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17.	No. P[R]524/III Dated :08.12.2015	Standardisation of Designations.	
18.	P[R]481/VIII Dated : 11.12.2015	Fixation of pay of ex-servicemen re-employed on the Railways	
19.	Compilation for information	Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in government for efficient performance of their duties.	
20.	Important points:	<ul style="list-style-type: none"> • Promotion of Technicians in Artisan Cadre • Educational qualifications for direct recruitment • Other important board's instructions connected to recruitment rules 	

ALL CONCERNED

Sub: Special dispensation in the form of Special casual leave to Central Government employees with disabilities.

...
Railway Board in their letter dated 26.12.2008(S.C.No.208/2008) decided that Railway employees with disabilities as defined in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 may be granted Special Casual Leave (SCL) for 4 days in a calendar year for specific requirements relating to the disability of the official.

It was advised under this office letter of even no. dated 17.6.2009 that special casual leave of four days may be granted on application to railway employees with disabilities on the occasions mentioned therein.

Since Railway Board have not indicated any specific occasion for grant of SCL to employees with disabilities, local instructions dated 17.6.2009, specifying the occasions on which SCL is to be granted, **are withdrawn**. It may, however, be ensured that SCL for 4 days in a calendar year may be granted to railway employees with disabilities only for specific requirements relating to the disability of the official, in terms of Board's instructions supra.

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

This issues with the approval of CPO.

All Concerned

Sub: Option of date for fixation of pay on promotion –reg.

In terms of Board's letter No. E[P&A] I/81/PP-4 dated 13.11.1981 [SC No. 138/1981], an employee may be given an option for fixation of pay on promotion, to be exercised within one month from the date of issue of order as under:

- [a] either his initial pay is fixed in the higher grade post straightaway without any further review ; OR
- [b] his pay on promotion is fixed on the date of accrual in the lower scale.

The option once exercised shall be final. Since many employees are unaware of the benefits from the above provision, they lose the benefit to which they are entitled because of non-exercise of option for fixation of pay on promotion instructions were issued under this office letter No. P[R]481/VI dated 22.03.2002 that the promotion order should invariably contain the pay fixation under both clauses. The date of next increment and the clause which would be beneficial to them should be indicated in the promotion order itself in the proforma given therein.

Despite this, it has been pointed out by the Organised Labour that the instructions issued under this office letter dated 22.03.2002, supra are not being followed while issuing promotion orders thereby the employees are put to financial loss.

In order to make the employee aware of the benefit or otherwise of exercising of the facility of option for fixation of pay, it is reiterated that all promotion orders issued should invariably contain the details of pay fixation under each clause duly indicating the clause which is beneficial to the employee in the following proforma:

PRESENT				PROMOTIONAL						
Desgn.	Pay + GP	Pay Band	Date of Inc.	Desgn.	Pay fixed under Clause [a]	Date from which pay fixed under clause [a] is effective	Pay fixed under Clause [b]	Date from which pay fixed under clause [b] is effective	Pay during the interrum	The clause which is beneficial [a] or [b]
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]

The Supervisory official issuing the promotion orders should ensure that the pay fixation in the above format is included in all the promotion orders. It should also be made clear in the promotion order itself that the Supervisory official under whose control the promoted employee is working should explain the pay fixation and the employees' option obtained and forwarded to concerned Cadre Controlling authority within the prescribed period of one month from the date of issue of promotion order. Any laxity in the matter will be viewed seriously.

This issues with the approval of CPO[Admn].

No. P[R]481/VIII

Dated :08.01.2015

Sr.DPOs/SC, HYB, BZA, GTL, GNT & NED
WPO/LGDS, GTPL & TPTY
Dy.CMM/G&S/MFT, Dy.CSTE/S&T/MFT, Dy.CE/EWS/LGD
Chief Cashier

Sub: Option of date for fixation of pay on promotion –reg.

A copy of the instructions issued under this office letter of even number dated 07.01.2015 reiterating the existing provisions on the subject of fixation of pay on promotion, is enclosed. All the promotion orders issued by the Cadre Controlling Officers in HQrs. as well Divisions /Workshops and Units must invariably contain the pay fixation in the format given therein.

The Cadre Controlling Officers should ensure that the pay fixation in respect of employees being promoted is included in the promotion orders itself and only then should the orders be signed and issued. Any deviation from the above, the concerned supervisory official should be taken up and action initiated .

Encl:1

Copy to:

FA&CAO: for information

Cadre Controlling Officers in HQrs.: for information and similar action.

No. P[R]579/IV

Dated :27.03.2015

FA&CAO/SC
Sr.DPOs/SC, HYB, BZA, GNT, GTL, NED
WPOs/ LGD, GTPL & TPTY
Dy.CMM/G&S/MFT
Dy.CSTE/S&T/MFT
Sr.Manager/P&S/SC, Chief Cashier/SC
Principal/ZRTI/MLY

Sub: Special Voluntary Retirement Scheme for Surplus Railway Employees

Railway Board vide their letter dated 04.08.2004 [RBE No. 172/2004] introduced a special voluntary retirement scheme [SVRS] for permanent Group 'C' & 'D' railway employees declared as surplus [medically decategorised or otherwise], placed in a supernumerary post and who cannot be redeployed within the Rly/ PU and have more than 5 years residual service may be allowed to retire voluntarily subject to certain stipulations given therein. These instructions were circulated to under this office serial circular No. 150/2004 for implementation [copy enclosed].

Now, Board in their letter dated 06.02.2015 [copy enclosed] have reiterated that the above scheme should be given wide publicity through display on notice boards and information to surplus staff through Staff and Welfare Inspectors.

As desired by Board, the instructions on the subject may be given wide publicity through display on notice boards and information to surplus staff through S&WIs and Staff dealing with the cadre.

Copy of Board's letter No. E(MPP)2015/ 1/1 dated 06.02.2015

Sub: Special Voluntary Retirement Scheme for Surplus Railway Employees

Ref: Railway Board's letter No. E[P&A]-2002/RT-1 dated 04.08.04 [RBE No.172/04]

Kindly refer to Railway Board's above mentioned letter vide which a Special Voluntary Retirement Scheme [SVRS] was introduced in the Railways for Group 'C' & 'D' employees who have been declared surplus [medically decategorised or otherwise].

Board desires to know how many surplus staff have availed of this Scheme till now. This information may be sent latest by 16.02.2015.

It is once again reiterated that the Scheme be given wide publicity by the Railways / Production Units through display on notice board and information to surplus staff through Staff Welfare Inspector.

Sd/-
[Anuradha Singh]/Director[Trg&MPP]

Copy of Board's letter No. E(P&A)I-2002/RT-1 dated 04.08.04 (RBE No.172/04)

Sub: Special Voluntary Retirement Scheme for Surplus Railway Employees.

The Special Voluntary Retirement Scheme introduced by the Department of Personnel & Training vide their OM No.25013/6/2001 Estt.(A) dated 28.2.2002 for Government employees declared surplus, was under consideration of the Ministry of Railways for quite some time. The President is pleased to introduce a similar Special Voluntary Retirement Scheme (SVRS) for permanent Group 'C' and 'D' employees of the Railways who have been declared surplus (medically decategorised or otherwise) and placed in a supernumerary post and who cannot be redeployed within the

Railway/Production Unit and have more than five years of residual service, subject to the following stipulations:

- a) Employees would be eligible to give notice for Special Voluntary Retirement Scheme after a period of one year from the date he/she is declared surplus and placed in a supernumerary post.
- b) Railway/Production Unit would be reckoned as the unit for the purpose of providing alternative employment.
- c) CPO of the Railway/Production Unit would certify non-availability of avenue of alternative employment, which would constitute a precondition for acceptance of the Special Voluntary Retirement application of the employee.

2. The features of the special Voluntary Retirement Scheme are as under:-

(i) Only those employees, having more than 5 year of residual service in the above mentioned categories may opt for the scheme.

(ii) An optee of Special VRS will be entitled to receive an ex-gratia amount equal to basic pay plus dearness allowance for the number of days worked out on the basis of length of service @ 35 days for each completed year and 25 days for each remaining year. For any part of a year, the number of days, for ex-gratia amount, will be worked out on the basis of 365 days in a year. The ex-gratia amount will be further subject to the following conditions:-

- a) Total number of years to be counted for payment of ex-gratia will not exceed 33 years;
- b) No weightage of additional service will be given for the purpose of calculation of ex-gratia;
- c) The ex-gratia will be subject to a minimum of Rs.25,000/- or 250 days emoluments, whichever is higher.
- d) The ex-gratia amount should not exceed the sum of the basic pay plus DA that the employee would draw at the prevailing level for the balance of the period of service left before superannuation;
- e) The ex-gratia amount will be paid in lump-sum;
- f) The ex-gratia amount upto Rs.5.00 lakhs will be exempted from Income Tax.

(iii) A weightage of five years to the qualifying service shall be given under Railway Services (Pension) Rules,1993 to such permanent surplus Railway employees and medically decategorised employees who have rendered a minimum of 15 years of qualifying service on the date they are declared surplus/medically decategorised. However, as provided in Rule 68 of Railway Services (Pension) Rules,1993 the qualifying length of service after taking into account the aforesaid weightage should not be more than the service he/she would have rendered had he/she retired on the date of his/her superannuation;

(iv) Encashment of unutilised leave on Average Pay accumulated on the date of relief as per the Railway Services (Liberalised leave) Rules,1949.

