



EAST COAST RAILWAY

ESTABLISHMENT SERIAL CIRCULARS 2015

**Issued by :
THE CHIEF PERSONNEL OFFICER
BHUBANESWAR - 751017**

Railway Board's letter No. E(D&A) 2014 GS1-3, dated : 12.01.2015 is as under :

Sub.: Amendment to rule 3 and rule 13 of Railway Services (Conduct) Rules, 1966.

In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby directs that rule 3 and rule 13 of the Railway Services (Conduct) Rules, 1966, contained in Appendix-I of the Indian Railway Establishment Code-Vol.-I Fifth Edition, 1985 (Third Reprint Edition, 2008) may be amended as in the Advance Correction Slips No. 125 and 126 enclosed.

**INDIAN RAILWAY ESTABLISHMENT CODE-VOL.I (FIFTH EDITION 1985
THIRD REPRINT EDITION, 2008)**

APPENDIX-I-RAILWAY SERVICES (CONDUCT) RULES, 1966

Advance Correction slip No. 125

In the Railway Services (Conduct) Rules, 1966, in Rule 3:-

1. In sub-rule (1), after clause (iii), the following clauses shall be inserted, namely:-

- “(iv) commit himself to and uphold the supremacy of the Constitution and democratic values;
- (v) defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
- (vi) maintain high ethical standards and honesty;
- (vii) maintain political neutrality;
- (viii) promote the principles of merit, fairness and impartiality in the discharge of duties;
- (ix) maintain accountability and transparency;
- (x) maintain responsiveness to the public, particularly to the weaker section;
- (xi) maintain courtesy and good behaviour with the public;
- (xii) take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
- (xiii) declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;
- (xiv) not place himself under any financial or other obligations to any individual or organisation which may influence him in the performance of his official duties;
- (xv) not misuse his position as railway servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;
- (xvi) make choices, take decisions and make recommendations on merit alone;
- (xvii) act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;

- (xviii) refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
- (xix) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
- (xx) maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person;
- (xxi) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.

2. In clause (ii) of sub-rule (1), the word “and” may be deleted.”

(Authority - Railway Board's letter No. E(D&A) 2014 GS1-3 dated 12.01.2015)

**INDIAN RAILWAY ESTABLISHMENT CODE - VOL.1 (FIFTH EDITION 1985
THIRD REPRINT EDITION, 2008)**

Appendix-I- Railway Services (Conduct) Rules, 1966

Advance Correction Slip No. 126

In the Railway Services (Conduct) Rules, 1966, in Rule 13, in sub-rule (2), for clauses (i), (ii), (iii) and (iv), the following clauses shall be substituted, namely :-

- “(i) rupees twenty five thousand in the case of a Railway servant holding any Group 'A' Post ;
- (ii) rupees fifteen thousand in the case of a Railway servant holding any 'Group 'B' post;'
- (iii) rupees seven thousand five hundred in the case of a Railway servant holding any Group 'C' Post.”

(Authority-Railway Board's letter No. E(D&A) 2014 GS1-3 dated 12.01.2015)

Railway Board's letter No. E(D&A) 2014/GS1-4, dated : 12.01.2015 is as under :

Sub. : Amendment to rule 3C of Railway Services (Conduct) Rules, 1996

In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby directs that rule 3C of the Railway Services (Conduct) Rules, 1966, contained in Appendix-I of the Indian Railway Establishment Code-Vol.-I Fifth Edition, 1985 (Third Reprint Edition, 2008) may be amended as in the Advance Correction Slip No. 124 enclosed.

**INDIAN RAILWAY ESTABLISHMENT CODE-VOL.I (FIFTH EDITION 1985
THIRD REPRINT EDITION, 2008)**

APPENDIX-I-RAILWAY SERVICES (CONDUCT) RULES, 1966

Advance Correction slip No. 124

In the Railway Services (Conduct) Rules, 1966, for Rule 3 C the following rule shall be substituted namely:-

“3 C. Prohibition of sexual harassment of working women -

- (1) No Railway servant shall indulge in any act of sexual harassment of any woman at any work place.
- (2) Every Railway servant who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at the work place.

Explanation. - (I) For the purpose of this rule,-

- (a) “sexual harassment” includes any one or more of the following acts or behaviour (whether directly or by implication) namely :-
 - (i) Physical contact and advances; or
 - (ii) a demand or request for sexual favours; or
 - (iii) making sexually coloured remarks; or
 - (iv) showing pornography; or
 - (iv) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.
- (b) the following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment :-
 - (i) implied or explicit promise of preferential treatment in employment; or
 - (ii) implied or explicit threat of detrimental treatment in employment; or
 - (iii) implied or explicit threat about her present or future employment status; or
 - (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (v) humiliating treatment likely to affect her health or safety,
- (c) “workplace” includes,-
 - (i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government;
 - (ii) hospitals or nursing homes;
 - (iii) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

- (iv) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;
- (v) a dwelling place or a house.”

(Authority - Railway Board's letter No. E(D&A) 2014 GS1-4 dated 12.01.2015)

Estt. Srl. No. 3/2015
ECoR/Pers/R/Rectt/20

RBE No. 3/2015
Date : 30.01.2015

Railway Board's letter No. E(NG)-II/96/RR-1/40, dated : 20.01.2015 is as under :

Sub.: Constitution of Committee for interview/viva-voce in connection with recruitment to group 'C' posts and posts in pay Band-1 of Rs. 5200-20200 (Grade pay: Rs. 1800) including screening of Substitutes on Indian Railways.

Further to this office letter of even number dated 05/3/2012 (RBE No. 29/2012), a copy of office Memorandum No. 42011/2/2014-Estt. (Res) dated 13/2/2014 issued by Ministry of Department of Personnel & Training, Ministry of Personnel, PG and Pensions on the above noted subject is sent herewith for guidance and compliance.

F.No.42011/2/2014-Estt.(Res)
Government of India
Ministry of personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 13th February, 2014

Office Memorandum

Sub. : Representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees.

The undersigned is directed to draw attention of the Ministries/Departments to this Department's O.M. No. 42011/15/1995-Estt (SCT) dated 11th July, 1995. Para 2 Provided as follows :-

“2. In partial modification of the above instructions it has now been decided that wherever a Selection Committee Board exists or has to be constituted for making recruitment to ten or more vacancies in Group 'C' or Group 'D' posts or services it shall be mandatory to have one Member belonging to SC/ST/OBC and one Member belonging to Minority Community in such Committees/Boards. Further, one of the Members of the Selection Committees/Boards whether from the general category or from the minority community or from SC, ST.OBC should be a lady failing which a lady member should be co opted on the Committee/ Board. It may please be ensured that where the number of vacancies against which the selection is to be made is less than ten no effort should be spared in finding SC/ST/OBC officer, minority community officer and a lady officer as explained in para (2) for inclusion in such Committees/Boards.”

2. The matter has been reviewed and in partial modification of above instructions, it has now been decided that wherever a Selection Committee/Board exist or has to be constituted for making recruitment to 10 or more vacancies in any level of posts or services, it shall be mandatory to have one Member belonging to SC/ST, one Member belonging to OBC category and one member belonging to Minority Community in such Committees/Board. Further, one of the members of the Selection Committee/Board, whether from the general category or from the minority community or from the SC/ST/OBC community should be a lady failing which a lady member should be co-opted on the Committee/Board. It may also be ensured that where the number of vacancies against which selection is to be made is less than ten, no effort should be spared in finding the SC/ST, OBC officer and the Minority Committee Officer and a lady officer, for inclusion in such Committees/Boards.

3. Similar instructions in Public Sector Undertakings and Financial Institutions including Public Sector Banks will be issued by Department of Public Enterprises and Ministry of Finance respectively.

Estt. Srl. No. 4/2015

ECoR/Pers/R/B.Peon/HOER/21

Date : 30.01.2015

Railway Board's letter No. ECoR/Pers/R/B.Peon/HOER/21, dated : 30.01.2015 is as under :

Sub. : Duty Roster of B.Peons in E.Co.Railway.

It is advised that "Essentially Intermittent" roster should be followed in respect of B.Peons. As per HOER, duty hours in case of staff working in Essentially Intermittent roster should not exceed 12 hours a day. The total duty can, however, be in a split roster in terms of RBE No.131/2005. Such staff need to be given weekly one day rest.

It is further advised that attendance register should be maintained for the B.Peons which should be countersigned by an official nominated by the officer with whom the B.Peon is attached.

Estt. Srl. No. 5/2015

ECoR/Pers/R/Rectt/20

RBE No. 4/2015

Date : 04.02.2015

Railway Board's letter No. 2015/E(Sports)/4(1)/1/Status, dated : 21.01.2015 is as under :

Sub. : Status of Archery Association of India, Indian Amateur Boxing Federation and Gymnastics Federation of India.

Ref.: Railway Board's policy letter Nos. (i) 2012/E(Sports)/4(1)/1 Policy Clarifications dated 22.03.2013 (RBE No. 25/2013), (ii) 2014/E(Sports)/4(1)/1/ Policy Clarifications dated 11.03.2014 (RBE No. 23/2014).

The matter of participation of Railway players in the National Championships being organized by above three Federations is considered in RSPB. In the interest of players, it has been decided to allow participation of Railway Teams in the National Championships being organized by Archery Association of India, Indian Amateur Boxing Federation and Gymnastics Federation of India, though these 3 federations are not recognized by Ministry of Skill Development, Entrepreneurship, Youth Affairs Sports.

However, instructions issued vide Board's letters numbers dated 22.03.2013 (RBE No. 25/2013) and 11.03.2014 (RBE No. 23/2014) for not considering the sports achievements in the events conducted by Archery Association of India, Indian Amateur Boxing Federation and Gymnastics Federation of India or their affiliated units for recruitment, incentive and other establishment matters shall remain continue, till further orders.

Estt. Srl. No. 6/2015

ECoR/Pers/R/Rectt/20

RBE No. 5/2015

Date : 04.02.2015

Railway Board's letter No. E(P&A)I-2013/RT-3, dated : 23.01.2015 is as under :

Sub. : Extension of second chance for Aptitude Test for recruitment as Assistant Loco Pilots to those wards who have passed the written test but could not clear the Aptitude Test under LARSGESS.

Ref.: Railway Board's letter No. E(P&A)I-2010/RT-2 dated 30.08.2013.

With reference to Railway Board's letter dated 30.08.2013 quoted above, one of the Zonal Railways had raised a query in respect of the Competent Authority for allowing second chance for Aptitude Test for recruitment as Assistant Loco Pilots to those wards, who passed the written test but could not clear the Aptitude Test under LARSGESS.

2. The matter has been examined by the Board and it is advised that second chance for Aptitude Test for recruitment as Assistant Loco Pilot under LARSGESS, may be allowed with the personal approval of the General Manager. However, this power should not be delegated further.

Estt. Srl. No. 7/2015

ECoR/Pers/R/Welfare/51

RBE No. 6/2015

Date : 04.02.2015

Railway Board's letter No. PC-III/2000/GIS/2, dated : 23.01.2015 is as under :

Sub. : Central Government Employees Group Insurance Scheme, 1980 - Tables of Benefits for the Savings Fund for the period from 1.1.2015 to 31.12.2015.

In continuation of this Ministry's letterNo.PC-III/2000/GIS/2 dated 10.01.2014, a copy of O. M. No,7(1)/EV/2014 dated 22.01.2015 of the Ministry of Finance, Department of Expenditure on the above subject is forwarded herewith for information and necessary action.

**No.7(1)/EV/2014
Government of India
Ministry of Finance
Department of Expenditure
New Delhi, the 22nd January, 2015**

OFFICE MEMORANDUM

**Sub. : Central Government Employees Group Insurance Scheme-1980 -
Tables of Benefits for the savings fund for the period from 01.01.2015
to 31.12.2015 :**

The undersigned is directed to refer to this Ministry's O.M., No.7 (1)/EV/2013 dated 8th January, 2014 forwarding therewith Tables of Benefits under CGEGIS for the year 2014. New Tables of Benefits for the savings fund of the Scheme based on a subscription of Rs.10 per month from 1.1.1982 to 31.12.1989 and Rs.15 per month w.e.f. 1.1.1990.onwards have been prepared for the year 2015 and a copy of the table is enclosed. Another Table of Benefits for the savings fund based on a subscription @ Rs.10 per month for those employees who had opted put of the revised rates of subscription w.e.f. 1.1.1990 have also been drawn up—for the year 2015 and a copy of that table is also enclosed. The .amounts in the Tables have been worked-out on the basis of interest @. 10% per annum(compounded quarterly) for the period fom 1.1.1982 to 31.12.1982, 11% per annum(compounded quarterly) w.e.f. 1.1.1983'to 31.12.1986, 12% per annum(compounded quarterly) w.e.f 1.1.1987 to 31.12.2000, 11% per annum (compounded quarterly) w.e.f. 1.1.2001 to 31.12.2001, 9.5% per annum(compounded. quarterly) w.e.f. 1.1.2002 to 31.12.2002, 9.0% per annum(compounded quarterly) w.e.f. 1.1.2003 to 31.12.2003, 8% per annum (compounded quarterly) w.e.f. 1.1.2004 to 30.1.1.2011 8.6% per annum (compounded quarterly) w.e.f 1.12.2011 to 31.03:2012, 8.8%-per annum (compounded quarterly) w.e.f. 1.04.2012 to 31.03.2013 and 8.7 % per annum (compounded quarterly) w.e.f. 01.04.2013 onwards. The mortality rate under the Scheme has been taken; as 3.75 per thousand per annum up to 31.12.1987 and 3.60 per thousand per annum thereafter in both the cases. While calculating the amount it has been assumed that the subscription has been recovered or will be recovered from the salary of the month in which a member ceases to be in service failing which it should be deducted from accumulated amounts payable.

2. In its application to the employees of Indian Audit and Accounts Department this Office Memorandum issues in consultation with the Comptroller and Auditor General of India.

CENTRAL GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME 1980

Contribution @ Rs. 10/- P.M upto 31.12.89 and Rs. 15 throughout after 1.1. 90

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

Year of cessation of membership-2015

Month of cessation of membership

Year of Entry	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1982	25670.58	25868.73	26064.40	26261.56	26464.28	26666.94	26874.88	27077.44	27287.94	27495.72	27708.77	27905.74
1983	23372.19	23554.89	23731.42	23916.65	24101.08	24285.46	24475.13	24664.75	24854.32	25043.84	25235.98	25418.58
1984	21303.38	21467.90	21632.62	21801.17	21969.94	22141.33	22312.68	22483.99	22657.93	22834.48	23010.99	23179.06
1985	19445.45	19597.09	19747.51	19901.77	20057.51	20213.22	20371.55	20529.85	20690.77	20851.65	21015.16	21165.90
1986	17777.05	17918.42	18058.51	18199.78	18342.46	18485.11	18633.06	18775.65	18923.53	19074.04	19221.85	19365.77
1987	16282.17	16413.23	16539.29	16671.19	16803.45	16938.35	17070.56	17202.73	17340.21	17477.65	17615.06	17746.72
1988	14950.12	15068.16	15186.93	15308.00	15429.81	15551.60	15676.03	15803.10	15927.48	16051.83	16181.48	16300.75
1989	13740.86	13853.86	13963.36	14075.52	14186.87	14300.86	14414.83	14528.78	14648.03	14764.59	14883.79	14993.26
1990	12667.75	12773.00	12874.44	12979.10	13085.29	13188.79	13294.95	13403.74	13512.52	13621.27	13730.00	13834.90
1991	11139.60	11331.86	11422.55	11517.20	11610.29	11706.04	11801.77	11900.14	11995.83	12094.17	12195.16	12285.08
1992	9986.95	10053.51	10134.58	10218.03	10303.34	10391.29	10476.57	10561.83	10649.74	10737.64	10828.19	10913.68
1993	8839.78	8916.61	8990.05	9065.59	9143.08	9220.56	9298.02	9375.48	9455.59	9533.02	9615.77	9688.74
1994	7838.74	7907.81	7974.31	8043.86	8110.85	8180.49	8250.13	8322.43	8392.05	8464.32	8536.59	8604.93
1995	6947.15	7008.43	7069.80	7131.51	7193.31	7255.10	7322.23	7384.01	7448.45	7512.88	7577.31	7640.95
1996	615699	6210.46	6267.75	6323.19	6379.79	6436.39	649564	6552.23	6608.81	6668.05	6727.29	6786.16
1997	5452.26	5500.57	5553.51	5605.58	5654.30	5708.34	5759.72	5811.09	5865.13	5919.16	5973.19	6021.90
1998	4827.61	4876.07	4918.31	4965.34	5011.49	5057.64	5109.12	5155.27	5204.08	5250.22	5299.03	5348.19
1999	4275.04	4315.63	4356.29	4497.12	4440.69	4481.60	4527.85	4571.42	4615.00	4658.57	4702.15	4743.70

2000	3778.52	3816.56	3855.74	3895.59	3933.91	3972.24	4013.23	4051.56	4092.56	4130.89	4171.88	4211.12
2001	3343.41	3376.21	3410.80	3447.42	3483.15	3518.88	3554.61	3590.35	3628.76	3664.50	3702.91	3737.12
2002	2953.67	2983.90	3015.63	3043.81	3076.61	3110.85	3143.99	3177.13	3215.60	3248.74	3281.89	3316.38
2003	2597.30	2616.47	2655.83	2685.57	2715.51	2745.64	2775.96	2806.49	2837.21	2870.30	2900.84	2929.44
2004	2274.29	2301.16	2328.22	2355.65	2383.28	2411.10	2439.13	2467.37	2495.81	2524.46	2553.31	2581.42
2005	1977.23	2001.96	2026.87	2052.11	2077.53	2103.13	2128.92	2154.89	2181.06	2207.41	2233.96	2259.90
2006	1702.80	1725.56	1748.48	1771.68	1795.06	1818.60	1842.32	1866.21	1890.28	1914.51	1938.93	1962.86
2007	1449.26	1470.20	1491.28	1512.61	1534.10	1555.75	1577.55	1599.52	1621.64	1643.92	1666.37	1688.45
2008	1215.04	1234.28	1253.67	1273.27	1293.02	1312.91	1332.95	1353.13	1373.46	1393.93	1414.56	1434.93
2009	998.65	1016.34	1034.15	1052.16	1070.30	1088.57	1106.97	1125.15	1144.18	1162.99	1181.93	1200.72
2010	798.74	814.99	831.36	847.89	864.54	881.31	898.20	915.22	932.36	949.62	967.01	984.35
2011	614.06	628.98	644.00	659.17	674.44	689.83	705.33	720.94	736.67	752.51	768.47	784.46
2012	443.40	457.13	470.92	484.82	498.82	512.92	527.12	541.42	555.82	570.32	584.93	599.64
2013	286.48	299.04	311.69	324.44	337.28	350.21	363.24	376.36	389.58	402.89	416.30	429.81
2014	142.55	154.08	165.69	177.38	189.16	201.02	212.97	225.00	237.12	249.33	261.62	274.00
2015	10.50	21.08	31.73	42.46	53.26	64.14	75.11	86.15	97.27	108.47	119.75	131.11

Note :

Basis Used

From	To	Interest*	From	To	Interest*	Savings fund : 68.75% from 1.1.82 to 1.1.82 to 31.12.87 70% from 1.1.88 and onwards	
1.1.82	31.12.82	10%	1.1.03	31.12.03	9.00%		
1.1.83	31.12.86	11%	1.1.04	30.11.11	8.00%		
1.1.87	31.12.00	12%	1.12.11	31.03.12	8.60%	Insurance fund : 31.25% from 1.1.82 to 31.12.87	
1.1.01	31.12.01	11%	01.04.2012	31.03.2013	8.80%	30% from 1.1.88 and onwards	
1.1.02	31.12.02	9.50%	1.4.2013		8.70%		
*Interest p.a compounded quarterly							

CENTRAL GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME 1980

Contribution @ Rs. 10/- throughout

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

Year of cessation of membership-2015

Month of cessation of membership

Year of Entry	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1982	21453.34	21614.62	21772.36	21938.91	22106.96	22272.45	22443.23	22613.97	22784.97	22957.46	23129.30	23293.01
1983	19154.95	19300.78	19443.89	19593.85	19741.10	19893.64	20043.48	20195.46	20348.22	20504.75	20661.75	20808.19
1984	17880.80	17213.79	17341.51	17478.36	17608.83	17743.38	17880.68	18017.48	18154.49	18296.02	18433.43	18566.86
1985	15225.54	15342.98	15456.04	15578.96	15697.70	15818.73	15940.87	16063.71	16185.38	16311.23	16435.91	16555.75
1986	13557.14	13664.31	13768.77	13873.13	13980.92	14089.63	14199.53	14309.12	14419.89	14530.77	14643.88	14749.84
1987	12062.25	12155.43	12250.74	12346.69	12442.30	12540.82	12637.05	12736.85	12837.57	12935.97	13035.42	13131.44
1988	10727.54	10810.33	10895.15	10982.70	11068.88	11155.01	11244.67	11332.11	11422.48	11510.28	11601.79	11687.69
1989	9520.95	9595.51	9673.19	9747.44	9825.03	9905.59	9982.66	10062.70	10140.94	10221.60	10302.20	10381.72
1990	8447.84	8514.22	8584.59	8651.05	8721.03	8790.95	8863.30	8933.51	9007.19	9078.18	9151.00	9219.35
1991	7494.85	7553.44	7615.08	7679.91	7742.22	7803.88	7868.57	7932.54	7996.33	8061.41	8125.54	8186.02
1992	6648.64	6701.39	6756.87	6813.96	6871.56	6927.62	6984.20	7040.60	7098.30	7157.38	7213.50	7269.12
1993	5895.85	5942.75	5992.93	6044.89	6096.71	6146.36	6167.28	6248.15	6302.45	6352.69	6406.35	6457.01
1994	5225.83	5270.35	5314.25	5360.20	5406.76	5452.77	5499.48	5544.70	5593.02	5638.38	5686.63	5732.22
1995	4633.21	4671.52	4712.11	4753.38	4794.29	4837.22	4877.20	4920.07	4962.91	5005.71	5048.49	5088.94
1996	4104.66	4140.21	4178.97	4214.57	4252.31	4290.77	4327.85	4366.45	4402.80	4443.01	4480.28	4518.42
1997	3634.84	3669.76	3701.10	3736.16	3768.01	3804.15	3837.49	3873.51	3906.88	3941.54	3976.18	4011.95
1998	3221.08	3247.97	3278.50	3309.36	3341.13	3370.27	3402.33	3435.33	3466.38	3499.50	3530.36	3560.77
1999	2848.34	2876.53	2904.65	2932.94	2961.35	2987.47	3013.90	3043.24	3072.56	3101.87	3131.16	3159.09

2000	2522.04	2544.33	2571.47	2595.46	2621.05	2649.82	2675.31	2700.75	2729.36	2754.70	2781.49	2807.27
2001	2228.37	2251.21	2275.82	2296.92	2320.70	2345.88	2368.68	2394.67	2419.11	2443.29	2466.79	2492.51
2002	1967.45	1988.61	2009.93	2031.55	2053.32	2075.26	2097.35	2119.60	2142.02	2164.60	2187.34	2209.37
2003	1731.53	1751.00	1770.60	1790.47	1810.49	1830.66	1850.97	1871.43	1892.04	1912.80	1933.71	1954.02
2004	1516.19	1534.10	1552.15	1570.49	1588.85	1607.40	1626.09	1644.91	1663.87	1682.97	1702.21	1720.94
2005	1318.15	1334.64	1351.25	1368.07	1385.02	1402.80	1419.28	1436.60	1454.04	1471.61	1489.31	1506.60
2006	1135.20	1150.37	1165.65	1181.12	1196.71	1212.40	1228.21	1244.14	1260.18	1276.34	1292.62	1308.58
2007	966.18	980.13	994.19	1008.41	1022.74	1037.17	1051.70	1066.34	1081.09	1095.95	1110.91	1125.63
2008	820.03	822.86	835.78	848.85	862.01	875.27	888.63	902.09	915.64	929.29	943.04	956.62
2009	665.77	677.56	689.44	701.44	713.53	725.71	737.98	750.34	762.79	775.32	787.95	800.48
2010	532.49	543.33	554.24	565.26	576.36	587.74	598.80	610.15	621.57	633.08	644.68	656.23
2011	409.37	419.32	429.33	439.45	449.63	459.89	470.22	480.63	491.11	501.67	512.31	522.97
2012	295.60	304.76	313.95	323.21	332.55	341.95	351.41	360.64	370.54	380.21	389.95	399.76
2013	190.99	199.36	207.80	216.29	224.85	233.48	242.16	250.91	259.72	268.60	277.54	286.54
2014	95.04	102.72	110.46	118.25	126.11	134.01	141.98	150.00	158.08	166.22	174.41	182.67
2015	7.00	14.05	21.15	28.30	35.51	42.76	50.07	57.43	64.84	72.31	79.83	87.41

Note :
Basis Used

From	To	Interest*	From	To	Interest*	Savings fund : 68.75% from 1.1.82 to 31.12.87 70% from 1.1.88 and onwards
1.1.82	31.12.82	10%	1.1.03	31.12.03	9.00%	
1.1.83	31.12.86	11%	1.1.04	30.11.11	8.00%	
1.1.87	31.12.00	12%	1.12.11	31.03.12	8.60%	Insurance fund : 31.25% from 1.1.82 to 31.12.87 30% from 1.1.88 and onwards
1.1.01	31.12.01	11%	01.04.2012	31.03.2013	8.80%	
1.1.02	31.12.02	9.50%	1.4.2013		8.70%	

*Interest p.a compounded quarterly

Estt. Srl. No. 8/2015
ECoR/Pers/R/MPP/50

Date : 16.02.2015

Railway Board's letter No. E(MPP)2015/1/1, dated : 6.02.2015 is as under :

Sub. : Special Voluntary Retirement Scheme For Surplus Railway Employees.

Ref : Railway Board's letter No. E(P&A)I-2002/RT-1 dated 4.8.2004 (RBE No. 172/2004)

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

Board desires to know how many surplus staff have availed of this Scheme till now. This information may be sent latest by 16.2.2015.

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

R.B.E. No. 172/2004

Subject : Special Voluntary Retirement Scheme for Surplus Railway Employees.

[No. E(P&A)I-2002/RT-1, dated 4.8.2004.]

The Special Voluntary Retirement Scheme introduced by the Department of Personnel & Training vide their O.M. No. 25013/6/2001 Estt.(A), dated 28.2.2002 for Government employees declared Surplus, was under consideration of the Ministry of Railways for quite same time, The president is pleased to introduce a similar **Special Voluntary Retirement Scheme (SVRS)** for permanent Group 'C' and 'D' employees of the Railways who have been declared surplus (medically decategorised or otherwise) and placed in a supernumerary post and who cannot be redeployed within the Railway/Production Unit and have more than five years of residual service, subject to the following stipulations :—

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

2. The features of the **Special Voluntary Retirement Scheme** are as under :-
- (i) Only those employees, having more than 5 year of residual service in the above mentioned categories may opt for the Scheme.
 - (ii) An optee of Special VRS will be entitled to receive an ex-gratia amount equal to basic pay plus dearness allowance for the number of days worked out on the basis of length of service @ 35 days for each completed year and 25 days for each remaining year. For any part of a year, the number of days, for ex-gratia amount, will be worked out on the basis of 365 days in a year. The ex-gratia amount will be further subject to the following conditions:—
 - (a) Total number of years to be counted for payment of ex-gratia will not exceed 33 years; :
 - (b) No weightage of additional service will be given for the purpose of calculation of ex-gratia;
 - (c) The ex-gratia will be subject to a minimum of Rs. 25,000/- or 250 days emoluments, whichever is higher;
 - (d) The ex-gratia amount should not exceed the sum of the basic pay plus DA that the employee would draw at the prevailing level for the balance of the period of service left before superannuation;
 - (e) The ex-gratia amount will be paid in lump-sum;
 - (f) The ex-gratia amount upto Rs. 5:00 lakhs will be exempted from Income Tax.
 - (iii) A weightage of five years to the qualifying service shall be given under Railway Services (Pension) Rules, 1993 to such permanent surplus Railway employees and medically decategorised employees who have rendered a minimum of 15 years of qualifying service on the date they are declared surplus/medically decategorised. However, as provided in Rule 68 of Railway Services (Pension) Rules, 1993 the qualifying length of service after taking into account the aforesaid weightage should not be more than the service he/she would have rendered had he/she retired on the date of his/her superannuation;
 - (iv) Encashment of unutilised Leave on Average Pay accumulated on the date of relief as per the Railway Services (Liberalized Leave) Rules, 1949;
 - (v) Payment of savings element with interest in the Railway Employees Group Insurance Scheme as per rules;
 - (vi) TA/DA as on retirement for self and family for settling, anywhere in India as per Travelling Allowance Rules.

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

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

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

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

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

R.B.E. No. 173/2004.

Estt. Srl. No. 9/2015
ECoR/Pers/R/Selection/3

RBE No. 11/2015
Date : 23.02.2015

Railway Board's letter No. E (P&A) II-2007/RS-14, dated : 12.02.2015 is as under :

Sub.: Filling up posts of Loco Inspectors and Power Controllers/Crew Controllers.

Kindly refer to Board's letters of even no. dated 26-03-2009 on the subject noted above. In this connection, some of the Railways have sought clarifications whether minimum guaranteed kilometres, incentive kilometres/ghat section kilometres and shunting kilometres wil-be included in calculating the eligibility criteria of 75000 Kms foot plate experience.

2. It is clarified that all the driving duties performed by a loco pilot in the locomotive cab are footplate duties. The experience gained by a loco pilot by performing actual footplate duties is his driving experience. The minimum guaranteed kilometres, incentive/ghat sections kilometres and shunting kilometres, where actual footplate duties are not performed, may not be taken into account while considering the eligibility criteria of running staff for the selection of LIs/PRCs/CCs.

Railway Board's letter No. 2013/AC-II/21/8, dated : 13.02.2015 is as under :

Sub. : Introduction of Single Window System (SWS) for reimbursement of Railway Pensions.

The implementation of Single Window System for reimbursement of Railway pensions disbursed through **Corporation Bank and UCO Bank** was under consideration in Board's office for some time due to the following advantages.

Advantages to the Zonal Railway : -

- The designated Railways need to interact only with the nominated Nodal Branch for both submission of PPOs and receipt of pension scrolls.
- PPOs to be sent directly to the nominated Nodal Branch instead of the various Link branches, which shall ensure timely dispatch thereof to their Central Pension Processing Cell (CPPC) to ensure commencement of pension payment from the month following which the pensioner retires.
- Due to quick submission of monthly pension scroll in both physical form and electronic form, better monitoring and reconciliation process of the pension debits resulting in more accuracy in the projection of pension budget.
- Better monitoring of grievances and redressal thereof.

Advantages to the Pensioner : -

- o The pension commences from the following month in which the pensioner retires
- o The pension is credited to the pensioner's account every month on time.
- o Minimize errors in amount of pension, arrears is calculated and paid.
- o The grievances redressal system would become more effective.

Controller General of Accounts (CGA) and Reserve Bank of India (RBI) have since approved the implementation of SWS with **Corporation Bank and UCO Bank**. It has been decided to implement the scheme w.e.f. **01.04.2015**. The main features of the existing system vis a vis SWS are as under :

Present System : -

- FA&CAOs of all zonal railways and production units are authorized to issue PPOs (**Annexure 1**). FA&CAOs draw the PPOs against the bank opted by the pensioners and send the same to the nominated Link branch

of that bank directly which further forwards the same to the Paying Branch concerned.

- The paying Branch takes the PPO on their record and thereafter credits the pension amount monthly in the pensioner's account and sends scroll to the Link Branch.
- The Banks' Link Branches compile the scrolls of all paying branches under them and sends the same to the designated FA&CAOs (**Annexure 2**)
- Simultaneously, Link branch also submits the claim for the reimbursement of pension payment to the designated nominated reimbursing agency i.e. nominated RBI /SBI Branch.
- The Reimbursing Branch claims the reimbursement from RBI, CAS.
- RBI/CAS/Nagpur credits the account of the reimbursing bank and debits the account of respective designated Railway.

Single Window System : -

- FA&CAO of all Zonal Railways / Production Units shall continue to be authorized for issue of PPOs (**Annexure 1**).
- **Corporation Bank and UCO Bank** have nominated their nodal branches at the Headquarter of the 16 designated FA&CAOs both for receiving of the PPOs and submission of pension debit scrolls to the FA&CAOs(Annexure 3&4 respectively). Copies of the special seal together with specimen signatures of the authorized signatories should be sent to the Nodal Branches for onward transmission to CPPC, to facilitate verification thereof by Bank.
- In case of new pension, both halves of PPOs (i.e. disburser's and pensioner's) sent by PPAs (Pension Paying Authority) will be received at the Nodal branches nominated by the Bank and subsequently they will send the pensioners' half to the respective Pension Paying Branch for onward delivery to the pensioners after due identification etc. and the Bank's half to the CPPC of the Bank.
- The images of the Pension Payment Order (PPOs) will be scanned and stored in the master database by CPPC, which will be visible to the Pension Paying branch also.
- CPPC would build up a master database (including scanned images of PPOs) for the existing valid Railway Pensioners of all the branches of Bank.
- The PPOs issued in a month by the Railways/PUs has to reach the nominated Nodal Branch of the Bank by 5th of the ensuing month. The

Nodal Branch will thereafter forward the disburser's copy to the CPPC of the Bank and the pensioner's copy to the Paving Branch by 10th of the month. Thereafter, the CPPC will carry on the necessary scanning and other procedures so that payment of pension is ready to commence from the following month in which the pensioner retires.,The paying branch will intimate the pensioner, immediately, on the receipt of pensioner's half so that pensioner fulfils the necessary formalities with them and then advise CPPC in this regard so that pension is credited in the pension account invariably by the end of the month.

- Changes / modifications in the Pensioner's Data/Pension Scroll will take place at CPPC of the Bank. Pension will be processed at CPPC and scrolls will be generated.other procedures so that payment of pension is ready to commence from the following month in which the pensioner retires The paying branch will intimate the pensioner, immediately, on the receipt of pensioner's half so that pensioner fulfils the necessary formalities with them and then advise CPPC in this regard so that pension is credited in the pension account invariably by the end of the month.
- Changes / modifications in the Pensioner's Data/Pension Scroll will take place at CPPC of the Bank. Pension will be processed at CPPC and scrolls will be generated.
- Based on the generated Scroll, CPPC will credit the pension to the pensioners' accounts of all the CBS branches. For non CBS branches, CPPC will send the Pension Scroll to Pension Paying Branches for doing the needful at their end.
- CPPC will send the designated FA&CAO wise scroll and claim alongwith the summary sheet under Single Window System (SWS) through Link Cell Nagpur, to RBI CAS Nagpur for reimbursement at Single Point
- The nominated Nodal Branches at the Headquarter of the 16 designated FA&CAOs will be the point of local liaison and submission of Pension Scroll. The designated FA&CAO wise electronic Scroll will be sent to respective Nodal Branches by CPPC. The Nodal Branches will submit the pension debit scrolls in both physical form and electronic form to their respective FA&CAO of Railway for reconciliation and record.
- The CPPC will also create a dashboard that can be viewed by all the PPO issuing FA&CAOs and Railway Board indicating the details of PPOs received in a month by their bank and the month of commencement of the pension of the pensioners along with the remarks for non-commencement of pension.

- The details of the pension payment viz Basic Pension, DA, Net Amount etc should be accessible/viewable by the pensioner online
- CPPC will calculate pension and arrears, if any, as per the guidelines of Pension Paying Authority. The details of pension calculation will be available on the Bank's network and the Pension Paying Branches will hand over a copy of the printout to the pensioner. This information should also be available online to the pensioners
- The Bank shall provide an online pension helpline wherein the pensioners can view their pension details, lodge complaints related to pension payment and the same will .also be viewable to the FA&CAOs office concerned. The CPPC will have a sound grievance redressal mechanism/monitoring cell to track the pensioner's grievances lodged in the pension helpline or otherwise forwarded by Pension Paying Branches, Ministry, Authority or by directly by the pensioner.
- The PPOs against other banks would continue to be sent to their existing Link branches till they are covered under SWS.

Further, the following instructions would be adhered to by the bank

- There would be a running serial number on the paying branch scroll. It should be ensured that no scroll number is repeated or left out.
- The same check would be done on Nodal Branch Summary Scroll.
- At the pension accounting authority all amounts booked against duplicate scroll numbers would be checked and the RBI would be asked to put back these amounts to the Government accounts.
- The entire process from the start of payment of pension to reimbursement at RBI, CAS, Nagpur will be handled by the concerned bank itself.
- The Nodal branches will be responsible for reconciliation with the Railways and for settling discrepancies.
- As a onetime exercise authorized banks will send the nodal branch wise, paying branch directory structure with complete postal address, pin code, BSR code for proper and prompt settlement and reconciliation.

The Railways/Units may ensure implementation of the scheme with **Corporation Bank and UCO Bank w.e.f. 01.04.2015**. The scheme will be extended to other banks as and when they finalise the modalities and the approval of CGA and RBI is obtained. The feedback on the implementation of the scheme may be provided to Board's office.

Annexure-1

S.No.	RAILWAYS & PRODUCTION UNITS	NODAL BRANCHES AT
1.	RCF/KAPURTHALA	NEW DELHI
2.	ICF/CHENNAI	CHENNAI
3.	RWF/BANGALORE	HUBLI
4.	CLW/CHITTARANJAN	KOLKATA
5.	DLW/VARANASI	GORAKHPUR
6.	DMW/PATIALA	NEW DELHI
7.	METRO/KOLKATA	KOLKATA
8.	NORTHERN RAILWAY	NEW DELHI
9.	SOUTHERN RAILWAY	CHENNAI
10.	SOUTH WESTERN RAILWAY	HUBLI
11.	SOUTH EASTERN RAILWAY	KOLKATA
12.	NORTH EASTERN RAILWAY	GORAKHPUR
13.	CENTRAL RAILWAY	MUMBAI
14.	EASTERN RAILWAY	KOLKATA
15.	NORTH FRONTIER RAILWAY .	GUWAHATI
16.	SOUTH CENTRAL RAILWAY	SECUNDERABAD/HYDERABAD
17.	WESTERN RAILWAY	MUMBAI
18.	EAST CENTRAL RAILWAY	HAJIPUR
19.	EAST COAST RAILWAY	BHUBANESHWAR
20.	NORTH WESTERN RAILWAY	JAIPUR
21.	NORTH CENTRAL RAILWAY	ALLAHABAD
22.	SOUTH EAST CENTRAL RAILWAY	BILASPUR
23.	WEST CENTRAL RAILWAY	JABALPUR

Annexure-2

SN	Address of Designated FA&CAO	State	Union Territory
1.	FA&CAQ, Central Railway, Mumbai	Maharashtra	
2.	FA&CAO, Eastern Railway, Kolkata	West Bengal	
3.	FA&CAO, East Central Railway, Hajipur	Bihar	
4.	FA&CAO, East Coast Railway, Bhubaneswar	Orissa	
5.	FA&CAO, Northern Railway, New Delhi	Delhi, Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir	Chandigarh
6.	FA&CAO, North Central Railway, Allahabad	Uttar Pradesh	
7.	FA&CAO, North Eastern Railway, Gorakhpur	Uttaranchal	
8.	FA&CAO, North East Frontier Railway, Guwahati	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura	
9.	FA&CAO, North Western Railway, Jaipur	Rajasthan	

10.	FA&CAO, Southern Railway, Chennai	Kerala, Tamil Nadu	Andaman Nicobar Islands, Pondicherry
11.	FA&CAO, South Eastern Railway, Kolkata	Jharkhand	
12.	FA&CAO, South East Central Railway, Bilaspur	Chattisgarh	
13.	FA&CAO, South Central Railway, Secunderabad	Andhra Pradesh	
14.	FA&CAO, South Western Railway, Hubli	Karnataka, Goa	Dadra Nagar Haveli, Lakshadweep
15.	FA&CAO, Western Railway, Mumbai	Gujarat	Daman & Diu
16.	FA&CAO, West Central Railway, Jabalpur	Madhya Pradesh	

Annexure-3

CORPORATION BANK

s. No.	Railway and Production Units	Headquarters Office	Nominated nodal branch	BSR CODE	PHONE NO.
1.	Central Railway	CST, Mumbai	Mumbai, Fort, Veena Chambers, 21, Dalai st, Fort, Bombay-23	0350002	22-22671715
2	Eastern Railway	Fairlie Place, Kolkata	Kolkata-CANNING ST., 2 nd floor, Rampuria MKT, 86, B R Basu Road, Calcutta	0350154	33-22352146
3	East Central Railway	Hajipur, Bihar	PATNA, opp. Republic Hotel, Exhibition Road, Patna-01	0350336	612-2221636
4	East Coast Railway	Bhubaneswar, Odisha	Flat No. 121&122, Karvel Nagar, STN, SQ, Bhubaneswar-751001	0350347	0674-2534537
5	Northern Railway	New Delhi	Connaught Circus, M 4i, PB No. 162, New Delhi 01	0350147	011-23412448
6	North Central Railway	Allahabad	69, Johnston Ganj, Allahabad-03	0350312	0532-2401221
7	North Eastern Railway	Gorakhpur	Ibrahim Arcade Bldg, 1 st floor, Cinema Rd, Gorakhpur P.O. Golghar-01	0350378	0551-2333105
8	NE Frontier Railway	Maligaon / Guwahati	21, M.L. Nehru Road, Pan Bazar, Guwahati-01	0350903	0361-2731455
9	North Western Railway	Jaipur	101 to no. 1 floor, Anumkampa Tower, Church Rd., (Old Shalimar Rd) Jaipur-02	0350316	0141-2363455
10	Southern Railway	Park Town, Chennai	George Town, 49, Armenian St., PB No. 237, Madras-01	0350068	044-25341636

11	South Eastern Railway	Garden Reach, Kolkata	Kolkata-CANNING ST., 2nd floor, Rampuria MKT, 86, B R Basu Road, Calcutta	0350154	033-22352146
12	South East Central Railway	Bilaspur (Chattishgarh)	LIC of India Jeevan Jyothi, 1st floor, Magarpur Road, Bilaspur- 01	0350736	07752-236883
13	South Central Railway	Secunderabad (AP)	1st floor, 15-1-522/25, Watan Plaza, Siddiambar Bazar, Hyderabad- 12	0350006	40-24745587
14	South Western Railway	Hubli (Karnataka)	Ground floor, Laxminarayan Zone, 1st Block, Karwar Rd., Arvind Nagra, Hubli-24	0350360	836-2229045
15	Western Railway	Churchgate, Mumbai	Mumbai, Fott, Veena Chambers, 2i, Dalal St., Fort, Bombay-23	0350002	22-22671715
16	West Central Railway	Jabalpur (MP)	Ground floor, Gurusing Sabha Bldg, Civic Centre, Marhatal, Jabalpur-02	0350381	761-2310987
17	RCF/Kapurthala	Kapurthala 4i, PB No. i62, New Delhi 01	Connaught Circus, M	0350147	011-23412448
18	ICF/Chennai	Chennai	George Town, 49, Armenian St., PB No. 237, Madras-01	0350068	044-25341636
19	RWF Bangalore	Bangalore	Ground floor, Laxminarayan Zone, 1st Block, Karwar Rd., Arvind Nagra, Hubli-24	0350360	0836-2229045
20	CLW/Chittaranjan	Chittaranjan	Kolkata-CANNING ST., 2nd floor, Rampuria MKT, 86, B R Basu Road, Calcutta	0350154	033-22352146
21	DLW/Varanasi	Varanasi	Ibrahim Arcade Bldg, 1st floor, Cinema Rd, Gorakhpur P.O. Golghar, 01	0350378	0551-2333105
22	DMW/Patiala	Patiala	Connaught Circus, M 41, PB No. 162, New Delhi 01	0350147	011-23412448
23	Metro Railway	Kolkata	Kolkata-CANNING ST., 2nd floor, Rampuria MKT, 86, B R Basu Road, Calcutta	0350154	033-22352146

UCOBANK

s. No	Railway and Production Units	Headquarters Office	Nominated nodal branch	BSR CODE	PH.NO.& EMAIL ID
1	Central Railway	CST, Mumbai	DN Road, (0003) Branch, UCO Bank Blag., Bombay, P.o no. 833	0320352	022-2870256 mumbai@ucobank.co.in
2	Eastern Railway	Fairlie Place, Kolkata	Calcutta Main (0190) branch, 10 Brabourne Road, Calcutta-01	0320053	033-22254120 calcut@ucobank.co.in
3	East Central Railway	Hajipur, Bihar	Patna Main (0062) Branch, Exhibition Road, Patna, P.B. no. 78	0320018	0612-2222335 patna@ucobank.co.in
4	East Coast Railway	Bhubaneswar, Odisha	Ashoka Market (i785), Branch, Bhubaneswar, 75 10 12	0321837	0674-2530405 ashoka@ucobank.co.in
5	Northern Railway	New Delhi	Parliament Street (oi2o) Branch, 5, Parliament Street New Delhi 110001,	0320203	011-23731451 parlia@ucobank.co.in0
6	North Central	Allahabad	(0032) Branch, 4, Sardar Patel Marg, Allahabad, 211001	0320160	0532-2561237 Railway allaha@ucobank.co.in
7	North Eastern Railway	Gorakhpur	(0056) Branch, lakshmi Niwaas, bank Road, Gorakhpur	0320165	0551-2335226 gorakh@ucobank.co.in
8	NE Frontier Railway	Maligaon / Guwahati	(0045) Branch, Pancy Bazaar, Guwahati, 781001	0320001	0361-2870256 gaohat @ ucoba nk.co . in
9	North Western Railway	Jaipur	Johari Bazar (oi0i) Branch, Zone-II, Jaipur, 302003	0320267	0141-2577140 jaipur@ucobank.co.in.
10	Southern Railway	Park Town, Chennai	Chennai main (0041) Branch, 328 Thambu Chetty Street, Chennai. 600001	0320444	044-25342852 chennai@ucobank.co.in
11	South Eastern Railway	Garden Reach, Kolkata	DD Block Branch (1870) 3&4, DD block, Salt lake, Kolkata 700064	0321931	033-23216887 saltad@ucobank.co.in
12	South East Central Railway	Bilaspur (Chattishgarh)	Bilaspur (o26o) Branch, M V Market, Telepara Road, Bilaspur-01	0320425	07752-228480 bilasp@ucobank.co.in
13	South Central Railway	Secunderabad (AP)	Hyderabad Main (0114) Branch, Koti, Pushpanjali Complex, Hyderabad-95	0320428	040-24741016 hydera @ucoba nk.co .in
14	South Western Railway	Hubli (Karnataka)	Hubli (o328) Branch, Desai Chambers, Koppikar Road, Hubli-20	0320442	0836-2369369 hubli(S)ucobank.co.in
15	Western Railway	Churchgate, Mumbai	Madam Cama Road (0386) Branch, YMCA Building Annexe 1B, Mumbai-39	0320358	022-2201675 mdcama@ucobank.co.in
16	West Central Railway	Jabalpur (MP)	Jawahar Ganj, Jabalpur (oi85) Branch, 723/724, Roop bhawan, Jabalpur- 02	0320402	07612-311626 jabalp@ucobank.co.in
17	RCF/Kapurthala	Kapurthala	Parliament Street (0120) Branch, 5, Parliament Street New Delhi 110001.	0320203	011-23731451 parlia@ucobank.co.in
18	ICF/Chennai	Chennai	Chennai main (0041) Branch, 328 Thambu Chetty Street, Chennai. 600001	0320444	044-25342852 chennai@ucobank.co.in
19	RWF Bangalore	Bangalore	Hubli (o328) Branch, Desai Chambers, Koppikar Road, Hubli-20	0320442	0836-2369369 hubli@ucobank.co.in

20	CLW/Chittaranjan	Chittaranjan	Calcutta Main (0190) branch,10 Brabourne Road, Calcutta-01	0320053	033-22254220 calcut@ucobank.co.in
21	DLW/Varanasi	Varanasi	(0056) Branch, lakshmi Niwaas, bank Road,Goralihpur	0320165	0551-2335226 gorakh.@ucobank.co.in
22	DMW/Patiala	Patiala	Parliament Street(0120) Branch,5, Parliament Street New Delhi 110001.	0320203	011-23731451 parlia@ucobank.co.in
23	MetprxRailway	Kolkata.	Calcutta Main (0190) branch,10 Brabourne Road, Calcutta-01	0321931	033-22254120 calcut@ucobank.co.in

Estt. Srl. No. 11/2015
ECoR/Pers/R/MPP/50

RBE No. 8/2015
Date : 26.02.2015

Railway Board's letter No. E(MPP)/2015/6/1, dated : 3.02.2015 is as under :

Sub. : Forwarding of Notification- regarding deletion of Data Preparation and Computer Software' trade from the Apprentices Act, 1961.

A copy of the Notification No.G.S.R.220 dated 16th October, 2014 published in Part II, Section 3, Sub-section (i) of the Extraordinary Gazette of India issued by Ministry of Labour & Employment, Directorate General of Employment & Training regarding deletion of Data Preparation and Computer Software trade from Apprentices Act, 1961 is enclosed for information, guidance and necessary action.

No. DGET-23(7)(3407)/2014-AP
Government of India
Ministry of Labour and Employment
Directorate General of Employment & Training

New Delhi, dated: December 18, 2014

To

1. All the members of Central Apprenticeship Council
2. All the State/UTs Apprenticeship Advisers
3. All Employing Ministries

Subject : Forwarding of notification - reg.

Sir/Madam,

I am to forward herewith a copy of notification number G.S.R. 220 dated - 16th October, 2014 published in Part II, Section 3, Sub-section (i) of the Gazette of India on 18th October, 2014 regarding deletion of Data Preparation, and Computer Software' trade from the Apprentices Act, 1961,

(Directorate of Genenal of Employment and Trainting)
NOTIFACATION

New Delhi, the 16th October, 2014

G.S.R. 220.—In exercise of the powers conferred by sub-section (1) of section 37 of the Apprentices Act, 1961 (52 of 1961), (the Central Government, after

consulting of the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely :—

1. (1) These rules may be called the Apprenticeship (Third Amendment) Rules, 2014.
- (2) They shall come into force on the 1st day of November, 2014.
2. In the Apprenticeship Rules, 1992, in Schedule I, under the heading 'Group No. 29-Compter Trades Group', serial No. 1 relating to the designated trade ' Data Preparation and Compter Software ' and the entries relating thereto shall be omitted.

[F.No.DGET-23(7)(3407)/2014-AP]
M. S. KALANIA, Dy. Secy.

Note : The principal rules were published vide number G.S.R. 356, dated the 15th July 1992 in the Gazette of India, Part II, Section 3, Sub-section (i) dated the 1st August, 1992 and was last amended vide number G.S.R. 158(E), dated the 4th March 2014.

Estt. Srl. No. 12/2015
ECoR/Pers/R/MPP/50

RBE No. 9/2015
Date : 26.02.2015

Railway Board's letter No. E(MPP)/2015/6/1, dated : 3.02.2015 is as under :

Sub. : Forwarding of Notification- Apprentices (Amendments Act, 2014 (29 of 2014)).

A copy of the Notification No.S.O.3238(E)'dated 18th December, 2014 published in Part II, Section 3, Sub-section(ii) of the Extraordinary Gazette of India issued by Ministry of Labour & Employment, Directorate General of Employment & Training relating to the Apprentices (Amendment) Act, 2014 (29 of 2014) to be effective from 22nd December, 2014 is enclosed for information, guidance and necessary action.

No. DGET-1(1)/2014-AP
Government of India
Ministry of Labour and Employment
Directorate General of Employment & Training

New Delhi, dated: 30th December, 2014

To

All the members of Central Apprenticeship Council

Subject : Amendments to the Apprentices Act, 1961-reg.

Sir/Madam,

I am to inform you that the Apprentices Act, 1961 has been further amended vide No. 29 of 2014 and brought into effect from 22nd December, 2014 vide notification number S.O.3238(E) published in Part II, Section 3, Sub-section (ii) of the Extraordinary Gazette of India on 18th December, 2014 Copies of the gazette notifications are enclosed herewith for your kind information, please.



**MINISTRY OF LABOUR AND EMPLOYMENT
(Directorate General of Employment and Training)**

Notification

New Delhi, the 18th December, 2014

S.O. 3228(E)—In exercise of the powers conferred by sub-section (2) of section 1 of the Apprentices (Amendment) Act, 2014 (29 of 2014), the Central Government hereby appoints the 22nd day of December, 2014 as the date on which the said Act shall come into force.

**MINISTRY OF LAW AND JUSTICE
(Legislative Department)**

New Delhi, the 8th December, 2014/Agrahayana 17,1936 (Saka),

The following Act of Parliament received the assent of the President on the 5th December, 2014 and is hereby published for general information :—

**THE APPRENTICES (AMENDMENT) ACT, 2014
(NO. 29 OF 2014)**

[5th December, 2014]

An Act further to amend the Apprentices Act, 1961.

Be it enacted by Parliament in the Sixty-fifth Year of the Republic of India as follows :—

Short title and Commence-ment :

1. (1) This Act may be called the Apprentices (Amendment) Act, 2014.

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Amendment of section 2 :

2. In the Apprentices Act, 1961 (hereinafter referred to as the principal Act), in section namely:—

(i) in clause (d), in sub-clause (1), after item (b), the following item shall be inserted, —

“(bb) any establishment which is operating business or trade from different locations situated in four or more States or”,

(ii) for clauses (e), (j) and (k), the following clauses shall respectively be substituted, namely :—

“(e) “designated trade” means any trade or occupation or any subject field in engineering or non-engineering or technology or any vocational course which the Central Government, after consultation with the Central Apprenticeship

Council, may, by notification in the Official Gazette, specify as a designated trade for the purposes of this Act;

(j) “Graduate or technician apprentice” means an apprentice who holds, or is undergoing training in order that he may hold a degree or diploma in engineering or non-engineering or technology or equivalent qualification granted by any institution recognised by the Government and undergoes apprenticeship training in any designated trade,

(k) “industry” means any industry or business in which any trade, occupation or subject field in engineering or non-engineering or technology or any vocational course may be specified as a designated trade or optional trade or both;’

(iii) after clause (l), the following clauses shall be inserted, namely :—

“(II) “optional trade” means any trade or occupation or any subject field in engineering or non-engineering or technology or any vocational course as may be determined by the employer for the purposes of this Act;

(III) “portal-site” means a website of the Central Government for exchange of information under this Act;’

(iv) in clause (pp), for the words “such subject field in any vocational course as may be prescribed” the words “designated trade” shall be substituted;

(v) for clauses (q) and (r), the following clauses shall be substituted, namely :—

“(q) “trade apprentice” means an apprentice who undergoes apprenticeship training in any designated trade;

(r) “Worker” means any person working in the premises of the employer, who is employed for wages in any kind of work either directly or through any agency including a contractor and who gets his wages directly or indirectly from the employer but shall not include an apprentice referred to in clause (aa).’

Amendment of section 3 :

3. In section 3 of the principal Act. for clause (a), the following clause shall be substituted, namely :—

“(a) is not less than fourteen years of age, and for designated trades related to hazardous industries, not less than eighteen years of age; and”

Amendment of section 4 :

4. in section 4 of the principal Act,—

(i) for sub-section (4), the following sub-sections shall be substituted, namely:—

“(4) Every contract of apprenticeship entered into under sub-section (1) shall be sent by the employer within thirty days to the Apprenticeship Adviser until a portal-site is developed by the Central Government and thereafter the details of contract of apprenticeship shall be entered on the portal-site within seven days, for verification and registration.

(4A) In the case of objection in the contract of apprenticeship the Apprenticeship Adviser shall convey the objection to the employer within fifteen days from the date of its receipt.

(4B) The Apprenticeship Adviser shall register the contract of apprenticeship within thirty days from the date of its receipt.”;

(ii) sub-section (5) shall be omitted.

Insertion of new sections 5A and 5B :

5. After section 5 of the principal Act, the following sections shall be inserted, namely :—

Engagement of apprentices of apprentices from other States :

“5A. The qualification, period of apprenticeship training, holding of test, grant of certificate and other conditions relating to the apprentices in optional trade shall be such as may be prescribed.

5B. The employer may engage apprentices from other States for the purpose of providing apprenticeship training to the apprentices.”

Amendment of section 6 :

6. In section 6 of the principal Act,—

(i) in clause (a), for the words “determined by that Council”, the word “Prescribed” shall be substituted;

(ii) for clause (aa), the following clause shall be substituted, namely :—

“(aa) in the case of trade apprentices who, having undergone institutional training in a school or other institution affiliated to or recognised by a Board or State council of technical Education or any other authority or courses approved under any scheme which the Central Government may, by notification in the official Gazette specify in this behalf, have passed the trade tests or examinations conducted by that Board or State Council or authority or by any other agency authorised by the Central Government, the Period of apprenticeship training shall be such as may be prescribed.”.

Substitution of section 8 :

7. For section 8 of the Principal Act. the following section shall be substituted, namely.—

Number of apprentices for a designated trade and optional trade :

“8 (1) The Central Government shall prescribe the number of apprentices to be engaged by the employer for designated trade and optional trade.

(2) Several employers may join together either themselves or through an agency, approved by Apprenticeship Adviser, according to the guidelines issued from time to time by the Central Government in this behalf, for the purpose of providing apprenticeship training to the apprentices under them.”

Amendment of section 9 :

8. In section 9 of the principal Act,—

(i) for sub-section (1), the following sub-section shall be substituted, namely : —

“(1) Every employer shall make suitable arrangements in his workplace for imparting a course of practical training to every apprentice engaged by him.”

(ii) for sub-section (3), the following sub-section shall be substituted, namely :—

“(3) Such of the trade apprentices who have not undergone institutional training in a school or other institution recognised by the national Council or

any other institution affiliated to or recognised by a Board or State council of Technical Education or any other authority which the central Government may, by notification in the official Gazette specify in this behalf, shall before admission in the workplace for practical training, undergo a course of basic training and the course of basic training shall be given to the trade apprentices in any institute having adequate facilities.”.

(iii) sub-sections 4A, 4B 3 5 and 6 shall be omitted. :

(iv) for sub-section (7) and sub-section (7A), the following sub-section shall be substituted, namely :—

“(7) In the case of an apprentice other than a graduate or technician apprentice or technician (vocational) apprentice, the syllabus of and the equipment to be utilised for, practical training including basic training in any designated trade shall be such as may be approved by the Central Government in consultation with the Central Apprenticeship Council.

(7A) In the case of graduate or technician apprentices or technician (vocational) apprentices, the programme of apprenticeship training and the facilities required for such training in any designated trade shall be such as may be such as may be approved by the central Government in consultation with the Central Apprenticeship Council.”.

(v) in sub-section (8), in clause (c), after the words “employer alone”, the words “except apprentices who holds degree or diploma in non-engineering” shall be inserted

Amendment of section 15 :

9. In section 15 of the principal Act,—

(i) for sub-section (1), the following sub-section shall be substituted. namely:—

“(1) The weekly and daily hours of work of an apprentice while undergoing practical training in a workplace shall be as determined by the employer subject to the compliance with the training duration, if prescribed.”

(ii) for sub-section (3), the following sub-section shall be substituted, namely:—

“(3) An apprentice shall be entitled to such leave and holidays as are observed in the establishment in which he is undergoing training.”

Amendment of section 19 :

10. In section 19 of the principal Act, for sub-section (2), the following sub-sections shall be substituted, namely :—

“(2) Until a portal-site is developed by the central Government, every employer shall furnish such information and return in such form as may be prescribed, to such authorities at such intervals as may be prescribed.

(3) Every employer shall also give trade-wise requirement and engagement of apprentices in respect of apprenticeship training on portal-site developed by the Central Government in this regard.”

11. In section 21 of the principal Act,—

(i) for sub-section (1) the following sub-section shall be substituted, namely:—

“(1) Every trade apprentice who has completed the period of training may appear for a test to be conducted by the National Council or any other agency

authorised by the Central Government to determine his proficiency in the designated trade in which he has undergone apprenticeship training.”;

(ii) in sub-section (2), after the words “National Council”, the words “or by the other agency authorised by the Central Government” shall be inserted.

Amendment of section 22 :

12. In section 22 of the principal Act, for sub-section (1), the following sub-section shall be substituted, namely :—

“(1) Every employer shall formulate its own Policy for recruiting any apprentice who has completed the period of apprenticeship training in his establishment.

Amendment of section 30 :

13. In section 30 of the principal Act,—

(i) for sub-section (1), the following sub-sections shall be substituted, namely :—

“(1) If any employer contravenes the provisions of this Act relating to the number of apprentices which he is required to engage under those provisions, he shall be given a month’s notice in writing, by an officer duly authorised in this behalf by the appropriate Government, for explaining the reasons for such contravention.

(1A) In case the employer fails to reply the notice within the period specified under sub-section (1), or the authorised officer, after giving him an opportunity of being heard is not satisfied with the reasons given by the employer, he shall be punishable with fine of five hundred rupees per shortfall of apprenticeship month for first three months and thereafter one thousand rupees, per month till such number of seats are filled up.”;

(ii) in sub-section (2),—

(a) after clause (f), the following clauses shall be inserted, namely :—

“(g) engages as an apprentice a person who is not qualified for being so engaged, or

(h) fails to carry out the terms and conditions of a contract of apprenticeship.”;

(b) for the words “imprisonment for a term which may extend to six months or with fine or with both”, the words “fine of one thousand rupees for every occurrence” shall be substituted.

(iii) after sub-section (2), the following sub-section shall be inserted, namely :—

“(2A) The provisions of this section shall not apply to any establishment or industry which is under the Board for Industrial and Financial Reconstruction established under the Sick Industrial companies (Special Provisions) Act, 1985.”.

Amendment of section 37 :

14. In section 37 of the principal Act after sub-section (1), the following sub-section shall be inserted, namely :—

“(1A) The powers to make rules under this section shall include the power to make such rules or any of them retrospectively from a date not earlier than the date on which this Act received the assent of the President, but no such retrospective effect shall be given to any such rule so as to prejudicially affect the interests of any person to whom such rule may be applicable.”.

Railway Board’s letter No. E(D&A)2014 RG6-35, dated : 18.02.2015 is as under :

Sub. : Rule 5 of Railway Servants (Discipline and appeal) Rules, 1968 - Instructions regarding timely review of suspension

Rule 5 of the Railway Servants (Discipline and appeal) Rules, 1968 deals with the provisions of suspension. As per the rule, a Railway servant may be placed under suspension in the following circumstances:

- (a) where a disciplinary proceeding against him is contemplated or is pending; or
 - (b) where, in the opinion of the authority competent to place a Railway servant under suspension, he has engaged himself in activities prejudicial to the interest of the security of the state; or
 - (c) where a case against him in respect of any criminal offence, is under investigation, inquiry or trial.
2. A Disciplinary Authority may also consider it appropriate to place a Railway servant under suspension in the following circumstances. These are only intended for guidance and should not be taken as mandatory:-
- (i) Cases where continuance in office of the Railway servant will prejudice the investigation, trial or any inquiry (e.g. apprehended tampering-with witnesses or documents);
 - (ii) where the continuance in office of the Railway servant is likely to seriously subvert discipline in the office in which the Railway servant is working;
 - (iii) where the continuance in office of the Railway servant will be against the wider public interest [other than those covered by (i) and (ii)] such as there is public scandal and it is necessary to place the Railway servant under suspension to demonstrate the policy of the Government to deal strictly with officers involved in such scandals, particularly corruption;
 - (iv) where allegations have been made against the Railway servant and preliminary inquiry has revealed that a prima facie case is made out which would justify his prosecution or his being proceeded against in departmental proceedings, and where the proceedings are likely to end in his conviction and/or dismissal, removal or compulsory retirement from service.
3. In the first three circumstances the Disciplinary Authority may exercise his discretion to place a Railway servant under suspension even when the case is under investigation and before a prima facie case has been established. Suspension may be desirable in the circumstances indicated below:-
- (i) any offence or conduct involving moral turpitude;
 - (ii) corruption, embezzlement or misappropriation of Government money, possession of disproportionate assets, misuse of official powers for personal gain;

- (iii) serious negligence and dereliction of duty resulting in considerable loss to Railways;
 - (iv) desertion of duty;
 - (v) refusal or deliberate failure to carry out written orders of superior officers, In respect of the types of misdemeanor specified in sub-clauses (iii) to (v) herein above, discretion has to be exercised with care.
4. Rules 5(6) and 5(7) of RS(D&A) Rules, 1968, deal with the review of suspension cases, The provision of review within ninety days is applicable to all types of suspensions. However, in cases of continued detention, the review becomes a mere formality with no consequences as a Railway servant in such a situation has to be continued to be kept under deemed suspension. A review of suspension is not necessary in such cases during this period. Therefore, in all such cases the first review of suspension becomes due on completion of ninety days counting from the date, the Railway servant was released from detention, unless suspension has already been revoked. Subsequent reviews shall become due before completion of currently continuing period of suspension. During each such review, suspension can be extended for a period not exceeding 180 days at a time.
5. It has come to notice that in cases of prolonged suspension period, the courts have pointed out that the suspension cannot be continued for long and that inspite of Railway Board's instructions, the Disciplinary Authorities are not finalizing the disciplinary proceedings within stipulated time. Also, in such cases the Railway is unnecessarily paying subsistence allowance without extracting any work and if, on the culmination of the disciplinary proceedings, the charged officer is exonerated from the charges, the Railway has to unnecessarily pay the full salary and treat the period of suspension as on duty etc. It is therefore, desirable that timely review of suspension is conducted in a just and proper manner and that the disciplinary proceedings are finalized expeditiously,
6. The zonal Railways etc, may bring the existing instructions on timely review of suspension and expeditious completion of disciplinary proceedings to the notice of all concerned.

Estt. Srl. No. 14/2015

ECoR/Pers/R/Promotion/2

Date : 09.03.2015

Railway Board's letter No. 2000/AC-II/20/23(Pt), dated : 24.02.2015 is as under :

Sub. : Filling up of posts of Accounts Stock Verifiers (ASVs)-allowing Appendix-2 IREM qualified Accounts Clerks and Jr. Shroffs to be posted as Accounts Stock Verifiers (ASVs).

Ref:- (i) Board's letter No. 93/AC-II/20/22 dated 10/10/97.

- (ii) Board's letter No. E(P&A)I-2007/FE-2/1 dated 24/3/09 (RBE 55/09)
- (iii) Boards letter No. 2000/AC-II/20/23 (Vol-I) dated 16/9/09 (RBA No. 44/2009)
- (iv) Board's letter No. 2000/AC-II/20/23 (Vol-I) dated 22/9/09 (RBA No. 45/2009)
- (v) Board's letter No. E(P&A)I-2011/SP-1/AC-I dated 16/12/14 (RBE 144/2014)

The matter regarding non-availability of Accounts Stock Verifiers (ASVs) on Railways has been under consideration of Board for quite some time. The issue has been examined in consultation with Establishment Directorate. It has now been decided to allow Appendix-2 IREM qualified Accounts Clerks PB-1/Rs. 5200-20200/Grade Pay Rs. 1900/- and Jr. Shroff, PB-1/Rs. 5200-20200/Grade Pay Rs. 1900/- with 5 years' service in Grade Pay Rs. 1900/-, for being considered for the post of Accounts Stock Verifier (ASV)/PB-2/Rs. 9300-34800/Grade Pay Rs. 4200/- in order of the following preference :—

- (i) First preference would be given to Appendix-2 IREM qualified Accounts Assistants PB-2/Rs. 9300-34800/Grade Pay Rs. 4200/-.
 - (ii) In case of non-availability of Appendix-2 IREM qualified Accounts Assistants, by Jr. Accounts Assistants PB-1/Rs. 5200-20200/Grade Pay Rs. 2800/-, who have rendered minimum service of 2 years have passed Appendix-2 IREM examination and completed the probation period.
 - (iii) In case no volunteer from Accounts Assistants/Jr. Accounts Assistants are available, staff of Cash & Pay department working in Grade Pay from Rs. 2400/- up to Rs. 4200/- provided they have rendered at least 5 years of service and have also passed Appendix-2 IREM examination.
 - (iv) If eligible staff (i.e. Accounts Assistants/Jr. Accounts Assistants & staff of Cash & Pay department) are not available, by Appendix-2 IREM qualified Accounts Clerks, PB-1/Pay Scale Rs. 5200-20200/Grade Pay Rs. 1900/- with 5 years' regular service in Accounts department.
 - (v) In case volunteer from Appendix-2 IREM qualified Accounts Clerks, PB-1/Rs. 5200-20200/Grade Pay Rs. 1900/- with 5 years of regular service in Accounts department are also not available, by Appendix-2 IREM qualified Jr. Shroff, PB-1/Rs. 5200-20200/Grade Pay Rs. 1900/- with 5 years service in Grade Pay Rs. 1900/-.
2. No fresh appointment to the post of Jr. Shroffs shall be made against the vacancies so caused in the Cash & Pay department.
3. Such staff on their appointment to the post of Accounts Stock Verifier (ASVs) will be give, adequate training by Sr. ISAs in stock verification work to ensure that the quality of stock verification and preparation/disposal of stock verification reports are not diluted.
4. Accounts Clerks, Jr. Shroffs and staff working in Cash & Pay department in Grade Pay below Rs. 4200/- on being posted as Accounts Stock Verifier (ASV) shall not be entitled to special allowance of Rs. 1000- per month for the purpose.

5. Accounts Assistants, Jr. Accounts Assistants & staff of Cash & Pay department from Grade Pay Rs. 2400/- upto Grade Pay Rs. 4200/-, Accounts Clerks and Jr. Shroffs on being posted as Accounts Stock Verifier (ASV) shall have to pass Appendix-4 IREM examination in three chances to be availed within a period of 4 years of their joining as Accounts Stock Verifier (ASV) failing which they will be reverted to their parent cadre.

Accordingly Recruitment Rules of Accounts Stock Verifiers (ASVs) Appendix IV/Indian Railway Establishment Manual/Voiume-I (Revised Edition-1989) First Reprint Edition-2009 may be modified as per ACS (Advance Correction Slip) No. 228 enclosed as annexure.

These instructions will take effect from tche date of issue of the letter.

ANNEXURE

ADVANCED CORRECTTON SLIP TO PARA 1 OF APPENDIX 4-INDIAN RAILWAY ESTABLISHMENT MANUAL VOLUME-1 (REVISED EDITION -1989) FIRST REPRINT EDITION 2009

ACS NO 228 & DATE 24/2/2015

PROMOTION TO AND CONFIRMATION OF THE RANK OF STOCK VERIFIERS

Para-1 of Appendix-IV/Indian Railway Establishment Manual/Volume-I regarding the Recruitment Rules of the post of Accounts Stock Verifiers (ASVs), may be modified as under: -

Existing provision	Modification Proposed
(i) "Promotion of persons holding the post of Accounts Assistant in Grade Rs. 1400-2600 in the office of Financial Adviser & Chief Accounts Officers to the rank of Stock Verifiers will be on the considerations of seniority and merit including fitness for outdoor works	(i) "Promotion of persons holding the post of Accounts Assistant, PB-2/Pay Scale Rs.,9300-34800/Grade Pay Rs. 4200/- in the office of Financial Adviser & Chief Accounts Officers to the rank of Accounts Stock Verifiers(ASVs), PB~1/Pay Scale Rs.9300-34800/Grade Pay Rs. 4200/- will be on the consideration of seniority and merit including fitness for outdoor works.
(ii) failing which persons holding substantively the posts of Junior Accounts Assistants in Grade Rs.1200-2040 with a minimum of 2 years service in that grade may be considered on the same basis. In the case of Junior Accounts Assistants, promotion to the rank of stock verifiers will not be made	(ii) Failing which by persons holding substantively the posts of Junior Accounts Assistants, PB-1/Pay Scale Rs. 5200-20200/Grade Pay Rs. 2800/- with a minimum of 2 years service in that grade may be considered for promotion as Accounts Stock Verifiers (ASVs), In the case of Junior Accounts Assistants, PB-1/ Pay Scale Rs. 5200-20200/Grade Pay Rs. 2800/), promotion to the rank of Accounts

unless they have passed the examination prescribed in Appendix 2(IREM). The condition of passing the examination prescribed in Appendix-2 IREM by JAAS holding the post substantively with a minimum of 2 years service in that grade before they can be promoted to the rank of stock verifiers, may be relaxed in special cases under the sanction of the General Manager.	Stock Verifiers(ASV)/PB-2/Pay Scale Rs. 9300-34800/Grade Pay Rs. 4200/-) will not be made unless they have passed the examination prescribed in Appendix 2(IREM). The condition of passing the examination prescribed in Appendix-2 IREM by JAAs holding the post substantively with a minimum of 2 years service in that grade before they can be promoted to the rank ofASV may be relaxed in special cases under the sanction of the General Manager.
	(iii) In case no volunteer from Accounts Assistants/Jr. Accounts Assistants are available, staff of Cash & Pay department working in Grade Pay from Rs. 2400/- up to Rs. 4200/- provided they have rendered at least 5 years of service and have also passed Appendix-2 IREM examination.
	(iv) If eligible staff (i.e. Accounts Assistants/ Jr. Accounts Assistants & staff of Cash & Pay department) from GP Rs. 2400/-upto GP Rs. 4200/- are not available, by Appendix-2 IREM qualified Accounts Clerks, PB-I/Pay Scale Rs. 5200-20200/ Grade Pay Rs. 1900/- with 5 years of regular service in Accounts department.
	(v) In case volunteer from Appendix-2 IREM qualified Accounts Clerks, PB-1/Pay Scale Rs. 5200-20200/Grade Pay Rs. 1900/- with 5 years of regular service in Accounts department are also not available, by Appendix-2 IREM qualified Jr. Shroff, PB-1/ Pay Scale Rs. 5200-20200/Grade Pay Rs. 1900/- with 5 years'service in Grade Pay Rs. 1900/-.

(Authority Board's letter no. 2000/AC-III/20/23(Pt) dated 24/2/2015)

Estt. Srl. No. 15/2015
ECoR/Pers/R/Pass/8

Date : 09.03.2015

Railway Board's letter No. 2011/PS5-13/1, dated : 27.02.2015 is as under :

Sub. : Issue of Duty Card/Cheque passes to the personnel of Government Railway Police.

In terms of provisions contained in item 37 under Schedule VII of Railway Servents (Pass) Rules, 1986, personnel of Government Railway Police may be issued Card/Cheque passes for travelling over the Railways in performance of their duties over specified jurisdiction. Further conditions relating to issue of such Card/Cheque passes to GRP personnel are contained in Railway Board's letter No.E(W)86/PS5-13/1 dated 21.02.1986.

- 1.1 Since some of the Railways were deviating from the policy instructions on the subject matter, Zonal Railways were advised vide Board's letter of even no. dated 13.05.2011.-" to scrupulously follow the instructions contained in Board's letter No E(W)86/PS5-13/1 dated 21.02.1986.
2. However, complaints are again pouring in regarding non compliance of the said instructions by some of the Railways.
3. It is once again directed that the policy instructions contained in Board's letter dated 21.02.1986 regarding issue of passes to GRP personnel be followed in letter and spirit and no deviation may be allowed.
- 3.1 However, the requirement of Duty Card/Cheque passes to be issued to GRP personnel should be correctly assessed having regard to movement of trains and other relevant factors and such number of passes may be issued keeping a proper account thereof.
4. Necessary action may be taken accordingly.

Estt. Srl. No. 16/2015
ECOR/Pers/R/Deputation/2

RBE No. 13/2015
Date : 11.03.2015

Railway Board's letter No. E(NG)I-2003/TR/10/Pt III, dated : 02.03.2015 is as under :

Sub. : New Catering Policy 2010 - Repatriation of 188 Deemed Deputationist Officials (DDOs) to Railways from IRCTC

Consequent to framing of New Catering Policy-2010, in order to man the catering activities with experienced staff, instructions were issued to IRCTC as well as to Zonal Railways, vide Board's letter No. E(NG)I-2003/TR/10 dated 28.12.2010 and E(NG)I-2003/TR/10/Pt dated 27.06.2011 with advise to call for options from the Railways' catering staff who had not been paid any pensionary/retirement benefits due to administrative reasons, to come back to Railways with the seniority as existed as on 31.03.2003 subject to the condition that their consequential promotion should not lead to reversion of the existing catering staff and the redeployed staff. In response, a total of 188 deemed deputationists in IRCTC had exercised their option for repatriation to their respective parent Railways, Antecedents and service particulars of all these 188 DDOs have been verified by IRCTC in consultation with the concerned zonal Railway.

2. The matter has been considered by the Board who wish to approve the repatriation of all the above 188 DDOs to Railways on deputation terms as a

special case treating their tenure with IRCTC as deemed deputation period. IRCTC will have to pay FSC charges to the concerned Railways for the intervening period as the same is to be counted as period on deputation for all purposes. The seniority of these staff in their respective parent cadre will be assigned as existed as on 31.03.2003 i.e. before their absorption in IRCTC. They will be eligible for all consequential promotion as per the revised percentage of posts issued vide Board's letter No. E(NG)I-2003/TR/10 dated 28.12.2010 (RBE No.187/2010) subject to the condition .that consequential promotion of such repatriated employees should not lead to reversion of the existing catering staff and the redeployed staff.

3. IRCTC may initiate necessary action in this regard and parent Railway of the concerned employee may re-deploy them as per requirement of such trained employees. Service particulars of the concerned staff may be re-verified, if considered necessary.

Estt. Srl. No. 17/2015
ECOR/Pers/R/Crime/misc/32

Date : 11.03.2015

Railway Board's letter No. 2012/Sec(Crime)45/87, dated : 5.03.2015 is as under :

Sub. : Revised Standard Operating Procedure (SOP) for the Railways to ensure. care and protection of Children in contact with Indian Railways.

In supersession of the earlier Standard Operating Procedure (SOP) issued vide this office letter dated 11.12.2013, a revised SOP has been issued in accordance with the directions of the Hon'ble High Court of Delhi in the Writ Petition (Civil) No.5365/2012 Ms. Khusboo Jain Vs, Union of India, Juvenile Justice [Care & Protection] Act-2000 and discussions in the Ministry of Women and Child Development (MWCD)-on 15.12.2014 and 30.01.2015 on care and protection of children in contact with Railways.

The revised Standard Operating Procedure (SOP) along with the Annexure is being sent herewith for implementation.so as to ensure compliance of the directions of Hon'ble High Court regarding care and protection of children in contact with Indian Railways.

This SOP issues with the approval of Railway Board (MS, MT, ME &CRB).

STANDARD OPERATING PROCEDURE (SOP FOR RAILWAYS TO ENSURE CARE AND PROTECTION OF CHILDREN IN CONTACT WITH RAILWAYS

In reference to the above, and in follow up of the directions of the High Court of Delhi in the case of Khusboo Jain Vs Union of India, instructions were issued vide letter dated 11.12.2013. The subject was. subsequently discussed in the Ministry of Women and Child Development (MWCD) on 15.12.2014 and

30.01.2015, A revised draft SOP suggesting certain modification was received vide MWCD letter dated 23.02.2015. In keeping with this, the matter has been reviewed and, a revised Standard Operating Procedure is hereby issued in accordance with the Juvenile Justice Act (Care & Protection Act) 2000 and the related rules, for better care and protection of the "child in contact with railways"- For better appreciation in all field formations, it is issued in three parts:

A : Background

B : Directions of Hon'ble High Court Delhi

C : Operative part of instructions to be complied with by Railway/RPF/GRP

A : Background

1. "Child in Contact with Railways" :

The child in contact with the railways, (hereinafter referred to as "Child"), is a child as defined in section 2(d) of the Juvenile Justice Act (Care & Protection Act) 2000 as requiring care and protection and also includes any child travelling, living, working or in conflict with law, on any part of the railway premises or in any train or railway vehicle.

2. Child Welfare Committees (CWC) :

The Delhi High Court in its aforesaid directions on the care and protection of the child in contact with the railways has pointed out that that Section 29 of the Juvenile Justice Act (Care & Protection Act) 2000 mandates the State Government to constitute one or more Child Welfare Committees (CWC) for exercising the powers and discharging the duties conferred on such committees in relation to "children in need of care and protection". Such Committee shall have the power to deal exclusively with all proceedings under the Act relating to such children for the safety, care and rehabilitation of such children, including on the railways.

3. Relevant Provisions of Juvenile Justice Act (Care & Protection Act) 2000 :

- (a) Section 32(1) provides that any child in need of care and protection may be produced before the Committee by one of the following persons:-
- (i). any police officer or special juvenile police unit or a designated police officer;
 - (ii). any public servant
 - (iii). childline, a registered voluntary organisation or any such other voluntary organisation or an agency as may be recognized by the State Government.
 - (iv). any social worker or a public spirited citizen; or
 - (v). by the child himself.

Provided that the child shall be produced before the CWC without any loss of time but within 24 hours excluding the time necessary for the journey.

- (b). The State Government may make rules consistent with this Act for the manner of making the report to the Committee and the manner of sending and entrusting the child to children's home pending the inquiry".
- (c). As provided in Rule 27(4) of the aforesaid Rule in case the Committee is not sitting, the child may be produced before the single member of the Committee as per the provisions of Section 30 (2) of the Act for being placed in safe custody of parent or guardian or fit person or fit institutions, as the case may be, till such time that the child can be produced before the Committee.
- (d). As provided in sub-section (5) of the aforesaid Rule, in case the single member is also not accessible, or the hours are odd, the child shall be taken by a non-governmental organization or Childline or Police to an appropriate institution for children registered under the Act with all the necessary documents, and placed in such institution till the time of production before the Committee.
- (e). Section 33 (1) of the Act provides that the CWC shall have the powers to restore any child in need of care and protection to its parents, adopted parents, foster parents, guardian or fit institution and give them suitable directions.
- (f). Section 29 of the Act The State Government may, (within a period of one year from the date of commencement of the Juvenile Justice (Care and Protection of Children) Amendment Act, 2006, by notification in the Official Gazette, constitute for every district), one or more Child Welfare Committees for exercising the powers and discharge the duties conferred on such Committees in relation to child in need of care and protection under this Act.

B : Operative part of directions of Hon'ble High Court of Delhi in Writ Petition No. 5365/2012

- (i) "As, soon as a child is found sitting at a Railway Station, RPF, GRP/ Station Master shall try to obtain name, address and other particulars of his parents/guardian/relatives from the child the concerned Station Master shall make announcement on the public address system of the railway station -with respect to the child found there and inform the local police station/police post as well as the parents/guardian/relatives of the child about his/her being found at the Railway Station. A copy of such intimation shall forthwith be sent to the Police Station in jurisdiction of which the parents/ guardian/ relative of the child live, with a request to locate the parents/guardian/relatives of the child and inform him/her about the child having been found at the Railway Station.

- (ii) The children who arrive and stay at Railway Stations shall be produced by RPF, GRP or Railway employees before the Child Welfare Committee constituted under the aforesaid Act, at the earliest possible and in any case within 24 hours of such a child being found at a Railway station.
- (iii) The address and telephone numbers of the Committee shall be prominently displayed on the Railway Station, so as to enable the parents/guardian/ relative of the child to approach the Committee alongwith the information that the children who arrive: and stay at the Railway Station, are produced before the Committee.
- (iv) Every Station Superintendent/Station Mailer shall maintain a register in which he shall record the particulars including name, parents name, age and address of the children who arrive and stay at his Railway Station. He shall also get such a child photographed and place his photograph in the aforesaid Register, against his name, so that his/ her parents are able to identify and locate him/her without any difficulty.
- (v) Till the child is produced before the Committee in terms of this order, he shall remain in safe custody of the RPF, GRP/Station Masters and shall be given adequate care and attention including meals.
- (vi) If a child arriving and staying at Railway Station is a girl, till the time she is produced before the Committee in terms of this order, she shall be kept in the safe custody of a responsible female member of RPF, GRP/ Railways,
- (vii) Every Station Master shall provide appropriate separate space for male and female children arriving and staying at his railway station, till they are produced before the Committee in terms of this order,
- (viii) If the Child Welfare Committee is not sitting, the child shall be produced before the single member of the Committee in terms of Rule 27(4) of The Juvenile Justice (Care and Protection of Children) Rules, 2007 and in case the single member is also not accessible for the child is found at odd hours, he/she shall be dealt with in term of Rule 27 of the aforesaid Rules till the time of production before the Committee.
- (ix) The articles, if any, found with the child shall be kept in safe custody of the Station Master after preparing inventory of such articles and those articles shall be forwarded to the Committee along with the child. A copy of the inventory shall be placed in the register to be maintained in terms of this direction, against the name of child in question,
- (x) The whole of the information in respect of such children, including their photographs, to the extent publication of such particulars and/or photographs in not prohibited under the provisions of the Juvenile Justice (Care and Protection of Children) Act, 2000 or any other law for the time being in force, along with information relating to his/her being produced before the Child Welfare Committee, shall be made available on the website of Indian Railways, in a reachable, format, so what the parents/guardian of such children are able to identify them and seek their custody,

- (xi) The respondents shall give wide publicity in leading English and vernacular newspapers, with respect to the availability of the information, on the website of Indian Railways in respect of such children, in terms of this order, “

C : Operative Instructions to be complied with by Railway/RPF/GRP

In view of the above, for better care & protection of the Child in contact with the Railways, the following instructions are issued :-

1. Child Help Group (CHG):

- 1.1. For the care and protection of (the child on the Railways, Child Help Groups (CHG) will be established on 20 major stations list as per Annexure-I.
- 1.2. The CHG will comprise of Station Superintendent/Station Master, the SHO (GRP), Inspector(RPF) and SSE(works), Station Superintendent/ Station Master will be the convener of the CHG and will convene the CHG meeting as and when required.

2. Duties of Child Help Group :

- 2.1. The Child Help Group will ensure that the instructions given vide this SOP is implemented in letter and spirit
- 2.2. Ministry of Women and Child Development will identify and nominate the NGO who will facilitate all matters pertaining to the child in contact with the Railways at selected stations. The manning the Child Help Desk shall be done around the clock by staff of Childline/ NGO nominated by Ministry of Women and Child Development.
- 2.3. It will review and monitor the Child care and protection activities at the; stations. It may seek advice from CWC/Child Line/ Reputed NGO for better protection of children at the station till the time child is handed over to CWC.
- 2.4. A monthly review report will be submitted to ADRM in the given Form-II on Annexure-II,

3. Child Help Desk/Kiosk/Booth at the Station :

- 3.1 At the selected stations as per para C(I)(1.1) above, the Railways will provide space of 6x6 feet for setting up of a Child Help Kiosk/Help Desk to the Ministry of Women and Child Development/ Child Welfare Department of the State Government. This will be free of cost and shall remain in force till the time specified in MoU to be signed between Ministry of Railways and Ministry of Women and Child Development centrally.
- 3.2. A telephone facility to call Child help line 1098 at the Station will be provided by the Ministry of Women and Child Development at Child help Desk/ Kiosk at their cost.
- 3.3. The toilet facilities in the waiting rooms at stations will be made available free of cost to the rescued child at the kiosk/Help Desk and also on duty staff of nominated NGO.

4. Procedure for taking care of the child found on Train/ Railway Premises :

- 4.1. Whenever a child is found on the railway premises or train by RPF, GK.P/ Railway employee or other public servant or public spirited citizen, he/she may come to the aid of the child and bring him/her to the Station Master/ Station Superintendent. Whenever, the Child is found on -a train, the TTE/TC/GRP/RPF or the rescuer shall provide temporary transit care and protection till the next scheduled major station with Childcare facility as per para C(l)(I.I) above. Further, the SM will apprise the RPF/ GRP for securing the child on arrival of the train on the platform.
- 4.2. The SM/SS shall record the details of child, the person who brought the child, including his/her name, address, identity card number and phone number in the Register to be maintained by the Station Master/ Station Superintendent for this purpose, He shall ensure the details of the rescued child is conveyed to RPF who will in turn ensure that it is conveyed to local police station in which the parents/ guardian/ relative of the Child lives and the RPF Help Line,
- 4.3. The Station Master/ Station Superintendent or his authorized representative shall maintain:
 - (a). Name, Address and phone numbers of the Child Welfare Committee(s).
 - (b). List of non-governmental organizations. Child line and Institution for children, nearest hospital with pediatric department, nearest state government children's home registered under the Act along with their address and contact numbers,
 - (c). Name of the Police officer or special juvenile police unit or a designated police officer notified as per Section 32(1)(i) of the Act.
 - (d). Emergency contact numbers of the CWC and the JJB with jurisdiction over the station, Child Welfare Officers of the of GR.P/local Police/ RPF, nearest hospital with pediatric department, nearest state government children's home, etc should be available with the SM/SS and other railway officials.
- 4.4. The Station master will be permitted to use the station imprest for providing meals, taking photographs of the child by RPF, meeting medical expenses, if any and production of Child to CWC by RPF through NGO at Child Help Desk/ Kiosk and towards sundry incidental expenses. He should also get the Child photographed with assistance of RPF and place his photograph in the aforesaid Register, against his name, so that his/ her parents are able to identify and locate him/her without any difficulty.
- 4.5. Once the formality of recording the details of the Child by SS/SM is completed the child would be handed over to RPF who in turn will take necessary action as per this SOP and hand over the Child to the nominated NGO at the Child Help Desk/ Kiosk, who will then produce

the child before the CWC without delay. Till such time the child remains at the Child Help Desk," Kiosk, RPF will ensure that he is in safe custody of NGO.

- 4.6. In case the rescued child is a girl, woman constable of RPF will provide security. In the absence of women RPF constable, RPF can take the help of women GRP constable or a Railway woman employee.
- 4.7. The articles, if any, found with the child shall be listed by SM and list kept in register and articles kept in safe custody of the RPF and those articles shall be forwarded to the CWC along with the child. A copy of the inventory shall be placed in the register with the SM to be maintained in terms of this direction, against the name of child in question.
- 4.8. SM/SS should make periodic announcements over the public address system regarding the Child, whenever required.
- 4.9. The information regarding the rescued children to be maintained by SM/SS in their record/ register should be in detail and as per format given in Form -I on Annexure-II. It shall be made use by SM and RPF for purpose of publicity through the railway web sites and RPF Help Lines to trace and restore the Child to parents.

5. Responsibilities of SHO/GRP and Inspector/RPF :

- 5.1. The SHO of the GRP and Inspector (RPF) shall be responsible for actions specified in this SOP in their respective domains.
 - 5.2. Briefing of GRP/RPF personnel on child protection issues, during routine meetings at the stations.
 - 5.3. Creating awareness among stakeholders.
 - 5.4. Ensuring child protection measures at the platforms.
 - 5.5. Ensuring production of the Child to the NGO at Child Help Desk and subsequently to CWC, if necessary,
 - 5.6. Discharging the role under the JJ Act amended 2006 for SJPU (Station Juvenile Protection Unit) as applicable.
 - 5.7. The Inspector/RPF will provide access to the nominated NGO to view the CCTV surveillance network round the clock, for monitoring/ identifying Child at station/platforms, yard etc. RPF will render all possible assistance in securing the child, when required.
6. Duties of GRP/ RPF train escorting staff:
- 6.1. Keep unobtrusive surveillance on the suspected child/group of children travelling with or 'without any adult member and if found to be trafficked/ abused/ destitute/ abandoned/ lost or exploited children, shall consult with the TTE on board the train and take necessary action to protect the Child/Children.
 - 6.2. Communicate with the Child/ Children in a child friendly manner and not in a threatening or intimidating manner.

6.3. Record the details of the Child/ Children, ie, name, age, details of parents/guardians/relatives and their contact phone numbers/ station where boarded / destination station/ details of ticket, etc,

6.4. Inform the SS/SM, GRP & RPF of the next major station in which the train halts, about such Child/ Children on board through Security Helpline/ Security Control Room, for taking action to receive the Child/ Children on the platform of arrival of the train and to produce them before the SM/SS or other members of the Child Help Group at that station.

7. Role of Travelling Train Ticket Examiner (TTE) and Ticket Collector (TC) :

7.1. The TTE and the TC are officials of the railways who can identify children in need of care and protection in the trains. He shall remain vigilant with respect to the following situations that may indicate the need for an intervention:

- (a). Whenever a group of children board train;
- (b). Whenever there are more than four to five children accompanied by one or two adults;
- (c). Whenever there is/ are an unaccompanied child/children;
- (d). Whenever there are children without ticket and do not have proper information about the destination or whenever children give contradictory information about their destinations.
- (e). Whenever children are being frequently shifted from one compartment to other;
- (f). Whenever children are not allowed to talk to each other or to any other persons;

7.2. In such situations, the TTE/TC shall take the following action:

- (a). Approach the child/children and ask him /her/them about their address and destination in a child friendly manner without intimidation and threat;
- (b). Ascertain if the child/children need help and assistance;
- (c). Inform the GRP/RPF as the case may be to ensure that in case it is suspected that the child/children is/are runaway or is/are abandoned or is/are being trafficked, the TTE/TC shall hand over the child to GRP/RPF personnel who will take the child/children in safe custody till next designated station and hand over to Child Help Group.

8. Training and Sensitization:

8.1. Training and orientation/ sensitization programs on child rights and child protection for the railway employees including officials of the RPF/GRP shall be made a part of all training programs organized at Zonal and Divisional levels.

8.2. The Juvenile Justice (Care & Protection) Act 2000 with later amendments and other child related legislation such as the Protection of Children

from Sexual Offences 2012, etc shall be meaningfully incorporated in the syllabus of initial/refresher courses of the RPF/ GRP and Railway Training Institutions.

8.3. One or two day special training programs/ workshops may be conducted at all levels in collaboration with Ministry of Women and Child Development, NHRC, NCPCR, NIPCID and other Central or State level institutions working in the field of child rights, specialized police units, etc, to address specific issues, such as Child trafficking. Child Abuse and Child Exploitation to generate greater awareness among the railway officers and staff,

9. Awareness materials at the Station :

9.1. Railways shall permit display of information by Ministry of W&CD at identified major railway station indicating the location of Child Help desks at that station. Information. Education and Communication (IEC) material related to this will be developed and made available by National Commission for Protection of Child Rights.

9.2. Railways shall make announcements at stations through public address systems regarding material provided Ministry of W&CD regarding child in need of care and protection location of the Child help desk and the Child Line Emergency contact no 1098, to enable stakeholders to identify such children and bring them to the notice of the railway or police authorities,

10. Coordinating Officers at Division, Zone and Railway Board:

10.1. ADRM shall be the nodal officer at the Divisional level. He shall be assisted by Sr. DCM, Sr. DEN(Co-ordination) and Sr. DSC;

10.2. The. AGM will be the Nodal Officer at the Zonal level. He will be assisted by CCM, PCE and / CSC.

10.3. Additional Member/Commercial shall be the Nodal Officer at Railway Board level. He will be assisted by EDPM, IG/C&I and ED/CE(G).

Annexure-I

LIST OF STATIONS SELECTED FOR MONITORING OF CHILD RIGHTS:-

- 1. NEW DELHI
- 2. DELHI (MAIN).
- 3. NIZAMUDDIN
- 4. ANAND VIHAR TERMINUS
- 5. MUMBAI CENTRAL
- 6. CST MUMBAI
- 7. HOWRAH
- 8. SEALDAH
- 9. NEW JALPAIGUDI

- | | |
|---------------------|---------------------|
| 10. RANCHI | 16. BANGALORE CITY |
| 11. CHENNAI CENTRAL | 17. PATNA |
| 12. CHENNAI EGMORE | 18. VARANASI CANTT. |
| 13. LUCKNOW/NR | 19. SECUNDERABAD |
| 14. LUCKNOW/NER | 20. NAGPUR |
| 15. GUWAHATI | |

Form-I

Annexure-II

Details of the Children in contact with Railways

The SM/SS should maintain an Admission Register and each case shall be recorded in the register. The details shall include.

