



No. P[R]227/XVII

 All HODs/DRMs, CWMs  
 Sr DPOs/WPOs, Dy CE/EWS/LGD  
 Dy CMM/G&S/MFT, Dy CSTE/S&T/MFT  
 P/ZRT/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/Dept/Vig/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

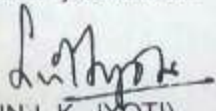
The code of the department can be stream specific in case a particular department has more than one stream like Mech(Rng), Mech(C&W), Mech(Dsl), Elect(TRD), Elect(TRS), Elect(M) etc., The above numbering enables easy quantification of the D&A cases dealt with by a department at a given point of time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

  
(SUNIL K. JYOTI)  
Dy CPO/HRD

For Chief Personnel Officer

Copy: Sr.EDPM/SC for information:

It is requested to make necessary programme in the Pay Roll system so that the details of penalty, date of effect and date of completion of the penalty are entered in the PRIME/IPAS and the same communicated to the PRIME /IPAS units on this Railway.