


It has been represented to the Board in the PNM/NFIR meeting by the staff side that Railway administration are not issuing formal orders in cases where the staff are made to shoulder higher grade responsibilities even in cases where the circumstances justified the same as per rules; thereby denying them the benefit of Officiating pay.

2. In this connection, your attention is invited to the instructions contained in Board's letter No.E(NG)62PAII/6,10.4.1963, which stipulates that orders for officiating arrangements should be issued as soon as it becomes clear that such arrangement is necessary and permissible under the rules. In a few cases, employees who go on short leave, may subsequently extend their leave in bits, the sum total of which may exceed the period for which officiating arrangements are not initially permissible. Such cases can normally arise only when employees report sick. In such cases where formal orders could not be issued, there is no objection to the benefit of officiating promotion being given with effect from the date when the short vacancy originally occurred or from a suitable later date on the competent authority certifying that the Railway servant in question actually discharged the full duties of the post.

3. The above instructions were further elaborated in Board's letter No.E(P&A)II-70/CPC/PA/2 dated 27.1.1971 laying down inter-alia that in cases where due to unforeseen circumstances, vacancies of short-term duration eventually extends to over 30 days, there is no objection to the grant of Officiating Pay in such cases from the date the vacancy originally occurred provided that the Head of Department's approval to the officiating arrangements is sought on the first occasion when the extension beyond the initial period comes to be known subject to following conditions.

a) The incumbent had held the full charge of the duties of the higher-grade post from the commencement of the arrangements and a certificate to this effect is recorded and incorporated in the office order, which may be issued subsequently by Divisional Superintendent (now Divisional Railway Manager) concerned, and

b) The vacancy lasts over 30 days and is caused by factors that could not be foreseen.

4. Board desires that these instructions should be strictly followed and officiating pay allowed wherever due.


Sub: Grant of Privilege Passes/PTOs to dependent relatives - 
Raising the income ceiling.

Reference is invited to Board's letter of even number dated 07.06.2001 on the above mentioned subject, whereby the income ceiling for dependency was revised w.e.f. 01.01.2001 as Rs.2145/- p.m. i.e. Rs.1500/- (pension/family pension) plus Rs.645/- (Dearness Relief on Rs.1500/-) or 15% of the pay of Railway servant, whichever is more.

Consequent upon increase in Dearness Relief to pensioners/family pensioners, w.e.f. 01.07.2001 in terms of Board's Circular No.PC-V/97/1/9/6 dated 07.11.2001 a dependent relative in relation to a Railway servant as described in Railway Servants (Pass) Rules, 1986 shall be deemed to be wholly dependent on the Railway servant only if his/her income w.e.f. 01.07.2001 including pension, dearness relief in terms of Board's letter No.PC-V/97/1/9/6 dated 07.11.2001 does not exceed Rs.2175/- p.m. i.e. Rs.1500/- (pension/family pension) plus Rs.675/- (dearness relief on Rs.1500/-) or 15% of the pay of Railway Servant, whichever is more.

03/2002

Copy of Board's letter No.E(NG)I/2001/PM 2/17 dated 13.12.2001 together with copy of GM/P/N.Rly's letter quoted therein are published for information, guidance and necessary action. Board's letters dated 31.5.82 and 22.2.2001 quoted therein were circulated as SC Nos.130/82 & 61/2001, respectively.


Sub: Filling up of posts in the category of Assistant Station 
Master in grade Rs.4500-7000 - revision of.

Reference Northern Railway's letter No.757-E/42-II/L/EiB dated 1.10.01 on the above subject.

2. The matter has been considered in consultation with the Traffic Directorate of the Ministry of Railways. It is clarified that the relaxation in service condition allowed to the SC/ST employees in terms of the provisions contained in para 189(a)(ii) of Indian Railway Establishment Manual Volume-I (1989 Edition) is specifically applicable to cases of promotion by selection of Group 'D' staff to specified Group 'C' posts and the same cannot, ipso-facto, apply to promotion of Group 'D' SC/ST employees of the Operating and Commercial Departments to the post of ASMs in Grade Rs.4500-7000 against the 15% LDCE quota. Moreover, since the post of ASM is a safety category post no relaxation is to be allowed in the prescribed qualifications, period of service and other criteria vide instructions contained in Board's letter No.E(NG)I-75/PM1/44 dated 31.5.82. Accordingly there will be no relaxation in the service condition as prescribed in para 2(ii) of the Ministry's letter of even No. dated 22.2.2001 in favour to Group 'D' SC/ST employees for their consideration for promotion as ASM against the 15% LDCE quota.

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Copy of GM/P/N.Rly's letter No.757-E/42-II/L/EiB dated 1.10.01

Sub: Filling up of posts in the category of Asst. Station Master 
in Grade Rs.4500-7000 - Revision of.


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Revised mode of channel of promotion for filling up the posts of ASM grade Rs.4500-7000 for direct recruitment quota, 15% LDCE quota and general selection has been issued by Railway Board vide letter ibid.
Minimum service for Group 'D' staff for appearing against 15% LDCE quota has been fixed as 5 years. While allowing a relaxation in age limit for SC/ST candidates, no relaxation has been provided by the Railway Board in minimum 5 years of regular service for Group 'D' SC/ST employees. In this context, Boards' attention is also invited to Para 189 (a)(ii) which envisages " All Group "D" staff who have put in 3 years of minimum service are allowed for appearing for certain Group 'C' posts. However this condition of 3 years service has not been made compulsory in the case of SC/ST employees. However, such relaxation has not been allowed by the Railway Board while issuing Correction Slip to Para 122 vide their letter quoted above.

In a selection initiated on a division, certain Group 'D' staff who have not yet completed 5 years of continuous service, belonging to SC/ST community have applied for the post of ASM against 15% LDCE quota. Board are, therefore, requested to kindly elucidate whether relaxation provided vide Para 189 (a)(ii) will also be applicable in the case of 15% LDCE selection for the post of ASM Grade Rs.4500-7000 or otherwise.

04/2002

Copy of Board's letter No. E(W)2001 PS 5-1/16 dated 26.11.2001 is published for information, guidance and necessary action.


Sub: Incentive package to Railway Officers and staff on deputation to Indian Railway Catering and Tourism Corporation Ltd.


It has been decided by Board to extend various facilities to the Railway employees who are on deputation to Indian Railway Catering and Tourism Corporation, vide their letter No.2000/TG.III/600/5 Pt.II dated 17.8.2001. Accordingly, issue of Privilege Pass and Duty Pass may be regulated as under:

(i) **Privilege Pass**

Railway officers and staff on deputation to IRCTC shall continue to be eligible for privilege passes and Privilege Ticket Orders according to their entitlement till normal period of deputation. For this purpose, blank cheque pass books (all classes) may be given by concerned Railways. IRCTC shall issue the passes as per entitlement, affixing a distinct stamp i.e. 'Indian Railway Catering and Tourism Corporation' to the staff on deputation with them. The corporation, in all cases, shall send information to the parent Railway of the employees, or the office in which Privilege Pass account of the employees is maintained, for the purpose of proper accountal.

(ii) **Issue of Duty Cheque passes**

IRCTC is authorized to issue Cheque passes, on duty, to the officers and staff on deputation from Railways. For this purpose, blank cheque Pass book (all classes) shall be made available by the Railways to the concerned Corporation offices as under:

<table>
<thead>
<tr>
<th>Railway</th>
<th>To railway deputationists working in region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Railway</td>
<td>Northern region</td>
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<tr>
<td>Eastern Railway</td>
<td>Eastern region</td>
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<tr>
<td>Western Railway</td>
<td>Western region</td>
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<tr>
<td>Southern Railway</td>
<td>Southern region</td>
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</tbody>
</table>
2. Officers/staff working in Corporate office will be given duty cheque passes available on all Indian Railways, and officers/staff working in regional offices of IRCTC will be given duty cheque passes valid for the Zonal Railways, which come under the jurisdiction of their respective region. This facility shall be available only for 2 years i.e. upto 31.7.2003 and the same will be reviewed thereafter.

3. The officers and staff on deputation to the Corporation shall be entitled for duty cheque pass for self only as per entitlement. The Corporation shall maintain proper account for the duty passes issued by them. For this purpose the corporate office shall advise Northern Railway regarding the passes issued to employees in corporate office and Northern region. Debit of full cost of duty passes issued will be raised by Northern Railway against IRCTC for reimbursement periodically. Similar action will be taken by Eastern, Western and Southern Railways in respect of passes issued to the IRCTC in the Eastern, Western and Southern regions respectively.

4. This issues with the concurrence of Finance and Accounts Directorate of Board's office.

05 /2002

Copy of Board's letter No. E(P&A)I-2001/CPC/LE-8 dt.24.12.2001 is published for information, guidance and necessary action. Board's letter dated 27.1.89 quoted therein was circulated as SC No. 42/89. The clarification now being given to the point raised by AIRF was earlier clarified under Board’s letter dated 10.5.90, circulated as S.C.No.98/90.


Sub: Simplification of rules and procedures relating to Leave Rules – Chapter V of Indian Railway Establishment Code, Volume I

AIRF had sought clarification on the issue of treating the period of EOL taken in continuation of Maternity Leave without the Medical certificate as qualifying service or otherwise. The matter has been examined in consultation with the Department of Personnel & Training and it is clarified that the period of EOL taken without Medical Certificate in continuation of Maternity Leave would not count for qualifying service and for purpose of grant of increment. The cases where the period of EOL without the Medical Certificate has been treated as qualifying service earlier, should also be decided in accordance with the extant provisions contained in Pension Rules and the related administrative orders.

06 /2002

Copy of Board’s letter No.E(P&A)I-2000/SP-1/AC-1 dated 7.12.2001 is published for information, guidance and necessary action. Board’s letters dated 3-3-89, 25-5-99 & 31.5.2001 quoted therein were circulated as S.C.Nos. 51/89, 165/99 & 124/01, respectively.


Sub: Grant of incentive to Accounts Stock Verifiers on passing Appendix IV-A (IREM) Examination.

   2) Board’s letter No.PC-IV/87/Imp/7 dated 3.3.89
   3) Board’s letter No.PC-IV/95/PNM/AIRF/5 dated 25.7.95
   4) Board’s letter No.PC-IV/87/Imp/7 dated 8.5.96.
   5) Board’s letter No.E(P&A)I-98/SP-1/Gen/1 dated 9.10.98
   6) Board’s letter No.PC-IV/87/Imp/7 dated 25.5.99
7) Board’s letter of even number dated 31.5.2001.

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In partial modification of para 2 of Board’s letter of even number dated 31.5.2001 referred at S.No.7 above, the date of effect may be read as 01.6.1996 instead of 1.1.1996.

2. The other terms and conditions will remain unchanged.
3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

07/02

SERIAL CIRCULAR NO. 07 /2002
P [R] 594 Dated: 18 -01-2002

Copy of Board’s letter No.E(P&A)/I-2001/PS5-PE-4 dated 14.12.2001 referred at S.No.7 above, the date of effect may be read as 01.6.1996 instead of 1.1.1996.

2. The other terms and conditions will remain unchanged.
3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

08/02

SERIAL CIRCULAR NO. 08 /2002

Copy of Board's letter No.E(Sports)2001/Policy/Quota/2 dated 31.12.2001 is published for information, guidance and necessary action. Board’s letters dated 11.01.88 and 11.4.88 and quoted therein were circulated under this office letter No.P.594.P.Vol.V dated 27.01.88 and 29.4.88 respectively.


Sub: Qualifications of Railway School Teachers.

A doubt had arisen in respect of the discipline in which a TGT should have PG degree for grant of Selection Grade. The matter has been examined in consultation with the Directorate of Education, Government of NCT of Delhi and the Ministry of Human Resource Development, Department of Secondary and Higher Education, Government of India who have clarified that Selection Grade is to be awarded to the TGTs after 12 years of service in the Senior Scale of TGT and on attaining the higher qualification laid down for recruitment of the post of PGT to which they are in the feeder category. To illustrate if a TGT is teaching Science subjects he/she should acquire a Post Graduate Degree in either of the relevant subjects taught in Science for placement in the Selection Grade. Similarly a TGT teaching Commerce subjects should acquire Post Graduate degree in either of the relevant subject taught in Commerce. Likewise in Arts and Literature subjects also.

09/02

SERIAL CIRCULAR NO. 09 /2002


Sub: Revision of Sports Quota for recruitment of sportspersons in Group 'C' and Group 'D' against sports quota on the Railways.

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Please refer to Board's letter of even number dated 24.08.2001, on the above subject, conveying Board's decision to reduce the sports quota. On reconsideration, Board have decided to restore the earlier quota as conveyed vide Board's letter No.E(Sports)2000/Policy/2 dated 19.6.2000. Hence, Board's letter of even number dated 24.8.2001 may please be treated as withdrawn.

2. There is no change in the distribution of quota as advised vide Para 3 of Board's letter dated 19.6.2000.

3. These instructions come into force with immediate effect.
Copy of Board's letter No.98/H-1/2/1 dated 31.12.2001 is published for information, guidance and necessary action.

Copy of Board's letter No. 98/H-1/2/1 dated 31.12.2001

Sub: Free Medical facilities to the family members of whole time employees and officers employed by AIRF/NFIR and Zonal recognised Unions/Federations.

As per stipulations laid down under para 610 of IRMM, 2000 the whole time (not part time) workers employed by AIRF/NFIR and Zonal recognised Unions/Federations, after obtaining a medical fitness certificates from the Railway Medical officer, that the applicant is not suffering from any old and chronic disease requiring medication on permanent basis, be issued medical cards. Such cards should have expiry date as the end of the financial year and the cards be renewed at the start of the next year on receiving authority letter from the concerned organizations.

It is reiterated that the extant procedure for issuance and renewal of medical cards for the whole time workers employed for federations and its affiliated unions be strictly adhered to.

10/02


Sub: Imposition of a minor penalty by the Disciplinary Authority after consideration of Charged Official's statement of defence to the major penalty chargesheet.

Attention of the Railways is invited to Rule 9(9)(a)(iv) of RS(D&A) Rules. In terms of the provisions contained therein, if the Disciplinary Authority, after consideration of the written statement of defence with reference to the major penalty charge memorandum, is of the opinion that imposition of a major penalty is not necessary, it may drop the proceedings already initiated by it for imposition of major penalty, without prejudice to its right to impose any of the minor penalties, not attracting the provisions of sub-rule (2) of rule 11.

2. A case has come to the notice of this Ministry where, after considering the statement of defence of Charged Official to the major penalty chargesheet, the Disciplinary Authority decided to impose a minor penalty. A minor penalty was thereafter straightaway imposed without first dropping the major penalty proceedings.

3. The above procedure is not in conformity with the rules as mentioned above. It is clarified that, while taking action under Rule 9(9)(a)(iv) of RS(D&A) Rules, the Disciplinary Authority should record his speaking order as to why major penalty proceedings are dropped, after consideration of the statement of defence of the charged officer and as part of the further orders, the Disciplinary Authority should also impose one of the minor penalties indicating grounds for imposition of the same. Thus, the single speaking order of the Disciplinary Authority should cover both dropping of the major penalty proceedings and imposition of the minor
penalty in terms of the said Rule. As is clear from the above rule, it will not be necessary to give the railway servant any further opportunity of making representation before such a penalty is imposed.

4. It is desired that the position brought out in para 3 above be brought to the notice of all concerned on your railway for their guidance and strict compliance.

11/02
SERIAL CIRCULAR NO. 11 /2002

Copy of Board's letter No. E(D&A)99 RG 6-20 dated 6.12.2001 is published for information, guidance and necessary action. Board's letters dated 21.1.93 (A) and 21.1.93(B) quoted therein were circulated as SC Nos. 16/93 & 12/93, respectively.

Copy of Board's letter No. E(D&A)99 RG 6-20 dt.6.12.2001 (RBE No.235/2001)

Sub: Promotion of railway servants against whom disciplinary/ criminal proceedings, etc., are pending.

Attention of the railways is invited to instructions contained in Board's letters No.E(D&A)92 RG6-149(A) and No.E(D&A)92 RG6-149(B) both dated 21.1.93 which lay down the procedure that should be followed regarding the promotion of railway servants:-

(i) Who are under suspension;
(ii) In respect of whom a chargesheet has been issued and the disciplinary proceedings are pending; and
(iii) In respect of whom prosecution for a criminal charge is pending.

2. It has been decided that these instructions may also be followed at the time of consideration of railway servants for ad-hoc promotion.

12/02
SERIAL CIRCULAR NO. 12 /2002

Copy of Board's letter No. 98/E/RRB/9/3 dated 30.12.2001 is published for information, guidance and necessary action. Board's letter dated 27.4.98 quoted therein was circulated as SC No. 121/98.


Sub: Recruitment to Group "C" categories on Railways - Amendment to IREM.

The Ministry of Railways is pleased to direct that the Indian Railway Establishment Manual, Volume-1 (1989 edition) may be amended as per Advance Correction Slip No.129 enclosed.

INDIAN RAILWAY ESTABLISHMENT MANUAL VOLUME I CHAPTER I, SECTION'B' SUB-SECTION III (1989 EDITION)
Advance Correction Slip No.129

Substitute the following for the existing words and figures in Para 112:

"112. The Committee for conducting interviews, where prescribed, for direct recruitment to Group "C" posts by the Railway Recruitment Boards, will have a minimum of three members and must include officers representing SC/ST, Minority and OBC communities. The composition of the Interview Committee shall be:-
Chairman, RRB or Member Secretary, RRB as the Chairman of the Interview Committee, and

Serving Railway Officers of JA Grade, including an officer of the Department for which the recruitment is being made.

In case of difficulty in finding OBC officers of JA grade for nomination in Interview Committees, there is no bar to nomination of Senior Scale OBC Officers. The senior scale OBC officer so nominated will nevertheless be an equal member of the committee.

In case serving Railway Officers of appropriate rank belonging to SC/ST, Minority and OBC Communities are not available, officers of Central Government/State Government/PSUs/Banks belonging to these communities may be co-opted. In case of further difficulty, retired Railway officers of proven integrity belonging to these communities maybe co-opted in the Interview Committees.

While nominating/co-opting members of the Interview Committee, it is to be ensured that no member should be directly subordinate to any other member of the Committee.

In order to ensure that enough OBC officers in the appropriate rank are available for nomination on the Interview Committees and nomination of Senior Scale OBC officers is not resorted to routinely, CPOs should draw up lists of OBC officers available on the Railway by making extensive enquiries. The Chairman, RRBs should also draw up list of willing OBC officers of Central/State Governments/PSUs/Banks for being nominated in the Interview Committees.

(Authority: Railway Board's letter No.E(NG)II/96/RR-1/40 dated 27.04.98 and 98/E(RRB)/9/3 dated 25.08.98 and 30.11.98).

13/02

SERIAL CIRCULAR NO. 13 /2002
Letter No. P[R]563/IV dated 6-2-02

Copy of Board's letter No.E(RRB)/2001/25/31 dated 11.01.2002 is published for information, guidance and necessary action. Board's letters 21-8-2001 dated quoted therein was circulated as SC Nos. 180 / 01, respectively.


Sub: Scheme of General Departmental Competitive Examination (GDCE)-Conduct of examinations through Railway Recruitment Boards.


The scope of Scheme of General Departmental Competitive Examination (GDCE) for filling up 25% direct recruitment quota posts in Group "C" categories has been widened in terms of Board's letter dated 21.8.2001 mentioned above.

In this context, Board have laid down the following procedures to be followed by Railways/RRBs:

(1) As mentioned in Para 2(iii) of Board's letter quoted above, GDCE will be conducted by the nominated RRB along with direct recruitment examination conducted for the same category, with a separate marklist for GDCE category.
In a case where substantial delay beyond the normal time for finalisation of recruitment from open market is expected, GDCE may be separated from the open market recruitment with personal approval of Chairman/RRB.

(2) Following RRBs are nominated to cater for the Zonal Railways indicated against each of them along with the Production Units located in the geographical area of the Railway:

(i) RRB/Ajmer - Western Railway
(ii) RRB/Allahabad - Northern Rly, DLW, DCW, RCF
(iii) RRB/Chennai - Southern Railway, ICF, WAP
(iv) RRB/Guwahati - N.F. Railway
(v) RRB/Kolkata - S.E. Railway
(vi) RRB/Gorakhpur - N.E. Railway
(vii) RRB/Mumbai - Central Railway
(viii) RRB/Patna - Eastern Railway, Metro Railway, CLW
(ix) RRB/Secunderabad - S.C. Railway.

The Railway, while placing an indent on RRB, shall invite applications for GDCE and pass on the details of eligible applicants to the concerned RRB.

RRB will ensure that these candidates are called to appear for GDCE either along with direct applicants for outside selection or in a separate selections for the departmental candidates as per the decision taken with reference to para 2(1) above.

14/02
SERIAL CIRCULAR NO. 14 /2002

Copy of Board's letter No.E(G)/2001/H01-9 dated 11.01.2002 is published for information, guidance and necessary action.

Copy of Board's letter No. E(G)/2001 H01-9 dated 11.01.2002 [RBE No. 2/2002]

Sub: Grant of honorarium to the Railway Doctors for delivering lectures on First Aid Course to the Railway employees and their families.

Ministry of Railways have considered revision and enhancement in the rates of honorarium payable to the Railway Doctors for delivering lectures on First Aid to Railway employees and their families at Centres where practice exists and in supersession of Board’s letter No. E(G)/79/H01-18 dated 10.07.79 have decided that such Railway Doctors may be paid honorarium @ Rs.250/- for delivering lectures and conducting classes on First Aid consisting of at least twelve trainees for a session of at least eight lectures (each of two hours duration).

This has the sanction of the President and issues with the concurrence of the Finance Directorate of the Ministry of Railways.

15/02
SERIAL CIRCULAR NO.15 /2002
No.P(PC)487/V/97/Allowance/Vol.II Dated: 4-02002


Subject: Grant of Ration Money in lieu of Ration subsidy and Extra
Duty Allowance to Non-gazetted RPF/RPSF Personnel with effect from 1st August 1997 on introduction of revised scales of pay on the recommendations of V Central Pay Commission-Revision thereof.

Further to the instructions contained in Board's letter of even number, dated 7.11.2001, the Board has decided that the non-gazetted RPF/RPSF personnel upto the rank of Inspector Grade I (Rs.6500-10500) on the Railways shall now be entitled to Ration Money Allowance @ Rs.675/- per head per month (provisionally) w.e.f. 01.04.2000 until further orders.

Other terms and conditions as stipulated in the Board's letter No.E(P&A)I-98/ALL/RPF/1, dated 1.4.1998 shall remain unchanged.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.


Sub: Grant of Ration Money in lieu of Ration subsidy and Extra Duty Allowance to Non-gazetted RPF/RPSF Personnel with effect from 1st August 1997 on introduction of revised scales of pay on the recommendations of V Central Pay Commission - Revision thereof.

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1. In continuation of the orders contained in Board's letter of even number dated 28.11.2000, the President is pleased to decide that the non-gazetted RPF/RPSF personnel upto the rank of Inspector Grade I (Rs.6500-10500) on the Railways shall now be entitled to Ration Money Allowance @ Rs.655/- per head per month with effect from 1.4.2000 until further orders.

2. Other terms and conditions as stipulated in the Board's letter No.E(P&A)I-98/ALL/RPF/1 dated 1.4.98 shall remain unchanged.

3. The arrears as due from 1.4.2000 may be calculated and disbursed, subject to availability of funds.

4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

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Sub: Grant of Ration Money in lieu of Ration subsidy and Extra Duty Allowance to Non-gazetted RPF/RPSF Personnel with effect from 1st August 1997 on introduction of revised scales of pay on the recommendations of V Central Pay Commission - Revision thereof.

In continuation of the orders contained in this Ministry's letters No.E(P&A)I-98/ALL/RPF/1, dt.1.4.98, 19.8.98 and E(P&A)I-99/ALL/RPF/1, dt.31.5.99, the President is pleased to decide that the non-gazetted RPF/RPSF personnel upto the rank of Inspector Grade I(Rs.6500-10500) on the Railways shall be entitled to Ration Money Allowance @ Rs.614/- per head per month with effect from 1.4.99 to 30.9.99 and @ Rs.640/- per head per month with effect from 1.10.99 until further orders.

2. Others terms and conditions as stipulated in the Board's letter No.E(P&A)I-98/ALL/RPF/1, dt.1.4.98 shall remain unchanged.

3. This being effective from 1.4.99 onwards as due may be calculated and disbursed subject to availability of funds.

4. This issues with the concurrence of the finance Directorate of the Ministry of Railways.

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Sub: Grant of Ration Money in lieu of Ration Subsidy and Extra Duty Allowance to Non-gazetted RPF/RPSF Personnel with effect from 1st August, 1997 on introduction of revised scales of pay on the recommendations of Vth CPC.

The Fifth Central Pay Commission vide para 70.29 recommended that status quo in respect of Ration Money Allowance should be maintained, and that this allowance should be given to non-gazetted personnel of CISF and RPF also and the present Ration Subsidy and Food Packet Allowance should stand merged in Ration Money Allowance.

The Government have accepted the above recommendations of the Commission. Accordingly, the President is pleased to decide that the non-gazetted RPF/RPSF personnel upto the rank of Inspector Gr.I (Rs.6500-10500) on the Railways shall be entitled to Ration Money Allowance @ Rs.501/- per head per month, w.e.f. 1st August, 1997.

The terms and conditions for the grant of Ration Money to non-gazetted RPF/RPSF personnel shall be as under:-

a) RPF/RPSF personnel will be entitled to Ration Money during leave on Average Pay at full rates for the first 60 days and at half rate for next 60 days.

b) The RPF/RPSF personnel deployed on Internal Security duty will be entitled to draw Ration Money at the full rates for a maximum period of six months only.

c) The Ration Money is exempted from the purview of Income Tax and Ration Money so drawn and paid to RPF/RPSF non-gazetted personnel should not be included in their gross salary for the purpose of working out Income Tax liability to be deducted at source.

4. Consequent on the grant of Ration Money to non-gazetted personnel of RPF/RPSF the existing Ration Subsidy @ Rs.120/- per head per month and Extra Duty Allowance @ Rs.7.50 per day will simultaneously be discontinued w.e.f. 1.8.97.

5. The orders being effect from 1.8.97, arrears, as may be due, may be calculated and disbursed, subject to availability of funds.

5. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

16/02

SERIAL CIRCULAR NO. 16 /2002


Sub: Implementation of recommendation of V CPC regarding Stenographers on the Railways/Training Institutes.

Consequent to the issue of instructions vide Board's letter of even number dated 15.09.2000 and 31.1.2001 regarding stenographic assistance to officers of Senior Administrative Grade (SAG) and above in the Zonal Railways, the question of applicability of the same to the Centralised Training Institutes has been under consideration of the Board. After examining all relevant aspects, the Board have decided as under:
The Directors of the Central Training Institutes in the grade Rs.22400-24500 should be provided with Stenographic assistance in the grade Rs.7500-12000, and

Sr. Administrative Grade Officers should be provided with Stenographic assistance in the grade Rs.6500-10500.

Terms and conditions given in Board's letters quoted above are applicable.

SERIAL CIRCULAR NO. 17 /2002

Copy of the Railway Board's letter No.PC-V/99/1/1/1 dated 03.12.2001 is sent herewith for information, guidance and necessary action. Railway Board's letter dated 11-5-2000 quoted therein was circulated as SC No. 112/2000.


Sub: Assured Career Progression Scheme (ACPS) for the Railway employees - Clarification regarding.

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Please refer to Board's letter of even number dated 11.5.2000 furnishing clarifications to various points of doubts about certain issues in connection with the implementation of the ACP scheme. In reply to point of doubt No.25 whether the upgradations under ACPS are to be allowed to the employees who are on deputation in other organizations/on training/on study leave, following clarification was furnished:

"It has been clarified vide Condition No.6 of ACPS that such upgradation shall not entitle for deputation to higher posts. Therefore, as a corollary, upgradation under ACPS shall be allowed, in respect of employees who are on deputation, only on notional basis, as otherwise such upgradation in the cadre may have a bearing on the deputation pay of the official. However, an employees will get the actual benefit on the basis of such notional pay fixation under ACPS with prospective effect only on repatriation. Similarly, since an employee draws leave salary while on leave, he will get similar treatment as allowed to a person on deputation. However, upgradation under ACPS may be allowed to an employee who is on training as he is on duty for all practical purposes".

It has been reported that due to the provision for admissibility of financial upgradation under ACPS only on notional basis during the period of deputation, officers who have availed the higher scale under ACPS in their cadre, or are expecting the same shortly, are reluctant to opt for appointment on deputation to ex-cadre posts and many persons who are already on deputation have also opted to revert to the parent cadre on availing the ACP benefit without completing the period of deputation. This has created problems in securing the services of suitable persons for appointment against ex-cadre posts.

The matter has been examined and keeping in view the problems faced by various Railways/Production Units in filling up the ex-cadre posts, it has been decided that while eligibility of an employee for appointment against an ex-cadre post in terms of the provisions of the Recruitment Rules of the ex-cadre post will continue to be determined with reference to the post/pay scale of the post held in the parent cadre on regular basis (and not with reference to the higher scale granted under ACPS such an officer, in the event of his selection, may be allowed to opt to draw pay in the higher scale under ACP scheme without deputation allowance during the period of deputation, if it is more beneficial than the normal entitlements under the existing general orders regulating pay on appointment on deputation basis. Clarification to point of doubt No.25 in this Ministry's letter No.PC-V/99/1/1/1 dated 10.05.2000 ibid stands amended to the above extent. There is no change in the clarification relating to admissibility of ACPS to persons on leave/on training.

Past cases, decided otherwise on the basis of the earlier clarification, may also be reviewed in the light of the above decision.
18/02
SERIAL CIRCULAR NO. 18/2002

Copy of Board’s letter No.E(W)95 UN1-19 dated 7.1.2002 is published for information, guidance and necessary action. Board’s letter dated 21.8.2001 quoted therein was circulated as S.C.No.217/01.

Copy of Board’s letter No.E(W)95 UN1-19 dated 7.1.2002.

Sub: Supply of Uniforms to Gangmen, Keymen, Mates and Patrolmen.

In continuation to Board’s letter of even number dated 21.08.2001 on the above mentioned subject, it is further clarified as under:

(i) Cellular cotton to ISS No.1144/80 with amdt.No.1 may be used for fabrication of shirts orange colour (10-S and 8-S).

