

IMPORTANT INSTRUCTIONS ISSUED AS NON-SERIAL CIRCULARS DURING -2013

Letter No. P[R]563/X Date: 23 .01.2013

Sr.DPO/SC, HYB, BZA, GTL, NED & GNT
WPOs/LGDS/GTPL/TPTY

Sub: Appointment of widows/wife on compassionate grounds in PB-1 GP 1800

In terms of Board's letter No. E[NG]II/2009/RR-1/10-Pt. dated 09.12.2010[SC No. 186/2010], the minimum educational qualification for appointment in PB-1 with GP 1800/- was prescribed as 10th pass/ITI or equivalent. Subsequently, Board in their letter dated 09.12.2011 [SC No. 156/2011] issued instructions that in exceptional circumstances, if the candidates being considered for appointment on compassionate grounds, land loser, accident victims, LARSGESS and Substitutes, do not possess the prescribed minimum educational qualification, they may be appointed in -1S Pay Band without any grade pay. The period spent in -1S pay band by the future recruits will not be counted as service for any purpose.

Pending receipt of Board's clarification regarding the relaxation in the educational qualification given to widows for appointment on compassionate grounds, instructions were issued under this office letter of even number dated 31.01.2012 that candidates possessing the minimum educational qualification of a pass in 8th standard only should be considered for appointment on compassionate grounds including widows and placed in -1S pay band Rs.4440-7440 without any grade pay.

Board in their letter dated 14.09.2012 [SC No. 101/2012] decided that in case of appointment of a widow/wife not fulfilling the prescribed educational qualification, she should be placed in PB-1 5200-20200 + GP 1800 directly without insisting on fulfillment of the 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.

Instances have been brought to the notice of the Administration that widows not fulfilling the prescribed educational qualifications and appointed on compassionate grounds are not being placed in PB-1 with GP 1800 by the Divisions/Workshops.

Since Railway Board have issued instructions that such of the widows/ wife not possessing the prescribed minimum educational qualification and where the appointing authority is satisfied that the duties of the post against which she is being appointed on compassionate grounds, can be performed with the help of some on the job training, may be placed directly in PB-1 with GP 1800. The DRMs/CWMs may locate posts for widows/wife being considered for appointment on compassionate grounds.

The minimum educational qualification of a pass in 8th standard prescribed under this office letter of even No. dated 31.01.2012 for recruitment of wards(son/daughter) through compassionate grounds and through other modes of recruitment, will continue to hold good.

This issues with the approval of General Manager.

Letter No. P[R]579/VII Date:30.01.2013

ALL CONCERNED

Sub: Posting of wards of employees appointed under LARSGESS

The Divisions/Units are aware that the retirement of eligible employees should take place from the date of recruitment of the ward under the scheme of LARSGESS.

2. It has been represented that wards of railway employees who are appointed under LARSGESS should be posted at the places of working of their parent instead of posting them in other Engineering Units.

3. Normally whenever a vacancy arises in a popular station/unit, the requests of the railway servants working in other seniority units based on family convenience or educational facilities, etc. are considered in the first instance and the remaining posts are filled by the new recruits.

4. It has been decided that wards of Railway employees appointed under LARSGESS may be posted in the same P.Way Units as that of their parent, unless the employee requests for posting at a different place, in which case, the procedure enumerated in para 3 should be followed.

5. This issues with the approval of the competent authority.

Letter No. P[R]500/XXIV Date:04.02.2013

ALL CONCERNED

Sub: Grant of Family Pension to parents, sons, daughters and dependent disabled siblings - inclusion of names

Rule 75[15] of RS [Pension] Rules, 1993 stipulates that as soon as a railway servant enters railway service, he shall furnish details of his family in Form 6 to the Head of Office and if the railway servant has no family, he shall furnish the details in Form 6 as soon as he acquires a family. It shall be the duty of the railway servant to communicate forthwith to the Head of Office any subsequent change in the size of his family including the fact of marriage of his or her female child.

In the case of a non-gazetted railway servant the Head of Office [Accounts Officer in the case of Gazetted Railway servants] shall keep the form 6 in safe custody and make necessary additions and alterations in the form on the basis of subsequent information furnished by the railway servant and all the communications which a railway servant may address to the Head of Office in this behalf, shall be acknowledged by the Head of Office.

It is observed that a large number of employees have not submitted the details of their family in Form 6, thereby resulting in rival claims /legal complications. While reiterating the above provisions under RS [Pension] Rules, 1993, the Controlling officers/Supervisory Staff should obtain the details of family members of the employees working under their control in form 6 [enclosed] and necessary entry made in the Service Register of the employee besides pasting the form therein to avoid rival claims/legal complications at a later date.

The requests for inclusion of eligible family members from the pensioners/spouse should also be received and acknowledged by the Head of Office in terms of Board's letter No. 2007/AC-II/21/10 dated 02.03.2010 [SCR SC No. 72/2010].

Encl: Form 6

Annexure

FORM 6

[See rule 75 (15)(a)]

**STATEMENT SHOWING THE DETAILS OF THE MEMBERS
OF THE FAMILY FOR PURPOSES OF FAMILY PENSION**

1. Name (Block letters).....
2. Designation.....Branch.....
3. OfficePF /NPS No.....

4. Date of birth
5. Date of Appointment.....
6. Details of family as on

Sl.No	Name of members of family	Relationship with the railway servant	Date of birth (By Christian era)	Whether the child is physically or mentally handicapped or if the child is suffering from disability, whether it is permanent or temporary (Authority: - Notification vide letter no. F (E) III/2008/PN 1/10 dated 22.10.08)	Remarks
1					
2					
3					
4					
5					
6					
And so on					

I declare that the information given above is correct. I hereby undertake to keep the above particulars upto date by notifying to the Head of Office by addition or alteration.

.....
Signature of Railway servant

Station

Dated

Witness

Signature

Date

Name (Block Letters)

Designation

PF/NPS No.....

Office

Countersigned

Head of Office/Accounts Officer

Station

Dated.....Designation.....

Letter No. P[R]521/IV Date:04.02.2013

ALL CONCERNED

Sub: Investigation of arrear claims of pay and allowance to
Non-gazetted Railway servants.

...

The Divisions/Units are aware that Railway Board in their letter No.PC-V/2009/ACP-2 dated 10.6.2009 (S.C.No.85/2009) issued instructions for granting the benefit of financial upgradation under the MACPS to eligible employees, retrospectively from 1.9.2008. Arrears of pay and allowances in such cases are to be allowed from 1.9.2008.

It has been brought to the notice by the organized labour that on certain Divisions/Units, the period of 3 years is being reckoned from the date from which the benefit had accrued and Board's sanction is sought for payment of arrear claims of pay and allowances for the period over and above three years.

Attention is invited to this office letter No.P(R)521/IV dated 7.4.2000 wherein instructions were issued for reckoning the period of 3 years for payment of arrear claims of pay and allowances to non-gazetted staff [copy enclosed]. It was made clear in the above letter that in respect of claims of arrears arising as a result of issue of orders by the Railway Board giving retrospective benefit, the time limit for arriving at the period of delay is to be calculated from the date of issue of Board's letter and not from the date from which benefit had accrued.

The instructions on the subject are reiterated for compliance.

Letter No. P[R]579/VII Date:04.02.2013

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

Sub: Recruitment of wards of employees under LARSGESS

Railway Board in their RBE No.04/2004 [SC No. 12/2004] introduced the scheme of SRRS covering Drivers and Gangmen. It was inter-alia laid down as under:

Suitability of the wards will be assessed in the same manner as is being done in the case of direct recruitment. The assessment will be done through respective RRBs. The request of the employee for retirement under the scheme would be considered only if the ward is considered suitable for appointment in all respects, including medical fitness.

2. Subsequently, Board have made the following changes:

- a) Instead of recruitment being done through Railway Recruitment Board, it was entrusted to the local Railway administration (RBE No.64/05 – SCR S.C.No.71/05)
- b) The scheme was further liberalized and re-named as Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS).

3 Board while notifying the changes, reiterated that other terms and conditions of the original scheme would remain un-changed. In other words, the recruitment has to be done on the pattern of RRB (later Railway administration) has to be followed.

4 In terms of the scheme for Group 'D' recruitment on Railways, the question paper for the written examination should be based on 8th class standard consisting of 150 multiple choice (four) objective type questions aimed to assess the General Knowledge/Awareness, Mathematics and Reasoning etc. No question should be asked for checking proficiency in any language. The duration of the test should be for two hours. In order to eliminate the advantage of guesswork, one mark shall be deducted for three wrong answers (Paras 7.2 and 7.4 of RBE No. 121/05 - Serial circular No.126/2005)

5. It is observed that Divisions are setting the question papers for recruitment of wards under LARSGESS to Grade Pay 1800 in violation of Board's instructions on the subject.

6. The instructions contained in Board's RBE No. 121/05, as brought out in para 04 above, should be strictly followed for conducting the written examination for recruitment to Grade Pay 1800 for the first half of 2013 onwards.

7. This issues with the approval of the competent authority.

Letter No.P[R]564/BP/III Dated:07-02-2013

FA&CAO,CAOR/Con, CSTE/Con,
Sr.DPOs/SC, HYB,BZA,GTL, GNT & NED
WPOs/LGDS, GTPL & TPTY
Dy.CSTE/S&T/MFT
P/RDC/LGD, P/ZRTI/MLY
Dy.CMM/G&S/MFT

***Sub: Screening of the Substitute Bungalow Peons for their
absorption in regular service.***

In terms of Para 5.2 of Board's RBE No. 137/10 dated 17.9.2010 [SC No.138/2010], a screening committee should be constituted to screen the substitutes with temporary status for their absorption in regular posts. Such screening committee should consist of at least three Railway Officers of appropriate rank, one belonging to SC/ST communities and another to minority community.

Bungalow peons are appointed initially as Substitutes with the prior personal approval of General Manager. In terms of this office letter dated 13.7.2006, regularization of Bungalow peons in Group 'D' post is to be made after satisfactory completion of 3 years of continuous service.

Henceforth, the cases of Bungalow Peons who have completed three years of continuous satisfactory service may be put up to the Screening Committee consisting of three officers for absorption in regular posts in terms of Board's instructions supra.

This issues with the approval of C.P.O.

Letter No. P[R]605/Con/IV Dated:07.02.2013

All PHODs/ HODs,
DRMs/CWMs
Sr.DPOs/WPOs

ADDENDUM

***Sub: Procedure for conducting written examination as a part of
Selections from Group 'C' to Group 'B' – Policy.***

Ref: This office letter of even number dated 25.4.2012.

...

Attention is invited to this office letter of even No. dated 25.4.2012 wherein procedure for conducting written examination as a part of Selections from Group 'C' to Group 'B' were issued together with the duties of the officer nominated to set the Question paper as Annexure –A and duties of the officer nominated to evaluate the answer books as Annexure-B.

Para 5 of Annexure –B (duties of the evaluating officer) stipulates as under:

“ The evaluator shall not evaluate answer books which do not bear code number and also the answer books which even remotely indicate the identity of the candidates. In such cases, the evaluator shall send a separate communication to this effect while returning the answer sheets to Dy.CPO/Gaz.”

The following may be added below para 5 of Annexure 'B' .

“The following indications by the candidate should be taken as revealing his identity:

- [i] Writing the name anywhere in answer book
- [ii] Writing the roll number or PF/NPS No.
- [iii] Indicating the designation and/or place of posting of the candidate

- [iv] In addition to the above, the evaluating officer should exercise discretionary powers if it is found that the candidate has used some other means to distinctly reveal his identity, in which case, the answer book should not be evaluated at all.”

Henceforth, the Personnel officer in charge of the selection should ensure that a copy of the duties is sent to the paper evaluating officer duly incorporating the above para in Annexure ‘B’.

This issues with the approval of General Manager.

Letter No. P[R]721 Dated:11-02-2013

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

Sub: Redressal of grievances of Loco Pilots

It has been brought to the notice that running staff are spending their rest hours at home station for collecting passes/PTOs and other work related to their service matters.

Member Staff vide D.O. letter dated 23.10.2009 addressed to the GM advised that Sr. Welfare Inspector should be nominated on each Division for looking after the welfare and grievances of the loco running staff [copy enclosed].

It has been pointed out by Heads of Departments of Mechanical, Electrical and Operating that the present system of redressal of grievances by the nominated Welfare Inspectors is not effective in solving the grievances.

It has, therefore, been decided that APOs of the concerned Division should be nominated for monthly inspection of loco lobbies for effective redressal of grievances of Loco Pilots and Asst. Loco Pilots.

This issues with the approval of Chief Personnel Officer.

Copy to: CME, CEE, COM, :
CMPE/DSL & CSO : For information please

Letter No. P[R]420/VI Dated:13-02-2013

ALL CONCERNED

CORRIGENDUM

Sub: Recommendations of the 6th CPC relating to enhancement of quantum of Maternity leave and introduction of Child Care Leave in respect of Railway servants

Ref: This office letter of even number dated 18.11.2008

Attention is invited to this office letter dated 18.11.2008 wherein guidelines were issued regarding grant of CCL to women employees. Railway Board in their RBE No. 203/2003 [SC No.220/2003] substituted para 2[vii] of their letter dated 16.12.97 [SC No. 220/97] with effect from 24.11.2003 as under:

“ 2 [vii] This allowance will not be admissible if a Railway servant is absent from duty for full calendar month[s] due to leave, training, tour etc.”

In view of the above, Para 5[a] of this office letter dated 18.11.2008 may be corrected to read as under :

Existing	To be read as
5. [a] Women employees granted CCL more than 30 days will not be eligible for Transport Allowance. When such period of absence falls into two different calendar months (including prefixing and suffixing holidays), reduction in Transport Allowance is to be adjusted on pro-rata basis.	5. [a] if the absence covers more than one calendar month, Transport Allowance will not be admissible for the calendar month[s] wholly covered by the absence. If the absence does not cover any calendar month[s] in full, Transport Allowance will be admissible for full month.

Letter No. P[R]/626/IV Dated :15.03.2013

ALL CONCERNED

Sub: Grant of family pension to the widow/ eligible family member of the deceased railway employee.

In terms of Rule 75[2][a] of RS [Pension] Rules, 1993, family pension is payable to eligible member of family where a railway servant dies in harness after completion of one year of continuous service or before completion of one year of continuous service, provided the deceased railway servant concerned immediately prior to his appointment to the service or post was examined by the appropriate medical authority for railway service. In other words, grant of family pension is not linked to the service rendered by the Railway servant.

The above instructions are equally applicable on provisional basis to the Railway servants appointed after 01.01.2004 under the New Defined Pension System.

