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No. P[R]579/VIII

Dated : 18.01.2016

CWM/LGDS, CWM/GTPLS. CWM/TPTY
Sr.DPO/SC, HYB, BZA, GNT, GTL, NED

Sub: Implementation of LARSGESS in Workshops

Railway Board in their letter dated 11.09.2010 [SC No. 131/2010] extended the benefit of LARSGESS to other safety category staff in GP 1800 subject to the qualifying service and age group, duly circulating the list of safety category posts identified for the purpose.

Doubts have been raised as to whether the scheme of LARSGESS is applicable to staff working in LGDS, GTPL and TPTY Workshops. The matter was examined and it was advised under this office letter No. P[R]579/VI dated 15.02.2012 that inasmuch as the posts of Helpers Grade-II and Grade-I in GP 1800 in Workshops are not classified as safety category posts in terms of Board's instructions E[NG]I-75/PM1-44 dated 31.05.82 [SC No. 130/82], they are not covered under the scheme of LARSGESS.

However, the organized labour [SCRMU] represented that Helpers assisting Fitters in Mechanical Workshops are also eligible to be considered under LARSGESS as no such restriction was imposed in Boards letter dated 11.09.2010. The matter was referred to Railway Board whether the Helpers who assist Fitters in Loco/C&W/Train Lighting / Air-conditioning in Lallaguda, Guntupalli, Tirupathi Mechanical Workshops are eligible to be considered under LARSGESS or otherwise.

Board in their letter No. E(P&A)I-2015/FE-2/4 dated 29.12.2015 have clarified that Helpers assisting Fitters in Lallaguda, Guntupalli and Tirupati Mechanical Workshops are identified categories for consideration under LARSGESS .

CWMs/LGDS, GTPL & TPTY are advised to issue notification immediately inviting applications from the eligible categories of employees under LARSGESS from the 1st half of 2016 onwards.

WPOs are advised to scrutinize the applications received in response to the notifications under LARSGESS from 1st cycle-2016 onwards and sent to associate finance for verification duly complying with the time schedule fixed by Railway Board in terms of letter dated 29.03.2011 [SC No. 43/2011] . After verification by the associate finance, the certified extract of SRs and leave accounts together with the copy of the application of the eligible employees forwarded to Sr.DPOs of the divisions for adjudging the suitability as under since Board in their letter dated 29.3.2011 have delegated the powers of adjudging the suitability of wards to an assessment committee of 3 JAG officers at Divisional level as under:

<i>Workshop</i>	<i>To be sent Sr.DPO</i>
Lallaguda	Sr.DPO/HYB
Guntupalli	Sr.DPO/BZA
Tirupathi	Sr.DPO/GTL

It may be noted that the prescribed eligibility conditions and time schedule should be scrupulously followed and compliance report sent to APO/Recrtt./HQrs within one month of completion of each cycle of recruitment / retirement in terms of Board's letter dated 01.12.2015 [SC No. 153/2015].

This issues with the approval of Chief Personnel Officer.

NoP[R]563/XII

Date:03.02.2016

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

Sub: Materialisation of recruitment panels formed by RRB & RRC- regarding.

It is observed that candidates selected through Railway Recruitment Board and Railway Recruitment Cell for appointment to Group-C and erstwhile Group-D posts are waiting for a long time to receive appointment orders and thereby vacancies in the field units are continuing though recruitment panels are available with the Railway Administration.

2. At present no prescribed time-frame is available to ensure early materialisation of recruitment panels. Therefore all Divisions and Workshops are hereby advised to follow the Time-frame given below strictly and ensure early placement of selected candidates in working posts.

S.No.	Subject	Action by	Action to be taken	Time Limit
1	On receipt of recruitment panels from RRB/RRC	Cadre Officers in Hqrs.	obtain allotment of papers for each Division / Workshop from concerned HOD and despatch	2 weeks
2	Issue of offer	Sr.DPOs/WPOs	issue offer of appointment	2 weeks

	letters		letters to the candidates after following the due procedure	
3	Time to be given to the candidates to report	Sr.DPOs/WPOs	<u>Direct the candidates:</u> i) To report to the divisional office /workshop for verification of documents and directing for medical examination ii) Failure to report within the time stipulated a reminder may be sent duly giving 15 days time	4 weeks as per Bd's RBE No. 202/99; SC No. 236/99 15 days*
4	Directing RRB candidates for Medical examination	Sr.DPOs/WPOs	After verification of documents, direct for medical examination	3 days
5.	Posting orders & directing for training where necessary	Sr.DPOs/WPOs	On receipt of medical fit certificate, posting order issued to candidate where pre-recruitment training is not required <i>Where pre-recruitment training is mandatory advance planning done in consultation with Branch officer and Trg. Institute for directing candidates without loss of time.</i>	1 week
6	Return of non-materialized papers and seeking replacement	Sr.DPOs/WPOs	Papers of the candidates who fail to accept the offer within the permissible period and seek replacement from HQrs	1 week
7	Replacement of	Cadre officers	Return papers to RRB	1 week

	papers	in Hqrs	seeking replacement. Return papers to RRC since there is no provision for replacement as per Bd.'s RBE 6/14- SC No. 7/14.	
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*It should be clearly mentioned in the reminder letter that if he/she does not report, no further time will be given and it will be understood that he/she is not interested to accept the appointment and the offer will be treated as withdrawn.

4. Same procedure as above should be followed for filling up of vacancies in Head Quarters offices and in respect of candidates selected against Sports, Scouts & Guides and Cultural quota appointees.

This has the approval of Competent Authority.

No. P[R]612/II

Dated :09.02.2016

FA&CAO/SC,
Sr.DPOs/SC, HYB, BZA, GTL, GNT & NED
WPO/LGDS, GTPL & TPTY
Dy.CSTE/S&T/MFT, Dy. CMM/G&S/MFT,
Dy.Chief Manager/P&S/SC

Sub: Seniority Lists – indication of the category of handicap of the persons recruited against PH Quota

The Divisions / Units are aware that in terms of DOP&T's O.M. dated 29.12.2005, circulated under SC No. 146/2006, three per cent of the vacancies[to be read as 'posts' in terms of Board's RBE No. 113/2002- SC No. 144/02] in case of direct recruitment to Group 'A' , 'B', 'C' and 'D' categories should be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from [1] Blindness or Low Vision, [2] Hearing Impairment and [3] Locomotor disability or Cerebral Palsy in the posts identified for each disability.

Normally seniority lists are published by the Cadre Controlling Authorities clearly indicating the date of birth, date of appointment, date of entry to the grade/promotion and communal status of the employee.

Since employees with the above referred categories of disabilities are appointed to various categories of posts, the category of handicap against which the employee was appointed viz., VH, HH & OH, may clearly be indicated in a separate column in the seniority list to extend the benefits available to them and also arrive at the number of posts filled against each disability quota while placing indents on RRBs. Similarly, employees recruited against Ex-servicemen quota may also clearly be indicated in the Seniority list as per the proforma enclosed.

Immediate action may be taken to publish the revised and updated seniority list of each category in accordance with the above instructions by 31.03.2016, duly placing the same on the official website of SCR.

This issues with the approval of Chief Personnel Officer.

Encl: 1

INSERT LANDSCAPE PROFORMA ATTACHED

No. P[R]/605/XII

Dated:18-02-2016

ALL CONCERNED

Sub: Refusal of promotion in non-selection posts – reserving a vacancy for the employees

Ref: This office letter No. P[R]605/XI dated 07.01.2008

* * *

In terms of Para 224 of IREM Vol.I,1989 Edition, the employee refusing promotion in the case of non-selection posts should be debarred for future promotion for one year but not be transferred away from that station for one year if unavoidable domestic reasons exists. He should again be debarred for promotion for one year in case he refuses promotion again after the first year of debarment or refusal of promotion for second time, the Administration can however, transfer him to outstation in the same grade and the employee has again to appear for a suitability test when his turn for promotion comes.

He will rank junior to all promoted during the period he was allowed to refuse promotion irrespective of his relative seniority. He will not however, lose seniority to another employee promoted to the same category during the one year period of penalty as a result of fresh suitability test subsequently held.

Instructions were issued under this office letter No.P[R]605/XI dated 07.01.2008 that if any employee refuses promotion on transfer, a vacancy may be reserved in such a case, till the completion of the period of debarment. While assessing vacancies for forming the next select list, the number of posts in the previous select list which were unfilled due to refusal should be excluded from the assessment.

It has been pointed out by the organised labour [SCRES] that there is no provision to reserve a vacancy in case of refusal of promotion on transfer in the case of non-selection posts.

The matter has been reviewed. Since para 224 [II] dealing with cases of refusal of promotion in the case of non-selection posts does not expressly provide for reserving a vacancy for the employee in such cases, it has now been decided that the local instructions issued under this office letter dated 07.01.2008 may be treated as withdrawn with immediate effect.

This issues with the approval of CPO.

No.P(R)/436/IRMM

Date: 18.03.2016

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

Copy of Board's letter No.2014/H/5/8 [Policy] dated 31.12.2015 is forwarded for information, guidance and necessary action. Board's letter dated 05.06.2014 quoted therein was circulated under letter No.P[R]436/IRMM dated 28.11.2014.

Board's letter No. 2014/H/5/8 [Policy] dated 31.12.2015

Sub: Consideration of appeal of non-Gazetted candidates selected for Railway employment – Cases of candidates declared unfit upon medical examination.

Detailed provisions for reconsideration of adverse reports of medical examination of candidates selected for employment in various non-Gazetted posts in Railway Services and procedure for making an appeal and its disposal have been laid down in Para 522 (I) of IRMM, Third Edition, 2000. However, it was not clear from the said provisions as to who would act as the appellate authority and what would be the maximum number of appeals that are permitted resulting into a number of appeals for reconsideration of the cases even though they have been declared unfit during initial medical examination. Some of the candidates have also been approaching Railway Board for reconsideration of decision of the Zonal Railways on their earlier appeals.

There have also been instances where the candidate was declared unfit by the initial medical examiner due to the candidate being hypertensive /diabetic or visual acuity problems. Some such candidates have taken treatment and then, within the stipulated time frame, submitted an appeal for reconsideration. In such cases, it becomes really difficult for the appellate authority to come to a conclusion with regard to the candidate's original condition which was prevailing at the time of initial medical examination. The appellate authority will be in no position to disprove that the person has been administered medicines or has undergone surgical treatment for refractive error etc. This situation calls for a permanent remedy by laying down a specific procedure for examination of candidates, consideration of their appeal in case they are declared unfit in the initial medical examination, as also disposal of subsequent appeals by higher authorities. In view of this, a detailed policy guideline was issued to the Zones vide this office letter of even No. dated 05.06.2014. Though the clarification given by this office has helped the Zone to a great extent in deciding the cases, some issues relating to the subject need further elaboration.

The matter has been considered at length in Board's office and in supersession to Board's letter of even no. dated 05.06.2014 the following guidelines are laid down for medical examination of candidates for non-Gazetted Posts, disposal of their appeals and other representations submitted to higher authorities:

I. Medical examination – Medical examination of candidates will be done by a Medical Officer with adequate experience in doing medical examination who will be specially nominated by the CMO/CMS/MD/ACMS in charge for this purpose.

II. If a candidate has been found to be unfit on grounds of acuity of vision/ defective colour vision/hypertension/ diabetes or any other condition/ disease, the medical examiner will not issue any certificate and will put up his/her findings to the CMO/MD/CMS/ACMS in charge of the Unit/ Division Sub-division/ Production Unit.

III. The candidate, without having to submit any appeal, will then be immediately examined by a three member standing medical Board consisting of 1) a specialist in the field; however if the specialist is not available within the Unit/Division/Production Unit, a senior doctor would be nominated in place of a specialist 2) the medical officer who has conducted the first medical examination and 3) the third being a senior medical officer specially nominated by the CMO/CMS/MD/ACMS in charge for this purpose.

IV. This three member Board will examine the candidate at the earliest after the first medical examination report is put up to the CMO/MD/CMS/ACMS in charge of the Unit/ Division / Sub-division. If necessary, the candidate would be kept under observation in bed. The accommodation charges etc. in this regard will be borne by the Railway Administration except for such investigations and/or consultation, which is not available in-house, for which the charges will be borne by the candidate concerned.

IV (A) If the initial medical authority or the Three Member Board are of the view that the medical deficiency of the candidate is treatable, except for cause of unfitness like Diabetes, Hypertension, defective colour perception, Disturbance in visual acuity, the candidate should be declared as "TEMPORARY UNFIT" and should be advised to get treated within a time frame not exceeding six months, with a written advice & endorsing a copy to the memo issuing authority. The written advice should also include that the candidate should report to either initial medical authority or to the three member Board specified (as the case may be), after completion of treatment within the specified time frame. After completion of treatment, re-examination report should be put up to CMS/CMO/ACMS/MD I/C of Unit/Division/Sub-Division for final decision.

V. In case the candidate absconds or absent himself wilfully prior to/ during examination by the three member medical Board, this fact should be recorded and the decision of the first medical examiner would prevail and no further appeal shall lie with any higher authority including Railway Board.

