

The penalties prescribed under D&A Rules, 1968

Penalties: - The following penalties may, for good and sufficient reasons and as herein provided, be imposed on a Railway Servant, namely:

MINOR PENALTIES: -	
(i)	Censure.
(ii)	Withholding of his promotion for a specific period.
(iii)	Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government or Railway Administration by negligence or breach of orders.
(iii-a)	Withholding of the Privilege Passes or Privilege Ticket Orders or both.
(iii-b)	Reduction to lower stage in the time scale of pay by one stage for a period not exceeding three years without cumulative effect and not adversely affecting his pension.
(iv)	Withholding of increments of pay for a specified period with further directions as to whether on the expiry of such period this will or will not have the effect of postponing the future increments of his pay.
MAJOR PENALTIES: -	
(v)	Save as provided for in clause (iii-b) reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of pay.
(vi)	Reduction to lower time scale of pay, grade, post or service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the Railway Servant during such specified period to the time scale of pay, grade, post or service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period..... [a] the period of reduction to time scale of pay, grade, post or service shall operate to postpone future increments of his pay, and if so, to what extent; and [b] the Railway Servant shall regain his original seniority in the higher time scale of pay, grade, post or service. "...Clause (vi) as modified vide Bd's Ir. No. E[D&A]2008/RG 6-11 dt.05.09.2011 [SC 120/2011]
(vii)	Compulsory Retirement.
(viii)	Removal from service, which shall not be a disqualification for future employment under the Government or Railway Administration.
(ix)	Dismissal from service, which shall ordinarily be a disqualification for future employment under the Government or Railway Administration.

Provided that in cases of persons found guilty of any act or omission which resulted or would have, ordinarily, resulted in collision of Railway trains, one of the penalties specified in clauses (viii) and (ix) shall, ordinarily, be imposed and in cases of passing Railway signals at danger, one of the penalties specified in clauses (v) to (ix) shall, ordinarily be imposed and where such penalty is not imposed, the reasons thereafter shall be recorded in writing.

Provided further that in case of persons found guilty of possessing assets disproportionate to known sources of income or found guilty of having accepted or having obtained from any person any gratification, other than legal remuneration, as a motive or reward for doing or forbearing to do any official act, one of the penalties specified in clauses (viii) or (ix) shall ordinarily be imposed and where such penalty is not imposed, the reasons therefore shall be recorded in writing.

[2] What does not amount to penalty within the meaning of Rule 6 of D&A R?

The following shall not amount to a penalty within the meaning of rules under Rule 6 of D & AR, namely:-

- (i) withholding of increments of pay of a Railway servant for failure to pass any departmental examination in accordance with the rules or orders governing the service to which he belongs or post which he holds or the terms of his appointment
- (ii) stoppage at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;
- (iii) non-promotion of a Railway servant, whether in a substantive or officiating capacity, after consideration of his case, to a Ser4vice grade or post or promotion to which he is eligible;
- (iv) reversion of a Railway servant, officiating in higher service, grade or post to a lower service, grade or post, on the ground that he is considered to be unsuitable for such higher service grade or post, or on any administrative ground unconnected with his conduct;
- (v) Reversion of a Railway servant. Appointed on probation to any other service, grade or post to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;
- (vi) replacement of the services of a Railway servant, whose services had been borrowed from any other Ministry or Department of the Central Government or a State Government or an authority under the control of the Central Government or State Government, at the disposal of the Government or the authority from which the services of such Railway Servant had been borrowed;
- (vii) compulsory retirement in accordance with the provisions relating to his superannuation or retirement;
- (viii) termination of the services
 - (a) of a Railway servant appointed on probation, during or the end of the period of his probation, in accordance with the terms of his appointment of the rules and orders governing such probation; or
 - (b) of a temporary Railway servant in accordance with rule 301 contained in volume 1 of the Indian Railway Establishment Code (Fifth Edition, 1985) or
 - (c) of a Railway servant employed under an agreement, in accordance with the terms of such agreement;
- (ix) discharge of Railway Servants-
 - (a) for inefficiency due to failure to conform to the requisite standard of physical fitness;
 - (b) On reduction of establishment.

