

I.

1. The Factories Act, 1948

1. The person or persons appointed to manage the affairs of a Factory is called Manager/Occupier.
2. In a factory, when an accident has occurred causing death, the manager shall send a notice to Chief Inspector of Factories.
3. When the manager of a factory is changed, a notice to this regard shall be sent to the Inspector of Factories within seven days.
4. In every factory, where 500 workers are ordinarily employed, the occupier shall employ the prescribed number of Welfare Officers.
5. In a factory where more than 30 women workers are ordinarily employed, a suitable room or rooms for the use of their children below 6 years old shall be provided.
6. In a factory where more than 150 workers are ordinarily employed, adequate shelters and lunch room with drinking water facility shall be provided.
7. In a factory where more than 500 workers are ordinarily employed, an ambulance room containing prescribed equipment in charge of medical/nursing staff shall be provided.
8. In a factory where more than 250 workers are ordinarily employed, a Canteen for the use of the workers shall be provided.
9. In a factory where more than 50 workers are ordinarily employed, First Aid boxes/cup boards equipped with prescribed contents shall be provided.
10. As per Factories Act, 1948 only a adult male worker wearing tight fitting clothing shall examine, lubricate or adjust the machinery in motion.
11. No woman shall be employed in Factory except between the hours of 7PM to 6 AM.
12. No adult worker shall be required to work for more than 10 days consecutively without having a holiday.
13. No adult worker shall be allowed to work in a factory for more than 48 hours in any week.
14. No adult worker shall be allowed to work for more than 9 hours in a day subject to 48 hours in a week.
15. Loco Running sheds are factories within the meaning of Factory under Factories Act, 1948. (false)

2. The Industrial Disputes Act, 1947

1. Casual workers who have attained temporary status can be terminated for their misbehavior/misconduct by giving show cause notice and DAR proceedings need not be followed. (false)
2. Railway schools and Railway training schools are not covered under the provisions of Industrial Disputes Act, 1947. (true)
3. Dispute between workmen and workmen which is connected with the employment or non-employment is called industrial dispute. (true)
4. Casual labour in Railway Projects are workmen in terms of Industrial Disputes Act,, 1947. (true)
5. Break in service involves forfeiture of all leave earned upto the day of strike.(true)
6. A workman shall be deemed to have completed one year of continuous service in the industry, if he has actually worked for not less than 240 days during a period of 12 calendar months.

3. The Minimum Wages Act, 1948

1. In fixing minimum wages VDA is always taken into consideration.
2. In Railways, minimum wages admissible to workers in a particular locality are fixed by rate ascertained from local authority/state govt concerned or in the absence of such rates, minimum wages to Rly employees in similar employment/

4. The Payment of Wages Act, 1936

1. The Payment of Wages Act, 1936 applies to the persons appointed through a Sub-contractor by persons fulfilling a contract with a Railway administration. (true)
2. The Payment of Wages Act, 1936 provides for a remedy for wages earned but not paid. (true)
3. The Payment of Wages Act, 1936 does not provide for a remedy for investigation of a dispute as to whether the employee should be retained in one job. (true)
4. The Payment of Wages Act, 1936 applies to a persons whose wages in respect of a wage period average below Rs. 6500 per month.
5. The term wages under Payment of Wages Act, 1936 include any remuneration payable under any award of a court. (true)
6. The term wages under Payment of Wages Act, 1936 include any remuneration to which the person employed is entitled to in respect of any leave period. (true)
7. Any Bonus, which does not form part of remuneration payable under the terms of employment, is not wages in terms of Payment of Wages Act, 1936? (true)
8. Wages under Payment of Wages Act, 1936 does not include mileage allowance payable to running staff. (false)
9. Normally Cashier is nominated a pay master in the divisions.
10. No Wage period shall exceed 30days/one month
11. Wages shall be paid within 7 days of the last day of the wage period in an establishment where less than 1000 are employed.
12. Wages hall be paid within10 days of the last day of the wage period in an establishment where more than 1000 are employed.
13. If the employment of any person is terminated by the employer, the wages earned by him shall be paid before 48 hours/2 days from the day on which his employment is terminated.
14. All wages shall be paid in current currency or coins..
15. The employer may pay the wages by cheque or credit the wages in a bank account after obtaining consent.
16. Fines imposed on an employee cannot be deducted from the wages. (false).
17. The total amount of deduction from wages in a wage period shall not exceed 75% in case whole or part of such deduction is made for payment to Co-operative Societies.

5. The Workmen Compensation Act, 1923

1. The Productivity Linked Bonus forms part of wages within the meaning of Workmen's Compensation Act. (false)
2. The cost of agreement, if any, so executed by dependents of deceased railway servant under Workmen's Compensation Act shall be borne by employer
3. Cost of agreement, if any, executed by surviving railway servant under Workmen's Compensation Act shall be borne by employee.
4. National Holiday Allowance is inclusive in the term wages under the Workmen Compensation Act, 1923. (true)
5. Value of clothing supplied to the staff is not wages for the purpose of compensation under Workmen Compensation Act, 1923. (true)
6. Casual Labour are governed under WC Act, 1923. (true)
7. The category of pay clerk would not fall within the definition of workman under the Workmen Compensation Act, 1923. (false)
8. Vendors/waiters employed in catering department are not covered under the definition of workman under WC Act, 1923. (false).
9. Disablement which reduces temporarily the earning capacity of a workman in any employment in which he was engaged at the time of accident resulting in disablement is called temporary partial disablement
10. Disablement which permanently reduces the earning capacity of a workman in every employment which he was capable of undertaking at the time of accident resulting in disablement is called permanent partial disablement.
11. Disablement not only reduces earning capacity of workman but incapacitates him from all work which he was capable of performing at the time of accident is called Permanent total disablement .
12. Amount of compensation payable for death resulting from the injury is equal to 40% of monthly wages multiplied by the relevant factor or an amount of Rs.20,000 whichever is more.
13. The amount of compensation payable for permanent total disablement resulting from the injury is equal to 50% of monthly wages multiplied by the relevant factor or an amount of Rs. 24,000 whichever is more.
14. Half monthly payments under WC Act shall be payable on 16th day from the date of disablement, if it lasts for a period of 28 days or more.
15. Half monthly payments under WC Act shall be payable on 4th day from the date of disablement, if it lasts for a period of less than 28 days.
16. Any payment or allowance received from employer for medical treatment is not called payment towards compensation under WC Act, 1923. (true).
17. Employer is liable to pay compensation to workman, if a personal injury is caused to the workman by accident arising out of and in course of his employment.
18. The employer shall not be liable to pay compensation in respect of an injury caused by an accident which is directly attributable to the workman under the influence of drinks/drugs at the time of accident. (true)

19. The employer shall not be liable to pay compensation in respect of an injury caused by an accident which is directly attributable to the workman under the influence of drinks/drugs at the time of accident even when such injury results in his death. (false).
20. Wilful disregard/removal of any safety guard which leads to an accident in which the workman is injured, no compensation shall be payable by the employer when such injury results in his death. (false).
21. Payment of compensation shall be made through Commissioner for WCA in respect of a workman whose injury has resulted in death.
22. Appeal against the orders of the Commissioner for Workmen Compensation shall lie to CLC/ALC if a question of law is involved.

6. Hours of Employment Regulations

1. Staff of essentially intermittent category must have a minimum of 24 hrs consecutive hours of rest in a week include a full night.
2. The staff whose daily hours of duty include periods of inaction aggregating to six hours or more are declared as essentially intermittent.
3. The intensive worker must have a minimum of 30 hours of rest in a week.
4. The rostered hours of duty of an intensive worker in a week shall be 42 hours.
5. Rostered hours of duty of essentially intermittent worker in a week shall be 60hrs/72 hrs.
6. Railway servants employed in a confidential capacity are classified as excluded
7. Asst. Surgeons, matrons, sisters-in-charge & mid-wives are classified as excluded
8. Continuous staff are allowed a period of rest of 30 hours each week.
9. Casual Labour are governed under HOER. (true)
10. In calculating the period of overtime, fraction of an hour less than 30 minutes shall be dropped. (false).
11. Principles of averaging will not apply to Running staff. (false)
12. Principles of averaging will apply to shift workers. (true)
13. The period of averaging will be two weekly in case of EI workers other than C class gatemen, caretakers of rest houses and saloon attendants etc.,
14. In case of C class gatemen, Care takers of rest houses & saloon attendants classified as Essentially Intermittent, the period of averaging shall be one week
15. No leave reserve shall be provided for staff in Railway schools. (true).
16. In the category of Permanent Way Inspectors the leave reserve shall be 16-2/3%
17. The weekly rest for essentially intermittent staff shall be 24 continuous hours in a week including one full night in bed.
18. When an employee work overtime beyond statutory limits, the payment of OT will be made two times the ordinary rate of pay.
19. Periodical rest under HOER cannot be spread over two calendar days. (say true or false)
20. The staff excluded are eligible for night duty allowance. (false)

7. Railway Servants (Discipline & Appeal) Rules, 1968

1. The Railway servants (Discipline & Appeal) Rules came into force on 01-10-68
2. SF-I form is used for placing a Railway employee under suspension.
3. Suspension is a penalty under D&A Rules, 1968. (false)
4. S.F.3 form is used for revocation of suspension.
5. S.F.11 form is used for imposition of minor penalty.
6. S.F.5 form is used for imposition of major penalty.
7. S.F.7 form is used for nomination of Inquiry Officer.
8. S.F.8 form is used to appoint a presenting officer.
9. Subsistence allowance is equal to leave salary, which the employee would have drawn had he been on LHAP.
10. In case the suspension period is prolonged beyond three months for reasons not attributable to the employee, the subsistence allowance may be increased by an amount not exceeding 50% of subsistence allowance.
11. In case the suspension period is prolonged beyond three months for reasons attributable to the employee, the subsistence allowance may be decreased by an amount not exceeding 50% of subsistence allowance.
12. A retired Railway servant can act as a defense helper (true)
13. Retired Railway servants cannot act as defense helper in more than 7 cases at a time.
14. The defense helper should be from the same Railway as that of the delinquent employee. (true)
15. An official of a recognized trade union may assist in more than three pending disciplinary cases. (true)
16. Termination of an employee on reduction of establishment is a penalty under D&A Rules, 1968. (false)
17. Withholding of increments for failure to pass any departmental examination is not a penalty under D& A Rules, 1968. (true).
18. Reversion of a Railway servant officiating in higher service on the ground that he is considered to be unsuitable for such higher grade is a penalty under D&A Rules, 1968. (false)
19. No appeal lies against any order of an interlocutory nature or of the nature of step-in-aid of the final disposal of a disciplinary proceedings.
20. Appeal lies against the order of suspension. (say true or false)
21. Any order interlocutory in nature passed by the inquiry can be appealed against. (false)
22. While disposing of an appeal, the appellate authority can order re-appointment of the delinquent employee. (false).
23. No appeal shall be entertained unless preferred within 45 days.
24. The period of 45 days for preferring an appeal is reckoned from the date of receipt of penalty order by C.E
25. The appeal against an order of the disciplinary authority can be preferred by the appellant in his own name. (true)
26. The appeal shall be preferred to any higher authority than the disciplinary authority. (false)
27. The appeal shall not contain any disrespectful/improper language