VI. This three member Board will write their detailed findings and will either endorse the first examination findings or differ and record their recommendations in the form of speaking orders, based upon which a fit/unfit certificate will be issued by the doctor who examined the candidate at the first instance. This three member Board's decisions as accepted by the respective CMO/MD/CMS/ACMS in charge of the Unit/Division/Sub division, will be final and no appeal will be entertained.

VII. Once a decision has been taken at the level of the Divisional/Production Unit In charge and the candidate has been declared fit/unfit by three member Board, no further appeal shall normally lie with any higher authority.

VIII. Consideration of specific cases:-

a) Once the 03 member Board has taken a decision on the grounds of conditions like hypertension, sub-standard vision and defective colour perception, diabetes and the same has been accepted by the respective CMO /MD/ CMS/ ACMS in charge of the Unit/Division/ Sub-

division, any representation/ appeal shall be dealt with on the basis of the records; and findings of the Committee and the candidate will not be subjected to re-examination.

b) Only in specific and exceptional cases in which there is an objective record of an X-ray finding, ECG record, Echo or a permanent defect/deformity, there can be an appeal in regard to the interpretation of such a finding and such cases can be entertained as an appeal by the CMD. CMD of the Zone may order for re-medical examination of such candidates if he is satisfied that there are genuine grounds for consideration of such an appeal. Such evidence should be submitted within one month of the date of communication of the decision of the CMO/MD/CMS/ACMS in charge of the Unit/Division/Sub-division/Production Unit to the candidate. However, such an appeal shall be entertained only if the candidate produces a certificate from a Government /Private doctor of the speciality/specialities in which the candidate has been found unfit. Such a certificate should also contain a note that the Government/ Private specialist was aware of the fact that the candidate has already been declared unfit during medical examination conducted by an appropriate medical committee appointed by the Government in this regard. The government / private specialist should also certify that he is fully aware of the physical & vision standards set by the railways, and that he is aware that the candidate has already been certified as unfit according to the standards.

In all cases of appeal to CMD charges will however be payable by candidate and towards this end a candidate will be required to pay Rs.1000/- through DD. In case of production units such powers for consideration of appeal shall be vested in the CMD of the neighbouring/parent zone where the Production Unit belonged to earlier or is currently situated.

IX. Where CMD is of the opinion that there should be re-examination of the case of appeal, he may nominate a separate Three-Member Medical Board comprising of Sr. Specialist including the specialty concerned (of the area of deficiency pointed out), for reconsideration. If CMD feels that the decision given by the Appellate Medical Board is justified, he will accept the same.

X. In case the decision at this stage changes from Unfit to fit, the DD submitted to Rly, will be returned. In all other cases, this DD will be credited to Railway in same head, where medical examination fee is being deposited.

Advance Correction Slip to Para 522 (1) of IRMM, 2000 is enclosed herewith.

This has the approval of Board (MS).

Sd/-

[(R.S. Shukla)Joint Director / Health]

Correction Slip No.4/2015

Advance Correction Slip to Para 522 (1) of IRMM, 2000

Sub Para [1] of Para 522 of IRMM, 2000 may be read as under:

I. Medical examination – Medical examination of candidates will be done by a Medical Officer with adequate experience in doing medical examination who will be specially nominated by the CMO/CMS/MD/ACMS in charge for this purpose.

II. If a candidate has been found to be unfit on grounds of acuity of vision/ defective colour vision/hypertension/ diabetes or any other condition/ disease, the medical examiner will not issue any certificate and will put up his/her findings to the CMO/MD/CMS/ACMS in charge of the Unit/ Division Sub-division/ Production Unit.

III. The candidate, without having to submit any appeal, will then be immediately examined by a three member standing medical Board consisting of 1) a specialist in the field; however if the specialist is not available within the Unit/Division/Production Unit, a senior doctor would be nominated in place of a specialist 2) the medical officer who has conducted the first medical examination and 3) the third being a senior medical officer specially nominated by the CMO/CMS/MD/ACMs in charge for this purpose.

IV. This three member Board will examine the candidate at the earliest after the first medical examination report is put up to the CMO/MD/CMS/ACMS in charge of the Unit/ Division / Sub-division. If necessary, the candidate would be kept under observation in bed. The accommodation charges etc. in this regard will be borne by the Railway Administration except for such investigations and/or consultation, which is not available in-house, for which the charges will be borne by the candidate concerned.

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V. In case the candidate absconds or absent himself wilfully prior to/ during examination by the three member medical Board, this fact should be recorded and the decision of the first medical examiner would prevail and no further appeal shall lie with any higher authority including Railway Board.

VI. This three member Board will write their detailed findings and will either endorse the first examination findings or differ and record their recommendations in the form of speaking orders, based upon which a fit/unfit certificate will be issued by the doctor who examined the candidate at the first instance. This three member Board's decisions as accepted by the respective CMO/MD/CMS/ACMS in charge of the Unit/Division/Sub division, will be final and no appeal will be entertained.

VII. Once a decision has been taken at the level of the Divisional/Production Unit In charge and the candidate has been declared fit/unfit by three member Board, no further appeal shall normally lie with any higher authority.

VIII. Consideration of specific cases:-

a) Once the 03 member Board has taken a decision on the grounds of conditions like hypertension, sub-standard vision and defective colour perception diabetes and the same has been accepted by the respective CMO /MD/ CMS/ ACMS in charge of the Unit/Division/ Sub-division, any representation/ appeal shall be dealt with on the basis of the records; and findings of the Committee and the candidate will not be subjected to re-examination.

b) Only in specific and exceptional cases in which there is an objective record of an X-ray finding, ECG record, Echo or a permanent defect/deformity, there can be an appeal in regard to the interpretation of such a finding and such cases can be entertained as an appeal by the CMD. CMD of the Zone may order for re-medical examination of such candidates if he is satisfied that there are genuine grounds for consideration of such an appeal. Such evidence should be submitted within one month of the date of communication of the decision of the CMO/MD/CMS/ACMS in charge of the Unit/Division/Sub-division/Production Unit to the candidate. However, such an appeal shall be entertained

only if the candidate produces a certificate from a Government/Private doctor of the speciality/specialities in which the candidate has been found unfit. Such a certificate should also contain a note that the Government/ Private specialist was aware of the fact that the candidate has already been declared unfit during medical examination conducted by an appropriate medical committee appointed by the Government in this regard. The government / private specialist should also certify that he is fully aware of the physical & vision standards set by the railways, and that he is aware that the candidate has already been certified as unfit according to the standards.

In all cases of appeal to CMD charges will however be payable by candidate and towards this end a candidate will be required to pay Rs.1000/- through DD. In case of production units such powers for consideration of appeal shall be vested in the CMD of the neighbouring / parent zone where the production unit belonged to earlier or is currently situated.

IX. Where CMD is of the opinion that there should be re-examination of the case of appeal, he may nominate a separate Three-Member Medical Board comprising of Sr. Specialist including the specialty concerned (of the area of deficiency pointed out), for reconsideration. If CMD feels that the decision given by the Appellate Medical Board is justified, he will accept the same.

X. In case the decision at this stage changes from Unfit to fit, the DD submitted to Rly, will be returned. In all other cases, this DD will be credited to Railway in same head, where medical examination fee is being deposited.

[Authority: Board's letter No. 2014/H/5/8 [Policy] dated 31.12.2015]

No. P[R]182/V

Dated : 29 .06.2016

PHODs/CHODs/HODs
DRMs/CWMs
Extra Divisional Officers

Sub: Maintenance of annual returns of immovable property
of non-gazetted staff.

In terms of Board's letter No. E(D&A)2007 GS1-1 dated 17.6.2009 (S.C.No.98/09) Supervisory staff who are working in posts in Pay Band-2[9300-34800] with Grade Pay of Rs. 4600/- and above should submit a return of immovable property inherited by him, or owned or acquired by him, or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person within three months of his first appointment in the grade and thereafter in the month of January every year.

Further, in terms of Railway Ministry's Decision No.12 incorporated under ACS No.104 to Appendix-I of RS(Conduct)Rules(S.C.No.149/07), the Commercial staff in all grades, viz., Reservation Clerks, Parcel Clerks, Booking Clerks, TTEs and TCs, should, besides submitting a property return on their initial appointment as required in Rule 18(1)(i) of the RS(Conduct)Rules, submit a return of their immovable property at the time of every promotion, as also at the time of submitting documents for pension (approximately two years prior to superannuation).

Subsequently, Board in their letter dated 24.11.2015 (S.C.No.141/2015) decided that in view of the difficulties faced in filing the returns in the formats prescribed under Lokpal and Lokayuktas Act, the immovable property returns would be required to be filed by all the Railway servants belonging to Group A, B, C & erstwhile Group 'D' categories under the RS [Conduct] Rules, 1966.

Attention is also invited to this office letter of even no. dated 28.6.2010 wherein it was advised that the IPRs submitted by non-gazetted employees should be kept under the custody of Secretary to the respective PHODs in Hqrs., Confidential Cell under exclusive control of DRMs/CWMs in respect of Divisions/Workshops and officer concerned with the assistance of PA/Steno in Extra Divisional Units.

It has been pointed out by Vigilance department that no division/unit is maintaining the immovable property returns of employees. A large number of complaints of possession of properties disproportionate to the known sources of income are being received through agencies like CVC/CBI and it has become difficult for Vigilance department to verify the veracity of the allegations due to non availability of IPRs on the divisions/units.

In order to overcome the above situation, existing instructions of obtaining immovable property returns from all employees and maintenance of the same by the Officials in Hqrs./Divisions & Workshops/Units are reiterated for strict compliance.

This issues with the approval of CPO/Admn.

No.P(R)/469/A

Date:30.08.2016

A copy of Board's letter No.2016/O&M/1/1 dated 15.07.2016 is forwarded for information, guidance and necessary action.

Board's letter No. No.2016/O&M/1/1 dated 15.07.2016

Sub: Prompt Disposal of Letters /References received from Hon'ble MPs

Ref: Board's letter No.2013/O&M/1/1 dated 26.03.2013 & 2012/O&M/1/1 dated 05.09.2012

Attention is invited to aforementioned Board's letters on acknowledgement and expeditious reply to communications received from Hon'ble MPs and VIPs.

2. However, recently, during discussions on a starred question, one of the Hon'ble Members of Parliament raised the issue of stereotyped replies, sometimes with no meaning, being received by them to their references. It was suggested by the Hon'ble Member of Parliament that replies to their proposals should be specific with regard to feasibility of acceptance or otherwise with clear timelines and reasons.

2.1 In view of the aforesaid, it is desired that the following aspects may be kept in mind before replying to references from MPs and other dignitaries:

- [i] The replies to the points raised by Member of Parliament should be specific indicating whether their proposal is acceptable or not and if acceptable, by what time the same would be implemented;
- [ii] Where the request of a Member of Parliament cannot be acceded to for any reason, clear and cogent reasons for not acceding to such request may be given in a courteous language;

[iii] In corresponding with Members of Parliament, pre-printed or cyclostyled or stereotyped replies which merely state the existing policy without addressing the proposals should be avoided;

[iv] To the extent feasible, requests/proposal from members of public should be looked into positively and from users' perspective and not solely with reference to administrative convenience.

2.2. It may also be ensured that acknowledgments to references received from MPs/MLAs/VIPs are sent immediately and replies to such references are submitted within 7 days [where no information is required from Divisions] and 15 days [where information is called for from Divisions] from the date of the receipt of the reference. Also, if delay is anticipated in sending the final reply due to certain reasons, an interim reply indicating the position and possible date of final reply may invariably be sent.

3. The above instructions may be brought to the notice of all PHODs/HODs/DRMs/ ADRMs and other senior Officers /Staff down the line for strict compliance. An Officer may also be nominated to keep a special watch over the disposal of the reference with the time frame.

Sd/-
(V.Vaidehi)Jt.Secy.

No. P[R]/605/XIII

Dated : 03.10.2016

FA&CAO

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

WPOs/LGD, GTPL & TPTY

Dy.CSTE/S&T/MFT, Dy.CMM/G&S/LGD,

Dy.Ch. Manager/P&S/SC

Sub: Departmental selections – System Improvement.

In terms of extant instructions, the written examination for departmental selections is conducted by the Personnel Officers controlling the cadres in HQrs/ Divisions and the Officers controlling the cadres in the units.

In order to avoid irregularities in departmental selections, it is decided that henceforth in all departmental selections conducted on the Divisions / Units, the Officer nominated to conduct the written examination as part of selection should invariably draw up the seating plan, roll number-wise & room-wise and a copy of the seating plan placed on the selection file for record. The employees should be allowed to take the examination only as per the seating plan.

This issues with the approval of the Competent Authority.

No.P[R]268/II

Dated:10-10-2016

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

Sub: Appointment on compassionate grounds

* * *

The matter regarding appointment of wards of employees under compassionate grounds has been reviewed and it is decided that henceforth, compassionate appointments to wards of employees should be offered only in safety category posts in Engineering, Operating, Mechanical, Electrical and Signal & Telecom Departments. These instructions should be followed without any deviation and any exception to this, should have the prior personal approval of the General Manager.

This issues with the approval of General Manager.