(v) Payment of savings element with interest in the Railway Employees Group Insurance Scheme as per rules;

(vi) TA/DA as on retirement for self and family for settling anywhere India as per Travelling Allowance Rules.

3. Payment of ex-gratia to the Railway employees declared surplus/medically decategorised and opting for the Special VRS will be over and above the normal retirement entitlement under Railway Services (Pension) Rules,1993.

4. The order of voluntary retirement in each case should clearly stipulate that the surplus/supernumerary post held by the retiring incumbent will stand abolished from the date of his/her voluntary retirement.

5. The permanent Group 'C' and 'D' Railway employees can exercise the option for SVRS, within three months, after a period of one year from the date he/she has been declared surplus (medically decategorised or otherwise) and placed in a supernumerary post. Employees who have already been declared surplus (medically decategorised or otherwise) prior to issue of these instructions can also exercise the option for SVRS within a period of three months from the date of issue of this letter, provided they have been working against supernumerary post for more than one year.

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

7. All the Railways/Production Units are requested to give wide publicity to this scheme through Railway gazettes, Notice Boards etc.

No. P[R]/227/XVI

Date:31.03.2015

ALL HODs, DRMs,
CWMs, DyCSTE/S&T/MFT,
Dy.CMM/G&S/MFT, Dy.CPO/C/SC
Sr. Manager/P&S/SC,
SPO/RE/SC

***Sub: Payment of honorarium for Inquiry Officers -Procedure
for processing and arranging remuneration to Retd.
Inquiry Officers in Vigilance Cases.***

...

In terms of Board's letters No.2019/V-1/DAR/6/1 dated 22.09.2011 read with letters dated 04.09.2013 and 05.09.2014, revised rates of honorarium for Inquiry Officer and other assisting officials for conducting Departmental inquiries arising out of Vigilance Investigations against railway servants were communicated [copies enclosed].

Railway Board's letter dated 22.09.2011 stipulates the procedure to be followed for processing the claims of honorarium received from IOs/RIOs who are in the rank of Selection grade and above. However the above Board's letter do not specify the procedure in respect of processing the honorarium claims submitted by officers of the rank of JAG and below who conduct inquiries against Group 'B' upto Senior Scale Officers or a combination of Group 'B', 'C' and erstwhile Group 'D' officials on Divisions /Workshops /Units.

The matter has been examined and it is advised that the procedure as indicated in Annexure-I [enclosed], formulated on the lines of the procedure contained in Board's letter dated 12.08.99 [SC No. 234/99], may be followed for processing the honorarium claims submitted by officers of the rank of JAG and below who conduct inquiries against Group 'B' upto Senior Scale Officers or a combination of Group 'B', 'C' and erstwhile Group 'D' officials.

This issues in consultation with FA&CAO.

Encl: as above.

Copy to :

SDGM/V/SC: w.r.t. letter No. G.77/RIO-Hon. dated 11.12.2014.

FA&CAO/SC: w.r.t. letter No. A/EG/HRO/06 dated 18.03.2015.

**PROCEDURE TO BE FOLLOWED FOR PAYMENT OF REMUNERATION
CLAIMS IN RESPECT OF INQUIRIES CONDUCTED BY RETD. RAILWAY
INQUIRY OFFICERS OF JAG AND BELOW AGAINST EITHER GROUP 'B'
UPTO SENIOR SCALE OFFICERS OR A COMBINATION OF GAZETTED
AND NON-GAZETTED STAFF IN COMPOSITE CASES AND ONLY NON-
GAZETTED STAFF.**

- 1 The Inquiry Officer [IO] will submit the report[s] to the Disciplinary Authority [DA] along with his claim of remuneration for the conduct of inquiry. In case the Stenographic /typist services have been arranged by him, the claim will be clubbed with his claim for conduct of inquiry.
2. However, they have to submit their Savings Bank Account number, Bank & branch name along with IFS code with the claim, so that the payment could be made through NEFT, as per the procedure in vogue.
- 3 The Presenting officer [PO] and Stenographer/Typist, if utilized, will get their claim for remuneration verified by the Inquiry Officer and submit their claim to the DA.
- 4 The DA will pass on the report[s] and the remuneration claim to the Vigilance Department within three days of receipt. In the Vigilance Department, an entry in regard to each report received and remuneration bill received will be made in a register and papers submitted to a nodal officer of Vigilance Dept. who will be required to check the report[s] received and the claim of remuneration. After checking the bill[s] and the report[s] and certifying the correctness thereof, the same will be returned to the respective DA within one week.
- 5 The DA on receipt of the certified bills will sanction the amount in favour of the IO/PO as well as Stenographer/typist, if utilised, and a memorandum sent immediately to the respective Personnel Branch or Establishment Section of Division / Unit, as the case may be, for preparation of the Pay Order and submit the same to the Associate Accounts within a week. The Inquiry Report shall be dealt as per the extant procedure.
- 6 The Associate Accounts will pass the Pay Orders received from the Division on top priority and pass the payment through NEFT within one week of the receipt of the Pay Order from the Personnel Branch/ Establishment Section of the respective Division/Unit as the case may be. In case there are any reasons due to which payment cannot be made within the prescribed time schedule, the matter shall be brought to the notice of SDGM by officers not below the rank of Sr.DFMs on the Divisions, WAOs on Units and Dy.FA&CAO in Hqrs.
- 7 A confirmation regarding passing the pay order along with the CO 7 number will be issued by the associate finance to the nodal officer of Vigilance Department.

No. P[R]/184/V

Date:02.04.2015

ALL CONCERNED

***Sub: Filling up of self-appraisal by employees in GP 4200
and special attributes column in Section-II by Sr.
Scale Officers***

In terms of Board's letter dated 15.04.2004 [SC No. 64/2004], staff in grade Rs.5500-9000 and above who are likely to be considered for promotion to Group 'B' are required to submit self-appraisal and Section-II is to be filled by the respective officers. The employees should furnish a brief description of duties and a resume of work done by them in part-II of

the APAR form during the period for which the APAR is written, bringing out the special achievements during the period and also shortfall in the achievement, if any, with reasons therefor. In case the railway servant delays the submission of self appraisal in part-II of the APAR form, the employees may be issued a reminder that if they do not submit the self appraisal by the specified date, the report will be written without self appraisal in terms of Board's RBE No. 09/2001 [SC No. 41/2001].

After implementation of VI CPC scales, Board in their letter dated 29.03.2010 [SC No. 54/2010] advised that for selection to Group 'B' posts against 70% quota, Group 'C' employees working in PB-2 with GP 4200 and above with **three years** regular service are eligible to apply. Similarly, in respect of 30% quota, Group 'C' employees working in PB-2 with GP 4200 and above with **five years** regular service are eligible to apply .

Inasmuch as the employees working in PB-2 with GP 4200, viz., Senior Technicians, erstwhile JE-II, Head Clerks, etc., with requisite service are also eligible to apply for selection to Group 'B' posts, in terms of Board's instructions, supra, the Divisions/Units/offices are advised to obtain self appraisal in the APAR, from the employees working in substantive posts of PB-2 with GP 4200, duly ensuring that the Section-II of the APAR form is initiated by the officer concerned.

This issues with the approval of CPO/Admn.

No. P[R]/182/V

Date: 16.04.2015

ALL HODs, DRMs, CWMs,
Sr.DPOs /WPOs, Extra Divisional Officers

***Sub: The Lokpal and Lokayuktas Act, 2013 – Submission of
declarations and assets and liabilities by the Railway
servants.***

In terms of Board's letter dated 25.03.2015 circulated under SC No. 21/2015, all railway servants are required to furnish information relating to their assets and liabilities under section 44 of the Lokpal and Lokayuktas Act, 2013 in the forms prescribed therein. Board's letter together with the forms have been placed on the official website of SCR and can be accessed at the address www.scr.indianrailways.gov.in – about us – departments – personnel- rulz – serial circulars 2015 [21/2015].

As per the instructions contained in the above letter, the first return as on 01.08.2014 is to be filed by all employees by 30th April, 2015, the next annual return for the year ending 31.03.2015 is to be filed by 31st July, 2015 and the annual returns for the subsequent years as on 31st March every year should be filed on or before 31st July of that year.

The issue regarding the authority who should obtain the annual returns from the employees and maintain the same has been examined.

It is advised that the annual returns from all employees may be obtained and preserved by the Secretary to the respective PHODs in Headquarters, the Confidential cell under the control of DRM/CWM in respect of Divisions/Workshops and the officer- in-charge in respect of extra divisional units as is being done in the case of Annual Performance Appraisal Reports [APARs].

This issues with the approval of CPO/Admn.

ALL CONCERNED

Copy of Board's letter No.E[G]2010 QR1-1[DRMs] dated 31.03.2015 together with their letter dated 14.02.2014 is forwarded for information, guidance and necessary action. Board's letters dated 17.05.2010 and 06.10.2010 quoted in Board's letter dated 14.2.2014 was circulated under SC No. 153/2010.

Board's letter No. E[G]2010 QR1-1[DRMs] dated 31.03.2015 [RBE No.32/2015]

Sub: Policy on retention of Railway quarters by officers posted as DRMs – Review thereof.

The existing policy on house retention by the officers posted as DRMs as contained in Board's letter of even number dated 14.02.2014 have been reviewed by the full Board.