MAJOR PENALTY... Clause (vi) of Rule 6 of D& AR---Its effect on seniority

Reduction to lower time scale of pay, grade, post or service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the Railway Servant during such specified period to the time scale of pay, grade, post or service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period.....

- [a] the period of reduction to time scale of pay, grade, post or service shall operate to postpone future increments of his pay, and if so, to what extent; and
- [b] the Railway Servant shall regain his original seniority in the higher time scale of pay, grade, post or service. "..... [as modified vide CPO/SC Ser Cir No. 120/2011]

Reduction to a lower service, grade or post, or to a lower time-scale

[Para 322 of IREM-I'89

A]	Where the order imposing penalty for reduction does not specify the period of reduction and there is coupled with it an order declaring the railway servant permanently unfit for promotion, the question of re-promotion or determination of seniority will obviously not arise.
B]	Where the period of reduction is not specified in the order imposing the penalty of reduction, the railway servant should be deemed to be reduced for an indefinite period, i.e., till such date as, on the basis of his performance subsequent to the order of reduction, he may be considered fit for promotion. On re-promotion, the seniority of such a railway servant should be determined by the date of re-promotion. In all such cases, the person loses his original seniority in the higher service, grade or post in entirety. The seniority of such a railway servant should be determined by the date of re-promotion without regard to the service rendered by him in such service, grade or post prior to his reduction.
C]	In cases where the penalty of reduction to a lower service, grade or post or lower time-scale is for a specified period, the employee concerned should be re-promoted automatically to the post from which he was reduced. The seniority in the original service, grade or post or time-scale should be fixed in such cases as follows: –
	[I] In cases where the reduction is not to operate to postpone future increments, the seniority of the railway servant should be fixed in the higher service, grade or post or the higher time-scale at which it would have been but for his reduction.
	[II] Where the reduction is to operate to postpone future increments, the seniority of the railway servant should be fixed by giving credit for the period of service rendered by him in the higher service, grade or post in higher time-scale prior to his reduction.

When one is reduced from a higher grade, or class to a lower grade, whether for a specified period or indefinitely, his seniority in the lower grade shall be fixed with reference to his position which he would have been entitled to but for his promotion to the higher grade or class from which he is reduced.

Please see the following table

Reduction on Permanent basis 322 [ii] [a] IREM	Reduction where period not specified 322 [ii] [b] IREM	Reduction for specified period	
		WITHOUT Cumulative effect 322 [ii] [c] [I] IREM	WITH Cumulative effect 322 [ii] [c] [II] IREM
No re-promotion	Promotion when found suitable	To be re-promoted on completion of penalty period in both the cases.	
Hence fixing seniority does not arise.	Seniority from the date of re-promotion with no wightage of previous service	No loss of seniority	Seniority shall be fixed by giving credit for the period of service rendered in the higher grade.

In all the cases, the seniority in the lower grade shall be fixed with reference to his position which he would have been entitled to but for his promotion to the higher grade or class from which he is reduced.

Clarified that:-

- > **The directions on seniority and pay are two separate ones and have to be passed independent of each other.** E.g., [a] the authority imposing the penalty may order that the penalty will have the effect of postponing the future increments in the higher grade on restoration, but will not affect his seniority in the higher grade or post and vice versa. [b] Like wise, the authority imposing the penalty may order that the penalty will have effect on both the seniority and pay of the railway servant or [c] that the penalty will have no effect either on seniority or pay of the railway servant in the higher grade or post on his restoration to the higher grade or post. **However, in each case these two directions should be distinct and unambiguous.** Where the authority imposing the penalty has not passed any specific directions regarding seniority or pay or both, it will be held that the penalty will have no effect on seniority or increments or both, as the case may be, as laid down in Board's letter of 22.02.1974 [SC 33/74].

Further, the railway administrations should also discontinue the practice, if any, on their system of using the terms 'cumulative or recurring' effect in the orders imposing the penalty of reduction to lower grade or post for a specified period as these terms are liable to mis-interpretation by the authorities responsible for implementing these penalties. **[Bd's letter Dt. 28.11.2002, RBE No 217/2002, SC No 242/2002]**

When a Railway servant may be placed under suspension?

A railway servant may be placed under suspension-

- 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 offense, is under investigation, inquiry or trial.