It has come to notice that the service registers of the deceased employees are being sent to associate accounts for service verification in a routine manner, even though the grant of family pension is not linked to the service rendered by the deceased employee in terms of Rule 75[2][a] of RS [Pension] Rules, 1993.

In order to avoid delay and references from individuals/ DOP/DPG etc., the family pension may be arranged to the eligible member of the family of the deceased railway servant immediately without referring the case to associate accounts for verification of service.

Letter No. P[R]/95/II Dated :21.03.2013

ALL CONCERNED

Sub: Forwarding of applications from serving Railway employees for posts outside Railways.

...

Railway employees, whether permanent or temporary, can apply in response to notices for posts in Govt. Departments/ Public Sector Undertakings/ Autonomous Bodies, wholly or substantially, financed & controlled by Central or State Governments in terms of para 1401 of IREM Volume-I. If a permanent railway employee is selected on the basis of his application for posts in other Central Government Department/Offices, his lien is to be retained in the parent department for a period of 2 years. In such cases an undertaking to abide by this condition should be taken from the employee at the time of forwarding of the application to other departments/offices. Temporary railway servants with less than 2 years service will be required to sever connections with railways in case of their selection for outside posts. When a railway employee desires to apply for a post in a private concern he should first offer to resign or retire from railway service.

The undertaking to be obtained from a permanent and temporary employee before forwarding the application for posts in other Central Government departments /Central Public Sector Undertakings/Central Autonomous Bodies is enclosed.

Model office order for relieving the employees to other Government Departments and relieving order to Central Public Sector Undertakings /Autonomous Bodies is also enclosed for information, guidance and necessary action.

Encl: as above.

UNDER TAKING TO BE SUBMITTED BY A PERMANENT EMPLOYEE WHILE APPLYING FOR POSTS IN OTHER CENTRAL GOVERNMENT DEPARTMENTS

I, _____ (name), _____ (designation), _____ (office), _____ (PF/NPS No.) do hereby undertake

- 1) I am applying for the post of _____ in _____ (name of the organization) in Pay Band Rs. _____ + Grade Pay Rs. _____, the advertisement of which has appeared in _____.
- 2) In the event of my selection for the above post, if I am relieved by maintaining lien in the Railways for two years, I undertake either to resign from my post of _____ in the Railways or revert back to Railways at the end of the two year period.
- 3) If I do not resign or revert back at the end of two year period, my lien in the Railways may be terminated.

Name:
Designation:
Office:
PF/NPS No.

No.

Date:

OFFICE ORDER

Consequent upon selection for the post of _____ in _____ (name of the organization), Shri _____ (name) _____ (PF/NPS No.) _____ (design.) a permanent employee is relieved of his duties in this Railway from _____ (FN/AN) of _____ (date). The application of Shri _____ was forwarded by this Railway.

The lien of Shri _____ will be maintained for two years from _____ (date) in this Railway.

Shri _____ had given an undertaking either to resign from Railway service or revert back to this Railway at the end of the two year lien period.

()

Copy to:

- 1) _____ (name/designation/organization who has signed the appointment letter)

UNDER TAKING TO BE SUBMITTED BY A TEMPORARY EMPLOYEE WHILE APPLYING FOR POSTS IN OTHER CENTRAL GOVERNMENT DEPARTMENTS

I, _____ (name), _____ (designation), _____ (office), _____ (PF/NPS No.) do hereby undertake

- 1) I am applying for the post of _____ in _____ (name of the organization) in Pay Band Rs. _____ + Grade Pay Rs. _____ the advertisement of which has appeared in _____.
- 2) I undertake that in the event of my selection to the above post, I will resign from my job of _____ in the Railways.

Name:
Designation:
Office:
PF No.

**UNDER TAKING TO BE SUBMITTED BY A PERMANENT AND TEMPORARY
EMPLOYEES WHILE APPLYING FOR POSTS IN CENTRAL/PUBLIC SECTOR
UNDERTAKINGS/CENTRAL AUTONOMOUS BODIES**

I, _____ (name), _____ (designation), _____ (office),
_____ (PF/NPS No.) do hereby undertake

- 1) I am applying for the post of _____ in _____ (name of the organization) in Pay Band Rs. _____ + Grade Pay Rs. _____. The advertisement of which has appeared in _____.
- 2) I undertake that in the event of my selection to the above post, I will resign from my job of _____ in the Railways.

RELIEVING ORDER FOR RELIEVING PERMANENT AND TEMPORARY RAILWAY
EMPLOYEES SELECTED FOR THE POSTS IN CENTRAL PUBLIC SECTOR
UNDERTAKINGS/AUTONOMOUS BODIES

OFFICE ORDER

Shri _____ (name/design/PF/NPS No.) whose application for the post of _____ in _____ (organization) was forwarded by this Railway and who is now selected for the above post, is relieved of his duties from _____ (FN/AN) _____ (date).

Shri _____ is directed to report to _____
(organization) on or before _____ (date).

Shri _____ has submitted his resignation from Railway service which will be accepted from the date of his reporting in _____ (organization).

No lien of Shri _____ will be maintained in this Railway from the date of his reporting in _____ (organization).

()

Copy to:

- 1) _____ (name/designation/organization who has signed the appointment letter): The date of reporting of Shri _____ in _____ (organization) should be intimated to the Railways.

Letter No. P[R]/39/V Dated :18.03.2013

ALL CONCERNED

Sub: Man power planning – surrender of posts.

Surrender and creation of posts are integral parts of Manpower Planning to meet the changing pattern of workload and skill needed to perform various activities. In terms of Railway Board's letter dated 17.09.98 [RBE No. 212/98] Board had decided that in cases of surrender of large percentage of posts in a particular category and where the safeguard in regard to promotional prospects of employees are likely to be infringed, the recognized unions should be explained the reasons and rationale for such surrender of posts and their views in the matter should be given due consideration. Further, it was also indicated therein that the Manpower planning process adopted by Railways already provides for adequate safeguards to protect the promotional prospects of surplus staff.

Based on above Board's instructions, the procedure to be adopted on this railway was reviewed and guidelines were issued under Serial Circular No.69/2000 dated 19.4.2000 regarding consultation with the recognized unions in cases of surrender of large percentage of posts in a particular category and where the safeguard in regard to promotional prospects of employees are likely to be infringed. Subsequently, the instructions on the subject were reiterated vide Board's RBE No.23/2012, circulated under SCR SC No. 24/2012.

It has been pointed out by the organized labour that their views are not being sought on the Divisions before surrender of posts.

Therefore, Board's instructions on the subject regarding consultation with the recognized unions in the case of surrender of large number of posts in a particular category are reiterated for guidance and strict compliance. However, in case the surrender of posts is based on work study report, consultation with organized labour is not necessary.

Letter No. P[R]227/XVI Dated : 27.05.2013

ALL PHODs /CHODs
DRMs/CWMs

Sub: Disciplinary proceedings –consideration of past bad
record for the purpose of imposition of penalty.

Railway Board in their letter No.E[D&A]68RG 6-37 dated 29.03.1968 forwarded the instructions on the above subject issued by Ministry of Home Affairs vide OM No.134/20/68/AVD dated 28.08.1968 which was circulated under this office letter No. P[Con]227 dated 12/17.10.1968, copy of which is enclosed.

If the previous bad record, punishment etc. of an employee is proposed to be taken into consideration for determining the penalty to be imposed, it should be made a specific charge in the charge-sheet itself so as to enable the charged official to have an opportunity to make his representation against the charge.

This should be kept in view by the Disciplinary authorities while framing charges against employees, otherwise any mention of the past bad record in the order of penalty unwittingly or in a routine manner would vitiate the disciplinary proceedings.

Encl: as above.

Copy of this office letter No.P[Con]227 dated 12/17.10.1968

***Sub: Disciplinary proceedings – consideration of past
bad record for purpose of imposition of penalty***

A copy of Railway Board's letter No. E[D&A]68RG6-37 of 23.9.1968 forwarding a copy of Ministry of Home Affairs OM No. 134/20/68-AVD of 28.8.1968 is sent herewith for information and guidance.

It may be brought to the notice of all Disciplinary Authorities that if the disciplinary authority desires to take into account the past record of service of an employee for determining the penalty to be imposed on him that authority should include this as a specific

charge in the Memorandum itself so as to enable the delinquent employee to have an opportunity to make his representation against the charge of earlier bad record.

Copy of Railway Board's letter No. E[D&A]68RG6-37 dated 23.9.1968

Sub: Disciplinary proceedings – consideration of past bad record for purpose of imposition of penalty

A copy of the Ministry of Home Affairs' OM No. 134/20/68-AVD dated 28th August, 1968 on the above subject is sent herewith. The Board desire that the contents of this OM should be brought to the notice of all disciplinary authorities for information and guidance.

Copy of Ministry of Home Affairs' OM No. 134/20/68/AVD of 28th August, 1968

Sub: Disciplinary proceedings – consideration of past bad record for purpose of imposition of penalty

A question has arisen whether past bad record of service of an officer can be taken into account in deciding the penalty to be imposed on the officer in disciplinary proceedings and whether the fact that such record has been taken into account should be mentioned in the order imposing the penalty. This has been examined in consultation with the Ministry of Law. It is considered that if previous bad record, punishment etc. of an officer is proposed to be taken into consideration in determining the penalty to be imposed, it should be made a specific charge in the charge-sheet itself, otherwise any mention of the past bad record in the order of penalty unwittingly or in a routine manner, when this had not been mentioned in the chargesheet, would vitiate the proceedings and so should be eschewed.

2. In this connection, attention is invited to the following extract from the judgement of the Supreme Court in the State of Mysore Vs. K. Monche Gowda [AIR 1964 SC 506].

“We..... hold that it is incumbent upon the authority to give the Government servant at the second stage reasonable opportunity to show cause against the proposed punishment and if the proposed punishment is also based on his previous punishments or his previous bad record, this should be included in the second notice so that he may be able to give an explanation.

In the present case the second show cause notice does not mention that the Government intended to take his previous punishments into consideration in proposing to dismiss him from service. On the contrary, the said notice put him on the wrong scent, for it told him that it proposed to dismiss him from service as the charges proved against him were grave... the order of dismissal.... indicate that the show cause notice did not give the only reason which influenced the Government to dismiss the respondent from service. This notice clearly contravened the provisions of Art. 311[2] of the Constitution as interpreted by Court.”.

3. These observations were made by the Supreme Court in the context of the provisions of Articles 311[2] of the Constitution before its amendment by the Constitution [Fifteenth Amendment] Act, 1963. Under the amended Articles, at the stage of show-cause notice the Government servant has to be given a reasonable opportunity of making representation on the penalty proposed, but only on the basis of evidence adduced during the enquiry. This would indicate that at the second stage, the procedure should be limited only to the proposed penalty on the basis of the proved charges and additional material in the form of past bad record etc. cannot be introduced. If such matter is to be introduced, the Government servant must have a right to make his representation on those matters and for that purpose to call for confidential record and even witness to establish mitigating circumstances like his subsequent good conduct. This will be contrary to amended Article 311[2] which clearly

limits the right of representation “only on the basis of evidence adduced during such enquiry”. This cannot be one-sided restriction and pre-supposes that the penalty is proposed only on the basis of the charges inquired into, without any additional factors being taken into consideration. Accordingly if past bad record is proposed to be taken into account in determining the penalty to be imposed, it should be made subject matter of a specific charge in the charge-sheet itself. If it is not so done it cannot be relied upon after the enquiry is closed and the report is submitted to the disciplinary authorities, and/or at the time of imposition of penalty.

4. This may be brought to the notice of all Disciplinary Authorities for information and guidance.

Letter No. P[R]473/IX Dated : 08.05.2013

ALL CONCERNED

Sub: Validity of full/half sets of Privilege Passes, Post Retirement Complimentary Passes, Widow Passes and Privilege Ticket Orders [PTOs].

...

Railway Board vide Commercial Circular No. 12 of 2012 dated 06.02.2012 enhanced the period of advance reservation from 90 to 120 days. With a view to facilitate securing confirmed reservations, the validity period of full/half sets of Privilege/ Post Retirement Complimentary/Widow Passes and PTOs was enhanced to five months vide Board's letter No. E(W)2007/PS 5-1/9 dated 26.03.2012 [SC No. 34/2012]. *It was also indicated therein that if the advance reservation period is reduced in future, the validity of Pass/PTO will not be less than four months period.*

Board have now reduced the time limit for advance reservations from 120 days to 60 days [excluding date of journey] w.e.f. 01.05.2013 vide Commercial Circular No. 34 of 2013 issued under Board's letter No. 2007/TG-I/20/P/ARP dated 25.04.2013 [copy enclosed].

Accordingly, the validity period of full/half sets of Privilege/ Post Retirement Complimentary/Widow Passes and PTOs issued from 1.5.2013 should be reduced to four months from the date of issue. This may be notified to all pass issuing authorities.

Letter No.P(R)299/V Date:29.04.2013

FA&CAO

Sr.DPOs/Sr.DFM's /SC, HYB, BZA, GTL, GNT, NED
WPOs /GTPL, LGDS/TPTY

Copy of Board's letter No.E[G]2013/HO1/9 dated 15.4.2013 is forwarded for information, guidance and necessary action.

Board's letter No. E[G]2013/HO1/9 dated 15.4.2013 (RBE No34/2013)

Sub: Honorarium to personnel deployed for Secret Ballot Elections scheduled for 25-27th April, 2013

As the Railway Administrations are aware, Secret Ballot Elections to grant recognition to Railway Trade Unions/Federations on the Zonal Railways and Metro Railway/Kolkata will be held on 25th, 26th & 27th April, 2013.

2. Conducting of Secret Ballot Elections is a mammoth and time-bound project to be completed within the time limit and a number of officials are required to be deployed, sometimes extending even beyond duty hours, for the smooth conduct of the elections.

3. In view of the stupendous nature of task involved in the Secret Ballot Elections and also for enforcing code of conduct, it has been decided to grant honorarium to the officials deployed for the purpose as detailed below:

S.No.	Designation	Rate of Honorarium in Rs.	Payment Mode
I.	Returning Officer [HAG/SAG]	10,000/-	Lump-sum
II.	Assistant Returning Officer [SAG/SG]	8,000/-	Lump-sum
III.	Presiding Officer [SAG/SG/JAG]	8,000/-	Lump-sum
IV.	Asstt. Presiding Officer [SG/JAG/SS]	5,000/-	Lump-sum
V.	Polling Officer [SS/JS]	1,700/-	Per day
VI.	Polling Assistant [Non-Gazetted Gr. C Staff GP above Rs.1800]	1,200/-	Per day
VII. *	Office Assistant [Non-Gazetted Gr. C Staff GP above Rs.1800]	2,000/-	Lump-sum
VIII.	Polling Helpers [Non-Gazetted –GP upto Rs.1800]	800/-	Per day
IX. *	Office Helpers [Non-Gazetted –GP upto Rs.1800]	1,200/-	Lump-sum

*Letter of SBEC [Secret Ballot Election Committee] regarding deployment of staff follows.