In exercise of the powers vested with the full Board to make reasonable relaxations in public interest for a class /group of employees in all or any of the existing provisions regarding house allotment /retention the Board has decided that **the policy instructions dated 14.02.2014 will have prospective effect i.e. those issued posting orders as DRMs on or after 14.02.2014 will not be allowed to retain accommodation at previous place and will be governed by normal instructions of retention.**

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

Sd/-
(P.P.Sharma)/EDE[Gen.]

Board's letter No. E[G]2010 QR1-1[DRMs] dated 14.02.2014 [RBE No.20/2014]

Sub: Policy on retention of Railway quarters by officers posted as DRMs – Review thereof.

The existing policies on house retention by the officers posted as DRMs as contained in Board's letters of even number dated 17.05.2010 and 06.10.2010 have been reviewed by the full Board. In exercise of the powers vested with the full Board to make reasonable relaxations in public interest for a class/ group of employees in all or any of the existing provisions regarding house allotment /retention the Board has decided as under:

- I. The existing permission to retain houses in the past places by the officers posted as DRMs as granted under Board's letter dated 17.05.2010 and 06.10.2010 is withdrawn. The officers on their postings as DRMs shall henceforth be entitled to the normal relaxations applicable in case of permanent transfer as contained in Board's letter No.E[G]2000 QR1-23 dated 01.06.2001 i.e., 02 months on normal rent and 06 months on double the normal rent from the date of relieving from the earlier posting, either on educational or on sickness account as per the standing instructions issued from time to time.
 - II. The officers already working as DRMs on the date of issue of these orders shall vacate the quarter within 03 months time from the date of this letter in case the normal permissible period under permanent transfer as mentioned in Para I above has already been surpassed. After 03 months duration penal rent shall be leviable.
2. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Sd/-
(S.K.Panda)/DDE[Gen.]

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

Sub: Inter Railway /Inter Divisional Transfer requests of staff – consideration of the requests of women employees on priority – reg.

In view of the utmost importance attached to the enhancement of women's status in all walks of life and to enable them to lead a normal family life as also to ensure the education and welfare of the children, the instructions regarding posting of husband and wife at the same station were issued by Board from time to time SC Nos. 282/71, 39/88 and 60/98.

Board vide their letter dated 02.02.2010 [SC No. 32/2010] issued modified guidelines regarding posting of husband and wife at the same station, as far as possible, in respect of employees working in Central Govt. /State Govt. /PSU/Autonomous Bodies/ Private Sector. It was also indicated therein that a separate register should be maintained at each Divisional and Zonal headquarters of the Railways for registering requests for transfers from railway servants for posting at the place of posting of their spouses, which is to be reviewed from time to time, by the competent authority.

Divisions /Units are also aware that transfer portal 'Comptran' for Railway employees was introduced and Inter Railway / Inter Divisional request transfer of all the employees including the women employees on spouse account are registered by all the Railways online and the same is being monitored by the Board. Even after the introduction of the online based transfer portal 'Comptran', the instructions on giving priority to employees who request for inter railway / inter divisional transfer on spouse account have not undergone any change.

Despite existence of the above instructions, it has been pointed out by the GS/SCRE Sangh that requests from women employees for inter railway / inter divisional transfer on spouse account are not being considered on priority.

While reiterating the Board's instructions on the subject of registering requests for transfer received from women employees on spouse account, as well as maintenance of separate register for the purpose, it is advised that all out of efforts may be made to post the husband and wife at the same station on priority.

This issues with the approval of the competent authority.

No. P[R]676/IV

Dated :22.06.2015

ALL CONCERNED

Sub: Inter Railway request transfers of staff of SC Railway.

In terms of the extant procedure request transfer from one Railway /Division/ Unit to another Railway /Division /Unit are considered in recruitment grades on bottom seniority subject to the condition that the employee seeking transfer fulfils the condition of qualification for recruitment to the posts in the grade in which transfer is sought. Board in their letter No.E[NG]I-2005/TR/22 dated 06.10.2005 [SC No. 175/05] decided that the requests for inter zonal transfers may not be withheld on account of existence of vacancies. If, however, requests for transfer are withheld in the exigency of service on account of existence of vacancies, a time bound programme should be chalked out to fill up the vacancies by direct recruitment or promotion, as the case may be.

If the IRT application of the employee is not forwarded, the employee may lose his turn

in the priority number maintained in the Railway/Division/Unit to which he is seeking transfer. On the other hand, if the application is considered and forwarded the same can be added as an anticipated vacancy for placing indents on RRB. Accordingly, instructions were issued under this office letter No. P[R]676/Vol.II dated 12.07.2010 that IRT applications which fulfill all the conditions should be forwarded to the concerned Railway/Division/Unit for the process of transfer with a condition that their relief will be subject to proper replacement in the cadre.

Despite existence of instructions, it has come to notice that IRT applications of staff are being withheld on Divisions on account of large number of vacancies. A number of references are also being received from Hon'ble MPs etc. regarding Inter Railway request transfers of staff.

While reiterating the existing instructions on the subject, the Divisional / Unit officers are advised to forward the IRT applications of the staff, which fulfill all the conditions for IRT, immediately, to the concerned Cadre Officer in this office, besides taking action for placing indents on RRB for filling the vacancies. However, their relief will be subject to proper replacement in the cadre in the event of materialization of the request transfer.

This issues with the approval of the competent authority.

No. P[R]/240/DR/IV

Date: 23.06.2015

ALL CONCERNED

Sub: Supply of Uniform to eligible categories of railway employees.

Railway Board in their letter No. E[W]95 UN1-19 dated 27.12.2005 circulated under SC No. 06/2006, issued instructions regarding supply of uniforms and other accessories to Gangmen [Trackmen], Keymen, Mates and Patrolmen, according to which two pairs of uniforms are to be supplied per year.

2. Subsequently, Board in their letter dated 04.05.2009 [SC No. 94/2009] have made certain amendments regarding supply of uniform to various categories of staff. Further, Board in the corrigendum issued under letter dated 12.08.2011 [SC No. 115/2011], advised that Gangmen, Keymen, Mates and Patrolmen, Gatemen and Trolleyman are to be supplied with **terrycot uniform** as under:

S.No.	Item No.	To be replaced by			
(i)	(ii)	(iii)		(iv)	
		Summer Style		Winter Style	
		Code	Description	Code	Description
1.	33A	10S	Shirt half sleeves T/C Orange Coloured	8S	Shirt full sleeves T/C Orange Coloured
2.	33A	3S	Trouser, T/C, Drill Dark Grey	3S	Trouser, T/C, Drill Dark Grey
3.	Provisos	Item 7	Mention of "33 A" be deleted		

3. The scale of supply of uniforms in respect of Gangmen [Trackmen], Keymen, Mates and Patrolmen was indicated as **two pairs of terrycot uniform** per annum in Board's letters dated 27.12.2005 and 04.05.2009.

4. It is clear from the above that the statement given against item No. 33A in Board's letter dated 04.05.2009 [SC No. 94/2009] is to be replaced only insofar as the material of the cloth of the uniform is concerned, without altering the scale of supply of uniform per annum.

5. It has been represented by GS/SCRMU that Gangmen, Keymen, Mates and Patrolmen, on the Divisions are not being supplied two pairs of uniforms in accordance with Board's instructions.

6. All the Divisions / Units are advised to supply two pairs of terrycot uniforms per annum to the Gangmen [Trackmen], Keymen, Mates and Patrolmen, Gatemen and Trolleyman as per the dress regulations in compliance with Board's instructions supra.

7. This issues with the approval of CPO[Admn].

No.P(R)/240/DR/IV

Date:27.08.2015

ALL CONCERNED

Sub: Supply of Uniforms to Gangmen and other allied categories

Instructions were issued under this office letter of even number dated 23.06.2015 to supply two pairs of terrycot uniforms per annum to the Gangmen [Trackmen], Keymen, Mates and Patrolmen, Gatemen and Trolleyman as per the Dress Regulations in compliance with Board's letter dated 27.12.2005 [SC No.06/06] and 04.05.2009 [SC No. 94/09].

On a reference made by this Railway vide letter dated 07.07.15 regarding the scale of supply of uniform to Gangmen and other allied categories, Board have clarified that there has been no change in the scale of supply of uniform which is two pairs of terrycot uniform per annum as indicated at S.No.33A of Annexure IV to Board's letter dated 04.05.2009. Copies of the reference made to Board and reply thereon are enclosed for information and necessary action.

Board's letter No.E[W]2015/UN-1 dated 06.08.2015

***Sub: Issue of Uniform to Gangmen and other allied categories – Clarification reg.
Ref: SC Railway's letter No. P[R]240/IV dated 07.07.2015***

In reference to South Central Railway's letter cited above, it is clarified that the Corrigendum issued under Board's letter No.E[W]2011/UN-1/3 dated 12.08.2011 was to the extent of change in specification of uniform for Gangmen and allied categories. There has been no change in the scale of supply and which is two pairs of terricot uniform per annum as indicated at S.No.33A of Annexure IV to Board's letter dated 04.05.2009.