What is deemed suspension? What are the provisions for deemed suspension?

Deeming a railway servant to have been kept under suspension retrospectively can be termed to be 'DEEMED SUSPENSION'

A railway servant shall be deemed to have been placed under suspension by an order of the competent authority-

- a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty eight hours;
- b) with effect from the date of his conviction, if in the event of a conviction for an offense, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.....5 (2) of RS (D&A) Rules

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a railway servant under suspension, is set aside in appeal or on revision and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.....5 (3) of RS (D&A) Rules

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a railway servant, is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement, was originally imposed, the railway servant shall be deemed to have been placed under suspension by the competent authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.5 (4) of RS (D&A) Rules

What is meant by subsistence allowance? What deductions are permissible from subsistence allowance?

The amounts payable during suspension/ deemed suspension under Rule 1342-R-II [FR 53] or 1343-R-II [FR 54] or 1344-R-II [FR 54 A] can be termed subsistence allowance.

Payments during Suspension / Deemed Suspension

The pay and allowance payable during the suspension is regulated under Rule 1342-R-II (FR 53). Under this rule, a Railway Servant under suspension or deemed to have been placed under suspension by an order of the competent authority shall be entitled to the following payments, namely: -

- (a) **Subsistence allowance:** - A Subsistence allowance at an amount equal to the leave salary which the Railway Servant would have drawn if he had been on leave on half average pay or on half pay;
- (b) **DP/DA:** - In addition, DP / DA / ADA, if admissible, on the basis of such leave salary;
- (c) **Compensatory Allowance:** -Any other compensatory allowances admissible from time to time on the basis of pay which the Railway Servant was in receipt on the date of suspension, subject to the fulfillment of other conditions laid down for the draw of such allowances;

Note (1) DP/DA/ADA shall be computed on the quantum of Subsistence Allowance whereas compensatory allowances are computed on the basis of pay drawn on the date of suspension and not on the quantum of subsistence allowance,

Note (2) No payment as detailed above shall be made unless the Railway Servant furnishes a certificate that he is not engaged in any other employment business, profession or vocation in the prescribed format (viz., S F – III).

Provided that in the case of a Railway Servant dismissed, removed or compulsory retired from service, who is deemed to have been placed under suspension or the orders of suspension is deemed to have continued from the date of such dismissal or removal or compulsory retirement, under sub-rule (3) or sub-rule (4) of Rule 5 of Railway Servants (Discipline & Appeal) Rules, 1968 and who fails to produce such a Certificate for any period or periods which he is deemed to be placed under suspension or the orders of suspension is deemed to have continued, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods fall short of the amounts of subsistence allowance and other allowances that would otherwise be admissible to him. If his earnings are equal to or more than the subsistence allowance admissible to him, he will not be paid anything.

Note (3) In the case of Running staff under suspension, 30 % of basic pay shall be taken into account for calculating Subsistence allowance.

Running Staff while under Suspension: -

[i]	In the case of Running staff under suspension, 30 % of basic pay shall be taken into account for calculating Subsistence allowance.	E (P&A) If- 81 / RS 6 dt. 13.03.1984
[ii]	When under suspension and required to attend Courts or inquiries may be granted Traveling Allowance as for other employees under R-I	
[iii]	When not under suspension and required to attend Courts or inquiries will be entitled to Allowance in lieu of Kilometer age, irrespective of the outcome of the inquiry	

Note : Cases of Payment of allowance in lieu of kilometer age (ALK) to running staff for periods of suspension eventually treated as duty for all purposes (**Please see RBE No 49/2002, CPO/SC's SC No 68/2002 & SC 21//2003**).

Deductions from Subsistence Allowance

The following deductions can be made from the subsistence allowance:

- (a) **Compulsory Deductions:**
- (i) Income Tax where due.
 - (ii) House Rent and allied charges i.e., electricity charges, Water charges.
 - (iii) Station debits, stores debits, workshop debits.
 - (iv) Hospital diet charges.
 - (v) Doctors fee under contract system.
 - (vi) Recovery towards advances and loans taken from Government.
- (b) **Optional Deductions:** (which may not be recovered except with the written consent of the suspended employee)
- (i) LIC Premia.
 - (ii) Subscription of Railway Institutes and Clubs.
 - (iii) Co-operative dues.
 - (iv) Refund of SBF/PF Loans.
 - (v) School fees.
- (c) **Prohibited Deductions:** (which cannot at all be made)
- (i) Subscription to GPF.
 - (ii) Amounts due on court attachments.
 - (iii) Recovery of loss to Govt. for which the Railway Servant is responsible until the issue of formal order fixing responsibility for the loss.