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

ALL CONCERNED

Sub: Temporary transfer of posts of non-gazetted staff from one station to another for a period upto 180 days.

In terms of Rule 226 of IREC Volume-I, a Railway servant shall ordinarily be employed throughout his service on the Railway or Railway Establishment to which he is posted on first appointment. However, in exigencies of service, it shall be open to the administration to transfer him to any other Department or Railway or Railway establishment including project in or out of India. Thus no Railway servant is ordinarily transferred from one seniority unit / Division/Railway to other except in exigencies of service.

Guidelines have already been issued under this office letter No. P[R]676/I dated 26.09.1994 [SC No. 78/94] regarding the procedure to be followed in respect of temporary transfers and transfers ordered on the advice of the Vigilance etc. One of the conditions stipulated in the above circular is that in case of temporary transfers, the employee is transferred along with the post so that the transfer does not affect the staff of the new seniority unit in any way. The temporary transfers should not normally extend beyond six months. A register should be maintained at the Divisional and at Headquarters level to monitor the details of such temporary and permanent transfers including that of the transfer or re-transfer of the post. The register should be put up to Sr. DPO/DPO and CPO/Admn. once in two months to ensure that necessary follow up action is being taken.

Despite this, it has come to notice that staff who are transferred temporarily along with posts for a period of six months by the competent authority, are allowed to continue beyond the permitted period of 180 days, which is not in consonance with the guidelines supra.

Therefore, the guidelines on the subject are reiterated for strict adherence.

This issues with the approval of Chief Personnel Officer.

Letter No. P[R]563/XI Dated :20.06.2013

Sr.DPO /SC, HYB, BZA, GTL, GNT & NED
WPOs/LGDS/GTPL/TPTY

Sub: Certification of genuineness of recruitment panels/ appointment orders issued to candidates.

In order to avoid fake appointments, instructions were issued vide letter No.P[R]/407/VII dated 14.05.1999 that as soon as a new appointee reports for duty, the bonafides of the appointment orders /recruitment panels should be got verified and genuineness confirmed by the officer/supervisory official of the unit in which the candidate is posted on first appointment.

It is noticed that there is considerable delay in confirming the genuineness of the recruitment panels/ appointment letters issued by the Cadre Officers in Headquarters to the Divisions/Units.

Henceforth the following procedure should be adopted for certifying the genuineness of the recruitment panels/ appointment letters issued to the candidates.

1. The Divisions/Units should depute a Supervisory official with a letter in a sealed cover asking for confirmation.
2. The Supervisory official of the Division /Unit should hand over the sealed cover directly to the concerned Cadre Officer, who in turn, will ascertain the identification of the Supervisor,

and make out a confirmation letter immediately and hand over the same in a sealed cover to the Supervisor.

3. The Supervisor should then hand over the sealed cover obtained from Headquarters to the Sr.DPO/DPO/WPO concerned.

The entire process of obtaining genuineness of the recruitment panels / appointment letters issued to the candidates should be completed within three working days from the date of receipt of the panels by the Divisions/Workshops.

This issues with the approval of CPO.

Letter No. P[R]75/VII Dated 23.07.2013

ALL CONCERNED

Sub: Conveyance charges for road journeys performed by own car / taxi.

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

The rates for payment of Mileage allowance for journeys performed by own car / taxi was being allowed at ₹ 16.00/- per Km.

The Government of Andhra Pradesh vide G.O.Ms. No.32 dated 13.03.2012 have fixed the rate for hire of motor cabs plying in the State of Andhra Pradesh as ₹ 20/- per Km. for the first two kilometers and ₹18/- for every subsequent kilometer.

Accordingly, approval of the competent authority is hereby communicated for payment of Conveyance allowance to Railway employees for journeys performed by own car / taxi at the revised rate of ₹ 20/- per Km. for the first two kilometers and ₹18/- for every subsequent kilometer with effect from 13.03.2012 i.e., from the date of issue of G.O.Ms No.32 by the Govt. of Andhra Pradesh.

This issues with the concurrence of FA& CAO/SC.

Letter No.P(R)219 Date: 22.07.2013

ALL CONCERNED

Copy of Board's letter No. E[NG]I-2012/DP/23 dated 18.06.2013 is forwarded for information, guidance and necessary action. Board's letters quoted therein were circulated as under:

<u>Board's letter dated</u>	<u>SC No./Letter No.</u>
01.11.1989	7/90
18.12.2000	15/2001
05.03.2007	P[R]219 dt. 12.04.2007
28.07.2010	130/10
13.05.2011	64/11

A check-list as contained in Rule2023[7.4] of IREC-II is enclosed as Annexure-A.

Board's letter No. E[NG]I-2012/DP/23 dated 18.06.2013 addressed to MDs/All Rly. PSUs & copied to GMs/All Indian Rlys & PUs.

Sub: Extension of deputation of Non-gazetted Railway employees working with Railways PSUs – unauthorized stay regarding.

Authority: Board's letters Nos: E[NG]I-89/DP/24 dt.01.11.1989, E[NG]I-97/DP/12 dt.18.12.2000, 2006/V-1/VC/1 dated 18.09.2006, DOP&T's No.1407/30/2006-Estt[RR] dt. 29.11.2006 circulated to the Railways & PSUs vide letter No.2007/E[O]II/41/2 dated 05.03.2007, F[E]II/2007/DEI/1 dt. 24.07.2007, DPE's OM No.

Attention of all the Public Sector Undertakings functioning under the aegis of Ministry of Railways, is invited to various instructions mentioned in the margin issued from time to time emphasizing the need of obtaining prior approval of competent authority to the extension of term of Non-gazetted Railways' personnel working with them on deputation basis. However, instances have come to the notice of this Ministry where these instructions are not being followed and the staff is persistently being

10[2]/09-DPE[WC]-GL-XV/09 dt. 08.06.2009 forwarded to PSUs vide It No. 2008/PL/59/2 dt.20.07.2009, DOP&T's OM No. 6/8/2009-Estt[Pay-II] dated 17.06.2010 forwarded to Railways & PSUs vide letter 2010/F[E]II/1/[I]/1 dt. 28.07.2010, DOP&T's OM No. 6/8/2009-Estt[Pay-II] dated 01.03.2011 sent to Railways & PSUs vide Board's letter No.2010/F[E]II/1/[I]/1 dt.13.05.2011, No. E[NG]-2012/DP/23 dt. 15.10.2012

kept unauthorisedly. The proposals for extension/regularizing of period are sent in a routine manner without any regard to the provisions of policy governing overstay while on deputation which has bad impact on service career of the employees concerned even as he even may be considered to have resigned from service.

2. The matter has been considered by the Board and it has been decided that all should follow the instructions on the subject scrupulously. In no case approval of competent authority may be taken for granted or presumed. Any lapse in this regard will be viewed seriously. In future if cases are received late for the purpose of extension in this Ministry, action taken against the defaulting officials must be indicated in the proposal itself. If there is a case for permanent absorption, it must be finalized well before the expiry of approved term. A mechanism should also be devised to ensure that unauthorized extension of deputation term do not take place in future.

3. The proposal should be complete in all respects enclosing MD's certificate certifying the adherence of guidelines laid down for the purpose, complete information/particulars in Check-list provided, the consent of parent Railway /organisation, willingness of employee concerned, the status of fixation of pay whether it is fixed as warranted under the guidelines issued by DOP&T and DPEs, Vigilance/ D&A clearance etc. so that unnecessary back references can be avoided.

Copy to: The General Managers[P], All Indian Railways & Production Units with advice to ensure that compliance of the above instructions/guidelines by evolving mechanisms for this purpose. If approval for extension of employee is concerned is not received well before expiry of the approved term of deputation, the employee may be recalled forthwith. In order to make the process simple, whenever an official is cleared for deputation, repatriation date should be indicated in the relieving order itself.

ANNEXURE-A

Check –List [As per Rule 2023[7.4] of IREC Vol.II]	
1. Name of the officer. 2. Name of the parent office. Designation of the post held in parent office & pay scale of that post. 3. Present basic pay in the parent cadre post. 4. Designation & pay scale of the post held on Deputation and the present basic pay in the ex-cadre post. 5. Has the officers been given NBR proforma Promotion? If so, pay scale of the post to which promoted. 6. Normal period of deputation prescribed in Recruitment Rules for the ex-cadre post. 7. Date of appointment on deputation. 8. Is the officer drawing grade pay + D(D) A ? If so, has the D(D)A been stopped during the 5th year/2nd year in excess of the period prescribed in the Recruitment rules. 9. Whether the extension for 1st Year/2nd year in excess of Period prescribed in the RRs of the post has been given with the approval of the Secy. and Minister	

incharge of the administrative Ministry/Department respectively. 10. Does the proposed extension also requires the approval of UPSC/ACC ? 11. What is the specific public interest involved in the proposed extension? 12. Whether the concurrence of lending organization/ individual concerned has been obtained for the proposed extension? 13. Efforts made to select a suitable replacement for the officer? 14. According to Recruitment Rules can the post be filled up by promotion? If so, are there any eligible officers available from the feeder cadres (if there is one) and if so, why are they not being considered for promotion instead of seeking further extension for existing incumbent? Any other relevant information considered necessary	
	Signature and designation of Administrative Authority

Letter No.P(R)219 Date:30.07.2013

ALL CONCERNED

Copy of Board's letter No.2012/E[O]II/41/2 dated 18.7.2013 together with their letter dated 2007/E[O]II/41/2 dated 27.02.2007 is forwarded for information, guidance and necessary action.

Board's letter No. 2012/E[O]III/41/2 dated 18.7.2013

Sub: Monitoring of deputations –reg.

Attention is invited to this office letter No.2007/E[O]II/41/2 dt. 27.02.07, forwarding therewith a copy of Deptt. of Personnel & Training's Office Memorandum dt. 29.11.2006 regarding implications of overstay while on deputation. DOP&T, vide their OM dt. 16.05.13, have reiterated these instructions.

2. DOP&T have further advised all concerned to ensure that deputations are strictly monitored by the lending Government Departments and requests of the borrowing authorities for no objection to extension of deputations should be closely scrutinized to curb the tendency to all extensions on extraneous ground and overstay.

3. Copy of DOP&T's above mentioned OM dt. 16.05.2013 is forwarded herewith for guidance and compliance.

Sub: Proper Monitoring of deputation by the lending departments.

Undersigned is directed to refer to this Departments OM of even number dated the 17th June, 2010 and to say that as per existing instructions no extension in deputation beyond the fifth year is allowed. Further, as per the OM No. 14017/30/2006-Estt (RR) dated the 29th November, 2006, the deputationist officer is deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. These instructions were reiterated vide the OM of even number dated the 1st March, 2011.

2. In 56th Report of the Action Taken Replies of the Government on the recommendations/ observations contained in the 51st Report on the Demands for Grants (2012-13) of Ministry of Personnel, Public Grievances & Pensions by the Department Related Parliamentary Standing Committee has observed inter alia that policy on deputation envisages mobility of personnel between Departments etc so that the employee as well as the Departments benefit from the process. The tendency of treating deputation as a tool to ensure more comfortable, or even home town postings is required to be discouraged. The instrument of deputation serves public interest only when there is a rational connection with the qualifications and work experience of the deputationist, and the deputation continues for a reasonable period. This would also ensure that both the lending as well as the borrowing department benefit from the experience / exposure of deputationist officer.

3. All the Ministries/Departments are therefore advised to ensure that deputations are strictly monitored by lending Government Departments. Requests of the borrowing authorities for no objection to extension of deputations should be closely scrutinized to curb tendency to allow extensions on extraneous grounds, and overstay.

4. These instructions are in addition to the previous OMs on the subject, and in no way dilute the responsibility of the deputationist and borrowing departments to ensure that the deputationists are relieved in time on completion of their approved tenures.

Copy of Board's letter No.2007/E[O]II/41/2 dated 27.02.2007/05.03.2007

Sub: Implications of overstay while on deputation.

The Department of Personnel and Training have conveyed instructions regarding implications of overstay while on deputation vide their OM No._AB.14017/30/2006-Estt.[RR] dated 29th November, 2006. A copy of the same is forwarded herewith for future guidance and strict compliance.

Copy of Ministry of Personnel, Public Grievances and Pensions, DOP&T's O.M. No. AB.14017/30/2006-Estt.[RR] dated 29th November, 2006.

OFFICE MEMORANDUM

Sub: Implications of overstay while on deputation.

**

It has been brought to the notice of the Government that even though the terms and conditions of deputation issued by the various Ministries/Departments/Offices specify the period of deputation, there have been a number of cases of overstay without the approval of the competent authority. A number of proposals for regularization of such overstay are also being received for approval by the Competent Authority. It is necessary to ensure that there is no laxity on the part of the controlling authorities in relieving the deputationist and the deputationist should not go by the presumption that he needs to join his parent cadre only after being formally relieved by the borrowing department. It has, therefore, been decided that in future all cases of deputation shall be regulated by the following conditions viz.,

- [i] The terms and conditions of deputation shall clearly lay down not only period of deputation as per the Recruitment Rules for the post or as approved by the competent authority but also the date of relieving of the deputationist. No further orders for relieving the officer will be necessary.
- [ii] The deputationist officer including those who are presently on deputation would be deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. It will be responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In cases where officers are on deputation on the date of issue of these orders and the normal tenures are getting over in

a period of six months, the concerned officers / Organisations may be allowed an extension of not more than one month on a case to case basis with the approval of the DOPT.

[iii] That in the event of the officer overstaying for any reason whatsoever, he is liable to disciplinary action and other adverse Civil / Service consequences which would include that the period of unauthorized overstay shall not count against service for the purpose of pension and that any increment due during the period of unauthorized overstay shall be deferred, with cumulative effect, till the date on which the officer rejoins his parent cadre.

2. Written consent of the officer concerned shall be taken to the terms and conditions of deputation [inclusive of the conditions in para 1 *ibid*] before the deputation orders are issued. The contents of these instructions will be conveyed to all officers presently on deputation for information / compliance.