28. No order imposing/enhancing a penalty shall be made by any revising authority unless the Railway Servant concerned has been given show cause notice against the penalty proposed.
29. No proceeding for revision shall be commenced until after the expiry of the period of limitation for appeal
30. No proceeding for revision shall be commenced until after disposal of the appeal preferred.
31. Rule 25.A of the RS(D&A) Rules deal with Review.
32. Every order or notice under RS (D&A) Rules, 1968 shall be served in person on the Railway servant concerned or communicated to him by Registered post with Acknowledgement due.
33. An authority not lower than Appointing Authority shall impose the penalties of dismissal/Removal/Compulsory retirement.
34. While putting up the case to revision authority, the authority competent thereto can suggest the specific penalty to be imposed. (false)
35. If DRM functions as Disciplinary/Appellate authority, PHOD/AGM shall be the appellate/revision authority.
36. The disciplinary proceedings should be closed immediately on the death of the charged employee. (say true).
37. Fact finding/Preliminary inquiry is ordered, if necessary, to find out prima facie whether there is any case under DAR.
38. Disciplinary Authority decides to conduct inquiry either by himself or by nominating inquiry officer or by nominating Board of inquiry.
39. Inquiry authority fixes the date for inquiry and advises the charged employee.
40. The inquiring authority may refuse the request of the delinquent employee for documents, if they are not relevant to the case.
41. The inquiring authority may refuse the request of the delinquent employee for documents, if they would be against public interest or if they are not relevant to the case.
42. The inquiring authority, where it is not itself the Disciplinary Authority shall forward to the disciplinary authority the records of inquiry.
43. Charges framed against a delinquent employee should not be ambiguous . They should be specific and definite to convey exact nature of the alleged misconduct.
44. The disciplinary authority cannot impose major penalty without conducting enquiry proceedings subject to the exceptions given under Rule 14 of the RS(D&A) Rules, 1968.
45. If no presenting officer is appointed, Inquiry authority will perform the functions of the presenting officer in an inquiry.
46. A railway servant on leave preparatory to retirement cannot be nominated as a defence counsel. (false).
47. The trade union official nominated as defence counsel should be a member of the recognized trade union for at least one year period at the time of nomination.
48. If no presenting officer is nominated, inquiry officer will commence the proceedings by reading out the articles of charge.
49. If no presenting officer is nominated, the charged employee will examine and re-examine the prosecution witnesses.
50. What is the time limit for submission of written statement of defence by the delinquent railway servant?- 10 days.

51. If the documents cited in the charge sheet are not enclosed to it at the time of serving the same, it shall lead to procedural lapse. (true).
52. What is the time limit allowed for the delinquent employee for completion of inspection of the documents-10 days
53. Show cause notice is necessary before imposing minor penalty after dropping the major penalty proceedings. (true)
54. Recognized trade union official can assist a gazetted railway servant to present his case before the inquiring authority. (false).
55. The trade union official who assists the delinquent employee in an inquiry should take nominal fees only. (false)
56. A legal practitioner can act as a defence assistant. (false)
57. If IO/PO authority is a legal practitioner, the defence assistant can also be a legal practitioner.
58. The ten days time allowed for submission of the written statement may be extended by the D.A authority, if he satisfies that there is enough justification to do so.
59. In case the alleged charge is assault, FIR filed in the police station can be one of the relevant documents to be attached to the charge sheet.
60. In case the alleged charge is unauthorized absence, Attendance Register can be one of the listed documents.
61. If the charge is unauthorized absence, Section Incharge of the D.E. can be one of the witnesses.
62. A railway servant under suspension can be granted leave. (false)
63. A railway servant under suspension can be given One sets of privilege passes in a calendar year at the discretion of the authority not lower than DRM.
64. A railway servant under suspension can be given one set of privilege pass in a calendar year at the discretion of the authority not lower than DRM/Dy.HOD.
65. In case of removal/dismissal, the cost of privilege passes given to a railway servant under suspension should be recovered. (say true or false)
66. Employees under suspension may be given not more than 2 sets of PTOs per year at the discretion of competent authority who has placed him under suspension.
67. The discretion to issue PTOs to employees under suspension may also be exercised by a higher authority other than who has placed under suspension.
68. PF amount can be recovered from Subsistence allowance. (false)
69. Amount due to court attachment cannot be recovered for subsistence allowance. (true).
70. Appeal shall be entertained unless preferred within 45 days.
71. Rule No.12 of RS (D&A) Rules, 1968 deals with communication of orders to Railway servants.
72. Schedule III of RS (D&A) Rules, 1968 deals with authority to impose penalties/suspension in respect of Group 'A' & 'B'
73. Special provisions to Group C and D are contained in Rule 24 of RS(D&A) Rules, 1968.
74. The authority competent to reduce or increase the subsistence allowance after a period of three months of suspension is the authority who placed the employee under suspension.

75. After a period of three months of suspension, the subsistence allowance may be increased or reduced by not exceeding 50% subsistence allowance for the first three months
76. Railway Servants (D&A) Rules, 1968 apply to casual labour. (say true)
77. Inquiry is not required to be held in case of DAR proceedings for minor penalty. (true)
78. The disciplinary authority can never act as an inquiry officer. (false)
79. A typical charge sheet for major penalty necessarily contains four annexure.
80. A trade union official can act as defence council in a DAR Case.
81. Trade Union member can act as Defence counsel in a DAR case against Gazetted Officers. (false)
82. Rule 13 of D&A Rules deals with common proceedings. (true)
83. No appeal shall lie against any order passed by an Inquiry Officer in the course of an inquiry under Rule 9 of RS (D&A) Rules, 1968. (true)
84. Rule 25 of RS (D&A) Rules, 1968 deals with special provisions for Group C & D staff. (false)

8. Railway Services (Conduct) Rules, 1966

1. The report of the complaints committee on sexual harassment on working women should be treated as a misconduct against the accused railway servants.
2. A son/daughter of a rly servant will come within the meaning of the members of a family under conduct rules only if he/she is dependant upon the railway servant.
3. Showing any pornography includes in the unwelcome sexually determined behavior. (true)
4. Quotation by a railway servant in his representation to official superior to him from the notes on any file to which he is not authorised to have access shall amount to misconduct.
5. A casual meal, lift or other social hospitality shall not be deemed to be a gift. (true)
6. Frequent purchase or sale of shares, securities or other investments shall be deemed to be misconduct within the meaning of Rule 16(1) of conduct rules.
7. Loans from LIC by the railway servants against their insurance policies does not require prior permission of the Government. (true)
8. An employee arrested for debt shall be liable for dismissal (true)
9. A railway servant who seeks assistance of the insolvency court without the previous permission of the competent authority shall render him liable for removal from service. (true)
10. No railway servant shall employ to work any child below the age of 14 years.
11. Bringing pressure from the Members of Parliament and other influential outsiders by the railway servants to secure favours attracts disciplinary action.
12. All proposals for granting permission to the railway employees for entering into or contracting second marriage under Rule 21 of Conduct Rules should be sent to Law branch for examination.
13. In terms of Rule 3(1)(i) of Railway Services (Conduct) Rules, 1966 every Railway servant shall at all times maintain absolute integrity.
14. In terms of Rule 3(1)(iii) of Railway services (Conduct) Rules, 1966, every Railway servant shall at all times do nothing which is unbecoming of a Rly servant..
15. A group C employee shall not accept a gift without the sanction of the Government if the value exceeds Rs.5000/-
16. On the occasions of weddings etc., when making of a gift is in conformity with the prevailing religious and social practice, a Group D railway servant may a gift of worth not exceeding Rs.1000/- from his near relatives.
17. Transactions entered into by the spouse of a railway servant out of his/her own funds in his/her own name would not attract the provisions of Conduct Rules. (say true).
18. Group A officer can accept gifts worth Rs.7000/- from relatives on customary occasion.
19. The running staff should not take intoxicants eight hours before signing on.
20. A Railway servant can participate in a cultural function of All India Radio without prior sanction. (true)
21. Any employee can handle any transaction upto Rs. 10,000/- without prior permission. (true)

9. Official Language Act and Rules:

1. In terms of Article 342 (1) of The Constitution of India, HINDI language in Devanagri script shall be the official language of the Union.
2. Article 343 (2) of the Constitution of India empowers President of India to authorize use of Hindi in addition English.
3. The Official Language Act was passed in the year 1963
4. According to Official Language Rules, India is divided into 3 regions and they are A, B and C.
5. What are the States that come under Region A: Bihar, Haryana, HP MP. Rajasthan, U.P Delhi and Union territories of Chandigarh, Andaman & Nicobar Island.
6. What are the States that come under Region B: Gujaraty, Maharstra ,Punjab Chandigarh,
7. Region C means the states Kerala A.P. Orrisa, J&K , GOA, Pondicerry, Karnataka, WB and NE states.
8. Communications from Central Government Offices to the States, Offices and persons in B Region shall be in Hindi, and if it is in English, a Hindi translation shall accompany.
9. Communications from Central Govt. Offices to States or Offices in B region shall be in Hindi, and if it is in English, Hindi translation shall accompany.
10. Communications from Central Govt. Offices to persons in Region B shall be in Hindi or English
11. Communications from Central Government Offices to States or Persons in Region C shall be in Hindi or English
12. Communications between Central Government Offices – between one Ministry or Department and another may be in English or Hindi .
13. Communications between Central Government Offices – between one Ministry or Department and attached/subordinate offices in Region A may be in Hindi depending on number of persons working knowledge in Hindi.
14. Communications between Central Govt. Offices in Region A shall be in Hindi
15. Communications between Central Govt Offices in Region B or C may be in Hindi or English
16. Translations of such communication shall be provided along with the communication where it is addressed to Offices in Hindi or English.
17. Representations may be submitted by an employee in Hindi or English.
18. Representations, when made/signed in Hindi shall be replied to in Hindi.
19. Notings in Central Government Offices may be made by an employee Hindi and he will not be required to furnish a translation of it.
20. If an employee has working knowledge of Hindi, he will not ask for English translation of a Hindi Document, unless it is of technical nature.
21. Manuals, Codes, Forms, Notices etc., shall be printed or cyclostyled in Bilingual form.
22. The forms and heading on registers shall be in English or Hindi
23. All name plates, sign boards, letter heads, inscriptions on envelopes and other stationery etc., shall be in Bilingual form
24. Responsibility for compliance of the Official Language Rules shall be that of HOD/Head of office

II.

1. Advances:

1. M.Car, M.Cycle and Cycle are called advances for conveyance.
2. Rules regarding Conveyance advances are contained in XI chapter of the Indian Railway Establishment Manual.
3. Cycle advance is admissible to non-gazetted employees drawing Pay plus DP less than Rs.7500/-.
4. The amount of cycle advance payable shall be Rs.1500 or actual cost whichever is less.
5. The maximum installments permissible for recovery of cycle advance are 30.
6. Cycle advance at II time is permissible after 3 years.
7. Scooter/Motor Cycle advance is admissible to Railway employees drawing Pay plus DP of Rs.6900 or above.
8. The amount of Scooter/Motor cycle advance payable shall be months basic pay + dearness pay or Rs.30,000 or actual cost whichever is less on the first occasion.
9. Maximum instalments permissible for recovery of Scooter/Motor cycle advance are 70.
10. Second or subsequent Scooter/Motor Cycle advance is restricted to Rs.24,000 or 3 months pay +D.P. or Anticipated cost of the Vehicle whichever is less.
11. Second/subsequent Scooter/Motor Cycle advance is not permissible unless earlier vehicle is sold/condemned.
12. The Railway servant who has availed the advance of Scooter/Motor Cycle shall produce the registration certificate of vehicle on his own name within one month.
13. Rate of interest collected on Scooter/motor Cycle is 8%
14. Motor Car advance is admissible to employees drawing Pay plus DP of Rs.15,750.
15. The amount of Motor Car advance payable shall be 8 months B.P.+D.P or Rs.1,80,000 whichever is less on the first occasion.
16. Maximum instalments permissible for recovery of Motor Car advance are 200.
17. Second or subsequent Motor car advance is restricted to Rs.1,60,000 or 8 months pays + D.P or anticipated cost whichever is less.
18. Second or subsequent Motor car advance is permissible only after 4 years from the date of drawal of last advance.
19. Vehicle should be purchased within one month from the date of drawl of advance.
20. Rate of interested collected on Motor Car advance is 11.5%.
21. Table fan advance is admissible to Group 'D' staff only.
22. The table fan advance admissible is Rs.1000/- or actual cost whichever is least.
23. The maximum instalments permissible for recovery of fan advance is 10 equal monthly instalments.
24. There is no provision of fan advance for second time (false)
25. Warm Clothing advance is admissible to Group C & D staff posted to hill stations.
26. The staff posted to hill stations either on first appointment or on transfer for a period of not less than one year is entitled to warm cloths advance.
27. The amount of warm clothing advance is Rs. 1,500.
28. The warm clothing advance is payable once in 3 years.
29. The warm clothing advance is recoverable in 12 instalments.

