

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

*Sub: Departmental Selections -System Improvement.*

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

I. Initiation of selections:

- a. Divisions /Units shall take immediate action to form a full-fledged Selection Cell to take care of all issues connected to selections.
- b. As regards selections conducted in Headquarters, the selections should be monitored by SG/JA Grade Officers controlling the respective cadres.
- c. However, after issue of the panel, the files can be handed over to the concerned Cadre Officers for further maintenance.

I. Printing of answer scripts:

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

II. Custody of answer scripts:

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

IV. Nomination of officer to conduct written examination:

- a. The Cadre Officer on the Headquarters /Division/ Workshop who is not a member of the selection board shall only code / decode the answer booklets and shall be responsible for the conduct of departmental examinations.

- b. In respect of Units where no personnel officer is available, an officer in Asst. or Junior or Senior scale /JAG controlling the cadre should conduct the examination and code/decode the answer booklets.
- c. The original covers in which the question papers/ evaluated answer books were received from the paper setting officer / evaluating officer should be preserved in the selection file duly allocating folio numbers.

V. Use of seal in the answer scripts:

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

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

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

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

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

This issues with the approval of CPO.

Encl: as above.

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Selection procedure – Points for checking

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

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All HODs/DRMs,CWMs Sr.DPOs/WPOs,  
Dy.CE/EWS/LGD Dy.CMM/G&S/MFT,  
Dy.CSTE/S&T/MFT P/ZRTI/MLY, STC/LGD,  
RDC/LGD Chief Cashier.

*Sub: Imposition of penalties under RS(D&A)Rules and implementation of the punishment thereof - System improvement.*

Railway employees found guilty of any act or omission, failing to abide by the Railway Services (Conduct) Rules, 1966 are liable to be taken up under RS(D&A)Rules,1968 and punishments as listed in Rule 6 imposed by the respective authorities depending upon the gravity of the misconduct. Extant rules provide that the punishments imposed on the delinquent employees including those arising out of Vigilance investigation are entered in the Service Register of the employee concerned and penalty implemented.

During the preventive checks undertaken by the Vigilance department on the establishment units at Hqrs./Divisions/Units, it was observed that the punishments imposed on employees are not implemented or implemented partially by the dealing staff. In some cases annual increments are allowed during the implementation of the penalty of withholding of increments/reduction of pay.

Vigilance department also pointed out that in the present system, it has become difficult to know the number of DAR cases finalized/pending in a Division/Unit at a given point of time. The department dealing with the disciplinary cases should adopt a system to monitor progress of the disciplinary cases [both major and minor ] in order to identify the stage where delay takes place.

In order to have a monitoring system that facilitates control over the implementation of penalties imposed under D&A rules, the divisions/units/offices should adopt the following system improvement with effect from 1.1.2016.

1. Unique File Name for easy identification/quantification: The D&A section of the department shall start allotting a unique number for the file/memoranda/ orders issued in a disciplinary case, from the issue of suspension order to the issue of penalty order. This numbering can be in the following mode covering both Vigilance and Non-Vigilance cases, on a running number basis for the disciplinary cases initiated/finalized by the disciplinary authorities. The existing file numbers in use under single file system can have the following extension.

Divn/Dept/Non-Vig/SF5/Running No./Year Divn/Dept/Non-Vig/SF11/Running No./Year Divn/Dept/Vig/SF 5/Running No./Year Divn/DeptA/ig/SF11/Running No./Year

For example in an Engineering [Works] department of SC Division the following will be the number:

SC/Engg (Works)/Vig/SF5/01/2016

The code of the department can be stream specific in case a particular department has more than one stream like Mech(Rng), Mech(C&W), Mech(Dsl), Elect(TRD), Elect(TRS),Elect(M) etc., The above numbering enables easy quantification of the D&A cases dealt with by a department at a given point of time in a year.

2. Imposition of the penalty: The Disciplinary authority, before imposing the punishment, should take into account the pay being drawn, the date of retirement and other relevant details pertaining to the proposed punishment.
3. Entry of the penalty order in the Service Register: After finalization of the Disciplinary case, the respective disciplinary authority should ensure recording of the penalty in Red ink and attest the same. The penalty order should also contain the PF/NPS number of the employee. The DA should also ensure that the penalty order is delivered under clear acknowledgement to Cadre Officer, SR & Bills section, bill passing section of the associate accounts which shall be received by the Ch.OS/SSO in-charge of the section respectively.
4. Role of SR Section : On receipt of the penalty advice, the Ch.OS/ in-charge of the SR Section should file a copy of the same in the file exclusively maintained by him/her and ensure

implementation of the penalty for the period indicated in the penalty order and not discontinued midway unless the same is modified on appeal/revision. Both the dealing OS/Clerk and the Ch.OS/in-charge shall ensure that the penalty is implemented fully by resorting to periodical checks with the Bills section particularly at the time of allowing annual increments.

5. Bills Section : On receipt of the penalty advice from the D&A section of the department, the Ch.OS/in-charge of the Bills section files the same in the file exclusively maintained by him/her and get it notified by the dealing OS/Clerk. The dealing OS/clerk shall maintain a register in which the details of penalties are recorded for close monitoring of its implementation. The penalty once given effect should continue till its completion and not discontinued unless the same is modified on appeal/revision.

Failure to comply with the above instructions will render the Ch.OS' of SR Sections, Bills Sections and SSOs of Bill passing sections of associate Accounts and the respective dealing clerks/Accounts clerks liable for disciplinary action. It should be noted that this is one of the thrust areas for Vigilance checks.

The above instructions should be followed scrupulously without any deviation.  
This issues with the approval of CPO.

Sd/-  
[Sunil K. Jyoti]  
Dy.CPO/HRD  
For Chief Personnel Officer