- (i) Name, gender age of the child
- (ii) Father's Name
- (iii) Mother's Name
- (iv) Name and age of siblings
- (v) Address- Village, Police Station, District, State
- (vi) Photograph of the child
- (vii) Health of the child
- (viii) Inventory list
- (ix) Reasons for child leaving home
 - (a) Family discord
 - (b) Education related
 - (c) Job related
 - (d) Any other (pl specify)
- (x) Whether the child was found alone; with friends; with relatives; with unknown persons etc (pl provide details)
- (xi) In case the child was found in train, provide details of date, time and train number etc Date and time of receiving and discharging each child.
- (xii) Name and identity of the person who was referred the child or children,
- (xiii) Name of the person and designation or relations with the child whom child or children have been handed over with proof identity,
- (xiv) Name/ Designation/Office/Contact no of the official / person producing the Child before the CWC. Time of departure and time of handing over at CWC.
- (xv) A daily summary of the number of children admitted and discharged should be made records.

Form II

Format of Monthly Review Report of convener of Child Help Desk to be submitted to ADRM.

Sl. No	Case. No Brief Details of date/time/ Rescuer/ circumstances, etc.	Division/ Station	Contact phone Nos. Railway & BSNL	Date & Time of Producing the Child/children to the NGO/Childline at Child Help Desk/Kiosk	Details of expenditure incurred from imprest for taking care of the Child

Estt. Srl. No. 18/2015

ECoR/Pers/R/Pension/4

RBE No. 14/2015

Date : 12.03.2015

Railway Board's letter No. F(E)III/2008/PN1/12, dated : 04.03.2015 is as under :

Sub.: Revision of pension of pre-2006 pensioners - Inclusion of Non-Practicing Allowance (NPA) in revision of pension of retired medical officers.

A copy of Department of Pension & Pensioners' Welfare (DOP&PW)'s O.M. No.38/31/11-P&PW(A)(Vol.IV) dated 18.02.2015 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis-mutandis on the Railways also. The Ministry of Finance, Department of Expenditure's O.M. No.1/1/2008-IC dated 30.08.2008 mentioned in DOP&PW's O.M. dated 18.02.2015 has been adopted on Railways vide Railway Board's letter No.PC/VI/2008//RSRP/1 dated 11.09.2008.

2. A Concordance of DOP&PW's instructions referred to in the enclosed O.M. and Railway Board's corresponding instructions is given below :-

S.No.	DOP&PW's instructions	Corresponding instructions of Railway Board
1.	38/37/08-P&PW(A) dated 01.09.2008	F(E)III/2008/PN1/12 dated 08.09.2008
2.	38/37/08-P&PW(A).pt.1 dated 03.10.2008 & 14.10.2008	F(E)III/2008/PN1/12 dated 08.10.2008 & 18.11.2008 respectively
3.	38/37/08-P&PW(A) dated 28.01.2013	F(E)III/2008/PN1/12 dated 11.02.2013

S.No.	DOP&PW's instructions	Corresponding instructions of Railway Board
4.	38/31/11-P&PW(A)(Vol. IV) dated 14.10.2014	F(E)III/2008/PN1/12 pt. dated 27.10.2014
5.	45/10/98-P&PW(A) dated 17.12.1998	F(E)III/98/PN1/29 dated 15.01.1999
6.	45/86/97-P&PW(A)(Pt.) dated 11.05.2001	F(E)III/99/PIM1/20 dated 20.08.2001
7.	38/37/08-P&PW(A) dated 14.07.2009	F(E)III/2008/PN1/12 dated 17.07.2009

No.38/31/11-P&PW(A)(Vol.IV) Government of India
Ministry of Personnel, Public Grievances and Pensions Department of Pension and P.W

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi.
Dated the 18th February, 2015

OFFICE MEMORANDUM

Sub. : Revision of pension of pre-2006 pensioners - inclusion of Non-Practicing Allowance (NPA) in revision of pension of retired medical officers

The undersigned is directed to say that in accordance with para 4.2 of this Department's OM No.38/37/08-P&PW(A) dated 1.9.2008 (as clarified vide OM dated 3.10.2008 and 14.10.2008), the revised pension of pre-2006 pensioners shall, in no case, be lower than fifty per cent of the minimum of the pay in the pay band plus the grade pay corresponding to the pre-revised pay scale from which the pensioner had retired. In the case of HAG and above scales, this will be fifty per cent of the minimum of the revised pay scale. Further, in accordance with OM No.38/37/08-P&PW(A) dated 28.1.2013, the normal pension in respect of pre-2006 pensioners/family pensioners as revised w.e.f 1.1.2006 in terms of para 4.1 or para 4.2 of the aforesaid OM dated 1.9.2008 would also be further stepped up w.e.f 24.9.2012 to 50% of the sum of minimum of pay in the pay band and the grade pay corresponding to the pre-revised pay scale in which the Government servant had retired, as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure OM No.II/2008-IC dated 30th August, 2008. In the case of HAG and above 'scales, this will be 50% of the minimum of the pay in the revised pay scale arrived at with reference to the fitment tables annexed to the above OM dated 30.8.2008 of Ministry of Finance (Department of Expenditure).

2. In its judgment dated 27.11.2013 in Civil Appeal No.10640-46/2013 and other connected matters, Hon'ble Supreme Court observed that in accordance with Ministry of Health and Family Welfare's OM No.45012/II/97-CHS.V dated 7.4.1998, NPA counts as pay for all service benefits including retirement benefits. In implementation of the aforesaid judgement of Hon'ble Supreme Court, orders

have been issued vide this Department's OM No.38/31/11-P&PW(A)(VolIN) dated 14.10.2014 read with OM dated 21.10.2014 that in the case of pre-1996 retired medical officers, NPA @ 25% shall be added to the minimum of the revised scale of pay as on 1.1.1996 corresponding to the pre-1996 pay scales from which the pensioner had retired, in cases where consolidated pension/family pension was to be stepped up to 50% / 30% respectively of the minimum of revised pay-scale in terms of OM No.45/10/98-P&PW(A) dated 17.12.1998 read with OM No.45/86/97-P&PW(A) (Pt.) dated 11.5.2001.

3. In this Department's OM of even number dated 14.7.2009, it was clarified that in the case of pre-2006 pensioners, Non-Practicing Allowance is not to be added to the minimum of the revised pay band++Grade Pay/revised pay scale in cases where consolidated pension/family pension as on 1.1.2006 is to be stepped up to 50% / 30% respectively in terms of para 4.2 of Department of Pension & Pensioners' Welfare OM No.38/37/08-P&PW(A) dated .1.9.2008 (as clarified vide OM dated 3.10.2008 and 14.10.2008).

4. In the OM No. A.45012/2/2008-CHS.V dated 29.9.2008 of Ministry of Health & FW, it is provided that NPA will be treated as pay for the purpose of computing Dearness Allowance, entitlement of Travelling Allowance and other allowances as well as for calculation of retirement benefits. Therefore, the ratio of the said judgement dated 27.11.2013 in CA No.10640-46/2013 would be applicable for revision of pension/family pension of pre-2006 retired civilian, medical officers w.e.f. 1.1.2006 also. Accordingly, the OM dated 38/37/08-P&PW(A) dated 1.4.7.2009 is hereby withdrawn. In the case of pre-2006 retired medical officers, NPA @ 25% would be required to be added to the minimum of the pay in the revised pay band plus grade pay (or minimum of pay in the revised pay scale in the case of HAG and above) as on 1.1.2006 corresponding to the pre-revised pay scale from which they retired in cases where pension/family pension is to be stepped up to 50%/30% of the minimum pay respectively.

5. Similarly, for revision of pension/family pension w.e.f. 24.9.2012 in terms of OM dated 28.1.2013, NPA @ 25% would be required to be added to the minimum of the pay in the revised pay band plus grade pay for minimum of pay in the revised pay scale in the case of HAG and above) corresponding to the pre-revised pay scale from which they retired as arrived at with reference to the fitment table annexed to the Department of Expenditure's OM dated 30.8.2008 subject to the condition that the basic pay plus NPA does not exceed Rs.85,000/

6. This issues with the approval of Ministry of Finance, Department of Expenditure vide their I.D, No. 721/E-V/2014 dated 2.1.2015 and Ministry of Law F.No.213/Advice'A'2015 dated 29.1.2015.

Estt. Srl. No. 19/2015
ECoR/Pers/R/LEAVE/6

RBE No. 10/2015
Date : 20.03.2015

Railway Board's letter No. E(P&A) II-2011/RS-20, dated : 12.02.2015 is as under :

Sub. : Reckoning of 30% pay element for the purpose of payment towards leave encashment upto 10 days to running staff.

Board have issued instructions vide letter No. F(E)III/2008/LE-1/1 dated 29-10-2008 on encashment of leave while in service.

2. Some of the Zonal Railways had sought clarification whether 30% pay element is to be reckoned for the purpose of leave encashment upto 10 days of LAP to the running staff.

3. The matter has been considered by the Board and it is clarified that in the case of Running Staff, the calculation of leave encashment upto 10 days will be done in the same manner as in the case of leave salary in terms of Rule 25(i)(k) of "The Rules for the payment of Running and other Allowances to the Running staff on Railways, 1981."

4. An illustration of the above is shown below :

- | | | | |
|---------------------------------|---|-------------------------------|------|
| (i) Basic Pay in general | = | Basic in Pay Band + Grade Pay | |
| | = | BP | |
| (ii) Basic Pay of running staff | = | 130% of BP | =(A) |
| (iii) DA rate in general | = | DA% | |
| (iv) DA for running staff | = | DA% of (A) | =(B) |
| (v) Leave encashment for 1 day | = | $\frac{A + B}{30}$ | |

5. Other terms and conditions on encashment of leave will remain the same.

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

Estt. Srl. No. 20/2015
ECoR/Pers/R/D&AR/37

RBE No. 15/2015
Date : 20.03.2015

Railway Board's letter No. E(D&A) 2015 GS1-1, dated : 05.03.2015 is as under :

Sub. : Alignment of Service Rules with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [SHWW(PPR) Act] has been promulgated on 22.04.2013. Further to the Act, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 {SHWW(PPR) Rules} were notified on 09.12.2013. The Act and the Rules framed thereunder provide a redressal mechanism for handling cases of sexual harassment at workplace. The Act and Rules are available at the website of the Ministry of Women and Child Development (wcd.nic.in) under Legislation/Acts,

2. The guidelines laid down by the Hon'ble Supreme Court in the case of Vishakha vs. State of Rajasthan, in the matter of sexual harassment of women

at the workplace, were circulated on the Railways vide Railway Board's letter no. E(D&A) 97 GS1-4 dated 01.07.1998. These instructions, interalia, envisaged the constitution of a complaints committee for looking into complaints of sexual harassment and also specified the composition of such committee. These instructions also laid down guidelines regarding preventive steps, disciplinary/criminal proceedings against the offender, workers initiative to raise matters of sexual harassment at meetings, awareness etc. in context of sexual harassment of working women.

3. Subsequently, Railway Board's letter no. E(D&A) 2009 GS1-9 dated 30.01.2010 also laid down that the Complaints Committee shall be in existence at all times. Its composition along with names, contact details should be put on public display notice Board prominently in offices, workshops, stations where there is major concentration of staff. Changes in its composition, whenever necessary, should be made promptly and adequately publicized. It was also laid down that the composition of the Complaints committee be also posted on the websites of the concerned Ministries/Departments/Offices concerned. A copy of DoP&T's O.M. dated 03.08.2009 was also circulated alongwith the said letter which interalia laid down that the Committee should be effective and functional at all times and that it is desirable for the Committee to meet once a quarter, even if there is no live case and review preparedness to fulfill all requirements of the Vishakha judgment in the Department/Ministry/Organisation concerned.

4. Further, the proviso to Rule 9(2) of the RS (D&A) Rules, 1968 provides that the Complaints Committee established in each office under the Railways enquiring into such complaints shall be deemed to be the inquiring authority appointed by the disciplinary authority and the committee shall hold the inquiry in accordance with the procedure laid down in these rules, to the extent practicable.

5. The procedure being followed on the Railways for dealing with matters of sexual harassment of women at the workplace, has been modified by the SHWW (PPR) Rules. The salient features of the Act and the Rules and the instructions issued by the Department of Personnel & Training, in this regard are as follows :-

5.1 Definition of the terms 'Sexual Harassment' and 'Workplace'

Section 2(n) and 2(o) of the Act define the terms 'Sexual Harassment' and 'Workplace' in relation to the Act. Rule 3C of the RS(Conduct) Rules has been amended vide Board's letter no. E(D&A) 2014 GS1-4 dated 12.01.2015 to incorporate these definitions in the RS(Conduct) Rules relating to sexual harassment of working women.

5.2 Constitution of Internal Complaints Committee

5.2.1 Section 4 of the Act lays down that :-

- (i) Every employer at a workplace shall constitute a committee known as the 'Internal Complaints Committee' for looking into the complaints of sexual harassment of working women in that organisation, provided that where the offices or administrative units

of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(ii) The members of the Internal Complaints Committee shall be nominated as follows: -

- (a) a Presiding Officer who shall be a woman employed at a senior level at workplace form amongst the employees. Provided that where such senior level employee is not available the Presiding Officer shall be nominated from other offices or administrative units of the workplace. Provided further that in the case the other offices or administrative units do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department on organisation.
- (b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- (c) one member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment;
- (d) At least one-half of the total Members so nominated shall be women. This however does not imply that most or all of the members of the Complaint committee may be nominated from amongst women. In the interest of fairplay and equal opportunity, male members should also be included in such Committees so that there is no apprehension of bias of the Complaint Committee for either party.

5.2.2 The conditions related to membership of the Internal Complaints Committee are laid down in sub-sections (3) to (5) of section 4 of the Act. Rule 3 of the SHWW(PPR) Rules, 2013 lays down the fee or allowances payable to the member from amongst NGOs/Associations, referred to in para 5.2.1 (ii) (c) above.

5.2.3 Railways etc may ensure that the Internal Complaints Committees functional in their offices under their Railway etc., satisfy the conditions laid down in the Act. It may also be impressed upon the Complaints Committee to scrupulously follow the instructions contained in Board's letter no. E(D&A) 2009 GS1-9 dated 30.01.2010 relating to functioning of the Complaints Committee.

5.3 Complaint under the SHWW(PPR) Act

5.3.1 The salient features of the section 9 of the Act, relating to filing of complaints under the Act are as follows:-

- (i) The complaint of sexual harassment at the workplace can be made by an aggrieved woman to the Internal Complaints committee within 3 months of the incident (or where there is a series of incidents,

within 3 months of the last such incident), provided further that this time limit can be extended by 3 months, for reasons recorded in writing, where the Committee is satisfied that circumstances were there which prevented the woman from filing a complaint within the said period. It is further laid down that where such complaint cannot be made in writing, the Committee shall render all reasonable assistance to the woman to make the complaint in writing.

- (ii) The legal heir of the woman or any other person, as prescribed in Rule 6 of the SHWW(PPR) Rules, 2013 may make the complaint, if the aggrieved woman is unable to do so herself on account of physical or mental incapacity or death or otherwise.
- (iii) If any complaint is received directly by the Internal Committee, the same shall be referred to the appropriate disciplinary authority and the Committee shall inquire into the complaint on the complaint being referred to it by the disciplinary authority.

5.4 Conciliation proceedings

The salient features of the section 10 of the Act, relating to conciliation proceedings, are as follows:-

- (i) The Internal Committee may before initiating inquiry under section 11 of the Act, and at the request of the aggrieved woman take steps to settle the matter between her and the charged official through conciliation, provided that no monetary settlement shall be made as a basis of conciliation.
- (ii) Where a settlement has been arrived at, the Internal Committee shall record the settlement and forward the same to the disciplinary authority to take action as specified in the recommendation.
- (iii) Where a settlement has been arrived as mentioned above, no further inquiry shall be conducted by the Internal Committee.

5.5 Inquiry into complaint

5.5.1 Section 11 of the Act lays down the mechanism of conducting an inquiry into the complaint. The salient features relating to conduct of inquiry are as follows:-

- (i) Subject to the provisions of section 10 of the Act, the Internal Committee shall conduct inquiry into the complaint as per service rules applicable to the charged official. Also where the aggrieved woman informs the Internal Committee that any term or condition of the settlement arrived at under section 10 has not been complied with by the charged official, the Internal Committee shall proceed to make an inquiry into the complaint. Provided further that where the parties are employees, the parties shall during the course of the inquiry be given an opportunity to be heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

- (ii) The Committee will as far as practicable follow the procedures prescribed in Rule 9 of RS(D&A) Rules, 1968.
- (iii) For the purpose of making inquiry, the Internal Committee shall have the same powers as are vested in the civil court under the Code of Civil Procedure, 1908, when trying a suit in respect of the following matters, namely:-
 - (a) summoning and enforcing the attendance of any person and examining him under oath;
 - (b) requiring the discovery and production of documents; and
 - (c) any other matter which may be prescribed.
- (iv) **The inquiry shall be completed by the Internal Committee within a period of 90 days.**

5.6 Recommendations of Internal committee during pendency of inquiry

Section 12 of the Act prescribes the action that can be taken by the Internal Committee during pendency of the inquiry, which are as follows:-

- (i) During the pendency of the inquiry, on a written request made by the aggrieved woman, the Internal Committee may recommend the competent authority on the Railway to-
 - (a) transfer the aggrieved woman or the charged official to any other workplace, or
 - (b) grant leave to the aggrieved woman up to a period of three months, provided that such leave shall be in addition to the leave she would be otherwise entitled.
 - (c) grant such other relief to the aggrieved woman as may be prescribed.
- (ii) On the recommendation of the Internal Committee as above, the employer shall implement the recommendations and send the report of such implementation to the Internal Committee.
- (iii) The other reliefs that may be granted to the complainant by the Internal Committee during the pendency of the inquiry are specified in Rule 8 of SHWW(PPR) Rules, 2013.

5.7 Inquiry report

As per section 13 of the Act, the following action will be taken on the inquiry report of the Complaints Committee:-

- (i) On completion of the inquiry, the Internal Committee shall provide a report of its findings to the disciplinary authority within ten days from the date of completion of inquiry and such report shall be made available to the concerned parties,
- (ii) Where the Internal Committee arrives at the conclusion that the allegation against the charged official has not been proved, it shall recommend to the disciplinary authority that no action is required in this matter.

- (iii) Where the Internal Committee arrives at the conclusion that the allegation against the charged official has been proved, it shall recommend to the disciplinary authority-
 - (a) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the charged official.
 - (b) to deduct, notwithstanding anything in the service rules applicable to the charged official, from the salary or wages of the charged official such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine in accordance with the provisions of Section 15 of the Act. Provided that in case the Railway is unable to make such deduction from the salary of the charged official due to his being absent from duty or cessation of employment it may direct to the charged official to pay such sum to the aggrieved woman. Provided further that in case the charged official fails to pay the sum, the Internal Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer. Such compensation awarded by the Internal Committee to the aggrieved woman or to her legal heirs shall not amount to penalty under Rule 6 of RS(D&A) Rules, 1968.
 - (c) The disciplinary authority shall act upon the recommendation within sixty days of its receipt by him.

Action is being taken to amend Rule 6 of RS(D&A) Rules to provide that such compensation will not amount to a penalty under Rule 6 of RS(D&A) Rules.

5.8 Punishment for false or malicious complaint and false evidence

Section 14 of the Act lays down that-

- (i) Where the Internal Committee arrives at a conclusion that the allegation against the charged official is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the competent disciplinary authority to take action against the woman or the person who has made the complaint under section 9, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as laid down in Rule 10 of SHWW(PPR) Rules. Provided that mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant. Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

- (II) Where the Internal Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness to take action in accordance with the provisions of the service rules applicable to such witness.

5.9 Determination of compensation

Section 15 of the Act lays down that-

- (i) For the purpose of determining the sums to be paid to the aggrieved woman under section 13, the Internal Committee shall have regard to-
 - (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
 - (b) the loss in the career opportunity due to the incident of sexual harassment;
 - (c) medical expenses incurred by the victim for physical and psychiatric treatment;
 - (d) income and financial status of the charged official;
 - (e) feasibility of such payment in lump sum or in instalments.

5.10 Prohibition of publication or making known contents or complaint and inquiry proceedings and penalty therefor

Section 16 & 17 of the Act lay down that-

- (i) Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, charged official and witnesses, any information relating to conciliation and inquiry proceedings, recommendation of the Internal committee and the action taken by the employer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner. Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to identification of the aggrieved woman and witnesses.
- (ii) Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendation or action to be taken under the provisions of this Act, contravenes the provisions of Section 16 of the Act, he shall be liable for penalty in accordance with the provisions of the service rules applicable to him.

5.11 Appeal

Section 18 of the Act provides that-

- (i) Any person aggrieved from the recommendations made under section 13(2) or clauses (i) or (ii) of section 13(3) or sub-sections

- (1) or (2) of section 14 or section 17 or non-implementation of such recommendations, may prefer an appeal to the Court or Tribunal in accordance with the provisions of service rules applicable to the said person. The appeal shall be preferred within a period of ninety days of the recommendations.

5.12 Duties of the employer

Section 19 to the Act lays down that the employer shall-

- (i) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- (ii) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;
- (iii) organize workshops and awareness programs at regular intervals for sensitizing the employees with the provisions of the Act and orientation programs for the members of the Internal Committee in the manner as may be prescribed;
- (iv) provide necessary facilities to the Internal Committee for dealing with the complaint and conducting an inquiry;
- (v) assist in securing the attendance of the charged official and witnesses before the Internal Committee;
- (vi) make available such information to the Internal Committee as it may require having regard to the complaint made under section 9(1);
- (vii) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal code or any other law for the time being in force;
- (viii) cause to initiate action, under the Indian Penal code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- (ix) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- (x) monitor the timely submission of report by the Internal Committee,

5.13 Miscellaneous provisions

- (i) In terms of section 21 of the Act, the Internal Committee shall in each calendar year prepare, an annual report as per the provisions of Rule 14 of the SHWW(PPR) Rules, 2013, and submit the same to the employer.
- (ii) In terms of section 22 of the Act, the employer shall include in its report the number of cases filed, if any, and their disposal under the Act, in the annual report of his organization.

6. The above provisions may be brought to the notice of all officers and staff on the Railways.

Estt. Srl. No. 21/2015

ECoR/Pers/R/Pers/Rectt/20

Date : 20.03.2015

Railway Board's letter No. E(NG) II/2015/RC-1/Genl./1, dated : 05.03.2015 is as under :

Sub. : Appointment on the Railways- Minimum educational qualification regarding.

Attention is invited to this Ministry's letter No. E(NG)II-82/RC1/98 dated 1.9.1982 and No. E(NG)II-91/RC-1/117 (MC) dated 30.9.92 (RBE No. 164 of 1992), laying down instructions that 50% in Matriculation need not be insisted upon and candidates having a pass in Matriculation may be considered for appointment against physically handicapped quota as well as on compassionate grounds.

Board have recently issued guidelines enhancing the minimum educational qualification for various posts in Non-Technical Popular categories to 12th (+2 stage) or its equivalent examination with not less than 50% marks in aggregate.

References are being received from field units, seeking clarification whether in case of appointment against physically handicapped quota and of compassionate ground appointment, the candidates has to possess minimum of 50% in 12th (+2 stage).

The matter has been looked into and it has been decided by the Board that dispensation of non-insistence upon the 50% marks clause may be continued for such cases.

Estt. Srl. No. 22/2015

ECoR/Pers/R/Rectt/20

RBE No. 17/2015

Date : 20.03.2015

Railway Board's letter No. 2015/E(Sports)/4(1)/2/Educational Qualification, dated : 10.03.2015 is as under :

Sub. : Relaxation in minimum education qualification norms for recruitment of sportspersons in Group-C against sports quata,both through Talent Scouting and Open Advertisement, against the posts under Non-Technical Popular Categories.

Ref.: Railway Board's letter No. E(NG)II/2012/RR-1/16/Pt.A dated 17.12.2014 (RBE No. 145/2014).

In the aforesaid letter it has been stipulated that the minimum educational qualification for recruitment to the post of Office Clerk, Account Clerk, Ticket Collector, Commercial Clerk and Train Clerk under Non-Technical Popular Categories (NTPC), should be 12th (+2 Stage) pass or equivalent, with not less than 50% marks in the aggregate.

2. The question has been raised as to whether in the case of sportsperson to be appointed against the post mentioned in pre-para, has to possess minimum of 50% marks in 12th (+2 Stage). The matter has been considered and it has been decided that for recruitment to said posts against sports quota, both through Talent Scouting and Open Advertisement, the candidate having minimum of 50% marks in 12th class (+2 Stage) need not be insisted upon and candidates possessing a pass certificate in 12th class (+2 Stage), may also be considered for appointment, provided the other prescribed conditions are satisfied in their case.

3. This issues with approval of Board (MS).

Estt. Srl. No. 23/2015

ECoR/R/Pers/R/Resv/31

Date : 23.03.2015

Railway Board's letter No. 2015-E(SCT)1/22/1, dated : 10.03.2015 is as under :

Sub. : Enrolment of members of All India OBC Railway Employees Federation and its affiliated Association-Recovery/collection of membership fees . through their monthly salary bills concerned.

Ref.: General Secretary. CEC/AIOBCREF's letter No. AIOBCREF/2015 dt. 05.03.2015.

General Secretary of All India OBC Railway Employees Federation vide letter under reference had requested Board to allow this Federation and its affiliated Association (i.e. AIOBCREF/affiliated Association) to enrol their members by deducting membership fee through monthly salary bills for smooth functioning of this Federation and its affiliated Associations working on the Indian Railways,

2. Necessary instruction for enrolment of members of SC/ST Association(i.e. AISCSTREA) by deducting membership fee through monthly salary bills has already been issued vide Board's letter of even number dated 5.3.2015. for smooth functioning of SC/ST Association in the interest of the SC/ST Railway employees.

3. As such, after due consideration. Board has approved the above proposal of enrolment of members of All India OBC Railway Employees Federation and its affiliated Association working on the Indian Railways by deducting membership fee through monthly salary bills for smooth functioning of this Federation and its affiliated Association in the interest of the OBC Railway employees subject to the following conditions:-

- (a) Such, recovery of membership fees would be only in respect of serving Railway Employees belonging to OBC who are members of the affiliated OBC Association as per the list of office bearers of OBC Assn. circulated by the Railway Administration.
- (b) The recovery of membership fee would be on the recommendation of the authorised office bearer(s) of AIOBCREA taken affiliation to CEC/

AIOBCREF of the respective body at Zonal/Divisional/Workshop/Branch level.

- (c) The list i.e. the list of members mentioned in para(a) and (b) would be termed as valid list of members of OBC Federation and affiliated OBC Association for all purposes.

The above may please be brought to the notice of all concerned for taking necessary action.

Estt. Srl. No. 24/2015
ECoR/Pers/R/Deputation/2

RBE No. 18/2015
Date : 23.03.2015

Railway Board's letter No. E(NG)I-2003/TR/10/Pt III, dated : 12.03.2015 is as under :

Sub. : New Catering Policy 2010 - Repatriation of 188 Deemed Deputationist Officials (DDOs) to Railways from IRCTC.

Attention is invited to the expression "on deputation terms" used in the second line of para 2 of Board's letter of even number dated 02.03.2015 (RBE No. 13/2015). The matter has been reviewed further and it has been decided that the expression "on deputation terms" may be treated as deleted.

Estt. Srl. No. 25/2015
ECoR/Pers/R/Vlth PC

Date : 23.03.2015

Railway Board's letter No. PC-VI/2011/IR-DC/1 Pt. dated : 25.09.2014 is as under :

Sub. : Stenographic Assistance to Officers on the Railways.

Instructions regarding Stenographic Assistance to various level of Officers of Zonal Railways etc. have been issued in the past from time to time. During the meeting of representatives of Staff Federations with Railway Board/ Federations pointed out that the instructions may be reiterated as these are not being followed by a few Railways. Relevant letters on the above matter are as mentioned below:-

1. PC-IV/89/lmp/1 dated 27.11.1989 - (RBE No. 291/89)
2. PC-IV/89/lmp/1 dated 07.05.1991 - (RBE No. 94/91)
3. PC-V/99/1/9/1 dated 28.09.1999 - (RBE No.225/99)
4. PC-V/97/R-II/48 dated 15.09.2000 - (RBE No. 165/2000)
5. PC-V/97/R-II/48 dated 31.01.2001 - (RBE No. 20/2001)
6. PC-V/97/R-II/48 dated 14.01.2002 - (RBE No. 7/2002)
7. PC-VI/2008/I/RSRP/1 dated 11.09.2008 - (RBE No. 108/2008) and
8. PC-VI/2008/I/5/4 dated 20.11.2008 - (RBE No. 185/2008)

In view of the above position, Zonal Railways/Prod. Units are advised to follow Board's instructions on the issue as issued/modified from time to time.

Estt. Srl. No. 26/2015
ECoR/Pers/R/Welfare/51

RBE No. 19/2015
Date : 26.03.2015

Railway Board's letter No. E(W) 2003/PS 5-8/1, dated : 16.03.2015 is as under :

Sub. : Family Identity Cards to retiring/retired railway employees.

In terms of Board's letter of even number dated 24.08.2006 on the above subject, Family Identity Cards Issued to retiring/retired railway employees are renewed after every 7 years.

2 The issue regarding enhancing the validity of such Family Identity Cards from present 7 years has been under consideration in Board's Office. The matter has been considered by Board and it has now been decided that validity of Family Identity Cards issued to retiring/retired railway employees and widows of railway employees will now be for lifetime instead of 7 years. Other terms and conditions as laid down in Board's letter of even number dated 04.06.2003 will remain the same.

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

Estt. Srl. No. 27/2015
ECoR/Pers/R/Pension/4

RBE No. 20/2015
Date : 26.03.2015

Railway Board's letter No. F(E)III/2008/PN1/13, dated : 17.03.2015 is as under :

Sub. : Simplification of pension procedure - submission of undertaking by retiring Government servant along with pension papers-reg.

A copy of Department of Pension and Pensioners' Welfare (DOP&PW)'s O.M. No. 1/27/2011-P&PW(E) dated 7th May, 2014 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways also. Form 5 of CCS(Pension) Rules mentioned in the said O.M. corresponds to Form 8 of Railway Services (Pension) Rules, 1993.

Important Instruction
No.1/27/2011-P&PW(E)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi,
the 7* May, 2014

Office Memorandum

Sub. : Simplification of pension procedure - submission of undertaking by retiring Government servant along with pension papers - reg.

'The Scheme for Payment of pensions to Central Government Civil Pensioners through Authorised Banks', issued by the Central Pension Accounting Office provides for an undertaking to be submitted by the retiring Government servant /pensioner to the pension disbursing bank before commencement of pension. The pensioner undertakes to reltnd or make good any amount to which he is not entitled.

2. It has been found that the firstpayment of pension after retirement gets delayed mainly due to two reasons. One, the'delay in receipt of intimation by the pensioner that pension papers have reached-the bank and two. delay on part of the pensioner in approaching the bank for submission of undertaking.

3. The feasibility of submission of undertaking by the retiring Government servant along with pension papers had been under consideration in the Government for some time. The following simplification has therefore been approved with the concurrence of Department of Expenditure, vide their I.D. No.130/E.V/2014, dated 24th February, 2014. The required undertaking may be obtained by the Head of Office from the retiring Government servant along with Form 5 and other documents before his retirement. This undertaking shall be forwarded to the pension disbursing bank along with the Pension Payment Order by the Accounts officer/CPAO following the usual procedure. The bank shall credit the pension to the account of the pensioner as soon as this Undertaking is received along with the pension documents.

4. The pensioner would no longer be required to visit the bank to activate the first payment of pension. Therefore, after ascertaining that the Bank's copy has been despatched by the Central Pension Accounting Office, the pensioner's copy of the Pension Payment Order (PPO) may be handed over to him at the time of retirement along with other retirement dues. This should be feasible in all cases where the Government servant had submitted pension papers within the time-limits prescribed in the Central Civil Services (Pension) Rules, 1972.

5. An employee posted at a location away from the office of the Head of Office or who for any other reasons feels that it would be more convenient to him to obtain his copy of PPO from the bank, may inform the Head of Office of his option in writing while submitting his pension papers.

6. Office of Controller General of Accounts is requested to instruct all Pay and Accounts Offices and all pension disbursing banks to follow the above procedure as well as make necessary amendments to the pension sanction and payment procedures and the Scheme Booklet.

7. AM Ministries/Departments are requested to follow the above procedure henceforth. Department of Posts and Department of Telecommunications are requested to make suitable amendments to the instructions to the Accounts Officers and pension disbursing Post Offices/Banks to adhere to the above procedure.

SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER

Date.....

To

The Branch Manager

_____ (Bank)

_____ (Branch & address)

Dear Sir,

Payment of pension under A/C No. _____ through your Bank.

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my said account or any other account/ deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature:
Name:
Address:

Witnesses:

(1) Signature :
Name :
Address :
Date :

(2) Signature :
Name :
Address :
Date :

Estt. Srl. No. 28/2015
ECoR/Pers/R/Rectt/20

RBE No. 21/2015
Date : 26.03.2015

Railway Board's letter No. E(NG)II/2012/RR-1/16/Pt.A, dated : 18.03.2015 is as under :

Sub. : Minimum educational qualification for open market recruitment to various posts on the Railways.

Ref : Letter of even number dated 17/12/2014 (RBE No. 145/2014), E(NG)II/85/RC-3/66 dated 28/10/1985, E(NG)II/2000/RR-1/17 dated 13/7/2000 & 31/8/2001 and E(NG)II/99/RR-I/98 dated 10/10/2001.

Further to instructions contained in letter dated 17/12/2014 under reference, it has now been decided that following category of posts will have revised qualification for open market as shown in the table below:-

Sl. No.	Category of Post	Pay Band & Grade Pay	Existing Qualification	Essential Minimum Prescribed Qualification
(1)	Traffic Signaller	PB-1 Rs. 5200-20200 (GP: Rs.2000)	Matriculation or its equivalent examination with not less than 50% marks in the aggregate.	12th (+2 stage) or its equivalent examination from a recognized Board/University with not less than 50% marks in the aggregate.
(2)	Switchmen	PB-1 Rs. 5200-20200 (GP: Rs. 2400)	Matriculation or its equivalent.	12th (+2 stage) or its equivalent examination from a recognized Board/University.
(3)	Head Cook	PB-1 Rs. 5200-20200 (GP: Rs. 2800)	Matriculation with Craftsmanship in Cookery from a recognized Institute.	12 th (+2 stage) or its equivalent from a recognized Board/University with Craftsmanship in Cookery from a recognized Institute. NOTE : Recognition of Institution for the purpose will be determined by the recruiting agency.
(4)	Telephone Operator	PB-1 Rs.52-20200 (GP: Rs. 1900)	Matriculation or its equivalent.	12 th (+2 stage) or its equivalent from a recognized Board/University.
(5)	Health Visitor (Multipurpose)	PB-1 Rs. 5200-20200 (GP: Rs. 2400)	Matriculation with multipurpose workers course from Institutes recognized by Central/State Governments with three years filed experience as an additional desirable qualification.	12 th (+2 stage) from a recognized Board/University with multipurpose workers course from Institutes recognized by Central/ State Governments.
(6)	Laboratory Assistant, Grade-III (CMT Wing)	PB-1 Rs. 5200-20200 (GP: Rs. 1900)	Matriculation/Higher Secondary with Science.	12 th (+2 stage) with Science or equivalent from a recognized Board/University.
(7)	Shroff	PB-I Rs. 5200-20200 (GP: Rs. 1900)	Matriculation or its equivalent examination	12 th (+2 stage) or equivalent examination from a recognized Board/university.
(8)	Stenographer, Gr. III	PB-1 Rs. 5200-20200 (GP : Rs. 2400)	Matriculation till replaced by Higher Secondary plus the Professional qualification given in para 2 below.	12 th (+2 stage) or equivalent Examination from a recognized Board/University and for the skill test prescribed dictation speed for 80 W.P.M. duration time 10 minutes and transcription time is 50 minutes (English) and 65 minutes (Hindi)

2. The standards of professional qualification for Rajbhasha stenographer and English Stenographer is as given in table below :-

Sl. No.	Speed	Rajbhasha Stenographer		English Stenographer	
		Duration	Transcription	Duration	Transcription time
(i)	80 W.P.M	10 Minutes	75 Minutes	10Minutes	65 Minutes
(ii)	100 W.P.M	7 Minutes	40 Minutes	7 Minutes	35 Minutes
(iii)	120 W.P.M	5 Minutes	37 Minutes	5 Minutes	32 Minutes

3. These instructions will be effective from the date of its issue and ongoing recruitment for the above said categories where notification has been published will be governed by past instructions on the subject. The letters under reference and relevant Provisions accordingly stand modified.

4. Advance Correction Slip (ACS) to Indian Railway Establishment Manual, Volume-I (Revised Edition-1989), First Re-Print Edition, 2009 will follow.

Estt. Srl. No. 29/2015
ECoR/Pers/R/Rectt/20

RBE No. 22/2015
Date : 26.03.2015

Railway Board's letter No. E(NG)-III 2013/RR-1/8, dated : 18.03.2015 is as under :

Sub. : Clarification regarding acceptance of educational qualification obtained through distance education mode from Open University without undergoing formal education for the purpose of employment on the railways - reg.

Pursuant to receipt of communication received from University Grants Commission (Distance Education Bureau), the instructions contained in RBE No. 116/2013 which prescribed guidelines while scrutinizing certificates of qualification submitted by the candidates obtained through Open and Distance Learning centres in the faculty of Arts, Humanities, Fine Arts, Music, Social Science, Commerce and Science without undergoing formal education stands modified as under:-

"Words 21 years appearing in para 2(i) shall henceforth be reads as 18years."

Estt. Srl. No. 30/2015
ECoR/Pers/R/Rectt/20

Date : 26.03.2015

Railway Board's letter No. 2014-Sec (E)/RC-3/9 (CG), dated : 16.03.2015 is as under :

Sub. : Appointment on compassionate grounds of wards/spouse of ex-RPF/RPSF staffs.

Ref : (i) Railway Board letter No. 88/Sec(E)/RC-3/43 Pol. Pt. dated 12/07/2011. (ii) This office letter of even No. dated 27/05/2014

The following addendums in para 3.1 in Railway Board letter No. 88/Sec(E)/RC-3/43 Pol. Pt. dated 12/07/2011 have been approved by the Board MS:

“(v) An eligible ward/spouse of an RPF/RPSF staff who is partially medically de-categorised and seeks voluntary retirement from service subject to the condition that he/she has at least five(05) years or more service left. Such appointment will be given only in Grade pay Rs. 1800/- irrespective of their qualification.

(vi) An eligible ward/spouse of an RPF/RPSF staff who has been missing may also be considered for compassionate appointment in terms of Board's letter No. E(NG)II/97/RC-I/210 dated 26/07/1998 (RBENO. 164/98).”

This also disposes of the query raised by CSC/SCR vide letter No. X/P.268/ACG/P dated 07/03/2014, 12/03/2014, 04/04/2014 and 05/05/2014.

Estt. Srl. No. 31/2015
ECoR/Pers/R/Training/23

RBE No. 23/2015
Date : 26.03.2015

Railway Board's letter No. E (MPP)/2015/3/8, dated : 19.03.2015 is as under :

Sub. : Special Training Module on Soft Skills

Zonal Railways are aware that training on customer care to frontline staff of all Indian Railways was being imparted at the Customer Care Training Centre, New Delhi and other Zonal Railway Training Institutes.

In the context of providing greater thrust towards customer satisfaction and the need to focus on customer as our principle client, it has been decided that all frontline staff directly dealing with customers, should be exposed to special training modules on soft skills as announced in Budget 2015-16.

Accordingly, all General Managers are advised to arrange this training. In case necessary, tie up with professional Training Institutions/Soft Skill Experts etc., can be resorted to for starting soft skills training for all frontline staff. Necessary tie up as mentioned above may be finalized within a month and training on soft skills be started immediately thereafter. No exemption should be granted from attendance in this training programme.

As regards batch size, the minimum batch size should be 30, however wherever more number is proposed to be covered in a batch, the same should be decided in consultation with the Trainer. This training should be started in Zonal Railway Training Institutes or Multi-Disciplinary Training Centres or other Main Training Centres, wherever frontline staff are being sent for initial/refresher courses. The soft skill training programme should be • for a minimum duration of 3 days. Once the training partner is decided and the training on soft skill started, a copy of the same may be endorsed to Railway Board for information and record.

As regards the number of trainees who have been trained, a monthly statement showing the categories of frontline staff and the number trained per month will have to be sent to the Board on a continuing basis till all frontline staff are covered.

Estt. Srl. No. 32/2015
ECoR/Pers/R/Pass/8

Date : 31.03.2015

Railway Board's letter No. E(W) 2007 PS 5-1/9, dated : 31.03.2015 is as under :

Sub. : Retirement Complimentary Passes, widow Passes and Privilege Ticket Orders (PTOs).

Ref : Railway Board's letter of even number dated 26.03.2012.

Standing instructions were issued vide Board's letter cited under reference that the validity period of full/half sets of Privilege/Post Retirement/ Complimentary/ Widow Passes and PTOs shall be one month more than the Advance Reservation Period (ARP), in general, from the date of issue. It further stipulated that if advance reservation period is reduced in future, the validity of Passes/PTOs will not be less than four months period. Advance Correction Slip No.73 to the Railway Servants (Pass) Rules, 1986 (2nd Edition, 1993) was also issued. Based on the advance reservation period of 120 days which then came into effect in terms of Board's Commercial Circular No.12 of 2012, the validity period of Passes/PTOs was advised to be increased to 5 months from 4 months. It was also stated therein that enhancing the validity period of passes and PTOs was to facilitate securing confirmed reservations on such Passes and PTOs.

2. While the ARP was reduced in 2013, the Railways have reduced the validity of Passes/PTOs to 4 months, in pursuance of above standing instructions. However, consequent to revision of ARP from 60 days to 120 days in terms of Board's Commercial Circular No.11 of 2015 dated 27.02.2015, clarifications are being sought by some Railways on the date from which the validity of Passes/PTOs are to be increased to 5 months and also regarding the period of validity of year ending Passes/PTOs of calendar year 2014.

3. It is clarified that keeping the spirit of the instructions contained in Board's letter cited under reference, Passes/PTOs should be issued one month before the ARP comes into effect so that confirmed reservation on such Passes/PTOs is facilitated. The Railways/PUs should, therefore, issue Passes/PTOs with revised validity period, as soon as effective date of ARP is advised by Traffic Commercial Dte. of Railway Board.

4. Regarding the validity period of year-ending Passes/PTOs, it is clarified that the same shall be as per the validity period admissible on 31st December of respective calendar year since year-ending Passes/PTOs are deemed to have been issued latest by that day. Accordingly, for the calendar year 2014, the validity period of Passes/PTOs shall be 4 months from 31.12.2014.

Estt. Srl. No. 33/2015
ECoR/Pers/R/D&AR/37

RBE No. 26/2015
Date : 02.04.2015

Railway Board's letter No. E(D&A) 2014 GS1-2, dated : 25.03.2015 is as under :

Sub. : The Lokpal and Lokayuktas Act, 2013 - Submission of declarations and assets and liabilities by the Railway Servants

Attention is invited to Railway Board's letter of even no. dated 01.09.2014, whereby the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Rules, 2014, [hereinafter referred to as Principal Rules], notified by Department of Personnel & Training vide Gazette notification G.S.R. No 501(E) dated 14.07.2014, were circulated on the Railways. Pursuant to these rules, all Railway servants are required to furnish information relating to their assets and liabilities under section 44 of the Lokpal and Lokayuktas Act, 2013, as per Appendix-I and Appendix-II (consisting of Forms No. I to IV) to the Rules.

2. These Rules have since been modified by the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, notified by Department of Personnel & Training vide Gazette notifications G.S.R. No, 638(E) dated 08.09.2014 and G.S.R. No. 918(E) dated 26.12.2014. These notifications are available at the Department of Personnel & Training's website at [http://persmin.nic.in/Lokpai Homepage New.asp](http://persmin.nic.in/Lokpai%20Homepage%20New.asp). These amendment rules have extended the time limit for filing of revised returns, referred to in proviso under sub-rule (2) of Rule 3 of the Principal Rules, to 30.04.2015. The notification dated 26.12.2014 also modified the Forms No. II and IV of Appendix-II to the Principal Rules.

3. In this regard it is clarified that :-

- (i) The first return (as on 1st August, 2014) under the Lokpal and Lokayuktas Act, 2013 should be filed on or before the 30th April, 2015;
- (ii) The next annual return under the Lokpal and Lokayuktas Act, 2013 for the year ending 31st March, 2015 should be filed on or before 31st July, 2015; and
- (iii) The annual return for subsequent years as on 31st March every year should be filed on or before 31st July of that year.

4. The following Assets & Liabilities Return forms (in English) are enclosed herewith as indicated below :-

- A. Declaration to be filed with Return of Assets and Liabilities on First Appointment or as on 31st March, 20..... (Under Section 44 of the Lokpal and Lokayuktas Act, 2013.) **[Appendix-I of the notification dated 14.07.2014]**
- B. (a) **FORM No. I** - Details of Railway servant, his/her spouse and dependent children **[Appendix-II of the notification dated 14.07.2014]**
- (b) **Modified FORM No. II** - Statement of movable property on first appointment or as on the 31st March, 20..... [Appendix-II of the notification dated 14.07.2014 **as modified vide notification dated 26.12.2014**]

(c) **FORM No. III** - Statement of immovable property on first appointment or as on the 31st March, 20..... (e.g. Lands, House, Shops, Other Buildings, etc.) **[Appendix-II of the notification dated 14.07.2014]**

(d) **Modified FORM No. IV** - Statement of Debts and Other Liabilities on first appointment or as on the 31st March, 20..... [Appendix-II of the notification dated 14.07.2014 **as modified vide notification dated 26.12.2014**]

5. Railways etc. may ensure that all officers and staff in their organisation file the said declarations/returns within the prescribed time limits, in the aforementioned forms.

**APPENDIX-I
[Rule 3(1)]**

**Return of Assets and Liabilities on First appointment
or as on the 31st March, 20.**

(Under Sec. 44 of the Lokpal and Lokayuktas Act, 2013)

- 1. Name of the Railway Servant in
full
- 1. (a) Present public position held
(Designation, name and address
or organisation)
- (b) Service to which belongs
(if applicable)

Declaration :

I hereby declare that the return enclosed namely, Forms 1 to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date: Signature:

* In case of first appointment, indicate date of appointment.

Note 1. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/liabilities of spouse and dependent children as provided in Section 44(2) of the Lokpal and Lokayuktas Act, 2013.

(Section 44(2): A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath of affirmation to enter upon his office, furnish to the competent authority the information relating to-

- (a) the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries
- (b) his liabilities and that of his spouse and his dependent children)

Note 2. If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3. "dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. [Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013]

APPENDIX-II [Rule 3(1)]

FORM No. I

Details of Railway Servant, his/her spouse and dependent children

S.No.		Name	Public position held, if any	Whether return being filed by him/her separately
1	Self			
2	Spouse			
3	Dependent- 1			
4	Dependent-2			
5*	Dependent-3			

*Add more rows, if necessary.

Date :

Signature:

FORM No. II

Statement of movable property on first appointment or as on the 31st March, 20.

(Use separate sheets for self, spouse and each dependent children)

Name of Railway servant/spouse/dependent child: _____

S.No.	Description	Remarks, if any
(i)*	Cash and bank balance:	
(ii) **	Insurance (premium paid) :	
	Fixed/Recurring Deposits(s) :	
	Shares/Bonds :	
	Mutual Fund(s) :	
	Pension Scheme/Provident Fund	
	Other investments, if any :	

S.No.	Description	Remarks, if any
(iii)	Personal loans/advance given to any person or entity including firm, company, trust, etc. and other receivables from debtors and the amount (exceeding two months basic pay or Rupees one lakh as the case may be)	
(iv)	Motor Vehicles (Details of Make, registration number, year of purchase and amount paid) :	
(v)	Jewellery [Give details of approximate weight (plus or minus 10 gms. in respect of gold and precious stones; plus or minus 100 gms. in respect of silver).]	
	Gold:	
	Silver:	
	Precious metals and precious stones:	
	Composite items: (indicating approximate value)***	
(vi)	Any other assets [Give details of movable assets not covered in (i) to (v) above] (a) Furniture (b) Fixtures (c) Antiques (d) Paintings (e) Electronic equipments (f) Others [Indicate the details of an asset, only if the total current value of any particular category (e.g. furniture, fixtures, electronic equipments, etc.) exceeds two months' basic pay or Rs. 1.00 lakh, as the case may be]	

Date :

Signature:

* Details of deposits in foreign Bank(s) to be given separately.

** Investments above Rs. 2 lakhs to be reported individually. Investments below Rs. 2 lakhs may be reported together.

*** Value indicated in the first return need not be revised in subsequent returns as long as no new composite item has been acquired or no existing items had been disposed of, during the relevant year.

Statement of immovable property on first appointment or as on the 31st March, 20.....

(e.g. Lands, House, Shops, Other Buildings, etc.)

[Held by Railway Servant, his/her spouse and dependent children]

S.No.	Description of property (Land/ House/ Flat/ Shop/ Industrial etc.)	Precise location (Name of district, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in Railway servant, state in whose name held and his/her relationship, if any to the Railway servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Railway servant, if any with the person/ persons concerned) (Please see Note 1 below) and cost of acquisition.	Present value of the property (if exact value not known, approx value may be indicated)	Total annual income from the property	Remarks
1											

Date: Signature:

Note (1) For the purpose of column 9, the term 'Mease' would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Railway servant, such a lease would be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

FORM No. IV**Statement of Debts and Other Liabilities on first appointment or as on the 31st March, 20.....**

S.No	Debtor (Self/ Spouse or dependent children)	Name and address of Creditor	Nature of debt/ liability and amount	Remarks
1	2	3	4	5

Date:

Signature:

Note 1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs. 1.00 lakh in other cases need not be included.

Note 2: The statement should include various loans and advances (exceeding the value in Note 1) taken from banks, companies, financial institutions, Central/State Government and from individuals.

Estt. Srl. No. 34/2015
ECoR/Pers/R/Rectt/20

RBE No. 25/2015
Date : 07.04.2015

Railway Board's letter No. 2015/E(Sports)/4(1)/4/Judo, dated : 23.03.2015 is as under :

Sub. : Recognition to the game of Judo for the purpose of recruitment of sportspersons against sports quota.

Ref.: (i) Railway Board's letter No. 2010/E(Sports)/4(1)/1(Policy) dated 31.12.2010 (RBE No. 189B/2014).

(ii) Railway Board's letter No. 2011/E(Sports)/4(1)/1/Policy Clarifications dated 37.03.2012 (RBE No. 42/2012).

During the 70th Annual General Meeting of the General Council of Railway Sports Promotion Board, held in Rail Bhavan, New Delhi on 17.10.2014; it was decided by the house to include the game of Judo in the list of RSPB recognized games for the purpose of recruitment, participation, incentives etc.

2. The proposal has accordingly been considered and approved by Railway Board, It is accordingly advised to insert the game of Judo in the list of recognized games, as mentioned under Para 2.7 of Board's policy letter dated 31.12.2010, referred to above; for recruitment, participation, incentives etc. to sportspersons against sports quota, with immediate effect.

3. This issues with approval of Board (MS).

Estt. Srl. No. 35/2015
ECoR/Pers/R/Promotion/2

RBE No. 27/2015
Date : 07.04.2015

Railway Board's letter No. 2015/E(Sports)/4(1)/5/Probation Period, dated : 25.03.2015 is as under :

Sub. : Out of Turn Promotion of sportspersons on sports account in Probation period.

Ref.: Railway Board's letter No. 2010/E(Sports)/4(1)/1(Policy) dated 31.12.2010 (RBE No. 189B/2010).

In partial modification of existing policy, Ministry of Railways (Railway Board) have decided as under:

SN	Rfcfeieiice/ExtstingPora	Revised Para (Read as)
	MODIFICATIONS TO EXISTING PARA	
(i)	Para 9.2.6 of letter No. 2010/E (Sports)/4(1)/1(Policy) dated 31.12.2010 (RBE No. 189B/2010)	If a sportsperson acquires the norms for out of turn promotion, except the condition of completion of probation, in such case, the promotion may be granted and the balance probationary period be reckoned in the
	No out-of-turn promotion shall be granted during probation period.	higher grade, in which the promotion is proposed to be carried out.

2. This issues with approval of Board (MS) and concurrence of the Finance Directorate of the Ministry of Railways (Railway Board).

Estt. Srl. No. 36/2015
ECoR/Pers/R/Pass & Leave/6

RBE No. 28/2015
Date : 07.04.2015

Railway Board's letter No. No.E(G)2014/AL12-5, dated : 25.03.2015 is as under :

Sub. : Incentives to the staff and officers posted on USBRL Project and identified "difficult project" of N.F. Railway (Const.) - Air travel facility.

A proposal for providing incentives to the staff/officers posted on the USBRL Project and identified "difficult project" of N.F. Railway (Const.) has been under consideration of the Board for sometime, and it has been decided as under:-

2. Incentive in the form of air travel facility as detailed below may be allowed to the officers posted on the USBRL Project and identified "difficult project" of N.F. Railway (Const.).

N.F. Railway (Const.)	USBRL
While on leave (all types including C.L.), free air travel with family (as per pass rules) twice a year, including one journey already available from place of posting to the nearest airport, to the employee's home town / family station and back, in lieu of one set of privilege passes each time, if posted on "Difficult Projects" of N.F. Railway.	While on leave (all types including C.L.), free air travel with family (as per pass rules) twice a year, from Jammu/ Srinagar to the nearest airport to the employee's home town / family station and back, in lieu of one set of privilege passes each time.

3. The above incentives will be limited to the project construction phase and will be applicable to all the officers related with these projects except those who are posted at Maligaon/Guwahati.

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

Estt. Srl. No. 37/2015
ECoR/Pers/R/Pension/4

RBE No. 30/2015
Date : 07.04.2015

Railway Board's letter No. E(G)/2015/PN2/3, dated : 27.03.2015 is as under :

Sub. : "Anubhav"-showcasing outstanding work done during service submission of details by a retiring Government employee.

The Department of Pension and Pensioners' Welfare has devised a platform whereby retiring government servants have an option to upload a write-up not more than 5000 words showcasing outstanding work done during the service alongwith appropriate attachments, wherever necessary, on the website of the department from where the official retires and the website of the cadre controlling authority. Copy of DOP&PW's OM No.4/2/2013-P&PW(Coord.) dated 19.02.2015 and OM 4/2/2014-P&PW(Coord.) dated 5-3-2015 may be seen in DOP&PW's official website <http://persmin.gov.in>.

2. The corresponding form 5 of CCS (Pension) Rules is Form 8 of Railway Services Pension Rules 1993.

3. The instructions may be circulated appropriately among all employees of the Ministry and attached/subordinate offices and given wide publicity to encourage participation in "Anubhav" as this project is being monitored at the "highest levels.

Estt. Srl. No. 38/2015
ECoR/Pers/R/Rectt/20

Date : 07.04.2015

This Railway letter No. ECoR/BBS/Med/NG/Med.Exam./797, dated : 25.03.2015 is as under :

Sub.: Guidelines for appeal of Non-Gazetted candidates selected - for Railway employment-cases of candidates declared unfit upon medical examination

Ref : 1) This office Lr.no.ECoR/BBS/Med/RME/12/Policy/276 dtd.21.10.11
2) Dy.Director (Health)/Rly.Bd's Lr.No.2014/H/5/8(Policy) dtd.5.6.2014

In supersession of Ref.no.I, the following guidelines are issued towards disposal of candidates declared unfit upon medical examination:

1. The guidelines as mentioned in Rly. Bd's Lr.no.2014/H/5/8 (Policy) dtd.05.06.2014 is to be adhered to.

2. Intimation to candidates:

The candidates after medical examination if found unfit, the unfit certificate should not be handed over to the candidate by the medical examination authority. The unfit certificate should be sent to Sr.DPO/CPO in a sealed cover. The cause of unfitness should be mentioned in the unfit certificate. It is the duty of Personnel branch to intimate the candidate regarding his unfitness or cause thereof.

3. Scope of Appeal :

- i) Once a decision has been taken at the level of the Divisional/Central Hospital In-charge and the candidate has been declared fit/unfit by three member committee, no further appeal shall lie with any higher authority including Railway Board.
- ii) **a) Consideration of specific cases :**
Once, the 03 member committee has taken a decision on the grounds of the condition like Hypertension, substandard vision, diabetes and the same has been accepted by the MD/CMS/ACMS In-charge of the Unit/Division, any representation/ appeal shall be dealt with on the basis of records & findings of the committee and the candidate will not be subjected for re-examination.
- b) **Specific & exceptional cases:**
Only in specific and exceptional cases in which there is an objective record of a disease like X-ray findings, 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.

Procedure of appeal:

- The candidate has to submit the appeal within one month from the date of communication of the decision of the MD/CMS/ACMS In-charge by CPO/Sr.DPO to the candidate.
- However, such an appeal shall be entertained only if the candidate produces a certificate from a Govt/Private doctor of the Speciality/

specialities in which the candidate has been found unfit. Such a certificate should contain a note that the Govt/ Pvt. Specialist is aware 'of the fact that the candidate has already been declared unfit during medical examination conducted by appropriate committee appointed by Government in this regard. Govt/ Pvt. Specialist should also certify that he is fully aware of the Physical & Vision standards set by the Railways and he is aware that the candidate has already been certified as unfit according to the standards.

- No appeal should be entertained by Personnel Deptt without the above declaration by Govt/ Pvt. Specialist.
- iii) Candidate's appeal with the requisite medical certificate, remedical examination memo, copy of previous medical examination memo, copy of unfit certificate are to be forwarded to MD/CMS by CPO/Sr.DPO respectively. MD/CMSs should forward the application along with all the documents attaching copy of earlier medical examination findings, copy of the earlier medical examination memo and copy of unfit certificate to CMD) for consideration of the appeal.
 - iv) **Examination of the appeal by**
CMD, after examination of the appeal, and other documents, as mentioned above, may consider for re-examination of the candidate at a place nominated by him and to intimate to concerned medical unit. The concerned CMS/MD will fix up a date & time of re-medical examination and will intimate the Personnel Deptt, who in turn, will intimate the candidate regarding the place, time and date of re-medical examination. CPO/Sr.DPO will send the candidate with medical examination memo for re-medical examination to the concerned CMS/MD.
 - v) In all cases of appeal, consultation charges and investigation charges as applicable during medical examination, will however be recovered separately.
 - vi) The candidate will be examined by CMS/MD (Chairman) along with two Senior IRMS Doctors as nominated by him. The result of the re-examination to be intimated to Personnel Deptt with intimation to CMD by the concerned medical unit.
 - vii) For all cases, the highest level of appeal shall lie with the CMD and there is no further provision for review against the decision of a CMD i.e. in case the appeal has been rejected by the CMD or the candidate is again found unfit upon re-medical examination carried out as per the orders of the CMD, no further appeal shall lie with any higher authority including Railway Board.
 - viii) In case the candidate absconds/ absents himself wilfully prior to/ during the medical examination process, the decision of the first medical examination will prevail & no further appeal will be considered by any higher authority.

Railway Board's letter No. 2008-E(SCT)/25/6, dated : 27.03.2015 is as under :

Sub. : Promotion of SC/ST employees against reserved vacancies in Stenographers grades on Railways- Applicability of the best amongst the failures scheme.

Ref. : (i) Board's letter No. 88-E(SCT)/23/1 dated 28.06.1995 RB.No.57/95)
(ii) Board's letter No. 97-E(SCT)/25/2 dated 03.03.1997.

References have been received in Board's office from various Railways expressing doubt regarding applicability of the 'Best Amongst the Failure Scheme' Promotion of SC/ST employees against reserved vacancies in Stenographers grades on Railways.

3. The matter has been examined in this office and it is reiterated that said 'Best Amongst the Failures Scheme' is equally applicable in the category of Stenographers also with the same terms and conditions as applicable to other non-safety category posts as laid down in Board's letter No. 88-E(SCT)/23/1 dated 28.06.1995(RB.No.57/95) wherever the suitability of the candidates is judged through Written Test and/or Viva-voce etc.

3. It is further clarified that there is no relaxation for SC/ST candidates in the Stenography Speed Test over and above the permissible limit of 10% mistakes of total words dictated as per extant instructions of the Board.

The above may please be brought to the notice of all concerned for its strict compliance.

Railway Board's letter No. E(NG)/2014/RC-2/1 List Pt, dated : 30.03.2015 is as under :

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

Attention is invited to this Ministry's letter No. E(NG)/2014/RC-2/1 List Pt., "dated 14.2.2014, circulating therewith a consolidated lists of posts identified suitable for PWDs for recruitment from open market.

Pursuant to the order dated 24.12.2014 of Hon'ble High Court of Delhi Delhi in CM Nos. 21081/14 & 21080/14 in WP (C) 5111/14- UOI & Ors Vs. Tara Chauhan & Ors, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, reconvened the meeting of the Expert Committee on 9th February, 2015, to look into identification of certain posts in Grade Pay Rs. 1800/- (erstwhile Group 'D'), in Indian Railways especially in the context of suitability for Persons with Visual Impairment i.e. Blindness and Low Vision.

The Committee's recommendation, as considered and approved by the competent authority, is for information and compliance : -

S. No.	Name of the Post	Department	Recommendations
1.	Khalasi Helper	Mechanical (W), S&T (W), Engg. (W), Stores	The post is suitable for persons with low vision & Blind
2.	Safaiwala	Medical	The post is suitable for persons with low vision & Blind
4.	Hospital Attendant (Male/Female)	Medical	The post is suitable for persons with low vision & Blind
5.	Khalasi Helper	Civil Engg., Electrical, Mechanical, Signal and Telecom departments	Cannot be identified suitable for Persons with visual impairment since the posts involve line operations and train operations
6.	DSL Khalasi	Mechanical	Cannot be identified suitable for Persons with visual impairment since the posts involve line operations and train operations
7.	Khalasi Helper	Engg.	Cannot be identified suitable for Persons with visual impairment since the posts involve line operations and train operations.
8.	Carriage Cleaner and DSL Cleaner	Mechanical	Cannot be identified suitable for Persons with visual impairment since the posts involve line operations and train operations.

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

Railway Board's letter No. E(NG)-II/2009/RR-1/11, dated : 26.03.2015 is as under :

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

Ref : Letter No. E(NG)/2007/RR-1/3S dated 15/7/2014 (RBE No. 75/2014).

In addition to instructions contained in letter under reference, it has been decided by the Board that, the certificates/qualifications obtained from institutions figuring in the list of **Associate Members** on official website of Council of Board for School Education in India (COBSE) i.e. www.cobse.org may also be treated at par with those borne on list of **Member Board** and certificates/qualification obtained from all such institutions will be acceptable for the purpose of employment on the railways, from the date on which the said institution has been accorded membership by COBSE, This date of acceptability of certificate may be obtained by approaching COBSE directly and a copy of clarification thus obtained may also be endorsed to this Ministry for information & record.

Cases decided in the past need not be re-opened.

Railway Board's letter No. E(W)2007 PS 5-1/9, dated : 31.03.2015 is as under :

Sub. : Extending the validity of full/half sets of Privilege Passes, Post Retirement Complimentary Passes, Widow Passes and Privilege Ticket Orders (PTOs).

Ref : Railway Board's letter of even number dated 26.03.2012.

Standing instructions were issued vide Board's letter cited under reference that the validity period of full/half sets of Privilege/Post Retirement/ Complimentary/ Widow Passes and PTOs shall be one month more than the Advance Reservation Period (ARP), in general, from the date of issue. It further stipulated that if advance reservation period is reduced in future, the validity of Passes/PTOs will not be less than four months period. Advance Correction Slip No.73 to the Railway Servants (Pass) Rules, 1986 (2nd Edition, 1993) was also issued. Based on the advance reservation period of 120 days which then came into effect in terms of Board's Commercial Circular No. 12 of 2012, the validity period of Passes/PTOs was advised to be increased to 5 months from 4 months. It was also stated therein that enhancing the validity period of passes and PTOs was to facilitate securing confirmed reservations on such Passes and PTOs.

2. While the ARP was reduced in 2013, the Railways have reduced the validity of Passes/PTOs to 4 months, in pursuance of above standing instructions. However, consequent to revision of ARP from 60 days to 120 days in terms of Board's Commercial Circular No.11 of 2015 dated 27.02.2015, clarifications are being sought by some Railways on the date from which the validity of Passes/ PTOs are to be increased to 5 months and also regarding the period of validity of year ending Passes/PTOs of calendar year 2014.

3. It is clarified that keeping the spirit of the instructions contained in Board's letter cited under reference, Passes/PTOs should be issued one month before the ARP comes into effect so that confirmed reservation on such Passes/PTOs is facilitated. The Railways/PUs should, therefore, issue Passes/PTOs with revised validity period, as soon as effective date of ARP is advised by Traffic Commercial Dte. of Railway Board.

4. Regarding the validity period of year-ending Passes/PTOs, it is clarified that the same shall be as per the validity period admissible on 31st December of respective calendar year since year-ending Passes/PTOs are deemed to have been issued latest by that day. Accordingly, for the calendar year 2014, the validity period of Passes/PTOs shall be 4 months from 31.12.2014.

Railway Board's S.No. PC-VI/349, letter No. PC-VI/2008/II/7/2/1, dated : 13.04.2015 is as under :

Sub. : Payment of Dearness Allowance to Railway employees - Revised rates effective from 01.01.2015.

Please refer to this Ministry's letter of even number dated 19.9.2014 (S.No.PC-VI/346, RBE No. 102/2014) on the subject mentioned above. The President is pleased to decide that the Dearness Allowance payable to Railway employees shall be enhanced from the existing rate of 107% to 113 % with effect from 1st January, 2015.

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

3. The additional installment of Dearness Allowance payable under these orders shall be paid in cash to all railway employees. The arrears may be charged to the salary bill and no honorarium is payable for preparing separate bill for this purpose.

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

Railway Board's letter No. E(G)2010 QR1-1(DRMs), dated : 31.03.2015 is as under :

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

The existing policy on house retention by the officers posted as DRMs as contained in Board's letter of even number dated 14-02-2014 have been reviewed by the full Board.

In exercise of the powers vested with the full Board to make reasonable relaxations in public interest for a class/group of employees in all or any of the existing provisions regarding house allotment/retention the Board has decided that **the policy instructions dated 14-02-2014 will have prospective effect i.e. those issued posting orders as DRMs on or after 14-02-2014 will not be allowed to retain accommodation at previous place and will be governed by normal instructions of retention.**

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

Estt. Srl. No. 45/2015
ECoR/Pers/R/Training/23

RBE No. 16/2015
Date : 20.04.2015

Railway Board's letter No. E(MPP)/2015/6/2, dated : 09.03.2015 is as under :

Sub. : Forwarding of Gazette Notification No.G.S.R,910(E) dated 19.12.2014, regarding enhancement of rates of stipend for Graduate, Technician and Technician (Vocational) apprentices under the Apprentices Act, 1961.

Please refer to Ministry of Railways letters No. E(MPP)/2007/6/3 dated 23.08.2007 (**RBE No. 109/2007**), dated 09.03.2011 (**RBE No.31/2011**) and E(MPP)/2013/6/7 dated 15/01/2014 (**RBE NO.8/2014**).

It has been decided that the Trade Apprentices engaged on the Indian Railways under the 'Apprentices' Act, 1961 should be paid stipend with effect from 19/12/2014 at the revised rates as notified in the Directorate General of Employment & Training, Ministry of Labour & Employment's Notification No. G.S.R.910 (E) dated 19.12.2014 published in Part II, Section 3, Sub-section (i) of the Extraordinary Gazette of India on 23/12/2014 (Copy of the notification is enclosed). The expenditure should be met from within the existing budget allotment.

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



MINISTRY OF LABOUR AND EMPLOYMENT
(Directorate General of Employment and Training)

NOTIFICATION

New Delhi, the 19th December, 2014

G.S.R. 910(E).— In exercise of the powers conferred by sub-section (1) of Section 37 of the Apprentices Act, 1961 (52 of 1961), the Central Government, after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely :—

1. (1) These rules may be called the Apprenticeship (Fourth Amendment) Rules, 2014.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Apprenticeship Rules 1992, in rule 11, in sub-rule (2), for clauses (a), (b), (c), (d) and (e) and the entries relating thereto, the following entries shall be substituted, namely :—

“(a) Graduate Apprentices	Rs. 4984 per month
(b) Sandwich Course	Rs. 3542 per month
(Students from Degree Institutions)	

- | | |
|---|----------------------|
| (c) Technician Apprentices | Rs. 3542 per month |
| (d) Sandwich course | Rs. 2890 per month |
| (Students from Diploma Institutions) | |
| (e) Technician (Vocational) Apprentices | Rs. 2758 per month”. |

Estt. Srl. No. 46/2015
ECoR/Pers/R/Promotion/2

RBE No. 33/2015
Date : 21.04.2015

Railway Board's letter No. E(W) 2014/TR/14, dated : 07.04.2015 is as under :

Sub. : Delay in promotion of staff for want of service records/ACRs of staff transferred from/to other Divisions/Zones - remedial measures - Regarding.

In order to prevent fraudulent transfer of railway employees from one unit/ Division/Railway to another Unit/Division/Railway, detailed guidelines laying down the procedure to be followed while processing the transfers of Railway employees from one Unit/Division/Railway to another Unit/Division/Railway were issued vide Board's Letter No. E(NG)-2001/TR/16 dated 21.11.2001.

2. Under item No. 13/2014 of PNM/NFIR meeting held on 19th & 20th December, 2014, the Federation demanded the above guidelines may be reiterated to the zonal railways. The matter has accordingly been considered by Ministry of Railways who wish to state that the guidelines contained in Board's letter dated 21.11.2001 referred to above may be strictly adhered to while effecting transfer of Railway employees whether one way request transfer or mutual exchange or transfer on administrative ground. Any deviation in this regard will be viewed seriously.

Estt. Srl. No. 47/2015
ECoR/Pers/R/Promotion/2

RBE No. 34/2015
Date : 21.04.2015

Railway Board's letter No. E(NG)I-2014/PM7/5, dated : 09.04.2015 is as under :

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

Ref : (i) Railway Board's letter No.E(NG)I-94/PM/9 dated 02.09.1994
(ii) Railway Board's letter No.E(NG)I-2004/PM7/16 dated 22.03.2005
(iii) Railway Board's letter of even number dated 10.11.2014 on the above subject.

The issue of residency period for promotion from Goods Driver to Sr. Goods Driver, Passenger Driver to Sr. Passenger Driver, Goods Guard to Sr. Goods Guard, Passenger Guard to Sr. Passenger Guard and Assistant Loco Pilot to Sr. Assistant Loco Pilot has been under examination of this Ministry for the past some time. A clarification on this subject has also been issued to North Western

Railway with copy of letter endorsed to all Zonal Railways. However, subsequently it came to notice that different Railways are still observing different procedure for granting promotion from Goods Driver to Sr. Goods Driver, Passenger Driver to Sr. Passenger Driver, Goods Guard to Sr. Goods Guard, Passenger Guard to Sr. Passenger Guard and Assistant Loco Pilot to Sr. Assistant Loco Pilot.

2. In view of above, the issue has again been examined and to ensure uniformity, it has been decided that two years' residency period may be followed for promotion to all grades as mentioned above, provided a longer length of residency has not been provided for any post.

Estt. Srl. No. 48/2015
ECoR/Pers/R/Pension/4

Date : 21.04.2015

Railway Board's letter No. 2013/AC-II/21/8, dated : 07.04.2015 is as under :

Sub. : Introduction of Single Window System (SWS) for reimbursement of Railway Pensions.

The implementation of Single Window System for reimbursement of Railway pensions disbursed through STATE BANK OF TRAVANCORE was under consideration in Board's office for some time due to the following advantages.

Advantages to the Zonal Railway : -

- The designated Railways need to interact only with the nominated Nodal Branch for both submission of PPOs and receipt of pension scrolls.
- PPOs to be sent directly to the nominated Nodal Branch instead of the various Link branches, which shall ensure timely dispatch thereof to their Central Pension Processing Cell (CPPC) to ensure commencement of pension payment from the month following which the pensioner retires.
- Due to quick submission of monthly pension scroll in both physical form and electronic form, better monitoring and reconciliation process of the pension debits resulting in more accuracy in the projection of pension budget.
- Better monitoring of grievances and redressal thereof.

Advantages to the Pensioner: -

- o The pension commences from the following month in which the pensioner retires
- o The pension is credited to the pensioner's account every month on time.
- o Minimize errors in amount of pension, arrears is calculated and paid.
- o The grievances redressal system would become more effective.

Controller General of Accounts (CGA) and Reserve Bank of India (RBI) have since approved the implementation of SWS with **STATE BANK OF TRAVANCORE**. It has been decided to implement the scheme w.e.f. **01.07.2015**. The main features of the existing system vis a vis SWS are as under :

Present System: -

- FA&CAOs of all zonal railways and production units are authorized to issue PPOs (**Annexure 1**). FA&CAOs draw the PPOs against the bank opted by the pensioners and send the same to the nominated Link branch of that bank directly which further forwards the same to the Paying Branch concerned.
- The paying Branch takes the PPO on their record and thereafter credits the pension amount monthly in the pensioner's account and sends scroll to the Link Branch.
- The Bank's Link Branches compile the scrolls of all paying branches under them and sends the same to the designated FA&CAOs (**Annexure 2**)
- Simultaneously, Link branch also submits the claim for the reimbursement of pension payment to the designated nominated reimbursing agency i.e. nominated RBI /SBI Branch.
- The Reimbursing Branch claims the reimbursement from RBI, CAS.
- RBI/CAS/Nagpur credits the account of the reimbursing bank and debits the account of respective designated Railway.

Single Window System:-

- FA&CAO of all Zonal Railways / Production Units shall continue to be authorized for issue of PPOs (**Annexure 1**).
- **State Bank of Travancore** has nominated their nodal branches for 16 designated FA&CAOs both for receiving of the PPOs and submission of pension debit scrolls to the FA&CAOs, Copies of the special seal together with specimen signatures of the authorized signatories should be sent to the Nodal Branches for onward transmission to CPPC, to facilitate verification thereof by Bank.
- In case of new pension, both halves of PPOs (i.e. disburser's and pensioner's) sent by PPAs (Pension Paying Authority) will be received at the Nodal branches nominated by the Bank (Annexure 3) and subsequently they will send the pensioners' half to the respective Pension Paying Branch for onward delivery to the pensioners after due identification etc. and the Bank's half to the CPPC of the Bank.
- The images of the Pension Payment Order (PPOs) will be scanned and stored in the master database by CPPC, which will be visible to the Pension Paying branch also.
- CPPC would build up a master database (including scanned images of PPOs) for the existing valid Railway Pensioners of all the branches of Bank.
- The PPOs issued in a month by the Railways/PUs has to reach the nominated Nodal Branch of the Bank by 5th of the ensuing month. The Nodal Branch will thereafter forward the disburser's copy to the CPPC of the Bank and the pensioner's copy to the Paying Branch by 10th of the month. Thereafter, the CPPC will carry on the necessary scanning and other procedures so that payment of pension is ready to commence from the following month in which the pensioner retires The paying branch will

intimate the pensioner, immediately, on the receipt of pensioner's half so that pensioner fulfils the necessary formalities with them and then advise CPPC in this regard so that pension is credited in the pension account invariably by the end of the month.

- Changes / modifications in the Pensioner's Data/Pension Scroll will take place at CPPC of the Bank. Pension will be processed at CPPC and scrolls will be generated.
- Based on the generated Scroll, CPPC will credit the pension to the pensioners' accounts of all the CBS branches. For non CBS branches, CPPC will send the Pension Scroll to Pension Paying Branches for doing the needful at their end.
- CPPC will send the designated FA&CAO wise scroll and claim alongwith the summary sheet under Single Window System (SWS) through Link Cell Nagpur, to RBI CAS Nagpur for reimbursement at Single Point.
- The nominated Nodal Branches for 16 designated FA&CAOs will be the point of local liaison and submission of Pension Scroll. The designated FA&CAO wise electronic Scroll .will be sent to respective Nodal Branches by CPPC. The Nodal Branches will submit the pension debit scrolls in both physical form and electronic form to their respective FA&CAO of Railway for reconciliation and record (**Annexure 4**).
- The CPPC will also create a dashboard that can be viewed by the all the PPO issuing FA&CAOs and the Railway Board indicating the details of PPOs received in a month by their bank and the month of commencement of the pension of the pensioners along with the remarks for non-commencement of pension.
- The details of the pension payment viz Basic Pension, DA, Net Amount etc should be accessible/viewable by the pensioner online
- CPPC will calculate pension and arrears, if any, as per the guidelines of Pension Paying Authority. The details of pension calculation will be available on the Bank's network and the Pension Paying Branches will hand over a copy of the printout to the pensioner. This information should also be available online to the pensioners
- The Bank shall provide an online pension helpline-wherein the pensioners can view their pension details, lodge complaints related to pension payment and the same will also be viewable to the FA&CAOs office concerned. The CPPC will have a sound grievance redressal mechanism /monitoring cell to track the pensioner's grievances lodged in the pension helpline or otherwise forwarded by Pension Paying Branches, Ministry, Authority or by directly by the pensioner.
- The PPOs against other banks would continue to be sent to their existing Link branches till they are covered under SWS.

Further, the following instructions would be adhered to by the bank

- There would be a running serial number on the paying branch scroll. It should be ensured that no scroll number is repeated or left out.
- The same check would be done on Nodal Branch Summary Scroll.

- At the pension accounting authority all amounts booked against duplicate scroll numbers would be checked and the RBI would be asked to put back these amounts to the Government accounts.
- The entire process from the start of payment of pension to reimbursement at RBI, CAS, Nagpur will be handled by the concerned bank itself.
- The Nodal branches will be responsible for reconciliation with the Railways and for settling discrepancies.
- As a onetime exercise authorized banks will send the nodal branch wise, paying branch directory structure with complete postal address, pin code, BSR code for proper and prompt settlement and reconciliation.

The Railways/Units may ensure implementation of the scheme with STATE BANK OF TRAVANCORE w.e.f. 01.07.2015. The scheme will be extended to other banks as and when they finalise the modalities and the approval of CGA and RBI is obtained. The feedback on the implementation of the scheme may be provided to Board's office.

Annexure 1

LIST OF FA&CAOS AUTHORISED TO ISSUE PPOS

S.No.	RAILWAYS & PRODUCTION UNITS
1.	FA & CAO, RCF/KAPURTHALA
2.	FA & CAO, ICF/CHENNAI
3.	FA & CAO, RWF/BANGALORE
4.	FA & CAO, CLW/CHITTARANJAN
5.	FA & CAO, DLW/VARANASI
6.	FA & CAO, DMW/PATIALA
7.	FA & CAO, METRO/KOLKATA
8.	FA & CAO, NORTHERN RAILWAY, NEW DELHI
9.	FA & CAO, SOUTHERN RAILWAY, CHENNAI
10.	FA & CAO, SOUTH WESTERN RAILWAY, HUBLI
11.	FA & CAO, SOUTH EASTERN RAILWAY, KOLKATTA
12.	FA & CAO, NORTH EASTERN RAILWAY, GORAKHPUR
13.	FA & CAO, CENTRAL RAILWAY, MUMBAI
14.	FA & CAO, EASTERN RAILWAY, KOLKATA
15.	FA & CAO, NORTH FRONTIER RAILWAY, GUWAHATI
16.	FA & CAO, SOUTH CENTRAL RAILWAY, HYDERABAD
17.	FA & CAO, WESTERN RAILWAY, MUMBAI
18.	FA & CAO, EAST CENTRAL RAILWAY, HAJIPUR
19.	FA & CAO, EAST COAST RAILWAY, BHUBANESHWAR
20.	FA & CAO, NORTH WESTERN RAILWAY, JAIPUR
21.	FA & CAO, NORTH CENTRAL RAILWAY, ALLAHABAD
22.	FA & CAO, SOUTH EAST CENTRAL RAILWAY, BILASPUR
23.	FA & CAO, WEST CENTRAL RAILWAY, JABALPUR

Annexure-2

SN	Address of Designated FA&CAO	State	Union Territory
1.	FA&CAO, Central Railway, Mumbai	Maharashtra	
2.	FA&CAO, Eastern Railway, Kolkata	West Bengal	
3.	FA&CAO, East Central Railway, Hajipur	Bihar	
4.	FA&CAO, East Coast Railway, Bhubaneswar	Orissa	
5.	FA&CAO, Northern Railway, New Delhi	Delhi, Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir	Chandigarh
6.	FA&CAO, North Central Railway, Allahabad	Uttar Pradesh	
7.	FA&CAO, North Eastern Railway, Gorakhpur	Uttaranchal	
8.	FA&CAO, North East Frontier Railway, Guwahati	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura	
9.	FA&CAO, North Western Railway, Jaipur	Rajasthan	
10.	FA&CAO, Southern Railway, Chennai	Kerala, Tamil Nadu	Andaman Nicobar Islands, Pondicherry
11.	FA&CAO, South Eastern Railway, Kolkata	Jharkhand	
12.	FA&CAO, South East Central Railway, Bilaspur	Chattisgarh	
13.	FA&CAO, South Central Railway, Secunderabad	Andhra Pradesh	
14.	FA&CAO, South Western Railway, Hubli	Karnataka, Goa	Dadra Nagar Haveli, Lakshadweep
15.	FA&CAO, Western Railway, Mumbai	Gujarat	Daman & Diu
16.	FA&CAO, West Central Railway, Jabalpur	Madhya Pradesh	

Annexure-3

LIST OF NOMINATED NODAL BRANCHES FOR SUBMISSION OF PPOS

Sl. No.	Railway and Production Unit	Headquarters office	Address of Nominated nodal branch
1.	Central Railway	CST, Mumbai	STATE BANK OF TRAVANCORE-MAIN BRANCH, MUMBAI. CHARITIES BLDGS, 125, MAHATMA GANDHI ROAD, FORT, MUMBAI. MAHARASHTRA-400023.
2.	Eastern Railway	Fairlie Place, Kolkata	STATE BANK OF TRAVANCORE-MAIN BRANCH, KOLKATA P.B.NO. 9036, 36, CHOWRINGHEE ROAD MIDDLE TOWN ROW P.O. KOLKATA. WEST BENGAL- 70071.

3.	East Central Railway	Hajipur, Bihar	STATE BANK OF TRAVANCORE-CENTRALISED PENSION PROCESSING CENTRE. 3RD FLOOR, CHEMBIKALAM BUILDING, VAZHUTHACAUD, THYCAUD P.O. THIRUVANANTHAPURAM. KERALA-695014
4.	East Coast Railway	Bhubaneswar, Odisha	STATE BANK OF TRAVANCORE-BHUBANESWAR. PLOT NO. N1/40, I.R.C. VILLAGE, NAYAPALLI P.O. BHUBANESWAR KHURDA. ORISSA-751015
5.	Northern Railway	New Delhi	STATE BANK OF TRAVANCORE-PARLIAMENT STREET BRANCH, NEW DELHI GATE NO. 4A, JEEVAN TARA' BUILDING, 5-PARLIAMENT STREET, NEW DELHI-110001
6.	North Central Railway	Allahabad	STATE BANK OF TRAVANCORE-CENTRALISED PENSION PROCESSING CENTRE. 3RD FLOOR, CHEMBIKAL BUILDING, VAZHUTHACAUD THYCAUD P.O. THIRUVANANTHAPURAM KERALA-695014
7.	North Eastern Railway	Gorakhpur	STATE BANK OF TRAVANCORE-CENTRALISED PENSION PROCESSING CENTRE. 3RD FLOOR, CHEMBIKALAM BUILDING, VAZHUTHACAUD, THYCAUD P.O. THIRUVANANTHAPURAM. KERALA-695014
8.	NE Frontier Railway	Maligaon/ Guwahati	STATE BANK OF TRAVANCORE-CENTRALISED PENSION PROCESSING CENTRE. 3RD FLOOR, CHEMBIKALAM BUILDING, VAZHUTHACAUD, THYCAUD P.O. THIRUVANANTHAPURAM. KERALA-695014
9.	North Western Railway	Jaipur	STATE BANK OF TRAVANCORE-JAIPUR BRANCH G-1, P.B. NO. 354, SHYAM ANUKAMPA, O-11, ASHOK MARG, C-SCHEME, JAIPUR. RAJASTHAN. 302001
10.	Southern Railway	Part Town, Chennai	STATE BANK OF TRAVANCORE-MAIN BRANCH CHENNAI. P.B NO. 7826, UNITED INDIA INSURANCE BLDGS, ESPLANADE P.O. CHENNAI TAMILNADU. 600108
11.	South Eastern Railway	Garden Reach, Kolkata	STATE BANK OF TRAVANCORE-MAIN BRANCH KOLKATA P.B. NO. 9036, 36, CHOWRINGHEE ROAD MIDDLE TOWN ROW P.O. KOLKATA. WEST BENGAL-700071.
12.	SE Central Railway	Bilaspur (Chhattisgarh)	STATE BANK OF TRAVANCORE-CENTRALISED PENSION PROCESSING CENTRE. 3RD FLOOR, CHEMBIKALAM BUILDING, VAZHUTHACAUD, THYCAUD P.O. THIRUVANANTHAPURAM. KERALA-695014

13.	South Central Railway	Secunderabad (AP)	<u>STATE BANK OF TRAVANCORE-MAIN BRANCH, HYDERABAD.</u> P.B. NO.21, KUSHAL CHAMBERS, 1ST FLOOR, BANK STREET, KOTI HYDERABAD. ANDHRA PRADESH-500059
14.	South Western Railway	Hubli (Karnataka)	<u>STATE BANK OF TRAVANCORE-CENTRALISED PENSION PROCESSING CENTRE.</u> 3RD FLOOR, CHEMBIKALAM BUILDING, VAZHUTHACAUD, THYCAUD P.O. THIRUVANANTHAPURAM KERALA-695014
15.	Western	Churchgate,	<u>STATE BANK OF TRAVANCORE MAIN BRANCH MUMBAI</u> CHARITIES BLDGS, 125, MAHATMA GANDHI ROAD,FORT MUMBAI MAHARASHTRA-400023
16.	West central	Jabalpur (MP)	<u>STATE BANK OF TRAVANCORE CENTRALISED PENSION PROCESSING CENTRE</u> 3RD FLOOR, CHEMBIKALAM BUILDING. VAZHUTHACAUD, THYCAUD P.O THIRUVANANTHAPURAM. KERALA-695014
17.	RCF/	Kapurthala	<u>STATE BANK OF TRAVANCORE PARLIAMENT STREET BRANCH, NEW DELHI</u> GATE NO. 4A, JEEVAN TARA BUILDING, 5-PARLIAMENT STREET, NEW DEW DELHI-110001
18.	ICF/Chennai	Chennai	<u>STATE BANK OF TRAVANCORE-MAIN BRANCH, CHENNAI.</u> P.B. NO 7826, UNITED INDIA INSURANCE BLDGS, ESPLANADE P.O CHENNAI TAMILNADU. 600108
19.	RWF Bangalore	Bangalore	<u>STATE BANK OF TRAVANCORE CITY BRANCH BANGALORE.</u> P.B. NO. 1808, TIPPUSULTAN PALACE ROAD, CHAMARAJPET P.O. BANGALORE. MARNATAKA-560018
20.	CLW/ Shittaranjan	Chittaranjan	<u>STATE BANK OF TRAVANCORE MAIN BRANGH KOLKATA.</u> P.B. NO. 9036, 36,CHOWRINGHEE ROAD, MIDDLE TOWN ROW P.O. KOLKATA, WEST BENGAL-70071
21.	DLW/Varanasi	Varanasi	<u>STATE BANK OF TRAVANCORE-CENTRALISED PENSION PROCESSING CENTRE.</u> 3RD FLOOR, CHEMBIKALAM BUILDING, VAZHUTHACAUD, THYCAUD P.O THIRUVANANTHAPURAM. KERALA-695014
22.	DMW/Patiala	Patiala	<u>STATE BANK OF TRAVANCORE PARLIAMENT STREET BRANCH NEW DELHI</u> GATE NO. 4A 'JEEVAN TARA' BUILDING, 5 PARLIAMENT STREET, NEW DELHI-11001
23.	Metro Railway	Kalkata	<u>STATE BANK OF TRAVANCORE-MAIN BRANCH, KOLKATA.</u> P.B. NO. 9036, 36, CHOWRINGHEE ROAD, MIDDLE TOWN ROW P.O. KOLKATA. WEST BENGAL-700071.

LIST OF NODAL BRANCHES FOR SUBMISSION OF PENSION DEBIT

Sl. No.	Railway	State/UT	Address of Nominated nodal branch	BSR Code	Phone & Fax No.
1.	Central	Maharashtra	<u>STATE BANK OF TRAVANCORE - MAIN BRANCH. MUMBAI.</u> CHARITIES BLDGS, 125, MAHATMA GANDHI ROAD, FORT, MUMBAI. MAHARASHTRA -400023.	<u>0150002</u>	Phone:- 022-22633164 Fax : 022-22674263
2.	Eastern Railway	West Bengal	<u>STATE BANK OF TRAVANCORE- MAIN BRANCH, KOLKATA.</u> P.B.NO.9036, 36, CHOWRINGHEE ROAD, MIDDLE TOWN ROW P.O. KOLKATA. WEST BENGAL- 700071.	0150248	Phone: 030-22266756 Fax : 030-22887564
3.	East	Bihar	<u>STATE BANK OF TRAVANCORE CENTRALISED PENSION PROCESSING CENTRE.</u> 3RD FLOOR, CHEMBIKALAM BUILDING, VAZHUTHACAUD, THYCAUD P.O.THIRUVANANTHAPURAM. KERALA -695014	0150908	Phone : 0471-2326525 Fax : 0471-2326526
4.	East Coast Railway	Orissa	<u>STATE BANK OF TRAVANCORE BHUBANESWAR.</u> PLOT NO. N1/40, I.R.C. VILLAGE, NAYAPALLI P.O. BHUBANESWAR: KHURDA. ORISSA -751015	0150611	Phone: 0674-2550453 0674-2551258 Fax : 0674-2550453 0674-2551258.
5.	Northern Railway	Delhi, Punjab, Haryana, Himachal Pradesh, J&K, Chandigarh	<u>STATE BANK OF TRAVANCORE PARLIAMENT STREET BRANCH, NEW DELHI.</u> GATE NO.4A, 'JEEVAN TARA' BUILDING, 5 - PARLIAMENT STREET, NEW DELHI -110001.	0150691	Phone: 011-23341370 Fax : 011-23341371

Sl. No.	Railway	State/UT	Address of Nominated nodal branch	BSR Code	Phone & Fax No.
6.	North Central Railway	Uttar Pradesh	<u>STATE BANK OF TRAVANCORE -CENTRALISED PENSION PROCESSING CENTRE.</u> 3RD FLOOR, CHEMBIKALAM BUILDING, VAZHUTHACAUD, THYCAUD P.O.THIRUVANANTHAPURAM. KERALA -695014	0150603	Phone:- 0522-2377443 Fax : 0522-2377443
7.	North Eastern Railway	Uttaranchal	<u>STATE BANK OF TRAVANCORE -CENTRALISED PENSION PROCESSING CENTRE.</u> 3RD FLOOR, CHEMBIKALAM BUILDING, VAZHUTHACAUD, THYCAUD P.O.THIRUVANANTHAPURAM. KERALA -695014.	0150908	Phone:- 0471-2326525 Fax : 0471-2326526
8.	NE Frontier Railway	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura	<u>STATE BANK OF TRAVANCORE -CENTRALISED PENSION PROCESSING CENTRE.</u> 3RD FLOOR, CHEMBIKALAM BUILDING, VAZHUTHACAUD, THYCAUD P.O.THIRUVANANTHAPURAM. KERALA -695014 .	0150908	Phone:- 0471-2326525 Fax : 0471-2326526
9.	North Western Railway	Rajasthan	<u>STATE BANK OF TRAVANCORE JAIPUR BRANCH.</u> G-1, P.B. NO. 354, SHYAM ANUKAMPA, O-11, ASHOK MARG, C-SCHEME, JAIPUR, RAJASTHAN. 302001	0150612	Phone: 0141-2367175 0141-2362596 Fax : 0141-2362596
10.	Southern Railway	Kerala, Tamil Nadu, Andaman Nicobar Island, Pondicherry	<u>STATE BANK OF TRAVANCORE</u> MAIN BRANCH, CHENNAI P.B. No. 7826, UNITED INDIA INSURANCE BLDGS. ESPLANADE P.O. CHENNAI TAMILNADU 600108	0150002	Phone 044-25353617 Fax : 044-25342538

Sl. No.	Railway	State/UT	Address of Nominated nodal branch	BSR Code	Phone & Fax No.
11.	South Eastern Railway	Jharkhand	<u>STATE BANK OF TRAVANCORE</u> MAIN BRANCH, KOLKATA P.B. No. 9036, CHOWRINGHEE ROAD, MIDDLE TOWN ROW P.O. KOLKATA, WEST BENGAL - 700071	0150908	Phone 0471-2326525 Fax : 0471-2326526
12.	SE Central Railway	Chhattisgarh	<u>STATE BANK OF TRAVANCORE</u> <u>CENTRALISED PENSION PROCESSING CENTRE</u> 3RD FLOOR, CHEMBIKALAM BUILDING VAZHUTHACAUD, THYCAUD P.O. THIRUVANANTHAPURAM, KERALA - 695014	0150908	Phone 0471-2326525 Fax : 0471-2326526
13.	South Central Railway	Andhra Pradesh	<u>STATE BANK OF TRAVANCORE</u> MAIN BRANCH, HYDERABAD P.B. NO. 21, KUSHAL CHAMBERS, 1ST FLOOR BANK STREET, KOTI, HYDERABAD, ANDHRA PRADESH - 500095	0150264	Phone 040-24744880 Fax : 040-24608997
14.	South Western Railway	Karnataka, Goa Dadra, Nagar Haveli Lakshadweep	<u>STATE BANK OF TRAVANCORE</u> CITY BRANCH, BANGALORE P.B. NO. 1808, TIPPUSULTAN PALACE ROAD CHAMARAJPET, P.O. BANGALORE, KARNATAKA - 560018	0150242	Phone 080-26709370 Fax : 080-26703121
15.	Western Railway	Gujarat Daman & Diu	<u>STATE BANK OF TRAVANCORE</u> MAIN BRANCH, MUMBAI CHARITIES BLDGS, 125, MAHATMA GANDHI ROAD, FORT, MUMBAI, MAHARASHTRA-400023	0150508	Phone 079-26446218 Fax : 079-26569972
16.	West Central Railway	Madhya Pradesh	<u>STATE BANK OF TRAVANCORE</u> <u>CENTRALISED PENSION PROCESSING CENTRE</u> 3RD FLOOR, CHEMBIKALAM BUILDING, VAZHUTHACAUD, THYCAUD P.O. THIRUVANANTHAPURAM, KERALA - 695014	0150908	Phone : 0471-2326525 Fax : 0471-2326526

Railway Board's letter No. E(D&A) 2014 GS1-2, dated : 17.04.2015 is as under :

Sub. : The Lokpal and Lokayuktas Act, 2013-Submission of declarations of assets and liabilities by the Railway Servants-Corrigendum regarding

Attention is invited to Railway Board's letter of even number dated 25.03.2014, whereby the proformae for submission of declarations of assets and liabilities by the.Railway servants were circulated.

2. In item (vi) of Form No. II of Appendix-II of the said circular, below the category (f), the condition for filling the said item may be read as-

[Indicate the details of an asset, only if the total current value of any particular asset in any particular category (e.g. furniture, fixtures, electronic equipments, etc.) exceeds two months' basic pay or Rs. 1.00 lakh as the case may be.]