Review of quantum Subsistence Allowance

During Suspension / Deemed Suspension

(a) **Review of quantum Subsistence Allowance.** From 23.10.1979 [SC 172/1979] where the period of suspension exceeds 3 months (*Note: - prior to 23.10.79 it was 6 months*) the authority, which made or is deemed to have made the order of suspension, shall be competent to vary the amount of subsistence allowance (**INCREASE or DECREASE**) for any period subsequent to the period of the first 3 months as follows: -

(May INCREASE on Review) -the amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the period of the first three months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the Railway Servant;

(May DECREASE on Review) -the amount of subsistence allowance may be reduced by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of the first three months, if in the opinion of the said authority, the period of suspension has been prolonged, due to reasons, to be recorded in writing, directly attributable to the Railway Servant;

Note: -The rate of DP/DA/ADA will be based on the increased or decreased amount of subsistence allowance, as the case may be, admissible under sub-clauses (i) and (ii) above.

(b) Review of Subsistence Allowance - Cases of Deemed Suspension – CAT Judgment [S C Rly BZA Case]

In the context of review of subsistence allowance after a period of THREE MONTHS it has been held that where a person is kept under deemed suspension, the Competent Authority can vary the subsistence allowance subsequent to the period of the first three months from the date of order of deemed suspension and not from the date of suspension.

The detailed views of CAT / HYB in this regard are contained in CP No.38 / 93 in MA No 674/92 in OA No. 37 / 91 [sri A.K.JILANI Vs DME / Loco / SCR/BZA Division] **(SC 65/1994)**

(c) Second / subsequent review of quantum Subsistence Allowance

- i. Though the proviso to Rule 1342(1) (a)/FR 53(1) (a) RII does not specifically provide for a second or subsequent review, there is no objection to such review(s) being made by the competent authority. Such authority shall be competent to pass orders to increase or decrease the rate of subsistence allowance up to 50% of the amount of the subsistence allowance initially granted, according to the circumstances of each case. A second or subsequent review can be made at any time at the discretion of the Competent Authority.
- ii. It is permissible to reduce the amount of subsistence allowance once increased on the basis of the first review up to 50% of the amount of the subsistence allowance initially granted, if the period of suspension has been prolonged for reasons directly attributable to the Railway Servant i.e., by his adopting dilatory tactics. Similarly, in a case where the amount of subsistence allowance has been reduced after the first review, the same can be increased up to 50% of the amount initially granted, if the period of suspension has been prolonged for reasons not directly attributable to the Railway Servant and the Railway Servant has given up dilatory tactics.

(No. F (E) 66-SPN/1/1 of 21-8-66).

(d) Timely payment of Subsistence Allowance / Ex-parte proceedings during Suspension

The Supreme Court, in the case of Ganshyam Das Srivastava vs State of Madhya Pradesh (AIR-19730SC-1183), had observed that where a Government Servant under suspension pleaded his inability to attend the enquiry on account of financial stringency caused by the non-payment of subsistence allowance to him the proceedings conducted against him ex-parte would be in violation of the provisions of Article 311(2) of the Constitution as the person concerned did not receive a reasonable opportunity of defending himself in the disciplinary proceedings. Keeping in view the fact that, by its very nature, subsistence allowance is meant for the subsistence of a suspended Government Servant and his family, during the period he is not allowed to perform any duty and thereby earn any salary, prompt steps have to be taken to ensure that after a Government servant is placed under suspension, he receives subsistence allowance without delay. **(No. E (D&A) 81/RG6-22 of 18-8-81).**

[5] What are the restrictions to be followed to suspended employee in respect of promotions?