Copy of this Railway's letter No. P[R]240/DR/IV dated : 07.07.2015

Sub: Issue of Uniforms to Gangmen and other allied categories

Railway Board in their letter dated 04.05.2009 issued instructions regarding supply of uniform to eligible categories of Railway employees. Item 33[A] stipulates as under:

33. A	Gang men, Keym en, Mates and Patrol men	10 S 3 S	Shirt, half Sleeves, cotton , orange coloured Trouser drill Dark Grey	8 S 3 S	Shirt full sleeves, cotton orange coloured Trouser drill Dark Grey	Summer only Winter only Summer and Mild Winter Summer and Winter	2 2 2 2	2 2 2
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Subsequently, a corrigendum was issued under letter dated 12.08.2011, advising that an inadvertent error had crept into item 33[A] of Annexure IV to the Dress Regulations 2004, issued vide Board's letter dated 04.05.2009 and corrected to read the statement as terrycot uniform.

As per the above letters, Gangmen, Keymen, Mates etc. are to be supplied two pairs of terrycot uniforms per annum. However, proviso [7] to Annexure IV of Board's letter dated 04.05.2009 stipulates that whenever the uniforms are changed over to handloom terrycot, the scale of supply may be reduced to at par with staff already prescribed with terrycot uniform.

A doubt has now arisen as to whether Gangmen and other allied categories are to be supplied with two pairs of terrycot uniform every year as per the scale of supply indicated in Board's letter dated 04.05.2009 or once in two years as per proviso [7] supra.

Inasmuch as the corrigendum has replaced only the material of the uniform, without altering the scale of supply in respect of categories covered under item 33[A], this Railway is of the view that Gangmen and other allied categories are to be supplied two pairs of terrycot uniform per annum as indicated in the statement annexed to Board's dated 04.05.2009.

Board are requested to examine and confirm the presumption of this Railway.

No.P(R)/249/IV

Date:21.09.2015

ALL CONCERNED

Copy of Board's letter No.E[W]2012/ED-2/1 dated 26.08.2015 is forwarded for information, guidance and necessary action. Board's letters dated 10.06.2009 and 11.04.2012 quoted therein were circulated under S.C.No.93/2009 and letter No. P[R]249/IV dated 18.04.2012, respectively.

Board's letter No. E[W]2012/ED-2/1 dated 26.08.2015

***Sub: Children Education Allowance /Hostel Subsidy – clarifications thereon.
Ref: North Central Railway's letter No. 613/NCR/HQ. Accounts/Admn./***

Please refer to your Railway's letter referred above, seeking clarification as to whether the recovery made on Children Education Allowance before issuance of Board's letter No. E[W]2008/ED-24 dated 10.06.2009 has to be reimbursed in light of directions issued vide Board's letter of even number dated 11.04.2012.

2. The matter has been examined in consultation with associate finance and accordingly, it is clarified that the action taken by the Railway by making recovery from those employees who have been paid Children Education Allowance for the third child where first two are twins is in order. In such a situation, reimbursement of already recovered amount does not arise.

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

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

No. P(R)8/IV

Dated: 23.09.2015

Sr.DPO/SC, HYB, BZA, GTL & NED

Sub: Absorption of medically decategorised staff in alternative posts

A copy of Board's letter No. E[NG]I-2012/RE-3/8 dated 31.08.2015 is enclosed. Board in the above letter have categorically advised that absorbing medically decategorised employees even on their willingness in the Grade Pay lower than they were holding at the relevant time **is not** consistent with the spirit of PWD Act, 1995. Pressing the employees to accept lower Grade Pay will create legal and administrative problems.

Board in the above letter have also drawn attention to this office letter of even number dated 23.01.2015 addressed to DRM/GNT and copied to all Sr. DPOs / WPOs, wherein it was advised that there is no provision to consider the medically decategorised

employees who were already recommended for posting in equivalent alternative post, for posting in lower grade post on their request.

The above instructions may be kept in view while dealing with cases of absorption of medically decategorised employees on the Divisions / Units.

Encl: as above

Copy to:

All Cadre Officers in HQrs.: for information and similar action.

Copy of Board's letter No. E[NG]I-2012/RE-3/8 dated 31.08.2015

Sub: Absorption of medically decategorised employees in alternative employment – Case of Shri K.Chandrasekhar, presently OS, Sr.DPO office –South Central Railway

In terms of Board's letter No. E[NG]I-96/RE-3/9[2] dated 29.04.1999, issued in pursuance to the provisions of PWD Act, 1995, a Railway servant who fails in a vision test or otherwise by virtue of disability acquired during service becomes physically incapable of performing the duties of the post which he occupies should not be dispensed with or reduced in rank, but should be shifted to some other post with the same pay scale and service benefits.

2. Absorbing medically decategorised railway employees even on his/her willingness in the Grade Pay lower than he/she was holding at the relevant time is not consistent with the spirit of PWD Act -1995. Pressing him to accept lower Grade Pay will create legal and administrative problem. Recently, a case came into light wherein certain employee in Kota Division of West Central Railway was absorbed in lower pay scale than he was holding at the time of getting medically decategorised. The issue was raised by NFIR in the PNM meeting at Board's level. It was advised that if their pay is required to be revised in terms of the extant policy as stated above, it will have prospective effect only. No arrear of fixation of pay or payment shall be allowed as they have not shouldered higher responsibilities.

3. Further, attention of South Central Railway is drawn to their letter No. P[R]8/IV dated 23.01.2014 wherein that Railway itself advised their DRM office /Guntur Division that there is no provision to consider the medically decategorised employees who were already recommended for posting in equivalent alternative posts, for posting in a lower grade post on their request. It may also be highlighted here that there is no para No.1314[C] of IREM, Vol.I which provides that review of medically decategorised employees absorbed in lower grade should be done within a period of three years only as mentioned in their letter No. SCR-Hq/143/ABSORPTION/MD Staff dated 18.06.2015, addressed to the party, copy endorsed to Railway Board.

4. Considering the above, S.C. Railway is advised to review the case of Shri K.Chandrasekhar, presently OS, Sr.DPO Office, Secunderabad, in the light of the above rule /practice and decisions taken in the case of W.C. Railway and advise the position to Railway Board for information.

Sd/-
Arvind Kumar)EDE [N]

No. P[R]/676/IV

Date: 17.11.2015

PHODs /CHODs

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

Sub: Inter Railway request transfers.

Railway Board in their letter No.E[O]III/2014/PL/05 dated 31.08.2015 issued instructions regarding comprehensive transfer policy for Railway Officers, which was circulated under SCR SC No.87/2015 dated 11.09.2015. Para [xi] of Board's letter stipulates that in the case of non-gazetted railway employees, no inter railway request will be considered till completion of five years of joining railway.

Since the process of inter railway request involves various stages at divisional / Headquarters level before approval is received and communicated, the following instructions are issued:

- [i] Applications for IRT submitted by employees on completion of four years of service may be forwarded to Cadre Officers in Headquarters for further necessary action.
- [ii] However, the relief of the employee on receipt of acceptance from other railway will be only on completion of five years of joining railway.
- [iii] Applications of employees with less than four years service for IRT should not be considered and may be returned to the employees.
- [iv] The minimum service of five years is not applicable in the case of mutual transfers since mutual transfers are on one to one basis in the same grade. Further, request for IRT on spouse account may be processed without the condition of five years, if otherwise eligible.

Further, while placing indents for direct recruitment, the Divisions/Units should include the number of persons in various categories who have applied for inter railway transfer in terms of Board's letter dated 11.01.1971 [SC No. 29/71].

This issues with the approval of Chief Personnel Officer.

No. P[R]/171/IV

Date:02.12.2015

All HODs, DRMs, CWMs
Sr.DPOs/ SC, HYB, BZA, GNT, GTL & NED
WPOs/LGDS, GTPL & TPTY

*Sub: Reservation to OBCs in the Services and posts
under the Govt. of India – Caste / Community
Certificate.*

The Divisions /Units are aware that DOP&T vide OM dated 30.05.2014 [SC No. 116/2015] issued the revised form of Certificate to be produced by OBCs applying for appointment to posts under the Government of India.

Henceforth, the authorities issuing notifications for recruitment to posts through RRB, RRC, sports, cultural, scouts and guides, etc. should invariably notify the revised format of

OBC certificate as per the DOP&T's OM dated 30.05.2014 circulated under Board's letter No.2015-E[SCT]/1/31/2 dated 27.07.2015 [SC No. 116/15]. However, past cases are governed by the previous instructions and the OBC certificates produced by the candidates in response to the notifications issued prior to 27.07.2015 can be accepted by verifying whether the certificate has been issued by the notified competent authorities and the candidate belongs to OBC as per the Central list of OBCs .

All the Heads of Departments and other officers who are entitled to the services of a Bungalow Peon and intend to engage a candidate belonging to OBC, the candidates may be advised that he/she has to necessarily submit the OBC certificate in the revised form, in support of his/her claim.

This issues with the approval of Chief Personnel Officer.

Copy to:
All Personnel Officers in HQrs.
All Cadre Section In-charges

No. P[R]268/II

Dated :08.12.2015

ALL CONCERNED

*Sub: Payment of allowances to compassionate ground
appointees in -1S scale*

Attention is invited to Board's letter No. E[NG]II/2015/RC-1/Genl./2 dated 14.09.2012 [SC No. 101/2012] and 23.04.2015 [SC No.54/2015] wherein it was clarified that candidates who do not possess the prescribed minimum educational qualification and are considered in exceptional circumstances for appointment as 'trainees' in -1S pay band on compassionate grounds, are to be treated as Railway servants from the date of appointment and allowed all kinds of leave, CEA, increment at normal rate without taking into account the GP, medical benefits etc., without any payment of OTA.