3. These instructions will apply to all deputationists including State Government Officers/ All India Services officers joining Central Government posts on deputation and to officers proceeding on deputation to State Government / autonomous & statutory institutions /Foreign Bodies, etc.

4. If the borrowing Organisations would like a relaxation from these terms, they should obtain approval of DOPT to it, prior to the start of deputation.

Letter No.P(R)438/CHS/IV Date: 30.07.2013

ALL CONCERNED

Copy of Board's Corrigendum issued under letter No.2010/H-1/2/21 dated 17.07.2013 together with their letter dated 07.06.2011 is forwarded for information, guidance and necessary action.

Board's letter No. 2010/H-1/2/21 dated 17.07.2013
CORRIGENDUM

Sub: Grant of Medical Facilities to dependent relatives –Raising the income ceiling.

Ref: Railway Board's letter of even no. dated 07.06.2011

In the Advance Correction Slip No.12 to the Indian Railway Medical Manual [IRMM]-2000 enclosed with the above referred Board's letter dated 07.06.2011, the words "15% of the emoluments" appearing in the 3rd line may be read as "15% of the basic pay". Rest of the contents will remain the same.

Board's letter No. 2010/H-1/2/21 dated 07.06.2011

Sub: Grant of Medical Facilities to dependent relatives –Raising the income ceiling.

Consequent upon implementation of Govt.'s decision on the recommendations of the Sixth Central Pay Commission regarding revision of minimum family pension to Rs.3500/-, it has been decided that a dependent relative in relation to a Railway servant as defined in para 601[6] of the Indian Railways Medical Manual, 2000 shall be considered eligible for entitlement of Medical facilities if his/her income does not exceed minimum pension/family pension i.e. Rs.3500/- and Dearness Relief thereon or 15% of the basic pay of the Railway Servant, whichever is more.

2. Accordingly, in exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that the proviso below Para 601[6] of the Indian Railway Medical Manual, 2000 may be amended as per 'Advance Correction Slip No.12 enclosed.

Advance Correction Slip No.12 to the Indian Railway Medical Manual -2000

The proviso below Para 601[6] may be substituted with the following:

“Provided that the above are wholly dependent on and reside with the Railway employee. The words “wholly dependent” mean a person who does not have independent income more than 15% of the emoluments of the Railway servant concerned or Rs.3500/- plus dearness relief thereon, rounded off to the nearest ten rupee figure, whichever is more.”

[Authority: Railway Board's letter No.2010/H-1/2/21 dated 07.06.2011].

Letter No.P(R)/563/XI Date:04.09.2013

ALL CONCERNED

Copy of Board's letter No.2011/E(RRB)/25/24 dated 07.08.2013 is forwarded for information, guidance and necessary action.

Board's letter No. 2011/E(RRB)/25/24 dated 07.08.2013

Sub: Applications from the Serving Railway Employees against the Centralized Employment Notification issued by RRBs – No Objection Certificate (NOC) regarding.

***Ref: 1. Board's letter No. E(RRB)/2005/25/14 dated 07.07.2008
2. Board letter of even dated 27.01.2012.***

As per the existing instructions on the subject it is stipulated that candidates serving in any Government Department or Public sector Undertaking including Railways should apply through proper channel or should apply directly to the RRB, with NO OBJECTION CERTIFICATE from the employer to avoid delay. Advance copy of the application from such candidates without 'No Objection Certificate' from the employer will not be entertained.

2. In this connection, it is noted that extant instructions on the subject of scrutiny of applications after data entry prescribe for 100% checking of prima-facie ineligible candidates. But the applications of prima-facie eligible candidates are not checked due to the constraints of huge numbers, often running in lakhs. Under these circumstances, there have been number of cases, where the candidates despite having failed to attach the NOC along with the application form, have yet figured in the list of prima-facie eligible candidates and have been issued admit cards for written examination. In such cases this deficiency is noted at the stage of Document Verification (DV) and their candidature is rejected at that stage, even after having qualified the prescribed Written/Psycho/Skill Test(s). This results in unnecessary increase in the number of courts cases and it has come to notice that many CAT/Benches have also given their decision in favour of such aggrieved candidates. Further, a large number of references against this provision have been received from various fora, including Federations, pleading that this provision is restricting further progress of eligible staff/candidates.

3. The matter has been under deliberation in Board's office and it has now been decided in partial modification to Board's instructions contained in letter under reference (1) & (2) above that:

(a) For future Centralized Notification, to be issued in 2013 and onwards, instructions may be suitably modified stipulating that while filling up the application, candidates serving in any Government Department or Public Sector Undertaking including Railways may give a 'Declaration' that they have intimated the fact of their applying for the exam to their office and in the event of their selection, they will submit NOC from their employer at the time of

Document Verification [DV]. In case they fail to submit NOC at the time of Document Verification, their candidature would be cancelled;

[b] further the candidates who had applied against Centralised Employment Notifications [CENs] 2010, 2011 & 2012 [including earlier Employment Notifications clubbed with CEN 2010] and were called to appear in the written examination, declared successful but were rejected or were not called for the subsequent stages of recruitment process or their cases have been held up at RRB level on this technical ground, may be given an opportunity to submit NOC within a specified period of three months, for consideration of their empanelment by the RRB. Notices to this effect may be sent to them by Speed/Registered post. However, if the candidate fails to submit NOC within this specified period, his Candidature would be rejected. Such cases would be disposed off by respective RRBs based on these guidelines.

3. This disposes off Chairman/RRB/Secunderabad's reference No. RRB/SC/R/CEN/2011 dated 21.03.2013 on the subject.

4. Compliance of above instructions may be ensured.

Letter No.P(R)439/II Date:19.09.2013

Sr.DPOs/SC, HYB, BZA, GTL, GNT, NED
WPOs/LGDs/TPYs/GTPL

Copy of Board's letter No.2013/H/5/14 dated .08.2013 is forwarded for information, guidance and necessary action.

Board's letter No. 2013/H/5/14 dated - .08.2013

Sub: Medical Examination of Candidates prior to declaration of final panel.

Elaborate details for conducting smooth and timely Medical Examination of candidates selected for various posts in Railways has been laid down in Indian Railway Medical Manual 2000.

It is reiterated that medical examination of the selected candidates should be conducted at the earliest possible by following laid down norms. If necessary, the difficulties arising out of zonal working may be sorted out by discussion with Chief Personnel officers of the zone and intervention of General Manager, if warranted.

Letter No. P[R]/605/XIII Date:04.11.2013

CSTE, CSTE/Con., CEE, PCE, COS,
FA&CAO, COM, CCM, CCO, CME, CMD,
DRM/SC, HYB, BZA, GTL, GNT, NED
CWM/LGDS, GTPL, TPTY
Sr. DPO/ SC, HYB, BZA, GTL, GNT, NED,
Dy.CSTE/S&T/MFT, Dy.CMM/G&S/MFT

CORRIGENDUM

Sub: Selection to the post of Instructors – award of marks by the Selection Board.

Ref: This office letter No. P[R] 605/X dated 29.3.2007.

Attention is invited to this office letter No. P[R]605/X dated 29.3.2007 wherein guidelines for conducting selection for the post of Instructors of Training Institutes on this Railway was issued.

Para 15 of the above letter, on 'Award of marks by the Selection Board', may be substituted with the following:

Professional Ability	Max. marks	Qlifying. marks
(i) Written test	35	21
(ii) Viva-voce	15	09 (30/50)
Record of Service [ROS]	30**	
Total	80	48

[Authority para 219[j] [i] of IREM Vol.I]

** Allotment of marks under the head ROS communicated under this office letter P[R]605/XI dated 22.08.2007 may be followed.

This issues with the approval of competent authority.

Letter No. P[R]/673/VI Date: 05.11.2013

ALL CONCERNED

Sub: Regulation of the period between the date of expiry of the period of apprenticeship/training and the date of posting.

...

Attention is invited to Board's letter No. E(NG)-II/67/AG-1/4 dated 17.1.1969 (S.C.No.26/69) on the above subject which lays down interalia that the apprentices/trainees should be absorbed against a working post on the working day following the date of completion of the apprenticeship/training period and that the suitability of the apprentices/trainees for absorption against working posts should be judged well in advance of expiry of the apprenticeship/ training period. These instructions were reiterated by Railway Board during 1999, vide their RBE No. 238/99 [SC No. 279/99], on a reference made by NFIR at Board's level.

In cases where there is delay in holding examination, valuation of answer books, issue of office orders etc. owing to administrative reasons, the period intervening the date of completion of the apprenticeship / training period and the date of posting against working post should be treated as extended period of training and paid stipend for that period. It has also been stated therein that in no case an apprentice/trainee should be absorbed against working post with retrospective effect.

It has been pointed out by SCRE Sangh that the examination at the end of training /apprenticeship period is not being conducted immediately and in some cases long time is being taken for declaring results, leading to delays in absorbing the apprentices/trainees against regular posts, thereby causing financial disadvantage and future career progression.

In order to avoid representations from the individuals /organized labour, Board's instructions on judging the suitability of the apprentices /trainees well in advance of the expiry of the apprenticeship/training period are reiterated for adherence.

This issues with the approval of competent authority.

Letter No. P[R]/418/III Date: 11.11.2013

ALL CONCERNED

GUIDELINES FOR PERSONNEL OFFICERS AND MEMBERS OF SELECTION BOARDS
CONSTITUTED FOR CONDUCTING SELECTIONS FOR PROMOTION TO POSTS
CLASSIFIED AS SELECTION - SERIAL CIRCULAR No. 320/99 – UPDATED WITH
BOARD'S INSTRUCTIONS ISSUED FROM TIME TO TIME.

1. MEANING - SELECTION AND CLASSIFICATION OF POSTS AS SELECTION POSTS.

1.1 Selection is the process of screening eligible employees for filling up posts which have been classified as Selection posts by the Railway Board. A selection is conducted by a duly constituted Selection Board. The selection may consist of written test only to assess the professional ability of the candidates except in the case of selection for promotion to posts in the categories specified by Board (Teachers, Law Assistants, Physiotherapists, Telephone Operators, Instructors in Zonal Training Centres/Schools, Stenographers, Chief Typists, Protocol Inspectors, Receptionists, Publicity / Advertising Inspectors, Photographers/ Cameramen & Hostel Superintendents as on 31.10.2005 (SCR S.C.No.154/05), where the positive act of selection shall consist of both Written and viva-voce test.

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

1.2 Selection for promotion to a selection post shall be made on the basis of merit -cum- seniority.

1.3 Railway Board is the only competent authority to decide the classification of posts as Selection in each department.
(Paras 210-212 & 215 of IREM, Vol.I, 1989 Edition).

Note(1) It is clear from the above that the General Managers, Head of Department or the Divisional Railway Managers do not have any discretion in treating a post as selection or non-selection. Instructions issued by the Board in the matter of classification of posts as selection and non-selection have to be followed.

(2) The decision of any other authority to classify a post as Selection or non-selection even temporarily is against the Rules.

2. SELECTION PROCESS:

2.1. WHEN TO INITIATE SELECTION PROCESS

Selections are to be conducted annually in a regular manner. However, where holding of the next selection becomes necessary before a gap of one year on account of the panel getting exhausted, the earlier selection not throwing up adequate number for empanelment / promotion etc., the same may be held **after a minimum time gap of 6 months from the date of approval of the last panel**. This condition of 6 months restriction between selections will not, however, apply to general selections which are conducted by calling options from serving employee fulfilling the prescribed eligibility conditions.

General Managers may permit holding of a fresh selection for promotion to safety categories before the expiry of six months period from the date of approval of the earlier panel, subject to the condition that it is inescapable in the administrative interest.

(Authority: Board's letter No.E(NG)I-94/PM1/10 dt. 11.2.03 (SCR S.C.No.46/2003)

2.2 A calendar of selections is to be maintained by every Railway/Division/Selection Conducting unit. The calendar of selections should contain the following items to ensure better compliance of Board's orders regarding holding of selections at regular intervals.

Since no monthly period of such a calendar has been laid down indicating either calendar or financial year, a decision was taken on this Railway to draw up the calendar of selections financial year-wise from 2008 onwards instead of July to June. *

- * Category and grade
- * Date of issue of notification
- * Date of calling of service records
- * Date of holding of written exam.
- * Date of holding supplementary examination
- * Date of holding interview (only in the specified categories)
- * Date of obtaining approval of competent authority.
- * Date of notification of panel

(Board's letter No.E(NG) I-87/PM1-14 dated 22-7-88(S.C.No.131/88)

E[NG] I-2000/PM1/41 dt. 07-08-03 and 12-9-05 [SC Nos: 144/03 & 154/05)

* SCR. SC's letter No P[R]605/XI dated 20.05.2008]

2.3. **STAGES IN SELECTION PROCESS**

2.3.1 Following are the sequences involved in selection:

- * Assessment of vacancies
- * Obtaining approval of the competent authority for assessment of vacancies [i.e. the authority, who will approve the selection proceedings- SC No. 163/86]
- * Conducting written test and/or viva-voce as a part of the selection.
- * Evaluation of answer sheets in the case of written test
- * Meeting of the Selection Board to assess the comparative merits of the candidates and to give recommendations.
- * Acceptance of the recommendations and publication of panel
- * Maintenance of Panel.

2.4. **ASSESMENT OF VACANCIES**

2.4.1: The number of vacancies for which selection is to be conducted in a cadre will include:

- * Existing vacancies
- * Vacancies anticipated in the next 15 months
- * All the vacancies existing and reported by Construction Organization, Railway Electrification and other projects.
- * For selection to ex-cadre posts existing vacancies plus those anticipated in the next two years should be taken into account.

(PARA 215 (f) (i) of IREM)

2.4.1.1: **Anticipated vacancies in the next 15 months are:**

- * The vacancies arising out of superannuation Vacancies likely to arise due to acceptance of voluntary retirements or resignations of employees.
- * Vacancies likely to arise on account of staff approved to go on deputation.
- * Vacancies to be released by staff empanelled for ex-cadre posts.
- * Newly sanctioned posts
- * Likely vacancies due to employees going on transfer to other seniority units.
- * Vacancies in the higher grade in the channel which will ultimately reflect in the grade for which selection is to be conducted.

(PARA 215 (f) (ii) of IREM)

Note(1) : It is important that the vacancies are assessed correctly. Inflation of the vacancies so as to help employees, who would otherwise not be within the zonal of consideration, would invite D&A action.

Note(2): Changing the number of vacancies once the selection process has been set in motion, is irregular, unless the assessment itself is wrong ab-initio. Any change,

which may have impact on the number of vacancies assessed after the selection process has been set in motion should be ignored and the vacancies as assessed originally should stand.