30. PC advance is admissible to staff drawing pay of Rs. 10,500 .
31. The maximum amount of PC advance admissible on first occasion is Rs.50,000 or actual cost whichever is less.
32. The amount of PC advance admissible on second or subsequent occasion is Rs.40,000 or actual cost which ever is less.
33. Maximum number of instalments permissible for recovery of PC advance is 150
34. Advance on transfer is admissible if the transfer is in public interest.
35. The interest recovered on transfer advance is nil.
36. The amount of transfer advance payable is one month B.P+D.P.
37. The pay for the purpose of transfer advance is basic pay before his transfer.
38. The transfer advance is recoverable in three instalments.
39. Transfer advance can be drawn at the old station or new station (true)
40. The transfer advance is not admissible in mutual transfers (true).
41. The advance of TA payable shall be interest free.
42. The advance of TA is adjusted through submission of TA bills.
43. The flood advance is recoverable in three instalments.
44. Flood advance is permissible on certification about floods by local revenue authorities.
45. Festival advance is payable to staff drawing pay of Rs 12,450.
46. The amount of festival advance payable is Rs1500/-.
47. The festival advance is recovered in 10 instalments.
48. The interest recovered on festival advance is nil
49. Festival advance is paid once in a year.
50. Temporary employees have to produce surety from permanent railway employees for drawl of Festival advance.
51. A temporary Railway servant is entitled for House Building advance after having put in 10 years of continuous service.
52. Motor Car advance to SAG officers can be sanctioned by HOD.
53. The amount of funeral advance payable to the families of Railway servants is 3 months pay or Rs. 8500 whichever is less.
54. The funeral advance is recoverable in one installments from settlement dues.
55. Fan advance can be sanctioned to a Jr. Clerk. (false)

2. Pay & Allowances:

1. Waiting duty allowance is paid to running staff.
2. Waiting duty allowance is paid to the running staff due to detention at the station on account of breach of rest or accident after they have reported for duty.
3. Trip allowance is paid to the Running staff working on high speed train and long distance trains for completion of trips.
4. 30 % of the running allowance is reckoned as pay for passes/PTOs.
5. Running staff who are detained at any station other than their HQrs., due to an accident for a period exceeding 08 hours shall be paid accident allowance.
6. Running staff deputed to work temporarily at stations outside their HQrs., either on running duties or stationary duties shall be entitled to outstation allowance.
7. Breach of Rest allowance is paid to running staff when the rest falls short of the prescribed hours of rest as per HOER.
8. National Holiday Allowance is paid to staff drawing pay upto Rs.15750 (Pay +DP)10,500+5250
9. NPA stands for Non-practicing allowance which is paid to doctors.
10. Employees joining training institutions as faculty members are entitled to Teaching allowance.
11. The staff who are paid nursing allowance are not entitled to NDA for the duty performed during nights. (true)
12. The classification of cities for the purpose of HRA are A1, A,B1,B2,C Unclassified.
13. The classification of cities for the purpose of CCA are A1, A,B1,B2,C Unclassified.
14. Hyderabad is classified as A for HRA and A1 for CCA.
15. The quantum of rent paid is linked to payment of HRA (false)
16. Dual charge allowance will be admissible only if the additional charge is held for a period exceeding 45days.
17. For the purpose of dual charge allowance, the aggregate of the pay and additional pay shall not exceed Rs. 26,000 p.m.
18. Transport allowance shall not be included for the purpose of computation of Overtime allowance. (say true)
19. NPA is taken into account for determining the TA entitlements (true)
20. Leave availed by the officer looking after full duties of another post shall be taken into account for counting the period of dual charge allowance. (true)
21. Blind and orthopaedically handicapped employees are not entitled to transport allowance if they are availing I Class residential Card pass. (false)
22. A railway servant is not entitled to HRA if his spouse is allotted with Government accommodation at the same station. (true)
23. NPA is treated as ay for the purpose of sanctioning advances. (true)
24. The rate of washing allowance to Group D employee is Rs.30 per month.
25. Hyderabad city is classified as A for the purpose of HRA.
26. Calcutta city is classified as A1 for the purpose of CA.
27. The %age of DA payable as on 01.01.2006 is 24%.
28. Rate of transport allowance payable to the employees drawing pay in scale Rs. 6500-10500 at a class city is Rs. 400 P.M.
29. Breach of rest allowance is paid to running staff. (true)
30. Night duty allowance is payable to all Group C employees. (false)

3. CL & Substitutes: (also to cover serial circulars)

1. The simple interest on delayed payment of gratuity under the Gratuity Act, 1972 has been specified as 10 % per annum.
2. Any new face substitute should be appointed only with the prior personal approval of G.M.
3. Power of engaging substitutes in Group C lies with the Railway Board except in the case of teachers.
4. In case of engaging substitutes in the category of teachers the powers are delegated to G.M.
5. At the time of initial engagement of a person as a Substitute against a Group C post, it shall be ensured that the candidates possess the qualifications prescribed for Direct Recruits.
6. The rules governing Casual Labour are contained in Chapter XX of the Indian Railway Establishment Manual, Vol.II.
7. Casual Labour are not ordinarily liable to transfer. (true)
8. Casual Labour engaged on open line works, for more than 120 days without a break will be treated as temporary on completion of 120 days of continuous employment.
9. Casual Labour on projects who have put in 180 days of continuous employment on works of the same nature are entitled to 1/30 of payment of the minimum of the appropriate scale of pay plus Dearness Allowance.
10. A preliminary verification in regard to age and completion of requisite number of days of continuous service should be done by a Asst. Officer before regular scale of pay or 1/30th rate of pay to Casual Labour.
11. Casual Labour should not be employed for work on construction of wagons and similar other work of a regular nature.
12. On open line, trolley men can be Casual Labour. (false)
13. Casual Labour can be engaged in Printing Press. (false)
14. The period of absence of a workman for medical treatment in connection with injuries sustained on duty covered by provisions under WC Act will not be considered as break in service for the purpose of determining continuous service. (true)
15. Authorised absence not exceeding 20 days for personal reasons shall constitute a break in service of the Casual Labour for determining continuous service. (false).
16. The rights and privileges admissible to Casual Labour treated as temporary include the benefit of D&A Rules. (true)
17. Casual Labour shall not be deliberately discharged with a view to cause an artificial break. (true)
18. Casual Labour diverted from one unit to another will retain seniority in the new unit. (false)
19. Temporary posts may be created for the conferment of the casual labour who acquired temporary status.(false)

4. Appointment on Compassionate Grounds:

1. Where an employee dies in harness leaving behind only the widow, i.e., without any children, appointment of a near relative is permissible. (false)
2. Wards of Gazetted officers are not entitled for compassionate ground appointments. (false)
3. Wards of Group D staff are eligible for CG appointment in Group D only. (false)
4. CG appointment is not permissible in case a casual labour with temporary status dies while in service. (false)
5. The time limit to give appointment in priority one cases is three months. (false)
6. Divisional Railway Managers are competent to consider the relaxation of minimum age limit in deserving cases of compassionate appointments. (false)
7. JA Grade officers holding independent charge of workshops are competent to give CG appointments in Group D. (false)
8. Upper age relaxation in the case of Group D on compassionate grounds is within the powers of CPO only. (true)
9. Widows upto the age of 35 years are only to be considered for compassionate appointments. (false)
10. Cases of CG appointments of RPF staff are to be considered in RPF department only. (false)
11. The minimum qualification for a Group C post is SSC/Matriculation with 50% marks. (false)
12. CG appointment to dependents of an employee died as bachelor is effective from 4.9.96.
13. G.M is competent to terminate the service of a CG appointee without following D&A Rules.
14. G.M is competent to give third and final chance to a widow to appear for a Group C suitability test.
15. DRM is competent to give TWO chances to appear for Group C screening on merits to the ward of a deceased employee.
16. CG appointee to a post of technician/Gr.III with SSC should undergo 36 months of training.
17. II ND Class pass is given to wards of deceased employee when called for screening.
18. GM is competent to consider the requests received after two years of the first son/first daughter attained the age of majority.
19. Who is competent to relax the condition of minimum educational qualification? – Rly Board.
20. Is General Manager competent to appointment in posts carrying pay scale of Rs. 5500-9000?
21. How many officers shall be there in screening committee for CG appointments?
THREE

5. Fixation of Pay & Drawal of increments:

1. Allowance in lieu of Kilometerage is admissible to the medically decategorised drivers drafted to perform the duties of Power Controllers/Crew Controllers. (false)
2. The benefit of addition in basic pay for computation of retirement benefits admissible to running staff is admissible to the medically decategorised drivers drafted to work as Power Controllers/Crew Controllers. (true)
3. Grant of officiating pay to the incumbents of the vacancies of short duration is admissible subject to the condition that the vacancy lasts over 45 days and is caused by factors that could not be foreseen.
4. Option for fixation of pay under R.1313, IREC., Vol.II is not admissible to Gp. B officers on promotion to Gp. A Sr. Scale on ad hoc basis. (true)
5. Railway servants who were on sick leave on 01.01.1996 and whose services had been terminated due to medical invalidation, without resuming their duty are to be allowed the benefits of revised scales of pay from 01.01.1996.
6. The pay/stipend of Railway servants selected against GDCE and undergoing training may be regulated under the provisions of Rule 1315 IREC, Vol.II.
7. The date of effect of the instructions to allow the minimum fixation benefit of Rs.100/- on promotion is 01.01.1996
8. The special pay of Rs. 70/- granted to Sr. Clerks on or after 01.01.1996 would not be counted for fixation of pay in the scale of Rs. 5000-8000. (false)
9. The pay of an employee holding a post substantively and seeking transfer to another post in lower grade will be protected subject to the condition that the post was substantive for a period of two years.
10. Fixation of pay in cases of appointment from one ex-cadre post to another ex-cadre post should be made with reference to pay in the cadre post only.
11. In the cases where two scales have been merged to a single grade in V PC, the promotions taken place from a lower to a higher scale during the period from 01.01.96 to 08.10.97 stand nullified. (true).
12. Whenever a promotion order is issued to any railway employee a clause should be incorporated in the promotion order regarding availability of option for fixation of pay. (true)
13. Group B officers who acquired the higher qualifications on or after 3-7-95 are governed by one time lumpsum incentive scheme.
14. The minimum fixation benefit of Rs.100 on promotion is allowed w.e.f. 01.01.1996.
15. Advance increments granted to sports persons are to be treated as pay for all purposes.
16. Advance increments granted to sports persons on medal winning performance would take effect from the 1st day of Month following the conclusion of Championship.
17. Increments granted to stenographers for acquiring higher speed in shorthand on or after 1.1.96 in revised scales shall be termed as Special Allowances.
18. The increments granted to stenographers for acquiring higher speed in shorthand on or after 1.1.96 in the revised scales will not count as pay for allowances. (false)
19. The increments granted to stenographers for acquiring higher speed in shorthand on or after 1.1.96 in the revised scales will count as emoluments for pension/gratuity. (false)

