hereby opt to withdraw my complete pension wealth lying to my credit in my aforesaid PRAN account being the full and final benefits receivable by me.

I also understand that with the aforesaid withdrawal, I or my family members shall not be entitled to receive any other or further benefits under the National Pension System [NPS] including the benefits as provided under Government of India notification dt. 22nd Dec., 2003.

Date:

Place:

Signature of the Subscriber.

Attested by

Signature of the PAO/DDO/DTO/POP: _____

Name of the designated Official: _____

PAO/DDO/DTO/POP Registration Number _____

Rubber Stamp of the PAO/DDO/DTO/POP: _____

Copy of Ministry of Finance [Department of Financial Services]'s Notification No.
5/7/2003-ECB& PR dated 08.10.2013 published in the Gazette of India
Extraordinary dated 9th October, 2013
Notification

F. No. 5/7/2003-ECB & PR – In the notification of Government of India, in the Ministry of Finance, Department of Economic Affairs' No. 5/7/2003 – ECB &PR, dated the 22nd December, 2003, published in Gazette of India, Extraordinary, Part I, Section I, dated 22nd December, 2003, the central Government hereby makes the following amendments, namely:-

In the said notification, in paragraph (iii), the following proviso shall be inserted, namely:-

“Provided that when, on superannuation, a request is received from a subscriber, other than the subscriber under NPS- Lite Swavalamban Scheme, having pension wealth of two lakh Rupees or less, he/she may opt for withdrawal of total pension wealth.”

sd/-
ARVIND KUMAR, Jt. Secy.

No.P(R)/676/IV

Date:27.06.2014

ALL CONCERNED

Copy of Board's letter No.ERP-Portal-Transfer/2013 dated 10.03.2014 quoted in SC No. 61/2014 has since been obtained from Railway Board and is forwarded for information, guidance and necessary action.

Board's letter No. ERP-Portal-Transfer/2013 dated 10.03.2014

Sub: Transfer portal for Railway employees

Ref:ED/ERP letters of even no. dated 25.11.2013 and 21.02.2014

...

As has been brought to your notice vide above referred letters, a dedicated portal called “ComPTran” has been formally launched by Member Staff on 4th February, 2014. It can presently be accessed through the Railway Board official website.

Earlier a workshop had been held at Railway Board on 27th February, 2014 in this regard which was attended by representatives of your Railway/PU. Besides giving instructions/demonstration for navigating through the portal, User ID and Passwords were also given for each Railway/PU in the workshop. These instructions are reiterated in the Annexure to this letter.

As desired by Board [MS] the Railways/PUs/CTIs etc. are required to upload all requests for inter railway transfers, which have not been finally disposed off yet, in order of priority, by the end of this month. Once the database of existing applications

is ready and confirmed, the portal shall be opened for railway employees to register their requests on line.

All concerned are requested to comply with the above task and confirm by 1st April, 2014 to the undersigned that all request transfer applications have been uploaded on the portal.

ANNEXURE

Sub: Instructions for operationalising Transfer Portal “ComPTran”

The newly instituted Portal “ComPTran” is accessible as “Transfer Portal-2014” under the link “For IR Personnel” on the official website of Railway Board. In the workshop attended by representatives of Zonal Railways and Production Units held on 27th February 2014, one set of user ID and Password was given for CPOs of each Railways/PUs and RDSO.

Operations on the Portal can be carried out on the basis of following guidelines:

1. The password allotted should be changed for further use. CPOs are authorized to allot User ID and Password for administration of units under their control.

Since the Portal shall contain sensitive information such as priority for transfer, it is important that absolute confidentiality is maintained by all administrator users at all times. System shall be recording every action undertaken on the portal and it is the responsibility of the password holder to ensure that the password is not used by any unscrupulous element.

2. At the first instance Railways are required to upload all existing requests [Transfers on Bottom Seniority and Mutual Transfers] on the portal as per prescribed format. Needless to say, order of registering the request should be the same as followed in the manual system.

3. This exercise is to be completed by 31st March 2014. Once this exercise is over, serial number shall be allotted to the pending requests both over railway and over a unit.

4. After the priority of existing and pending requests are finalized, the portal shall be opened to common railway employees for registering their requests online.

5. At present the names of units and railways and the categories in a department have been populated as per information available. All Railways /PUs are requested to go through the names of their units, departments and categories to ensure that no Units/Category is left out or is shown incorrectly. All such anomalies should be sent to Shri Rajeev Goyal, CPO/Admn., North Central Railway, Allahabad who is nominated as official administrator for the Portal. His contact no. and email address is available in the Portal under ‘Contact us’.