Note(3): It has to be got ensured that the number of eligible employees is calculated separately for the general vacancies and for the reserved vacancies. When the candidates are called in the ratio of 1:3 and in case there are not enough SC/ST candidates to make up the 1 : 3 ratio no general candidates should be called to make good this shortfall.

2.4.1.2 **Zone of consideration*:**

- i) In case of selections, the list of eligible candidates has to be drawn on the basis of 3 X formula. For this purpose the list should be drawn strictly as per seniority of the eligible candidates.
- ii) When the list is prepared, it should be checked whether there is adequate number of SC/ST candidates available (i.e. 3 times the number of vacancies reserved for each of the communities). In case the SC/ST candidates available in the list so prepared are according to the 3 X formula or more, all candidates may be called for selection. However, in case the number is less than 3 times the vacancies reserved for SC/ STs, the deficiency should be made good by picking up other eligible SC/ST candidates by going down the seniority list. It should, however, be ensured that the number of persons being called for selection should not exceed 3 times the number of vacancies.
- iii) The deficiency of the SC/ST candidates, it is further clarified, should not be good by calling additional UR candidates.

For example, a panel of 26 employees is required to be drawn against vacancies relating to the selection. There are 6 reserved vacancies in all, out of which 4 are meant for SC and 2 for ST employees.

78 eligible employees should be called for the written examination. Against the 6 reserved vacancies (4 SC + 2 ST) if 12 SC and 6 ST employees corresponding to 3 times the number of reserved vacancies separately for SCs and STs are available within 78 employees called, it should be regarded as adequate. If it is not so, the field may be extended to 3 times the total vacancies only for SCs and STs. If by extending the field to 3 times, 12 SC and 6 ST candidates do not become available, the consideration should be limited to the available employees only.

- iv) The same procedure as above will be followed in respect of non-selection posts, mutatis-mutandis keeping in mind that the field be 1 'X' instead of 3 'X'.

(*Based on Board's Lr.No.89-E(SCT)/i/49/5(Pt) dt. 16.6.1992, SCR/SC No.93/92)

3.0. **SELECTION BOARDS**

3.1 The purpose of constituting a selection Board is to make recommendations to the competent authority in respect of candidates considered suitable for filling a selection post (PARA 217 (a) of IREM)

3.2 The Selection Board has to be constituted by a competent authority namely Head of the Department in case of selection conducted by the Headquarters Office and Divisional Railway Manager in case of selection conducted by the divisions or any other competent authority not lower than a Divisional Railway Manager/ ADRMs/CWMs .
(PARA 217 (b) of IREM)

Note(1): From the rule it is clear that in a Division only DRM/ADRM is the competent authority to constitute the Selection Board irrespective of the grade to which the selection is to be held. Similarly, in Headquarters only the HOD or the GM can constitute a Selection Board. Constitution of Selection Boards by an authority lower than the levels mentioned above will be violation of the rules. In respect of

workshops CWM is the competent authority to constitute the Selection Board irrespective of the grade to which the selection is to be held.

Note(2): After nomination of an Officer to Selection Board, the papers shall invariably be routed through PS[Confidential] of the concerned PHOD/HOD/ ADRM/DRM who shall verify from the Agreed/Secret List and endorse whether the officer can be nominated or otherwise. In case the officer figures in the Agreed/Secret List, the PS concerned shall endorse the same and remit the papers back to PHOD/HOD/ ADRM/DRM for re-nomination.

[Letter No. P[R]605/Con dt. 5.4.2007]

Note(3): It is often noticed that on the date of written test or viva-voce, the officer nominated to the Selection Board might not be available on account of leave transfer, etc. and another officer is temporarily substituted without the approval of the authority, who originally nominated the Selection Board. This is a wrong practice.

3.2.1 The members of the Selection Board have to record a certificate that none of their close relatives is under consideration and they have no interest in any candidate. Close relation means - parents, sons, brothers, sister, nephews, nieces, uncles/aunts, mother-in-law, father-in-law, sons-in-law, daughter-in-law, brother-in-law, sister-in-law and first cousins*

(*Based on Bd's Lr.No.E(D&A)89/GS1-6 dt.6.3.90 (SCR S.C .No.62/90)

3.3. The authority constituting a Selection Board shall direct the Board to assemble and make recommendation. It shall also nominate the officer who shall act as the Chairman of the Board. The responsibility will be of all the members.

(PARA 219 (a) of IREM)

3.4. The Selection Board should consist of at least three officers.

(PARA 218 (a) of IREM)

3.4.1: When a Selection Board constitutes only three members, none of the Members should be directly subordinate to any other member. (PARA 218 (b) of IREM)

NOTE: Nomination of an officer in the Selection Board who is directly subordinate to another officer in the Selection Board is wrong.

3.4.2: One of the Members should be a Personnel Officer and another should be from a department other than the one for which the selection is held. The presence of the Personnel Officer in the Board will satisfy this condition of an officer being from a Department other than the one for which selection is held. (PARA 218 (a) of IREM)

Note(1): Constitution of the Selection Board in the following manner is in order with reference to the above rule:

(i) **In the case of selection for Personnel Department:**

Two officers from Personnel Department and one from any other departments.

(ii) **In the case of selection for other departments:**

One Personnel officer and two officers from the department for which the selection is held.

Note(2): Co-opting of officers or consultation with officers, who are not part of the Selection Board, is not allowed.

3.4.3: One of the officers in the Selection Board should be belonging to SC/ST Community where the vacancies are reserved for candidates belonging to these communities or where candidates belonging to SC/ST seniorities are in the zone of consideration to fill up unreserved vacancies.

- 3.4.3.1. Where in the selection Board SC/ST Officer is not available from the same department, an officer of another department/Railway/Production unit or a Non-Railway Department may be included.

(PARA 218 (a) of IREM and Board's letter No.81-E(SCT)15/32 date 30-9-83).

Note: Associating an officer belonging to SC/ST in the Selection Board is mandatory not only when the vacancies are reserved for these communities, but also where candidates belonging to SC/ST communities are in the zone of consideration for filling up unreserved vacancies.

Inclusion of an SC/ST officer in the selection committee is not necessary when selection is conducted to fill up unreserved vacancies and only general candidates are in the zone of consideration.*

(*Based on Bd's Lr.No.81-E(SCT)15/32 dated 30-9-1983)

- 3.4.4. For selections to posts in GP 4200 and above, the selection Board should consist of officers in **Junior Administrative Grade**. For other selections, the Selection Board members can be in **Senior scale**. However, in cases of selections other than those pertaining to personnel department, the personnel Officers in the committee can be one grade lower, i.e. in a committee of JAG Officers, the Personnel Officers can be in senior scale and in a committee of Senior scale officers, the personnel officers can be in Junior scale/ Group 'B'

(PARA 218 (c) of IREM and Board's letter No.81-E(NG)I /95/PM1/14 dt: 15-3-99 & E[NG]I-2011/PM1/5 dated 22.03.2011 SCR SC No.41/2011).

- 3.4.5.: In divisions where the Senior Scale Officers are in independent charge of the department the constitution of the Selection Board for selection to posts in GP 4200 will be as under:

(i) Other than Personnel department:

JAG Officers from any other department in the division can be nominated. Senior Scale Officer in independent charge of the department who should not be subordinate to any other member of the Board will be the fourth member of the Board.

(ii) Personnel Department:

Senior Scale Officer in-charge of Personnel Branch of the division plus one JAG officer of the Personnel Department of the adjoining division or Headquarters office and one JAG officer of any other department of the division.

(Note below Para 218 (c) of IREM).

- 3.5. An Officer of the concerned department who is also member of the Selection Board should set the question paper. Where possible another officer of the concerned department who is also a member of the Selection Board should be nominated to evaluate the answer books, ensuring however that the answer books are invariably evaluated by the member-officer belonging to the department for which the selection is held.

(Para 219 (b) of IREM).

Note: The intention of the above rule is that the officers nominated to set the question paper and evaluate the answer books should be different as far as possible. Where this is not possible there is no objection to the same officer setting the question paper and evaluating the answer books also. In any case the officer/officers nominated to set the question paper and to evaluate the answer sheets should belong to the department for which the selection is held.

4. **STAFF ELIGIBLE TO BE CALLED FOR SELECTION**

- 4.1. When the selection is to a post which is in the regular channel of promotion staff in the immediate lower grade having completed 2 years service are only to be considered for promotion. ***The condition of two years service in the immediate lower grade should stand fulfilled at the time of actual promotion and not necessarily at the stage of consideration.*** However, if by virtue of this rule a junior is eligible for promotion, his senior also will be eligible for such promotion, even though he might not have put in a total service of two years or more [if stipulated in particular category in the lower grade].

* With reference to promotion of persons undergoing the penalty of withholding of increment or reduction to lower stage in the time scale of pay the two years service for further promotion shall commence only from the date of actual promotion and in no case it may be related, even notionally to the date of promotion of the junior.

(PARA 215 (a) of IREM and Board's letters No.E(NG)I /97/PM1/39 dt: 7-8-98 & ACS No. 150 SCR/SC No. 144/03, * E(D&A)2005/RG6-5 dt. 26.5.2005(S.C.No.165/2005).

- 4.1.1.: Where longer length of service in the lower grade is stipulated as a condition of eligibility for promotion to any particular category, the same will continue to apply.
- 4.1.2.: Adhoc service followed by regular service without break will also be reckoned for arriving at the two years period. (PARA 215 (a) of IREM)
- 4.2. Eligible staff upto three times the number to be empanelled should be called for the selection. (PARA 215 (e) of IREM)
- 4.3. Employees working in lower grade on adhoc basis are not eligible for consideration. (PARA 215 (c) of IREM)

Note(1) There is no objection in calling employees even with less than two years of service for selection and keeping them on the panel. Orders of promotion should be issued only on the date on which the candidate completes two years service, provided the panel is still valid.

Note(2) The condition of two years service in the immediate lower grade can be relaxed with the personal approval of the General Manager subject to the following conditions:

- i) Such relaxation is found to be inescapable in the interest of administration.
- ii) The candidates to be considered should have put in at least one year's service in the immediate lower grade.
- iii) Relaxation is permissible in the case of Drivers also in Running category subject to the condition of fulfillment of one year's service in the immediate lower grade or a foot plate experience of 40,000 Kms. Whichever is later.

(Board's letter No.E(NG)I -94/PM1/17 dt: 1-11-94 [SC No. 109/94 and Bd's letter No.E(NG)I-2001/PM7/17 dated 29.11.2004 (SC No.211/04)).

Note(3): The stipulation that if a junior becomes eligible for promotion by virtue of his having completed two years service in the lower grade his senior who has not completed two years will also be eligible for promotion, should not be construed to mean that a junior can be promoted superseding his senior or that such a senior can be promoted even though the junior has not come within the zone by virtue of requisite number of vacancies not being there. In other words in such a situation both senior and junior can be promoted simultaneously only if the number of vacancies permits the same.

Note(4): Persons who have expressed their unwillingness and those who do not fulfill the eligibility conditions should not be reckoned for determining the field of consideration.

(Note(1) below Sub - Para (e) of 215 of IREM)

Note(5): If a candidate who has not formally given his unwillingness and does not appear in the selection he has to be construed to be in the reckoning for selection and has to be called for the supplementary selection, if the circumstances so warrant. Similarly if he gives unwillingness after a subsequent date after the commencement of the selection, additional candidates cannot be called in his place.

(Note(2) below Sub - Para (e) of 215 of IREM)

4.4. **CONSIDERATION OF EMPLOYEES UNDER SUSPENSION OR AGAINST WHOM DEPARTMENTAL/CRIMINAL PROCEEDINGS ARE PENDING**

4.4.1. Railway servants who are under suspension, in respect of whom a charge sheet for major penalty has been issued and disciplinary proceedings are pending and those against whom prosecution for criminal charges are pending should also be called with other eligible candidates for the selection and their suitability for promotion as well as the merit position in the panel should be assessed as in the ordinary course.

(Board's letter No. E(D&A)I -92RG6-149 (A) dt: 21-1-93 SCR SC No. 16/93).

4.4.2 The procedure and guidelines issued on promotion of Gazetted and non-gazetted railway servants circulated under 12/93 and 16/93 will not apply if there is no disciplinary proceedings or criminal prosecution pending or the railway servant was not under suspension at the time of review of DPC/Supplementary selection or before promotion of his junior on the basis of the original DPC/Selection.

(Board's letter No. E(D&A)I -92RG6-149 (A) dt: 21-1-93 SCR SC No. 16/93 & E(D&A)I -92RG6-149 (B) dt: 21-1-93 SCR SC No. 12/93).

Note(1): There is no bar for considering an employee facing minor penalty proceedings for selection and can be promoted if found suitable.

Note(2): Similarly employees against whom charge sheet is yet to be issued can also be considered for selection and can be promoted if found suitable. Non-consideration of an employee for selection and promotion on the ground that a charge sheet is contemplated is wrong.

5. **Process Of Selection**

5.1. The selection shall consist of written test only to assess the professional ability of the candidates except in the case of selection for promotion to posts in the categories specified by Board where the positive act of selection shall consist of both Written and viva-voce test. (Para (a) of 215 of IREM)

Question banks for each department and grade covering the complete syllabus must be prepared and circulated to the staff concerned. There will not be any mandatory limit of questions/exams from the question banks only and secondly, holding of selections will not be postponed/delayed due to non-circulation of question banks. The question banks so prepared should also be updated regularly in accordance with the changing technology and job requirements.

[Board's letter No. E[NG]I-2006/PM1/34 dt. 06.11.2006 SCR SC No. 196/2006]

Note (1): Though no specified period of advance intimation is prescribed by the Railway Board, it is desirable to give notice of 3 to 4 weeks to meet the ends of natural justice.

Note(2): It should be ensured that there is no delay in despatch of the intimation letters - there have been cases where candidates received the intimation letters after the dates of written test or supplementary examination and even messages have been sent through railway control system.

- Note(3): Inclusion of names of candidates, who are not originally in the zone of consideration, is not allowed.
- Note(4)*: When 40 or more candidates appear in the written test, the same should be held in Railway Colleges/Schools or training centres where big halls or class rooms and other facilities are available.
- Note(5)*: The candidates should not be allowed to leave the examination hall frequently. Similarly permission should be given only to one candidate at a time for attending calls of nature, etc. Where examination is held in more than one room/hall, the supervisor shall take necessary steps to allow only one candidate from the entire batch so that consultations among the candidates are avoided during the course of examination.
- Note(6)*: No person who is not connected with the Written Test should be allowed to be present in and around the examination hall.
[* SCR/SC's Letter No. P[R]605/VII dt. 26.09.1997]

- 5.2 **Use of Regional language in Departmental/Course end examinations:**
Use of Regional languages in lieu of English may be permitted in all selections and suitability tests conducted for the purpose of promotion etc. and the examination conducted at the end of training courses, subject to the condition that where necessary knowledge of English may be separately tested to ensure that the persons would understand the instructions relating to the requirements of his job. The competent authority, may, however, insist upon such tests being conducted in English in the special cases, which should be few in number, where it is considered that knowledge of English would be essential.