No.P[R]564/BP/IV

Dated: 14-10-2016

ALL CONCERNED

Sub: Absorption of Substitute Bungalow Peons against regular vacancies after completion of 03 years – Reg.

* * *

The issue regarding absorption of substitute Bungalow Peons against regular vacancies after completion of 03 years continuous service has been reviewed and it is decided that henceforth the substitute Bungalow Peons should only be regularized in safety category posts in Engineering, Operating, Mechanical, Electrical and Signal & Telecom Departments. Any exception to this should be made only with the prior personal approval of the General Manager.

This issues with the approval of General Manager.

No. P[R]/564/BP/IV

Dated : 14.10.2016

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

Sub: Transfer of Bungalow Peons

Instructions were issued under this office letter of even No. dated 01.07.2015 that officers going on deputation to organisations outside the Railways are not eligible for transfer of existing bungalow peon to that organisation. Subsequently, instructions were issued by CPO under Note No. P/CPO/Notes/2015 dated 29.8.2015 that officers going on deputation from our Railway to Railway PSUs and desire to continue their Bungalow peons in the new organization, they may be allowed to take their TADK(Bungalow Peon) alongwith them provided TADK (Bungalow Peon) is willing to go along with the officer and the organisation, to which the officer is going, is willing to take TADK on deputation.

The matter has been reviewed and it is now decided that while the officers are entitled to go on deputation to organisations outside the Railways, the Bungalow Peons attached to such officers are not entitled to be transferred out of the Railways and hence the instructions issued under CPO's Note dated 29.8.2015 may be treated as withdrawn with immediate effect.

In view of the above, the Bungalow Peons who were already sent on transfer along with officers on deputation to organisations outside the Railways should be recalled back immediately before 31.10.2016 to report to the respective Cadre Controlling Officers for taking further necessary action.

This issues with the approval of Chief Personnel Officer.

No. SCR/P/HQ/263[a]/Con/Sys.Imp.

Dated : 07.11.2016

FA&CAO, CSC/RPF/SC
Sr.DPOs/WPOs
Extra Divisional Officers

Sub: Departmental Selections -System Improvement.

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Preventive checks conducted by Vigilance in departmental selections on a division revealed that the original answer script of an employee was replaced with a blank answer script to allow the candidate to rewrite the examination with a mala fide intention to make him qualify in the examination. In order to totally eliminate the chances of manipulations in departmental selections, the following procedure should henceforth be strictly followed by all the divisions/ workshops and units.

I. Initiation of selections:

- a. Divisions /Units shall take immediate action to form a full-fledged Selection Cell to take care of all issues connected to selections.

- b. As regards selections conducted in Headquarters, the selections should be monitored by SG/JA Grade Officers controlling the respective cadres.
- c. However, after issue of the panel, the files can be handed over to the concerned Cadre Officers for further maintenance.

I. Printing of answer scripts:

- a. The format of answer booklet shall be standardized duly giving a separate colour code for each Division / Unit for easy identification.
- b. The Divisions / Workshops/Units should get the required number of booklets printed with the indication of the name of the Division /Workshop/Unit
- c. The name of the Division / Workshop/Unit should appear as watermark on each page of the booklet printed instead of the common watermark of South Central Railway.

II. Custody of answer scripts:

- a. The Selection Cells of the Division /Workshop/Unit should ensure proper accountal of used and unused answer books
- b. The unused answer books shall also be accounted and returned immediately to the Selection Cell.
- c. It is the responsibility of the Officer under whom the Selection Cell functions to ensure proper record of usage of the answer books

IV. Nomination of officer to conduct written examination:

- a. The Cadre Officer on the Headquarters /Division/ Workshop who is not a member of the selection board shall only code / decode the answer booklets and shall be responsible for the conduct of departmental examinations.
- b. In respect of Units where no personnel officer is available, an officer in Asst. or Junior or Senior scale /JAG controlling the cadre should conduct the examination and code/decode the answer booklets.
- c. The original covers in which the question papers/ evaluated answer books were received from the paper setting officer / evaluating officer should be preserved in the selection file duly allocating folio numbers.

V. Use of seal in the answer scripts:

- a. Presently the officer conducting the written examination is attesting on each paper of answer script under a seal and for this purpose a seal which is generally used in the office is used. Henceforth, a separate seal distinctly different in design from other seals used in the office shall be used and the officer conducting the examination should affix his signature.
- b. The seal made for selection purpose shall be kept under the custody of the DPO/WPO/SPO / officer controlling the cadre in the Units.

VI. Duties of Paper setting/ Evaluating officer/ Invigilator:

- a. The duties of Paper setting officer/Evaluating officer and the duties of Invigilators are enclosed.
- b. Board's instructions/local instructions on the subject issued from time to time should be incorporated in the duties of paper setting, evaluating officers and invigilators, as the case may be, before handing over a copy of the same to the concerned officer.

VII. Checklist to be maintained by selection cell / cadre officers:

- a. A checklist for each phase of selection is enclosed which should be maintained by the selection cells / cadre officers in each selection conducted.
- b. After the selection is completed, the checklist should be filed in the respective selection file.

This issues with the approval of CPO.

Encl: as above.

Selection procedure – Points for checking

Prelimin- ary stage of selection	<p>It should be ensured that –</p> <ol style="list-style-type: none">1. Assessment of vacancies has been done correctly as per the extant orders.2. The assessment of vacancies with community wise (UR,SC,ST) break up has been done and approved by the competent authority i.e., the authority approving the panel.3. The Selection Board has been formed and SC/ST Officer has been nominated on Selection Board.4. Officer has been nominated to set the question paper as well as for evaluation of answer books.
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Noti- fication	<p>It should be ensured that –</p> <ol style="list-style-type: none"> 1. Updated seniority list has been published and representations, if any, disposed off before issuing the notification. 2. The name of the post and the level in the pay matrix for which the selection is being held should be indicated. 3. Training period, if any, before regular posting and probation period on promotion should be indicated. Pre-promotional course where applicable should be indicated. 4. Medical classification prescribed for the post being filled should be indicated. 5. The notification shall indicate the total number of vacancies for which the selection is being conducted with the break up for UR, SC and ST. 6. Required number of candidates have been called for from General as well as SC/ST community employees according to the seniority list. 7. The list of eligible candidates with standby [s] should be clearly indicated in the alert notice wherever the selections are to be conducted in the ratio of 1:3. 8. The procedure for holding selection i.e. by written test, followed by perusal of record of service or by viva-voce, as the case may be, should be indicated. 9. Notice [normally 21 days] given to the employees to appear for the Written test / viva voce as the case may be, carefully indicated. 10. The requisite minimum service condition in any particular department for the category for which the selection is being held should be indicated. 11. Whether pre-selection coaching is necessary or otherwise should be indicated. 12. Date, time and venue of written test and supplementary test [normally 15/20 days after the first written test], similarly, dates for viva-voce tests [where applicable] have been clearly notified. 13. The method of forming the final panel, i.e. on the basis of seniority of the qualified candidates or on the basis of merit, as the case may be, should be indicated. 14. A copy of the syllabus including official language policy and rules together with the question bank should be enclosed.
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Pre-selection coaching	Pre-selection coaching for SC /ST employees for selection to post involving safety aspect for a period of three to four weeks covering the entire syllabus has been arranged before the date of written examination.
Written test	<p>It should be ensured that –</p> <ol style="list-style-type: none"> 1. Employees who are on leave /sick /on deputation have been advised of the date of written test. 2. Representations, if any, received from the staff / unions have been replied. 3. In case of changes in the eligibility list / seniority, whether the same has been notified. 4. The officer who has been nominated to set the question paper has been informed in advance of the date of the written test together with a copy of the notification, syllabus, question bank and the number of copies required for the written test. 5. A copy of the duties of the paper setting officer and the syllabus has been handed over to the nominated officer.

CHECK LIST IN DEPARTMENTAL SELECTIONS

DEPARTMENT		
1. Selection to the post, in pay Matrix		
2. Safety/Non-safety post		
3. Last Selection panel notified on		
4. Six months period completed on		
5. Number of vacancies assessed	UR SC ST	
6. Date of Assessment of vacancies		
7. Formation of the Selection Board.		
8. Date of notification of eligibility list		
9. Number of employees eligible		

according to field of consideration		
10. Date of written test		
11. No. of employees appeared in W/T		
12. Date of Supplementary W/T		
13. Date of declaration of results W/T		
14. Date of Viva voce [where applicable]		
15. No. of employees appeared in Viva voce		
16. Date of Supplementary Viva voce		
17. No. of employees in Suppl. Viva Voce		
18. No. of employees qualified		
19. Authority competent to approve the panel		
20. Date on which recommendations of Selection proceedings received from Committee		
21. Date on which recommendations put up to competent authority		
22. Date of approval of panel by competent authority		
23. Date of publication of panel [provisional / final]		
24. Date of publication of panel [final]		

I. GUIDELINES FOR PAPER SETTING OFFICERS IN DEPARTMENTAL SELECTIONS FOR NON-GAZETTED STAFF

- 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. [Para 8.1 of Board's RBE No.272/99; SC No. 320/99]
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 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. [RBE No. 272/99; SC No. 320/99]

Note(4): At least 10% of the total marks of the written test [professional ability] should be allotted on Official Language Policy and Rules. In the case of LDCE, questions on official language Policy and rules should be included in the paper of General Knowledge. Answering the question on OLP&R should not be made compulsory. [Board's letter No. Hindi/94/OL-1/10/8 dated 14.11.94 –SC No. 52/95]

Note(5):Question paper setters shall make available to the evaluators a gist of the probable answer/ important points in respect of narrative type questions. However, for objective type questions, the question paper setters have to provide exact answer to the evaluators in one word or in a couple of words, as the case may be. [Board's letter No.E[NG]I-2005/PM1/16 dated 27.08.2014; SC No. 97/14]

Note(6):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(7):Indicate all the instructions to the candidates on the question papers itself viz., answering the objective type of questions only in the answer book supplied, and should also include clearly that candidates should use either blue or black ink / ball point pen only and all the answers should be answered with the same colour of ink used for writing fly leaf and the answer book without using any sketch pens/ highlighters/ drawing border lines on the pages of answer book. [P[R]605/XIII dt. 01.10.2014]

Note(8):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(9):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(10):The question paper with required number of copies should be handed over on the day of written examination.
[Authority for Note [3], [8], [9], & [10] Board's RBE No. 272/99; SC No. 320/99]

Note(11):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(12):Candidates may be allowed to take the question papers with them after the written examination is over.
(Auth: Bd's Lr.No.E(NG)I-2004/PM1/25 Dt.23.9.05(Sc No.161/05)

II. GUIDELINES FOR EVALUATING OFFICERS IN DEPARTMENTAL SELECTIONS FOR NON-GAZETTED STAFF

- 1]. On receipt of sealed packets, it should be ensured that
 - a) the number of answer books contained in the sealed packets are tallied with the number specified in the covering letter.
 - b) the answer sheets shall not have fly leaves containing bio-data particulars of the employees.
 - c) the answer sheets contain dummy roll numbers
 - d) the answer sheets should not contain any signs, marks, roll number and signature which gives identification of a candidate.
[CPO/SC letter No. P[R]605/XII dated 27.3.2008]
- 2]. Evaluating the answer sheets with the fly-leaves and without dummy roll numbers is not allowed. [RBE No. 272/99; SC No. 320/99]
- 3]. 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/PM1/17 dt. 30.10.2001 [SCR SC No.245/01]
- 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. [RBE No. 272/99; SC No. 320/99]
- 5]. The evaluating officer should use pen only for evaluation. [RBE No. 272/99; SC No. 320/99]
- 6] In both the multiple choice objective type and narrative type of answers while there should not be any erasing, overwriting ; correction of the 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 12.03.2014 [SCR SC No. 29/2014]

- 7] 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. [RBE No. 272/99; SC No. 320/99]
- 8] 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] 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))
- 10] The evaluating officer should not resort to awarding of any grace marks to individual candidates. (Para 219(d) of IREM)
- 11] After evaluation is over, the evaluating officer should tabulate the marks for each question on the top sheet and do the totalling, 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. [RBE No. 272/99; SC No. 320/99]
12. The evaluating officer should make out a separate statement of marks indicating the dummy roll 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. [RBE No. 272/99; SC No. 320/99]
- 13] 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. [RBE No. 272/99; SC No. 320/99]
- 14] ***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. [RBE No. 272/99; SC No. 320/99]
- 15] Question paper setters shall make available to the evaluators a gist of the probable answer/ important points in respect of narrative type questions. However, for objective type questions, the question paper setters have to provide exact answer to the evaluators in one word or in a couple of words, as the case may be. [Board's letter No.E[NG]I-2005/PM1/16 dated 27.08.2014; SC No. 97/14]
- 16] 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)

- 17] 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. [RBE No. 272/99; SC No. 320/99]
- 18] 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. [RBE No. 272/99; SC No. 320/99]
- 19] Where candidates have used different colours of ink / ball point pen /coloured sketch pens/ highlighters / border lines drawn on the pages of the answer scripts, such answer scripts should be treated as invalid. [P[R]605/XIII dt. 01.10.2014]

DUTIES OF INVIGILATORS IN DEPARTMENTAL SELECTIONS

- 1] All the nominated officials should report to the examination centre one hour before the scheduled time of the examination.
- 2] Ensure that the identity of examinee is established and admission allowed only after submission of proper identity/bearer letters which should contain the photo and specimen signature of the examinee.
- 3] Blank answer booklets may be given to the examinees 15 minutes before the scheduled time of examination. Examinees are to be instructed orally before commencement of examination that they should write their name and roll number in the space provided on the fly leave only and disclosure of the identity by way of making any type of symbol/mark or signature in the other sheets of the answer book is liable to be a disqualification and will not be evaluated.
- 4] Take the attendance of the candidates appearing in the examination duly ensuring that the signature of the examinee tallies with the specimen signature on the relieving letter.
- 5] Ensure that against the candidates who absent themselves for written examination, indication as “ absent” is entered in red ink in the attendance sheet.
- 6] Ensure that the candidates do not carry any forbidden material viz., books, mobiles, calculators where not authorized, etc. into the examination hall.
- 7] Open the seal of the bundle containing the question papers in the presence of two candidates taking the examination and obtain their signatures on the cover[s] in

token of having opened it in their presence .