3. A revised copy of Form No. II of Appendix-II is enclosed herewith. Please acknowledge receipt.

FORM No. II

**Statement of movable property on first appointment
or as on the 31st March. 20.....**

(Use separate sheets for self, spouse and each dependent child)

Name of Railway servant/spouse/dependent child : _____

S.No.	Description	Remarks, if any
(i) *	Cash and bank balance:	
(ii) **	Insurance (premia paid) :	
	Fixed/Recurring Deposits(s) :	
	Shares/Bonds :	
	Mutual Fund(s) :	
	Pension Scheme/Provident Fund	
	Other investments, if any :	
(iii)	Personal loans/advance given to any person or entity including firm, company, trust, etc. and other receivables from debtors and the amount (exceeding two months basic pay or Rupees one lakh as the case may be)	
(iv)	Motor Vehicles (Detail's of Make, registration number, year of purchase and amount paid)	

(v)	Jewellery [Give details of approximate weight (plus or minus 10 gms. in respect of gold and precious stones; plus or minus 100 gms. in respect of silver).]	
	Gold :	
	Silver :	
	Precious metals and precious stones :	
	Composite items: (indicating approximate value)	
(vi)	Any other assets [Give details of movable assets not covered in (i) to (v) above] (a) Furniture (b) Fixtures (c) Antiques (d) Paintings (e) Electronic equipments (f) Others [Indicate the details of an asset, only if the total current value of any particular asset in any particular category (e.g. furniture, fixtures, electronic equipments, etc.) exceeds two months' basic pay or Rs. 1.00 lakh, as the case may be]	

Date : Signature :

- * Details of deposits in foreign Bank(s) to be given separately.
** Investments above Rs. 2 lakhs to be reported individually. Investments below Rs. 2 lakhs may be reported together.
*** Value indicated in the first return need not be revised in subsequent returns as long as no new composite item has been acquired or no existing items had been disposed of, during the relevant year

Estt. Srl. No. 50/2015
ECoR/Pers/R/Allowance/21

RBE No. 24/2015
Date : 30.04.2015

Railway Board's letter No. E(MPP)2013/3/18, dated : 20.03.2015 is as under :

Sub. : Monetary incentive in the form of Training Allowance to faculty-members of 9 Training Centres for Group 'C' & 'D' staff.

Sanction of Ministry of Railways is hereby communicated for grant of training allowance@15% to the faculty members, both gazetted and non-gazetted drawn from the field for the purpose of imparting training in following nine training centres, which were approved vide this office letter of even number dated 14.10.2013 :

S.No.	Railway	Name of Training Centre
1.	SR	Multi Disciplinary Training Centre, Palghat
2.	NFR	Muti Disciplinary Training Centre, Rana,ia
3.	ECoR	Multi Disciplinary Training Centre. Vishakhapatnam
4.	SWR	Muiti Disciplinary Training Centre, Dharwad
5.	ER	RPF Training Centre, Kanchrapara
6.	NCR	Diesel Training Centre, Jhansi
7.	WCR	Welding Training Centre, Bhopal
8.	CR	RPF Training Centre, Nasik
9.	RDSO	Geo Technical Training Cenlre, Lucknow

2. The Head of the Training Centre would be eligible for grant of training allowance only if the post is held by him/her on full time basis and the selection is held in the manner as detailed in para 4(g) below.

3. With a view to enable the Principals of these training centres to give due attention to training and to exercise proper supervision, it is necessary that these Principals should be posted full time, with office in the training centre itself.

4. The following guidelines should be observed while allowing 15% training allowance:

a. Faculty members, both gazetted and non-gazetted, who are drawn from the field and whose duty is to impart training/education to the trainees may be granted 'Training Allowance' at the rate of 15% of the basic pay in the revised scales of pay.

b. Consequent to the grant of Training Allowance, as mentioned in para (a) above, the existing training allowance, if any, special pay, deputation pay and allowances thereon will not be admissible to the faculty members posted to these training centres.

c. Faculty means "An employee" of the Government who joins a training institute meant for training government officials as a faculty member and whose work is to impart training/teaching. This will also include the principals of these training institutes. However, faculty members recruited directly and "specifically for the training institutions are not eligible for this 'Training Allowance'.

d. Staff, whether drawn from the field or transferred or locally recruited, who are not directly engaged in imparting training/education will not be eligible for the 'Training Allowance.

e. Training Allowance will be admissible to the faculty members without any ceiling and will not form the part of pay as defined in FR(9)(21)(2003)(21)-R-It, but however, will count for purpose of leave salary.

f. Tenure period of faculty members shall not exceed eight years in any case and under any circumstances.

g. The admissibility of the allowance in each individual case will be examined

by a Committee at appropriate level to be constituted as per Board's letter N'o.E(MPP)2001/19/3-Recommendation No.37 dated 29.6.2001 (RBE No.127/2001). These committees would adopt a strict selection process to find excellent trainers for such appointments. The guidelines for such selection should not only take into account the outstanding service records but also good training capability and aptitude for the job. Regard should also be given for participation in training course, keenness of interest token by the officials in providing requisite training to their subordinates in the various jobs held by them and to their performance in their earliest assignment any, in posts relating to training. The instructions should be read with Board's letter No.E(MPP)99/19//Pt.dated 11.3.2003 (RRF No 49/2003). it should be ensured that before the training centre/ institute and trainers are sanctioned this allowance, they must satisfy the above guidelines. The trainers not recommended by the Committee should be repatriated to their respective parent cadres. Adhoc appointees will not be allowed this Training Allowance till they are regularized.

5. These orders will take effect from the date of issue of this letter

6. It is clarified that until such time the screening is done and the faculty members not found fit are repatriated to their respective parent cadres, such persons who have worked as faculty members may be allowed training allowance till the date of reversion.

7. If it is further clarified that Railways have no authority to start a training institute/centre without Board's prior approval.

8. This has the sanction of the President and issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Estt. Srl. No. 51/2015

ECoR/Pers/RI/Promotion/4

Date : 30.04.2015

Railway Board's letter No. 2010/AC-II/21/8(PART), dated : 16.04.2015 is as under :

Sub. : Nomination of Nodal bank branches under Single Window Scheme (SWS) for reimbursement of Railway Pension.

Please refer to Board's letter no. 2010/AC-II/21/2 dt. 31.3.2011 (RBA No. 15/2011), 16.5-2012 (RBA No. 13,14/2012), 9.1.2013 (RBA No. 2/2013), 15.1.2013 (RBA No. 3/2013), letter no. 2010/AC-II/21/2(PART) dt. 8.10.2013(RBA No.-23/2013),and 2013/AC-II/21/8 dt. 28.07.2014(RBA No. 12/2014), 13.2.2015(RBA No. 12/2015) & 7.4.2015(RBA No. 24/2015) wherein instructions on implementation of SWS system for pension payment to Railway Pensioners through various Banks were issued. These instructions envisage nomination of nodal branches by the Banks / covered under this scheme for submission of Pension Debits by the banks to the (-designated FA&CAOs. Consequent upon authorization of **FA&CAO/RCF/Rae Bareilly** and **FA&CAO/RWP/Bela** for issue of PPOs, the branches as indicated in the Annexure shall be the nodal branches for these units for submission of PPOs.

List Of Nominated Nodal Branches Of The Banks For Submission Of PPOs (Annexure)

S. NO.	Name of the Bank	Nominated nodal Branch FA&CAO/RWP/BELA	Nominated nodal Branch FA&CAO/RCF/RBL
1	Corporation Bank	Patna,Opp. Republic Hotel, Exhibition Road, Patna-01BSR 0350336 Ph : 0612-2221636	69,Johnston Ganj, Allahabad-03 BSR 0350312 Ph: 0532-2401221
2	UCOBank	Patna Main, (0062) Branch, Exhibition Road, Patna, P.B. No. 78 BSR-0320018 Ph: 0612-2 222335	(0032) Branch, 4, Sardar Patel Marg, Allahabad, 211001 BSR : 0320160 Ph: 0532-2561237
3	State Bank of Patiala	CPPC Branch, State Bank of Patiala, SCO-ii4,Urban Estate, Phase-II, Patiala 147002 BSR -0130772 Ph; 0175-283322	State Bank of Patiala, Civil Lines, Allahabad, Uttar Pradesh-211011
4	Central Bank of India	Cinema Road, Hajipur, Dt Vaishali, Bihar-844101 BSR 0281275 Ph: 06224-272380	Allahabad Civil Lines, PB No.-40,29,Mahaatma Gandhi Marg, Civil Lines Allahabad- 211001 BSR -0280183 Ph:0532-2600129
5	Indian Overseas Bank	Indian Overseas bank, I -Floor, SS Complex, Jauhari Bazar, Hajipur Dist. Vaishali BSR : 272563 Ph: 06224-271155	Indian Overseas Bank, 61, M G Marg, Civil Lines, Allahabad -211001 BSR : 270352 Ph : 0532-2407229
6	State Bank of Bikaner and Jaipur	SBBJ, CPPC Branch, SMS Highway, Jaipur -302003	SBBJ, 85, Meer Ganj Chowk, Allahabad-211003
7	Canara bank	Canara Bank, Accounts Section, II floor, Palace hotel Building, PB No.132 South Gandhi maidan, Patna-800 001	Canara Bank, P B No. 1-116, No. 16, M G Road, Civil Lines Allahabad, 211 001, U P
8	Andhra Bank	South Gandhi Maidan, Exhibition Road, Patna-800 001	P.B. No. 99 92, Johnson Gunj, i58,Pandaria, Allahabad 211 003
9	Indian Bank	Dak Bungalow Road,Shradha Complex, Plot No. 903, CD, HajipurVaishali, Bihar 844101	Allahabad Branch, ChakZero road, Allahabad, UP 211 003
10	Punjab National Bank	Tower R Block Chanakya Place, Patna 800 001	Civil Lines, Allahabad 211 001
11	Oriental Bank of Commerce	Rajendra Chowk, Marai Road, Hajipur 844 107 BSR 0361404 Ph: 06224-260271	3, Jonstongunj, L-4 Abhusan complex, Ghod Dod Road, alia ha bad 211003 BSR: 0360130 Ph: 0532-2401242
12	Vijaya Bank	Vijaya Bank, Hajipur Branch, DAK BUNGLOW ROAD, ANWARPUR, HAJIPUR, VAISHALI, BIHAR-844101	Vijaya Bank, Allahabad Branch, Civil Lines, 124/3 FF, M G Road, Civil Lines, Allahabad UP- 211001
13	Bank of Maharashtra	Bank of Maharashtra, Rajgariha Centre, Exhibition Road, Patna BSR: 0230734 Ph: 6122321919	Bank of Maharashtra, 53,Leader Road, Allahabad 211003 BSR: 0230514 Ph No. : 0532-2400138
14	Punjab & Sind Bank	42, Fraser Road, Patna, 800 001 BSR: 0370184 Ph: 0612-2221850	2076/53, Rajeshwari Complex, M G Road, Civil Lines, Allahabad-211 003 BSR: 0370349 Ph : 0532-2560653
15	Union Bank of India	Chandrapura House, Cinema Road, Hajipur, Vaishali, Bihar Pin ; 844101	16A-42, Belly Road, New Katra Dist, Allahabad, UP
16	State Bank of India	SBI,Hajipur Branch	SBI(CPPC, Allahabad
17	Dena Bank	Kanhawali Complex,Hospital Road, Hajipur, Bihar-844101 PH: 06224-277237	Jonstonganj Branch, Dena Bank, 12/14, Jhonstan Ganj, Allahabad-211003
18	Bank of Baroda	Bank of Baroda, Hajipur Branch, Rajendra Chowk, Gudri Road, Hajipur, Bihar BSR:0201240 Ph: 06224-260352	Bank of Baroda, Service Branch, 8, Pannalal Road, Allahabad. BSR: 0202461 Ph: 0532-2256422
19	Allahabad Bank	Hajipur Branch, Hajipur	Allahabad Civil Lines, Allahabad
20	United Bank of India	Patna Branch, Patna	Allahabad Branch, Allahabad
21	State Bank of Travancore	CPPC,III floor, chembikalam building, Vazhuthacaud, thycud PO Thiruvananthapuram, Kerala, 695014	CPPC,III floor, chembikalam building, Vazhuthacaud, thycud PO Thiruvananthapuram, Kerala, 69501

Railway Board's letter No. E(NG)II/2015/RC-I/Genl./2, dated : 23.04.2015 is as under :

Sub. : Appointment on compassionate grounds - Clarifications -regarding.

Attention is invited to this Ministry's letter of even number dated 14.09.2012 issued under RBE No. 102/2012. Some of the Zonal Railways have sought clarification as regards to the allowances and benefits allowed to a trainee under Board's letter dated 14.09.2012(RBE No. 102/2012) should be given to a trainee appointed against a working post where it is mandatory for persons being appointed to clear the entire training period before joining a working post.

The matter has been examined in Board's office and it is clarified that in terms of one of the recommendations of the 6th Central Pay Commission, as accepted by the Government of India, candidates not possessing the minimum qualifications of Matric could not be recruited in the Government service. At the same time, Commission also recommended that in exceptional circumstances like appointment on compassionate grounds, Government might need to provide employment opportunities to certain classes of persons not immediately meeting the minimum educational standards and Government could recruit them as "trainees" who would be given a regular pay band and Grade Pay only on acquiring the minimum qualification prescribed under the Recruitment rules.

Thus, it is amply clear that Board's instructions dated 14.09.2012 applies exclusively in cases, where candidate being considered for appointment on compassionate grounds are not meeting the minimum qualification for entry into the Government service that is, in Grade Pay Rs. 1800/- and the word 'trainees' have been coined only for this limited purpose. It has nothing to do with trainees (who get stipend and not salary) in various posts of Grade Pay Rs. 1900 & above, where it is mandatory for persons to complete the training successfully, before joining a working post.

Railway Board's letter No. E(G) 2011 QR1-15, dated : 23.04.2015 is as under :

Sub. : Retention of Railway quarter- Consolidated clarification regarding.

There are various policies framed from time to time and revised subsequently on house allotment/retention applicable to various situations such as transfer, deputation, retirement, deputation to Railway PSUs/Non-Railway PSUs, posting as faculties in Training Institutes/ Chairmen RRB and to projects etc. Besides the normal relaxations granted for quarter retention in cases of transfer, retirement, death etc., the Board in exercise of its power to relax in the existing policies on house allotment/retention, sanctions from time to time, relaxations for various tenures in different categories of cases such as chairman RRB, New Zones/divisions, USBRL project, Training Institutions etc.

Of late this office has been receiving queries from various sources relating to subject in various forms as listed in the table given as Annexure-"A". The matters, in a consolidated form, have been examined by the full Board and the decisions taken in respect of each of such queries/proposals etc. are noted against each of the queries in the said table.

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

F.No. E(G)2011 QR1-15 Annexure-"A"

TABLE

S. No.	Queries	Existing position	Revised position as approved by full Board.
1.	Whether the period of eight months (two months on normal rent and remaining 06 months at the rate double the normal rent/ special license fee) permissible under normal transfer would be applicable in addition to the relaxations granted in case of new zones/divisions?	Except for ECR and NWR quarter retention was allowed till 31-08-2009. In cases of ECR and NWR retention is at present allowed up to 31-12-2015.	Further relaxation of 02 months that is granted in case of normal transfer may also be granted in addition to the special relaxations granted from time to time in cases of officers/staff posted to new zones/Divisions.
2.	Whether the scholastic session includes the maximum permissible period in case of transfer?	Scholastic session includes the maximum permissible period of 08 months retention allowed in case of permanent transfer. However, where the session exceeds 08 months the retention is allowed up to end of the current year session plus 15 days	Scholastic session Includes the maximum permissible period of 08 months retention allowed in case of permanent transfer. However, where the session exceeds 08 months the retention is of/owed up to end of the current year session plus 15 days.
3.	Whether scholastic session means the whole period/tenure of course or the ensuing session ?	Retention is allowed, in case of permanent transfer, maximum to cover the current academic session.	It does not mean the whole tenure of the course but the current session only whatever may be the tenure of the course.
4.	Whether the period permissible under normal transfer would be applicable in addition to the relaxations granted in case of Training Institutes?	Full tenure retention is allowed in case of postings as faculties in the Trg. institutes.	Further relaxation of 02 months granted in case of normal transfer may be granted in addition to the special relaxations granted.
5.	Whether the earmarked quarter can be retained after retirement/ transfer after the permissible period of two months?	Non -pooled /earmarked quarters can be retained maximum up to 02 months on normal rent.	Since the earmarked quarters are meant for higher postings retention may not be allowed beyond two months under any circumstances.
6.	Whether the earmarked quarter can be retained after retirement after the permissible period of two months under severe illness clause?	Earmarked quarter can be retained maximum for two months period either in case of transfer or retirement.	Retention is allowed in alternative accommodation in any place of choice for the remaining 06 months. The cases with severe illness may be covered under those alternative provisions.

S. No.	Queries	Existing position	Revised position as approved by full Board.
7.	Whether the relaxations granted under school education etc are applicable in addition to the special dispensations etc?	Retention allowed under education/medical ground for maximum period of 06 months. However, in case of transfer in between academic session up to a maximum period up to the end of the academic session plus 15 days but subject to whichever is more of the two above.	Except for scholastic ground which may cover the session and go beyond the maximum permissible period of 08 months it is inclusive of the normal permissible period.
8.	Whether the period of eight months (two months on normal rent and remaining 06 months at the rate double the normal rent/special license fee) permissible under normal transfer would be applicable in addition to the relaxations granted in case of Chairmen/RRBs?	Retention is allowed at previous place of posting for a period not exceeding 3 years on payment of normal rent	Further relaxation of 02 months granted in case of normal transfer may be granted in addition to the special relaxations granted.
9.	Whether the period of eight months (two months on normal rent and remaining 06 months at the rate double the normal rent/special license fee) permissible under normal transfer would be applicable in addition to the relaxations granted in case of posting to J-USBRL (both new line and open line) construction project?	Retention is allowed up to 31-03-2018 or the completion of project whichever is earlier.	Further relaxation of 02 months granted in case of normal transfer may be granted in addition to the special relaxations granted.
10.	Whether re-allotment of quarter in previous place of posting is allowed in case retention is allowed or extended subsequently for the sake of availing retention facility granted post vacation?	No such allotment is made for the purpose of availing retention facility.	Reallotment of Railway accommodation will not be eligible in the previous place of posting once the same is vacated.

Estt. Srl. No. 54/2015
ECoR/Pers/RD&AR/37

RBE No. 40/2015
Date : 06.05.2015

Railway Board's letter No. E (D&A) 2014 GS1-2, dated : 27/04/2015 is as under :

Sub. : The Lokpal and Lokayuktas Act, 2013 - Submission of declarations of assets and liabilities by the Railway Servant

Attention is invited to Railway Board's letter of even number dated 25.03.2014, whereby the proforma for submission of declarations of assets and liabilities by the Railway servants were circulated.

2. In this regard, Department of Personnel and Training have now issued O.M. No. 407/12/2014-AVD-IV(B) dated 25.04.2015 extending the last date for filing the returns under the Public Servants (Furnishing of Information and Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014. A copy of the O.M. dated 25.04.2015 aforesaid is also enclosed.

No. 407/12/2014-AVD-IV(B)
 Bharat Sarkar/Government of India
 Ministry of Personnel, Public Grievances and Pensions
 Department of Personnel and Training

New Delhi, the 25th April, 2015

Office Memorandum

Subject : Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013—extension of last date for filing of revised returns by public servants who have filed property returns under the existing service rules - regarding

The undersigned is directed to refer to this Department's D.O. letter of even number dated 29th December, 2014 regarding the furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 and forwarding therewith copies of the Central Government's notifications dated 26th December, 2014 containing -

- amendment to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014, for the purpose of extending the time limit for carrying out necessary changes in the relevant rules relating to different services from "three hundred and sixty days" to "eighteen months", from the date on which the Act came into force; i.e., 16th January, 2014; and
- the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, extending the time limit for filing of revised returns by all public servants from 31st December, 2014 to 30th April, 2015.

2. In this regard, the undersigned is directed to convey that the last date for filing of revised returns by public servants under the rules indicated in para 1 (b) above has now been further extended from 30th April, 2015 to 15th October, 2015. Formal amendments to the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Rules, 2014 and to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014 are being notified separately. They will also be uploaded on the website of this Department, i.e., <http://persmin.nic.in/DOPT.asp>.

3. All Ministries/Departments and cadre authorities are requested to kindly issue orders towards ensuring compliance with the revised Rules by all officers and staff in the respective Ministry/Department/ Organisations/PSUs under their control, within the revised time-limit mentioned therein.

Railway Board's letter No. E(MPP) 2015/3/7, dated : 24.04.2015 is as under :

Sub. : Training on Disaster Management for Front Line Staff.

On the recommendations of High Level Committee on Disaster Management, Board had issued instructions issued vide Board's letter No.E(MPP)2003/3/4 dated 24.1.2005 on the above subject.

Further, on the recommendation of the Committee constituted to finalize the syllabus & duration for Training of Trainers courses on the above subject, it has been decided that Training of Trainers courses for First Medical Responders i.e the front line/on board staff etc. will be held in collaboration with National Disaster Response Force (NDRF). The following staff would be covered :

- On Board Staff-TTEs, Guards, C&W Staff, Electric, S&T staff etc.
- Frontline Staff - Station Office, Parcel Office, Trackman etc.
- Staff of ART, Teaching faculties on DM of ZRTIs, STCs etc.

In this connection, a tentative schedule for Training of Trainers for Railway First Responders prepared by NDRF is enclosed herewith. There is no training fee for these courses.

It has also been decided that :

- Instructor working in all the Training Centres & nominated supervisors of ART/ARMV shall be covered under this four week programme.
- All the frontline staff shall be trained for one week.
- Nominated C&W staff, ART/ARMV shall be trained for two weeks.

Railway may nominate suitable staff/officers to attend these courses and must ensure that these training courses are conducted to the desired expectation.

Railway may also ensure that these courses are conducted regularly and may make efforts to continuously upgrade the training content, to make it more meaningful and practical as per their requirement.

Railways may contact Dy.Commandant/Trg., National Disaster Response Force, A Wing, Second Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 for further details of these Training Courses.

The tentative schedule for ToT for Railway First Responders.

S. No.	Courses to be conducted by NDRF Unit	Contact No. and email id of NDRF Bus	Training Centre	Railways Covered	Schedule
1.	01 Bn. Guwahati	0361-2840284 assamOl-ndrf@nic.in	Supervisors Training Centre, New Bongaigaon	NFR	1st batch from 1.6.15 to 27.6.15 2nd batch from 5.10.15 to 31.10.15
2.	02 Bn., Kolkata	0801716654 wb02-ndrf@nic.in	Zonal Railway Training Institute, Bhuli	ER Metro	1st batch from 7.12.15 to 2.1.16 2nd batch from 29.2.16 to 26.03.16

3.			Zonal Railway Training , Sini (Jharkhand)	SER	1st batch from 7.12.15 to 2.1.16 2nd batch from 1.2.16 to 27.02.16
4.			Supervisors Training Centre, Kharagpur	ECO SEC	1st batch from 1.2.16 to 27.2.16 2nd batch from 29. 2. 16 to 26.03.16
5.	04 bn. Arakkonam	04177-246594 tn04-ndrf@nic.in	Zonal Railway Training Institute, Trichi	SR	1st batch from 4.5.15 to 30.5.15 2nd batch from 8.6.15 to 4. 7. 15
6.	05 Bn., Pune	02114-247000/08 mah05-ndrf@nic.in	Zonal Railway Training Institute, Bhusawal	CR KRCL WCR	1st batch from 5.5.15 to 1. 6. 15 2nd batch from 5.10.15 to 2.11.15
7.	06 Dn. Gandhinagar	079-23201551 guj06-ndrf@nic.in	Zonal Railway Training, Udaipur	WR RWR	1st batch from 5.10.15 to 3. 11. 15 2nd batch from 8.2.16 to 5.3.16
8.	07 Bn. Bhatinda	0164-2246193 pun07-ndrf@nic.in	Zonal Railway Training Institute, Chandausi	NR	1st batch from 5.10.15 to 3.11.15 2nd batch from 8.2.2016 to 5.3.16
9.			Supervisors Training Centre, Jhansi	NCR	1st batch from 1.7.15 to 28.7.15 2nd batch from 1.12.15 to 29.12.15
10.	08 Bn., Ghaziabad	01202766618 up08-ndrf@nic.in	Supervisors Training Centre, Lucknow	NR	1st batch from 4.5.15 to 30.5.15 2nd batch from 30. 11. 15 to 26. 12. 15
11.	09 Bn., Bihta, Patna	06115-253939 patna-ndrf@nic.in	Zonal Railway Training Institute, Muzaffarpur	ECR	1st batch from 18.5.15 to 14.6.15 2nd batch from 15.6.15 to 12.7.15
12.			Supervisors Training Centre, Gorakhpur	NER	1st batch from 18.5.15 to 14.6.15 2nd batch from
13.	10 Bn., Guntur	0863-2293050 ap10-ndrf@nic.in	Zonal Railway Training Centre, Mauia Ali	SCR	15.6.15 to 12.7.15 1st batch from 4.5.15 to 30.5.15 2nd batch from 2.11.15 to 30.11.15
14.			Supervisors Training Centre, Bangalore	SWR	1st batch from 1.7.15 to 28.7.15 2nd batch from 1.12.15 to 29. 12. 15

Railway Board's letter No. PC-VI/350, dated : 01.05.2015 is as under :

**Sub. : Grant of Dearness Relief to Railway pensioners/family pensioners-
Revised rate effective from 01.01.2015.**

A copy of Office Memorandum No. 42/10/2014-P&PW (G) dated 27.04.2015 of Ministry of Personnel, Public Grievances & Pensions (Department of Pension and Pensioners' Welfare) on the above subject is enclosed for your information and necessary action. These orders will apply mutatis mutandis on the Railways also.

2. A concordance of DOP&PW's instructions referred to in the enclosed Office Memorandum and Railway Board's corresponding instructions are given below:-

S.No.	Para No.	No. & date of Deptt. Of Pensions & Pensioners' Welfare's O.M.	No. & date of corresponding orders issued by Railway Board
1.	1	O.M. No. 42/10/2014 P&PW (G) dated 29.09.2014.	PC-VI/2008/1/7/2/2 dated 20.10.2014
2.	2	(i) O.M. No. 23/1/97- P&PW (B) dated 23.02.1998 (ii) O.M. No. 23/3/2008- P&PW (B) dated 15.09.2008	N.A.
3.	3	(i) O.M. No. 4/59/97- P&PW (D) dated 14.07.1998 (ii) O.M. No. 4/29/99- P&PW (D) dated 12.07.2000	(i) F(E)III/96/PNI/9 dated 18.08.1998 (ii) F(E)III/96/PNI/9 dated 02.08.2000
4.	5	(i) O.M. No. 45/73/97- P&PW (G) dated 02.07.1999 (ii) O.M. No. 38/88/2008-P&PW (G) dated 09.07.2009	(i) F(E)III/99/PNI/21 dated 05.08.1999 (ii) F(E)III/2008/PNI/13 dated 20.07.2009

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

F. No. 42/10/2014-P&PW(G)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pension & Pensioners' Welfare
3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi -110003
Date : 27 April 2015

OFFICE MEMORANDUM

**Subject : Grant of Dearness Relief to Central Government pensioners/
family pensioners - Revised rate effective from 1.1.2015.**

The undersigned is directed to refer to this Department's OM No. 42/10/2014-P&PW(G) dated 29th September, 2014 on the subject mentioned above and to state that the President is pleased to decide that the Dearness Relief

(DR) payable to Central Government pensioners/family pensioners shall be enhanced from the existing rate of 107% to 113% w.e.f, 1st January, 2015.

2. These orders apply to (i) Ail Civilian Central Government Pensioners/ Family Pensioners (ii) The Armed Forces Pensioners, Civilian Pensioners paid out of the Defence Service Estimates, (iii) All India Service Pensioners (iv) Railway Pensioners and (v) The Burma Civilian pensioners/family pensioners and pensioners/families of displaced Government pensioners from Pakistan, who are Indian Nationals but receiving pension on behalf of Government of Pakistan and are in receipt of ad-hoc ex-gratula allowance of Rs. 3500/- p.m. in terms of this Department's OM No. 23/1/97-P&PW(B) dated 23.2.1998 read with this Department's OM No. 23/3/2008-P&PW(B) dated 15.9.2008.

3. Central Government Employees who had drawn lump sum amount on absorption in a PSU/Autonomous body and have become eligible to restoration of 1/3rd commuted portion of pension as well as revision of the restored amount in terms of this Department's OM No. 4/59/97-P&PW (D) dated 14.07.1998 will also be entitled to the payment of DR @ 113% w.e.f. 1.1.2015 on full pension i.e. the revised pension which the absorbed employee would have received on the date of restoration had he not drawn lump sum payment on absorption and Dearness Pension subject to fulfillment of the conditions laid down in para 5 of the O.M. dated 14.07.98. In this connection, instructions contained in this Department's OM NoA/29/99-P&PW (D) dated. 12.7.2000 refer.

4. Payment of DR Involving a fraction of a rupee shall be rounded off to the next higher rupee.

5. Other provisions governing grant of DR in respect of employed family pensioners and re-employed Central Government Pensioners will be regulated in accordance with the provisions contained in this Department's OM No. 45/73/97-P&PW (G) dated 2.7.1999 as amended vide this Department's OM No. F. No. 38/B8/2008-P&PW(G) dated 9th July, 2009, The provisions relating to regulation of DR where a pensioner is in receipt of more than one pension will remain unchanged.

6. In the case of retired Judges of the Supreme Court and High Courts/ necessary orders will be issued by the Department of Justice separately.

7. It will be the responsibility of the pension disbursing authorities, including the nationalized banks, etc. to calculate the quantum of DR payable in each individual case.

8. The offices of Accountant General and authorised Pension Disbursing Banks are requested to arrange payment of relief to pensioners etc. on the basis of these Instructions without waiting for any further instructions from the Comptroller and Auditor General of India and the Reserve Bank of India in view of letter No. 528-TA, 11/34-80-11 dated 23/04/1981 of the Comptroller and Auditor General of India addressed to all Accountant Generals and Reserve Bank of India Circular No. GANB No. 295S/GA-64 (ii) (CGLJ/81 dated the 21st May, 1981 addressed to State Bank of India and its subsidiaries and all Nationalised Banks.

9. In their application to the pensioners/family pensioners belonging to Indian Audit and Accounts Department, these orders Issue after consultation with the C&AG.

10. This issues with the concurrence of Ministry of Finance, Department of Expenditure conveyed vide their ID No. 1(4)/E.V/2004 dated 24th April, 2015.

Railway Board's letter No. F(E)III/2008/PN1/12, dated : 29.01.2015 is as under :

Sub. : Payment of Death Gratuity to a minor-regarding.

A copy of the Department of Pension and Pensioners' Welfare (DOP&PW)s O.M No.7/3/2013-P&W(F) dated 02/12/2014 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways also.

2. The instruction enhancing the ceiling limit of gratuity from Rs. 5000/- to Rs.10,000/- in such cases was issued vide Board's letter No. F(E)III/88/PN1/42 dated 20.10.1989.

No.7/3/2013-P&PW(F)
Ministry of Personnel, PG & Pensions
Department of Pension & Pensioners' Welfare
3rd Floor, Lok Nayak Bhavan,
Khan Market
New Delhi 110003
Dated the, 2-y December, 2014.

OFFICE MEMORANDUM

Subject : Payment of Death Gratuity to a minor - regarding

In accordance with the existing instructions, the payment of a portion of death gratuity could be made to the guardian, in the absence of a natural guardian, without production of a guardianship certificate. As per the existing orders, an amount of Rs.10,000/- (or the first Rs.10,000/- where amount exceeds Rs.10,000/-) in favour of a minor could be made to his/her guardian, in the absence of a natural guardian, without production of a formal guardianship certificate but subject to production of an indemnity bond.

2. The above issue has been examined and in modification of the above orders, it has been decided that the payment of death gratuity in respect of a minor to the extent of 20% or Rs.1.50 lakh, whichever, is less may be paid to his/her guardian, in the absence of natural guardian, without the production of a formal guardianship certificate but subject to the production of an indemnity bond with suitable sureties. The balance in excess of 20% or Rs.1.50 lakhs, as the case may be, would become payable on the production of a certificate of guardianship.

3. It is essential however, that there should be adequate prima facie grounds for making payment as in paragraph 2 above, to the person claiming it. Such ground can exist only if he is shown by a declaration to be a de facto guardian and his bona fides have been ascertained. Even if a guardian has not yet been appointed by the Court, if the minor and his property are in the custody of some person, such person is in law a de facto guardian. The authorities making the payment, should, therefore, require the person who comes forward to claim

payment on behalf of the minor, to satisfy themselves by a form that he is in charge of the property of the minor and is looking after it or that, if the minor has no property other than the gratuity, the minor is in his custody and care. The form so to be produced is in addition to the indemnity bond with suitable sureties.

4. The indemnity bond which is required to be produced by a de-facto guardian of minor(s) for payment of retirement/death gratuity to the extent of Rs.1.50 lakh or 20% whichever is less should be executed in the form appended below.

5. It has been decided that the stamp duty payable on the indemnity bond will be borne by the Government. The indemnity bond, should, therefore, be executed on any durable plain paper.

6. The indemnity bond should be signed by the obligor and the surety/ sureties or their respective attorneys appointed by power(s) of attorney. The indemnity bond on behalf of the President should be accepted by an officer duly authorized under Article 229(1) of the Constitution.

7. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General of India.

8. This issue is with the concurrence of Department of Expenditure vide their ID note No 359/EV/2014 dated 04.07.2014.

INDEMNITY BOND

KNOW ALL MEN by these presents that we (a)..... (b)..... the widow/son/brother, etc., of (c)..... deceased, resident of of (hereinafter called "the Obligor") and (d)..... son/wife/daughter of resident of and son/wife/daughter of Resident of the sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") in the sum of Rs (Rupees only) well and truly to be paid to the Government on demand and without a demur for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this day of two thousand and

WHEREAS (c) was at the time of his death in the employment of the Government/receiving a pension at the rate of Rs..... (Rupees.....only) per month from the Government.

AND WHEREAS the said (c) died on the day of 20.....and there was due to him at the time of his death the sum of Rs.....(Rupees only) for and towards share of his minor son/daughter in the death/retirement gratuity.

AND WHEREAS the Obligor claims to be entitled to the said sum as de facto guardian of the minor son/daughter of the said (c).....but has not obtained till the date of these presents the certificate of guardianship from any competent Court of Law in respect of the said minors).

AND WHEREAS the Obligor has satisfied him (e).....that he/she is entitled to the aforesaid sum and that it would cause undue delay and

hardship if the Obligor be required to produce the certificate of guardianship from the competent Court of Law before payment to him of ie said sum of Rs.....

AND WHEREAS the Government has no objection to the payment of the said sum to the Obligor t ut under Government Rules and Orders, it is necessary for the Obligor to first execute a bond with i no surety/two sureties to indemnify the Government against all claims to the amount so due as cforesaid to the said(c) betbre the said sum can be paid to the Obligor.

AND WHEREAS the Obligor and at his/her request the surety/sureties have agreed to execute the bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that if after payment has been made ui the Cibligor. the Obligor rind/or the surety/sureties shall in the event of a claim being made by any other ppi-son against the Government with respect to the aforesaid sum of Rs. refund to the Government the said sum of Rs and shall otherwise indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sum und ail costs incurred in consequence of the claim thereto THEN the above written bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the sureties hereunder shall not he impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the surety/sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties, shall but for this provision have the effect of so relating the surety/sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the surety/sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the surety/sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above written.

Signed by the abovenamed 'Obligor' in the presence of

1.
2.

Signed by the abovenamed 'Surety/Sureties'

1.
2.

Accepted for and on behalf of the President of India by

.....
[Name and designation of the Officer directed or authorised, in pursuance of Article 299 (1) of the Constitution, to accept the bond for and on behaJf of the President] in the presence of

.....
(Name and designation of witness)

NOTE 1. - (a) Full name of the claimant referred to as the 'Obligor'.
(b) State relationship of the Obligor to the deceased.
(c) Name of the deceased Government Officer,

- (d) Full name or names of the sureties with name or names of the fathersVhusband(s) and place of residence.
- (e) Designation of tiie officer responsible for payment.

NOTE II. - The Obligor as well as the sureties should have attained majority so that ;the bond may have legal effect or force.

Estt. Srl. No. 58/2015

ECoR/Pers/R/Allowance/21

RBE No.41/2015

Date : 18.05.2015

Railway Board's letter No. F(E)I/2005/AL-29/4, dated : 01.05.2015 is as under :

Sub. : Grant of Washing Allowance to all employees drawing Grade Pay of Rs. 1800/- and provided official uniform.

Arising out of a Demand raised in the PNM(NFIR/AIRF), the issue regarding grant of Washing Allowance to all employees who have been supplied with uniform but have not been granted Washing Allowance has been under consideration of the Board for quite some time. It has been now decided by the Board to extend the benefit of Washing Allowance to all railway employees who are drawing Grade Pay of Rs, 1800/- and are provided official uniform,

2, These orders will be effective from the date of issue of this order.

Estt. Srl. No. 59/2015

ECoR/Pers/R/Promotion/2

RBE No.43/2015

Date : 18.05.2015

Railway Board's letter No. E(NG)I-2011/PM1/26. dated : 05.05.2015 is as under :

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

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

Railway Board, vide letter of even number dated 06.02.2014, have issued certain clarification with respect to selection procedure for promotion to Selection Posts. Some of the Zonal Railways have raised some doubts in coducting selection from erstwhile Group 'D' to Group 'C' posts.

2. The matter has been re-examined in consultation with both the Federation, viz., AIRF and NFIR and as a sequel to Railway Board's letter of even number dated 06.02.2014 on the above subject, it is clarified that while conducting selection against 33 1/3% promotion quota from erstwhile Group 'D' (G.P. Rs.1800) to Group 'C' (G.P.1900/2000) posts, panel is required to be drawn in the order of their seniority amongst the qualified staff as per the provisions of para 189 of IREM, Vol-I and ACSN0.154&155.

Estt. Srl. No. 60/2015
ECoR/Pers/R/Honorarium/41

RBE No.44/2015
Date : 18.05.2015

Railway Board's letter No. E(G) 2012/HO1-13, dated : 7.05.2015 is as under :

Sub. : Grant of honorarium to the Inquiry Officer(IO) and Presenting Officer (PO) for conducting Departmental Inquiries in cases other than Vigilance Investigation.

Proposals have been received from various Railways for extending the provision for grant of honorarium to the Inquiry Officer(IO) and Presenting Officer (PO) for conducting Departmental In cases other than vigilance investigations.

2) The issue has been considered by the Board and it has now been decided that Non-Vigilance administrative cases also qualify for the same remuneration as applicable to the vigilance cases as issued vide Board's letter No. 2009/V-1/DAR/6/1 Dt. 22.9.2011.

2.1) The rates of honorarium for various posts as and when enhanced by Vigilance Directorate, will automatically be applicable to those conducting Non Vigilance cases.

3) The rates of Non-Vigilance cases will be applicable from the date of issue of the letter.

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

Estt. Srl. No. 61/2015
ECoR/Pers/R/Rectt/20

RBE No.45/2015
Date : 18.05.2015

Railway Board's letter No. E(NG)-II/94/RR-1/29, dated : 11.05.2015 is as under :

Sub. : Upper age limit for direct recruitment to non-gazetted posts on the Railways.

In terms of Board's letter of even number dated 10/5/1999 (RBE No. 99 / 1999), an across the board relaxation of three years above the prescribed upper age limit in open market recruitment to all non-gazetted posts including engagement of Substitutes on the railways has been provided. The currency of this relaxation contained in letter of even number dated 10.5.1999 (RBE No. 99/1999) has been extended from time to time and was available up to 03.2.2015 in terms of RBE No. 57/2012.

The matter has further been reviewed and it has now been decided by this Ministry to provide relaxation in the following manner above the prescribed upper age limit for recruitment to all non-gazetted posts including engagement of Substitutes:-

Sl. Period No.	Relaxation (in years) in upper age limit above the prescribed age limits for various posts
(i) 04/2/2015 to 03/2/2017	02 years

- | | |
|-----------------------------|---------------|
| (ii) 04/2/2017 to 03/2/2019 | 01 year |
| (iii) Beyond 03/2/2019 | No relaxation |

These orders take effect from 04.2.2015. Indents placed after 03.2.2015 may be suitably amended.

Estt. Srl. No. 62/2015
ECoR/Pers/R/Welfare/51

RBE No.47/2015
Date : 18.05.2015

Railway Board's letter No. E(W) 2013/ISM/1, dated : 18.05.2015 is as under :

Sub. : Indigenous system of medicine-Homeopathic/Ayurvedic dispensaries-revised policy reg.

Kindly refer to Board's guidelines on the issue of Indigenous system of medicine issued under Board's letter dated 23.7.2014 in the subject matter.

2. Pursuant to the requests received from the federations and zonal railways, Board have reconsidered the matter and have decided as follows:

(i) The ceiling limit of the number of Homeopathic and Ayurvedic dispensaries fixed vide Board's instructions dated 23.7.2014 stands withdrawn.

(ii) The existing consultants working in 8 hourly Homeopathic and Ayurvedic dispensaries may be allowed to continue, with the approval of respective SBF Committee. Fresh engagement in these dispensaries should be done on 4 hourly basis.

(iii) The facilities extended to the practitioners (in 8 hourly dispensaries) prior to issue of aforesaid instructions dated 23.7.2014 may continue till such time they remained engaged with the approval of SBF Committee.

(iv) Monthly honorarium for Ayurvedic Dispenser working in 8 hourly and 4 hourly basis. stands revised to Rs. 9000/- and 7100/-.

(v) Monthly subsidy on medicines for Ayurvedic Dispensaries stands revised to Rs. 9800/-.

3. Other terms and conditions as stipulated vide Board's letter dated 23.7.2014 would continue to be the same.

4. These orders are applicable from the date of issue of Board's letter dated 23.7.2014 excluding items at (iv) and (v) above which will be effective from the date of issue of this letter.

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

Estt. Srl. No. 63/2015
ECoR/Pers/R/Rectt/20

Date : 19.05.2015

Railway Board's letter No. E(NG)II 2014/RR-1/3, dated : 27.04.2015 is as under :

Sub. : Clarification about educational qualification-Ex-servicemen candidates.

This has reference to letter No. RRB/Bhopal/Panel/139 dated 26/8/2013 seeking clarification whether as Ex-serviceman with 15 years active service in

the Armed Force with matriculation will be considered eligible to apply for the post for which the minimum qualification is University Degree provided the relevant certificate issued by the Military authority is attached with the application.

The issue has been examined in consultation with M/o Human Resource Development and Directorate General Resettlement, M/o Defence and it is clarified that:-

- (a) For appointment to any reserved vacancy in Group C posts, a matriculate Ex-serviceman (which includes an ex-serviceman who has obtained the Indian Army Special Certificate of Education or the corresponding certificates in the Navy or the Air Force), who has put in not less than 15 years of service in the Armed Forces of the Union may be considered eligible for appointment to the posts for which the essential educational qualification prescribed is graduation and where,
- (b) Work experience of technical or professional nature is not essential; or
- (c) Though non-technical professional work experience is prescribed as essential yet the appointing authority is satisfied that the ex-servicemen is expected to perform the duties of the post by undergoing on the job training for a short duration.
- (d) For appointment to any reserved vacancy in Group C and Group D posts, where the prescribed minimum educational qualification is matriculation, the appointing authority may at his discretion relax the minimum educational qualifications in favour of an ex-serviceman who has passed the Indian Army Class-I Examination or equivalent examination in the Navy or the Air Force and who has put in at least 15 years service in the Armed Forces of the Union and is otherwise considered fit to hold the post, in view of his experience and other qualifications.

Estt. Srl. No. 64/2015
ECoR/Pers/R/Training/23

RBE No.46/2015
Date : 01.06.2015

Railway Board's letter No. E(MPP) 2015/3/13, dated : 14.05.2015 is as under :

Sub. : Providing training facilities for persons with disabilities-Guidelines

A need has been felt to issue guidelines to provide certain additional facilities/amenities to persons with disabilities (PWD) to enable them to effectively discharge their duties. Guidelines have been laid down by the Department of Personnel & Training (DOP&T) for providing facilities such as identification of jobs, post recruitment and pre-promotion training, assistive devices, free accessibility etc. and other related areas which require special attention.

Since training is an essential component of the service requirement of an employee, following may be ensured/provided:

1. Induction training programme for the persons with disabilities should be imparted together with the other employees.
2. Job specific post-recruitment as well as pre-promotion training programmes should be organized for the persons with disabilities.

Definite action to conduct job specific inclusive training programmes for persons with disabilities along with other employees should be enforced.

3. Duration and contents of training programmes may be finalized in consultation with the National Institutes under the Department of Disability Affairs, Ministry of Social Justice & Empowerment and, if felt necessary, assistance of prominent Associations/Federations/Confederations working in the sphere of disabilities could be taken.
4. Training programmes may also be arranged for the persons with disabilities, keeping in view changes in job profile on account of, introduction of new technology or promotion of the employees etc. The venue of the training needs to be fixed depending on suitability for conducting such training programmes.

Action taken on the above may be advised to this office.

Estt. Srl. No. 65/2015
ECoR/Pers/R/Increment/2

RBE No.48/2015
Date : 01.06.2015

Railway Board's letter No. 2015/E(Sports)/4(1)/9/Incentive Increments (CKT), dated : 19.05.2015 is as under :

Sub. : Grant of incentive increments to Railways cricket players for medal winning performance in T-20 Cricket Matches.

Some of the Railways have sought clarification on the subject matter. In this connection, it is clarified that as per BCCI, Inter State T-20 Championship are All India Championship, hence medal winning performance in these Championships may be considered for granting incentive increments, as per extant instructions.

Estt. Srl. No. 66/2015
ECoR/Pers/R/Rectt/20

RBE No.49/2015
Date : 01.06.2015

Railway Board's letter No. E (NG) II/2001/RR-1/45, dated : 22.05.2015 is as under :

Sub. : Minimum educational qualification for open market recruitment to various posts in Medical Department on the Railways.

Ref : Letters No. E(NG)II/2001/RR-1/25 dated 13/6/2001 (RBE No.116/2001), No. E(NG)II/2000/RR-1/56 dated 21/6/2001 (RBE No. 118/2001), No. E(NG)II/98/RR-1/11 dated 09/9/1999 (RBE No. 231/1999), No. E(NG)II/2007/RR-1/49 dated 30/5/2008 (RBE No. 68/2008), No. E(NG)II/99/RR-1/97 dated 22/6/2001, No. E(NG)II/2001/RR-1/20 dated 12/11/2001 (RBE No. 225/2001) & 27/12/2006 (RBE No.197/2006), No. E(NG)II/2005/RR-1/32 dated 19/5/2006 (RBE No. 64/2006), No. E(NG)II/99/RR-1/98 dated 10/10/2001 (RBE No. 202/2001) and No. E(NG)II/2007/RR-1/60 dated 25/6/2008 (RBE No. 76/2008) & 03/10/2008 (RBE No. 141/2008).

Minimum educational qualification for direct recruitment from open market to various categories of posts in the medical department on the railways have been laid down vide letters under reference.

The issue of review of minimum educational qualification for direct recruitment to various category of posts in the Medical Department on the railways has been under consideration of this Ministry for quite some time. The matter has been deliberated upon in consultation with Health Directorate of this Ministry and it has been decided by the Board that henceforth, qualification for various categories of posts will be as under:-

Sl No.	Category of Post	Pay Band & Grade Pay	Essential Minimum Prescribed Qualification
(i)	Staff Nurse	PB-2 Rs. 9300-34800 (GP: Rs. 4600)	Certificate as Registered Nurse & Midwife having passed 03 years course in General Nursing and Midwifery from a school of Nursing or other Institution recognized by the Indian Nursing Council or B.Sc. (Nursing). Note: The Indian Nursing Council has also laid down certain special concessions for the above courses in respect of Auxiliary nurse-Midwives, Midwives and 'B' Grade Nurses, by way of reduced course period etc. Candidates obtaining the qualification prescribed above, under these concessions will also be eligible for recruitment.
(ii)	Physiotherapist, Gr.II	PB-2 Rs. 9300-34800 (GP: Rs.4200)	10+2 (with Science) plus Diploma/Degree in Physiotherapy.
(iii)	Pharmacist, Gr.III	PB-1 Rs. 5200-20200 (GP : Rs. 2800)	10+2 in Science or its equivalent with 02 (two) years Diploma in Pharmacy and registration with Pharmacy Council of India or registration with State Pharmacy Council.
(iv)	Health & Malaria Inspector, Gr.III	PB-2 Rs. 9300-34800 (GP: Rs. 4200)	B.Sc. having studied Chemistry as main/optional subject in any branch of Chemistry while undertaking the course; plus (a) One year Diploma of Health/Sanitary Inspector; OR (b) One year National Trade Certificate (NTC) in Health Sanitary Inspector awarded by National Council for Vocational Training, Ministry of Labour & Employment, Government of India, New Delhi".
(v)	Radiographer/X-Ray Technician	PB-1 Rs. 5200-20200 (GP: Rs. 2800)	10+2 with Physics and Chemistry and Diploma in Radiography/X-Ray Technician/Radiodiagnosis Technology (2 years course) from recognized Institute. Science graduates with Diploma in Radiography/X-Ray Technician/ Radiodiagnosis Technology (2 years course) shall be preferred.
(vi)	Laboratory Assistant, Gr.II	PB-1 Rs. 5200-20200 (GP: Rs. 2000)	12 th (10+2 stage) with Science, plus Diploma in Medical Lab Technology (DMLT)
(vii)	Dietician	PB-2 Rs. 9300-34800 (GP: Rs. 4200)	B.Sc. (Science) with Post Graduate Diploma in Dietetics (one year course) from a recognized institution plus three months internship Training in a Hospital Or B. Sc. (Home Science) + M. ScVHome Science (Food & Nutrition) from a recognized institution
viii)	Field Worker, Gr.II (Male/Female)	PB-1 Rs. 5200-20200 (GP: Rs.1900)	12 th (10+2 stage) in Science with Biology or Chemistry.

(ix)	Extension Educator	PB-2 Rs. 9300-34800 (GP: Rs. 4200)	Graduation in Sociology/Social Work/Community Education disciplines with two years diploma in Health Education from a recognized University-
(x)	Dental Hygienist	PB-2 Rs. 9300-34800 (GP: Rs. 4200)	(a) Degree in Science (Biology) from a recognized University or equivalent; (b) Diploma/Certificate course (2 years) in Dental Hygiene from an Institute recognized by Dental Council of India; (c) Registered with Dental Council of India as a Dental Hygienist; and (d) Two years experience as Dental Hygienist. NOTE: Qualification regarding experience is relaxable at the discretion of the competent authority in case of candidates belonging to SC/ST, if at any state of selection the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

3. These instructions will be effective from the date of its issue and ongoing recruitment for the above said categories where notification has been published will be governed by past instructions on the subject. The letters under reference and relevant provisions accordingly stand modified.

4. Advance Correction Slip (ACS) to Indian Railway Establishment Manual, Volume-I (Revised Edition-1989), First Re-print Edition, 2009 will follow.

Estt. Srl. No. 67/2015
ECoR/Pers/R/Pension/4

Date : 01.06.2015

Railway Board's letter No. 2010/AC-II/21/12(Pt), dated : 20.04.2015 is as under :

Sub.: ACS No. 41 to Accounts Code Part-I Amendment to the Scheme of Payment of Railway Pension through PSBs.

In terms of the Gazette Notification no. 6 dt. 01-03-2014, a new State viz., state of Telangana has been formed comprising some of the territories of State of Andhra Pradesh. It has been decided that the PSBs authorized for disbursement of pension in the State of Andhra Pradesh shall continue to be authorized for this purpose in the State of Telangana also. Further, FA & CAO/ SCR shall be designated FA & CAO for settlement of pension debit claim:* in respect of banks located in the State of Telangana in addition to Andhra Pradesh. In addition, Bank of Baroda & Punjab National Bank have been authorized to make Railway pension payments in some more states and TDBI Bank Limited has been authorized for making Railway pension payments in the states as indicated in the revised Annexure II f to the scheme of payment of Railway pension through PSBs.

Accordingly, Advanced Correction Slip No.41 amending Annexure II(F) and Annexure II(G) of the scheme of disbursement of pension to Railway Pensioners through Public Sector Banks, Chapter X of Indian Railways code for the Accounts Department Part-I, (Second Reprint) 1997 is enclosed for necessary action.

Contents of the correction slip may please be circulated suitably.

Advance Correction Slip No.41
INDIAN RAILWAYS CODE FOR THE ACCOUNTS DEPARTMENT
PART-I (Second Reprint)1997

Please modify Annexure II-F (List of Public Sector Banks of Different States regarding the Scheme of Payment of Pensions) as under:-

S. No	State	Name of Public Sector Banks	
1	Gujarat	1	State Bank of India
		2	Dena Bank
		3	Bank of Baroda
		4	Central Bank of India
		5	Sank of India
		6	Union Bank of India
		7	State Bank of Saurashtra
		8	United Commercial Bank
		9	Punjab National Bank
		10	Oriental Bank of Commerce
		11	IDBI Bank Limited
			(Authority: 2010/AC-II/21/12(pt)dt 20.04.2015) ACS no. 41
3	Karnataka	1	State Bank of India
		2	State Bank of Mysore
		3	Canara Bank
		4	Syndicate Bank
		5	Union Bank of India
		6	Indian Bank
		7	State Bank of Hyderabad
		8	Corporation Bank
		9	Vijaya Bank
		10	Central Bank of India
		11	Bank of Baroda
		12	Punjab National Bank
		13	IDBI Bank Limited
			(Authority: 2010/AC-II/21/12 (pt)dt 20.04.2015) ACS no. 41
4	Kerala	1	State Bank of India
		2	State Bank of Travancore

		3	Canara Bank
		4	Syndicate Bank
		S	Union Bank of India 1
		6	Central Bank of India
		7	Indian Bank
		8	Indian Overseas Bank
		9	Vijaya Bank
		10	Punjab National Bank
		11	Bank of Baroda
			(Authority: 2010/AC-II/21/12 (pt) dt 20.04.2015) ACS no. 41
5	Maharashtra	1	State Bank of India
		2	Bank of Maharashtra
		3	Bank of India
		4	Central Bank of India
		S	Dena Bank
		6	Union Bank of India
		7	Bank of Baroda
		8	Canara Bank
		9	Syndicate Bank
		10	United Commercial Bank
		11	State Bank of Hyderabad
		12	Allahabad Bank
		13	Punjab National Bank
		14	IDBI Bank Limited
			Authority: 2010/AC-II/21/12 (pt) dt.....) Acs no
7	Uttar Pradesh	1	State Bank of India
		2	Punjab National Bank
		3	Allahabad Bank
		4	Central Bank of India
		5	Union Bank of India
		6	Bank of Baroda
		7	Bank of India
		8	Canara Bank
		9	Oriental Bank of Commerce
		10	Syndicate Bank
		11	Punjab & Sind Bank

		12	IDBI Bank Limited
			(Authority: 2010/AC-II/21/12 (pt)dt 20.04.2015) ACS no. 41
8	West	1	State Bank of India
	Bengal	2	United Bank of India
		3	United Commercial Bank
		4	Central Bank of India
		5	Allahabad Bank
		6	Bank of India
		7	Bank of Baroda
		8	Punjab National Bank
		9	Union Bank of India
		10	Andhra Bank
		11	Canara Bank
		12	Indian Overseas Bank
		13	Punjab & Sind Bank
		14	IDBI Bank Limited
			(Authority : 2010/AC-II/21/12 (pt)dt 20.04.2015) ACS no. 41
10	Andhra	1	State Bank of India
	Pradesh	2	State Bank of Hyderabad
		3	Syndicate Bank
		4	Indian Bank
		5	Union Bank of India
		6	Central Bank of India
		7	Andhra Bank
		8	Corporation Bank
		9	VijavaBank
		10	Canara Bank
		11	BankofBaroda
		12	Punjab National Bank
		13	IDBI Bank Limited
			(Authority : 2010/AC-II/21/12 (pt)dt 20.04.2015) ACS no. 41
13	Himachal	1	State Bank of India
	Pradesh	2	Puniab National Bank
		3	United Commercial Bank
		4	State Bank of Patiala
		5	Central Bank of India

		6	Union Bank of India
		7	Allahabad Bank
		8	Bank of Baroda
			(Authority : 2010/AC-II/21/12 (pt)dt 20.04.2015) ACS no. 4
14	Jammu &	1	State Bank of India
	Kashmir	2	Puniab National Bank
		3	Central Bank of India
		4	United Commercial Bank
		5	Allahabad Bank
		6	Bank of Baroda
			(Authority: 2010/AC-II/21/12(pt)dt 20.04.2015) ACS no. 41
15	Madhya	1	State Bank of India
	Pradesh	2	State Bank of Indore
		3	Central Bank of India
		4	Bank of India
		5	Puniab National Bank
		6	Allahabad Bank
		7	Bank of Maharashtra
		8	Union Bank of India
		9	United Commercial Bank
		10	Dena Bank
		11	Bank of Baroda
		12	IDBI Bank Limited
			(Authority : 2010/AC-H/21/12(pt)dt 20.04.2015) ACSno. 41
17	Odisha	1	State Bank of India
		2	United Commercial Bank
		3	Bank of India
		4	United Bank of India
		5	Indian Overseas Bank
		6	Indian Bank
		7	Andhra Bank
		8	Central Bank of India
		9	Punjab National Bank
		10	Allahabad Bank
		11	Bank of Baroda
			(Authority : 2010/AOH/21/12(pt)dt 20.04.2015) ACS no. 41

19	Tamil Nadu	1	State Bank of India
		2	Indian Bank
		3	Canara Bank
		4	Indian Overseas Bank
		5	Union Bank of India
		6	Syndicate Bank
		7	Bank of Baroda
		8	Bank of India
		9	Central Bank of India
		10	Corporation Bank
		11	United Commercial Bank
		12	Punjab National Bank
		13	IDBI Bank Limited
			(Authority : 2010/AC-II/21/12(pt)dt 20.04.2015) ACS no. 41
32	Jharkhand	1	State Bank of India
		2	Central Bank of India
		3	Punjab National Bank
		4	Bank of India
		5	United Commercial Bank
		6	Allahabad Bank
		7	Bank of Baroda
			(Authority : 2010/AC-II/21/12(pt)dt 20.04.2015) ACS no. 41
34	Telangana	1	State Bank Of India
		2	State Bank Of Hyderabad
		3	Syndicate Bank
		4	Indian Bank
		g	Union Bank of India
		6	Central Bank of India
		7	AndhraBank
		8	Corporation Bank
		9	Vijaya Bank
		10	Canara Bank
		11	Bank of Baroda
		12	Punjab National Bank
		13	IDBI Bank limited
			(Authority : 2010/AC-II/21/12(pt)dt 20.04.2015) ACS no. 41

Note - For metropolitan cities of Delhi/New Delhi, Mumbai, Chennai, Kolkata, Hyderabad/Secunderabad, Bangalore and Lucknow, where the Scheme was introduced with effect from 1-7-77. all Public Sector Banks have been authorized to disburse pension under this scheme.

(Authority: Board's Letter No : 2010/AC-II/21/12 (pt)dt 20.04.2015) ACS no. 41

Please substitute Annexure II G (LIST OF DESIGNATED F.A. & C.A.Os) with the following.

Annexure II G

List of Designated FA&CAOs

S.No	Address of Designated FA&CAO	State	Union Territory
1.	FA&CAO, Central Railway, Mumbai.	Maharashtra	
2.	FA&CAO, Eastern Railway, Kolkata.	West Bengal	
3.	FA&CAO, East Central Railway, Hajipur.	Bihar	
4.	FA&CAO, East Coast Railway, Bhubaneshwar.	Orissa	
5.	FA&CAO, Northern Railway, New Delhi.	Delhi Punjab Haryana Himachal Pradesh Jammu & Kashmir	Chandigarh
6.	FA&CAO, North Central Railway, Allahabad.	Uttar Pradesh	
7.	FA&CAO, North Eastern Railway, Gorakhpur	Uttaranchal	
8.	FA&CAO, North East Frontier Railway, Guwahati,	Arunachal Pradesh Assam Manipur Meghalaya Mizoram Nagaland Sikkim Tripura	
9.	FA&CAO, North West Railway, Jaipur.	Rajasthan	
10.	FA&CAO, Southern Railway, Chennai.	Kerala Tamil Nadu	Andaman Nicobar Islands Pondichery
11.	FA&CAO, South Eastern Railway, Kolkata.	Jharkhand	
12.	FA&CAO, South East Central Railway, Bilaspur.	Chattisgarh	
13.	FA&CAO, South Central Railway, Secunderabad.	Andhra Pradesh Telangana	
14.	FA&CAO, South Western Railway, Hubli.	Karnataka, Goa	Dadra Nagar Haveli Lakshadweep
15.	FA&CAO, Western Railway, Mumbai.	Gujarat	Daman & Diu
16.	FA&CAO, West Central Railway, Jabalpur.	Madhya Pradesh	

Authority: Board's Letter No. (Authority : 2010/AC-II/21/12 (pt)dt 20.04.2015) ACS no. 41 ACS no. 41 ACS no. 41

Railway Board's letter No. E (MPP)2015/3/15, dated : 22.05.2015 is as under :

Sub.: Training of Supervisors on subjects related to "Environment and Climate Change.

Ret : CRB's letter No.2015/Environ/06/01 dated 24.2.2015.

Further to the above reference, a letter No.2015/Environ/06/01 dated 1.4.2015 has been issued to Director General/NAIR and Directors of other CTIs. This letter stresses the importance on appropriate training to improve the awareness and knowledge among Railway Officers on the current trends in the field of 'Environment and Climate Change'. It is necessary for supervisors of various departments, particularly those in the technical as well as Traffic Deptt., who are in the cutting edge level, are also imparted with appropriate knowledge on 'Environment & Climate Change' including laws concerned. Hence, the Main Training Centres functioning in various Zonal Railways & PUs may kindly be geared up to organize training for supervisors of various departments, when they come for initial and Refresher Training.

2. As part of the training, following subjects can be covered:
 - Pollution Control, Environment Management System & Accreditation
 - Energy Management including Energy Audit
 - Water Management including Water Audit
 - Solid Waste Management.
3. It is seen that a quite a few officers as well as supervisors have obtained special qualification on the subjects related to Environment Management. They can be identified and suitable database prepared and shared with Board. Further, they could be involved in preparation of the training modules on same as well as for the purpose of imparting training. Zonal Railways/PUs can come forward and choose a subject of their choice out of the above items and advise Board so that suitable instructions could be issued to prepare specific training module for supervisors for use by other Railways/PUs also.
4. Kindly send your response indicating the actions taken/proposed to be taken on para 2 & 3 above.

Railway Board's letter No. E (MPP)2015/3/15, dated : 22.05.2015 is as under :

Sub.: Recognition of Training Centres on Indian Railways.

Kindly refer to Board's letter No.E(MPP)2001/3/9 dated 18.9.2003 (RBE No. 163/2003) wherein. Railways were advised to send the proposals for opening of new Training Centres to management Services Directorate of Railway Board for consideration and approval.

It has, however, been observed that Railways, despite all instructions have continued to set up new Training Centres without making any detailed analysis of the requirement as also needs of the Zonal Railways/PUs, on their own, without any knowledge of Railway Board.

.In order to curb this mushrooming of Training Centres on Indian Railways, Railway Board has decided that:

- A Standing Committee in the Zonal Railway/PU with Chief Personnel Officer [as Convenor), FA&CAO and nominated Training Manager of the Department concerned may be formed. This Committee would review the need and requirement of setting up of new Training Centres/Updation of existing Training Centres etc., keeping in mind the existing facilities, existing infrastructure and also the need to merge one or two training centres to cater to the additional requirement. The Committee shall also review the need for continuation of existing training centres.
- All the proposals, recommended by the Standing Committee giving detailed justification will need to be approved by Addl. General Manager or by General Manager in case AGM is not available before being sent to Board (Training Directorate) for approval.
- It will be the responsibility of the Standing Committee to ensure that no Training Centre is allowed to open without their clearance and without Board's approval.

Board desire that Railways/PUs may strictly adhere to the above instructions. No proposal, henceforth, for opening/updation of a new training centre or recognition of training centre on IR will be considered in Board without approval of the Standing Committee.

Railway Board's letter No. E(MPP)2015/3/6, Dated : 22.05.2015 is as under :

Sub.: Recognition of 7 Training Centres on Indian Railways.

In continuation of Board's letter No. E(MPP)2013/3/18 dated 14.10.2013 (RBE No. 108/2013), Ministry of Railway (Railway Board's) approval is hereby communicated to the recognition of 6 more Training Centres on Indian Railways indicated in the Revised List of Training Centres (List Attached) as per details given below :

S. No.	Railway	Name of Training Centre	Shown against S. No. of the Revised List	
			Main Trg. Centre	Other Trg. Centre
1.	NCR	Divisional C & W Training Centre	--	98
2.	NCR	RPF Training Centre, Subedarganj	-	218
3.	ECR	Signal & Telecom Training Centre, Danapur	20	-
4.	SR	Divisional Transportation Training Centre, Perambur	-	129
5.	SR	Divisional Transportation Training Centre, Kollam	--	130
6.	SR	Divisional Transportation Training Centre, Virudunagar	--	131

Ministry of Railways has also approved the up-gradation of **C & W Training Centre/Samastipur** (appearing at S.No. 93 in the list of Other Training Centres) in Board's letter No. E(MPP)2013/3/18 dated 14.10.2013 (RBE No. 108/2013) as **Supervisors' Training Centre/Samastipur/ECR**. (shown against **S. No. 19** under Main Trg. Centres in the list).

Supervisors' Training Centre/Samastipur/ECR will appear in the list of 'Main Training Centres'. Hence making a total of 295 Recognized Training Centres on Indian Railways (59 Main Training Centres and 236 Other Training Centres)

Recognition of the above training centres does not imply that they would be granted training allowance automatically. Grant of Training Allowance to these Training Centres would, however, be considered subsequently.

Accordingly, Ministry of Railways has decided to modify the "Manual of Management on Training" (Edition 1998) as per the Correction slip No. 1/2015 and the revised list of training centres (Appendix-1) is enclosed with the Correction slip. This supersedes all other lists issued earlier.

MANUAL ON MANAGEMENT OF TRAINING (JUNE 1998)

Advance Correction Slip No. 1/2015

Appendix-1 of the Manual on Management of Training (Edition-1998) may be replaced with the attached list.

(Authority : Board's letter No. E (MPP) 2015/3/6 dated 22.05.2015)

APPENDIX-I

NAMES OF MAIN TRAINING CENTRES, MULTI DISCIPLINARY TRAINING CENTRE AND OTHER TRAINING CENTRES

MAIN TRAINING CENTRES

1. Zonal Railway Training Institute/Bhusawal/CR
2. Zonal Railway Training Institute/Bhuli/ER
3. Zonal Railway Training Institute/Chandausi/NR
4. Zonal Railway Training Institute/Muzaffarpur/ECR
5. Zonal Railway Training Institute/Alipurduar JN./NFR
6. Zonal Railway Training Institute/Trichy/SR
7. Zonal Railway Training Institute/Maula Ali/SCR
8. Zonal Railway Training Institute/Sini/SER
9. Zonal Railway Training Institute/Udaipur/NWR
10. Supervisors' Training Centre/Jhansi/NCR
11. Supervisors' Training Centre/Kancharapara/ER
12. Supervisors' Training Centre/Lucknow/NR
13. Supervisors' Training Centre/Gorakhpur/NER
14. Supervisors' Training Centre/New Bongaigaon/NFR
15. Supervisors' Training Centre/Bangalore/SWR
16. Supervisors' Training Centre/Secunderabad/SCR
17. Supervisors' Training Centre/Kharagpur/SER
18. Supervisors' Training Centre/Ajmer/NWR
19. Supervisors' Training Centre/Samastipur/ECR
20. Signal & Telecom Training Centre/Danapur/ECR
21. Signal & Telecom Training Centre/Byculla/CR
22. Signal & Telecom Training Centre/Liluah/ER
23. Signal & Telecom Training Centre/Maida/ECR
24. Signal & Telecom Training Centre/Ghaziabad/NR
25. Signal & Telecom Training Centre/Gorakhpur/NER
26. Signal & Telecom Training Centre/Pandu/NFR
27. Signal & Telecom Training Centre/Podanur/SR
28. Signal & Telecom Training Centre/Maula Ali/SCR
29. Signal & Telecom Training Centre/Kharagpur/SER
30. Signal & Telecom Training Centre/Sabarnati/WR
31. Electrical Training Centre/Thakurli/CR
32. Electrical Training Centre/Asansol/ER
33. Electrical Training Centre/Kanpur/NCR
34. Electrical Training Centre/Ghaziabad/NR
35. Electrical Training Centre/Gorakhpur/NER
36. Electrical Training Centre/Avadi/SR
37. Electrical Training Centre/Vijayawada/SCR
38. Electrical Training Centre/Lallaguda/SCR
39. Electrical Training Centre/Tatanagar/SER

40. Electrical Training Centre/Vadodara/WR
41. Electrical Training Centre/Mahalaxmi/WR
42. Civil Engineering Training Centre/Tambaram/SR
43. Civil Engineering Training Centre/Kacheguda/SCR
44. Civil Engineering Training Centre/Guntakal/SCR
45. Civil Engineering Training Centre/Kanpur/NCR
46. Civil Engineering Training Centre/Kharagpur/SER
47. Indian Railway Track Machines Training Centre/Allahabad/NCR
48. Technical Training Centre/Chittaranjan/CLW
49. Technical Training Centre/Patiala/Diesel Modernisation Works
50. Technical Training Centre/Varanasi/Diesel Locomotive Works
51. Technical Training Centre/Perambur/Integral Coach Factory
52. Technical Training Centre/Kapurthala/Rail Coach Factory
53. Technical Training Centre/Bangalore/Rail Wheel Factory
54. Technical Training Centre/Bhopal/WCR
55. Welding Training Centre/Varanasi/Diesel Locomotive Works
56. Welding Training Centre/Perambur/Integral Coach Factory
57. Welding Training Centre/Kapurthala/Rail Coach Factory
58. Multi Disciplinary Training Centre/Vishakhapatnam/ECOR
59. Multi Disciplinary Training Centre/Dharwad/SWR

OTHER TRAINING CENTRES

1. Area Training Centre/Kalyan/CR
2. Area Training Centre/Bhusawal/CR
3. Area Training Centre/Ajni/CR
4. Area Training Centre/Gooty/SCR
5. Area Training Centre/Ramagundam/SCR
6. Area Training Centre/Kacheguda/SCR
7. Area Training Centre/Lower Parel/WR
8. Area Training Centre/Junagadh/WR
9. Area Training Centre/Vadodara/WR
10. Area Training Centre/Ujjain/WR
11. Area Training Centre/Vaisad/WR
12. Area Training Centre/Rajkot/WR
13. Area Training Centre/Jhansi/NCR
14. Area Training Centre/Ajmer/NWR
15. Area Training Centre/Bandikui/NWR
16. Area Training Centre/Kota/WCR
17. Area Training Centre/Jabalpur/WCR
18. Area Training Centre/Bhopal/WCR
19. Accounts Training Centre/Secunderabad/SCR
20. Basic Training Centre (C&W)/Matuga/CR
21. Basic Training Centre (C&W)/Mumbai/CR
22. Basic Training Centre (C&W)/Bhusawal/CR
23. Basic Training Centre (Elect.)/Matunga/CR
24. Basic Training Centre (Loco)/Bhusawal/CR
25. Basic Training Centre (Loco)/Parel/CR

26. Basic Training Centre (Diesel)/Kurla/CR
27. Basic Training Centre/Nasik/CR
28. Basic Training Centre (ELW)/Bhusawal/CR
29. Basic Training Centre (FLS)/Bhusawal/CR
30. Basic Training Centre (Diesel)/Pune/CR
31. Basic Training Centre (ELS)/Kalyan/CR
32. Basic Training Centre (Car Shed)/Kurla/Mumbai/CR
33. Basic Training Centre (TRD)/Ajni/CR
34. Basic Training Centre (at Electric Loco Shed) Ajni/CR
35. Basic Training Centre (C&W)/Ajni/CR
36. Basic Training Centre /Jamalpur/ER
37. Basic Training Centre /Liluah/ER
38. Basic Training Centre (C&W)/Alambag/Lucknow/NR
39. Basic Training Centre (C&W)/Amritsar/NR
40. Basic Training Centre /Jagadhari/NR
41. Basic Training Centre Charbagh/Lucknow/NR
42. Basic Training Centre /Gorakhpur/NER
43. Basic Training Centre /Izatnagar/NER
44. Basic Training Centre /Kurseong/Darjeeling Himalyan Railway/NFR
45. Basic Training Centre /Erode/SR
46. Basic Training Centre /Perambur/SR
47. Basic Training Centre (Engg.)/Arakkonam/SR
48. Basic Training Centre (Loco)/Ayanavaram/Perambur/SR
49. Basic Training Centre/Ponmalai/SR
50. Basic Training Centre/Tiruchirappalli/SR
51. Basic Training Centre (Elect/Mech)/Royapuram/SR
52. Basic Training Centre/Guntapalli/SCR
53. Basic Training Centre/Lallaguda/SCR
54. Basic Training Centre/Vijayawada/SCR
55. Basic Training Centre(CRS)/Tirupati/SCR
56. Basic Training Centre/Kharagpur/SER
57. Basic Training Centre(C&W)/Lower Parel/Mumbai/WR
58. Basic Training Centre /Dahod/WR
59. Basic Training Centre(C&W)/Pratapnagar/WR
60. Basic Training Centre(CRW)/Mancheswar/ECOR
61. Basic Training Centre (Loco)/Jhansi/NCR
62. Basic Training Centre (C&W)/Jhansi/NCR
63. Basic Training Centre/(Wagon Workshop)/Jhansi/NCR
64. Basic Training Centre/Jodhpur/NWR
65. Basic Training Centre/Bikaner/NWR
66. Basic Training Centre (C&W)/Ajmer/NWR
67. Basic Training Centre (Loco)/Ajmer/NWR
68. Basic Training Centre /Hubli/SWR
69. Basic Training Centre/Mysore/SWR
70. Basic Training Centre(C&W)/Mysore/SWR
71. Basic Training Centre/New Katni/WCR
72. Basic Training Centre (TRS)/Itarsi/WCR

73. Basic Training Centre(C&W)/Itarsi/WCR
74. Basic Training Centre/Kota/WCR
75. BOXN Training Centre/Andal/ER
76. C&W Training Centre/Miraj/CR
77. BOXN Training Centre/Mugalsarai/ECR
78. C&W Training Centre/Tikiapara/ER
79. C&W Training Centre/Asansol/ER
80. C&W Training Centre/Chitpur/ER
81. C&W Training Centre/Ambala/NR
82. C&W Training Centre/Amritsar/NR
83. C&W Training Centre/Ghaziabad/NR
84. C&W Training Centre/Jagadhari/NR
85. C&W Training Centre/Lucknow/NR
86. C&W Training Centre/DCG/Izatnagar/NER
87. C&W Training Centre/Charbagh/Lucknow/NER
88. C&W Training Centre/Varanasi/NER
89. C&W Training Centre/Kharagpur/SER
90. C&W Training Centre/Vadodara/WR
91. C&W Training Centre/Ujjain/WR
92. C&W Training Centre/Dhanbad/ECR
93. C&W Training Centre/Sonpur/ECR
94. C&W Training Centre/Visakapatnam/ECOR
95. C&W & Safety Training Centre/Kanpur/NCR
96. C&W Training Centre/Jodhpur/NWR
97. C&W Training Centre/Lalagarh/NWR
98. Divisional C&W Training Centre/Agra/NCR
99. Central Bridge Training Institute/Manmad/CR
100. Bridge Staff Training Centre/Tuglakabad/NR
101. Bridge Engineering Training Centre/Mughalsarai/ER
102. Permanent Way Training Centre/Ghaziabad/NR
103. Permanent Way Training Centre/Haridwar/NR
104. Permanent Way Training Centre/Jagadhari/NR
105. Permanent Way Training Centre/Jalandhar/NR
106. Permanent Way Training Centre/Lucknow/NR
107. Permanent Way Training Centre/Izatnagar/NER
108. Permanent Way Training Centre/Varanasi/NER
109. Permanent Way Training Centre/Palghat/SR
110. Permanent Way Training Centre/Villupuram/SR
111. Permanent Way Training Centre/Madurai/SR
112. Permanent Way Training Centre/Tambaram/SR
113. Permanent Way Training Centre/Quilon/SR
114. Permanent Way Training Centre/Dhanbad/ECR
115. Permanent Way Training Centre/Mugalsarai/ECR
116. Permanent Way Training Centre/Samastipur/ECR
117. Permanent Way Training Centre/Sonpur/ECR
118. Permanent Way Training Centre/Allahabad/NCR
119. Permanent Way Training Centre/Jhansi/NCR

120. Permanent Way Training Centre/Bangalore/SWR
121. Transportation Training Centre/Ferozpur/NR
122. Transportation Training Centre/Kalka/NR
123. Transportation Training Centre/Kurukshetra/NR
124. Transportation Training Centre/Lucknow/NR
125. Transportation Training Centre/Shajahanpur/NR
126. Transportation Training Centre/Villupuram/SR
127. Transportation Training Centre/Shoranur/SR
128. Transportation Training Centre/Erode/SR
129. Divisional Transportation Training Centre/Perambur/SR
130. Divisional Transportation Training Centre/Kollam/SR
131. Divisional Transportation Training Centre/Virdunagar/SR
132. Transportation Training Centre/Mokama/ECR
133. Transportation Training Centre/Subedarganj/Allahabad/NCR
134. Transportation Training Centre/Jodhpur/NWR
135. Transportation Training Centre/Lalagarh/NWR
136. Transportation Training Centre/Madupur/ER
137. Divisional Transportation Training Centre/Adra/SER
138. Traffic Training Centre/Vijayawada/SCR
139. Divisional Traffic Training Centre/Dongargarh/Nagpur/SECR
140. Traffic Training Centre/Dharwad/SWR
141. Staff Training Centre (Operating)/Bhilai/SECR
142. Divisional Training Centre (Engineering)/Bhusawal/CR
143. Divisional Training Centre (Engineering)/Daund/CR
144. Divisional Training Centre (Engineering)/Nagpur/CR
145. Divisional Training Centre (Engineering)/Karnak Bunder/Mumbai/CR
146. Divisional Training Centre (Engineering)/Beliaghata/ER
147. Divisional Training Centre (Engineering)/Aishbag/NER
148. Divisional Training Centre (Engineering)/Tinsukia/NFR
149. Divisional Training Centre (Engineering/TFC)/Katihar/NFR
150. Divisional Training Centre (Engineering)/Alipurduar Jn./NFR
151. Divisional Training Centre /Lalgarh/NWR
152. Divisional Training Centre (Engineering)/Lumding/NFR
153. Divisional Training Centre (Engineering)/Jodhpur/NWR
154. Divisional Training Centre (Engineering)/Ajmer/NWR
155. Divisional Training Centre (Engineering)/Bandikul/NWR
156. Divisional Training Centre (Engineering)/Lalgarh/NWR
157. Divisional Training Centre (Engineering)/Bhopal/WCR
158. Divisional Training Centre (Engineering)/Jabalpur/WCR
159. Divisional Training Centre (Engineering)/Kata/WCR
160. Divisional Training Centre (Engineering)/DCG/Nagpur/SECR
161. Divisional Training Centre (Engineering)/Kazipet/SCR
162. Divisional Training Centre (Engineering)/Vijayawada/SCR
163. Engineering Training Centre/Purna/Nanded/SCR
164. Engineering Training Centre/Chakradharpur/SER
165. Engineering Training Centre/Adra/SER
166. Engineering Training Centre/Vadodara/WR

167. Engineering Training Centre/Ratlam/WR
 168. Engineering Training Centre/Vhavnaparpara/WR
 169. Engineering Training Centre/Rajkot/WR
 170. Engineering Training Centre/Bilaspur/SECR
 171. Engineering Training Centre/Dharwad/SWR
 172. Drivers/Assistant Drivers Training Centre/Ajni/CR
 173. Diesel Drivers' Training Centre/Jamalpur/ER
 174. Diesel Traction Training Centre/Patratu/ECR
 175. Diesel Traction Training Centre/Andal/ER
 176. Diesel Traction Training Centre/Burdwan/ER
 177. Diesel Traction Training Centre/Howrah/ER
 178. Diesel Traction Training Centre/Alambagh/Lucknow/NR.
 179. Diesel Traction Training Centre/Ludhiana/NR
 180. Diesel Traction Training Centre/Shakur Basti/Delhi/NR
 181. Diesel Traction Training Centre/Tuglakabad/Delhi/NR
 182. Diesel Traction Training Centre/Gonda/NER
 183. Diesel Traction Training Centre/Malda/NER
 184. Diesel Traction Training Centre/Guwahati/NFR
 185. Diesel Traction Training Centre/Siliguri/NFR
 186. Diesel Traction Training Centre/Ponmalai/SR
 187. Diesel Traction Training Centre/Tondiarpet/SR
 188. Diesel Traction Training Centre/Kozipet/SCR
 189. Diesel Traction Training Centre/Guntakal/SCR
 190. Diesel Traction Training Centre/Sabarmati/Ahmedabad/WR
 191. Diesel Traction Training Centre/Bandra/WR
 192. Diesel Traction Training Centre/Ratlam/WR
 193. Diesel Traction Training Centre/Abu Road/NWR
 194. Diesel Traction Training Centre/Mugalsarai/ECR
 195. Diesel Training Centre/Visakapatnam/ECOR
 196. Diesel Training Centre/Jhansi/NCR
 197. Diesel Traction Training Centre/Bhagat-Ki-Koti/Jodhpur/NWR
 198. Diesel Traction Training Centre(NG)/Nagpur/SECR
 199. Divisional Loco Training Centre/Bilaspur/SECR
 200. Divisional Loco Training Centre/Bezonbagh/CR
 201. Diesel Traction Training Centre/New Katni/WCR
 202. Diesel Training Centre/Itarsi/WCR
 203. Electrical Training Centre/Perambur/SR
 204. Electric Traction Training Centre/Mugalsarai/ECR
 205. Electrical Training Centre/Bilaspur/SECR
 206. OHE Training Centre/Dhanbad/ECR
 207. Motorman Training Centre/Kalyan/CR
 208. Motorman Training Centre/Kurla/CR
 209. Traction Training Centre/Tambaram/SR
 210. TRD Training Centre/Chakradharpur/SER
 211. Technical Training Centre (Electrical)/Hubli/SWR
 212. Divisional Training Centre/Moradabad/NR
 213. RPF Training Centre/Kurduwadi/CR

214. Welding Training Centre/Bhopal/WCR
 215. RPF Training Centre/Nasik/CR
 216. RPF Training Centre/Kanchrapara/ER
 217. RPF Training Centre/Dhanbad/ECR
218. RPF Training Centre/Subedarganj/NCR
 219. RPF Training Centre/Gorakhpur/NER
 220. RPF Training Centre/Damohni/NFR
 221. RPF Training Centre/Trichy/SR
 222. RPF Training Centre/Maula Ali/SCR
 223. RPF Training Centre/Kharagpur/SER
 224. RPF Training Centre/Valsad/WR
 225. RPF Training Centre/Bandikui/NWR
 226. RPSF Training Centre/Gorakhpur
 227. Personnel Training Centre/Jodhpur/NWR
 228. Thermit Welding Training Centre/Lucknow/NR
 229. Thermit Welding Training Centre/Vijayawada/SCR
 230. Technical Training Centre/Metro Rail/Kolkata
 231. NDT Training Centre/RDSO/Lucknow
 232. Geo Technical Training Centre/RDSO/Lucknow
 233. Multi Disciplinary Training Centre/Bilaspur/SECR
 234. Multi Disciplinary Training Centre/Palghat/SR
 235. Multi Disciplinary Training Centre/Pune/CR
 236. Multi Disciplinary Training Centre/Rangia/NFR

Estt. Srl. No. 71/2015

RBE No. 54/2015

ECoR/Pers/R/Welfare/51

Date : 10.06.2015

Railway Board's letter No. E(W)2014/FU-1/1, Dated : 01.06.2015 is as under :

Sub.: Staff Benefit Fund

Ref. : This Office letter No. E(W)2014/FU-1/1 dated 30.07.2014.

Sanction of the Ministry of Railways is hereby communicated to the cash award schemes from Staff Benefit Fund (SBF) for wards of Railway Employees for outstanding performance in Academics and in the field of sports.

2. The modalities for the aforementioned schemes are enclosed at Annexure I & II.

3. These orders are effective from 1st April, 2015.

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

Annexure-1

Cash Award for wards of Railway Employees for outstanding performance in Academics from Staff Benefit Fund (SBF)

1. The objective of the scheme is to recognize and encourage wards of railway employees for their outstanding performance in the field

of academics.

2. The scheme will be financed under the heading "Education and Scholarship for higher education for girls and boys" under SBF.
3. The scheme shall be applicable only to the wards of permanent Railway employees who are eligible, as per SBF rules.
4. As per scheme, annual cash award shall be applicable only to the wards of eligible railway employees studying from VI standard to post graduation from any recognized Board/University.
5. The parameters of outstanding performance, number of such scholarships and cash amount are to be decided by respective Zone/PUs' SBF Committee depending on availability of funds under SBF. It should have the concurrence and approval of GM and FA&CAO respectively.
6. There should be continuity in the studies. No drop out will be covered under the scheme.
7. The Scheme shall be effective from the academic year 2015-16 onwards. Railway employees shall have to submit their application to the respective SBF Committee in the prescribed application form (sample copy enclosed) along with a certificate from the Head of the Institution (School/College) and attested Photocopy of the mark sheet (copies enclosed).
8. The amount of cash award shall be given only through account payee cheque in the name of the eligible wards.
9. Wards/students already in receipt of scholarships as per extant provisions under SBF shall also be eligible for award under the scheme to the extent of the difference in the Scholarships amount of the two schemes.
10. In case of tie between students, girl child will be given preference. In case of the among boys (or) among girls, the senior in age would get preference.
11. In case of any dispute, the decision of the SBF Committee shall be final.

APPLICATION FORM

Cash Award Scheme for wards of railway employees for outstanding performance in Academics

1. Name of employee : _____
2. Designation : _____
3. Date of appointment : _____
4. Pay Band & Grade Pay : _____
5. Basic Pay (Enclose Salary Slip) : _____
6. RUID or Employees No. : _____
7. Name of the Student : _____

8. Date of Birth of the Student : _____
9. Relationship with the applicant : _____
10. Name and Address of the Institution
of which studying : _____
11. Particular of class/course studying : _____
12. Duration of the Course : _____
13. Scholastic Record of the student (to be supported by copies of certificate/mark sheet duly verified by Principal of School/College).

Name of the Exam Passed	Year in which passed	Institution	Total marks for the Exam	Marks obtained	%age	Position in Class
14. Details of other the scholarships and educational assistance from SBF or any other source.			:	_____		

Signature of the
Applicant _____
Rly. Phone/Mobile No. _____

Forward to the Secretary, Staff Benefit Fund Committee, in _____ zone/
PU/division/Workshop

Signature _____
Designation _____
Department _____

Date : _____

APPLICATION FORM

Cash Award Scheme for words of Railway employees for outstanding performance in the Field of Sports

1. Details of Railway Employees :

- (i) Name of Employee : _____
- (ii) Designation : _____
- (iii) Date of appointment : _____
- (iv) Pay Band & Grade Pay : _____
- (v) Basic Pay (Enclose Salary Slip) : _____

(vi) RUID or Employees No. : _____

B. Details of ward :

- (i) Name of the Sportspersons : _____
(ii) Date of Birth of the Sportsperson : _____
(iii) Relationship with the applicant : _____
(iv) Details of recognized sports achievement as per scheme (attach a copy of certificate):-

Name of the Championship	Date of Championship	Venue	Host Association/Federation	Position/Medal

- (v) Details of other the scholarship and financial assistance from SBRF or any other source.

Signature of the applicant _____

Rly. Phone/Mobile No. _____

Forwarded to the Secretary, Staff Benefit Fund Committee, in _____
Zone/PU/Division/Workshop

Signature _____

Designation _____

Department _____

Certificate from the Hony. General Secretary/President from whom sportsperson got medal

Certified that Mr./Ms. _____ son/daughter of
Shri/Smt. _____ employed as _____ in zone/division/PU/
workshop, is medal winner in _____ Championship held at
_____ from _____ to _____.

Seal of the Association/Federation

Signature of the Hony. General secretary/President
of Association/Federation

Date : _____

Estt. Srl. No. 72/2015
ECoR/Pers/R/Pension/4

RBE No. 55/2015
Date : 10.06.2015

Railway Board's letter No. F(E)III/2008/PN1/12, Dated : 02.06.2015
is as under :

Sub.: Rounding off of a fraction of a rupee in regulation of additional pension.

A copy of Department of Pension & Pensioners' Welfare (DOP&PW)'s O.M. No. 38/8/15-P&PW(A) dated 16.04.2015 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis-mutandis on the Railways also. DOP&PW's O. M. No. 38/37/08-

P&PW(A) dated 02.09.2008 mentioned in the O.M. has been adopted on Railways vide Board's letter No. F(E)III/2008/PN1/13 dated 15.09.2008.

No. 38/8/15-P&PW(A)

Government of India

Ministry of Personnel, PG & Pensions

Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhawan

Khan Market, New Delhi-110 003

Dated the 16th April, 2015

Office Memorandum

Sub.: Rounding off of a fraction of a rupee in regulation of additional pension.

The undersigned is directed to say that vide this Department's OM No. 38/37/08-P&PE(A) dated 1.9.2008 and OM No. 38/37/08-P&PW(A) dated 2.9.2008. Instructions were issued for grant of additional pension/family pension @ 20% to 100% to old pensioners/family pensioners of the age of 80 years and above.

2. A question has been raised as to how the amount of additional pension is to be regulated in case the additional pension results in fraction of a rupee. The matter has been examined in consultation with Ministry of Finance (Department of Expenditure) and it has been decided that that amount of additional pension as finally calculated may be rounded off to the next higher rupee. In cases where the pension/family pension of old pensioners has been fixed/revised without rounding off the additional pension, in those cases also, the additional pension may be rounded off to the next higher rupee hereinafter. However, no arrears for the period from 1.1.2006 on account of such rounding off would be paid in those cases.

3. This issues with the approval of Ministry of Finance (Department of Expenditure) ID No. 157/EV/2015 dated 30.3.2015.

Estt. Srl. No. 72A/2015

RBE No. 56/2015

ECoR/Pers/R/Pass.

Date : 17.06.2015

Railway Board's letter No. F(E)I/2015/AL-28/23, Dated : 03.06.2015
is as under :

Sub.: Clarification on travel by Air in Business Class as stipulated in Economy Measures issued by Ministry of Finance.

A clarification has been sought with reference to para 2.4 (II) of MOF's OMM. on Economy measures dated 29th October, 2014 circulated vide board's letter no. 2013-B-260 dated 19.11.2014 which reads as follows :

"While officers are entitled to various classes of air travel depending on seniority, utmost economy would need to be observed while exercising the choice keeping the limitations of budget in mind. However, there would be no bookings in First Class."

2. It has been decided by the Railway board that officers of the level of SAG & above may be permitted to travel by Business Class during their domestic travel as per their entitlement subject to availability of Budget provision.

Railway Board's letter No. 2014/AC-II/21/4, Dated : 21.05.2015 is as under :

Sub.: Revision of Subscriber Registration Forms - New Pension System.

In order to ease the process of registration of subscribers under New Pension System, PFRDA has revised the existing Subscriber Registration Form (S1 form) and has introduced a new form Common Subscriber Registration Form (CSRF-1) from 01.04.2015 which will be common for all sectors (**copy enclosed**). Accordingly, the Government subscribers will be required to submit the CSRF-1 form instead of S1 Form alongwith self attested copies of supporting documents which will be verified by concerned Nodal Offices before submission to CRA-FC (Facilitation Centre). The salient features of new forms are as follows:

1. KYC documents (Address/Identity/Date of Birth proof) to be collected by the Nodal Offices alongwith CSRF-1.
2. Subscriber has an option to mention mother's name instead of father's name on the PRAN card. The details should be provided in Additional Request details (Ann II of CSRF 1)
3. Nomination details are to be mandatorily provided.
4. Alongwith DDO authorization, PAO/PrAO also needs to authorize CSRF 1 Form.

The last date for acceptance of old S1 Forms is 31.05.2015 subsequent to which only CSRF-1 form will be accepted across all CRA-Facilitation Centres (FCs).

**NSDL e-Governance Infrastructure Limited Central Recordkeeping Agency
Circular**

Circular No. : CRA/PO&R1/Master/2015/0003, March 31,2015

Subject : Revision of Subscriber Registration Forms

All Nodal Offices are here by informed that the existing Subscriber Registration Form has been revised and a new Subscriber Registration Form which is common across all sectors has been notified by Pension Fund Regulatory and Development Authority (PFRDA). The Nodal Offices are advised to use the new Common Subscriber Registration Form from April 1, 2015 for registration of subscribers in National Pension System (NPS).

The Nodal office are requested to note that the subscribers are required to submit the self-attested copies of supporting documents which needs to be verified with originals by the Nodal Office before submission to CRA-Facilitation centre for processing. The **Common Subscriber Registration Form** has been enclosed as **Annexure**, Same can also be downloaded from CRA website (www.npscra.nsdl.co.in).

In case any further clarification is required in this regard, you may contact Mr. Sunny Gonsalves at 022-24994856 (E-mail ID-sunnyg@nsdl.co.in) or Mr. Avdhoot Shetye at 022-2499 4949 (E-mail ID-avdhoots@nsdl.co.in).

Estt. Srl. No. 74/2015

ECoR/Pers/R/Pension/4

Date : 10.06.2015

Railway Board's letter No. 2013/AC-II/21/8(part), Dated : 25.05.2015
is as under :

Sub.: Introduction of Single Window System (SWS) for reimbursement of Railway Pensions.

Single Window System for reimbursement of Railway pensions disbursed through banks is being implemented on Railways on account of the following advantages :

Advantages to the Zonal Railway :

- * The designated Railways need to interact only with the nominated Nodal Branch for both submission of PPOs and receipt of pension scrolls.
- * PPOs to be sent directly to the nominated Nodal Branch instead of the various Link branches, which shall ensure timely dispatch thereof to their Central Pension Processing Cell (CPPC) to ensure commencement of pension payment from the month following which the pensioner retires.
- * Due to quick submission of monthly pension scroll in both physical form and electronic form, better monitoring and reconciliation process of the pension debits resulting in more accuracy in the projection of pension budget.
- * Better monitoring of grievances and redressal thereof.

Advantages to the Pensioner :

- * The pension commences from the following month in which the pensioner retires
- * The pension is credited to the pensioner's account every month on time.
- * Minimize errors in amount of pension, arrears is calculated and paid.
- * The grievances redressal system would become more effective.

Bank of India has also sent a proposal in this regard, which has since been examined and approved in consultation with Controller General of Accounts (CGA) and Reserve Bank of India (RBI). Accordingly, it has been decided to implement the scheme with the said bank w.e.f. 01.07.2015.

The main features of the existing system vis-a-vis SWS are as under:

Present System :

- * FA&CAOs of all zonal railways and production units are authorized to issue PPOs (**Annexure 1**). FA&CCOs draw the PPOs against the bank opted by the pensioners and send the same to the nominated Link branch of that bank directly which further forwards the same to the Paying Branch concerned.

- * The paying Branch takes the PPO on their record and thereafter credits the pension amount monthly in the pensioner's account and sends scroll to the Link Branch.
- * The Bank's Link Branches compile the scrolls of all paying branches under them and sends the same to the designated FA&CAOs (**Annexure 2**)
- * Simultaneously, Link branch also submits the claim for the reimbursement of pension payment to the designated nominated reimbursing agency i.e. nominated RBI/SBI Branch.
- * The Reimbursing Branch claims the reimbursement from RBI, CAS.
- * RBI/CAS/Nagpur credits the account of the reimbursing bank and debits the account or respective designated Railway.