The term 'Regional Language' as used here means official language of the State in which the office where employees concerned are working is located.
(Authority: Bd's Lr.No.E(NG)I-90/PM1/41 dt. 8.7.92 (SCR/SC No.154/99))

6. TRAINING FOR SC/ST CANDIDATES:

- 6.1 Pre-selection/pre-promotional training for a period of three to four weeks for safety categories for candidates belonging to SC/ST communities should be arranged in the Zonal Railway Training Institutes or the System Training Schools. This training should cover the entire syllabus prescribed for the written examination.
[Board's Board's letter No. 88-E[SCT/II/42/2 dt. 8/11.4.91 [SC No.73/91 & letter No.E[NG]I-98/PM1/17 dt.30.10.2001 [SCR No.245/2001]

7. SELECTION PROCESS AND OFFICIAL LANGUAGE:

- 7.1. The following points should be kept in mind while conducting selections.
- (i) Option of Hindi medium should be allowed in all the written tests conducted as a part of the selection process. While calling options from candidate or while alerting the candidates to be in readiness for the examination, they should be informed that they will have an option to answer the question paper in Hindi.
 - (ii) All the question papers for the written test should be both in Hindi and English. Violation of these instructions is deemed to be a procedural irregularity and the selections are liable to be cancelled.
 - (iii) However, wherever knowledge of English is considered essential, the candidates knowledge in that language can be tested separately.
 - (iv) Option of answering questions in Hindi medium during viva-voce should also be allowed to the candidates.

- (v) Atleast 10 percent of the total marks prescribed for the written test should be on Official Language Policy and .
- (vi) In every selection Board atleast one of the officers should have working knowledge of Hindi.
(Board's letter No.Hindi/87/OL-1/10/3 dt: 3-11-88).

8. SETTING OF QUESTION PAPERS

8.1. The officer of the concerned Department, to set the question paper, has to be nominated by the authority nominating the Selection Board from amongst its members. As far as possible the officers nominated to set the question papers and to evaluate the answer, books should be different. It should however be ensured that the answer books are invariably evaluated only by a Member - Officers of the Department for which selection is held. Where it is not possible to have two officers of the Department concerned who are also members of the selection Board, one for setting the question paper and the other evaluating the answer books, there is no objection to nominate the same officer to set the question paper as well as to evaluate the answer books.

8.2. In the written test held as part of the selection for promotion to the posts classified as 'Selection', objective type questions should be set for about 50% (in the range of 45% to 55%) of the total marks for the written test.

(Para 219(c[i]2) of IREM)

Note(1) The question paper (selection/LDCE) should be designed to test the ability of the candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge (Board's letter No.E(NG)I-2004/PM1/25 dt.21.9.2004(SCR SC.No.180/2004).

Note(2): This (the provision at para 8.2 above) is one of the important points that must be highlighted to the officer, who has been nominated to set the question paper.

Note(3): The question paper should clearly contain not only the total marks but also the marks given for each question including part(s) thereof, if any, at the end of the question.

Note(4)*: The officer setting the question paper should, as a rule, also indicate whether the use of calculators, Logarithmic Tables or other such mechanical devices, is permissible or not.

*[SCR SC Letter No. P[R]605/VII dt. 26.9.1997]

Note(5): Entrusting the job of preparation of the question papers by the officers to the subordinates due to lack of time or because of ignorance or inexperience on the part of the officers, is not allowed.

Note(6): It is advisable that even routine jobs of making copies of the question papers either by cyclostyling by or making photocopies, sealing of the question paper packets, etc. should be done under the supervision of the officer, who has been nominated for setting the question paper and should not be entrusted to unauthorised persons.

Note(7): The question paper with required number of copies should be handed over on the day of written examination.

Note(8): Objective questions besides including the type of questions in the form of 'multiple choice', 'filling up the blanks', 'tick true or false', 'right or wrong', 'match the

following ' may include questions requiring one word/line answer, 'yes or no', naming e.g., 5 states, Railways, posts, grades etc.
(Authority: Bd's Lr.No.E(NG)I-2006/PM1/8 dt. 30.8.2006 , RBE No.123/06, SCR S.C.No.142/2006)

Note(9) Candidates may be allowed to take the question papers with them after the examination is over.

(Auth: Bd's Lr.No.E(NG)I-2004/PM1/25 Dt.23.9.05(Sc No.161/05)

9. EVALUATION OF ANSWER SHEETS

9.1. As soon as the written test is over, ***a dummy roll number should be given immediately after the conclusion of the written examination*** on the fly-leaves attached to each answer sheets and the fly-leaves containing the original roll number as well as the dummy number should be separated and kept under the custody of the officer in-charge of the cadre for which selection is held i.e., APO/SPO or Sr.DPO/DPO/WPO concerned. In respect of the units where no Personnel Officer is available, an Assistant Officer or Sr.Scale Officer in the unit controlling the cadre may assign the dummy number (code number) provided he is not a member of the Selection Board. ***The coded answer books should be sealed immediately duly obtaining the signatures of two candidates on the sealed cover to be sent to the evaluating officer.*** The answer sheets that are sent to the evaluating officer should contain only the dummy roll number, so that the evaluating officer does not know the identity of the candidates. The evaluating officer after evaluation, should be advised to return the cover also in which the answer sheets were sent for evaluation, to the cadre controlling officer, for record.

(Authority: CPO/SC's Lr No.P(R)605/X dated 4.5.2005)

In respect of objective type of questions a '**Key**' should be provided by the officer setting the question paper and hand over the same to the officer conducting the examination, who should hand over the '**Key**' to the officer evaluating the answer books (**SCR S.C.No.24/85**)

Note(1): Evaluating the answer sheets with the fly-leaves and without dummy roll numbers is not allowed.

Note(2): 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 book, is also not allowed.

[Board's Lt. No. E{NG}I-98/PM1/1q7 dt. 30.10.2001 [SCR SC No.245/01]

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): There should be absolutely no cutting, erasing, overwriting etc. of the marks once awarded to answers to multiple choice objective type questions. In case of questions requiring narrative type of answers, also, 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.

[Board's letter No. E[NG]I-2005/PM1/16 dated 20.04.2005 [SCR SC No. 76/2005]

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 **increasing the number of candidates getting qualified**. The marks have to be awarded strictly based on the correctness and contents of the answers given by the candidates.

Note(7): **No negative marks are to be awarded for wrong answers to objective type of questions.**

[RBE No. 137/2003 , SCR/SC No. 144/03]

9.2. The evaluating officer should not resort to awarding of any grace marks to individual candidates. (Para 219(d) of IREM)

Note(1): Moderation can be resorted to by the Selection Board or with the approval of the authority competent to accept the recommendations of the Selection Board, viz, DRM/ADRM, PHOD/HOD and CWMs. However, this has to be done before the dummy numbers are decoded. Otherwise the identity of the candidates will be known to the Selection Board and there is chance of moderation being resorted to help a particular candidate. No grace marks shall be allowed in individual cases. [Para 219[d] of IREM]

Note(2): While awarding marks by way of moderation, the Selection Board has to ensure that the same number of marks have been awarded to the each candidate and moderation should not be given proportionate to the marks obtained 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 of 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 attempted more than the required number of questions , answers to the prescribed number of questions alone should be evaluated in the order they appear on the answer sheets. For example, if the maximum number of questions to be attempted is 4 out of 7 and the candidate has attempted say 6 questions, only the first 4 answers in the order they appear, should be evaluated and remaining answers should be ignored.
(Auth.: Bd's Lr.No.E(NG)II/89/RRB/41 dt.25.5.89 (SCR S.C.No.115/89)

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.
(Bd's letter No.E(NG)1-87-PM1-14 dt: 22-07-88).

9.5 In order to promote confidence and generate a positive atmosphere among the candidates the results of written tests may be published in all selections, including those categories where viva-voce is eliminated. While announcing the results, it should be made clear that announcement of results of written test of successful candidate(s) does not entitle their empanelment automatically, as it is further subject to adjudging their suitability under the head 'Record of Service' and 'Seniority' by the selection committee.
(Authority: SCR/SC's Lr.No.P(R)605/X dated 18-7-2006)

10. **ELIGIBILITY FOR PASSING**

10.1 Candidates must obtain a minimum a 60% marks in professional ability and 60% marks of the aggregate for being placed on the panel. In a few cases where both written and oral tests are held for adjudging the professional ability, the written test should not be of less than 35 marks and the candidates must secure 60% marks in written test for the purpose of being called in **viva voce test**. Provided that 60% of the total of the marks prescribed for the written examination and for seniority will also be the basis for calling candidates for **viva voce test** instead of 60% of the marks for the written examination ; marks for seniority being awarded on notional basis. However, it should be specifically made clear to them that they are being called for interview based on the marks for seniority awarded on notional basis and that empanelment will be subject to their securing 60% marks in the professional ability[**written test and viva voce test**] and 60% in the aggregate.

[ACS No. 150 RBE No. 137/03 SCR/SC NO. 144/03]

i) **Safety Categories:**

No relaxation is allowed for candidates belonging to SC/ST Communities. They have to obtain a minimum of 60% marks in the written test to qualify for being called for viva-voce (where applicable) ; and

** 60 % marks in 'aggregate' (excluding seniority) as against 60% marks in aggregate (including seniority) for others.

[** Board's letter No.E[SCT]71 CM15/37 dated 18.10.1973 page 314 of Brochure for SC/ST]

To illustrate, the marks in a selection are divided as under

	Maximum Marks	Qualifying Marks
1. Professional ability	50	30
2. Record of Service	30	
3. Seniority	20	

As regards professional ability in Safety Categories even the employees belonging SC/ST will be required to get 30 out 50 marks as in the case of others. As regards aggregate, the reserved community employees will be required to obtain 48 marks, i.e., 60% of 80 marks [Total 100 marks minus 20 marks for seniority = 80] to be empanelled whereas the general candidates have to get 60 marks out of the total of 100 marks for empanelment.

ii) **Non-Safety categories**

- a) **Where there is no viva-voce** : SC/ST candidates are eligible for 10% relaxation in qualifying marks in the written examination against the reserved posts.
- (b) **Where viva-voce is held** : SC/ST employees are eligible to be called for **viva voce** if they secure **10** or more marks out of 35 in the written test.

10.2. **ELIGIBILITY BY ADDING NOTIONAL SENIORITY MARKS – Para deleted**
[Board's letter No. E[NG]I-2007/PM1/10 dated 26-11-2007 SCR SC No. 165/2007]

11. EVALUATION BY THE SELECTION BOARD IN THE VIVA-VOCE

- 11.1. Members of the Selection Board have to record a certificate that none of their close relation is under consideration for promotion and that they have no interest in any candidate. Close relation means - parents, sons, brothers, sister, nephews, nieces, uncles/aunts, mother-in-law, father-in-law, sons-in-law, daughter-in-law, brother-in-law, sister-in-law and first cousins.

(Authority : SCR Serial Circular .No.62/90)

- 11.2. Before the Selection Board assembles to make the selection, all the papers connected with the proposed selection including the confidential reports and the qualifications prescribed for the post under consideration should be circulated for the information of the members of the Selection Board. (Para 219(c) of IREM)

- 11.3. There should be a single evaluation sheet to be signed by all members of the Selection Board. All the members should also attest corrections in the evaluation sheet.

(Sub-Para 219(f) of IREM)

Note(1): The procedure of assessment of marks by the individual members of the Selection Board as outlined in Para 219(f) of IREM has been modified and single evaluation sheet has been introduced.

Note(2): It is necessary to give adequate notice, say a minimum of one week to the successful candidates to attend the interview, where prescribed .

Note(3): There should not be any deliberate attempt on the part of the Selection Board to award less marks to candidates who are junior in the Zone of Consideration. For example if for 10 posts, 20 candidates qualify the written test, the first 10 candidates have been given 60% and above marks and the candidates who are at 11th and onwards are granted marks less than 60% Awarding of marks should be based on the merits and the performance of the candidates rather than seniority position.

Note(4): There should be no cutting and erasing in the marks statement.

Note(5): There should be no delay in drafting the selection proceedings nor the job of drafting the selection proceedings should be left to some one, who is not a member of the Selection Board.

Note(6): Awarding the marks and signing the marks statement should take place on the date of viva-voce in respect of selections to cadre posts where viva-voce also is held.

Note(7): Consideration of the candidates without the availability of the latest confidential reports or complete service records is not in order.

Note(8) : Confidential Reports/Service Records and Vigilance/DAR clearances should be called for in respect of all the candidates while notifying the selection so as to reach the Selection Board seven days before the earliest date fixed for interview. This will also alert the officers who have not completed Confidential Report of the staff concerned.

Note(9)*: Where one or more confidential reports have not been written for any reason during the relevant period the Selection Committee should consider the Confidential Reports of the years preceding the period in question and if in any case even these are not available the Selection Committee should take the Confidential Reports of lower grade into account to complete the number of Confidential Reports required to be considered. If this is also not possible, all the available Confidential Reports should be taken into account.
(* Bd's letter No.E(NG)/I/96/CR/8 dated 9.1.97 (SCR S.C.No. 54/97)

Note(10): Conducting the selection proceedings without ascertaining whether the employees are facing any major penalty proceeding is also not in order.

Note(11): Similarly, inclusion of name of employees who were facing major penalty proceedings in the panel is not in order.

Note(12): It should be ensured that only those candidates who obtain 60% marks in professional ability and 60% in aggregate (or with relaxed standard for SC/ST candidates, wherever permissible) are placed in the panel.

11.4 AWARD OF MARKS BY THE SELECTION BOARD

11.4.1. Selection Board members should be advised clearly that there should not be any cuttings and over-writings in the proceedings of the Selection Board and that serious objection of any cutting and overwriting will be taken.
(PARA 219(f) OF IREM)

11.4.2. Marks are to be awarded by the Selection Board under the following heads in respect of ***selections to cadre posts where viva-voce also is held.***

PROFESSIONAL ABILITY:

• Written	35
• Viva-voce	15
• Record of service	30
• Seniority	20

In respect of selections to posts where there is no viva voce.