- 8] Examinees coming late upto fifteen minutes after the start of the examination may be permitted by the officer conducting the examination.
- 8] Ensure that candidates do not leave the examination hall frequently and only one candidate at a time be permitted to leave .
- 9] Ensure that the unwritten portions of the answer books of the candidates are struck off in ink.
- 10] Ensure that candidates do not indulge in malpractices viz. copying, discussions amongst themselves, etc. They should be advised to maintain discipline and in case of doubt contact the invigilator.
- 11] Examinees found indulging in malpractices their answer books seized and sent out of the Examination Hall duly intimating the Officer in- charge of the Examination.
- 12] The invigilator should collect all the answer books, arrange them in serial order roll number-wise. They should check all the papers again and return to the officials in the control room along with attendance sheet, relieving letters and the statement of additional answer sheets given to the examinees and unused answer books / question papers.
- 13] Invigilators should remain till the answer books are bundled and sealed in the presence of two examinees.

No.P[R]694/Union/132/81/16

Dated: 07-11-2016

FA&CAO,

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

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

Dy.CSTE/S&T/MFT, Dy.CMM/G&S/LGD, Dy.CPO/C/SC,

Dy.Chief Manager/P&S/SC, Dy.CEE/Shops/LGD,

Dy.CE/EWS/LGD, Dy.FA&CAO/LGDS,

WPOs/LGDS, GTPL, TPTY,

WAOs/ GTPL, TPTY,

Sub: Grant of MACP duly considering regular service

In terms of Railway Board's letter dated 10.06.2009 [SC No. 85/09] 'Regular service' shall include all periods spent on deputation /foreign service, study leave and all other kinds of leave, duly sanctioned by the competent authority.

The sanctioned EOL period counts as qualifying service for the purpose of pension and increments in the following types of cases: [1] medical / education grounds [2] inability of a railway servant to re-join duty on account of civil commotion or natural calamity as per Board's instructions dated 05.08.2010 [SC No. 111/2010]. However, the EOL period sanctioned for other purposes does not count as qualifying service for pension and increments.

Subsequently, Board vide their letter dated 01.07.2014 [SC No.71/2014] clarified that unless the competent authority has specifically decided to exclude the period from counting as regular service, EOL period without Medical grounds duly sanctioned by the competent authority will also be counted as regular service for the purpose of grant of financial upgradations under MACP Scheme.

However, GS/SCRMU vide Agenda item No. 132/81/16 has pointed out that the MACPS is being granted based on qualifying service on the Divisions and not on regular service.

The instructions on grant of financial upgradation based on regular service as defined in Board's letters dated 10.06.2009 [SC No.85/09], 05.08.2010 [SC No. 111/2010 and 01.07.2014 [SC No.71/2014] , are reiterated for strict adherence.

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

No. P[R] 268/II

Date:09.11.2016

ALL CONCERNED

Copy of Board's letter No.E[NG]II/2007/RC-1/Genl./2 dated 27.05.2016 together with Board's letter No.E[NG]III/78/RC-1/1 dated 03.02.1981 is forwarded for information, guidance and necessary action. Board's letters referred to therein were circulated as under:

Board's letter No & date	SCR SC No.
E[NG]III/78/RC-1/1 dated 30.04.1979	24 /1997
E[NG]III/78/RC-1/1 dated 03.09.1983	148/1983
E[NG]II/84/RC-1/105 dated 16.11.1984	24 /2014
E[NG]II/95/RC-1/94 dated 22.09.1995 [RBE No.107/95]	134/1995
E[NG]I/96/RE-3/9/[2] dated 29.04.1999 [RBE No.89/99]	138/99
E[NG]II/95/RC-1/94 dated 18.01.2000 [RBE No.8/2000]	21/2000
E[NG]II/95/RC-1/94 dated 10.11.2000 [RBE No.193/2000]	240/2000
E[NG]II/95/RC-1/94 dated 11.04.2001 [RBE No.72/2001]	92/2001
E[NG]II/2000/RC-1/Genl./17 dated 06.03.2002 [RBE No.31/2002]	47/2002
E[NG]I/2001/RE-3/8 dated 01.07.2003 [RBE No.113/2003]	139/2003
E[NG]II/2000/RC-1/Genl./17 dated 26.05.2004 [RBE No.106/2004]	91/2004

E[NG]II/95/RC-1/94 dated 14.06.2006 [RBE No.78/2006]	92/2006
E[NG]II/95/RC-1/94 dated 02.11.2006 [RBE No.165/2006]	200/2006
E[NG]II/99/RC-1/SR/12 dated 15.06.2007	100/2007
E[NG]I/2011/RE-3/12 dated 03.02.2012 [RBE No.14/2012]	13/2012
E[NG]II/2012/RC-1/Genl./15 dated 04.03.2014 [RBE No.22/2014]	24/2014

Copy of Board's letter No. E[NG]II/2007/RC-1/Genl./2 dated 27.05.2016

Sub: Compassionate grounds appointment to the dependent of medically de-categorised / incapacitated staff – instructions thereon.

The matter of consolidation of existing instructions on the above subject has been raised by the staff side in DC/JCM meeting vide item No.06/2007.

In view of the above, all out efforts have been made and a compendium of instructions issued from 1979 onwards on compassionate grounds appointment to the dependent of a Medically de-categorised /invalidated Railway employee has been prepared for ready reference. A copy of the same is attached herewith.

While referring to this compendium, the circulars referred should be read for proper appreciation. The circulars mentioned are only consolidation of the instructions issued so far and should not be treated as substitution to the originals unless specially indicated.

Further, if any circular / instruction on the subject which has not been superseded, has not been taken into consideration while preparing this compendium, the said circular / instructions missed through oversight should be treated as valid and operative.

sd/-
[Neeraj Kumar]/DE[N]II

LIST OF LETTERS

Board's letter No & date
E[NG]III/78/RC-1/1 dated 30.04.1979
E[NG]III/78/RC-1/1 dated 03.09.1983
E[NG]II/84/RC-1/105 dated 16.11.1984
E[NG]II/95/RC-1/94 dated 22.09.1995 [RBE No.107/95]
E[NG]I/96/RE-3/9/[2] dated 29.04.1999 [RBE No.89/99]
E[NG]II/95/RC-1/94 dated 18.01.2000 [RBE No.8/2000]
E[NG]II/95/RC-1/94 dated 10.11.2000 [RBE No.193/2000]
E[NG]II/95/RC-1/94 dated 11.04.2001 [RBE No.72/2001]
E[NG]II/2000/RC-1/Genl./17 dated 06.03.2002 [RBE No.31/2002]
E[NG]I/2001/RE-3/8 dated 01.07.2003 [RBE No.113/2003]
E[NG]II/2000/RC-1/Genl./17 dated 26.05.2004 [RBE No.106/2004]
E[NG]II/95/RC-1/94 dated 14.06.2006 [RBE No.78/2006]
E[NG]II/95/RC-1/94 dated 02.11.2006 [RBE No.165/2006]
E[NG]II/99/RC-1/SR/12 dated 15.06.2007
E[NG]II/2009/RC-1/CR/2 dated 03.03.2009
E[NG]I/2011/RE-3/12 dated 03.02.2012 [RBE No.14/2012]
E[NG]II/2012/RC-1/Genl./15 dated 04.03.2014 [RBE No.22/2014]

Copy of Board's letter No. E[NG]III/78/RC-1/1 dated 03.02.1981

Sub: Appointment on compassionate grounds.

In implementing Board's instructions contained in their letter of even number dated 30.04.1979 the following clarifications have been sought. Board's clarifications on these issues have been given in juxta position:

Clarification sought	Board's decision
1. Where the employees while in service become crippled or develop serious ailments like heart diseases, cancer whether the wife is eligible for appointment on compassionate grounds.	In terms of Board's letter of 30.4.1979 only a son/daughter would be eligible for appointment on compassionate grounds, if the employee opts to retire. Board's intention is not to extend the scope of the existing orders further as employees seek retirement at a fairly advanced age and the retirement benefits are considered enough to safeguard the interest of the wife.
2. Whether non-student sons above 21 years and / or married daughters can be considered for appointment on compassionate grounds.	While there is no ban according to rules, GMs should satisfy themselves that the married daughter will be the bread-winner of the bereaved family.
3. Whether a son-in-law may be considered for appointment on compassionate grounds.	No.
4. Whether in the case of substitutes / casual labourers who die in harness appointment could be offered, where the substitutes have attained temporary status or where they have been empanelled but not absorbed.	The intention of extant orders is to give benefits only to staff who are regular employees.
5. Whether candidates possessing matriculation or equivalent qualification but having no knowledge of English should be subjected to suitability test before appointment.	The instructions prescribe only possession of minimum educational qualifications. As such there is no need to hold written test and/or interview.
6. Whether cases for appointment on compassionate grounds, which were considered prior to 30.04.1979, could be re-opened.	The intention is not to re-open past cases but where the cases were being processed on 30.04.1979 and had not been finalised, they should, however, be considered.
7. Whether candidates with requisite qualifications for Class III but appointed in Class IV for want of vacancies can be considered for Class III appointment.	Since the appointments were made keeping in view the circumstances then prevailing, it will not be desirable to re-open the cases to consider them for Class III posts.
8. Whether the dependants of the deceased employee holding a diploma qualification in Engineering could be granted appointment on compassionate grounds in the grade Rs. 425-700 against direct	Yes.

recruitment quota.	
9. Definition of the words 'near relative' and whether 'near relative' refers to brothers/sisters of the deceased employee.	No hard and fast rules can be laid for the purpose. A blood relation who is considered to be a bread-winner of the family can be considered as near relative for the purpose.
10. Where a near relative appointed on compassionate grounds refuses to support the family whether his services can be terminated since under the extant orders services of employee can be terminated only if there is contraction of the cadre or after following D&A rules.	The welfare organisation should use its good offices in such cases.
11. Appointment of near relative should not be considered if son, daughter of a widow is already working, Whether these restrictions would apply in cases where son/daughter is working in any private sector other than the Govt. Department.	It is not clear how this issue arises, as prior income verification is not provided.
12. Whether near relative can be considered for appointment if the family is able to sustain with the property left behind by the deceased.	If the widow requests for appointment on compassionate grounds, the property left behind by the deceased should not be considered as a bar for appointment to a near relative, in other words there should be no means test, provided the near relative is bread-winner of the bereaved family.
13. The date from which instructions contained Ministry's letter of even number of 25.08.1980 should be effective.	Instructions are applicable from the date of issue.
14. Whether appointment on compassionate grounds to a near relative can be offered where the employee or ex-employee has a daughter but cannot take up any employment.	This cannot be accepted.
15. Whether Divisional Railway Managers (Level I & Level II) can be delegated the power to grant the employment in Group 'C' post on compassionate grounds.	This power cannot be delegated to Divisions and have to be exercised by CPO only .
16. Whether Dy. CME/SNW etc. having independent charge of units can be treated at par with DRMs. in the matter of exercising powers for making appointment on compassionate grounds in Class IV categories.	No, as they have been given independent charge for day-to-day working only.
17. Whether the benefit of compassionate appointment to sons or daughters could be extended in cases where the employee is	No general prescription of any specific period is contemplated by the Board.

medically incapacitated a few months / days
before retirement.