(ii) Colour of mittens, socks and shoes may be decided by Zonal Railways depending upon local condition.

19/02
SERIAL CIRCULAR NO. 19 /2002
Letter No.   P[R]473/II dt. 8-02-2002


Sub: Reservation against PTOs.

Instructions have been issued vide Board’s letter of even number dated 31.10.2000 regarding exchange of PTOs with tickets from any station on Indian Railway. The scheme was introduced as an experimental measure, and the validity of the same has expired on 31.12.2001. It has now been decided that validity of the scheme may be extended till 30.06.2002. In the meantime Railways are requested to send their views/recommendations on usefulness/efficacy of the scheme for further examination to make it a permanent one.

This issues with the concurrence of Finance Directorate of Ministry of Railways.

20/02
SERIAL CIRCULAR NO. 20 /2002
Letter No.   P[R]299/IV dt   13-2-02

Copy of Board's letter No.Hindi/98/Pra-6/4 dated 21.11.2001 is published for information, guidance and necessary action please. Board's letter dated 14.11.94 was circulated as S.C.No. 6/95.


Sub: Enhancement in the rate of Honorarium of part-time Hindi Librarians working in Hindi Libraries on Railways.
In supersession of previous instructions issued vide Board’s letter No.Hindi-87/Pra-6/2 dated 14.11.94 on the above subject, the Ministry of Railways (Railway Board) have decided to enhance the rates of Honorarium being paid to the part time Hindi Librarians who are Hindi knowing staff and working as part time Hindi Librarians in addition to their normal duties from Rs.130/- per month to Rs.250/- per month.

These orders will take immediate effect.

This has the sanction of the President and issues with concurrence of the Finance Directorate of the Ministry of Railways.

21/02

SERIAL CIRCULAR NO. 21 /2002

Copy of Board's letter No.PC-V/97/1/11/2 dated 8.1. together with their letter dated 23.7.2001 is enclosed for information, guidance and necessary action.

Copy of Board's letter No.PC-V/97/1/11/2 dated 8.1.2002 (PC-V/312 RBE No.150/2001)

Sub: Allotment of revised scales - Metallurgy and Chemical Directorate of RDSO.

Consequent to the issue of orders regarding merger of Chief Research Assistant (CRA) in grade Rs.6500-10500 with Assistant Research Officer (ARO) in grade Rs.7500-12000 vide Board's letter of even number dated 23.7.2001, RDSO have raised certain doubts regarding implementation of the said orders and sought Board's clarifications in regard to placement of the incumbents of the posts of CRA in the category of ARO vide their above referred letter. The matter has been re-examined by the Board and the doubts are clarified as under:

For initial placement of CRA in the grade of Rs.7500-12000, screening of the CRAs in position as on 1.1.96 or as on the date of actual promotion as CRA, may be conducted based on record of service, as one time exception, dispensing with written test and viva-voce, but subject to passing prescribed medical examination. For placement of incumbents of the posts of CRA in the grade of ARO, the screening may be done by a Screening Committee, consisting of the same members as that the DPC prescribed for promotion to the post of ARO. The Committee may go through ACRs of last 5 years preceding 1.1.96 or the date of actual promotion as CRA, irrespective of the grade and unit of the candidates concerned (if any has come on transfer). For being considered as "fit" for placement in the higher grade, the candidates under consideration should get minimum 15 marks out of total of 25 marks as is prescribed for normal Group B selections. The computation of marks may be made as prescribed in Board's letter No.E(GP)2000/2/95 dated 16.1.2001. Those who are adjudged as "unfit" maybe continued in scale Rs.6500-10500 as CRAs as personal to them. As and when they demit office, the posts will be converted as AROs.

As it is a case of merger, the normal procedure for Zone of consideration being three times the number of vacancies would not be applicable for initial placement of CRAs in the grade Rs.7500-12000.

After the initial placement of CRAs in the grade of ARO, after screening as suggested in para 1(a) above, further filling up of the vacancies in the posts of ARO shall be as per provisions of the Recruitment Rules. Those who are adjudged as "unfit" in the screening and are continued in the scale of Rs.6500-10500 will also be eligible for consideration for promotion as ARO in the subsequent selections. They will be considered on bloc as senior to the SRAs who have also been now given the revised scale of Rs.6500-10500.

This being merger of scales, and modified selection, as one time exception, as per the procedure detailed above, normal reservation rules shall not apply.

The category of CRA in pay scale of Rs.6500-10500 stands merged with the category of ARO in scale Rs.7500-12000 provisionally, subject to the outcome of the writ petition No.3866/98, pending before Hon'ble High
Court, Delhi. Pay of the present incumbents of the post of CRa on being placed in the grade of Rs.7500-12000 may be regulated by giving proforma fixation w.e.f. 1.1.96 or from the date of actual promotion to CRA, whichever is later. However, Group "B" status and actual pay in the higher scale of ARO may be given from the date of actual placement after the selection.

22/02

SERIAL CIRCULAR NO. 22 / 2002


Sub: Re-confirmation of vacancies from indenting Railways before holding examinations.

... It has been observed by the Board that in a number of cases, the indenting Railways and Production Units have not given appointment to the candidates empanelled by RRBs, against their indent on the plea of revision in vacancies due to manpower planning. This is highly undesirable.

2. In order to control such instances, Board have decided that indenting Railways/Production Units may be asked to re-confirm their vacancies about 6 weeks before the written examination is held. After, examinations are held and panel is formed, the indenting Railways/PUs should invariably offer appointment to the empanelled candidates. A copy of notice to be sent to indenting Railways/Production Units, as mentioned above is enclosed.

NOTICE

The General Manager.

_____________ Railway/PU.

Sub: Re-confirmation of vacancies for the post of ____________ placed on RRB/.

Ref: Your indent vide No. ___________ dated _______________.

... In connection with your indent mentioned above, it is proposed to hold written examination for the post/these posts on ____________________.

2. In accordance with the instructions contained in Board's letter No.E(RRB)2002/25/8 dated 23.1.2002, you are requested to re-confirm the vacancies within 10 days positively i.e. by _______ to enable this RRB to conduct the examination.

3. In case your reply is not received by __________, it will be presumed that there is no change in the vacancies advised in your aforesaid indent and selection will be done accordingly

Chairman/RRB/_______

23/02

SERIAL CIRCULAR NO. 23 /2002

Copy of Board's letter No.E(NG)II/2002/RR-1/7 dated 25.1.2002 is published for information, guidance and necessary action.

Sub: Recognition of qualification of Prathama Examination, conducted by Hindi Sahitya Sammelan, Allahabad.


Copy of Government of India, Ministry of Human Resource Development (Department of Secondary & Higher Education)/New Delhi’s Notification (63) dated 27.7.01. (To be published in Gazette of India Part I Section I)

No.F.24-4/2001-TS.III. On the recommendation of the High Level Committee for recognition of Educational Qualifications, the Government of India have decided to recognize the Prathama Examination being conducted by Hindi Sahityaya Sammelan, Allahabad for the purpose of employment under the Central Government for the post for which the desired qualification is a pass in matriculation. The recognition is provisional for a period of 3 years after which the committee will review the recognition granted.

24/02

SERIAL CIRCULAR NO. 24 /2002

Copy of Board's letter No.E(G)2001/LE 1/7(Master Circular) dated 27.1.2002 is published for information, guidance and necessary action. Board's letters dated 20.2.98 quoted therein was circulated as SC No. 59/98.

Copy of Board's letter No. E(NG)2001 LE 1/7 (Master Circular ) dt.27.1.2002 S.C No. 1 to M.C. No. 15

Sub: Reduction in Casual Leave entitlement on the recommendation of the Vth CPC – Amendment in the Master Circular No.15.

Attention is invited to instructions contained in Board’s letter No.E(G)98 LE1/1 dated 20.2.98 on the above subject effecting reduction in the casual leave entitlement of Railway employees as per the recommendations of the Vth Central Pay Commission.

In accordance with the aforesaid instructions, the following amendments may be made in para 3 of Master Circular No.15.

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Copy of Board's letter No. E(W)95 PS 5-1/17 dated 30.1.2002 is published for information, guidance and necessary action. Board's letter dated 30-6-99 quoted therein was circulated under Lr. No. P[R]521/IV dated 14.12.2000. It is reiterated that Senior Subordinates in Grade Rs. 5000-8000 and above and who are also in direct and independent charge of the establishment and who have been identified and recommended by the DRM's ONLY, are authorised to issue/sign post retirement complimentary passes to retired Railway employees, other than First 'A' Pass-holders.

Copy of Board's letter No. E(W)95 PS 5-1.1/17 dated 30.1.2002 (RBE No.12/2002)

Sub: Delegation of powers to Senior Subordinates in Grade Rs. 5000-8000 and above to issue/sign post-retirement Complimentary passes.

Instructions were issued vide Board's letter of even number dated 30.6.99 delegating powers to Senior Subordinates in Grade Rs. 5000-8000 and above and who are also in direct and independent charge of the establishment to issue/sign post retirement complimentary passes to Railway employees, other than First 'A' Pass-holders. The scheme was introduced purely on an experimental basis initially for a period upto 1.4.2000, which was further extended from time to time and validity of the scheme has now expired on 31.12.2001.

2. Extension of the aforesaid scheme beyond 31.12.2001 on a permanent measure has been under consideration of Board. Since the scheme (introduced on 30.6.1999) of delegating power to Senior Subordinates in Grade Rs. 5000-8000 and above and who are also in direct and independent charge of the Establishment to sign/issue post-retirement Complimentary Passes to retired Railway employees, other than First 'A' Pass-holders, is reported to have been working satisfactorily and found to be very useful and convenient to the retired Railway employees, it has now been decided by the Railway Board that the scheme introduced vide their letter of even number dated 30.06.1999 may be made a permanent one.

3. This issues with the concurrence of Finance Directorate of Ministry of Railways.


In continuation of the Ministry's letter No. PC-III /2000/ GIS /2 dated 02.02.2001 a copy of O.M.No.7(1)/EV/2001 dated 21.01.2002 of the Ministry of Finance, Department of Expenditure on the above subject is forwarded herewith for information and necessary action.

Copy of Ministry of Finance, Department of Expenditure Office Memorandum dated 21st January 2002.
OFFICE MEMORANDUM

Sub: Central Government Employees Group Insurance Scheme - 1980 -
Tables of Benefits for the savings fund for the period from 1.1.2002

.....

The undersigned is directed to refer to this Ministry's O.M.No.7(4)EV/2000 dated 30th January, 2001 forwarded there with Tables of Benefits under CGEGIS for the year 2001, New Tables of Benefits for the savings fund of the Scheme based on a subscription of Rs.10 per month from 1.1.1982 to 31.12.1989 and Rs.15 per month w.e.f. 1.1.1990 onwards have been prepared for the year 2002 and a copy of the same is enclosed. Another Table of Benefits for the savings fund based on a subscription of Rs.10 per month for those employees who had opted out of the revised rates of subscription w.e.f. 1.1.1990 have also been drawn up for the year 2002 and a copy of the same is also enclosed. The amounts in the Tables have been worked out on the basis of interest @ 10% per annum (compounded quarterly) for the period from 1.1.1982 to 31.12.1982, 11% per annum (compounded quarterly) w.e.f. 1.1.1983 to 31.12.1986 12% per annum (compounded quarterly ) w.e.f. 1.1.1987 to 31.12.2000, 11% per annum (compounded quarterly) w.e.f. 1.1.2001 to 31.12.2001 and 9.5% per annum (compounded quarterly) w.e.f. 1.1.2002 onwards. The mortality rate under the Scheme has been taken as 3.75 per thousand per annum upto 31.12.1987 and 3.60 per thousand per annum thereafter in both the cases. While calculating the amount it has been assumed that the subscription has been recovered or will be recovered from the salary of the month in which a member ceases to be in service failing which it should be deducted from accumulated amounts payable.

In its application to the employees of Indian Audit and Accounts Department this Office memorandum issues in consultation with the Comptroller and Auditor General of India.

27/02

SERIAL CIRCULAR NO. 27 /2002

Copy of Board's letter No.E(NG)II/95/RR-1/26 dated 17.1.2002 is published for information, guidance and necessary action. Board's letters dated 21.12.2000 quoted therein was circulated as SC No. 17/2001


Sub: Age relaxation to the residents of the State of Jammu & Kashmir.

.....

Kindly refer to this Ministry's letter of even number dated 21.12.2000, forwarding therewith a copy of the Notification No.15012/7/91 Estt(D) dated 27.12.1999 issued by Ministry of Personnel, Public Grievances & Pensions (Deptt. of Personnel & Training) on the subject quoted above.

Department of Personnel & Training have issued a further notification of same number dated 20.12.2001, extending the relaxation of age limit in favour of the residents of the State of Jammu & Kashmir for appointment to Central Civil Services and posts for a further period of two years beyond 31.12.2001, i.e. upto 31.12.2003. A copy of, the same is enclosed for guidance and compliance.

(TO BE PUBLISHED IN PART II, SECTION 3, SUB-SECTION (I) OF THE EXTRAORDINARY GAZETTE OF INDIA)

Copy of Ministry of Personnel, Public Grievances and Pensions (Departments of Personnel & Training)'s Notification No.15012/7/91- Esttt(D) dated 20.12.2001.
G.S.R….(E)….. In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution, and after consultation with the Comptroller and Auditor-General of India in relation to the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and Posts) Rules, 1997, namely: -

(1) These rules may be called the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and Posts) Amendment Rules, 2001.

(2) They shall come into force on the date of their publication in the Official Gazette.

In the Residents of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and Posts) Rules, 1997, in rule 1, in sub-rule (3), for the figures "2001", the figures "2003" shall be substituted.

28/02

SERIAL CIRCULAR NO. 28 /2002
P [R] 563/IV Dated: 27-02-2002


Sub: Scheme of General Department Competitive Examination (GDCE) for filling up 25% of Direct recruitment quota posts in Group 'C' categories - Delegation of powers to the General Managers to fill up DR quota vacancies by GDCE in excess of 25% of net DR quota vacancies.

In terms of the extant instructions, 25% of net direct recruitment quota vacancies are required to be filled by General Departmental Competitive Examination (GDCE) in respect of all those categories (except the categories of Law Assistants and Catering Supervisors grade Rs.3200-4900 and those in the Accounts Department) which are having a direct recruitment quota of 25% or more.

2. Pursuant to a demand raised by the All India Railwaymen's Federation (AIRF) in the PNM meeting with Board held on 23-24/8/2001 that, instead of filling up only 25% of direct recruitment quota vacancies, all the direct recruitment quota vacancies should be filled by GDCE with a view to facilitate speedy redeployment of surplus staff, the matter has been considered carefully by the Board.

2.1 It has consequently been decided that while it will not be desirable to fill all the direct recruitment quota vacancies by GDCE, General Managers may be delegated powers to allow filling up direct recruitment quota vacancies by GDCE in excess of 25% of the direct recruitment quota vacancies already earmarked to be filled by GDCE under the existing scheme, up to the limit of 50% of the direct recruitment quota vacancies in individual cases, under their personal approval, so as to expedite the filling up of vacancies in essential categories as well as to expedite the redeployment of surplus staff.

3. It has also been decided that regular Group 'C' and Group 'D' staff of the Production Units who fulfill the stipulated eligibility conditions, should also be permitted to appear in GDCE whenever conducted by the Zonal Railways for filling up the vacancies in different Group 'C' categories. The Zonal Railways should, therefore, ensure that copies of notifications of selections under GDCE, whenever issued by them, are invariably endorsed to all the Production Units, so as to enable the employees of the Production Units also to apply for such selections, through proper channel, along with eligible employees of the Zonal Railway concerned.
4. Board have further decided that, as a one time measure, in order to tackle the problem of surpluses in the Production Units and Workshops, only the staff of Workshops and Production Units fulfilling the eligibility conditions be permitted to appear in the GDCE for filling up the vacancies in the category of Diesel Assistant/Electric Assistant which are decided to be filled up by the General Managers in excess of the 25% of direct recruitment quota vacancies in terms of para 2 above.

29/02
SERIAL CIRCULAR NO. 29 /2002
P [R] 473/IV Dated: 26-02-2002

Copy of Board's letter No.E(W)2000 PS 5-1/10 dated 23.1.2002 is published for information, guidance and necessary action.

Copy of Board's letter No. E(W)2000 PS 5-1/10 dated 23.1.2002

Sub: NPA - Entitlement of rail travel facility.

A doubt has arisen whether NPA granted to Railway Medical Officers, can be added to the 'pay' for purpose of deciding rail travel facilities to them. The issue has been examined. NPA is treated as pay for service and pensionary benefits, but it does not from part of basic pay nor it has been specifically classified as pay by the President. Further, in item (ii) of para 1 of Board's letter No.F(E)III/98/PN1/29 Pt. Dated 8.12.2000, which is based on the clarification given by DOP&PW, it has been stated that NPA granted to Railway Medical Officers, though taken into account as emoluments for the purpose of retirement benefits, does not itself from part of the scale of pay and it is to be treated as a separate element. Since NPA does not form part of the scale of pay and it is to be treated as a separate element and also the fact that NPA has not been specifically classified as 'pay' by the President for the purpose of determining pass facility, the same will not be added with pay of Railway doctors for the purpose of pass benefits.

30/02
SERIAL CIRCULAR NO. 30 /2002
P [R]464/MC Dated: 26-02-2002

Copy of Board's letter No.E(G)2001 AL1019 (Master Circular) dated 29.1.2002 is published for information, guidance and necessary action.
Copy of Board's letter No.E(G)2001 AL1-19 (Master Circular ) dt.29.1.2002

Sub: Arrear claims and investigation thereof.

Copies of the Revised Master Circular dated 14/12/2001 on the above noted subject are sent herewith for distribution among the concerned officers at the Headquarters/Divisions/Workshops etc.


Sub: Arrear claims and investigation thereof.

The instructions relating to the subject “Arrear claims of Railway servants and investigation thereof” contained in the letters and in the reference books (Indian Railway Administration and Finance Code Instructions/Indian Railway Establishment Manual) have been consolidated, as given below and issued as a Master Circular for the information and guidance of all concerned.

The scope of the instructions consolidated into this circular is confined to claims for payment of arrears on account of Pay and Allowances, leave salary, increments etc. and does not cover payment of gratuity, Govt. contribution to PF, SC to PF and Group Insurance.

Claims for arrear payment are preferred mostly due to:
i) monetary entitlement of a Railway servant not being drawn correctly in time;
ii) upward revision in entitlement retrospectively like revision of pay scale, increment in the amount of Dearness Allowance, benefit of fixation of pay with back effect;
iii) period of absence of a Railway servant originally treated as leave without pay, later regularised by the grant of leave; and
iv) treatment of the period of suspension as duty.

4. Claims arising due to the reasons quoted in para 3(ii) above are mostly based on general orders of the competent authority and no specific orders would be necessary for the drawal of arrears. Similarly, claims relating to paras 3(iii) and 3(iv) would also carry the approval of the competent authority, who had decided on the regularisation after prior consultation with the Associate Finance where necessary.

4.1 In regard to claims falling in para 3(I) above, which are preferred after one year, approval of the competent authority is necessary for investigation and payment.

5. Petty arrear claims, other than those that affect a Railway servant’s pension (SC to PF) Gratuity and all claims for whose delay submission an adequate explanation is not forthcoming should, as a rule, be rejected. There is no yardstick as to what should be regarded as a petty claim, but as a general rule, if a claim is for less than Rupees Ten and relates to a period earlier than one year from the date it is submitted to the proper authority or comes to notice, it should be regarded as petty and should be rejected and no action should be taken regarding the payment of arrears.


5.1 To enable the competent authority to decide whether investigation and payment of the arrears claimed should be sanctioned, the total amount of the arrear claim, together with the salary of the Railway Servant concerned, should be indicated in each individual case, to assess if the claim is to be treated as petty or otherwise. Every claim for payment of arrears should be supported by the reasons for the delay involved, to enable the sanctioning authority to decide if the reasons are satisfactory.

(Ref: Para 1002 – Indian Railway Estt. Manual)

5.2 All claims preferred, after the expiry of the period prescribed for the preservation of records, which are required for their verification should be rejected.


5.3 In cases where, due to factors such as protracted correspondence between the Executive and the Accounts and the like, delay is apprehended in finalizing arrear claims within the period prescribed for preservation of the relevant records in the Accounts Office, a specific request should be made to the Accounts Office concerned for preservation of the records.

(Ref: Board's letters No.E(S)58 CPC/PA/5 dated 19.7.69 and E(G)83/LG1/49 dated 3.8.84)

5.4 While rejecting petty claims of Railway servants, the provisions of selection 15(2) of the Payment of Wages Act, reproduced below, should be kept in view, in the case of Railway servants governed by the Payment of Wages Act, 1936.

"15(2) Where contrary to the provisions of this Act any deduction has been made from the wages of an employed person, or any payment of wages has been delayed, such person himself or any legal practitioner or any official of a registered trade union authorised to act on his behalf or any Inspector under this Act or any other person acting with the permission of the authority appointed under sub-section (1) may apply to such authority for a direction sub-section (3)."
Provided that every such application shall be presented within Twelve months from the date on which the deduction from wages was made or from the date on which the payment of wages was due to be made, as the case may be.

Provided further that any application may be admitted after the said period of twelve months when the applicant satisfies the authority that he had sufficient cause for not making the application within such period."

5.5 The authority concerned after hearing the applicant and the employer or other persons responsible for the payment of wages under Section (3) of the Act and after such further inquiry (if any) as may be necessary, may, without prejudice to any other penalty to which such employer or other person is liable under the Act, direct payment of the delayed wages together with the payment of such compensation as the authority may think fit.

(Ref: Section 15(3) of the Payment of Wages Act, 1936)

6. Substantial amount is paid as arrears on certain occasions as for instance when arrears are paid consequent on revision of pay scales with retrospective effect, revision in the rates of Dearness allowance etc. When such arrears are paid, an entry may be made in the service books of the non-gazetted Railway servants. But the absence of an entry in the service book will not make any difference as far as the procedure of preparation and internal check in the Accounts Office is concerned i.e., the procedure for internal check of supplementary bills will not undergo any change and an entry in the original paid vouchers will have to be made in accordance with the orders in force before the claims are passed by the Accounts Office.

(Ref: Board's letter No. E(G) 77 AL 1/6 dated 19/6/77)

7. Travelling allowance claims should be submitted within a period of three months from the month in which journey is performed. Claims submitted after this period should not be entertained, unless supported by adequate reasons for the delay, to the satisfaction of the Controlling Officer.

(Ref: Para 1670 - Indian Railway General Code Vol.I)

8. The General Managers are authorized to sanction an investigation of arrear claims when the claim is not over three years old (irrespective of the amount involved) and when the claim is over three years old but the amount of the claim pertaining to the period beyond three years does not exceed Rs. 5,000/-. In cases where the amount of the claim for the period beyond three years exceeds Rs. 5,000/-, investigation of the portion within the three years limit is sanctioned by the General Manager, while the balance (i.e. the portion beyond three years) is referred to the Railway Board for orders.

8.1 The General Manager is also competent to delegate his powers in this behalf to lower levels of authority.

Board's letter No. F(X) 72/LM 1/2 dated 29.6.74), E(G) 77 AL 1/6 dated 21.3.77 and E(G) 99 AL 1/20 dated 7.4.2000.

9. In respect of payment of arrears due to the deceased Railway servant, the following procedure shall apply.

9.1 Pay and allowances of all kinds claimed on behalf of the deceased Railway servant may be paid without the production of usual legal authority, under the orders of the Head of Office in which the Railway servant was employed at the time of his death, provided the Head of the Office is otherwise satisfied about the right of the claimant and the amount is less than Rs. 10,000/-. Where the gross amount of the claim exceeds Rs. 10,000/-, payment will be made by the Head of the office only on execution of an indemnity bond on form 1665-A, duly stamped for the gross amount due for payment, with such sureties as may be deemed necessary. The Head of the Office may also arrange anticipatory payment of an amount no exceeding Rs. 10,000/-. Normally, two sureties both of known financial stability, should be secured, unless the gross amount is less than Rs. 10,000/-. The authority accepting
the indemnity bond in form G 1665-A for and on behalf of the President should decide on the merits of each case, whether to accept only one surety instead of two. The obligor as well as the sureties should have attained the age of legal majority so that the bond may have legal effect or force. The bond should also be accepted on behalf of the President by an officer duly authorized to do so under Article 299(1) of the Constitution.

9.2 The arrears referred to in this para include not only the pay and allowances due to the deceased Railway servant but other legitimate dues such as reimbursement of medical charges, fees, honorarium, refund of water tax, rent etc.

9.3 In case of any doubt, payment should be made only to the person(s) producing the legal authority.


10. Delays in timely payment of dues are opposed to all Rules and are highly objectionable and if not satisfactorily explained should be brought to the notice of the Head of the Department by the Accounts Officer.

(Ref: Para 1022 - Indian Railway Administration and Finance)

11. Drawal of arrear claims otherwise than as permissible under the above provisions or provisions of Indian Railway Codes/Indian Railway Establishment Manual and specific instructions of Railway Board shall be referred to Railway Board for sanction.

12. Proposal for waiver of internal check on arrear claims with reference to paid vouchers, as provided for in para 1413 A-1, should be sent to Board in the prescribed format as circulated vide Board's letter No.E(G)91 AL1/21 dated 31.10.91.

(Ref: Board's letter No.E(G)91 AL1/21 dated 31.10.91)

13. A proper record of all Court cases should be maintained and necessary advice sent to the Accounts Department in time for preservation of the paid vouchers.

(Ref:Board's letter No.E(G)93 AL1-14 dated 16.10.95, E(G)98 AL1/9 Pt.dated 22.1.99)

14. Arrear claims of casual labourers should be sent personally by the General Manager to Member (Staff) through a DO letter clearly explaining the reasons for delay, if any, and fixing responsibility for such delay at the level of the officers concerned.

14.1 Such proposals should be accompanied by the following certificate from DRM/CPO/CAO.

"Individual claims have been checked and vetted by the Accounts with reference to records available in the executive office. It is certified that the claims are authentic and genuine and no payments have been made previously for the same"

14.2 Each individual Casual Labour preferring the claim should do so in writing and sign a declaration in the prescribed format to the effect that he/she has not received the arrear claim money earlier.


15(I) While referring to this Master Circular, the original letters/references mentioned herein including the provisions in Chapter X of IREM should be read for a proper appreciation. This circular is only a consolidation of the
existing instructions and should not be treated as a substitution of the original letters/references. In case of doubt, the original letters/references should be relied upon as authority;

(ii) The instructions contained in the original letters referred to, have only prospective effect unless indicated otherwise; and

(iii) If any letter having a bearing on the subject, which has not been superseded has been lost sight of in the preparation of the master circular, the said circular which has been missed through oversight, should not be ignored but should be treated as valid and operative.

(iv) The letters/references relied upon for the preparation of the master circular have been indicated in the enclosures.

32/02

SERIAL CIRCULAR NO. 32 /2002
Letter No.. P(R)/541/V Dated: 13 -3-2002

Copy of Board's letter No. No.F(E)/III/2001/PF1/4 dated 16-4-2001 is published for information, guidance and necessary action.


Sub:State Railway Provident Fund -Rate of interest during the year 2001-2002.

......

The accumulations at the credit of the subscribers to State Railway Provident Fund for the Financial year beginning on 1.4.2001 shall carry interest at the rate of 9.5% (Nine point five per cent) per annum.

In this connection a copy of Resolution No. F5(1)- PD/2001 dated 13-3-2001 received from the Ministry of Finance (Department of Economic Affairs) is also enclosed for information and guidance.

(PUBLISHED IN PART I OF SECTION 1 OF GAZETTE OF INDIA)
Ministry of Finance (Department of Economic Affairs), New Delhi's letter No. F5(1)- PD/2001 dated 13-3-2001

RESOLUTION

It is announced for general information that during the 2001-2002 accumulations at the credit of subscribers to the General Provident Fund and other similar funds shall carry interest at the rate of 9.5% (Nine point five per cent) per annum. This rate will be in force during the financial year beginning on 1.4.2001. The funds concerned are:

1. The General Provident Fund (Central Services)
2. The Contributory, Provident Fund (India)
3. The All India Services Provident Fund
4. The State Railway Provident Fund
5. The General Provident Fund (Defence Services)
6. The Indian Ordnance Department Provident Fund.
7. The Indian Ordnance Factories Workman's Provident Fund
8. The Indian Naval Dockyard Workmen's Provident Fund
9. The Defence Services Officers Provident Fund.

2. Ordered that the Resolution be published in Gazette of India.

33/02
SERIAL CIRCULAR NO. 33 /2002
Further to Board's letter of even number dated 18.4.2000 regarding surrender of surplus posts in Railway Workshops having CLW pattern incentive scheme, it is called as under:

(1) If a post of Supervisor (Mistry) is surplus, then the post to be surrendered shall be that of Technician Grade-III, which is the initial recruitment grade for the post of Supervisor (Mistry). Simultaneously, the post of Mistry will be operated by downgrading it to Technician Grade-I so that the number of staff available in Artisan category is not reduced.

(2) If sufficient number of posts are not available in the recruitment grade for surrender, then the remaining surplus posts will be surrendered in the next higher grade. For example, if the total number of posts to be surrendered in a cadre of Tech.Supervisors is more than the posts of JE-II, then all the posts of JE-II will be surrendered and surrender of the balance number of surplus posts will be achieved by surrendering posts of JE-I.

(3) If recruitment subsequently becomes necessary in a cadre in which all posts in initial recruitment grade have already been surrendered, then the required number of higher grade posts will be downgraded and operated in the initial recruitment grade for induction of new staff. In such a situation, the staff in initial recruitment grade, redeployed elsewhere on being rendered surplus in Workshop, may also be allowed option to come back to the Workshop. As and when the newly inducted staff becomes eligible for promotion, the post will be restored to their original grade.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

34/02
SERIAL CIRCULAR NO. 34 /2002


Sub:Proforma for placing requisition for candidates by Railways/PU's for recruitment of Group "C" and "D" posts.