6. CTIs which were not part of the Workshop held on 27th February, 2014 at Railway Board’s office, may obtain their User ID and Password from Shri Rajeev Goyal, CPO/A, North Central Railway, Allahabad.

No. P[R]500/XXV

Dated: 27.06.2014

Sr.DPOs/SC, HYB, BZA, GTL, GNT & NED
WPO/LGDS, GTPL, TPTY

Sub: Pensionary benefits to the staff declared medically unfit

Rule 17 of RS(Pension) Rules, 1993, envisages that if a railway servant is medically unfit for his post, but is retained in service in an alternative appointment and subsequently becomes entitled to receive retirement gratuity or pension can exercise an option for drawal of pensionary benefits as given therein.

Para 1302 of IREM stipulates that railway servants acquiring disability during service and declared medically unfit cease to perform the duties of the post they are holding from the date they are declared medically unfit and they should be absorbed in suitable alternative post with the same pay scale and service benefits.

Despite the above provisions, it has been pointed out by the SCRM Union that the Divisions are not accepting the options submitted by the medically decategorised staff for drawal of pensionary benefits under Rule 17 of RS [Pension] Rules, 1993.

Besides reiterating the provisions contained in Rule 17 of RS [Pension] Rules, 1993, and para 1302 of IREM, it is advised that an employee who has been declared medically unfit and submits an option under Rule 17 of RS[Pension] Rules, 1993, the same may be accepted and pensionary benefits allowed. However, the pension may be regulated in terms of Rule 7 of Chapter II of RS [Pension] Rules i.e., a railway servant shall not earn two pensions in the same service or post at the same time or by the same continuous service.

This issues with the approval of the Competent authority.

No.P(R)673/VI

Dt.18.07.2014

ALL CONCERNED

***Sub: Payment of stipend to Trainee Technicians
appointed on compassionate grounds.***

In terms of Board's letter dated 24.11.2010 [SC No. 174/2010], candidates who are not in possession of the requisite qualification and appointed on compassionate grounds as Technicians Grade III are to be imparted training for a period of 3 [three] years. During the period of training they should be paid stipend plus DA only, in scale Rs.5200+1800 [+ one increment in second and third years] as stipulated in Board's letter dated 15.12.2008 [SC No. 199/2008].

It has been pointed out by the Vigilance Department that HRA & Transport Allowance is being allowed to candidates appointed on compassionate grounds as Technicians Gr.III and undergoing training in contravention to Board's instructions on the subject.

The matter has been examined and it is advised candidates who are not in possession of requisite qualification and appointed on compassionate grounds as Technicians-III only are to be allowed Stipend plus Dearness allowance without any allowances in terms of Board's letter dated 15.12.2008 (S.C.No.199/2008). Therefore, necessary action may be taken immediately to regulate the payment of stipend to candidates appointed on compassionate grounds and undergoing training as Technicians Gr.III and recover the overpayment, if any already made.

This issues with the approval of Chief Personnel Officer.

No.P(R)/605/XIII

Date: 08 .07.2014

CWE,
DRM/PI/SC, HYB, SC, BZA, GTL, GNT & NED,
WPO/LGDS/GTPL & TPTY,
Principal/STC/SC, DTTC/GTL, DTTC/KZJ,
Principal/ATC/KCG, ATC/RD, ATC/GY, BTTC/C&W

CORRIGENDUM

***Sub: Norms for filling up the posts of Instructors [Ex-
cadre] in Mech. Training Centres.***

Ref: This office letter of even number dated 08.07.2010.

The norms for filling up the posts of Jr. Instructor posts in GP 2800/- at BTCs / LGDS & RYPS are modified as under:

Existing:

Post	Cadre/Staff Eligible	Scale of Pay/GP	Min. Educational Qualification	Age	Experience
Jr. Instructors PB-1 with GP 2800	Technicians Gr.I or Gr. II or Gr. III	5200- 20200 [with GP]	10+2/ITI or any Diploma or any Degree	Below 52 years	05 years

Modified:

Post	Cadre/Staff Eligible	Scale of Pay/GP	Min. Educational Qualification	Age	Experience
Jr. Instructors PB-1 with GP 2800	Technicians Gr.I or Gr. II or Gr. III <u>Carriage Workshops- BTC:</u> Staff working in Carriage Workshops, Coaching Depots on SCR <u>Wagon Workshops-BTC:</u> Staff working in Wagon Workshop, Wagon Depots on SCR	5200- 20200 [with GP]	10+2/ITI or any Diploma or any Degree	Below 52 years	05 years

This has the approval of the competent authority.