Sd/-
[H.R.Bhagat]/DDE[N]

COPY OF BOARD'S LETTER No.E[D&A]92-RG6-149[A] DATED 21.01.1993 [SCR SC No.16/93] and SUBSEQUENT
CLARIFICATIONS/MODIFICATIONS THEREON

*Sub: Promotion of Railway servants who are under suspension or against whom departmental proceedings /prosecutions have
been initiated – procedure and guidelines to be followed – cases of promotion of Group 'D' and Group 'C' Railway servants.*

E[D&A]88 RG6-21 dt.21.9.88 [RBE 211/88]	In supersession earlier instructions on the subject referred to in the margin, it has been decided that the procedure laid down below shall be followed in the matter of promotion of Group 'D' and Group 'C' Railway servants against whom disciplinary/court proceedings are pending. These instructions shall apply to:- (a) Promotions from Group 'D' to Group 'C' within Group 'C' and from Group 'C' to Group 'B' to selection posts, and (b) Promotions within Group 'D' from Group 'D' to Group 'C' and within Group 'C' to non selection posts.
Cases of Railway servants to whom the procedure will be applicable	2. The procedure given below shall be applicable to :- (i) Railway Servants under suspension; (ii) Railway Servants in respect of whom a charge sheet for major penalty has been issued and the disciplinary proceedings are pending; and (iii) Railway servants in respect of whom prosecution for a criminal charge is pending.
Procedure to be followed	3.1. Such a Railway servant shall not be promoted even if already borne on a selection panel/suitability list till after the results of the proceedings against him are known. There is however, no objection to promote him if he is not under suspension and the proceedings already initiated are for the imposition of only a minor penalty.

3.2 Such a Railway servant as aforesaid, if not already borne on a selection panel/suitability list, should be called along with other eligible candidates to appear at the written, trade/suitability test before the selection committee or the selection board. His suitability for promotion as also his position in the selection panel/suitability list should be assessed as in the ordinary course.

3.3 On the basis of position assigned in the selection panel/suitability list, a list of qualified persons should be prepared keeping in view the following:-

- (a) It should exclude the names of those mentioned in items (i) to (iii) of para 2 above.
- (b) It should include the names of those who are not under suspension and against whom disciplinary proceedings for the imposition of only a minor penalty have been initiated.

3.3.1 In the case of promotion to selection posts, from the list of persons prepared on the above basis, a panel of the prescribed size as per extant orders less the number of persons excluded from the list vide para 3.3(a) above, who but for the suspension etc. would have figured in the selection panel should be prepared and announced as provisional selection panel.

3.3.2 In the case of promotion to non-selection posts, the list of persons prepared in terms of para 3.3 above equal to the number of actual vacancies plus anticipated vacancies should be announced as a provisional list.

3.4 The staff in the provisional selection panel/suitability list should be advised in clear terms that their position in the selection panel/suitability list is liable to be altered depending upon the result of the proceedings against the Staff referred to in para 3.3(a) above, who but for their suspension etc. would have been included in the panel. In the case of promotion to non-selection posts, posts in the promotion grade should be kept reserved for those referred to in para 3.3(a) above and only filled in an officiating capacity till finalisation of the proceedings against them.

3.5 Action after completion of disciplinary case/criminal prosecution:

If the disciplinary proceedings against the person under suspension etc. for whom a vacancy has been reserved, in the case of promotion to selection posts, is finalized within a period of two years of the approval of the provisional panel, and, in the case of promotion to non-selection posts is finalized at any point of time and if the person is fully exonerated or his suspension is held to be wholly unjustified, he may be empanelled/enlisted and promoted in his turn. This will also apply to prosecution cases.

In case his junior in the selection panel/suitability list gets promoted before the disciplinary proceedings/court proceedings are finalized, he should be promoted by reverting the junior most person, if necessary, and his pay on promotion should be fixed by allowing the intervening period during which he could not be promoted due to suspension etc., to be counted for increment in the higher grade.

Such benefit of proforma fixation of pay in the higher grade should also be given to such a person if he is junior most and if could be certified that but for his suspension etc. he would have been promoted to the higher grade. However, whether the Railway servant concerned will be entitled to any arrears of pay for the period of notional promotion proceeding the date of actual promotion, and if so to what extent, will be decided by the promoting authority by taking into consideration all the facts and circumstances of the disciplinary proceeding/criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so. It is not possible to anticipate and enumerate exhaustively all the circumstances under which such denials of arrears of salary or part of it may become necessary. However, there may be cases where the proceedings, whether disciplinary or criminal, are for example delayed at the instance of the employee or the clearance in the disciplinary proceedings or a acquittal in the criminal proceedings is with benefit of doubt or on account of non availability of evidence due to the acts attributable to the employee etc. These are only some of the circumstances where such denial can be justified.

3.6 If the disciplinary proceedings against the person under suspension etc. for whom a vacancy has been reserved, is finalized within a period of 2 years of the approval of the provisional panel in the case of promotions to selection posts or at any point of time in the case of promotion to non-

selection posts and if such a person is inflicted only a minor penalty, he should automatically be assigned the position in the selection panel/suitability list and his empanelment/enlistment announced and he may be promoted in his turn. If his junior has already been promoted before interpolation of his name in the selection panel/suitability list, he should be promoted by reverting the junior most person if necessary and his pay on promotion should be fixed under the normal rules.

If such a person as aforesaid is held guilty and awarded one of the major penalties of reduction to lower time scale of pay/grade etc. or reduction to lower stage in the time scale of pay, his case should be referred to the authority which approved the original selection panel/ suitability list for consideration whether he is suitable for promotion inspite of the penalty imposed on him. If he is considered suitable for promotion, his case for promotion and fixation of pay etc., should be dealt with in the same manner as that of a person who is awarded a minor penalty as indicated above.

If on the other hand, the person concerned is considered unsuitable for promotion, his case should be referred to the authority next above that which approved the original selection panel/suitability list and that authority should take a final decision regarding the suitability or otherwise for promotion of such a person. If he is considered suitable for promotion by that authority, his case should then be dealt with in the same manner as that of a person who is awarded a minor penalty. If on the other hand, he is considered unsuitable promotion by that authority, he should not be promoted on the basis of his earlier selection/earlier decision regarding suitability and the vacancy reserved for him should be carried forward for inclusion in the number of vacancies for formation of next selection panel/suitability list.

While reviewing the cases of staff under suspension etc. after finalisation of the disciplinary proceedings against them, the competent authority need not follow the rigid formula laid down for the purpose of promotion to selection posts, ie., to allot marks under various heads like record of service etc.

In such cases , the competent authority make take an overall decision, whether it is promotion to selection posts or non-selection posts having regard to the facts of the case, whether the person concerned is suitable for promotion even after the conclusion of the disciplinary proceedings.

Note:

It is also clarified that in a case where disciplinary proceedings have been held "Warning" should not be issued as a result of such proceedings. If it is found, as a result of the proceedings, that some blame attaches to the Railway servant, atleast the penalty of "Censure" should be imposed.

3.7 In the case of promotion to selection posts, if the disciplinary cases against all the staff for whom vacancies have been reserved are finalised within a period of 2 years of the approval of the provisional panel, the panel should be finalised by interpolation of the names of such persons at the appropriate places. Otherwise the panel has to be kept as provisional till the finalisation of the last pending case. In so far as promotion to non-selection posts are concerned, the provisional suitability list should be finalised after the finalisation of the disciplinary cases against all the staff for whom vacancies have been reserved by interpolation of the names of suitable persons at the appropriate places. The list has to be kept as provisional till the finalisation of the last pending disciplinary case.

3.8 In the case of promotion to selection posts, if the disciplinary case against any person for whom vacancy is reserved in the panel is not finalised within the period of 2 years of approval of the provisional panel and it becomes necessary to form the next panel and in the case of

promotion to non-selection posts, if before finalisation of original list it becomes necessary to form the next list, the fresh panel/list may be formed in accordance with the prescribed procedure subject to the following conditions-

- (a) The persons who were found suitable on earlier occasions but excluded vide para 3.3(a) above should not be called to appear for the next selection/suitability test etc. This is subject to the provision that, in the case of promotions to selection posts a person junior to them in seniority has been promoted by virtue of empanelment or where the person concerned is junior-most and it can be certified that but for his being under suspension etc. he would have been promoted against a non-fortuitous vacancy in his turn and continued to officiate in the higher grade for the minimum period prescribed for drawal of officiating allowance.
- (b) For computing vacancies for holding the next selection panel/suitability list, the vacancies reserved for persons referred to under para 3.3(a) above and whose cases have not been finalized should not be taken into account.
- (c) In respect of promotion to selection posts, the cases of persons referred to under para 3.3(a) which are not finalised within a period of 2 years of the approval of the provisional panel and who are not called for the next selection, vide para 3.8(a) above, should be reviewed after finalisation of the cases and dealt with for the purpose of empanelment, promotion, fixation of pay etc. on the lines indicated in paras 3.5 and 3.6 above.

3.9 The cases of persons falling under para 3.1 above should also be dealt with after finalisation of the disciplinary proceedings against them keeping in view the principles laid down in paras 3.5 and 3.6 above. Where the person concerned is considered unsuitable for promotion consequent on consideration by the competent authority of the result of the disciplinary proceedings, his name should be removed from the panel. This should be done by the authority next above that which initially approved the panel after giving the person concerned an opportunity to explain his case against the proposed action.

Note(1): If a person becomes due for promotion after the finalisation of the disciplinary proceedings and the penalty imposed is one of the following, he should be promoted only after the expiry of the penalty:-

- (i) Withholding of promotion;
- (ii) Withholding of increment;
- (iii) Reduction to lower stage in time scale
- (iv) Reduction to a lower time scale, grade or post;

Provided that where the penalty imposed is withholding of increment and it becomes operative from a future date, the person concerned should be promoted in his turn and the penalty imposed in the promotional grade for a period which would not result in greater monetary loss. If the penalty imposed is 'Censure' recovery from pay' or stoppage of passes/PTOs, he may be promoted when due.

Note(2): The provisional selection panel framed in accordance with the above instructions shall be current as provisional till a final panel is issued after completion of the disciplinary cases and the next panel being formed, if found necessary, is declared as final.

3.10 *In certain categories of posts where minimum period of service is prescribed for promotion from one grade to the next higher grade, a Railway servant may not be able to put in the prescribed minimum period of service due to his non-promotion on account of suspension etc. In such a case if the Railway servant is fully exonerated and his suspension is held as wholly unjustified, the period during which his junior was promoted to the higher grade should be reckoned towards the minimum period of service for the purpose of determining his eligibility for promotion to the higher grade. In other cases, he should be promoted if considered suitable by the competent authority, only after completion of the minimum period of service prescribed.*

[This para has been modified vide Board's letter dt. 27.07.1995 – SCR SC No. 106/1995]

Six monthly Review of cases : 4. It is necessary to ensure that the disciplinary case/criminal prosecution instituted against a Group 'C'/Group 'D' Railway servant is not unduly prolonged and all efforts to finalise the proceedings expeditiously should be taken so that the need for holding back the promotion in such cases is limited to the barest minimum. It has, therefore, been decided that the competent authorities concerned should review comprehensively the cases of such Railway Servants on the expiry of 6 months from the date of the original selection/original suitability test etc. Such a review should be done subsequently also every 6 months. The review should inter-alia cover the aspect of the progress made in the disciplinary proceedings/criminal prosecution and further measures to be taken to expedite their completion.

Procedure for ad-hoc promotion: 5. In spite of the six-monthly review referred to in para 4 above, there may be some cases, where the disciplinary case/criminal prosecution against the Railway servant is not concluded even after the expiry of 2 years from the date of the original selection/formation of suitability list. In such a situation, the Promoting Authority may review the case of the Railway servant concerned provided he is not under suspension, to consider the desirability of giving him ad-hoc promotion keeping in view the following aspects:-

- (a) Whether the promotion of the officer will be against public interest.
- (b) Whether the charges are grave enough to warrant continued denial of promotion.
- (c) Whether there is no likelihood of the case coming to a conclusion in the near future.
- (d) Whether the delay in the finalisation of the proceedings, departmental or in a court of law is not directly or indirectly attributable to the Railway servant concerned.
- (e) Whether there is any likelihood of misuse of official position which the Railway servant may occupy after ad-hoc promotion, which may adversely affect the conduct of the departmental case/criminal prosecution.

The appointing authority should also consult the CBI and take their views into account where the departmental proceedings or criminal prosecution arose, out of the investigations conducted by the CBI.

- 5.1 In case the promoting Authority comes to a conclusion that it would not be against the public interest to allow ad-hoc promotion to the Railway servant concerned, his case should be considered and he may be promoted in ad-hoc way on the basis of the position in the original selection/suitability list.
- 5.2 After a decision is taken to promote a Railway servant on ad-hoc basis, an order of promotion may be issued after making it clear in the order itself that:-
 - (i) The promotion is being made on purely ad-hoc basis and ad-hoc promotion will not confer any right for regular promotion and;
 - (ii) The promotion shall be 'until further orders'.

5.3 If the Railway servant concerned is acquitted in the criminal prosecution on the merits of the case or is fully exonerated in the departmental proceedings, the ad-hoc promotion already made may be confirmed and promotion created as regular one from the date of ad-hoc promotion will all the attendant benefits. In case the Railway servant could have normally got his regular promotion from a date prior to the date of his ad-hoc promotion with reference to his position in the selection panel/suitability list and the actual date of promotion of the person ranked immediately junior to him in the same panel/select list, he should also be allowed due seniority and benefit of proforma promotion as envisaged in paras 3.5 and 3.6 above.

5.4 If the Railway servant is not acquitted on merits in the criminal prosecution, but purely on technical grounds and the Government either propose to take up the matter to a higher court or to proceed against him departmentally, or if the Railway servant is awarded a major penalty in the departmental proceedings the ad-hoc promotion granted to him should be withdrawn and he should be restored to his original grade.