Despite Board's clear orders as above, it was pointed out by the SCRE Sangh that these instructions are not being followed by some of the Divisions/ Units.

Board's instructions on the subject should be followed on all the Divisions/ Units without any deviation.

This issues with the approval of Chief Personnel Officer.

No. P[R]524/III

Dated :08.12.2015

ALL CONCERNED

Sub: Standardisation of Designations.

Divisions/Units are aware that Railway Board have communicated the revision of designations from time to time as under.

S No.	Board's Lr.No.	SCR S.C.No./ Lr.No.	Category
1	PC-III/93/Stand/Pt.II dated 1.12.98	317/98	Cabin master, Messenger/ Sandeshvahak, Trackman, Shunting Driver
2	PC-III/93/Stand/Pt.II dated 1.12.98	215/2000	Helper Gr.I & Helper Gr.II
3	PC-V/97/II/11/18(B) dated 13.9.2002	202/2002	Canteen staff
4	PC-III/2002/FE-II/1 dated 12.6.2003	134/2003	Artisan staff in Printing Press
5	PC-III/2003/Stand/3 dated 13.2.2004	31/2004	Loco pilots
6		P(R)524 dated 1.12.2010	Yard Porters and Pointsman 'B' as ' Assistant Pointsman '

After implementation of VI CPC scales Board have issued provisional designations to the categories of posts where grades have been merged and granted common replacement pay structure / higher GP [SC No. 134/2010] in respect of all departments.

Despite the above, the Divisions / Units are still using the old designations, for example, Depot Store Keeper [DSK] is still being used instead of the revised designation of Depot Material Superintendent [DMS], Inspector of Works [IOW] instead of JE[Works], Khalasi and Khalasi Helper as Helper Grade II and Helper Grade I, etc. Organised labour have also pointed out that old designations are being used even after the revision of the same by Railway Board.

The Divisions /Units are advised to use the correct designations notified by Railway Board from time to time.

This issues with the approval of Chief Personnel Officer.

No. P[R]481/VIII

Dated : 11.12.2015

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

Sub: Fixation of pay of ex-servicemen re-employed on the Railways

Railway Board in their letter No.E[G]2013/EM1-5 dated 08.10.2015[SC No.115/2015] reiterated instructions regarding fixation of pay of ex-servicemen re-employed on railways, according to which, in the case of non-commissioned officers [persons below commissioned officers –PBORs], pension is not deducted and pay is allowed only at the entry pay in the revised pay structure of the re-employed post applicable in the case of direct recruits appointed on or after

01.01.2006 as notified vide section II of First Schedule to RS[RP] Rules 2008 [SC No. 110/08].

In the case of Commissioned Officers and above on re-employment in the railways, non-ignorable part of the pension is deducted, but last pay drawn with grade pay in the re-employed post is allowed as per para 2 of OM dated 5.4.2010 [SC No. 166/2011].

Further, Board's letter dated 24.07.2013 (S.C.No.68/13) stipulates that all defence officers/ personnel whose pension contains an element of Military Service Pay, such MSP need not be deducted from the pay fixed on re-employment.

Despite the above, it has been pointed out by SCRE Sangh that these instructions are not being followed on the Divisions / Units.

Board's instructions on the subject should be followed on all the Divisions / Units without any deviation.

This issues with the approval of Chief Personnel Officer [Admn].

Copy to:
All Personnel Officers in HQrs.

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

Railway Board under their letter No.E[NG]I/2014/TR/4 dated 06.05.2014 circulated the guidelines issued by the Department of Personnel and Training for

providing certain facilities in respect of persons with disabilities who are already employed in government for performance of their duties.

Other facilities extended from time to time to the physically handicapped [differently abled] employees have also been consolidated duly indicating the authority therefor as Annexure 'A' for the benefit of employees with disabilities.

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

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

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

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

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

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

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

A. Identification of jobs

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

B. Post recruitment and Pre-promotion training:

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

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

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

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

C. Providing aids/assistive devices

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

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

D. Accessibility and barrier free environment at work place

In addition to the guidelines for modification in all public buildings including Government offices to provide easy accessibility and barrier free environment for PWDs as per the provisions of the PWD Act, all Government offices should take special steps to provide barrier free and accessible work stations to PWD employees, access from main building entrance to their work stations and access to common utility areas such as Toilets, canteens etc.

Lifts/elevators should be made accessible by providing Braille signage and audio outputs. Wherever required, suitable colour contrast may also be made available in buildings, utilities, staircases, etc. for the benefit of low vision employees.

E. Preference in Govt. accommodation

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

F. Grievance redressal

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

G. Special Casual Leave

Vide this Department's OM No. 25011/1/2008-Estt.(A) dated 19.11.2008 [SCR SC No. 208/2008] , a provision of Special Casual Leave for 4 days in a calendar year has been made for the employees of Central Government with disabilities for specific requirements relating to disabilities of the official. Further, vide this Department's OM No. 28016/02/2007-Estt(A) dated 14.11.2007 [SCR SC No. 07/2008], there is also a provision of 10 days Special Casual Leave in a calendar year subject to exigencies of work for the differently abled Central Government employees with disabilities for participating in Conference/ Seminars/ Trainings/Workshop related to disability and development to be specified by Ministry of Social Justice & Empowerment.

H. Preference in transfer/posting

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

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

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

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

Annexure 'A'

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

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

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

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

2. Physically handicapped persons with 40% disability of any kind working within the geographical limits of the State of Andhra Pradesh are exempt from the payment of Profession Tax. The exemption from payment of profession tax may be allowed directly in respect of those who are drawing the transport allowance at double the rates by the Bill drawing officers. Fresh applicants claiming exemption may be granted the same on submission of the medical certificate from the authorised medical attendant.

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

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

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

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

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

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

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

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

6. Physically handicapped employees will be exempted from typing qualification for the promotion from Group 'D' to 'C' in the Ministerial cadre and Promotion of Clerks as Sr.Clerks against LDCE quota. Such candidates should produce a certificate from Medical Board attached to the Special Employment Exchanges or by a Civil Surgeon where such a Board does not exist regarding candidates incapability to acquire typing skill.

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

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

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

8. Higher Class Passes to the Physically handicapped employees:

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

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

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

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

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

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

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

9) The special casual leave of 4 days in a calendar year permitted under Board's letter dated 26.12.2008 may be granted on application to Railway

employees with disabilities for specific requirements relating to the disability of the official. [SC No. 208/2008]

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

[Auth: Letter No. P[R]418/III dated 05.01.2015]

The assistance of scribes can be allowed to be availed by employees with one arm /muscular weakness apart from visually impaired candidates / those candidates whose writing speed is affected by cerebral palsy.

Employees availing the assistance of a scribe shall be eligible for compensatory time and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe assistant. The conditions for allowing the scribe to employees in the departmental examination, the instructions contained in Board's letters dated 17.09.2007 [SC No. 137/07] 29.07.07 [SC No. 145/15] and 18.10.2013 [SC No. 145/2015] may be referred to.

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

Promotion of Technicians in Artisan Cadre:

Technician Grade III to Grade II :- Trade Test

Technicians Grade II to Grade I:- On the basis of APARs [ACRs]

[Authority: Board's letter No. PC-III/96/FE-1/3 dated 19.08.99 [RBE No. 212/99- SCR SC No.254/99]

Technicians Grade I to Sr. Technician [Erstwhile MCM]:- On the basis of seniority cum suitability.

[Authority: Board's letter No. E[NG]I/99/PM7/3 dated 22.02.05 [RBE No. 31/05- SCR SC No.31/05]

EDUCATIONAL QUALIFICATIONS FOR DIRECT RECRUITMENT

Educational qualifications for direct recruitment to various categories of posts on Indian Railways have been issued by the Railway Board from time to time. An attempt has been made to compile the educational qualification for direct recruitment of certain categories duly quoting the authority thereof.

While referring to this statement, the original letters /paras of IREM referred to should be read for proper appreciation. If nay Board's letter on the subject which has not been superseded, has not been taken into consideration while preparing the statement, the said Board's letter should be treated as valid and operative.