Copy to:

CME : for information please, w.r.t. letter No.M.673/Pers./Trg./Mtg./41 dt. 16.06.2014

CWM/LGDS : for information please.

SPO/M&EL : for information please.

No.P(R)/579/VIII

Date:03.07.2014

PCE

Sr.DPOs /SC,HYB,BZA,GTL,NED,GNT

Sr.DENs/ SC,HYB,BZA,GTL,NED,GNT

Copy of Board's letter No.E[P&A]I-2011/RT-6 dated 10.06.2014 addressed to GM/S.Rly and copied to all Indian Railways is forwarded for information, guidance and necessary action.

Board's letter No. E[P&A]I-2011/RT-6 dated 10.06.2014 addressed to GM/S.Rly and copied to all Indian Railways

Sub: Eligibility of Track Maintainer Grade III in Grade Pay of Rs.1900 for LARSGESS

Ref: Your railways letter No.P[S536/I/Track Maintainer dated 04.04.2014.

The issue raised in your above referred letter has been considered in Board's office. It is clarified that Mates [P.Way] who have now been designated as Track Maintainer Grade III are not listed in the specified categories for LARSGESS.

No.P(R)/268/II

Date: 10.07.2014

Sr.DPOs and WPOs

Copy of Board's letter No.E(NG)II/1998/RC-1/64 dated 24.06.2014 together with their letter dated 28.01.2014 is forwarded for information, guidance and necessary action. Board's letters dated 31.05.2011 & 14.09.2011 quoted therein were circulated under S.C.Nos.77/2011 and 131/2011, respectively.

Copy of Board's letter No. E(NG)II/1998/RC-1/64 dated 24.06.2014

Sub: Appointment on compassionate grounds- delegation of powers.

Please refer to this office letter of even number dated 28.01.2014 wherein it was clarified that the extant policy of not making appointment on compassionate grounds in intermediate grades in GP Rs. 4600/-, except in favour of first class engineering graduates, calls for no relaxation. In other words, in GP Rs. 4600/-, such appointments can be made only in posts, where the laid down qualification is degree in Engineering and there is sufficient element of direct recruitment quota.

The issue has been reviewed by the Board and it has been decided to withdraw the letter *ibid*.

Cases in Grade Pay Rs. 4600/- will continue to be dealt in terms of stipulation contained in Board's letter of even number dated 31.05.2011 and No.E(NG)II/2011/RC-1/SR/20 dated 14.09.2011.

Copy of Board's letter No. E(NG)II/1998/RC-1/64 dated 28.01.2014

Sub:- Appointment on compassionate grounds- delegations of powers.

Ref:- Northern Railway's letter No.E-33/0-IX/Policy/C.G. dt. 27.11.2013

Reference your letter quoted on the above subject, the matter has been examined at this end and it is clarified the extant policy of not making appointment on compassionate grounds in intermediate grades in GP Rs. 4600/-, except in favour of first class engineering graduates, calls for no relaxation. In other words, in GP Rs. 4600/-, such appointments can be made only in posts, where the laid down qualification is degree in Engineering and there is sufficient element of direct recruitment quota.

No.P(R)/535/IX

Date:10.07.2014

ALL CONCERNED

Copy of Board's letter No.PC-V/2009/ACP/2 dated 27.06.2014 is forwarded for information, guidance and necessary action. Board's letter dated 29.12.2011 quoted therein was circulated under letter No. P[R]535/VIII dated 20.01.2012.

Board's letter No. PC-V/2009/ACP/2 dated 27.06.2014

Sub: Erroneous implementation of MACP Scheme on Railways.

It has been brought to the notice of Board's office through its Vigilance Dte. that on some of the Railways, 3rd financial upgradation under MACP Scheme is being allowed on completion of 20 years of service from 1st promotion considering deemed 2nd MACPS of the concerned employee well before 01.09.2008. As the MACP Scheme has come into effect from 01.09.2008 only such an assumption is blatantly flawed.

In this regard, attention is invited to Board's letter of even number dt.29.12.2011 whereby it has been categorically clarified that 3rd financial upgradation is admissible either on completion of 30 years service from the date of initial appointment OR further 10 years from the date of 2nd financial upgradation/promotion, whichever is earlier.