Single Window System :-

- * FA&CAO of all Zonal Railways/Production Units shall continue to be authorized for issue of PPOs (**Annexure 1**).
- * **BANK OF INDIA** has nominated their nodal branches for 16 designated FA&CAOs both for receiving of the PPOs and submission of pension debit scrolls to the FA&CAOs. Copies of the special seal together with specimen signatures of the authorized signatories should be sent to the Nodal Branches for onward transmission to CPPC, to facilitate verification thereof by Bank.
- * In case of new pension, both halves of PPOs (i.e. disburser's and pensioner's) sent by PPAs (Pension Paying Authority) will be received at the Nodal branches nominated by the Bank (**Annexure 3**) and subsequently they will send the pensioners' half to the respective Pension Paying Branch for onward delivery to the pensioners after due identification etc. and the Bank's half to the CPPC for the Bank.
- * The images of the Pension Payment Order (PPOs) will be scanned and stored in the master database by CPPC, which will be visible to the Pension Paying branch also.
- * CPPC would build up a master database (including scanned images of PPOs) for the existing valid Railway Pensioners of all the branches of Bank.
- * The PPOs issued in a month by the Railways/PUs has to reach the nominated Nodal Branch of the Bank by 5th of the ensuing month. The Nodal Branch will thereafter forward the disburser's copy to the CPPC of the Bank and the pensioner's copy to the Paying Branch by 10th of the month. Thereafter, the CPPC will carry on the necessary scanning and other procedures so that payment of pension is ready to commence from the following month in which the pensioner retires. The paying branch will intimate the pensioner, immediately, on the receipt of pensioner's half so that pensioner fulfils the necessary formalities with them and then advise CPPC in this regard so that pension is credited in the pension account invariably by the end of the month.

- * Changes/modifications in the Pensioner's Data/Pension Scroll will take place at CPPC of the Bank. Pension will be processed at CPPC and scrolls will be generated.
- * Based on the generated Scroll, CPPC will credit the pension to the pensioners' accounts of all the CBS branches. For non CBS branches, CPPC will send the Pension Scroll to Pension Paying Branches for doing the needful at their end.
- * CPPC will send the designated FA&CAO wise scroll and claim alongwith the summary sheet under Single Window System (SWS) through Link Cell Nagpur, to RBI CAS Nagpur for reimbursement at Single Point.
- * The nominated Nodal Branches for 16 designated FA&CAOs will be the point of local liaison and submission of Pension Scroll. The designated FA&CAO wise electronic Scroll will be sent to respective Nodal Branches by CPPC. The Nodal Branches will submit the pension debit scrolls in both physical form and electronic form to their respective FA&CAO of Railway for reconciliation and record (**Annexure 4**).
- * The CPPC will also create a dashboard that can be viewed by the all the PPO issuing FA&CAOs and the Railway Board indicating the details of PPOs received in a month by their bank and the month of commencement of the pension of the pensioners along with the remarks for non-commencement of pension.
- * The details of the pension payment viz Basic Pension, DA, Net Amount etc should be accessible/viewable by the pensioner online.
- * CPPC will calculate pension and arrears, if any, as per the guidelines of Pension Paying Authority. The details of pension calculation will be available on the Bank's network and the Pension Paying Branches will hand over a copy of the printout to the pensioner. This information should also be available online to the pensioners.
- * The Bank shall provide an online pension helpline wherein the pensioners can view their pension details, lodge complaints related to pension payment and the same will also be viewable to the FA&CAOs office concerned. The CPPC will have a sound grievance redressal mechanism/monitoring cell to track the pensioner's grievances lodged in the pension helpline or otherwise forwarded by Pension Paying Branches, Ministry, Authority or by directly by the pensioner.
- * The PPOs against other banks would continue to be sent to their existing Link Branches till they are covered under SWS.
Further, the following instructions would be adhered to by the bank.
- * There would be a running serial number on the paying branch scroll. It should be ensured that no scroll number is repeated or left out.
- * The same check would be done on Nodal Branch Summary Scroll.

- * At the pension accounting authority all amounts booked against duplicate scroll numbers would be checked and the RBI would be asked to put back these amounts to the Government accounts.
- * The entire process from the start of payment of pension to reimbursement at RBI, CAS, Nagpur will be handled by the concerned bank itself.
- * The Nodal branches will be responsible for reconciliation with the Railways and for settling discrepancies.
- * As a onetime exercise authorized banks will send the nodal branch wise, paying branch directory structure with complete postal address, pin code, BSR code for proper and prompt settlement and reconciliation. The Railways/Units may ensure implementation of the scheme with **BANK OF INDIA W.E.F. 01.07.2015**. The scheme will be extended to other banks as and when they finalise the modalities and the approval of CGA and RBI is obtained. The feedback on the implementation of the scheme may be provided to Board's office.

ANNEXURE 1

LIST OF FA&CAOs AUTHORISED TO ISSUE PPOs

S. No.	RAILWAYS & PRODUCTION UNITS
1.	FA & CAO, RCF/KAPURTHALA
2.	FA & CAO, ICF/CHENNAI
3.	FA & CAO, RWF/BANGALORE
4.	FA & CAO, CLW/CHITTARANJAN
5.	FA & CAO, DLW/VARANASI
6.	FA & CAO, DMW/PATIALA
7.	FA & CAO, METRO/KOLKATA
8.	FA & CAO, NORTHERN RAILWAY, NEW DELHI
9.	FA & CAO, SOUTHERN RAILWAY, CHENNAI
10.	FA & CAO, SOUTHERN WESTERN RAILWAY, HUBLI
11.	FA & CAO, SOUTHERN EASTERN RAILWAY, KOLKATA
12.	FA & CAO, NORTH EASTERN RAILWAY, GORAKHPUR
13.	FA & CAO, CENTRAL RAILWAY, MUMBAI
14.	FA & CAO, EASTERN RAILWAY, KOLKATA
15.	FA & CAO, NORTH FRONTIER RAILWAY, GUWAHATI
16.	FA & CAO, SOUTH CENTRAL RAILWAY, HYDERABAD
17.	FA & CAO, WESTERN RAILWAY, MUMBAI
18.	FA & CAO, EAST CENTRAL RAILWAY, HAJIPUR
19.	FA & CAO, EAST COAST RAILWAY, BHUBANESHWAR
20.	FA & CAO, NORTH WESTERN RAILWAY, JAIPUR
21.	FA & CAO, NORTH CENTRAL RAILWAY, ALLAHABAD
22.	FA & CAO, SOUTHERN EAST CENTRAL RAILWAY, BILASPUR
23.	FA & CAO, WEST CENTRAL RAILWAY, JABALPUR
24.	FA & CAO, RCF, RAE BARELI
25.	FA & CAO, RWP, BELA

Estt. Srl. No. 75/2015**ECoR/Pers/R/MPP/50****Date : 10.06.2015**

Railway Board's letter No. 2005/Elect.(TRS)/480/2 Pt. VI. dated : 02.06.2015 is as under :

Sub.: Manpower planning norms for three-phase electric locos in Electric Loco Sheds.

Ref. : Railway Board's letter No. 2001/Elect. (G)/138/3 dated 16.03.2006

1.0 It has been decided by Board (ML, MS & FC) that the manpower planning norm for maintenance of three-phase locos in Electric Loco Sheds would be 2.5 persons per three-phase locomotive in Electric Loco sheds. However, the above yardstick of 2.5 persons does not include laboratory, training school, other running staff like Shunters, Canteen, security/watch & ward activities. Civil Engg./Mech. Engg/Stores departments.

2.0 Activities such as shed cleaning, loco washing, garden maintenance, maintenance of fire extinguisher and sanding activities may be considered for outsourcing in case facilities for in house maintenance does not already exist.

3.0 Maintenance of specialized assemblies such as Traction Propulsion System (TPS) including their sub assemblies could be under AMC, if AMC for maintaining such items is considered inescapable and can't be maintained in house due to their specialized nature.

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

Estt. Srl. No. 76/2015**ECoR/Pers/R/Allowance/21****RBE No. 53/2015****Date : 17.06.2015**

Railway Board's letter No. E(W)2008/ED-2/4, Dated : 01.06.2015 is as under :

Sub.: Children Education Allowance - Frequently asked questions.

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

2. Now, DOP & T has inter-alia issued clarification on reimbursement of Children Education Allowance in the form of frequently asked questions (FAQ) in terms of their Office Memorandum No. I-11020/12014-Estt. (AL). The text of OM is tabulated below for guidance of all concerned.

SN	Question	Answer
1.	Whether reimbursement of Children Education Allowance is admissible for the :	
(a)	Nursery/LKG/UKG as there is no provision of recognition of these classes in most of the States/UTs;	Reimbursement is permissible only if the child is studying in a recognised educational institution.
(b)	Third child if either of the first two children is disabled to the extent that he /she cannot go to school;	Reimbursement is allowed to only the two eldest surviving children of the Government servant except when the 2nd child birth results in multiple births or the 3rd child is born due to failure of sterilization operation.
(c)	The children borne out of second marriage or the children of second wife/ husband in additions children from first marriage;	Reimbursement is allowed to only the two eldest surviving children of the Government servant.
(d)	Entitlement of number of Note Books.	Reimbursement is permissible for any number of note books as may be prescribed by the recognised educational institution.

Estt. Srl. No. 77/2015**ECoR/Pers/R/Rectt/20****RBE No. 57/2015****Date : 17.06.2015**

Railway Board's letter No. 2013/E(Sports)/4(1)/1/Policy Clarifications, Dated : 05.06.2015 is as under :

Sub.: Change in age group for Col. C. K. Nayudu Trophy for Cricket (Men) for recruitment and incentive purpose on Indian Railways.

Ref.: Railway Board's policy letter No. 2010/E(Sports)4(1)/1(Policy) dated 31.12.2010 (RBE No. 189B/2010 and Clarification No. 41 dt. 23.12.2013 (RBE No. 135/2013).

The Board of control for Cricket in India (BCCI) has changed the age group for Col. C.K. Nayudu Trophy for Cricket (Men) from Under-25 to Under-23 from the year 2014-15.

2. Accordingly, sports achievements in Under-23 Col. C. K. Nayudu Trophy from 2014-15 onward may be considered recognized for the purpose of recruitment against sport quota and for granting incentives to Railway sportsperson, as per Board's policy letter referred to above.

Estt. Srl. No. 78/2015

RBE No. 58/2015

ECoR/Pers/R/Allowance/21

Date : 17.06.2015

Railway Board's letter No. E(P&A)II-2015/HW-1, Dated : 08.06.2015 is as under :

Sub.: Rates of Night Duty Allowance w.e.f. 01.01.2015.

Consequent to sanction of an additional instalment of Dearness Allowance vide this Minsitry's letter No. PC-VI/2008/1/7/2/1 dated 13.04.2015, the President is plesed to decide that the rates of Night Duty Allowance, as notified vide Annexures 'A' and 'B' of Board's letter No. E(P&A) II-2014/HW-1 dated 02.12.2014 stand revised with effect from 01.01.2015 as indicated at Annexure 'A' in respect of 'Continuous', 'Intensive', 'Excluded' categories and workshop employees, and as indicated at Annexure 'B' in respect of 'Esscntially Intermittent' categories.

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

ANNEXURE 'A'			
Rates of Night Duty Allowance (NDA) with effect from 01.07.2015 for 'Intensive', 'Continuous' and 'Excluded' categories and Workshop staff.			
S. No.	Pay Band	Grade Pay	Rate of NDA (in Rs.)
1	4440-7440	1300	71.75
2	4440-7440	1400	72.70
3	4440-7440	1600	74.70
4	4440-7440	1650	75.20
5	5200-20200	1800	143.65
6	5200-20200	1900	144.65
7	5200-20200	2000	145.65
8	5200-20200	2400	149.60
9	5200-20200	2800	153.55
10	9300-34800	4200	260.05
11	9300-34800	4600 and above	264.00

ANNEXURE 'B'			
Rates of Night Duty Allowance (NDA) with effect from 01.07.2015 for 'Intensive', 'Continuous' and 'Excluded' categories and Workshop staff.			
S. No.	Pay Band	Grade Pay	Rate of NDA (in Rs.)
1	4440-7440	1300	47.85
2	4440-7440	1400	48.45
3	4440-7440	1600	49.80
4	4440-7440	1650	50.15
5	5200-20200	1800	95.75
6	5200-20200	1900	96.45
7	5200-20200	2000	97.10
8	5200-20200	2400	99.75
9	5200-20200	2800	102.35
10	9300-34800	4200	173.35
11	9300-34800	4600 and above	176.00

Estt. Srl. No. 79/2015

RBE No. 59/2015

ECoR/Pers/R/Promotion/CR/2

Date : 17.06.2015

Railway Board's letter No. E(NG)I-2015/CR/2, Dated : 10.06.2015 is as under :

Sub.: Annual Performance Appraisal Report (APAR) of non-gazetted staff-Addition of a new column in the performas for filing Annual Return of Immovable Property-Regarding.

As the Railways are aware, in terms of Board's letter No. E(D&A)-2007/GS-1-1 dated 17.06.2009, supervisory staff of Group "C" working on the Railways in the scales of pay, the maximum of which, is in Pay Band-II, Rs. 9300-34800 with Grade pay of Rs. 4600/- will have to submit annual return of their immovable property. A question whether an additional column may be inserted in the Part-II (Self Appraisal) of performas being used for filling up of APAR on non-gazetted supervisory staff on the Railways showing that Annual Immovable Property Return has been filed, has been engaging attention of Board for quite some time.

2. The matter has accordingly been considered by Board. It has been decided that an additional column number 03 in Part-II, Self Appraisal in the Annexure-I to IV of forms circulated to zonal Railways under Railway Board's letter No. E(NG)I-86/CR/5 dated 22.04.1987 or wherever it is required to be added suitably in the case of supervisory staff, may be introduced describing unambiguously "whether Annual Return of Immovable Property for preceding years to which APAR is being reported upon, has been submitted by supervisory staff who are working on the Zonal Railways in Grade Pay Rs. 4600/- and above. The reporting officer shall not accept the APAR without this newly inserted column filled up by the official reported upon and take further action in the process of writing of APAR as per extant procedure contained in Board's letter No. E(NG)I-2000/CR/3 dated 12.01.2001 assuming that the employee concerned has not submitted his self appraisal within the given time.

Estt. Srl. No. 80/2015

RBE No. 60/2015

ECoR/Pers/R/Selection/3

Date : 17.06.2015

Railway Board's letter No. E(NG)I-2008/PM1/6, Dated : 10.06.2015 is as under :

Sub.: Scheme of General Departmental Competitive Examination (GDCE) for filling up of 25%-50% of net direct recruitment quota vacancies in Group 'C' categories-Partial shift in the duty of agency conducting GDCE regarding.

Ref.: (i) Railway Board's letter No. E(NG)i-92/PM2/16 dated 20.08.1993
(ii) Railway Board's letter No. E(NG)I-2011/PM1/2 dated 12.09.2014
(iii) Railway Board's letters of even number dated 20.10.2014 & 14.11.2014.

Effecting partial modification in the existing provisions governing GDCE, instructions have been issued vide Board's letters of even number dated 20.10.2014 and 14.11.2014, referred to above. Since other conditions of GDCE remained same, GDCE examination, hitherto, is used to be conducted in two stages as have been conducted by RRBs prior to revision in instructions.

2. The issue of stages of examination has since been considered by Board and it has been decided that GDCE, for all posts, may be conducted in single stage only in view of small number of Railway employees appearing against the same.

Estt. Srl. No. 81/2015

RBE No. 61/2015

ECOR/Pers/R/Selection/3

Date : 24.06.2015

Railway Board's letter No. E(NG)I-2015/RE-3/2, Dated : 12.06.2015 is as under :

Sub.: Absorption of medically unfit staff of RPF/RPSF in alternative post-Regarding.

A question as to how the medically incapacitated staff of Railway Protection Force/Railway Protection Special Force may be absorbed in alternative jobs in other departments of the Zonal Railways has been under consideration of Railway Board.

2. Attention in this connection is invited to Board's letter No. E(NG)I-88/RE-3/2 dated 18.01.1989 which provide that medically unfit RPF/RPSF staff may be first considered for absorption in ministerial post in their own department. The Committee constituted for considering such alternative appointments shall include an officer of the Personnel Department. In case no suitable posts to so accommodate them in RPF department are available, they may be considered for absorption in alternative posts in other departments of the railways within the framework of the provisions contained in Chapter XIII of the Indian Railway Establishment Manual Vol. I. Revised Edition 1989, First Re-Print Edition-2009. Similarly, when staff of other departments are medically de-categorised, they will also be considered for absorption against suitable posts in their own department at the outset and in case no posts are available therein then such staff will be considered against Ministerial posts in the RPF department, if such posts are available in that Department.

3. The matter has been considered by the Board. It is reiterated that the above instructions/procedure may be followed scrupulously in order to maintain the uniformity on all the Zonal Railways.

This dispose of South Western Railway's letter No. SWR/P. 573/Med. Decatg/Vol. 1 dated 22.05.2014).

Estt. Srl. No. 82/2015

ECoR/Pers/R/Rectt/20

RBE No. 62/2015

Date : 24.06.2015

Railway Board's letter No. E(NG)-II/2009/RR-1/10/Pt(7525), Dated : 12.06.2015 is as under :

Sub.: Publication of notification for open market recruitment to posts in Pay Band-1 (Grade Pay : Rs. 1800)

Attention is invited to instructions contained in Board's letter of even number dated 19/9/2014 (RBE No. 103/2014), wherein Railway Recruitment Cells (RRCs) were asked to publish notification for open market notification for open market recruitment to posts in Pay Band-1 (Grade Pay : Rs. 1800) once in two years beginning July, 2015 besides adhering to the schedule as contained in RBE No. 164/2011 for conduct of such recruitment exercises.

In light of examination of modalities for online conduct of open market recruitment examination by a Committee, it has now been decided by the Board the notification for recruitment to posts in Pay Band-1 (Grade pay : Rs. 1800) from open market may be published by Railway Recruitment Cells (RRCs) in July, 2016 instead of July, 2015 duly assessing the vacancies in terms of instructions contained in 1(iv) of Board's letter of even number dated 10/12/2014 (RBE No. 138/2014).

Applications will be called online, modalities for which will be provided in due course.

Modalities for conduct of online examination, if any, which is presently under examination of Committee ibid will be apprised in due course.

Estt. Srl. No. 83/2015

ECoR/Pers/R/Leave/6

RBE No. 63/2015

Date : 24.06.2015

Railway Board's letter No. E(G)2015 LE 1-15, Dated : 15.06.2015 is as under :

Sub.: Grant of Special Casual Leave to differently abled Railway employees.

In continuation of Board's letter No. E(G)2007/LE 1-1 dated 22/1/2008 circulating a copy of DOP&Ts OM No. 28016/02/2007-estt.(A) dated 14/11/2007, copy of DOP&Ts OM of the same number dated 20/3/2008 on the above subject is circulated for information and guidance. These instructions shall apply mutatis mutandis on the Railways also.

No. 28016/02/2007-Estt (A)

Government of India

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

North Block, New Delhi, 20th March, 2008

OFFICE MEMORANDUM

Subject : Grant of Special Casual Leave to the differently abled Central Government employees.

The undersigned is directed to say that instructions were issued vide

this Department's OM of even No. dated 14.11.2007 that subject to exigencies of work special casual leave for not more than 10 days in a calendar year may be granted to differently abled Central Government servants with disabilities as defined in the Persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 for participating in the conferences/workshops/seminars/trainings related to Disability and Development related programmes organized at National and State level agencies to be specified by Ministry of Social Justice and Empowerment.

2. All Ministries/Departments are now informed that it has been decided in consultation with Ministry of Social Justice and Empowerment that the special casual leave to the differently abled Central Government employees with disabilities as per the above O.M. dated 14.11.2007 may be allowed for participation in conferences/workshops/seminars/trainings related to Disability and Disability related programmes organized by the following :

(i) Central Government and State/UT Governments :

(ii) Central and State/UT Government Institutions/Agencies :

(iii) International agencies like UN. World Bank etc;

(iv) Universities & Educational Institutions set up by Central/State Government, recognized as predominant centres for education on rehabilitation of persons with disabilities and

(v) Recognised institutes for persons with disabilities, under Chapter X (Sections 50 to 55) and Chapter XI (Section 56) of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

3. There shall be no change in the other conditions for grant of special casual leave for the purpose of participation in conferences/workshops/seminars/Training for Disability and Development related programmes by the differently abled Central Government employees.

Estt. Srl. No. 84/2015

ECoR/Pers/R/Training/23

RBE No. 64/2015

Date : 29.06.2015

Railway Board's letter No. E(MPP)2015/3/10, Dated : 15.06.2015 is as under :

Sub.: Mandatory Yoga Training for all officers/Staff of Indian Railways including RPF Personnel.

Zonal Railways may kindly refer to Board's letter No. E(MPP)/2000/19/1/P/Meditation dated 23.11.2001 (RBE No. 231/2001). vide which Yoga training was introduced for trainees in the Railway Training Centres. These instructions were reiterated and were made permanent vide Board's letter No. E(MPP) 2009/19/1/Pt. (Meditation) dated 13.11.2003 (RBE No. 194/2003).

It has been established that Yoga/Meditation courses help in improving

levels of concentration, alertness and reduction in stress and hence with a view to provide greater thrust, it has been decided to cover all officers and staff including RPF personnel in the programme, for general well being of employees. Further, in Budget 2015-16, it was emphasized that training in Yoga will be imparted to the staff especially from RPF.

In the light of foregoing, Board has decided to include mandatory Yaga Training programmes in all the Centralized Training Institutes and Non-Gazetted Training Centres including RPF Training Centres. Accordingly, all the training programmes whether initial, Refresher, Promotional or structured training programmes would provide for slots for Yoga Training as per details specified below :

Less than 15 days Training Course	One hour* Yoga Training for the entire course
15 days to 8 weeks Training Course	One hour* Yaga Training per week (fraction of week to be ignored)
8 weeks to 30 weeks Training Course	One hour* Yoga Training Per week up to 8 weeks and thereafter 1 hour Yoga Training per fortnight (fraction of week/fortnight to be ingnored.)
30 weeks and above, up to total duration of training	one hour* per week up to 8 weeks and thereafter one hour per fortnight for the balance period. (Fraction of week/fortnight to be ignored)

(*one hour duration can be split into 3x20 minutes or 4x15 min., or 2x30 min. etc.)

Accordingly, all Training Centres are advised to arrange these training programmes. In case necessary, tie up may be made with certified/ Professional Yoga Centres/Trainers on payment basis as may be decided by the concerned General Managers of Zonal Railways, PUs and Heads of CTIs etc., in consultation with their Associate Finance under the Zonal Railways/CTIs budgetary powers. Necessary the up as mentioned above may be finalized within 2 months and training on Yoga in terms of the aforesaid directions may be started immediately thereafter. There would be no exemption from attendance in this programme unless there are adequate reasons to be accepted by Head of Training Institution personally.

As regards the batch size, the minimum batch size should be 20, however, where more numbers are proposed to be covered in a batch, the same should be decided in consultation with the trainer. In so far as RPF personnel are concerned. RPF Directorate have already issued instructions

vide their letter No. 2013/Sec(E)/TRG(POL)-1/1 dated 19.3.2015. These instructions are subsumed and would form part of the aforesaid instructions for RPF personnel.

These instructions supersede all previous instructions on the subject of Yoga Training including the ceiling limit fixed for payment of remuneration to Yoga instructors/Trainers, hired for the purpose.

As regards the number of officers / staff who are being imparted Yoga Training, monthly statement showing total number of officers/staff and RPF personnel trained per month will have to be sent to the Board on a continuing basis on the training programmes begin.

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

Estt. Srl. No. 85/2015

RBE No. 65/2015

ECoR/Pers/R/Allowance/21

Date : 29.06.2015

Railway Board's letter No. E(P&A)I-2005/ALL/RPF/2, Dated : 19.06.2015 is as under :

Sub.: Revision in the rate of Ration Money Allowance in respect of Non-gazetted RPF/RPSF personnel.

In terms of Board's letter of even number dated 28.08.2014, non gazetted RPF/RPSF personnel were entitled for Ration Money Allowance at par with Central Para Military Force (CPMF)/Central Armed Police Force (CAPF) personnel i.e. @ Rs. 85.96/- per day /per head w.e.f. 01.04.2013.

2. It has now been decided to revise the rate of Ration Money Allowance from existing rate of Rs. 85.96 per head per day to Rs. 95.52 per head per day from 01.04.2014 to 31.03.2015.

3. Accordingly, sanction of the Ministry of Railways is hereby accorded post-facto to revise the rate of Ration Money Allowance from Rs. 85.96 per head per day to Rs. 95.52 per head per day from 01.04.2014 to 31.03.2015.

4. The other terms and conditions as stipulated in para 4 of Board's letter of even number dated 10.06.2009 remain unchanged.

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

Estt. Srl. No. 86/2015

RBE No. 66/2015

ECoR/Pers/R/Rectt/20

Date : 01.07.2015

Railway Board's letter No. E(NG)II2001/RR-1/6, Dated : 17.06.2015 is as under :

Sub.: Educational qualification for recruitment to Group 'C' posts in Track Machine Organization (TMO) Departments on the Railways.

Attention in invited to this office letter of even number dated 29/8/

2014 (RBE No. 92/2014) prescribing minimum educational qualification for open market recruitment to the post of Junior Engineer (Track Machine Organization) and Senior Section Engineer (Track Machine Organization) as under :

(i)	Junior Engineer (TMO)	PB-2 Rs. 9300-34800 (GP. Rs. 4200)	Three years Diploma in Civil/Mechanical/Electrical/ Electronics/Instrumentation & Control Engineering from a recognized University/Institute.
(ii)	Sr. Section Engineer (TMO)	PB-2 Rs. 9300-34800 (GP : Rs. 4600)	Four years Degree in Civil/Mechanical/Electrical/ Electronics/ Instrumentation & Control Engineering from a recognized University/Institute.

2. Pursuant to reference received from field units and AIRF, review of the same has been undertaken and it has been decided by the Board that henceforth minimum qualification for open market recruitment to the categories of JE (TMO) and Sr. SE (TMO) will be as under :

(i)	Junior Engineer (TMO)	PB-2 Rs. 9300-34800 (GP. Rs. 4200)	Three years Diploma in (a) Mechanical/Production/ Automobile/Electrical/Electronics/Instrumentation & Control Engineering from a recognized University/Institute OR (b) a combination of any sub-stream of basic streams of Mechanical/ Production/Automobile/Electrical/Electronics/ Instrumentation & Control Engineering from a recognized University/Institute.
(ii)	Sr. Section Engineer (TMO)	PB-2 Rs. 9300-34800 (GP : Rs. 4600)	Four years Bachelor's Degree in (a) Mechanical/ Production/Automobile/Electrical/Electronics/ Instrumentation & Control Engineering from a recognized University/Institute OR (b) a combination of any sub-stream of basic streams of Mechanical/Production/Automobile/Electrical/ Electronics/Instrumentation & Control Engineering from a recognized University/Institute.

3. These instructions will be effective from the date of this issue and ongoing recruitment for the above said categories where notification has been published will be governed by past instructions on the subject.

4. Advance Correction Slip (aCS) to Indian Railway Establishment Manual, Volume-I (Revised Edition-1989), First Re-print Edition, 2009 will follow.

Estt. Srl. No. 87/2015

RBE No. 67/2015

ECoR/Pers/R/Rectt/20

Date : 01.07.2015

Railway Board's letter No. E(NG)-II-2010/RR-1/17, Dated : 16.06.2015 is as under :

Sub.: Recognition of qualification acquired through distance learning mode from Indira Gandhi National Open University (IGNOU), New Delhi Diploma/Degrees-Acceptance for purpose of employment on the railways.

Ref.: Letter No. 2002/AC-II(CC)/37/8 dated 17/11/2004 and No. 2002/AC-II(CC)/37/8 (Vol.1) dated 24/9/2012.

Minimum educational qualification for open market recruitment to the category of Junior Engineer (Information Technology), has been prescribed in terms of instructions referred to above.

An issue has been raised by one of Railway Recruitment Boards whether qualification of Bachelor in Computer Application (BCA) obtained from Indira Gandhi National Open University (IGNOU), New Delhi through distance learning mode is acceptable for employment on the railways, in lieu of qualification, prescribed for the post of Junior Engineer (IT) vide letters ibid.

The issue has been examined in consultation with Accounts and C&IS Directorates of this Ministry. It has been decided by the Board that qualification of BCA obtained through distance mode cannot be accepted in lieu of the minimum qualification prescribed for the Post of Junior Engineer (IT).

Estt. Srl. No. 88/2015

RBE No. 68/2015

ECoR/Pers/R/Promotion/CR/2

Date : 08.07.2015

Railway Board's letter No. E(NG)I-2015/CR/3, Dated : 24.06.2015 is as under :

Sub.: Maintenance and preparation of Annual Performance Appraisal Reports-Communication of all entries for fairness and transparency in public administration regarding.

Pursuant to the guidelines contained in DOP&T's O.M. No. 21011/1/2005-Estt(A) (Pt.II) dated 14.05.2009, instructions were issued vide Board's letter No. 2009/SCC/3/6 dated 18.08.2009 laying down the procedure for maintenance & preparation of Annual Performance Appraisal Reports (APAR) and communication of all entries recorded in APAR for fairness and transparency in public administration etc. The matter was considered and it was decided later-on that these instructions are applicable mutatis mutandis to the non-gazetted staff working on Zonal Railways vide Board's letter No. E(NG)I-2009/CR/2 dated 30.04.2010.

2. Hon'ble CAT/Calcutta Bench, Kolkata, in their order dated 22.08.2014, delivered in O.A. No. 1047 of 2011 filed by Shri Anup Roy Vs Chittaranjan Locomotive Works (CLW), have directed as follows : "Non communication of an entry is arbitrary. It is not only when there is a bench mark but in all cases that an "entry" (whether it is poor, fair, average, good, or very good) must be communicated to a public servant, otherwise, there is a violation

of principle of fairness, which is soul of natural justice. Even an outstanding entry should be communicated, since that boost the morale of an employee and make him work harder.”

3. Board wish to reiterate that the instructions contained in Board's letter dated 30.04.2010 quoted above may be adhered to scrupulously in order to comply with the directives of Hon'ble CAT/Calcutta.

(This disposes of CPO/CLW's Reference No. GMA/Law/OA No. 1047/2011 dated 21.03.2015).

Estt. Srl. No. 89/2015

ECoR/Pers/R/Restructuring/26

RBE No. 69/2015

Date : 08.07.2015

Railway Board's letter No. PC-III/2013/CRC/2, Dated : 29.06.2015 is as under :

Sub.: Restructuring of cadre of Traffic Assistants.

Keeping in view the fact that the cadre of Traffic Assistants in Metro Railway, Kolkata is a unique cadre performing both Operational and Commercial duties, the percentage distribution of posts for restructuring of this cadre as proposed by Metro Railway administration was under consideration of the Ministry of Railways for some time. As a result of the review undertaken on the basis of functional, operational and administrative requirements, it has been decided with the approval of the President that benefit of cadre restructuring may be given to the Traffic Assistants, Metro Railway, Kolkata as per the percentage distribution of posts indicated in the enclosed Annexure 'A'. While implementing these orders, the following detailed instructions should be strictly adhered to :

Date of effect

Applicability to various cadres

1. The restructuring of the cadre will be with reference to the sanctioned cadre strength as on the date of issue of these orders. The staff who will be placed in higher grade pay as a result of implementation of these orders will draw pay in higher grades w.e.f **date of issue of these orders**. The benefit of restructuring will be restricted to the persons who are working in the cadre on the cut off-date i.e. date of issue of these orders.
2. These orders will be applicable to **the permanent regular posts of Traffic Assistants cadre (excluding surplus & supernumerary posts)** of the Metro Railway establishment. Only those temporary posts which are in operation for atleast three years may also be taken into account for the purpose of applying revised percentage. This will be subject to certification that these posts are meant for regular activities which will continue and not for any sporadic requirements.

Pay Fixation

Existing classification and filling up to the vacancies

- 2.1 These orders will not be applicable to ex-cadre & workcharged posts which will continue to be based on worth of charge.
3. The pay of staff promoted against the additional higher grade posts as a result of restructuring (including chain/resultant vacancies) will be fixed as per Rule 13 of RS(RP) Rules, 2008 with the benefit of one increment @ 3% of basic pay, with the usual option for pay fixation as per extent rules.
4. The existing classification of the posts covered by these orders as 'selection' and 'non-selection', as the case may be remains unchanged, However, for the purpose of implementation of these orders, if any Traffic assistant becomes due for promotion to a post classified as a 'selection' post, the existing selection procedure will stand modified in such a case to the extent that the selection will be based only on scrutiny of service records and confidential reports without holding any written and/or viva-voce test. This modified selection procedure has been decided upon by the Ministry of Railways as a one time exception be special dispensation, in view of the numbers involved, with the objective of expediting the implementation of these orders. Similarly for posts classified as 'non-selection' at the time of this restructuring, the promotion will be based only on scrutiny of service records and confidential reports.
- 4.1 Normal vacancies existing on the date of issue of these orders (except direct recruitment quota) and those arising on that date from this cadre restructuring including chain/resultant vacancies should be filled in the following sequence.
 - (i) From panels approved on or before the date of issue of these orders and current on that date.
 - (ii) and the balance in the manner indicated in para 4 above.
- 4.2 Such selections which have not been finalized till the date of issue of these orders should be cancelled/abandoned.

- 4.3 All normal vacancies arising from the next day of issue of these orders will be filled by normal selection procedure.
- 4.4 all vacancies (including chain/resultat vacancies) arising purely due to this cadre restructuring should be filled up by senior employees who should be given benefit of the promotion from the date of issue of these orders whereas for the normal vacancies existing on the date of issue of these orders, junior employees should be posted by modified selection procedure but they will get promotion and higher pay from the date of taking over the posts as per normal rules. Thus the special benefit of the promotion from the date of issue of these orders is available only for vacancies arising out of cadre restructuring and for other vacancies, the normal rules of prospective promotion from the date of filling up of vacancy will apply.
- 4.5 In cases where percentages have been reduced in the lower grade and no additional post becomes available as a result of restructuring (including chain/resultant vacancies), the existing vacancies on the date of issue of these orders should be filled up by normal selection procedure.
- 4.6 Direct recruitment percentages will not be applicable to the additional posts arising out of these restructuring orders as on the date of effect. The direct recruitment percentage will apply for normal vacancies arising on or after the date following the date of effect. The direct recruitment quota as existing prior to the date of effect will continue to be maintained.
- 4.7 Employees who retire/resign or expire in between the period from the date of effect of these orders to the date of actual implementation of these orders, will be eligible for the fixation benefits and arrears under these orders from the date of effect, if they are otherwise eligible for the said benefit
5. Extant instructions for D&A/Vigilance clearance will be applicable for effecting

- promotions under these orders with reference to date of effect of these orders.
- Minimum years of service in each grade
6. While implementing the restructuring orders, instructions regarding minimum period of service required for promotion issued from time to time should be followed. However, while considering any relaxation in the residency period prescribed for promotions, General Manager would personally ensure that the safety aspect of Metro Railway is not compromised.
- Basic functions duties and responsibilities
7. Since the cadre as detailed in the annexure to this letter is being restructured on functional, operational and administrative considerations, the posts being placed in higher scales of pay as a result of restructuring should include the duties and responsibilities of greater importance.
- Adjustment of excess number of posts.
8. If prior to issue of these instructions the number of posts existing in any grade in any particular cadre exceeds the number admissible on the revised percentages, the excess may be allowed to continue to be phased out progressively with the vacation of the posts by the existing incumbents.
- Provision of reservation
9. The existing instructions with regard to reservation of SC/ST wherever applicable will continue to apply.
- Refusal of promotion
10. Such of the staff as had refused promotion before issue of these orders and stand debarred for promotion may be considered for promotion, in relaxation of the extant provisions as a one time exception, if they indicate in writing that they are willing to be considered for such promotion against the vacancies existing on the date of issue of these orders and arising due to restructuring on the date. This relaxation will not be applicable to vacancies arising after the date of effect.
- Matching Savings
11. Entire scheme of restructuring is to be a self-financing and expenditure neutral proposition. Financial implications should be worked out taking into account the revised basic pay

(including the Grade Pay) corresponding to the mimpoint of the pre-revised pay scales in respect of each post as listed in the fitment table circulated vide Railway Board's letter no. **PC-VI/2008/1/RSRP/1 dated 11.09.2008 and 12.09.2008.** along with the Dearness Allowance as applicable on date of effect of these orders.

11.1 After working out the financial implications, the matching savings should be effected from the category itself. Wherever it is not possible to do so from the category itself, the matching savings should be arranged from the department at zonal level. **But before restructuring the cadre as per the revised percentage distribution of posts, matching savings will have to be ensured by surrender of 24 posts at the lowest grade.** While effecting surrender of posts of equivalent financial value, the existing vacant posts available in the category on the date of effect should be considered for the purpose of off-setting the cost of restructuring/financial effects of restructuring. Board desires that the General Manager should ensure that the restructuring is implemented expeditiously with matching saving without any exception and difficulty. There would be no restructuring without matching savings by surrender of posts.

11.2 Revised percentage distribution of posts as per these orders is to be based upon the sanctioned cadre strength as on the date of issue of these orders. Surrenders are to be effected on this sanctioned strength and the resulting imbalance/variation in the cadres is to be reviewed at the time of next annual review as indicated below.

Annual review

12. The next Annual Review will be undertaken from 01.04.2016 taking into account the cadre strength as on 01.04.2016.

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

Estt. Srl. No. 90/2015

RBE No. 70/2015

ECoR/Pers/R/Rectt/20

Date : 08.07.2015

Railway Board's letter No. E(P&A)I-2014/PS-5/PE-4, Dated : 24.06.2015 is as under :

Sub.: Educational qualifications for the post of Post Graduate Teacher-clarification.

Ref.: Board's letter No. E(P&A)I-87/PS-5/PE-9 dated 4.10.1989.

NF Railway and RRB / Mumbai had raised the following issues in respect of educational qualifications for the post of PGT :-

- (a) As to whether TGT/Science, having normal avenue to the post of PGT/Science, may be considered eligible for the post of PGT/Bengali in Arts Stream by virtue of having the qualification of Masters Degree in Bengali,
- (b) As to whether the candidates having qualifications such as M.Sc. in Zoology/Botany/Microbiology could be considered for the post of Post Graduate Teacher (Biology).

2. The above issues have been examined in Board's Office in consultation with NCTE and the following are clarified :-

- (a) A Trained Graduate Teacher (Science) by virtue of having the qualification of Master Degree in Bengali is eligible for the post of PGT (Bengali) as the qualifications prescribed for the post of PGT are Post Graduate degree in the respective subject (Bengali, in the instant case) along with B.Ed. or its equivalent degree.
- (b) In the normal practice, Biology subject is taught up to +2 level in an integrated form comprising of Zoology, Botany, Microbiology etc. However, at graduation/postgraduation level its branches like Zoology, Botany and Microbiology etc. are taught as the independent subject. As such, the candidates having PG degree in branches of Biology may be treated as eligible for the post of PGT (Biology).

3. However, the Master Degree should not have been acquired from distance education mode.

4. A copy of the clarification received in this regard from NCTE is also enclosed.

(This disposes off NF Railway and RRB Mumbai's letter Nos. E/252/242 Pt-V(W) dated 02.07.2014 and RRB/MB/Edu. Qualification/2007/1 dated 08.05.2014 respectively.)

Estt. Srl. No. 91/2015

RBE No. 71/2015

ECoR/Pers/R/Resv/31

Date : 08.07.2015

Railway Board's letter No. 97-E(SCT)/71/2, Dated : 29.06.2015 is as under :

Sub.: Nomination of separate Liaison Officer for looking after matters relating to OBCs-reg.

The issue of nomination of Liaison Officers for looking after the work relating to reservation for OBCs was reviewed from time to time in Board's office. In this regard, instructions had also been issued by DOP&T from time to time re-iterating nominating separate liaison officers for OBCs. Earlier, detailed instructions in this regard was also issued vide Board's letter of even number dated 05.09.1997. However, the same was implemented in the Railways and the Liaison Officers looking after the reservation matters for SCs/STs are also looking after the reservation matters for OBCs in view of the fact that the rosters for SC/ST/OBCs are common.

2. In the Oral evidence of few Zonal Railways taken up by the Parliamentary Committee on OBC recently held on 10.06.2015 and 22.6.2015, the Hon'ble Chairman of the Committee had expressed his displeasure regarding non-nomination of separate Liaison Officers for OBCs as per the directives of the nodal Ministry i.e. Ministry of Personnel, Public Grievances and Pensions (DOP&T). As such, the August Committee has insisted for nomination of separate Liaison Officers belonging to OBC communities for looking after the work relating to reservation for OBCs.

3. In view of the observation/recommendation of the above Committee, it has now been decided to nominate a separate Liaison Officer for Other backward Classes(OBCs) who would be entrusted with the responsibility of looking after the reservation matters relating to OBCs.

4. It is therefore advised that an officer of Personnel Department not below the rank of JA Grade/Sr. Scale belonging to OBC Community may be nominated to act as Liaison Officer for OBCs in Zonal Railways/Production Units/Divisional Offices/Workshops etc. He shall vet all the roster registers & indents for recruitment various levels.

This issues with the approval of the Board(CRB).

Estt. Srl. No. 92/2015

RBE No. 72/2015

ECoR/Pers/R/leave/6

Date : 08.07.2015

Railway Board's letter No. E(G)2015/LE 1-1, Dated : 30.06.2015 is as under :

Sub.: Grant of special leave to the Railway staff who remained absent from duty to Hudhud Cyclone that affected badly coastal areas of Andhra Pradesh and Odisha States (EcoR) and the flash floods in Jammu and Kashmir State.

The matter regarding grant of Special Casual Leave to Railway employees who could not attend duty due to hudhud cyclone which badly affected the coastal areas of Andhra Pradesh and Odisha States in the 2nd

week of October, 2014, and the flash floods in the state of Jammu and Kashmir, was taken up All India Railwaymen's Federation (AIRF).

The issue has been carefully considered by the Board and it has been decided that Special Casual Leave upto a maximum of three days may be granted to the affected employees who stay at places far away from their Headquarters, as a result of which they have to commute a long distance to their office, and due to dislocation of traffic arising out of the aforesaid natural calamities they were not able to undertake the journey and report to the Headquarters for duty.

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

Estt. Srl. No. 93/2015

RBE No. 73/2015

ECoR/Pers/R/Fixation/7

Date : 08.07.2015

Railway Board's letter No. PC-VI/351 No. PC-V/2008/PS/1(Stipend), Dated : 30.06.2015 is as under :

Sub.: Fixation of stipend for Apprentice JEs selected through LDCE during their training period.

Ref.: PNM/AIRF item No.11/2013

All Indian Railwaymen's Federation have raised the issue regarding fixation of stipend for Apprentice JEs selected through LDCE during their training period. The issue was discussed in PNM meeting and it has been decided to reiterate the existing relevant provisions of IREM. In this context, attention is invited to para-1905 (2) of IREM Vol.II (Revised Edition-1990) which stipulates as under :

"..... Permanent Railway servants on appointment as apprentices in any category may be granted pay equivalent to the rate of stipend laid down for that particular category of Apprentices or their substantive pay as admissible to them from time to time whichever is higher. Temporary railway servants on appointment as apprentices in any category may be granted pay equivalent to the rate of stipend drawn by the Apprentices in their category".

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

Estt. Srl. No. 94/2015

RBE No. 74/2015

ECoR/Pers/R/Welfare/51

Date : 20.07.2015

Railway Board's letter No. E(W)2012/WE-2/3, Dated : 03.07.2015 is as under :

Sub.: List of Holiday Homes on Indian Railways.

Ref.: E(W)WE2/3 dated 06.06.2012.

With reference to above, the holiday home facility is available as per details as follows :-

Railway	Location	No. of Suites (Group wise)				Competent authority/official with Telephone No.
		A	B	C	D	
WCR	Nauger (Dist. Satna)	02	02			DRM(P), JBP Division, WCR (Phone - 55726, Fax-2620489)

This may be circulated amongst all officers and staff of your Railway/Unit.

Estt. Srl. No. 95/2015

ECoR/Pers/R/Rectt/20

Date : 20.07.2015

Railway Board's letter No. E(P&A)-2014/RT-5, Dated : 20.05.2015 is as under :

Sub.: Clarification regarding operating of scheme of LARSGESS.

One of the Zonal Railways had sought clarification, whether the service of an employee who worked as casual labourer/temporary status, substitutes in different departments in the past can be reckoned for determining the eligibility of the employee in respect of qualifying service under LARSGESS.

2. The matter has been examined by Board. Under the SRRS renamed as LARSGESS, 33 years of qualifying service was stipulated for determining the eligibility of the employee considering that full pension was admissible on completion of 33 years of qualifying service. This period was subsequently reduced to 20 years of qualifying service for GP 1800 as in accordance with the recommendations of 6th CPC full pension is admissible on rendering 20 years of qualifying service. Hence, the period of service which is being reckoned for purpose of pension in terms of Rule No. 31 & 32 of the Railway Services (Pension) Rules, 1993 may be reckoned for determining the eligibility of the employees in respect of qualifying service viz. 20/33 years, under the Scheme as well.

This disposes off NWR's letter No. 817-E/4/Retirement scheme/LARSGESS/Policy/204 dated 11.06.2014).

Estt. Srl. No. 96/2015

ECoR/Pers/R/Promotion/2

RBE No. 75/2015

Date : 03.08.2015

Railway Board's letter No. 2015/E(Sports)/4/(1)/5/Probation Period, Dated : 03.07.2015 is as under :

Sub.: Out of Turn Promotion of sportspersons on sports account during probation period.

Ref.: (i) Railway Board's letter of even number dated 25.03.2015 (RBE No. 27/2015).

Ministry of Railways (Railway Board) have decided that the instructions contained in Board's letter of even number dated 25.03.2015 regarding grant

of out of turn promotion to sports persons on sports account during probation period ; may be treated as cancelled.

Estt. Srl. No. 97/2015

ECoR/Pers/R/Resv/31

RBE No. 76/2015

Date : 03.08.2015

Railway Board's letter No. 1998-E(SCT)/71/2, Dated : 08.07.2015 is as under :

Sub.: Amended Certificate of Registration No. S-33475 dated 03.06.2015 (provisional) and Amended Constitution of All India Other Backward Classes Railway Employees Federation registered(Provisonal).

Ref.: (i) Board's Letter No. No. 96-E(SCT)/71/5 dated 28.8.1997 (RBE. No. 116/97).

(ii) Board's Letter No. 98-E(SCT)/71/2 dated 30.6.1998

(iii) Board's letter No. 96-E(SCT)/71/5 dated 10.5.1999.

The ammended Certificate of Registration No. S-33475 dated 03.06.2015 (Provisional) along with the Amended Constitution of All India Other Backward Classes Railway Employees Federation registered (Provisional) on 03.06.2015 under Societies Registration Act XXI of 1980 by the Registrar of Societies / Govt. of NCT of Delhi has been made available to Board's office by the General Secretary of the said Federation

2. A copy of the same is circulated (provisionally) herewith for information and guidance in regulating the functioning of AIOBCREF and AIOBCREA. The few clauses/instructions as laid down in Board's letters under reference stands amended (provisionally) to the extents as contained in the above mentioned amended Constitution of All India Other Backward Classes Railway Employees Federation (Registration No. S-33475 dated 03.06.2015 (Provisional) till further orders subject to outcome of court case(s), if any.

The above may please be brought to the notice of all concerned for information/guidance and necessary action.

AMENDED CERTIFICATE OF REGISTRATION

UNDER SOCIETIES REGISTRATION ACT XXI OF 1860

Registration No. : S-33475/1998 date of Registration 13.08.1998)

I Hereby certify that "In pursuance of Section 12 and 12A, the name/ address of the society has been changed from

**"ALL INDIA OTHER BACKWARD CLASSES RAILWAY
EMPLOYEES FEDERATION"**

**LOCATED AT -96/3, RAILWAY COLONY, NAYA BAZAR, DELHI-06
to**

**"ALL INDIA OTHER BACKWARD CLASSES RAILWAY
EMPLOYEES FEDERATION"**

**LOCATED AT-ROOM NO-48, RAILWAY BOARD, RAIL BHAVAN, NEW
DELHI-110001**

w.e.f. 03.06.15 under the SOCITIES REGISTRATION ACT OF 1860.

Given under my hand at Delhi on this 3rd day of June Two Thousand Fifteen.
AMENDED FEE OF RS. 01/- received.

**REGISTRAR OF SOCIETIES
GOVT OF NCT OF DELHI**

**AMENDED CONSTITUTION OF FEDERATION OF
ALL INDIA OTHER BACKWARD CLASSES RAILWAY EMPLOYEES'
FEDERATION (Registered No. S-33475)**

INDIAN RAILWAYS

Registered Under the Societies Registration Act XXI 1860.

1. The name of the Society is **"All India other Backward Classes Railway Employees Federation, INDIAN RAILWAYS.**
2. The Registered Office of the Society is at present situated at present Room No. 48, Railway Board, Rail Bhavan New Delhi-110001.
3. HEAD QUARTERS : The head quarters of the federation shall be at Delhi.
4. The Aims and objects of the Federation for which the society is formed are :
 - (a) It is only the welfare federation of genuine Other Backward Classes Railway Employees Association and membership is open to all Other Backward Classes Railway Employees Association functioning at Zonal Railways/Production units including RDSO whose office bearers list is circulated by the Administration.
 - (b) To promote and maintain the organization of Other Backward Classes Railway Employees on all Indian Railways and independent Railway undertaking, other establishments and projects under the Railway Board.
 - (c) To unite and promote the economic, social and political interest of all Other Backward Classes Railway Employees.
 - (d) To watch, defend and promote the interests, rights and privileges of all other Backward Classes Railway Employees, irrespective of caste, religion, creed race or sex in all matters relating to their employment.
 - (e) To co-ordinate the activities of all affiliated Associations and to assist them in their activities and representations.
 - (f) To work for the transformation of the Railways into a real national concern run in the best interests of the common people, the country and Other Backward Classes Railway Employees themselves.
 - (g) To secure and maintain for the workers :
 - I. Freedom of speech;
 - II. Freedom of Press;
 - III. Freedom of Association;
 - IV. Freedom of Assembly;
 - V. Right to work or maintenance;
 - (h) To urge the government of India to provide needful constitutional amendment to grant 27% Quota in promotions for the Other Backward Classes Railway Employees.

- (i) To work in co-operation with other class organizations of employees for the general betterment of Other Backward Classes Railway Employees as a class.
- (j) To work in cooperation with others, for achieving social Justice.
- (k) To Provide Educational aid to the children of the poor and downtrodden. Other Backward Classes Railway Employees in Indian Railways.
- (l) To Protect the Other Backward Classes Railway Employees from harassment, victimization and discrimination from the Railway Officials and others.
- (m) This Federation has no link with any Recognized bodies or Federations like AIRF AND NFIR.

All the income, earnings, movable, immovable properties of the federation shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the memorandum of association and no profit on thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or any manner whatsoever to the present or past Members of the Federation shall have any personal claim on any movable or immovable past Members of the Federation or make any profits, whatsoever by virtue of office partnership.

Governing Body :

The names addresses, occupations and designation of the present members of the Governing Body to Whom the management of the Federation is entrusted as required under section 2 of the Societies Registration Act of 1860 as applicable to the Union Territory of Delhi as follows :

S. No.	Name	Address	Occp.	Design. in the Fed.
1.	Pradeep Yadav	Canteen Manager under Sr. DPO/NDLS/N. Railway	Rly Service	Hon-President
2.	Rambadan Yadav	Sr Engineer, (IT) under Sr EDPM/It Centre/DRM/NER/Varanasi	"	Wkg president
3.	K Venkatesh	Tech 1, under CWM/LGD/SSE/Tin Smith/SCR	"	Sr Vice President
4.	K. Ananda Rao	Tech 1/CWM/LGD/SCR	"	Vice President
5.	O Sundara Ramalah	Sr Tech/Dy CEE/LGD/SS/SCR	"	Gen Secy
6.	C.S. Yadav	Jr. Reserch Engg RDSO Lucknow	"	Fin Secy (Treasurer)

7.	B.V.N. Satyanarayana	OS/CWM/WWS/ GPTL/SCR	"	Joint secy
8.	V. Parthasarathy	Tech I/ICF/ Chennai	"	Joint secy
9.	G R Laxmana Rao	SSE/CWM/LGD/ SCR	"	Joint Secy
10.	Suresh Kumar	OS/CCM/NFR/ Maligaon	"	Joint Secy
11.	Anveash Kumar	Translator/O/GM/ CSTM/CR	"	Joint Secy.
12.	Surendranath Mourya	CHOS/SSE/STG/ ETC/NER	"	Joint Secy.
13.	Vidya Lal	Tech 1/Sr DME/ DSL/JHS/NCR	"	Asst Gen Secy
14.	Ramashrey	Sr Tech T. No. 5553/ SSE/Toll Room of DLW/Varanasi	"	Asst Gen Secy
15.	Anil Kumar	Motor Man/ Sr DEE/TRSO/MUB/ CR	"	Asst Gen Secy
16.	Bhagwan Yadav	JE/CWM/Liluah Workshop/ER	"	Asst Gen Secy
17.	P Venkat Rao	Sr Track Man/SSE/ P. Way/ZOC/ADRA/ SER	"	Asst Gen Secy
18.	P L Yadav	AA/sr DFM/ALD/ NCR	"	Asst Gen Secy
19.	Suryanarayan	TMS/DMW/ Patiala	"	Asst Gen Secy
20.	Kuldip Singh	JE T. No. 501150 TMS/Controller/ DMW Patiala	"	Asst Gen Secy
21.	MD Allauddin	ACCA/II/SSE/AC/ SC/SCR	"	Asst Gen Secy
22.	B sekhar	Welder Gr 1/ Ticket No GW 566/ Loco W Shop/ Perambur/SR	"	Audito
23.	Satyavir Singh	AA/DYCAO/TA/ NDLS/NR	"	Auditor
24.	Rakesh Kumar Saini	OS/SSE/Loco Shade/ Delhi /NR	"	Auditor

6.Desirous persons.

We, The undersigned are desirous of forming a Federation namely All India Other Backward Classes Railway Employees federation Omdoam Rao;waus. imder tje spcoetu regostratopm Act 1860 as applicable to the Union Territory of Delhi in pursuance of this memorandum of Federation of the society.

S. No.	Name	Address	Occp.	Design. in the Fed.
1.	Vasudev Yadav	D.O. Bridges Engg. Branch B. House, NDLS Personnel Br.	Ely Ser	
2.	M Natrajan	Personal Br. Carriage Works, Perambur/SR	"	
3.	K N Nanda Kumar	Computer Centre/ MMC Chennai	"	
4.	M Ganagaiyan	Accts. Asst ICF Data Centre Perambur Chennai	"	
5.	Rambadan Yadav	Sr. Engineer, (IT) Under Sr EDPM/IT Centre/DRM/NER/Varanasi	"	
6.	Dhanraj Singh	Elc Supr/SE(AC)O/ BSB/NER	"	
7.	Tejveer Singh	KH/Stores Barooa House/NDLS	"	
8.	Labh Singh	BCW/Patiala/MW/ FTR/PMS	"	
9.	C Kannajah	Gr 3 Machinest/CRS/ SCR/TPTY	"	
10.	V Narayana Swamy	MP VP House Rafi Marg/MDLS	"	

7) AFFILIATION AND MEMBERSHIP

Any bonafide Association of Other Backward Classes Railway Employees engaged of employed in Indian Railways, or in an independent Railway Undertaking or in any other establishment office or project under the Ministry of Railways recognized/circulated by Zonal/Pus administration is eligible for affiliation only after depositing an affiliation fee of Rs. 25,000/- (Rupees Twenty Five Thousand) for each Zonal OBC. Association and Rs. 12500/- (Rupees Twelve thousand five hundred only) for each Production Unit OBC Railway Employees Association per year in the Federation Bank Account by the President/ General Secretary of the concernad Zone/PU subject to they approval of the General secretary of CEC of The Federaction

- OBC Railway Employees Association of concerned Zonal / Production Units Seeking Affiliation with the Federation shall apply in the prescribed form (F)
- Affiliation of OBC Railway Employees Association of concerned Zonal/Production Units with the All India OBC Railway Employees Federation, Indian Railways is an essential and compulsory requirement for functioning in the different Zonal Railways and Production Units.
- Without affiliation with the All India OBC Railway Employees Federation, Indian Railway e OBC Railway Employees

Association of any Zonal Railway/Production Unit is not entitled for any facilities provided by the Railway Administration from time to time.

- (d) Any of the office bearers of the Federation shall not involve or conduct any private and illegal business or such activity in the name of the Federation/Association/Association by using the designation of the federation/ Association. In case any body found in violating the above are liable to be debarred from the primary membership of the Federation/Association indirectly without notice to safeguard the integrity of the Federation.
- (e) Except President and General secretary of the Federation any Executive Committee Member or office bearer or member of the Federation/ Association who is expelled, debarred, suspended, blacklisted, on any grounds by the federation is not eligible for becoming a member/ office bearer in the association/federation at any level. If any person becomes a member and or produces the temporary membership receipt by hiding the above facts, his membership will be considered automatically cancelled and he will lose all the benefits of the.

8. **DISAFFILIATION (LOSS OF MEMBERSHIP):**

- (a) Any affiliated Association shall lose its membership of the Federation if it fails to deposit affiliation fee in the Federation Bank account on or before 31st march of the year.
- (b) The affiliation once given may be cancelled/suspended at any time if it is found that affiliated association is working against the Aims and Objectives on the Federation or not following the directives and guidelines of the CEC issued from time to time or is in He fault of renewal fee or any other dues.
- (c) In case of any doubt regarding caste of any office bearer or member, caste certificate can be demanded by the President/ Working President/ General secretary of the Zone or CEF, failure to produce the same will lead to cancellation of membership and he/she will seized to be member of the Federation/Association any further and he/she will lose all the benefits of the Association/Federation.

9. **COMPOSITION OF THE ALL INDIA O.B.C RAILWAY EMPLOYEES' FEDERATION :**

- (a) The General Body: The General Body of the Federation consists of office bearers from all the affiliated Associations, whose zonal/Production Units OBC Association office bearers list is circulated only by the Railway Adminstration.
- (b) The Annual General Body Meeting shall be held every year on the date and at the Venue as decided by the General Secretary of the Federation **(Regd. No. S-33475)** for

- (i) Consideration of the report of the General Secretary.
- (ii) Passing the audited statement of accounts and other reports.
- (iii) Consideration of subject, as may be referred to it by the Central executive Committee or affiliated Association.
- (iv) Electing the Office Bearers of the Federation.
- (v) Notice of schedule of programme of Annual General Body Meeting shall be given by General Secretary; such notice shall contain the business to transacted at the meeting.
- (vi) At least 21 days notice shall be given before convening the Annual General Body Meeting.
- (vii) Resolution from the affiliated Association for consideration of the General Body should be sent to the General Secretary at least 10 days before the meeting of the General Body.

9. **THE CENTRAL EXECUTIVE COMMITTEE :**

CENTRAL EXECUTIVE COMMITTEE (CEC) is the Governing Body of the federation and it is the Apex Body of the ederation and its decisions on all matters are binding on all the members of the Federation and its affiliated Association.

The CEC consists of the following Members :

- (1) President-1
- (2) Working President-2
- (3) Sr Vice-President-2
- (4) Vice-Presidnet-2
- (5) General Secretary-1
- (6) Joint General Secretaries-15
- (7) Asst. General Secretaries-18
- (8) Finance Secretary/Treasurer-1
- (9) Auditors-3

The tenure of CEC will be five years from the date of the General Body or from the date of circulation of the list of office bearers by the Railway Board whichever is later. In case any dispute arises the latest & existing body which was circulated by the Railway Board and a legally valid body will continue till the dispute is settled.

- (i) Retired Railway OBC employees are eligible for the election of office bearers/Central Executive Committee members of the Federation and to become the members of CEC, such retired Railway OBC employee should be an office bearer of the OBC Association affiliated to the Federation at the time of his/her retirement.

- (ii) The CEC is empowered to make rules regulations on the subjects for smooth functioning of the organization. The decision taken by CEC-will be applicable & binding on all the Associations and office bearers of OBC Associations of all Zonal Railways/Production Units.
- (iii) The Meeting of Central Executive Committee (CEC) will be held quarterly or as and when called/convened by the General secretary for which a two week notice will given to all themembers to discuss the urgent matters.
- (iv) CEC/Federation office Bearers list submitted to concerned authority for recognition and circulation must be signed by the existing General Secretary of the Federation. If the General Secretary of the Federation is newly elected, then the Federation office Bearers list submitted to the concerned authority for recognition and circulation must be signed by the outgoing General Secretary of the Federation and the incumbent General Secretary of the Federation. Otherwise the competent authority should not give any recognition to that document. In case any dispute arises the existing body which was circulated by the Railway Board and a legally valid body will continue till the dispute is settled.
- (v) All the elected office bearers of the affiliated Zonal Executive Committees of OBC Railway Employees' Associations whose office bearers list is circulated by the administration can only be a member of the Federation and will have voting power and can participate in the election of CEC/Office bearers of the Federation (Regd. No. S-33475). In case of production Units. Only three office bearers viz President, General secretary and Finance secretary will have voting power and participate in the election of Central Executive committee/Office bearers of the Federation. Divisional, Branch, Workshop and Extra Divisional office bearers will not have voting power and they cannot participate in the election of central Executive Committee/ Office bearers of the Federation.

10. ELECTION PROCEDURE

- (a) Election for the Federation shall be held through secret ballot for electing the office bearers of the Federation. Due democratic procedure in holding the election should be adopted ensureing free, impartial participation of all members of the federation in election of office bearers.
- (vi) (b) All the elected office bearers of the Zonal executive Committee and Retired Railway Employees whose office bearers list is circulated by the Railway administration can be a member of the federation and will have voting power and participate in the election of Central executive Committee/Office

bearers of the federation. In case of Production Units only three office bearers viz President, General Secretary and Finance secretary will have voting power and participate in the election of Central Executive committee/Office bearers of the Federation. Deivisional, Branch, Workshop and Extra Divisional Office bearers will not have voting power and they cannot participate in the election of Central Executive Committee/ Office bearers of the Federation.

The Flection will held at least one month in advance of the expiry of the tenure so that elected office bearers over on the date of expiry of the tenure.

Tenure of the Federation or Central Executive Committee:-

The Tenure of office bearers of the Central Executive Committee of the federation shall be five years of till the next circulation of the elected office bearers list by the Railway Administration/ Railway Board.

Note : In addition to the above the following condition should be fulfilled by the OBC Railway Employees' Associations of Zonal Bodies/Production Units to become eligible for participating in the elections for Central executive Committee.

The Zonal bodies/Production units should clear all the dues including Annual Affiliation/renewal of Affiliation he as per the constiuition of this federation.

11. POWERS, DUTIES AND FUNCTIONS OF THE CENTRAL EXECUTIVE COMMITTEE

- (a) **PRESIDENT** : He will preside the meeting of the Federation and work the General Secretary for the cause if the Federation. He will work for the unity of the Other Backward Classes railway employees for achieving social justice and aims of the Federation.
- (b) **WORKING PRESIDENT** : In absence of the President the working President will perform the duties of the President.
- (c) **Sr. VICE PRESIDENT** : In addition ot duties assigned by the General Secretary, Sr. Vice President shall perform the duties of the President/Working President in their absence.
- (d) **VICE PRESIDENT** : The Vice President shall preside the meeting in the absence of the President/Working President/ Sr. Vice President.
- (e) **GENERAL SECRETATRY** :The Gneral Secretary shall carry out the following duites.

(i) To take necessary steps for the smooth functioning of the Federation in its day to day activities such as holding of the meeting etc.

(ii) To take notices of the proceedings of the meetings of the committee and the General Body and to enter them in minutes book and get them confirmed in the next meeting of Central Executive, General Body as the case may be.

(iii) The General Secretary of the federation have vested power to remove any office bearer of the federation or expel any zonal associations for involving in anti associations activities.

(iv) He shall take all positive decisions in the interest of the Federation.

(v) To conduct on correspondence of the Federation the General Secretary shall sign all letters emanating from the Federation and other CEC members should not communicate and letter / correspondence to anywhere including Railway Board.

(vi) To keep and maintain the records of the Association in proper manner.

(vii) To exercise general supervision and control over the office bearers and affairs of the federation.

(viii) To keep in touch with all the office bearers as frequently as possible to secure the fullest co operation of the executive members.

(ix) To maintain an upto date list of all members of zonal associations.

(x) To keep upto date rules of the federation as amended by the federation from time to time.

(xi) To prepare an annual report of the activities of the federation and present the same at the annual general body meeting.

(xii) Any other miscellaneous duties as may be assigned to him.

(f) Joint General Secretary.

(i) To assist the General Secretary in maintaining an upto date list of all members of the federation.

(ii) To carry out work regarding organization matters with prior approval of General Secretary.

(g) Assistant General Secretary.

(i) The Assistant General Secretary shall the General Secretary in matters pertaining towards the zone represents.

(h) Finance Secretary/Treasurer

(i) To receive subscription and other donations to the federation and deposit them in a nationalized bank approved by the Central Executive Committee.

(ii) To issue proper receipts for all money received by him on behalf of the federation.

(iii) He shall maintain all the accounts, vouchers and receipts of various forms of income and expenditure of the federation.

(iv) To maintain the complete and up to date list of the members of the affiliated zonal associations and the amount due from each of them.

(v) To maintain account of the federation and present them to the CEC for scrutiny as and when required.

(vi) To issue notice to zonal association, who fails to pay the subscription to the federation, which the knowledge of the central executive committee.

(i) AUDITOR :

The auditor(s) may be outsider(s), railway serving employees or Retired Railway employees and also he/she will check the accounts of the Federation and submit a report thereon to the Central Executive committee.

12. NOTICE OF THE ANNUAL GENERAL BODY MEETING AND PERIODS OF THE MEETING :

The Annual General body Meeting shall be held every year on the date and venue as decided by the General secretary of the Federation (Regd. No. S-33475).

Notice shall be given 21 days in advance mentioning the business to be transacted in the meeting.

13. Extra General Body Meeting or Special General Body Meeting :

A meeting other than Annual General Body Meeting like Special General Body Meeting or extra General Body Meeting may be convened whenever Central Executive Committee of the Federation deems it necessary and must be so convened on receipt of requisition by 10% of CEC members of the Federation.

14. VOTING :

- (a) All decisions of the Central Executive Committee the Annual General Body Meeting or the Extra General Body Meeting of the CEC shall be made by a simple majority vote, except when a different method is specially prescribed.
- (b) All voting shall be through secret ballot or by a show of hands or other methods.

15. QUORUM FOR THE MEETING

- (a) The quorum for a meeting of the Central Executive Committee shall be 51% per cent of the number constituting the committee.

- (b) The quorum for a General Body Meeting shall be thirty per cent of the total number of delegate elected to represent Zones/Production Unit/R.D.S.O./ for such a meeting.

16. PERCENTAGE OF O.B.C. RAILWAY EMPLOYEES AMONG REPRESENTATIVES.

All members of the constituent organization of the Federation shall be OBC Railway Employees and Retired OBC Railway Employee.

17. VICTIMIZATION :

Other Backward Calsses Railway Employees Victimized for Association activity, the federation will support and protect such OBC employee.

18. FUNDS

Subject to the provisions of the Societies Act and of the sanction of the Central Executive Committee its funds shall be spent on the following.

- (a) The payment of salaries, allowances and expenses of the officers of the Federation.
- (b) The payment of expenses for the administration of the federation, including the fees for the audit of accounts of the federation.
- (c) The prosecution or defense of any legal proceedings to which the federation or officers of its affiliated associations is a party. Where such prosecution or defence is undertaken for the purpose of securing or protecting any rights of the Federation or its affiliated Associations.
- (d) The conduct of disputes on behalf of the Federation or its affiliated Associations.
- (e) The upkeep of a periodical published mainly for the purpose of discussing questions affecting O.B.C Railway employees as such.
- (f) Any other expenses provided in the Societies Act.

19. CUSTODY OF FUNDS

- (a) The Central Executive Committee shall be responsible for the safe custody of the funds of the Federation, and shall decide from time to time the bank or banks wherein the funds of the Federation shall be deposited.
- (b) **The money deposited in the bank in the name of the Federation, shall be withdrawn only by cheque jointly signed by any two of the three(i.e) President, General Secretary and Treasurer/Finance Secretary.**

- (c) The President Working President, general Secretary & Finance Secretary of Federation shall be allowed a recoupable imprest not exceeding Rs. 10,000/- (Rupees of Ten thousand). A separate register shall be maintained for this purpose. The Finance Secretary/Treasurer shall maintain the accounts of the each unit(s).
- (d) The Finance Secretary/Treasurer shall maintain the accounts of the Federation.
- (e) The General secretary shall maintain a list of membership of the Federation for each financial year from 1st April to 31st March.
- (f) The accounts and list of membership shall be open for inspection during the office hours of the Federation. A notice is not less than seven days shall be given in writing by any member or officer of the Federation or by any person deputed for this purpose by the Railway Administration.

20. DISCIPLINARY ACTION :

Except General Secretary any office bearer or members of the Federation or any OBC Association may be suspended from the membership of the federation or expelled by the General Secretary of the Federation for disloyal conduct or for injuring the interests of the federation in the following manner.

- (a) The disciplinary action should be ratified by the 51% members present in the CEC meeting of the Federation within 30 days from the date of its suspension or expulsion.
- (b) (i) Aggrieved party can appeal to the CEC of the Federation. The Central Executive committee may also by a resolution impose fines and penalties for default in the fulfillment of any obligation to the Federation/Association.
(ii) In case of expulsion, an appeal shall be made to the Central Executive committee.
(iii) The Central Executive committee may also by a resolution impose fines and penalties for default in the fulfillment of any obligation to the Federation/Association.

21. VACANCIES :

In case of vacancies arising during the tenure of the Executive Committee at any level due to any reasons the vacancies of office bearers of the Central Executive committee shall be filled by nomination by the General secretary of Central Executive Committee of the Federation. Similarly in case of vacancies of office bearers of Zonal executive Committee, Divisional Executive committee and Branch Executive Committee shall be filled by the nomination by General secretary of the Concerned Zonal/PU OBC Association with the consent of concerned ZEC/DEC/BEC as case may be.

22. TRADE UNION ACTIVITIES :

According to the circumstance and keeping in view of larger interests of OBCs, the CEC of the federation will take appropriate decision as per the extant rules in this regard.

23. POLITICAL RESOLUTIONS :

Resolutions on political questions to be adopted shall require a two third majority of the members present.

24. CONSTITUTION AMENDMENTS :

Amendments to the constitution can be made only by the General Body Meeting by a 51% majority of its members, present and voting. Amendments will be sent to the Registrar as per society act and shall not come into force till its registration with the registrar.

Any proposed amendments to the constitution of the federation must be notified to the delegates along with the notice convening the meeting of the General Body Meeting.

25. SPECIAL POWERS OF CENTRAL EXECUTIVE COMMITTEE :

The Central Executive Committee may frame bye-laws and regulations not inconsistent with constitution for the purpose of carrying out the business of the Federation.

The Central Executive Committee has the powers to increase or to redesignate the Office Bearers of the Federation. The CEC of the Federation shall be supreme body in all matters relating to the organization and all the decisions/directives issued from time to time shall be binding on all Zones, Divisions and branches.

26. LEGAL PROCEEDINGS :

The Federation may sue or be sued in the name of the President/ General Secretary as per provisions laid down under section 6 of the Societies Registration Act 1860 as applicable to the Delhi.

All the legal disputes which may arise in connection with the Federation will be contested in the territorial jurisdiction of the courts of Delhi including the territorial jurisdiction of Delhi High Court.

27. DISSOLUTION : The dissolution of the Federation can only be decided upon by a special General Body Meeting called for this purpose after giving one month's notice and by a majority of three-fourth of the delegates present, and after making necessary arrangements for the distribution of assets.

ESSENTIAL CERTIFICATE.

Certified that this is correct copy of the Rules and Regulations of the Society.

Encl : Form - "F" (i.e., Form for affiliation and member ship)

Estt. Srl. No. 98/2015
ECOR/Pers/R/Resv/31

RBE No. 77/2015
Date : 03.08.2015

Railway Board's letter No. 1998-E(SCT)/I/71/2, Dated : 10.07.2015 is as under :

Sub.: All India OBC Railway employees Federation-guidelines reg.

Ref. : (i) Board's letter of even number dated 30.6.1998.

(ii) Board's letter No. 1996-E(SCTO)/I/71/5 dated 28.8.1997 (RBE.No.116/97)

Attention is invited to Board's letter dated 30.6.1998 under reference issued in pursuance of the then MR's announcement made on the floor of the house during presentation of Railway Budget-1998-1999 on 29.5.98 wherein it has been laid down that all the facilities which have been extended to the SC/ST Association will also be extended to the OBC Association and certain guidelines were issued regarding formation of All India OBC Railway Employees Federation (AIOBCREF) at Apex level.

2. Recently, the General Secretary of All India Other Backward Classes Railway Employees Federation has submitted the amended Certificate of Registration No. S-33475 dated 03.06.2015 (Provisional) along with the duly approved Amended Constitution of All India Other Backward Classes Railway Employees Federation registered (Provisional) by the Registrar of Societies/ Govt. Of NCT of Delhi under Societies Registration Act XXI of 1860. The same, has already been circulated to all the Zonal Railways/PUs etc. vide Board's letter of even number dated-08.07.2015 (RBF. No. 76/2015) for information/guidance and necessary action.

2. Since, some basic changes have been made in the above mentioned amended Bye-laws of AIOBCREF. Accordingly, It has been decided by the Board to modify relevant letters i.e. Board's letter of even number dated 30.6.1998 and Board's letter No. 1996-E(SCT)/I/71/5 dated 28.8.1997 (RBE. No. 116/97) as mentioned below :

In partial modification, the following clauses of Board's letter dated 30.6.1998 are amended as under :

Clause-4(a): The quorum for a meeting of the Central Executive Committee shall be 51% of the number constituting the committee;

Clause-9(A) : The tenure of the office bearers of the Federation shall be five years.

3. Further, in partial modification of Board's letter No. 1996-E(SCT)/I/71/5 dated 28.8.1997 (RBE No. 116/97), the following clauses are amended as under :

Clause-1(iv): Any Railway Employee including retired from Railways service belonging to OBC community may become the member of the All India OBC Employees Federation/Association;

Clause-2: An OBC Association whose list of office bearers has been circulated by the concerned Railway Administration and taken affiliation to its Apex Body i.e. CEC/AIOBCREF would only be given the extent facilities of this welfare Association. However, the AIOBCREA existing on the zonal Railways without taking affiliation to CEC/AIOBCREF would not be disturbed and their status-quo would be maintained till the expiry of tenure of such Association.

The above may please be brought to the notice of all concerned for information/guidance and necessary action.

Estt. Srl. No. 99/2015
ECoR/Pers/R/Rectt/20

RBE No. 78/2015
Date : 03.08.2015

Railway Board's letter No. E(P&A)-2013/RT-3, Dated : 10.07.2015 is as under :

Sub.: Denial of benefit under LARSGESS in case both mother and father are working in the categories covered under the Scheme-PNM/AIRF Item No. 18/2015.

AIRF raised a demand in the PNM Forum that both husband and wife working in the categories specified for the Scheme may be allowed to avail the benefit of LARSGESS. The matter has been considered and it is clarified that both husband and wife can avail the benefit of the Scheme, provided they, as well as their wards fulfil the prescribed eligibility conditions.

Estt. Srl. No. 100/2015
ECoR/Pers/R/Pension/4

RBE No. 79/2015
Date : 03.08.2015

Railway Board's letter No. PC-V/2009/A/DR/1, Dated : 15.07.2015 is as under :

Sub.: Grant of Dearness Relief to CPF beneficiaries in receipt of ex-gratia payment w.e.f. 01.07.2014 and 01.01.2015 respectively.

A copy each of Office Memorandum No. 42/10/2014-P&PW(G) dated 20th Oct, 2014 and 26th May, 2015 of Ministry of Personnel, Public Grievances & Pensions (Department of Pension & Pensioners' Welfare) on the above subject is sent herewith for your information and necessary action.

2. In pursuance of the enhanced rates of ex-gratia to the surviving SRPF(C) retirees issued vide Board's letter No. F(E)III/98/PN1/Ex-Gr./3 dated 15.11.2006, para 1(i) of DoP&PW's O.M dated 20th Oct, 2014 may be read as under :

"The surviving Group 'A', 'B', 'C' and 'D' SRPF (Contributory) beneficiaries who had retired from service during the period from 01-04-1957 to 31-12-1985 and have been sanctioned enhanced slab-wise ex-gratia @ Rs. 3000/-, Rs. 1000/- Rs. 750/- and Rs. 650/- per month respectively w.e.f. 01.11.2006, in lieu of uniform rate of Rs. 600/- p.m are entitled to dearness Relief @ **212% w.e.f. 01.07.2014.**"

and para 1(i) of DoP&PW's OM dated 26th May, 2015 may be read as under:-

"The surviving Group 'A', 'B', 'C' and 'D' SRPF (Contributory) beneficiaries who had retired from service during the period from 01-04-1957 to 31-12-1985 and have been sanctioned enhanced slab-wise ex-gratia @ Rs. 3000/-, Rs. 1000/-, Rs. 750/- and Rs. 650/- per month respectively w.e.f 01.11.2006, in lieu of uniform rate of Rs. 600/- p.m are entitled to Dearness Relief @ **223% w.e.f. 01.01.2015.**"

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

S. No.	Para No. and Date of O.M.	No. and date of Deptt. of Pension & Pensioners' welfare's O.M.	No. & date of Corresponding orders issued by Railway Board.
1.	Para-1 of OM dt. 20.10.2014 &	OM No. 42/10/2014-P&PW 9G dt. 07.05.2014.	PC-V/2009/A/DR/1 dated 30.05.2014.
2.	Para-1 of OM dt. 20.10.2014 & 26.05.2015	OM No. 45/52/97-P&PW (E) dt. 16.12.97.	F(E)III/97/PN1/EX-Gr/3 dated 31.12.1997

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

F. No. 42/10/2014-P & PW (G)
Government of India

Ministry of Personnel, Public Grievances & Pensions
Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003
Date : 26th May, 2015

OFFICE MEMORANDUM

Subject : Grant of Dearness Relief to CPF beneficiaries in receipt of ex-gratia payment w.e.f 01.01.2015.

In continuation of this Department's OM No. 42/10/2014-P & PW (G) dated 20th October, 2014, the President is pleased to grant the Dearness Relief at the rate of 5th CPC w.e.f. 1.1.2015 to the following :

(i) The surviving CPF beneficiaries who have retired from service between the period 18.11.1960 to 31.12.1985 and are in receipt of ex-gratia @ Rs. 600/- p.m. w.e.f. 1.11.1997 under this Department's OM No. 45/52/97-P & PW(E) dated 16.12.1997 & revised to Rs. 3000, Rs. 1000, Rs. 750 & Rs. 650 for Group A, B, C & D respectively w.e.f 4th June, 2013 vide OM No. 1/10/2012-P&PW(E) dtd. 27th June, 2013 are entitled to Dearness Relief @ 223% w.e.f. 1.1.2015.

(ii) The following categories of CPF beneficiaries who are in receipt of ex-gratia payment in terms of this Department's OM No. 45/52/97-P&PW(E) dated 16.12.1997 are entitled to DR @ 215% w.e.f. 1.1.2015.

(a) The widows and dependent children of the deceased CPF beneficiary who had retired from service prior to 1.1.1986 or who had died while in service prior to 1.1.1986 and are in receipt of Ex-gratia payment of Rs. 605/- p.m. & revised to Rs. 645 w.e.f 04 June, 2013 vide OM no. 1/10/2012-P&PW(E) dated 27th June, 2013.

(b) Central Government employees who had retired on CPF benefits before 18.11.1960 and are in receipt of Ex-gratia payment of Rs. 654/-, Rs. 659/-, Rs. 703/- and Rs. 965/-.

2. Payment of DR involving a fraction of a rupee shall be rounded off to the next higher rupee. In their application to the Indian Audit and Accounts Department, these orders issue in consultation with the C & AG.

3. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their OM No. 1(4)/EV/2004 dated 25.05.2015.

F. No. 42/10/2014-P & PW (G)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan,

Khan Market, New Delhi-110003

Date : 20th Oct, 2014

OFFICE MEMORANDUM

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

In continuation of this Department's OM No. 42/10/2014-P & PW (G) dated 7th May, 2014, the President is pleased to grant the Dearness Relief at the rate of 5th CPC w.e.f. 1.7.2014 to the following :

(i) The surviving CPF beneficiaries who have retired from service between the period 18.11.1960 to 31.12.1985 and are in receipt of ex-gratia @ Rs. 600/- p.m. w.e.f. 1.11.1997 under this Department's OM No. 45/52/97-P & PW(E) dated 16.12.1997 & revised to Rs. 3000, Rs. 1000, Rs. 750 & Rs. 650 for Group A, B, C & D respectively w.e.f 4th June, 2013 vide OM No. 1/10/2012-P&PW(E) dtd. 27th June, 2013 are entitled to Dearness Relief @ 212% w.e.f. 1.7.2014.

(ii) The following categories of CPF beneficiaries who are in receipt of ex-gratia payment in terms of this Department's OM No. 45/52/97-P&PW(E) dated 16.12.1997 are entitled to Dr @ 204% w.e.f. 1.7.2014.

(a) The widows and dependent children of the deceased CPF beneficiary who had retired from service prior to 1.1.1986 or who had died while in service prior to 1.1.1986 and are in receipt of Ex-gratia payment of Rs. 605/- p.m. & revised to Rs. 645 w.e.f 04 June, 2013 vide OM no. 1/10/2012-P&PW(E) dated 27th June, 2013.

(b) Central Government employees who had retired on CPF benefits before 18.11.1960 and are in receipt of Ex-gratia payment of Rs. 654/-, Rs. 659/-, Rs. 703/- and Rs. 965/-.

2. Payment of DR involving a fraction of a rupee shall be rounded off to the next higher rupee. In their application to the Indian Audit and Accounts Department, these orders issue in consultation with the C & AG.

3. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their OM No. 1(4)/EV/2004 dated 14.10.2014.

Estt. Srl. No. 101/2015

RBE No. 80/2015

ECOR/Pers/R/Rect/20

Date : 03.08.2015

Railway Board's letter No. E(NG)II/2001/RR-1/45,
Dated : 14.07.2015 is as under :

Sub.: Minimum educational qualification for the post of Radiographer-Clarification regarding.

References have been received from some of the RRBs, seeking clarification, whether candidates in possession of Diploma from following institutions can be accepted for direct recruitment to the post of Radiographer in Pay Band of Rs. 5200-20200 (Grade Pay: Rs. 2800):

(i) Certificate of Radiological Assistants course (Two years course)-from Maulana Azad Medical College & Lok Nayak Hospital, New Delhi.

(ii) B.Sc. Radiation Technology (Part-III)-from Rajasthan University of Health Science, Jaipur.

(iii) B.Sc. in Medical Technology, (X-Ray) 3 Years course-from PGIMER, Chandigarh.

(iv) Radiographer Training Course (two years course) - from Govt. Medical College, Patiala.

(v) B. Sc. in Medical Technology (Radio diagnosis & imaging)-from PGIMER, Chandigarh.

(vi) B. Sc. Medical Technology (Radiology & Imaging)-from H.P. University.

(vii) Diploma in Medical Lab Technology (X-Ray & Imaging) - awarded by Indian Medical Association (after B. Sc.)

(viii) One year diploma course from Adult, Continuing Education & Extension Centre, Jadavpur University/Kolkata conducted in collaboration with Calcutta Medical Research institute.

(ix) Three years degree course in B. Sc. Radiation Technology-issued by Rajasthan University of Health Sciences, SMS Medical College, Jaipur.

(x) Two years Vocational Course in the trade of Diploma in radiography (X-Ray Technician) issued by National Institute of Open Schooling, Government of India, New Delhi.

The issue has been examined in consultation with Health Directorate of this Ministry and it has been decided that the aforesaid Diploma can be accepted in lieu of qualification prescribed for open market recruitment to the post of Radiographer provided the same is at least a two year course and should not have been obtained through distance learning mode.

Estt. Srl. No. 102/2015

RBE No. 81/2015

ECoR/Pers/R/Rectt/20

Date : 03.08.2015

Railway Board's letter No. 2015/E(Sports)/4(1)/11/Open Adv.,
Dated : 16.07.2015 is as under :

Sub.: Recruitment against Sports Quota on the basis of medal winning position in All India Inter University Championships only through Open Advertisement Quota.

Ref. : Board's letter No. (i) 2010/E (Sports)/4(1)/1 (Policy) dated 31.12.2010 (RBE No. 189B/2010) and clarifications/corrigendum issued thereto.
(ii) 2012/E(Sports)/4(1)/1/Policy Clarifications dated 18.04.2012 (RBE No. 52/2012).

During the Presidents Secretaries Meeting (PSM) of Railway Sports Promotion Board. held at Rail Bhawan on 18.05.2015, it was decided to stop recruitment of sportspersons against sports quota through Talent Scouting, on the basis of medal winning position in All India Inter University Championships, as per Board's policy letters mentioned above. The proposal has accordingly been considered and approved by Railway Board.

2. It is, accordingly, advised that for all future recruitment (from the year 2015-16 onwards) in Grade Pay Rs. 1900/2000 in scale Rs. 5,200-20,200 (PB-I) against sports quota on the basis of medal winning performance (at least 3rd position) in All India Inter University Championships may only be considered in such cases where trials have already been conducted for recruitment through Talent Scouting, before the date of issue of this letter. the same may be finalized as per policy.

3. This issues with approval of Board (MS).

Estt. Srl. No. 102A/2015

ECOR/Pers/R/Rt.

RBE No. 82/2015

Date : 03.08.2015

Railway Board's letter No. 2015/E(Trg)/23/11, dated : 20.07.2015 is as under :

Sub.: Delegation of powers to Heads of Centralized Training institutes for acceptance of resignations of Group 'A' probationers-IRMS probationers regarding.

Heads of CTIs have been delegated powers to accept the resignation of Group 'A' probationers who resign Railway Services to join other services and subsequently they were also delegated the power to waive off the notice period.

Since the training of Indian Railway Medical service (IRMS) probationers is being handled by National Academy of Indian Railways (NAIR)/Vadodara, it has been decided to delegate the power to accept the resignations of Group 'A' IRMS probationers who resign while undergoing the probationary training at NAIR to Director General/NAIR, subject to observance of other existing instructions on the subject. It has also been decided that Director General/NAIR may waive the notice period that a probationer is required to give before acceptance of the resignation.

NAIR/Vadodara will intimate the acceptance of the resignation of IRMS probationer to Railway Board and to the concerned Railway Zone.

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

Estt. Srl. No. 103/2015

ECOR/Pers/R/Honorarium/41

Date : 03.08.2015

Railway Board's letter No. 2015/V-1/MISC/1/4, dated : 24.07.2015 is as under :

Sub.: Honorarium for Inquiry Officer and other assisting officials.

Ref : This office letter No. 2009/V-1/DAR/6/1 dated 22.9.2011

References are being received from some Zonal Railways on the competence of the General Managers to approve/Sanction honorarium for Retired Inquiry officers for conducting inquiry arising out of Vigilance investigation. It is clarified that honorarium and other expenses for Retired/ Serving Inquiry Officers, Presenting Officers, Stenographers etc., for conducting / assisting inquiry arising out of vigilance investigation is governed by Board's letter No. 2009/V-1/DAR/6/1 dated 22.9.2011 (RBV No. 12/2011) and the same has been issued with the concurrence of Board (Finance).

Estt. Srl. No. 104/2015

ECOR/Pers/R/Pass/8

Date : 03.08.2015

Railway Board's letter No. 2015/PS5-1/4, dated : 27.07.2015 is as under :

Sub.: Issue of Special Pass for Scouts & Guides activities.

It has been represented that while instructions exist in Board's Master Circular on 'scout activities on Indian Railways' for issue of Special Passes on scouts account as per the entitlement of employee, some of the Railways issue only IInd/Sleeper class Special Passes citing absence of specific stipulation in the Pass Rules. The issue has been examined in consultation with Finance and with the approval of Board, it is clarified that when railway servants travel alone or with other railway employees as party of Scouts/ Guides (not with family), special pass as per employee's entitlement on privilege account should be granted. As far as their travel with family for scout activities, they would be entitled only for IInd/Sleeper class Special Pass as stipulated in the extant rules.

Estt. Srl. No. 105/2015

ECOR/Pers/R/Rectt/20

RBE No. 83/2015

Date : 10.08.2015

Railway Board's letter No. E(NG)-II/2009/RR-1/10, dated : 23.07.2015 is as under :

Sub.: Compendium of instructions on reservation for Ex-servicemen.

Instructions contained in Department of Personnel & Training's (DOP&T's) OM No. 36034/3/2013-Estt.(Res.) dated 25/2/2014 available on weblink <http://ccis.nic.in/WriteReadData/CircularPortal/D02adm/No.36034-3-2013Estt-Res.pdf> on the above noted subject may referred to for guidance and compliance while giving reservation to Ex-servicemen in recruitment from open market to non-gazetted posts on the Railways.

Estt. Srl. No. 106/2015

ECOR/Pers/R/Resv/31

RBE No. 84/2015

Date : 10.08.2015

Railway Board's letter No. 2015-E(SCT)/31/2, dated : 27.07.2015 is as under :

Sub.: Revision of format for OBC Caste Certificate.

A copy of Ministry of Personnel, Public Grievances & Pensions' (DOP&T) O.M No. 36036/2/2013-Estt.(Res.) dated 30.05.2014 on the above subject is forwarded herewith for information/guidance and necessary action. The instructions contained in the aforesaid O.M shall come into effect from the date of its issue.

The same may please be brought to the notice of all concerned.

No. 36036/2/2013-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi , Dated : 30th May, 2014

To,

The Chief Secretaries of
all the State Governments/Union Territories

Subject : Revision of format for OBC Caste Certificate

Madam/Sir,

The Government of India had issued instructions on 8th September, 1993 vide DoPT O.M. No. 36012/22/93-Estt. (SCT) providing for reservation to Other Backward Classes in the services and posts under the Government of India. The format of the Caste Certificate was prescribed vide Annexure A of the O. M. No. 36012/22/93-Estt. (SCT) dated 15th November 1993. In the said format, the then Ministry of Welfare's Resolution No. 12011/68/93-BCC(C) dated 10th September 1993 was mentioned, which contained the list of castes and communities treated as OBCs till that time. Since then, a large number of castes and communities have been added to the Central List of OBCs through various resolutions of the Ministry of Social Justice and Empowerment. The details of the resolutions subsequent to the Resolution dated 10th September 1993 do not find mention in the existing format. The said format also prescribes that the certificate issuing authority should certify that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9.1993.

2. Representations have been received in this Department wherein candidates belonging to OBC Communities have reportedly faced difficulty in getting the benefits of reservation. This is because of the fact that in the caste certificate issued by the concerned district authorities, although the name of the caste/community is mentioned in the certificate, the specific resolution by which the said caste/community has been included in the Central List of OBCs is not indicated.

3. Keeping in view such problems faced by the candidates, this issue was examined in consultation with the National Commission for Backward Classes and it has been decided to revise the existing format of OBC Caste Certificate. A copy of the revised format is enclosed (Annexure). All the certificate issuing authorities are requested to invariably mention the details of the **Resolution (Number and Date) by which the caste/community of the candidate** has been included in the Central List of OBCs and also to ensure that he/she does not belong to the persons/sections (Creamy Layer) Mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9.1993 as amended from time to time.

4. I am to request that the revised format of the Certificate may please be brought to the notice of authorities under the State Governments/ Union Territories who are empowered to issue the Caste Certificate.

Annexure

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE
GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of village/town _____
in District/Division _____ in the State/Union Territory
_____ belongs to the _____ community
which is recognised as a backward class under the Government of India,
Ministry of Social Justice and Empowerment's Resolution No. _____
dated _____*, Shri/Smt./Kumari _____ and/or his/ her family
ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/
she does not belong to the persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the Government of India, Department of
Personnel & Training O. M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated :

Seal

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note :- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Estt. Srl. No. 107/2015
ECoR/Pers/R/Misc/32

RBE No. 85/2015
Date : 10.08.2015

Railway Board's letter No. : E(G)2014 QR-1-3, dated : 29.07.2015
is as under :

**Sub.: Permission to retain quarter at previous place of posting by the
Railway personnel on posting to RCF/Rae Bareli.**

In terms of Railway Board's letter of even number dated 16.07.2014 (RBE No. 76/2014) approval of the Railway Board was conveyed by relaxing the existing rule provisions permitting Railway officers/staff posted to RCF/ Raebareli to retain Railway accommodation at their previous place of posting on payment of normal rent further upto 10.09.2015.

2. The issue of further extension of period for retention of Railway accommodation at previous place of posting on normal rent by Railway officials posted to RCF/Raebareli has been considered by Railway Board and in exercise of the powers to relax the existing provisions regarding allotment/retention of Railway quarters and the rent to be charged therefor for a class of people, it has been decided to extend the relaxation period for another one year i.e. upto 10.09.2016.

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

Estt. Srl. No. 108/2015
ECoR/Pers/R/Pension/4

RBE No. 86/2015
Date : 03.08.2015

Railway Board's letter No. F(E)III/2008/PN1/12, dated : 31.07.2015 is as under :

Sub.: Revision of pension of pre-2006 pensioners-reg.

A Copy of Department of Pension and Pensioners' Welfare(DOP&PW)'s O.M. No. 38/37/08-P&PW(A) dated 30.07.2015 on the above subject is enclosed for informantion and compliance. These instructions shall apply mutatis mutandis on the Railways also. The Ministry of Finance. Department of Expenditure's O.M. No. 1/1/2008-IC dated 30.08.2008 mentioned in DOP&PW's O.M. dated 30.07.2015 has been adopted on Railways vide Railway Board's letter No. PC-VI/2008/I/RSRP/ 1 dated 11.09.2008.

2. A concordance of DOP&PW's instructions referred to in the enclosed O.M. and Railway Board's corresponding instructions is given below:

S. No.	DOP&PW's instructions	Corresponding instructions of Railway Board
1.	38/37/08-P&PW(A) dated 01.09.2008	F(E)III/2008/PN1/12 dated 08.09.2008
2.	38/37/08-P&PW(A) dated 28.01.2013	F(E)III/2008/PN1/12 dated 11.02.2013
3.	38/37/08-P&PW(A)Pt. 1 dated 03.10.2008	F(E)III/2008/PN1/12 dated 08.10.2008

No. 38/37/08-P&PW(A)
Government of India
Ministry of Personnel, PG & Pensions
Department of Pension & Pensioners' Welfare
3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi
Dated the 30th July, 2015

Office Memorandum

Sub : Revision of pension of pre-2006 pensioners--Reg.

The undersigned is directed to say that as per Para 4.2 of this Department's OM of even number dated 1.9.2008 relating to revision of pension of pre-2006 pensioners w.e.f. 1.1.2006, the revised pension w.e.f. 1.1.2006, in no case, shall be lower than 50% of the sum of the minimum of pay in the pay band and the grade pay thereon corresponding to the pre-revised pay scale from which the pensioner had retired. A clarification was issued vide DoP&PW OM of even number dated 3.10.2008 that the pension calculated at 50% of the minimum of pay in the pay band plus grade pay would be calculated at the minimum of the pay in the pay band (irrespective of the pre-revised scale of pay) plus the grade pay corresponding to the pre-revised pay scale.

2. Several petitions were filed in Central Administrative Tribunal, Principal Bench, New Delhi inter alia claiming that the revised pension of the pre-2006 pensioners should not be less than 50% of the minimum of the pay band + grade pay, corresponding to the pre-revised pay scale from which pensioner had retired, as arrived at with reference to the fitment tables annexed to Ministry of Finance, Department of Expenditure OM No. 1/1/2008-IC dated 30th August, 2008. Hon'ble CAT, Principal Bench, New Delhi vide its common order dated 1.11.2011 in OA No. 655/2010 and three other connected OAs directed to re-fix the pension of all pre-2006 retirees w.e.f. 1.1.2006 based on the Resolution dated 29.8.2008 of the Department of Pension & Pensioners' Welfare and in the light of the observations of Hon'ble CAT in that order.