S.No.	Cate gory	Pay Band and Grade Pay	Qualification for Direct Recruitment
	<u>S&T DEPARTMENT</u>		
1	Telephone	PB-1 ₹	12 th (+2 stage) or its equivalent from a recognized

	Operator	5200-20200 GP ₹ 1900	Board / University [Authority: Board's letter No. E(NG) II/2012/RR-1/16/Pt.A dated 18.03.2015 [RBE No.21 /2015] [SC No.25/15]
2	Technician Gr. III [Signal] {erstwhile ESM Gr.III}	PB-1 ₹ 5200-20200 GP ₹ 1900	(i) Matriculation plus ITI/Act Apprenticeship in Electrician, Electrical Fitter, Wireman, Electronics, Information Technology, TV & Radio, Instrumentation, Computer, Computer Networking , Data Networking; Or (ii) 10+2 with Physics and Maths; Or (iii) 03 (Three) year Diploma in Engineering in Electrical, Electronics, Microprocessor, TV Engineering, Fibre Optical Communication, Telecommunication, Communication, Sound & TV Engineering , Industrial Control, Electronic Instrumentation, Industrial Electronics, Applied Electronics, Digital Electronics, Power Electronics, Information Science/ Technology , Computer Application, Computer Engineering , Computer Science and Computer Technology. [Authority: Board's letter No. E[NG]-II/2007/RR-1/34 dated 24.06.2009 [RBE No.117/09][SC No. 110/2009]
3	Technician Gr. II [Signal] {erstwhile ESM Gr.II}	PB-1 ₹ 5200-20200 GP ₹ 2400	A pass in 1 st year of BSc. [Physics]; or [b] a pass in 10+2 stage in Higher Secondary in Science i.e. Maths or Physics [Authority: Board's letter No.E[NG]II/2007/RR-1/34 dated 26.09.2012 [RBE No.111/2012] [SC No. 113/2012]
4	Telecommunication Maintainer Gr.III & Wireless Telecommunication maintainer *WTM: No recruitment of WTM is to be undertaken as per Board's letter No. 2001/Tele/MW/7/C/Pt. dated 29-03-2006/ 04-04-2006 -SC No. 52/2006	PB-1 ₹ 5200-20200 GP ₹ 1900	(i) Matriculation plus ITI/Act Apprenticeship in Electrician, Electrical Fitter, Wireman, Electronics, Information Technology, TV & Radio trades; or (ii)Diploma holders in Electrical, Electronics, Microprocessor, Industrial Electronics, TV Engineering, Fibre Optic Communication, Electronic Instrumentation, Communication, Sound & TV Engg., Industrial Control, Information Science/ Technology, Process Control, Telecommunication, Applied Electronics, Computer Application, Computer Networking , Data Networks, Power Electronics, Digital Electronics and Radio Engineering; or (iii) Pass in +2 stage with Physics and Maths [Authority: Board's letter No. E[NG]-II/2007/RR-1/34 dated 24.06.2009 [RBE No.117/09][SC No. 110/2009]
5	Jr.Engineer (Signal)/ Jr.Engineer (Telecom)/ Jr. Engineer Drawing, Design & Estimation	PB-2 ₹ 9300-34800 GP ₹ 4200	Three years Diploma in (a) Electrical/ Electronics/ Information Technology/Communication Engineering OR (b) a combination of any sub stream of basic streams of Electrical/ Electronics/ Information Technology/ Communication Engineering from a recognized University/Institute. [Authority: Board's letter No. E[NG]II/2001/RR-1/6 dated 29.08.2014 [RBE No.92/2014] [SC No. 100/2014]
6	Sr. Section Engineer (Signal) / Sr. Section Engineer (Telecom)/ Sr. Section Engineer Drawing,	PB-2 ₹ 9300-34800 GP ₹ 4600	Four years Bachelor's Degree in (a) Electrical/ Electronics/Information Technology/Communication Engineering or M.Sc. Electronics OR (b) a combination of any sub stream of basic streams of Electrical/ Electronics/Information Technology/Communication Engineering from a recognized University/Institute. [Authority: Board's letter No. E[NG]II/2001/RR-1/6

	Design & Estimation		dated 29.08.2014 [RBE No.92/2014] [SC No. 100/2014]
	CIVIL ENGINEERING DEPT.		
7	Jr.Engineer P.Way/Works/B ridge/ Drawing, Design & Estimation	PB-2 ₹ 9300- 34800 GP ₹ 4200	[a] Three years Diploma in Civil Engineering or B.Sc. in Civil Engineering of three years duration or [b] a combination of any sub stream of basic streams of Civil Engineering from a recognized University/ Institute. [Authority: Board's letter No. E[NG]II/2001/RR-1/6 dated 29.08.2014 [RBE No.92/2014] [SC No. 100/2014] Board have clarified that qualification of four year part time Diploma in Civil Engineering may be accepted wherever minimum prescribed qualification is three year Diploma in Civil Engineering subject to the condition that such Diploma certificate should not have been obtained through distance education mode. [Authority: Board's letter No. E[NG]II/2013/RR-1/2 dated 10.12.2014 [RBE No.140/2014] SC No. 146/2014]
8	Sr. Section Engineer P.Way/Works/B ridge/ Drawing, Design & Estimation	PB-2 ₹ 9300- 34800 GP ₹ 4600	Four years Bachelor's Degree in [a] Civil Engineering or [b] a combination of any sub stream of basic streams of Civil Engineering from a recognized University/ Institute. [Authority: Board's letter No. E[NG]II/2001/RR-1/6 dated 29.08.2014 [RBE No.92/2014] [SC No. 100/2014]
9	Jr. Engineer [TMO]	PB-2 ₹ 9300- 34800 GP ₹ 4200	Three years Diploma in Civil/Mechanical/ Electrical/ Electronics/ Instrumentation & Control Engineering from a recognized University/Institute. [Authority: Board's letter No. E[NG]II/2001/RR-1/6 dated 29.08.2014 [RBE No.92/2014] [SC No. 100/2014]
10	Sr.Section Engineer [TMO]	PB-2 ₹ 9300- 34800 GP ₹ 4600	Four years Degree in Civil//Mechanical/ Electrical/ Electronics/ Instrumentation & Control Engineering from a recognized University/Institute. [Authority: Board's letter No. E[NG]II/2001/RR-1/6 dated 29.08.2014 [RBE No.92/2014] [SC No. 100/2014]
	MECHANICAL / ELECTRICAL DEPARTMENT		
11	Jr. Engineer [Mech]/C&W /Drawing, Design & Estimation	PB-2 ₹ 9300- 34800 GP ₹ 4200	Three years Diploma in (a) Mechanical/ Electrical/ Electronics/ Manufacturing/ Mechatronics/ Industrial/ Machining/ Instrumentation & Control/Tools & Machining/Tools & Die Making /Automobile/ Production Engineering OR (b) a combination of any sub stream of basic streams of Mechanical /Electrical/Electronics/ Manufacturing/ Mechatronics/ Industrial/ Machining / Instrumentation & Control/Tools & Machining/Tools & Die Making/Automobile/ Production Engineering from a recognized University/Institute. [Authority: Board's letter No. E[NG]II/2001/RR-1/6 dated 29.08.2014 [RBE No.92/2014] [SC No. 100/2014]
12	Sr.Section Engineer [Mech] / C&W/Drawing , Design & Estimation	PB-2 ₹ 9300- 34800 GP ₹ 4600	Four years Bachelor's Degree in [a] Mechanical/ Electrical /Electronics/ Manufacturing/ Mechatronics/ Industrial/ Machining/ Instrumentation & Control/Tools & Machining/Tools & Die Making/Automobile/ Production Engineering OR (b) a combination of any sub stream of basic streams of Mechanical/Electrical/Electronics/ Manufacturing/ Mechatronics/ Industrial/ Machining/Instrumentation & Control/Tools & Machining/Tools & Die Making/Automobile/ Production Engineering from a recognized

			<p>University/Institute.</p> <p>[Authority: Board's letter No. <u>E[NG]II/2001/RR-1/6</u> dated 29.08.2014 [RBE No.92/2014] [SC No. 100/2014]</p> <p>Board clarified that 05 years Diploma in Engineering/Master of Science in Engineering awarded by the accredited Universities/Higher Educational Institutions in Russian Federations/CIS countries including Kuban State University of Technology, Krasnodar is recognized as equivalent to BE Degree of an Indian University.</p> <p>[Authority: Board's letter No. <u>E(NG)-II/2009/RR-1/11</u> dated 02.08.2013 (RBE No.78/2013) [SC No. 73/2013]</p>
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13	Jr. Engineer [Electrical]/ Drawing, Design & Estimation	PB-2 ₹ 9300-34800 GP ₹ 4200	Three years Diploma in (a) Mechanical/ Electrical/ Electronics Engineering OR (b) a combination of any sub stream of basic streams of Mechanical/ Electrical/Electronics Engg. from a recognized University/Institute. [Authority: Board's letter No. E[NG]II/2001/RR-1/6 dated 29.08.2014 [RBE No.92/2014] [SC No. 100/2014]
14	Sr. Section Engineer [Electrical]/ Drawing, Design & Estimation	PB-2 ₹ 9300-34800 GP ₹ 4600	Four years Bachelor's Degree in [a] Mechanical/ Electrical/ Electronics Engineering OR [b] a combination of any sub stream of basic streams of Mechanical/ Electrical/Electronics Engineering from a recognized University/Institute. [Authority: Board's letter No. E[NG]II/2001/RR-1/6 dated 29.08.2014 [RBE No.92/2014] [SC No. 100/2014]
15	DSL Asst. /Electrical Asst	PB-1 ₹ 5200-20200 GP ₹ 1900	Matriculation pass + [a] ITI in specified trades* /Act Apprenticeship, OR Diploma in Mechanical / Electrical /Electronics / Automobile Engineering in lieu of ITI [Authority: Board's letter No. E[NG]II/2000/RR-1/47 dated 03.08.2001 [RBE No.152/2001] [SC No. 202/2001] and E[NG]II/2000/RR-1/47 dated 07.06.2004 [RBE No.120/2004] [SC No. 99/2004] * Fitter, Electrician, Instrument Mechanic, Mill Wright /Maintenance Mechanic, Mechanic [Radio & TV], Electronics Mechanic, Mechanic [Motor Vehicle], Wireman, Tractor Mechanic, Armature & Coil Winder, Mechanic [Diesel], Heat Engine. [Para 137 of IREM]
CHEMICAL & METALLURGICAL ORGANISATION			
16	Lab. Assistant Gr.III	PB-1 ₹ 5200-20200 GP ₹ 1900	12 th (+2 stage) with Science or equivalent from a recognized Board/University. [Authority: Board's letter No. E(NG) II/2012/RR-1/16/Pt.A dated 18.03.2015 [RBE No.21 /2015] [SC No.25/15]
17	Chemical & Metallurgical Asst.	PB-2 ₹ 9300-34800 GP ₹ 4200	Degree in Metallurgy /Chemical Engg. Or MSc. Degree in Chemistry /Applied Chemistry Para 168[4] of IREM
ARTISANS			
18	Skilled Artisans in various Engg. Departments.	PB-1 ₹ 5200-20200 GP ₹ 1900	Course Completed Act Apprentices and ITI passed candidates in relevant trades NOTE: Act Apprenticeship /ITI in relevant Trade is the only qualification and no other qualification including diploma in Engineering should be accepted as an alternative qualification on the ground of being a higher qualification in the same line of training [Authority: Para 159 of IREM]
STORES DEPARTMENT			
19	Section Engineer [Printing]	PB-2 ₹ 9300-34800 GP ₹ 4600	Degree in Electrical / or Mechanical Engineering or in Printing Engg. Or Printing Technology with two years experience in a Printing Press – [Authority: Board's letter No. E[NG]II-84/RC-2/48 of 07.01.1985] [SC No. 09.1985]
20	Depot Material Supdt. Gr.III	PB-2 ₹ 9300-34800 GP ₹ 4200	Diploma in Engineering [Authority : Para 157 of IREM]
21	Chief DMS	PB-2 ₹ 9300-34800 GP ₹ 4600	Degree in Engineering in any discipline [Authority: Para 157[5] of IREM]
TRAFFIC AND COMMERCIAL DEPARTMENT			