Procedure for confirmation: (6) In the case of Railway servants mentioned in items (i) to (iii) of para 2 above, their confirmation should also be withheld till the finalisation of the disciplinary proceedings/criminal prosecution.

Copy of Board's letter No. E[D&A]92 RG6-149[A] dated 27.07.1995 circulated as SCR Serial Circular No. 106/1995

Sub: Promotion of Railway servants who are under suspension or against whom departmental proceedings /prosecutions have been initiated – procedure and guidelines to be followed – cases of promotion of Group 'D' and 'C' Railway servants.

Attention is invited to para 3.10 of Board's letter of even number dated 21.01.93 on the above subject.

2. Arising out of a demand made by AIRF in the PNM meetings that the benefit granted to cases of exoneration, as contained in para 3.10 of the instructions referred to above, should also be extended to cases where only a minor penalty has been imposed, the matter has been reviewed by the Board and it has been decided to substitute existing para 3.10 of Board's letter No. E[D&A]92 RG6-149[A] dated 21.01.1993 with the following:

“In certain categories of posts where minimum period of service is prescribed for promotion from one grade to the next higher grade, a Railway servant may not be able to put in the prescribed minimum period of service due to his non-promotion on account of suspension etc. In such a case if the Railway servant is fully exonerated or only a minor penalty is imposed and his suspension is held as wholly unjustified, the period during which his junior was promoted to the higher grade should be reckoned towards the minimum period of service for the purpose of determining his eligibility for promotion to the higher grade. However, where the minor penalty imposed is one given in Note [1] of para 3.9, where he is to be promoted only after expiry of the penalty, he will be promoted to the next higher grade only after completing the minimum period of service prescribed in the feeder grade. In other cases where major penalty has been imposed, he should be promoted if considered suitable by the competent authority, only after completion of the minimum period of service prescribed.

3. The above modification will take effect from the date of issue of these instructions.

Copy of Board's letter No. E(D&A)2004/RG-6/52 dated 22.2.2005 (RBE No. 34/05) circulated as SCR SC No. 38/2005.

Sub: Cases of persons whose conduct is under investigation or against whom a chargesheet is pending – consideration for promotion – clarification regarding.

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The procedure and guidelines to be followed in respect of promotion of Gazetted and Non-Gazetted Railway servants against whom disciplinary proceedings /Criminal prosecution etc are pending, were circulated to the Zonal Railways respectively vide Board's letter No. E(D&A) 92/RG 6-149(B) and E(D&A)92/RG 6-149(A), both dated 21.1.1993. These were based on the instructions contained in DOP&T's O.M.No. 22011/4/91-Estt.(A) dated 14.9.1992. A further clarification has since been issued by the DOP&T vide their O.M.No.22012/1/99-Estt.(D) dated 25.10.2004 and the same is circulated herewith for guidance and compliance.

1. DPO&T's O.M. dated 25.10.2004 emphasises the following points:-

- (i) In respect of employees in the Zone of consideration for promotion, a bare statement as to whether the case of the Railway servant is covered by any of the three conditions mentioned at para 2 of Board's letters of 21.1.1993 only need to be furnished to the DPC to enable it to place its recommendations in the sealed cover. No other details about the pending inquiry or the nature of charges etc. are to be furnished to the DPC lest these details weigh with the DPC in making its recommendations.
- (ii) Where none of the three circumstances mentioned in Para 2 of Board's letters of 21.1.1993 referred to above has arisen, a simple vigilance clearance would need to be furnished. There is also no need of furnishing a separate integrity certificate to the DPC.

2. Provisions mentioned in para 4 of DOP&T's OM dated 25.10.2004 are already contained in para 3.1 of Board's letter No.E(D&A)92/RG6-149(A) dated 21.1.1993 and in para 6 of Board's letter No. E(D&A)92/RG 6-149(B) dated 21.1.1993.

Copy of Deptt. of Personnel & Training's O.M. No. 22012/1/99-Estt(D) dated 25.10. 2004.

Sub:Cases of persons whose conduct is under investigation or against whom a charge sheet is pending – considerations for promotion – Clarification regarding.

The undersigned is directed to refer to the Department of Personnel and Training office memorandum No. 22011/4/91-Estt.A dated 14th September, 1992 (Copy enclosed) which has been issued pursuant to the judgment of the Hon'ble Supreme Court in the case of Union of India vs. K.V. Janakiraman etc (AIR 1991 SC 2010), and is in supersession of all previous instructions on the subject, and to say that para 2.1 of the said Office Memorandum provides that the DPC shall assess the suitability of the Government servants coming within the purview of the circumstances mentioned in para 2 of the Office Memorandum, along with other eligible candidates, **without** taking into consideration the disciplinary case/criminal prosecution pending. Therefore, it is made clear that only a bare statement that case of an employee in the zone of consideration/extended zone of consideration is covered by any of the three situations indicated in para 2 of the said Office Memorandum is to be furnished to the DPC to enable it to place its recommendations in the sealed cover. No other details about the pending inquiry or the nature of charges etc. are to be furnished to the DPC lest these details weigh with the DPC in making its recommendations, which are to be placed in the sealed cover.

2. Considerable doubts also persist about the furnishing of the vigilance clearance and integrity certificate to the DPC. It is clarified that the DPC is required to consider the cases of all persons who are otherwise eligible in terms of the Recruitment Rules as on the relevant crucial date and are in the zone of consideration. If, however, case of an employee in the zone of consideration is covered by any of the three situations, only this fact is to be furnished to the DPC so that the recommendations could be placed in sealed cover. Where none of the three situations has arisen, a simple vigilance clearance would need to be furnished. Vigilance clearance/status would have no other significance and would not be a factor in deciding the fitness of the officer for promotion on merit.

3. It is also clarified that there is no requirement of furnishing a separate integrity certificate to the DPC. In terms of the judgment of the Hon'ble Supreme Court in the case of Union of India vs. K.V.Janakiraman etc. (AIR 1991 SC 2010), no promotion can be withheld merely on the basis of suspicion or doubt or where the matter is under preliminary investigation and has not reached the stage of issue of charge sheet etc. If in the matter of corruption/dereliction of duty etc., there is a serious complaint and the matter is

still under investigation of CBI or otherwise, the Government is within its right to suspend the official. In that case, the officer's case for promotion would automatically be required to be placed in the sealed cover.

3. If the conditions indicated in para 2 of DOPT Office Memorandum dated 14th September 1992, arise only after the DPC has made its recommendations and therefore, the recommendations could not be placed in the sealed cover, para 7 of the said Office Memorandum provides that the recommendations of the DPC shall be deemed to have been placed in the sealed cover and he shall not be promoted until he is exonerated of the charges. Therefore, after the recommendations of DPC have been approved by the competent authority, it is necessary to again seek the status position from the concerned vigilance division before issuing promotion order in respect of any officer included in the approved panel of names to ensure that there is no hindrance in issuing the promotion order in respect of the concerned officer.

Copy of Board's letter No. E[D&A]2004/RG6-37 dated 29-07-2005 (RBE No.123/2005) circulated as SCR SC No. 130/2005

Sub: Promotion and grant of consequential benefits to Railway servants who are considered for promotion during the pendency of departmental / criminal proceeding and are found suitable and are also subsequently exonerated / acquitted.

Attention is invited to para 3.5 of Board's letter No. E[D&A]92/RG6-149 [A] dated 21-01-93 which deals with the situation where the disciplinary / criminal proceedings etc. against a non-gazetted railway servant, for whom vacancy had been reserved, is finalised and he is exonerated / acquitted in the proceedings.

2. Para 3.5 referred to above inter-alia provides that, on exoneration or acquittal in the disciplinary / criminal proceedings, the railway servant may be empanelled, enlisted and promoted in his turn. His pay on promotion should be fixed by allowing the intervening period during which he could not be promoted due to pendency of disciplinary / criminal proceedings etc., to be counted for increments in the higher grade. It further states that the promoting authority will also have to consider the case of the railway servant concerned for grant of arrears of pay with reference to notional promotion given to him and where the promoting authority denies arrears of salary or part of it, it will have to record its reasons for doing so.

2.1 Similar provisions also exist in respect of gazetted Railway servant in para 3 of Board's letter No. E[D&A]92/RG6-149 [B] dated 21-01-93.

3. As desired by the staff side, in the Departmental Council meeting under the JCM Scheme held recently, the above provisions, especially those relating to grant of arrears with reference to notional promotion, are reiterated to the railways. The Railway administrations may please take necessary action to give wide publicity to the above provisions.

Copy of Board's letter No. E(D&A)2005/RG 6-5 dt.26.05.05 (RBE No.89/05) circulated as SCR SC No. 165/2005

Sub : Promotion of persons undergoing a penalty – Clarification regarding.

Attention is invited to Board/s letter No.E(D&A)70/RG 6-71 dt.03.06.1971 inter-alia laying down that the fact of imposition of the penalty of 'withholding of increments' or 'reduction to lower stage in the time scale of pay' on a railway servant does not stand in the way of his consideration for promotion. Such a Railway servant should also be considered for promotion by the Departmental Promotion Committee which meets after the imposition of the said penalty and after due consideration of full facts leading to imposition of the penalty, if he is still considered fit for promotion, the promotion may be given but only after the expiry of the currency of the penalty.

2. Ministry of Railways have since considered the question of pay fixation and date of commencement of eligibility service in such cases, in the light of clarification issued by the Department of Personnel & Training, and have decided that since the promotion is to take effect only from a date subsequent to the expiry of the currency of the penalty, the employee would be entitled to pay fixation in the promotional grade w.e.f. the date of actual promotion only. Even if a person junior to him in the panel is promoted earlier, it will have no bearing on the pay to be allowed on promotion to the employee on whom a penalty was imposed and there shall be no stepping up of his pay with reference to his junior. Similarly, as the employee undergoing penalty is not to be promoted during the currency of the penalty, the eligibility service in the promotional grade for further promotion shall also 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 in the panel. However, his late promotion will not have any effect on his seniority which would be fixed according to his position in the panel on the basis of which he is promoted on expiry of the period of currency of the penalty.

COPY OF RECORD RETENTION SCHEDULE PERTAINING TO ESTABLISHMENT MATTERS CIRCULATED UNDER LETTER
No.P[R]226/I DATED 28.10.2011

No.SCR/P/HQ/Ruling/O/945
No.P(R)226

Dated :28-10-2011

ALL Sr. DPOs, WPOs
Principal RDC/LGD, Principal ZRTI/MLY,
Dy.CE/EWS/LGD, Dy.CSTE/MFT
DyCMM/G&S/MFT, Sr. Manager, Printing Press/SC
Chief Cashier/SC, S&AO/SC

Sub: Preservation of Records pertaining to Establishment matters

A copy of Record Retention Schedule Part-I in respect of records relating to establishment matters and housekeeping work is forwarded for information, guidance and necessary action. The retention period for various kinds of records stipulated in the Schedule should be strictly followed.

As per the Manual of Office Procedure, Twelfth Edition, May, 2003, published by the Ministry of Personnel, Public Grievances and Pension, Department of Administrative Reforms and PG, records have been categorised into three groups viz., 'Category A, B & C'.

The categorization 'A' & 'B' of records will be adopted for documents and files which qualify for permanent preservation in its original form for administrative purposes.

Category-C will include files of secondary importance and having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years, it will be upgraded to 'B' category.

Category-C files are to be reviewed on the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of Branch Officer/Divisional Officer concerned. Retention after a review will be for a period not exceeding 10 years including the period already retained.

The indication C-1 or C-3 or C-5 or C-10 and so on in Column-3 of the Record Retention Schedule should be taken to mean the category of record and number indicates the period of retention of the record.

In the case of S.No. 38 on retention of records relating to Pension/retirement, the Settlement file containing the details of family composition, furnished by the employees/family pensioner should be retained on permanent basis in view of the latest Board's instructions on grant of secondary family pension to dependent widowed/divorced/unmarried daughters and dependent disabled siblings.

In regard to retention period of evaluated answer booklets of written examination conducted as a part of Selection /suitability test etc. for making promotions within and to Group 'C' posts as well as suitability test for CG appointment, the same will be one year from the date of publication of the panel or till panel exhausts or till finalization of complaints /investigations/ Court Cases against the selection/suitability tests, if any, whichever of the above three is later. Vigilance clearance should be obtained before weeding out the evaluated answer booklets. [Board's letter No. E[NG]I-2003/PM1/37 dated 18.3.2010 – SCR SC No. 50/2010].

This issues with the approval of the competent authority.