3. The above order was challenged by the Government by filing Writ Petition No. 1535/2012 in respect of OA No. 655/2010 and WP No. 2348-50/12 in respect of the three other connected OAs in the High Court of Delhi. The Hon'ble High Court in its common Order dated 29.4.2013 noted that the DoP&PW had, in the meanwhile, issued an OM No. 38/37/08-P&PW(A) dated 28.1.2013 which provided for stepping up of pension of pre-2006 pensioners w.e.f. 24.9.2012 to 50% of the minimum of pay in the pay band and grade pay corresponding to pre-revised pay scale from which the pensioner had retired. Hon'ble High Court observed that the only issue which survived was, with reference to Paragraph 9 of OM dated 28.1.2013 which makes it applicable w.e.f. 24.9.2012 instead of 1.1.2006. Hon'ble High Court of Delhi dismissed the Writ Petition No. 1535/2012 along with three other Writ Petitions vide its order dated 29.4.2013. Special Leave Petitions (No. 23055/2013 and No. 36148-50/2013) filed against the said order dated 29/4/2013 of the Hon'ble Delhi High Court have also been dismissed by the Hon'ble Supreme Court.

4. Accordingly, in compliance with the above judicial pronouncements, it has been decided that the pension/family pension of all pre-2006 pensioners/family pensioners may be revised in accordance with this Department's OM No. 38/37/08-P&PW(A) dated 28.1.2013 with effect from 1.1.2006 instead of 24.9.2012. Further, this benefit has already been granted to the Applicants in OA No. 655/2010 vide OM of even No. dated 26/08/2014 read with OM dated 19/09/2014 following dismissal of SLP (C) No. 23055/2013 by the Hon'ble Supreme Court.

5. In case the consolidated pension/family pension calculated as per para 4.1 of O.M. No. 38/37/08-P&PW(A) dated 1.9.2008 is higher than the pension/family pension calculated in the manner indicated in the O.M. dated 28.1.2013, the same (higher consolidated pension/family pension) will continue to be treated as basic pension/family pension.

6. All other conditions as given in OM No. 38/37/08-P&PW(A) dated 1.9.2008, as amended from time to time shall remain unchanged.

7. Ministry of Agriculture, etc. are requested to bring the contents of these orders to the notice of Controller of Accounts/Pay and Accounts Officers and Attached and subordinate Offices under them on a top priority basis. All pension disbursing offices are also advised to prominently display these orders on their notice boards for the benefit of pensioners.

8. This issues with the approval of Ministry of Finance ID Note No. 1(9)/EV/2011-Vol.II dated 24.7.2015.

Estt. Srl. No. 109/2015

RBE No. 87/2015

ECoR/Pers/R/Allowance/21

Date : 10.08.2015

Railway Board's letter No. E(P&A)II-98/HW-6 Vol.III, dated : 31.07.2015 is as under :

Sub.: Grant of Hospital Patient Care Allowance (HPCA) & Patient Care Allowance (PCA) to Group 'C' & 'D' (non-ministerial) Railway employees working in Railway Hospitals & Health Units/Clinics.

Hospital Patient Care Allowance/Patient Care Allowance was introduced on the Railways in terms of Board's letter No. E(P&A)II-98/HW-6 dt. 09.01.2008. Further, the rates of HPCA/PCA were revised as per Board's letter No. E(P&A) II-2013/AL-3 dt. 20.02.2013.

2. The issue of inclusion of left out categories of staff for the grant of HPCA/PCA has been under consideration in this Ministry pursuant to demands raised from various quarters including both the recognised Federations for quite some time and it has now been decided that HPCA/PCA may be made admissible to the following two categories of Group 'C' (non-ministerial) railway employees working in railway hospitals and health units/clinics with effect from the date of issue of this letter :

(i) Dental Hygienists.

(ii) Physiotherapists/Occupational Therapists.

2. Other terms and conditions would remain the same as per Board's

letter no. E(P&A)II-98/HW-6 dt. 09.01.2008 and Board's letter No. E(P&A)II-2013/AL-3 dt. 20.02.2013

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

Estt. Srl. No. 110/2015

ECoR/Pers/R/Misc/32

Date : 10.08.2015

Railway Board's letter No. E(NG)I-2014/Misc/Comments/Vig., dated : 27.07.2015 is as under :

Sub.: Installation of CCTV cameras in examination hall for Selection.

Vigilance Directorate/Railway Board on the advice of Chief Vigilance Commission has suggested to install CCTV cameras in the examination halls to prevent irregularities from copying by the candidates from each other and from book, as some cases have been noticed by them in some selections.

Railway may identify large halls either within the office premises or in railway schools/Training institutes, where suitable arrangements can be made to hold written examinations as advised by the Vigilance Directorate.

Estt. Srl. No. 111/2015

ECoR/Pers/R/Rectt/20

Date : 10.08.2015

Railway Board's letter No. E(P&A)I-2013/RT-8(Pt.), dated : 03.08.2015 is as under :

Sub.: LARSGESS-Regarding counting of qualifying service rendered in the category of Firemen and Shunter.

One of the Zonal Railway has raised the issue as to whether the service rendered by Drivers as Shunters/Firemen, which is a part of the AVC of Drivers, in the last ten years, can be reckoned for determining the eligibility in respect of qualifying service for seeking voluntary retirement under LARSGESS.

2. In terms of Board's letter dated 01.12.2014 (RBE No. 131/2014), for determining the eligibility of employee in respect of the prescribed qualifying service of 33/20 years under LARSGESS, an employee is required to render total qualifying service of 33/20 years, out of which the employee should have rendered at least the last ten years in the concerned safety category post.

3. The issue has been examined in consultation with Establishment Directorate. The category of Shunters is not an identified category for LARSGESS, hence, service rendered by Drivers as shunters in the last ten years cannot be reckoned for determining the eligibility in respect of qualifying service for seeking Voluntary retirement under LARSGESS. The category of First Fireman has been abolished.

(This disposes off Western Railway's letter No. E(R&T) 890/60/1/LARSGESS/Policy Vol. II dated 11/05/2015)

Railway Board's letter No. E(NG)I-2015/TR/9, dated : 26.08.2015 is as under :

Sub.: Insistence upon Possession of Educational Qualification for one way request transfer in case of merger of categories and Revision of Educational Qualification-Regarding.

As the Railways are aware, in terms of instructions contained in Board's letter No. E(NG)I-99/TR/15 dated 08.02.2000, transfer on request of Railway employees from one Railway/Division/Unit to another Railway/Division/Unit in grades having an element of direct recruitment against DR quota post is accepted on bottom seniority if the employee possesses the educational qualification prescribed for direct recruitment to the post to which transfer is sought for.

2. A question has arisen as to whether in case of merger of categories in Group "C" non-gazetted post, an employee who has been recruited pre-merger from open market in one of the merged grade would be required to possess the educational qualification prescribed for the new merged category for seeking request transfer or not.

3. The matter has been considered by Board. It has been decided that when one category having an element of direct recruitment is merged with another category also having an element of direct recruitment, in such cases possession of educational qualification prescribed for direct recruitment for the new merged category shall not be insisted upon.

4. Similarly, whenever educational qualification for direct recruitment for any category in Group "C" non-gazetted post is revised upwardly, existing employees recruited with pre-revised qualification shall also be allowed to seek request transfer on bottom seniority against DR quota vacancies. Possession of the revised educational qualification shall not be insisted upon in such cases also. Other terms and conditions for seeking one way request transfer shall remain unchanged.

Railway Board's letter No. E(MPP)96/1/15/Pt/Vol.III, dated : 07.08.2015 is as under :

Sub.: Computerization of Training and Manpower Planning formats at Railway Board Board-(On line).

Ref : 1. Rly Bd's letter no. E(MPP)2015/3/8 dated 19.03.15

Regarding Special Training Module on Soft Skills

2. Rly Bd's letter No. E(MPP)2015/3/10 dated 15.06.15,

Regarding Mandatory Yoga Training.

Zonal Railways are aware that Yoga training has been made mandatory in all training courses and that Special Training on soft skills has to be provided to Frontline Staff. Both these were part of the Budget pronouncement made by Hon'ble MR in his Budget speech.

In order to monitor the implementation of these pronouncements it has been decided to collect information of the above training through the Railnet. Every month PCDO data relating to Manpower planning is already being posted by the Railways on Railnet.

The following three Annexure are being introduced on Railnet (<http://10.50.19.91/mpp>) to collect the following data.

1. Number of staff provided Yoga Training (**Annexure-I**)
2. Number of Frontline staff provided Soft skills Training (**Annexure-II**)
3. Intake/Recruitment of Critical Categories (**Annexure-III**)

Railways are requested to post the above data on Yoga training, Soft Skills training and intake/Recruitment of critical categories from 01.08.2015 onwards. This data should be posted along with other PCDO data related to Manpower Planning on Railnet every month.

Annexure-I

To be filled by the Railways

Training given on Yoga	
During the month (Railways)	
Department	Number of staff Trained
Admin	
Acct.	
Civil	
Mech.	
Tpt.	
Comml.	
S&T	
Elect.	
Med.	
Pers.	
Stores	
RPF	
Total	

Annexure-II
To be filled by the Railways

Training Given on Soft Skills to Frontline Staff		
During the month (Railways)		
S. No.	Department/Categories	Number of staff Trained
1.	Commercial Clerks	
2.	Ticket Checking Staff	
3.	ECRC	
4.	Commercial Inspectors	
5.	Attendants on Train	
6.	Station Master	
7.	Other Frontline Commercial Staff (As listed)	
8.	Frontline RPF Staff	
9.	Other Frontline Staff	
	Total	

Annexure-IIA

Frontline Staff

- ä **Commercial Clerk :**
- (a) Commercial Clerk (Booking)
 - (b) Commercial Clerk (Parcel)
 - (c) Commercial Clerk (Goods)
 - (d) Commercial Clerk (Others)
 - (e) Commercial Clerk (Claims)
- ä **Ticket Checking Staff :**
- (a) Ticket Collector
 - (b) Travelling Ticket Examiner
 - (c) Inspector (Travelling Ticket)
 - (d) Train Superintendent
 - (e) Conductor (Ticketing)
- ä **Commercial Inspector :**
- (a) Inspector (Commercial)
 - (b) Inspector (Claims)
- ä **ECRC**
- ä **Attendants on Trains :**
- (a) Coach Attendant
 - (b) AC Maintainer
- ä **Station Master :**
- (a) Assistant Master
 - (b) Station Master
 - (c) Station Manager
 - (d) Deputy Station Manager

- ä **Other Frontline Commercial Staff :**
- (a) Catering Clerk
 - (b) Inspector Catering
 - (c) Manager Catering
 - (d) Custodian (Retiring/Waiting Room)
 - (e) Guard
- ä **Frontline RPF Staff :**
- ä **Other Frontline Staff :**
- (a) Electrical Department
 - (b) Mechanical Department
 - (c) S&T Department
 - (d) Commercial

Annexure--III

To be filled by Railways

Recruitment/Intake of Critical Categories, IR							
Recruitment/Intake during the Month (Railways)							
	Inflow during the month						
Categories	RRB	RRC	Compassionate Appointment	Lateral Induction from other Department	Substitutes	Other Modes	Total
Trackman							
Gateman (Engg.)							
Gateman (Traffic)							
Asst. Loco Pilot							
Loco Pilot							
Goods Guard							
Ticket Collector							
ECRC							
Commercial Clerk							
ASM/SM							
JE (P. Way)							
S.E (P. Way)							
JE (Signal)							
SE (Signal)							
Total							

Estt. Srl. No. 114/2015
ECoR/Pers/R/Fixtation/7

Date : 20.08.2015

Railway Board's letter No. PC-VI/2014/Z/7, dated : 01.07.2015 is as under :

Sub.: Fixtation of pay of the employees got promotion during date of effect and date of implementation of 6th CPC recommendations-clarification reg.

Ref : East Coast Railway's letter No. EcoR/Pers/R/PC dated 23.09.2014

Please refer to your letter quoted above. Consequent upon implementation of 6th Central Pay Commission revised pay structure, revised pay rules are governed by Railway Service (Revised Pay) Rules, 2008. Fixation of pay on promotion on or after 01.01.2006 is governed by Rule 13 of Railway Services (Revised Pay) Rules, 2008 which provides for promotional fixation in case of promotion from one grade pay to another but not in same grade pay. However Subsequently in consultation with Ministry of Finance and Department of Personnel and Training, fixation of pay under Rule 13 of Railway Services (Revised Pay) Rules, 2008 has been permitted in certain specific situations of promotion in same Pay Band and Grade Pay where is not feasible to merge the feeder post and promotional posts on administrative grounds and such promotional post carry higher duties and responsibilities, vide Board's letter No. PC/VI/2011/IC/1 dated 12.09.2013 (RBE No. 95/2013). Fixation of pay under Rule 13 of Railway Services (Revised Pay) Rules, 2008 is not admissible where grades have got merged on account of implementation of recommendations of 6th CPC. As far as CPO/SER/GRC's Estt. Sr. No. 13/2013 dated 07.02.2013 is concerned, SE Railway have withdrawn it completely w.e. 07.02.2013 vide their circular no. SER/P-HQ/R/O/931(4) Pt.II dated 12.09.2014.

Estt. Srl. No. 115/2015
ECoR/Pers/R/MPP/50

RBE No. 88/2015
Date : 20.08.2015

Railway Board's letter No. E(MPP)/2015/6/5, dated : 06.08.2015 is as under :

Sub.: Forwarding of Notification-regarding Amendments to the Apprenticeship Rules, 1992.

A copy of the Notification No. G. S. R. 502(E) dated 18th June, 2015 published in Part II, Section 3, Sub-section (i) of the Extraordinary Gazette of India issued by Ministry of Skill Development and Entrepreneurship, Directorate General of Training, regarding amendments to the Apprenticeship Rules, 1992 is enclosed for information, guidance and necessary action.

The Gazette of India

A

EXTRAORDINARY

A

Part II--Section 3 - Sub-section (i)

A

PUBLISHED BY AUTHORITY

NO. 399] NEW DELHI, THURSDAY, JUNE 18, 2015/JYAISTHA 28, 1937

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
NOTIFICATION

New Delhi, the 16th June, 2015

G.S.R. 502(E)--In exercise of the powers conferred by sub-section (I) of section 37 of the Apprentices Act, 1961 (52 of 1961), the Central Government, after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely :-

- 1.(1) These rules may be called the Apprenticeship (Amendment) Rules, 2015
- (2) Save as otherwise provided, they shall come into force on the date of their publication in the Official Gazette.
2. In the Apprenticeship Rules, 1992 (hereinafter referred to as principal rules), in rule 2, -
 - (i) after clause (2), the following clause shall be inserted, namely :-

‘(2A) “Diploma in non-engineering” means a person who holds a diploma in non-engineering or equivalent qualification granted by a board or University or recognised by the concerned State Government or the Central Government, as the case may be;’
 - (ii) after clause (5), the following clauses shall be inserted, namely :-

‘(5A) “Non-engineering graduate” means a person who holds a degree in any subject other than engineering or technology granted by a statutory University or an institution empowered to grant such degree by an Act of Parliament or passed the graduateship examination of professional bodies recognised by the Central Government as equivalent degree’;

‘(5B) “Optional trade apprentice” means an apprentice who is not undergoing apprenticeship training in a designated trade.’.
3. In the principal rules, rule 5 shall be numbered as sub-rule(I)

thereof and after sub-rule(l) as so numbered, the following sub-rule shall be inserted, namely :-

“2. The training places for the Other Backward Classes in designated trades shall be reserved by the employer according to the prescribed norms followed in the respective State or Union territory and if training places can not be filled from the Other Backward Classes, then the training places so lying unfilled may be filled by persons not belonging to the Other Backward Classes.”.

4. In the principal rules, in rule 6,-

(i) Sub-rule(1) shall be omitted;

(ii) Sub-rule(2) shall be renumbered as sub-rule(1) thereof and in the sub-rule(1) as so renumbered, for clause (a), the following clause shall be substituted, namely;

“(a) the Central Government may specify model contract form for all apprentices.”.

(iii) Sub-rule(3) shall be renumbered as sub-rule(2) thereof.

5. In the principal rules, in rule 7, after sub-rule(3), the following sub-rule shall be inserted, namely.

“3A(1) Keeping in view seasonality in operation or business or flexibility desired by trade apprentice, a trade apprentice may complete his period of apprenticeship training within five years or double the duration of apprenticeship training whichever is less from the date of starting of his apprenticeship training.

(2) The flexibility referred to in sub-rule(1) shall be permissible in the following manner, namely :-

(a) Maximum one break for trades having duration two years or less than two years

(b) Maximum two breaks for trades having duration more than two years.

(4) The start and end date of his apprenticeship training shall be reported on portal-site by the employer.”.

6. In the principal rules, in rule 7, sub-rule (5) shall be omitted.

7. In the principal rules, after rule 7, the following rules shall be inserted, namely :-

“7A Regulation of optional trade”.

(i) A person shall not be qualified for being engaged as an apprentice to undergo apprenticeship training in any optional trade, unless he.

(a) is not less than fourteen years of age, and for optional trades related to hazardous industries, not less than eighteen years of age; and

(b) satisfies such physical fitness as determined by the employer.

(2) The minimum educational qualification for person to undergo apprenticeship training in optional trade shall be eight class pass from a recognised school.

(3) The period of apprenticeship training in the case of non-engineering graduates, diploma in non engineering and vocational certificate holder shall be maximum one year and the period of apprenticeship training for other apprentices undergoing apprenticeship training in optional trade shall be minimum of six months and maximum of two years.

(4) The training places shall be reserved by the employer for the Scheduled Castes and the Scheduled Tribes in every optional trade in accordance with the sub-rule (1) of rule 5 and Schedule-IIA of said rule.

(5) The training places for the Other Backward Classes shall be reserved by the employer in every optional trade in accordance to the sub-rule (2) of rule 5.

(6) It shall be obligatory on the part of employer to disclose the duration and syllabi of the optional trades on the portal-site.

(7) The work diary in Format-2 as specified in Schedule-III shall be maintained by each apprentice and countersigned by his supervisor once in a week.

(8) Weekly hours of work provided in sub-rule (3) of rule 12 shall be applicable for those apprentices possessing a degree of three or four years after secondary or higher secondary education or diploma of three years after 10th class or diploma of two years after 12th pass or a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade and for all other apprentices undergoing apprenticeship training in optional trade, the weekly hours of work provided in sub-rule (1) and (2) of rule 12 shall be applicable.

(9) No person shall be engaged as an apprentice to undergo apprenticeship training in optional trade unless such person or, if he is minor, his guardian has entered into a contract of apprenticeship with the employer and such contract of apprenticeship shall be uploaded on portal-site by the employer.

(10) The minimum rates of stipend prescribed for graduate apprentices shall be paid by the employer to those apprentices who possess a degree of minimum three years duration after 10+2 system of education.

- (11) The minimum rates of stipend prescribed for technician apprentices shall be paid by the employer to those apprentices who possess a diploma of three years after 10th class or diploma of two years after 12th pass.
- (12) The minimum rates of stipend prescribed for technician (vocational) apprentices shall be paid by the employer to those apprentices who possess a certificate in vocational course involving two years of study after completion of secondary stage of school education.
- (13) The minimum rates of stipend prescribed for trade apprentices shall be paid by the employer to other apprentices undergoing training in optional trade according to their period of apprenticeship training.
- (14) Every apprentice possessing a degree of minimum three years or a diploma of three years after 10th class or diploma of two years after 12th pass or a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade shall follow the terms and conditions of contract of apprenticeship for graduate, technician and technician (vocational) apprentices as provided in Schedule-VI.
- (15) Every employer and other apprentices undergoing training in optional trade shall have the obligations as provided in Schedule-V respectively.
- (16) The employer shall not run a trade as optional which is a designated trade under the Act.
- (17) The progress in apprenticeship training of every apprentice in optional trade shall be assessed by the employer from time to time and every apprentice who completes his apprenticeship training to the satisfaction of the employer shall be granted a certificate of proficiency by that employer.

7B Number of apprentices for designated and optional trade.

- (1) The employers having six or more workers shall only be eligible to engage apprentices and engagement of apprentices by establishment having number of workers not exceeding forty shall not be obligatory.
- (2) The strength of workers shall be calculated on the basis of average strength in the preceding financial year.
- (3) Within a financial year, each establishment shall engage apprentices in a band of 2.5 per cent. to 10

per cent. of the total strength of the establishment including contractual staff.

- (4) In no month, number of apprentices should be less than 2 per cent. of the total strength of the establishment and more than 15 per cent. of the total strength of the establishment subject to the condition that he shall fulfill apprentice months corresponding to 2.5 per cent. obligation in a financial year.
- (5) Every employer shall disclose their intention of engagement of apprentices both in designated and optional trade on portal site as well as establishment's portal-site (if existing) as per quarters given below :-
 - (a) the 1st April to the 30th June;
 - (b) the 1st July to the 30th September;
 - (c) the 1st October to the 31st December;
 - (d) the 1st January to the 31st March.

7C Inspection of establishment.

An Officer not below the rank of Assistant Apprenticeship Adviser shall inspect an establishment and such inspection shall be after prior approval of the Central or the State Apprenticeship Adviser, as the case may be."

8. In rule 11 of the principal rules, for sub-rule (3), the following sub-rule shall be substituted, namely :- "3. The stipend for a particular month shall be paid by the tenth day of the following month and the stipend shall be paid through the bank account of apprentices from a date notified by the Central Government."
9. In the principal rules, rule 13 and the entries relating thereto shall be omitted.
10. In rule 14 of the principal rules, with effect from such date as may be notified by the Central Government,
 - (a) Sub-rule(1), sub-rule(2) and sub-rule(3) shall be omitted;
 - (b) Sub-rule(6) shall be omitted;
 - (c) Sub-rule(7), sub-rule(8), sub-rule(9) and sub-rule(10) shall be omitted.
11. In the principal rules, in the SCHEDULE-I, column 4 and the entries relating thereto shall be omitted.
12. In the principal rules, for the SCHEDULE-IIA, the following SCHEDULE shall be substituted, namely :-

“SCHEDULE-IIA

(See rule 5)

S. No.	Name of State/Union territory	Ratio of scheduled Caste apprentices to the total apprentices in designated trade	Ratio of Scheduled Tribe apprentices to the total apprentices in designated trade
1.	Andhra Pradesh	1:7	1:15
2.	Arunachal Pradesh	--	1:2
3.	Assam	1:15	1:9
4.	Bihar	1:7	1:100
5.	Chattisgarh	1:9	1:4
6.	Gujarat	1:15	1:7
7.	Goa	1:50	1:8
8.	Haryana	1:5	--
9.	Himachal Pradesh	1:4	1:25
10.	Jammu and Kashmir	1:12	1:9
11.	Jharkhand	1:9	1:4
12.	Karnataka	1:7	1:15
13.	Kerala	1:10	1:100
14.	Madhya Pradesh	1:7	1:5
15.	Maharashtra	1:10	1:11
16.	Manipur	1:33	1:3
17.	Mizoram	---	1:2
18.	Meghalaya	--	1:2
19.	Nagaland	--	1:2
20.	Odisha	1:7	1:4
21.	Punjab	1:4	--
22.	Rajasthan	1:6	1:8
23.	Sikkim	1:20	1:5
24.	Tamil Nadu	1:5	1:100
25.	Tripura	1:6	1:3
26.	Telangana	1:16	1:32
27.	Uttar Pradesh	1:5	1:100
28.	Uttarakhand	1:6	1:3
29.	West Bengal	1:5	1:20
30.	Andaman and Nicobar Islands	---	1:13
31.	Chandigarh	1:6	---
32.	Dadra and Nagar Haveli	1:50	1:2
33.	Delhi	1:6	1:13
34.	Daman and Diu	1:3	1:11
35.	Lakshadweep	---	1:2
36.	Puducherry	1:7	---

13. In the principal rules, in SCHEDULE-III, for the FORMAT-1 and FORMAT-2, the following Formats shall be substituted, namely :-

“Schedule-III

(See rule 14)

FORMAT-1

Model Contract of Apprenticeship Training for Major/Minor” Apprentices

Photograph of
Apprentice

- Name and address of establishment: _____
with Tel. no., Fax No. and E-mail address _____
- (a) Name of apprentice (Block Letters) : _____
(b) Father's/Mother's/Husband's Name : _____
- Address of apprentice : _____

- Gender (please 3) : Male/Female/Transgender
- Date of birth : _____
- 6(a) Whether belongs to SC/ST/OBC/PWD/Minority : Yes/No
(please 3)
(b) Name of the category : _____
- Educational Qualification
(a) Academic Qualification : _____
(b) Technical qualification : _____
(v) Name of the Trade or Course : _____
(vi) Duration of Training or Course : From _____ To _____
(vii) Name of the Institute or College: _____
(viii) Name of the Council or University : _____
- (a) Date of execution of contract : _____
(b) Age on the date of execution of contract : _____
- Name of the trade for which apprentice is for : _____
apprenticeship training
- (a) Duration of apprenticeship training : ____Years____months
(b) Period of apprenticeship training : From ____ To ____
- Rates of Stipend : The minimum prescribed stipend per month to be paid by the employer to apprentice
(a) During 1st year of training : Rs. _____

- (b) During 2nd year of training : Rs. _____
- (c) During 3rd and 4th year of training : Rs. _____
12. (a) name and address of Guardian : _____
(in case of apprentice is minor)
- (b) Relationship with the apprentice : _____
13. Name and Address of the Surety : _____

15. We, the Employer, Apprentice or Guardian** and the Surety solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 regarding the contract of apprenticeship training including obligations and agree to abide by all the provisions made thereunder. In case of default by the either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Enclosure).

Signature of the Signature of Signature of Guardian** Signature of Surety

Employer with sealApprentice

15. Name of Witnesses with their Address

(1) _____

(2) _____

***16. Contract Registration Number : _____

(To be given by the Office of the Apprenticeship Adviser)

* Minor apprentice is an apprentice who has not completed eighteen years of age.

** Guardian, in case of minor apprentices

*** Mandatory only for designated trades

Enclosure to Contract of Apprenticeship Training

The main provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are-

1. The employer shall pay stipend per month to the trade apprentices at the minimum rates (as per the provision of sub-rule(1) of rule 11 of the Apprenticeship Rules, 1992)

(a) During 1st year of training : Seventy per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory

(b) During 2nd year of training : Eighty per cent. of minimum wage of semi-skilled workers notified by

the respective State or Union territory

(c) During 3rd and 4th year of training : Ninety per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory :

Provided that in the case where the minimum rate of wage for a trade is not notified by the State Government or Union territory, then, the maximum of minimum wages of the Scheduled Employment notified by such State Government or Union territory for semi-skilled workers shall be taken into account for paying the stipend in respect of that trade :

Provided further that in the case of trade apprentices referred to in clause (a) of section 6 of the Act, the period of training already undergone by them in a school or other institution recognised by the National Council, shall be taken into account for the purpose of determining the rate of stipend payable".

2. The employer shall pay stipend per month to the Graduate, Technician and Technician (Vocational) apprentices at the minimum rates (as per the provisions of sub-rule (2) of rule 11 of the Apprenticeship Rules, 1992)

(a) Graduate Apprentices : Rs. 4984

(b) Sandwich Course : Rs. 3542

(Students from Degree Institutions)

(c) Technician Apprentices : Rs. 3542

(d) Sandwich course : Rs. 2890

(Students from Diploma Institutions)

(c) Technician (Vocational) Apprentices : Rs. 2758

3. The stipend prescribed for graduate apprentices shall be paid by the employer to those apprentices who possess a degree of minimum three years duration after 10+2 system of education and undergoing apprenticeship training in optional trade.

4. The stipend prescribed for technician apprentices shall be paid by the employer to those apprentices who possess a diploma of three years after 10th class or diploma of two years after 12th pass and undergoing apprenticeship training in optional trade.

5. The stipend prescribed for technician (vocational) apprentices shall be paid by the employer to those apprentices who possess a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade.

6. The stipend prescribed for trade apprentices shall be paid by the employer to all other apprentices undergoing apprenticeship training in optional trade according to their period of apprenticeship training.

7. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remain on leave as observed in the establishment.

8. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice such compensation as may be provided by the Central Government.

9. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the surety at the request of apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

10. The liability of the surety is limited to an amount of two thousand five hundred rupees with interest at twelve per cent. per annum.

FORMAT-2

Proforma of Work Diary

Name and Address of Establishment

Name of Apprentice

Trade

Registration Number

Serial Number	Date (Week)		Competencies covered during the week	Signature of Supervisor
	From	To		

Note : The list of competencies to be indicated as laid down in the course of trade.

The work diary shall be maintained by the Apprentice and countersigned by his supervisor once a week."

14. In the principal rules, in SCHEDULE-V,-

- under paragraph 1, relating to "Obligations of Employer", items 2b, 3 and 7 and the entries relating thereto shall be omitted.
- under paragraph II, relating to "Obligations of Trade Apprentices", for item 10 and the entries relating thereto, the following shall be substituted namely :-

"10, It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of his apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer :

Provided that if there is any recruitment, employer shall formulate its own policy for recruiting any apprentice who has completed the period of apprenticeship training in his establishment in terms of sub-section(I) of section 22 of the Act".

15. In the principal rules, in SCHEDULE-VI,-

- for item 2 and the entries relating thereto, the following shall be substituted, namely:-

"2. It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of his apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer:

Provided that if there is any recruitment, employer shall formulate its own policy for recruiting any apprentice who has completed the period of apprenticeship training in his establishment in terms of sub-section(1) of section (22) of the Act".

- for item 6(i) and the entries relating thereto, the following shall be substituted, namely:-

"6(i) A Graduate, Technician and Technician (Vocational) Apprentice shall work according to the normal hours of work of the department in the establishment to which he or she is attached for training."

[No. MSD&E-(2)/2015-AP]

RAJESH AGRAWAL, Jt. Secy.

Note : The principal rules were published in the Gazette of India, Part-II, Section 3, sub-section (i) dated the 1st August, 1992 vide notification number G.S.R. 910(E), dated the 23rd December, 2014.

Estt. Srl. No. 116/2015

RBE No. 89/2015

ECoR/Pers/R/Rectt/20

Date : 20.08.2015

Railway Board's letter No. E(NG)-II/2013/SB/3, dated : 11.08.2015 is as under :

CORRIGENDUM

Sub.: Clarification regarding engagement of Substitutes on the railways.

Words-1S Pay Band of Rs.4440-7440 (Grade Pay : Rs. 1300) appearing in para 5 of Board's letter of even number dated 29/10/2014 may be read as -1S Pay Band of Rs. 4440-7440 without any grade pay.

Estt. Srl. No. 117/2015

RBE No. 91/2015

ECoR/Pers/R/Promotion/2

Date : 21.08.2015

Railway Board's letter No. 2012/E(Sports)/13(1)/4/ASO, dated : 12.08.2015 is as under :

Sub.: Promotion of Assistant Sports Officers to Senior Scale.

Ref :- Board's letter No. E(Sports) Policy/INC/3/550 dt. 14.03.2007

The proposals/requests received for promotion of Assistant Sports Officers to Senior Scale as Senior Sports Officers have been examined afresh in Board's Office in consultation with Establishment (GC) Directorate. Since, the selection procedure for Assistant Sports Officers is not ad-hoc, therefore the above referred letter dated 14.03.2007, stands withdrawn.

Necessary action may, therefore be taken at Zonal level under GM's powers.

This issues with the approval of Board (MS).

Estt. Srl. No. 118/2015

ECoR/Pers/R/Pass/8

Date : 21.08.2015

Railway Board's letter No. E(W)2015/PS 5-1/6, dated : 12.08.2015 is as under :

Sub.: Inclusion of married mentally disabled son of serving/retired railway employee in Privilege/Post Retirement Complimentary Pass (PRCP)- clarification thereof.

Ref.: DLW's letter No. DLW/P/Payment/Railway Board/Correspondence dated 24.06.2015.

With reference to above cited letter, it is clarified that in the extant Pass Rules there is no bar in including married invalid child covered under para 1 of General Rules relating to Privilege Passes/PTOs, stipulated below Schedule-II of Railway Servants (Pass) Rules, 1986 (Second Edition-1993) of retired railway servants as long as they are fully dependent on the railway servant. It is, however, clarified that this facility is not available for spouse of invalid dependent child. The same would also be equally applicable to such invalid family member/dependent relative in case of serving railway employees.

2. Necessary action to dispose off the application received by DLW may be taken accordingly.

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

Estt. Srl. No. 119/2015

ECoR/Pers/R/Prom

RBE No. 92/2015

Date : 31.08.2015

Railway Board's letter No. E(GP)2005/2/87, dated : 18.08.2015 is as under :

Sub.: Comparison of grades of running staff with those of stationary staff for the purpose of promotion/selection to Group 'B' posts.

Consequent upon implementation of scales of pay recommended by the Sixth Central Pay Commission, equivalence of grades of running staff with that of stationary staff for the purpose of promotion to the posts in stationary categories where both running and stationary staff are eligible and are considered together was advised in terms of Board's letter number E

(GP) 2005/2/87 dated 25.04.2011 (RBE No. 53/2011). However, taking cognizance of requests from various quarters including the Federations, a Committee was constituted to examine the issues arisen on account of implementation of these instructions. Now, taking note of the recommendations of the Committee, it has been decided that for the purpose of determining the eligibility of the candidates for promotion/Selection to Group 'B' posts, the grades of running staff may be equated with those of the stationary staff as indicated below :

Designation	Scale of Pay Applicable (VI CPC)	Scale of stationary post to which should be equated (VI CPC)
Loco Pilot (Mail/Exp.)	PB-2+GP Rs. 4200 +1000 addl. allowance	PB-2+GP Rs. 4600
Loco Pilot (Passenger)	PB-2+GP Rs. 4200 + 500 addl. allowance	PB-2+GP Rs. 4600
Loco Pilot (Goods)	PB-2+GP Rs. 4200	PB-2+GP Rs. 4600
Loco Pilot (Shunting)I (NF)	PB-2+GP Rs. 4200	PB-2+GP Rs. 4200
Loco pilot (Shunting)II	PB-1+GP Rs. 2400	PB-2+GP 4200
Sr. Asstt. Loco Pilot (NF) (80%)	PB-1+GP Rs. 2400	PB-1+GP 2400
Asstt. Loco Pilot (20%)	PB-1+GP Rs. 1900	PB-1+GP 2400
Mail/Express Guard	PB-2+GP Rs. 4200 + 500 addl. allowance	PB-2+GP 4600
Sr. Passenger Guard	PB-2+GP Rs. 4200	PB-2+GP 4600
Sr. Goods Guard (NF)	PB-2+GP Rs. 4200	PB-2+GP 4200
Goods Guard	PB-1+GP Rs. 2800	PB-2+GP 4200

3. It has further been decided that for equating running staff in the erstwhile scale of rs. 5500-9000 (now in PB2+GP Rs. 4200) with stationary staff in scale of Rs. 6500-10500 (now GP Rs. 4600). the running staff in erstwhile scale of Rs. 5000-8000 (now GP Rs. 4200) shall be placed below running staff in erstwhile scale of Rs. 5500-9000 (now in PB2+GP Rs. 4200).

4. Selection to Group 'B' posts which are already in progress may be proceeded with and finalised as per the existing principles. All fresh selections including those which have been initiated but where the written examination has not been held, should be held in accordance with the instructions contained herein. The LDCE, wherever the same is in force, is a part of the process of filling vacancies in group 'B' and therefore, whatever is followed in the case of 70% Selection, may also be followed in the case of corresponding LDCE.

Estt. Srl. No. 120/2015**ECOR/Pers/R/Allowance/21****Date : 01.09.2015**

Railway Board's letter No. E(W)2012/ED-2/1, dated : 26.08.2015 is as under :

Sub.: Children Education Allowance/Hostel Subsidy-clarifications thereon.

Please refer to your Railway's letter referred above, seeking clarification as to whether the recovery made on Children Education Allowance before issuance of Board's letter No. E(W)2008/ED-24 dated 10-06-2009 has to be reimbursed in light of directions issued vide Board's letter of even number dated 11-04-2012

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

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

Estt. Srl. No. 121/2015**ECOR/Pers/R/Allowance/21****Date : 01.09.2015**

Railway Board's letter No. PC-V/2010/A/TA/1, dated : 25.08.2015 is as under :

Sub.: Grant of Transport Allowance @ Rs. 7000 p.m+DA thereon to the IRMS officers drawing Grade Pay of Rs. 10000/- under DACP Scheme-clarification regarding.

Attention is invited to Board's letter of even number dt. 12.09.2014 (RBE No. 100/2014) whereby Board's decision regarding grant of Transport Allowance @ Rs. 7000 p.m.+DA the thereon to the IRMS officers drawing Grade Pay of Rs. 10,000/- under DACP Scheme have been communicated. The issue regarding admissibility of Transport Allowance @ 7000/- p.m+DA thereon to IRMS officers is being re-considered. In view of this position, Board have decided that payment of Transport Allowance to IRMS officers @ 7000/- p.m+DA thereon, may be kept in abeyance till further advice.

2. Necessary action as per Board's above decision may please be taken immediately.

Estt. Srl. No. 122/2015**ECOR/Pers/R/Allowance/21****Date : 01.09.2015**

Railway Board's letter No. E(W) 2015/PS 5-2/4/Misc, dated : 25.08.2015 is as under :

Sub.: Entitled members of family and dependent relatives on Privilege Pass issued to widows appointed on compassionate grounds.

Ref.: Northern Railway's letter No. 89/P/Privilege Pass Policy/Pass/14 dt. 08.07.2015

With reference to NR's letter cited under reference, it is clarified that if a widow appointed on compassionate grounds exercises the option to avail pass facilities as a Railway servant, she is entitled to Privilege Pass/ PTOs alongwith her family members and dependent relatives in her capacity as railway servant. She is also permitted to include her widow mother-in-law in the pass in terms of Advance Correction Slip No. 37 to the Railway Servants (Pass) Rules, 1986 (2nd Edition-1993) issued vide Board's letter No. E(W) 2001 PS5-1/3 dated 24.09.2001.

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

Estt. Srl. No. 123/2015**ECOR/Pers/R/Transfer/44****Date : 04.09.2015**

Railway Board's letter No. E(O)III/2014/PL/05, dated : 31.08.2015 is as under :

Sub.: COMPREHENSIVE TRANSFER POLICY FOR RAILWAY OFFICERS.

1. The transfer policy for Railway officers has been reviewed by the Ministry of Railways. In supersession of all existing instructions. Ministry of Railways have now decided to formulate a Comprehensive Transfer Policy for Railway Officers. The salient features of the Comprehensive Transfer Policy are given in the succeeding paragraphs.

(i) Ordinarily a group 'A' officer will not be transferred out of his allotted Zone/Unit till Selection Grade.

On empanelment to Group 'A', there may be inter-Zonal transfer of a Group 'B' officer with residual service of more than 3 years.

(ii) Officers, will be considered for posting to Railway Board/RDSO/ CTIs/PUs/Other Units in administrative interest after completion of minimum of 5 years in allotted zone.

(iii) No request for transfer will be considered till completion of 5 years in assigned zone.

(iv) Transfers and postings will be done against clear vacancy of a sanctioned post. The present policy of posting officers to the Eastern Region on return from deputation abroad will continue to be followed.

(v) Posting in Railway Board/CTI/RDSO/RRB is tenure positng having maximum tenure of 5 years and not a deputation post. Hence, normal procedure for inter Railway;/Unit transfers be followed.

(vi) A cooling off period of minimum 3 years between two tenures in Railway Board/RDSO will be required.

(vii) Normally, minimum tenure on a particular post at a time will be 2 years and maximum tenure will be 5 years. For sensitive posts, maximum tenure will be 4 years. Minimum tenure will not be applicable for Junior Scale/Senior Scale officers of Group A However, in administrative exigencies, relaxation may be granted by cadre controlling officer.

(viii) Total stay at a stretch at a particular station should not be more than 10 years and the total cumulative stay (in broken spells) should not be more than 15 years. Deputation to PSUs and other Ministries will not be counted for this purpose, This will be implemented in a phased manner.

(ix) In case of IRMS doctors (including Dental Cadre) in Railways. the proposed policy will be as per following guidelines :-

(a) The transfer of doctors within and outside the zone should be decided by the Railways/Board at appropriate level on case-in-case basis, keeping in view the administrative interest. Total stay at a stretch/cumulative stay (in broken spells in a particular station) be limited to 15 & 20 years respectively However. While issuing such transfer orders the following guidelines should be observed.

(1) Super specialist doctors can only be Transferred from one super speciality centre to another super specialty center of same specialities.

(2) Senior specialist of Central Hospital of the Zone or Division should be transferred to another Divisional or Zonal Centre of equal status.

(3) General Duty Medical Officers and Dental Surgeon can be shifted from one such post to equivalent post in other places.

Note : The idea behind these guidelines is that specialist services are not disturbed while keeping the administrative interest in mind.

(x) Transfer of RPF/RPSF personnel will be in terms of Railway Board Standing Order No. 102 and 110 issued by DG/RPF. Total stay at a stretch at a particular station should not be more than 10 years and the total cumulative stay (in broken spells) should not be more than 15 years.

(xi) In terms of para 124 of IREC. Vol. 1, GMs have full powers to make rules with regard to non-gazetted Railway Servants. No change is recommended. Maximum tenure on sensitive posts will however be 4 years. In case of non-gazetted Railway employees. no inter railway transfer request will be considered till completion of 5 years of joining Railway.

(xii) Deputation of Railway Officers will be governed by DOP&T's guidelines as adopted by Ministry of Railways vide letter No. 2010/F(E)II/1(1)/1 dated 28.07.2010.

(xiii) Transfers other than those caused due to promotion. deputation/return from deputation. retirements etc. will be generally issued from January to March. However, in administrative exigencies, transfer orders may be issued as and when required.

(xiv) The controlling officer will ensure that the officer transferred will be relieved within a maximum period of one month.

(xv) A government servant who is also a care giver of disabled child may be exempted from the routine exercise of transfer/rotational transfer subject

to administrative constraints as per OM No. 42011/3/2014-Estt (Rs.) dated 6.6.2014.

(xvi) Every effort will be made to post the husband and wife at the same station as detailed in DOP & T's Circular No. F. No. 28034/9/2009-Estt (A) dated 30th September 2009.

(xvii) All fresh transfer orders will be governed by this policy.

(xviii) In future, requests for inter railway transfers from officers will be done online for which a system will be developed separately and circulated.

Estt. Srl. No. 124/2015
ECoR/Pers/R/Allowance/21

RBE No. 93/2015
Date : 07.09.2015

Railway Board's letter No. No. F(E)I/2009/AL-28/21, dated : 25.08.2015 is as under :

Sub.: Admissibility of Daily Allowance to Staff Car Drivers.

It has been decided by the Board, after discussions with both the Federations, to modify the provisions regarding admissibility of Daily Allowance to Staff Car Drivers contained in para 2 of Board's letter No. F(E)I/2006/AL-28/15 dt. 12.03.2008. Accordingly, para 2 of the said letter, is partially modified to read as under.

2. As per the provisions contained in Supplementary Rule 186 and Government of India's order (1) there under, read with Note 8 under Rule 26 of Staff car Rules, Staff Car Drivers who perform a 'local journey' or journey on tour on the official vehicle in his charge, may draw travelling allowance under the ordinary rules as admissible to other Railway employees even if the journey does not involve the absence of at least one night from his Headquarters. When they perform local journeys for distance exceeding 8 Kms. beyond prescribed hours of duty and such journeys involve absence of a night from headquarters, they are entitled to draw D.A. under ordinary rules admissible to other employees, for the period beyond duty hours, in addition to OTA. In case the journey does not involve their absence of one night from their headquarters, they are entitled to draw D.A. for the period beyond duty hours subject to the condition **that no OTA shall be payable for the period with reference to which D. A. has been drawn.** In such cases, they have the option to draw either OTA or DA on any day on which such journeys have been undertaken."

2. This would be applicable to all Drivers irrespective of the type of vehicle they drive.

3. These orders will take effect from the date of issue. Past cases, will however, continue to be dealt with under provisions of letter No. F(E)I/2006/AL-28/15 dt. 12.03.08.

Railway Board's letter No. PC-V/2008/A/TA/2, dated : 26.08.2015 is as under :

Sub.: Grant of Transport Allowance to Railway employees.

Reference is invited to Railway Board's letter of even number dt. 12.09.2008 (RBE no. 111/2008) regarding grant of Transport Allowance to Railway employees, consequent upon the implementation of the recommendations of the Sixth Central Pay Commission (6th CPC).

2. The Government has since considered the re-classification of cities/localities as per Census-2011 (population criteria) for the purpose of Transport Allowance. Accordingly, the president is pleased to decide the revised classification of cities, towns and localities, for the purpose of grant of Transport Allowance at higher rates to Railway employees, as per **Annexure-I**. Therefore, the table below para '1' of Railway Board's letter dt. 12.09.2008 stands partially modified as under :-

Employees drawing Grade Pay of	Rates of Transport Allowance admissible per month	
	Cities classified as per Annexure-I	All cities, towns and localities, other than those included in Annexure-I
Grade pay of Rs. 5400 & above	Rs. 3200 plus Dearness Allowance thereon	Rs. 1600 plus Dearness Allowance thereon
Grade pay of Rs. 4200, Rs. 4600 and Rs. 4800	Rs. 1600 plus Dearness Allowance thereon	Rs. 800 plus Dearness Allowance thereon
Those drawing grade pay below Rs. 4200 but drawing pay in the pay band equal to Rs. 7440 & above		
Grade pay below Rs. 4200 and pay in the pay band below Rs. 7440	Rs. 600 plus Dearness Allowance thereon	Rs. 400 plus Dearness Allowance thereon

3. The revised classification of cities/towns/localities for the purpose of Transport Allowance shall take effect from **1st April, 2015**.

3. All other conditions mentioned in Railway Board's letter of even number dt. 12.09.2008 shall remained unchanged.

4. This issues with the concurrence of Finance Dte. of Railway Board.

LIST OF CITIES AND TOWNS ELIGIBLE FOR HIGHER RATES OF TRANSPORT ALLOWANCE ON RE-CLASSIFICATION OF CITIES/TOWNS AS PER CENSUS-2011 (WITH EFFECT FORM 1ST APRIL, 2015)

SL. NO.	NAME OF THE STATE/ UNION TERRITORIES	NAME OF THE CITY/TOWN
(I)	ANDAMAN AND NICOBAR ISLANDS	—
(II)	ANDHRA PRADESH/ TELANGANA	Hyderabad (UA)
(iii)	ARUNACHAL PRADESH	—
(iv)	ASSAM	—
(v)	BIHAR	Patna(UA)
(vi)	CHANDIGARH	—
(vii)	CHHATTISGARH	—
(viii)	DADRA & NAGAR HAVELI	—
(ix)	DAMAN & DIU	—
(x)	DELHI	Delhi(UA)
(xi)	GOA	—
(xii)	GUJARAT	Ahmadabad(UA); Surat(UA)
(xiii)	HARYANA	—
(xiv)	HIMACHAL PRADESH	—
(xv)	JAMMU AND KASHMIR	—
(xvi)	JHARKHAND	—
(xvii)	KARNATAKA	Bangalore/Bengaluru(UA)
(xviii)	KERALA	Kochi(UA); Kozhikode(UA)
(xix)	LAKSHWDEEP ISLANDS	—
(xx)	MADHYA PRADESH	Indore(UA)
(xxi)	MAHARASHTRA	Greater Mumbai(UA); Nagpur(UA); Pune(UA)
(xxii)	MANIPUR	—
(xxiii)	MEGHALAYA	—
(xxiv)	MIZORAM	—
(xxv)	NAGALAND	—
(xxvi)	ODISHA	—
(xxvii)	PUDUCHERRY (PONDICHERRY)	—
(xxviii)	PUNJAB	—
(xxix)	RAJASTHAN	Jaipur(UA)
(xxx)	SIKKIM	—
(xxxi)	TAMIL NADU	Chennai(UA); Coimbatore(UA);
(xxxii)	TRIPURA	—
(xxxiii)	UTTAR PRADESH	Ghaziabad(UA); Kanpur(UA); Lucknow(UA)
(xxxiv)	UTTARAKHAND	—
(xxxv)	WEST BENGAL	Kolkata(UA)

Railway Board's letter No. E(GP)2005/2/61, dated : 26.08.2015 is as under :

Sub.: Fixation of Jr. Scale./Group 'A' cadre.

Ref.: Board's letters no. E(GP)2005/2/61 dated 22/11/2005 and 14/08/2007.

Percentages of the combined cadre strength of Jr. Scale/Group 'B' posts for working out the Group 'B' cadre strength for operation of post based roster for promotions from Group 'C' to Group 'B' and within Group 'B' was prescribed in terms of instructions contained in Board's aforementioned letters.

2. The procedure has since been reviewed by the Board and it has now been decided to earmark the number of Jr. Scale./Group 'A' posts by distributing the total number of Gr. 'A'/Jr. Scale posts (including leave reserve) in proportion to the number of Group 'A' posts (upto JAG) as on 01/01/2015 on each Railway for a particular department (except for Stores and Mechanical Engineering Departments where it is in proportion to the number of Sr. Scale & JAG Posts).

3. Accordingly, department-wise sheets indicating the Railway-wise distribution of Group 'A' posts along with leave Reserves are enclosed as Annexure-I to VIII.

4. The revised distribution of posts will be effective from the next/fresh Selection cycle of calculation of vacancies for promotion to Group 'B' posts. Copy for information and necessary action to

- (1) The Director General & ex-officio General Manager, R.D.S.O., Lucknow,
- (2) The CAO, DMW, Patiala
- (3) The CAO, MTP (Rlys.), Mumbai and Chennai
- (4) The Chairman, Railway Recruitment Board:

Allahabad/Ahmedabad/Ajmer/Bangalore/Bhopal/Bhubaneswar/Kolkata/ Chandigarh/Chennai/Gorakhpur/Guwahati/Jammu & Srinagar/Malda/Mumbai/Muzaffarpur/Patna/Ranchi/Secunderabad/Trivendrum.

- (5) The Director, NAIR, Vadodara,
- (6) The Director, IRISSET/Secunderabad, IRIMEE/Jamalpur, IRIEE/Nasik, IRICEN/Pune, IRCAMTECH/Gwalior.
- (7) The Railway Liaison Officer, Jeevan Tara Building, Parliament Street, New Delhi.
- (8) The General Secretary, IRCA, New Delhi.
- (9) The C.A.O. COFMOW, Rly. Offices Complex, Tilak Bridge, New Delhi-110002.
- (10) The Secretary, Railway Rates Tribunal (Chennai), 50 MC, Nichola Road, Chetput, Chennai.
- (11) The Exec. Director, CRIS, Safdarjung Rly. Stn. Building, Chanakyapuri, New Delhi.
- (12) The Director (Movement), Railways 17 N. S. Road, Calcutta.
- (13) The Joint Director (Iron & Steel) 3 Koilaghat Street, Calcutta.

ACCOUNTS
GAZETTED CADRE OF ACCOUNTS DEPARTMENT AS ON 1.1.2015

RAILWAY		JS/Gr.B		JUNIOR SCALE/Gr.A		
		WP	RESV	WP(50)	LR(68)	TOTAL
CENTRAL+ CAMTECH+(IRIEE N+IRIMEE	R	26	8			
	WC	13	0			
	Total	39	8	4	6	10
ER+CLW+METRO /KOL	R	38	11			
	WC	6	0			
	TOTAL	44	11	4	5	9
NR+DMW+RCF/K XH+RCF/ RBL+IROAF+RB+ COFMOW+ IRCOT+IRITM	R	55	9			
	WC	21	0			
	TOTAL	76	9	8	10	18
N. E. + DLW+RDSO	R	27	6			
	WC	1	0			
	TOTAL	28	6	2	2	4
N. F.	R	21	4			
	WC	17	0			
	TOTAL	38	4	4	6	10
SR+ICF	R	28	8			
	WC	8	0			
	TOTAL	36	8	4	5	9
S. C.	R	22	5			
	WC	5	0			
	TOTAL	27	5	3	4	7
S.E.	R	21	8			
	WC	4	0			
	TOTAL	25	8	3	4	7
WR+RSC/BRC	R	33	9			
	WC	6	0			
	TOTAL	39	9	3	7	
ECR+CRW/HARN AUT+CWP/BELA	R	20	0			
	WC	22	0			
	TOTAL	42	0	2	3	5
EAST COAST	R	12	0			
	WC	4	0			
	TOTAL	16	0	2	3	5

ACCOUNTS

NORTH CENTRAL+RE	R	12	0			
	WC	16	0			
	TOTAL	28	0	3	4	7
NORTH WESTERN	R	18	0			
	WC	6	0			
	TOTAL	24	0	2	3	5
SWR+RWF	R	15	0			
	WC	9	0			
	TOTAL	24	0	2	3	5
WEST CENTRAL	R	14	0			
	WC	1	0			
	TOTAL	15	0	2	3	5
SECR	R	11	0			
	WC	8	0			
	TOTAL	19	0	2	3	5
ALL TOTAL	R	373	68			
	WC	146	0			
GRAND TOTAL		519	68	50	68	118

GAZETTED CADRE OF CIVIL ENGG. DEPARTMENT AS ON 1.1.2015

RAILWAY		JS/Gr.B		JUNIOR SCALE/Gr.A		
		WP	RESV	WP(185)	LR(110)	TOTAL
CENTRAL+ CAMTECH+(IRIEE N+IRIMEE	R	54	13			
	WC	28	0			
	Total	82	13	10	6	16
ER+CLW+METRO /KOL	R	43	13			
	WC	58	0			
	TOTAL	101	13	13	8	21
NR+DMW+RCF/K XH+RCF/ RBL+IROAF+RB+ COFMOW+ IRCOT+IRITM	R	76	16			
	WC	89	0			
	TOTAL	165	16	21	12	33
N. E. + DLW+RDSO	R	51	9			
	WC	35	0			
	TOTAL	86	9	12	7	19

N. F.	R	34	7			
	WC	85	0			
	TOTAL	119	7	17	10	27
SR+ICF	R	40	12			
	WC	59	0			
	TOTAL	99	12	13	8	21
S. C.	R	46	10			
	WC	63	0			
	TOTAL	109	10	12	7	19
S.E.	R	40	16			
	WC	40	0			
	TOTAL	80	16	10	6	16
WR+RSC/BRC	R	57	14			
	WC	65	0			
	TOTAL	122	14	14	8	22
ECR+CRW/HARN AUT+CWP/BELA	R	53	0			
	WC	48	0			
	TOTAL	101	0	13	8	21
EAST COAST	R	29	0			
	WC	34	0			
	TOTAL	63	0	7	4	11

CIVIL

NORTH CENTRAL+RE	R	34	0			
	WC	38	0			
	TOTAL	72	0	10	6	16
NORTH WESTERN	R	31	0			
	WC	55	0			
	TOTAL	84	0	11	7	18
SWR+RWF	R	23	0			
	WC	38	0			
	TOTAL	61	0	7	4	11
WEST CENTRAL	R	26	0			
	WC	34	0			
	TOTAL	60	0	7	4	11
SECR	R	30	0			
	WC	18	0			
	TOTAL	48	0	7	4	11
ALL TOTAL	R	669	110			
	WC	188	0			
GRAND TOTAL		1457	110	185	110	295

GAZETTED CADRE OF ELECTRICAL DEPARTMENT AS ON 1.1.2015

RAILWAY		JS/Gr.B		JUNIOR SCALE/Gr.A		
		WP	RESV	WP(175)	LR(45)	TOTAL
CENTRAL+ CAMTECH+(IRIEE N+IRIMEE	R	57	7			
	WC	7	0			
	Total	84	7	18	4	22
ER+CLW+METRO /KOL	R	55	8			
	WC	26	0			
	TOTAL	81	8	21	6	27
NR+DMW+RCF/K XH+RCF/ RBL+IROAF+RB+ COFMOW+ IRCOT+IRITM	R	31	5			
	WC	18	0			
	TOTAL	49	5	13	2	15
N. E. + DLW+RDSO	R	25	3			
	WC	6	0			
	TOTAL	31	3	10	3	13
N. F.	R	9	3			
	WC	7	0			
	TOTAL	16	3	5	1	6
SR+ICF	R	35	4			
	WC	16	0			
	TOTAL	51	4	14	4	18
S. C.	R	33	3			
	WC	8	0			
	TOTAL	41	3	10	3	13
S.E.	R	34	7			
	WC	10	0			
	TOTAL	44	7	11	3	14
WR+RSC/BRC	R	41	5			
	WC	11	0			
	TOTAL	52	5	13	3	16
ECR+CRW/HARN AUT+CWP/BELA	R	23	0			
	WC	11	0			
	TOTAL	34	0	9	2	11
EAST COAST	R	12	0			
	WC	10	0			
	TOTAL	22	0	6	2	8

ELECT

NORTH CENTRAL+RE	R	31	0			
	WC	58	0			
	TOTAL	89	0	26	6	32
NORTH WESTERN	R	7	0			
	WC	1	0			
	TOTAL	8	0	3	1	4
SWR+RWF	R	10	0			
	WC	4	0			
	TOTAL	14	0	4	1	5
WEST CENTRAL	R	16	0			
	WC	3	0			
	TOTAL	19	0	6	2	8
SECR	R	17	0			
	WC	6	0			
	TOTAL	23	0	6	2	8
ALL TOTAL		R	436	45		
		WC	202	0		
GRAND TOTAL			638	45	175	45
						220

GAZETTED CADRE OF PERSONNEL DEPARTMENT AS ON 1.1.2015

RAILWAY		JS/Gr.B		JUNIOR SCALE/Gr.A		
		WP	RESV	WP(73)	LR(38)	TOTAL
CENTRAL+ CAMTECH+(IRIEE N+IRIMEE	R	32	6			
	WC	0	0			
	Total	32	6	6	3	9
ER+CLW+METRO /KOL	R	33	6			
	WC	1	0			
	TOTAL	34	6	6	4	10
NR+DMW+RCF/K XH+RCF/ RBL+IROAF+RB+ COFMOW+ IRCOT+IRITM	R	47	6			
	WC	2	0			
	TOTAL	49	6	10	5	15
N. E. + DLW+RDSO	R	23	2			
	WC	4	0			
	TOTAL	27	2	3	2	5

N. F.	R	22	2			
	WC	0	0			
	TOTAL	22	2	5	2	7
SR+ICF	R	36	6			
	WC	0	0			
	TOTAL	36	6	7	4	11
S. C.	R	24	0			
	WC	2	0			
	TOTAL	26	0	5	3	8
S.E.	R	19	4			
	WC	0	0			
	TOTAL	19	4	3	2	5
WR+RSC/BRC	R	35	6			
	WC	1	0			
	TOTAL	36	6	6	3	9
ECR+CRW/HARN AUT+CWP/BELA	R	17	0			
	WC	1	0			
	TOTAL	18	0	4	2	6
EAST COAST	R	9	0			
	WC	9	0			
	TOTAL	22	0	2	1	3

PERS

NORTH CENTRAL+RE	R	10	0			
	WC	3	0			
	TOTAL	13	0	5	1	6
NORTH WESTERN	R	15	0			
	WC	0	0			
	TOTAL	15	0	3	2	5
SWR+RWF	R	16	0			
	WC	1	0			
	TOTAL	17	0	3	2	5
WEST CENTRAL	R	12	0			
	WC	1	0			
	TOTAL	13	0	3	1	4
SECR	R	9	0			
	WC	0	0			
	TOTAL	9	0	2	1	3
ALL TOTAL	R	359	38			
	WC	16	0			
GRAND TOTAL		375	38	73	38	110

GAZETTED CADRE OF S & T DEPARTMENT AS ON 1.1.2015

RAILWAY		JS/Gr.B		JUNIOR SCALE/Gr.A		
		WP	RESV	WP(73)	LR(38)	TOTAL
CENTRAL+ CAMTECH+(IRIEE N+IRIMEE	R	23	5			
	WC	22	0			
	Total	45	5	10	3	13
ER+CLW+METRO /KOL	R	22	5			
	WC	22	0			
	TOTAL	44	5	10	3	13
NR+DMW+RCF/K XH+RCF/ RBL+IROAF+RB+ COFMOW+ IRCOT+IRITM	R	31	6			
	WC	49	0			
	TOTAL	80	6	20	5	25
N. E. + DLW+RDSO	R	24	4			
	WC	17	0			
	TOTAL	41	4	10	2	12
N. F.	R	13	2			
	WC	22	0			
	TOTAL	35	2	8	2	10
SR+ICF	R	19	4			
	WC	30	0			
	TOTAL	49	4	11	3	14
S. C.	R	18	4			
	WC	21	0			
	TOTAL	39	4	9	2	11
S.E.	R	17	6			
	WC	22	0			
	TOTAL	39	6	8	2	10
WR+RSC/BRC	R	24	5			
	WC	34	0			
	TOTAL	58	5	13	4	17
ECR+CRW/HARN AUT+CWP/BELA	R	15	0			
	WC	19	0			
	TOTAL	34	0	8	2	10
EAST COAST	R	8	0			
	WC	16	0			
	TOTAL	24	0	6	2	8

S & T

NORTH CENTRAL+RE	R	14	0			
	WC	57	0			
	TOTAL	71	0	18	5	23
NORTH WESTERN	R	9	0			
	WC	12	0			
	TOTAL	21	0	5	1	6
SWR+RWF	R	5	0			
	WC	19	0			
	TOTAL	24	0	4	1	5
WEST CENTRAL	R	18	0			
	WC	14	0			
	TOTAL	32	0	6	2	8
SECR	R	8	0			
	WC	15	0			
	TOTAL	23	0	6	2	8
ALL TOTAL	R	272	41			
	WC	391	0			
GRAND TOTAL		663	41	153	41	194

GAZETTED CADRE OF TRAFFIC DEPARTMENT AS ON 1.1.2015

RAILWAY		JS/Gr.B		JUNIOR SCALE/Gr.A		
		WP	RESV	WP(164)	LR(100)	TOTAL
CENTRAL+ CAMTECH+(IRIEE N+IRIMEE	R	63	14			
	WC	0	0			
	Total	63	14	13	8	21
ER+CLW+METRO /KOL	R	58	12			
	WC	2	0			
	TOTAL	60	12	13	8	21
NR+DMW+RCF/K XH+RCF/ RBL+IROAF+RB+ COFMOW+ IRCOT+IRITM	R	81	14			
	WC	5	0			
	TOTAL	86	14	24	13	36
N. E. + DLW+RDSO	R	44	9			
	WC	0	0			
	TOTAL	44	9	9	5	14

N. F.	R	41	8			
	WC	2	0			
	TOTAL	43	8	11	7	18
SR+ICF	R	47	12			
	WC	0	0			
	TOTAL	47	12	11	7	18
S. C.	R	40	5			
	WC	0	0			
	TOTAL	40	5	10	6	16
S.E.	R	55	13			
	WC	0	0			
	TOTAL	55	13	11	7	18
WR+RSC/BRC	R	63	13			
	WC	2	0			
	TOTAL	65	13	14	9	23
ECR+CRW/HARN AUT+CWP/BELA	R	58	0			
	WC	1	0			
	TOTAL	59	0	11	7	18
EAST COAST	R	17	0			
	WC	5	0			
	TOTAL	22	0	6	4	10

TRAFFIC

NORTH CENTRAL+RE	R	26	0			
	WC	2	0			
	TOTAL	28	0	7	4	11
NORTH WESTERN	R	34	0			
	WC	0	0			
	TOTAL	34	0	7	4	11
SWR+RWF	R	20	0			
	WC	1	0			
	TOTAL	21	0	6	4	10
WEST CENTRAL	R	26	0			
	WC	1	0			
	TOTAL	27	0	6	4	10
SECR	R	19	0			
	WC	0	0			
	TOTAL	19	0	5	3	8
ALL TOTAL	R	692	100			
	WC	21	0			
GRAND TOTAL		713	100	164	100	264

**PROPOSED DISTRIBUTION OF IRSME JTS GROUP 'A' POSTS OVER
ZONAL RAILWAYS/PRODUCTION UNITS/OTHER ESTABLISHMENTS**

S. No.	Zonal Railways/PUs/Other establishments	No. of JTS Group 'A' posts
1	Central Railway	14
2	East Coast Railway	9
3	East Central Railway (including CRW/HAR)	16
4	Eastern Railway	21
5	North Central Railway	15
6	North Eastern Railway	12
7	Northeast Frontier Railway	13
8	Northern Railway	24
9	North West Railway	13
10	South Central Railway	14
11	South East Central Railway	10
12	South Eastern Railway	13
13	Southern Railway	19
14	South Western Railway	8
15	West Central Railway	10
16	Western Railway	18
17	CLW	8
18	DLW	18
19	ICF	12
20	RWF	6
21	DMW	7
22	RCF/KXH	12
23	RCF/RBL	11
24	IRIMEE/JMP	2
25	COFMOW	2
26	CWP/Bela	3
27	IROAF	2
28	RDSO	26
	TOTAL	337

**PROPOSED DISTRIBUTION OF IRSS JTS GROUP 'A' POSTS OVER
ZONAL RAILWAYS/PRODUCTION UNITS/OTHER ESTABLISHMENTS**

S. No.	Zonal Railways/PUs/Other establishments	No. of JTS Group 'A' posts
1	Central Railway	7
2	East Coast Railway	4
3	East Central Railway	5
4	Eastern Railway	7
5	North Central Railway	5
6	North Eastern Railway	3
7	Northeast Frontier Railway	4
8	Northern Railway	7
9	North West Railway	4
10	South Central Railway	6
11	South East Central Railway	4
12	South Eastern Railway	5
13	Southern Railway	6
14	South Western Railway	4
15	West Central Railway	5
16	Western Railway	7
17	CLW	3
18	DLW	5
19	ICF	3
20	RWF	1
21	DMW	2
22	RCF/KXH	4
23	RCF/RBL	4
24	COFMOW	0
25	CWP/Bela	1
26	CORE	2
27	RDSO	0
28	Metro/Kol	0
29	NAIR	0
	TOTAL	108

Estt. Srl. No. 127/2015

ECoR/Pers/R/Rectt/20

RBE No. 97/2015

Date : 07.09.2015

Railway Board's letter No. E(NG)II/2011/RC-4/6, dated : 31.08.2015 is as under :

Sub.: Re-engagement of retired staff on daily remuneration basis in exigencies of services.

Attention is invited to this Ministry's letter of even number dated 17.10.2014 (RBE No. 112/2014) on the above subject. Keeping in view the acute shortage of staff in various categories of posts and consequent hampering of the Railway's services, Ministry of Railways (Railway Board) have decided to extend the said scheme, in exigencies of services, for a further period of one year, i.e., up to 14.09.2016, in the same terms & conditions as mentioned in the Board's letter of even number dated 27.09.2012. While implementing the scheme, General Managers may keep in view the fresh recruitment made in the vacant posts.

This issue with the concurrence of the Finance Directorate of Ministry of Railways (Railway Board).

Estt. Srl. No. 128/2015

ECoR/Pers/R/DAR/37

RBE No. 98/2015

Date : 07.09.2015

Railway Board's letter No. E(D&A)2014 GS1-2, dated : 31.08.2015 is as under :

Sub.: The Lokpal and Lokayuktas Act, 2013-Submission of Declarations of assets and liabilities by the Railway Servant.

Attention is invited to Railway Board's letter of even number dated 27.04.2015, whereby Department of Personnel and Training's O. M. No. 407/12/2014-AVD-IV(B) dated 25.04.2015 was circulated, extending the last date for filing the returns under the Public Servants (Furnishing of Information and Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, from 30.04.2015 to 15.10.2015.

2. In this regard, Department of Personnel and Training has issued O. M. No. 11013/7/2014-Estt. (A-III) dated 23.07.2015 reiterating the last date for filing of returns under the aforesaid Rules. A copy of the O. M. dated 23.07.2015 aforesaid is also enclosed alongwith annexures thereto.

3. Rule 18(1)(i) of the Central Civil Services (Conduct) Rules, 1964 referred to in para 1 of the O. M. dated 23.07.2015 corresponds to Rule 18(1)(i) of Railway Services (Conduct) Rules, 1966. The Department of Personnel and Training's D.O. letter dated 30.04.2015, referred to in para 3 of their O. M. dated 23.07.2015 is available at their website 'persmin.nic.in/DOPT.asp' under 'OMs & Orders'-Vigilance'.

DA : As above.

F. No. 11013/7/2014-Estt. (A-III) Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training Establishment Division

North Block, New Delhi--110001, dated July 23rd, 2015

OFFICE MEMORANDUM

Subject : Central Civil Services (Conduct) Rules, 1964 and the Lokpal and Lokayuktas Act, 2013-Submission of Declaration of Assets and Liabilities by the Public Servant for each year-Regarding.

The undersigned is directed to refer to this Department's OM No. 11013/3/2014-Estt.(A) dated the 17th February, 2015 regarding submission of declaration of assets and liabilities by the public servants under the Central Civil services (Conduct) rules, and the Lokpal and Lokayuktas Act, 2013 and to say that as per the rule 18 (1) (i) of the Central Civil Services (Conduct) Rules, 1964, every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities. In the form prescribed by the Government, giving the full particulars of movable, Immovable and valuable property and debts and other liabilities, etc., Similarly, Government servants other than newly appointed. belonging to Group 'A' and Group 'B' are required to submit an annual return in prescribed form giving full particulars of the immovable property inherited/owned/acquired by him/her or held by him/her on lease/mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other persons.

2. The Lokpal and Lokayuktas Act, 2013 (Lokpal Act) notified by the Government requires all public servants to declare, on first appointment and subsequently every year, a declaration of his / her assets & liabilities. In exercise of powers conferred by sub-section (1), clause (k) and clause (1) of sub-section (2) of section 59 read with section 44 and 45 of the act, this Department has notified the Public Servants (Furnishing of information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Rules, 2014. The form for declarations is at Annexure-1. All Government servants i.e., belonging to Group A, Group B, Group C and erstwhile Group D. are now required to furnish the declaration of their assets & liabilities in the enclosed format.

3. Vide D. O. No. 407/12/2014-AVD-IV-B dated the 30th April, 2015, this Department has informed all concerned the time-lines for filing the returns regarding assets and liabilities under the Lokpal Act, which are as follows:

- (i) The first return under the Lokpal act **(as on 1st August, 2014)** should be filed **on or before 15th October, 2015.**
 - (ii) The next annual return under the Lokpal Act, for the year ending **31st March, 2015** Should be filed **on or before 15th October, 2015;** and
 - (iii) The annual returns for subsequent years as on 31st March every year should be filed on or before 31st July of that year.
4. It is, therefore, requested that all concerned may be suitably advised to file the return within the time indicated in paragraph 3. It is relevant to

state here that as per section 45 of the Lokpal act, if any public servant wilfully or for reasons which are not justifiable, fails to (a) to declare his assets; or (b) gives misleading information in respect of such assets and is found to be in possession of assets not disclosed or in respect of which misleading information was furnished, then, such assets shall, unless otherwise proved, be presumed to belong to the public servant and shall be presumed to be assets acquired by corrupt means.

FORM No. 1

Details of Railway Servant, his/her spouse and dependent children

S. No.		Name	Public position held, if any	Whether return being filed by him/her, separately
1.	Self			
2.	Spouse			
3	Dependent-1			
4	Dependent-2			
5*	Dependent-3			

* Add more rows, if necessary

Date Signature :

Return of Assets and Liabilities on First appointment or as on the 31st March, 20.....* (Under sec. 44 of the Lokpal and Lokayuktas Act, 2013)

1. Name of the Railway Servant in
full (in block letters)
2. (a) Present public position held
(Designation, name and address
of organisation)
(b) Service to which belongs
(if applicable)

Declaration :

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date : Signature :

* In case of first appointment, please indicate date of appointment.

Note 1. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/liabilities of spouse and dependent children as provided in Section 44(2) of the Lokpal and Lokayuktas Act, 2013.

(Section 44(2) : A public servant shall, within a period of thirty days from

the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to

(a) the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries

(b) his liabilities and that of his spouse and his dependent children)

Note 2. If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3. 'dependent children' means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. [Explanation below Section 4493) of Lokpal and Lokayuktas Act, 2013]

FORM No. II

Statement of movable property on first appointment or as on the 31st March, 20.....

(Use separate sheets for self, spouse and each dependent child)

Name of Railway servant/spouse/dependent child : _____

Sl. No.	Description	Remarks, if any
(i)*	Cash and bank balance :	
(ii)**	Insurance (premium paid):	
	Fixed/Recurring Deposits(s) :	
	Shares/Bonds :	
	Mutual Funds(s) :	
	Pension Scheme/Provident Fund	
	Other investments, if any :	
(iii)	Personal loans/advance given to any person or entity including firm, company, trust, etc. and other receivables from debtors and the amount (exceeding two months basic pay or Rupees one lakh, as the case may be)	

(iv)	Motor Vehicles (Details of Make, registration number, year of purchase and amount paid)	
(v)	Jewellery [Give details of approximate weight (plus or minus 10 gms. in respect of gold and precious stones; plus or minus 100 gms. in respect of silver)]	
	Gold :	
	Silver :	
	Precious metals and precious stones :	
	Composite items : (indicate approximate value)***	
(vi)	Any other assets [Give details of movable assets not covered in (i) to (v) above] (a) Furniture (b) Fixtures (c) Antiques (d) Paintings (e) Electronic equipments (f) Others [Indicate the details of an asset, only if the total current value of any particular asset in any particular category (e.g. furniture, fixtures, electronic equipments, etc.) exceeds two months basic pay or Rs. 1.00 lakh, as the case may be]	

Date:

Signature:

* Details of deposits in the foreign Bank(s) to be given separately.

** Investments above Rs. 2 lakhs to be reported individually. Investments below Rs. 2 lakhs may be reported together.

*** Value indicated in the first return need not be revised in subsequent returns as long as no new composite item has been acquired or no existing items had been disposed of, during the relevant year.

FORM No. III

Statement of immovable property on first appointment or as on the 31st March, 20.....

(e.g. Lands, House, Shops, Other Buildings, etc.)

[Held by Railway Servant, his/her spouse and dependent children]

S. No.	Description of property (Land/ House/Fat/ Shop/ Industrial etc.)	Precise location (Name of district, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of Land in case of landed property	Extent of name of interest	If not in acquisition Railway servant, state in whose name held and his/her relationship, if any to the Railway servant	Date of purchase, mortgage,	How acquired (whether value of the lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Railway servant, if any with the person/persons concerned) (Please see Note I below) and cost acquisition	Present annual property (if exact value not known, approx value may be indicated)	Total income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Date : Signature :
 Note (1) For the purpose of column 9, the term 'lease' would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. where, however, the lease of immovable property is obtained from a person having official dealings with the Railway servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

FORM No. IV

Statement of Debts and Other Liabilities on first appointment or as on the 31st March, 20.....

S. No.	Debtor (Self/Spouse or dependent children)	Name and address of Creditor	Nature of debt/ liability and amount	Remarks
1	2	3	4	5

Date : Signature :
 Note 1 : Individual items of loans not exceeding two months basic pay (wher applicable) and Rs. 1.00 lakh in other cases need not be included.
 Note 2. The statement should include various loans and advances (exceeding the value in Note 1) taken from banks, companies, financial institutions, Central/state Government and from individuals.

Estt. Srl. No. 129/2015
ECoR/Pers/R/Pass/8

Date : 11.09.2015

Railway Board's letter No. E(W) 2007/PS5-1/9, dated : 02.09.2015 is as under :

Sub.: Issue of advance Pass from next year's account.

Ref. : ER's letter No. G470/0/1/XIV/P dated 31.08.2015.

With reference to ER's letter cited above, it is advised that Privilege Pass/PTO/Post Retirement Complimentary Pass from next year's account should be issued 5 months in advance in terms of amendments made to the Railway Servants (Pass) Rules, 1986 (Second Edition-1993) through ACS No. 73, issued vide Board's letter of even number-dated 26.03.2012 which are reproduced below :-

Item 3 (xiv) of schedule-II (Privilege Pass/PTO):-

When an employee has availed all passes due to him/her in a calendar year, one set of passes and /or one set of PTO may be issue to him/her for journeys commencing in the next year only and the Pass/PTO may be debited to the next year's pass account. Such advance issue of Pass/PTO should not exceed one month more than the Advance reservation Period i.e. five months at present, of the current year, in general, from the date of issue.

Item(i) under column 4 “other facilities” of Schedule-IV (PRCP):-

A retired Railway Servant may be issued on his/her request one set of Complimentary Pass one month more than the Advance Reservation Period ie. five months at present, in general, in advance of the current calendar year from the date of issue for journeys commencing in the next year duly debiting such issue of Complimentary pass in the next year's account.

2. Accordingly, Passes debitable to next year's account and valid for travel in January 2016 may issue in September 2015.

Estt. Srl. No. 130/2015
ECoR/Pers/R/Qtr/32

RBE No. 90/2015
Date : 17.09.2015

Railway Board's letter No. E(G)2014 QR-1-2, dated : 12.08.2015 is as under :

Sub.: Retention of Railway accommodation at the previous place of posting by Railway Officers/staff posted to Railway Training institutions as Faculty members and Railway Officers posted as Chairman/RRBs.

Board vide letter No. E(G) 989 QR 1-10 dated 03.09.13 had permitted retention of accommodation at the previous place of posting for full tenure of posting in the Training institutes to the Officers/staff posted to Railway Training Institutions as faculty members. Board also vide letter No. E(G) 2009 RN-5-Misc. 3 dated 23.11.09 had permitted Railway officers/staff posted as Chairman/RRBs to retain Railway quarter at their previous place of posting for a period not exceeding three years on payment of normal rent.

2. In exercise of the powers vested with the full Board for making reasonable relaxations in public interest in all or any of the existing provisions regarding allotment/retention of Railway accommodation and charging of rent therefor for a class/group of employees, the Board have decided as under :-

- (i) The Chairman and Faculties presently posted to RRBs and CTLs, be allowed retention for their entire tenure,
- (ii) All new Officers to be posted as Faculty or Director to CTIs, shall be allowed retention as normally available on transfer i.e. two months on normal rent and another six months on double the normal rent (special License Fee).
- (iii) All new Chairman/RRB to be posted, shall be allowed retention as normally available on transfer as per para (ii) above. There shall be one exception in respect of Chairman/RRB/Guwahati, who will be allowed full retention for entire tenure on normal rent as he is treated at par with officers posted to NF railway also headquartered at Guwahati.

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

Estt. Srl. No. 131/2015
ECoR/Pers/R/Rectt/20

RBE No. 99/2015
Date : 17.09.2015

Railway Board's letter No. E(P&A)I-2014/PS-5/PE-4, dated : 01.09.2015 is as under :

CORRIGENDUM

Sub.: Educational Qualifications for the post of Post Graduate Teachers-clarification.

Ref. : Board's letter No. E(P&A)I-PS-5/PE-4 dated 24.06.2015 is as under.

The Board's above referred letter may be read after deleting Paragraph 3.

Sub.: Educational qualifications for the post of Post Graduate Teacher-clarification.

Ref.: Board's letter No. E(P&A)I-87/PS-5/PE-9 dated 4.10.1989.

NF Railway and RRB Mumbai had raised the following issues in respect of the educational qualifications for the post of PGT:-

(a) As to whether TGT/Science, having normal avenue to the post of PGT/Science, may be considered eligible for the post of PGT/Bengali in Arts Stream by virtue of having the qualification of Masters Degree in Bengali.

(b) As to whether the candidates having qualifications such as M.Sc. in Zoology/Botany/Microbiology could be considered for the post of Post Graduate Teacher (Biology).

2. The above issues have been examined in Board's Office in consultation with NCTE and the following are clarified :-

(a) A Trained Graduate Teacher (Science) by virtue of having the qualification of Master Degree in Bengali is eligible for the post of PGT (Bengali) as the qualifications prescribed for the post of PGT are Post Graduate degree in the respective subject (Bengali, in the instant case) along with B. Ed. or its equivalent degree.

(b) In the normal practice, Biology subject is taught up to +2 level in an integrated form comprising of Zoology, Botany, Microbiology etc. However, at graduation/Postgraduation level its branches like Zoology, Botany and Microbiology etc. are taught as the independent subject. As such, the candidates having PG degree in branches of Biology may be treated as eligible for the post of PGT (Biology).

3. However, the Master Degree should not have been acquired from distance education mode.

(This disposes off NF Railway and RRB Mumbai's letter Nos. E/252/242 Pt-V(W) dated 02.07.2014 and RRB/MB/Edu. Qualification/2007/1 dated 08.05.2014 respectively.)

Estt. Srl. No. 132/2015

ECoR/Pers/R/Rectt/20

Date : 21.09.2015

Railway Board's letter No. 2013/H/PNM/NFIR, dated : 08.09.2015 is as under :

Sub.: Retired Employees Liberalized Health Scheme (RELHS-97).

Ref. : (i) Board's letters No. 2003/H/28/1/RFLHS dated 28.01.2005, 21.10.2005, 30.12.2005, 10.05.2006, 10.01.2007 & 16.03.2009.

(ii) Board's letter No. 2011/H/28/1/RFLHS/Court case dated 31.05.2012.

The question of extending RELHS 97 facility to those retired railway employees also who joined Railways late but retired at the normal age of superannuation before completing 20 years of service i.e. the minimum qualifying service required for joining RELHS, has been engaging attention of Ministry of Railways for some time. The issue was also been raised by both the recognized employee Federations (AIRF & NFIR).

After careful consideration in the matter, the Competent Authority in the Ministry of Railways has decided to extend facility of joining RELHS 97 to all those railway employees who retired at the normal age of superannuation irrespective of number of years of their service before superannuation. If such employees have any previous service from any other Government Department which makes them eligible for medical facility of that Department also, they should opt for one of the two facilities viz. medical facility of the Department of previous service or RELHS-97.

Other terms and condition for joining RELHS-97, mentioned in Board's letters cited under reference, will remain unaltered.

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

Wide publicity should be given to the above position.

Estt. Srl. No. 133/2015

ECoR/Pers/R/Rectt/24

Date : 21.09.2015

Railway Board's letter No. E(NG)-II/2013/RR-1/8, dated : 09.09.2015 is as under :

Sub.: Clarification regarding acceptance of educational qualification obtained through distance education mode from Open University without undergoing formal education for the purpose of employment on the Railways-reg.

Attention is invited to the clarification issued vide this Ministry's letter of even number dated 18/3/2015 (RBE No. 22/2015) on the above subject. References are being received in this office regarding the applicability of the date of said instructions will be applicable from the date of Notification No. F.1-17/83 (CPP-II) published by University Grant Commission published on 18/10/1995.

Estt. Srl. No. 134/2015

ECoR/Pers/R/Rectt/20

RBE No. 101/2015

Date : 21.09.2015

Railway Board's letter No. E(P&A)I-2015/FE-4/3, dated : 10.09.2015 is as under :

Sub.: LARSSESS-Clarification.

Ref.: Board's letter No. E(P&A)I-2010/RT-2 dated 28.06.2011& 15.07.2011.

In terms of instructions contained in above refereed letter, the scope of LARSGES Scheme was extended from GP 1800 to 1900 in respect of those Specified Safety categories in GP 1800, whose list was circulated vide Board's letter dated 11.09.2010. It is clarified that Trackmen/Gangmen in GP 1900 are also eligible for the Scheme in terms of the above referred letter. The terms and conditions of GP 1800/- shall also be applicable for GP 1900/- mutatis mutandis so far as the Trackmen/Gangmen are concerned.

Estt. Srl. No. 135/2015

ECoR/Pers/R/Rectt/20

RBE No. 102/2015

Date : 21.09.2015

Railway Board's letter No. E(NG)I-2012/PM5/2, dated : 10.09.2015 is as under :

Sub.: Filling up the post of Bridge inspector Grade-III/Junior Engineer (Bridge) with G.P. Rs. 4200-Change in the recruitment pattern in the Bridge Department under Civil Engineering-regarding.

Ref : PNM/AIRF Item No. 41/2012.

As per the existing provision of para 146 (1) of IREM, Vol-I, the post in the category of Bridge Inspector Grade-III/Junior Engineer (Bridge) with G.P. Rs. 4200 are filled as under :

- (i) 75% by direct recruitment through Railway Recruitment Board; and
- (ii) 25% by promotion by selection from Bridge Mistries.

2. One of the recognized Federations, viz., AIRF has requested Board to modify the above recruitment pattern to establish parity with recruitment pattern adopted for junior Engineers in all other departments, including junior Engineer (Track Machines).

3. The above subject has since been discussed as PNM/AIRF Item No. 41/2012 in consultation with the Zonal Railways and it has been decided that the post of Bridge Inspector Grade-III/Junior Engineer (Brige) with G. P. Rs. 4200 will, henceforth be filled as under :

(i) 60% plus any shortfall of Intermediate Apprentice Quota as at (iii) below by Direct Recruitment through the RRBs with Educational Qualification of Diploma/Degree in Civil Engineering from Institute recognized /affiliated to AICTE;

(ii) 25% by promotion through normal selection; and

(iii) 15% by induction as Intermediate Apprentice from amongst the Technicians below 45 years of age, having qualification of ITI/Act Apprenticeship in the relevant trade or 10+2 in Science stream with a minimum 3 years service

in skilled Technician-III and above as well as satisfactory service report with respect to application of work, attendance and general conduct, through the process of selection (on application basis). Service for the purpose for this clause will not include the training of 3 years imparted to Matriculates recruited for appointment in the skilled Technician-III.

4. Accordingly, para 146 (1) the Indian Railways Establishment Manual, Vol-I, 1989 (First Reprint Edition 2009) is amended as reflected in the ACS No. 229 enclosed.

Chapter I, Section 'B' containing rules for the recruitment and training of Group 'C' and Group 'D' and workshop staff.

Para 146(1)

Substitute the following for the existing para 146(1) :

(i) 60% plus any shortfall of Intermediate Apprentice Quota as at (iii) below by Direct Recruitment through the RRBs with Educational Qualification of Diploma/Degree in Civil Engineering from Institute recognized/affiliated to AICTE;

(ii) 25% by promotion through normal selection; and

(iii) 15% by induction as Intermediate Apprentice from amongst the Technicians below 45 years of age, having qualification of ITI/Act Apprenticeship in the relevant trade or 10+2 in Science stream with a minimum 3 years service in skilled Technician-III and above as well as satisfactory service report with respect to application of work, attendance and general conduct, through the process of selection (on application basis). Service for the purpose for this clause will not include the training of 3 years imparted to Matriculates recruited for appointment in the Skilled Technician-III.

(Authority : Board's letter No. E(NG)-I-2012/PM5/2 dated 10.09.2015)

Estt. Srl. No. 136/2015
ECoR/Pers/R/Leave/6

RBE No. 100/2015
Date : 24.09.2015

Railway Board's letter No. E(P&A)-I-2008/CPC/LE-8, dated : 10.09.2015 is as under :

Sub.: Leave applicable to railway school staff, child Care Leave and Commuted Leave-Frequently Asked Questions.

Please refer to the provisions contained in Rule Nos. 525, 551E, 521 of IREC Vol.-I in respect of Leave applicable to school staff, child Care Leave and Commuted leave/Leave on Production of Medical Certificate by the Railway servants.

2. Now, DOP & T has inter-alia issued clarification on Leave to school staff, Child Care Leave and Commuted Leave in the form of frequently asked questions (FAQ) in terms of their Office Memorandum No. 21011/08/2013-Estt(AL). The text of OM is tabulated below for guidance of all concerned.

Sl. No.	Questions	Answer
1.	What are the leave entitlements of Railway servants serving in Railway schools?	<p>The Rule No. 525 of IREC Vol. -I, which came into effect from 1.9.2008 regulates the grant of Leave on Average Pay for persons serving in the Railway Schools. The said rule provides for as follows :</p> <p>(1) (a) A Railway servant serving in a Railway School Such as a teacher, principal, headmaster, librarian, laboratory assistant or a waterman shall not be entitled to any Leave on Average Pay in respect of duty performed in any year in which he avails himself of the full vacation.</p> <p>(b) In respect of any year in which a Railway servant avails a portion of the vacation, he shall be entitled to Leave on Average Pay in such proportion of 30 days, as the number of days of vacation not taken bears to the full vacation.</p> <p>Provided that no such leave shall be admissible to a Railway servant not in permanent employment or quasi-permanent employment in respect of the first year of his service.</p> <p>(c) If, in any year, the Railway servant does not avail any vacation, Leave on Average Pay shall be admissible to him in respect of that year under Rule 523.</p> <p>For the purpose of this rule, the term "year" Shall be construed not as meaning a calendar year in which duty is performed but as meaning twelve months of actual duty in a Railway School.</p> <p>A Railway servant entitled to vacation shall be considered to have availed a vacation or a portion of a vacation unless he has been required by general or special order of a higher authority to forgo such vacation or portion of a vacation.</p> <p>Provided that if he has been prevented by such order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation.</p>

		<p>* When a Railway servant serving in a Railway School proceeds on leave before completing a full year of duty, the Leave on Average Pay admissible to him/her shall be calculated not with reference to the vacations which fall during the period of actual duty rendered before proceeding on leave but with reference to the vacation that falls during the year commencing from the date on which he completed the previous year of duty.</p> <p>* As per Rule 526 of IREC Vol.-I the half pay leave account of every Railway servant, permanent or temporary including the one who is serving in a Railway school, shall be credited with Leave on Half Average Pay in advance, in two installments of ten days each on the first day of January and July of every calendar year. This is subject to conditions laid down in Board's letter No. E(P&A) I-2008/CPC/LE-10 dated 06.03.2009.</p>
2.	Whether Govt. servant can be permitted to leave station/go abroad while on CCL?	Child care leave is granted to a woman employee to take care of the needs of the minor children. If the child is studying abroad or the Railway servant has to go abroad for taking care of the child she may do so subject to other conditions laid down for this purpose.
3.	What is the intention behind the instruction that CCL is to be treated like LAP and sanctioned as such?	<p>The intention is that CCL should be availed with prior approval of leave sanctioning authority and that the combination of CCL with other leave, if any, should be as per the restriction on LAP.</p> <p>The restriction of the limit of 180 days at a stretch as applicable in the case of LAP will not apply in case of CCL.</p>
4.	Whether commuted leave is admissible based on medical certificates of Hospitals/Medical Practitioner approved by the employer of the spouse in cases where the concerned employee has been allowed to avail such facilities from the employer of the spouse?	Leave on medical grounds may be allowed on the basis of certificates issued by Hospitals/Medical Practitioners approved by the employer of the spouse in such cases.

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

Estt. Srl. No. 137/2015
ECoR/Pers/R/DAR/37

RBE No. 105/2015
Date : 24.09.2015

Railway Board's letter No. E(D&A) 2015 RG 6-2, dated : 08.09.2015 is as under :

NOTIFICATION

G.S.R. - In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the railway Servants (Discipline and Appeal) Rules, 1968, namely :-

1. **Short title and Commencement** : (1) These rules may be called the Railway Servants (Discipline and Appeal) Amendment Rules, 2015.

(2) They shall come into force on the date of their publication in the official Gazette.

2. In the Railway Servants (Discipline and Appeal) Rules, 1968, in rule 6, in the Explanation, after item (ix), the following item shall be inserted namely :

“(x) any compensation awarded on the recommendation of the Complaints Committee referred to in the proviso to sub-rule (2) of rule 9 and established in a unit under the Ministry of railways for inquiring into any complaint of sexual harassment within the meaning of rule 3 C of the Railway Services (Conduct) Rules, 1966”.

[File No. E(D&A) 2015 RG 6-2]

Estt. Srl. No. 138/2015
ECoR/Pers/R/Selection/3

RBE No. 106/2015
Date : 11.09.2015

Railway Board's letter No. E(GP)2001/2/32, dated : 10.09.2015 is as under :

Sub.: Holding of Selections for promotion to Group 'B' post of Law Officer on the Railways-Authorities for setting up of Question Papers and evaluation of Answer sheets.

Ref : Board's letter no. E(GP) 2001/2/32 dated 25.10.2001.

In terms of instructions contained in Board's letter no. E(GP)2001/2/32 dated 25.10.2001, the authorities for setting up of the Questions papers and evaluation of answer sheets of the written examination held as part of Selections & LDCEs for promotion to Group 'B' posts have been defined. Accordingly, while PHOD of the concerned Department is the authority for setting up of Question Paper, any SaG officer of the Department is to be entrusted with the evaluation of answer-sheets.

2. Now the Hon'ble Supreme Court, has passed following interim orders dated 27/03/2015 in SLP No. 31926-31927 of 2011 filed by Shri P. Rajasekaran of Southern Railway :

“the respondent authorities shall consider its policy with regard to the appointment of examiners and persons having sufficient knowledge of law should be assigned the work examining answer sheets pertaining to the subject of Law.”

3. Board has now decided that the aforesaid directives passed by the Hon'ble Apex Court should be kept in view while nominating the evaluators of answer-sheets of examination held as part of Selections for promotion to Group 'B' post of Law Officer.

4. Selections to Group 'B' posts of Law Officer which are already in progress may be proceeded with and finalised as per the existing instructions.

Estt. Srl. No. 139/2015
ECoR/Pers/R/DA/21

RBE No. 115/2015
Date : 24.09.2015

Railway Board's letter No. PC-VI/356, dated : 24.09.2015 is as under :

Sub.: Payment of dearness Allowance to Railway employees-Revised rates effective from 01.07.2015.

Please refer to this Ministry's letter of even number dated 13.04.2015 (S. No. PC-VI/349, RBE No. 35/2015) on the subject mentioned above. The President is pleased to decide that the Dearness Allowance payable to Railway employees shall be enhanced from the existing rate of 113% to 119% with effect from 1st July, 2015.

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

3. The additional installment of dearness Allowance payable under these orders shall be paid in cash to all railway employees. The arrears may be charged to the salary bill and no honorarium is payable for preparing separate bill for this purpose.

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

Estt. Srl. No. 140/2015
ECoR/Pers/R/Transfer/44

RBE No. 109/2015
Date : 01.10.2015

Railway Board's letter No. E(NG)I-2013/TR/7, dated : 21.09.2015 is as under :

Sub.: Implementation of Supreme Court's judgment dated 31.10.2013 in WP(C) 82/2011-Postings/Transfers in Railways-Corrigendum-Regarding.

Pursuant to the directives of Hon'ble Supreme Court dated 31.10.2013 in WP (C) 82/2011, instructions were issued, vide Board's letter number E(O)III-2014/PL/03 dated 10.06.2014 for constitution of Placement Committees for officers and staff working on Zonal railways in various offices/work units. Some of the Zonal Railways have been expressing difficulties in implementing the above scheme and suggesting alternative ways to form the Placement Committees for different work units. Considering the difficulties experienced and the feedback received from some of the Zonal Railways observing ground realities, the matter has been re-considered by the Board who have decided to

replace paras 2(iv) and 2(v) of Board's letter dated 10.06.2014 quoted above as under :

(iv) For officials of the level of Group "C" in Railway Divisional Office :-

(a) One officer of Personnel Branch at least one scale below the Cadre Controlling Authority (Minimum Junior scale).

(b) One officer of the concerned Department at least one scale below the Cadre Controlling Authority (minimum Junior scale),

(c) One officer outside the Department at least one scale below the Cadre Controlling Authority (minimum Junior scale).

Accepting Authority : The competent authority to accept the recommendations of the above Placement committee shall be the Cadre Controlling Officer (JAG/SAG/Sr. Scale) of the Department or the Branch Head.

(v) For officials of the level of Group "C" in Production Units and RDSO/ Workshop :-

(a) One officer of Personnel Branch at least one scale below the Cadre Controlling Authority (minimum Junior scale).

(b) One officer of the concerned Department at least one scale below the cadre Controlling Authority (minimum Junior scale).

(c) One officer outside the Department at least one scale below the Cadre Controlling Authority (minimum Junior scale).

Accepting Authority : The competent authority to accept the recommendations of the above Placement committee will be the Cadre Controlling Officer (JAG/SAG/Sr. Scale) of the Department or the Branch Head.