During the period an employee is under suspension: -
 His name shall not be included in select list/ TT Panel [non selection post] or panel [selection post] even though he is found suitable or got selected, and his name shall be kept in a sealed cover.
 Even if he is already borne on select list/ TT Panel [non selection post] or panel [selection post] prior to his placement under suspension, promotion will be withheld till revocation of suspension.

[6] What are the steps to be taken to keep the number of employees in control under the suspension

Review of Suspension or Deemed Suspension

[6] Notwithstanding anything contained in sub-rule [5], an order of suspension made or deemed to have been made under sub-rule [1] or sub-rule [2] of this rule shall not be valid after a period of ninety days unless it is extended after review in the manner provided in sub-rule [7] of this rule, for a further period before expiry of the ninety days

*Rule 5[6]
of
RS
(D&A) Rules*

[7] The review of an order of suspension shall be done by the authority which is competent to modify or revoke the suspension, on the recommendation of the review committee constituted for the purpose, and such competent authority shall pass orders either extending or revoking the suspension before the expiry of ninety days from the date of order of suspension. Subsequent reviews shall be made before the expiry of the extended period of suspension. Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time.

*Rule 5[7]
of
RS
(D&A) Rules*

Note: Sub-Rule (6) & (7) of Rule 5 of RS (D&A) Rules are inserted vide Board's Letter No. E (D&A) 2004 RG 6-8 dated 18.07.2006, RBE No 94/2006, CPO/SC's SC No 114/2006

[7] What are the entitlements to suspended employee and [8] What are the restrictions on the suspended employee?

Entitlements to suspended employee

(a)	Subsistence Allowance	During the period of suspension a suspended employee is entitled to the payment of subsistence allowance at an amount equal to the leave salary which the Railway Servant would have drawn if he had been on leave on half average pay or on half pay;
(b)	DP/DA	In addition, DP / DA / ADA, if admissible, on the basis of such leave salary;
(c)	Compensatory Allowance	Any other compensatory allowances admissible from time to time on the basis of pay which the Railway Servant was in receipt on the date of suspension, subject to the fulfillment of other conditions laid down for the drawl of such allowances; Note: - DP/DA/ADA shall be computed on the quantum of Subsistence Allowance whereas compensatory allowances are computed on the basis of pay drawn on the date of suspension and not on the quantum of subsistence allowance.....The quantum of subsistence allowance may be increased or decreased by 50% on review after 3 months. The payment of subsistence allowance shall be paid in time., on productions of certificate that he is not engaged in any other employment business, profession or vocation in the prescribed format (viz., S F – III).
(d)	C E A	Entitled for the grant of Children Education Allowance or Hostel subsidy, as the case may be.
(e)	TA/DA	TA/DA will be paid while giving evidence in court or attending DAR inquiry at a place away from his Headquarters.
(f)	PLB	No PLB would be admissible in respect of the period of suspension. The question of admissibility of PLB for the period of suspension should be decided after a decision has been taken to regularize the period of suspension as duty or leave, as the case may be, which would qualify as duty for payment of bonus. Bd' s Lr. No. E [P&A] II-83/ PLB/ 5 of 30.07.1983.... SC 113/1983 & SC 38/2002.

(g)	Rly Qrs	Entitled for the retention of Railway Quarters during the period of suspension
(h)	Defence Asst	May act as Defence Assitant and while acting as Defence Helper will be entitled all facilities such as Duty pass, TA/DA for the stay outside Hqrs etc
(i)	Union activities	May be elected as office bearer of a union May participate in PNM etc meetings
(j)	Departmental Tests/ Promotions	May be allowed to appear for Departmental Examinations [selection / non-selection/ TT] but only the result will be kept in abeyance till the proceedings are completed. May not be promoted till finalization, even if borne on a panel/ select list
(k)	Pass/ PTO	Entitled to Pass/ PTO s with certain restrictions Passes: - GM in respect of Gazetted officers may permit to issue Privilege passes not exceeding 50% of entitlement (No pass, if already availed more than half the number due)....similarly DRM may permit to issue one set to Non-gazetted (No pass, if one set of pass remains to his credit) PTO s: - TWO sets of PTO s reduced by the number of PTO s already availed.
(l)	PF	May draw withdrawals/ advance from PF
(m)	Advances	Not eligible to draw any advance, except HBA with collateral security