20. The advance increments granted to stenographers for acquiring higher speed in shorthand shall be termed as special allowance w.e.f. 01.01.1996 .
21. The services of a substitute for allowing annual increment shall be counted from the date of attaining temporary status
22. The nursing staff possessing B.Sc., degree and enjoying the benefit of two advance increments in IV PC Scales as on 1.1.96 shall be fixed in the revised scale excluding the quantum of two advance increments. (true)
23. The two advance increments enjoyed by nursing staff possessing B.Sc., degree are allowed in V PC as additional increments at the revised rates. (true)
24. The additional increments allowed at the revised rates in V PC to nursing staff possessing B.Sc., degree are to be treated as pay for the purposes of allowances. (false).
25. Stagnation increment is admissible only to an employee stagnating at the maximum of the scale for two years.
26. Granting of stagnation increment will be restricted to posts, maximum of which does not exceed 22,400.
27. Stagnation increment is treated as Personal Pay and will count for DA, HRA and CCA. (true)
28. Stagnation increment will not count as emoluments for pensionary benefits. (false)
29. Stagnation increment is not taken into account for fixation of pay on promotion. (false)
30. The stagnation increment shall be equal to the rate of increment last drawn by the employee.
31. Maximum two increments can be granted on stagnation account.
32. For granting stagnation increment, the period of two years would count from the date of increment last drawn
33. Annual increment accrues automatically on the due date unless withheld y a specific order. (true)
34. Increment is granted from 1st day of the month in which it falls due.
35. When the increment is withheld with cumulative effect, the postponement will have effect of postponing future increment also. (true)
36. EOL on medical grounds shall be considered as qualifying service for granting increment. (true)
37. Period of suspension shall be qualifying for increments if full wages is allowed for such period.
38. Unpaid holidays enjoyed by workshop staff will not count for increment unless _____.
39. Two increments will be granted by General Manager for gold medal winning performance during the National Championships.
40. With effect from 01.10.90 training period shall be counted for increments.
41. Family planning allowance granted under small family norms shall be equal to the rate of increment in the scale sanctioned and equated in the revised scales of pay.
42. In technical departments for acquiring higher qualifications of AMIE/BE lumpsum incentive of 5000/8000 will be paid to the employee.

6. Forwarding of applications:

1. The instructions regarding Forwarding of Applications from serving Railway employees for posts outside Railways are contained in paragraphs 1401 to 1412 of Chapter XIV of IREM, Vol.I.
2. Railway employees may be given four opportunities in a year to apply in response to notices of Government Departments.
3. Applications in response to UPSC advertisement will not be counted against the permissible 04 opportunities. (true)
4. The application need not be forwarded if the employee is engaged on important time bound projects and the work would seriously be dislocated if he is relieved. (true)
5. The application need not be forwarded if the employee is under suspension or is facing departmental proceedings/prosecution in a court. (true)
6. The application need not be forwarded if the employee is applying for a post which is equivalent in status and rank. (true)
7. The authority competent to forward the applications of officers of JA grade and above for posts outside Railways is Railway Board.
8. A Railway employee desires to apply for a post in a private concern, he should first offer to resign from Railway service.
9. If a permanent Railway employee is selected on the basis of his application for posts in other Central Government Departments, his lien may be retain in the parent department for a period of two years.
10. If the employee concerned is not permanently absorbed within 02 years from the date of his appointment in new post, he should immediately resign from Railway service or revert to his parent office.
11. There is no question of forwarding an application for posts advertised by the UN agencies. (false)
12. The Railway employees who wish to apply for posts, recruitment to which is proposed to be made by selection through U.P.S.C may submit their application direct in the prescribed form.
13. In case the application is directly submitted for recruitment through UPSC, the employee should immediately inform the controlling office/department
14. Recovery of cost of training imparted to the employees at the cost of Railways may be waived by G.M. upto a limit of Rs. 2000/-.
15. Recovery of cost of training imparted to the employees at the cost of Railways may be waived by General Manager upto a limit of Rs.2000/-
16. Where a case against a Government servant is only at preliminary stage and no charges has been established against him, the controlling authority may forward his application.

7. Group Insurance Scheme:

1. The new Group Insurance scheme for regular employees of Central Government came into force w.e.f. 1.1.1980.
2. The new Central Government Employees Group Insurance scheme has become compulsory for the employees who enter into service already in service as on 1.11.80 and optional to those in service as on 31.10.80.
3. The rates of subscription under the new Group Insurance scheme are Rs. 15, Rs. 30, Rs.60 and Rs.120 in respect of Group D, Group C, Group B and Group A staff respectively.
4. The subscription for Group Insurance scheme will be apportioned @ 70 % is Insurance Fund and 30 % is Savings Fund.
5. Under the Group Insurance scheme, the apportionment of savings/insurance fund @ 30% and 70% respectively came into force w.e.f. 1.1.88
6. The insurance coverage under the Group Insurance scheme to the families of Group D, Group C, Group B and Group A staff is Rs. 15,000 ,Rs.30,000, Rs. 60,000 and Rs.1,20,000 respectively.
7. The Group Insurance scheme is based on mortality rate of 3.6 per thousand per annum.
8. In case of regular promotion to a higher group, the subscription under Group Insurance scheme shall be increased from the next year.
9. In case an employee was on EOL, during which no subscription to the Group Insurance could be recovered, the same shall be recovered in arrears with interest. (true)
10. In the absence of a valid nomination under the Group Insurance scheme, the nomination made under P.F may be accepted.
11. In case of no nomination under the scheme of Group Insurance/PF Rules, the insurance money shall be payable in equal shares to the dependants
12. A subscriber having a family can nominate anybody to receive the insurance money under Group Insurance scheme. (false)
13. In case an employee's whereabouts are not known, the accumulation from the savings fund becomes payable under Group Insurance scheme to the nominee/heirs after 7years period.
14. It is legally permissible to adjust the Government dues against the payments due to the employees/nominees under the Group Insurance scheme. (false)
15. Subscriptions under the Group Insurance scheme shall not be recovered during the last three months of service. (false)

8. Joining Time Rules:

1. Joining Time Rules are contained in chapter 11 of IREC Vol-I.
2. Joining Time shall be granted to a Railway servant on transfer in public interest to enable him to join the new post either at the same station or a new station.
3. In the case of temporary transfer not exceeding 180 days the joining time allowed is actual transit time/journey days.
4. The joining time shall commence from the date of relinquishing of charge at old post if the charge is made over on the forenoon.
5. The joining time shall commence from the following date if the charge is made over in the A.N.
6. Not more than one day's joining time shall be allowed to a Railway servant to join a new post within same station or to another station not involving change of residence.
7. For the purpose of the term same station will be interpreted to mean the area falling within the jurisdiction of the Municipalities or Corporation, Cantonment as are continuous to neighboring municipalities.
8. If the distance between the old headquarters and the new headquarters is 1,000 Kms., or less, the joining time admissible is 10 days.
9. If the distance between the old headquarters and the new headquarters is more than 1,000 Kms., the joining time admissible is 12 days.
10. If the distance between the old headquarters and the new headquarters is more than 2,000 Kms., the joining time admissible is 15 days.
11. If the distance between the old headquarters and new headquarters is more than 2,000 Kms., and the travel is permitted by air, the joining time admissible is 12 days.
12. Distance means the weighted mileage for which fare is charged by the Railways in certain ghat/hill sections. (false)
13. Extension of Joining time beyond the limits can be granted upto a maximum limit of 30 days.
14. Extension of Joining time beyond the limits can be granted upto a maximum limit of 30 days by HOD.
15. Extension of Joining time beyond the limits can be granted upto a maximum limit of 30 days by DRMs on the divisions.
16. Extension of Joining time beyond 30 days can be granted by Railway Board..
17. Special Casual Leave can be granted in lieu of joining time . (false).
18. The credit of joining time to the leave account will be subject to the usual restriction on accumulation of LAP in the leave account.
19. Joining time cannot be combined with vacation. (false)
20. Joining time can be combined with any other kind of leave except casual leave.
21. Joining time cannot be combined with Casual leave. (true)
22. A railway servant on joining time shall be regarded as on duty (leave/duty/on line/joining)
23. Joining time pay is equal to the pay which was drawn before relinquishment of charge in the old post.
24. During joining time, a railway servant shall be entitled to CCA and HRA at the rates applicable to the old station. (old station/new station)

25. The quantum of joining time admissible for transfer involving less than 1000 Kms is 10 days.
26. Joining time is admissible to an employee on temporary transfer (~~true~~)
27. Sanction of special casual leave in lieu of Joining Time is not admissible. (true)
28. Maternity Leave is admissible in case of still born children. (true)
29. Paternity Leave is admissible to temporary status casual labour. (true)

9. Leave Rules:

1. What are the two categories of strikes?-legal and illegal
2. Conversion of one kind of leave into another shall be considered if received within 30 days.
3. Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that in which an employee resumes duty/charge is assumed.
4. CL shall not be combined with any other kind of leave since it is not recognized as leave under rules.
5. A railway servant on leave may not take any service in India without previous sanction of the authority empowered to appoint him..
6. No railway servant shall be granted leave of any kind for a continuous period exceeding 5 years.
7. Leave shall not be granted to a railway whom a competent authority has decided to remove or dismiss or compulsory retire from service.
8. Permission of the leave sanctioning authority is required to join duty canceling the leave sanctioned to him. (true)
9. A railway servant who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness from Appropriate medical authority.
10. Willful absence from duty after expiry of leave renders a railway servant liable to disciplinary action. (true)
11. A railway servant other than one who is working in a railway school shall be entitled to 30 days leave on average pay in a calendar year.
12. The leave account of every railway servant shall be credited with leave on average pay in advance in two installments of 15 days each on the first day of JANUARY and JULY of every calendar year.
13. The leave at the credit of a railway servant at the close of every half year shall be carried forward to next half year subject to the condition that the closing balance does not exceed 300+15 days.
14. Ordinarily the maximum leave on average pay that may be granted at a time to a railway servant shall be 180 days.
15. In the year of appointment, LAP shall be credited to the leave account of an employee at the rate of 2-1/2 days for each completed calendar month of service.
16. In the year of retirement/resignation of a railway employee, LAP shall be credited at the rate of 2-1/2 days for each completed calendar month of service.
17. In case of removal/dismissal/death of a railway servant, credit of LAP shall be allowed at the rate of 2-1/2 days per completed calendar month upto the end of the month preceding the month in which one is removed/dismissed/deceased.
18. During extra ordinary leave, the credit of LAP to be afforded to the leave account at the commencement of next half year shall be reduced by 1/10 th of the period of such leave subject to a maximum of 15 days.
19. During absence treated as dies non, the credit of LAP to be afforded to the leave account at the commencement of next half year shall be reduced by 1/10 th of the period of such dies non subject to a maximum of 15 days.