In continuation of letter quoted above, Board's decision taken in their meeting with Chairmen/RRBs on 19.09.2001 is reiterated for compliance which inter-alia lays down that all indents placed on RRBs by Railways/PU's must incorporate a certificate that the vacancies proposed to be filled has the personal approval of Chief personnel Officer concerned RRBs should not process any indent in the absence of this certificate.

35/02
SERIAL CIRCULAR NO. 35 /2002
Copy of Board's letter No.E(G)/2000/QR1-23 dated 14.02.2002 is published for information, guidance and necessary action. Board's letters dated 0102001 quoted therein was circulated as SC No. 119/2001


Sub: Retention of Railway Quarters on transfer, deputation, Retirement etc.

The policy instructions on retention of Railway quarters contained in Board’s letter no.E(G)/2000 QR1-23 dated 01.06.2001 have been reviewed by full Board in the Meeting held on 20.12.2001 and it has been decided to make the following modifications in the instructions dated 01.06.2001.

1. Para 4 - Railway Officers/staff posted to Central Ministries under Central Staffing Scheme
   (a) Deputation to UPSC, CVC and similar other bodies are covered under the Central Staffing Scheme and the rules as in para-4 of Board’s letter No.E(G)/2000 QR-1-23 dated 1.6.2001 will be applicable for the same.
   (b) Deputation to State Government and Central ministries outside Delhi where system of general pool accommodation does not exist, rules of normal permanent transfer as contained in para-1 of Board’s letter No.E(G)/2000 QR1-23 dated 1.6.2001 will be applicable.

2. Para 6 on post retirement engagements in Committees, Commissions etc. is modified as under”

   “6 Post retirement engagements in Committees, Commissions etc.

In cases of engagement of a retired Railway employees in Committees, Commissions and Tribunal (even the Tribunal of Railways, like RCT and RRT), he/she should vacate the accommodation with a period of two months of having joined such a Committee/commission/tribunal etc. However, in case of re-employment on the Railways, the extant orders will continue to be applicable”.

3. It is clarified that provision of residential accommodation to Chairman, Vice-Chairman and members of RCT/RRT would be governed by extant instructions and rules framed for them as per the relevant acts, and instructions contained in Board’s letter dated 1.6.2001 would not apply in their case.

4. This issues with the concurrence of Finance Directorate of the Ministry of Railways.

Copy of Board's letter No.E(P&A)I-2001/JCM/DC-1 dated 15.2.2002 is published for information, guidance and necessary action. Board's letters dated 19.03.96 quoted therein was circulated as SC No.


Sub: Patrolling Allowance to Gangmen for Night Patrolling Duty - Revision of rates thereof.

In the JCM/DC meeting held on 26.6.2001, a demand was raised for upward revision of the existing rates of Special Allowance of Rs.1.50 per night given as Night Patrolling Allowance to Gangmen interms of the letter dated 19.3.1996 mentioned above.
The Ministry of Railways, have after careful consideration, decided that the existing rate of special allowance of Rs.1.50 per night in terms of the above mentioned letter may be revised to Rs.3.00 (Rupees Three only) per night with effect from 01.04.2002.

Night Patrolling Allowance will be admissible to the permanent Gangmen or Casual Labour with temporary status.

This has the sanction of the President and issues with the concurrence of the Finance Directorate of the Ministry of Railways.

37/02

SERIAL CIRCULAR NO. 37 /2002
P [R] 438/Misc Dated: 07-03-2002

Copy of Board's letter No.E(W)/2001/PS5-8/10 dated 31.1.2002 is published for information, guidance and necessary action.


Sub: Issue of Identity Cards to Railway Pensioners.

-----

Arising out of a recommendation made by the Parliamentary Standing Committee on Ministry of Home Affairs, it has been decided by the Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners’ Welfare that Identity Cards be issued by each Ministry Department/office to its retired/retiring employees and the expenditure on providing a laminated Identity Card will be borne by the Pensioner. An amount of Rs.10/- may be charged from the Pensioner. If a duplicate card has to be issued, Rs.25/- may be charged.

Laminated Identity Cards may be issued at the request of the retiring/retired employees on cost recovery basis. A specimen of the format of the Identity Card is enclosed.

Implementation of the above scheme may be confirmed so that the Ministry of Personnel, Public Grievances and Pensions may be apprised regarding compliance in the matter.

FRONT

PENSIONER’S IDENTITY CARD

NO. [Name]

Space for Res.Address:
Photograph Telephone No.

Blood Group: [Signature of Card Holder]

Issuing Authority With seal

REVERSE

Date of birth/superannuation*
Post held on Retirement/pay-scale*
Last pay/average emoluments*
Qualifying service
Pension originally sanctioned
P.P.O. No. and dated  -

*in brackets.
Copy of Board's letter No.E(P&A)II-2001/PLB-14 dated 13.2.2002 is published for information, guidance and necessary action. Board's letters dated 1.7.80 and 30.7.83 quoted therein was circulated under P[R]583 dated 14-7-80 & SC No. 113/83, respectively.


Sub:Computation of Productivity Linked Bonus - Procedure thereof.

It has been brought to the notice of the Board that in some of the field offices, doubts remain regarding the manner of computation of wages for the purpose of payment of Productivity Linked Bonus. Attention in this connection is invited to the instruction contained in Board's letter No.E(P&A)II/79/PLB-1 dated 1.7.1980 wherein the manner of computation of Productivity Linked Bonus was made clear.

At present, where wages exceed Rs.2500/- p.m., Productivity Linked bonus is to be computed as if wages have not exceed Rs.2500/- p.m. It has come to notice that in some Railway units, in cases where the employee was on leave on half average pay or on extraordinary leave for some period during the year, wages are being computed on the actual total wages instead of deeming the wages to be Rs.2500/- p.m. in cases where the wages exceed this limit, which is incorrect. Two illustrations are attached indicating the correct manner of computation of wages for the purpose of computation of Productivity Linked bonus. In respect of employees under suspension, attention is invited to the instructions contained in Para-4 of Board's letter No.E9P&A)II-83/PLB-5 dated 30.07.1983 which stipulates that in respect of a period during which the employees has been placed under suspension, the question of admissibility of bonus for the period of suspension should be decided after a decision has been taken to regularize the period of suspension as duty or leave, as the case may be, which would qualify as duty for payment of bonus. It is desired that these instructions maybe scrupulously followed.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

<table>
<thead>
<tr>
<th>Illustration-I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic pay of employee in scale</td>
<td>Rs.2550</td>
</tr>
<tr>
<td>Rs.2550-3200</td>
<td></td>
</tr>
<tr>
<td>Total wage per month</td>
<td>Rs.3589 (restricted to Rs.2500/- p.m. i.e. Rs.82,19 day)</td>
</tr>
<tr>
<td>The employee was on leave on half average pay w.e.f. 1.4.2000 to 30.4.2000 when his leave salary together with other constituents was</td>
<td>Rs.1795</td>
</tr>
</tbody>
</table>
| Wages for 11 months                | Rs.2500 x 11  
|                                    | Rs.27500 |
| Total wages for the year           | Rs.27500+1795  
|                                    | Rs.29295 |
| Wages per day                      | Rs.80.26 |
| PLB payable for 2000-2001          | Rs.4574.82  
|                                    | Rs.4575. |

<table>
<thead>
<tr>
<th>ILLUSTRATION - II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic pay of employee in scale</td>
<td>Rs.7500</td>
</tr>
<tr>
<td>Rs.7500-1200</td>
<td></td>
</tr>
<tr>
<td>Total wage per month</td>
<td>Rs.10556 (restricted to Rs.2500/- p.m. i.e. Rs.82,19 day)</td>
</tr>
</tbody>
</table>
The employee was on extraordinary leave w.e.f. 1.4.2000 to 30.4.2000 when his leave salary was Rs.0 for the period 21.4.2000 to 30.4.2000.

Wages for 11 months
Rs.822 (Rs.8.19 x 10)
Rs.2500 x 11
Rs.27500

To wages for the year
= Rs.27500+822
Rs.28322

WAGES PER DAY
Rs.77.59

PLB payable for 2000-2001
Rs.4422.63
Rs.4423.

39/02
SERIAL CIRCULAR NO. 39 /2002


Sub:Retention of Railway accommodation at the previous place of posting by officers/staff on deputation to Konkan Railway Corporation Ltd.

Railway officers/staff on deputation to Konkan Railway Corporation Ltd., were permitted to retain Railway Quarters at the previous place of posting till March 2001 on payment of special licence fee in view of the fact that the operation on the KRC were in a nascent stage and as such the KRC had to be considered on different footing as compared to the other Railway PSUs.

Ministry of Railways (Railway Board) in exercise of their powers contained in their letter No.E(G)/99 QR1-16(Pt) dated 18.7.2000 have further reviewed the matter in full Board Meeting held on 20th December 2001 and have decided to public interest that the facility of retention of railway accommodation which had been in vogue till 31.3.2001 should be extended for another period of 2 years i.e. from 1.4.2001 to 31.3.2003.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

40/02
SERIAL CIRCULAR NO. 40 /2002

Copy of Board's letter No. E(G)/2001 QR1-9 dated 14.2.2002 is published for information, guidance and necessary action


Sub:Issue of Post-retirement Complimentary Pass - Avoiding inconvenience thereof.

It has come to the notice of Board that retired railway employees face difficulties in getting their post-retirement complimentary passes. The legitimate entitled of pass is not being issued on their first visit to the Pass...
Section instead they are made to visit more than one occasion to get their post-retirement passes. It may be appreciated that retired employees come from far away places for pass and it is not desirable to deny the pass for one reason or the other, or to make them waiting for long time.

It may be ensured that post-retirement complimentary passes are issued on the same day of submission of application, in person. If any shortfall is noticed on scrutiny of application the same should be got rectified then and there instead of rejecting or returning it. If applications are received by post, the same should be attended to on priority.

All subordinate offices should be advised that there should not be any complaints regarding issue of post-retirement passes to retired employees as and when they approach concerned offices and all possible assistance/cordiality and pleasantary be extended to them.

41/02
SERIAL CIRCULAR NO. 41/2002
No.P(PC)/487/V/97/Imp/Vol.IV  Dated: 20.03.2002

Copy of the Railway Board's letter No.PC-V/99/1/1/1 dated 19.02.2002 is published for information, guidance and necessary action.Railway Board's letters dated 01.10.1999 & 11.5.2000 mentioned therein were circulated as SC No. 276/99 & 112/2000, respectively.


Sub: Assured Career Progression Scheme for the Railway Employees - clarification regarding.

The undersigned is directed to invite reference to the Railway Board's letter of even number dated October 1, 1999 regarding the Assured Career progression Scheme (ACPS) and subsequent letter dated 10.5.2000 clarifying the various points of doubt received from various Railways.

Some more situations in which a doubt persists Organizations in regard to applicability/implementation of ACP Scheme have been brought to the notice of the Board. It has been considered appropriate to issue a second set of clarificatory orders containing point-wise clarification to the additional points of doubt.

Cases where the ACP scheme has already been implemented shall be reviewed / rectified, if the same are not found to be in accordance with the scheme/clarifications.


ANNEXURE

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Point of doubt</th>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>An employee was promoted from Grade &quot;A&quot; to Grade &quot;C&quot;. Grade &quot;B&quot; was introduced in the hierarchy in between Grade &quot;A&quot; and Grade &quot;C&quot; subsequent to such promotion. Will he be entitled to any more financial upgradation under the ACP Scheme (ACPS) considering that he is already placed in the third level of the hierarchy?</td>
<td>The reply is in the affirmative. The employees has got only one promotion in his career as per the hierarchy existing at the time of his promotion. The subsequent creation of the post in Grade &quot;B&quot; will not, therefore, make any material difference in the situation in relation to the case of this employee for the purpose of grant of second financial upgradation under ACPS. The newly created Grade &quot;B&quot; would, as such, need to be ignored in his case. However, persons in Grade &quot;A&quot; who become entitled to financial upgradation only after introduction of Group &quot;B&quot; in the hierarchy, will be entitled for grant of financial upgradation only in Grade &quot;B&quot; subject to</td>
</tr>
</tbody>
</table>
### Fulfillment of the other stipulations and conditions specified in the ACP scheme introduced on 01.10.99.

**30.** An employee has superannuated after 1.10.99, i.e. the date from which ACPS was introduced. He had completed the required eligibility service as on 1.10.99 for grant of financial upgradation but he retired on superannuation before the Screening Committee could meet to assess his suitability for grant of benefits under ACPS. Will he be entitled for financial upgradation under ACPS?

In terms of condition No.3 of the ACP scheme introduced vide letter dated 1.10.99, the financial benefit under the ACPS shall be granted from the date of completion of the eligibility period prescribed under the ACPS or from the date of issue of the instructions whichever is later. Therefore, in respect of employees who had completed eligibility service as on 1.10.99 but retired prior to meeting of the first Screening Committee meeting, if the assessment to decide grant of financial upgradation is based on ACRs and other service records, the employees who retired after 1.10.99 may also be considered by the Screening Committee and, if recommended for grant of financial upgradation, such employees may be allowed the benefit of ACPS from the due date. If, however, the assessment also includes passing of a trade test/skill test/written examination (as prescribed for regular promotion) under ACPS and the employee had not qualified in such tests already, then it may not be possible to consider the retired persons, as assessment based on such tests is not possible after the date of superannuation.

### Whether placement/appointment in higher scales of pay based on the recommendations of the pay Commissions or Committees set up to rationalize the cadres is to be reckoned as promotion/financial upgradation and offset against the two financial upgradations applicable under the ACP scheme?

**31.** Whether placement/appointment in higher scales of pay based on the recommendations of the pay Commissions or Committees set up to rationalize the cadres is to be reckoned as promotion/financial upgradation and offset against the two financial upgradations applicable under the ACP scheme?

Where all the posts are placed in a higher scale of pay, with or without a change in the designation; without requirement of any new qualification for holding the post in the higher grade, not specified in the Recruitment Rules for the existing post, and without involving any change in responsibilities and duties, then placement of all the incumbents against such upgraded posts is not be treated as promotion/upgradation. Where, however, rationalization/restructuring involves creation of a number of new hierarchical grades in the rationalized set up and some of the incumbents in the pre-rationalized set up are placed in the hierarchy of the restructured set up in a grade higher than the normal corresponding level taking into consideration their length of service in existing pre-structured/pre-rationalised grade, then this will be taken as promotion/upgradation.

If the rationalized/restructured grades required possession of a specific nature of qualification and experience, not specified for the existing posts in pre-rationalised set up and existing incumbents in pre-rationalised scales/pre-structured grades, who are in possession of the required qualification/experience are placed directly in the rationalized upgraded post, such placement will also not be
viewed as promotion/upgradation. However, if existing incumbents in the pre-rationalised grades who do not possess the said qualification/experience are considered for placement in the corresponding rationalized grades only after completion of specified length of service in the existing grade, then such a placement will be taken as promotion/upgradation.

Where placement in a higher grade involves assumption of higher responsibilities and duties, then such upgradation will be viewed as promotion/upgradation.

When only a part of the posts are placed in a higher scale and rest are retained in existing grade, thereby involving redistribution of posts, then it involves creation of another grade in the hierarchy requiring framing of separate recruitment rules for the upgraded posts. Placement of existing incumbents to the extent of upgradations involved, in the upgraded post will also be treated as promotion/upgradation and offset against entitlements under the ACPS.

For any doubts in this regard, matter should be referred to the Ministry of Railways giving all relevant details.

An employee was initially appointed on deputation in a grade higher than the grade of the post held on regular basis and was subsequently absorbed against the ex-cadre post. Will such initial period of deputation in the higher grade prior to the date of absorption be covered towards residency period/ 'regular service' for purposes of ACPS?

In reply to points of doubt No.4 to 6 in Ministry of Railway's letter dated 11.5.2000, it has been stated that where a person is appointed on direct recruitment/transfer basis from another post in the same grade, then past regular service as well as past promotions, in the earlier post, will be counted for computing regular service for the purpose of ACPS in the new hierarchy. The reason being that so long as service is in the same scale during the period in question, it is immaterial whether he has been holding different posts in the same scale. However, if the appointment is made to a post in a higher grade, then such appointment, whether by direct recruitment or by transfer or initially on deputation followed by absorption, will be treated as direct recruitment and past service/promotion(which was in a different scale) will not be counted.
In the case where a person is appointed to an ex-cadre post in higher scale initially on deputation followed by absorption, while the service rendered in the earlier post, which was in a lower scale can not be counted, there is no objection to the period spent initially on deputation in the ex-cadre post prior to absorption being counted towards regular service for the purposes of grant of financial upgradation under ACPS as it is in the same scale of pay and same post.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>33. Whether it is necessary to have SC/ST members in the Screening Committees set up for grant of ACPS?</td>
<td>As clarified vide condition NO.12 of ACP Scheme (vide Ministry of Railway's letter dated 1.10.1999), reservation orders/roster shall not apply to the ACP Scheme. Consequently, it is not necessary to have an officer from SC/ST communities on the Screening Committee constituted for deciding the suitability of the employee for upgradations under ACPS.</td>
</tr>
<tr>
<td>34. A person has refused a vacancy – based promotion offered to him prior to his becoming eligible for financial upgradation under ACPS, on personal grounds. Will he be eligible for financial upgradation under ACPS? A person had refused a regular promotion for personal reasons. He has since completed 24 years of service. Will he be entitled for second financial upgradation?</td>
<td>The ACP scheme has been introduced to provide relief in cases of acute stagnation where the employees, despite being eligible for promotion in all respects, are deprived of regular promotion for long periods due to non-availability of vacancies in the higher grade. Cases of holders of isolated posts have also been covered under ACPS, as they do not have any promotional avenues. However, where a promotion has been offered before the employee could be considered for grant of benefit under ACPS but he refuses to accept such promotion, then he cannot be said to be stagnating as he has opted to remain in the existing grade on his own volition. As such, there is no case for grant of ACPS in such cases. The official can be considered for regular promotion again after the necessary debarment period. In the second case also, since in terms of condition No.10 of the ACPS, on grant of ACPS, the employee shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy, the officer will have to give in writing his acceptance of the regular promotion when offered again after the debarment period before he can be considered for grant of second financial upgradation under ACPS.</td>
</tr>
<tr>
<td>35. An employee is appointed to a lower Condition No.14 of the ACPS</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
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<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>grade as a result of unilateral transfer on personal request in terms of FR 15(2). Will the period of service rendered in the higher post count for the purposes of ACPS?</td>
<td></td>
</tr>
</tbody>
</table>

Railway's letter dated 1.10.19999, interalia, states that in case of transfer including unilateral transfer on request, regular service rendered in previous organization shall be counted along with regular service in the new organization for the purposes of getting financial upgradation under the Scheme. This condition covers cases where a unilateral transfer is to a lower post. However, financial upgradations under the ACPS shall be allowed in the hierarchy of the new post.

| 36. | An employee drawing pay in the scale of Rs.800-11500 (pre-revised) was declared surplus and was re-deployed in the scale of Rs.750-940 (pre-revised). However, he was allowed to draw pay in the scale of Rs.800-11500 as personal to him even after redeployment in the lower grade. What shall be his entitlements under ACPS? |

As the employee has remained in the scale of Rs.800-11500 all along and has not availed any promotion, he is entitled to financial upgradations in a scale higher than Rs.800-11500 (pre-revised) in the hierarchy provided he is otherwise eligible irrespective of the post actually held after redeployment.

| 37. | A cadre consists of 4 Grades 'A','B' 'C' and 'D'(in ascending order). Upon restructuring of a cadre, Grade 'B' is abolished from a date subsequent to 1.10.1999. Employees recruited in Grade 'A', who are eligible for financial upgradation on or after 1.10.1999 but before the date of effect of restructuring, get first/second financial upgradation in Grade 'B' and Grade 'C' respectively but those who become eligible for financial upgradation after the restructuring has been effected are entitled to first financial upgradation in grade 'C' and second financial upgradation in Grade 'D'. This is anomalous. The cases of earlier set of employees should be reviewed and they may be allowed financial upgradations as applicable to the latter category of employees. |

The benefit of ACP Scheme is to be allowed as per the hierarchy existing, as on the date the employees become eligible for financial upgradation under ACPS. Cadres/hierarchical structures are never static and are always subject to review based on recommendations of Pay Commissions/Expert Committees or otherwise and it is not possible to review the entitlements under ACPS already earned every time a cadre is reviewed. ACPS is only a temporary solution to provide relief to stagnating employees and the lasting solution for stagnation lies in review of cadre structures, as regular promotions will be earned in such restructured grades. All the employees will benefit from such cadre restructuring.

| 38. | An employee in Grade 'A' is eligible for promotion simultaneously to Grades 'B', 'C' and 'D' (in ascending order) with varying requirements of length of service in the present grade. In other words, he has multiple channels of promotion. What shall be his eligibility under the ACP? |

Provisions in the existing Recruitment Rules in various organization providing for multiple channels for promotion are not consistent with the guidelines on framing of the Recruitment Rules. All such Rules should be reviewed immediately so as to provide only a single channel of promotion. However, till such a review is undertaken, the first financial upgradation in such cases shall be allowed with reference to the lowest
### 39. Whether service rendered in an autonomous body/statutory body/State Government prior to appointment in Railway as a direct recruit will be counted while computing regular service for the purpose of grant of financial upgradations under the ACP Scheme?

ACP Scheme is applicable to Central Government Civilian employees and for the purpose of financial upgradations under the ACP Scheme, only the regular service rendered after regular appointment in a Central Government civilian post is to be counted for the purpose. Correspondingly, promotions earned in these bodies prior to appointment in the Central Government are also to be ignored. The clarification in reply to doubt no. 4 to 6 in Ministry of Railway's letter dated 10.5.2000 providing for counting of past service in another organization in the same grade is only in relation to past service in a civilian post held in the Central Government.

### 40. In certain categories, an employee after his selection on direct recruitment basis or even on promotion is required to undergo an induction training before he is given a functional post. Whether such induction training shall count towards the eligibility service for ACPS?

If under the relevant Recruitment/Service Rules, the induction training counts towards eligibility service for regular promotion, the same will also be counted towards the 12 years/24 years residency period/regular service required for financial upgradations under ACP Scheme.

### 41. A person is working in the immediate promotional grade on ad-hoc basis. Is he eligible for financial upgradation under the ACP Scheme? Will his pay be refixed?

An Ad-hoc promotion is made only in an exigency of work where the post cannot be kept vacant and such appointment is to be discontinued as soon as a regular incumbent is appointed. In terms of existing guidelines, continuation of such arrangement beyond one year is also subject to prior concurrence of DOP&T. Thus such an employee can be reverted to the original regular post at any moment. Therefore, case of an employee holding the higher promotional grade/any other post on ad-hoc basis, for grant of financial upgradation under ACPS cannot be ignored. Upon being recommended for grant of financial upgradation in the higher grade, his pay may be refixed with reference to the pay drawn in the post held on regular basis under Rule 1313 (I)(a)(I) of Indian Railway Establishment Code, Vol.II, FR 22(I)(a)(i)subject to a minimum benefit of Rs.100 as
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>42</strong> Whether sealed cover procedure as laid down under the provisions of relevant Railway Servants (D&amp;A) Rules, 1968 and instructions thereunder is to be followed in cases relating to ACP also?</td>
<td>Yes. Condition No.11 of the ACP Scheme issued vide Bd''s letter dated 1.10.99 clearly states that in the matter of disciplinary/penalty proceedings, grant of benefits under the ACP Scheme shall be subject to rules governing normal promotion. Therefore, when the employee is exonerated, the recommendations of the Screening Committee placed in a sealed cover will be opened and its recommendations acted upon. If he has been recommended for grant of financial upgradations, the benefit of the same will be allowed from 1.10.99 or from the date of completion of 12/24 years regular service, whichever is later. If, however, the employee is not exonerated and a formal penalty is imposed, sealed cover will not be opened and the case of employee will be considered only in the next meeting of the Screening Committee. If such Screening Committee, having regard to all relevant facts, recommends grant of financial upgradation, then such upgradation shall be allowed only on expiry of the period of penalty and not during the currency of the penalty. If penalty imposed is Censure or recovery of loss to the Govt., then such upgradation shall be allowed from the date of meeting of the Screening Committee which met to consider his case subsequent to imposition of penalty. The next financial upgradation shall be allowed only on completion of 12 years regular service from the date from which the first upgradation under the ACP is allowed and not necessarily on completion of 24 years of service.</td>
</tr>
<tr>
<td><strong>43</strong> Whether any period(s) of break-in-service under FR-17 declared during the career of an employee will have any adverse effect on his getting financial upgradation under the ACP Scheme?</td>
<td>Break in service under FR-17 incurs only 3 specific disabilities as specified in the relevant FR. It does not affect the normal regular promotions. Consequently, it will have no effect on financial upgradation under the ACP Scheme.</td>
</tr>
<tr>
<td><strong>44</strong> Whether work charged staff is eligible to be covered under the ACPS?</td>
<td>If, in the matter of service conditions, work charged staff is comparable with the staff of regular establishment, there is no objection in extending the ACP Scheme to the work charged staff.</td>
</tr>
<tr>
<td><strong>45</strong> Following the recommendations of</td>
<td>Normally, it is incorrect to have a feeder</td>
</tr>
</tbody>
</table>
the Pay Commission, feeder and promotional posts have been placed in the same scale. Consequently, hierarchy of a post comprises of Grades 'A' 'B' and 'C' i.e. the entry level and the first promotional grade are in the same scale. What shall be his entitlements under ACPS.

<p>| 46 | If for the promotion on regular basis, an employee has to possess a higher/additional qualification, will it be necessary to insist on possession of these qualification even while considering grant of financial upgradation under the ACPS? | In terms of condition No.6 of Annexure-I to Bd's Letter dated 1.10.99, only those employees who fulfill all promotional norms are eligible to be considered for benefit under ACPS. Therefore, various stipulations and conditions specified in the recruitment rules for promotion to the next higher grade, including the higher/additional educational qualification, if prescribed, would need to be met even for consideration under ACPS. |
| 47 | Whether EOL without medical certificate will count for computing regular service under ACPS? | Unless the counting of such leave or any other kind of leave is specifically excluded under relevant rules governing promotions for being counted towards regular service for promotion (e.g. in some cases of promotions under Flexible Complementing Scheme), all kinds of leave including EOL without medical grounds normally counts towards regular service for promotion. EOL without medical grounds will be |</p>
<table>
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<tr>
<th></th>
<th>A cadre has been restructured with proper sanction but the recruitment rules for the restructured grades are still to be framed. Whether the individuals be granted financial upgradation in the existing hierarchical order or in the revised hierarchical order introduced subsequently?</th>
<th>Financial upgradation under ACP Scheme is to be allowed under the hierarchy existing as on 1.10.99 or at the time one becomes eligible, which ever is later. Since a new hierarchy has come into being, financial upgradations may be allowed only in the restructured hierarchy. If model Recruitment Rules exist for such restructured grades, then Screening Committee may review cases on the basis of such model Rules? Otherwise, ACPS may be allowed after finalisation of Recruitment Rules but the benefit may be allowed from the due date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>48</td>
<td>Whether an employee who has not been recommended for grant of financial upgradation under ACPS by a Screening Committee can be considered by the next Screening Committee to be held in the other half of the year or one held only on expiry of one year?</td>
<td>In para 6 of Board's letter dated 1.10.99, it has been provided that the Screening Committee shall meet twice in a financial year preferably in the first week of January and July for advance processing of the cases maturing in the respective half of the financial year concerned. Normally, a case, once considered, should be reviewed only by the Screening Committee to be held after one year. However, if an additional ACR report has become available in respect of such an employee before cases are processed for placing the other cases before the Screening Committee to be held in the second half, or if there is any other development which makes a material change in the matter of assessment from the position obtaining when the case was considered earlier by the Screening Committee, there is no objection to this case of such employee being considered in the subsequent Screening Committee to be held in the other half of the year. As regards date of effect for grant of ACPS in such cases, it is clarified that ACPS is applicable on 1.10.99 or from the date of completion of 12/24 years of regular service only in those cases where the employee is found fit for grant of ACPS at the first opportunity. If, however, he is found suitable only by a subsequent Screening Committee, the benefit of ACPS will be allowed to him only from the date of meeting of the Screening Committee in which he is recommended for grant of ACP. If the first financial upgradation shall be allowed only after</td>
</tr>
</tbody>
</table>
50. (i) An Inspector of RPF/RPSF in the pay scale of Rs. 6500-10500 is entitled to benefits like Ration Allowance, Washing Allowance, Leave encashment for working on holidays, bonus etc. Some of these benefits are not admissible to incumbents of posts in the grade of Assistant Commandant (Rs.8000-13500). Will the Inspector continue to get these benefits upon grant of financial upgradation in the grade of Assistant Commandant.

(ii) Officers in the higher promotional grade are entitled to facilities like telephone at residence, reimbursement of cost of newspaper/magazines, which are not admissible to feeder grade post holder. Such facilities are available when feeder grade holder is allowed financial upgradation under ACPS in the grade of higher promotional post.

ACPS only allows financial upgradation and cannot be equated with the regular promotion though normal promotion norms are insisted for grant of this financial upgradation. Even after grant of financial upgradation which is allowed to personal to the employee, he continues to hold the original post on regular basis, with same designation, classification, duties and responsibilities etc. In other words, except being allowed to draw pay in a higher grade the employee continues to be regular basis as per the Recruitment Rules.

Therefore, if there are certain perks and benefits, which are applicable to an employee as a result of his holding a particular post, the same will continue to be available to him, notwithstanding the fact that he may be placed in a higher grade on personal basis under ACPS. On the same analogy in the second case, except the entitlements like higher advance, HBA etc. which are linked to pay scale rather than status of the higher post, no privileges relates to status of the higher post, will be applicable in the event of grant of financial upgradation in the grade of the higher post. This has been clarified in condition No.6 of the ACP scheme introduced vide letter dated 1.10.99 also.
Para 4.3. In the case of all types of gratuity under Rules 69 and 70 of Railway Services (Pension) Rules, 1993, DA admissible on the date of retirement/death shall also be treated as emoluments along with the emoluments as defined in paragraph 4.1 above. Accordingly, Rule 70(3) of the Pension Rules shall stand modified to the effect that the emoluments for the purpose of gratuity admissible under this rule shall be reckoned in accordance with Rule 49 and in addition DA admissible on the date of retirement/death of the Railway employee shall be treated as emoluments.