22	Commercial Apprentices	PB-2 ₹ 9300-34800 GP ₹ 4200	University Degree or its equivalent, Diploma in Rail Transport and Management from the Institute of Rail Transport will be an additional desirable qualification. [Authority: Para 130 of IREM]
23	Commercial Clerk	PB-1 ₹ 5200-20200 GP ₹ 2000	12 th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen [Authority: E(NG)II/2012/RR-1/16/Pt.A dated 17.12.2014 [RBE No.145 /2014] SC No. 148/2014]
24	Ticket Collectors	PB-1 ₹ 5200-20200 GP ₹ 1900	12 th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen [Authority: E(NG)II/2012/RR-1/16/Pt.A dated 17.12.2014 [RBE No.145 /2014] SC No. 148/2014]
25	Assistant Station Master	PB-1 ₹ 5200-20200 GP ₹ 2800	University Degree or its equivalent, Diploma in Rail Transport and Management from the Institute of Rail Transport will be an additional desirable qualification. [Authority: Para 122 of IREM]
26	Goods Guards	PB-1 ₹ 5200-20200 GP ₹ 2800	A University Degree or its equivalent [Authority: Para 124 of IREM]
27	Traffic Apprentice	PB-2 ₹ 9300-34800 GP ₹ 4200	University Degree or its equivalent, Diploma in Rail Transport and Management from the Institute of Rail Transport will be an additional desirable qualification. [Authority: Para 125 of IREM]
28	Enquiry-cum-Reservation Clerk	PB-1 ₹ 5200-20200 GP ₹ 2800	A University Degree or its equivalent [Authority: Para 129 of IREM]
	MEDICAL DEPARTMENT		
29	Staff Nurse	PB-2 ₹ 9300-34800 GP ₹ 4600	Certificate as Registered Nurse & Midwife having passed 03 years course in General Nursing and Midwifery from a school of Nursing or other Institution recognized by the Indian Nursing Council or B.Sc. [Nursing]. Note: The Indian Nursing Council has also laid down certain special concessions for the above courses in respect of Auxiliary nurse-Midwives, Midwives and 'B' Grade Nurses, by way of reduced course period etc. Candidates obtaining the qualification prescribed above, under these concessions will also be eligible for recruitment. [Authority: E(NG)II/2001/RR-1/45 dated 22.05.2015 [RBE 49/2015] SC No. 47 /2015]
30	Physiotherapist Gr.II	PB-2 ₹ 9300-34800 GP ₹ 4200	Bachelors Degree in Physiotherapy from a recognised University; and Two years practical experience in Physiotherapy from the Government / Private Hospitals with at least one hundred beds [Authority: E(NG)II/2012/RR-1/3 dated 19.01.2016 [RBE 9/2016]
31	Pharmacist Gr.III	PB-1 ₹ 5200-	10+2 in Science or its equivalent with 02 [two] years Diploma in Pharmacy and registration with Pharmacy Council of India or

		20200 GP ₹ 2800	registration with State Pharmacy Council. [Authority: E[NG]II/2001/RR-1/45 dated 22.05.2015 [RBE 49/2015] SC No.47 /2015]
32	Health & Malaria Inspector Gr.III	PB-2 ₹ 9300-34800 GP ₹ 4200	B.Sc. having studied Chemistry as main /optional subject in any branch of Chemistry while undertaking the course; plus [a] One year Diploma of Health /Sanitary Inspector OR [b] One year National Trade Certificate [NTC] in Health Sanitary Inspector awarded by National Council for Vocational Training, Ministry of Labour & Employment, Government of India, New Delhi. [Authority: E[NG]II/2001/RR-1/45 dated 22.05.2015 [RBE 49/2015] SC No. 47 /2015]
33	Radiographer/ X-Ray Technician	PB-1 ₹ 5200-20200 GP ₹ 2800	10+2 with Physics and Chemistry and Diploma in Radiography /X-Ray Technician /Radiodiagnosis Technology [2 years course] from recognized Institute. Science graduates with Diploma in Radiography /X-Ray Technician/ Radiodiagnosis Technology [2 years course] shall be preferred. [Authority: E[NG]II/2001/RR-1/45 dated 22.05.2015 [RBE 49/2015] SC No. 47 /2015]
34	Laboratory Assistant Gr.II	PB-1 ₹ 5200-20200 GP ₹ 2000	12 th (10+2 stage) with Science, plus Diploma in Medical Lab Technology (DMLT) [Authority: E[NG]II/2001/RR-1/45 dated 22.05.2015 [RBE 49/2015] SC No. 47 /2015]
35	Lab. Superintendent Gr.III	PB-2 ₹ 9300-34800 GP ₹ 4200	B.SC. with Bio-Chemistry/Micro- Biology/Life Science or equivalent plus Diploma in Technology (DMLT) or equivalent OR B.Sc., in Medical Technology (Laboratory) from Institutions. [Authority: E[NG]II/2001/RR-1/20 dated 12.11.2001 (S.C.No. 260/2001) Board clarified that if the candidate has studied during his Graduation both Chemistry and Biology whether as main or as optional/subsidiary subject and is in possession of DMLT or equivalent will be treated as eligible for consideration for employment to the post of Lab. Supdt.Gr.III [Authority: E[NG]II/2001/RR-1/20 dated 3.8.2013 (S.C.No.74/2013)
36	Dietician	PB-2 ₹ 9300-34800 GP ₹ 4200	B.Sc(Science) with Post Graduate Diploma in Dietetics (one year course) from a recognized institution plus three months internship Training in a Hospital OR B.Sc(Home Science) + M.Sc/Home Science (Food & Nutrition) from a recognized institution. [Authority: E[NG]II/2001/RR-1/45 dated 22.05.2015 [RBE 49/2015] SC No.47/2015]
37	Field Worker Gr.II (Male/Female)	PB-1 ₹ 5200-20200 GP ₹ 1900	12 th (10+2 stage) in Science with Biology or Chemistry. [Authority: E[NG]II/2001/RR-1/45 dated 22.05.2015 [RBE 49/2015] SC No.47/2015]
38	Extension Educator	PB-2 ₹ 9300-34800 GP ₹ 4200	Graduation in Sociology/Social Work/Community Education disciplines with two years diploma in Health Education from a recognized University. [Authority: E[NG]II/2001/RR-1/45 dated 22.05.2015 [RBE 49/2015] SC No. 47 /2015]
39	Dental Hygienist	PB-2 ₹ 9300-34800 GP ₹ 4200	(a) Degree in Science (Biology) from a recognized University or equivalent; (b) Diploma/Certificate course (2 years) in Dental Hygiene from an Institute recognized by Dental Council of India; (c) Registered with Dental Council of India as a Dental Hygienist; and (d) Two years experience as Dental Hygienist. NOTE : Qualification regarding experience is relaxable at the