20. A permanent/temporary railway servant shall be entitled to leave on half average pay of 20 days in respect of each completed year of service.
21. The amount of leave on half average pay that can be availed of in one spell shall be limited to 24 months .
22. The leave on half average pay shall be credited to the leave account of a railway servant on 1st of Jan and July at the rate of 10 days each in advance.
23. In the year of appointment, LHAP shall be credited to the leave account of an employee at the rate of 1-2/3 days for each completed calendar month of service.
24. In case of removal/dismissal/death of a railway servant, credit of LHAP shall be allowed at the rate of 1-2/3 days per completed calendar month upto the end of the month preceding the month in which one is removed/dismissed/deceased.
25. In case of retirement/resignation, credit of LHAP shall be allowed at the rate of 1-2/3 days per completed month upto the date of retirement/resignation.
26. While calculating the completed months of service, the month may be rounded off to the next higher if it exceeds more than 15 days (true)
27. In case the period of absence is treated as dies non, the credited to the LHAP account shall be reduced by 1/18th of the period of dies non subject to a maximum of 10 days.
28. There is no limit to the number of days of commuted leave to be availed of during the entire service.(true)
29. Commuted leave may be granted at the request of the employee even when leave on average pay is due to him.(true)
30. Grant of Leave not due shall be limited to the leave on half average ay he is likely to earn thereafter. (true)
31. Leave not due during the entire service shall be limited to 360 days on medical certificate.
32. Leave not due is debited against the half average pay leave he is likely to earn subsequently.
33. In case a railway servant who has been granted leave not due resigns from service or permitted to retire voluntarily, the retirement/resignation takes effect from the last day he was on duty. prior to sanction of LND
34. If the retirement is compulsory on the railway employee, no leave salary for the period of leave not due availed shall be recovered from the employee.
35. No temporary railway servant shall be granted extra ordinary leave in excess of three months without a medical certificate. (true)
36. A railway servant who proceeds on LAP is entitled to leave salary equal to the pay drawn before proceeding on leave on average pay. (true)
37. The increment due on a day during the leave period shall not be drawn till the employee resumes duty. (true)
38. A railway servant on extraordinary leave is not entitled to any leave salary. (true)
39. The payment of cash equivalent of leave salary shall be limited to a maximum of 300 days of leave on average pay.
40. Entire leave on half average pay at the credit of railway servant who retire on superannuation, shall be allowed to be encashed subject to the condition that the pension and pension equivalent of the retirement benefits shall be deducted from cash equivalent.
41. A female Government servant with less than two children may be granted maternity leave.

42. Maximum of the maternity leave admissible is 135 days.
43. Maternity Leave can be combined with any other kind of leave (true)
44. Total period of Maternity Leave on account of miscarriage/abortion should be restricted to 45 days in entire career of a female servant.
45. The maternity leave shall not be debited from the leave account (true).
46. A male Government servant with less than two children may be granted paternity leave.
47. Maximum of the paternity leave is 15 days.
48. The paternity leave shall be availed of with in six months.
49. The paternity leave shall be availed during confinement of spouse.
50. The paternity leave shall be availed during confinement of his wife i.e., 15 days before or upto six months from the date of delivery of the child.
51. In case the paternity leave is not availed off with in 6 months it shall be treated a lapsed. (true).
52. Paternity leave is granted to a Casual Labour who has been granted temporary status.
53. Special Disability leave is granted to a Railway servant who is disabled by injury inflicted or caused in or in consequence of due performance of his official duty or in consequence of his official position.
54. Special disability leave shall be combined with any other kind of leave (true).
55. Maximum period of Special Disability Leave granted in consequence of any one disability shall be 24 months
56. Leave salary payable during the first 120 days of Special Disability leave shall be equal to leave salary while on average pay.
57. Leave salary payable beyond 120 days of Special Disability leave shall be equal to leave salary while on half average pay.
58. Hospital Leave shall be granted to a railway servant other than Group `A` & `B`
59. Total period of Hospital Leave, including other kinds of leave combined with it, shall not exceed 28 months.
60. Study Leave shall be granted to Railway servants in accordance with the rules prescribed in para 556 of Chapter 5 to Indian Railway Establishment Code, Vol.I.
61. Study leave shall count as service for increment. (true).
62. Study leave shall count as service for pension. (true)
63. Study leave shall count as service for seniority. (true)
64. Study leave shall count as service for promotion. (true)
65. Study Leave for study out side India shall be granted by Ministry of Railways .
66. Apprentice Mechanics are entitled to leave on full stipend for a period not exceeding 16 days in any year of apprenticeship.
67. Apprentice Mechanics are entitled to leave on half stipend on medical certificate for a period not exceeding 20 days in any year of apprenticeship.
68. Trade apprentices may be granted leave on full stipend for a period not exceeding 12 days in any year of apprenticeship.
69. Trade Apprentices may be granted leave on half stipend on medical certificate for a period not exceeding 16 days.
70. Pro. ASMs and Commercial Clerks who are trained for appointment and not put on the time scale during the period of training may be granted leave as applicable to apprentice
71. Workshop staff are allowed to take leave for periods of not less than half a day

72. Leave for half a day means authorised absence from duty for over ½ hour (period) before interval or the second period of any day on which the workshop remains open for both the periods.
73. The concession of granting half day leave to workshop staff is limited to six occasions in a year.
74. Advance of leave salary is permissible if the railway servants proceeds on leave for a period not less than 30 days.
75. The advance of leave salary granted shall be adjusted in full from the leave salary bill in respect of the leave availed of.
76. In a year 8 days of CL is entitled to an employee appointed in an administrative office
77. Paternity leave came into effect from 1-4-98.
78. A Railway servant who resigns or quits service shall be entitled to cash equivalent in respect of LAP on the date of cessation of service to the extent of half of such leave at credit.
79. Extra Ordinary Leave on medical grounds does not qualify for grant of increments. (false)
80. Casual leave can be combined with joining time. (false)
81. Trade apprentices may be granted leave on full stipend for a period not exceeding 12 days in a calendar year. (true)

10. Medical Attendance & Medical Examination:

1. Group A of the vision test is in the interest of public interest.
2. Group A of the vision test is subdivided into three classes.
3. Foot Plate staff are medically tested for fitness in A1 class of Vision Test.
4. Station Masters are medically tested for fitness in A2 class of Vision Test.
5. Inspectorial staff of Loco, Traffic and Signal Department are medically tested for fitness in A3 class of Vision Test.
6. Group B of the vision test is in the interest of the employees themselves and other fellow workers .
7. Group B of the vision is subdivided into two classes.
8. Give two examples of staff medically tested for fitness in B/1 class: P.W.Maistries, Gangmates, TXR,
9. TTEs are medically tested for fitness in B2 class.
10. Group C of the vision test is in the interest of Admn interest .
11. Group C of the vision test is subdivided into two classes.
12. Welfare Inspectors are medically tested for fitness in C-1 class.
13. Clerical staff are medically tested for fitness in C-2 class.
14. Periodical Medical Examination of vision test in classes A/1, A/2 and A/3 is held after every THREE years upto the age of 45 years.
15. Periodical Medical Examination of vision test for footplate staff of high speed trains should be held once in TWO years upto the age of 40 years.
16. Periodical Medical Examination of vision test in classes A/1, A/2 and A/3 is held once in a years after the age of 45 years.
17. Periodical Medical Examination of vision test for footplate staff of high speed trains should be held once in a years after the age of 40 years.
18. Periodical Medical Examination in B/1 and B/2 classes is held at the age of 45 years and again at the age of 50 years.
19. No periodical medical examination is held for C-1 and C-2 classes.
20. The time spent in journey for PME is treated as duty .
21. The time taken by an employee to equip himself with spectacles etc., without which he is not considered fit for duty should be treated as leave due.
22. The amount payable for joining RELHS at the time of retirement is one months pay +D.P.
23. Medical allowance is granted @ Rs. 100/- p.m. to Railway Pensioner/Family Pensioner residing beyond 2-1/2 K.M away from Railway Hospitals.
24. 20 yrs. qualifying service in the Railways is necessary for joining RELH Scheme.
25. Supply of diet is free to employees whose basic pay does not exceed (all group 'D' staff)

11. Pass Rules:

1. Attendant means a person exclusively employed on salary in the personal service of Rly. servant
2. Residential Card Passes are issued to a Rly servant for performing journey from place of residence to the place of work
3. A school pass may be issued to son/daughter of a Rly servant who is a bonafide student of any recognized educational institution..
4. Powers to include, modify, amend, delete or relax any provisions of Railway Servants (Pass) Rules, 1986 shall vest with Ministry of Railways.
5. Officers in the scale of Rs. 24050-26000 or above and who directly report to the Railway Board are entitled to Gold Pass.
6. Gold Pass holder is entitled to travel in Any class but I A/C with 2 members/II nd with 4 members class with family over Indian Railways.
7. Silver Pass holder is entitled to travel alone in any class on Indian Railway or with family in any class other than I AC class or in I AC Class on payment of 1/3 rd fare for his family, subject to reserving a maximum number of _____ berths.
8. An attendant in II nd/Sleeper Class is allowed to travel free while accompanying the Railway servant traveling on Metal, First A and First Class Duty passes.
9. First Class pass holders are entitled to one berth/s in 3rd AC by Rajadhani Express and one seat/s in AC Chair Car by Satabdi Express while traveling on duty.
10. The school certificate wherever necessary under the Pass Rules should be submitted every year at the begining of the academic session.
11. The details of family members/dependent relatives should be furnished to the pass issuing authority once in 5 years and any change should be intimated as and when changes take place
12. Not more than two dependents can be included in a pass/PTO subject to the condition that total number of persons included shall not exceed five
13. When the Railway servant himself or a member of his family or a dependent is blind in both eyes and has to travel alone on a privilege pass an escort may be allowed to travel in the same class.
14. PTO shall be valid for 03 months from the date of issue.
15. Break of Journey on Privilege pass shall be permissible at any station as desired by the pass holder.
16. Bicycles/motor Cycles/Scooters may be allowed to be carried within permissible free luggage allowance admissible on privilege passes irrespective of home or foreign lines.
17. When all the passes due are availed, one sets of passes and/or one sets of PTOs may be issued in advance for journey commencing in the next year.
18. Advance issue of Passes should not exceed 60 days of the current year from the date of issue.
19. Passes are not admissible over Nilgiri Railway during the months of April, May and June except to Gazetted Officers.
20. First Class A Pass form shall be white in colour.
21. First Class Pass form shall be Green in colour.
22. Second Class A pass form shall be Yellow in colour.
23. Second Class Pass form shall be Pink in colour.