Estt. Srl. No. 141/2015
ECoR/Pers/R/Rect/20

RBE No. 110/2015
Date : 01.10.2015

Railway Board's letter No. E(NG)II-2015/RR-2/2, dated : 21.09.2015 is as under :

Sub.: Recruitment against Scouts & Guides quota-procedure for.

Attention is invited to this Ministry's letter numbers E(NG)II/79/RR-1/25 dated 19.9.1979 & 25.8.1980. E(NG)II/82/RR-132 dated 13.03.84, E(NG)II/84/RR-2/1 dated 14.09.1984, E(NG)II/90/RE-2/1 dated 22.10.1990, letter number E(NG)II/90/RR-2/3 dated 4.5.2000 (RBE No. 82/2000), E(NG)II/2003/RR-2/4 dated 19.11.2003 (RBE No. 201/2003), E(NG)II/2005/RR-2/3 dated 3.5 2004 (RBE no. 71/2005), E(NG)II/2011/RR-2/2 dated 22.09.2011 (RBE No. 71/2005) laying down guidelines for filling up posts against Scout & Guides quota on the Railways.

2. With a view to consolidate various Instructions and to streamline procedure for recruitment against this quota, the entire issue has been reviewed by the Board. Accordingly, in super session of all the instructions quoted in the above para, it has been decided to lay down the following procedure :-

2.1. Recruitment should be done at the Zonal Administration level,. For this, each zone should conduct the recruitment by clubbing the requirement/quota fixed for all their respective divisions as well as Production Units (which are also districts under their respective zones), falling within their territorial jurisdiction. This should be done by way of open advertisement following the procedure laid down vide this Ministry's letter No. E(NG)II/96/RR-1/62 dated 17.9.98.

2.2. The recruitment will be done only in Group 'C' {Pay Band-1 of Rs 5200-20200/- having Grade Pay of Rs. 1900/-} and erstwhile Group 'D' {Pay Band-1 of Rs. 5200-20200/- having Grade Pay of Rs. 1800/-}. The educational qualification and age limit for consideration for appointment against the quota will be the same as applicable for direct recruitment to Group 'C' and erstwhile Group 'D' categories respectively. Examination Fee may be charged @ Rs. 100/- (Rupees One Hundred) per candidate. However, no such fee shall be charged from SC/ST candidates and also from those candidates as stipulated in this Ministry's letter No. E(NG)II/96/RR-1/62Vol.II dated 08.12.2000 (RBE No. 175/2010).

5. The annual quota for recruitment will be as under :-

GP Rs. 1900 : 02 per Railway per year

01 per Production Unit per year

GP Rs. 1800 : 02 per Division/Production Unit per year.

(**Note:** Northern Railway will recruit additional 1 per year in GP Rs. 1900 and 2 per year in GP Rs. 1800 who will be posted in RDSO, not to be utilized elsewhere).

6. Powers for recruitment of Scouts & Guides quota shall lie with the General Manager. application shall be called for separately for Pay Band Rs. 5200-20200/- Grade Pay Rs. 1900/- and Pay Band Rs. 5200-20200/- Grade pay Rs. 1800/-. The selection shall also be conducted separately. A candidate may apply both for Grade pay Rs. 1900/- and Grade Pay Rs. 1800/-.

7. The following qualification would apply for recruitment of Scouts & Guides to posts in Grade Pay Rs. 1900/- and Grade Pay Rs. 1800/-.

(a) A President Scout/Guide/Rover/Ranger **OR** Himalayan Wood Badge (HWP) holder in any section :

(b) Should have been an active member of a Scouts organization for the last 5 years. The 'Certificate of Activeness' should be as per **Annexure-1; and**

(c) Should have attended two events at National level **OR** All Indian Railways' level **And** Two events at state level.

8. The candidates, who apply in response to the Notification and are found eligible for consideration for appointment against Scout & Guides quota, should be assessed on the basis of following criteria :

(A)	Written Test	50 Marks
	The written test will consist of 40 objective question (40 marks) & 1 essay type question (10 marks) relating to Scouts and Guides Organization and its activities and General knowledge for Grade Pay Rs. 1900/- and Grade pay Rs. 1800/- The syllabus for this will be as per Annexure-II .	
(B)	Scouting Skill Assessment	10 Marks
	A Skill Assessment Committee will assess the practical ability of the candidates.	
(C)	Marks on certificates	40 Marks
	(i) Participation/Service rendered in National Events/National Jamboree (including All Indian Railway Events):	10 Marks
	* First Two certificates (i.e. minimum eligibility qualification	Nil
	* One additional event	07 marks
	* Two or more additional events	10 marks
	(ii) Participation/Service rendered in state Events/ Rallies :	10 marks
	* First Two certificates (i.e. minimum eligibility qualification	Nil
	* One additional event	07 marks
	* Two or more additional events	10 marks
	(iii) Specialized Scout/Guides course organized at National/State/All Indian Railways level :	10 marks
	* One Course	07 marks
	* Two or more Courses	10 marks
	(iv) Participation in District Rallies :	10 marks
	* One certificate	Nil
	* Two certificates	07 marks
	* Three certificates	10 marks
	TOTAL	100 marks

9. For selection in Grade Pay Rs. 1900/- the Recruitment Committee shall consist of three Senior Administrative Grade (SAG) officers to be nominated by the General Manager, whereas for selection in Grade Pay Rs. 1800/- the committee shall consist of three Junior Administrative Grade (JAG) Officers. One of them should be an officer holding honorary post of Commissioner in Scouting / Guiding organization in the committee of a Zone/Division/Unit other

than the one conducting the recruitment. One of the three members should necessarily be from Personnel department.

10. For Scouting Skill Assessment Committee, one Advance Leader Trainer (ALT)/Leader Trainer (LT) and one HWB should be nominated by the General Manager. If ALT/LT is not available in the Division/Production Unit, necessary assistance may be taken from zonal railway state headquarter/other Divisions/ District for the nomination of ALT/LT/HWB.

11. A written declaration will be obtained from all the candidates who finally qualify for appointment as per Annexure-III. If the candidate violates any of the said declarations furnished by him/her, he/she should be taken up under DA&R by the concerned CPO/Senior DPO on the recommendation of State Chief Commissioner/District Chief Commissioner, as the case may be.

12. Higher fixation of pay will not be admissible to a person appointed against Scouts & Guides quota.

13. The persons appointed against Scouts & Guides quota to the category of Clerks will be required to possess proficiency in typing within a period of two years from the date of appointment, and their appointment will be provisional subject to the prescribed typing qualification within the stipulated period. In case of non acquisition of typing skill within the perscribed period, no additional tijme will be given and services of such candidate(s) will be summarily terminated.

14. The candidates selected for appointment under the Scout & Guide quota should be posted by the competent authority in consultation with the concerned State Chief Commissioner/District Chief Commissioner.

15. It may be noted that instead of notifying the posts against this quota as unreserved (UR), this should be mentioned as open to all candidates and candidates belonging to SC/ST/OBC categories who apply against notification published for this quota be extended relaxation in age limit as admissible in a general open market recruitment. However, in case of being selected with any relaxation on account of being a candidate from the above categories, he/she will be taken against reserved roster point.

16. The field units are directed that they should finalize and fill up the posts against this quota during the respective financial year without fail.

Annexure-I

Certificate No.

CERTIFICATE OF ACTIVENESS

This is to certify that(name).....of State/ District/Division is an active member ofGroup since.....years duly registered with the State/District Association.

Date :

(Name & Sign)

Group Leader (S/G)

(Name & Sign)

DOC (S/G)

(Name & Sign)

DC(S/G)

Annexure -II

PROPOSED SYLLABUS FOR SELECTION UNDER SCOUTS & GUIDES OUOTA FOR GROUP 'C' POSTS.

History of Scouting/Guiding; Law & Promise; Organisation-'Distt. & State Level'; Training Centre-Distt. & State Level; Knowledge of Bocks ; Scouting for Boys/ Guiding for Girls in India; Motto left hand shake; Salute; Prayer; Flag song; National Anthem; Mnow the National & Scouting flags; Social Services at various occasions; Hiking; Proficiency Badges, How these are earned? Stages in scouting/Guiding. Thinkding Day; Progressive Training of Scouts/ Guides/ Rangers; Pioneering; Handicrafts; Indian Railway Jamborette; National Jamboree; Jamboree on the Air.

Organisation at National level; National Training Centres, WAGGGS/WOSM-Uprashtrapati Award Competition; Prime Minister Shield Competition; Community Development Progremmes; Aims and Methods of Scouting; How Scouting is useful in producing better citizens?

Estt. Srl. No. 142/2015
ECoR/Pers/R/Rect/20

RBE No. 111/2015
Date : 06.10.2015

Railway Board's letter No. PC-III/2014/FE-II/1, dated : 21.09.2015 is as under :

Sub.: Intoduction of category of Sr. P. Way Supervisor-Staff medically de-categorised.

Ref.: Board's letter no. PC-III/2004/CRC/1 (Pt.1) dated 22-03-2007.

The Staff Side (NFIR) had raised the issue in the PNM taht instructions issued vide Board's letter no. PC-III/2004/CRC/1 (Pt.1) dated 22.03.2007 regarding introduction of new categoryof Sr. P. Way Supervisor (Rs. 5000-8000) in place of P. Way Supervisor (Rs. 4500-7000+100SA) do not cover the cases of staff who are medically de categorised between the period from the date of issue of orders to the actual date of implementation of these orders.

The issue has been examined by Board and it has been decided that the employees who were on sanctioned cadre strength of the Track supervisors (erstwhile P. W. Mistries/Supervisor Permanent way) as on 22-03-2007 but medically de-categorised between the period from the date of issue of Board's orders dated 22-03-2007 to the actual date of implementation of these orders, are also entitled to the fixation benefit and arrears as per Board's orders dated 22-03-2007, till the date of their medically de-categorisation as in the case of employees who retire/resign/expired from service during this period.

This issues in consultation with the Establishment and Finance Directorates of this Ministry.

Estt. Srl. No. 143/2015
ECoR/Pers/R/Allowance/21

RBE No. 108/2015
Date : 06.10.2015

Railway Board's letter No. F(E)/2015/AL-28/46, dated : 21.09.2015 is as under :

Sub.: Payment of difference on arrears of TA/DA arising out of Railway Board's letter No. F(E)/2011/AL-28/18, Dt. 29.4.14.

One of the Railways has sought clarification regarding a supplementary claim for difference of TA/DA arising out of enhancement of Dearness allowance upto 100% w.e.f. 1.1.14 after issue of Board's letter No. F(E)/2011/AL/28/18 dt. 29.04.14.

2. The matter has been examined in Board's office and it is clarified that where TA/DA has been paid at old rates supplementary claims for difference of TA/DA would be admissible in respect of official tours made on or after 01.01.14 consequent to increase in the rates of TA/DA by 25%, w.e.f. 01.01.2014.

3. This disposes of South Eastern Railway's letter No. ENG/Bills/TA&DA/604 dated 25.08.2015.

Estt. Srl. No. 144/2015
ECoR/Pers/R/PLB-2014-15/53

RBE No. 121/2015
Date : 08.10.2015

Railway Board's letter No. E(P&A)/II-2015/PLB-4, dated : 07.10.2015 is as under :

Sub.: Payment of Productivity Linked Bonus to all eligible non-gazetted Railway employees for the financial year 2014-2015.

The president is pleased to sanction Productivity Linked Bonus (PLB) equivalent to **78 (Seventy Eight)** days wages without any ceiling on Wages for eligibility for the financial year 2014-15 to all eligible non-gazetted Railway employees (excluding all RPF/RPSF personnel). Where wages exceed Rs. 3500/- per month. Productivity Linked Bonus will be calculated as if 'wages' are Rs. 3500/- p.m.

2. 'Wages' for the purpose of calculating Productivity Linked Bonus shall include 'Basic pay' as defined in the Railway Services (Revised Pay) Rules, 2008 and dearness allowance drawn during the financial year 2014-15 Other conditions of eligibility, method of calculation of wages, etc., as prescribed in this Ministry's instructions and clarifications issued from time to time, shall remain unchanged.

3. It has also been decided that in the case of eligible employees mentioned in Para 1 above who were not placed under suspension, or had not quit service/retired/expired during the financial year 2014-15 or were on leave where leave salary admissible is not less than that admissible on leave on average pay, may be paid an amount of Rs. 8975/- towards Productivity Linked Bonus for the financial year 2014-15. In the case of employees other than those mentioned above, the amount of Productivity Linked Bonus may be calculated in accordance with the extant instructions on the subject.

4. Further, in relaxation to the provisions in Rules 905(2). 908 and 909 of state Railway Provident Fund Rules, as contained in Chapter 9 of R-I/1985

edition (2003 Reprint edition). such or the subscribers to the SRPF as are entitled to Productivity Linked Bonus may. If they so desire, deposit the whole or part of the amount admissible under the their respective State Railway Provident Fund Accounts.

5. Disbursement of Productivity Linked Bonus for the financial year 2014-15 to all eligible nongazetted Railway employees mentioned in Para 1 above should be made on priority in the same mode as payment of salary before the ensuing Puja/Dussehra holidays.

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

Estt. Srl. No. 145/2015
ECoR/Pers/R/Leave/6

RBE No. 107/2015
Date : 08.10.2015

Railway Board's letter No. E(P&A)/I-2015/CPC/LE-3, dated : 18.09.2015 is as under :

Sub.: Requirement of taking permission by railway servant for leading station/headquarters.

A copy of O. M. No. 11013/8/2015-Estt. A-III dated 27th July, 2015 received from the Ministry of Personnel. Public Grievances & Pensions (Department of Personnel & Training) on the above subject is enclosed herewith for information and necessary action.

F. No. 11013/8/2015-Estt.A-III
Government of India

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Establishment Division)

North Block, New Delhi-110001,
Dated July 27th, 2015.

OFFICE MEMORANDUM

Subject : Requirement of taking prior permission for leaving station / headquarters for going abroad while on leave.

Undersigned is directed to refer to the Office Memorandum mentioned in the margin and to say that as per the existing instructions, when Government servant applies for leave for going abroad on a private visit, separately prior permission of the Competent authority for such visit is also required. While granting such permission, many factors are required to be kept in view. For example, permission may be denied in the interest of security. Individuals facing investigation/inquiry on serious charges, who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the country. On the other hand, it is also desirable that requests of Government servants for such permission are dealt with expeditiously.

2. Keeping the above in view, it has been decided that requests for permission for private visits abroad may be processed in the attached formats. As clarified vide the OM dated 1st September, 2008, the competent authority for granting permission will be as per instructions issued by the Cadre Authority/administrative Ministry /Department. In the absence of any such instructions, it

is the leave sanctioning authority. In case due to specific nature of work in a Department, administrative exigencies, or some adverse factors against the Government servant etc., it is not expedient to grant permission to the Government servant, such decision for refusal should not be taken below the level of Head of Department. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application. In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned within 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him.

3. If in case some modifications are considered necessary due to specialised nature of work handled by any organisation, changes may be made with the approval of this Department.

PERFORMA FOR TAKING PRIOR PERMISSION BY RAIL WAY SERVANTS FOR PRIVATE VISITS ABROAD.

Part A-To be filed by the Railway servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry/Department
4. Passport No.
5. Details of Private foreign travels to be undertaken;

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (Travel, board, lodging, visa, misc., etc.)	Source of funds

6. Details of private foreign travel undertaken during the last four years.

Period of travel	Name of foreign countries to be visited	Purpose

Signature

Date :

Name of Designation

Part B-To be filled by the Administration

1. Whether the Railway servant is handling large amounts of railway cash.
2. Whether the Railway servant is dealing with secret/top secret matters.
3. Whether any case involving serious charges against the Railway servant is under investigation (Details).
4. Whether the Railway servant is under suspension.

5. Whether any disciplinary proceeding/criminal case is pending against the Railway servant (Details).

Signature

Date :

Name and Designation

Estt. Srl. No. 146/2015
ECoR/Pers/R/Pension/4

RBE No. 112/2015
Date : 08.10.2015

Railway Board's letter No. 2015/F(E)III/1(3)/7, dated : 22.09.2015 is as under :

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 3, SUB-SECTION (i)]

GOVERNMENT OF INDIA MINISTRY OF RAILWAYS (RAILWAY BOARD)

Notification

New Delhi, the 22 September, 2015

G.S.R. --In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Railway Services (Extraordinary Pension) Rules, 1993, namely :-

1. (1) These rules may be called the Railway Services (Extraordinary Pension) (Amendment) Rules, 2015.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Railway Services (Extraordinary Pension) Rules, 1993, in Schedule V, for Form A and Form B, the following Forms shall respectively be substituted, namely :

FORM A

FORM OF APPLICATION FOR DISABILITY PENSION

Part I (To be filled by the applicant)

1.	Details of the applicant (i) Name (ii) Designation/Rank (iii) IRLA/Personal/ Force/Regiment No. (iv) Aadhaar Number (if available) (v) Marks of Identification	Space for Photograph
2.	Name of Father or Mother or Both (a) Name of Father (b) Name of Mother	
3.	Date of birth of applicant	
4.	(i) Correspondence address with Pin Code (ii) Permanent address with Pin Code	
5.	Post held at the time of injury/disease	
6.	Bank name, Branch address, Account No. to which pension is to be credited (joint account, either or survivor, with spouse) BSR Code, IFSC Code	

7.	Enclosures : (i) Self-attested copies of certificate of Medical Board, (ii) Form 6 of Railway Services (Pension) Rules, 1993 (iii) Nomination Forms (except commutation of pension), (iv) Undertaking for refunding any excess payment, (v) Specimen signature/thumb impression (in case of illiterate applicant) (vi) Three joint photographs with spouse or separate photographs of the applicant and spouse where it is not possible to submit a joint photograph, [Note : Thumb impression (in the case of illiterate applicant) is to be attested by a Gazetted Officer and photographs are to be attested by Head of Office)	
----	---	--

Note : in case the Head of Office is satisfied that it is not possible for the applicant to open a joint account for reasons beyond his/her control, this requirement may be relaxed.

Part II

(To be filled by the Head of Office and forwarded to Accounts Officer)

1.	(i) Present/last post held (ii) Post held at the time of injury/disease (iii) Head quarters/unit with address (iv) Service to which belongs	
2.	(i) Date of entry into service (ii) Date of discharging/boarding out from service	
3.	Net qualifying service (a) Actual (b) National for categories 'D' and 'E'	
4.	Pay band and grade pay or pay scale	
5.	(i) Basic pay on the date of injury/disease (ii) Basic pay on the date of medical examination (include non-practising allowance in the basic pay)	
7.	(i) Date of injury/disease (as certified by the medical authorities) (ii) Date of medical examination	
8.	Amount of retirement gratuity /death gratuity	
9.	(a) Proposed disability pension (b) Date from which pension is to commence	
10.	Rate of extraordinary family pension if death occurs within 7 years from the date of injury or date of medical report on 7 years from the date of injury or date of medical report on disease and is on account of the same injury or disease for which he was boarded out.	

11.	Rate of family pension in case of death other than as in item 10- (i) Enhanced rate (ii) Ordinary rate (iii) Period for which family pension will be payable (a) at enhanced rate (b) ordinary rate	
-----	--	--

FORM B FORM OF APPLICATION FOR FAMILY PENSION

Application for extraordinary family pension in respect of late Shri/Smt. killed or died of injury (ies)/disease(s) claimed as attributable to Railway Service.

I. Information regarding the deceased

1.	Full name and address	
2.	Name of Father or Mother or Both	
3.	Date of death	

II. Information regarding the claimant

4.	Name and address, (showing Village, Post Office, District, State, Pin code)	
5.	Date of birth	
6.	Aadhar Number (if any)	
7.	Monthly Income from all sources	
8.	Relationship with the deceased	
9.	Bank name Branch address Account No. BSR-Code/IFSC Code	

III. Details of surviving members of family of the deceased

Relation	Name	Date of birth (Christian Era)	Disability, if any	Marital Status
Widow/Widower				
Sons				
Daughters				
Father				
Mother				
Brother				
Sister				

IV. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable.

Name	Date of birth	Relationship with the minor/mentally disabled claimant	Relationship with the deceased Railway servant	Postal address

Enclosures : 1. Report of medical examination of the deceased employee
(Copies of) 2. Guardianship certificate, if applicable
3. Disability certificate of the claimant, if any
4. Income certificate

Specimen signature/thumb impression and two photographs of the applicant, attested by a Gazetted Officer are enclosed.

Place :

Date :

(Signature of claimant)

Phone no :

Permanent Account Number for Income Tax (Pan)

Aadhar No., if available

Note : If the deceased has left no son, widow, daughter, father or mother, brother or sister surviving him, the word "none" should be entered oppositely to such relative.

Place :

Date :

(Signature and Seal of Head of Office)

Note : The Principal rules were published vide number S. O. 930 (E), dated the 3rd December, 1993 and subsequently amended as follows :-

S. No.	Notification number	Date	Published in the Gazette of India Part II Section 3 Sub-Section (ii). S.O. No. Date of Publication	
1	2	3	4	5
1	F(E)III/99/PN1/38 (Modification)	23.05.2000	1554	15.07.2000
2	F(E)III/2003/PN1/38 (Amendment)III	30.12.2003	1490(E)	30.12.2003
3.	File No. 2011/F(E)III/1(3)/5	23.09.2013	3118(E)	23.09.2013

[File No. 2015/F(E)III/1(3)/7]

Estt. Srl. No. 147/2015
ECoR/Pers/R/Leave/6

RBE No. 113/2015
Date : 08.10.2015

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 3, SUB-SECTION (i)]

GOVERNMENT OF INDIA MINISTRY OF RAILWAYS (RAILWAY BOARD)

Notification

New Delhi, the 22 September, 2015

G. S. R. -- In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Railway Services (Commutation of Pension) Rules, 1993, namely:

1. (1) These rules may be called the Railway Services (Commutation of Pension) Amendment Rules, 2015.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Railway Services (Commutation of Pension) Rules, 1993.

(a) In rule 6, in sub-rule (2) for the words and figures "in Form 1, Form 2 or Form 3", the words, figures and brackets "in Form 8 of the Railway Services (Pension) Rules, 1993 or in Form 1 of Form 2 or Form 3 of these rules" shall be substituted;

(b) In rule 13, in the proviso, for the words, figures and letter "In Form 1 or Form 2", the words, figures and brackets "In Form 8 of the Railway Services (Pension) Rules, 1993 or in Form 1 or Form 2 of these rules" shall be substituted ;

(c) In rule 14, for sub-rule (3), the following sub-rules shall be substituted, namely :-

"(3) A railway servant who is due to retire on superannuation and desires payment of the commuted value of pension being authorised at the time of issue of the pension payment order, shall be eligible to apply in Form 8 of the Railway Services (Pension) Rules, 1993 for commutation of a percentage of pension along with pension papers prior to the date of retirement.

(3A) if a railway servant referred to in sub-rule (3) desires to apply for commutation of a percentage of pension after submission of pension papers and Form 8 of the Railway Services (Pension) Rules, 1993, he shall apply for the same in Form 2.

(3B) The application for commutation of a percentage of pension under sub-rule (3) or sub-rule (3A) shall be subject to the following ; namely:-

(a) the railway servant retires on superannuation pension only:

(b) the application is submitted to the Head of Office in Form 2 of these rules or in Form 8 of the Railway Services (Pension) Rules, 1993, so as to reach the Head of Office not later than three months before the date of superannuation:

(c) no such application shall be entertained if the period is less than three months from the date of superannuation of the railway servant, and

(d) the railway shall have no liability for the payment of the commuted value of pension if the Railway servant dies before the date of superannuation or forfeits claim to pension before such retirement."

(d) In rule 16, in sub-rule (3),

(i) in clause (a), for the word and figure "Form 2", the words, figures and brackets "in Form 8 of the Railway Services (Pension) Rules, 1993 or Form 2 of these rules" shall be substituted;

(ii) in clause (b), in sub-clause (i) for the word and figure "Form 2", the words, figures and brackets "in Form 8 of the Railway Services (Pension) Rules, 1993 or Form 2 of these rules" shall be substituted.

(e) for Form 1, Form 2 and Form 3, the following shall respectively be substituted, namely :

"FORM 1

FORM OF APPLICATION FOR COMMUTATION OF A

PERCENTAGE OF PENSION WITHOUT MEDICAL EXAMINATION

[See Rules 6(2), 7(1), 13, 14, 15(1) & (2), 16(1) & (2) and 17(1) & (2)]

(To be submitted in duplicate after retirement but within one year of the date of retirement)

PART I

To

The

(Here indicate the designation and full address of the Head of Office)

Subject : Commutation of pension without medical examination.

Sir,

I desire to commute a percentage of my pension as indicated below in accordance with the provisions of the Railway Services (Commutation of Pension) Rules, 1993. The necessary particulars are furnished below.

1. Name (in Block Letters)
2. Father's/husband's name
3. Designation at the time of retirement
4. Name of Office/Department/Ministry in which employed
5. Date of birth (by Christian era)
6. Date of retirement
7. Class of pension on which retired
8. Percentage of monthly pension proposed to be commuted
(indicate percentage, equal to or less than 40%)
9. Details of Pension Payment Order, if issued
 - (i) Number
 - (ii) Date
 - (iii) Designation of the Accounts Officer who authorized the pension
10. Details of Bank Account to which monthly pension is being credited:
 - (i) Name of Bank and Branch
 - (ii) Account No.
 - (iii) BSR Code.

Place :
Date :

Signature
Postal/Address

PART II

ACKNOWLEDGMENT

Received from Shri.....(name)..... (former designation)
application in Part I of Form 1 for the commutation of a percentage of pension
without medical examination.

Place :

Signature

Date :

Head of Office

NOTE : This acknowledgment is to be signed, stamped and dated and is to be detached from the Form and handed over to the applicant. If the form has been received by post, it has to be acknowledged on the same day and the acknowledgment sent under registered cover.

PART III

Forwarded to theAccounts Officer(here indicate the address
and designation) with the remarks that-

(i) the particulars furnished by the applicant in Part I have been
varified and are correct :

(ii) the applicant is eligible to get a percentage of his pension
commuted without medical examination :

(iii) Amount of pension authorized [in case final amount of pension
has not been authorized, indicate the amount of provisional pension sanctioned
under Rule 91 of the Railway Services (Pension) Rules, 1993]

(iv) the commuted value of pension determined with reference to the
Table applicable at present comes to Rs.

(v) the amount of residuary pension after commutation will be
Rs.....

2. It is requested that further action to authorize the payment of the amount
of commuted value of pension may be taken as in Rule 16 of the Railway Services
(Commutation of Pension) Rules. 1993.

3. The receipt of Part I of the Form has been acknowledged in Part II
which has been forwarded separately to the applicant on

Place :

Signature

Date :

Head of Office

FORM 2

FORM OF APPLICATION FOR COMMUTATION OF A PERCENTAGE OF SUPERANNUTATION PENSION WITHOUT MEDICAL EXAMINATION IF NOT APPLIED FOR IN FORM 8 OF RAILWAY SERVICES (PENSION) RULES, 1993

[See Rules 6(2), 13, 14(3), (3A) (3B), 15(1) and 16(3)]

To be submitted in duplicate at least three months before the date of
retirement)

PART I

To

The
.....

(Here indicate the designation and full address of the Head of Office)

Subject : Commutation of pension without medical examination.

Sir,

I desire to commute a percentage of my pension as indicated below in accordance with the provisions of the Railway Services (Commutation of Pension) Rules, 1993. The necessary particulars are furnished below.

1. Name (in Block Letters)
2. Father's/husband's name
3. Designation at the time of retirement
4. Name of Office/Department/Ministry in which employed
5. Date of birth (by Christian era)
6. Date of retirement
7. Class of pension on which retired
8. Percentage of monthly pension proposed to be commuted
(indicate percentage, equal to or less than 40%)
9. Details of Bank Account to which monthly pension is being credited:
(i) Name of Bank and Branch
(ii) Account No.
(iii) BSR Code.

Place : Signature

Date : Postal/Address

PART II

ACKNOWLEDGMENT

Received from Shri(name)(designation), application in Part I of Form 1-A for the commutation of a percentage of pension without medical examination.

Place : Signature

Date : Head of Office

NOTE : If the application has been received by the Head of Office at least 3 months before the date of retirement on superannuation, this acknowledgment should be detached from the Form and handed over to the applicant. If the form has been received by post. It has to be acknowledged on the same day and the acknowledgment sent under registered cover to the applicant. In case it is received after the specified date. It should be accepted only if it has been put into the post on or before that date subject to the production of evidence to that effect by the applicant.

PART III

Forwarded to theAccounts Officer(here indicate the address and designation) with the remarks that-

(i) the particulars furnished by the applicant in Part I have been varified and are correct :

(ii) the applicant is eligible to get a percentage of his pension commuted without medical examination :

(iii) Amount of pension authorized [in case final amount of pension has not been authorized, indicate the amount of provisional pension sanctioned under Rule 91 of the Railway Services (Pension) Rules, 1993]

(iv) the commuted value of pension determined with reference to the Table applicable at present comes to Rs.

(v) the amount of residuary pension after commutation will be Rs.....

2. The pension papers of the applicant completed in all respects were forwarded under this Ministry/Department/Office letter No. dated it is requested that the payment of commuted value of pension may be authorized through the Pension payment Order which may be issued at least one month before the retirement of the applicant.

3. The receipt of Part I of the Form has been acknowledged in Part II which has been forwarded separately to the applicant on

Place : Signature

Date : Head of Office

FORM 3

FORM OF APPLICATION FOR COMMUTATION OF A PERCENTAGE OF PENSION AFTER MEDICAL EXAMINATION BY AN APPLICANT REFERRED TO IN RULE 19

[See Rules 6(2), 10(3), 14(2), 15(2), 20, 21(1), 21(2), 21(3), 22(1) and 26(2)]

(To be submitted in duplicate)

PART I

SPACE
FOR
PHOTOGRAPH

To

The
.....

(Here indicate the designation and full address of the Head of Office)

Subject : Commutation of pension without medical examination.

Sir,

I desire to commute a percentage of my pension as indicated below in accordance with the provisions of the Railway Services (Commutation of Pension) Rules, 1993. A self - attested copy of my photograph is pasted on the application and an unattested copy is enclosed. The necessary particulars are furnished below.

1. Name (in Block Letters)
2. Father's/husband's name

3. Designation at the time of retirement
4. Name of Office/Department/Ministry in which employed
5. Date of birth (by Christian era)
6. Date of retirement
7. Class of pension on which retired
8. Percentage of monthly pension proposed to be commuted
(indicate percentage, equal to or less than 40%)
9. Details of Pension Payment Order, if issued
 - (i) Number
 - (ii) Date
 - (iii) Designation of the Accounts Officer who authorized the pension
10. Details of Bank Account to which monthly pension is being credited:
 - (i) Name of Bank and Branch
 - (ii) Account No.
 - (iii) BSR Code.
11. Approximate date from which commutation is desired to have effect
12. The amount of pension already commuted, if any
13. Preference for station where medical examination is desired to take place

Place : Signature

Date : Postal/Address

NOTE : The payment of commuted value of pension shall be made through the disbursing authority from which pension is being drawn.

PART -II

ACKNOWLEDGMENT

Received from Shri/Kum./Smt(name)
..... (former designation) application in Part I of Form 3 for commutation of a percentage of pension after medical examination.

Place : Signature

Date : Head of Office

PART - III

Forwarded to the Accounts Officer(here indicate the address and designation) with the remarks that the particulars furnished by the applicant in Part I have been verified and are correct and the applicant is eligible to get a percentage of his pension commuted after medical examination.

2. It is requested that Part IV of the Form may be completed and returned to this office as early as possible.

Place : Signature

Date : Head of Office

PART - IV

(To be completed by the Accounts Officer)

1. Name of the applicant
2. Date of birth (by Christian era)
3. Date of retirement
4. Amount of pension including provisional pension.
If final pension not authorized
5. Class of pension
6. Amount of pension out of the amount in item 4 above
that may be allowed to be commuted

On the basis of		
Normal Age	1 added year	2 added years
Rs.....	Rs.....	Rs.....

7. (i) Sum payable if commutation becomes before the applicant's next biethday, which falls onRs.

(ii) Sum payable if commutation becomes absolute after the applicant's next biethday Rs.

8. Number of enclosures, if any
[See Note below]

Place : Signature and

Date : Designation of the
Accounts Officer
(Head of Office)
Full address

Countersigned

NOTE : The Accounts Officer should enclose with the Form a copy of the report or statement of the applicant's case if the applicant has been granted invalid pension or has previously commuted a part of his pension or declined to accept commutation on the basis of an addition of years to actual age, or has been refused commutation on medical grounds.

Note : The Principal rules were published vide number S. O. 930 (E), dated the 3rd December, 1993 and subsequently amended as follows :-

S. No.	Notification number	Date	Published in the Gazette of India Part II Section 3 Sub-Section (ii). S.O. No. Date of Publication	
1	2	3	4	5
1	F(E)III/2003/PN1/38 (Amendment)	30.12.2003	1489(E)	30.12.2003
2	F(E)III/2003/PN1/25	24.01.2005	400	05.02.2005
3.	2011/F(E)III/1(2)/13	14.01.2013		

Railway Board's letter No. E(P&A) II-2015/HRA-7, dated : 24.09.2015 is as under :

Sub.: Re-classification of cities/towns on the basis of 2011 Census grant of House Rent Allowance to Railway Employees.

Attention is invited to Board's letter No. E(P&A)II-2008/HRA-10 dated 12-09-2008 relating to grant of House Rent Allowance (HRA) to Railway employees on the recommendations of the Sixth Central Pay Commission whereby a list of cities/towns classified as 'X', 'Y', and 'Z' for the purpose of grant of HRA was enclosed as Annexure. The matter relating to re-classification of cities/towns on the basis of Census-2011 for the purpose of grant of HRA to Central Government employees has been considered by the Government.

2. The President is pleased to decide that in supersession of all the existing orders relating to classification of cities/towns for the purposes of grant of HRA to railway employees, cities/towns shall now be re-classified as 'X', 'Y' and 'Z', for the purpose of HRA as enumerated in the Annexure to these orders.

3. Consequent upon implementation of the recommendations of the 5th Central Pay commission, certain cities/towns were placed in a lower classification as compared to their existing classification for CCA/HRA purpose, vide Board's letter No. PC-V/97/1/7/13 dated 16.10.1997. However, these cities/towns were allowed to retain their existing higher classification, vide para 3 thereof; and further extended vide Board's letter No. E(P&A)II-2004/HRA-16 dated 17.05.2005 & Board's letter No. E(P&A)II-2008/HRA-10 dated 20.03.2009, As other cities/towns to which protection of retaining earlier higher classification was allowed, got upgraded during the intervening period, as on date only two cities i.e. Ajmer in Rajasthan and Durgapur in West Bengal were retaining such protection. Consequent upon upgradation of these two cities also on the basis of their population as per Census-2011, provisions contained in Para 3, of vide Board's letter No. PC-V/97/1/7/13 dated 16.10.1997 which were allowed to further continue vide Board's letter No. E(P&A) II-2004/HRA-16 dated 17.05.2005 & Board's letter No. E(P&A) II-2008/HRA-10 dated 20.03.2009 stand withdrawn/discontinued.

4. Special orders allowing continuance of HRA (a) at Delhi ("X" class city) rates to Railway employees posted at Faridabad, Ghaziabad, NOIDA, Gurgaon and (b) at Jalandhar ("Y" class city) rates to Jalandhar Cantt. and (c) at "Y" class city rates to Shillong, Goa, Port Blair vide Board's letter No. E(P&A)II-2008/HRA-10 dated 12.09.2008 and (d) continuance of HRA at par with Chandigarh ("Y" class city) to Panchkula vide Board's letter No. E(P&A)II-2008/HRA-10 dated 16.05.2011, shall continue to be applicable till the recommendations of 7th CPC are considered by the Government.

5. These orders shall be effective from 01.04.2015.

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

To Board's letter no. E(P&A)II-2015/HRA-7, dt. 24.09.2015

**LIST OF CITIES/TOWNS CLASSIFIED FOR GRANT OF
HOUSE RENT ALLOWANCE TO RAILWAY EMPLOYEES**

Sl. No.	STATES/UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1.	ANDAMAN& NICOBAR ISLANDS	—	—
2.	ANDHRA PRADESH/ TELANGANA	Hyderabad (UA)	Vijayawada(UA), Warangal(UA), Greater Visakhapatnam (M. Corpn.), Guntur(UA), Nellore(UA)
3.	ARUNACHAL PRADESH	—	—
4.	ASSAM	—	Guwahati(UA)
5.	BIHAR	—	Patna(UA)
6.	CHANDIGARH	—	Chandigarh(UA)
7.	CHHATTISGARH	—	Durg-Bhilai Nagar(UA), Raipur (UA)
8.	DADRA & NAGAR HAVELI	—	—
9.	DAMAN & DIU	—	—
10.	DELHI	Delhi(UA)	—
11.	GOA	—	—
12.	Gujarat	AHMADABAD(UA)	Rajkot(UA), Jamnagar(UA), Bhavnagar(UA), Vadodra(UA), Surat(UA).
13.	HARYANA	—	Faridabad* (M. Corpn.) Gurgaon* (UA)
14.	HIMACHAL PRADESH	—	—
15.	JAMMU & KASHMIR	—	Srinagar(UA), Jammu(UA)
16.	JHARKHAND	—	Jamshedpur(UA), Dhanbad(UA), Ranchi(UA), Bokaro Steel City(UA).
17.	KARNATAKA	Bangalore/Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad (M. Corpn.), Mangalore (UA) Mysore(UA), Gulbarga(UA).
18.	KERALA	—	Kozhikode(UA), Kochi (UA), Thiruvananthapuram (UA), Thrissur (UA), Malappuram(UA), Kannur (UA), Kollam(UA).
19.	LAKSHADWEEP	—	—
20.	MADHYA PRADESH	—	Gwalior(UA), Indore(UA), Bhopal (UA), Jabalpur(UA), Ujjain (M. Corpn).

Sl. No.	STATES/UNION TERRITORIS	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
21.	MAHARASHTRA	Greater Mumbai(UA), Pune (UA).	Amravati(M. Corpn.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur(M. Corpn.), Kolhapur(UA), Vasai-Virar City (M. Corpn.), Malegaon (UA), Nanded-Waghala (M. Corpn.), Sangli (UA).
22.	MANIPUR	—	—
23.	MEGHALAYA	—	—
24.	MIZORAM	—	—
25.	NAGALAND	—	—
26.	ODISHA	—	Cuttack(UA), Bhubaneswar (UA), Raurkela (UA).
27.	PUDUCHERRY (PONDICHERRY)	—	Puducherry/Pondicherry (UA).
28.	PUNJAB	—	Amritsar (UA), Jalandhar(UA), Ludhiana (M. Coprn).
29.	RAJASTHAN	—	Bikaner (M. Corpn.), Jaipur (M. Corpn.), Jodhpur(UA), Kota (M. Corpn.), Ajmer(UA).
30.	SIKKIM	—	—
31.	TAMIL NADU	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore(UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA).
32.	TRIPURA	—	—
33.	UTTAR PRADESH	—	Moradabad (M. Corpn.), Meerut (UA), Ghaziabad*(UA), Aligarh (UA), Agra(UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M. Corpn.), Noida* (CT), Firozabad (NPP), Jhansi (UA).
34.	UTTARAKHAND	—	Dehradun(UA).
35.	WEST BENGAL	Kolkata(UA)	Asansol(UA), Siliguri(UA0 Durgapur(UA).

*Only for the purpose of extending HRA on the basis of dependency.

NOTE

The remaining cities/towns in various States/UTs which are not covered by classification as "X" or "Y", are classified as "Z" for the purpose of HRA.

Estt. Srl. No. 149/2015
ECoR/Pers/R/DAR/37

RBE No. 119/2015
Date : 08.10.2015

Railway Board's letter No. E(D&A) 2012 RG6-34, dated : 30.09.2015 is as under :

Sub.: Imposition of penalties of dismissal, removal or compulsory retirement-Determination of appointing authority reg.

Attention is invited to Railway Board's letter no. E(D&A) 2002 RG6-36 dated 25.11.2002 on the above subject relating to determination of appointing authority for the purpose of imposition of the penalties of dismissal, removal or compulsory retirement on a Railway servant.

2. It was clarified in the above referred instructions that the intention of Rule 2(1)(a) of RS(D&A) rules, 1968 is that the penalties of dismissal, removal or compulsory retirement from service should be imposed on a Railway servant only by the highest of the following authorities viz. the authority which actually appointed the railway servant to the relevant grade or post, or the authority which is empowered to make appointment to that grade or post at the time of imposition of penalty. It was further emphasized that the penalty of dismissal, removal or compulsory retirement from service should not be imposed by an authority which has merely issued the offer of appointment or order of promotion with regard to the appointment or promotion ordered by a competent authority higher to that authority.

3. In a PNM meeting with the NFIR, the Federation has stated that inspite of the above mentioned instructions, in some instances, the penalties of dismissal, removal or compulsory retirement were imposed on a Railway servant by an authority lower than the authority which had actually ordered the appointment/promotion of the Railway servant. It is therefore reiterated that a lower authority who has merely issued/signed the order regarding appointment/promotion which has been ordered by a higher authority, is not competent to impose the penalty or dismissal, removal or compulsory retirement from service on such Railway servant. Such action is not only violative of the RS(D&A) Rules but also unlikely to withstand judicial scrutiny. Railways may therefore impress upon all concerned to adhere to the provisions of Railway Board's letter no. E(D&A) 2002 RG6-36 dated 25.11.2002, as brought out in para 2 above.

Estt. Srl. No. 150/2015
ECoR/Pers/R/DAR/37

Date : 08.10.2015

Railway Board's letter No. E(G)2015/EL 1-2, dated : 28.09.2015 is as under :

Sub.: Model Code of Conduct during elections --DO's & DONT's.

As the Railway administrations are aware, on announcement of the General Elections to the Lok Sabha and the Legislative Assemblies of States and By-elections etc., the Model Code of Conduct comes into effect.

The Election Commission of India have issued various instructions on the observance of the Model Code of Conduct which have been circulated to the Railways from time to time for strict compliance.

The Election Commission of India vide their letter No. 464/INST/2007-PLN-1 dated 7/1/2007 have reiterated some important aspects of the Model Code of Conduct, which is enclosed herewith for guidance and compliance at the time of elections.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

464/INST/2007-PLN-I

Dated 07.01.07

To,

Chief Secretary, of States and UTs

Chief Electoral Office of States and UTs

Sub : CODE OF CONDUCT -DO's & 'DONT's

The Commission has issued various instructions on observance of code of conduct from time to time important aspects of the code of conduct are reiterated below :

On Welfare schemes and governmental works.

1. Announcement of new projects or programme or concessions or financial grants in any form or promises thereof or laying of foundation stones, etc., which have the effect of influencing the voters in favour of the party in power is prohibited.

2. These restrictions apply equally to new schemes and also ongoing schemes. But it does not mean that in the case of national, regional and State utility scheme, which have already been brought up to the stage of completion, their utilization or functioning in public interest should be stopped or delayed. The coming into force of the Model Code of Conduct cannot be given as an excuse for not commissioning such schemes or allowing them to remain idle. At the same time, it should be ensured that the commissioning of such schemes is done by civil authority and without associating political functionaries and without any fanfare or ceremonies whatever, so that no impression is given or created that such commissioning has been done with a view to influencing the electorate in favour of the ruling party. If in doubt, a clarification should be obtained from Chief Electoral Officer/Election Commission of India.

3. It is further clarified that simply because a budget provision has been made for any particular scheme or the scheme has been sanctioned earlier or a reference to the scheme was made in the address of the Governor or the budget speech of the Minister it does not automatically mean that such schemes can be announced or inaugurated or otherwise taken up after the announcement of elections while the Model Code of conduct is in operation, since they will clearly be intended to influence the voters. Such actions if undertaken will be considered a violation of the model code of conduct.

4. No fresh sanctions for governmental schemes should be made. Review by political executive (Ministers etc.) and processing of beneficiary oriented schemes, even if ongoing, should be stopped till completion of elections. No fresh release of funds on welfare schemes and works should

be made or contract for works awarded in any part of the state where election is in progress without prior permission of the Commission. This includes works under the Member of Parliament (including Rajya Sabha members) Local Area Development fund or MLAs/MLCs Local Area Development and if any such scheme is in operation in the state.

5. No work shall start in respect of which even if work orders have been issued before the model code came into effect, if the work has actually not started in the field. These works can start only after the completion of election process. However, if a work has actually started, that can continue.

6. There shall be no bar to the release of payments for completed work(s) subject to the full satisfaction of the concerned officials.

7. Commission does not refuse approval for schemes undertaken for tackling emergencies or unforeseen calamities like providing relief to people suffering from drought, floods, pestilences, other natural calamities or welfare measures for the aged, infirm etc. In these matters, however, prior approval of the Commission should be taken and all ostentatious functions should be strictly avoided and no impression should be given or allowed to be created that such welfare measures or relief and rehabilitation works are being undertaken by the Government in office so as to influence the electors in favour of the party in power which at the same time will adversely affect the prospects of the other parties.

On Transfers and posting of officials :

The Commission directs that there shall be a total ban on the transfer of all officers/officials connected with the conduct of the election. These include but are not restricted to :

- (i) The Chief Electoral Officer and Additional/Joint/Deputy Chief Electoral Officers;
- (ii) Divisional Commissioners ;
- (iii) The District Election Officers, Returning Officers, Assistant Returning Officers and other Revenue Officers connected with the Conduct of Elections;
- (iv) Officers of the Police Department connected with the management of elections like range IGs and DIGs. Senior Superintendents of Police and Superintendents of Police. Sub-divisional level Police Officers like Deputy Superintendents of Police and other Police officers who are deputed to the Commission under section 28A of the Representation of the People Act, 1951.
- (v) Other officers drafted for election works like sector and zonal officers, Transport cell, EVM cell. Poll material procurement & distribution cell, Training cell. Printing Cell etc. Senior officers, who have a role in the management of election in the state, are also covered by this direction.
- (vi) The transfer orders issued in respect of the above categories of officers prior to the date of announcement but not implemented till

the time when model code came into effect should not be given effect to without obtaining specific permission from the Commission.

- (vii) This ban shall be effective of the completion of the election process.
- (viii) In those cases where transfer of an officer is considered necessary on account of administrative exigencies, the State Government may, with full justification, approach the Commission for prior clearance.
- (ix) **No appointments or promotions in Government / Public Undertakings shall be made during this period, without prior clearance of the Commission.**

On Misuse of Official Machinery :

1. Official vehicles cannot be used for electioneering work, 'Official Vehicles' include all vehicles belonging to the :-

- * Central Government,
- * State Government,
- * Public Undertakings of the Central and State Government,
- * Joint Sector Undertakings of Central and State Government,
- * Local Bodies, Municipal Corporations, Municipalities,
- * Marketing Boards (by whatever name known),
- * Cooperative societies,
- * Autonomous District Councils, or
- * Any other body in which public funds, however small a portion of the total, are invested and also.
- * Vehicles belonging to the Ministry of Defence and the Central Police Organizations under the Ministry of Home Affairs and State Governments.

2. It is open for a minister of the Union or State to make private visits using his or her private vehicle(s). For such private visits, the official personal staff of the ministers shall not accompany them. However, if a Minister is traveling in some emergent situation, out of his HQ on purely official business, which cannot be avoided in public interest, then a letter certifying to this effect should be sent from the Secretary concerned of the Department to the Chief Secretary of the state where the Minister intends to visit, with a copy to the Commission. During such tour, the Chief secretary may provide the Minister with Government vehicle and accommodation and other usual courtesies for his official trip. However, immediately preceding or during or in continuation of such an official tour, no minister can carry out or combine any electoral campaign or political activity. The Commission will keep watch on such arrangements in due consultation with its Chief Electoral Officer.

3. No Minister, whether of union or state, will summon any election related officer of the constituency or the State, for any official discussions during the period of elections commencing with the announcement of the elections. Only

exception will be when a Minister, in his capacity as in charge of the department concerned, or a Chief Minister undertakes an official visit to a constituency, in connection with failure of law and order or a natural calamity or any such emergency which requires personal presence of such Ministers/Chief Ministers for the specific purpose of supervising review/salvage/relief and such like purpose.

4. Ministers are entitled to use their official vehicles only for commuting from their official residence to their office for official work provided that such commuting is not combined with any electioneering or any political activity.

5. Ministers, whether of the Union or State, shall not combine in any manner their official tours with election work.

6. Whether on a private or official visit, no pilot car(s) or car(s) with beacon lights of any colour or car(s) affixed with sirens of any kind shall be used by any political functionary, even if the State administration has granted him a security cover requiring presence of armed guards to accompany him on such visit. This is applicable whether the vehicle is government owned or private owned.

7. Any official who meets the Minister on his private visit to the constituency where elections are being held shall be guilty of misconduct under the relevant service rules, and if he happens to be an official mentioned in Section 129(1) of the Representation of People Act, 1951, he shall also be additionally considered to have violated the statutory provisions of that Section and liable to penal action provided thereunder.

OTHER 'DOS AND DON'TS' FOR THE GUIDANCE OF THE CANDIDATES AND POLITICAL PARTIES TO BE OBSERVED FROM THE ANNOUNCEMENT OF AN ELECTION AND UNTIL THE COMPLETION OF THE PROCESS OF ELECTION.

The Commission has drawn up a list of 'dos' and 'don'ts' to be followed by candidates and political parties after the announcement of elections and till the completion of the process of elections. The Commission has directed that this be given the widest possible publicity and its contents brought to the knowledge of all candidates and political parties including in the Official language of the State.

It must be clearly brought to the notice of candidates and political parties that the list of Dos' and Dons' is only illustrative and not exhaustive and is not intended to substitute or modify other detailed directions/instructions on the above subjects, which must be strictly observed and followed.

DO's

- (1) Ongoing programmes, which actually, started in the field before the announcement of elections may continue.**
- (2) Relief and rehabilitation measures to the people in areas affected by floods, drought, pestilence, and other natural calamities, can commence and continue.**

- (3) Grant of cash or medical facilities to terminally or critically ill persons can continue with appropriate approvals.
- (4) Public places like maidans must be available impartially to all parties/contesting candidates for holding election meetings. So also use of helipads must be available impartially to all parties/contesting candidates to ensure a level playing field.
- (5) Criticism of other political parties and candidates should relate to their policies, programme, past record and work.
- (6) The right of every individual for peaceful and undisturbed home life should be fully safeguarded.
- (7) **The local police authorities should be fully informed of the venue and time of the proposed meetings well in time and all necessary permissions taken.**
- (8) If there are any restrictive or prohibitory orders in force in the place of the proposed meeting, they shall be fully respected. Exemption, if necessary, must be applied for and obtained well in time.
- (9) Permission must be obtained for the use of loudspeakers or any other such facilities for the proposed meetings.
- (10) The assistance of the police should be obtained in dealing with persons disturbing meetings or otherwise creating disorder.
- (11) **The time and place of the starting of any procession, the route to be followed and the time and place at which the procession will terminate should be settled in advance and advance permissions obtained from the police authorities.**
- (12) The existence of any restrictive orders in force in the localities through which the procession has to pass should be ascertained and fully complied with. So also all traffic regulations and other restrictions.
- (13) The passage of the procession must be without hindrance to traffic.
- (14) Cooperation should be extended to all election officials at all times to ensure peaceful and orderly poll.
- (15) All Workers must display badges or identity cards.
- (16) Unofficial identity slips issued to voters shall be on plain (white) paper and not contain any symbol, name of the candidate or name of the party.
- (17) Restrictions on plying of vehicles during the campaign period and on poll day shall be fully obeyed.
- (18) (Except voters, candidates and their election/polling agents), only persons with a specific valid authority letter from the Election Commission can enter any polling booth. No functionary however highly placed (e.g. Chief Minister, Minister, MP or MLA etc) is exempt from this condition.
- (19) Any complaint or problem regarding the conduct of elections shall be brought to the notice of the observer appointed by the Commission/Returning Officer/Sonal/Sector Magistrate/Election Commission of India.

- (20) Directions/orders/instructions of the Election Commission, the Returning Officer, and the District Election Officer shall be obeyed in all matters related to various aspects of election.
- (21) Do leave the constituency after the campaign period is over if you are not a voter or a candidate or candidate's election agent from that constituency.

DON'Ts

- (1) Any and all advertisements at the cost of the public exchequer regarding achievements of the party/Government in power as prohibited.
- (2) **No Minister shall enter any polling station or the place of counting, unless he or she is a candidate or as a voter only for voting.**
- (3) **Official work should not at all be mixed with campaigning/electioneering.**
- (4) No inducement, financial or otherwise, shall be offered to the voter.
- (5) Caste/communal feelings of the electors shall not be appealed to.
- (6) No activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes, communities of religious or linguistic groups shall be attempted.
- (7) No aspect of the private life, not connected with the public activities, of the leaders or workers of other parties shall be permitted to be criticized.
- (8) Other parties or their workers shall not be criticized based on unverified allegations or on distortions.
- (9) Temples, mosques, churches, gurudwaras or any place of worship shall not be used as places for election propaganda. Including speeches, posters, music etc., on electioneering.
- (10) Activities which are corrupt practices or electoral offences such as bribery, undue influence, intimidation of voters, personation, canvassing within 100 meters of a polling station, holding of public meetings during the period of 48 hours ending with the hour fixed for the close of the poll and conveyance of voters to and from polling stations are prohibited.
- (11) Demonstrations or picketing before the houses of individuals by way of protesting against their opinion or activities shall not be resorted to.
- (12) **Subject to the local laws, no one can make use of any individual's land, building, compound wall, vehicles etc. for erecting bag staffs, putting up banners, pasting notices or writing slogans etc. without specific permission of the owner (to be shown to and deposited with the District Election Officer).**
- (13) No disturbances shall be created in public meetings or processions organised by other political parties or candidates.
- (14) **Processions along places at which another party is holding meetings shall not be undertaken.**

- (15) Processionists shall not carry any articles, which are capable of being misused as missiles or weapons.
- (16) Posters issued by other parties and candidates shall not be removed or defaced.
- (17) Posters, flags, symbols or any other propaganda material shall not be displayed in the place being used on the day of poll for distribution of identity slips or near polling booths.
- (18) Loudspeakers whether static or mounted on moving vehicles shall not be used either before 6 a.m. or after 10 a.m. and without the prior written permission of the authorities concerned.
- (19) Loudspeaker's shall also not be used at public meetings and processions without the prior written permission of the authorities concerned. Normally, such meetings/processions will not be allowed to continue beyond 10.00 p.m. in the night and will be further subject to the local laws, local perceptions of the security arrangements of the area and other relevant considerations like weather conditions, festival season, examination period etc.
- (20) No liquor should be distributed during elections.
- (21) **On the day of the poll, no person who has been assessed to be having a security threat and therefore given official security shall enter the vicinity of a polling station premise (within 100 meters) with his security personnel. Further, on the day of the poll no such person shall move around in a constituency with his security personnel. If the person provided with official security happens to be a voter also, then he or she shall restrict his / her movement-accompanied by security personnel to voting only.**
- (22) No person who has been assessed to be having a security threat and therefore provided official security or who has private security guards for himself, shall be appointed as an election agent or polling agent or counting agent.

NOTE : The above list of Do's' and Don'ts' is only illustrative and not exhaustive and is not intended to substitute any other detailed orders, directions/ instructions on the above subjects, which must be strictly observed and followed.

The clarification/approval of the Election Commission or India/Chief Electoral Officer of your State should be obtained in cases of doubt.

Estt. Srl. No. 151/2015

ECoR/Pers/R/DAR/37

RBE No. 126/2015

Date : 12.10.2015

Railway Board's letter No. E(D&A) 2014 GS1-2, dated : 12.10.2015 is as under :

Sub.: The Lokpal and Lokayuktas Act, 2013-Submission of declarations of assets and liabilities by the Railway Servant.

Attention is invited to Railway Board's letter of even number dated 21.08.2015, whereby Department of Personnel and Training's O. M. No. 11013/7/2014-Estt. (A-III) dated 23.07.2015 was circulated, reiterating the last date for filing the returns under the Public Servants (Furnishing of Information and Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, as 15.10.2015.

2. In this regard, Department of Personnel and Training has issued O. M. No. 407/12/2014-aVD-IV(B) dated 11.10.2015, extending the last date for filing of returns under the aforesaid Rules from 15.10.2015 to 14.04.2016. a copy of the O. M. dated 11.10.2015 aforesaid is enclosed.

3. The Department of Personnel and Training's d.o. letter dated 30.04.2015, referred to in para 1 of their O. M. dated 11.10.2015 is available at their website 'persmin.nic.in/DOPT.asp' under 'OMs & Orders'-Vigilance'.

No. 407/12/2014-AVD-IV(B)

Bharat Sarkar/Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

North Block, New Delhi

Date : 11th October, 2015

OFFICE MEMORANDUM

Subject : Declaration of Assets and Liabilities by Public Servants under Section 44 of Lokpal and Lokayuktas Act, 2013-extension of last date of filing of revised returns for the year 2014 and the returns for the year 2015 by Public servants.

The undersigned is directed to refer to this Department's D.O. letter of even number dated 30 April, 2015 regarding the furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 and forwarding therewith copies of the Central Government's notifications dated 27th April, 2015 containing-

- (a) amendment to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014, for the purpose of extending the time limit for carrying out necessary changes in the relevant rules relating to different services from "eighteen months" to "twenty one months" from the date on which the Act came into force, i.e., 16th January, 2014; and
- (b) the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, extending the time limit for filing of revised returns by all public servants from 30th April, 2015 to 15th October 2015.

2. In this regard, the undersigned is directed to convey that the last date for filing of revised returns for the year 2014 (as on 01.08.2014) and the returns for the year 2015 (as on 31.03.2015) by Public servants under the rules indicated in para 1 (b) above has now been **further extended from 15th October, 2015 to 15th April, 2016**. Formal amendments to the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of assets in Filing Returns) Rules, 2014 and to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014 are being notified separately. They will also be uploaded on the website of this Department, i.e., <http://persmin.nic.in/DOPT.asp>.

3. All Ministries/Departments and cadre authorities are requested to kindly issue orders towards ensuring compliance with the revised Rules by all officers and staff in the respective Ministry/Department/Organisations/PSUs under their control, within the revised time-limit mentioned therein.

Estt. Srl. No. 152/2015
ECOR/Pers/R/DAR/37

RBE No. 114/2015
Date : 28.10.2015

Railway Board's letter No. E(D&A) 2015 GS1-1, dated : 23.09.2015 is as under :

Sub.: Alignment of Service Rules with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013- Guidelines regarding.

Attention is invited to Railway Board's letter of even no. dated 05.03.2015 on the above subject whereby instructions were issued for alignment of the Service Rules with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [SHWW(PPR) Act] and the rules issued thereunder.

2. Basic guidelines regarding the constitution of the Internal Complaints Committee are contained in para 5.2 of the letter dated 05.03.2015. The following additional guidelines are laid down in respect of constitution and working of the Internal Complaints Committees :-

2.1 The Internal Complaints Committee shall function at the Zonal Railway level and at the Divisional levels. All the extra-Divisional Units reporting directly to the zonal Headquarters shall be covered by the Committee constituted at the zonal Railway level and the other units shall be covered by the Committees constituted at the Divisional level. The workshops etc. will also be covered by the Committees at the Divisional level depending on their geographical location. The Public Sector Undertakings under the Ministry of Railways shall have their separate Internal Complaints Committee.

2.2. In terms of section 4(3) of the SHWW(PPR) Act, the tenure of the Presiding Officer/Members of the Internal Complaints Committee shall not exceed three years.

2.3 The composition of the Internal Complaints Committee at the Zonal and Divisional levels and details of their jurisdiction may be published on the official websites of the zonal Railways and the changes in the composition of the Committees may be promptly updated on the websites.

2.4 In terms of Rule 3(1) of the Sexual Harassment of Working Women (Prevention, Prohibition and Redressal) Rules, 2013 [SHWW(PPR) Rules], the Member nominated to the Internal Complaints Committee from amongst non-government organisations in terms of section 4(2)(c) of the SHWW(PPR) act, shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the Internal Complaints Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air-conditioned class or air-conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

3. In terms of section 22 of the Act, the employer shall include the number of cases filed, if any, and their disposal under the Act, in the annual report of his organization. The Railways etc. and the PSUs under the Ministry of Railways may furnish the requisite information as per the proforma enclosed as Annexure-1, through e-mail at the following address-dell@rb.railnet.gov.in. It may be ensured that the information for the year ending on 31st March is furnished to Railway Board's office by 30th April positively so that the same may be compiled and furnished to the Department of Personnel and Training.

4. Railways etc. may advise their units concerned to refer to the SHWW(PPR) Act, 2013 and the SHWW(PPR) Rules, 2013, which are available at the website of the Ministry of Women and Child Development (wcd.nic.in) under Legislation/ Acts, and in case of any conflict/doubt vis-a-vis Board's instructions dated 05.03.2015, the provisions of the Act/Rules shall prevail.

5. Rule 9(2) of the RS(D&A) Rules, 1968 lays down that the Complaints Committee established for inquiring into complaints of sexual harassment shall hold such inquiry as far as practicable in accordance with the procedure laid down in these Rules. A guide on '*Steps for Conduct of Inquiry in complaints of Sexual Harassment*', intended to give the procedure as prescribed in the rules/ instructions is enclosed as Annexure-II. This is, however, not intended as a substitute for reference to the Rules and instructions. Members of the Complaints Committees and others who are required to deal with such inquiries should acquaint themselves with RS(D&A) Rules, 1968 and instructions issued thereunder.

6. The above provisions may be brought to the notice of all concerned on the Railways.

Annexure-1

ANNUAL RETURN ON CASES OF SEXUAL HARASSMENT

Period : 1st Aprilto 31st March

Name of Railway/Production Unit/Public Sector Undertaking :

S. No.	Subject	
1.	Number of complaints of sexual harassment received in the year.	
2.	Number of complaints disposed off during the year	
3.	Number of cases pending for more than 90 days	
4.	Number of workshops on awareness programmes against sexual harassment conducted during the year	
5.	Nature of action	Number of employees on whom major penalty was imposed
		Number of employees on whom minor penalty was imposed
		Number of employees against whom administrative action was taken
		Number of employees on whom fine was imposed in terms of Section 13(3)(ii) of SHWW(PPR) Act.
		No. of accused employees transferred in terms of Section 12(1)(a) of SHWW(PPR) Act
6.	Number of Internal Complaints Committee functioning as on last day of financial year.	

* Information is to be provided in consolidated form for the entire zonal Railway/ Production Unit/Public sector Undertaking.

Annexure-2

Steps for Conduct of Inquiry in Complaints of Sexual Harassment

Complaints Committees

1. Complaints Committees have been set up at the Zonal and Divisional level in all zonal Railways and other offices under the Ministry of Railways in pursuance to the judgement of the Hon'ble Supreme Court in the *Vishakha* case. As per Section 4(1) of the sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act"), the Internal Complaints Committee (referred to as "Complaints Committee" hereafter) is to be set up at every workplace. As per Section 4(2), this will be headed by a woman and at least half of its members should be women. In case a woman officer of sufficiently senior level is not available in a particular office, an officer from another office may be so appointed. To prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committees should involve a third party, either an NGO or some other body which is familiar with the issue of sexual harassment.

What is Sexual Harassment?

2. "Sexual harassment" includes any one or more of the following acts or behaviour (whether directly or by implication), namely :-

- Physical contact and advances; or
- a demand or request for sexual favours; or
- sexually coloured remarks; or
- showing any pornography; or
- any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.

3. The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment :

- implied or explicit promise of preferential treatment in employment; or
- implied or explicit threat of detrimental treatment in employment; or
- implied or explicit threat about her present or future employment status; or
- interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- humiliating treatment likely to affect her health or safety.

Workplace defined :

4. As per section 2(o) of the Act, the following places are included within the ambit of the expression "workplace".

- any department, organisation, undertaking, establishment, enterprise, institution, office, etc. -- established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government;
- hospitals or nursing homes ;
- any sports institute, stadium, etc., used for training, sports or other activities relating thereto;
- any place visited by the employee arising out of or during the course of employment-including transportation provided by the employer for undertaking such journey;
- a dwelling place or a house.

Initial relief

5. The Committee will also have the power to recommend :

- to transfer the aggrieved woman or the charged officer to any other workplace; or
- to grant leave to the aggrieved woman upto a period of three months. (The leave will not be deducted from her leave account.)

Complaints Committee to be Inquiring Authority

6. As per proviso to Rule 9(2) of RS(D&A) Rules, 1968, in case of complaints of sexual harassment, the Complaints Committee set up for inquiring into such complaints shall be deemed to be the Inquiring Authority appointed by the Disciplinary Authority for the purpose of these rules. Complaints Committee, unless a separate procedure has been prescribed, shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule 9.

Need for investigation

7. The Complaints Committees may act on complaints of sexual harassment when they receive them directly or through administrative authorities etc, or when they take cognizance of the same suo-moto. As per Section 9(1) of the Act, the aggrieved woman or complainant is required to make a complaint within three months of the incident and in case there has been a series of incidents, three months of the last incident. The Complaints Committee may however extend the time limit for reasons to be recorded in writing, if it is satisfied that the circumstances were such which prevented the complainant from filing a complaint within the stipulated period.

8. As mentioned above, the complaints of sexual harassment are required to be handled by Complaints Committee. On receipt of a complaint, facts of the allegation are required to be verified. This is called preliminary enquiry/fact finding enquiry or investigation. The Complaints Committee conducts the investigation. They may then try to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. If it becomes necessary to issue a Charge Sheet, disciplinary authority relies on the investigation for drafting the imputations, as well as for evidence by which the charges are to be proved. Therefore this is a very important part of the investigation.

Dual Role

9. In the light of the Proviso to the Rule 9(2) mentioned above, the Complaints Committee would normally be involved at two stages. The first stage is investigation already discussed in the preceding para. The second stage is when they act as Inquiring Authority. It is necessary that the two roles are clearly understood and the inquiry is conducted as far as practicable as per Rule 9 of Rs (D&A) Rules, 1968, failure to observe the procedure may result in the inquiry getting vitiated.

10. As the Complaints Committees also act as Inquiring Authority in terms of Rule 9 (2) mentioned above, care has to be taken at the investigation stage that impartiality is maintained. Any failure on this account may invite allegations of bias when conducting the inquiry and may result in the inquiry getting vitiated. When allegations of bias are received against an Inquiring Authority, such Inquiring Authority is required to stay the inquiry till the Disciplinary Authority takes a decision on the allegations of bias. Further, if allegations of bias are established against one member of the Committee on this basis, that Committee may not be allowed to conduct the inquiry.

11. In view of the above, the Complaints Committee when investigating the

allegations should make recommendations on whether there is a prima facie substance in the allegations which calls for conducting a formal inquiry. They should avoid making any judgmental recommendations or expressing views which may be construed to have prejudiced their views while conducting such inquiry.

Decision to issue Charge sheet, and conducting Inquiry.

12. On receipt of the Investigation Report, the Disciplinary Authority should examine the report with a view to see as to whether a formal Charge Sheet needs to be issued to the Charged Officer. As per Rule 9 (6), Charge Sheet is to be drawn by or on behalf of the Disciplinary Authority. In case the Disciplinary Authority decides on that count, the Charged Officer should be given an opportunity of replying to the Charge Sheet. As per Rule 9(9), a decision on conducting the inquiry has to be taken after consideration of the reply of the charged officer.

13. If the Charged Officer admits the charges clearly and unconditionally, there will be no need for a formal inquiry against him and further action may be taken as per Rule 10 of the RS(D&A) Rules.

The Inquiry-stages

14. In case the Charged Officer denies the charges and his reply is not convincing, the Charge Sheet along with his reply may be sent to the Complaints Committee for formal inquiry, and documents mentioned in Rule 9(10) will be forwarded to the Complaints Committee. As per Section 11(3) of the Act, for the purpose of making an inquiry, the Complaints Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely :-

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

The Section 11(4) of the Act requires that the inquiry shall be completed within a period of ninety days.

15. The Disciplinary Authority shall also in terms of Rule 9(9) (c) appoint a railway or any other Government servant as a Presenting Officer to present evidence on behalf of prosecution before the Complaints Committee/Inquiring Authority. The listed documents are to be sent to the Presenting Officer. The Complaints would, thereafter, summon the Presenting Officer and the Charged Officer. The inquiry would be held in respect of those charges which have not been admitted by the Charged Officer. The Charged Officer is also entitled to engage a Defence Assistant. The provisions relating to Defence Assistant are given in Rule 9(13).

16. The Inquiring Authority is, thereafter, required to ask the Presenting Officer to have the prosecution documents, listed in the Charge Sheet inspected by the Charged Officer. Copies of such documents, if not given to the Charged Officer, would be handed over to him. The Charged Officer would, therefore, be required

to submit a list of documents and witnesses which he wants to produce in support of his defense. The Inquiring Authority would consider allowing such documents or witnesses on the bases of their relevance. Normally, any document or witness which reasonably appears to be relevant and helpful in defense may be allowed. Once the documents have been allowed, the Inquiring Authority would send a requisition for these documents to the custodian of such documents.

17. When the regular hearing commences, the Inquiring Authority would ask the Presenting Officer to produce the documentary evidence. Such documents as are disputed by the Charged Officer have to be proved by the witnesses before they are taken on record. The undisputed documents would be taken on record and marked as exhibits.

Examination of Witnesses

18. Summons would, thereafter, be sent to the witnesses listed in the Charge Sheet. The Presenting Officer may choose to produce them in any order he finds appropriate. These witnesses would be examined in the inquiry in the following manner. The examination in chief would be done by the Presenting Officer where the Presenting Officer may ask questions of the witness to ascertain the facts. The witness would, thereafter, be cross-examined by the Defense. After the cross-examination, the Presenting Officer would be given an opportunity to re-examine the witness. In the examination in chief, leading questions are not allowed. These are however allowed in the cross examination.

19. The procedure of Inquiry requires opportunity to the Charged Officer to cross-examine all the witnesses that appear on behalf of the Prosecution. Failure to do so may be construed as a denial of reasonable opportunity to the charged officer, resulting in violation of the Inquiry. If the complainant appears as a witness, she would also be examined and cross-examined. The Inquiry Officer may however disallow any questions which are offensive, indecent or annoying to the witnesses, including the complainant.

20. If Inquiring Authority wishes to ascertain some facts for clarity, he may pose questions to the witnesses. This should however, be done in such a manner as to not show any bias for or against the Charged Officer. This has to be done in the presence of the Presenting Officer and the Charged Officer/ Defence Assistant. No inquiry should be conducted behind the back of the charged officer. The witnesses will be examined one by one, and the other witness who are either yet to be examined, or have been examined are not allowed to be present during the examination of a witness.

Daily Order Sheet

21. The Inquiring Authority would also maintain a document called Daily Order Sheet in which all the main events of the inquiry and including requests/ representations by the Charged Officer or the Presenting Officer, and decisions thereon would be recorded. For example (i) if the Charged Officer refuses to cross-examine the witnesses, this should be recorded in the Daily Order Sheet (ii) the Daily Order Sheet should record that the Charged Officer had been advised that he has the right to engage a Defense Assistant (iii) it should also be clearly mentioned that the Charged Officer was also informed as to who are

eligible to assist him as Defense Assistant. (iv) the Daily Order Sheet should also record in case request of the Charged Officer for engaging a particular person as Defense Assistant is disallowed in the light of the existing instructions. Daily order Sheet should be signed by the Inquiring Authority, Presenting Officer and the Charged Officer/Defense Assistant.

Defence Evidence

22. After the prosecution evidence is over, the Charged Officer is required to submit his statement of defense. In this statement, the Charged Officer is required to briefly indicate his line of defense. After this, the Defense evidence will be taken. The evidence will be produced in the same order as the prosecution evidence. First, the documents allowed by the Inquiry Authority would be taken on record and then the witnesses called and their examination, cross-examination and re-examination done. The only difference here would be that the Examination in Chief would be done by defense while the cross-examination would be done by the prosecution. The defense would then have the opportunity of re-examining the witness.

General Examination of the Charged Officer

23. After the Defense evidence is over, the Inquiring Authority shall ask the Charged Officer as to whether he wishes to appear as his own witness. In case he does so, he will be examined like any other defense witness. In case however, he declines to do so, the Inquiring Authority is required to generally question him. At this stage due care is required to be exercised that as per Rule 9(21) the purpose of this stage is to apprise Charged Officer of the circumstances which appear to be against him. This is to enable the charged Officer to explain them to the Inquiring Authority, Presenting Officer and the Defence Assistant do not take any part in the General Examination. Charged Officer may not be compelled to answer questions during examination by the Inquiring Authority.

Brief

24. After this, the Presenting Officer would be asked to submit his brief. A copy of this brief would be given to the Charged Officer. Both the Presenting Officer and the Charged Officer may be allowed reasonable time for submission of their brief.

25. The Inquiring Authority then writes the Inquiry Report in which the evidence in support of the charges and against them will be examined. The Report should be a speaking one clearly bringing out as to the evidence on the basis of which any particular conclusion has been reached. Based on this analysis, the Inquiring Authority will give its findings on the Articles as proved or not proved. In case any article of charge is proved only partially, then the Inquiring Authority should record the extent to which that Article has been proved.

Powers of the Committee to make recommendations

26. Normally, the Inquiry Officer is not allowed to make any recommendations in his report. Here the function of the Complaints Committee acting as the Inquiring Authority differs. The Complaints Committee may however, make recommendations including what has been mentioned in para 5 above;

- * (c) to grant such other relief to the aggrieved woman as may be prescribed; or
- * (d) to deduct from the salary or wages of the charged officer such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs.
- * Any amount outstanding at the time of cessation of the services of the charged officer due to retirement, death or otherwise may be recovered from the terminal benefits payable to the officer or his heirs.
- * Such compensation will not amount to penalty under Rule 6 of Rs (D&A) Rules, 1968 in terms of the Explanation (x) to Rule 6 inserted vide notification no. E(D&A) 2015 RG6-2 dated 08.00.2015.
- * Committee may recommend action to be taken against complainant, if the allegation is malicious, or the complainant knows it to be false, or has produced any forged or misleading document.
- * The Committee may also recommend action against any witness if such witness has given false evidence or produced any forged or misleading document.

27. The Complaints Committee should also remember that as per the Section 16 of the Act, notwithstanding the RTI Act, 2005, information as regards identity and addresses of the aggrieved woman, respondent and witnesses, Inquiry proceedings, Recommendations of the Committee, shall not be published or communicated or made known to public, press or media in any manner. Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

28. With the above stage, the inquiry would be formally over. The Inquiring Authority should prepare separate folders containing the documents mentioned in Rule 9 (25) (ii).

Suspension

29. A Railway servant may also be placed under suspension before or after issue of a Charge Sheet where his continuance in office will prejudice the investigation, for example if there is an apprehension that he may tamper with witnesses or documents. Suspension may also be resorted to where continuance of the Railway servant in office will be against wider public interest such as there is a public scandal and it is necessary to place the Railway servant under suspension to demonstrate the policy of the Government to deal strictly with officers involved in such scandals. It may be desirable to resort to suspension in case of misdemeanor involving acts of moral turpitude.

Special provisions to deal with threats or intimidation

30. Disciplinary Authority may also dispense with inquiry under Rule 14(ii), and action may be taken without the inquiry when the Disciplinary Authority concludes that it is not reasonably practicable to hold such an inquiry. The circumstances leading to such a conclusion may exist either before the inquiry

is commenced or may develop in the course of the inquiry. Such situation would be deemed to have arisen :

- (i) Where the Railway servant, through or together with his associates terrorizes, threatens or intimidates witnesses who are likely to give evidence against him with fear of reprisal in order to prevent them from doing so; or
- (ii) Where the railway servant himself or with or through others thereafter, intimidates and terrorizes the Disciplinary Authority, Members of the Committee, the Presenting officer or members of their family.

Disciplinary Authority is not expected to dispense with the inquiry lightly, arbitrarily or with ulterior motive or merely because the case against the Railway servant is weak.

Estt. Srl. No. 153/2015
ECoR/Pers/R/Training/23

RBE No. 120/2015
Date : 28.10.2015

Railway Board's letter No. E(MPP)/2009/6/14, dated : 06.10.2015 is as under :

Sub.: System improvement regarding selection of Apprentices for training under the Apprentices Act, 1961.

Apprenticeship training programme in the industry was made statutory with the enactment of the Apprentices Act, 1961. The Apprentices Act, 1961 has the following objectives :

- (i) To regulate the programme of training of apprentices in the industry so as to conform to the prescribed syllabi, period of training etc prescribed by the Central Apprenticeship Council; and
- (ii) To utilize fully the facilities available in the industry for imparting practical training with a view to meeting the requirements of skilled workers in the industries.

As per the Act, it is not obligatory on the part of the Railways to offer any employment to the Apprentices on completion of their Apprenticeship training. Accordingly, the Act Apprentices imparted training in Railway establishments, will have no claim to seek employment on Railways on the basis of such training.

2. Guidelines such as the number of apprentices to be engaged, schedule of engagement, age, etc have been elaborated in the Master Circular issued vide Board's letter No. E(MPP)/2001/6/7 dated 22.07.2002 and as amended from time to time.

3. On review of the entire system including procedure for engagement for imparting training, certain inconsistencies have been noticed, which has also drawn the attention of the Vigilance Directorate. In view of the above and as a system improvement measure, guidelines as detailed hereunder at Para 4 (A to G) are being issued, for guidance. Zonal Railway administration may keep these in view while deciding the procedure on their jurisdiction.

A. Selection of Units :

- (i) The provisions of the Apprentices Act 1961 apply on the Railways to various units like Workshops, Production Units, Loco Sheds, Carriage and Wagon Depots and Electrification Projects and the number of apprentices to be engaged for training are decided through joint survey with RDAT and keeping in view the provisions of the Act.
- (ii) Instructions detailing the names of Railway Establishments and the actual number of training slots (as decided through a joint survey with RDAT officials) have been issued vide RBE No 85/2012 dated 30/7/2012 and subsequently, on the basis of the joint survey reports, the slots of various railway establishments have been revised vide Board's letter No. E(MPP)97/6/7Vol.IV dated 15.2.2013, 07.06.2013, 01.08.2013 & 17.7.2014.
- (iii) The general philosophy would be decentralized notification by the Unit concerned, where Act Apprentices are to be engaged for training. However, General Managers of the Zonal Railways, Production Units and RE may decide if it is necessary to club various units for the purpose of selection of apprentices for training, and if so, the specific Units to be clubbed for this purpose. Where certain Units are clubbed, General Managers would also decide the nodal unit, which would issue notification on behalf of all clubbed units.
- (iv) Wherever, General Managers decide on centralized notification as opposed to decentralized notification suggested herein, guidelines for such Zonal Railways/PU's shall be as under :
 - a. A Centralized Notification for all the Units in the Railway may be issued. A JA/SG Grade officer of Personnel Department may be nominated by the CPO of the Railway to coordinate and monitor the work of issuing this notification. Indents from each Unit for the vacant slots to be notified trade wise/category wise will reach the nominated Dy. CPO in HQs at least one month in advance to facilitate timely issue of notification. The notification should clearly mention the last date of application, probable date of display of list of selected candidates and tentative date of commencement of training. Railways can call the applications online also, In case applications are called online, the procedure detailed below in Para B(v) and (vi) be followed.
 - b. The notification should be sent to the CPRO of the Railway 10 days in advance for publishing in the local dailies of the region where the respective Railway training establishment is locate. **All the selection procedures**

mentioned below for decentralized notification, will also hold good, for centralized notification as well, with necessary modification for centralized notification.

B. Selection Procedure for Decentralised Notification :

As per the guidelines below for selecting Act Apprentices for training, notification is to be issued by each of the concerned Units individually where Act Apprentices are to be engaged for training and all the procedures for selecting Act Apprentices for training will continue to be handled by the units concerned in a decentralized manner.

- (i) A JA/SG Grade officer of Personnel Department may be nominated by the CPO of the Railway to monitor the issuing of notifications and to ensure that all Units where Act Apprentices are to be engaged for training, issue their notifications timely. All individual notifications trade wise/category wise of individual units will be vetted by this nominated officer. A report giving compliance of issue of full notification by all the concerned Units in the Zonal Railway, Production Unit, Re where Act Apprentices are to be engaged for training, should be put up to General Manager for his information.
- (i) The notification should clearly mention the last date of application, probable date of display of list of selected candidates and tentative date of commencement of training.
- (iii) The notification should be published in the local daily where the concerned Unit is located, where Act Apprentices are to be engaged for training. In addition, copy of the notification should be sent to local employment exchanges, SC/ST Associations to the Railway, controlling Board's office of ITI's and the recognized Railway trade unions for giving wide publicity and also for information to the prospective candidates. The applications from wards of Railway employees may be forwarded by the authorities prescribed by the Railway Administration.
- (iv) Receipt of applications will be done at one centralized place in each of the Units, where the Apprentices are to be engaged for being imparted training. Addresses of these Units in full along with pincode should be mentioned in the notification. A postal order/Demand Draft of Rs. 100/- as processing fee which is not refundable is to be enclosed with the application form. No fee is required to be paid by SC/ST/PH/women candidates.
- (v) Individual Units can call the applications online also. In case applications are called online, processing fee of Rs. 100/- has to be paid online by the applicant using internet banking or debit/credit cards or can be paid through challan in any branch of SBI or computerized Post Office Pay-in-Slip. Applicable

service charges will also have to be borne by the applicants.

- (vi) If the payment of the fee is made through a challan at SBI branch or computerized Post Office Pay-in-slip (Service Charges apply), the receipt of the same should be preserved by the candidates. The same would be called for verification at the time of Document Verification. Applications not accompanied with processing fee, wherever required, will be summarily rejected.
- (vii) Applications will either be received in sealed drop boxes kept at a suitable centralized location in the Unit concerned or by registered post or online as the case may be. **The period for receiving applications will not be more than one month from the date of notification and should not to be extended by the Railway/PU/Unit concerned.**
- (viii) After all the applications are received and collated at one place, they shall be opened in presence of a three member Assistant Scale Officers Selection committee, one of whom should be a personnel Officer. The Committee will be nominated by the Head of the Workshop/Division/PU. One member of the Selection Committee should belong to Scheduled Caste or Scheduled Tribe.
- (ix) All applications received in the box shall be opened, serially numbered, stamped and the list should be signed by all the Committee members on all pages of the list.
- (x) Applications received by registered post will also be placed before this Committee to be duly opened, serially numbered, stamped and the list signed by all the Committee members. Where the Railway or the training unit decides to receive applications on on-line basis also, the above procedure in part or in full can be dispensed basing upon the need. However Railways would be required to devise suitable guidelines, for receipt of applications, online, with the approval of General Manager.
- (xi) Scrutiny of applications will be done by the said committee along with assisting staff nominated for the same.
- (xii) Zonal Railways/Production Unit have the option to prescribe one of the two educational qualifications listed below for candidates applying against the notification for the purpose of selection of Act Apprentices for training. However once the Railways/Unit decides on one of the options regarding educational qualification the same shall be applied uniformly for all applicants applying against the particular notification. In other words both the option regarding minimum educational qualification shall not be permitted in a Railway or Production

Unit. **Option number one** would be to consider the candidature of the candidates on the basis of matriculation [with minimum 50% (aggregate) marks]. **Option number two** would be to consider the candidature of the candidates by taking average of matriculation (with minimum 50% (aggregate) marks) plus ITI marks. **It is reiterated that Railways, PUs may decide one of the two options listed above before notification is issued and the same would stand uniformly adopted in their Railway/Production Units for selection of Act Apprentices against this notification.**

- (xiii) The selection of Act Apprentices by the Unit is to be made on the basis of merit list prepared in respect of all the candidates who apply against thenotification. The merit list is to be made on the basis of marks obtained by the candidates either in matriculation alone or in matriculation and ITI combined, as the case may be as decided by the Zonal Railway/PU. Therefore, on a given Railway, merit list may be prepared either on the basis of % age of marks in matriculation [with minimum 50% (aggregate) marks] or merit list would be prepared taking the average of the % age marks obtained by the candidates in both matriculation [with minimum 50% (aggregate) marks] and ITI examination giving equal weightage to both. In case of two candidates having the same marks, the candidate having older age shall be preferred. In case the dates of birth are also same, then the candidate who passed matriculation exam earlier shall be considered first.
- (xiv) A merit list will be prepared by the Committee who will then place the result before theHead of Workshop/Unit/Division for approval. The result should be declared within 15 days of the closure or receipt of application. Call letters for scrutiny of documents will be issued to 1.5 times the identified slots. Railways or Units can prepare computerized merit list also.
- (xv) The panel of selected candidates shall be published and exhibited on teh Notice Boards outside the Unit where training is to be imparted under this scheme, other Railway Offices situated in the area of selection, the concerned Workshops/ Divisions, Zonal Railway HQ/PU and Individual advise should also be issued to the selected candidates. The Railways could also display online, the list of selected candidates, on their Zonal Railway official website.
- (xvi) Certificate/Document verification/scrutiny is to be completed within one monthof declaration of result.
- (xvii) In the event of any slot not being filled up due to non-turning up of selected candidates in the first list or a candidate being declared medically unfit etc., the vacant slot shall be filled from

the merit list strictly in the order of merit. Due process should be followed before cancelling the candidature of non turned up candidates. Waiting list stands cancelled after one month from the date of commencement of training.

C. If it is noticed by the Railway Administration that an applicant has furnished wrong information/fake certificates, the Railway Administration reserves the right to discharge the candidate/selected candidate at any stage without notice even after his selection to undergo training.

D. Reservation while selecting Act Apprentices for training :

Reservation and age relaxation for various categories/communities shall be as per the Government of India Rules for the purpose and as revised by the Railway Board from time to time.

E. Qualification :

The Candidate should have already passed the prescribed qualification on the date of issue of notification.

F. Physical Fitness :

A person shall be eligible for being trained under the Apprentices Act, 1961 and Apprenticeships Rules-1992 as amended from time to time, if he or she satisfies the minimum standards of physical fitness as prescribed in the aforesaid Act and Rules and the standards prescribed for imparting training to the relevant trades which will be certified by a Railway Doctor.

G. Age for Engagement of Act Apprentices for training on Railway :

Candidates should have completed 15 years of age and should not have completed 24 years as on the cut-off date for receiving application. Age relaxation for various categories/communities shall be applicable as per rules as amended from time to time.

It is desired that the selection of candidate for training purpose under Apprentices Act 1961 as brought out in the aforesaid paras should invariably be followed in the Railways/PUs for batches notified after the issue of this letter.

Estt. Srl. No. 154/2015
ECoR/Pers/R/Fixation/7

RBE No. 122/2015
Date : 28.10.2015

Railway Board's letter No. E(G)2013/EM 1-5, dated : 08.10.2015 is as under :

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

The issue regarding fixation of pay of ex-servicemen re-employed on

the Railways was taken by NFIR in the PNM. It was pointed out that the policy instructions on the issue were not been implemented on the Zonal Railways in their proper perspective and there was a lot of confusion in the matter. They had requested for issue of suitable guidelines/clarification in the matter.

2. As the Railway administration are aware, fixation of pay of ex-servicemen re-employed on the Railways is done on the basis of instructions contained in Railway Board's letter No. PC-VI/2009//RSRP/2 dated 30/4/2009 read with instructions contained in letter No. E(G)86/EM 1/8 dated 21/1/87 and the clarificatory instructions issued vide letter No. E(G)2013/EM 1-4 dated 24/7/2013 and E(G) 2010/EM 1/2 pt. dated 12/12/2011.

3. It may be stated that para 3 (iv) of the DOP & T's OM dated 05.04.2010 as circulated vide Board's letter No. E(G)2010/EM 1/2 pt. Dated 12.12.2011 is applicable in respect of persons reemployed prior to 01.01.2006 and were in re-employment as 01.01.2006. Thus, for this category of persons, pay would have been already fixed as per V CPC provisions as on 01.01.2006. Para 3(iv) prescribes manner of pay fixation/migration to VI CPC scales, in case of PBOR persons, Commissioned Officers etc.

4. Para 3(v) of the OM dated 05.04.2010 prescribes manner of pay fixation/migration to VI CPC scales, in case of PBOR persons, Commissioned Officers etc., who retired prior to 01.01.2006 and have been re-employed after 01.01.2006 and before issue of the OM dated 05.04.2010.

5. Thus, the Paras 3(iv) and 3(v) have detailed provisions for pay fixation/fitment as per VI CPC rates, for all ranks of re-employed pensioners who retired prior to 01.01.2006 and re-employed as on and after 01.01.2006 and before issue of the OM dated 05.04.2010 respectively.

6. It may also be stated that the Orders make a clear distinction between fixation of pay of those who were Commissioned Officers and those who were non-commissioned. In the case of Commissioned Officer, non-ignorable pension is deducted, but last pay drawn (with Grade Pay in the re-employment post) is allowed, in terms of para 2 of OM dated 05.04.2010.

7. In the case of non-commissioned officers, pension is not deducted and pay is allowed only at the Entry pay in the revised pay structure of the re-employed post applicable in the case of Direct Recruits appointed on or after 01.01.2006 as notified vide section II of First Schedule to RS(RP) Rules, 2008 in terms of para 2 of the OM dated 05.04.2010.

8. As regards the Federation's demand that MSP will have to be reckoned for fixation of pay, the provision is already there vide DOP & T's OM No. 3/19/2009-Estt. Pay-II dated 8/11/2010 which was circulated to the Railways vide Board's letter No. E(G)2013/EM 1-4 dated 24/7/2013 which stipulates that all defence officers/personnel whose pension contains an element of MSP. that need not be deducted from the pay fixed on re-employment.

Railway Board's letter No. E(W) 2010/FU-1/4, dated : 12.10.2015 is as under :

Sub.: Amendment of provisions relating to Railway Staff Benefit Fund - Chapter 8 of the Indian Railway Establishment Code Volume I, 1985 Edition (Second Reprint Edition-2003).

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that Rules 805 (1) and 805 (2) of the Indian Railway Establishment Code, Volume-I 1985 Edition be amended as per enclosed Advance Correction Slip No. 127.

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

INDIAN RAILWAY ESTABLISHMENT CODE VOLUME-I, 1985 EDITION
(Second Reprint Edition -2003)

CHAPTER-8

Railway Staff Benefit Fund

Advance Correction Slip No. 127

(1) Clause (1) of Rule 805 may be substituted by the following :

In addition to the credits to the Fund detailed in Rule 804, there shall be credited to the fund on the 1st April of each financial year an annual grant from the revenues of the Railway at a per capita rate of Rs. 800/- based on the sanctioned strength of non-gazetted Railway employees, permanent and temporary, as on the 31st March, posts charged to capital being excluded. The Fund shall be credited provisionally on the 1st April each year with an amount equal to the contribution for the previous year, the necessary adjustment being made as soon as the correct amount of the contribution has been determined. The distribution of Rs. 800/- among different activities will be as under.

S. No.	Head/activity	Allocation (in Rs.)	Scope
1.	Education Scholarship for Higher Technical/Professional education for wards of staff in grade pay of above Rs. 2400/- and up to Rs. 4200/- @ Rs. 1500/- pm.	116	For railway wards of employees in grade pay of above Rs. 2400/- and upto Rs. 4200/- pursuing higher technical/professional education.
2.	Scholarship for higher technical/ professional education of Girl children of staff in grade pay up to 2,400/-@ Rs. 1500/- pm.	110	Scholarship for pursuing technical/professional diploma/degree for girl children of railway employees in grade pay up to Rs. 2400/-

3.	Scholarship for higher technical/professional education of Male children of staff in grade pay up to Rs. 2,400/- @ Rs. 1500/- pm.	100	Scholarship for pursuing technical professional diploma/degree for male children of railway employees in grade pay up to Rs. 2400/-
4.	Women empowerment activities including seminar, camps, training programmes and gender training programmes and gender sensitization camps etc.	28	Giving support to creches, arrangements for safety of women railway employees & other initiatives taken by Railways.
5.	Recreation other than sports	32	Recreational facilities, purchase of gym equipments, employees' wards' holiday camps, study tours.
6.	Recreational facilities at Institutes and Clubs etc.	36	
7.	Promotion of Cultural Activities	16	Organizing cultural programmes in residential colonies, Divisions and schools and purchase/ maintenance of instruments etc.
8.	Relief of distress, sickness, etc for staff in grade pay up to Rs. 4600/-	120	To grant higher amount of relief to employees in need such as immediate financial assistance to railway employees in accidents and for employees who are long sick and hospitalized for a long period and are on leave without pay; no leave (LAP or LHAP) is in his credit. Funeral charges for death of Railway employees be given at Rs. 10,000/- in each case.
9.	Sports activities	30	Encouraging sports by giving latest sports equipment and imparting training at schools, institutes and clubs.

10.	Scouts & Guides activities	22	Augmentation of training facility all over railways
11.	Indigenous system of medicine including Homoeopathy	36	
12.	Immediate relief in times of crisis arising out of floods, famines, landslides, fire or any other calamity.	24	
13.	Developing occupational skills of physically/mentally challenged railway employees and their wards including purchase of wheel chairs, other aids, special software etc. and organizing workshops, seminars, camps etc.	50	Assistance to employees / wards in need of special equipments etc.
14.	Miscellaneous	80	Support for improvement in holiday homes, rest houses, entertainment/
			information facility viz colour TV; electrical appliances/maintenance fund for recurring expenses on such facilities.
	Total	800/-	

Note :

(1) Allocation provided against Head/Activity at S. No. (1) (2) and (3) will also be utilized for financing the scheme of Cash award for wards of Railway employees for outstanding contribution in Academics & Sports as stipulated vide Annexure-1 to Board's letter No. E (W) 2014/FU-1/1 dated 01-06-2015 (RBE No. 54/2015).

(2) Note 3 below Clause (2) of Rule 805 may be substituted by the following :

Based on the overall per capita contribution of Rs. 30/- for sports activities, sports allotments shall continue to be made by the Ministry of Railways in consultation with the Railway sports Promotion Board, to the Zonal Railways/Production Units.

Allotment of Rs. 22/- for scouting activities will also be made by the Ministry of Railways. Rs. 24/- per capita allotted for "Immediate relief in times of crisis arising out of natural calamities" will be made from the "SBF Calamity Relief Fund" at the level of the Ministry of Railways. Therefore, allotment for Rs. 76/- will be authorized centrally by Ministry of Railways (Railway Board) from sanctioned Budget allotments.

(Authority : Board's letter No. E(W)2014/FU-1/1 dated 30.07.2014, 08.12.2014 and 01.06.2015)

Estt. Srl. No. 156/2015
ECoR/Pers/R/Pension/4

RBE No. 127/2015
Date : 28.10.2015

Railway Board's letter No. F(E)III/2008/PN1/12, dated : 13.10.2015 is as under :

Sub.: Change in date of birth/age of family pensioners-regarding.

A copy of Department of Pension and Pensioners' Welfare (DOP&PW)'s O.M. No. 1/23/2012-P&PW(E) dated 13th September, 2012 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways also. DOP&PW's O.Ms dated 21.05.2009, 11.08.2009, 25.06.2010 and 28.09.2010, referred to in the enclosed O.M., were circulated on the Railways vide this office letters of even number dated 26.05.2009, 19.08.2009, 07.07.2010 and 11.10.2010 respectively.

No1/23/2012-P&PW(E)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan,

Khan Market, New Delhi,

Dated : 13th September, 2012

OFFICE MEMORANDUM

Sub : Change in date of birth/age of family pensioners-regarding.

In accordance with the instructions issued vide this Department's OM No. 38/37/08-P&PW(A) dated 21.5.2009, 11.8.2009, 25.6.2010 & 28.9.2010 and OM pensioners / family pensioners is allowed on the basis of the date of birth/age recorded in the Pension Payment Order (PPO) or other office records. Only in case the details regarding date of birth/age are not available in the PPO/Office records, additional pension/family pension to old pensioners/family pensioners has been allowed on the basis of certain documents i.e. PAN Card, Matriculation certificate. Passport, CGHS Card, Driving Licence, Voter's ID Card and Aadhaar Number issued by UIDAI.