			discretion of the competent authority in case of candidates belonging to SC/ST, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them. [Authority: E(NG)II/2001/RR-1/45 dated 22.05.2015 [RBE 49/2015] SC No. 47 /2015]
40	Health Visitor (Multipurpose)	PB-1 ₹ 5200- 20200 GP ₹ 2400	12 th (+2 stage) from a recognized Board/University with multipurpose workers course from Institutes recognised by Central/State Governments . [Authority: Board's letter No. E(NG) II/2012/RR-1/16/Pt.A dated 18.03.2015 [RBE No.21 /2015] [SC No.25/15]
	GENERAL		
41	Jr. Translator [Official Language]	PB-2 ₹ 9300- 34800 GP ₹ 4200	Translation Training Course Certificate of three month duration awarded by Department of Official Language, Central Translation Bureau, M/o Home Affairs can be accepted in lieu of Diploma/Certificate Course in translation from Hindi to English and vice-versa for the purpose of recruitment to the post of Jr. Translator,
42	Office Clerk	PB-1 ₹ 5200- 20200 GP ₹ 1900	12 th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen [Authority: E(NG)II/2012/RR-1/16/Pt.A dated 17.12.2014 [RBE No.145 /2014] SC No. 148/2014] Candidates appointed on compassionate grounds as Office Clerk/ Sr. Clerk are required to acquire typewriting proficiency of 30 wpm in English or 25 wpm in Hindi within a period of 2 years from the date of appt. [Authority: Board's RBE No. 69/97 –SC No. 109/97] Compassionate appointees who fail to acquire typewriting proficiency in the stipulated period may be shifted to Non-Ministerial and Non-commercial cadre. This clause should be incorporated in offer of appt. [Authority Board's RBE No. 41/2014 –SC No. 44/2014]
43	Accounts Clerk	PB-1 ₹ 5200- 20200 GP ₹ 1900	12 th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen [Authority: E(NG)II/2012/RR-1/16/Pt.A dated 17.12.2014 [RBE No.145 /2014] SC No. 148/2014]
44	Senior Clerk	PB-1 ₹ 5200- 20200 GP ₹ 2800	Graduation or its equivalent (Authority: PC-III/81/UPG/7 dated 18.6.81 & 31.7.81- SCR S.C.No.21/98) Same conditions of typing proficiency in respect of office clerks are applicable for Sr. Clerks also.
45	Staff Welfare Inspector Gr.III	PB-2 ₹ 9300- 34800 GP ₹ 4200	Graduation plus – any one of the following qualification; Diploma in Labour/Social Welfare OR Diploma in Labour Laws OR LLB with papers in Labour Laws OR PG Diploma in Personnel Management OR MBA with papers in Personnel Management awarded by an institution of Govt. of India (Authority Board's letter No. E(NG)I-2008/PM1/15 dated 3.9.2009 (RBE No. 161/09; SC No. 143/09)
46	Law Assistant	PB-2 ₹ 9300- 34800 GP ₹ 4600	A University Degree in Law with three years standing as a pleader at Bar. Serving employees who are Law Graduates may also be allowed o apply for these posts provided they have served for at least 5 years in any Branch of the Railway Administration. Vacancies earmarked for DR should also be available to the Railway Magistrates who are desirous of applying for such posts and who also fulfil the prescribed qualifications for the direct recruits.

			[Authority Para 131 of IREM]																													
47	Stenographer Gr.III	PB-1 ₹ 5200- 20200 GP ₹ 2400	<p>12th (+2 stage) or equivalent examination from a recognized Board/University and for the skill test prescribed dictation speed of 80 w.p.m duration time 10 minutes and transcription time is 50 minutes (English) and 65 minutes (Hindi)</p> <p>Authority: Board's letter No. E(NG) II/2012/RR-1/16/Pt.A dated 18.03.2015 [RBE No.21 /2015] [SC No.25/15]</p> <p>The standards of professional qualification for Rajbhasha Stenographer and English Stenographer is as given in table below:</p> <table><tr><th></th><th colspan="2">Rajbh asha Steno graph er</th><th colspan="2">English Stenographe r</th></tr><tr><td></td><td></td><td></td><td></td><td>Tr a ns cri pti o n Ti me</td></tr><tr><td></td><td></td><td></td><td></td><td>6 5 mi n ut es</td></tr><tr><td></td><td></td><td></td><td></td><td>3 5 mi n ut es</td></tr><tr><td></td><td></td><td></td><td></td><td>3 2 mi n ut es</td></tr></table>						Rajbh asha Steno graph er		English Stenographe r						Tr a ns cri pti o n Ti me					6 5 mi n ut es					3 5 mi n ut es					3 2 mi n ut es
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	Erstwhile Group 'D'	PB-1 ₹ 5200-	10 th Pass or ITI or equivalent or National Apprenticeship Certificate
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		2020 0 G P 1 8 0 0	(NAC) granted by NCVT (Authority : Board's letter No. E(NG)-II/2009/RR-1/10 Pt. Dated 9.12.2013 (S.C.No. 128/2013)
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OTHER IMPORTANT BOARD'S INSTRUCTIONS CONNECTED TO RECRUITMENT RULES

1. Board have decided to recognize the following 15 courses of Section A & B Examination as revised, conducted by the Institution of Engineers [India], 8 Gokhale Road, Kolkatta as equivalent to Degree in the appropriate branch of engineering of the Recognised Universities in India:

1	Aerospace Engineering	9	Environmental Engineering
2	Agricultural Engineering	10	Marine Engineering
3	Architectural Engineering	11	Mechanical Engineering
4	Chemical Engineering	12	Materials & Metallurgical Engineering
5	Civil Engineering	13	Mining Engineering
6	Computer Science & Engineering	14	Production Engineering
7	Electrical Engineering	15	Textile Engineering
8	Electronics & Communication Engineering		

[Authority: Board's letter No. E[NG]II/2010/RR-1/17 dated 11.07.2012 [RBE No.82/2012] SC No. 82/2012]

2. Board have decided not to accept diploma/degree in Engineering obtained through distance mode except AMIETE (recognition for which has been permitted vide RBE No. 230/1990) for the purpose of employment in railways with immediate effect and till further orders.

Authority :Board's letter No. E[NG]-II/2010/RR-1/17 dated 08.12.2011 [RBE No.165/2011] SC No. 164/2011]

3. Board have decided to recognize the certificates/qualifications issued by the following State Madarsa Education Boards for the purpose of employment under the Central Government:

S.No.	Name of the Board	Examination Conducted	Equivalence to Classes
1	Bihar State Madarsa Education Board, Patna, Bihar	Wastania Fauquania Maulvi	VIII X XII
2	West Bengal Board of Madarsa Education, Kolkatta, West Bengal	High Madarsa, Alim Fazil	X XII
3	Chhattisgarh Madarsa Board, Raipur, Chhattisgarh	Urdu Adib, Urdu Mahir, Urdu Moulim, High School Patrachar Pathyakram Adim Higher Secondary Patrachar Pathyakram	X XII
4	Madhya Pradesh Madarsa Board, Bhopal, MP	Middle Urdu Adeeb, Urdu Mahir, Urdu Moulim, Moulvi, Madhyamik Alim, Higher Secondary	VII X XII
5	UP Madarsa Education Board, Lucknow, UP	Munshi, Moulvi Alim	X XII

Authority: Brd's ltr. No. E[NG]-II/2003/RR-1/36 dated 09.09.2010 [RBE No.128/10] SC No. 137/2010

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4. Andhra Pradesh Open Schooling Society [APOSS] and Rajasthan State Open School, Jaipur, are its members and their courses are recognized by COBSE and all its member Boards, and are valid for further studies and

appointment in the Central and State Government departments. As regards validity of certificates issued by Rajasthan State Open School, Jaipur and Andhra Pradesh Open Schooling Society for employment purposes, it may be got verified from the respective State Open Schools, wherever, necessary. [Authority: E[NG]II/2004/RR-1/14 dated 04.04.2013 (RBE No.31/2013)[SC No. 36/2013]

5. Board have clarified that the certificates issued by **Bihar Sanskrit Shiksha Board, Patna, 414 F, Govindayan, East Boaring Canal Road, Patna- 800 001 from 05.10.2012** shall be treated as valid for employment on the railways and for pursuing higher studies. As regards validity of certificates issued by Bihar Sanskrit shiksha Board for employment purposes, it may be got verified from the said Board, wherever necessary.

[Authority: Board's letter No. E(NG)-II/2005/RR-1/14 dated 08/10/2013 (RBE No.104/2013)

SC No. 104/2013]

6. Board have decided that certificates /qualifications awarded by under mentioned institutions **are not** recognized for the purpose of employment on the railways :

<u>S.No.</u>	<u>Board of Education</u>
[i]	Nababharat Siksha Parishad, Orissa/India
[ii]	Board of Higher Secondary Education, Delhi
[iii]	Central Board of Higher Education, New Delhi
[iv]	Delhi Board of Senior Secondary Education; and
[v]	Board of Secondary Education, Madhya Bharat, Gwalior [MP]

[**Authority:** Board's letter No. E[NG]-II/2008/RR-1/35 dated 4.11.2013 (RBE No.118/2013)[SC No. 114/2013]

S.N o.	Category	Pay Band and Grade Pay	Qualification for Direct Recruitment
	<u>OFFICIAL LANGUAGE DEPARTMENT</u>		
1	Junior Translator	PB-2 ₹ 9300-34800 GP ₹ 4200	[I] Masters degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level. or Masters degree of a recognised University

			<p>or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at degree level</p> <p>or</p> <p>Masters degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either of the two as medium of examination and the other as a compulsory or elective subject at degree level.</p> <p>and</p> <p>[ii] Recognised Diploma or Certificate Course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government offices, including Government of India Undertaking. [Authority: Board's letter No. E[NG]-II/2000/RR-1/77 dated 03.01.2013 - SC No. 03/2013]</p>
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