Retirement/Death Gratuity

Para 6. The maximum limit for all kinds of gratuity under Rule 70 of the Railway Services (Pension) Rules, 1993, shall be Rs.3.5 lakhs. Accordingly, the first proviso of Rule 70(1)(b) of the Railway Services (Pension) Rules, 1993 shall stand modified to the effect that the amount of retirement/death gratuity payable under this rule shall in no case exceed Rs.3.5 lakhs.

Except for the above, the other provisions of Board's letter dt. 5.11.1997 as modified vide letter dt. 29.10.1999 stand.

SERIAL CIRCULAR NO. 43 /2002

Copy of Board's letter No.PC-V/97/1/714 dt.14.2.2002 is published for information, guidance and necessary action. The Board's letter dated 25.6.2001 quoted therein was circulated as SC No. 147/01.


Sub: Rates of Dearness Allowance in respect of Railways employees who have continued to draw their pay/emoluments in the pre-revised scales of pay - effective from 1.7.2001 - regarding.

In continuation of Ministry of Railways letter of even number dated 25.6.2001 (S.No.PC-V/309 RBE No.121/2001) revising the rate of Dearness Allowance, w.e.f. 1.1.2001 in respect of Railway Servants who continue to draw their pay and emoluments in the pre-revised scale of pay, the revised rate of Dearness Allowance w.e.f. 1.7.2001 would be as follows:

<table>
<thead>
<tr>
<th>Date from which payable</th>
<th>Pay up to Rs.3,500 p.m.</th>
<th>Pay above Rs.3,500 and upto Rs.6,000 p.m.</th>
<th>Pay above Rs.6,000 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.7.2001</td>
<td>262%</td>
<td>196% (Rs.9170)</td>
<td>170% (Rs.11760)</td>
</tr>
</tbody>
</table>

NOTE: Amount within brackets represent the minimum amount payable per month as Dearness Allowance to employees in the different pay ranges.

All other conditions as laid down in the letter dated 16.11.2000 will continue to apply.

SERIAL CIRCULAR NO. 44 /2002

Copy of Board's letter No.E(MPP)/99/19/1/5.3 dated 25.02.2002 is published for information, guidance and necessary action.

Copy of Board's letter No. E(MPP)/99/19/1/5.3 dated 25.02.2002 (RBE No.25/2002)

Sub: Report of the Railway Safety Review Committee (Part-I) 1998 - Successful completion of training course should be linked to promotion - Recommendation No.5.3

The Railway Safety Review Committee vide Recommendation No.5.3 have recommended as under:
"Successful completion of training course should be linked to promotion/increment".

2. The recommendation has been accepted with regard to linking successful completion of training to promotion for the Safety Categories only.

3. In this context, Board has decided that
   (a) Pre-promotional/promotional courses should be made mandatory for promotion to the 18 safety categories listed at Annexure-I Henceforth no distinction shall be made between pre-promotional and promotional course and all courses prescribed in the context of promotion will now be referred as promotional course.
   (b) Pre-promotional/promotional course should be made mandatory at different stages where charge of designation is involved but not for different pay scales within the same category. e.g. Switchmen should undergo promotional courses for promotion as ASM and thereafter another promotional course for promotion as Section Controller but not for promotion from ASM in a lower grade to ASM in a higher grade or for promotion as SM in so far as Traffic (Transportation) is concerned.
   (c) Pre-promotional/promotional course should be made mandatory while promotion Junior Engineer(JE) to Section Engineer (SE) but not for promotion within JE(Gr.II to Gr.I) and SE(SE to SSE) except in case of Signal Supervisors where the promotional course is mandatory while promoting JE(Gr.II) to JE (Gr.I).
   (d) The various promotional courses that would be required for the above stated safety categories have been indicated at Annexure-II
   (e) Wherever a promotional course is prescribed, the same has to be strictly implemented in each and every case and there should not be any instance of promotion of a candidate without attending/passing the promotional course.
   (f) It should be ensured that as required by para 227 of IREM, Vol.I(1989) based on the instruction contained in Board's letter No.E(NG)I/76/PM1/219 dated 19.11.77 and E(NG)-85-PM1/4 datd 30.04.85 as and when an employee is nominated for the promotional course, he should be relieved for the same without any exception.
   (g) The staff should be directed/relieved to attend the mandatory courses well in advance, of initiation of process of selection/empanelment/promotion, to next higher grade.

4. Railways are directed that the above instruction should be strictly complied with and no laxity should be allowed in relieving the staff for promotional courses.

5. The Ministry of Railways have decided to modify the "Manual on Management of Training" (Edition, 1988) as per the correction slip No. 1/2002 enclosed.
2. The National Federation of Indian Railwaymen have represented that the classification of the post of Sr. Shroff in grade Rs.4000-6000 may be revised as Non-selection. The matter has been considered by the Ministry of Railways. It has been decided that the classification of the post of Sr. Shroff in grade Rs.4000-6000 may be revised as Non-selection. Accordingly, the revised classification of the posts of Shroffs will be as under:

<table>
<thead>
<tr>
<th>Category</th>
<th>Scale</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Shroff</td>
<td>1200-2040/4000-6000</td>
<td>Non-selection</td>
</tr>
<tr>
<td>Head Shroff</td>
<td>1400-2300/5000-8000</td>
<td>Non-selection</td>
</tr>
</tbody>
</table>

The unoperated portion of panels, if any, current on the date of issue of these orders for promotion to the post of Sr. Shroffs, classification of which has been revised as non-selection, will stand lapsed and the vacancies will now be filled on the basis of non-selection.

46/02
SERIAL CIRCULAR NO. 46 /2002

Copy of Board's letter No.99/H-1/3/7/Part-1 dated 25.02.02 is published for information, guidance and necessary action.

Copy of Board's letter No. 99/H-1/3/7/ Part-1 dated 25.02.02

Sub:Grant of Family Planning Allowance when the claim therefor is submitted late.

The question of grant of Family Planning Allowance if a claim is made after a considerable time gap after the sterilization operation has been under consideration of the Ministry of Railways for some time.

The matter has been examined in consultation with the Ministry of Finance. It has now been decided that if the competent authority (authority competent to grant increment) is satisfied about the genuineness of reasons given for the delay, the same maybe admitted. However, all such sanctions would be with prospective effect only.

However, the rates of Family Planning Allowance in such cases of delayed claims would be at the rates of increment applicable at the time of sterilization operation. In case the scale of pay has undergone a revision subsequent to sterilization operation by way of Pay Commission recommendations etc., the Family Planning Allowance would be at the lowest rate of increment in the revised scale corresponding to the pre-revised scale and would be admissible with prospective effect only i.e. from the 1st of the month following the date of submission of application.

In order to decide whether a claim is a delayed claim or not, it has been decided that the claim preferred after expiry of six months from the date of sterilization will be treated as a delayed claim.

These instructions will take effect from the date of issue of this letter. Past claims decided already need not be re-opened.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

47/02
SERIAL CIRCULAR NO. 47 /2002

Pursuant to the notification of “The Persons with Disabilities (Equal Opportunities, protection of Rights and Full participation), Act, 1995”, instructions were issued vide this Ministry's letter No. E(NG)I/96/RE-3/9(2) dated 29.04.99, laying down inter-alia that, in cases where an employee has been medically invalidated/decategorised he may be kept on a superannumery post in the grade in which he was working on regular basis, till such time he is absorbed in a suitable post or till he is retirement, whichever is earlier. As these instructions provided for continuation in service of a medically invalidated/decategorised employee, there would be no occasion for an employee to be retired from service on medical ground after 29.4.99. Therefore, in such cases, the occasion to consider a request for appointment on compassionate ground of an eligible ward would not arise.

1.1 However, on review of the matter instructions were issued vide this Ministry's letter No. E(NG)II/95/RC-1/94 dated 18.01.2000 that incases where an employee has been declared totally incapacitated for further Service and he opts for retirement, request for appointment on Compassionate ground of an eligible ward maybe considered.

1.2 It was subsequently clarified vide this Ministry's letter of same number dated 10.11.2000 that in cases where a medically decategorised employee before issue of this Ministry's letter dated 29.04.99 had taken Voluntary retirement and he had neither been absorbed in an alternative employment nor adjusted against a supernumerary post after the issue of this Ministry's letter dated 29.04.99, the facility of allowing appointment on compassionate ground of one ward may be extended.

1.3 Later vide this Ministry's letter of same No.11.4.2001 the facility of appointment on compassionate ground was also extended to an eligible spouse/ward of totally incapacitated employees who were declared so after the issue of this Ministry's letter dated 29.4.99 and prior to issue of their letter dated 18.1.2000 and were also allowed to retire.

2. The matter has been further reviewed pursuant to a demand raised by the staff side in the DC/JCM and it has now been decided that compassionate ground appointment may also be considered in favour of wife/eligible wards of such of the employees as were medically decategorised between 29.4.99 and 18.1.2000 (both days inclusive) and declared unfit to continue in the posts they were holding but fit to hold posts with lower medical classification, subject to the conditions that:

(i) the employee concerned have retired voluntarily between 29.4.99 and 18.1.2000 (both days inclusive) on medical decategorisation during the period; and
(ii) such cases were personally considered and decided by the General Manager on individual merit of each case.

48/02
SERIAL CIRCULAR NO. 48/2002

Copy of Board's letter No.E(NG)II-97SR6/3 (Vo.III) dated 08.03.2002 is published for information, guidance and necessary action. Board's letters dated 28.2.97 and 15.5.98 quoted therein were circulated as SC Nos. 61/97 and 166/98, respectively.

Necessary action to revise the seniority of staff (as if Para 319-A never existed) may be completed within 3 months from the date of issue of Board's letter and benefits like promotion, pay, pension etc. should be allowed to the concerned SC/ST railway servants (but without arrears) within 6 months from the date of issue of Board's letter.
Instructions on regulation of the seniority of staff promoted between 10.2.1995 and 16.6.1995 would be issued by the Board in due course.

The time limit stipulated in Board's letter for implementation of the orders may be scrupulously adhered to.


Sub: Principles for determining the seniority of staff belonging to SC/ST promoted earlier vis-à-vis, General/OBC staff promoted later.

The provisions contained in para 319 A of Indian Railway Establishment Manual Vol.1 1989 as introduced vide ACS Nos.25 and 44 issued under this Ministry’s letter No.E(NG)I/97/SR6/3 dated 28.2.97 and 15.5.98 respectively, stipulate that w.e.f. 10.02.95 if a Railway Servant belonging to the Scheduled Caste or Scheduled Tribe is promoted to immediate higher post/grade against a reserved vacancy earlier than his senior General/OBC Railway servant who is promoted later to the said immediate higher post/grade, the General/OBC Railway servant will regain his seniority over such earlier promoted Railway servant belonging to the Scheduled Caste and the Scheduled Tribe in the immediate higher post/grade. These provisions were based on the instructions contained in the Department of Personnel and Training’s O.M.No.20011/1/96/Estt(D) dated 30.1.97 issued pursuant to the judgment of the Hon’ble Supreme Court dated 10.10.95 in the case of Union of India Vs Virpal Singh Chauhan etc. (JT 1995 (7) SC.231).

2. Now in pursuance of the Constitution (Eighty-fifth) Amendment Act 2001, amending Article 16(4A) of the Constitution, right from the date of its inclusion in the Constitution, i.e. 17th June 1995, the Government through the Department of Personnel and Training have decided to negate the effects of the DOP &T’s O.M. dated 30.1.97 with a view to allow the SC/ST employees to retain the seniority in the case of promotion by virtue of rules of reservation

3. Accordingly, the Ministry of Railways have also considered the matter and decided to negate the effects of para 319A of Indian Railway Establishment Manual, Vol.I, 1989. It has therefore been decided as follows:

(i) SC/ST Railway servants shall, on their promotion by virtue of rule of reservation / roster, be entitled to consequential seniority also; and

(b) the above decision shall be effective from 17th June 1995.

(ii) The provisions contained in Para 319A of Indian Railway Establishment manual, Vol.I, 1989 as introduced vide ACS Nos.25 and 44 issued under this Ministry’s letter s No.E(NG)I-97/SR6/3 dated 28.2.97 and 15.5.98 shall stand withdrawn and cease to have effect from 17.6.95.

(iii) Seniority of the Railway servants determined in the light of para 319A ibid shall be revised as if this para never existed. However, as indicated in the opening para of this letter since the earlier instructions issued pursuant to Hon’ble Supreme Court’s judgment in Virpal Singh Chauhan’s case (JT 1995(7)SC231) as incorporated in para 319A ibid were effective from 10.2.95 and in the light of revised instructions now being issued being made effective from 17.6.95, the question as to how the cases falling between 10.2.95 and 16.695 should be regulated, is under consideration in consultation with the Department of Personnel and Training. Therefore, separate instructions in this regard will follow.

(iv) (a) On the basis of the revised seniority, consequential benefits like promotion, pay, pension, etc. should be allowed to the concerned SC/ST Railway servants (but without arrears by applying principle of ‘no work no pay’).

(b) for this purpose, senior SC/ST Railway servants may be granted promotion of their immediate junior general/OBC Railway servants.
c) Such promotion of SC/ST Railway servants may be ordered with the approval of Appointing Authority of the post to which the Railway servant is to be promoted at each level after following normal procedure viz. Selection/non-selection.

(v) Except seniority other consequential benefits like promotion, pay etc. including retiral benefits in respect of those who have already retired) allowed to general/OBC Railway Servants by virtue of implementation of provisions of para 319A of IREM, Vol.I, 1989 and/or in pursuance of the directions of CAT/Court should be protected as personal to them.

4. Necessary action to implement the decision contained in para 3(iii) above may be completed within 3 months from the date of issue of this letter and necessary action to implement the decision contained in para-3 (iv) above may be completed within 6 months from the date of issue of this letter.

5. Accordingly the Indian Railway Establishment Manual may be amended as in the Advance Correction Slip No.131 enclosed.

INDIAN RAILWAY ESTABLISHMENT MANUAL VOL.I 1989
ADVANCE CORRECTION SLIP NO.131

Section “B “ Chapter III containing rules regarding seniority of non-gazetted Railway servants.

Delete Para 319A and the provision contained thereunder inserted vide ACS No.44, with effect from 106.95


49/02
SERIAL CIRCULAR NO.49/2002

Objective type of questions to the extent of 25% of the total marks for the written examination as part of selection for promotion to selection posts other than highest grade selection posts was already introduced by S.C. Railway / Secunderabad under letter No.P(R)/605/VIII dated 21.2.2002. In addition to the above provision, the procedure of deduction of ¼ mark for each wrong answer, now introduced by the Railway Board, may also be adopted in all the on going selections including the highest grade selection posts where the stage of written test is yet to be commenced.


Sub: Introduction of Objective Type Questions in the written test held as part of selection for promotion to selection posts other than the highest grade selection posts.

In terms of Para 219 (c) of Indian Railway Establishment Manual, 1989, written test, if any, held as part of the selection for promotion to the highest grade selection post in a category should include objective type questions for about 50% of the total marks for the written test. It has been clarified in Board's letter of even number dated 24.11.2000 that these instructions shall be deemed to have been followed correctly if objective type questions are in the range of 45% to 55% of the total marks for the written test.

2. Pursuant to a demand raised in the PNM-NFIR that the provision for objective type questions should be extended to all selections for which a written examination is prescribed, the matter has been considered by the Board in consultation with the Zonal Railways. The matter was also discussed with both the Federations namely AIRF and NFIR. After detailed deliberations, the Ministry of Railways have taken the following decisions:
i) Objective type questions should be included in the written test, if any, held as part of selection for promotion to posts in the lower grades also, classified as selection i.e. other than the highest grade selection post in a category. However, for lower grade selection posts the objective type questions should be limited to about 25% (in the range of 20% to 30%) of the total marks for the written examination.

(iii) In order to off-set the impact of random answering, the concept of negative marking for wrong answers to objective type questions should be introduced for all selection posts including the highest grade selection post in all categories, with the stipulation that one-fourth (1/4) mark may be deducted for each wrong answer.

(iv) The above decisions will be applicable to all departments except Accounts Department, to which the existing procedure in line with the procedure obtaining in other Accounts cadres on the Civil side will continue to apply.

It has also been decided that any on going selection for which written examination has already been held may be allowed to continue as per earlier instructions on the subject. Any other selection which has been initiated but has not reached the stage of written examination may be processed in accordance with these instructions.


INDIAN RAILWAY ESTABLISHMENT MANUAL VOL.I (1989 EDITION)
Advance Correction Slip No.130

Chapter II, Selection "B" - Rules governing the promotion of Group "C" staff
Para 219(c) should be replaced by the following:

219(c)(i): In the written test, if any, held as part of the selection for promotion to the highest grade selection post in a category, objective type questions should be set for about 50% (in the range of 45% to 55%) of the total marks for the written test. In the written test, if any, held as part of the selection for promotion to other lower grade selection posts, objective type questions should be set to the extent of about 25% (in the range of 20% to 30%) of the total marks for the written test.

(ii) In order to offset the impact of random answering to objective type questions, one-fourth (1/4) mark should be deducted for each wrong answer.

(iii) The provisions at (i) and (ii) above will be applicable to selections in all departments except Accounts Department.


50/02

SERIAL CIRCULAR NO.50/2000

Copy of Board's letter No.E(P&A)/II/2001/HRA-6 dated 04.03.2002 is published for information, guidance and necessary action.

Divisions/Units are advised to take declaration from all employees for drawal of HRA that they are not sharing accommodation allotted to his/her spouse/parents/son/daughters by the Central Govt/State Govt an autonomous Public undertaking/ Semi-Govt. organisation like Municipality, Port Trust nationalised Banks, Life Insurance Corporation of India etc. Efforts maybe made to rectify such irregularities and make necessary recoveries of the HRA irregularly drawn by any employee.


Sub: Drawal of House Rent Allowance by husband and wife when both of them happen to be Railway/Government servants and are residing

a) he/she does not incur any expenditure on rent for his/her accommodation  
b) he/she occupies accommodation provided by the Government  
c) he/she shares Government accommodation allotted rent free to another Government servant  
d) he/she resides in accommodation allotted to his/her parents/son/daughter the Central Government/State Government, an autonomous public under taking or semi-government organisation such as a Municipality, Port Trust, nationalised Banks, Life Insurance Corporation of India, etc. and  
e) his wife/her husband has been allotted accommodation at the same station by the Central Government/State Government, an autonomous public undertaking or semi-government organisation such as municipality, Port Trust etc. whether he/she resides in that accommodation or he/she resides separately in accommodation rented by him/her.

It has been brought to Board's notice that there are some incidences on the zonal Railways etc. where spouse of the Railway employees has been drawing, House Rent Allowance despite the fact that the wife/husband of railway servant, is also a Government employee and has been allotted Government accommodation at the same station, which is irregular.

Board have taken a serious view of this irregularity and desire that immediate action should be taken to rectify such irregularities and also to take necessary steps to prevent recurrence of such irregularities. Any violation of the extant codal provisions will be viewed seriously and will be considered as a gross misconduct unbecoming of a Railway servant, CPO's should take revised declaration from employees. efforts may also be made to make necessary recoveries of the house rent irregularly drawn by the concerned employees.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Ministry of Railways have decided that the following courses conducted by Indian Railways Institute of Logistics & Materials Management, R.K.Puram, New Delhi, may be prescribed as additional desirable qualifications for recruitment to the post of Depot Store Keeper Grade-III (since designated as Depot Materials Supdt Grade III) in scale Rs.5000-8000.

i) Diploma in Public Procurement and Supply Management  
ii) Graduate Diploma in Public Procurement and Supply Management.

Non-possession of this Diploma will not, however, debar candidates from recruitment.
Copy of Board's letter No 2001/LMB/12/21 dated 28.02.2002 is published for information, guidance and necessary action. Board's letter dated 09.12.98 quoted therein was circulated as S.C.No.48/99.

Copy of Board's letter No.2001/LMB/12/21 dated 28.02.2002

Sub:Retention of leased/hired private accommodation on retirement - policy guidelines.

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Detailed guidelines for retention of leased/hired private accommodation on transfer, deputation, death, etc. were issued vide Board's Letter No. 98/LMB/12/18 dated 09.12.98. The issue of retention of leased/hired accommodation by Railway officers in cases of retirement has been under consideration of the Board for quite some time.

It has now been decided that retention of leased/hired private accommodation for residential use of officers on retirement may be allowed for a period of four months on payment of normal license fee.

No further retention of the leased/hired accommodation beyond above permissible limit may be allowed. The option of extending the period by another 4 months at double the normal license fee should not be extended in such cases.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

53/02
SERIAL CIRCULAR NO. 53 /2002

Copy of Board's letter No.E(P&A)I-96/FE-4/5 dated 26.02.2002 is published for information, guidance and necessary action.


Sub:Implementation of Career Advancement Scheme for Lecturers in the Railway Degree College, Secunderabad.

Ref:1)Your Lr.No.P/Gaz/675/RDC dated 25.3.1994

.....

The implementation of the Career Advancement Scheme in respect of the Lecturers of Railway Degree College as contained in Board’s letters No.E(P&A)I-87/PS-5/PE-3 dated 23.10.1987 and 30.08.1989 has been pending for sometime as several related issues were under examination by the Board.

2. The above matter has been exhaustively examined and in continuation of the instructions contained in Board’s letters No.E(P&A)1-87/PS-5/PE-3 dated 23.10.87 and 30.8.89 and paragraph 4 of Board’s letter No.E(P&A)1-99/PS-5/PE-1 dated 21.12.1999, the following decisions have been taken by the Board.

(i) The Lecturers of Railway Degree College, Secunderabad will continue to be classified as Group “A” and all future recruitments will be made in accordance with the Recruitment Rules notified under Board’s reference No. 91E(GR)1/15/2 dated 3.3.98
(ii) Ex-post facto approval of the Board is accorded for grant of senior/selection grade to the Lecturers of Railway Degree College, Secunderabad, who have already been extended this benefit by the South Central Railway, on fulfilment of all the conditions laid down by the UGC.

(iii) Pending revision of the Recruitment Rules duly incorporating the provisions of the Career Advancement Scheme for Lecturers, Senior Grade may be conferred provisionally to other eligible Lecturers as per the norms laid down by the UGC with the approval of the General Manager.

(iv) Pending revision of the Recruitment Rules, proposals may also be sent to the Board for considering on a provisional basis, the placement in selection Grade and promotion as Reader through DPC at the level of Board with the approval of the Minister of Railways. The eligibility/qualifying conditions shall be as stipulated in the scheme for Career Advancement circulated vide Board's letter No.E(P&A)1-87/PS5/PE-3 dated 23.10.1987 and 30.08.1989 and as modified vide Board’s letter No.E(P&A)/1-99/PS-5/PE-1 dated 21.12.1999.

(v) The promotion of the Lecturers to Senior grade and Selection Grade/Reader shall not open avenues for their induction in or merger with any other organised services on the Railways. They shall progress in their own line.

(vi) Group "A" status shall not confer any benefits/entitlements, like Dak Khalasi/Bungalow Peon etc. available to any of the Group A officer of comparable status from the organised services, to the category of Lecturers on Railways.

(v) Their services conditions shall be strictly governed by the UGC guidelines

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

54/02

SERIAL CIRCULAR NO. 54/2002

Circular letter No. P(PC)487/V/97/DA dt. 9-4-02

Copy of Board's letter No.PC-V/97/1/7/14 dated 1-4-2002 is published for information guidance and necessary action. Board's letters dated 16-10-97 & 24-9-01 quoted therein were circulated as SC Nos. 171/97 & 193/2001, respectively.

Action should be taken to draw the revised rates of Dearness Allowance in the salary bill of the mechanised units of General Pay Roll, Running and Workshops for the month of April, 2002 in respect of employees belonging to Group A, "B", "C" and "D".

DA Arrears: The bills for drawal of D.A. arrears payable from 01.01.2002 to 31.3.2002 in respect of all the employees will draw in computer as hitherto done consisting of 3 statements.

Viz. Statement No. i) Straight cases - Bills
    ii) Exception cases.
    iii) Transfer cases.

In respect of Statement No.(ii) and (iii) manual Bills are to be drawn.

As regards bills for drawal of Dearness Allowance arrears it will be drawn in computer wherever it is available and manual supplementary bills in respect of those units which are not computerised.

In respect of Gangmen pay roll DA arrears will be included in the pay bill and paid along with regular salary for March 2002.

CWM/LGDS to ensure payment of DA and arrears as indicated above to the staff of LGD, Workshops.
DRM/GTL to ensure payment of revised DA and arrears indicated above to the staff of GTL, UBL and Workshops of UBL and TPTY.

HONORARIUM

CPO's sanction is communicated to the drawal of D.A. arrears wherever bills made non-computerised and also manually and payment of honorarium to the staff at the prescribed rates as conveyed in this office circular letter No.P[R]/299/1 of 8.8.1988. The payment of honorarium to individual clerk should be processed only after they claim arrears in respect of all staff including those who have retired/died or demitted from service and a certificates to this effect should be obtained from each bill preparing clerk claiming honorarium. The honorarium should be claimed within 6 months from the date of issue of this letter.

The payment of honorarium may be arranged by the Division/Unit concerned with the due verification/concurrence of the Associated Accounts after obtaining Administrative sanction at the units level and there is no necessary for sending the proposal to Headquarters for this purpose.

Copy of Board's letter No.PC-V/97/1/7/14 dated 1-04-2002 (PC-V/334, RBE No.40/02).

Sub:Payment of Dearness Allowance to Railway Employees - Revised Rates effect from -1.1.2002.

Reference to this Ministry's letter of even number dated 24-9-2001 (S.No.PC-V/320, RBE No.193/2001) on the subject mentioned above. The President is pleased to decide that the Dearness Allowance payable to Railway employees with effect from 1st January, 2002 shall stand modified as follows:

<table>
<thead>
<tr>
<th>Date from which payable</th>
<th>Rate of Dearness Allowance per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.01.2002</td>
<td>49% of pay</td>
</tr>
</tbody>
</table>

The provisions contained in Paras-3 and 4 of this Ministry's letter No.PC-V/97/1/7/14 dated 16.10.1997 (S.No.PC-V/3, RBE No.139/97) shall continue to be applicable, while regulating Dearness Allowance under these orders.

The additional instalment of Dearness Allowance payable under these orders shall be paid in cash to all Railway employees. The arrears may be charged to the salary bill for April, 2002.

The payment on account of Dearness Allowance involving fraction of 50 paise and above may be rounded off to be next higher rupee and the fractions of less than 50 paise may be ignored.

55/02
SERIAL CIRCULAR NO. 55 / 2002
Letter No. P [R]/563/III Dated: 17-4-2002

Copy of Board's letter No. E(RRB)/2001/25/26 dated 15.3.2002 is published for information, guidance and necessary action.


Sub:Currency of recruitment panels supplied by RRBs


Para-18 of Board's letter No.E(NG)63 RR1/35 dated 9/10.7.1964 regarding currency of panel is reproduced as under:
"The panel of candidates selected for appointment to Class III posts should be kept current for one year but General Managers have powers to extend them also, whenever considered necessary. This is, however, subject to the condition that as soon as the new results are published, the panels of candidates selected earlier will be treated as lapsed, unless in respect of particular vacancies appointments have been deliberately held up".

In partial modification of the above, RRCB have decided that the currency of panel should continue to be one year only. The currency of the panel may be extended only by one year with the personal approval of General Managers. Beyond this limit, in case the Railway desires to extend the currency of the panel further, the Railway should make a reference to the Board giving detailed reasons as to why the panel could not be utilized within two years.

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**SERIAL CIRCULAR NO. _56/2002_**

Letter No. P[R]563/III  
Dated: 17-4-2002

Copy of Board's letter No.E(NG)II/2000/RR-1/79 dated 14.3.2002 is published for information, guidance and necessary action. Board's letters dated 5.4.95, 25.4.97, 24.9.98, 13.2.2001, 22.2.2002 quoted therein were circulated as SC No. 61/95, 100/97, 265/98, 54/01, 51/02. respectively.

Sub: Diploma Course offered by various Institutions.

Attention is invited to instructions quoted in the margin wherein the following Diplomas have been laid down as additional desirable qualification for posts mentioned therein

<table>
<thead>
<tr>
<th>E[NG]II/80/RR-1/22 dt. 4-2-81</th>
<th>Qualification</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>E[NG]II/93/RR-1/64 dt. 5-4-95</td>
<td>Diploma in Railway Transport and Management</td>
<td>Institute of Rail Transport</td>
</tr>
<tr>
<td>E[NG]II/96/RR-1/58 dt. 25-4-97</td>
<td>Diploma in Transport Economics and Multi Modal Transport (Containerisation) &amp; Logistics Management</td>
<td>-do-</td>
</tr>
<tr>
<td>E[NG]II/96/RR-1/5(Pt) dt. 24-9-98</td>
<td>Diploma in Port Development and Management</td>
<td>-do-</td>
</tr>
<tr>
<td>E[NG]II/2000/RR-1/79 dt. 13-2-2001</td>
<td>Diploma in Railway Engineering</td>
<td>Institute of Permanent Way Engineers(India)</td>
</tr>
<tr>
<td></td>
<td>Diploma and Graduate Diploma in Public Procurement and Supply Management</td>
<td>Indian Railways Institute of Logistics and Materials Management.</td>
</tr>
</tbody>
</table>
It is clarified that, other things being equal, a candidate with such Diploma(s) should be given preference in recruitment to the specified posts, over a candidate without such a Diploma. However, the merit of the candidates in the test for recruitment should not be overlooked in any case. Further, non-possession of the Diploma(s) should not debar any candidate from recruitment.

57/02
SERIAL CIRCULAR NO.57 /2002
Letter No. P [R]673/II Dated:19-4-2002


Sub: List of training centres on Indian Railways

In continuation of Board's letter No.E(MPP)/99/3/6 dated 10.7.2001, Ministry of Railways have decided to include "NDT Training Centre/RDSO" under "Other Training Centre" after S.No.124 of the Annexure-A of Board's letter quoted above.

In view of the above the "NDT Training Centre/RDSO" now figures at S.No.125

The Ministry of Railways have decided to modify the "Manual on Management of Training" (Edition, 1998) as per the Correction Slip No.2/2002 enclosed.

The "NDT Training Centre/RDSO" is included in the list subject to the condition that existing facilities being utilised without any additional financial implications.