It is therefore emphasized that the instructions communicated vide Board's letter dt.29.12.2011 may please be strictly adhered to as any deviation therefrom may attract vigilance action. Further, necessary remedial action, wherever required, may please be taken immediately.

No. P[R]420/VII

Dated :18.08.2014

All Concerned

Sub: Child Care leave to female railway employees – System improvement.

In terms of Board's letter dated 23.10.2008 [SC No. 144/08] women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e.730 days) during their entire service for taking care of upto **two eldest surviving children** whether for rearing or to look after any of their needs like examination, sickness etc. CCL shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. CCL shall not be debited against the leave account but maintained as a separate account in the prescribed proforma and kept along with the Service Book of the employee concerned.

Subsequently Board in their letter dated 12.12.2008 have clarified that CCL is to be treated like earned leave and sanctioned as such and the employee cannot proceed on CCL without prior proper approval by the leave sanctioning authority.

Despite the above instructions, it has been observed by the Vigilance department during the preventive checks conducted on the Divisions/Units that no proper procedure is being followed in regard to grant / accountal of CCL . The bill clerks are drawing salary without ensuring that the CCL is sanctioned or otherwise by the competent authority. There is no system of ensuring the fulfillment of basic condition of applicability of CCL in favour of two eldest surviving children. Vigilance also pointed out that in majority cases CCL is being sanctioned retrospectively in a casual manner.

CCL being restrictive, subject to fulfillment of certain conditions stipulated by Board, henceforth, the following procedure should be adopted in order to avoid any kind of misuse of the privilege:

1. The CCL is to be sanctioned in favour of female railway employees duly observing the basic condition that it is applicable to two eldest surviving children below the age of 18 years. A declaration together with the authenticated copies of certificates indicating the date of birth of the minor child/children should be submitted by the employee initially, for grant of CCL, with a copy to SR & Leave section.
2. No employee should proceed on CCL without the prior sanction of the competent authority.
3. A memorandum communicating the sanction should be issued marking to all concerned.
4. The application for grant of CCL should be dealt with in personal files of employees or regular leave files instead of processing in pilot files, to ensure proper record keeping.
5. The record of CCL is to be necessarily placed in the Service Register of the employee as a permanent record together with the copies of the sanction memorandum.
6. Henceforth, the record of CCL should be maintained in the following proforma:

PROFORMA FOR MAINTAINING CHILD CARE LEAVE ACCOUNT

Name[s] of two eldest surviving children : 1.
with Date of birth[s] [authenticated] 2.

DOB:
DOB:

Period of CCL taken			Balance of CCL		Signature & Designation of the Certifying officer
From	To	Name of child against whose account CCL is sanctioned	Balance	Date	
[1]	[2]	[3]	[4]	[5]	[6]

5. Drawal of leave salary should be linked to the issue of sanction memorandum. Bill clerks should not draw salary of an employee on CCL unless a copy of sanction memorandum is received.

This issues with the approval of the competent authority.

No. P[R]75/VII

Date:19.09.2014

ALL CONCERNED

***Sub: Conveyance charges for road journeys performed by
Auto-Rickshaw / own scooter / Motor cycle / Motor
Car.***

***Ref: Board's letter No. F[E]I/2008/AL-28/14 dated
01.12.2008 [SC No. 183/2008]***

The rates for payment of Mileage allowance for journeys performed by auto-rickshaw /own scooter /motor cycle was being allowed at ₹ 09.00/- per Km. with effect from 22.08.2012.

The Transport Department of Government of Andhra Pradesh vide G.O.Ms. No.20 dated 14.02.2014 have fixed the rate at ₹11.00/- per Km. for hire of autorickshaws plying in the State of Andhra Pradesh.

Accordingly, approval of the competent authority is hereby communicated for payment of Mileage allowance for journeys by auto-rickshaw /own scooter / motor cycle **at the revised rate of ₹ 11.00/- per Km. with effect from 14.02.2014** i.e., from the date of issue of G.O.Ms No.20 by the Govt. of Andhra Pradesh.

This issues with the concurrence of FA& CAO/SC under letter No. AEN/A 18 dated 16.09.2014.