2. During his service and at the time of retirement, a Government servant is required to give details of his family, including date of birth of its members, in Form 3. Date of birth/age of the members of family mentioned by the Government servant in Form 3 was not mandatory to be verified by the Head of Office. It is felt that in some case, the date of birth/age of a family pensioner, as recorded in the PPO/office records might be incorrect.

3. Some representations have been received in this Department regarding the hardship being caused to old family pensioners in getting the additional

pension on account of incorrect recording of the date of birth/age in the PPO. They have been requesting for allowing the change of date of birth in the PPO on the basis of the documents prescribed in the various OMs mentioned in Para I above.

4. The matter has been considered in this Department in consultation with the Ministry of Finance, Department of Expenditure and the following decisions have been made :

i. Since the date of birth of the Government servant is recorded in the PPO on the basis of the service records and the date of superannuation etc. also is determined on the basis of this date of birth, there is no question of allowing change in the date of birth of the retired/deceased pensioner in the PPO.

ii. The request for change of date of birth/age of the family pensioner (parents and spouse) in the PPO may be submitted by a pensioner/family pensioner to the Head of the Department of the organisation where the Government servant had last served along with at least one of the documents mentioned in Para 1 above and a declaration on a non-judicial stamp paper regarding the correct date of birth of the family pensioner. The Head of the Department may allow the change in the date of birth of the family pensioner if he is satisfied that the conditions indicated in this Department's OM No. 38/37/08-P&PW(A) dated 21.5.2009 have been fulfilled and that a bona-fide mistake has been made in recording the date of birth in the PPO.

iii. No other document will be accepted for allowing the change in date of birth/age of the family pensioner in the PPO.

iv. In order to avoid any possibility of recording an incorrect date of birth in the PPO, in future, the Government servant may be required to submit one of the documents indicated in Para 1 above as proof of date of birth of spouse or parents along with the details of family in Form 3. In the case of children certificate of birth from the Municipal authorities or from the local panchayat or from the head of a recognised school if the child is studying in such a school or from a Board of Education may be accepted.

5. As regards pensioners/family pensioners belonging to the Indian Audit and Accounts Departments, these Orders issue after consultation with the Comptroller and Auditor General of India.

6. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their I.D. No. 428/E, V/2012, dated 27/8/2012.

Estt. Srl. No. 157/2015
ECOR/Pers/R/Pension/4

RBA No. 62/2015
Date : 28.10.2015

Railway Board's letter No. 2010/AC-II/21/10/Pt.IV, dated : 05.10.2015 is as under :

Sub.: Verifications of Pensioners/Family pensioners in banks.

Please refer to Board's letter of even no. dated 18.09.2014 vide which Railways were advised to undertake a special drive for verification of

pensioners/family pensioners in the month of November, 2014 when they come for submission of life certificate in banks.

It is desired that similar exercise may be carried out in the month of November, 2015 also in the premises of banks, through which a major part of pension is disbursed for identification of railway pensioners with reference to the relevant pension records with the railways.

For this purpose, as was done last year, staff drafted from Accounts and Personnel departments in Headquarters/Divisions/Workshops may be deputed to the banks located in the vicinity of HQ/Divisions/Workshops to remain present with the bank staff assigned for government pension. **This exercise may be carried out during the entire month of November, 2015.** During this period, besides verification of pensioners, the Railway staff would undertake check of pension, as per the draft check list enclosed. The concerned pension disbursing banks are being advised separately to facilitate this exercise. However, the Railway may also co-ordinate with nodal branch of the various banks and ensure that suitable instructions reach their concerned branches.

Kindly prepare action plan and monitor its implementation. Results of action taken as above may please be advised to Board in the first week of December, 2015.

Estt. Srl. No. 158/2015
ECOR/Pers/R/Honorarium/41

RBV No. 06/2015
Date : 29.10.2015

Railway Board's letter No. 2012/V-1/DAR/6/2, dated : 07.10.2015 is as under :

Sub.: Enhancement of the rates of honorarium for Inquiry Officers in the conduct of Departmental Inquiries, arising out of Vigilance investigations against Railway Servants.

In partial modification to Board's letter No. 2009/V-1/DAR/6/1 dated 22.9.2011, the revised rates of honorarium to Inquiry Officers for conducting departmental inquiries arising out of vigilance investigations against Railway Servants will be as per Annexure-I, subject to the terms and conditions given in Annexure-II. The rates of honorarium for Presenting Officers, Stenographers and other emoluments, i.e., local transport charges, shall continue to be governed by Board's letter No. 2009/V-1/DAR/6/1 dated 22.09.2011 (RBV No. 12/2011).

This issues with the concurrence of Finance Directorate in the Ministry of Railways. The revised rates will be applicable to those cases in which the Inquiry Officer(s) has/have been appointed after issue of this letter.

ANNEXURE-II OF BOARD'S LETTER NO. 2012/V-1/DAR/6/2 DATED 07/10/2015

TERMS AND CONDITIONS FOR APPOINTMENT OF INQUIRY OFFICERS TO CONDUCT DEPARTMENTAL INQUIRY, UNDER RAILWAY SERVANTS (DISCIPLINE & APPEAL) RULES, 1968, IN CASES ARISING OUT OF VIGILANCE INVESTIGATIONS AGAINST RAILWAY SERVANTS.

A. SPECIFIC TERMS AND CONDITIONS FOR RETIRED INQUIRY OFFICERS :

- A1. The Inquiry Officer should not be more than 70 years of age on the first day of July of the year of his empanelment.
- A2. The panel will be reviewed every year. The R.I.O. will be depanelled on attaining the age of 70 years. However, he will be allowed to complete the ongoing Departmental Inquiries already entrusted to him, even if he has crossed the age of 70 years.
- A3. The Inquiry Officer shall not engage himself/herself in any other professional work or service, which is likely to interfere with the performance of his / her duties as Inquiry Officer. He / She should be in sound health, physically and mentally.
- A4. Inquiry proceedings will be conducted only in the office premises of the concerned railway so allotted to the Inquiry Officers. A room with furniture and lockable almirahs, will be allotted to the Retired Inquiry Officer in the concerned office on the days of Inquiry.
- A5. Where the duties and responsibilities involve travel for conduct of departmental inquiry under the D&AR Rules, the Competent Authority may grant travel authority in the form of Special Duty Passes in the same class to which serving officers of equivalent rank are entitled, while on duty and one attendant in sleeper/second class from the place of the residence to the Zonal Railway headquarters, where the departmental inquiry is conducted or to the place near the residence of retired charged officer, where inquiry is conducted owing to ill health of the charged officer and in the case of training from the place of their residence to the place where the training programmes are conducted or for any other official purpose in this connection.

B. GENERAL TERMS AND CONDITIONS FOR SERVING/RETIRED INQUIRY OFFICERS.

- B1. The Inquiry Officer shall maintain strict secrecy in relation to the documents he receives or information/data collected by him/her in connection with the Inquiry and utilise the same only for the purpose of Inquiry in the case entrusted to him/her. No such documents/information or data are to be divulged to any one during the Inquiry or after presentation of the Inquiry Report. The Inquiry Officers entrusted with the Inquiries will be required to furnish an undertaking to maintain strict secrecy and confidentiality of all records/documents/proceedings, etc. All the records, reports, etc. available with the Inquiry Officer shall be duly returned to the authority which appointed him as such, at the time of presentation of the report.
- B2. The IO will be entrusted with inquiries, on case to case basis, by the Disciplinary Authority.
- B3. The Inquiry Officer will be eligible for the amount of honorarium specified in Annexure 1 only in case of those inquiry reports that are complete in all respects.
- (i) It has been assumed that 15 days will be required to start the Inquiry and accordingly, the time taken to complete the inquiry

will be deemed to have started on the 16th day after issue of appointment order.

- (ii) The date of receipt of report with due acknowledgement will be taken as deemed date of completion of inquiry for the purpose of calculating the number of days taken to complete the inquiry provided that the inquiry report is complete in all respects. The completeness of the inquiry report is to be checked by the Personnel Branch/Branch dealing with the concerned D&AR case.
- (iii) Instances have come to notice that in some cases, the Disciplinary Authority may require the Inquiry Officer to carry out further reinquiry or fresh inquiry on some charges. For this, while submitting the Inquiry Report to the disciplinary Authority, an undertaking may be given to the DA by the Inquiry Officer that he shall **carry out the subsequent directions of the DA to carry out further inquiry, if any**, in terms of Rule 10 of the RS(D&A) Rules, 1968.
- (iv) In case the Inquiry cannot be conducted on account of a court order, the period from the date of imposition of court order to the date of vacation of the said order shall not be considered for the purposes of calculating the calendar days taken to complete the inquiry.
- B4. An Inquiry Officer when entrusted with a composite case comprising both gazetted and non-gazetted officials, will be required to conduct inquiry against all gazetted and the non-gazetted officials. However, honorarium payable for inquiry against each charged official (whether gazetted or non-gazetted) shall be the same as mentioned in Annexure-I of letter No. 2012/V-1/DAR/6/2 dated 07.10.2015.
- B5. Payment of honorarium to Inquiry Officers shall be made by the Zonal Railways in accordance with Board's letter No. 2012/V-1/DAR/6/1 dated 11.12.2012.
- B6. The services of the Inquiry Officer may be terminated at any time by his appointing Authority, without any notice and without assigning any reason.

ANNEXURE-I OF BOARD'S LETTER NO. 2012/V-1/DAR/6/12 DATED 07/10/2015

HONORARIUM FOR RETIRED AND SERVING INQUIRY OFFICERS ENGAGED IN CONDUCTING DEPARTMENTAL INQUIRIES ARISING OUT OF VIGILANCE INVESTIGATIONS AGAINST RAILWAY SERVANTS.

CATEGORY	Time taken to complete inquiry		366 days & beyond
	0-180 days	181-365 days	
RETIRED IO-RETIRED IN SG & ABOVE	60,000	30,000	15,000
RETIRED IO-RETIRED IN JAG & BELOW, UPTO THE RANK OF GROUP 'B' GAZETTED	30,000	15,000	7,500
SERVING IO-IN SG & ABOVE	21,100	12,500	6,000
SERVING IO-IN JAG & BELOW, UPTO SENIOR SUPERVISORY LEVEL	12,500	6,000	3,000

1. It has been assumed that 15 days will be required to start the Inquiry period. and accordingly, time taken will begin to be calculated from the 16th day after the date of issue of the Appointment Order. The date of receipt of report will be taken as the date of completion of inquiry, for the purpose of calculating the honorarium provided the inquiry report is complete in all respects.
2. In case the inquiry cannot be conducted on account of a court order, the period from the date of imposition of court order to the date of vacation of the said order shall not be considered for the purposes of calculating the calendar days taken to complete the inquiry.
3. Besides the above, an amount of Rs. 100/- (Rs. Hundred only) will be permitted as confingency expenditure, to meet the courtesy requirement of serving Tea/Biscuits etc. for each sitting of the inquiry. This expenditure will be incurred by the Presenting Officer, duly certified by the inquiry Orricer and will be reimbursed to the Presenting Officer by the Railway administration. In case expenditure is incurred by the Inquiry Officer, the amount should be reimbursed to him directly.
4. Postage/Stationary charges will be borne by the concerned Railway Administration.
5. In case of Retired Inquiry Officers, the departmental inquiries are to be conducted at the Headquarters of the Zonal Railways etc., and the duties and responsibilities entrusted to the inquiry officers would not involve any travel in normal circumstances. Howeve, in cases where the travel becomes inescapable, and so approved by the Competent Authority, the rate of TA/DA will be the same as applicable to the serving Railway Officers of equivalent rank.
6. In case of Retired Inquiry Officers, where the duties and responsibilities involve a travel for conduct of departmental inquiry under the D&AR Rules, the Competent Authority may grant travel authority in the form of Special Duty Pass for self, spouse and attendant as per Railway Board's letter No. E(W) 2000/PS 5-1/24 dated 30.01.2012(i.e., RBE No. 12/2012)
7. Expenses made by the inquiry Officer towards fax and telephone call charges shall be reimbursed to him on actuals, on certification by inquiry Officer, subject to maximum of Rs. 250/- (Rs. Two Hundred Fifty only) per inquiry report.
8. This honorarium is not applicable to investigating Officers/Investigating Inspectors posted in the Enquiry Cell of Zonal Railways/Production Units.

Estt. Srl. No. 159/2015
ECoR/Pers/R/Rect/20

RBE No. 129/2015
Date : 29.10.2015

Railway Board's letter No. E(NG)-II/2000/RR-1/47, dated : 19.10.2015 is as under :

Sub.: Minimum prescribed educational qualification for direct recruitment to the post of Assistant Loco Pilot (Diesel/Electric) in Pay Band-1 (Grade Pay: Rs. 1900)

Ref. : Letter of even number dated 03/08/2001 (RBE No. 153.2001) & 07/06/2004 (RBE No. 120/2004) and No. E(RRB)/2002/25/10 dated 11/4/2002.

Attention is invited to instructions contained in letters under reference prescribing minimum educational qualification for direct recruitment to the post of Assistant Loco Pilot (Diesel/Electric) on the railways in the Pay Band of Rs. 5200-20200 having Grade Pay : 1900 on the railways as under :
 Matriculation Pass plus

(A) ITI certificate/Act Apprenticeship passed in trade (i) Fitter (ii) Electrician (iii) Instrument Mechanic (iv) Mill Wright/Maintenance Mechanic (v) Mechanic (Radio & TV) (vi) Eletronics Mechanic (vii) Mechanic (Motor Vehicle) (viii) Wireman (ix) Tractor Mechanic (x) Armatur & Coil Winder (xi) Mechanic (Diesel) (xii) Heat Engine (xiii) Turner (xiv) Machinist (xv) Refrigeration & AC Mechanic :

OR

(B) Diploma in Mechanical/Electrical/Electronics/Automobile Engineering in lieu of ITI.

2. The issue of allowing candidates with combinations of various streams of trades of Engineering prescribed as above has been under consideration of this Ministry and it has now been decided to allow such candidates to be considered for employment on the railways in terms of Board's instructions contained in RBE No. 162/2001 dated 20/08/2001 subject to the provisions contained in Board's letter No. E(NG)II/2005/Rr-1/8 dated 28/08/2014 and 30/09/2015.

3. Cases/panels yet to be finalized may also be dealt in terms of above instructions. Those finalized need not be re-opened.

Estt. Srl. No. 160/2015
ECoR/Pers/R/Medical/16

Date : 29.10.2015

Railway Board's letter No. 2014/H-1/10/18/Para Medical Staff, dated : 15.10.2015 is as under :

Sub.: Revised duties & responsibilities of Para Medical staff working in Railway Hospitals.

It has decided to amend the duties and responsibilities of Para Medical Staff working in Railway Hospitals as listed in Para 203 of Indian Railway Medical Mannual-2000.

Accordingly, an Advance Correction Slip (S. No. 03 Health 2015) amending para 203 of IRMM, 2000 is enclosed as Annexure.

ANNEXURE

S. No. 03 Health 2015

Advance Correction Slip to Para 203 of IRMM -2000

The revised duties & responsibilities of Para Medical staff working in Railway Hospitals are as under :

2.0 NURSING STAFF

2.1 NURSING OFFICER: Will

- (i) be responsible for efficient running of Nursing Services of the hospital and Health Units.
- (ii) keep the Medical Officer in charge informed about the day to day happenings concerning the hospital. She/He will be actively involved in patient care.
- (iii) assist the Medical Officer in charge in formulating broad policies concerning Nursing Services.
- (iv) implement policies and procedures of Railway Medical services regarding nursing services and will disseminate the aim, objectives and policies regarding patient care to all cadres of nursing services.
- (v) be responsible for man power planning and management including training of nursing personnel and other paramedical staff.
- (vi) interact with other Railway/Government / recognised hospitals to ensure proper patient care.
- (vii) exercise control over all hospital staff placed under her/his administrative control & be responsible for maintaining discipline amongst them and initiate Disciplinary proceedings as and when required. All Establishment duties shall be performed by nursing officer for staff under their control.
- (viii) strive to implement standard nursing practices and maintain highest quality of care and will be responsible for overall supervision. monitoring and audit of nursing services in the hospital
- (ix) co ordinate meetings of various committees in hospital.
- (x) accompany Medical Officer in charge of the hospital during hospital rounds
- (xi) ensure Organization & supervision of housekeeping, Central sterile supply department, Patient care, laundry & linen service, catering, matters related to patient care and to ensure proper collection, segregation and disposal of bio medical waste.
- (xii) ensure procurement of stores, Maintenance, repair and condemnation of equipment of the hospital.
- (xiii) look after Upkeep of Ambulance, staff car and Contracts related to patient care.
- (xiv) ensure that visiting hours are strictly followed.
- (xv) assist hospital incharge in organization and smooth conduct of periodic refresher courses and continuing medical education of nursing staff and other para-medical staff of the hospital/health unit.

- (xvi) educate nursing staff of all categories by conducting awareness programme on universal Precautions and safe injection practices.
- (xvii) Any other duties and responsibilities entrusted by the administration.

Note : In case there is more than one Nursing Officer in a hospital, the senior most shall perform above duties.

2.2 CHIEF MATRON/Supervisor :

Senior most Chief Matron shall perform the duties of Chief Matron/ Supervisor. When Nursing Officer is not available, Chief Matron/ Supervisor will perform duties as defined for Nursing Officer in addition to her duties.

She / he will

- (i) report to the Nursing Officer/Medical Officer in charge of the hospital.
- (ii) be actively involved in patient care.
- (iii) supervise the work of the hospital staff and ensure that the instructions of the medical officers in respect of individual patients are correctly carried out.
- (iv) recommend personnel and material requirement for various nursing service departments of the hospital.
- (v) carry out regular rounds of the hospital. Will be responsible for proper cleanliness and maintenance of the hospital, both inside and outside, and matters related to hospital linen, patient's clothing, beds, furniture etc.
- (vi) ensure that safe and efficient care is rendered to patients in various wards etc.
- (vii) be in-charge of the Tools & plant, dead stock and consumable stores of the hospital She/He will initiate condemnation for linen and other hospital stores.
- (viii) be responsible for counselling and guidance of sub-ordinate staff. She/ He will attend hospital/intra hospital meetings and conferences.
- (ix) investigate all complaints regarding nursing care and personnel, and take suitable corrective action within his / her Disciplinary powers and inform Nursing Officer.
- (x) also look after diet arrangements for the patients.
- (xi) maintain cordial relations with patients and paramedical staff. Ensure that the visiting hours are strictly observed.
- (xii) observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines.
- (xiii) any other duties and responsibilities entrusted by the administration.

- (xiv) in case there are more than one Matron/Chief Matron, except the senior most, all others shall also perform duties as assigned to Matron.
- (xv) accompany the Chief Medical Director, Government medical officials, or distinguished guests during their official visits to the hospital.

2.3 MATRON : Will

Matrons will perform the same duties as assigned to nursing sisters except those earmarked for supervisory functions.

Duties of Matrons earmarked for supervisory functions :

- (i) supervise the work of nurses, dressers, hospital attendants, safaikaramcharis and other subordinate staff.
- (ii) maintain discipline amongst nursing and other staff.
- (iii) maintain a check on the attendance of hospital and nursing staff and see that the staff are employed on their legitimate duties.
- (iv) ensure that the nursing care provided is of a high order and that the instructions issued by the Medical Officers are carried out by the nurses properly and in time.
- (v) go on rounds with the doctors (CMPs & HVS too) to ensure that all the instructions given by them are carried out.
- (vi) accompany the Chief Medical Director, Government medical officials, or distinguished guests during their official visits to the hospital.
- (vii) be responsible for proper cleanliness and maintenance of the hospital compound, outdoor departments, wards, operation theatre, pharmacy, dressing room, kitchen and other hospital establishments.
- (viii) ensure cleanliness of all hospital linen and patients clothing and maintain the linen account.
- (ix) be in charge of surgical instruments and medical appliances in the operation theatre and wards, hospital linen, clothes, beds, crockery, cutlery, furniture, utensils, other tools and plants and maintain all ledgers pertaining to these items.
- (x) place requisition for raw materials either with the contractor or with kitchen clerk twice a day where there is departmental catering and see that the diet rations are properly weighed and measured by the cook. Ensure that the diet which is supplied to the patients is prepared and served as per the directions of the treating team.
- (xi) place all articles requiring condemnation before the hospital incharge and also take suitable action to procure them.
- (xii) assist the Surgeon in all types of Surgical procedures, if required.
- (xiii) Maintain all records in connection with the nursing side of the hospital.

- (xiv) observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines.
- (xv) any other duties and responsibilities entrusted by the administration.

2.4 NURSING SISTER/STAFF NURSE : Will

- (i) be in-charge of nursing of the outdoor and indoor patients and she/he will provide full range of nursing services as per the requirements of the patient.
- (ii) check the vital parameters like Pulse, Blood Pressure, Respiration etc. of patients under her/his care and perform simple procedures like collection of samples starting IV line, catheterisation etc.
- (iii) ensure all the instructions issued by treating doctor are properly carried out.
- (iv) attend and assist at surgeries when required.
- (v) direct and supervise the sterilisation of all instruments and dressings.
- (vi) formulate accurate and intelligent reports on ward patients.
- (vii) prepare the diet schedule of all the patients under her/his care and ensure recovery of diet charges wherever applicable.
- (viii) ensure that the visiting hours are strictly observed.
- (ix) ensure that every courtesy and help is accorded to the patient's relatives and visitors to the ward.
- (x) accompany medical officer on their daily rounds.
- (xi) maintain the ward stock of drugs and other items, during duly hours.
- (xii) be responsible for the safe custody of hazardous/poisonous items. Such stock must be maintained and checked daily.
- (xiii) be in charge of the linen issued out to her/him for her/his ward. If there is only one nurse in a hospital/health unit, she/he will in addition, be responsible for the safe custody of hospital linen, crockery, cutlery, utensils, surgical and medical appliances and furniture and dead stock of the ward and shall see that they are kept in good condition and replaced when necessary. Take monthly inventory of linen and equipment and report all missing articles to the concerned Medical Officer.
- (xiv) maintain all records and registers pertaining to the wards properly when she / he is the only nurse.
- (xv) supervise the work of group 'D' staff and ensure the cleanliness of the ward and/or the operation theatre.
- (xvi) observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines.
- (xvii) any other duties and responsibilities entrusted by the administration.

- 2.5 OPERATION THEATRE NURSE** will be responsible for
- (i) assisting the surgeon during routine & emergency surgeries.
 - (ii) ensuring adequate supply of medicines, ligatures, dressings, linen and any other item required in Operation Theater.
 - (iii) the cleanliness and proper maintenance of the operation theatre, surgical instruments, equipment, and for reporting their defects to the Medical Officer.
 - (iv) supervision of sterilisation of dressing gowns, towels, instruments, gloves etc.
 - (v) preparation of splints and care of operation theatre linen,
 - (vi) discipline and performance of duties by the operation theatre staff.
 - (vii) observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines.
 - (viii) any other duties and responsibilities entrusted by the administration.
- 2.6 ICCU NURSE/CSSD NURSE :-**
- She/he will perform duties pertaining to specialised type of work required in these areas. She/he will also perform any other duty as assigned to her/him.
- 2.7 MIDWIFE/LHV/PHN will :**
- (i) assist the medical officer in the care of maternity and gynaecological patients.
 - (ii) conduct normal deliveries independently whenever required.
 - (iii) assist in the female ward and labour room.
 - (iv) maintain record of the deliveries.
 - (v) run the maternity and child health centre activities under the direction of a Medical Officer
 - (vi) dressing of the female cases in the outdoor and indoor departments.
 - (vii) maintain the records of births and deaths in the Railway colony and within the hospital under her charge.
 - (viii) collect population census in the colony and educate staff and their families in family welfare programmes.
 - (x) she may be utilised for nursing duties under the supervision of a trained nurse or a doctor.
 - (x) she may also be utilised for vaccination/Immunisation activities.
 - (xi) observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines.

- (xii) any other duties and responsibilities entrusted by the administration.

3.0 OPERATION THEATRE STAFF

3.1 O. T. ASSISTANT : will

- (i) attend to the dressing of all types of wounds and injuries.
- (ii) sterilization of instruments and all dressing materials.
- (iii) pre operative preparation of patients as per directions of the operating Surgeon.
- (iv) be responsible for the safe custody and proper maintenance of linen, surgical instruments and other equipment in O. T. and dressing room. She/he will prepare splints, plaster bandages and undertake cutting and rolling of bandages, including holding of ledger.
- (v) she/he will prepare anti-septic lotions and also help the anesthesiologist.
- (vi) removal of stitches, catheters etc on advice of Medical Officer.
- (vii) observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines.
- (x) any other duties and responsibilities entrusted by the administration.

4.0. RADIOLOGY STAFF

4.1 X-RAY TECHNICIAN/RADIOGRAPHER : Will

- (i) assist the Medical Officer of Radiology for all the work related to imaging department (Routine and special X rays, Ultrasonography/CT/MRI etc).
- (ii) keep all records related to imaging department, prepare their indents and maintenance of equipment.
- (iii) take skiagrams and develop these wherever necessary.
- (iv) help Radiologist in performing special imaging investigations.
- (v) help Radiologist in taking skiagrams where screening or use of TV monitor is required.
- (vi) perform any other duties as, may be assigned to them from time to time by the Radiologist/Medical Officer incharge.
- (vii) comply with BARC or any other applicable statutory guidelines
- (viii) observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines.
- (ix) any other duties and responsibilities entrusted by the administration.

4.2 X-RAY ATTENDANT : (MPHW posted in X-ray dept.): will

- (i) assist the Medical Officer incharge of Radiology / Radiologist / X ray Technician/Radiographer, in the department of imaging

in performing various activities of department including loading, preparing and developing films and in preparation of fixer solutions, etc..

- (ii) assist patients in preparation for various imaging procedures.
- (iii) be responsible for cleanliness and general maintenance of various equipment & furniture in the department of Radiology/Imaging.
- (iv) maintain records of the department of Radiology/Imaging.
- (v) deliver letter, films etc. to the addressees.
- (vi) fetch stores from whatever source they are ordered.
- (vii) carry portable imaging equipment for carrying out bedside investigation whenever required.
- (viii) they shall observe Universal aseptic precautions while dealing with samples and ensure compliance of Bio Medical Waste Management guidelines.
- (ix) any other duties and responsibilities entrusted by the administration.

5.0 LABORATORY STAFF

5.1 LABORATORY SUPERINTENDENT / CHEMIST/ASSISTANT CHEMIST/LABORATORY ASSISTANT OR LABORATORY TECHNICIAN : WILL

- (i) be responsible for the proper maintenance of laboratory equipment and instruments,
- (i) be responsible for Collection of blood and other samples for hematological, biochemical and other laboratory tests and conduct various tests as required.
- (iii) carry out chemical analysis of food stuffs and their ingredients, and give report under quality control other than FSSAI.
- (iv) conduct bacteriological examination of food products including drinking water, aerated water, milk products, etc., and give opinion about their quality being satisfactory or unsatisfactory as per prescribed standard under quality control other than FSSAI.
- (v) Annual maintenance Contract/Comprehensive Maintenance Contract of all Lab equipment and their upkeep.
- (vi) conduct various haematological, biochemical, microbiological tests etc. on all kinds of samples i.e. on blood, body fluids as per latest techniques and standards.
- (vii) look after the clerical duties pertaining to the laboratory and maintain records up to date.
- (viii) prepare and submit indents pertaining to the laboratory.

- (ix) responsible for maintenance of discipline amongst the staff under him/her.
- (x) they shall observe Universal aseptic precautions while dealing with samples and ensure compliance of Bio Medical Waste Management guidelines.
- (xi) any other duties and responsibilities entrusted by the administration.

5.2 LABORATORY ATTENDANT (MPHW working in Lab) : will

- (i) clean the laboratory equipment, fittings, furniture, doors, ventilators, slide, test tubes, etc.
- (ii) assist the Pathologist/laboratory assistant/chemist.
- (iii) carry laboratory stores and other requirements etc.
- (iv) deliver the reports from the laboratory to the wards.
- (v) they shall observe Universal aseptic precautions while dealing with samples and ensure compliance of Bio Medical Waste Management guidelines.
- (vi) any other duties and responsibilities entrusted by the administration.

6.0 PHARMACY STAFF

6.1 Pharmacy Officer : Will

- (i) plan and organization of pharmacy services, analysis of drugs and monitoring the system of receipt, storage, issue and account of drugs.
- (ii) organise training of Pharmacists.
- (iii) ensure Preparation and timely submission of Annual and supplementary indent and procurement of same under CMD/CMO/SAG/JaG power as applicable.
- (iv) ensure formulation of proposals & procurement of equipment under M&P.
- (v) monitor timely supply of drugs and payment of bills.
- (vi) plan and implement computerization of inventory management wherever not available.
- (vii) ensure repair and maintenance of hospital equipment where Nursing Officer is not available.
- (viii) any other duties and responsibilities entrusted by the administration.

6.2 CHIEF PHARMACIST/PHARMACIST : Will

- (i) attend to any emergency and render immediate first aid and organize further management including transport to the healthcare facility.
- (ii) maintain dispensing room and the appliances therein in proper working order and distribute medicines to the patients.

- (iii) receive stores and enter the same in respective ledgers. Be responsible for the account of drugs, medicines, dressing, consumable and perishable stores, storage and Quality analysis of drugs.
- (iv) maintain all registers in connection with the medical statistics and prepare periodical returns, bills and indents under the supervision of the Medical Officer wherever required. Plan and implement computerization of inventory management wherever not available.
- (v) maintain sick and fit register including injury cases, wherever required.
- (vi) send the unserviceable or surplus stores on advice notes to the stores delivery clerk or to parcel/goods office and enter the number of advice notes in the ledgers.
- (vii) assist the doctor in preparation of the annual/emergent indents of drugs, dressings, instruments, medical and surgical appliances and medical stores of hospital/health unit.
- (viii) be responsible for the preparation and submission of returns and do required clerical activities under supervision of Medical Officer wherever required.
- (ix) make entries on outdoor tickets and injury case sheets, Prepare certificates leaving the "disease" column to be filled by the doctor, wherever required.
- (x) be responsible for the maintenance of all old and current injury case sheets and all case papers which have been referred to the Medical Officer in-charge of the division.
- (xi) keep the records under safe custody.
- (xii) be responsible for maintenance and account of tools and plants and its registers in Health Units.
- (xiii) receive necessary forms of medical examination and enter these in the register for medical examination of candidates and employees etc., wherever required.
- (xiv) to help in all the activities like Blood donation camps and other Health awareness camps.
- (xv) will maintain and ensure proper upkeep of ARME and arrange First Aid Training.
- (xvi) they shall observe Universal aseptic precautions and ensure compliance of Bio Medical Waste Management guidelines.
- (xvii) Any other duties and responsibilities entrusted by the administration.

- 6.3 OFFICE SUPDT./CHIEF CLERK/HEAD CLERK/PHARMACIST/ (PROCUREMENT) : Will:**
- (i) receive and scrutinize the indents for medical stores from the various hospitals, health, units, etc.
 - (ii) maintain an up-to-date list of approved suppliers for the supply of medical stores.
 - (iii) prepare invitation of tenders for medical stores Assist the members of the Tender Committee in drafting the minutes of such meetings.
 - (iv) prepare the summary of quotations received, indicate the quotations in the proper order in relation to the relative cost and also in relation to suitability in accordance with the specifications.
 - (v) issue letter of acceptance to the respective suppliers and place supply order following the extant rules and procedures.
 - (vi) maintain the specifications for the various medical equipment and Keep track of the supplies.
 - (vii) be conversant with the rules regarding supply of medicines especially those relating to the spurious drugs, dangerous drugs, narcotics, ect, and ensure that the same are complied with.
 - (viii) ensure timely payment to the suppliers and attend to any complaint from the suppliers regarding delay in payment of their bills.
 - (ix) arrange for repairs and maintenance of all types of medical equipment.
 - (x) deal with policy matters relating to the supply of medical stores and Accident Relief Medical Equipment.
 - (xi) maintain discipline in the section and ensure systematic work of staff working under him.
 - (xii) Any other duties and responsibilities entrusted by the administration.
- 7.0 KITCHEN STAFF**
- 7.1 Kitchen Clerk : Will**
- (i) ensure timely recovery of Diet charges from the Railway beneficiaries not entitled for free diet.
 - (ii) maintain the account of all types of diets and their preparation and keep the record.
 - (iii) arrange local purchase of provisions for diet whenever and wherever required.
 - (iv) certify bills for supply of provisions, prepare diet bills & submit them in time.
 - (v) check the diet sheet registers.

- (vi) will initiate Diet contract whenever required.
- (vii) any other duties and responsibilities entrusted by the administration.

7.2 Dietetic Officer: Will

- (i) the incharge of hospital catering services.
- (ii) take nutritional care of patients
- (iii) ensure assessment. planning, therapeutic modification & counseling, nutritional clinics, Nutritional education. management of educational material on dietetics & nutrition to medical & paramedical staff, pregnant, lactating mothers and children.
- (iv) ensure food service management-menu planning as per individual patient needs, supervision of preparation of food, hygiene of kitchen, store and dietary department.
- (v) look after establishment matters of kitchen staff, human resource planning and management including training of kitchen staff.
- (vi) ensure procurement of kitchen equipment, repair, maintenance & condemnation.
- (vii) ensure proper disposal of kitchen waste.

7.3 DIETICIAN : Will

- (i) ensure Period Medical Examination (PME) check up of food handling staff as per prescribed norms.
- (ii) look after the duties performed by Kitchen clerk, if not available
- (iii) ensure day to day nutritional care of patients viz Nutritional assessment, Planning of standard diets, Therapeutic modification of diets, Diet counseling of indoor and OPD patients.
- (iv) impart nutrition education to medical and paramedical personnel.
- (v) look after food service management-menu planning as per individual patient needs, supervision of preparation of food, hygiene of kitchen, store and dietary department.
- (vi) supervise food preparation and distribution, sanitation and hygiene of kitchen, stores and dietary department and attend to grievances of patients regarding diet.
- (vii) be responsible for timely and proper receipt of required provision and quality thereof and arrange for sending doubtful samples for analysis under quality control.
- (viii) procurement of kitchen equipment, repair, maintenance and condemnation.
- (ix) perform all the duties of Dietetic Officer in case of non availability of Dietetic officer.
- (x) any other duties and responsibilities entrusted by the administration.

Note : Where steward /diet clerk, etc. are available, responsibility regarding item at par (vii) would continue to rest on them.

7.4 COOK : will

- (i) check the quality of raw provisions and take delivery of the items properly weighed from the diet clerk/matron/Dietician.
- (ii) cook the food and prepare the beverages, etc. both vegetarian and non-vegetarian, as required for the patients and as directed by the nurses/dietician/diet clerk.
- (iii) serve the food to the patients where there is no separate bearer provided, and collect the utensils after use.
- (iv) clean the utensils where no separate masalchi/cookmate is provided.
- (v) look after sterilization of utensils, cutlery and crockery.
- (vi) keep the kitchen clean and tidy and ensure proper disposal of kitchen waste.
- (vii) be responsible for the safe custody of utensils, cutlery, crockery, linen and other tools and plants issued to him/her for use.
- (viii) any other duties and responsibilities entrusted by the administration.

7.5 COOK MATE/ASSISTANT COOK / MASALCHI : Will

- (i) in absence of cook he will undertake all the work done by cook in addition to own work.
- (ii) serve food to the patients.
- (iii) clean and properly maintain the kitchen, cutlery, utensils & kitchen equipment.
- (iv) assist the cook in preparation of diets.
- (v) keep the kitchen clean and tidy and ensure proper disposal of kitchen waste.
- (vi) any other duties and responsibilities entrusted by the administration.

8.0 PHYSIOTHERAPY STAFF

8.1 Physiotherapy Officer : Will

- (i) be overall incharge of physiotherapy, occupational therapy and rehabilitation services department and actively involved in providing physiotherapy treatment to patients.
- (ii) get trained in and be conversant with the use of all latest equipment and devices used for providing physiotherapy treatment and tests for the patients.
- (iii) assess reaction and response to various treatments
- (iv) procure equipment, their maintenance, repair and condemnation.

- (v) advise hospital incharge regarding the procurement of all equipment and stores required for the department.
- (vi) any other duties and responsibilities entrusted by the administration.

8.2 SENIOR PHYSIOTHERAPIST/ PHYSIOTHERAPIST : Will

- (i) be overall incharge of Physiotherapy department wherever Physiotherapy officer is not available.
- (ii) provide necessary physiotherapy treatment and do required tests for both indoor and outdoor patient.
- (iii) get trained in and be conversant with the use of all latest equipment and devices used for providing physiotherapy treatment and tests for the patients.
- (iv) assess reaction and response to various treatments.
- (v) be responsible for the upkeep and maintenance of all equipment and stores under his/her charge.
- (vi) maintain registers/records of all work done in the department.
- (vii) any other duties and responsibilities entrusted by the administration.

8.3 OCCUPATIONAL THERAPIST : Will

- (i) be responsible for upkeep and maintenance of the equipment under their charge.
- (ii) diagnose, plan and execute occupational therapeutic treatment, physical rehabilitation of the patients.
- (iii) be responsible for disability evaluation for certification for disability compensation.
- (iv) prepare case history of patient for working diagnosis for treatment and evaluate for work fitness of persons with disability and fitness for his/her original job or alternate job.
- (v) prescribe and approve of prosthesis in consultation with orthopaedician.
- (vi) pre-vocational evaluation of person-normal/handicapped for deciding suitability for job.
- (vii) provide consultation regarding proper use of body mechanics to prevent occupational disorder and occupational hazard at workplace.
- (viii) any other duties and responsibilities entrusted by the administration.

9.0 MULTI-PURPOSE HEALTH WORKERS

9.1 HOSPITAL ATTENDANT/PEON (Multi-Purpose Health Worker): Will

- (i) keep the hospital premises, furniture, doors, fittings, ventilators, etc. neat and tidy.

- (ii) help the nurse to sponge the patients and do sponging when nurse is not available.
- (iii) prepare beds, take temperature of patients and change the clothing of the patients under direction of the nurse.
- (iv) help the doctor/nurse in examination of patient. the dressing of surgical cases, giving enemas, douching etc. Female Hospital Attendant will assist doctor/nurse in examination of female patient.
- (v) assist patients in taking food/medicine whenever required.
- (vi) help the patient in getting investigations/ internal referrals (eg PAC etc).
- (vii) the male hospital Attendant/Peon will call doctors, nurses, pharmacists and other staff who are off duty on hearing accident signals.
- (viii) carry and transfer injured and sick patients.
- (ix) active / passive exercise to the patient when required under guidance.
- (x) fetch and distribute dak & carry hospital stores.
- (xi) where there is no watchman, the male hospital attendant on night duty will be expected to keep a watch over the hospital building and property.
- (xii) assist the OTA, and do dressing work in their absence under guidance.
- (xiii) assist patients with wheel chair/stretchers.
- (xiv) behave courteously with all patients and their attendants.
- (xv) after requisite training, will function as multi purpose health worker e.g. can do ECG etc.
- (xvi) they shall observe Universal aseptic precautions and ensure compliance of Bio Medical waste Management guidelines.
- (xvii) any other duties and responsibilities entrusted by the administration.

Ayah, wherever available will do the work of HA as above. Female Hospital Attendant shall also assist midwife/nurse in conducting a delivery.

9.2 WATCH-MAN/CHOWKIDAR : will

- (i) safeguard the property of hospital, health units and the office of the Medical Officer, health inspectors etc.
- (ii) check the locks of various rooms while coming to duty and hand over them intact to his reliever or to the hospital attendant before leaving his duty.
- (iii) in health units, he will attend to the telephone calls and convey messages to the doctor.

- (iv) any other duties and responsibilities entrusted by the administration.

9.3 HEAD MALI/MALI : Will

- (i) be responsible for growing hedges and properly trimming them, plantation of trees, laying lawns, preparing manure from the fallen leaves, growing flower beds and maintaining them properly.
- (ii) remove rank vegetation from the premises of the hospital/health unit.
- (iii) carry hospital stores.
- (iv) head mali wherever available, in addition, will supervise the work of other malis.
- (v) any other duties and responsibilities entrusted by the administration.

10. RECEPTIONIST : Will

- (i) help the visitors, patients and guide them accordingly.
- (ii) attend to the inquiries of telephone or otherwise regarding patients admitted in the hospital. Also, attend to all the enquiries from patients or their attendants visiting the hospital.
- (iii) Should be able to work on computers and handle the same.
- (iv) will keep a list of patients admitted in hospital.
- (v) any other duties and responsibilities entrusted by the administration.

11.0 AMBULANCE STAFF

11.1 AMBULANCE DRIVER : Will

- (i) be responsible for proper cleanliness, maintenance, repairs and driving of ambulance car.
- (ii) render first aid to the injured and transport the sick persons.
- (iii) arrange fitness certificate of ambulance car and other legal requirements.
- (iv) do day to day minor repairs of ambulance van and report major defects to the doctor in charge for arranging repairs.
- (v) arrange to get unserviceable articles under his charge condemned by competent authority and arrange their return to the stores.
- (vi) furnish his requirements of stores to the doctor in charge.
- (vii) maintain log book of mileage and account of the consumption of petrol, Diesel & mobil oil etc.
- (viii) they should be trained in basic life support and hold valid certificate for same.
- (ix) they shall observe Universal aseptic precautions and ensure compliance of Bio Medical Waste Management guidelines.
- (x) any other duties and responsibilities entrusted by the administration.

11.2 STRETCHER BEARER/AMBULANCE CLEANER : Will

- (i) clean the ambulance van and be responsible for its maintenance.
- (ii) accompany the driver and assist him in transporting sick persons.
- (iii) as a person trained in First Aid-
 - a. Render required assistance during transfer of patients to the hospital.
 - b. Ensure that the patient once brought to the hospital is promptly carried to the casualty/emergency wing.
- (iii) wherever ambulance cleaner is not available, this duty will be done by multi purpose health worker (HA). They should be trained in Basic Life Support (BLS).
- (iv) they shall observe Universal Aseptic precautions and ensure compliance of Bio Medical Waste Management Guidelines.
- (v) any other duties and responsibilities entrusted by the administration.

12. HOSPITAL/HEALTH UNIT CLEANER (SAFAIWALA): Will

- (i) sweep the roads, ground, floor etc. of the hospital/health unit premises.
- (ii) frequently clean the floor of the wards with wet cloth and clean the hospital doors, windows, window panes etc.
- (iii) clean the bed pans, sputum cups, urinals, wash basins, commodes and toilets/wash rooms/ rest rooms/attached to the hospital/wards.
- (iv) supply bed pans and urinals/urine pots to the patients, and clean them after use. He/she will also provide containers for examination of urine and stool samples and carry them to the laboratory.
- (v) help in transporting the patients on wheel chair /stretchers.
- (vi) carry the hospital stores.
- (vii) clean and disinfect soiled linen before sending to laundry.
- (viii) keep the record of cleaning as per local Instructions.
- (ix) segregate waste at source.
- (x) they shall observe Universal aseptic precautions and ensure compliance of Bio Medical Waste Management guidelines.
- (xi) any other duties and responsibilities entrusted by the administration.

13.0 DENTAL STAFF

13.1 ORAL HYGIENIST : Will

- (i) perform all scaling (Oral prophylaxis) and polishing of teeth independently whether manual or with ultrasonic instruments.

- (ii) motivation and education of patients and community. to maintain good oral hygiene and teach correct brushing techniques for individuals in oral health camps.
- (iii) pre and post-operative precautions and preventive dentistry (diet, oral physiotherapy, general and dental health education).
- (iv) temporary dressing (temporary filling, gingival dressing). Simple extraction of painful loose teeth under topical anaesthesia.
- (v) prescription of oral medicines like medicated tooth pastes, gum paints, mouth-washes, pain relieving drugs that do not come under Schedule of Drug Act.
- (vi) impart training to the trainers in Oral Health Care.
- (vii) providing topical fluoride treatment for school children.
- (viii) he/she will be responsible for implementation of oral health/hygiene programmes and will perform all activities required under the programmes.
- (ix) he/she will assist in upkeep of dental equipment, records and statistics of the department.
- (x) observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines.
- (xi) any other duties and responsibilities entrusted by the administration.

13.2 DENTAL MECHANIC : Will

- (i) undertake the impressions and prepare dentures as required.
- (ii) maintain proper records of all the equipment under his/her charge.
- (iii) be responsible for the upkeep and maintenance of the equipment in the unit.
- (iv) observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines.
- (v) any other duties and responsibilities entrusted by the administration.

14. DIALYSIS TECHNICIAN : Will

- (i) perform all types of dialysis of patients and monitor the same during the entire procedure under the supervision of Medical Officer/Nephrologist.
- (ii) maintain and keep all records of dialysis patients.
- (iii) be responsible for proper cleanliness and upkeep of the dialysis machine and maintaining records, preparation of indents and upkeep of all consumable stores.
- (iv) observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines.

- (v) any other duties and responsibilities entrusted by the administration.

15. Cardiac Pump technician (Perfusionist): Will

- (i) be responsible for functions and standardized processes to ensure proper functioning of perfusion related equipment and processes.
- (ii) will select, assemble, set up, and test heart lung machine and ensure that machine and associated equipment function according to the specifications.
- (iii) be responsible for maintaining proper records. indent and upkeep of all consumable stocks.
- (iv) will monitor and observe operation of machine and patients physiologic variables and adjust equipment to maintain normal body functions.
- (v) observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines.
- (vi) any other duties and responsibilities entrusted by the administration.

16. Non Invasive Cardiac technician (ECG/Holter/Echocardiography): Will

- (i) take all routine and Emergency ECG's.
- (ii) assist doctor in performing-master eCG/Treadmill test / Holter recording/Echocardiography and any other procedure performed in Non invasive cardiac laboratory.
- (iii) will assist in maintenance or equipment, AMC/CMC, all records pertaining to the procedures and equipments.
- (iv) maintain statistical data, make appointments, instructions to the patients regarding part preparations etc.
- (v) any other duties and responsibilities entrusted by the administration.

16.0 FAMILY WELFARE STAFF

16.1 Health Education Officer: Will

- (i) organize, monitor and supervise health education and family welfare activities at zonal level.
- (ii) ensure procurement and distribution of Health education material.
- (iii) organize health education activities in training schools of railways.
- (iv) compile health education material for in house publications.
- (v) assist in coordinating all FW activities and policy matters, programme planning, Organization and monitoring of special programmes like Birth Rate studies. Pulse Polio immunization campaigns, death complication enquiries etc.

- (vi) ensure periodical statistical returns to headquarter through District Extension Educator, and analysis of reports and activities
- (vii) control, supervise and develop subordinate staff, including their Establishment matters.
- (viii) ensure manpower management including training of staff of FW department
- (ix) coordinate with State / Central authorities and assist in implementation of various National Health Programmes.
- (x) any other duties and responsibilities entrusted by the administration.

16.2 STATISTICAL ASSISTANT :Will

- (i) perform all the duties as mentioned for Compilation Clerk.
- (ii) impart and arrange training of Compilation Clerks and guide them regarding proper upkeep of basic records, statistical data & allied information.
- (iii) monitor and ensure timely submission of statistical returns to Railway Board after receiving from various centres.
- (iv) will maintain liaison with Railway Board for correct submission of returns.
- (v) organise the Family Welfare census/survey in the zone.
- (vi) perform all duties of District Extension Educator in his/her absence.
- (vii) any other duties and responsibilities entrusted by the administration.

16.3 DISTRICT EXTENSION EDUCATOR AND EXTENSION EDUCATOR (DEE/EE):Will

- (i) be responsible for implementation of Family Welfare programme and perform all activities required under the programme.
- (ii) maintain statistics related to Health and Family Welfare activities.
- (iii) organise all health education and motivation activities.
- (iv) be responsible for providing Family Welfare services and their regular follow up.
- (v) form Field Action Groups, train them and assist in their working.
- (vi) supervise community health programmes, multi purpose health drives, Family Welfare camps etc.
- (vi) organise Orientation Training Course, take lectures in Zonal Training Schools.
- (viii) perform the duties of statistical assistant/Compilation clerk in their absence

- (x) maintain liaison and coordinate with state Governments, Voluntary Organisations and other organisations working for Family Welfare Programmes.
- (x) any other duties and responsibilities entrusted by the administration.

16.4 COMPILATION CLERK : Will

- (i) collect, maintain and compile all family welfare (FW) data including that of MCH services and ensure timely submission of all the periodical returns to Head quarters.
- (ii) analyse and evaluate the FW data and put up to in-charge of the division regularly.
- (iii) assist field staff ofr maintaining summary of the target couple register etc.
- (iv) maintain all records of Family Welfare programmes.
- (v) maintain stores and imprest of FW centres.
- (vi) participate in all Family welfare activities of the divisions
- (vii) help in analysis of field studies as and when undertaken.
- (viii) any other duties and responsibilities entrusted by the administration.

16.5 FIELD WORKERS: Will

- (i) educate and motivate individuals in the area on all aspects of Family welfare services.
- (ii) provide all Family Welfare services and follow up. They should also keep a record of work done.
- (iii) organise and run Immunisation clinics.
- (iv) do complete survey, maintain Eligible Couple Register (ECR) and update them regularly and perform colony census.
- (v) assist in formation, training and working of Field Action Groups,
- (vi) assist in preparing all periodic F. W. reports & returns.
- (vii) carry out Field studies as and when required.
- (viii) organise mass health programmes, multipurpose health drives, Family Welfare camps, Orientation training camps etc.,
- (ix) any other duties and responsibilities entrusted by the administration

17.0 SANITATION AND HEALTH

17.1 Health Officer : Will

- (i) perform overall supervision of Health activities with emphasis on Community participatio, Organization of Community based health activities like PPI, Birth rate studies, FW camps. multiple purpose health drive, National Health Programmes particularly related to Malaria, TB, AIDS, Diarrheal disease etc.

- (ii) health education aimed at positive health, monitoring of food & water quality, education of food handlers, disease surveillance, colony census, Control of epidemics, working of health counseling clinics, industrial health administrative control, supervision & development of subordinate staff.
- (iii) ensure human resource planning, management including training and establishment matters.
- (iv) procure stores
- (v) regular monitoring of colony care committee, Contracts & Tenders
- (vi) any other duties and responsibilities entrusted by the administration.

17.2 CHIEF HEALTH INSPECTOR/HEALTH INSPECTOR : Will

- (i) be responsible for Health Education of community.
- (ii) actively participate in all health programmes, Vector Control Programme, Multi Purpose Health Drives, School health programmes, Family Welfare programmes, MCH programmes, Mass Health Campaign programmes like Pulse Polio Immunisation etc.
- (iii) report at once to the Medical Officer in-charge of the division about the mortality or sickness in his jurisdiction and take active steps for control of communicable diseases in the community.
- (iv) carry out preventive health measures and organise immunization activities.
- (v) inspect food and drinks sold to the public at the stations and colonies and send for analysis for quality control.
- (vi) look after the sanitary arrangements for fairs and festivals in his jurisdiction.
- (vii) monitor the quality of the water supplied by testing for residual chlorine and collecting samples for bacteriological analysis. Take samples for chemical analysis of water as per schedule.
- (viii) carry out anti mosquito, anti fly and other pest control measures.
- (ix) carry out all administrative duties of his office and staff under him including establishment matters.
- (x) be responsible for efficient maintenance of sanitation in colonies/stations.
- (xi) ensure that there is no manual scavenging and all staff should wear protective gear as prescribed. Uniform should be provided to staff as per scale.

- (xii) receive complaints regarding sanitation if any, investigate them, have them attended and report to his/her officer.
- (xiii) note down any defects in the drains and latrines, Sewer lines, urinals, etc. and arrange to get them repaired by Engineering department.
- (xiv) carefully ensure that the terms of the various clauses of agreement with the contractors are carried out properly and any discrepancies etc. are immediately brought to the notice of the higher authorities.
- (xv) ensure procurement and availability of required stores for sanitation.
- (xvi) any other duties and responsibilities entrusted by the administration.

17.3 SANITARY/CONSERVANCY SWEEPER/CLEANER/SAFAIWALA/SAFAI WALI: Will

- (i) collect, remove and dispose off garbage from Railway premises and colonies etc. All staff should wear protective gear as prescribed.
- (ii) sweep the road and other surface area of the Railway premises and colonies and collect the sweepings, segregate at source and put these in the nominated dustbins.
- (iii) wash toilets, wash basins, tiled dado, remove cobwebs etc. from offices/buildings wherever required.
- (iv) clean glasses of doors, windows, ventilators etc. including frames in office buildings wherever required.
- (v) clean the drains and carry out periodic de-silting.
- (vi) undertake all other activities related to sanitation of colonies/stations.
- (vii) carry sanitary stores.
- (viii) carry out any other duty as assigned by Health Inspector and /or Medical Officer.
- (ix) wherever anti malaria staff is not available, they will carry out in addition to their duties, removal of rank vegetation from the edges of the drains, cess pools and other potential breeding places of larvae.
- (x) any other duties and responsibilities entrusted by the administration
Senior most among staff shall work as head of team and : Will
- (xi) supervise the work of the conservancy staff working in his/her team and will take their roll call twice a day.

Estt. Srl. No. 161/2015

ECoR/Pers/R/Rect/21

RBE No. 131/2015

Date : 04.11.2015

Railway Board's letter No. 2014/E(Sports)/4(1)/1/Policy Clarifications (Part), dated : 21.10.2015 is as under :

Sub.: Recruitment of sportspersons against Sports Quota through Talent Scouting and Open Advertisement-Clarification Regarding.

Ref. : Railway Board's policy letter Nos. (i) 2010/E(Sports)/4(1)/1(Policy) dated 31.12.2010 (RBE No. 189B/2010) & (ii) 2014/E(Sports)/4(1)/1/Clarifications dated 20.01.2014 (RBE No. 11/2014).

The matter of considering the eligibility of sportspersons for recruitment against sports quota in the games where there is a difference in distance/weight category in Senior Nationals and other recognized sports events (viz All India Inter-University, Junior National & International), has been considered and for the said purpose following is decided.

"Sportsperson having the sports achievement in any of the recognized championship/event in the game of Athletics (walk), Cross Country, Wrestling Road (Individual Time Trial, Team Time Trial and Road Mass Start) and fulfilling all other conditions as per extant policy instructions, will be eligible to be considered for trial for recruitment against sports quota, irrespective of any difference in distance/weight category. However, selection trails for recruitment against sports quota, should be done as per requirement/standard of Senior National Championships for that game & event.

In the game of Wrestling (FS/GR) trials shall be conducted as per weight categories of Senior National Championships. In the case of any difference in weight category of Senior Nationals and other recognized championship/event, sportsperson having performance in the weight category which is closest to the notified weight category, shall be eligible for recruitment and selection trials, subject to the condition that on the day of the trial, actual body weight of said wrestler should not exceed the weight category for which recruitment is being done".

2. Accordingly, instructions contained in letter no. 2014/E(Sports)/4(1)/1/Policy Clarifications dated 20.01.2014 (RBE No. 11/2014) stand withdrawn.

3. This issue with the approval of Board (MS).

Estt. Srl. No. 162/2015

ECoR/Pers/R/Allowance/21

RBE No. 134/2015

Date : 04.11.2015

Railway Board's letter No. E(P&A)/II-2015/F.E.2/2, dated : 27.10.2015 is as under :

Sub.: Payment of cash in lieu of free food, in exceptional circumstances to the non-gazetted staff engaged in Breakdown duties.

Ref. : PNM/NFIR Item No. 10/2015

National Federation of Indian Railwaymen have raised the issue

regarding payment of Diet Allowance to staff attending Breakdown duties. The issue was discussed in the PNM Meeting and it has been decided to reiterate the relevant provisions of para 1420 of IREC-II. All non-gazetted staff called for breakdown duties are eligible for supply of free food, departmentally or otherwise, during the period they are engaged in breakdown duties, however where it is not possible to make arrangements for supply of free food, in exceptional circumstances, cash in lieu thereof may be paid to the non-gazetted staff including Gangmen and Trolleyman engaged in breakdown duties, at the rates fixed by the General Manager in consultation with FA&CAO.

2. Cash compensation in lieu of free food however shall not be admissible to gazetted staff who are called out in connection with accidents/breakdown.

Estt. Srl. No. 163/2015

ECoR/Pers/R/Misc/IREC

RBE No. 135/2015

Date : 29.10.2015

Railway Board's letter No. E(GP)2005/1/33, dated : 28.10.2015 is as under :

Sub.: Amendment to the Indian Railway Establishment Code, Volume-I, 1985 Edition (Third Reprint Edition 2008)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that the Indian Railway Establishment Code, Volume-I, 1985 edition (Third Reprint Edition 2008), may be amended as in the enclosed Advance Correction Slip No. 128.

**ADVANCE CORRECTION SLIP TO THE INDIAN RAILWAYS
ESTABLISHMENT CODE, VOLUME-I, 1985 EDITION (THIRD REPRINT
EDITION 2008)**

ADVANCE CORRECTION SLIP NO. 128

CHAPTER-2, GENERAL CONDITIONS OF SERVICE :- Recruitment, Training and Promotion to Group 'A' and Group 'B' posts.

1. In the existing sub-para (1) of Para 209(B), the following words may be deleted : "on merit"

(Authority : Railway Board's letter No. E(GP)2005/1/33 dated 28/10/2015.

Estt. Srl. No. 164/2015

ECoR/Pers/R/Misc.

RBE No. 136/2015

Date : 04.11.2015

Railway Board's letter No. E(NG)-I/2014/PM1/3, dated : 29.10.2015 is as under :

CORRIGENDUM

Sub.: Guidelines for providing various facilities including allowing scribes to person with disabilities at the time of departmental examination.

Ref. : Railway Board's letter of even number dated 01.09.2014

The instructions contained in Board's letter of even number dated 01.09.2014 (RBE No. 93/2014) may be read along with letter No. E(NG)II/2006/RC-2/13 dated 29.07.2013 & 18.10.2013 in case of departmental examination also.

Estt. Srl. No. 164A/2015
ECoR/Pers/R/Restructuring

RBE No. 137/2015
Date : 04.11.2015

Railway Board's letter No. PC-III/2013/CRC/6(pt.1), dated : 31.10.2015 is as under :

Sub.: Restructuring of certain Group 'C' cadres.

President/AIRF has brought to the notice of Railway Board that one of the Railway has denied to extend benefit of cadre restructuring to Ambulance, Staff Car & Motor Lorry Drivers at par with Artisan staff as these categories are not indicated in Board's cadre restructuring orders dated 08.10.2013 (RBE No. 102/2013).

2. In this context, it is advised that it had already been clarified vide Board's letter no. E(P&A)1-79/FE-4/2 dated 11.04.1980 that all the categories of Drivers of Motor Vehicles including Truck Drivers, Road Roller Drivers, EOT Crane Drivers, Fork Lift Drivers, Tractor, Jeep, Ambulance Drivers, Staff Car Drivers etc. whether working the workshops/sheds or in the Administrative Establishments and who are subject to prescribed Trade Test for promotion, should be classified as Artisan Staff. This has further been clarified vide Board's letter no. PC-III/93/Misc./3 dated 21.02.1994 (RBE No. 2/94) and PC-III/2005/CRC/17 dated 28.06.2005 (RBE No 109/2005). This position still holds good and it is clarified that Motor vehicle/Staff Car Drivers should be classified as Artisan. Staff and percentage distribution as prescribed for Artisan staff in Annexure-C of Board's letter No. PC-III/2013/CRC/4 dated 08.10.2013 (RBE No. 102/2013) may be made applicable to all Motor Vehicle /Staff Car Drivers provided the pre-revised percentages of the Artisan categories were applicable to these categories.

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

Estt. Srl. No. 165/2015
ECoR/Pers/R/PLB/2014-15/RPF

RBE No. 140/2015
Date : 06.11.2015

Railway Board's letter No. E(P&A)-II/2015/Bonus-1, dated : 02.11.2015 is as under :

Sub.: Grant of ad-hoc bonus for 30 days to the Group 'C' & 'D' RPF/RPSF personnel for the financial year 2014-2015.

The President is pleased to decide that all Group 'C' & 'D' RPF/RPSF personnel, may be granted ad-hoc bonus equivalent to 30 (thirty) days emoluments for the financial year 2014-2015. without any eligibility wage

ceiling. The calculation ceiling of Rs. 3500/- will remain unchanged.

2. The benefit will be admissible subject to the following terms and conditions :

- (a) Only those Group 'C' and 'D' RPF/RPSF personnel who were in service on 31.3.2015 and have rendered at least six months of continuous service during the year 2014-2015 will be eligible for payment under these orders. Pro-rate payment will be admissible to the eligible personnel for period of continuous service during the year ranging from six months to a full year, the eligibility period being taken in terms of number of months of service (rounded to the nearest number of months)
- (b) The quantum of ad-hoc bonus will be worked out on the basis of average emoluments/calculation ceiling whichever is lower. To calculate ad-hoc bonus for one day, the average emoluments in a year will be divided by 30.4 (average number of days in a month). This will thereafter be multiplied by the number of days of bonus granted. To illustrate, taking the calculation ceiling of Rs. 3500/- (where actual average emoluments exceed Rs. 3500/-) ad-hoc bonus for thirty days would work out to Rs. 3500/- x 30/30.4-Rs. 3453.95 (rounded off to Rs. 3454/-)
- (c) All payments under these orders will be rounded off to the nearest rupee.
- (d) In the matter where the aforesaid provisions are silent, clarificatory orders issued vide this Ministry's letter No. E(P&A)II-88/Bonus-3 dated 29.12.1988, as amended from time to time, would hold good.
- (e) All the Group 'C' & 'D' RPF/RPSF personnel, regardless of whether they are in uniform or out of uniform and regardless of place of their posting, shall be eligible only for ad-hoc bonus in terms of these orders.

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

Estt. Srl. No. 166/2015
ECoR/Pers/R/Medical/16

Date : 06.11.2015

Railway Board's letter No. 2012/H/PNM/NFIR., dated : 28.10.2015 is as under :

Sub.: Provision of Emergency Railway Medical Facilities to Railway beneficiaries.

Ref. : This Office letter of even number dated 14.07.2015 (Copy enclosed).

Para 2 of the letter cited under reference may be read as :

"All India Railwaymen's Federation (AIRF) vide PNM item No. 11/2015 has raised the issue of the railway medical beneficiaries facing difficulties

in availing railway medical facilities during emergencies in places other than the place where their medical card is registered."

All other terms and conditions of the letter will remain unaltered.

Estt. Srl. No. 167/2015
ECoR/Pers/R/DAR/37

RBE No. 130/2015
Date : 29.10.2015

Railway Board's letter No. E(D&A) 2014 RG6-35, dated : 21.10.2015 is as under :

Sub.: Instructions regarding timely issue of chargesheet under Rs(D&A) Rules, 1968.

A copy of Department of Personnel and Training's O.M. No. 11012/17/2013-Estt. (A) dated 03.07.2015, on the above subject is enclosed herewith/for guidance.

2. Department of Personnel and Training's O.M.s dated 02.01.2014 & 09.11.1982, referred to in paras 1 and 3 respectively of their above-mentioned O.M. dated 03.07.2015, are available at their website '*persmin-nic.in/DOPT.asp*' under 'OMs & Orders'-'Establishment'-'CCS(CCA) Rules'. Rule 18(1) of Rs (D&A) Rules, 1968 corresponds to Rule 23(1) of CCS(CCA) Rules 1965, referred to in para 3 of DoP&T's O.M. dated 03.07.2015.

F. No. 11012/17/2013-Estt.(A)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel & Training

Establishment A-III Desk.

North Block, New Delhi-110001

Dated July 3rd, 2015

OFFICE MEMORANDUM

Subject : Central Civil services (Classification, Control and Appeal) Rules, 1965-instructions regarding timely issue of Charge-sheet-regarding.

The undersigned is directed to refer to DoP&T O.M. of even no. dated 3rd January, 2014 regarding consolidated instructions on suspension and to say that in a recent case, *Ajay Kumar Choudhary vs Union of India Civil Appeal No. 1912 of 2015 dated 16/02/2015* the Apex Court has directed as follows :

We, therefore, direct that the currency of Suspension Order should not extend beyond three months if within this period the Memorandum of Charges/Chargesheet is not served on the delinquent officer/employee;

2. It is noted that in many cases charge sheets are not issued despite clear prima facie evidence of misconduct on the ground that the matter is under investigation by an investigating agency like Central Bureau of Investigation etc. In the aforesaid judgement the Hon'ble Supreme Court has superseded the direction of the Central Vigilance Commission that

pending a criminal investigation departmental proceedings are to be held in abeyance.

3. In this connection, attention is invited to this Department O. M. No. 350014/1/81-Estt. A dated 9.11.1982 which contained the guidelines for timely issue of charge-sheet to Charged officer and to say that these instructions lay down, inter-alia, that where a Government servant is placed under suspension on the ground of "Contemplated" disciplinary proceedings, the existing instructions provide that every effort would be made to finalise the charges, against the Government servant within three months of the date of suspension. If these instructions are strictly adhered to, a Government servant who is placed under suspension on the ground of contemplated disciplinary proceedings will become aware of the reasons for his suspension without much loss of time. The reasons for suspension should be communicated to the Government servant concerned at the earliest, so that he may be in a position to effectively exercise the right of appeal available to him under Rule 23 (i) of the CCS (CCA) Rules, 1965. if he so desires. The time limit of forty five days for submission of appeal should be counted from the date on which thereasons for suspension are communicated.

4. All Ministries/Departments are requested to bring the above guidelines to the notice of all concerned officials for compliance.

Estt. Srl. No. 168/2015
ECoR/Pers/R/Leave/6

RBE No. 139/2015
Date : 29.10.2015

Railway Board's letter No. 2014/E(Sports)/4(2)/3(SCL), dated : 29.10.2015 is as under :

Sub.: Sparing of talented players under Railway's Centre of Excellence (COE) Scheme.

Ref. : (i) Board's letter no. (i) 2010/E (Sports)/4(1)/1 (policy) dated 31.12.2010 (RBE No. 1898/2010) and clarifications/corrigendum issued thereto.

(ii) E (Sports)/2000/Policy/2/AGM dated 22.04.2004.

(iii) E(W)67Spl-15 dated 04.04.1968, 25.06.1968, 05.10.1968, 24.10.1968 and 24.07.1969.

During the 70th Annual General Meeting of the General Council of Railway Sports Promotion Board, held at Rail Bhawan on 17.10.2014, it was decided to introduce the scheme of granting 330 days Special Casual Leave (SCL) to Railway sportspersons on the line of Centre of Excellence (CoE) Scheme of Sports Authority of India, for players having medal winning performance in current All India Railway Championships, National Championships and also for participation in those International events which are recognized for recruitment purpose on Railways.

2. The question of granting 330 days SCL to Railway Sportspersons has been examined and it has been decided that 330 days SCL may be granted by Railway Sports Promotion Board to the sportspersons who satisfy the following norms in the recognized games namely Archery, Athletics, Aquatics,

Badminton, Ball Badminton, Basket Ball, Billiards & Snooker, 8 & 9 Ball Pool, Body Building, Boxing, Bridge, Chess, Cricket, Cross Country, Cycling, Football, Gymnastics, Golf, Handball, Hockey, Judo, Kabaddi, Kho Kho, Powerlifting, Shooting, Table Tennis, Tennis, Volleyball, Wrestling and Weightlifting :

For individual and single events :

(i) Medal winner in Categories A & B as mentioned in Para-3 of Board's letter under reference (i) dated 31.12.2010, during the current calendar year or the last 2 completed calendar years whichever championship is the latest.

OR

(ii) Participants of recognized International Championships as mentioned in Para-3 of Board's letter under reference 9i) dated 31.12.2010, during the current calendar year or the last one completed calendar year whichever championship is the latest.

OR

(iii) Medal winner in National Championships during the current calendar year or the last one completed calendar year whichever championship is the latest.

OR

(iv) Medal winner of the last held All India Inter Railway Championships for games other than Billiards, Snooker, 8 & 9 Ball Pool, Golf, Chess, Tennis & Judo.

For team, double, relay and group events :

(i) Medal winner in Categories A&B as mentioned in Para-3 of Board's Letter under reference 9i) dated 31.12.2010, during the current calendar year or the last 2 completed calendar years whichever championship is the latest.

OR

(ii) Members of Indian Railway team participating in National Championships and participants of recognized International Championships as mentioned in Para-3 of Board's letter under reference 9i) dated 31.12.2010, during the current calendar year or the last one completed calendar year whichever championship is the latest.

OR

(iii) Medal winner in National Championships during the current calendar year or the last one completed calendar year whichever championship is the latest.

OR

(iv) Gold Medal winner of All India Inter Railway Championships held last for games other than Billiards, Snooker, 8 & 9 Ball Pool, Bridge, Chess & Tennis.

3. The eligible sportspersons will be entitled for maximum 330 days from the next day following the conclusion of event specified in para 2.0 above upto the start of next specified championships or completion of 330 days, whichever event occurs earlier. This list of SCL grantees shall be issued by RSPB only, from time to time.

4. SCL is meant for sport related activity only. SCL grantee sportsperson shall have to take his own leave, of relevant type, for any event other than sport during this period. Any other kind of leave during this period shall be granted by General Secretary of concerned Railway/PU Sports Association on the recommendation of ASO/SSO. The same is to be advised to RSPB also for necessary record keeping of SCL. The reporting authority before and after the coaching camp. will be Secretary/ZRSA during the duration of 330 days SCL.

5. A total of 30 days SCL will be curtailed from the clubbed 120 days SCL, presently granted to players in a calendar year for ordinary and national level tournaments as per Board's letter under reference (ii), to those sportspersons who are not covered under the 330 days SCL scheme and have no medal winning performance in All India Inter-Railway Championship is the latest. Therefore the period of 120 days SCL, as detailed above, now stands reduced to 90 days SCL except for the games of Billiards, snooker, 8 & 9 Ball Pool, Golf, Chess, Bridge, Tennis & Judo, Board's letter under reference (iii) regarding half day leave to railway servant for participating in practice session may be treated as 'cancelled'. In exceptional cases GM is empowered to grant SCL/Half day leave, as per extant norms.

6. The facility of SCL for 330 days granted to a sportsperson, shall be withdrawn if,

- (i) A sportsperson who is granted 330 days SCL, on account of his medal winning performance on the basis of All India Inter-railway championship for 2 consecutive years but athlete is not able to win any medal in any National/International championships held during this period.
- (ii) A sportsperson who fails to represent Indian Railway Team in National as well as Inter-Railway championships, except in those cases where he/she is representing India during the period National/Inter Railway championship event is being held.
- (iii) A sportsperson found positive in Dope Test and banned by concerned sports Federation/Body for participation in National/International events.
- (iv) In exceptional cases Secretary/RSPB is empowered to grant/curtail/withdraw SCL.

7. The SCL grantees will practice at their posting place. Secretary/ZRSA is entitled for allowing SCL grantees to train at any place other than their normal posting place for availing better sports facility, accommodation and infrastructure. Coaching Camps, 304 times in a year, shall be organized by RSPB where presence of the nominated sportspersons, including 330 days SCL grantee sportsperson, will be mandatory. Performance of sportspersons will also be reviewed in these coaching camps. For better monitoring, Data Base of sportspersons will also be prepared. The railway sportspersons who are enrolled in these coaching camps will be provided with :

- (i) boarding and Lodging facilities
- (ii) Sports equipments
- (iii) Competitions exposure
- (iv) Supplement Allowance of Rs. 240/- per day per athlete for the training.

8. The proposed Scheme will continue on experimental basis for 3 years from the date of issue of this notification and will be reviewed thereafter. However, the Railway Sports Promotion Board may review / withdraw the scheme even earlier or at any stage. In all cases of interpretation and admissibility of SCL or otherwise, the decision of Secretary/RSPB will be final.

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

Estt. Srl. No. 169/2015

ECoR/Pers/R/Rectt/20

Date : 16.11.2015

Railway Board's letter No. E(P&A)-I-2014/RT-16(pt), dated : 29.10.2015 is as under :

Sub.: Appointment in the category of Pointsman GP 1800 under LARSGESS.

Ref. : Your Railway's letter No. dated 23.07.2014 and 14.11.2014.

The issue raised in your above referred letters on the above cited subject has been examined in Board's Office in consultation with Establishment (Non-Gazetted) Directorate, It is advised that in a normal system. The persons who pass in an earlier examination/panel, are placed above those who pass/empanelled subsequently. Therefore, if two panels are formed, the persons in earlier panel will rank senior. However, if the second examination is a supplementary to the first examination, then there will be one panel, where the seniority will be as per the marks obtained.

2. The GM should ensure that the above procedure is followed uniformly in all the Divisions under their Jurisdiction.

Estt. Srl. No. 170/2015

ECoR/Pers/R/Rectt/20

RBE No. 138/2015

Date : 18.11.2015

Railway Board's letter No. E(NG)-II/2013/RR-1/11, dated : 02.11.2015 is as under :

Sub.: Acceptance of Diploma/Degree in Engineering prescribed for open market recruitment to posts on the railways-Duration of course regarding.

Instances have come to notice of this Ministry, wherein, candidates qualifying the written examination conducted by Railway Recruitment Boards are producing Diploma/Degree in Engineering of varied duration conducted by various institutions.

The matter has been looked into and it has been decided that henceforth a minimum of **three year diploma course** in Engineering and a **minimum of four year course** in Engineering done after +2 shall only be accepted in addition to Diploma in Engineering obtained from Polytechnics, Instructions contained in Board's letter No. E(NG)II/2010/RR-1/17 dated 08/12/2011 still hold good.

Estt. Srl. No. 171/2015

ECoR/Pers/R/DAR/37

RBE No. 143/2015

Date : 18.11.2015

Railway Board's letter No. E(P&A)-I/2015/RT-38, dated : 10.11.2015 is as under :

Sub.: Strengthening of Administration-Premature retirement of Railway servants - Periodical review under rule 1802(a) /1803 (a) 1804(a)-R. II. 1987 edition-Regarding.

DOP&T vide their OM No. 25013/1/2013-Estt (A) dated 21.03.2014 and 25013/01/2013-Estt. A-IV dated 11.09.2015 have reiterated the instructions on Compulsory Retirement under FR 56(j), 56(i) or Rule 48(1) (b) of CCS (Pension) Rules, 1972 with a view to improve efficiency and strengthening of the administrative machinery at all levels. They have asked to follow these instructions strictly and to review the performance of Govt. servants periodically with a view to ascertain whether the Government servant should be retained in service or retired from service in the public interest. Provisions in this regard are contained in FR56(j). 569i) or Rule 48(1) (b) of CCS (Pension) Rules, 1972. The corresponding rules in railways are Rule 1802 (a) /1803 (a)/1804 (a) of IREC. Vol-II, 1987 edition.

2. DOP&T has also drawn attention to the observation made by Hon'ble Supreme Court in State of Gujarat Vs Umedbhai M. Patel, 2001 (3) SCC 314, which are as follows:

- (i) Whenever the services of a public servant are no longer useful to the general administration, the officer can be compulsorily retire for the sake of public interest.
- (ii) Ordinarily, the order of compulsory retirement is not to be treated as a punishment coming under Article 311 of the Constitution.

- (iii) "For better administration, it is necessary to chop off dead wood, but the order of compulsorily retirement can be passed after having due regard to the entire service record of the officers."
- (iv) Any adverse entries made in the confidential record shall be taken note of and be given due weightage in passing such order.
- (v) Even un-communicated entries in the confidential record can also be taken into consideration.
- (vi) The order of compulsory retirement shall not be passed as a short cut to avoid Departmental enquiry when such course is more desirable.
- (vii) If the officer was given a promotion despite adverse entries made in the confidential record, that is a fact in favour of the officer.
- (viii) Compulsory retirement shall not be imposed as a punitive measure.

3. In order to ensure that the power, conferred on the authorities empowered to retire a railway employee prematurely is exercised fairly and impartially and not arbitrarily, consolidated instructions relating to premature retirement of railway servants with a view to strengthening of administration were issued under the Board's letter No. E(P&A)I-77/RT-53 dated 15.11.1979. These guidelines have, however, not been adequately followed by the Appointing Authorities. With the Government's commitment to provide clean administration, it is essential that the power for premature retirement in public interest is availed of to weed out all those employees whose integrity is doubtful, with due regard to the appropriate procedure laid down for action for premature retirement.

4. The entire service records should be considered in every review. Here Service record will take in all relevant records viz. ACR/APAR dossier along with personal file of the officer containing valuable material. Similarly, the work and performance of the officer could also be assessed by looking into files dealt with by him or in any papers or reports prepared and submitted by him. All these data along with a comprehensive brief should be prepared for consideration by the Review Committee. Even un-communicated remarks in the ACRs/APARs may be taken into consideration also. In case of those officers who have been promoted during the last five years, the previous entries in the ACRs may be taken into account if the officer was promoted on the basis of seniority cum fitness, and not on the basis of merit.

5. As far as integrity is considered, the following observations of the Hon'ble Supreme Court, while upholding compulsory retirement in the case of S. Ramachandra Raju Vs State of Orissa, may be kept in view :-

"The officer would live by reputation built around him. In an appropriate case, there may not be sufficient evidence to take punitive disciplinary action of removal from service. But his conduct and reputation is such that his continuance in services would be a menace to public service and injurious to public interest."

Thus while considering integrity of an employee, actions or decisions taken by the employee which do not appear to be above board, complaints received against him, or suspicious property transactions, for which there may not be sufficient evidence to initiate departmental proceedings, may be taken into account. Judgment of the Apex Court in the case of Shri K. Kandaswamy, I.P.S (TN: 1966) in K. Kandaswamy vs Union Of India & Anr, 1996 AIR 277, 1995 SCC (6) 162 is relevant here. There were persistent reports of Shri Kandaswamy acquiring large assets and of his getting money from his subordinates. He also indulged in property transactions which gave rise to suspicion about his bonafides. The Hon'ble Supreme Court upheld his compulsory retirement under provisions of the relevant Rules.

Similarly, reports of conduct unbecoming of a Government servant may also form basis for compulsory retirement. As per the Hon'ble Supreme Court in State of U. P. And Others vs Vijay Kumar Jain, Appeal (Civil) 2083 of 2002.

"If conduct of a government employee becomes unbecoming to the public interest or obstructs the efficiency in public services, the government has an absolute right to compulsorily retire such an employee in public interest."

7. Further, CVO in the case of gazetted officers or his representative in the case of non-gazetted officers, will be associated in case of record reflecting adversely on the integrity of any employee.

8. In addition to above, internal committees may be constituted to assist the Review Committees in reviewing the cases. These Committees will ensure that the service record of the employees being reviewed, along with a summary bringing out all relevant information, is submitted to the Cadre Authorities at least three months before the due date of review.

9. In view of DOP & Ts present guidelines, the Board's letters No. E(P&A)I-77/RT-53 dated 15.11.1979 and E(P&A)I-87/RT-4 dated 17.10.89 containing the provisions on Premature Retirement under Rule 1802 (a)/1803(a)/1804(a)-IREC. Vol-II, 1987 edition are enclosed for guidance. In addition to this, instructions issued by Board from time to time on the subject may also be linked while deciding such matters. Further, all Zonal railways are requested to follow the above instructions and periodically review the cases of railway servants as required under Rule 1902(a)/1803(a)/1804(a)-IREC, Vol. II, 1987 edition. The quarterly data in enclosed proforma in respect of reviewing the cases of retirement under the aforesaid provisions during the period from 01.04.2014 to 31.03.2015 may be furnished **immediately**.

10. As per the latest guidelines of DOP&Ts OM dated 21.03.2014, para II 3(c) & (d) of the Board's enclosed letter dated 15.11.1979 should be read as under :

"(c) While the entire service record of an officer should be considered at the time of review, no employee should ordinarily be retired on grounds

of ineffectiveness if his/her service during the preceding 5 years or where he/she has been promoted to a higher post during that 5 year period, his/her service in the highest post, has been found satisfactory.

Consideration is ordinarily to be confined to the preceding 5 years or to the period in the higher post in case of promotion within the period of 5 years, if compulsory retirement is sought to be made on grounds of ineffectiveness. There is no such stipulation, however where the employees is to be retired on grounds of doubtful integrity."

"(d) No employee should ordinarily be retired on ground of ineffectiveness, if, in any event, he/she would be retiring on superannuation within a period of one year from the date of consideration of his / her case.

Ordinarily no employee should be retired on grounds of ineffectiveness if he is retiring on superannuation within a period of one year from the date of consideration of the case, It is clarified that in a case where there is a sudden and steep fall in the competence, efficiency or effectiveness of an officer, it would be open to review his case for premature retirement.

The above instruction is relevant only when an employee is proposed to be retired on the ground of ineffectiveness, but not on the ground of doubtful integrity. The damage to public interest could be marginal if an old employee, in the last year of service, is found ineffective; but the damage may be incalculable if he is found to be corrupt and demands or obtains illegal gratification during the said period for the tasks he is duty bound to perform."

11. The first sentence of para 4 of Board's letter dated 15.11.1979 should be added as under :

"The Supreme Court had not only upheld the validity of FR 56(j) but also held that no show-cause notice need be issued to any Government servant before a notice of retirement is issued to him under the aforesaid provisions."

Copy of Railway Board's letter No. E(P&A)I-77/RT-53 dated 15.11.1979.

Sub : Strengthening of Administration - Premature retirement of Railway servants-issue of consolidated instructions regarding.

With a view to improving efficiency and strengthening administrative machinery at all levels, Government have the absolute powers under Rule 2046. R. II and para 2(2) of Section I of Railway Ministry' letter No. E. 48-CPC/208 dated 8.7.50 incorporated as para 620 of the Manual of Railway Pension Rules to retire a railway employee in the public interest, before his/her normal date of retirement, on attaining a specified age or on completing a specific length of service. However, in order to ensure that the power, conferred on the authorities empowered to retire a railway employee prematurely is exercised fairly and impartially and not arbitrarily, instructions have been issued from time to time laying down the criteria and procedure to be followed before a railway employee is retired prematurely. Further, a detailed procedure has also been laid down for

consideration of representations from Railway employees who are served with the order or notice of premature retirement. As the various instructions have been issued over a period of time, they have now been consolidated in the succeeding paragraphs or this letter for the information and guidance of all the authorities concerned. However, in case of any doubt, relevant original orders may please be referred to.

I. Rule Position.

(1) In accordance with the provisions of Rule 2046(h)-R. II, the appropriate authority has the absolute right to retire, if it is necessary to do so in public interest, any railway employee as follows :-

- (i) If he/she is Group A or B service or post and has entered Railway service before attaining the age of 35 years, after he/she has attained the age of 50 years;
- (ii) In any other case, after he / she has attained the age of 55 years;

In other words, a railway servant belonging to Group A or B, who has entered railway service after attaining the age of 35 years, and railway servants belonging to Group C can be prematurely retired after they have attained the age of 55 years.

- (iii) Cases of Class-IV Railway servants are not at all to be reviewed under the provisions of Rule 2046 R. II as already clarified vide item (v) of Railway Board's confidential letter No. E(P&A)I-76/RT-38 dated 24.07.1976. This will however, be without prejudice to the review under the Pension Rules in respect of pensionable class IV Railway servants after they have completed 30 years' qualifying service for pension.

(2) In addition, a Railway servant in Group C post, who is not governed by any pension rules, can also be retired after he has completed 30 years service, under Rule 2046 (k).

(3) Provisions also exist in para 2(2) of section I of Railway Ministry's letter No. E.48-CPC/208 dated 08.07.50 as amended under Board's letter No. F(E)III 69 PN-I/15 dated 27.8.69 incorporated as para 620 of the Manual of Railway Pension Rules, 1950, for the retirement of a railway servant by giving him three months notice, if it is necessary to do so in public interest, after he has completed 30 years of qualifying service for pension. In other words, a railway employee can be prematurely retired, irrespective of the age at the appropriate time, after he has completed 30 years of qualifying service, as explained above.

(4) Provisions exist in the relevant rules which confer reciprocal right on railway employee to seek voluntary retirement after he/she attained the age of 50/55 years or has completed 30 years of service, as the case may be.

II. Criteria, Procedure and Guidelines.

In order to ensure that the powers vested in the appropriate authority are exercised fairly and impartially and not arbitrarily, it has been decided to lay down the procedures and guidelines for reviewing the cases of railway

employees covered under the aforesaid rules as mentioned below :

(1) The cases of Railway servants covered under Rule 2046(h)-R.II or Rule 2046(k) -R. II or para 2(2) of section I of Railway Ministry' letter No. E. 48-CPC/208 dated 8.7.50 as amended umended under Board's letter No. F(E)III 69 PN-I/15 dated 27.8.69 incorporated as para 620 of the Manual of Railway Pension Rules, 1950 should be reviewed six months before nay railway employee attains the age of 50/55 years or on completion of 30 years of service/30 years of qualifying service, whichever occurs earlif.

(2) Committee shall be constituted for each Department on each Zonal Railway adminstration as shown in Annexure-I to which all such cases shall be referred for recommendation as to whether the officer concerned should be retired from service in the public interest or whether he/she should be retained in service.

(3) The criteria to be followed by the Committee in making their recommendations would be as follows :

- (a) An officer whose integrity is doubtful will be retired.
- (b) Officers who are found to be ineffective will also be retired. The basic consideration in identifying such officer should be the fitness/competence of the employee to continue in the post which he/she is holding. If he is not found fit to continue in his present post, his/her fitness/competence to continue in the lower post, from where he had been previously promoted, should be considered.
- (c) While the entire service record of an officer should be considered at the time of review, no officer should ordinarily be retired on grounds of ineffectiveness if his/her service during the preceding 5 years or where he/she has been promoted to a higher post during that 5 year period, his/her service in the highest post, has been found satisfactory.
- (d) No officer should ordinarily be retird on ground of ineffectiveness, if, in any event, he/she would be retiring on superannuation within a period of one year from the date of consideration of his / her case.

(4) The appropriate authority shall take further action on the recommendations of the committee. In every case where it is proposed to retire a railway servant in exercise of the pwoers conferred by the said rules(s), the appropriate authority should record in the file that it has formed its opinion that it is necessary to retire the railway servant in pursuance of the aforesaid rule(s) in thepublic interest. In the case of Union of India Vs J. N. Sinha, the Supreme Court had observed that "the appropriate authority should bonafide form an opinion that it is in public interest to retire the officer in exercise of the powers conferred by that provision and this decision should not be an arbitrary decision or should not be based on collateral grounds."

(5) The rule relating to premature retirement should no be used :-

- (a) to retire a railway servant on grounds of specific acts of misconduct, as a short-out to initiating formal disciplinary proceedings; or
- (b) for reduction of surplus staff or as a measure of effecting general economy without following the rules and instructions relating to retrenchment.

(6) Once a decision has been taken by the appropriate authority to retain a railway employee beyond the age of 50 years in the case of employee referred to in Rule 2046(h)-(i)-R.II or beyond the age of 55 years in the case of others or beyond the date of completion of 30 years service under Rule 2046 (k) or 30 years of qualifying service for pension under para 2(2) of Section I of Railway Ministry's letter No. E. 48.-CPC/208 dated 8.7.50 as amended under Board's letter No. F(E)III 69 PN-I/15 dt. 27.8.69 incorporated as para 620 of Manual of Railway Pension Rules, 1950, he would ordinarily continue in service till he attains the age of retirement. If, however, the'appropriate authority' considers at any time after a review aforesaid that the retention of the railway employee will not be in thepublic interest, that authority may take necessary action to retire the officer by following the procedure laid down in this letter.

(7) When the appropriate authorityhas come to the conclusion that a railway employee may be prematurely retired, the three months notice, referred to in Rule 2046-(h)--R-II and Rule 2046(k)-R-II amy be given before the railway servant attains the specified age or has completed 30 years of service, as thecase may be. But, the retirement should take place after the railway servant has attained the relevant age or has completed 30 years of service as the case may be. In this connection, attention is invited to Note 2 under Rule 2046-R.II. Accordingly, a notice even longer than three months or before the railway servant attains the age of 50/55 years/completes 30 years service could be given; but thedate from which he is required to retire as specified in thenotice should not be befoe he attains the age of 50/55years, or completes 30 years service, as the case may be. Similarly, in cases of retirement under para 2(2) or Section-I of Railway Ministry's letter No. E.48-CPC/208 dated 8.7.50 as amended under Board's letter No. F(E)III 69 PN-I/15 dt. 27.8.69 while the notice of such retirement could be given before the railway servant actually completes 30 years of service qualifying for pension, thedate of expiry of the notice on which therailway servant's retirement would be effective should be one falling on or after the date of his completing 30 years of service, qualifying for pension. Orders requiring a railway employee to retire after completing 30 years qualifying service should, as a rule, not be issued until after the fact that the railway employee has indeed completed, or would be completing on thedate of retirement qualifying service of 30 years, has been verified, in consultantion with the Accfount officer concerned.

(8) While computing the notice period of 'not less than three months'

referred to in Clauses (h), (i) or (o) or (1) of Rule 2046-R-II or in para 2(2) of Section I of Railway Ministry's letter No. E-48-CPC/208 dated 8.7.50 as amended under Board's letter No. F(E)III 69 PN-I/15 dt. 27.8.69, the date of service of the notice and the date of its expiry shall be excluded. The date of premature retirement of a railway servant should be on the forenoon of the day (which should be treated as a non-working day) following the day of expiry of the notice.

(9) The notice of retirement served on a railway employee in pursuance of the aforesaid rules will be as in the forms set out in Annexure-III. While Forms I and II may be used to serve the notice of retirement in a case where a railway employee has already attained the age of 50/55 years or completed 30 years of qualifying service/30 years of service, as the case may be, Forms III or IV may be used in case where it is decided to serve the notice of retirement before a railway employee actually attains the age of 50/55 years or completes 30 years of qualifying service/30 years of service, as the case may be. The proforma for ordering retirement in the public interest forthwith under Rule 2046(h)-R-II or Rule 2046(k)-R-II or in terms of para 2(2) of section I of Railway Ministry's letter No. E-48-CPC/208 dated 8.7.50 as amended under Board's letter No. F(E)III 69 PN-I/15 dt. 27.8.69 where it is decided to dispense with the three months notice, will be as in Forms V and VI.

(10) In a case where a railway employee refuses to accept his/her service of notice of retirement or order of retirement along with cheque/cash equivalent to three months pay and allowances, it should be ensured that the 'refusal' of the railway employee is witnessed by two gazetted officers. In such a case, a copy of the notice/order of retirement may be sent under registered post with acknowledgement due to the individual concerned at the last officially known address, with a covering letter, stating that the original notice/order of retirement was taken by such and such for delivery to him/her on such and such date and that he/she refused to accept the same and in the said circumstances, its copy is being sent by registered post for his/her record. In such a case, the date of effect of the notice of retirement/order of retirement would be from the forenoon of the date following the date of refusal by the individual (witnessed by two gazetted officers). When the person concerned has refused to accept the cheque/cash equivalent to three months pay and allowances, the same procedure that is followed in case where a railway employee has failed to accept his/her dues from railway may be followed, in so far as its disbursement is concerned.

III. Procedure for consideration of Representations :

(1) A railway employee who has been served with a notice/order of premature retirement under the provisions mentioned above, may submit a representation within three weeks from the date of service or such notice order.

(2) On receipt of a representation, the administration should examine the same to see whether it contains any new facts or any aspect of a fact already

known but which was not taken into account at the time of issue of notice/order of premature retirement. This examination should be completed within two weeks from the date of receipt of the representation. After such examination, the case should be placed before the appropriate Committee for consideration. The composition of the Committee for the purpose of considering the representations against premature retirement shall be as indicated in Annexure-II.

(3) The Committee considering the representation shall make its recommendations on the representation within two weeks from the date of receipt of the reference from the administrative authorities concerned. The authority which is empowered to pass final orders on the representation should pass its orders within two weeks from the date of receipt of the recommendations of the Committee on the representation provided that approval of Ministry of Railways will be necessary before passing final orders in cases where the appropriate authority proposes to reject the representation/appeal against the premature retirement.

(4) If in any case, it is decided to reinstate a prematurely retired railway employee in service after considering his representation in accordance with these instructions, the period intervening between the date of premature retirement and the date of reinstatement as duty, or as leave or as dies-non as the case may be, taking into account the merits of each case.

(5) Where the review representation Committee records a definitive finding that the premature retirement of the railway servant was on account of political or personal victimization, the intervening period should be treated as duty with full pay and allowances. In other case, it would not be appropriate to treat the period during which the employee had not worked, on duty and allow him the duty pay for the same. In such cases, the period may hitherto be treated as leave due and admissible or dies-on, as the authority ordering reinstatement may decide.

(6) In the cases of employees who had been prematurely retired on grounds of inefficiency and by the time the Committee to consider the representations against such premature retirement came to the conclusion that premature retirement was unjustified, the date of superannuation of the employee has already arrived or had passed, it has been decided that the authorities empowered to pass final orders may at their discretion reinstate the superannuated railway servants notionally with effect from the date of compulsory retirement and treat the period upto the date of superannuation, as duty, leave or dies-non as may be considered appropriate by the competent authority.

(7) Representations from railway employees who have been served with a notice/order of premature retirement, but have obtained stay order(s) from a court against the order/notice of premature retirement, need not be considered by the administration, nor sent up to the Committee until the disposal of the court case. Thereafter, the cases may be examined as outlined above, also taking into account any material of a substantive nature that may feature in the court's judgment.

(8) As and when representations are received from affected employees against the orders of premature retirement relating to the period of emergency or on receipt of a fresh representation against the premature retirement had already been considered by the appropriate committee and rejected, they should be examined by the appropriate 'Representation' committees which shall take special care to see that :

- (a) Over-rigorous standards were not applied at the time of original review in the matter of judging ineffectiveness of the employee on account of a mistaken sense of over-zealousness; and
- (b) Premature retirement was not resorted to as a means of political or personal victimization.

(9) It should be ensured that review of cases of the employees prematurely retired during the emergency is conducted by a Committee of Officers of appropriate status unconnected with the original decision to retire the employee prematurely.

IV. Time Schedule for Review

In order to ensure that the review is undertaken regularly and in due time, Railway Administrations are requested to maintain a suitable register (or registers) of employees under their control or who belong to cadres/ services controlled by them, who are due to attain the age of 50/55 years or complete 30 years of service, as the case may be, and also to instruct their subordinate offices to take similar action, This register should be scrutinized at the beginning of every quarter by a Senior Officer in the Administration and in Subordinate offices, and the review undertaken according to the following schedule;

Sl. No.	Quarter in which review is to be made	Cases of employees who will be attaining the age of 50/55 years or will be completing 30 years of service or 30 years of service qualifying the pension, as the case may be, in the quarter.
1.	January to March	July to September of the same year
2.	April to June	October to December of the same year
3.	July to September	January to March of the next year
4.	October to December	April to June of the next year.

GOVERNMENT OF INDIA MINISTRY OF RAILWAYS (RAILWAY BOARD)

No. E(P&A) I-07/RT/4 New Delhi, Dated :17.10.89

The General Managers,

All Indian Railways, CLW, DLW, ICF, Metro Railway, Calcutta, Wheel & Axle Plant, Bangalore.

The General Managers (Const.), S. Railway, Bangalore, N.F. Railway, Maligaon.

The CAO (Const.), Central Railway, Bombay.

The Director General, RDSO, Aligarh, Lucknow.

The General Manager, Rail Coach Factory, Kapurthala.

BMC Chowk, Mahay Market, Jalandhar City, Punjab.

The Chairman, Railway Recruitment Boards, Allahabad, Bombay,

Calcutta, Madras, Muzaffarpur, Secunderabad, Guwahati, Bangalore, Patna, Trivandrum, Bhopal, Bhubaneswar, Chandigarh, Ajmer, Ahmedabad, Jammu, Malda, Ranchi, Gorakhpur.

The CAO (R), COFMOW, Railway Officers, complex, Tilak Bridge, New Delhi.

The Addl. G. M., Railway Electrification, Allahabad.

The Chief Project Managers, R. R., Kota, Mathura, Baroda.

Nagpur and Ranchi.

The CAO(R), MTP (Railways), Delhi, Bombay, Madras.