Restrictions on the suspended employee

(a)	Pass/ PTO	An employee under suspension is subject to all other conditions of service applicable generally to Railway Servants and cannot leave the station without prior permission. As such, the Headquarter of a Railway Servant should normally be assumed to be his last place of duty. An employee under suspension is not required to attend to his work but he cannot leave his Headquarters without prior permission of the Competent Authority. There is, however, no question of his giving daily attendance and marking his presence..... Passes and PTOs may be granted to Railway Servants under suspension in exceptional circumstances and not as a matter of course when the Railway Servant is permitted to leave the station by an authority not lower than that which suspended him. Passes: - GM in respect of Gazetted officers may permit to issue Privilege passes not exceeding 50% of entitlement (No pass, if already availed more than half the number due)....similarly DRM may permit to issue one set to Non-gazetted (No pass, if one set of pass remains to his credit) PTO s: - TWO sets of PTO s reduced by the number of PTO s already availed. Note: in case the suspended employee is not permitted to leave the Hqrs., Passes within the prescribed limits may be issued to family/ dependent members. RCP: No RCP will be given during suspension
(b)	Forwarding of applications	Applications of such Railway Servants who are under suspension should not be forwarded, for any assignment scholarship, fellowship, training etc.,
(c)	VR/ Resignation	Employees under suspension.....it would not be correct to accept resignation or VR from an officer under suspension
(d)	Leaving Hqrs	Employees under suspension can not leave Headquarters
(e)	Leave/ Sick	Employees under suspension are not entitled for the grant of any kind of leave including sick leave. In case he reported sick, he can be provided with medical aid, but shall not kept under sick list
(f)	Promotion, increments	May be allowed to appear for Departmental Examinations [selection / non-selection/ TT] but only the result will be kept in abeyance till the proceedings are completed. Suspension is a bar for consideration of promotion and shall not be promoted till finalization, even if borne on a panel/ select list During suspension increments also will not be granted.

[9] To whom the suspension or revocation orders to be served

The orders of suspension or revocation of suspension should be served to the employee concerned. No orders should be issued orally or telephonically. In case of exceptional circumstances if such orders to be intimated orally or telephonically, written orders must be followed immediately to avoid any misapprehension. The supervisor concerned under whom the said employee is working must serve the order in writing and obtain clear acknowledgement and should also make intimation of the event to all concerned in the jurisdiction.

SCHEDULE-II...

[As revised under RBE 10/2011...CPO/SC Ser Cir No 14/2011]

(See Rule 4 and Sub-Rule (2) of Rule-7)

Schedule of Disciplinary Powers and Powers of Suspension of different grades of Railway Officers and Senior Supervisors in respect of Non-Gazetted Staff of Zonal Railways, Chittaranjan Locomotive Works, Diesel Locomotive Works, Integral Coach Factory, Rail Wheel Factory, Metro Railway (Kolkata), Diesel Loco Modernisation Works (Patiala), Rail Coach Factory (Kapurthala), Railway Electrification Projects and Metropolitan Transport Projects (Railways).

Sl. No.	Authority empowered to place a Railway Servant under suspension or to impose penalties under Rule-6	Class of Railway Servants over whom disciplinary powers can be exercised	Nature of penalties mentioned in Rule-6 which the authorities specified in Column-2 is empowered to impose on Railway Servants mentioned in corresponding entries in Column-3 and powers of that authority to place them under suspension	Appellate Authority
1	2	3	4	5
1.	Senior Supervisors Incharge with Grade Pay of ₹ 4200 and above (described as Supervisors Incharge by the Railway Administration for this purpose)	All Staff who are three grades (Grade Pay) below and lower than the Disciplinary Authority.	Penalties specified in clauses (i) to (iv) (no such power can be exercised where inquiry under sub-rule (2) of Rule-11 is required) and suspension subject to report to Divisional Officer or Assistant Officer In charge within twenty four hours in the case of Group-`C` staff.	Assistant Officers (Junior Scale and Group-`B` Gazetted).
2.	Assistant Officers (Junior Scale) and Group-`B` (Gazetted).	All staff with Grade pay of upto and including ₹ 2400/-.	Penalties specified in clauses (i) to (v) and suspension. Also penalty specified in clause (vi) on staff with Grade Pay of up to and including ₹ 1650/- only.	Senior Scale Officers and Assistant Officers (Junior Scale and Group-`B` (Gazetted) holding independent charge).
3.	Senior Scale Officers and Assistant Officers (Junior Scale and Group-`B` (Gazetted) holding independent charge).	All staff with Grade pay of upto and including ₹ 2800/-.	Penalties specified in clauses (i) to (vi) and suspension.	Junior Administrative Grade Officers and Senior Scale Officers holding independent charge of incharge of a Department in the Division.
4.	Junior Administrative Grade Officers and Senior Scale Officers holding independent charge of incharge of a Department in the Division.	All classes of Non-Gazetted Staff.	Penalties specified in clauses (i) to (vi) and suspension.	Additional Divisional Railway Managers in relation to the Departments attached to them or Divisional Railway Managers.