ALL CONCERNED

Sub: Procedure for conducting written examination as a part of Selections - Policy

In terms of Note [2] below para 9.1 of Board's letter dated 20.10.99 [SC No. 320/99], evaluation of answer sheets where the candidate has written his name or roll number in the other sheets of the answer book is not allowed. Further, instructions have also been issued under CPO/SC's letter No. P[R]605/Con/IV dated 07.02.2013 that in an answer book where the candidate has made any indications such as writing the name, roll number, PF or NPS number, designation, place of posting and some other means to distinctly reveal his identity, should not be evaluated at all.

Board in their letter No. E(GP)2001/2/32 dated 07.07.2014 circulated under SC No. 74/2014, have decided at Para 4.1 that any distinguishing mark on the answer script would make the answer script invalid.

In addition to the above, it has been observed that the following indications are being made by the candidates in the departmental selections which should also be taken as revealing their identity [i] highlighting the sub-heading of the answer [ii] drawing border lines in each page of the answer book [iii] using different colours of sketch pens/highlighters to highlight the sub-headings.

It has therefore been decided that in addition to the existing instructions on the fly leaves /first page of the answer book, it should also be indicated that "Candidates should use either blue or black ink /ball point pen only and all the answers should be answered with the same colour of ink used for writing fly leaf and the answer book without using any sketch pens /highlighters/drawing border lines on the pages of answer book." The paper setting Officer should be advised to include the above point also in the Question Paper.

In addition to the existing instructions to the evaluating officer, the following may be incorporated: "where candidates have used different colours of ink/ball point pen/coloured sketch pens /highlighters / border lines drawn on the pages in the answer scripts, such answer scripts should be treated as invalid."

This issues with the approval of Chief Personnel Officer.

ALL CONCERNED

Sub: Inter Railway transfers on Mutual exchange – procedure thereof.

In terms of para 310 of Indian Railway Establishment Manual transfers on the basis of mutual exchange are allowed with no loss or minimum loss of seniority. Mutual transfers on the one hand enable transfer of an employee to a place of his choice with no or minimum loss of seniority and on the other, since such transfers are on one to one basis in the same grade, the Railway / Division / Unit get the replacement simultaneously.

Instructions also exist that since mutual transfers are ordered with the consent of both the parties, it should be made clear right at the time of forwarding applications for mutual transfer that no request for backtracking from the mutual exchange arrangement will be entertained under any circumstances.

Board's instructions dated 04.12.2007 [SC No. 170/2007] also provide that the request for mutual transfers should be processed / accepted as soon as they are received subject to fulfillment of prescribed conditions; and once the transfers are accepted, the employees concerned should be relieved immediately without waiting for the other unit to relieve the employee first. Further it was also decided that it should be the responsibility of concerned Head of Department of concerned Railway under whom the staff is working to ensure compliance of above decision in each and every case of mutual transfer.

Board in their letter dated 30.4.2014 [SC No. 61/2014] decided that once the mutual transfer orders are issued, the senior person should be relieved first and the entire exercise completed in a weeks' time. Railway Board in their letter dated 10.03.2014 have introduced a dedicated portal called the 'Comp Tran' accessible to all railway employees for registering their transfer requests online.

Despite the existence of Board's clear instructions, abnormal delays are occurring in the processing of the mutual transfer requests of the employees. In order to comply with the target fixed by the Board, the following procedure should henceforth be followed:

1. Employees may submit the applications for inter railway mutual transfer, complete in all respects, in the office in which they are working.
2. The concerned officer will immediately forward the request duly indicating whether there are any DAR cases pending /contemplated in **two working days** to the Cadre Personnel Officers on the Divisions /Units.
3. On receipt of mutual transfer applications, the Personnel Branch of Divisions/Workshops/offices should verify the service particulars and obtain the approval of the Branch Officer to forward the same duly registering in the

ComPTran Portal to the concerned Cadre Personnel Officer in Headquarters, together with SR extracts and DAR/Vig. clearance **within a week**.

4. In order to comply with the target fixed by the Board and the powers for accepting the mutual being vested with the concerned HOD [as per item 10 of Part F of SOP] no approval from the ADRM/DRM/CWM is necessary.
5. The concerned Cadre Officer in Headquarters should obtain the approval for forwarding the applications as well as for the mutual transfer of the employee, from the concerned HOD **within five working days**.
6. As soon as the approval of HOD is received, the concerned Cadre Officer will communicate the approval to the other Railway duly updating the status in Transfer portal (ComPTran).
7. On receipt of approval from other railway, an office order/memorandum will be issued by the cadre officer in HQrs. **on the same day** for relieving the employee to the other railway duly updating the status in ComPTran .
8. Since such transfers are on one to one basis in the same grade, the concerned employee on the Division/Unit/Office should be relieved by the Controlling Officer without any delay.