Max. Marks

*Professional Ability	50
* Record of service	30
* Seniority	20

In the case of selections for promotion to the posts of Assistant Loco Pilots (Diesel/Electric) and ASMs the distribution of marks amongst various headings shall be as follows:

<i>Factors/headings</i>	<i>Maximum marks</i>	<i>Qualifying marks</i>
Professional ability	50	30
Record of service	30	-
Aptitude test	20	Minimum cut off as may be decided by RDSO

(Bd's Lr.No.E(NG)/I-2006/PM1/4 dt. 22.3.2006) ACS No.183, SCR S.C.No.38/2006)

11.4.2.1: PROFESSIONAL ABILITY

11.4.2.1.1: Professional ability will carry a total of 50 marks. If there is written test, written exam will have a weightage of marks obtained in the written exam is reduced to 35). For example - an employee obtaining 60% marks in written exam will get 21 marks in the professional ability ($60 \times 35/100 = 21$). Balance 15 marks are to be awarded by the Selection Committee in the specified categories where viva-voce is held based on the performance of the employee in the viva-voce.

11.4.2.3 **RECORD OF SERVICE**

Though the Railway Board have issued no clear mandatory orders, the following guidelines in regard to allotment of 30 marks under the heading 'Record of Service' may be followed by the Selection Committees.

15 Marks	on the basis of grading of ACRs/Working report of last 03 years.
10 Marks	on the basis of entries of Awards/Punishments in Service Register.
05 Marks	on the basis of entries in Service Register of Academic/Technical qualifications.

(a) Annual Confidential Reports/Working Reports for the last three years should be considered and marks for each ACRs/Working report may be allotted based on the grading as under :

(a) Outstanding	:: 05 marks
(b) Very Good	:: 04 marks
(c) Good	:: 03 marks
(d) Average	:: 02 marks
(e) Below Average	:: 01 mark

(b) Service Record of the employee is to be seen. For Service Register/Record without any adverse entry, 06 marks should be allotted. **

*** Further deduction/addition is to be done in the following manner*

- For each Minor Penalty during last 3 years : Minus 1 mark
- For each Major Penalty during last 3 years : Minus 2 marks
- For each individual cash award at the Divn./Unit level : Plus 2 marks
- For each individual cash award at the HOD level : Plus 3 marks
- For each individual cash award at the GM/Board level : Plus 4 marks

Note: The maximum marks under item (b) shall not exceed 10 and minimum shall not be below zero, no minus in total.

(c) Academic/Technical qualifications:-

Minimum 03 marks under item (c) may be allotted to the candidate who fulfils the minimum educational qualifications for the post for which selection is being held.

The committee can further decide the criteria for awarding the remaining 02 marks under this sub-head to the candidates who possess additional Educational/Technical qualifications relevant to the nature of the post for which the selection is being held.

(Authority: S.C.Rly's Lr.No.P(R)605/XI dt. 22.8.2007)

11.4.2.4. **SENIORITY**

11.4.2.4.1: The senior most candidate called for viva, where prescribed, should be awarded the maximum marks of 20 and the junior most the minimum of 12. The seniority marks for the employees between the junior-most and the senior-most employee shall be proportionately divided and corrected upto the first decimal.

(Authority: S.C.Rly's Lr.No.P(R)605/XI dt. 22.8.2007)

11.4.2.4.2: Marks under this heading will be awarded only to those who have been called for the viva-voce, where prescribed. Marks for seniority will be awarded afresh and the notional marks awarded earlier for calling candidates for viva-voce will not be taken cognizance of.

11.5. ELIGIBILITY FOR EMPANELMENT

11.5.1. An employee must secure not less than 60% (30 out of 50) in the professional ability and not less than 60% in the aggregate to be eligible to be empanelled.

(Note (iii) below PARA 219(g) of IREM)

Note: [1] Even if a candidate secures 60% in overall aggregate but does not secure 60% in professional ability [and viva-voce], he cannot be included in the panel.

[2] A person who fails in the Psycho Test is not eligible to be included in the panel /suitability test.

11.5.2: The names of candidates selected for empanelment should be arranged in the order of seniority. ***Those securing 80% marks or more in the aggregate should be classified as outstanding and allowed to supercede 50% of the number of his seniors in the field of eligibility.***

(PARA 219 (i) OF IREM)

11.5.2.1: For example if, for forming a panel for 8 vacancies 24 employees are called for viva. Then,

i) If the 13th man is categorised as outstanding (i.e. he obtains 80% marks) his seniors are 12 in number and he can gain 6 places and will be placed at seventh in the panel.

ii) If the 24th candidate is categorised as outstanding he will gain 11 places. Since there are only 8 vacancies he will not find a place on the panel.

(For details, refer to Board's letter No.E(NG) I-76PM1/142 dated 27/30-10-79.)
SCR S.C.No.175/79)

11.5.3. After arranging the names of the candidates in the above manner, a panel equal to the number of vacancies should be drawn out by the Selection Board.
(PARA 219(d) of IREM)

11.5.4. ELIGIBILITY FOR EMPANELMENT FOR SC/ST CANDIDATES

a) Safety Categories

An employee should obtain 60% marks in the professional ability and 60% marks in the aggregate, excluding marks for seniority. Thus a candidate securing 30 marks out of 50 in the professional ability and an aggregate of 48 marks out of 80 (excluding 20 marks for seniority) would be eligible for empanelment.

b) Non-safety Categories

An employee should obtain 50% marks in the professional ability and 50% overall, excluding the marks for seniority. Thus a candidate obtaining 25 out of 50 marks for professional ability and an aggregate of 40 marks out of 80 (excluding 20 marks for seniority) would be eligible for empanelment.

11.5.5.1: POLICY OF BEST AMONG FAILED:

a) In non-safety categories if the requisite number of Scheduled Caste/Scheduled tribe candidates are not empanelled, the best among the failed candidates should be earmarked for placing on the panel against reserved vacancies. They should be promoted on adhoc basis for six months. During the six month period they should be given all facilities for improving their knowledge and coming up to the

requisite standard. At the end of the six months period a decision has to be taken by the competent authority for inclusion of their names in the panel or otherwise.
(Board's letter No.E(SCT)74/cm 15/34 dated 31-8-1974)

- b) However the relaxation of 50% marks or selection of the 'best among the failed' should be applied only when required number of candidates belonging to the reserved communities equal to the number of posts reserved for them are not available by applying the general standards. In other words, the Selection Committee should first draw a list of candidates who can be empanelled by applying the general standards. In case of deficiency the same should be made good by applying the relaxed standard of 50% marks. If there is still deficiency, the policy of best among the failed should be followed by calling for viva-voce all those SC/ST employees who have secured not less than 7 marks out of 35 in the written test. Where viva-voce is dispensed with in selections SC/ST employees securing not less than 10 out of 50 in the written test may be considered under this scheme

Note : The relaxed standard of 50% marks or 20% marks for selecting the best among the failed candidates should not be applied at the time of written test. This criterion is for determining the eligibility of candidates to be placed on the panel after the viva voce /other factors into consideration.

(Board's letter No.83-E(SCT)/42/1 dated 14-4-1983 and 83-E(SCT)/1/8/1 dt. 10-9-85 & SCR/SC No. 117/02)

11.6. GENERAL POSTS

- 11.6.1. In respect of general posts no marks for seniority will be awarded and consequently the various factors of selection and their relative weight will be as indicated below:

Factors/Headings	Max.Marks	Qualifying marks
Professional ability	50	30
Record of service	30	-
Total	80	48

- 11.6.2. All volunteering eligible staff who satisfy the prescribed conditions of eligibility should be called for the written test.

- 11.6.3. All candidates who secure not less than 60% marks in the written test should be called for viva-voce test.

- 11.6.4. The final panel should be drawn up in the order of merit based on aggregate marks of 'Professional ability' and 'Record of Service.' However, a candidate must secure a minimum of 60% marks in 'Professional ability' and 60% marks in aggregate, for being placed on the panel. **There will be no classification of candidates as 'Outstanding'.**

(PARA 219 (j) of IREM)

- 11.6.5 For filling up vacancies of Sr.Clerks, against 13 1/3% LDCE quota , final panel is to be drawn strictly on the basis of merit.

(Authority: Bd's Lr.No. PC-60/RTP-3/1 dt. 20.12.1961)

- 11.6.6 For filling up vacancies of the Traffic and Commercial Apprentices against the LDCE quota, the final panel is to be drawn according to the merit position assigned by the Selection Committee.

(Authority: Bd's Lrs.No. E(NG)III-72 RR1/18 dt. 18-3-1972

and E(NG)I-73/PM1/211 dated 8.11.1973)

11.7. Ex-cadre post

- 11.7.1 Ex-cadre posts are posts outside the cadre. These posts are filled from amongst eligible staff as may be specified in the method adopted by each Railway Administration/PU etc. subject to the condition that the method so laid down by the Railway/PU does not violate the policy guidelines or the method in specific cases, if any, laid down by the Board as in the case of manning posts in the area of computer activities in PRS, Division, Stores Depots and Workshops. The employee selected for manning ex-cadre posts retain their lien in their parent cadre and seek advancement therein. The concept of notional seniority marks does not apply to selection for ex-cadre posts.

11.8 SUPPLEMENTARY SELECTION

- 11.8.1 Supplementary selection (both written test and the viva-voce, wherever prescribed) can be held for candidates coming under the following categories:

- i) Summons for the written test / interview being received late by the candidates.
- ii) Failure on the part of administration to relieve the candidate.
- iii) Sickness of the employee or other reasons beyond his control.

(PARA 223 of IREM)

If for any reasons, a second supplementary selection becomes necessary due to certain peculiar circumstances, the approval of the CPO has to be obtained before the second supplementary selection is ordered. In certain special cases where a large number of safety category staff, viz., ASMs, Guards, Drivers, Controllers etc. are to be called for selection and if they cannot be spared on one day, then in the beginning itself they can be split up into convenient batches, to be examined on specified dates.

Authority: Para 4.6 of SC No. 163/86.

Formation of Panel

- i] The final panel is to be drawn up on the basis of merit in the order of seniority. In respect of selection posts, SC/ST candidates who are selected by applying the general standards and whose names in the panel appear within the number of UR vacancies are to be treated as selected on their own merit. For example, suppose there are a total of 10 vacancies for which a panel is to be prepared. Out of them 6 vacancies are unreserved and 4 are reserved for SC/STs. First six candidates in the panel who have been selected by applying the general standard will be adjusted against UR vacancies irrespective of the fact whether they or some of them belong to SC or ST category. SC/ST candidates selected for remaining four reserved vacancies, whether selected on general standard or by giving relaxations/concessions as per the existing instructions on the subject, shall be adjusted against reserved vacancies.

(Board's letter No.99-E(SCT)/I/25/13 dt. 20.6.03 (SC No.116/03)

SC/ST candidates who find place in the panel on relaxed norms or under the best amongst the failed policy should be placed below those who have qualified with the general standard.

(Bd's Lr.No.89-E(SCT)/I/49/5(Pt.) dated 16.6.92 (SC No.93/92)

Names of the selected employees who retire before notification of the panel, should also be included in the panel.

(Bd's Lr. No. E(NG)/I/90/PM8/6 dated 1.12.1993 SCR S.C.No.129/93)

Names of the employees who were found suitable for empanelment and died before publication of the panel may also be included in the panel.

(SCR SC's Lr.No.P(R)605/V 18.9.1995 addressed to DRM/P/HYB and copied to other divisions.)

11.9. APPROVAL OF THE PANEL

11.9.1. A specific acknowledgement should be obtained from the Selection Committee Members to the effect that they have gone through the Guidelines for conduct of Departmental Selections issued under Board's letter No. E[NG]I-98/PM1/17 dated 20.10.1999 read with other instructions issued on the subject from time to time and have followed the instructions in the particular selection for which the proceedings are being drawn, before the panel is put up to the competent authority for approval.

11.9.1.1 The panel should be put up to the competent authority for approval. After the competent authority approves the panel, it should be notified immediately. In the event of employees facing criminal or disciplinary proceedings being found eligible for empanelment, the panel should be published as a provisional panel without their names. Inclusion of their names in the final panel will be decided after the conclusion of the proceedings.

11.9.2. In case the competent authority does not accept the recommendations of the Selection Board, the case should be referred to the General Manager, who may constitute a fresh selection Board at a higher level or issue such orders as may be appropriate. (PARA 219(k) of IREM)

11.10 AMENDMENTS TO THE PANEL

11.10.1. A panel once approved should not normally be cancelled or amended. If it is subsequently found out that there were procedural irregularities or other defects which may necessitate amending or cancelling the panel, this should be done after obtaining the approval of the authority next higher than the one that approved the panel. (PARA 219(l) of IREM)

11.11. Currency of Panel

11.11.1 Panel notified will be valid for two years from the date of approval of the same by the competent authority or till exhausted, whichever is earlier. (PARA 220(a) of IREM)

11.11.2 Removal of the name or reversion of an employee from the panel

1. The name of an employee who has been promoted by virtue of his position on a panel should not be removed from the panel (while the panel lasts)
2. if a Railway employee, whose name is on a panel is considered unsuitable for promotion even before he is promoted, his name should be removed from the panel but before this is done, the reason for such action should be communicated to him and he should be given an opportunity to explain his case. In such cases:
 - a) the powers to remove the name from the panel should be exercised by an authority next above the one which approved the panel; and
 - b) the Railway employee will have a right of appeal against dis-empanelment to the next higher authority.

The question of taking action as indicated at (a) and (b) above will obviously arise only when the panel is current.

However, a person promoted on the basis of his empanelment, cannot be reverted for unsatisfactory work after 18months without following the procedure prescribed in the D & A (Auth: Para 13 of Master Circular No. 31)

If a railway servant is promoted to Non-selection post after qualifying in suitability test and subsequently reverted on grounds of unsuitability, should not be promoted to the said post irrespective of time limit, till he qualifies afresh in a suitability test held next for promotion to the said post.

(Bd's Lr.No. E(NG)/66/PM1/98 dt. 28.7.70 addressed to GM/Eastern Railway)

11.11.2 Procedure for selection from Group 'D' to Group 'C'

For promotion from Group 'D' to Group 'C' categories (33-1/3%,16-2/3%) to lowest Grade of Group 'C' categories of Commercial Clerks, Ticket Collectors, Trains Clerks, Office Clerks and other categories of clerks like Stores Clerks, etc. separate set of instructions (RBE No.165/2003, SCR S.C.No.185/2003) exist.

For these categories, the selection consists of Written test and Record of Service of 85 and 15 marks, respectively.