24. A motor cycle/Scooter/moped is accounted as 200 Kgs. and adjusted against the free allowance admissible if an endorsement is made on the privilege pass.
25. A TV set is accounted as 25 Kgs. and adjusted against the free weightage allowance admissible if an endorsement is made on the privilege pass.
27. A bicycle is accounted as 40 Kgs. and adjusted against the free weightage allowance admissible if an endorsement is made on the privilege pass.
28. The penalty for loss of II class privilege pass is Rs.5.
29. The PR Complementary passes entitled to a Class III employee retired on 30th November with 26 years of qualifying service and availed 02 sets of privilege passes during the year of retirement are
30. The licensed porters shall be granted 01 sets of complimentary check passes in a calendar year in II/SL class for self or spouse.
31. Widows of Railway servants who had opted out of widow pass scheme are eligible for widow passes on payment of Rs.250.
32. Group D employees with minimum service of 20 yrs eligible for post retirement complimentary passes.
33. A railway servant cannot be issue privilege pass for serving unmarried daughter.(false)
34. First Class/2nd AC complimentary passes issued to the recipients of Ashok Chakra award are not valid for travel on Satabdi Express Trains. (true)
35. Dependent widow mother of a deceased Railway servant can be included in privilege pass of widow appointed on compassionate grounds (true)
36. All post retirement complimentary passes issued to the eligible Indian Railway personnel would be valid over Konkan Railway. (false)

12. Pension Rules & Ex-gratia:

1. The Pension Scheme was introduced in Railway on 16-11-57.
2. The Family Pension Scheme was introduced in Railways on 1.10.64.
3. The maximum amount of Pension that can be commuted is 40%.
4. Pensioners would be entitled to have commuted portion of Pension restored to them on expiry of 15 years from the date of retirement.
5. DCRG payable on retirement to a Railway servant who has put in 15 years of service is 7-1/2% times the emoluments.
6. An employee who had 34 years of qualifying service dies while in service, his widow is entitled to the Death Gratuity for 33 months.
7. Minimum Family Pension is Rs 1275+638.(50% of 1275)
8. The maximum amount of Deposit linked insurance admissible is Rs. 60,000.
9. The minimum service required to sanction of Pension is 10years.
10. Formula for calculating monthly pension of the employee on retirement is (.10 months average of PAY+D.P. No.of years (QS)) / 33*2
11. The qualifying service required for pensionable staff to accept voluntary retirement is 20 years.
12. The minimum Pension is Rs.1275 +638.(50% of 1275)
13. 40% of pension can be commuted on retirement.
14. The relief is payable on (Basic Pension+50% BP) pension.
15. The family pension shall not be less than 30% of the minimum of the scale held by the employee at the time of retirement/death.
16. The pension shall not be less than 50% of the minimum of the scale held by the employee at the time of retirement.
17. The deposit linked insurance scheme is linked to PF Holdings.
18. Maximum amount of gratuity payable to a retired railway employees is 3.5 lakhs.
19. DCRG payable depends on the rate of DA admissible (true)
20. Pay for the purpose of Gratuity is the last pay drawn plus DP (false)
21. Maximum amount of pension payable shall be Rs.13000+6500(50% of 13000)
22. Commuted value payable is linked to the age of the employee retiring from service (true)
23. Minimum qualifying service for payment of retirement gratuity is 5 years.
24. Minimum qualifying service required for payment of pension is 10 years.
25. Min.qualifying service for accepting request for voluntary retirement is 20 yrs.
26. Maximum qualifying service reckoned for fixing the pension is 33 years.
27. One may choose to receive monthly pension by money order (true)
28. The account for drawl of pension can a joint account with wife. (true)
29. An employee removed from service is entitled for pension (false)
30. An employee dismissed or removed from service is entitled to draw compassionate allowance at the discretion of the Appointing authority.
31. The pension becomes payable to the retired employee from the last working day of his service (false)
32. The entire gratuity can be withheld if the employee does not vacate the Railway quarter (true)
33. The widows and dependent children of deceased CPF retirees who had retired from service prior to 01.01.1986 shall be granted ex-gratia w.e.f. 1.1.86
34. The ex-gratia payment shall not be payable to more than one member of the family at the same time. (true)

13. Provident Fund:

1. The State Railway Provident Fund Rules are contained in Chapter-9 of IREC., Vol.I.
2. The amount of subscription payable for any month shall be 10% of the Subscriber's emoluments in case of SRPF(Contributory) staff.
3. Arrears of subscription to Provident Fund shall be recovered, if the Railway servant is admitted to the fund with retrospective effect.
4. Interest of PF balances shall be credited with effect from 31st March of every year.
5. The authority competent to sanction an advance/withdrawal from PF in case of Group A or Group B Officer upto JA Grade is CPO.
6. The authority competent to sanction an advance/withdrawal from PF in respect of Group D staff is Assistant Grade Officer.
7. Dearness Pay shall be treated as pay for grant of advance/withdrawal from PF. (true)
8. PF Advance/Withdrawal is sanctioned even after the incident as a special case subject to fulfillment of certain conditions. (true)
9. On satisfying the conditions for grant of final withdrawal from PF, the outstanding balance of advance can be converted into final withdrawal. (true)
10. PF Advance can be sanctioned on more than one account simultaneously. (true)
11. A new advance from PF shall not be granted unless 50% of the previous advance has been repaid.
12. Normally Railway servants who have completed 15 years of service may be granted final withdrawal from Provident Fund.
13. Withdrawal from PF on marriage account may be granted as a special case upto six months' emoluments in the case of marriage of a female.
14. The advance from PF granted for purchase of motor car shall be refundable in not more than 36 installments.
15. As a special case, advance from PF for purchase of motor car/scooter etc., shall be granted if the service falls short of 6 months to 15 years.
16. To meet the cost of legal expenses, advance from PF equal to 3 months B.P+D.P or 50% of the balance available(which ever is less) shall be granted.
17. To purchase consumer durables like TV, VCR etc., an advance from PF equal to 3 months B.P+D.P or 50% of the balance available(which ever is less) shall be granted.
18. An advance from PF for construction of a house or flat will be granted only on submission of a approved plan
19. In the case of marriage of a male dependent family member of the subscriber, the advance granted shall be limited to 3 months Pay +D.P.
20. In the case of marriage of a female dependent family member of the subscriber, the advance granted shall be limited to 6 months Pay + D.P.
21. Confinement is not covered under the term 'illness' under PF Rules. (false)
22. Advances from PF are permitted for betrothal ceremonies also. (true)
23. Withdrawal from PF for Educational expenses are permitted once in 6 months.
24. Withdrawal from PF for meeting expenses in connection with illness of subscriber shall be limited to 6 months pay +D.P. or 50% of the balance (which ever is less).
25. The pay limit for grant of PF withdrawal for purchase of motor car shall be Rs.10,500.

26. The amount of withdrawal from PF for purchase of motor case shall be limited to Rs.1,10,000.
27. The amount of withdrawal from PF for purchase of motor cycle shall be limited to Rs.20,000.
28. Final withdrawal for purchase of conveyance is allowed on one occasion only. (true)
29. Final withdrawal for purchase of conveyance is allowed on completion of 15 years of service.
30. The amount of subscription with interest standing to the credit of a subscriber in the fund may be withdrawn to meet a payment towards a policy of Life Insurance. (true)
31. The new deposit linked insurance scheme came into force from 08.01.75.
32. The additional amount payable under the scheme shall not exceed Rs.60,000.
33. The subscriber should have put in five years of service at the time of his death to become eligible for payment under the new Deposit Linked Insurance Scheme.
34. The average balance for the purpose of DLI shall be worked out on the basis of the balance at the credit at the end of each of the 36 months preceding the month in which the death occurs.
35. The PF scheme does not apply to persons appointed on contract basis. (say true or false)
36. Part final withdrawal of 90 % of the balance at credit of a subscriber is permitted if applied within 12 months before retirement on superannuation.
37. Part final withdrawal of 90 % of balance at the credit of a subscriber within 12 months before retirement is permitted without assigning any reason.
38. The rate of interest on SRPF balances for the year 2004-05 is 8% p.a.
39. The amount of Deposit linked insurance payable to the successors even if the death of the subscriber is by committing suicide. (true)
40. The amount of deposit linked insurance is payable to successors in case of missing employees whose whereabouts are not known after a lapse of 7 years.
41. The additional amount payable under DLI scheme shall not exceed Rs.60,000
42. The additional amount payable under DLI scheme shall not exceed Rs. 60,000/- w.e.f. _____.
43. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is Rs. 12,000/- or more shall not have fallen below Rs.25,000 to make him eligible for payment of additional amount.
44. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is Rs.9,000/- or more but less than Rs.12,000/- shall not have fallen below Rs.15,000 to make him eligible for payment of additional amount.
45. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is Rs.3,500/- or more but less than Rs.9,000/- shall not have fallen below Rs.10,000 to make him eligible for payment of additional amount.
46. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is less than Rs. 3,500/- shall not have fallen below Rs. 60000 to make him eligible for payment of additional amount.

14. Quarters allotment and retention:

1. Staff in pay range of 6500-10500 & 7450-11500 are eligible for allotment of type IV quarters.
2. Railway quarters can be retained for a period of 4 months on normal rent during leave.
3. Railway quarters can be retained for a period of _____ on normal rent during sick leave.
4. Railway quarters can be retained for a period _____ on normal rent during suspension.
5. Railway quarters can be retained for a period of one month on normal rent on resignation/removal/dismissal from service.
6. Railway quarters can be retained for a period of 24 months on normal rent in the event of death.
7. Railway quarters can be retained for a period of 4 months on normal rent on retirement.
8. In no case retention of accommodation should exceed 8 months from the date of retirement or date of school season which ever is earlier.
9. Railway quarters can be retained during entire period of leave ex India provided that it is certified that he would be _____.
10. Railway quarters can be retained for a period of 2 months on normal rent on transfer.
11. Retention of Railway quarters in case of death is permissible for 24 months.
12. Special license fee is two times the normal license fees.
13. The staff rendered surplus and posted to another station are permissible to retain quarters for 3yrs.
14. When a Railway servant is transferred from one station to another, retention of quarters is permissible on account of sickness of his/her widowed mother. (true).
15. The occupier of Railway accommodation is charged rent either at the rate of _____ of his pay or the assessed rent whichever is less.
16. Water charges recoverable from a Group C employee for Type IV quarter is Rs.35/- p.m.
17. Water charges recoverable from a Group C employee for Type III quarter is Rs. 25 p.m.
18. Water charges recoverable from a Group C employee for Type II quarter is Rs. 15 p.m.
19. The staff/officers who refused to accept accommodation offered to him on the new zone are eligible for retention of quarters at the old station. (false)
20. Retention of Railway accommodation on medical grounds beyond the permissible period as a special case requires the approval of Rly.Board.
21. Railway employees rendered surplus and posted to new stations necessitating change of residence may be permitted to retain Railway accommodation at the previous place of posting for a period of three years.

15. Recruitment Rules & Training:

1. GDCE stands for General Departmental Competitive Exam.
2. Employees working in the lower post only should be allowed to appear for GDCE. (true)
3. Cases of sports persons for recruitment and for out of turn promotion from Group D to C if other wise eligible, but does not possess the minimum educational qualification should be referred to Railway Board.
4. RPF staff are not debarred from appearing in GDCE and other Departmental selections for promotion in Departments other than RPF/RPSF. (false).
5. The prefix “Apprentice” should not be used in the notifications published by RRBs for recruitment from open market except in the categories of Apprentices appointed in Traffic and Commercial Departments.
6. GMs are empowered to re-engage retired para-medical staff on daily rates basis upto the age of NIL years.
7. Replacement panel against shortfall from RRB can be asked by the Railways within the currency of panel in normal cases.
8. Normally currency of the panels issued by RRB shall be for one year
9. The currency of the panels issued by RRB for Group C can be extended beyond one year for one more year with the approval of GM.
10. The operation of the replacement panel should be ensured during the currency of the panel or latest upto 3 months of the expiry of the panel.
11. The annual quota for recruitment of Sports persons for Group C on S.C. Railway through open advertisements is 15.
12. The annual quota for recruitment of Sports persons for Group D on Zonal Hqrs., S.C. Railway through open advertisements is 04.
13. The annual quota for recruitment of Sports persons for Group D on each division of S.C. Railway through open advertisements is 03 .
14. The vacancies under sports quota can be carried forward. (say true or false).
15. The annual quota for S.C. Railway for recruitment of sportspersons to Group C under talent scouting is 10.
16. The annual quota for recruitment of sportspersons to Group D for each division under talent scouting is 02.
17. The annual quota for Zonal Hqrs., of S.C. Railway for recruitment of sportspersons to Group D under talent scouting is 02.
18. The annual quota for recruitment against Scouts & Guides in Group C for S.C. Railway is 02.
19. The annual quota for recruitment against Scouts & Guides in Group D for each division of this Railway is 02 years
20. The annual quota for recruitment against Cultural events in Group C for S.C. Railway is 02 years.
21. The annual quota for recruitment against Cultural events in Group D for each division of this Railway is NIL.
22. The examination fees for the examinations conducted by RRB is Rs.40/-.
23. 3% of posts in Group C & D are reserved for persons with disabilities.
24. The minimum age limit for recruitment in Railways is 18.
25. General Manager can relax the lower age limit by one year.