This issues with the approval of the Chief Personnel Officer.

No. P[R]579/VIII

Dated :29 .10.2014

Sr.DPOs/SC, HYB, BZA, GTL, GNT & NED
WPO/LGDS, RYPS, TPTY

Sub: Reckoning of 20 years' of qualifying service in respect of Trackman [Gangman] and staff working in safety category posts with Rs.1800 GP under LARSGESS.

Railway Board in their RBE No. 04/2004 dated 02.01.2004 [SC No. 12/2004] introduced Safety Related Retirement Scheme for Drivers [excluding Shunters] and Trackman whose working has critical bearing on the safety of train operations and track maintenance. The scheme has been framed on the consideration that with advancing age, the physical fitness and reflexes of staff of these categories deteriorate, thereby causing a safety hazard.

Board in their letter dated 11.09.2010 extended the scheme to other safety category posts in GP Rs.1800 viz., Pointsman, Leverman, Gateman, Traffic Porters [Optg. Dept.], Gateman, Trolleyman, Keyman of Civil Engg. Dept. , Helper Gr.II & Gr.I attached to ESM/MSM/TCM/WTM of S&T Dept., Helper Gr.II & Gr.I assisting Loco Fitters/C&W Fitters /Fitters in DSL Sheds [Open Line & W/Shops] /EMU/Electric Sheds [Open Line & W/Shops] and Train Lighting and A/C Fitters[Open Line & W/Shops], Crane Jamedar and Crane Khalasis of Mech. & Electrical Dept., were also included in the year 2010 renaming the existing SRRS as LARSGESS and the qualifying service was reduced from 33 years to 20 years.[SC No.131/10].

The cut off date for reckoning eligibility of the employee and his ward is 1st January / 1st July of the recruitment cycle as the case may be [SC No. 43/2011]. Subsequently, Board vide their letter dated 11.03.2013 clarified that 20 years of qualifying service should be in the specified safety category posts indicated in Board's letters dated 11.09.2010 [SC No. 131/2010], 28.06.2011 [SC No. 99/2011] and 03.01.2012 [SC No. 01/2012].

Doubts have been raised as to whether substitute service followed by regularization without any break can count as qualifying service for the purpose of reckoning 20 years qualifying service for the purpose of retirement under LARSGESS.

In terms of Rule 32 of RS[Pension] Rules, 1993, service rendered as Substitute shall be counted for pensionary benefits from the date of completion of four months of continuous service followed by absorption in a regular Group 'C' or Group 'D' post without any break. The entire temporary status service followed by regularization without any break also counts for the purpose of granting benefits under MACPS in terms of Board's letter dated 25.02.2010 [SC No. 42/2010]

It is clarified that the entire temporary status service of a Substitute in the safety category post and subsequently regularized in the identified safety category post, without any break, is to be taken into account for reckoning the qualifying service of 20 years for the purpose of retirement under LARSGESS in terms of the instructions supra. For example: A Substitute was engaged as Trackman and subsequently regularized as Trackman, the entire temporary status service of Substitute is to be taken into account for the purpose of reckoning the requisite qualifying service.

Necessary directives may be issued to the dealing staff to ensure that the employees applying for retirement under LARSGESS should have rendered 20 years qualifying service in the identified safety category post notified by Board from time to time and any laxity in the matter will be viewed seriously.

This issues with the approval of Chief Personnel Officer.

No.P(R)55/II

Dt. 21.11.2014

DRMs/SC, HYB, BZA, GNT, GTL & NED

***Sub: Payment of National Holiday Allowance to the staff
who have performed duty on National Holidays.***

Rule 1424 of IREC envisages that non-gazetted staff who do not enjoy public holidays and are also required to work on the National Holidays are paid cash compensation in the form of NHA. Instructions also exist that, while operational services are required to be manned on National Holidays on a scaled down basis and minimum maintenance will also have to be provided without compromising the requirements of the Safety of Railway Assets and travelling public as well as the operational considerations, it should be possible to ensure that regular work including normal maintenance work is attended to either on the previous day or postponed to the day following the National Holiday.