MANUAL ON MANAGEMENT OF TRAINING (JUNE 1998)
ADVANCE CORRECTION SLIP NO.2/2002


ANNEXURE I

NAMES OF MAIN TRAINING CENTRES AND OTHER TRAINING CENTRES

1. Zonal Training Centre/ Bhusawal/CR.
2. Zonal Training Centre/ Bhuli/ER
3. Zonal Training Centre/ Chandausi/NR
4. Zonal Training Centre/ Muzaffarpur/NER
5. Zonal Training Centre/ ADPJ/NFR
6. Zonal Training Centre/ Trichy/SR
7. Zonal Training Centre/ Moula-ali/SCR
8. Zonal Training Centre/ Sini/SER
9. Zonal Training Centre/ Udaipur/WR

10. Supervisors’ Training Centre/ Jhansi/Cr
11. Supervisors’ Training Centre/ Kancheepuram/ER
12. Supervisors’ Training Centre/ Lucknow/NR
13. Supervisors’ Training Centre/ Gorakhpur/NER
14. Supervisors’ Training Centre/ New Bongaigon/NFR
15. Supervisors’ Training Centre/ Bangalore/SR
16. Supervisors’ Training Centre/ Secunderabad/SCR
17. Supervisors’ Training Centre/Kharaghpur/SER
18. Supervisors’ Training Centre/Ajmer/WR
19. S&T Training Centre,Ghaziabad, NR
20. S&T Training Centre,Podanur, SR
21. S&T Training Centre, Sabarmati/WR
22. S&T Training Centre, KGP/SER
23. S&T Training Centre, Gorakhpur, NER
24. S&T Training Centre, Byculla, CR
25. S&T Training Centre, Liluah, ER
26. S&T Training Centre, Pandu, NFR
27. S&T Training Centre, Moula-ali, SCR
28. S&T Training Centre, Malda, ER
29. Electrical Training Centre, Thakurli/CR
30. Electrical Training Centre, Asansol/ER
31. Electrical Training Centre, Kanpur/NR
32. Electrical Training Centre, Ghaziabad/NR
33. Electrical Training Centre, GKP/NER
34. Electrical Training Centre, Avadi/SR
35. Electrical Training Centre, Vijayawada/SCR
36. Electrical Training Centre, Lallaguda/SCR
37. Electrical Training Centre, Tatanagar/SER
38. Electrical Training Centre, Rourkela/SER
39. Electrical Training Centre, Baroda/WR
40. Electrical Training Centre, Mahalaxmi/WR
41. Civil Engineering Training Centre, Kanpur/NR
42. Civil Engineering Training Centre, Allahabad/NR
43. Civil Engineering Training Centre, Tamaram/SR.
44. Civil Engineering Training Centre, Kachiguda, SCR.
45. Civil Engineering Training Centre, Guntakal, SCR.
46. Technical Training Centre/CLW/Chittarajan
47. Technical Training Centre/DCW/Patiala.
49. Technical Training Centre/ICF/Perambur.
50. Technical Training Centre/RCF/Kapurthala.
51. Technical Training Centre/WAP/Bangalore.
52. Jagjivan Ram RPF Training Centre/Lucknow/ NR

OTHER TRAINING CENTRES

1. Area Training Centre/Kalyan/Cr
2. Area Training Centre/Jhansi/CR
3. Area Training Centre/Damoh/Cr
4. Area Training Centre/Bhusawal/CR
5. Area Training Centre/Ajni/CR
6. Area Training Centre/Kacheguda/SCR
7. Area Training Centre/Lower Parel/WR
8. Area Training Centre/Bandra/WR
9. Area Training Centre/Ajmer/WR
10. Area Training Centre/Bandikui/WR
11. Area Training Centre/Junagadh/WR
12. Area Training Centre/Kota/WR
13. Area Training Centre/Baroda/Mhow/WRR
14. Area Training Centre/Valsad/WR
15. Area Training Centre/Baroda/WR
16. Basic Training Centre(C&W)/Ajni/CR/
17. Basic Training Centre (C&W)/Matunga/CR
18. Basic Training Centre(C&W)/Mumbai/CR
19. Basic Training Centre (C&W)/Bhusawal/CR
20. Basic Training Centre (Elec.)/Matunga/CR
21. Basic Training Centre(Loco)/Bhusawal/CR
22. Basic Training Centre(Loco)/Jhansi/CR
23. Basic Training Centre(C&W)/Jhansi/CR
24. Basic Training Centre(Loco)/Parel/CR
25. Basic Training Centre(Loco)/Jabalpur/CR
26. Basic Training Centre(Diesel)/Kurla/CR
27. Basic Training Centre/Mannmad/CR
28. Basic Training Centre/Nasik/CR
29. Basic Training Centre/New Katni/CR
30. Basic Training Centre/Jamalpur/ER
31. Basic Training Centre/Jodhpur/NR
32. Basic Training Centre/Bikaner/NR
33. Basic Training Centre(C&W)/AMV/Lucknow/NR
34. Basic Training Centre(C&W)/Amritsar/NR
35. Basic Training Centre/Jagadhari/NR
36. Basic Training Centre/Gorakhpur/NER
37. Basic Training Centre/Izatnagar/NER
38. Basic Training Centre/Erode/SR
39. Basic Training Centre/Perambur/SR
40. Basic Training Centre/Guntapalli/SCR
41. Basic Training Centre/Hubli/SCR
42. Basic Training Centre/Lallaguda/SCR
43. Basic Training Centre/Vijayawada/SCR
44. Basic Training Centre (C&W)/Ajmer/WR
45. Basic Training Centre (C&W)/Klower Parel/WR
46. Basic Training Centre/Dahod/WR
47. Basic Training Centre/Kota/WR
48. Basic Training Centre (Loco)/Ajmer/WR

49. C&W Training Centre/Tikiapara/ER
50. C&W Training Centre/Dhanbad/ER
51. C&W Training Centre/Ambala/NR
52. C&W Training Centre/Ghaziabad/NR
53. C&W Training Centre/Allahabad/NR
54. C&W Training Centre/Amritsar/NR
55. C&W Training Centre/GMC/Kanpur/NR
56. C&W Training Centre/Rewari/NR
57. C&W Training Centre/Jagadhari/NR
58. C&W Training Centre/Lucknow/NR
59. C&W Training Centre/Miraj/SCR
60. C&W Training Centre/Dharwar/SCR

61. Permanent Way Training Centre/Dhanbad/ER
62. Permanent Way Training Centre/Mugalsarai/ER
63. Permanent Way Training Centre/Sadulpur/NR
64. Permanent Way Training Centre/Shamli/NR
65. Permanent Way Training Centre/Allahabad/NR
66. Permanent Way Training Centre/Haridwar/NR
67. Permanent Way Training Centre/Jagadhari/NR
68. Permanent Way Training Centre/Jalandhar/NR
69. Permanent Way Training Centre/Jodhpur/NR
70. Permanent Way Training Centre/Lucknow/NR
71. Permanent Way Training Centre/Palghat/SR
72. Permanent Way Training Centre/Villupuram/SR

73. Transportation Training Centre/Ferozpur/NR
74. Transportation Training Centre/Jodhpur/NR
75. Transportation Training Centre/KIA/NR
76. Transportation Training Centre/Kurushetra/NR
77. Transportation Training Centre/Lucknow/NR
78. Transportation Training Centre/Shajahanpur/NR
79. Transportation Training Centre/Subedaganj/NR
80. Transportation Training Centre/Erode/SR
81. Transportation Training Centre/Villupuram/SR
82. Transportation Training Centre/Shoranur/SR
83. Transportation Training Centre/Adra/SER
84. Diesel Drivers’ Training Centre/Jamalpur/ER
85. Electric Drivers’ Training Centre/Asansol/ER
86. Divisional Training Centre/Moradabad/NR
87. Diesel Traction Training Centre/New Katni/CR
88. Diesel Traction Training Centre/Patraru/ER
89. Diesel Traction Training Centre/Mughalsarai/NR
90. Diesel Traction Training Centre/AMV/Lucknow/NR
91. Diesel Traction Training Centre/BGKT/Jodhpur/NR
92. Diesel Traction Training Centre/Ludhiana/NR
93. Diesel Traction Training Centre/SSB/Delhi/NR
94. Diesel Traction Training Centre/TKD/Delhi/NR
95. Diesel Traction Training Centre/Gonda/NER
96. Diesel Traction Training Centre/Malda/NFR
97. Diesel Traction Training Centre/Guwahati/NFR
98. Diesel Traction Training Centre/Siliguri/NFR
99. Diesel Traction Training Centre/Ponnala/SR
100. Diesel Traction Training Centre/Kazipet/SCR
101. Diesel Traction Training Centre/Guntakal/SCR
102. Diesel Traction Training Centre/Rajmundry/SCR
103. Diesel Traction Training Centre(NG)/Nagpur/SER
104. Diesel Traction Training Centre/Ratlam/WR
105. Diesel Traction Training Centre/Abu Road/WR
106. Diesel Traction Training Centre/Sabarmati/WR
107. Diesel Traction Training Centre/Mahalaxmi/WR
108. Diesel Traction Training Centre/Bandra/WR
109. Motorman Training Centre/Kalyan/CR
110. Motorman Training Centre/Kurla/CR
111. Electrical Training Centre/Perambur/SR
112. Traction Training Centre/Tambaram/SR
113. TRD Training Centre/Chakradhar/SER
114. Electrical Training Centre/Bilaspur/SER
115. RPF Training Centre/Kurduwadi/CR

116. RPF Training Centre/Dhanbad/ER
Copy of Board's letter No. E(W)/95/UN1-19 dated 21.3.2002 is published for information, guidance and necessary action. Board's letter dated 17.4.2001 quoted therein was circulated as SC No. 104/01.


Sub: Supply of cloth and payment of stitching charges to Public Image Categories.
Ref: Board's letter of even number dated 17.04.2001.

Instructions regarding supply of cloth and payment of stitching charges to Public Image Category were issued vide Board's letter of even number dated 17.4.2001. Certain Zonal Railways have pointed out that the length of cloth prescribed under Annexure-II of letter referred to above is not in conformity with the actual requirement of cloth. The case has, therefore, been examined in detail and it has now been decided that the length of cloth as given below may be issued to Public Image Categories as detailed in Annexure-I of Board's letter dated 17.04.2001.

<table>
<thead>
<tr>
<th>Description</th>
<th>Length of Cloth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coat with cut pocket</td>
<td>1.75 mtrrs</td>
</tr>
<tr>
<td></td>
<td>2.00 mtrrs (Spl.size)</td>
</tr>
<tr>
<td></td>
<td>138 cms wide</td>
</tr>
<tr>
<td>Coat with Patch Pocket</td>
<td>1.70 mtrrs</td>
</tr>
<tr>
<td></td>
<td>2.00 mtrrs (Spl.size)</td>
</tr>
<tr>
<td></td>
<td>138 cm wide</td>
</tr>
<tr>
<td>Trousers</td>
<td>1.25 mtrrs</td>
</tr>
<tr>
<td></td>
<td>1.50 mtrrs (spl.size)</td>
</tr>
<tr>
<td></td>
<td>138 cms wide</td>
</tr>
<tr>
<td>Shirts (Full Sleeves)</td>
<td>2.25 mtrrs</td>
</tr>
<tr>
<td></td>
<td>2.50 mtrrs (Spl.size)</td>
</tr>
<tr>
<td></td>
<td>89/91 cms wide</td>
</tr>
<tr>
<td>Shirts (Half Sleeves)</td>
<td>2 mtrrs</td>
</tr>
<tr>
<td></td>
<td>2.25 mtrrs (Spl.size)</td>
</tr>
<tr>
<td></td>
<td>89/91 cms wide</td>
</tr>
<tr>
<td>Bush Shirt, full sleeves</td>
<td>2.5 mtrrs</td>
</tr>
<tr>
<td></td>
<td>3.00 mtrrs (Spl.size)</td>
</tr>
<tr>
<td></td>
<td>89/91 cms wide</td>
</tr>
<tr>
<td>Bush Shirts, half sleeves</td>
<td>2.25 cms</td>
</tr>
<tr>
<td></td>
<td>2.75 mtrrs (Spl.size)</td>
</tr>
<tr>
<td></td>
<td>89/91 cms wide</td>
</tr>
<tr>
<td>Bush Shirt Safari</td>
<td>1.40 mtrrs</td>
</tr>
</tbody>
</table>
Other terms and conditions prescribed in the Board's letter dated 17.4.2001 shall remain the same.

This issues with the concurrence of Finance Directorate of Ministry of Railways.

59/02
SERIAL CIRCULAR NO.  59 / 2002
Letter No. P [R]500/XVIII    Dated:     3 -5-2002


Sub:Commutation of a fraction of pension on finalisation of Departmental/judicial proceedings - clarification regarding.

Guidelines have been circulated vide Board's letter No.F(E)/III/99/PN1/28 dated 20.12.99 for calculation of commutation value in cases where proceedings are pending at the time of retirement of a Railway servant. In this regard clarification has been sought by one of the Railways as to how the commutation value of pension is to be determined in cases where departmental/judicial proceedings are treated as closed or dropped on finalisation or on account of the death of the Railway servant during the pendency of the proceedings.

2. The matter regarding calculation of commutation value of pension in cases where proceedings are dropped on account of the death of the Railway servant, has been examined in consultation with DOP&PW and Ministry of Law. It is clarified that the family of retired employee who dies during the pendency of disciplinary proceedings would be entitled to retirement benefits as the proceedings would be deemed to have abated. However, the family would not be entitled to commutation as in such cases, Rule 5 of Railway Services (Commutation of Pension) Rules, 1993 will be applicable in terms of which the Railway servant/pensioner against whom any departmental/judicial proceedings have been instituted either before or after the date of retirement, is not eligible to commute a fraction of his provisional pension or the pension, as the case may be, during the pendency of such proceedings.

3. As regards calculation of commutation value in cases where proceedings are dropped or treated as closed on finalisation, it is clarified that such cases may be decided in terms of Para 4 of Board's letter No.F(E)/III/99/PN1/28 dated 20.12.99.
Copy of Board's letter No. E(NG)I-99/CFP/23 dated 08.04.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(NG)I-99/CFP/23 dated 08.04.02 (RBE No. 42/2002).

Sub: Modification of the existing provision regarding transfer of Gangmen to other Departments.

.....

As the Railways are aware, Gangmen in regular employment are eligible for transfer to Works Branch/Workshops/Traffic and Commercial Departments against 10% of the vacancies with 50% seniority. Similarly, Stores Khalasis and Safaiwalas of all Departments are also eligible for transfer to Workshops against 10% quota with 50% seniority. Such employees should possess physical standards prescribed for recruitment to these Departments, be less than 35 years of age and have aptitude for work to which they are to be transferred.

1.1 Further, 40% of Group "D" vacancies in the workshops are required to be filled from amongst Group "D" staff of other Departments on bottom seniority up to the upper age limit of 33 years.

2. For some time the Railways have been experiencing difficulty in sparing Gangmen for lateral transfer to other Departments. Railway Safety Review Committee-1998 (Khanna Committee) in Part II of its Report has also observed that the policy of lateral induction of Gangmen to other Departments has denuded the Gangs of able bodied younger lot of Gangmen. The committee has, therefore, recommended that the orders regarding lateral induction of Gangmen up to 35 years of age into other Departments should be withdrawn.

3. The matter has been considered carefully by the Board. The views of the two federations, viz. AIRF and NFIR were also obtained. After considering all aspects of the matter it has been decided that the existing provision regarding transfer of Gangmen to other Departments against 10% quota may be modified to the extent that the lower age limit for such transfer should be fixed at 45 years instead of existing upper age limit of 35 years.

3.1 For Gangmen volunteering to go to Mechanical Workshops on bottom seniority against 40% quota also, the existing upper age limit of 33 years should be modified to provide for lower age limit of 45 years.

4. It has also been decided that in view of surpluses being generated in Workshops, the existing provision for lateral transfer of other staff to Workshops may also be temporarily withdrawn for two years from the date of issue of this letter.

5. The Indian Railways Establishment Manual may also be amended accordingly as in Advance Correction Slip No. 132 enclosed.

INDIAN RAILWAY ESTABLISHMENT MANUAL, VOLUME-I (1989 EDITION)

ADVANCE CORRECTION SLIP NO.132:

Chapter-I, Section "B" Sub-section III - Recruitment and Training

Substitute the following for the existing Para 179 (xv):-

"(xv) Recruitment by Transfer:-

A. Gangmen in regular employment may be transferred to the Mechanical Engineering and Transportation (Power) Deptt, Traffic & Commercial Deptt. and to the works side of Engineering Deptt. Such transfers should not, however, exceed 10% of the annual intake of Gangmen or 10% of annual intake in the relevant recruitment categories of each of these Departments to which Gangmen are transferred. Khalasis of the Stores Department and Safaiwalas of all Departments may likewise be transferred to the Mechanical Workshops, but will be reckoned against the same 10% annual quota of vacancies in the Workshops as is open for absorption of Gangmen. The Railway servants concerned should be suitable in all respects i.e.:-

"
(a) be literate where necessary.

(b) possess physical standards prescribed for recruitment to that Department /Workshop.

(c) have the aptitude for work to which they are to be transferred.

(d) be at least 45 years of age in the case of Gangmen and 35 years of age in the case of stores Khalasis and Safaiwalas of all departments.

(B) Regular Gangmen who are transferred to Works Branch/Workshops/Traffic and Commercial Department will count half the length of continuous service for seniority in the new cadre in which they are absorbed. Similarly Stores Khalasis and Safaiwalas of all Departments who are absorbed in the Workshops against the 10% quota will count seniority to the extent of half the length of continuous service. However, Gangmen above the age of 45 years and Stores Khalasis and Safaiwalas up to the age of 33 years who are transferred over and above the quota of 10% will not be eligible to count any portion of their earlier service for the purpose of seniority”.


61/02

SERIAL CIRCULAR NO. 61 / 2002


CORRIGENDUM


At S.No.7 of the sample calculation –II attached to Board's letter referred to above, the consolidated pension as on 1.1.86 may be read as "Rs. 1291" in place of Rs. 1391 and total consolidated pension may be reas as "$s.1316/-" instead of Rs. 1416/-. Similarly, Rs.1416/- appearing in Note I below the said sample calculation may be read as "Rs.1316/- ". Further, the consolidated pension at S.No.8 of the said sample calculation may be read as "Rs 3973/- p.m" instead of Rs. 4271/- . Similarly , Rs.4271/- appearing in Note-II may be reas as "$Rs.3973/- p.m".

62/02

SERIAL CIRCULAR NO. 62 / 2002

Copy of the Railway Board's letter No.PC-V/2001/1/RSRP/1 dated 04.04.2002 is published for information, guidance and necessary action


Sub:Allotment of elongated pay scale of Rs.2610-60-2910-65-3300-70-4000 to the category of Daftary of RDSO.

Reference is invited to RDSO's letter No.A/ES/PC-V/97 dated 2.8.2001 on the above mention subject. The matter has been considered and it has been decided that the category of Daftary in RDSO in the IVCPC scale of rs.775-
1150 and fixed in the revised scales of Rs.2610-3540 and 2650-4000 may be allotted the elongated pay scale of Rs.2610-60-23910-70-4000 (to be designated as S-2A).

Refixation of pay with effect from January 1, 1996 in the elongated scale of Rs.2610-60-2910-65-3300-70-4000 would result, in a few cases, in the pay of employees being lower than what had already been fixed in terms of Note 1, below Rule 7 of RSRP Rules, 1997. In order to ensure that pay fixation in the elongated scale Rs.2610-60-2910-65-3300-70-4000 does not result in monetary loss to any of the employees concerned, it has been further decided that the loss in such cases shall be protected by the grant of a Personal Pay equal to the difference between the pay already fixed and that admissible as a result of refixation in the elongated scale, the Personal Pay being absorbed in future increments.

These orders will be effective from 01.01.96.

63/02
SERIAL CIRCULAR NO. 63 /2002
Letter No. P(PC)/487/V/97/Imp/Vol.IV Dated: 17-5-02


ORDER
Sub: Implementation of Vth CPC recommendations in regard to JA Grade and Selection Grade post in RPF.
Ref: Board's letter of even number dated 20-1-2000 [ S.No. PC-V/247]

Consequent to implementation of recommendations of VCPC contained in para 70.26 of their report in regard to JAG and Selection Grade in RPF, orders were issued vide Board's letter quoted above to the effect that 10 posts out of the total 25 in the pre-revised scale of Rs.4100-5300 are to be operated in the scale of Rs.4500-5700 / 14300-18300 [revised scale] and the remaining 15 posts in the scale Rs. 3700- 5000 / 12000-16500 [revised scale].

2. The scale of Rs. 3700- 5000 / 12000-16500 being a new scale in the RPF Group 'A' officers hierarchy, it was also mentioned therein that amendment to recruitment rules for the posts in the scale Rs. 12000-16500, etc., would follow.

3. Recruitment rules for this grade are yet to be formulated in consultation with UPSC and DOP&T, which is likely to take quite some time. In the meanwhile officers with 14/15 years of service are still working in substantive senior scale for want of amendment to Recruitment Rules.

4. Since it may take a long time before amendment to the recruitment rules are finalized, Ministry of Railways with the approval of the President have decided that till the recruitment rules are amended, RPF officers may be considered for promotion from senior scale to the scale Rs.4100-5300, the replacement scale of which is Rs.14300-18300 RS[RP] on a regular basis as per the provisions of the existing recruitment rules, 1994, subject to availability of vacancy.

64/02
SERIAL CIRCULAR NO. 64 /2002
Letter No.P(PC)/487/V/97/Pension/Vol.III Dated: 20.05.2002


Sub: Non-circulation/intimation of Railway Board's decisions to the Pensioners/Family Pensioners - by the Railway Administrations down the line.

.....

It has been brought to the notice of the Railway Board by the staff side (DC/JCM) that orders on pensionary matters which are beneficial to pensioners family pensioners are often not circulated down the line in time by the Divisions and other units of the Railway Administrations. In particular, it has been reported that Board's letter No.F(E0/III./2000/PN1/Ex.Gr/6 dated 14.2.2001 has not been brought to the notice of the living pre-1986 SRPF© retirees, who are in receipt of ex/gratia, to enable them to submit application as required therein.

It is, therefore, reiterated that in respect of all the orders issued by Board on pensionary matters in general and 14.2.2001 order in particular, adequate publicity may be given in the Press, Vernacular, as well as English and Hindi, by the Railway Administrations so that information gets disseminated to the concerned pensioners/family pensioners/ex-gratia beneficiaries. Directions may also be given that copies of such orders are pasted on the office notice boards. All efforts be made to widely publicise such orders, specially if a cut off date for receipt of applications is specified.

Please acknowledge receipt and compliance may also be reported to Board's office at the earliest.

65/02

SERIAL CIRCULAR NO. 65 /2002

Copy of Board's letter No.E(G)/2001/ RN5-5 dated 12.04.2002 is published for information, guidance and necessary action.


Sub: Retention of Railway accommodation at the previous place of posting in favour of officers/staff on deputation to Indian Railway Catering and Tourism Corporation Ltd. (IRCTC).

.....

Ministry of Railways have considered the matter regarding grant of permission for retention of Railway quarter at the previous place of posting by the Railway officers/staff on deputation to IRCTC and have decided to grant such permission for a period of 5 years from the date of the incorporation of IRCTC i.e. 27.09.1999. The permission for retention will thus be available to the employees on deputation up to 26.09.2004.

The rent chargeable will be at normal rate (flat rate of licence fee) for a period of 2 months. On request of the concerned employee the period of retention of Railway accommodation at the previous place of posting may be extended up to 26.09.2004 or till the date the official remains on deputation with the Corporation, whichever is earlier, on payment by IRCTC to the Railway, an amount equivalent to the House Rent Allowance admissible to the Railway employee on deputation to IRCTC plus the flat rate of licence fee prescribed by the Railways from time to time in respect of the Railway accommodation so retained. IRCTC may, however, recover normal licence fee from the Railway employees on deputation to IRCTC who are availing this facility.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

66/02

SERIAL CIRCULAR NO. 66 /2002

Attention is invited to this Ministry’s letter of even number dated 22.08.2000, wherein, it was decided that any person being considered for appointment on compassionate ground, should give an undertaking in writing that he/she will maintain properly the other family members who have been dependent on the Railway employee and in case it is proved subsequently that the family members are being neglected or are not being properly maintained by him/her, his/her appointment may be terminated forthwith.

In pursuance of DOP&T’s Office Memorandum No.140/4/19/2000 - Estt(D) dated 24.11.2000 it has been decided that such compassionate appointments can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary service Rules for this purpose.

It has been further decided by the Board that this power of termination of service for non-compliance of the condition(s) in the offer of compassionate appointment would be exercised personally by the General Managers of Zonal Railways and General Managers/Chief Administrative Officers of Production units.

Secretary, Railway Board would exercise this power in respect of staff working in Railway Board’s office.

ANNEXURE 'A'

RATES OF NIGHT DUTY ALLOWANCE WITH EFFECT FROM 01.01.2002 FOR 'INTENSIVE' 'CONTINUOUS' AND 'EXCLUDED' CATEGORIES AND WORKSHOP STAFF AT THE VARIOUS PLACES CLASSIFIED AS 'A-1' 'A' 'B-1', 'B-2' AND ORDINARY LOCALITIES INCLUDING 'C' CLASS CITIES.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Pay slabs in Vth Pay Commission's scales</th>
<th>A-1</th>
<th>A</th>
<th>B-1</th>
<th>B-2</th>
<th>Ordinary localities including class &quot;C&quot; cities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2550-2605</td>
<td>Rs. 18.30</td>
<td>Rs. 18.15</td>
<td>Rs. 18.05</td>
<td>Rs. 18.00</td>
<td>Rs. 17.85</td>
</tr>
<tr>
<td>2.</td>
<td>2606-2790</td>
<td>19.10</td>
<td>19.00</td>
<td>18.90</td>
<td>18.80</td>
<td>18.70</td>
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</table>
ANNEXURE 'B'
RATES OF NIGHT DUTY ALLOWANCE WITH EFFECT FROM 01.01.2002 FOR 'ESSENTIALLY INTERMITTENT' CATEGORIES AT THE VARIOUS PLACES CLASSIFIED AS 'A-1', 'A', 'B-1', 'B-2' AND ORDINARY LOCALITIES INCLUDING 'C' CLASS CITIES.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Pay slabs in Vth Pay Commission's scales</th>
<th>A-1</th>
<th>A</th>
<th>B-1</th>
<th>B-2</th>
<th>Ordinary localities including class &quot;C&quot; cities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2550-2605</td>
<td>Rs.12.20</td>
<td>Rs.12.10</td>
<td>Rs.12.05</td>
<td>Rs.12.00</td>
<td>Rs.11.90</td>
</tr>
<tr>
<td>2.</td>
<td>2606-2790</td>
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<td>12.65</td>
<td>12.60</td>
<td>12.55</td>
<td>12.45</td>
</tr>
<tr>
<td>3.</td>
<td>2791-3230</td>
<td>14.30</td>
<td>14.20</td>
<td>14.10</td>
<td>14.05</td>
<td>13.90</td>
</tr>
<tr>
<td>4.</td>
<td>3231-3440</td>
<td>15.80</td>
<td>15.70</td>
<td>15.60</td>
<td>15.55</td>
<td>15.40</td>
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<tr>
<td>5.</td>
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<td>17.75</td>
<td>17.65</td>
<td>17.60</td>
<td>17.45</td>
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<td>6.</td>
<td>4126-4270</td>
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<td>19.70</td>
<td>19.60</td>
<td>19.50</td>
<td>19.40</td>
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<td>7.</td>
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<td>20.45</td>
<td>20.35</td>
<td>20.25</td>
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<td>4631-4870</td>
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<td>22.25</td>
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<td>10.</td>
<td>4871-5165</td>
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<td>23.65</td>
<td>23.50</td>
<td>23.40</td>
<td>23.20</td>
</tr>
<tr>
<td>11.</td>
<td>5166-5465</td>
<td>25.15</td>
<td>25.05</td>
<td>24.85</td>
<td>24.75</td>
<td>24.55</td>
</tr>
<tr>
<td>12.</td>
<td>5466-6210</td>
<td>27.60</td>
<td>27.45</td>
<td>27.30</td>
<td>27.15</td>
<td>26.95</td>
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<tr>
<td>13.</td>
<td>6211-6655</td>
<td>30.65</td>
<td>30.45</td>
<td>30.25</td>
<td>30.10</td>
<td>29.75</td>
</tr>
<tr>
<td>14.</td>
<td>6656-6955</td>
<td>32.35</td>
<td>32.20</td>
<td>32.00</td>
<td>31.85</td>
<td>31.45</td>
</tr>
<tr>
<td>15.</td>
<td>6956-7850 and above</td>
<td>35.15</td>
<td>34.95</td>
<td>34.75</td>
<td>34.55</td>
<td>34.20</td>
</tr>
</tbody>
</table>

68/02
SERIAL CIRCULAR NO.  68 /2002


Sub: Payment of allowance in lieu of kilometreage to running staff for periods of suspension eventually treated as duty for all purposes - PNM/AIRF item No.60/2001.
The issue regarding payment of allowance in lieu of kilometreage to Running staff for periods of suspension eventually treated as duty for all purposes was raised by the Staff side in the PNM/AIRF as item No.60/2001.

2. The issue has been examined by the Board. It has come to the notice of the Board that different practices are being followed by different Zonal Railways in the matter, which is not correct. Attention in the matter is invited to Para 3.5 of Board's letter No.E(P&A)II-80/RS-10 dated 17.7.1981 and as modified vide letter dated 24.6.1985 which provides that when Running staff are engaged in or employed on duties other than running duties for which they are at present paid allowance in lieu of mileage, they will be paid allowance in lieu of kilometreage as below for every calendar day for such duties as are required to be performed by them.

(i) When such non-running duties are performed at their Headquarters, they will be paid the pay element of the running allowance viz. 30% of the basic pay applicable for the day.

(ii) When such non-running duties are performed at outstation, they will be paid at the rates indicated in Annexure "B" to this letter for each category and grade of running staff.

Provided that, if during the same calendar day, a member of the running staff is engaged in running as well as non-running duties and if the non-running duties are of four hours' duration or more, he will draw both the kilometreage allowance for the trip performed as well as the allowance in lieu of kilometreage, in full, for the non-running duty performed.

