



## EAST COAST RAILWAY

प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/  
Office of the Principal Chief Personnel Officer  
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017  
Rail Sadan, IInd Floor, Bhubaneswar-751017

स्थापना क्रमांक/ Estt. Srl. No.139/2019

पूतरे/कार्मिक/आर/ECOR/Pers/R/Recruitment

Date: 21.06.2019

सेवा में,

सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर

मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड,वालातेरू, संबलपुर,

मु:कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,

व.का अधिकारी(नि)/भुवनेश्वर

महा सचिव/इकोर थ. कां., महा सचिव/इकोर थ. यू.,

महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

**Sub: Confirmation of non-gazetted Railway employees- Master circular.**

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उपर्युक्त विषय पर बोर्ड पत्र सं. E(NG)I-2019/CN- 5/1 दिनांक 04.06.2019 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of the Board's Lr. No- E(NG)I-2019/CN- 5/1 dated 04.06.2019 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

  
(G.Sethy)

**Dy.Chief Personnel Officer(IR&W)  
For Principal Chief Personnel Officer**

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र. अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्री), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(स्टाफ), वकाधि(मुख्या. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.),सहा.कार्मिक अधि.(कल्याण), महा.कार्मिक अधि.(बिल),

*P.O. B.S. 2*

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड RAILWAY BOARD)

No.E(NG)I/2019/CN 5/1

New Delhi, dated: 04.06.2019

The General Managers,  
All Zonal Railways &  
Production Units.  
(as per standard mailing list)

Sub: Confirmation of non-gazetted Railway employees -  
Master Circular.

Please find enclosed herewith a copy of updated Master Circular No.19 on the  
above subject for information and guidance.

DA : As above.

*[Signature]*

(D. Joseph)

Joint Director /Estt.(N)  
Railway Board

*O/c*

No.E(NG)I/2019/CN 5/1

New Delhi, dated June 4, 2019

Copy forwarded to:-

*Ty. 06/06/19*  
*Gf 06/06*

1. The General Secretary, AIRF, Room No.253, Rail Bhawan, New Delhi (35 copies).
2. The General Secretary, NFIR, Room No.256-E, Rail Bhawan, New Delhi (35 copies).
3. All Members/Departmental Council & National Council & Secretary/Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).

*[Signature]*

for Secretary/Railway Board

1. The Secretary General, FROA, Room No.256-A, Rail Bhawan, New Delhi (5 spares).
2. The Secretary General, IRPOA, Room No.268, Rail Bhawan, New Delhi (5 spares).

*[Signature]*  
*06/06*

...2/-

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड RAILWAY BOARD)

No.E(NG)I/2019/CN 5/1

New Delhi, dated: 4.06.2019

The General Managers,  
All Zonal Railways &  
Production Units.  
(as per standard mailing list)

**Sub: Confirmation of non-gazetted Railway employees - Master Circular.**

The provision regarding confirmation of non-gazetted Railway employees are contained in Section 'F' of Chapter 1 of Indian Railway Establishment Manual, Vol.1, 2009 Reprint Edition, and Instructions on the subject issued from time to time.

The Master Circular No.19 on "Confirmation" has been updated incorporating the provisions of instructions on the subject issued since 11.01.1991.

The updated Master Circular follows:-

2. A. General:

- i) Confirmation will be made only once in the service of a Railway servant which will be the entry grade;
- ii) Confirmation is delinked from the availability of permanent posts in the grade. In other words, a Railway servant who has successfully completed the probation may be considered for confirmation;
- iii) A two years probation period should be introduced in all recruitment grades. Where initial training period is prescribed, such as in the case of Apprentice PWIs, Traffic Apprentices, etc. the probation period will start after successful completion of the training.

B. Confirmation in the Grade to which initially recruited:

- i) The appointee should satisfactorily complete the probation;
- ii) The existing procedure for considering a Railway servant as eligible for confirmation should continue to be followed;
- iii) A specific order of confirmation will be issued when the case is cleared from all angles.

C. On Promotion:

- i) The appointing authority should assess the performance of the employee during probation by going through the confidential reports, if maintained, otherwise the working reports immediately on completion of probation and the whole procedure including obtaining vigilance clearance, issue of formal orders, if the competent authority has come to the conclusion that the employee has satisfactorily completed the period of probation, should be completed within a maximum period of six months. A copy of the order issued should be endorsed to the employees concerned.
- ii) Where probation is prescribed, the appointing authority will, on completion of the prescribed period of probation, assess the work and conduct of the Railway servant himself and in case the Railway servant is found fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the Railway servant has not been satisfactory or needs to be watched for some more time, he may revert him to the post or grade from which he was promoted, or extend the period of probation as the case may be. Since there will be no confirmation on promotion before an official is declared to have completed the Probation satisfactorily, a rigorous scrutiny of his performance should be made and there should be no hesitation to revert a person to the post or grade from which he was promoted, if his work during probation has not been satisfactory.
- iii) There should be a probation period of twelve months in all grades of promotion. Cases of staff promoted on regular basis, should be reviewed after completion of twelve months probation with a view to determine their suitability for retention in the grade. The review should be completed early and a decision to retain the employee in the higher post, or to revert to the lower grade should be taken and implemented within a period of six months from the date of completion of the probation.


3. The revised procedure relating to confirmation will not apply to the cases of appointments made on ad-hoc basis i.e. it is only the appointments made on regular basis which will come within the purview of these instructions.

4. Sometimes Establishments are created for a specific objective for a limited period as in the case of Committees and Commissions to study or investigate a specific problem. Normally, posts in such Establishments are filled by deputation or on contract basis which would not result in regular incumbency. Even in a few cases where regular appointments are made by framing the recruitment rules, appointments are made according to these rules, these instructions about confirmation would not apply. In other words, persons appointed against the posts in purely temporary organisations are outside the purview of the revised procedure outlined in this circular.

## 11. General

- a) While referring to this circular, provision of Section 'F' of Chapter-I of IREM Vol.1, 2009 - Reprint edition, and the original letters referred to herein should be read for a proper appreciation. This Circular is copy 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 circular should be relied upon as authority.
- b) The instructions contained in the original circulars referred to have only prospective effect from the date of issue unless specifically indicated otherwise in the concerned circular. For dealing with old cases, the instructions in force at the relevant time should be referred to; and
- c) If any circular on the subject, which has not been superseded, has not been taken into consideration while preparing this consolidated letter, the said circular, which has been missed through oversight, should be treated as valid and operative. Such a missing circular, if any, may be brought to the notice of the Railway Board.

Hindi version will follow.

  
(D. Joseph)

**Jt. Director (Estt. (N))  
Railway Board**

Consolidation has been made from the following letters:

1. E(NG)J/68/CN5/18 dated 15/7/69.
2. E(NG)J/82/CN5/3 dated 27/7/82.
3. E(NG)J/88/CN5/2 dated 20/1/89.
4. E(NG)J/98/CN 5/1 dated 12.10.1998.
5. E(NG)J/2001/CN 5/1 dated 23.08.2001.
6. E(NG)J/98/CN 5/1 dated 02.08.2001.

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