Board in their letter dated 21.07.1987 [SC No. 150/1987] decided that there should be a rigorous and strict scrutiny of the list of staff required to be booked for duty on National Holidays. It was also advised in the above letter that Inspectorial / Line Staff need not be booked on a national holidays, if their duties are of such a nature that they can be attended to either on the previous day or the following day.

It has been pointed out by the SCRUMU that supervisory staff like JEs/SSEs in Loco Sheds, Diesel Sheds, C&W Depots, OHE/TRD are not being booked on National Holidays.

It is requested to review the list of staff required to be booked on National Holidays in consultation with the associate finance keeping in view the codal provisions and Board's instructions on the subject.

This issues with the approval of the competent authority.

No. P[R]75/VII

Dated : 28.11.2014

ALL DRMs/CWMs
Extra Divisional Officers

***Sub: Payment of difference of T.A./D.A. w.e.f. 01.01.2014
consequent upon enhancement of various allowances by
25% as a result of increase in the DA to 100%***

The Divisions/Units are aware that Board under their letter dated 13.06.2011 [SC No.85/2011] enhanced the rate of various allowances including Daily Allowance on tour by 25% as a result of enhancement of DA upto 50% w.e.f. 01.01.2011. Subsequently, Board in their letter dated 29.04.2014 [SC No. 37/2014] enhanced the rates of allowances by a further 25% with DA going up by 100% w.e.f. 01.01.2014.

It is clear from the above that all allowances including the difference of TA/DA is to be drawn at enhanced rates and difference paid to eligible employees from 01.01.2014.

Note below Rule 1602[2] stipulates that in the case of late authorization/drawal of increments with retrospective effect, other than those where increments were withheld or where the increments take an officer above the stage of Efficiency Bar, there is no objection to the supplementary claim relating to travelling allowance, if any being admitted, on the basis of the enhanced pay including the increments.

Inasmuch as Board have issued orders of restructuring on 08.10.2013 for implementation from 01.11.2013, supplementary claims relating to travelling allowance from eligible employees may be admitted on the increased rate of pay in terms of codal provisions, supra, even if the promotion orders under restructuring effective from 01.11.2013 are issued at a later date.

The above instructions are reiterated for ensuring payment of the difference of TA/DA from 01.01.2014 as well as to the employees promoted under restructuring w.e.f. 01.11.2013.

This issues with the approval of the competent authority.

No. P[R]535/IX

Date: 11.12.2014

Sr.DPOs/SC, HYB, BZA, GTL, GNT & NED

Copy of Board's letter No. E[NG]I-2014/PM7/5 dated 10.11.2014 addressed to GM/NWR and copied to all Indian Railways, is enclosed.

In this connection, attention is invited to this office letter of even number dated 28.06.2014 [copy enclosed] wherein it was already clarified that minimum service condition is applicable only in respect of promotions to functional grades carrying duties and responsibilities of greater importance. For promotions to non-functional grades such as ALP to Sr. ALPs, Shunters to Sr. Shunters in the Drivers cadre and Goods Guard to Sr. Goods Guard and Passenger Guard to Sr. Passenger Guard, etc, staff are not required to render two years service in the basic grade for promotion to senior grade posts, in terms of Board's instructions dated 10.11.2004 [SC No. 211/2004] and dated 22.03.2005 [SC No. 58/2005].

Encl: as above.

Copy to:

COM, CEE, CME

Sr.DMEs, Sr.DOMs, Sr.DEEs, DMEs/Power

} For information please.

Copy of Board's letter No. E[NG]I-2014/PM7/5 dated 10.11.2014 addressed to GM/NWR and copied to all Indian Railways

Sub: Residency period for promotion from Goods Driver to Sr.Goods Driver, Passenger Driver to Sr. Passenger Driver, Goods Guard to Sr.Goods Guard and Passenger Guard to Sr.Passenger Guard.

Ref:[i] Railway Board's letter No. E[NG]I-94/PM1/9 dated 02.09.1994
[ii] Railway Board's letter No. E[NG]I-2004/PM7/16 dated 22.03.2005.

This bears reference to North Western Railway's D.O. letter No.875/E/O/Selection dated 03.09.2014 and letter No.655/E/Mech/Tech/Jodhpur Divn. Pt.I/NWR dated 21.10.2014, vide which the issue of promotion from Assistant Loco Pilot [ALP] to Sr. Assistant Loco Pilot, without observing two years' residency period can be made or otherwise, has been raised.