A- ESTABLISHMENT

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**RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS
COMMON TO ALL MINISTRIES/DEPARTMENTS
Part I-Records relating to establishment and house-keeping work
A-ESTABLISHMENT**

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
11. Creation and classification of posts	11. Continuance/abolition/revival of posts	C-3	Subject to particulars of sanctions being noted in Establishment/Sanction Register. Refer GFR appendix 13, Annex-1
	12. Conversion of temporary posts into permanent ones	C-10	Subject to particulars of sanctions being noted in Establishment/Sanction Register. Refer GFR appendix 13, Annex-1
	13. Creation of posts	C-10	Subject to particulars of sanctions being noted in Establishment/Sanction Register. Refer GFR appendix 13, Annex-1
	14. Revision of scales of pay	Permanent in the case of departments issuing the orders and departments concerned; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Subject to particulars of sanctions being noted in Establishment/Sanction Register.
	15. Upgrading of posts	C-10	Subject to particulars of sanctions being noted in Establishment/Sanction Register. Refer GFR appendix 13, Annex-1
	16. Re-designation of Posts	C-10	Subject to particulars of change being noted in Establishment/Sanction Register.
	17. Plan/non-Plan posts	C-3	Subject to particulars of sanction being noted in Establishment/Sanction Register.
12. Recruitment	11. Recruitment (general aspects) including provisions of the Constitution	Permanent in the case of departments issuing the orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	

A-ESTABLISHMENT CONT.

1	2	3	4
	12. Appointment of dependents of deceased employees	C-5	Subject to the application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
	13. Appointment of honorary workers	C-10	Subject to the bio-data/application of the candidate and an authenticated copy of the order of appointment being kept in the personal file.
	14. Appointment of non-Indians.	C-10	Subject to the application of the candidates and an authenticated copy of the order of appointment being kept in the personal file.
	15. Estimate (annual) of vacancies	C-3	
	16. Employment priorities and maintenance of roster.	(a) C-10 in respect of Scheduled Castes/ Tribes. (b) C-5 in the case of others.	
	17. UPSC (Exemption from Consultation) Regulations	Permanent in the case of departments issuing the orders and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	18. Framing of recruitment rules	Permanent in the case of departments issuing the orders and the department concerned; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	19. Notification to and release of vacancies by		
	(i) Local employment exchange	C-3	
	(ii) D.G.E. & T.		

A-ESTABLISHMENT CONT.

1	2	3	4
	20. Nomination of candidates by local employment exchange and their selection	C-3	
	21. Recuritment through Employment exchange (general aspects)	C-10	Subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept in the personal file.
	22. Recruitment through Ministry of Personnel, Public Grievances and Pensions		
	23. Recruitment by Ministries		
	24. Recruitment from open market, including advertisement and inviting of applications		
	25. Recruitment through UPSC including requisitions for recruitment and recommendations of UPSC	C-10	Subject to the application of the successful candidate and an authenticated copy of the order of appointment being kept in the personal file.
	(i) Group A (ii) Group B		
	26. Recruitment otherwise than through UPSC	C-10	The Department of Personnel & Training and Commissioners for Scheduled Castes and Scheduled Tribes as authorities responsible for overall policy and co-ordination in the matter, may keep such records for appropriate longer periods to be prescribed by them in their respective record retention schedule.
	27. Reservation in services:		
	(a) Scheduled castes/ Scheduled Tribes	C-10	
	(b) Others	C-5	
	29. Return regarding appointment and promotion made without consultation with UPSC	C-1	Subject to (a) files not being closed till after the presentation of the Commission's report to Parliament; and (b) correspondence regarding difference of opinion between the UPSC and the administrative department being dealt with on the appropriate recruitment file.

A-ESTABLISHMENT CONT.

1	2	3	4
	31. Selection Committees for recruitment of personnel:		
	(a) Constitution	C-3; or C-1 after reconstitution, whichever is later.	
	(b) Proceedings	Period of limitation or C-3, which ever is greater.	
	32. Relaxation of age/educational qualifications	C-3	Subject to a suitable entry being made in the appropriate service record (i.e. service book or service card) and an authenticated copy of the order being placed in Vol. II of Service book/personal file.
	33. Condonation of break in service	C-3	Refer GFR appendix 13, Annex-1 Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of service book/personal file. Refer GFR appendix 13, Annex-1
	35. Engagement of casual labour	C-3; or C-1 after completion of audit, whichever is later.	
14. Scheduled Castes and Scheduled Tribes	11. Representation in posts and services - policy and implementation of safeguards	Permanent in the case of departments issuing the orders, instructions, etc.; other departments need maintain only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	12. Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order)	C-5	The Department of Personnel and Training and the Commissioners for Scheduled Castes and Scheduled Tribes, as authorities responsible for overall policy and coordination in the matter, may keep such record for appropriate longer periods to be prescribed by them in their respective record retention schedules.
	13. De-reservation of vacancies		
	15. Complaints from associations regarding non-observance of reservation in services	C-3	

A-ESTABLISHMENT CONT.

1	2	3	4
	16. Annual statement regarding representation of Scheduled Castes/ Scheduled Tribes	C-1	
15. Retrenchment	11. General principles	Permanent in the case of departments issuing the orders, instructions, etc.; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	12. Group A	C-3	A copy of the order will be placed in the personal file
	13. Group B		
	14. Group B (Non-Gazetted)		
	15. Group C		
	16. Group D		
16. Verification/re-verification of character and antecedents	11. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
	12. Group A	C-1	Subject to a suitable entry being made in the appropriate service record and the verification report itself being kept in Vol. II of the service book/personal file.
	13. Group B		
	14. Group B (Non-gazetted)		
	15. Group C		
	16. Group D		
17. Medical examination	11. Rules (General aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders etc., weeding out the superseded ones as and when they become obsolete.	

A-ESTABLISHMENT CONT.

1	2	3	4
	12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	C-1	Subject to a suitable entry being made in the appropriate service record and report itself being placed in Vol. II of service book/ personal file.
19. Personal files (Gazetted)	11. Secretaries/Special Secretaries/ Additional Secretaries 12. Joint Secretaries 13. Directors/Deputy Secretaries 14. Under Secretaries 15. Section Officers 16. Stenographers (selection grade) 17. Stenographers (grade I) 18. Correspondence regarding requisition, transfer, return etc.	(a) Those eligible for retirement/terminal benefits : C-5 after issue of final pension/ gratuity payment order (b) Others :C- 5 after they have ceased to be in service C-1	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives.
20. Personal files (Non-Gazetted)	11. Research Assistants/Technical Assistants/Statistical Assistants 12. Assistants 13. Stenographers (grade II) 14. Investigators 15. UDCs 16. Stenographers (grade III) 17. LDCs 18. Staff car drivers 19. Jamadars / daftaries 20. Peons 21. Farashes 22. Sweepers 23. Correspondence regarding requisition, transfer etc.	(a) Those eligible for retirement/terminal benefits : C- 5 after issue of final pension/ gratuity payment order (b) Others: C-5 after they have ceased to be in service. C-1	On the expiry of the specified retention period, personal files of officials who have made significant contribution in any field of activity (e.g. administrative, scientific, economic, social) and have won national/ international recognition, should be sent to the National Archives.

A-ESTABLISHMENT CONT.

1	2	3	4
21. Service records	11. History of services 12. Group 'A' 13. Group 'B'	(a) For departments preparing and bringing out the compilation: C-5 (b) For other departments (i.e. those supplying material for inclusion therein): one year after issue of the compilation.	
	15. Change in name of a government servant	C-3	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of service book/personal file.
	16. Alteration in the date of birth	C-3	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file.
	17. Change in qualification of government servant	C-3	Refer GFR appendix 13, Annex-1 Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file.
	18. Civil list, gradation/seniority list:		Refer GFR appendix 13, Annex-1
	(a) In the case of departments preparing and bringing out the compilation.	C-3	Refer GFR appendix 13, Annex-1
	(b) In the case of other departments, (i.e. those supplying information for such compilation)	One year after issue of relevant compilation	Refer GFR appendix 13, Annex-1
	19. Verification of age and educational qualifications	C-1	Subject to authenticated copies of the relevant certificates being kept in Vol. II of service book/personal file.

A-ESTABLISHMENT CONT.

1	2	3	4
	20. Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	C-3 or 1 year after completion of audit, whichever is later	Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being placed in Vol. II of service book/personal file. Refer GFR appendix 13, Annex-1
	22. Nomination relating to family pension and DCR gratuity	C-1	Subject to the nomination in original or an authenticated copy there of (where original is kept with the audit), as the case may be, being placed in Vol. II of the service book/personal file. Refer GFR appendix 13, Annex-1
	23. G. P. Fund nomination	C-1	Subject to (a) the original nomination being placed in Vol. II of the service book of Group D government servants and (b) the nomination in original or an authenticated copy thereof being placed in Vol. II of the service book/personal file in the case of other government servants. Refer GFR appendix 13, Annex-1
22. Postings and transfers	11. General aspects	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	12. Group A	} (a) If involving change of office : C-3	Subject to a suitable entry being made in the appropriate service records and register of postings, and an authenticated copy of the order being placed in the personal file.
	13. Group B		
	14. Group B (Non Gazetted)		
	15. Group C		
	16. Group D		
		(b) In other cases : C-1	Subject to a suitable entry being made in the register of postings.

A-ESTABLISHMENT CONT.

1	2	3	4
23. Seniority	<p>11. General principles</p> <p>12. C.S.S. Rules</p> <p>13. C.S.S.S. Rules</p> <p>14. C.S.C.S. Rules</p> <p>15. War service Rules (lien & seniority)</p> <p>16. Established organized services</p> <p>17. Political sufferers</p> <p>18. Representations</p>	<p>Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.</p> <p>(a) Permanent in the case of department issuing the rules, orders etc; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.</p> <p>(b) Fixation of seniority in individual cases: C-5</p> <p>C-5</p>	<p>If the representation results in the original seniority being revised, an authenticated copy of the relevant order/decision will be kept in Vol. II of service book/personal file.</p>
24. Leave (other than study leave and casual leave)	<p>11. Rules (general aspects)</p> <p>12. Group A</p> <p>13. Group B</p> <p>14. Group B (non gazetted)</p> <p>15. Group C</p> <p>16. Group D</p> <p>17. Leave roster</p>	<p>Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.</p> <p>C-3</p> <p>To be destroyed at the end of the year</p>	<p>Subject to suitable entries being made in the appropriate service record and leave account.</p>

A-ESTABLISHMENT CONT.

1	2	3	4
25. Casual leave (including special leave)	11. Rules 12. Group A 13. Group B 14. Group B (non gazetted) 15. Group C 16. Group D	Permanent in the case of departments issuing the rules, orders, and instructions; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete. (a) Casual leave: To be destroyed at the end of the year (b) Special casual leave: C-1	
26. Pay/special pay	11. Rules (general aspects) 12. War service (Rules) 13. Political sufferers (Rules) 14. Group A 15. Group B 16. Group B (non gazetted) 17. Group C 18. Group D	Permanent in the case of departments issuing the rules, orders, and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete. C-3 or one year after completion of audit, whichever is later.	Subject to suitable entries being made in the appropriate service record and pay bill register and an authenticated copy of the order, where issued, being placed in the personal file.
27. Allowances	11. Rules (general aspects) 12. Children's Education Allowance (CEA) Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	


A-ESTABLISHMENT CONT.

1	2	3	4
	13. Claims regarding CEA 14. D.A., H.R.A. & C.C.A. 15. Deputation (duty) allowance 16. Overtime allowance 17. Traveling allowance 18. Washing allowance 19. Educational concessions for children of political sufferers	C-3; or one year after completion of audit, whichever is later	
	20. Air travel by non-entitled personnel	C-1	
	21. Grant of non-practicing allowance	C-3 or one year after completion of audit whichever is later.	
	21. (a) Grant of Risk allowance		
28. Confidential/assessment report	11. Rules (general aspects)	Permanent in the case of departments issuing the rules etc. other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	
	12. Recording of confidential reports in respect of Group 'A' officers.	C-1	
	13. Recording of confidential reports in respect of Group 'B' officers		
	14. Recording of confidential reports in respect of Group 'B' (non-gazetted) staff		
	15. Recording of confidential reports in respect of Group 'C' staff		
	16. Recording of confidential reports in respect of Group 'D' staff		
	17. Communication of adverse entries	C-3	
	18. Representation for expunction of adverse entries	C-3	

A-ESTABLISHMENT CONT.

1	2	3	4
29. Increment	<p>11. Rules (general aspects)</p> <p>13. Withholding of increments</p> <p>14. Representations and petitions</p>	<p>Permanent in the case of departments issuing the rules etc; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.</p> <p>C-10; or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later.</p> <p>C-3</p>	<p>Subject to an authenticated copy of the order being placed in the personal file and a suitable entry being made in the appropriate service record.</p> <p>If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.</p>
31. Probation/confirmation	<p>11. General principles (Probation)</p> <p>12. Rules (Confirmation)</p> <p>13. Confirmation/extension of probation of Group A</p> <p>14. Confirmation/extension of probation of Group B.</p> <p>15. Confirmation of Group B (non-gazetted) staff</p> <p>16. Confirmation of Group C staff</p> <p>17. Confirmation of Group D staff</p> <p>18. Confirmation in ex-cadre posts</p> <p>19. Representations and petitions</p>	<p>Permanent in the case of departments issuing the orders, instructions; other departments need keep only the standing orders and instructions etc. weeding out the superseded ones as and when they become obsolete</p> <p>C-5</p> <p>C-5</p>	<p>Subject to suitable entries being made in the appropriate service record and an authenticated copy of the order being kept in the personal file.</p> <p>If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.</p>

A-ESTABLISHMENT CONT.