For break-up of 15 marks under the heading 'Record of Service', the break up as given in item (b) and item (c) of para 11.4.2.2 above, may be followed.

(Authority: S.C.Rly's Lr.No.P(R)605/XI dt. 22.8.2007)

The qualifying marks in the written test will be 25 out of 50 and all those who secure 25 marks out of 50 will be eligible to be placed on the panel. The staff who secure 40% and above in aggregate in respect of those belonging to SC/ST and 50% and above in aggregate in respect of other castes will only qualify for empanelment. If there is still deficiency, the policy of 'Best among the failed' should be followed.

*In respect of selection for promotion from Group 'D' to 'C' against 16-2/3% quota, the final panel is to be formed strictly on the basis of merit.

(*Bd's Lr.No.E(NG)/96/CFP/27 dt. 10.10.2000 (S.C.No. 218/2000)

Procedure for filling up the posts of Technician (Trade) Gr. Rs.3050-4590 against the 25% quota and commonly known as qualified staff quota

- (i) Khalasis/Khalasi Helpers possessing the qualifications prescribed in the App.Act with a minimum of 3 years regular service will be eligible to appear in the selection. However, SC and ST candidates possessing the requisite qualification will be eligible for being considered against the vacancies reserved for them as per the extant instructions if they have completed a minimum of one year regular service.
- (ii) All the eligible volunteering employees is to be subjected to a written test followed by assessment of record of service by the Selection Committee. Distribution of marks between written and assessment of record of service will be 85 and 15 marks, respectively. Those securing 60% marks and above in the aggregate will qualify for being included in the panel.
- (iii) **The panel may be drawn up on the basis of seniority from amongst those who qualify the total number to be empanelled not exceeding the number of vacancies assessed to be filled against the prescribed quota. There will be no classification of outstanding.**
- (iv) The empanelled staff possessing the qualification of ITI/Course Completed Act Apprenticeship in the relevant trade in the Railway Establishment may be subjected to a trade test and those passing the same may be promoted as Technician (Trade) 3050-4590 /PB-1 in GP 1900. Persons failing in the Trade Test may be subjected to Trade Test again after a gap of six months and

promoted if they pass the same. Those who fail in the Trade Test so held, will be required to appear in the selection afresh as and when held.

- (v) Such of the empanelled staff as do not possess the qualification of ITI/Course completed Act Apprenticeship in the relevant trade in the Railway establishment may be imparted suitable training.
- (vi) On completion of the prescribed training the staff may be subjected to a trade test and such of them as pass the trade test may be promoted as Tech.(Trade) grade Rs.3050-4590/PB-1 in GP 1900. Persons failing in the Trade Test may be subjected to Trade Test again after a gap of six months and promoted if they pass the same. Those who fail in the Trade Test so held, will be required to appear in the selection afresh as and when held. They will not, however, be required to be subjected to training again.

{ Bd's Lr.No.E(NG)I-96/PM7/56 dt. 2.2.98 & letter dated 09.12.1999 (SCR S.C.No.67/98 & 14/2000)}

Where candidates are called from different categories, whether in the same department or from different departments and where zone of consideration is not confined to three time the number of staff to be empanelled, the apportionment of marks for professional ability is 50 [fifty] and record of service is 30 [thirty] and the qualifying marks is 48 [forty eight]. The empanelment should be as per merit and there would be no classification of outstanding . Authority: Para 219 [j] of IREM read with Board's letter dated 19.6.09 [SC No. 95/09]

Selection of Staff & Welfare Inspectors in grade Rs.6500-10500 and OS-II in scale Rs.5500-9000 against LDCE

The selection shall consist of Written examination and assessment of service record.

Written examination	- 85 marks
Service Record	-15 marks

There will be one question paper each for OS-II examination and S&WI examination. It should be of a standard as for direct recruitment to equivalent level of posts.

The selection shall be based entirely on merit with reference to marks obtained by the candidates in the written examination and service records. Subject to usual relaxation for SC/ST staff those securing less than 60% in the aggregate will not be considered eligible for inclusion the panel. Further, the service records of only those candidates who secure a minimum of 60% marks in the written examination shall be assessed.

Note: Questions set in the paper will be normally to assess the writing and analytical power of the candidates with reference to various topics which circumscribe various ministerial staff. Efforts should be not to tilt the balance in favour of the particular discipline.

(Auth: Bd's letter No.E(NG)I-2005/PM1/20 dated 17.6.2005 (SCR S.C.No.107/2005)

BOARD'S INSTRUCTIONS RELATED TO DEPARTMENTAL SELECTIONS

- The selection Board for departmental selection for filling up non-gazetted posts should within the allotted marks, add marks for every cash award / merit certificate

and deduct marks for each minor /major penalty imposed during the period for which Confidential Reports are being considered. The compliance of these instructions should be ensured.

Board's letter No. E(NG)I-2002/PM7/16 dated 11.7.2002 SCR SC No. 138/2002

- In respect of selections held for promotions from Group D to C in technical department, Diploma in Railway Engineering awarded by the Institution of Permanent Way Engineers (India) may also be taken into account while making assessment under the head "Record of Service"

Board's letter No. E(NG)I-2004/IC 2/6 dated 23.8.04 SCR SC No.162/2004

- Board have clarified that selection for filling up the posts against the enhanced 16.2/3% quota for promotion from Gr. 'D' to Gr. 'C' is to be treated on par with the selections against LDCE quota/General posts and the unfilled reserved vacancies diverted to direct recruitment quota.

Board's letter No. E(NG)I-96/CFP/27 dated 21.9.2005 SCR SC No.168/2005

- Procedure for conducting selections for promotion to the posts classified as 'Selection – Qualifying Marks in Written Tests' : Board have decided that in the written examination candidates should be required to secure 60% marks in each paper, if the written examination consists of more than one paper and not in each part of the question paper if the question papers consists of parts.

Board's letter No. E(NG)I-2006/PM1/32 dated 7.11.2007 [SCR SC No. 154/07]

- Board have accepted the recommendation No. 39 of Committee on Career Advancement Planning for Group 'D' staff on Railways [Ansari Committee] regarding circulation of question Banks for written examination for promotion from Group 'D' to Group 'C'. Instructions contained in their letter dated 06.11.06 [SC No. 196/06] that for conducting written examinations for promotions to and within Group 'C' question banks should be prepared and circulated to the staff, are reiterated. The question banks should be updated regularly in accordance with changing technology and job requirement.

[Board's letter No. E[NG]I-2008/CFP/2 dated 30-1-2008 SCR SC No. 14/08]

- No corrections of any type should be permitted in the answers to objective type questions. In case any correction is made, that answer should not be evaluated at all. It has also been clarified that the term objective type questions will now include questions of the following types: [a] Multiple choice questions; [b] Answer in yes or no; [c] Fill in the blanks [maximum four words]; [d] Match the following; and , [e] Any other type of question[s] for which answer is to be given in one word / phrase.

[Board's letter No. E(NG)I-2008/PM1/18 dated 13.2.2009 SCR SC No. 27/09]

- Board have clarified that whenever due to irregularities noticed in the Selection procedure, Competent Authority decides to cancel the main examination, in such a case supplementary examination also automatically ceases to exist. In the event of irregularities in the supplementary examination, the supplementary examination only need be conducted afresh without affecting the main examination.

Where viva voce is also a part of selection procedure and it is decided to cancel the viva voce only, then it is not necessary to cancel the written examination, but if it is decided to cancel the written examination, then the complete selection proceedings should be cancelled. These instructions will be applicable in case of main and supplementary viva-voce also.

[Board's letter No. E(NG)I-2008/PM1/22 dated 17.2.2009 SCR SC No. 31/09]

- Retention period for evaluated answer sheets of written examinations conducted as a part of Selection/Suitability Test etc. for making promotions within & to Group 'C' posts, as well as Suitability Tests for compassionate ground appointments shall be for a period of One year from the date of publication of panel OR till panel exhausts OR till finalization of complaints/investigation/court cases against the selection/ Suitability Test; if any; whichever of these three is later. **It should be ensured that**

vigilance clearance is obtained before the evaluated answer sheets are weeded out.

[Board's letter No.E[NG]I-2003/PM1/37 dated 18.3.2010 SCR SC No.50/2010]

- Board have reiterated their instructions that coding & decoding should be done by a single Personnel Officer [other than the evaluating officer] nominated for the purpose, even if examination is held at more than one centre and in no case it should be done by more than one officer.

[Board's letter No.E[NG]I-2003/PM1/37 dated 08.06.2010 SCR SC No.231/2000 & 89/2010]

- Board have decided that henceforth the Selection Board should consist of Junior Administrative Grade officers for selection to the posts carrying grade pay ₹4200/- and above, and officers in the rank of Senior Scale should be nominated for selection to the post carrying grade pay ₹2800/- & below.

Board's letter No.E[NG]I-2011/PM1/5 dated 22.03.2011 SCR SC No.41/2011]

- Board have reiterated their instructions that there should not be any delay in handing over of the coded answer booklets to the nominated evaluating officer.

[Board's letter No.E[NG]I-2003/PM1/37 dated 13.06.2011 SCR SC No. 86/2011]

- Board have decided that:

[1] The marks secured in the written test held for Selection/LDCE for promotion within Group 'C' may be disclosed in case of candidates who had appeared for viva-voce after qualifying in the written examination.

[2] In case of candidates who do not qualify in written examination or where viva-voce is held as part of selection and no written test is held; the marks secured in written and viva separately by a candidate may be disclosed, on receipt of formal request from the concerned candidate after finalization of the panel.

[Board's letter No.E[NG]I-2006/PM1/36 dated 24.06.2011 SCR SC No. 98/2011]

11.12. GENERAL

- 12.1. These guidelines are intended for information and use by members of Selection Board and Personnel officers. The Personnel Officer nominated in the Selection Board should ensure that a copy of the guidelines is made available to other members of the Selection Board who may seek guidance/clarification as necessary from the former.
- 12.2. 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.
- 12.3. 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.



Rates of Dearness Allowances

Date from which applicable	% of DA per month %	RBE No.	SCR S.C.No.
1-1-2006	NIL	179/08	196/08
1-7-2006	2		
1-1-2007	6		
1-7-2007	9		
1-1-2008	12		
1-7-2008	16		
1-1-2009	22	50/09	41/09
1-7-2009	27	172/09	158/09
1-1-2010	35	45/10	47/10
1-7-2010	45	139/10	135/10
1-1-2011	51	40/11	33/11
1-7-2011	58	137/11	134/11
1-1-2012	65	49/12	44/12
1-7-2012	72	112/12	106/12
1-1-2013	80	38/13	37/13
1-7-2013	90	98/13	91/13

**AGE LIMITS FOR DIRECT RECRUITMENT TO VARIOUS CATEGORIES OF GROUP 'C'
AND ERSTWHILE GROUP 'D' INCLUDING SUBSTITUTES.**

All Erstwhile Group 'D' posts including substitutes	$18-28 + 2^* + 3^{**} = 18-33$
Group 'C' posts where minimum qualification is Matriculation or equivalent	$18-25 + 2^* + 3^{**} = 18-30$
Group 'C' posts where a Degree or equivalent is the minimum qualification	$18-28 + 2^* + 3^{**} = 18-33$
Group 'C' posts where Engg. Degree or equivalent is the minimum qualification	$18-30 + 2^* + 3^{**} = 18-35$

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

(Authority Board's RBE No. 224/1999 ; SCR/S.C.No. 269/99)

* Prescribed upper age limits for recruitment to all categories in Group 'C' and Group 'D' including substitutes has been enhanced by **02 years on a regular basis w.e. from 1.6.1999.**

(Auth:Bd's Lr.No.E(NG)II/94/RR-1/29 dt. 10.5.99 (S.C.No.145 /99)

** Upper age relaxation of 3 years, beyond the prescribed age limits, as mentioned above, has been extended upto 3.2.2015 by the Railway Board vide letter No.E(NG)II/94/RR-1/29 dt. 25.04.2012 (RBE NO.57/2012) SCR S.C.NO.52/2012 irrespective of the community.

*** The upper age limit is further relaxable by 3 years in the case of OBC candidates in direct recruitment. (SCR S.C.No.43/95)

**** The upper age limit is further relaxable by 5 years in the case of candidates belonging to SC/ST communities in direct recruitment. (Brochure on Reservations to SC/ST)

Direct recruitment for all Group 'C' and erstwhile 'Group 'D' posts in the case of widows, divorced women and women judicially separated from their husbands, who are not remarried	18-35 for UR 18-38 for OBC 18-40 for SC/ST (Authority: Para 115(v) of IREM)
<u>Sports persons</u> Talent scouting	18-25 (lower and upper age relaxation through talent scouting to the outstanding sportspersons is granted only by Railway Board. The date of reckoning the age shall be date of Trials, conducted by the Trials committee)
Open advertisement	18-25 No age relaxation. The date of reckoning of

	age shall be 1st July for the posts for which notifications are issued between January and June of that year and 1st January of the next year for the posts for which notifications are issued between July and December. (Authority: Bd's Lr.No.2010/E(Sports)/4/1/1/Policy dated 31.12.2010 (SCR S.C No. 9/2011)
GDCE	42 years in the case of UR, 45 for OBC and 47 for SC/ST (Board's RBE No.165/2001, SCR/SC No. 180/2001)

ALL CONCERNED

Letter No. P[R]420/VI Dated:13-02-2013

CORRIGENDUM

Sub: Recommendations of the 6th CPC relating to enhancement of quantum of Maternity leave and introduction of Child Care Leave in respect of Railway servants

Ref: This office letter of even number dated 18.11.2008

Attention is invited to this office letter dated 18.11.2008 wherein guidelines were issued regarding grant of CCL to women employees. Railway Board in their RBE No. 203/2003 [SC No.220/2003] substituted para 2[vii] of their letter dated 16.12.97 [SC No. 220/97] with effect from 24.11.2003 as under:

“ 2 [vii] This allowance will not be admissible if a Railway servant is absent from duty for full calendar month[s] due to leave, training, tour etc.”

In view of the above, Para 5[a] of this office letter dated 18.11.2008 may be corrected to read as under :

Existing	To be read as
5. [a] Women employees granted CCL more than 30 days will not be eligible for Transport Allowance. When such period of absence falls into two different calendar months (including prefixing and suffixing holidays), reduction in Transport Allowance is to be adjusted on pro-rata basis.	5. [a] if the absence covers more than one calendar month, Transport Allowance will not be admissible for the calendar month[s] wholly covered by the absence. If the absence does not cover any calendar month[s] in full, Transport Allowance will be admissible for full month.