3. It is further brought to your notice that Para 2 of the above letter dated 17.7.1981 provides that the decisions communicated therein take effect from 1.8.1981 except where any other date is specifically indicated and that these decisions shall have the effect of superseding the existing rules and orders wherever contained on the concerned subject to the extent those rules and orders are repugnant thereto.

4. As the orders in force in the matter prior to issue of the instructions dated 17.7.1981 were repugnant to these instructions, the earlier orders on the subject got superseded. As such, for periods of suspension of the Running staff which are eventually treated as duty for all purposes, 30% of the basic pay is admissible for such periods to the Running staff in terms of Para 3.5(i) of Board's letter dated 17.7.1981 ibid. It is, therefore, desired that aberrations in the matter, if any, may be rectified in light of the above position.

5. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

69/02
SERIAL CIRCULAR NO. 69/2002


Sub:Special benefits in cases of death and disability in service - Payment of disability pension/family pension -


Sub:Special benefits in cases of death and disability in service - Payment of disability pension/family pension -
The undersigned is directed to refer to this Department’s OM of even number dated 3-2-2000 on the above subject. In para 6 of the above mentioned OM, it has been provided that the past cases of pre-1996 pensioners/family pensioners will be revised under this Departments OM dated 27-10-97 and such consolidated pension will also be subject to the provision of this Department's OM dated 17-12-1998.

2. The question of modified parity between past and present pensioners, covered under the Central Civil Services [Extraordinary Pension] Rules/Liberalised Pension Award Scheme, on the lines of benefits sanctioned for ordinary pensioners/family pensioners, has been under the consideration of the Government. It has now been decided that the revision of pre-1996 pensioners/family pensioners coming under this category would be authority done as under:

A] The past cases of pre-1996 pensioners/family pensioners will be revised under this Department's OM No. 45/86/97-P&PW[A] Pt.II dt. 27-10-1997 as is being done hithertofore and the revised pension on the basis of the provisions of this OM worked out.

B] The benefits under this Department's OM No. 45 /86/ 97-P&PW [A] Pt.III dt., dated 10-2-1998 shall also be extended in the case of pensioners/family pensioners of these categories. In other words, the pay of the employee would be updated from one Central Pay Commission to the subsequent one etc. and fixed notionally as on 1-1-1986, as if he was in service on that day, as per the procedure laid down in the OM dated 10-2-98. The pension/family pension on such notionally fixed emoluments would now be calculated by applying the rates applicable for each category of Extraordinary pensioner/family pensioner and this would be further consolidated for fixation of pension as on 1-1-1996 by applying the usual procedure.

C] The pension/family pension shall also be calculated as on 1-1-1996 by applying the following procedure:

I. Family Pension for Categories B&C

A] Where the deceased Government servant was not holding a pensionable post: 40% of minimum basic pay in the revised scale, applicable from 1-1-96, of the post last held by the employee, subject to a minimum of Rs.1650/-

B] Where the deceased Government servant was holding a pensionable post: 60% of the minimum basic pay in the revised scale, applicable from 1-1-96, of the post last held by the employee, subject to a minimum of Rs.2,500/-.

In case where the widow dies or remarries, the children shall be paid family pension at the rates mentioned at [a] or [b] above, as applicable, and the same rate shall also apply to fatherless/motherless children. In both cases, family pension shall be paid to children for the period during which they would have been eligible for family pension under the CCS[Pension] Rules. Dependent parents/brothers/sisters etc., shall be paid family pension one-half the rate applicable to widows/fatherless or motherless children.

II. Family Pension under Categories D&E

Family pension shall be authority calculated as the minimum pay in the revised scale of pay, applicable from 1-1-1996, of the last post held by the employee.

a) If the Government servant is not survived by his widow but is survived by child/children only, all children together shall be eligible for family pension at the rate of 60% of minimum basic pay in the revised scale, applicable from 1-1-96 of the post last held by the employee, subject minimum of Rs.2,500/-. 

b) When the Government servant dies as a bachelor or as a widower without children, dependent pension will be admissible to parent without reference to pecuniary circumstances at the rate of 75% of minimum basic pay in the revised scale applicable from 1-1-1996 of the post last held by the employee, if both parents are alive, and at the rate of 60% if only one of them is alive.
III. Disability Pension for Categories B&C

a) Disability pension calculated as 50% of the minimum basic pay in the revised scale, applicable from 1-1-1996 of the post last held by the employee, to be reduced proportionately, if the employee did not have required qualifying service for full pension plus disability pension equal to 30% of the same minimum basic pay, for 100% disability.

b) For lower percentage of disability, proportionate reduction would be made in the same manner as provided in the OM dated 3-2-2000.

IV. Disability Pension for Category D

a) Disability pension would comprise of a service element equal to 50% of the minimum basic pay in the revised scale, applicable from 1-1-1996, of the post last held by the employee subject to proportionate reduction in case his qualifying service up to the deemed date of retirement falls short of full qualifying service and disability element equal to 30% of the same minimum basic pay, subject to the condition that the aggregate of service and disability element shall not be less than 80% of the minimum basic pay in the revised scale, applicable from 1-1-1996, of the post last held by the employee, for 100% disability.

b) For lower percentage of disability proportionate reduction shall be made as provided in OM dated 3-2-2000.

V. Disability Pension for Cases under Category E

a) Disability pension would comprise of a service element equal to 50% of the minimum basic pay in the revised scale applicable from 1-1-1996 of the post last held by the employee subject to proportionate reduction in case his qualifying service up to the deemed date of retirement falls short of full qualifying service and a disability element equal to the same basic pay, subject to the condition that the aggregate of service and disability elements shall not exceed the minimum basic pay in the revised scale, applicable from 1-1-1996, for the post last held by the employee for 100% disability.

b) For lower percentage of disability proportionate reduction shall be made as provided in OM dated 3-2-2000.

3. After the revised pension/family pension has been calculated in accordance with the methods indicated in [A], [B] and [C] above, the highest of the three shall be granted as revised pension w.e.f. 1-1-1996.

4. All other terms and conditions contained in OM dated 3-2-2000 shall remain unchanged.

5. This issues with the concurrence of the Ministry of Finance, Department of Expenditure vide their UO No. 355/E.V/2001 dated 26-6-2001.

6. Insofar as employees of the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Office of the Comptroller and Auditor General of India.

70/02

SERIAL CIRCULAR NO. 70 /2002
Letter No. P [R]568 Dated: 3-06.2002

Copy of Board's letter No. E(P&A)/I/2001/PS-5/PE-5 dated 29.04.02 is published for information, guidance and necessary action.


Sub: Educational qualifications for Computer Teachers.

......

Kindly refer to your letter No.30/7/63E(School/Selection)Pt.IV dated 06.08.2001 on the above subject.

2. The matter has been examined keeping in view the position obtaining on some of the Railways. At present, in Railway schools, where computer education is being imparted, the existing teachers are either given
computer training, or an outside agency is being engaged on a contractual basis. This practice is also being followed by the schools under the Government of National Capital Territory of Delhi who are engaging private agencies for the implementation of computer education in schools.

3. It has therefore been decided by the Board that the same practice may be adopted by DLW, in consultation with the other Railways for imparting computer education to students in the Railway schools wherever required instead of appointing a regular Computer Teacher.

71/02

SERIAL CIRCULAR NO. 71/2002
Letter No. P [R]184 Dated: 3-06.2002


Sub: Confidential Reports of non-gazetted staff.


It has been decided by the Board that in the Confidential Report Forms, an additional column "qualities of leadership" may be included in Part III after the existing columns in item 3 of various Annexures as under:

<table>
<thead>
<tr>
<th>Annexure</th>
<th>After the existing columns as column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annexure-I</td>
<td>3(i) Qualities of leadership</td>
</tr>
<tr>
<td>Annexure-II</td>
<td>3(h) Qualities of leadership</td>
</tr>
<tr>
<td>Annexure III</td>
<td>3(i) Qualities of leadership</td>
</tr>
<tr>
<td>Annexure IV</td>
<td>3(i) Qualities of leadership</td>
</tr>
</tbody>
</table>

72/02

SERIAL CIRCULAR NO. 72/2002
Letter No. P [R]541/I Dated: 3-06.2002

Copy of Board's letter No.F(E)/III/2002/PF1/2 dated 22.04.2002 (RBE No.51/2002) is published for information, guidance and necessary action.


Sub: State Railway Provident Fund - Rate of Interest during the year 2002-2003.

The accumulations at the credit of the subscribers to State Railway Provident Fund for the Financial year beginning on 01.04.2002 shall carry interest at the rate of 9% (Nine per cent) per annum.

In this connection a copy of Resolution No.F5(1)-PD/2002 dated 30.03.2002 received from the Ministry of Finance (Department of Economic Affairs) is also enclosed for information and guidance.
RESOLUTION

It is announced for general information that during the year 2002-2003, accumulations at the credit of subscribers to the General Provident Fund and other similar funds shall carry interest at the rate of 9% (Nine per cent) per annum. This rate will be in force during the financial year beginning on 01.04.2002. The funds concerned are:

1. The General Provident Fund (Central Services)
2. The Contributory Provident Fund (India).
3. The All India Services Provident Fund.
4. The State Railway Provident Fund.
5. The General Provident Fund (Defence Services).
6. The Indian Ordnance Department Provident Fund.
7. The Indian Ordnance Factories Workmen's Provident Fund.
8. The Indian Naval Dockyard Workmen's Provident Fund.
9. The Defence Services Officers Provident Fund.

Ordered that the resolution be published in Gazette of India.

73/02

SERIAL CIRCULAR No. 73/2002

Copy of Board’s letter No. PC-V/2000/R-II/9/1 dated 27-3-2002 is published for information, guidance and necessary action.

Copy of Board’s letter No. PC-V/2000/R-II/9/1 dated 27-3-2002

Sub: Adjustment of two advance increments granted to Constables in RPF/RPSF.

With reference to the above mentioned letter it is stated that the benefit of two advance [additional] increments in the pay scale of Rs.2750-70-3800-75-4400 may be granted to all RPF/RPSF constable as on 1-1-96. Those employees who had already got the benefit of two advance increments at the time of fixation in IV CPC pay scale would be first fixed with reference to the pay in the IV CPC pay scale excluding the quantum of advance increments and then fixed at the corresponding stage in the revised scale of Rs.2750-4400. For others who did not receive the benefit of advance increments no such adjustment in the pay in the pre-revised scale would be necessary. After the pay is fixed in the revised scale [V CPC] in the above manner two advance increments in the revised scale may be granted. It may be noted that the benefit of two advance increments would be granted during the period between 1-1-1996 to 9-10-97. Thereafter, the pay scale of constables of RPF/RPSF would be fixed in the scale of Rs.3050-4590 as allotted vide Railway Board's order dated 4-12-97 and in this pay scale no advance increment is permissible. The methodology as described above is further illustrated as under:

i) where no advance increment had been granted at the time of fixation in IV CPC scale: The employee who had been drawing basic pay of Rs.216/- in the III PC scale of Rs. 200-240 has been fixed at Rs.870/- in the IV CPC scale of Rs.825-1200 as on 1-1-86. No advance increment was granted as the fixation comes beyond Rs.855/-. The employee would be drawing basic pay of Rs.1060/- as on 1-1-96. The corresponding stage of Rs.1060/- in the revised scale of Rs.2750-4400 is Rs.3310/-. The employee would then be granted two advance increments in the revised scale and finally would be fixed at Rs. 3450/-.

ii) where only one advance increment had been granted at the time of fixation as on 1-1-96:
The employee who had been drawing basic of Rs.206/- in the III PC scale of Rs.200-3-212-4-232-EB-4-240 should have been fixed at Rs.840/- in the IV CPC scale of Rs.825-15-900-20-1200 + 2 advance increments. Since the benefit of advance increments is not allowed beyond the stage Rs.855/- as on 1-1-86. The employee had been Rs.1040/- as on 1-1-96 after drawing 10 increments. He would be fixed at the corresponding stage of Rs.1040/- excluding one increment of Rs.20/- [Rs.1020] i.e. at Rs.3170/- in the V CPC scale of Rs.2750-7—3800-75-4400 and then the benefit of two advance increments in the revised scale would be granted. Finally, he would be fixed at Rs.3310/-.

iii) where two advance increment had been granted at the time of fixation as on 1-1-86:

The employee who had been drawing basic pay of Rs.200/- in the III PC scale of Rs.200-240 should have been fixed at Rs.825/- in the IV CPC scale of Rs.825-1200 + 2 advance increments. But due to the benefit of minimum fixation at Rs.855/-, the employee was fixed at Rs.855/- as on 1-1-1986. The employee would be fixed at the corresponding stage of Rs.1040/- excluding two increments of Rs.20/- each [Rs.1000/-] i.e. at Rs.3100/- in the V CPC scale of Rs.2750-4400 and then the benefit of 2 advance increments in the revised scale would be granted. Thus the employee would finally be fixed at Rs.3240/-.

74/02

SERIAL CIRCULAR No. 74/2002

Copy of Board’s letter No. PC-V/99/I/1/1 dated 10-4-2001 is published for information, guidance and necessary action. Board’s letters dated 1-10-99, 11-5-2000 & 11-6-2001 referred to therein were circulated as SC Nos. 276/99, 112/2000 & 132/2001, respectively.

Copy of Board’s letter No. PC-V/99/I/1/1 dated 10-4-2001 [RBE No. 41/2002]

ORDER

Sub: Grant of financial upgradations under the Assured Career Progression Scheme to Group ‘D’ civilian employees of the Railway Board - clarification regarding.

The clarification given against Point of Doubt No. 9 vide Board’s letter No. PC-V/99/I/1/1 dated 11-5-2000 regarding financial upgradations admissible under the Assured Career Progression [ACP] Scheme to the Group ‘D’ employees of Railway Board has been reviewed in the light of the Board’s letter No. PC-V/97/I/RSRP/1 dated 11-6-2001 whereby elongated pay scale of Rs. 2610-60-2910-65-3300-70-4000 [S-2A] has been introduced with effect from 1-1-1996 in replacement of the pre-revised elongated pay scale of Rs.775-12-871-14-955-15-1030-20-1150, which was applicable to Group ‘D’ employees of Railway Board Secretariat. It has accordingly been decided that financial upgradations under the ACP Scheme introduced vide PC-V/99/I/1/1 dated 1-10-1999 shall be allowed to Group ‘D’ employees of the Railway Board Secretariat in the revised hierarchical grades/pay-scales. after taking into account the revised elongated scale S-2A wherever applicable provided that all the conditions specified in the ACP Scheme, including fulfillment of all promotional norms are met. this is, however, subject to the following:

i) First financial upgradation on completion of 12 years of regular service shall be at least to the pay-scale of Rs.2610-60-2910-65-3300-70-4000[S2A]

ii) The second financial upgradation on completion of 24 years of regular service shall be allowed at least to the pay scale of Rs.2750-70-3800-75-4400[S4]. However, where Group ‘D’ civilian employees of the Railway Board are Matriculates and are eligible for promotion to the post of Lower Division Clerk [LDC], the second financial upgradation in their case shall be allowed at least to the pay-scale Rs.3050-75-3950-80-4590[S-5].

2. The above decisions shall be effective from October 1, 1999 which is the date of introduction of the ACP Scheme.
3. The financial upgradations under the ACP Scheme already granted to Group ‘D’ employees should, as such, be reviewed and revised in the light of the above decisions.

4. Certain Group ‘D’ employees initially recruited at S-2/S-3 level may have been allowed financial upgradation under the ACP Scheme in the LDC grade [S-5] even without possession of prescribed educational qualification viz., matriculation. Such upgradation is erroneous as in terms of the condition No.6 of the ACP Scheme notified on October 1, 1999, fulfillment of all promotion norms [including educational qualification, if any, specified in the relevant Recruitment Rules/Service Rules], prescribed for grant of regular promotion, is an essential requirement for grant of financial upgradations in hierarchical grades. Such cases should, therefore, be reviewed and excess payments already made be recovered forthwith.

75/02
SERIAL CIRCULAR NO. 75 /2002
Letter No. P [R]541/I Dated: 3 -06.2002

Copy of Board's letter No.F(E)/III/2002/PF.1/1 dated 28.03.2002 is published for information, guidance and necessary action. Board's letters dated 31.08.77 quoted therein was circulated as SC No. 117/77.


Sub: Crediting of interest on SRPF balances in respect of Railway Servants who are on deputation.

Ref: Board's letter No.F(E)/III/77/PF1/10 dated 31.08.77.

The clarificatory instructions issued vide Board's letter referred to above very clearly state that in respect of those Railway servants who have gone on deputation to other Central Government Departments/State Government Departments, the "date of deposit" shall, in respect of a recovery from emoluments, be deemed to be the first day of the month in which it is recovered irrespective of the month of the accountant. Further, in respect of those whose emoluments are drawn from any other source i.e. PSUs/Autonomous Bodies etc. and the amount of subscription is forwarded by that Body, the "date of deposit" shall be deemed to be the first of the month if it is received by the Accounts Officer before the 15th of that month. Similarly, in respect of an amount forwarded by the subscriber, such as cases of secondment of Railway Servants to Railway/Non-Railway organisations etc. outside India, the "date of deposit" shall be deemed to be the first day of the month of receipt if it is received by the Accounts Officer before the fifth day of that month, but if it is received on or after the fifth day of that month, the first day of the next succeeding month.

It has, however, been brought to the notice of the Board that in spite of these clear instructions, Railway are following different practice. It is, therefore, reiterated that the correct procedure, as laid down in Board's aforesaid 31.08.77 instructions, may be followed scrupulously.

76/02
SERIAL CIRCULAR NO. 76 /2002
Letter No. P [R]500/XVI Dated: 3 -06.2002

Copy of Board's letter No.F(E)/III/2000/PN1/15 dated 23.3.2001 is published for information, guidance and necessary action.

Copy of Board's letter No.F(E)III/2000/PN1/15 dated 23.3.2001(RBE No.63/2001)

Sub: Grant of Lumpsum compensation in lieu of disability pension in terms of Rule 10(4) of Railway Services (Extra-ordinary Pension) Rules,1993.

In terms of Rule 10(4) of Railway Services(Extra-ordinary Pension) Rules,1993, if a Railway servant is retained in service in spite of disablement, he shall be paid lumpsum compensation in lieu of disability pension by arriving at the capitalized value of such pension with reference to the commutation table. Since all awards under these
rules require sanction of the Ministry of Railways on behalf of the President in terms of Rule 5 thereof, proposals are being sent by the Railways to this office for approval.

It has come to notice that different methods are being adopted by different Railways for calculation of the lumpsum compensation referred to above. The matter has, therefore, been examined in Board's Office in consultation with the nodal department i.e. DOP&PW. It is now clarified that in such cases, the lumpsum compensation shall be calculated as under:

\[
\text{Lumpsum compensation} = \text{Disability Pension} \times 12 \times \text{Commutation Factor.}
\]

77/02

SERIAL CIRCULAR NO. 77 /2002
Letter No. P [R]171/III Dated: 3 -06.2002

Copy of Board's letter No.97-E(SCT)-I/25/4 dated 11.01.02 is published for information, guidance and necessary action.

Copy of Board's letter No. 97-E(SCT)I/25/4 dated 11.01.02 (RBE No.6/2002).

Sub: Providing of Reservation in a single post cadre.

Some of the Zonal Railways/Production Units have sought clarification as to how to fill a single vacancy in a single post cadre falling at a reserved point in promotion category.

The matter has been under consideration in consultation with DOP&T, who have advised that DOP&T is considering to make an amendment to their O.M. dated 2.7.1997 to provide that there shall be no reservation in a single post cadre. Accordingly, pending receipt of instructions from the nodal Ministry, action may be taken to fill a single post in single post cadre without applying reservation, on ad-hoc basis, till further orders.

78/02

SERIAL CIRCULAR NO. 78 /2002


CORRIGENDUM

Sub:Classification of the posts in the category of Shroffs.

(RBE No.28/2002).

Read the following for the existing para 2 on page 1 of Board's above cited letter:

"2 The National Federation of Indian Railwaymen have represented that the classification of the post of Sr.Shroff in grade Rs.4000-6000 may be revised as Non-selection. The views of All India Railwaymen's Federation are also in conformity with the views of NFIR. The Ministry of Railways have considered the matter and decided that the classification of the post of Sr.Shroff in grade Rs.4000-6000 may be revised as Non-selection. Accordingly. The revised classification of the posts of Shroffs will be as under:".

79/02

SERIAL CIRCULAR NO. 79 /2002
Copy of Board's letter No.E(G)96 AL/12/2 dated 7.3.2001 is published for information, guidance and necessary action.

Copy of Board's letter No.E(G)96 AL/12/2 dated 7.3.2001 (RBE No.48/2001)

Sub: Facility of air travel for officers posted in the N.E.Region.

The question of bringing about uniformity in the privilege of air passage facility to the different group of officers posted in the N.E.Region has been under consideration of the Board, and it has now been decided as under:-

(i) Group 'A' Officers will be permitted re-imbursement of air-travel from any airport on N.F.Railway to the hometown of the officer and back for self, spouse and dependent children (not exceeding two) once in a calendar year on surrender of one set of privilege pass. This will also be equally applicable to Group 'A' Officers whose hometown falls within the North East Region.

(ii) The hometown mentioned at (i) above will be the place as declared by the officer when he joins service on N.F.Railway. Subsequent change in hometown will normally not be permitted.

(iii) In emergent situations, a Group 'A' Officer along with Spouse and maximum of two dependent children, posted on N.F.Railway may be permitted air travel to any other airport in India from any airport in the N.E.Region with the personal approval of the General Manager. This benefit will not be in addition to the proviso at (i) above.

(iv) For Group 'B' officers, the facility of air travel as was available prior to 1984, will be available with the modification that the reimbursement of air travel will be permissible once a year between any airport on N.F.Railway to Calcutta and back (instead of Guwahati to Calcutta and back) for self, spouse and dependent children (not exceeding two) on surrender of one set of privilege pass.

2. All other existing conditions regarding grant of this facility will continue to be applicable.

3. These orders are in supersession of the earlier instructions on the subject as contained in Board's letters of even number dated 24.2.2000 and 29.11.2000.

4. These orders will be operative with immediate effect.

5. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

80/02

SERIAL CIRCULAR NO. 80 /2002

Copy of Board's letter No.E(W)/96/CN-1/31 dated 19.12.2001 is published for information, guidance and necessary action.


Sub: Setting up of Canteens - Change in the policy regarding.

.....

For some time, Board had under consideration a few proposals regarding recognition/departmentalization of un-recognised canteens functioning in railway establishments, which did not have Board's approval though the same was necessary under Chapter XXII (Section-F) of Indian Railway Establishment Manual, Vol.II for opening canteens. Most of such canteens are learnt to be operating on co-operative basis/registered as co-operative societies. Railway...
administrations are also providing various amenities to such canteens, viz. accommodation, electricity, water, etc, since these canteens are useful for the staff.

2. In the changed scenario that the Railway is now faced with, cutting down of non-plan expenditure, especially by way of restricting Railway's manpower, has been the major thrust area in Railway's Plans for the future.

3. In view of the changed priorities of the Railways, Board has decided not to departmentalize the unrecognized canteens any further nor to open new departmental Canteens. Therefore, no commitment should be entered in this regard. At the same time, Zonal Railways, etc. should take adequate care to ensure that their involvement in the unrecognized canteens is restricted to bare minimum to the extent of providing only the essential and in-escapable amenities, if already being provided.

4. It is once again reiterated that proposals for setting up of any type of canteens in future should be referred to Board for their specific approval.

SERIAL CIRCULAR NO. 81/2002

Copy of Board's letter No.E(G)/2001/H01/7 dated 3.5.2002 is published for information, guidance and necessary action. Board's letter dated 15.10.2001 quoted therein was circulated as SC No. 232/01.

Copy of Board's letter No. E(G)/2001/H01/7 dated 3.5.2002 (RBE No.60/2002)

Sub: Grant of honorarium to the Railway Officer/staff for setting question papers in connection with Limited Departmental Competitive Examination held for promotion from Group "C" to Group "B".

Ministry of Railways have considered increase in the rate of honorarium for setting Question papers in connection with the examinations held for promotion from Group "C" to Group "B" as prescribed in Board's letter No.E(G)77/H01-27 dated 7.12.78 and E(G)/88 H01-22 dated 28.8.89. In continuation of Board's letter of even number dated 15-10-2001, it has been decided in modification of the instructions dated 7.12.78 and 28.8.89, that an honorarium of Rs.500/- shall be payable for setting of Question papers in connection with the examinations held for promotion from Group "C" to Group "B".

2. The above has the sanction of the President and issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 82/2002
Letter No. P [R]184 Dated: 3-6-.2002

Copy of Board's letter No.E(NG)I/2001/CR/1 dated 30.07.2001 is published for information, guidance and necessary action.


Sub: Writing of ACRs by Officers under suspension.

It has been decided by the Board that no officer under suspension should be allowed to write/review the ACRs of his subordinates if, during major part of writing/reviewing, he is under suspension, as he might not have full opportunity to supervise the work of his subordinates.
Copy of Board’s letter No.F(E)/Spl.2001/ADV/3/11 dated 7.11.2001 is published for information, guidance and necessary action.


Sub: Insurance of house/flats constructed/acquired with the help of House Building Advance.


Sub: Insurance of House/Flats constructed/acquired with the help of HBA.

Rule 7 (b) of the "Rules to regulate the grant of advances to the members of All India Services and to the Central Govt. servants for building, etc., of houses" provides that, immediately on completion or purchase of house/flat as the case may be, the Govt. servant concerned shall insure the house/flat at his own cost with the Life Insurance Corporation of India for not less than the amount of advance and shall keep it so insured against damage by fire, flood and lightning, till the advance together with a sum of interest thereon is fully repaid to Govt. and deposit the policy with Government.

2. Consolidated instructions were issued vide this Ministry's O.M.No.I/17011/11/75-H-III dated 18.12.1975 indicating the names of the Insurance companies and the Zones, which they shall cater to for the purpose of insurance of houses. According to this order, a Govt. servant residing in a particular location/zone shall have to get the house insured from a particular Insurance Company. Now zone-wise allocation of Insurance Company has lost its relevance, as all the nationalized Insurance Companies are spread over the entire country. The purpose of getting the house insured is to safeguard Govt.’s interest in case of damage to the property. The matter has been examined in consultation with Ministry of Finance and it has now been decided that the Government Servants may be allowed to get their house/flat insured from any of the four nationalized General Insurance Companies of their choice, irrespective of its location in India.


Sub: Grant of Dearness Relief to Railway Pensioners/Family Pensioner - Revised rates effective from 01.01.2002.

A copy of Office Memorandum No.42/2/2002-P&PW(G) dated 22.03.2002 of Ministry of Personnel, Public Grievances & Pensions (Department of Pension and Pensioners( Welfare) on the above subject is sent herewith for your information and necessary action. As stated in Para 2 thereof, these orders will apply to Railway Pensioners also.
A concordance of various instructions and orders referred to in the enclosed office memorandum with reference to corresponding Railway instructions is indicated below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Para No.</th>
<th>No. &amp; date of Deptt of Pension and Pensioners' Welfare's O.M.</th>
<th>No &amp; date of corresponding orders issued by Railway Board.</th>
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<td>2.</td>
<td>2.</td>
<td>23/1/97-P&amp;PW(B) dt 23.2.98</td>
<td>N.A.</td>
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                          ii) F(E)/III/97/PN1/EX-gratia/5 dt 27.1.98  (RBE No.19/98, S.No.PC-V/38) |
| 5.    | 7.       | 45/73/97-P&PW(G) dt 2.7.99                                 | F(E)/III/99/PN1/21 dt 5.8.99                             |


OFFICE MEMORANDUM

Sub:Grant of dearness relief to Central Government Pensioners
Family Pensioners -Revised rate effect from 01.01.2002.

The undersigned is directed to refer to this Department's OM No.42/2/2001-P&PW (G) dated 25.09.2001 sanctioning the installment of dearness relief admissible from 01.07.2001 and to say that the President is pleased to decide that dearness relief shall be paid to the Central Government Pensioners/Family Pensioners in compensate them for the rise in cost of living beyond average Consumer Price Index 306.33 (as on 01.01.1996) at the rate of 49% w.e.f. 01.01.2002 in supersession of the rate mentioned in the OM dated 25.09.2001 referred to above.

These orders apply to (I) All Civilian Central Government Pensioners/Family Pensioners (ii) The armed Forces Pensioners, Civilian Pensioners paid out of the Defence Service Estimates (iii) All India Service Pensioners (iv) Railway Pensioners and (v) The Burma Civilian Pensioners/Family Pensioners and Pensioners/families of displaced Government Pensioners from Pakistan, who are Indian Nationals but receiving pension on behalf of Government of Pakistan, who are in receipt of adhoc ex-gratia allowance of Rs.1275/- p.m. in terms of this Department's OM No.23/1/97-P&PW(B) dated 23.02.1998.

Central Government Employees who had drawn lumpsum amount on absorption in PSU/Autonomous body and have become eligible to restoration of 1/3rd commuted portion of pension as well as revision of the restored amount in terms of this department's OM No.4/59/97-P&PW(D) dated 14.07.1998 will also be entitled to the payment of DR @ 49% w.e.f. 01.01.2002 on full pension i.e. the revised pension which the absorbed employee would have received on the date of restoration had he not drawn lumpsum payment on absorption subject to fulfilment of the conditions laid down in para-5 of the O.M. dated 14.07.98. In this connection, instructions contained in this Deprt's O.M.No.4/29/99-P&PW (D) dated 12.07.2000 refer.

The surviving CPF beneficiaries who had retired from service between the period 18.11.1960 to31.12.1985 and are in receipt of Ex-gratia @ Rs.600/- p.m. with effect from 01.11.1997 under this Department's O.M.No.45/52/97-P&PW(E) dated 16.12.1997 are entitled to Dearness Relief @ 49% w.e.f. 01.01.2002.

The following categories of CPF beneficiaries who are in receipt of Ex-gratia payment in terms of this departments OM No.45/52/97-P&PW(E) dated 16.12.1997 will be paid DR @ 41% w.e.f. 01.01.2002.
The widows and dependent children of the deceased CPF beneficiary who had retired from service prior to 01.01.1986 or who had died while in service prior to 01.01.1986 and are in receipt of Ex-gratia payment of Rs.605/- p.m.