1	2	3	4
32. Promotion/reversion	11. General principles	Permanent in the case of departments issuing the orders, instructions etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	12. Departmental Promotion Committee	(a) Constitution : C-3 or one year after the D.P.C. has been reconstituted, whichever is later (b) Proceedings : C-5	
	13. Group 'A'		Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in the personal file.
	14. Group 'B'		
	15. Group B (non-gazetted)		
	16. Group C		
	17. Group D		
	18. Representations and petitions	C-3	If the representation results in the original order being revised, an authenticated copy of the relevant order/decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.

A-ESTABLISHMENT CONT.

1	2	3	4
33. Training/scholarships/ fellowships in India and abroad	11. Diploma course in public administration in the Indian Institute of Public Administration 12. Executive training of officers in the states 13. Refresher course at the National Academy of Administration at Mussoorie 14. Training in Accountancy 15. Training of Assistants (direct recruits) at the Institute of Secretariat Training and Management 16. Training in Hindi/English stenography 17. Training in Hindi/English typewriting 18. Training of LDCs (direct recruits) at the Institute of Secretariat Training and Management 19. Training of officers at the Administrative Staff College at Hyderabad 20. Training for stenographers (direct recruits) at the Institute of Secretariat Training and Management 21. Training in O & M /work study. 22. Training abroad	(a) Cases involving C-1 after the expenditure from period of validity public funds and bond/agreement execution of bond/ or completion of agreement by the audit, whichever is trainees; later. (b) cases involving direct C-3; or one year, expenditure from after completion of public funds but not audit, whichever is execution of bond/ later. agreement; (c) cases not involving C-1 direct expenditure (e.g. training in typewriting conducted by Institute of Secretariat Training and Management); (d) reports submitted by C-3 trainees etc. a f t e r completion of training/study	Departments organising training programmes and responsible for over all policy and co-ordination thereof in the matter (e.g. Department of Personnel and Training and Department of Economic Affairs) may keep such records for appropriate period to be prescribed by them in their record retention schedules.
34. Departmental examinations	11. Framing of rules 12. Holding of examinations 13. Results-declaration of	Permanent for departments issuing the rules and departments concerned; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete. C-3 C-3 for departments conducting such tests; one year for other departments.	Subject to suitable entry being made in the appropriate service record and an authenticated copy/extract being kept in Vol. II of service book/personal file.

A-ESTABLISHMENT CONT.

1	2	3	4
	14. Representations and petitions	C-3	If the representation results in the original orders being revised, an authenticated copy of the relevant order/decision will be kept in precedent book ,Vol. II of the service book/personal file and suitable entries made in the appropriate service record.
35. Deputations and delegations	11. Rules regarding deputation, including deputation on foreign service in India and abroad.	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
	12. Delegation in India/abroad	C-3; or one year after completion of audit and settlement of all audit objections, whichever is later.	Subject to particulars being noted in the register prescribed for the purpose. Before weeding out files, reports should be removed and kept in the departmental record room for five years. On the expiry of this period, the reports should be reviewed and, if necessary, weeded out in consultation with the National Archives.
	13. Deputation of A.I.S. officers. 14. Deputation of C.S.S. officers. 15. Deputation of C.S.S.S. officers. 16. Deputation of C.S. C.S. officers. 17. Organised services	C-3 plus the period of deputation	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in the personal file.
36. Delegation of powers	11. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	

A-ESTABLISHMENT CONT.

1	2	3	4
	12. F. R. & S. R. 13. Delegation of Financial Power Rules, 1958 14. Civil Service Regulations 15. Grant of ex-officio status	Permanent in the case of departments issuing the orders and the departments concerned; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
37. Honorarium/ awards	11. Rules (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
	12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	C-3 or one year after completion of audit, whichever is later.	Awards subject to :- (a) entries being made in the Service Book/ CR dossier of the concerned employee and (b) a register being maintained.
38. Pension/ retirement	11. Rules and orders (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules and orders, weeding out the superseded ones as and when they become obsolete.	Refer GFR appendix 13, Annex-1
	12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	(a) Pre-verification of C-3. pension cases (b) Invalid pension (c) Family pension (d) Other pension (e) Gratuity (f) Commutation of pension	Till the youngest son / daughter attains majority or 5 years whichever is later. C-5 C-15
			Refer GFR appendix 13, Annex-1



A-ESTABLISHMENT CONT.

1	2	3	4
39. Resignation	<p>11. Rules and orders (general aspects)</p> <p>12. Group A</p> <p>13. Group B</p> <p>14. Group B (non-gazetted)</p> <p>15. Group C</p> <p>16. Group D</p>	<p>Permanent in the case of departments issuing the rules, orders etc; other departments need keep only the standing rules and orders, weeding out the superseded ones as and when they become obsolete.</p> <p>C-1</p>	<p>A copy of the communication accepting the resignation may be placed in the personal file.</p>
40. Extension of service	<p>11. Rules and orders (general aspects)</p> <p>12. Group A</p> <p>13. Group B</p> <p>14. Group B (non-gazetted)</p> <p>15. Group C</p> <p>16. Group D</p>	<p>Permanent in the case of departments issuing the rules, orders etc.; other departments need keep only the standing rules, orders and instructions etc., weeding out the superseded ones as and when they become obsolete.</p> <p>C-1 after retirement</p>	<p>Subject to a copy of the order being placed in the personal file.</p>
41. Re-employment	<p>11. Rules and orders (general aspects)</p>	<p>Permanent in the case of departments issuing the rules, orders etc., other departments need keep only the standing orders and instructions etc., weeding out the superseded ones as and when they become obsolete.</p>	

A-ESTABLISHMENT CONT.

1	2	3	4
	12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D		
		C-1 after the government servant ceases to be in government service.	A copy of the order may be placed in the personal file.
43. Nomination of employees	11. General aspects	Permanent in the case of departments issuing the orders, instructions, etc.; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.	
	12. Census operations	C-1	
	13. Committees, working groups, etc.	Appropriate retention period to be prescribed by departments concerned.	
	14. Election work	C-1	
	15. Invigilation	(a) Departments organising examinations and appointing invigilators: C-3; or one year after completion of audit whichever is later. (b) Other departments:C-1	
44. Forwarding of applications	11. General aspects	Permanent for departments issuing the orders, instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	12 For examinations		
	13 For posts	C-1 after announcement of result of the examination or selection for particular post.	Subject to an authenticated copy of forwarding letter being kept in the personal file.
45. Study leave	11. Rules (general aspects)	Permanent in the case of departments issuing the rules, etc.; other departments need keep only the standing rules, weeding out the superseded ones as and when they become obsolete.	

A-ESTABLISHMENT CONT.

1	2	3	4
	12. Group A 13. Group B 14. Group B (non-gazetted) 15. Group C 16. Group D	 C-1 after the expiry of the bond/ agreement executed by the government servant.	Subject to suitable entries being made in the appropriate service record and leave account and an authenticated copy being kept in the personal file.
46. No objection certificate (for registration with Employment Exchange Organization)	11. General aspects	Permanent in the case of departments issuing the orders, instructions, etc.; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
	12. Issue of N.O.C.	C-1	Subject to an authenticated copy being kept in the personal file.
47. Review for determining suitability of employees for continuance in service	11. General aspects	Permanent in the case of departments issuing the orders, instructions, etc.; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	Refer GFR appendix 13, Annex-1
	12. Group A 13. Group B 14. Group B (non-gazettes) 15. Group C 16. Group D	 (a) If it results in pre-mature retirement : C-3 (b) It results in continued retention in service: C-1	Subject to a copy of the relevant orders/ decision being kept in the personal file.
48. Review of cadres/ services	11. General aspects	Permanent for departments issuing orders/ instructions etc. other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	
	12. Combination of cadres/services	Permanent	
	13. Separation of cadres/services	Permanent	

A-ESTABLISHMENT CONT.

1	2	3	4
49. No objection certificate for issue of passport, arms licenses etc. to govt. servants.	11. General aspects	Permanent for departments issuing orders/ instructions etc. other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete	
	12. Issue of passport	C-5 or one year after completion of audit which ever is later.	
	13. Issue of arms licenses		

RECORDS OTHER THAN FILES

Sl. No.	Description of Records	Retention period	Remarks
1	2	3	4
1.	Establishment/Sanction Register	Permanent	Where, for any reason, the register is re-written, the old volume will be kept for 3 years.
2.	Rosters for Scheduled Castes and Scheduled Tribes	C-10	
3.	Register of oath/affirmation of allegiance to the Constitution	C-3	Subject to suitable entries having been made in the appropriate service record of the officials concerned.
4.	Service book of : (a) officials entitled to retirement/ terminal benefits (b) other employees	C-3 after issue of final pension/ gratuity payment order. C-3 after they have ceased to be in service.	Refer GFR appendix 13, Annex-1 Refer GFR appendix 13, Annex-1
5.	Confidential reports/character Rolls (a) after retirement (b) after death (c) after resignation/ discharge from service	C-5 C-3 C-5	
6.	Answer books of departmental examinations/tests	C-1 from the date of declaration of results.	
7.	Leave account of : (a) officials entitled to retirement/ terminal benefits (b) other employees	C-3 after issue of final pension/ gratuity payment order. C-3 after they have ceased to be in service.	
8.	Casual leave account	To be destroyed at the end of the year	
9.	Special casual leave register	C-1	
10.	Register of delegations to international Organisations	C-10	

B-WELFARE

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B-WELFARE

Description of record		Retention period	Remarks
Main head	Sub-head		
1	2	3	4
11. General staff welfare measures	11. Broad aspects	Permanent in the case of departments issuing orders/instructions etc., other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.	These records may have some historical value.
	12. CSS (Recognition of Service Association) Rules		
	13. Recognition of Association (individual cases)	Permanent	
12. Departmental council/ office council	11. General aspects/ instructions	Permanent in the case of departments issuing the orders, instructions etc.; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	Subject to follow-up action, where necessary being taken on appropriate subject files to which relevant extracts may be taken.
	12. Departmental Council-constitution	C-1	
	13. Office Council- constitution		
	14. Meetings of Departmental Council		
	15. Meetings of Office Council		
	16. Meetings of Regional Council		
	17. Staff Union/Association	Permanent	
	(a) Recognition		
	(b) Representations	Appropriate periods to be determined by the departments concerned according to the importance of subject matter.	
13. Grants-in-aid	11. General aspects	Permanent in the case of departments issuing the orders, instructions etc. and the departments concerned; other departments need keep only the standing orders, weeding	

B-WELFARE CONT.

1	2	3	4
		out the superseded ones as and when they become obsolete.	
	12. Grant for sports and other cultural activities	C-3; or one year after completion of audit, whichever is later.	
	13. Submission of annual accounts	C-3; or one year after completion of audit, whichever is later.	
14. Co-operative Societies	11. Rules and bye-laws (general aspects)	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing rules etc., weeding out the superseded ones as and when they become obsolete.	
	12. Election of office bearers	C-1 after the next election	
	13. Meetings of co-operative societies	C-1	
	14. Recovery of contribution and loans	C-1	
15. Central Secretariat Library	11. General aspects	Permanent in the case of departments issuing the orders, instructions, etc., other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	12. Membership application	C-1	Subject to a copy of the guarantee letter being kept in the personal file.
16. Suggestions Scheme and Award Schemes	11. General aspects	Permanent in the case of departments issuing the rules, orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones as and when they become obsolete.	
	13. Departmental Committee:		
	(a) Constitution	C-3 or one year after reconstitution, whichever is later.	
	(b) Proceedings	C-1	Subject to follow-up action being taken on appropriate subject files, to which relevant extracts may be taken.

B-WELFARE CONT.

1	2	3	4
	13(b) Apex Committee		
	(a) Constitution	C-3 or one year after reconstitution, whichever is later.	
	(b) Proceedings	C-3 or one year after completion of audit	
	14. Suggestions/employees' performance:		
	(a) those rewarded	C-3 or one year after completion of audit, whichever is later.	Subject to follow-up action being taken on appropriate subject files, to which relevant extract may be taken.
	(b) those not accepted	C-1	
17. Departmental canteens	11. General aspect/Instructions	Permanent in case of departments issuing the orders/instructions etc.; other departments need keep only the standing orders weeding out the superseded ones as and when they become obsolete.	
	12. Subsidy & grants and maintenance of accounts	C-3 or one year after the completion of audit whichever is later.	
	13. Purchase of crockery/cutleries/plates/furnitures	C-3 or one year after the completion of audit whichever is later.	
	14. Fixation of prices of the eatable items of the canteen.	C-3 or one year after the completion of audit whichever is later.	
18. Benevolent Fund	11. General aspects	Permanent in case of departments issuing the orders/instructions etc., other departments need keep only the standing orders weeding out the superseded ones as and when they become obsolete.	
	12. Maintenance of accounts	C-3 or one year after the completion of audit which ever is later.	
	13. Collection of contribution & sanction of loans	C-3 or one year after the completion of audit which ever is later.	
	14. Committee meetings & related matters	C-1	