The Principal, IRIS, TE, Secunderabad.

The Principal, IRIATT, Pune.

The Principal, IRIM & EE, Jamalpur.

The Principal, Railway Staff College, Vadodara.

The Secretary, Railway Rates Tribunal, Madras.

The Railway Liaison Officer, DGS&D Building, Parliament Street, New Delhi.

The Director (Movement) Railways, 17, N. S. Road, Calcutta.

The Managing Director, Iron & Steel, 3, Koilaghat Street Calcutta.

The Joint Director, Rail Movement, Mughalsarai.

The CAO(R), DCW, Patiala.

The Chief Project administrator, Central organisation for Operation Information System, Delhi Safdarjung Rly. Station, Chanakyapuri, New Delhi.

Sub. : Guidelines for compulsory retirement under Rules 1802, 1803 and 1804 - R. II and Para 620(ii) of Manual of Railway Pension Rules-Review in the light of Railway references-regarding.

The Railways have been writing to the Board from time to time suggesting changes in the guidelines for compulsory retirement under the rules referred to regarding the constitution of the Review/Representation Committees, Policy, procedures, etc. Suggestions have also been made for delegating powers for conducting reviews to Units such as Workshops which are now headed by senior level officers. Board have now reviewed the guidelines for compulsory retirement contained in their letter No. E (P&A) I-77/RT/53, dated 15-11-1979 as amended/modified, from time to time and following clarifications/modifications are issued.

2. Some Railways have raised a hypothetical possibility of the 'appointing' authority differing with the findings of the Review Committee. Para II(4) of

the guidelines of 15-11-1979 refer to 'appropriate' authority, who shall 'take further action' on the recommendations of the Committee, the appropriate authority, who may be the appointing authority itself, should record in the file that it has formed its opinion that it is necessary to retire the railway servant in pursuance of the aforesaid rule(s) in the public interest, The 'appropriate' authority should bonafide form its opinion that it is in the public interest to retire the officer, in exercise of the powers conferred by that provision and that this decision should not be an arbitrary decision or based on collateral grounds. The Board desire to point out that there is no conflict between the guidelines and the role of the 'appropriate' authority, who will be expected to at a bonafide conclusion within the framework of the guidelines and, thereafter, take 'further action' on the recommendations of the Committee. If for any reason the 'appropriate' authority who has to take action on the recommendations of the Committee would like to differ from the findings of the committee, he may remit the papers to the next higher authority for a final decision on the recommendations of the Committee.

3. Several suggestions have been made that in cases of appeal against compulsory retirement, it is not necessary for the General Manager to record his findings on the recommendations of the Representation Committee which considers the appeal. The Board have accepted the suggestion and have decided that a decision on therecommendations of the Representation Committee, considering the appeal of the compulsorily retired employee, may be taken by the Additional General Manger. Papers may be put up to the General Manager only in cases where the General Manager differs from the findings of the Committee, for a final decision. As at present, if the Additional General manager/General Manager decides to confirm that the findings of the Representation Committee that the decision of the Review Committee to retire the employee was correctly taken, papers in original should be submitted to the Board within the prescribed time-schedule for Board's final orders. The Board have very carefully considered the suggestion received from the Railways that in appeal cases the final decision should stop at the General Manager's level, in consultation with the Deptt. of Personnel, the nodal Ministry for this purpose. Since the guidelines for compulsory retirement prescribed by the nodal Ministry are commonly applicable throughout the Central Government and in all other Ministries/ Departments the concered Secretary to the Government is expected to finally decide the cases, the Board have not found it feasible to leave the appeal cases to be decided at the GM's level, in cases where the appeals are rejected.

4. The Board have accepted some of the suggestions for changes in the guidelines received from the Zonal Railways. Accordingly, the Board have decided that the review of Workshop Group 'C' staff may be done at the Workshop level itself, where the Workshop is headed by a SAG/SG/JaG officer. If the workshop is headed by an officer of the rank of senior scale or below, the review of the Workshop staff will continue to be done by the Committee appointed for the purpose by the headquarters.

5. The Board have also decided to modify the composition of the Review Committees at the divisional level, in view of the fact that all divisions have atleast two SAG officers in DRM/ADRM. Accordingly, the **Review Committee at the divisional level** will consist of a JAG officer of the department to which the employee belongs, a JAG officer from another department and the Sr. DPO/SPO. In the case of staff of Personnel Deptt., the Sr. DPO/SPO will be the departmental representative in the committee, the other two being JAG officers of the other departments. However, where the DRM is the 'appointing' authority, the Committee will consist of ADRM as Chairman, Sr. DPO/DPO and another JAG. Officer as members, (If employees of 'doubtful integrity' are to be reviewed, concerned papers will be transmitted to the Hqs, as at present, for the SDGM to record his views, before final orders are passed by the 'appropriate authority'.) The delegation of powers for review at the divisional level will, as at present, be confined only to Group 'C' and Group 'D' staff. Existing procedures and orders in respect of Group 'A' and Group 'B' staff remain unchanged. (It may be noted carefully that **while group 'D' staff are not to be reviewed** under Rule 1802 and 1804. R. II, there is no prohibition at all on review of Group 'D' staff whose performance is inefficient and whose integrity is doubtful, under the provisions of rule 1803 (a) -R. II read with Para 620 (ii) of the Manual or Railway Pension Rules. Accordingly, if there are any Group 'D' staff required to be reviewed with to their being Compulsorily retired, such reviews may be conducted at the divisional, workshop and headquarters' level in terms of Rule 1803 (a) -R.II read with Para 620(ii) of MRPR). The Composition of the Review Committee for Hqs staff under extant orders remains unchanged.

6. In so far as the Headquarters' Representation Committee for considering appeal cases is concerned, there is no change in the composition of the committee which will consist of 3 SAG officers, one of whom will be from the concerned department and the other from the Personnel Deptt.; the third member will be a SAG officer from another department. However, in case of 'doubtful integrity' SDGM will also be associated as the fourth member of the Representation Committee.

7. Keeping in view certain Court/CAT judgements as well as procedure followed by the Deptt. of Personnel, Board have decided that the Divisional, Headquarters and Workshop Review/Representation Committees of the appropriate level, as prescribed above, should not be drawn from the same division/workshop/Hqs but from the adjacent division, railway establishment, Some, workshop, production unit, etc. as the case may be, except for the departmental representative who will be of the appropriate rank in JAG/ senior scale of the Division/Workshop /Hqs. etc., itself. Similarly, in cases of 'doubtful integrity' since all the records are available only with the SDGM/ CVO of the Reviewing organisation, he will continue to be associated with it. To illustrate, the review of Group 'C' and 'D' staff of Bombay Division of the Central Railway should be conducted by a committee of officers of appropriate level or any from either the Hqs of Central or W.Rly. or any of the other divns. of C. Rly. or except that the departmental representative

(including Sr. DPO/DPO in the case of staff of the Personnel Department being reviewed) and the SDGM/CVO will be from the Central Railway itself. similarly, for the Representation Committee constituted at the HQrs' level to consider appeal cases of Central Railway employees, two officers of SAG level will be drawn from the Western Railway while the departmental representative of SAG rank (and the SDGM-cum-CVO in cases of doubtful integrity) will be from the Central Railway itself. The Board desire that this should be very-strictly followed without any deviation as to avoid any adverse Court Judgements. The Board do not envisage any problems or difficulties in constituting Reviews/Representation Committees in the above manner as, usually, a railway establishment should be in a position to draw on the resources of the adjacent railway establishments on a mutual exchange basis. This should be absolutely essential to ensure a measure of objectivity and detachment, while reviewing employees with a view to compulsorily retiring them under the provisions of the above rules.

8. The Board have had occasions to observe that the Review/Representation Committees are not being properly and adequately briefed for their tasks. The Board have, therefore, decided that completed bio-data particulars about the employee who is to be reviewed should be circulated to the members of the Review/Representation Committees as in the proforma annexed as Annexure-I. This proforma should be carefully and meticulously filled and should be free from all errors. The findings of the Review / Representation Committees/SDGM in the case of 'doubtful integrity', the orders of the 'appropriate' authority and the final orders of the Additional General Manager/General Manager, wherever necessary, should be recorded in the proforma itself. It may be ensured that members of the Committees are fully and adequately briefed about the existing rules and orders on the subject and the role expected of them in the Committees.

9. The Board have also updated the forms of notice, keeping in view the recent changes in the rules and certain other factors. The forms of notice attached as Annexure II to VII (Form I to Form VI) should be used for service of notice, in supersession of all existing forms. It should be ensured that the notice is properly filled.

ANNEXURE-I

Constitution of Committees for each Department on Zonal Railways to review cases of railway servants.

Classification	Composition of Committee
Class III Railway servants.	Heads of the Department concerned or the General Manager where he is the 'appointing authority in respect of certain class III staff as the Chairman and the CPO or one of the two Dy. CPO nominated by the General Manager as Member. In respect of staff of the Personnel Department, however, the CPO will be Chairman and the General Manager may nominate any Administrative

Officer (other than Dy. CPOs) to serve as Member. Where the General Manager is the Chairman of the Committee, he may nominate any Head of the Department to serve as member of that Committee. Additional Head of the Department may also act as Chairman of the 'Review Committee' provided the Additional Head of Department is higher in rank than that of the appointing authority of the railway servant whose case is proposed to be taken on ground of lack of integrity, the Senior Dy. General Manager/Dy. General Manager who is in charge of the Vigilance Department shall be associated as a Third Member of the Committee.

Note : The Committee for the purpose of all Railway servants in class I and class II service/post and for class III staff of Board's Office, RDSO, RLO, Railway Service Commissions, staff College, Advance Permanent Way Training school, S&T School, Secunderabad will be constituted in the Railway Board's Office. To enable the Board to conduct the review of such staff, procedure laid down in Ministry of Railway's letter No. E(O)-69/SR 10/13 dated 12.12.1969 should be followed.

ANNEXURE-II

Constitution of Committees to consider representations from prematurely retired railway servants.

Classification	Composition of Committee
Non-gazetted officers who are/were working in or under Ministry/ Department.	Same as the Committee which earlier considered the case of the officer representing against his premature retirement, with the modification that it should include at least one member of appropriate status who was not in the said Committee earlier. Final order on representations against premature retirement should be passed by the authority superior to the authority which issued order of premature retirement only after obtaining approval of the Ministry of Railways. Where, however, the order of premature retirement was issued by the President, final orders on the representations shall be passed by the Minister-in-charge of the Ministry/ Department concerned.

ANNEXURE-III FORM-I

TO BE USED WHERE THE PRESIDENT IS THE APPROPRIATE AUTHORITY TO RETIRE A RAILWAY SERVANT) ORDER

Whereas the President is of the opinion that it is in the public interest to do so;

Now THEREFORE, in exercise of the powers conferred by clauses * of Rule 1802 (a)/1803 (a) read with para 620 (ii) of

Manual of Pension rules 1950/1804 (a) of IREC, Vol. II the President hereby gives notice to + (name) (designation)that he/she having already attained the age of fifty/fifty-five years/having completed 30 years of service/30 years of service qualifying for pension on the shall retire from service on the forenoon of ** on the forenoon of the day following the date of expiry of three months computed from the date following the date of service of this notice on him. If he so desires, he may represent in writing to & within 3 weeks from the date this notice is served on him/her.

ACKNOWLEDGEMENT

I,now holding the post of hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

Countersigned	Sd/-
Name	Designation
Designation	Place
Place	Date
Date	

* Strike off the portion not applicable.

** The date following the date on which he/she attains the age of 50/55 years/completes 30 years' service qualifying for pension.

+ Instructions contained in Para 3 of Board's Letter No. E(P&A) I-89/RT-20 dated 03.07.1989 should be carefully perused before filling this.

@ Any authority who is competent to authenticate orders on behalf of the President can sign this order.

& Please indicate here the head of the organization to whom the appeal is to be submitted.

FORM-II

(TO BE USED WHERE AN AUTHORITY OTHER THAN THE PRESIDENT IS THE APPROPRIATE AUTHORITY TO RETIRE A RAILWAY SERVANT).

ORDER

WHEREAS the@ (appropriate authority) is of the opinion that it is in the public interest to do so;

NOW THEREFORE, in exercise of the powers conferred by clauses * Rule 1802(a)/1803(a) read with para 620(ii) of Manual of Pension Rules 1950/1804(a) of IREC, Vol. II the@ (appropriate Authority) hereby gives notice ++ to(name)(designation) that he/she having already attained the age of fifty/fifty-five years/having completed 30 years of service/30 years of service qualifying for pension on the, shall retire from service on the forenoon of @@/on the forenoon of the day following the date of expiry of three months computed from the date following the date of service of this notice on him. If he so desires, he may represent in writing to & within 3 weeks from the date notice is served on him/her.

ACKNOWLEDGEMENT

I,now holding the post of hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

Countersigned	Sd/-
Name	Designation
Designation	Place
Place	Date
Date	

@Same as on Form IV.

* Strike off the portion not applicable.

@@ The date following the date on which he/she attains the age of 50/55 years/completes 30 years' service /30 years of service qualifying for pension.

& Please indicate here the Head of the Organization to whom the appeal is to be submitted.

+ Instructions contained in Para 3 of Board's Letter No. E(P&A) I-89/RT-20 dated 03.07.1989 should be carefully perused before filling this.

FORM-III

(TO BE USED WHERE THE PRESIDENT IS THE APPROPRIATE AUTHORITY TO RETIRE A RAILWAY SERVANT)

ORDER

WHEREAS the President is of the opinion that it is in the public interest to do so;

NOW THEREFORE, in exercise of the powers conferred by clauses * of Rule 1802 (a)/1803 (a) read with para 620 (ii) of Manual of Pension rules 1950/1804 (a) of IREC, Vol. II the President hereby gives notice to (name) (designation)that he/she on attaining the age of fifty/fifty-five years/on completing 30 years of service/30 years of service qualifying for pension on the shall retire from service on the forenoon of ** on the forenoon of the day following the date of expiry of three months computed from the date following the date of service of this notice on him. whichever is later. If he so desires, he may represent in writing to & within 3 weeks from the date this notice is served on him/her.

ACKNOWLEDGEMENT

I,now holding the post of hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

Countersigned	Sd/-
Name	Designation
Designation	Place
Place	Date

Date

* Strike off the portion not applicable.

** The date following the date on which he/she attains the age of 50/55 years/completes 30 years' service qualifying for pension.

@ Any authority who is competent to authenticate orders on behalf of the President can sign this order.

& Please indicate here the head of the organization to whom the appeal is to be submitted.

(TO BE USED WHERE AN AUTHORITY OTHER THAN THE PRESIDENT IS THE APPROPRIATE AUTHORITY TO RETIRE A RAILWAY SERVANT)

ORDER

WHEREAS the@ (appropriate authority) is of the opinion that it is in the public interest to do so;

NOW THEREFORE, in exercise of the powers conferred by clauses * of Rule 1802 (a)/1803 (a) read with para 620 (ii) of Manual of Pension rules 1950/1804 (a) of IREC, Vol. II the @ (Appropriate Authority) hereby gives notice to (name) (designation)that he/she on attaining the age of fifty/fifty-five years/on completing 30 years of service/30 years of service qualifying for pension on the shall retire from service on the forenoon of ** on the forenoon of the day following the date of expiry of three months computed from the date following the date of service of this notice on him. whichever is later. If he so desires, he may represent in writing to & within 3 weeks from the date this notice is served on him/her.

ACKNOWLEDGEMENT

I,now holding the post of hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

Countersigned

Sd/-

Name

Designation

Designation

Place

Place

Date

Date

@ As defined in Note I under Rule 1805(2) of Indian Railway Establishment Code Vol. II/Para2(2) of Sec.I of Railway Ministry's letter No. E48CPC/208 dated 8.7.50 as amended under Board's letter No. F(E)III 69 PN-I/15 dated 27.8.69.

* Strike off the portion not applicable.

** The date following the date on which he/she attains the age of 50/55 years/completes 30 years' service qualifying for pension.

& Please indicate here the Head of the Organization to whom the appeal is to be submitted.

(TO BE USED WHERE THE PRESIDENT IS THE APPROPRIATE AUTHORITY TO RETIRE A RAILWAY SERVANT)

ORDER

WHEREAS the President is of the opinion that it is in the public interest to do so;

NOW THEREFORE, in exercise of the powers conferred by clauses * of Rule 1802 (a)/1803 (a) read with para 620 (ii) of Manual of Pension rules 1950/1804 (a) of IREC, Vol. II The President hereby retires Shri/Smt./Kum. with immediate effect, he/she having already attained the age of fifty/fifty-five years/having already 30 years of service/30 years of service qualifying for pension on the The President also directs that Shri/Smt./Kum.shall be paid a sum equivalent to amount of his/her pay plus allowances for a period of three months calculated at the same rate at which he/she was drawing them immediately before his/her retirement. If he so desires, he may represent in writing to & within 3 weeks from the date this notice is served on him/her.

ACKNOWLEDGEMENT

I,now holding the post of in the Ministry/ Department ofhereby acknowledge the receipt of the original notice of the order of retirement as aforesaid along with case or crossed cheque No. date For rupees (Rupeeonly)

Countersigned

Sd/-

Name

Designation

Designation

Place

Place

Date

Date

** Any authority who is competent to authenticate orders on behalf of the President can sign this order.

* Strike off the portion not applicable.

& Please indicate here the head of the organization to whom the appeal is to be submitted.

(TO BE USED WHERE AN AUTHORITY OTHER THAN THE PRESIDENT IS THE APPROPRIATE AUTHORITY TO RETIRE A RAILWAY SERVANT)

ORDER

WHEREAS the@ (appropriate authority) is of the opinion that it is in the public interest to do so;

NOW THEREFORE, in exercise of the powers conferred by clauses of **Rule 1802 (a)/1803 (a) read with para 620 (ii) of

Manual of Pension rules 1950/1804 (a) of IREC, Vol. II (Appropriate authority) hereby retires Shri/Smt/ Kum. with immediate effect, he/she having already attained the age of fifty/fifty-five years/having already 30 years of service/ 30 years of service qualifying for pension on the Shri/Smt./ Kum.will be paid a sum equivalent of amount of his/ her pay plus allowances for a period of three months calculated at the same rate at which he/she was drawing them immediately before his/her retirement. If he so desires, he may represent in writing to & within 3 weeks from the date this notice is served on him/her.

ACKNOWLEDGEMENT

I,now holding the post of in the Ministry/ Department ofhereby acknowledge the receipt of the original notice of the order of retirement as aforesaid along with case or crossed cheque No. date For rupees (Rupeeonly)

Countersigned	Sd/-
Name	Designation
Designation	Place
Place	Date

@ As defined in Note I under Rule 1805(2) of Indian Railway Establishment Code Vol. II/Para2(2) of Sec.I of Railway Ministry's letter No. E48CPC/208 dated 8.7.50 as amended under Board's letter No. F(E)III 69 PN-I/15 dated 27.8.69.

* Strike off the portion not applicable.

& Please indicate here the head of the organization to whom the appeal is to be submitted.

ANNEXYRE IV

CONFIDENTIAL

PROFORMA FOR COMPULSORY RETIREMENT OF NON-GAZETTED STAFF UNDER THE PROVISIONS OF RULE 1802(a)/1803(a)/1804(a) OF IREC, VOL-II (6th EDITION, 1987) READ WITH PARA 620 (ii) OF MAPR.

- I. IMPORTANT : This should be accompanied by
 - (i) Full service file /record; and
 - (ii) Confidential reposts for five years preceding retirement in respect of categories for which CRs are required to be written.
- II. IMPORTANT: Committee's Chairman and members should go through this carefully as well as the total service record and Crs. Committee members should independently go through the total service record and these documents before coming to an independent, bona-fide conclusion.
- III. IMPORTANT : committee members should fully familiarize themselves with rules, orders and guidelines.

PROFORMA FOR REVIEW OF SERVICE OF GR. 'C' & 'D' STAFF FOR RETENTION OF OTHERWISE IN SERVICE BEYOND 55 YEARS OF AGE / 30 YEARS OF SERVICE/33 YEARS OF QUALIFYING SERVICE.

I. BIO-DATA

OFFICE :		FILE NO. :		DATE FORWARDED :		
Name	Date of birth appointment in	Date of completion of 55 service	Date of 30 years service (in years of age	Date of completion of years qualifying service case of P. F. optee)	Date of completion of 30 caused, if any (in case pension optee)	Break in service
1	2	3	4	5	6	7

Present designation	Present grade Rs.	Station now employed	Details of posts held during last 5 years Designation From To	P. F./Pension of optee	Designating of appointing authority
8	9	10	11	12	13

II. ASSESSMENT

PERFORMANCE REPORT OF THE CONTROLLING OFFICER ON THE BASIS OF LAST FIVE YEARS SERVICE

(To be recorded by an officer not lower than a Senior Scale officer)

14.	(a)	Is he physically and mentally fit to discharge duties effectively, if continued in service :	Yes	No.	Comments on his ;
	(b)	His attendance	Good	Poor	(i) Integrity :
	(c)	His punctuality	Good	Poor	(ii) General Conduct :
	(d)	Does the deal with correspondence promptly ?	Yes	No.	
	(e)	Does he take decision ?	Yes	No.	(iii) Performances during 5 years :
	(f)	Are his inspections sound and fruitful ?	Yes	No	
	(g)	Are his inspections sound and fruitful ?	Yes	No	
	(h)	Can he maintain discipline amongst subordinates ?	Yes	No	

Signature :

Name :

Designation :

* This should be reflected by particulars recorded in Col. No. 18

361

III. RECORD OF SERVICE DURING HIS ENTIRE CAREER

Appreciation of good work done, if any	Nature of penalty imposed	No. of times imposed	Reasons
15.		16.	

17. REMARKS RECORDED IN THE CONFIDENTIAL REPORT, DURING THE LAST 5 YEARS, IF MAINTAINED (CRs IN ORIGINAL SHOULD BE ENCLOSED)

(A) Classification	Year	Year	Year	Year
(B) Remarks about Integrity :				
(C) Adverse remarks, if any :				
(D) Whether adverse remarks were communicated to employee :				

362

18. ATTENDANCE PARTICULARS FOR PREVIOUS FIVE YEARS

	Year	Year	Year	Year
1. Sick Leave				
(i) Full pay :				
(ii) Half pay :				
2. Leave not Due :				
3. Leave without Pay :				
19.	PARTICULARS OF DAR/SPE/VIGILANCE CASES PENDING, IF ANY			

SPEAKING ORDERS OF THE REVIEW COMMITTEE

File No. :
Signature :
Name :
Designation :
Date :

	(CHAIRMAN)	(MEMBER)	(MEMBER)
21. In cases of retirement on grounds of 'doubtful integrity' only, the remarks/recommendations of the SDGM:-			
			NAME : DATE :

363

22. (IN CASE OF APPEAL) :-

The Speaking orders of the Representation Committee at the Head Quarters

Signature :
Name :
Designation :
Date :

	(CHAIRMAN)	(MEMBER)	(MEMBER)	*(SDGM/CVO)
23. SPEAKING ORDERS OF THE AGM/G.M.'s ON THE RECOMMENDATIONS OF THE REPRESENTATION COMMITTEE :				
				SIGNATURE : NAME : DATE :

* (In case of 'doubtful integrity')

RETURN OF ACTION TAKEN FOR RETIRING RAILWAY SERVANTS WHO HAVE OUTLIVED THEIR UTILITY OR WHOSE INTEGRITY IS DOUBTFUL FOR THE QUARTER _____ YEAR _____ IN RESPECT OF NON-GAZETTED RAILWAY EMPLOYEES.

OFFICE : _____ DEPARTMENT : _____

QUARTER ENDING

Quarter in which review is to be made	No. of cases to be reviewed	No. of cases actually reviewed	No. of cases in which it had been decided to	
			Retire in public interest	Revert to lower substantive post

N. B. : Even where information is NIL, a report should be sent.

Estt. Srl. No. 172/2015
ECoR/Pers/R/Rectt/20

RBE No. 118/2015
Date : 23.11.2015

Railway Board's letter No. E(NG)-II/2001/RR-1/45/Pt.A, dated : 23.11.2015 is as under :

Sub.: Minimum prescribed qualification for direct recruitment to the post of Electro Cardiogram (ECG) Technician in Pay Band-1 of Rs. 5200-20200 (Grade Pay : Rs. 2400) on the railways.

The issue of prescribing general guidelines for minimum educational qualification for direct recruitment to ECG Technician has been under consideration of this Ministry and after detailed deliberations with Health Directorate, it has now been decided that henceforth the minimum prescribed qualification for direct recruitment to aforesaid category will be as under :

10+2/Graduation in Science having Certificate/Diploma/Degree in ECG Laboratory Technology/Cardiology/Cardiology Technician/Cardiology Techniques of a reputed institution.

Note : Certificate should be a minimum of one year duration and above qualification should have been done full time and not have been obtained through distance learning mode.

Estt. Srl. No. 173/2015
ECoR/Pers/R/Allowance/21

RBE No. 123/2015
Date : 23.11.2015

Railway Board's letter No. E(P&A)-II/2012/F.E.-2/4, dated : 12.10.2015 is as under :

Sub.: Admissibility of House Rent Allowance in the event of non-acceptance or surrender or railway residential accomodation.

Ref. : PNM-NFIR Item No. 40/2012.

During a meeting held on 15.07.2015 with the Board and the NFIR on the subject mentioned above, the Federation pointed out that railway quarters which are unfit for occupation or in a dilapidated condition are being allotted by the railway administration in the Zonal Railways/Units and thereby the affected railway employees are being denied HRA. The federation further requested that necessary instructions may be issued in this regard.

2. In view of the above, all the Zonal Railways/Units may ensure that before allotment of railway quarters to eligible railway employees, it should be ensured that such railway quarters are fit for occupation.

3. This issues in consultation with the Land and Amenities Directorate of Railway Board.

Estt. Srl. No. 174/2015
ECoR/Pers/R/Allowance/21

RBE No. 128/2015
Date : 23.11.2015

Railway Board's letter No. PC-VI/2008/II/7/2/2, dated : 14.10.2015 is as under :

Sub.: Grant of Dearness Relief to Railway pensioners/family pensioners-Revised rate effective from 01.07.2015.

A copy of Office Memorandum No. 42/10/2014-P&PW (G) dated 28.09.2015 of Ministry of Personnel, Public Grievance & Pensions (Department of Pension and Pensioners Welfare) on the above subject is enclosed for your information and necessary action. These orders will apply mutatis mutandis on the Railways also.

2. A concordance of DOP&PW's instructions referred to in the enclosed Office Memorandum and Railway Board's corresponding instructions are given below :-

S. No.	Para No.	No. & date of deptt. of Pensions & Pensioners' Welfare's O.M.	No. & date of corresponding orders issued by Railway Board
1.	1	O.M. No. 42/10/2014 P&PW (G) Dated : 27.04.2015	PC-VI/2008/II/7/2/2 Dated : 01.05.2015
2	2	(i) O.M. No. 23/1/97. P&PW (B) (ii) O. M. No. 23/3/2008-P&PW (B) dated : 15.09.2008	N.A.

3	3	(i) O.M. No. 4/59/97-P&PW (D) dated : 14.07.1998	(i) F(E)III/96/PN1/9 18.08.1998
		(ii) O. M. No. 4/29/99-P&PW(D) dated : 12.07.2000	(ii) F(E)III/96/PN1/9 dated :02.08.2000
4	5	(i) O.M. No. 45/73/97 P&PW(G) dated : 02.07.1999	(i) F(E)III/99/PN1/21 dated : 05.08.1999
		(ii) O. M. No. 38/88/2008-P&PW (G) dated 09.07.2009	(ii) F(E)III/2008/PN1/13 dated : 20.07.2009

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

F. No. 42/10/2014-P&PW(G)

Government of India

Manistry of Personnel, Public Gnevances & Pensions

Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan,

Khan Market. New Delhi-110 003

Date : 28th Sept. 2015

OFFICE MEMORANDUM

Subject : Grant of Dearness Relief to Central Government pensioners/family pensioners-Revised rate effective from 1.7.2015.

The undersigned is directed to refer to this Department's OM No. 42/10/2014-P&PW(G) dated 27th April, 2015 on the subject mentioned above and to state that the President is pleased to decide that theDearness Relief (DR) payable to Central Government pensioners/family pensioners shall be enhanced from the existing rate of 113% to 119% w.e.f. 1st July, 2015.

2. These orders apply to (i) All Civilian Central Government Pensioners/ Family Pensioners (ii) The Armed Forces Pensioners, Civilian Pensioners paid out of the Defence Service Estimates. (iii) All India Service Pensioners(IV) Railway Pensioners and (v) The Burma Civilian pensioners/family pensioners and pensioners/families of displaced Government pensioners from Pakistan. who are Indian Nationals but receiving pension on behalf of Government of Pakistan and are in receipt of ad-hoc ex-gratia allowance of Rs. 3500/- p.m in terms of this Departments OM No. 23/1/97-P&PW(B) dated 23.2.1998 read with this Department's OM No. 23/3/2008-P&PW(B) dated 15.9.2008.

3. Central Govrnment Employees who had drawn lump sum amount on absorption in a PSU/Autonomous body and have become eligible to restoration of 1/3th commuted portion of pension as well as revision of the restored amount in terms of this Department's OM No. 4/59/97-P&PW(D)

dated 14.07.1998 will also be entitled to the payment of DR @ 119% w.e.f. 1.7.2015 on full pension i.e. the revised pension which the absorbed employee would have received on the date of restoration had he not drawn lump sum payment on absorption and Dearness Pension subject to fulfillment of the conditions laid down in para 5 of the O.M. dated 14.07.98. In this connection, instructions contained in this Department's OM No. 4/29/99-P&PW (D) dated. 12.7.2000 refer.

4. Payment of DR involving a fraction of a rupee shall be rounded off to the next higher rupee.

5. Other provisions governing grant of DR in respect of employed family pensioners and re-employed Central Government Pensioners will be regulated in accordance with the provisions contained in this Department's OM No. 45/73/97-P&PW (G) dated 2.7.1999 as amended vide this Department's OM No. F. No. 38/88/2008-P&PW(G) dated 9th July, 2009. The provisions relating to regulation of DR where a pensioner is in receipt of more than one pension will remain unchanged.

6. In the case of retired Judges of the supreme Court and High Courts, necessary orders will be issued by the Department of Justice separately.

7. It will be the responsibility of the pension disbursing authorities, including the nationalized banks, etc to calculate the quantum of DR payable in each individual case.

8. The offices of accountant General and authorised Pension Disbursing Banks are requested to arrange payment of relief to pensioners etc. on the basis of these instructions without waiting for any further instructions from the Comptroller and Auditor General of India and the Reserve Bank of India in view of letter No. 528-TA, II/34-80-li dated 23/04/1981 of the Comptroller and Auditor General of India addressed to all Accountant Generals and Reserve Bank of India Circular No. GANB No. 2958/GA-64 (ii) (CGL)B1 dated the 21st May, 1981 addressed to State Bank of India and its subsidiaries and all Nationalised Banks.

9. In their application to the pensioners/family pensioners belonging to Indian Audit and Accounts Department, these orders issue after consultation with the C&AG.

10. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their OM No. 1/3/2015-E-II(B) dated 23rd Septemebr, 2015.

Estt. Srl. No. 175/2015
ECoR/Pers/R/Selection/44

RBE No. 141/2015
Date : 26.11.2015

Railway Board's letter No. E(NG)-I/2010/PM4/3, dated : 10.11.2015 is as under :

Sub.: Procedure for conducting Stenography Skill Test for filling up of post of Stengraphers - Amendment to para 176 of Indian Railways Establishment Manual, Vol-I.

In exercise of the powers conferred by the proviso to the Article 309 of the Constitution of India, the President is pleased to direct that the Indian Railways Establishment Manual, Volume-I (Revised Edition), First Re-Print 2009, may be amended as per Advance Correction Slip No. 230 enclosed.

STENOGRAPHER (HINDI)

SPEED	DURATION	TRANSCRIPTION TIME
88 W.P.M.	10 MINUTES	65 MINUTES
100 W.P.M.	10 MINUTES	55 MINUTES
120 W.P.M.	10 MINUTES	45 MINUTES

NOTE : Direct Recruit Stenographer (Hindi) in PB-1 Rs. 5200-20200 GP Rs. 2400 to pass skill test at the speed of 80 w.p.m. in 65 minutes on computer. Those Stenographers who pass the examination in Hindi and dictation in shorthand and transcription at 100 w.p.m. and 120 w.p.m. will be granted one and two advance increments respectively at the recruitment stage and while in service.

(Authority : Railway Board's letter No. E(NG)-I/2010/PM4/3 dated 10.11.2015)

PARA 176 (B): The posts in the category of Stenographers (English) in PB-1 Rs. 5200-20200 GP Rs. 2400 will be filled by promotion/general selection as under :

1. (a) 25% by promotion by selection of shorthand knowing clerks/Typists.
- (b) 25% by General Selection from serving Group 'C' employees in grade pay Rs. 1800 and above with knowledge of shorthand; and
- (c) 50% plus shortfall, if any, against (a) and (b) above by direct recruitment through the agency of RRBs.

STENOGRAPHER (ENGLISH)

SPEED	DURATION	TRANSCRIPTION TIME
88 W.P.M.	10 MINUTES	50 MINUTES
100 W.P.M.	10 MINUTES	40 MINUTES
120 W.P.M.	10 MINUTES	35 MINUTES

II. Higher grade posts/channel of promotion : The following higher grades posts are available to this category of staff in the normal channel of promotion by selection or non-selection as the case may be :

Stenographer GR.I

(PB-2Rs.9300-34800 GP Rs. 4200)

Private secretary - II

(PB-2 rs. 9300-34800 GP Rs. 4600)

INDIAN RAILWAY ESTABLISHMENT MANUAL VOL.I 2009 REVISED EDITION CHAPTER-I, SECTION-B, SUB-SECTION-III (RECRUITMENT AND TRAINING)

ADVANCE CORRECTION SLIP NO 230

Substitute the existing Para 176 and re-number as Para 176(A) and 176(B).

STENOGRAPHERS :

PARA 176 (A) : The posts in the category of Stenographers (Hindi/English) in PB-1 rs. 5200-20200 GP Rs. 2400 will be filled by direct recruitment through Railway Recruitment Boards as under.

1. (a) 50% plus shortfall, if any, against (a) and (b) above by direct recruitment through the agency of RRBs.
 - (b) 25% by promotion by selection of shorthand knowing clerks/Typists.
 - (c) 25% by General Selection from serving Group 'C' in grade pay Rs. 1800 and above with knowledge of shorthand;
- II. For direct recruitment qualification etc. as under :
- (i) **Educational qualification** 12th (+2 stage) or equivalent examination from a recognized Board/University
 - (ii) **Age** : Between 18 and 27 years.
 - (iii) **Professional** : The following standards have been prescribed for the posts in shorthand :

STENOGRAPHER (ENGLISH)

SPEED	DURATION	TRANSCRIPTION TIME
88 W.P.M.	10 MINUTES	50 MINUTES
100 W.P.M.	10 MINUTES	40 MINUTES
120 W.P.M.	10 MINUTES	35 MINUTES

NOTE : Direct Recruit Stenographer (Hindi) in PB-1 Rs. 5200-20200 GP Rs. 2400 to pass skill test at the speed of 80 w.p.m. in 65 minutes on computer. Those Stenographers who pass the examination in Hindi and dictation in shorthand and transcription at 100 w.p.m. and 120 w.p.m. will be granted one and two advance increments respectively at the recruitment stage and while in service.

NOTE :

- (i) Stenographer (English) in PB-1 Rs. 5200-20200 GP Rs. 2400 to pass written examination (General Awareness and Language Test in English) and skill test at the speed of 80 w.p.m. and 50 minutes on computer. Those Stenographers who pass the examination in English and dictation in shorthand and transcription at 100 w.p.m. and 120 w.p.m. will be granted

one or two advance in increments respectively at the recruitment stage and while in service.

- (ii) Stenographer (English) in PB-1 Rs. 5200-20200 GP Rs. 2400 have to appear in selection and pass the test for promotion to next higher grade viz., Stenographer Gr. 1 in PB-1 Rs. 9300-34800 GP Rs. 4200, at the speed of 100 w.p.m. in 40 minutes.

- (iii) Those Stenographers, who have appeared for selection for promotion to next higher grade viz., Stenographer Gr.1 in PB-1 Rs. 9300-34800 GP Rs. 4200, and passed test in shorthand at the speed of 100 w.p.m. in 40 minutes, need not be subjected to professional test again when they are considered in subsequent selection PB-2 Rs. 9300-34800 GP Rs. 4600.

STENOGRAPHER (HINDI)

SPEED	DURATION	TRANSCRIPTION TIME
88 W.P.M.	10 MINUTES	65 MINUTES
100 W.P.M.	10 MINUTES	55 MINUTES
120 W.P.M.	10 MINUTES	45 MINUTES

- II. **Higher grade posts/channel of promotion** : The following higher grades posts are available to this category of staff in the normal channel of promotion by selection or non-selection as the case may be :

Stenographer GR.I

(PB-2Rs.9300-34800 GP Rs. 4200)

Private secretary - II

(PB-2 rs. 9300-34800 GP Rs. 4600)

NOTE :

- (i) Stenographer (Hindi) in scale Rs. 4000-6000/PB-1Rs. 5200-20200 GP Rs. 2400 to pass written examination (General Awareness and Language Test in English) and skill test at the speed of 80 w.p.m. and 65 minutes on computer. Those Stenographers who pass the examination in English and dictation in shorthand and transcription at 100 w.p.m. and 120 w.p.m. will be granted one or two advance in increments respectively at the promotion stage and while in service.

- (ii) Stenographer (Hindi) in PB-1 Rs. 5200-20200 GP Rs. 2400 have to appear in selection and pass the test for promotion to next higher grade viz., Stenographer Gr. 1 in PB-1 Rs. 9300-34800 GP Rs. 4200, at the speed of 100 w.p.m. in 45 minutes.

- (iii) Those Stenographers, who have appeared for selection for promotion to next higher grade viz., Stenographer Gr.1 in PB-1 Rs. 9300-34800 GP Rs. 4200, and passed test in shorthand at the speed of 100 w.p.m. in 55 minutes, need not be subjected to professional test again when they are considered in subsequent selection PB-2 Rs. 9300-34800 GP Rs. 4600.

(Reference : Railway Board's letter Nos E(NG)III-71/ER-1 dated 28.07.1971, E(NG)I-71/PM1/244 dated 28.02.1973, E(NG)I-74/PM1/102 dated 06.07.1974, E(NG)III/76/RR-1-45 dated 08.08.1978, E(NG)I/PM4/15 dated 20.10.1986 and 94/E/(RRB)25/1 dated 27.09.1994.)

(Authority : Railway Board's letter No. E(NG)I-2010/PM4/3 dated 10.11.2015) and E(NG)I-2008/PM1/15 dated 03.09.2009).

Estt. Srl. No. 176/2015
ECoR/Pers/R/Selection/44

RBE No. 142/2015
Date : 26.11.2015

Railway Board's letter No. E(NG)-I/2010/PM4/3, dated : 10.11.2015 is as under :

Sub.: Procedure for conducting Stenography Skill Test on Personal Computers for filling up of post of Stenographers.

Ref.: (i) Railway Board's letter no. E(NG)II/2009/RR-1/27 dated /5/05/2010.

With the advent of technology and gradual weeding out of obsolete mechanism, there has been a continuous demand from Zonal Railways to allow them conducting stenography skill Test on Personal Computers, hitherto being conducted on manual typewriters. In fact, Railways have been directed to develop infrastructure to conduct such skill test on Personal Computers in future to keep pace with the latest development. Similarly, instructions for testing typewriting skill on Personal Computers, as far as possible, have also been issued.

2. The issue of conducting Stenography Skill Test on Personal Computers has been examined in consultation with Department of Personnel & Training and Staff Selection Commission and it has been decided that henceforth the same may be conducted on Personal Computers.

3. It has also been decided that with each Full or Major mistakes, incumbents will lose one mark, Similarly, Half or Partial mistake would lead to deduction of half a mark. Maximum number of mistakes (both full/Major or Half/Minor added together) permitted are limited to 10% of the total words dictated. It would mean that incumbents, committing more than 10% mistakes will be treated as failed. Procedure to evaluate the transcription and nature of mistakes are elaborated in Annexure - 1 to this letter.

Annexure -I to Board's letter no. E(NG)I-2010/pm4/3 dated 10.11.2015

(i) FULL MISTAKES :

- (a) Every omission of a word or figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- (b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other word(s)/figure(s).

- (c) Every addition of a word or figure or a group of words or figures not occurring in the passage.

(II) HALF MISTAKES :

- (a) Mis-spelling, including transposition of letters in a word and also omission of a letter or letters from a word. However, mis-spelling of proper nouns and unfamiliar names may be ignored.
- (b) Using singular for plural noun and vice-versa.
- (c) Wrong use of Capital or small letters at the beginning of the sentence.

- Note :**
- (a) All the errors are counted but the total mistakes counted in a single word should not exceed one full Mistake.
 - (b) Incumbents will not be penalized for any type of errors or mistakes other than those described above
 - (c) Computer and Shorthand Notebook for the test will be provided by the Administration and incumbents will not be allowed to bring their own key board.
 - (d) Editing Tools and Spell Check facility will not be available to the incumbents.

Estt. Srl. No. 177/2015
ECoR/Pers/R/Rectt/20

Date : 26.11.2015

Railway Board's letter No. E(P&A)-I/2015/FE-4/3, dated : 27.10.2015 is as under :

Sub.: LARSGESS-Clarification.

The clarification contained in Board's letter of even number dated 10.09.2015 on the above cited subject is to be implemented from the retirement/recruitment cycle of July-December 2015 onwards.

(This disposes off Northern Railways letter No. 831-E/0/169/2V/EIV/ Pt.1 dated 15.09.2015)

Estt. Srl. No. 178/2015
ECoR/Pers/R/Allowance/21

RBE No. 145/2015
Date : 23.11.2015

Railway Board's letter No. PC-V/2010/A/TA1, dated : 17.11.2015 is as under :

Sub.: Grant of Transport Allowance @ 7000/-+DA thereon to officers drawing Grade Pay of Rs. 10000/- on Non-functional basis-clarification reg.

Attention is invited to Board's letter of even number dt.12.09.2014 (RBE No. 100/2014) whereby it has been clarified that the officers of

organized services drawing Grade Pay of Rs. 10000/- under NFU Scheme are not eligible for grant of Transport Allowance @ Rs. 7000/- p.m.+D.A. thereon. References have been received from some of the Zonal Railways seeking guidelines as regards effecting recovery or otherwise of overpayment made to such officers due to erroneously allowing Transport Allowance @ of Rs. 7000/- p.m.+D.A thereon.

2. In context of the above, it is stated that as per general principles of financial propriety, any amount paid to an employee in excess of what is due to him has to be recovered. Further, the Hon'ble Supreme Court in the matter of Chandi Prasad Uniyal and Ors Vs State of Uttarakhand & Ors (Civil Appeal No. 5899/2012) vide their order dt.17.08.2012 have observed that "any amount paid/received without authority of law can always be recovered barring few exceptions of extreme hardships but not as a matter of right, in such situations law implies an obligation on the payee to repay the money, otherwise it would amount to unjust enrichment".

3. As per mandate of the aforementioned rulings of the Hon'ble Supreme Court, necessary action to recover the excess payment made against Transport Allowance may please be taken immediately.

4. This issue with the concurrence of Finance Dte. of Railway Board.

Estt. Srl. No. 178A/2015
ECOR/Pers/R/QTR

RBE No. 146/2015
Date : 23.11.2015

Railway Board's letter No. E(NG)-I/2010/PM4/3, dated : 18.11.2015 is as under :

Sub.: Retention of Railway quarter at the previous place of posting by Railway employees to Northeast Frontier Railway.

Ref.: Board's letter No. E(G)2005 QR1-3 dated 12.09.05, E(G)2008 QR-1-9 dated 01.10.08, 11.08.09, 20.09.11 & 30.12.14.

Instructions governing retention of Railway accommodation in favour of Railway transferred and posted to N. F. Railway have been issued from time to time. The existing orders on the subject were valid up to 30.06.2015. The question of further extension of these orders beyond 30.06.2015 has been considered and it has now been decided with the approval of Competent Authority to extend these orders for a further period of three years i.e. up to 30.06.2018 or till revised orders on the subject are issued, whichever is earlier.

Since the retention of quarter at the previous place of posting in favour of officers/staff who have been transferred and posted to N.F Railway is allowed for bonafide use of the dependent family of transferred Railway servant, he/she will furnish certificate on 1st July and 1st January of every year, stating that his/her dependent family members are actually residing in the Railway quarter at the last station of his/her posting Such a certificate will also have to be furnished at the time of seeking retention.

In case no such certificate is received by 31st January and 31st July every year, the quarter controlling authority will be constrained to cancel the allotment of the quarter in question.

The request for retention of entitled type of accommodation should be received within a period of one month from the date of relinquishing the charge at the last station of posting, so that further necessary action will be initiated by the quarter controlling authority in time.

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

Estt. Srl. No. 179/2015
ECOR/Pers/R/Resv/31

RBE No. 132/2015
Date : 02.12.2015

Railway Board's letter No. 1998-E(SCT)/I/71/2, dated : 26.10.2015 is as under :

Sub.: Amended Certificate of Registration No. S-33475 dated 03.06.2015 (provisional) and Amended Constitution of All India Other Backward Classes Railway Employees Federation registered (Provisional).

Ref.: Board's letter of even No. dt. 8.7.2015.

Please refer to Board's letter of even No. dt. 8.7.2015 vide which the provisional Amended Certificate of Registration No. S-33475 dated 03.06.2015 along with the Amended Constitution of All India Other Backward Classes Railway Employees Federation registered (Provisional) on 03.06.2015 was circulated.

2. Now, the matter has been reviewed in terms of the clarification issued vide Registrar of Farms & Societies, NCT of Delhi's order No. ROS/Society/AIOBCREF/2015/1716-18 dt. 24.09.2015. Accordingly, it has been decided by the Board that the said provisionally Amended Bye-laws of CEC/AIOBCREF circulated vide Board's letter under reference may be withdrawn. As such, the same circulated vide Board's letter of even number dated 8.7.2015 is withdrawn, as if it has not been issued at all. Further, action taken, if any as per the above mentioned Provisional Bye-laws of CEC.AIOBCREF stands null and void.

The above may please be brought to the notice of all concerned for information and necessary action.

Estt. Srl. No. 180/2015
ECOR/Pers/R/Resv/31

RBE No. 133/2015
Date : 02.12.2015

Railway Board's letter No. 1998-E(SCT)/I/71/2, dated : 26.10.2015 is as under :

Sub.: All India OBC Railway employees Federation-guidelines reg.

Ref.: Board's letter of even number dated 10.07.2015.

Please refer to Board's letter of even number dated-10.7.2015 issued

in partial modification of certain clauses of Board's letter of even number dated 30.6.1998 and Board's letter No. 1996-E(SCT)/I/71/5 dated 28.8.1997 (RBE. No. 116/97) to the extent mentioned therein due to some basic changes found in the provisional amended Bye-laws of CEC/AIOBCREF (Registration No. S-33475 dated 03.06.2015 (Provisional) circulated to all the Zonal Railways/PUs etc. vide Board's letter of even number dated 08.07.2015 (RBE. No. 76/2015).

2. Since, the said provisional Amended Bye-laws of CEC/AIOBCREF has been withdrawn vide Board's letter dated 21.10.2015, Board's letter of even number dated 10.7.2015 partially modifying the Board's letter mentioned at para '1' above also stands withdrawn, as if it has not been issued at all. Further, action taken, if any as per the above mentioned Board's letter under reference stands null and void.

The above may please be brought to the notice of all concerned for information and necessary action.

Estt. Srl. No. 181/2015
ECOR/Pers/R/Increments/44

RBE No. 148/2015
Date : 03.12.2015

Railway Board's letter No. PC-V/508, PC-V/2003/I/7/6/1, dated : 23.11.2015 is as under :

Sub.: Admissibility of two additional increments (non-absorbable) in the 5th CPC pay scales w.e.f. 01.01.96 to the Nursing staff possessing B.Sc. Nursing.

Ref.: Ministry of Railway's letter of even number dated 28-02-2005.

Both the federations (AIRF & NEIR) have raised the issue regarding admissibility of two additional increments to the Nursing Staff possessing B.Sc. (Nursing) qualification. On this issue references have been received from a few Railways seeking clarification whether the Nursing staff possessing B. Sc. (Nursing) are entitled for the benefit of two additional increments after the implementation of 5th CPC pay scales w.e.f. 01-01-1996.

2. In this context it is stated that on implementation of Fourth CPC pay scales, Ministry of Health and Family Welfare in supersession of Ministry of Finance's OM dated 08-05-1975, issued OM dated 23-3-1988 issued instructions regarding grant of additional increments to Nursing staff. The said OM provides for grant of two increments (non-absorbable) to the Nursing Staff holding Bsc. Nursing as additional qualification w.e.f.

(a) *1-10-1986 to those Nursing Staff in service who possess the Degree/Post Graduate Degree in Nursing as on that date :*

(b) *the date of appointment to those who possess the Degree/Post-Graduate Degree in Nursing qualification, who are recruited after 1-10-1986;*

(c) *the date of publication of result of the Degree/Post-Graduate Degree in Nursing for those in service who acquire the Degree/Post-Graduate Degree qualification after 1-10-1986.*

2.1 The OM dated 23-3-1988 of Ministry of Health and Family Welfare further stipulates that only two additional non-absorbable increments will be admissible to a nurse in a particular grade where possession of such qualifications are not required as per Recruitment Rules and that grant of these increments are subject to the condition that the concerned Nursing Staff is not required to possess the qualification, for which the increment is claimed, as a condition of employment and that they have not been allowed a higher initial pay on account of the said qualification prior to or on or after 01-10-1986.

3. Subsequently, on implementation of Fifth CPC pay scales, the aforementioned Scheme regarding grant of two additional increments to the Nursing Staff holding B.Sc. Nursing as additional qualification was reviewed and in consultation with Ministry of Health and Family Welfare, it was decided to continue the Scheme. Necessary instructions in this regard were issued vide Board's letter dated 28-2-2005 (RBE No. 37/2005). Evidently, the said Scheme for grant of two additional increments has continued even after 01-01-1996 without any change in the terms and conditions as applicable earlier.

4. This has the concurrence of the Finance Directorate of the Ministry of Railways.

Estt. Srl. No. 182/2015
ECOR/Pers/R/Allowance/21

RBE No. 149/2015
Date : 03.12.2015

Railway Board's letter No. E(P&A) II-2015/HW-1, dated : 23.11.2015 is as under :

Sub.: Rates of Night Duty Allowance w.e.f. 01.07.2015.

Consequent to sanction of an additional instalment of Dearness Allowance vide this Ministry's letter No. PC-VI/2008/I/7/2/1 dated 24.09.2015, the President is pleased to decide that the rates of Night Duty Allowance, as notified vide Annexures 'A' and 'B' of Board's letter No. E(P&A)II-2015/HW-1 dated 08.06.2015 stand revised with effect from 01.07.2015 as indicated at Annexure 'A' in respect of 'Continuous', 'Intensive', 'Excluded' categories and workshop employees, and as indicated at Annexure 'B' in respect of 'Essentially Intermittent' categories.

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

ANNEXURE 'A'			
Rates of Night Duty Allowance (NDA) with effect from 01.07.2015 for 'Intensive', 'Continuous' and 'Excluded' categories and Workshop staff.			
S. No.	Pay Band	Grade Pay	Rate of NDA (in Rs.)
1	4440-7440	1300	73.75
2	4440-7440	1400	74.75
3	4440-7440	1600	76.80
4	4440-7440	1650	77.30
5	5200-20200	1800	147.70
6	5200-20200	1900	148.70
7	5200-20200	2000	149.75
8	5200-20200	2400	153.80
9	5200-20200	2800	157.90
10	9300-34800	4200	267.40
11	9300-34800	4600 and above	271.45

ANNEXURE 'B'			
Rates of Night Duty Allowance (NDA) with effect from 01.07.2015 for 'Intensive', 'Continuous' and 'Excluded' categories and Workshop staff.			
S. No.	Pay Band	Grade Pay	Rate of NDA (in Rs.)
1	4440-7440	1300	49.15
2	4440-7440	1400	49.85
3	4440-7440	1600	51.20
4	4440-7440	1650	51.55
5	5200-20200	1800	98.45
6	5200-20200	1900	99.15
7	5200-20200	2000	99.85
8	5200-20200	2400	102.55
9	5200-20200	2800	105.25
10	9300-34800	4200	178.25
11	9300-34800	4600 and above	180.95

Estt. Srl. No. 183/2015

ECoR/Pers/R/Allowance/21

RBE No. 150/2015

Date : 03.12.2015

Railway Board's letter No. E(D&A) 2015/GS1-7, dated : 24.11.2015 is as under :

Sub.: Railway Services (Conduct) Rules, 1966 and the Lokpal and Lokayuktas Act, 2013-Submission of declaration of assets and liabilities by the Railway Servants for each year-regarding

Attention is invited to Railway Board's letter no. E(D&A) 2014 GS1-2 dated 31.08.2015, whereby a copy of Department of Personnel and Training's O.M. No. dated 11013/7/2014-Estt. (A-III) dated 23.07.2015 was circulated on the Railways. The time lines for filing returns regarding assets and liabilities were laid down vide the said O.M. dated 23.07.2015. It was mentioned therein that all Government servants i.e. belonging to Group 'A', 'B', 'C' and erstwhile Group 'D' are now required to furnish the declaration of their assets and liabilities in the formats prescribed under the lokpal and Lokayuktas Act, 2013 ('the Act').

2. Vide Railway Board's letter no. E(D&A) 2014 GSI-2 dated 27.04.2015, the last date for filing returns under the Act was extended in view of the difficulties faced in filing returns under the Act and the need to simplify the forms and the process in which railway servants are required to make a declaration of assets and liabilities. Vide Board's letter no. E(D&A)2014 GS1-2 dated 12.10.2015, the deadline for filing these returns has again been extended up to 15th April, 2016 as the circumstances enumerated in the earlier instructions which necessitated extension still continue.

3. In view of the difficulty faced in filing returns under the formats prescribed under the Lokpal and Lokayuktas Act, it has been decided that the Annual Property Returns required to be filed under railway Services (Conduct) Rules, 1966 for the year 2015 which are required to be filed by the 31st January 2016, may be filed in the forms prescribed under the RS (Conduct) Rules, 1966. The returns would be required to be filed by all the Railway servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D'.

Estt. Srl. No. 184/2015

ECoR/Pers/R/Rect/20

Date : 09.12.2015

Railway Board's letter No. E(P&A)I-2014/RT-6, dated : 01.12.2015 is as under :

Sub.: LARSGESS- irregularities in implementation of the Scheme.

Ref.: Board's letter of even number dated 19.03.2014, E(P&A)I-2011/RT-13 (Statement) dated 05.07.2012, 14.02.2013 and 27.06.2014.

A Safety Related Retirement Scheme (SRRS) was introduced in the year 2004 exclusively for Drivers and Gangmen/Trackmen. The Scheme was subsequently re-named as Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff, and was also extended to Specified

Safety categories working in GP upto 1900. The list of the categories eligible for the Scheme is annexed as Annexure I.

2. The eligibility conditions for seeking voluntary retirement under the Scheme as on date are as follows :

S. No.	Category	Eligibility conditions on the cut off date	
		Qualifying service	Age
1.	Drivers and other specified safety category posts in GP 1900	(i) Total 33 years. (ii) Last ten years in the concerned safety category post.	55-57 years.
2.	(i) Gangmen and other specified safety category posts in GP 1800. (ii) Electrical Power Staff, Track Machine Staff, Bridge Staff, TRD Staff and PWI Khalasis working on track in GP 1800. (iii) Trackmen/Gangmen in GP 1900.	(i) Total 20 years. (ii) Last ten years in the concerned safety category post.	50-57 years.

3. Further, a Time Schedule has been annexed with Board's letter No. E(P&A)I-2010/RT-2 dated 29.03.2011 for completion of the retirement/recruitment process for each cycle of the respective year. As per the extant Schedule, the entire process of each cycle is required to be completed within six months. This condition has been stipulated to ensure that an employee who is at the fag end of the prescribed upper age limit does not cross it be more than six months. Instructions for strict compliance of the laid down eligibility conditions and Time schedule have been reiterated time and again. In spite of this it has been brought to the notice of the Board, that there are cases where the employees at the time of applying for retirement were fulfilling the eligibility conditions in all respects but on account of delay in processing of the cases they became ineligible in respect of age and thus were denied the benefit of the Scheme. In addition there have been cases where benefit of the Scheme has been allowed to such employees who at the time of retirement/recruitment were having residual service of less than two and half years. Therefore, retirement/recruitment in such cases becomes illegal ab-initio. The employees in both the situations seek legal recourse on the ground that they were not at fault and have become ineligible due to Administrative delay. This has been viewed very seriously by the Board.

4. It may be ensured that the benefit of the LARSGESS is extended only to the employees belonging to specified safety categories who fulfil the stipulated eligibility conditions relating to qualifying service and age etc.

In addition your attention is also drawn to para 6 of Board's letter No. E(P&A)I-2004/RT-5 dated 18.03.2008 wherein it was directed that "the concerned CPO should also certify that he was personally satisfied that the whole process of recruitment of wards has been completed within the time schedule fixed by Railway Board."

5. It is therefore desired that the prescribed eligibility conditions and Time Schedule should be scrupulously followed and the compliance report should reach Board's Office invariably within one month of the completion of each cycle. In case any deviation comes to notice, theerring Officer/staff should be suitable taken up under D&AR under intimation to Board.

Annexure

List of Safety Categories eligible under LARSGESS

- I. Drivers (excluding Shunters) and Gangmen eligible for the Scheme since 2004.
- II. Following additional categories in GP 1800 made eligible for the Scheme from July 2011 onwards.

A. Operating Department.

- (1) Pointsman
- (2) Shuntman
- (3) Leverman
- (4) Gateman
- (5) Traffic Porters

B. Civil Engineering Department.

- (1) Gateman
- (2) Trolleyman
- (3) Keyman

C. Signal & Telecommunication Department

- (1) Khalasi/Khalasi Helper re-designated as Helper Grade II & Grade-I attached to ESM/MSM/TCM/WTM

D. Mechanical & Electrical Department.

1. Khalasi/Khalasi Helper re-designated as Helper Grade II & Grade-I assisting Loco Fitters/C&W Fitters/Fitters in Diesel Sheds (Open Line & Workshops)/EMU/Elect. Sheds (Open Line & Workshops) and Train Lighting & AC Fitters (Open Line & Workshop)
2. Crane Jamadar & Crane Khalasis.
3. Electrical Power Staff working on track.
4. Track Machine Staff working on track.
5. Bridge Staff working on track.
5. Bridge Staff working on track.
6. TRD Staff working on track.
7. PWI Khalasis working on track.

III Trolleyman of Department other than Civil Engineering also included under the Scheme.

IV. Following additional categories is GP 1800 also included from January 2014 onwards :

- (i) Electrical power Staff working on track.
- (i) Track Machine Staff working on track.
- (iii) Bridge Staff working on track.
- (iv) TRD Staff working on track.
- (v) PWI Khalasis working on track.

Estt. Srl. No. 185/2015
ECOR/Pers/R/Allowance/21

RBE No. 151/2015
Date : 14.12.2015

Railway Board's letter No. E(P&A)II-2005/RS-34, dated : 20.11.2015 is as under :

Sub.: Revision of the rates of Allowance in lieu of Running room facilities, Shunting Duty Allowance, Trip Allowance and Commercial duty Allowance payable to the running staff with effect from 1-1-2014.

Ref.: Board's letter of even no. dated 1-10-2009 & 22-04-2014.

In terms of Board's letter of even no. dated 22.04.2014 the rates of Allowance in lieu of Running room facilities, Shunting Duty Allowance, Trip Allowance and Commercial duty Allowance which were laid down vide Board's letter No. E(P&A)-II/2005/RS-34 dated 1-10-2009, were increased by 25% with effect from 01.01.2011 consequent upon increase in the rate of DA to 51%.

2. Subsequent to enhancement in the rates of Dearness Allowance to 100% w.e.f. 01.01.2014, the matter has been examined and it has been decided by Board that the rates of Allowance in lieu of Running room facilities, Shunting Duty Allowance, Trip Allowance and Commercial Duty Allowance shall increase by a further 25% w.e.f. 01.01.2014 over the rates laid down vide Board's letter No. E9P&A)-II/2005/RS-34 dated 1-10-2009.

3. The other terms and conditions for admissibility of Allowance in lieu of Running room facilities, Shunting duty Allowance, Trip Allowance and Commercial duty Allowance shall remain unchanged.

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

Estt. Srl. No. 186/2015
ECOR/Pers/R/Vith/PC

RBE No. 152/2015
Date : 14.12.2015

Railway Board's letter No. F(E)III/2008/PN1/12, dated : 04.12.2015 is as under :

Sub.: Implementation of Government's decision on the recommendations of the Sixth Central pay Commission-Revision of pension of pre-2006 pensioners/family pensioners etc.

Instructions have been issued vide this office letters of even number dated 08.09.2008 & 08.10.2008 and letters No. F(E)III/2008/PN1/13 dated 15.09.2008 & 10.10.2008 providing for additional quantum of pension/family pension to old pensioners/family pensioners on attaining the age of 80 years and above. The additional quantum of pension/family pension would be admissible from the 1st day of the month in which the date of birth of the pensioner/family pensioner falls. It has also been mentioned in the instructions that wherever the age of the pensioner/family pensioner is available on the pension payment order, the additional pensioner/family pensioner is available on the pension payment order, the additional pension/family pension may also be paid by the pension disbursing authorities immediately without any further authorization from the concerned Accounts Officer/Head of Office.

2. Instances have come to notice wherein the additional pension/family pension are not being paid by the pension disbursing authorities to old pensioners/family pensioners of completion of 80 years of age and above. It is, therefore, advised that sample checks may be conducted to ensure that the extant instruction are strictly followed.

Estt. Srl. No. 187/2015

ECOR/Pers/R/Allowance/21

Date : 22.12.2015

Railway Board's letter No. E(P&A)I-2012/AL/1, dated : 08.12.2015 is as under :

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

Nursing Allowance in respect of Assistant Nursing Officers (ANOs) working in Railway Hospitals was discontinued vide Board's letter of even number dated 13.05.2014 on the consideration that they perform overall supervision of nursing services and are not involved actively in nursing activities.

2. Subsequently the issue in respect of restoration of Nursing Allowance to Assistant Nursing Officers was raised by the Indian Railways Promotee Officers' Federation (IRPOF) as an Agenda Item No. 8 in the Meeting of IRPOF with full Board. This issue was also raised by NFIR in the PNM Forum and by AIRF vide their reference dated 13.07.2014.

3. Revised duties & responsibilities of Para Medical staff working in Railway Hospitals has been issued vide Board's letter No. 2014/H/-1/10/18/ Para Medical Staff dated 15.10.2015 in accordance with the accepted recommendations of the Committee constituted to review the duties and responsibilities of Para Medical Staff including Assistant Nursing Officers working in Railway Hospitals. As per the revised duty list *Nursing Officer will be actively involved in patient care*. In the circumstances the Board's letter of even number dated 13.05.2014 may be treated as withdrawn and as such ANOs would be eligible for Nursing Allowance.

Estt. Srl. No. 188/2015**ECoR/Pers/R/TRG/23****Date : 22.12.2015**

Railway Board's letter No. E(MPP)2015/3/28, dated : 26.11.2015 is as under :

Sub.: Successful completion of Promotional training-reiteration of instructions.

Reference Board's letter No. E(MPP)99/19/1/5.3 dated 25.2.2002 (RBE No. 25/2002) conveying Board's decision that successful completion of promotional training should be mandatory before being promoted to a particular post.

The subject matter was discussed during PNM meeting with NFIR. During the interaction, it was pointed out that those staff. who are on the verge of retirement should be exempted from attending the promotional training.

Federation's demand has been examined in detail in consultation with various training centres and it has been decided that instructions issued vide Board's letter dated 25.2.2002 referred above be followed strictly. No exemptions are permissible.

Estt. Srl. No. 189/2015**RBE No. 154/2015****ECoR/Pers/R/Pass/6****Date : 22.12.2015**

Railway Board's letter No. F(E)I-2015/AL-28/23, dated : 10.12.2015 is as under :

Sub.: Entitlement by Air travel.

Ref.: Board (FC)'s DO No. 2015-B-235 dated 27.11.2015.

In supersession of Board's letter of even No. dated 03.06.2015, it has been decided by Board to modify existing entitlement of air travel as under :

"No air travel upto JAG. For SG only one-way travel, if required on justification that air journey is unavoidable. In all air travel would be in economy class only."

2. These orders are effective from 27.11.2015.

Estt. Srl. No. 189A/2015**RBE No. 155/2015****ECoR/Pers/R/QTR.****Date : 22.12.2015**

Railway Board's letter No. E(G)2015 QR1-3, dated : 10.12.2015 is as under :

Sub.: Retention of Railway accommodation in the event of deputation of Railway officers to non-Railway PSUs/Statutory/Autonomous Bodies/Societies.

The existing policy instructions of retention of Railway accommodation

for officer proceeding on deputation to non-Railway PSUs/Societies are contained in Board's letter No. E(G) 2000 QR-1-23 dated 01.06.2001. As per these instructions Railway officers in the event of their deputation to non-Railway PSUs/Societies are eligible to retain Railway accommodation for a period of two months after which they are to be treated as unauthorized occupants.

2. The aforesaid instructions regarding retention of Railway accommodation by Railway officers on deputation to non-Railway PSUs/Societies have since been reviewed by Railway Board. In exercise of the powers vested with full Board for making reasonable relaxations in public interest in all or any of the existing provisions regarding allotment/retention of Railway accommodation and charging of rent therefor for a class/group of employees, Railway Board have now decided in partial modifications of the existing instructions that Railway officers posted to non-Railway PSUs/Statutory/Autonomous Bodies/ Societies on mandatory basis shall be eligible to retain Railway accommodation during the period of deputation. In such cases it shall be required that the office of Establishment Officer, Department of Personnel & Training issues a certificate that the posting of the officer concerned to PSU/ statutory/Autonomous Bodies/Society is on mandatory basis without seeking his/her option and is in public interest.

3. In cases of employees on deputation to PSUs/statutory/Autonomous Bodies/Societies who are allowed to retain their Railway accommodation as above, the concerned PSU/Organization shall credit to the concerned Railway Unit the amount equivalent to the entitlement for the House rent Allowance of the Railway employee availing the facility plus the flat rate of Licence fee prescribed by the Railway.

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

Estt. Srl. No. 190/2015**RBE No. 144/2015****ECoR/Pers/Trg/24****Date : 05.01.2016**

Railway Board's letter No. PC-VI/358, No. PC-V/2008/PS/1(Stipend), dated : 16.11.2015 is as under :

Sub.: Revision of rates of stipend to apprentices and trainees on Railways.

Ref.: Railway Board's letter of even number dated 15.12.2008 (S.No. PC-VI/61, RBE No. 198/2008 and Railway Board's letter No. PC-III/93/Stand/Pt.II dated 01-12-1998.

Consequent upon the revision in training period of JE (Drawing/Design), item Nos. 34 & 35 under Drawing Office of the Schedule in Board's letter of even number dated 15-12-2008 stand modified as under :

S. No.	Category	Revised Designation	Training period	Revised Pay Band of the post (Rs.)	Grade Pay (Rs.)	Revised rates of stipend alongwith corresponding grade pay (Rs.)
34.	Draftsman 'B' in Mech/Elect. and S&T Deptt. (Diploma holders)	Jr. Engineer (Drawing/Design) in Mech/Elect. and S&T Deptt. (Diploma holders)	52 weeks	9300-34800	4200	9300+4200
35.	Draftsman 'B' in Civil Engg. Deptt. (Diploma holders)	Jr. Engineer (Drawing/Design) in Civil Engg. Deptt. (Diploma holders)	52 weeks	9300-34800	4200	9300+4200

2. The above revised rates of stipend are applicable to those batches that undergo the modified training modules as indicated against the category.

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

Estt. Srl. No. 191/2015

RBE No. 153/2015

ECoR/Pers/R/Rectt/20

Date : 06.01.2016

Railway Board's letter No. E(NG)-II/2001/RR-1/20, dated : 07.12.2015 is as under :

Sub.: Clarification regarding qualification prescribed for open market recruitment to the post of Lab. Assistant, Gr. II in Pay Band of Rs. 5200-20200 (Grade Pay : Rs. 2000).

Attention is invited to Board's letter of even number dated 12.11.2011 (RBE No. 225/2001) wherein qualification for direct recruitment to post of Lab. Assistant, Gr. II in Pay Band of Rs. 5200-20200 (Grade Pay : Rs. 2000) has been prescribed as under :

"Matriculation with Science, plus Diploma in Medical Lab. Technology (DMLT)"

2. Further instructions were issued vide letter No. E(NG)II/2002/RR-1/57 dated 04/8/2006 which provided for equivalence of Certificate Course in DMLT with Diploma in DMLT subject to fulfillment of following conditions :

(i) The course has been done from the institution which is recognized by a University or Technical Board of State Government/Central Government authority; (ii) The duration of the course is at least 01 year; (iii) During the

course the candidate should have done the training on full time basis; and (iv) At the end of the course, there should be a system of examination which has been successfully passed by the candidate.

3. Matriculation has, however, been replaced by 12th (10+2 stage) in Science vide RBE No. 49/2015.

4. In connection with selections for the category of Lab. assistant, Gr. II (CEN 06/2010 and 05.2012) undertaken in terms of instructions contained in para 1 & 2 above, following clarification has been sought by one of the Railway Recruitment Boards :

- (i) Whether Certificates/Diploma issuing Institutions (a) Janardan Rai Nagar Rajasthan Vidyapeeth (Deemed), Udaipur (Rajasthan); (b) Rajdhani Institution of Paramedical Technology, Alwar; and (c) S.D.M. Hospital, Jaipur are recognized ;
- (ii) Whether Certificate /Diploma obtained viz. B.Sc. in MLT (3-1/2 year), Diploma Course in MLT (2 year), One Year Certificate Course in MLT and Diploma Course (2 year) of Training in the Theory and Practical of Medical Lab. Technology (18 month as student Trainee & 6 month as Apprentice Lab. Staff) are acceptable; and
- (iii) Whether Diploma/Certificate obtained through distance education/extension education are to be accepted or otherwise.

5. The matter has been examined in consultation with Health Directorate of this Ministry and accordingly instructions contained in letter No. E(NG)II/2002/RR-1/57 dated 04/8/2006 and E(NG)II/2005/RR-1/8 dated 28/8/2014 are reiterated. The same may be strictly adhered to. It has also been decided that qualification/courses which have been obtained on full time basis shall only be accepted towards the prescribed qualification and qualifications obtained through distance learning mode will not be accepted.

(This disposes of RRB/Ajmer's letters No. RRB/All/Rectt./Edu Policy/05/10/2013 dated 22/7/2013 & 16/3/2015. RRB/All/Rectt./Edu. Policy/2012 dated 07/10/2013 & 16/3/2015 and North Western Railway's letter No. 742E/R&T/Medical/Group 'C'/Part-IV datd 26/6/2015).

Estt. Srl. No. 192/2015

RBE No. 157/2015

ECoR/Pers/Selection/44

Date : 06.01.2016

Railway Board's letter No. E(NG)I-2015/CFP/5, dated : 15.12.2015 is as under :

Sub.: Selection for the post of Ticket Examiner against 16-2/3% LDCE quota.

As the Railways are aware, in terms of Para 189 of IREM. 16.2/3% quota of posts in the lowest grade of Commercial Clerks, Ticket Collectors. Office Clerks and other categories of Clerks like Store Clerks etc. are to be filled by promotion of Matriculate erstwhile Group 'D' employees GP Rs.

1800 to GP Rs. 1900/GP Rs. 2000 with a minimum of two years service in the concerned seniority unit entirely on merit on the basis of competitive examination. The minimum educational qualification to the above categories in GP Rs. 1900 for direct recruitment have been revised w.e.f. 17.12.2014 as 12th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate, 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen.

2. A question has been raised by one of the Railways whether consequent upon revision of minimum educational qualification from Matriculation to 12th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate, 50% marks should not be insisted upon in case of SC/ST/Ex-servicemen employees for promotion to the above categories in PB-1 Rs. 5200-20200 GP Rs. 1900/GP Rs. 2000 against 16.2.3% promotion quota or otherwise.

3. The matter has been considered by the Board. It has been decided that while the fresh selection against 16-2/3% promotion quota may be conducted as per the clause of revised qualification in case of SC/ST/Ex-servicemen too, the existing staff eligible otherwise as on 17.12.2014 (date on which the educational qualification has been revised) with the pre-revised qualification i.e. Matriculation may also be considered to be eligible to the selection for promotion against the said quota irrespective of the fact whether they are Gen/OBC/SC/ST/Ex-servicemen as per the extant procedure.

Estt. Srl. No. 193/2015

RBE No. 158/2015

ECoR/Pers/Transfer/44

Date : 06.01.2016

Railway Board's letter No. E(NG)I-2009/TR/7, dated : 17.12.2015 is as under :

Sub.: Periodical transfer of non-gazetted Railway employees.

In terms of the extant policy, Railway employees holding sensitive posts including those who frequently come into contact with public and/or contractors/suppliers, are required to be transferred every four years. A comprehensive list identifying such posts was also prepared and circulated to the Railways. All the instructions issued by Board from time to time in this regard were consolidated at a glance and issued to Zonal Railways & Production Units under Board's letter of even number dated 03.04.2012 (copy enclosed) for better implementation of this policy

2. It has come to the notice that the above policy instructions/guidelines of Board are not being followed in letter and spirit by some of the field units. It is, therefore, considered essential to re-iterate Board's policy on Periodical/rotational Transfer for strict compliance in its true spirit.

Railway Board's letter No. E(NG)I-2009/TR/7, dated : 03.04.2012 (RBE-48/2012) is as under :

Sub. : Periodical transfer of non-gazetted Railway employees.

Pursuant to the decision taken in the DC/JCM meeting held on 4th May & 29th June, 2011, while taking the views of both the Federations viz AIRF & NFIR into consideration, instructions on the subject of periodical transfer were issued in a consolidated form on 03.02.2012 incorporating crux/operative parts of the previous rules. Both the federations have now desired that consolidated instructions should have been in broad form so that, the employees falling under the policy of Periodical Transfer can have more advantage of such policy at a glance. Consequently the matter has again been considered and it has been decided to reiterate these instructions in a widened form covering all the guidelines particularly as contained in Board's letter No. E(NG)I/2000/TR/17 dated 26.06.2000, as below, for strict compliance by all concerned.

- (i) No. E(NG)I/78/TR/85 dated 27.04.79
- (ii) No. E(NG)I/78/TR/82 dated 07.02.80
- (iii) No. E(NG)I/80/TR/28 dated 22.08.80, 31.12.81, 19.02.86 and 16.10.87.
- (iv) No. E(NG)I/87/TR/34/NFIR/JCM/DC dated 27.09.89 and 17.11.92.
- (v) No. E(NG)I/94/TR/29 dated 02.05.95.
- (vi) No. E(NG)I/96/TR/42 dated 26.11.96.

In terms of the instructions contained in the Ministry's marginally noted letters, Railway employees holding sensitive posts, including those who frequently come into contact with public and/or contractors/suppliers, are required to be transferred every four years. For this purpose, a comprehensive list of sensitive posts has also been circulated. The thrust of these instructions is on transfer from one place to another. However, when transfer of such employees to a different place is not possible, they are to be shifted to a different non sensitive seat in the same place to meet the requirement of periodical transfer.

- (i) No. E(NG)I/80/TR/28 dated 22.01.82.
19.02.86, 16.10.87, 21.7.88 and 13.04.89.
- (ii) No. E(NG)I/92/TR/32/JCM/DC dated 10.08.93, 05.05.94 and 29.06.95.
- (iii) No. E(NG)I-98/TR/11 dated 30.10.98 and 02.11.98.

Instructions also exist vide this Ministry's letters quoted in the margin that Ticket Checking staff as also other staff in mass contact areas, detected to be indulging in malpractices should be sent on inter-divisional transfers as a matter of policy. Besides, the case of the staff who have repeatedly figured in substantiated vigilance cases and where penalties have been imposed, are required to be reviewed at appropriate level and such staff are also to be transferred on inter-divisional basis. Such Ticket Staff

- may however, be transferred to an adjoining Division on the same Railway or to a Division of some other Railway adjoining the Railway from which they are Transferred if employee concerned make a request to that effect. The ticket checking staff who have been transferred out of the Division on complaints of corruption and who were later exonerated or awarded a penalty of censure, may not be brought back to the parent Division, even if they so desire.
- (i) No E(NG)II/77/TR/112 dated 06.02.1978 & 27.05.1978. The genuine grievance of the staff transferred at the instance of S.P.E. and Vigilance Organization, may be heard by the Divisional Railway Manager in respect of Divisionally controlled staff and by the Chief Personnel Officer (A) in respect of Head Quarters controlled staff before a final decision to effect the transfers is taken.
- (ii) No. E(NG)II-70/TR/28 dated 14.10.70 General Managers could however, exercise their discretion to transfer non-gazetted staff from Stations/ Posts against whom there are complaints-the man with longest stay being shifted first and those on the verge of their retirement (with one (1) or two (2) years service left) may be exempted if complaints against them are not serious.
- (iii) No. E(NG)I-81/TR/19 dated 23.05.81 Frequent transfer of Railway servants should not be ordered. When the transfer of the railway servant is on temporary basis, the same should be mentioned in his transfer orders.
- (iv) No. E(NG)I-2002/TR/19 dated 13.9.2002. Station Masters/Assistant Station Masters posted at Way Side Stations involved only in train passing duties and not doing any commercial duties may be exempted from the purview

- of the periodical transfer.
- (i) No. E(NG)I-2009/TR/7 dated 04.03.2010. It was emphasized that while ensuring compliance and the fundamental objectives of the scheme of periodical transfers, the academic session of the children of the employees being transferred may also be kept in view.
- (i) No. E(L)60UT1-31 dated 19.02.1960 The instructions as contained in Board's various letters prescribing the procedure for transfer of Union Office bearers as reiterated vide Board's letter No. E(LR)III-79/UTF/14 dated 16.01.1980, still hold good. Kindly ensure compliance.
- (ii) No.E(L)61PE 1-43 dated 31.07.1961.
- (iii) No. E((LR)75 UT1-176 dated 08.08.75 and
- (iv) No. E(LR)III/79/UTF/14 dated 16.01.1980
No. E(L)64 UTI-113 dated 06.10.1964 & 21.11.1964.
2. It has, time and again, been noticed by this Ministry that the extant instructions on periodical transfer are being interpreted differently by different Railways. The position in this regard, is clarified in the following paragraphs. The instructions for periodical transfer of Railway employees cover two broad categories of staff :
- (i) (a) The first category includes staff of Commercial Department (such as Commercial Supervisors, Enquiry-cum-Reservation Clerks/Booking Clerks, Goods Clerks, Parcel Clerks, Ticket Checking staff etc.) and the staff of the Operating Department (SSs/SMs/ASMs etc.)
(b) In order to avoid large scale dislocation in the case of the category of staff, periodical transfer may, as far as possible, be effected without involving a change of residence of the staff concerned, so long as the fundamental objectives of such transfers can be achieved by transferring such staff to a different location in the same station or to a different station in the same urban agglomeration.
(c) However, the instructions regarding inter divisional/ inter railway transfer of staff detected to be indulging in malpractices or substantiated vigilance cases shall continue to be strictly complied with.
- (ii) In the second category, consisting mainly of staff working in offices such as Pay Bill Sections, Stores Offices, Accounts Offices, Fuel Sections, Medical Department, etc., who cannot

normally be transferred to another place for reasons like the seniority unit being different/very small, the office being localized etc. a change in seat which will result in change in the nature of job being performed by the staff, will meet the requirement of periodical transfer.

3. While referring to this circular, the original letters referred to herein should be read for proper appreciation. This circular is only a consolidation of the instructions issued so far and should not be treated as a substitution to the originals. In case of doubt, the original circulars should be relied upon as authority. If any circular on the subject which has not been superseded, has not been taken into consideration while preparing this consolidated letter due to oversight, the said circular should be treated as valid and operative.

Estt. Srl. No. 194/2015

RBE No. 159/2015

ECoR/Pers/Promotion/44

Date : 06.01.2016

Railway Board's letter No. E(NG)I-2014/PM7/1, dated : 18.12.2015 is as under :

Sub.: Increasing Promotion Quota percentage for Technician III posts in Diesel/Electric Loco/EMU Sheds on Indian Railways from existing 20% to 25%.

Attention is invited to Para 159 of Indian Railways Establishment Manual, Vol-1, 2009 (reprint edition), emphatically towards procedure prescribed for Diesel Electric Loco/EMU Sheds, which is filled hitherto by :

- (i) 60% plus shortfall, if any, against LDCE quota as at (ii) below by selection from Course Completed Act Apprentices, and ITI passed candidates in relevant trades from the open market; serving employees who are "Course Completed Act Apprentices" or ITI qualified could be considered against this quota allowing age relaxation as applicable to serving employees; and
- (ii) 20% from serving semi-skilled and unskilled staff with educational qualification as laid down in Apprentices Act; and
- (iii) 20% by promotion of staff in the lower grade as per prescribed procedure.

2. Consequent to up-gradation of required minimum educational qualification to Matriculation and demand raised by the General Secretary/ NFIR for increasing the promotion quota, the matter has been examined by the Board keeping in view the changed scenario and it has been decided that henceforth posts of Skilled Artisans in Diesel/Electric Loco/EMU Sheds may be filled as under :

- (i) 50% plus shortfall, if any, against LDCE quota as at (ii) below by selection from Course Completed Act Apprentices, and ITI passed candidates in relevant trades from the open market; serving employees who are "Course Completed Act Apprentices"

or ITI Qualified Could be considered against this quota allowing age relaxation as applicable to serving employees; and

- (ii) 25% from serving semi-skilled and unskilled staff with educational qualification as laid down in Apprentices Act; and
- (iii) 25% by promotion of staff in the lower grade as per prescribed procedure.

3. Accordingly, Para 159 of Indian Railway Establishment Manual, Vol-I, 2009 (Reprint edition) is amended so far concerned with filling up the posts of Diesel/Electric Loco/EMU Sheds, as per ACS No 231 enclosed herewith.

INDIAN RAILWAYS ESTABLISHMENT MANUAL VOL-I, 1989 (FIRST REPRINT EDITION 2009)

Advance Correction Slip No. 231

Chapter1, Section 'B', Sub-section-III containing rules governing recruitment and training of Group 'C' Staff.

Change the contents of 'Note' and quotas reflected for Diesel/Electric Loco/EMU Sheds as under :

- (i) 50% plus shortfall, if any, against LDCE quota as at (ii) below by selection from Course Completed Act Apprentices, and ITI passed candidates in relevant trades from the open market; serving employees who are "Course Completed Act Apprentices" or ITI qualified could be considered against this quota allowing age relaxation as applicable to serving employees; and
- (ii) 25% from serving semi-skilled and unskilled staff with educational qualification as laid down in Apprentices Act; and
- (iii) 25% by promotion of staff in the lower grade as per prescribed procedure.

(Authority : Board's letter No. E(NG)i-2014/PM7/1 dated 18.12.2015).

Estt. Srl. No. 195/2015

RBE No. 160/2015

ECoR/Pers/Rectt/20

Date : 06.01.2016

Railway Board's letter No. E(P&A) I-2010/RT-2, dated : 18.12.2015 is as under :

Sub.: Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS)-Inclusion of additional categories-PNM/AIRF Item No. 38/2012 and PNM/NFIR Item No. 14/2013.

The following five categories in GP 1800 were brought under the purview of LARSGESS vide Board's letter of even number dated 24.03.2014:-

- (i) Electrical Power Staff working on track.
- (ii) Track Machine Staff working on track.
- (iii) Bridge staff working on track.
- (iv) TRD Staff working on track.

- (v) PWI Khalasis working on track.
2. Pursuant to issue of the ibid instructions, the employees' Federations have been demanding removal of the term "working on track" suffixed with these categories on the ground that the same employee who has been covered under this Scheme may be working of different places at different point of time and may not always be working on track. The matter has been considered by the Board and it has been decided to delete the term "working on track" suffixed with these categories
3. The revised instructions would be applicable from the retirement/recruitment cycle of January -June 2016 onwards.

Estt. Srl. No. 196/2015

ECoR/Pers/Rectt/20

Date : 06.01.2016

Railway Board's letter No. 2013/H/5/5. dated : 20.10.2015 is as under :

Sub.: Medical examination of candidates proposed to be appointed in Railways by way of compassionate ground/Losers-relaxation in Medical Condition.

A proposal for extending some relaxation in Physical Handicap (1-39%) medical standards for appointment of candidates proposed to be appointed in Railway on Compassionate Ground/Land losers has been engaging attention of the Board for some time. The matter has been examined in consultaion with Establishment Directorate of the Board and it has been decided that while conducting medical fitness of candidates of Compassionate Ground/Land losers for appointment in Railways, the following procedure would hence forth be adopted :-

- I. The candidate for Compassionate Ground/Land Looser Appointment will be examined as per laid down yardstick for the post against which the candidate is being considered for appointment.
- II. If the candidate fails in laid down medical standards, the Personnel Branch of the Division/Zone/PU will identify a post in consultation with the user department where the candidate can work even with the disability pointed out during medical examination. However, this dispensation can be considered for appointment in medical category Cey-Two only. For example, if a candidate of Compassionate Ground/Land Looser Appointment is considered against the specified posts and he/she fails in the medical examination, the Personnel Branch of the Zone in consultation with the user department viz. Commercial/ Engineering/Medical Operating/Personnel/Stores Department etc. will identify a post falling in Cey-Two Medical Category only where it is felt that the candidate can work against the specified post even with the disability pointed out during the medical examination. Both the user department as well as the Personnel Branch of the Division/Zone, will issue a written certificate specifying the particular post against which such a candidate can be accommodated.

- III. On receipt of such certificate, the CMS of the Division will refer the matter to Divisional Medical Committee comprising of three doctors out of shich one should be a specialist of the area in which the candidate has been found medically unfit. The Divisional Medical Committee would submit its report which will be finally accepted by the CMS of the Division. If the candidate is declared fit for the post by the Divisional Medical Committee with relax standards, proposal for appointment can be considered.

Advance Correction Slip of Para 511 of IRMM, 2000 is accordingly enclosed herewith.

Advance Correction slip No.

Advance Correction Slip to Para 511 of IRMM, 2000

A Sub-para (Sub-para 10) will be added below para, sub pata 9 of para 511 of IRMM, 2000:

SUB PARA 10, RELAXATION IN MEDICAL EXAMINATION FOR THE CANDIDATES PROPOSED TO BE APPOINTED IN RAILWAY BY WAY OF COMPASSIONATE GROUND/LAND LOSER CASE.

While conducting medical fitness of candidates of Compassionate Ground/Land losers for appointment in Railways, the following procedure would hence forth be adopted :-

- I. The candidate for Compassionate Ground/Land Looser, Appointment will be examined as per laid down yardstick for the post against which the candidate is being considered for appointment.
- II. If the candidate fails in laid down medical standards, the Personnel Branch of the Davison/Zone/PU will identify a post in consultation with the user department where the candidate can work even with the disability pointed out during medical examination. However, this dispensation can be considered for appointment in medical category Cey-Two only. For example, if a candidate of Compassionate Ground/Land Looser Appointment is considered against the specified posts and he/she fails in the medical examination, the Personnel Branch of the Zone in consultation with the user department viz. Commercial/ Engineering/Medical Operating/ Personnel/Stores Department etc. will identify a post falling in Cey-two Medical Category only where it is felt that the candidate can work against the specified post even with the disability pointed out during the medical examination. Both the user department as well as the Personnel Branch of the Division/Zone, will issue a written certificate specifying the particular post against which such a candidate can be accommodated.
- III. On receipt of such certificate, the CMS of the Division will refer the matter to Divisional Medical Committee comprising of three doctors out of which one should be a specialist of the area in which the candidate has been found medically unfit. The Divisional Medical

Committee would submit its report which will be finally accepted by the CMS of the Division. If the candidate is declared fit for the post by the Divisional Medical Committee with relax standards, proposal for appointment can be considered.

Estt. Srl. No. 197/2015

RBE No. 147/2015

ECoR/Pers/R/Promotion/44

Date : 07.01.2016

Railway Board's letter No. PC-VI/360 No. PC-V/2009/ACP/2. dated : 23.11.2015 is as under :

Sub.: Modified ACP Scheme (MACPS) for Railway employees-clarification-regarding.

Reference is invited to Para-2(i) of Board's letter of even number dated 31.01.2013 (RBE No. 08/2013) regarding regulation of MACP Scheme in cases involving unilateral transfer on own volition to a lower post in another unit/organization after earning a promotion in previous organization. This issue has been raised in PNM Forum by AIRF as item No. 26/2013 and it has been agreed to circulate DoP&T's instructions contained in para-2(i) of their OM dt. 04.10.2012 as it is. The instructions contained in para-2(i) of DoP&T's said O.M are reproduced below :-

This department's O.M. No 35034/3/2008-Estt.(D) (Vol. II). dt. 01.11.2010 provides that in case of transfer including unilateral transfer on request regular service rendered in previous organization/office shall be counted along with the regular service in the new organization/office for the purpose of getting financial upgradations under the MACP Scheme. However, financial upgradation under the MACPS shall be allowed in the immediate next higher grade pay in the hierarchy of revised Pay Bands as given in CCS (Revised Pay). Rules, 2008. **It is now further clarified that wherever an official, in accordance with terms and conditions of transfer on own volition to a lower post, is reverted to the lower Post/Grade from the promoted Post/Grade before being relieved for the new organization/office, such past promotion in the previous organization/office will be ignored for the purpose of MACP Scheme in the new organization/office" :**

2. The instruction issued on MACP Scheme vide para-2(i) of Board's letter of even number dt. 31.1.13 stands modified to the above extent.

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

Estt. Srl. No. 198/2015

RBE No. 156/2015

ECoR/Pers/Wel/51

Date : 13.01.2016

Railway Board's letter No. E(G) 2010/FE 1/2. dated : 14.12.2015 is as under :

Sub.: Updating names of Institutions in the list of recognized Institution, for membership and reimbursement of membership fee.

Ref. : (1) Board's letter No. E(G) 2010/FE-1/2 Dt. 28.12.2011 &

(2) Board's letter No. E(G)/FE-01-3(SOP) Dt. 21.08.2012

The Ministry of Railways vide letter Dt. 28.12.2011 followed by SOP vide letter Dt. 21.8.2012 has recognised/Updated the names of the Institues (both National and International) for the purpose of allowing Railway Personnel to take Membership and avail reimbursement to the tune of 90% of the membership fee.

2. The names of two Institutes appearing in Annex. A have since been changed as under :

S. No. in Annex "A" of letter Dt. 28.12.2011 and 21.8.2012	Old name	New Name
45	Indian Society of Department of Anaesthesiology Anaesthetists	Indian Society of Anaesthesiologists (ISA) Ashwathi, Kasaragod Opposite Ayyappa Temple, Nullippady. Kerala 671121.
59	Institution of Industrial Engineers, India	Indian Institution of Industrial Engineering. Plot No. 103, Sector 15, CBD Belapur, Nave Mumbai 400614.

3. The issue with the concurrence of Finance Directorate of Ministry of Railways.

Estt. Srl. No. 199/2015

RBE No. 161/2015

ECoR/Pers/Allowance/21

Date : 13.01.2016

Railway Board's letter No. F(E)/2015/AL-28/57. dated : 23.12.2015 is as under :

Sub.: Clarification regarding grant of CTG.

Ref.: East Central Railway's letter No. ECR/Fin/Admin/CTG/Gaz dated 19.10.2015

A doubt has been raised by one of the Railways whether reimbursement of expenditure towards transportation of personal effects by road in addition to 100% CTG is admissible when employees do not avail Kit Pass.

2. It is clarified that vide Board's letter No. E(W) 2004/PS-5-9-1 dt. 01.08.2011, personal effects and transportation of car have been permitted by road on reimbursement basis to the place of posting in case of transfer/ place of settlement after retirement. This entitlement is in addition to CTG as per the rates prescribed in Board's letter No. F(E)/2011/AL-28/26 dt. 14.02.2012, F(E)/2008/AL-28/15 dt. 29.12.2010 and F(E)/2011/AL-28/18 dated 13.06.2011 & 29.04.2014.

3. This disposes off East Central Railway letter No. ECR/Fin/Admin/CTG/Gaz dated 19.10.2015.

Estt. Srl. No. 200/2015

RBE No. 162/2015

ECoR/Pers/R/DAR/37

Date : 13.01.2016

Railway Board's letter No. E(D&A) 2015 GS1-6. dated : 29.12.2015 is as under :

Sub.: Representation from Railway servants on service matters reiteration of instructions-regarding.

Attention is invited to Railway Board's letter no. E(D&A) 2010 GS1-1 dated 25.05.2010 whereby copies of Railway Board's earlier instructions and Department of Personnel and Training's office memoranda on the above subject were circulated on the Railways.

2. In this regard, Department of Personnel and Training has issued O.M. No. 11013/08/2013-Estt. (A-III) dated 31.08.2015, reiterating the earlier instructions issued in this regard. Rule 3(1)(iii) of the Central Civil Services (Conduct) Rules, 1964 referred to in para 3 of the O.M. dated 31.08.2015 corresponds to Rule 3(1)(iii) of Railway Services (Conduct) Rules, 1966. The Department of Personnel and Training's O.M. dated 06.06.2013, referred to in para 1 of their above O. M. is available at their website '*Persmin.nic.in/DOPT.asp*' under 'OMS & Orders'- 'Vigilance'- 'CCS(Conduct) Rules'.

3. It is reiterated that all concerned are required to strictly comply with the aforesaid instructions and violation(s) thereof may entail suitable action.

4. Please acknowledge receipt. Hindi version will follow.

F. No. 11013/08/2013-Estt(A-III)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training Establishment A-III Desk

North Block, New Delhi

Date August 31,2015

OFFICE MEMORANDUM

Subject : Representation from Government servant on service matters reiteration of instructions-regarding.

The undersigned is directed to refer to O.M. of even number dated 6th June, 2013 wherein instructions have been issued on submission of representation by Government servants about their service matters. In spite of these instructions. It has been observed that Government servants including officers/officials of para military forces and Army personnel continue to represent directly to the Prime Minister, Minister, Secretary (P) and other higher authorities, directly.

2. As per the existing instructions, wherever, in any matter connected with his service rights or conditions, a Government servant wishes to press

a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior, or Head of his office, or such other authority at the appropriate level who is competent to deal with the matter in the organisation.

3. Such submission of representations directly to other authorities by passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions. This can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the Central Civil Services (Conduct) Rules, 1964. It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc.

4. Attention in this connection is also invited to the provision of Rule 20 of CCs (Conduct) Rules, 1964 prohibiting Government servants from bringing outside influence in respect of matter pertaining to his service matter. Representation by relatives of Government servant is also treated as outside influence as clarified vide MHA OM No. F25/21/63-Estt.(A) dated 19.09.1963.

5. It is reiterated that these instructions may be brought to the notice of all Govt. servants including officers/Officials of para military forces and member of armed forces and action taken against those who violate these instructions.

Estt. Srl. No. 201/2015

ECoR/Pers/R/Transfer/44

Date : 25.01.2016

Railway Board's letter No. E(O)III-2014/PL/05. dated : 30.12.2015 is as under :

Sub.: COMPREHENSIVE TRANSFER POLICY FOR RAILWAY OFFICERS.

Ref. : This Ministry's Circular of even number dt. 31.08.2015

Please refer to the policy guidelines contained in the above mentioned Circular. It has been decided to add the following sentence at the end of para (1) (ci) :-

"This will, however, not be applicable in the cases of TADKs attached with officers working in Board's office."