Central Government Employees who had retired on CPF benefits before 18.11.1960 and are in receipt of Ex-gratia payment of Rs.654/-, Rs.659/-, Rs.703/- and Rs.965/-.

Payment of dearness relief involving a fraction of a rupee shall be rounded off to the next higher rupee.

Other provisions governing grant of dearness relief in respect of employed family pensioners and re-employed Central Government Pensioners will be regulated in accordance with the provisions contained in this Department's OM No.45/73/97-P&PW(G) dated 02.07.1999. The provisions relating to regulation of DR where pensioner is in receipt of more than one pension will remain unchanged.

In the case of retired Supreme Court and High Court judges necessary orders will be issued by the Department of Justice separately.

It will be the responsibility of the Pension disbursing authority, including the nationalized banks, etc. to calculate the quantum of dearness relief payable in each individual case.

The officers of Accountant General and Authorised Public Sector Banks are requested to arrange payment of relief to Pensioner etc. on the basis of above instructions without waiting for any further instructions from the Comptroller and Auditor General of India and the Reserve Bank of India in view of letter No.528-TA.II/84-80-II dated 23.04.1981 of the Comptroller and Auditor General of India addressed to all Accountant Generals and Reserve Bank of India Circulat No.GANB No.2958/GA-64(ii)(CGL)/81 dated the 21st May, 1981 addressed to State Bank of India and its subsidiaries and all Nationalized Banks

In their application to the employees belonging to Indian Audit and Accounts Department these orders issue in consultation with the C&AG. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their U.O.No.220/EV/2002 dated 21.03.2002.

85/02

SERIAL CIRCULAR NO. 85 /2002
P [R]554/IV Dated: 5 -06-2002

Copy of Board's letter No.E(G)/2002 QR1-3 dated 29.04.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(G)/2002 QR1-3 dated 29.04.02 (RBE No..54/2002).

Sub: Allotment of quarters - prevention of misuse.

Instances have come to the notice of the Board wherein commercial activities in the form of Insurance agency, Commission agency, Business, trade etc. are carried on from the Railway quarters allotted to Railway servants for residential purposes.

In this connection, it is clarified that Railway accommodation allotted to a Railway servant is meant only for his/her bonafide use and cannot be used for any purpose other than residence. In order to prevent misuse of railway accommodation in any manner, a clear provision to this effect should invariably be made in all House Allotment letters issued to Railway Servants. The provision should also clearly specify that any violation in this respect would result in cancellation of allotment of the accommodation besides initiation of disciplinary action under Railway Servants (D&A) Rules.

86/02
Copy of Board's letter No.F(E)III/2001/LE-1/5 dated 12.02.02 is published for information, guidance and necessary action.

Copy of Board's letter No. F(E)/III/2001/LE-1/5 dated 12.02.02 (RBE No.15/2002)

Sub:Grant of Study Leave within India - Amendment to IREC, Vol.I, 1985 Edition(Reprint Edition - 1995) Item No.3 regarding Study Leave of First Schedule (Rule 503) under the Heading "Authorities Competent to Grant Leave".

In exercise of powers delegated under proviso to Article 309 of the Constitution of India, the President is pleased to direct that Leave Rules as contained in Chapter V of Indian Railway Establishment Code, Volume-I, Reprint Edition 1995 may be amended as per the correction Slip No.84 enclosed as Annexure.

ANNEXURE


Advance Correction Slip No.84

Leave Rules (Chapter-V)R-I

Against item 3 - Study Leave - appearing in the First Schedule (Rule 503) Page- 61, the existing provisions under the column "Authority competent to grant leave", may be amended to read as under:

1. Ministry of Railways, in all cases of study leave within India and abroad.
2. General Managers, in all cases of study leave within India.
3. Head of Departments and Divisional Railway Managers, in the case of Railway servants in Group "C" and "D" for study leave within India.


Copy of Board's letter No.E(NG)II/2001/RR-5/3 dated 5.10.2001 is published for information, guidance and necessary action. Board's letters dated 16.9.91 quoted therein was circulated


Sub: Open Market recruitment in Group 'D' categories.

Attention is invited to Board's letter No.E(NG)II/91/RR-1/21 dated 16.9.91 wherein it has inter-alia been laid down that Railways should obtain prior approval of Board before resorting to open market recruitment in Group 'D' categories.

2. The matter regarding open market recruitment in Group 'D' categories in Production Units has been freshly considered by the Board, keeping in view the fact that surpluses have been generated in Production Units due to reduction in orders.
3. It has consequently been decided that, in all cases where Board's approval has been given for open market recruitment in Group 'D' category in the Production Units but the same has not yet been utilized, then such sanction may be treated as withdrawn.

88/02

SERIAL CIRCULAR NO. 88 /2002
P [R]464/Gaz/II Dated: 5-06-2002

Copy of Board's letter No.E(G)/2000 FE1-7 dated 05.01.2001 is published for information, guidance and necessary action. Board's letters dated 29.04.88 quoted therein was circulated as SC No. 79/97.

Copy of Board's letter No. E(G)/2000 FE 1-7 dated 05.01.2001 (RBE No.1/2001)

Sub: Recommendation No.67 of the Railway Accident Enquiry Committee - Inclusion of "European Renal Association - European Dialysis and Transplant Association'.

.....

Ministry of Railways have decided that 'European Renal Association - European Dialysis and Transplant Association, P.O.Box 23 C/o P.T. Bastia, 1-35030 Bastia di Revolon (PD) Italy, E-mail: era-edta @ flashnet.it, be incorporated at the end of Annexure-B circulated vide Board's letter No.E(G)83 FE1-4 dated 29.04.88. This will entitle Railway officials to 90% re-imbursement of fee towards membership of "European Renal Association - European Dialysis and Transplant Association".

This issues with the concurrence of the Finance Directorate of Ministry of Railways.

89/02

SERIAL CIRCULAR NO. 89 /2002

Copy of Board's letter No.E(G)2001 AL 4/10 dated 5.10.2001 is published for information, guidance and necessary action.


Sub: Economy in consumption of Diesel in Government Vehicles including staff cars.

.....

In terms of the instructions contained in Board’s letter No.E(G)90 AL4/25 dated 19.8.1991 the Railways/Production units etc. have been furnishing monthly report in the prescribed proforma regarding the consumption of Petrol/Diesel in Government vehicles including staff cars.

The position in this regard has since been reviewed by the Board, and it has been decided that furnishing of the aforesaid information to the Board may be discontinued forthwith.

90/02

SERIAL CIRCULAR NO. 90 /2002
No.P[R]/171 Dated: 10.06.2002

Copy of Board’s letter No.(NG)I/97/SR6/3/Vol.III dated 20.05.02 is published for information, guidance and necessary action. Board’s letter dated 08.03.02 quoted therein was circulated as S.C.No.48/02.
Copy of Board’s letter No.E(NG)I/97/SR6/3/Vol.III dated 20.05.02 (RBE No. 68/02).

Sub: Principles of determining seniority of staff belonging to SC/ST promoted earlier vis-à-vis General/OBC promoted later.

......

Reference instructions contained in this Ministry’s letter of even No. dated 08.03.2002 on the above subject.

2. The Hon’ble Supreme Court, in Writ Petition (Civil) No.234/2002, heard along with IA No.2/2002, challenging inter alia the validity of the 85th Constitutional Amendment Act, 2001 as also the instructions contained in this Ministry’s letter of even No. dt. 08.03.202 have, on 19.04.202 passed the following order:

“Issue notice on the Writ Petition and IA No.2. Pending further orders, the status quo as of today shall be maintained”.

The direction of the Hon’ble Supreme Court may be implemented accordingly.

91/02
SERIAL CIRCULAR NO. 91 /2002
P [R]563/V Dated: 14-06-2002

Copy of Board’s letter No. PC-V/97/I/11/3 dated 17.5.02 is published for information, guidance and necessary action. Board’s letters dated 28.09.98 and 26-4-2000 quoted therein were circulated as SC No. 252/98 and 111/2000, respectively.

Copy of Board’s letter No. PC-V/97/I/11/3 dated 17.5.02 (RBE No.67/2002).

Sub: Criteria for LDCE for placement of eligible staff in grade Rs.6500-10500 against 20% Direct Recruitment Quota in Drawing Design and Estimating Cadre.

......

Consequent to implementation of Fifth CPC’s recommendations regarding scales of pay etc. relating to the posts in the pay scale of Rs.6500-10500 in the cadre of drawing, design and estimating, vide Board’s letters dated 28.09.98 (applicable to Zonal Railways) and 26.4.2000 (applicable to the PUs), several references have been received from the Railways and Production Units regarding.

i) criteria for filling up vacancies in the grade Rs.65001-10500 against 20% Direct Recruitment Quota by LDCE.

ii) eligibility of staff working in grade Rs.5500-9000 for placement in the higher grade by LDCE; and

iii) extension of time limit prescribed in the relevant orders for allowing the special dispensation.

2. The matter has been considered and in partial modification of the relevant instructions the following decisions have been taken:

(i) The 20% DR quota posts becoming available in grade Rs.6500-10500 with effect from 2.9.98 (in case of Zonal Railways) and with effect from 2.4.2000 (in case of PUs) maybe filled up by engineering, graduates, working in grade Rs.5500-9000 on regular basis as on 1.9.98 (in case of Zonal Railways) and as on 1.4.2000 (in case of PUs) by LDCE up to 31.3.2004 or till such time as no such staff remains awaiting such placement, whichever is earlier.

(ii) The engineering graduates working, in grade Rs.5500-9000 on regular basis as on 1.9.98 (in case of Zonal Railways) or as on 1.4.2000 (in case of PUs) including those who have acquired the qualification of degree in engineering as on 1.9.98 (in case of Zonal Railways) or as on 1.4.2000 (in case of PUs) will be eligible for consideration for placement against the 20% DR quota posts in grade Rs.6500-10500 becoming available from the respective dates as indicated in (i) above.
(iii) Engineering graduates who are directly recruited prior to the respective cut-off dates in grade Rs.5500-9000 but could join service only after 1.9.98 (in case of Zonal Railways) and 1.4.2000 (in case of PUs) for unavoidable reasons may also be made eligible for consideration for placement against 20% DR quota by LDCE.

(iv) The employees who have acquired the qualification of degree in engineering after 1.9.98 (in case of Zonal Railways) or after 1.4.2000 (in case of PUs) will not be eligible for being considered for placement against 20% DR quota by LDCE.

92/02
SERIAL CIRCULAR NO. 92 /2002

Copy of Board's letter No.E(NG)II/2002/RR-1/26 dated 30.4.2002 is published for information, guidance and necessary action.


Sub: Recognition of qualification of Secondary and Sr. Secondary Courses conducted by the National Open School.

***

A copy of letter No.F.5-1/92-Sch.3 dated 27.2.2002 issued by Ministry of Human Resource Development, Department of Secondary & Higher Education on the above noted subject is sent herewith for guidance and compliance.

Copy of Ministry of Human Resource Development (Deptt.of Secondary and Higher Education) School 3 Section, Government of India's letter No.F.5-1/92/Sch.3 dated 27.2.2002, addressed to The Deputy Secretary (Administration) M/o Railway, Rail Bhavan, New Delhi.

Sub: According recognition to the examinations for Secondary and Senior Secondary Courses conducted by the National Open School.

***

Dear Sir/Madam,

National Open School (NOS) is an autonomous organisation set up by the Ministry of Human Resource Development, Government of India in 1989 as per the Resolution issued vide No.F.6-2/89-Sch.3, dated 21st November, 1989 to provide education upto pre-degree level to those who for one or the other reason could not make use of formal education system. NOS has also been vested with the authority to conduct & certify examination for Secondary and Senior Secondary levels by the Government of India as per the Resolution issued vide No.F.5-24/90-Sch.3, dated 14.9.90 (copy enclosed).

2. The Association of Indian Universities (AIU) has also intimated to the Registrars of all Indian Universities vide their Notification No.EV/11(354)/9165718-908 dated 25.7.1991 (copy enclosed) about its decision to grant equivalence to NOS Courses with those of other examinations of recognized Boards for purposes of admission to higher courses of study at Indian Universities.

3. We have been informed that a good number of Indian Universities/Institutions/State Boards have formally recognized NOS Examinations upto pre-degree level and have allowed its successful students for admission to higher studies/degree level courses run by them. However, instances have come to the notice that some of the Indian Universities/Institutions deny admission to NOS pass outs on the ground that they have passed NOS exams.
4. It is requested that, you may like to issue necessary instructions to all concerned in this regard. Formal communication/notification regarding grant of recognition to the examinations conducted by NOS may be widely circulated to all concerned.

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Copy of Notification No.EV/II(354)/91/65718-908 dated 25.7.1991 issued by Association of Indian Universities, AIU House, 16 Kotla Marg, New Delhi 110 002 to The Registrar, All Indian Universities.


****

The National Open School, Delhi 110052 was set up by the Resolution No.F.5/24/90-Sch.3 dated 14 Sept.1990 of Government of India in the Ministry of Human Resource Development, Department of Education, New Delhi to conduct recognised secondary and senior secondary school examinations. The National Open School have now modified their scheme of examination and eligibility conditions to bring it at par with other senior secondary boards in the country. The AIU at their recent meeting have accepted the senior secondary school examination of the National Open School as +2 stage/pre-university examination for purpose of admission to higher courses at Indian Universities. The matter is brought to the notice of all universities in the country for their appropriate action. Any additional information required in this behalf may kindly be obtained direct from the Director, National Open School, 39 Community Centre, WIA, Ashok Vihar Road, (Ring Road) Delhi 110052.


Sub: Vesting of authority in the National Open School Society for holding certain examinations through distance and open learning system at the school stage and for certification thereof.

The Government of India had set up the National Open School Society, an autonomous and registered body on 23rd November, 1989 to cater to the educational needs of school dropouts, working adults, housewives and socially disadvantaged sections, through distance education at the school stage. The Society runs the management of the National Open School which, through distance and open learning system, has been offering courses preparing students for the Secondary and Senior Secondary School Examinations and also offers Bridge (Preparatory) Courses.

2. It has now been decided that, in pursuance of Section 3(ii) of the Memorandum of Association of the National Open School Society, the Society shall conduct the above examinations at the school stage of education upto pre-degree level, whether academic, technical or vocational, which are developed either by the National Open School itself or in collaboration with other agencies, subject to the approval of the society's Executive Board or as it may be called upon to conduct by the Government of India, Ministry of Human Resource Development, Department of Education. The Society shall also be the certifying authority for such courses and programmes and do such acts ancillary to these objects as may be necessary. The Central Board of Secondary Education, which was the certifying the examining authority on behalf of the National Open School Society, will cease to be so with effect from the date of issue of this Notification in the Gazette of India.

93/02
SERIAL CIRCULAR NO. 93/2002

Copy of Board's letter No.2002-E(SCT)I/25/8 dated 3.5.2002 is published for information, guidance and necessary action.

Copy of Board's letter No.2002-E(SCT)I/25/8 dated 3.5.2002(RBE No.59/2001

Sub:Adhoc promotion - consideration of cases of Scheduled Caste/Scheduled Tribe employees.


OFFICE MEMORANDUM
Sub: Adhoc promotions - consideration of cases of Scheduled Caste/Scheduled Tribe employees.

The undersigned is directed to refer to Department of Personnel and Administrative Reforms O.M.No.36011/14/83-Estt(SCT) dated 30.04.1983 on the above noted subject according to which while making adhoc promotions, all the Scheduled Caste/Scheduled Tribe candidates covered in the relevant seniority list should be considered in the order of their general seniority as per the gradation list, on the principle of seniority-cum-fitness and if they are not adjudged unfit, they should be promoted on adhoc basis. The O.M. further provides that if the number of SC/ST candidates found fit within the range of actual vacancies is less than the number of vacancies identified as falling to their share if the vacancies were filled on a regular basis, additional SC/ST candidates to the extent required should be located by going down the seniority list, provided they are eligible and found fit for such adhoc appointment. Subsequently Department of Personnel and Administrative Reforms issued O..No.36011/14/83-Estt(SCT) dated 30.02.1983 whereby the extended zone of consideration for SCs/STs in case of adhoc promotions was restricted to 5 times the number of vacancies being filled on a particular occasion.

The Supreme Court in its judgement dated 07.09.2000 in the case of Union of India and others Vs. Shri Basudeo Anil and others (Civil Appeal No.1194/1992) has quashed the Department of Personnel and Administrative Reforms' O.M. No.36011/14/83-Estt(SCT) dated 30.09.1983. It has, therefore, been decided to withdraw the Department of Personnel and Administrative Reforms' O.M.No.36011/14/83-Estt(SCT) dated 30.09.1983 with immediate effect. Thus claims of the Scheduled Caste/Scheduled Tribe candidates in the matter of adhoc promotions would henceforth be regulated as per instructions contained in Department of Personnel and Administrative Reforms' O.M.No.36011/14/83-Estt(SCT) dated 30.04.1983.

All Ministries/Departments are requested to bring these instructions also to the notice of Attached/Subordinate offices and Autonomous Bodies/Public Sector Undertakings under their control for compliance.

94/02
SERIAL CIRCULAR NO. 94/2002

Copy of Board's letter No. E(P&A)/II-2001/Bonus-1 dated 7.11.01 is published for information, guidance and necessary action.

Copy of Board's letter No. E(P&A)II-2001/Bonus-1 dated 07.11.01 (RBE No.221/2001).

Sub: Grant of ad-hoc bonus for 30 days to the Group "C" & "D" RPF/RPSF personnel for the year 2000-2001.

The President is pleased to decided that all Group C and D RPF/RPSF personnel, who are not eligible for Bonus under the existing productivity linked Bonus scheme on the Railways, may be granted ad-hoc bonus equivalent
to 30(thirty) days emoluments for the financial year 2000-2001, without any eligibility wage ceiling. The calculation ceiling of Rs.2500/- will remain unchanged.

2. The benefit will be admissible subject to the following terms and conditions:

   a) Only those Group C and D RPF/RPSF personnel who were in service on 31.3.2001 and have rendered at least six months of continuous service during the year 2000-2001 will be eligible for payment under these orders. Pro-rata payment will be admissible to the eligible personnel for period of continuous service during the year ranging from six months to full year, the eligibility period being taken in terms of number of months of service (rounded to the nearest number of months).

   b) The quantum of Non-PLB (ad-hoc bonus) will be worked out on the basis of average emoluments/calculation ceiling whichever is lower. To calculate Non-PLB (ad hoc bonus) for one day, the average emoluments in a year will be divided by 30.4 (average number of days in a month). This will thereafter be multiplied by the number of days of bonus granted. To illustrate, taking the calculation ceiling of Rs.2500 (where actual average emoluments exceed Rs.2500), Non-PLB (ad hoc bonus) for thirty days would work out to Rs.2500 x 30/30.4 = 2467.10 (rounded off to Rs.2467/-).

   c) All payments under these orders will be rounded off to the nearest rupee.

   d) In the matter where the aforesaid provisions are silent, clarificatory orders issued vide this Ministry's letter No.E(P&A)II-88/Bonus/3 dated 29.12.1988 as amended from time to time, would hold good.

   e) All the Group C and D RPF/RPSF personnel, regardless of whether they are in uniform or out of uniform and regardless of place of their posting, shall be eligible only for ad hoc bonus in terms of these orders.

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

95/02

SERIAL CIRCULAR NO. 95 /2002

Copy of Board's letter No.E(W)95 PS 5-1/29 dated 08.05.02 is published for information, guidance and necessary action. Board's letters dated 30-06-87 and 24.04.98 quoted therein were circulated as SC Nos. 126/87, 123/98, respectively.

Copy of Board's letter No.E(W)95 PS 5-1/29 dated 08.05.02 dated 8-05-02(RBE No.62/2002).

Sub:Passes for widows of Railway employees.

....

In terms of Board's letter of even number dated 24.04.1998 widows of Railway servants who were in service prior to 12.03.1987 have been made eligible to be admitted to the scheme of widow pass on a one time payment of Rs.250/- as the notional value of two sets of PTOs and also subject to fulfillment of the terms and conditions stipulated in Board's letter No.E(W)85 PS 5-8/2 dated 30.06.87. It has been laid down in para 5.4.1 of Board's letter dated 30.06.1987 that the first application for Passes (Annexure-B) from the widows should be certified by at least 2 serving employees to confirm the bonafide of the applicant and the authenticity of the particulars given in the application.

2. NFIR have brought to the notice of the Railway Board about the difficulties likely to the faced by the wives of pre-1987 retired Railway servants in the event of their death in obtaining certificate from two serving employees as stipulated in para 5.4.1 of Board's letter dated 30.06.1987 referred to above.

3. The matter has been considered by the Board. It is seen from Widow Pass scheme that at the time of retirement of an employee, a certificate is given by his office indicating his entitlement for post-retirement passes.
The certificate is also given to the widow on death of a serving employee. A xerox copy of this certificate is to be submitted by the widow/retired railway employee at the time of applying for pass for the first time. The details furnished by the widows can very well be verified from this certificate. It has, therefore, been decided by Board that the requirement of certificate by two serving railway employees may be dispensed with the Annexure "B" (format for application to be submitted by widow) may be amended accordingly by deleting the certificate portion from the application.

4. This issues with the concurrence of Finance Directorate of Ministry of Railways.

96/02
SERIAL CIRCULAR NO. 96 /2002

Copy of Board's letter No.E(NG)II/2002/PO/Genl/1 dated 10/05/02 is published for information, guidance and necessary action. Board's letter dated 18.3.97 quoted therein was circulated as SC No.70/97.

Copy of Board's letter No.E(NG)II/2002/PO/Genl/1 dated 10.05.02(RBE No.61/2002)
Sub: Review of system of Construction Reserve for Non-Gazetted staff.

......
In terms of instructions contained in Board's letter No.E(NG)-III/69/CD/42 dated 24.12.1973, 40% of the temporary non-gazetted posts in each grade in the construction were sanctioned permanently as a construction reserve from 01.04.1973. Later the percentage of Construction Reserve was revised to 60% vide Board's No.E(NG)II/84/PO/SE/30 dated 21.06.88. The concept was introduced basically to facilitate confirmation of staff which was linked with availability of permanent posts and to expedite regularisation of casual labour engaged in the Construction/Project.

2. Now the procedure for simplification of confirmation staff has come into effect w.e.f. 01.01.89 whereby the confirmation has been delinked from the availability of permanent posts and a total ban on engagement of casual labour has been imposed. For meeting the requirement of Construction/Projects work-charged posts in regular scales are required to be created against General charges Establishment or Labour Provisions in the sanctioned estimates with the concurrence of the Associate Finance and the posts filled from amongst Open line staff from the Railway /Division in whose territorial jurisdiction the Construction/Project is headquartered, vide Board's letter No.E(NG)II/96/CL/61 dated 18.03.1997.

2.1 The Board have reviewed the matter and come to the conclusion that with the above developments having taken place the concept of Construction Reserve has already lost its utility and, therefore, should no longer be used for any purpose whatsoever. If any staff happen to continue in the Construction/Projects without a position/lien in the open line in the appropriate category, immediate action should be taken to provide him the same so that there is no difficulty at the time of his repatriation from the Construction/Project when the need arises and he does not suffer in the matter of seniority and promotion.

3. This issues with the concurrence of the Finance Directorate of Ministry of Railways (Railway Board.).

97/02
CIRCULAR LETTER No. 97/2002
Letter No. P[PC]487/V/97/da dated 12-6-02

Copy of Board’s letter No. PC-V/97/1/7/14 dated 19-3-2001 is published for information, guidance and necessary action. Board’s letter dated 16-11-2000 referred to therein was circulated under this office SC No. 6/2000.

Copy of Board’s letter No. PC-V/97/1/7/14 dated 19-3-2001 [RBE No. 60/2001]
Sub: Rates of Dearness Allowance in respect of Railway employees who have continued to draw their pay/emoluments in the pre-revised scales of pay - effective from 1-7-2001 - regarding.

***

In continuation of Ministry of Railways letter of even number dated 16-11-2000 [SC No. PC-V/285 RBE 198/2000] revising the rate of Dearness Allowance, w.e.f. 1-1-96 to 1-1-2000 in respect of Railway servants who continue to draw their pay and emoluments in the pre-revised scale of pay, the revised rate of Dearness Allowance w.e.f. 1-7-2000 would be as follows:

<table>
<thead>
<tr>
<th>Rate of Dearness Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date from which payable</td>
</tr>
<tr>
<td>Pay upto Rs.3500 p.m.</td>
</tr>
<tr>
<td>Pay above Rs.3500/-&amp; Up to Rs.6000/-p.m.</td>
</tr>
<tr>
<td>Pay above Rs.6000/-p.m.</td>
</tr>
<tr>
<td>1-7-2000</td>
</tr>
<tr>
<td>251%</td>
</tr>
<tr>
<td>188%(Rs. 8785)</td>
</tr>
<tr>
<td>163% (Rs.11280)</td>
</tr>
</tbody>
</table>

NOTE: Amount within brackets represent the minimum amount payable per month as Dearness Allowance to employees in the different pay ranges.

2. All other conditions as laid down in the letter dated 16-11-2000 will continue to apply.

98/02
CIRCULAR LETTER No. 98/2002
Letter No. P[PC]487/V/97/Vol.IV dated 12-6-02

Copy of Board’s letter No.E(GP)/98/2/82 dated 23-4-2001 is published for information, guidance and necessary action. Board’s letter dated 7.3.2001 referred to therein was circulated under this office SC No. 58/2001.

Copy of Board’s letter No. E(GP)/98/2/82 dated 23-4-2001(RBE No.70/2001)

Sub: Upgradation of 80% of posts of Assistant Accounts Officers – Group ‘B’ – Procedure for allotment of the higher scale.

With reference to the amendment to the Railway Services ) Revised Pay) Rules,1997, vide Gazette notification GSR No.54(E) dated 24.1.2001 circulated vide Board's letter No.PC-V/97/I/EC/1 (Pt.1) dated 7.3.2001 (RBE No.47/2001), certain issues have been referred to this office for clarification. The Ministry of Railways have carefully considered the issues. The position is clarified in the Annexure attached.

<table>
<thead>
<tr>
<th>No.</th>
<th>Point raised</th>
<th>Clarification</th>
</tr>
</thead>
</table>
| 1.  | Whether the benefit of higher scale is applicable to AAOs who have retired from service before DPC ? | As per Gazette notification dated 24.1.2001, the number of posts to be operated in the scale Rs. 8000-13500 will be determined as on 1.1.96 and as on 1st day of January of each of the subsequent years and the posts shall be filled from amongst Group 'B' Officers in scale Rs. 7500-12000 with minimum of three years non-fortuitous service in Group B as on 1.1.96 and as on 1st January of each of the subsequent years. Therefore, AAOs in service on the crucial dates viz. 1.1.96 and 1st January of subsequent years will be considered for placement in higher scale with reference to the number of posts in higher scale determined, as on the crucial date, as per provisions of Gazette notification dated 24.1.2001. If found suitable for placement with reference to the number of posts in higher scale as on the crucial date, they may be granted the higher scale and fixation from
2. Can the placement in the higher scale have retrospective effect, irrespective of the date of approval by GM?
   - Yes, as explained in (1) above.

3. Whether retired officers may be straightaway placed in the higher grade without going through procedure of selection exactly on completion of three years regular service as AAO?
   - The procedure for placement in the higher grade, as detailed in para 2 of Board's letter No.E(GP)/98/2/82 dated 9.12.98, shall be applicable in the case of all Group B officers, whether retired or serving.

4. Whether one DPC can be held for 1.1.96 and subsequent years or in the DPC required to evaluate eligibility on yearly basis?
   - Eligibility is to be decided with reference to the crucial dates. Therefore, panels are to be drawn separately for 1.1.96 and 1st January of each of the subsequent years.

**99/02**

**SERIAL CIRCULAR NO. 99 / 2002**


Copy of Board's letter No.E(P&A)I-2000/RT-9 dated 5.11.01 is forwarded for information, guidance and necessary action. Board's letters dated 6.11.90, 27.3.01 quoted therein was circulated as SC No. 175/90 and 84/01, respectively.

Copy of Board's letter No.(P&A)I-2000/RT-9 dated 05.11.2001(RBE No.217/2001)

**Sub: Voluntary retirement of Railway employees - Clarification regarding.**

.....

Attention is invited to the instructions contained in Board's letter No.E(P&A)I-90/RT-18 dated 6.11.90 and the clarification issued under Board's letter of even number dated 27.03.01.

A reference has been received from one of the Federations, citing verdicts of the Supreme Court in Civil Appeals No.6573 - 6574 of 1997 (arising out of SLPO Nos.8500-8501 of 1997) dated 22.09.97 in the case of Sri J.N.Srivastava Vs U.O.I. and in the earlier Civil Appeal No.2057 of 1987 dated 01.09.87 in the case of Shri Balram Gupta Vs U.O.I and seeking review of the above instructions of the Board, in the light of those judgements.

The matter has been examined at length by this Ministry in consultation with the nodal Ministry and Legal Advisor, railway Board and it has been decided that the following procedure should be adhered to, while considering requests for withdrawal of notices for voluntary retirement.
i. An employee who wishes to withdraw his/her notice for voluntary retirement, before expiry of the prescribed three month period, should indicate clearly in his/her request the circumstances/reasons for withdrawing the same.

ii. Such an application may be made by the concerned employee, even after the competent authority has accepted his/her request for voluntary retirement, provided it is submitted before expiry of the three month period.

iii. The competent authority should consider the request for withdrawal of the notice for voluntary retirement in a reasonable and rational manner and refuse such a request only if there are valid reasons for doing so, which should be recorded by way of a speaking order.

100/02
SERIAL CIRCULAR NO. 100 /2002
P [R]240/DR Dated: 20-06-2002

Copy of Board's letter No. E(W)/95 UN1-19 Pt dated 27.5.02 is published for information, guidance and necessary action. Board's letters dated 21.08.01 quoted therein was circulated as SC No. 217/01

Copy of Board's letter No. E(W)/95 UN1-19 Pt dated 27.5.02 (RBE No.72/02)

A D D E N U M

Sub: Supply of uniform to Gangmen, Keymen, Mates and Patrolmen
Ref: Board's letter of even number dated 21.08.2001.