26. Upper age limit for CG appointment be relaxed freely. (true)
27. Upper age limit for appointment to Group C services in the lowest scale in Railways is 27 for general , 30 for OBC and 32 for SC/ST candidates.
28. During 2000, Railway Board have directed that recruitment to Group D posts shall henceforth be undertaken by the Rly.Admn themselves.
29. General Managers are empowered to engage Group D staff only as substitutes.
30. Currency of panels issued by RRBs is one year extendable by one year by GM.
31. LDCE stands for Limited Department Competitive Examination.
32. Railway Board have introduced LDCE in the categories of OS/Gr.II and PI/Gr.I to an extent of 20% of the posts.
33. The scheme of restructuring of the cadres is effective from 01-11-2003.
34. During restructuring suitable number of posts were required to be surrendered since the scheme of restructuring is self financing and expenditure.
35. The new Pension scheme is effective from 01.01.04.
36. A reservation of 3% of vacancies has been provided for recruitment of the physically challenged person.
37. 1% of vacancies are reserved for orthopaedically challenged.
38. -----of vacancies of ASMs in scale Rs.4500-7000 are filled by Direct Recruitment.
39. 66-2/3% of the vacancies of Sr. Clerks are filled by promotion from amongst the Junior Clerks in the order of seniority.
40. 13-1/3 of the vacancies of Sr. Clerks are filled by LDCE from amongst graduates working as Clerks in Scale Rs. 3050-4590.
41. 20% of vacancies of Sr. Clerks are filled by Direct Recruitment.
42. Promotion through LDCE to an extent of 20% of the posts in the category of Office Superintendent/Gr.II has been introduced.
43. A matriculate recruited as Artisan (Skilled III) has to undergo the period of training for 3 years.
44. In direct recruitment, 20% vacancies of Group D, 10% vacancies of Group C are reserved for ex-servicemen.
45. In case of blind, deaf and orthopaedically handicapped relaxation in age shall be granted upto _____ years.
46. The educational qualification for direct recruitment of skilled artisan is _____.
47. The maximum age limit for appointment of Group C employees belonging to general community is _____ years.
48. _____ no. of posts are filled in Group D services against Scout Quota in a year.
49. _____ no. of posts are filled in Group D services against Cultural Quota.
50. _____ no. of posts are filled in Group D services against sports quota.
51. Recruitment against Scouts, Sports and Cultural Quotas is to be completed by _____ for every year.
52. Rule of reservation to SC/ST/OBC is applicable in sports appointments. (say true or false)
53. General Manager is competent to constitute the recruitment committee for group C and D posts against sports quota at Headquarters level. (say true or false)
54. The age limit for recruitment of sports persons against Group D is between 18 to 33 years. (say true or false)

55. The upper age limit for sports persons against sports quota for appointment in Group C and D is relaxable by 5 years and 2 years against advertisement quota. (say true or false)
56. General Manager may relax the upper age limit in deserving and meritorious cases of sports persons against talent scout quota. (say true or false)
57. Outstanding sports persons can be appointed in intermediary grades with the approval of General Manager. (say true or false)
58. Sports persons promoted on out of turn basis can be allowed to count their seniority only when they come up for promotion in their turn. (say true or false)
59. The quota for each division against cultural quota recruitment is two. (say true or false)
60. The cultural quota recruitment can be carried forward to next year if not completed by the end of each financial year. (say true or false)
61. Rule of reservation for SC/ST/OBC is applicable for appointments against cultural quota. (say true or false)
62. Only the General Manager is competent to make appointments against cultural quota. (say true or false)
63. The quota against Cultural events for South Central Railway in Group C is just 02 per annum. (say true or false)
64. The recruitment in cultural quota will be done in pay scale of Rs. 4500-7000 and above. (say true or false)
65. The minimum educational qualification required for cultural quota appointment besides certificate course in music/dance etc., is a graduation. (say true or false)
66. Who is competent to declare a post as suitable for appointment of physically handicapped persons?
67. The post of SE/P Way can be filled by a person with physical disability. (say true or false)
68. The quota meant for each group of physically challenged, i.e., hearing impaired, visually challenged and orthopedically disabled can be exchanged at the end of three years. (say true or false)
69. Can a candidate to be appointed on compassionate grounds but found to be orthopedically disabled be charged against the quota for physically handicapped? (say true or false)
70. Candidate appointed on physically handicapped quota should not be promoted to next higher grade, as there is no reservation for them in promotions. (say true or false)
71. The PH quota, if not filled will lapse at the end of the recruitment year. (say true or false)
72. DRM/CWM is competent to appoint a physically challenged candidate on compassionate grounds. (say true or false)
73. The upper age limit for physically challenged persons in recruitment of Group C and D is set at 15 years above the normal upper age limit. (say true or false)
74. There are _____ Railway Recruitment Boards in the country.
75. The quota of reservation for recruitment of ex-servicemen in Group C is _____.
76. _____ is competent to appoint a Group D servant on compassionate grounds.
77. _____ is the competent authority to relax or modify the age limits and educational qualifications prescribed for recruitment to non-gazetted posts.

78. _____ is the minimum educational qualification for appoint to Group D posts in Engineering Department.
79. The minimum educational qualification prescribed for a Group D employee in TTM Organisation is _____.
80. All the railway recruitment boards can recruit ex-service men for Railway service. (say true or false)
81. General Manager can appoint 4 persons against Cultural Quota, every year in either Group C or D categories. (say true or false)

16. Reservation Rules

1. MRO is competent to issue caste certificates in Andhra Pradesh.
2. Reservation for SC/ST in allotment of quarters is 10%.
3. 27% of reservation is provided to OBCs in recruitment.
4. As a concession to SC/ST employees 10% of vacant quarters should be earmarked in allotment of quarters.
5. A single vacancy in a selection may be reserved for SC only. (false)
6. Single post in a isolated cadre may be filled on regular basis without applying reservation.
7. Instructions regarding post based roster for promotion in Group C and D categories are also apply for promotion from Group C to B and within B categories.
8. Any fresh creation of work charged or revenue posts of Assistant Officers may be added to the fixed cadre strength of _____ and rosters expanded.
9. The basic principle of post based reservation is _____.
10. After introduction of post based reservation, it is still permissible to fill up a post reserved for ST by a SC candidate by exchange. (false)
11. There is a ban on dereservation of vacancies reserved for SCs,ST and OBCs in direct recruitment. (true)
12. If the vacancies reserved for SCs/STs/OBCs cannot be filled recruitment, they shall be carried forward as backlog vacancies to the subsequent recruitment years without any limitation. (true)
13. The income limit to exclude socially advanced persons from the purview of reservation for OBCs has been revised to 2.5lakhs gross annual income.
14. Before appointing a person belonging to OBC category, the appointing authority should ensue that the person does not belong to creamy layer on the crucial date.
15. The %age reservation for SC/ST/OC for each Railway in recruitment of all Group C and will be 15, 7-1/2 and 27 respectively.
16. As and when the Railway servants are summoned by the National Commission to attend any hearing, they may be spared as on duty. (true)
17. When SC/ST candidates apply for the non-reserved posts, the applications of candidates with only Rs.10 as postal charges may be allowed.
18. When SC/ST candidates apply for the non-reserved posts, age relaxation is not allowed. (true)
19. When SC/ST candidates apply for the non-reserved posts, are they eligible for the free pass facility (yes)
20. The ceiling of 50 % reservation for SC/ST on total number of vacancies will apply only on vacancies that arise in the current year.
21. In respect of backlog/carry forward of vacancies, the ceiling of 50% will not apply. (true)
22. The duration of pre-selection coaching for SC/ST candidates for selection to Group B posts should be for 3-4 weeks.
23. SC/ST employees empanelled through selection/LDCE without relaxation will be treated as Senior a vis those SC/ST employees empanelled with relaxed standards.
24. Recognition to more than one SC/ST association may be considered favourably. (false)

17. Retirement benefits and settlement:

1. The medical allowance payable to the eligible retired employees is Rs. 100.
2. Transfer grant payable is linked to the last pay drawn and DP (true)
3. There is no maximum limit for the commuted value payable (false)
4. Post retirement complimentary passes are admissible to railway servants retired after putting in 20 years of service.
5. Widow passes are admissible to widows of Railway servants if the Railway servant had drawn 4 sets PTOs during his service.
6. 90% of PF balance can be withdrawn within one year of retirement without assigning any reason.
7. The leave encashment payable shall be restricted to 300 days of leave at credit at the time of retirement/death.
8. Leave encashment shall be paid at the discretion of the disciplinary authority, in case disciplinary cases are pending against the retired employee at the time of retirement.
9. Leave encashment payable is linked to DA admissible at the time of retirement.(true)
10. Any amount of arrears admissible to a retired employee can be drawn as usual and paid through pay clerk. (false)
11. Appointing is the competent authority to accept voluntary retirements.
12. In case of death while in service, pension is not admissible. (false)
13. Safety related retirement scheme will cover the categories of Drivers and Gangman whose working has a critical bearing on the safety of train operations and track maintenance.
14. The safety related retirement scheme is effective from 02.01.2004.
15. Under the Safety related retirement scheme, Drivers and Gangmen in the age group of 50 to 57 years may seek retirement.
16. The employee should have completed 33 years of qualifying service in order to be eligible for seeking retirement under the Safety related retirement scheme.
17. Shunters are also covered under the safety related retirement scheme. (false)
18. The ward of the employee seeking retirement under Safety related retirement scheme will be considered for appointment in the lowest recruitment grade of the respective category from which the employee seeks retirement.
19. The cut off date for reckoning the eligibility of the employees under the safety related retirement scheme will be 30th June of the respective year.
20. The last date for submission of requests for retirement and consideration of a ward for appointment under the safety related retirement scheme shall be 31st July of the respective year.
21. Employees who desire to withdraw their requests for retirement under the safety related retirement scheme may be allowed to do so not later than 30th September.
22. A railway servant on EOL other than on medical grounds seeking VR, his request may be accepted immediately without insisting on notice period.
23. A railway servant on EOL on medical grounds seeks VR, his request may be accepted and he may be allowed to retire after expiry of notice period.