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Sl. No.	Authority empowered to place a Railway Servant under suspension or to impose penalties under Rule-6	Class of Railway Servants over whom disciplinary powers can be exercised	Nature of penalties mentioned in Rule-6 which the authorities specified in Column-2 is empowered to impose on Railway Servants mentioned in corresponding entries in Column-3 and powers of that authority to place them under suspension	Appellate Authority
1	2	3	4	5
5.	Additional Divisional Railway Managers in relation to the Departments attached to them or Divisional Railway Managers.	All classes of Non-Gazetted Staff.	Penalties specified in clauses (i) to (vi) and suspension.	Senior Administrative Grade Officers in the Zonal Railways' Head Quarters in Pay Band-4 with Grade Pay ₹ 10,000/- including Principal Heads of Departments in Pay Band-4 with Grade Pay ₹ 12,000/-.
6.	Senior Administrative Grade Officers in the Zonal Railways' Head Quarters in Pay Band-4 with Grade Pay ₹ 10,000/- including Principal Heads of Departments in Pay Band-4 with Grade Pay ₹ 12,000/-.	All classes of Non-Gazetted Staff.	Penalties specified in clauses (i) to (vi) and suspension.	Additional General Managers in relation to Departments attached to them or Chief Administrative Officers or General Managers.
7.	Additional General Managers in relation to Departments attached to them or Chief Administrative Officers or General Managers.	All classes of Non-Gazetted Staff.	Penalties specified in clauses (i) to (vi) and suspension.	Railway Board.
8.	Railway Board.	All classes of Non-Gazetted Staff.	Penalties specified in clauses (i) to (vi) and suspension.	President.

Note:

- 1) An Appointing Authority or an authority of equivalent rank or any higher authority shall be competent to impose penalties specified in clauses (vii), (viii) and (ix) of Rule-6.
- 2) Where the post of appellate authority as shown in column-5 is vacant, then, in that case, the next higher authority shown in the row just below that authority shall be the appellate authority.
- 3) The appointing authority or an authority of equivalent rank or any higher authority who is competent to impose the penalty of dismissal or removal or compulsory retirement from service, may also impose any lower penalty.

Standard forms (D & A Rules).... A few among many

Order of suspension under Rule 5 (1)	SF - 1
Order of deeming a railway servant under suspension under Rule 5 (2)	SF - 2
Certificate to be furnished by suspended official under Rule 2043 (I) – R-II	SF - 3
Order of revocation of suspension under Rule 5 (5) (c)	SF - 4
Charge sheet for major Penalty	SF - 5
Refusing of Permission to inspect documents	SF - 6
Appointment of Inquiry/ Board of Inquiry	SF - 7
Appointment of Presenting officer	SF - 8
Disciplinary Action in common proceedings	SF - 10
Appointment of Enquiring Authority in common proceedings	SF - 10 (a)
Appointment of Presenting officer in common proceedings	SF - 10 (b)
Memorandum of charge for imposing minor penalties	SF - 11
Charge sheet for initiation of Minor penalty proceedings in cases where Disciplinary Authority decides to hold the inquiry under Rule 11 (1) (b)/ 11 (2)	SF - 11 (b)
Taking disciplinary action for minor penalty where charge-sheet for major penalty was initially issued.	SF - 11 (c)