2. The matter has been looked into and it is clarified that in the restructuring orders of Group 'C' and Group 'D' categories effective from 01.03.1993, 20% of posts were placed in senior grade in the various grades of Drivers and Guards. Hence, for promotion to non-functional grades such as ALP to Sr.ALP and Goods Guard to Sr. Goods Guard etc., staff are not required to render two years service in the basic grade for promotion to senior grade posts, as earmarked in the restructuring orders ibid. However, this dispensation in residency is restricted to senior most 20% staff lying in this block only.

Sd/-

(Amita Bhalla) DD-II/E[NG]I

Copy of this office letter No. P[R]535/IX dated 28.06.2014

Sub: Residency period for promotion from basic grade to senior grades in Drivers and Guards categories.

The Divisions are aware that in the restructuring orders of Group 'C' & 'D' effective from 01.03.1993[SC No. 09/93], 20% of posts were placed in the senior grade in the cadre of Drivers and Guards. The promotions to such upgraded posts were based on seniority cum suitability. Board in their letter dated 10.11.2004 [SC No. 211/2004] have clarified that staff are not required to render two years service in the basic grade for promotion to such upgraded posts. It was further clarified that in the categories of Drivers and Guards two

years in the immediate lower grade for promotion to higher grade has to be the combined service in the equivalent grade and lower grade eg. for promotion as Passenger Guard the combined service of Sr. Goods Guard and Goods Guard can be taken into account for promotion. Subsequently Board in their letter dated 22.03.2005 [SC No. 58/2005] again clarified that combined service in the basic grade and the senior grade in the categories of Drivers and Guards can be taken into account for reckoning the two years residency period for promotion to the next functional grade which also means that a person with less than two years in the basic grade can be promoted to the senior grade.

Divisions are presuming that the above Board's instructions are applicable only to Drivers and Guards and not to other feeder cadres in the running category and proposals are being sent to this office for communicating the approval of the General Manager for relaxation of the minimum service condition for promotion from basic grade to senior grades on non functional basis.

It is clarified that minimum service condition is applicable only in respect of promotions to functional grades carrying duties and responsibilities of greater importance. For promotions to non-functional grades such as ALP to Sr. ALPs, Shunters to Sr. Shunters in the Drivers cadre and Goods Guard to Sr. Goods Guard and Passenger Guard to Sr. Passenger Guard, etc, staff are not required to render two years service in the basic grade for promotion to senior grade posts, in terms of Board's instructions dated 10.11.2004 [SC No. 211/2004] and dated 22.03.2005 [SC No. 58/2005] supra . Necessary action may, accordingly, be taken by the Divisions.

This issues with the approval of Chief Personnel Officer.

Sr.DPOs/SC,HYB, BZA, GTL, GNT & NED

Copy of Board's letter No. E(P&A)I-2012/RT-9 dated 27-11-2014 is appended below for information, guidance and necessary action. Board's letter dated 07.10.2013 referred to therein was circulated under S.C.No.105/2013.

Copy of Board's letter No. E(P&A)I-2012/RT-9 dated 27-11-2014

Sub: Order dated 26th August 2013 of Hon'ble CAT/Chennai's Judgement in O.A.Nos. 1464,1465, 1466, 1467,1468,1469, 1029 & 1030 of 2012 filed by S/Shri S.George Kirupanathan, A.M.Arumugam, K.Padmanabhan, E.Palani, K.Ekambaram, S.Kumaresan, N.Ramachandran and P.Munuswamy, respectively

...
The observations of CAT/Madras in their judgement dated 26.8.2013 were circulated vide Board's letter of even number dated 07.10.2013 for guidance . The Hon'ble High Court of Madras vide its Order dated 21.11.2013 while upholding the CAT/Chennai's judgement dated 26.8.2013 has observed as under:-

“ Even after attainment of 57 years, the petitioners have not chosen to go on Voluntary Retirement and pursue the claim of appointment to their wards and they have served till the age of 60 years and earned full salary and other benefits and few of them are still in service earning salary and therefore, they are found to be hale and healthy. The petitioners, having continuously served in the railways beyond 57 years cannot claim that their wards should be given appointment at the later stage.”

2. This order may also be circulated to all the concerned officials in all the Divisions, so that the same may be quoted, while defending the railways interests in similar cases, if any.

3. In view of High Court of Madras' observations, Railways should ensure that the retirement/recruitment process for each and every cycle is completed within the prescribed Time Schedule.

Sd/-
(K.Shankar), Director/Estt. (P&A)