18. Seniority Rules.

1. The general principles that may be followed in determining the seniority of non-gazetted Railway servants are enumerated in Chapter _____ of the IREM, Vol.I.
2. The seniority among the incumbents of a post in a grade is governed by the _____.
3. Grant of pay higher than initial pay should not confer on a Railway servant seniority above those who are already appointed regularly. (say true or false)
4. The criterion for determination of seniority of a direct recruit should be _____.
5. The criterion for determination of seniority of a promotee should be _____.
6. When the dates of entry into a grade of the promotees and direct recruits are the same, they should be put in _____ positions, the promotees being senior to the direct recruits.
7. In case training period is curtailed, the date of joining the working post in case of direct recruit shall be _____.
8. The seniority of the candidates recruited through RRB and sent for initial training is to be fixed in the order of _____.
9. In case no initial training is prescribed, the seniority of the candidates recruited through RRB is fixed in the order of _____.
10. When two or more candidates are declared of the equal merit at one and the same examination, their relative seniority is determined by the _____.
11. In case date of birth becomes the criterion for determining the seniority, the _____ candidate becomes the senior.
12. In case of mutual transfer to a different seniority unit, their seniority is based on the _____ of the railway servant with whom they have exchanged, whichever of the two may be lower.
13. In case of transfer to a different seniority unit in the interest of administration, the seniority is regulated by _____.
14. The Railway servants transferred at their own request from one seniority unit to another shall be placed _____ the existing confirmed, temporary and officiating Railway servants in the _____ grade.
15. Transfer at own request to a different seniority unit is permitted if there is _____.
16. Transfer on request shall not be allowed in _____ grades in which all posts are filled entirely by promotion of staff from lower grades.
17. When dates of appointment to a grade is the same, DOB shall determine the seniority.
18. In case the dates of entry into grade next below that in which the seniority is being determined also coincide, the dates of entry into each of the _____ shall determine the seniority.
19. If the dates of entry in each of the lower grades in the channel also are identical, then the _____ shall determine the seniority.
20. The relative seniority of the Railway servants passing the examination/test in their due turn and on the same date shall be determined with reference to their _____.

21. When a post is filled by considering staff of different seniority units, the total length of continuous service in the _____ or _____ grade held by the employees shall be the determining factor for assigning seniority.
22. While deciding the relative seniority of employee in an intermediate grade belonging to different seniority units, _____ service only should be taken into account.
23. Non fortuitous service means the service rendered after the date of _____ after _____.
24. Railway servants may be permitted to see the seniority list in which their names are placed. (say true or false)
25. In case the seniority lists cannot be conveniently arranged for perusal by the concerned Railway servants, they may be informed of their position in the seniority list on _____.
26. Staff concerned may be allowed to represent about the assignment of their seniority position within a period of _____ after the publishing of the seniority list.
27. No cases of revision in seniority lists should be entertained beyond one year. (say true or false)
28. Reduction in pay _____ affect a Railway servant's position on the seniority list. (Choose correct answer – does or does not)
29. If the period of reduction to a lower service, grade or post is not specified in the order imposing the penalty, the person loses his _____ in the higher service, grade or post.
30. The seniority of a Railway servant, who is reduced to a lower service, grade or post for an unspecified period, should be determined by _____ without regard to the service rendered by him in such service, grade or post.
31. Where staff is appointed to Railway service below the prescribed minimum age limit, underage service will also count for purpose of seniority. (say true or false)
32. The seniority of the medically decategorised staff will be fixed with reference to the _____.
33. The staff who get their cases recommended for change of category on medical grounds will be treated as _____.
34. Sr. Clerks in scale Rs. 4500-7000 and Stenos in scale Rs. 4000-6000 are treated on par for the purpose of preparing integrated seniority for Welfare Inspectors.(say true or false)

19. Transfer/Transfer Grant:

1. Group D staff recruited prior to _____ without the condition of qualification will be eligible to seek transfer on request in recruitment grade on bottom seniority.
2. Group D staff recruited after _____ with relaxation of qualification will be eligible to seek transfer on request in recruitment grade on bottom seniority.
3. 50% of DA is taken into account as Dearness Pay for arriving at the quantum of composite transfer grant, in case of staff transferred prior to 01.04.2004 but relieved after that date. (say true or false).
4. Staff transported their luggage at their own on transfer without availing the facility of Kit Pass are entitled to the Composite Transfer Grant without any cut in the quantum. (say true or false)
5. In case the Railway accommodation is permitted to be retained by the family of the deceased for a period of 02 years, the time limit for availing the Composite transfer grant is _____.
6. Claims for composite transfer grant can be entertained and paid along with settlement dues to the retiring staff. (say true or false)
7. Requests for transfer of sports persons recruited against sports quota form one Railway/unit/Division to another Railway/Unit/Division may be considered if the sports person has completed _____ years of service.
8. The requests of the sports persons for transfer on mutual basis from one Zone/Division/Unit to another provided both are _____.
9. Cases involving inter Railway transfers of sports persons shall be referred to _____ for approval.
10. All communications regarding transfer should be signed by _____ with his name and designation appearing below the signature.
11. The memorandum/order sparing the employee on transfer should have the _____, _____ and _____ of the employee duly attested by the officer signing the memorandum/order of relief.
12. Staff qualified in GDCE and get posted to a station of their choice are entitled to Transfer Grant. (say true or false)

20. Welfare Measures.

1. Setting up of any type of canteen requires the approval of _____.
2. Charges for occupation of Holiday Homes for working Group C staff are nominal. (say true or false)
3. PREM stands for _____.
4. The membership of the Railway Institutes shall be compulsory. (say true or false)
5. The concessions of Educational assistance, reimbursement of tuition fee and hostel subsidy will apply to all Railway servants without any pay limit from _____.
6. The concessions of educational assistance, reimbursement of tuition fees and hostel subsidy will be available upto _____ (number of) children.
7. If both wife and husband are employed in Railways, the concessions of educational assistance or reimbursement of tuition fees or hostel subsidy is available to _____ only.
8. If the wife or husband of a Railway servant is employed outside Railways, the concession for education of children are available if _____.
9. The concessions for education of children are admissible to a Railway servant under suspension. (say true or false)
10. The concessions for education of children are admissible to a Railway servant on leave including EOL. (say true or false)
11. The educational assistance or reimbursement of tuition fee or hostel subsidy are admissible only in respect of the children between _____.
12. A Railway servant shall not be eligible to draw children's educational allowance, reimbursement of tuition fees or hostel subsidy for a child for more than _____ academic year/s in the same class.
13. The children's educational assistance, reimbursement of tuition fees or hostel subsidy is admissible only if the child attends the school regularly. (say true or false)
14. The children's educational assistance, reimbursement of tuition fees or hostel subsidy shall be admissible to a Railway servant in respect of his children regardless of the fact of any scholarship granted. (say true or false)
15. The children's educational allowance shall be _____ per child.
16. The children's educational allowance is admissible through out the year notwithstanding the fact that no tuition fees is paid during the vacation. (say true or false)
17. A Railway servant shall be eligible to the reimbursement of tuition fees in respect of a child provided _____ allowance is not admissible.
18. A Railway servant shall be eligible to the grant of hotel subsidy at the rate of Rs. _____ per month per child.
19. The hostel subsidy shall be paid upto _____ stage in states and Union territories.
20. The hostel subsidy is not admissible in respect of a child for whom _____ allowance is drawn by the Government servant.
21. As a general principle, the Railway should provide everything to a Railway Institute which a _____ ordinarily would and the Railway Institute should pay for all that a _____ would usually be liable.

22. The aims of the Railway Institutes is to induce the Railway servants to participate in _____, rather than to encourage individual prowess.
23. There shall be a provision in the Rules of Railway Institutes for the use of the premises by ladies as _____ centers.
24. Cost of books for the Mobile libraries shall be met from the _____.
25. Holiday Homes are established as a measure of _____ to staff.
26. Necessary essential equipment such as utensils, furniture etc., in the Holiday Homes shall be provided by _____.
27. To the location of a Holiday Home, approval of _____ will be necessary.
28. If a Holiday Home is set up by a Railway outside its jurisdiction, the same shall be in-charge of _____.
29. Staff who are allotted accommodation in a Holiday Home, should not be refused leave. (say true or false)
30. The charges for occupation of holiday homes are Rs. _____ per day per room for higher type of accommodation.
31. The charges for occupation of holiday homes are Rs. _____ per day per room for lower type of accommodation.
32. Railway administrations are at an obligation to set up canteens in certain Railway establishments with more than 250 employees under the provisions of _____.
33. As a general principle, a Tiffin Room may be provided where the staff strength is not less than _____ and is less than _____.
34. As a general principle, a regular canteen may be provided where the staff strength is _____.
35. Any proposal for setting up of a canteen should have the approval of _____.
36. The canteens should work on _____ basis. (no loss, no profit)
37. Commodities sold in canteens should be wholesome and cheap. (say true or false)
38. Loans towards initial capital for the canteens may be sanctioned from SBF. (say true or false)
39. Loans granted towards initial capital for the canteens should be repayable in instalments spread over __ years as determined by SBF committee.
40. Handicraft centers should be set up for the benefit of the _____ of Railway men.
41. Handicraft Centres are aimed at imparting training to women members of the families of Railwaymen in handicrafts like _____.
42. Expenditure on the Handicraft centers should be met from _____.
43. Accommodation for Handicraft centers should be provided in spare Railway buildings at _____ rent.
44. The charges for electricity and water consumed by Handicraft centers housed in a Railway Institute should be borne by _____.
45. Railway administration should encourage Handicraft centers by placing orders for _____ required by Railways.
46. The co-operative societies functioning on Railways are _____, _____ and _____.
47. The consumer co-op. societies with a membership of _____ are classified as small co-op. stores. (less than 1000)
48. The consumer co-op. societies with a membership of _____ are classified as Big Co-op. Societies.
49. Membership of the Co-op. societies shall be open to _____.

50. Each member of the Co-op. society shall be required to purchase at least one share, value of which shall not be less than _____.
51. Retired and ex-Railway employees may also be permitted to become members in the Co-op. Societies. (say true or false)
52. The Co-op. societies are managed through a management committee from amongst the _____.
53. The supreme authority in respect of Railway Co-op. Societies must vest with the _____.
54. Gazetted Railway servants can become members of consumer co-op. society but cannot be elected as office bearers. (say true or false)
55. Gazetted Railway servants should not become ex-officio office-bearers of Co-op. societies unless the Railway Board so approves. (say true or false)
56. The employees of the Co-op. Societies are eligible for the concession of privilege passes/PTOs is allowed (say true or false)

21. Miscellaneous

1. In case of references from MPs/MLAs regarding appointment on compassionate grounds etc., draft replies should be put up to GM. (say true or false)
2. The language used in the communications to MPs/MLAs shall be _____ and _____.
3. If it is likely to take long time to reply Hon'ble MP/MLA, a _____ reply should be given immediately.
4. Requests from MPs/MLAs and other VIPs shall not be solely looked from the point of view of administrative convenience only. (say true or false)
5. Replies on the references from Hon'ble MPs/MLAs shall be issued with in _____ days, if no information is required from the divisions.
6. Replies on the references from Hon'ble MPs/MLAs shall be issued with in _____ days, if certain information is required from the divisions.
7. Government servants bringing political influence in service matters shall be taken up under D&A Rules.(say true or false)
8. Government servants are prohibited from bringing or attempting to bring any political or other influence to further their progression in service matters. (say true or false)
9. References received from Hon'ble MPs/MLAs should be given careful consideration and responded at _____ level.
10. Seating arrangements for Hon'ble MPs/MLAs in public functions shall be made as per _____ issued by Government of India.
11. All local MPs and MLAs shall be extended invitations for the public functions held in their jurisdiction well in advance and proper _____ shall be observed.
12. Government official shall rise in his seat and receive/see off the Hon'ble MP/MLA during their personal visit to the Government offices.
24. If it is not possible to accede to the request/suggestion made by the Hon'ble MPs/MLAs in their references, the same shall be explained with a reasoned reply courteously. (say true or false)
- 25.(1) The per capita contribution to SBF has been increased from _____ to _____ per annum w.e.f. 01.04.2004.**
- 26.(2) The new head introduced under General activities of SBF w.e.f. 01.04.2004 is _____.**
- 27.(3) The per capita allocation under the new head of women empowerment is _____.**
- 28.(4) The sources of income for SBF are _____.**
- 29.(5) The SBF Committee at Headquarters consist of _____.**
- 30. (6) The Secretary of Divisional SBF Committee is _____.**

* * *