While advising Board's decision regarding supply of certain items of uniform to above mentioned categories vide letter mentioned above, the mention of overcoat had been left out in inadvertently. The same maybe included in para 3.3. of Annexure-I to above mentioned Board's letter dated 21.08.2001 as indicated below:

<table>
<thead>
<tr>
<th>Climate condition</th>
<th>Item of supply</th>
<th>Scale of Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer and Mild winter</td>
<td>Overcoat</td>
<td>one for 5 years</td>
</tr>
<tr>
<td>Summer and Winter</td>
<td>Overcoat</td>
<td>one for 4 years</td>
</tr>
<tr>
<td>Very cold</td>
<td>Overcoat</td>
<td>one for 4 years</td>
</tr>
<tr>
<td>Winter only</td>
<td>Over coat</td>
<td>one for 3 years</td>
</tr>
</tbody>
</table>

It is further confirm that the periodicity of Jersey/cardigan and Cumbi is the same as indicated in para 3.3. of Annexure-I to Board's letter dated 21.08.2001.

All other items, terms and conditions scale, periodicity, etc. as indicated in the said letter dated 21.08.2001 remain unaltered.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.
Copy of Board's letter No. E(NG)I-99/PM8/2 dated 22.05.02 is published for information, guidance and necessary action.

Copy of Board's letter No. F(NG)I-99/PM8/2 dated 22.05.02 (RBE No.70/02)

Sub: Promotion of Group D staff in the S&T Department as ESM Gr.III, MSM Gr.III, TCM Gr.III and WTM Gr.III in scale in the scale of pay of Rs.3050-4590 educational qualification for.

In terms of the provisions contained in paras 149, 150 and 151 of Indian Railway Establishment Manual, Volume-I (1989 Edition), the vacancies in the categories of ESM Grade III, TCM Grade III and WTM Grade III all in the scale of pay of Rs.3050-4590 are filled as under:

i) 50% by direct recruitment; and
ii) 50% by promotion of departmental staff.

The Railway Safety Review Committee in Part I of their Report have recommended that the minimum educational qualification for promotion to the post of III and MSM Grade III in the scale of pay of Rs.3050-4590 should be Class X Board Examination. The matter has been considered carefully by the Ministry of Railways. The views of both the Federations have also been taken into account. Taking all aspects into consideration particularly the modernization of signalling and telecommunication equipments, the Ministry of Railways have decided to accept the above recommendation of the Committee. Further, in order to maintain uniformity in the S&T Deptt. it has also been decided to apply the same qualification for promotion to the categories of TCM Grade III and WTM Grade III also. Accordingly the educational qualification for promotion of Group D staff in S&T Department to the posts of ESM Grade III, MSM Grade III, TCM Grade III and WTM Grade III all in pay scale of Rs.3050-4590 will henceforth be Class X Board Examination or equivalent.

However, in order to protect the promotion the promotion prospects of the existing Group "D" staff not possessing the qualification of Class X Board examination, it has been decided that they may be allowed two chances to appear in the two consecutive selections contained after issue of this letter for promotion to the above posts.

Copy of Board's letter No. F(E)/I/2001/AL-28/11 dated 3.5..2002 for information, guidance and necessary action.

Copy of Board's letter No. F(E)/I/2001/AL-28/11 dated 03.5.02 (RBE No.58/02)

Sub: Air Travel by Railway servants - Reduction in non-plan expenditure.

.....

Board have noted with concern that despite repeated instructions, the incidence of air travel has gone up substantially during the recent past. Railway officers travelling on duty on sectors where over night journey can be conveniently undertaken by fast trains like Rajdhani or places connected by Shatabdi express should normally travel by trains only. Permission to travel by air should not be granted in a routine manner, but, only if situations warrant air travel.
Board also desire that extant rules governing permission of air journey should be scrupulously followed in letter and spirit.

103/02

SERIAL CIRCULAR NO.103/2002
Letter No. P [R]473/IV Dated: 24-06-02

Copy of Board's letter No.E(W)/2002/PS 5-1/10 dated 21.05.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(W)/2002/PS 5-1/10 dated 21.5.02.

Sub: Duty Card Passes - Filling up of journey details.

Duty Card Passes to eligible Railway employees are to be issued in terms of provisions contained vide Rule 7(i) to (v) under Schedule-I (Duty Card Pass) of Railway Servants (Pass) Rules, 1986 (2nd Edition, 1993). It has come to the notice of Board that in certain cases, duty card passes to eligible Railway employees are issued without Annexures.

2. It is pointed out that Board vide their letter No.E(W)/82PS5-1/1 dated 23.06.1982, 24.12.1982, 04.05.1983 and 30.07.1993 have specifically exempted office bearers of both the Federations from affixing photograph in the Card Passes issued to them and also making entry in the Annexure. Similarly Board have also specifically exempted vide their letter No.E(W)/81PS5-1/2 dated 07.08.1982, Vigilance Inspectors from filling up the entries in the Annexure attached to Duty Card Passes to maintain secrecy when carrying out checks.

3. Board desire that with immediate effect it should be ensured that Duty Card Passes issued to eligible Railway employees, should contain the Annexure and employees travelling on duty card passes should be asked to fill up the annexure the details of each and every journey undertaken on the duty card passes. Anybody found travelling without entry in the Annexure after 30.06.2002 shall be treated as travelling without ticket and shall be dealt with as per extant rules. This may be brought to the notice of all concerned for strict compliance.

104/02

SERIAL CIRCULAR No. 104/2002

Copy of Board’s letter No. PC-III/91/FP-2 dated 31-5-2002 is published for information, guidance and necessary action. Board’s letters dated 5-11-97, 27-4-98 and 9-9-99 referred to therein were circulated under this office SC No. 181/77, 115/98 and 259/99, respectively.

Copy of Board’s letter No. PC-III/91/FP-2 dated 31-5-2002 [RBE No. 66/2002]

Sub: Recommendation of the Fifth Central Pay Commission-Grant of Family Pension to parents - clarification regarding.

***

A copy of DOP &PW’s OM No. 45/51/97-P&PW[E] [Vol.II] dt. 19-4-2002 is circulated for information and guidance. These instructions shall apply mutatis mutandis on the Railways.

DOP &PW’s OM dt. 27-10-97, 5-3-98, 21-7-99 referred to in the enclosed OM were circulated on the Railways vide Board’s letters of even number dated 5-11-97, 27-4-98 and 9-9-99, respectively. Rule 54 of CCS [Pension] Rules, 1972 corresponds to Rule 75 of Railway Services [Pension] Rules, 1993.

Sub: Recommendation of the Fifth Central Pay Commission -
Grant of Family Pension to Parents – Clarification regarding.

The undersigned is directed to refer to the item [a] of Para 7.2 of this Department's OM No. 45/86/97-P&PW[A]-Part I dated 27th October, 1997 according to which the definition of 'Family' for the purpose of Family Pension shall also include parents who were wholly dependent on the Government servant when he/she was alive provided the deceased employee had left behind neither a widow nor a child. Further orders were issued by this Department vide OM No. 45/51/97/P&PW[E], dated 5-3-1998 prescribing dependency criteria and OM No. 45/51/97/P&PW[E] dated 21-7-1999 clarifying certain doubts.

References have been received in this Department seeking clarification whether parents, wholly dependent on the Government servant, having been included in the definition of 'Family' for the purpose of family pension are eligible for family pension at enhanced rate under sub-rule[3] of Rule 54 of the CCS[Pension] Rules, 1972. It is clarified that parents are eligible for family pension at the ordinary rate only i.e., 30% of the pay of the deceased employee under sub-rule[2] of rule 54 of the CCS[Pension] Rules, 1972 subject to fulfillment of the other conditions as contained in the aforesaid Office Memorandum.

105/02
SERIAL CIRCULAR No. 105/2002
Letter No. P/487/VPC/6/CRC dated 17-07/02

Copy of Board’s letter No. PC-III/91/FP-2 dated 31-5-2002 is published for information, guidance and necessary action. CPO desires that the annual review for grade-wise percentage distribution of posts should be completed by 16-08-02 and compliance reported to this office. Board’s letters dated 27-1-93 and 12-8-96 referred to therein were circulated under this office SC No. 9/93 and letter No. P.487/IV/PC/6/CRC/Vol.IV dt. 27-8-96, respectively.

Copy of Board’s letter No. E[P&A]I-2000/ALL/RPF/1 dated 5-6-2002 [RBE No.80/2002]

Sub: Restoration of Annual reviews for percentage distribution of posts in Group ‘C’ and ‘D’ categories on Railways.

Reference Board’s letter No. PC-III/91/CRC/1 dated 27-1-93 containing instructions regarding restructuring of Group C & D categories on Railways. In terms of para 9 of these instructions, the Annual Reviews are suspended till further orders. After implementation of the recommendations of the V CPC, the issue of restoration of Annual Reviews has been under consideration of Board. It has now been decided that the Annual Reviews for gradewise percentage distribution of posts in force may be restored w.e.f. 1-4-2002. Accordingly, next Annual Review may be undertaken immediately taking into account the cadre strength as on 1-4-2002.

With the issue of these instructions, the orders contained in Board’s letter No. PC-III/91/CRC/1 dated 12-8-96 will cease to be in operation.

106/02
SERIAL CIRCULAR NO. 106_2002

Copy of Board's letter No.E(W)/97 PS 5-1/71 dated 17.05.02 is published for information, guidance and necessary action. Board’s letters dated 29.04.02 and quoted therein was circulated as S.C.No.84/02.
Copy of Board’s letter No.E(W)/97/PS5-1/71 dated 17.05.02 (RBE No.64/02)

Sub: Grant of Privilege Passes/PTOs to dependent relatives - Raising the income ceiling.

.....

Reference is invited to Board’s letter of even number dated 07.12.2001 on the above mentioned subject, whereby the income ceiling for dependency was revised w.e.f 01.07.2001 as Rs.2175/- p.m. i.e. Rs.1500/- (Pension/family pension) plus Rs.675/- (Dearness Relief on Rs.1500/-) or 15% of the pay of Railway servant, whichever is more.

Consequent upon increase in Dearness Relief to pensioners/family pensioners w.e.f. 01.01.2002 in terms of Board’s Circular No.PC-V/97/1/9/6 dated 29.04.2002 a dependent relative in relation to a Railway servant as described in Railway Servants (Pass) Rules, 1986, shall be deemed to be wholly dependent on the Railway servant only if his/her income w.e.f. 01.01.2002 including pension dearness relief in terms of Board’s letter No.PC-V/97/1/9/6 dated 29.04.2002 does not exceed Rs.2235/- p.m. i.e. Rs.1500/- (pension/family pension) plus Rs.735/- (dearness relief on Rs.1500/-) or 15% of the pay of Railway servant, whichever is more.

107/02

SERIAL CIRCULAR NO. 107 /2002

Copy of Board's letter E(P&A)I-2000/Em-1 dated 10.5.02 is published for information, guidance and necessary action please. Board’s letters dated 03.09.91 31.8.98 and 14.5.98 quoted therein were circulated under letter No.P(R)464/MC No.33 dated 21.10.91 and SC No.238/98 and 126/98, respectively.

Copy of Board’s letter No.E(P&A)I-2000/EM-1 dated 10.5.02 (RBE No63/2002).

Sub: Re-employment of Railway servants after superannuation.

Ref: 1) Board’s Lr.No.No.PC-66/EM-1/45, dated 27.7.1966

......

Attention is drawn to the instructions contained in Board’s letter No.PC-66EM-1/45 dated 27.7.1966 and para-4 of Master Circular No.33 circulated vide Board’s letter No.E(P&A)I-91/EM-4/Master Circular, dated 3.9.91 which, inter alia, stipulated that while ordinarily no extension of service/re-employment after superannuation, should be considered in the case of non-scientific/non-technical personnel for whom replacement is not difficult, 60 years of age should be considered as the dead-line where extension/re-employment is granted to public interest. It had also been laid down that in respect of Scientific and Technical personnel, who have been, granted re-employment, after superannuation, warranted by public interest, 62 years of age should be observed as the limit upto which they can be continued.

The retirement age of all the Railway servants had been enhanced to 60 years in terms of accepted recommendations of the Fifth Central Pay Commission consequent to which a total ban has been imposed on extension in service w.e.f. 14.05.1998 vide Board’s letter No.E(P&A)-I98/RT-6, dated 14.5.1998. Subsequent to the enhancement of the age of retirement of the Railway employees to 60 years, re-employment of the superannuated Railway employees also stands discontinued.

108/02
Copy of Board's letter E(NG)I-2001/TR/22 dated 21.05.02 is published for information, guidance and necessary action. Board’s letter dated 27.9.89 quoted therein was circulated as SC No.212/89.

Copy of Board’s letter No.E(NG)I-2001/TR/22 dated 21.5.02 (RBE No.69/2002) SC No.16 to MC No.24.

Sub: Periodical Transfer of Railway Employees holding sensitive posts.

In terms of extant instructions Railway servants holding sensitive posts including those who frequently come into contact with public and/or contractors/suppliers, are required to be transferred every four years. For this purpose, a comprehensive list of sensitive posts has also been drawn and circulated to the Railways vide this Ministry’s letter No.E(NG)I-87/TR/34 JCM-DC dated 27.09.89.

2. The question of implementation of the above instructions, especially in respect of staff associated with scrap disposal came up for review by the Ministry of Railways. It has been decided that in the Mechanical Department the post of Section Engineer/Sr. Section Engineer connected with disposal of scrap may also be treated as sensitive. Accordingly, in item “E. Mechanical Deptt.” in the Annexure to this Ministry’s letter dated 27.9.89 the following may be added:

“7 Section Engineer/Sr. Section Engineer dealing with disposal of scrap”.

2.1 It is also reiterated that the tenure prescribed for periodical transfer of staff holding sensitive posts including those dealing with disposal of scrap in all departments should be strictly followed.

Copy of Board's letter No.E(NG)I/2001/PM7/19 dated 15.05.02 is published for information, guidance and necessary action.

Copy of Board’s letter No.E(NG)I/2001/PM7/19 dated 15.05.02 (RBE No.65/2002)

Sub: Mode of filling up the vacancies in the category of Diesel Asst/ Elec. Asst. in the running cadres.

In terms of extant procedure, the vacancies in the category of Diesel/Elec. Assts. are required to be filled as under:

(i) 50% from amongst the volunteering Diesel/Electric Loco Fitters of Diesel/Electric Loco sheds with three years service failing which Diesel/Elec. Loco Fitters with less than three years service but total service of six years and Diesel/Electric Loco Group “D” staff of Diesel/Electric Loco sheds with a total service of six years in Diesel/Electric Loco Sheds having the qualification of course completed Act Apprenticeship in Mechanical/Electrical/Electronics Engineering trade or Matriculation with ITI as an additional preferable qualification with upper age limit of 35 years (40 years in the case of SC/ST).

(ii) 50% of the vacancies plus the shortfall, if any, against (I) above by direct recruitment through the Railway Recruitment Boards.

2. The question of making some more categories of staff eligible for consideration against 50% promotion quota presently earmarked for maintenance staff in the Diesel/Elec. Loco Sheds, has been under consideration of the
Ministry of Railways for some time. It has now been decided that volunteering Group “C” and Group “D”
technical staff of Workshops/Carriage & Wagon Depots/Elec.(TRD)/Elec.(Gen) fulfilling the prescribed conditions of
eligibility as per para 1(i) above from those Seniority Units/Trades/Cadres where surplus staff has been identified may
also be considered in the selection for induction/promotion as Diesel/Elec.Assts. Since Workshops are not controlled
by Divisions, staff of Workshop will be considered for selection in the seniority Unit/Division in whose territorial
jurisdiction the Workshop falls. In assessing the surplus in the Units/Trades/Cadres concerned the anticipated
workload for the next three years should be taken into account.

110/02
SERIAL CIRCULAR NO. 110 /2002

Copy of Board's letter No.F(E)/III/2000/PN1/23 dated 28.5.2002 for information, guidance and necessary
action. Board's letters dated 27.07.01 quoted therein was circulated as SC No. 255/01.

Copy of Board's letter No. F(E)/III/2000/PN1/23 dated 28.5.02 (RBE No.73/02)

Sub: Entitlement of family pension scheme of the Railways to Railway
employees absorbed in PSUs etc. - clarifications reg.

Further to issue of Board's Notification of even number dated 18.10.2001 modifying Rule 75 (18) of
Railway Services (Pension) Rules, 1993, the matter regarding applicability of modified notification to the past cases of
PSU absorbees has been examined in consultation with the DOP & PW, the nodal department in pensionary matters. It
is hereby clarified that subject to their fulfilling the conditions laid down in Railway Service (Pension) Rules, family
pension under the Family Pension Scheme, 1964 shall also be admissible to the past cases of PSU absorbees for the
period of service rendered under the Railways in addition to family pension admissible under the Employees Pension
Scheme, 1995 or the Family Pension Scheme, 1971. However, in such cases the second family pension under the
Railways shall be admissible from 27.7.2001 i.e. the date on which the base Notification was issued by the Department
of Pension and Pensioners' Welfare. In those cases where death of PSU absorbees occurred between 27.7.2001 and
18.10.2001, and thereafter, the second family pension under the Railways shall be admissible from the date following
the date of death.

111/02
SERIAL CIRCULAR NO. 111 /2002

Copy of Board's letter No. 2002/H/28/1/RELHS dated 21.5.2002 together with copy of Executive Director
[Health] Railway Board's D.O. letter No. 2002/H/28/1/RELHS dated 12-4-02 addressed to CPO/North Central
Railway, is forwarded for information, guidance and necessary action.

Copy of Board's letter No. 2002/H/28/1/RELHS dated 21.5.2002
Sub: Clarification regarding eligibility for becoming members
of Retired Employees Liberalised Health Scheme -97 [RELHS -97].

A doubt has risen whether the benefits of the Retired Employees Liberalised Health Scheme [RELHS -97] can
be extended to those employees who are dismissed from service. In this connection, please find enclosed herewith a
copy of D.O. letter of even number dated 12-4-2002 addressed to CPO, North Central Railway, Allahabad clarifying
the position for information and guidance please.
Copy of Executive Director [Health] Railway Board's D.O. letter No. 2002/H/28/1/RELHS dated 12-4-02 addressed to CPO/North Central Railway.

Sub: Clarification regarding eligibility for becoming member of Retired Employees Liberalised Health Scheme -97 [RELHS -97].

Kindly refer to your D.O. letter No. 797-E/CPO/Misc/2002 dt. 25-1-2002 and 13-3-2002 addressed to Dr. K. Suresh, DG[RHS] on the above noted subject. In this connection, it is clarified that the employees who have completed 20 years service and fulfil other criteria to make them eligible for post retirement complementary passes only are eligible to become members of Retired Employees Liberalised Health Scheme. Since those employees who are dismissed from service are not eligible for complementary passes etc. will not get the benefits of Retired Employees Liberalised Health Scheme [RELHS -97].

112/02

SERIAL CIRCULAR NO. 112 /2002
Letter No. P [R]473/IV Dated: 27 -06-02

Copy of Board's letter No. E(W)2000/PS 5-1/26 dated 31.5.02 is published for information, guidance and necessary action. Board's letters dated 31-10-2000 and 24-1-2002 quoted therein were circulated as SC Nos. 237/2000 and 19/2002, respectively.

Copy of Board's letter No. E(W)2000/PS 5-1/26 dated 31.5.02 [RBE No. 75/02]

Sub: Reservation against PTOs.

......

Instructions have been issued vide Board's letter of even number dated 31-10-2000 regarding exchange of PTOs with tickets from any station on Indian Railways. The scheme introduced on an experimental basis on 31-10-2000 initially upto 31-12-2001 was further extended upto 30-06-2002, vide Board's letter of even number dated 24-01-2002.

2. It has now been decided that the scheme may be made a permanent one. The procedure outlined in Board's letter dated 31-10-2000 may be followed, and para 2 of the aforesaid letter should be complied with strictly.


This issues with the concurrence of Finance Directorate of Ministry of Railways.

113/02

SERIAL CIRCULAR NO. 113 /2002

Copy of Board's letter E(NG)II-2001/RR-1/48 dated 23.05.02 is published for information, guidance and necessary action.

Copy of Board's letter No.E(NG)II/2001/RR-1/48 dated 23.5.02 (RBE No.71/02)

Sub: Recognition of courses in Hindi Language offered by various Institutes.

......

Reference had been received from some Railways/RRBs regarding the status of courses in Hindi Language offered by various institutes and their equivalence to Matriculation, Degree level etc.
The matter was referred to Department of Secondary and Higher Education, Ministry of Human Resource Development, in reply to which they have sent a copy of Press Note of Department of Education No.F.9-1/88/D-I(Bhasa) dated 5.5.1988. The same is sent herewith for guidance and compliance.

114/02
SERIAL CIRCULAR NO. _114/2002_


Copy of Board’s letter No. E(W)2000/PS5-1/17 dated 31.5.02 (RBE No.74/02)

Sub: Entitlement of travel by Jan Shatabdi Express trains on Duty/Privilege/Post-retirement Complimentary Passes.

Jan Shatabdi Express trains with characteristics of Shatabdi Express trains have been introduced on certain routes. These trains will have specially designed second Class and AC Chair Car accommodation. It has, therefore, been decided by Board that II/SL class pass holders may be allowed Second Class sitting accommodation by Jan Shatabdi Express trains, on their Duty/Privilege/Post-retirement Complimentary Passes as under:

Duty Pass : One seat
Privilege/Post-retirement Complimentary Pass : Two seats

2. The entitlement of I Class and I-A Pass holders on their Duty/Privilege/Post-retirement Complimentary Passes, shall be the same as provided in Board's letters of even number dated 9-6-2000 & 7-9-2000.

3. These instructions may be brought to the notice of all concerned.

4. This issues with the concurrence of Finance Directorate of the Ministry of Railways.

115/02
SERIAL CIRCULAR NO. _115 /2002_
Letter No. P [R]554/IV      Dated: 01-07-2002

Copy of Board's letter E(G)2002 RN 5-5 dated 31.05.02 is published for information, guidance and necessary action.

Copy of Board's letter No.E(G)/2002 RN 5-5 dated 31.5.2002 (RBE No.77/2002)

Sub: Retention of Railway accommodation at the previous place of posting in favour of officers/staff on deputation to Rail Tel Corporation of India Ltd (RCIL)

Ministry of Railways have considered the matter regarding grant of permission for retention of Railway quarter at the previous place of posting by the Railway officers/staff on deputation to Rail Tel Corporation of India
Ltd. and have decided to grant such permission for a period of 5 years from the date of the incorporation of RCIL, i.e., 26.09.2000. The permission for retention will thus be available to the employees on deputation upto 25.09.2005.

The rent chargeable will be at normal rate (flat rate of licence fee) for a period of 2 months. On request of the concerned employee the period of retention of Railway accommodation at the previous place of posting may be extended upto 25.09.2005 or till the date the official remains on deputation with the Corporation, whichever is earlier, on payment by RCIL, to the Railway, an amount equivalent to the House Rent Allowance admissible to the Railway employee on deputation to RCIL plus the flat rate of licence fee prescribed by the Railways from time to time in respect of the Railway accommodation so retained. RCIL may, however, recover normal licence fee from the Railway employees on deputation to RCIL who are availing this facility.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

116/02

SERIAL CIRCULAR No. 116/2002

Copy of Board’s letter No. E[P&A]I-2000/ALL/RPF/1 dated 5-6-2002 is published for information, guidance and necessary action.

Copy of Board’s letter No. E[P&A]I-2000/ALL/RPF/1 dated 5-6-2002 [RBE No.80/2002]

Sub: Grant of ration money in lieu of Ration subsidy and Extra duty allowance to Non-gazetted RPF/RPSF personnel with effect from 1st August 1997 on introduction of revised scales of pay on the recommendations of V Central Pay Commission - Revision thereof.

**

Further to the instructions contained in Board’s letter of even number, dated 1-1-2002, the Board has decided that the non-gazetted RPF/RPSF personnel upto the rank of Inspector Grade I [ Rs. 6500-10500 ] on the Railways shall now be entitled to Ration Money Allowance @ Rs. 681 per head per month [ provisionally ] w.e.f. 1-10-2000 until further orders.

Other terms and conditions as stipulated in the Board’s letter No. E[P&A]I-98ALL/RPF/1 dated 1-4-98 shall remain unchanged. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

117/02

SERIAL CIRCULAR NO. 117/2002

Copy of Board's letter No. E(NG)I-98/PM1/17 dated 10.6.2002 is published for information, guidance and necessary action. Board's letters dated 31.1.90 and 20.10.99 quoted therein were circulated under letter No.P(R)605/V dt. 19.2.90, and SC 320/99, respectively.

Copy of Board's letter No. E(NG)I-98/PM1/17 dated 10.6.2002(RBE No.--)

ADDENDUM/CORRIGENDUM

Sub: Guidelines for Personnel Officers and Members of Selection Boards Constituted for conducting selections for promotion to posts classified 'Selection'.
Reference Board's letter of even No. dated 20.10.99 forwarding therewith guidelines for Personnel Officers and Members of Selection Boards constituted for conducting selections for promotion to posts classified as 'Selection'.

2. For the existing para 11.4.2.3.1 substitute the following:-

"11.4.2.3.1: Confidential Reports for the last three years are to be considered. Marks are to be awarded depending upon the grading. Though the Railway Board have issued no clear mandatory orders, the following pattern for assessing the CRs can be followed:-

<table>
<thead>
<tr>
<th>Grading</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average</td>
<td>2 Marks</td>
</tr>
<tr>
<td>Good</td>
<td>3 Marks</td>
</tr>
<tr>
<td>Very Good</td>
<td>4 Marks</td>
</tr>
<tr>
<td>Outstanding</td>
<td>5 Marks</td>
</tr>
</tbody>
</table>

(Railway Board's letter No.E(NG)I89/PM2/6 dated 31.1.90)

2.1 In the last sentence of sub-para (b) of para 11.5.5.1 the following may be added:-
"by calling for viva-voce also those SC/ST employees who have secured not less than 7 marks out of 35 in the written test".

2.2 In the authority given in the brackets below sub-para (b) of Para 11.5.5.1 as amplified above, add the following:-
"and No.83/E(SCT)/1/8/1 dated 10.9.95"

118/02

SERIAL CIRCULAR NO. 118 /2002

Copy of Board's letter No.F(E)Spl.2002/Adv.3/2 dated 14.6.02 is published for information, guidance and necessary action.

Copy of Board's letter No.F(E)Spl.2002/Adv.3/2. dated 14.6.02 (RBE No.82/02)

Sub: Advances to Govt. servants - Rate of Interest on House Building Advance.


Sub: Advances to Govt. servants - Rate of Interest on House Building Advance.

In partial modification of this Ministry's O.M. of even No. dated 30.3.2001, the undersigned is directed to state that the rates of interest for House Building Advances sanctioned to the Government servant for construction/purchase of house/flats from April, 2002, will be as under, until further orders:-

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Amount of advance sanctioned to a Govt. servant</th>
<th>Existing Rate of Interest on HBA (Per Annum)</th>
<th>Revised Rate of Interest on HBA (Per Annum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Upto Rs.50,000/-</td>
<td>6.5%</td>
<td>6%</td>
</tr>
</tbody>
</table>
Copy of Board's letter No.E(G)2000/AW1/82 dated 11.6.02 is published for information, guidance and necessary action.

Copy of Board's letter No.E(G)2000/AW1/82 dated 11.6.02(RBE No.83/02)

Sub: Grant of cash award/medal posthumously to heirs of staff who lost their lives while discharging their duties.

The matter relating to grant of cash award/medal posthumously to heirs of staff who lost their lives while discharging their duties has been considered by the Board.

Board have decided to delegate the powers to the General Managers for grant of cash award/medal posthumously upto a ceiling limit of Rs.10,000/- (ten thousand only) in each deserving case to the widow/legal heir of the deceased employee who have been selected for the award. These should be awarded only during Railway Week celebrations.

Board would also like to clarify that such awards are not meant to cover all cases of accidental death while on duty. These awards shall be granted, over and above the ex-gratia payment admissible under the rules, only to those deserving cases in which an employee played a commendable role in safeguarding the lives of travelling public and/or Railway property and in the process, lost his life.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Copy of Board's letter No.2001-E(SCT)I/41/1 dated 14.6.02 is published for information, guidance and necessary action. Board's letters dated 21-8-97 [RBE Nos: 113/97 & 114/97] quoted therein were circulated as SC Nos. 156/97 & 157/97, respectively.

Copy of Board's letter No.2001-E(SCT)I/41/1 dated 14.6.02(RBE No.85/02)

Sub: Maintenance of uniform proforma for Post Based Roster Registers.

During the inspections by Board's Officers and Inspectors, it has been observed that different Zonal Railways/Production Units and their Divisions/Workshops are not maintaining uniform proforma for post based roster. In order to have a uniform proforma for post based rosters on All Indian Railways, standard proformae both for promotional and recruitment categories are enclosed herewith for strict compliance.
Copy of Board's letter No.E(W)2002 PS 5-1/10 dated 18.6.02 is published for information, guidance and necessary action. Board's letter dated 21.5.02 quoted therein was circulated as SC No. 103/02.

Copy of Board's letter No.E(W)2002 PS 5-1/10 dated 18.6.02 (RBE No.--)

Sub: Duty Card Passes - Filling up of journey details.

In continuation to Board's letter of even number 21.5.2002 it has been decided by Board that duty card passes issued to office bearers of Indian Railway Promotee Officers' Federation (IRPOF) and All India RPF Association (AIRPFA) should be exempted from affixing photograph of the pass holder and from entering journey particulars in the Annexure provided to the card passes.

SERIAL CIRCULAR NO.122/2002


Copy of Board's letter No. E(NG)I/2001/RE-3/5 dated 26.6.2002 (RBE No.92/02) Supplementary Circular No. 4 to Master Circular No.25

Sub: Protection of grade and status of medically decategorised employees - faulty implementation of Railway Board's instructions dt.29.4.99.

......


2. Arising out of certain aberrations on South Eastern Railway in the implementation of the above mentioned ACS, the position was clarified to that Railway vide this Ministry's letter of even No.dt.4.3.2002. The AIRF have brought to the notice of this Ministry that there are reports of aberrations in implementing the above instructions in other Railways and have requested that the aforesaid clarification may be endorsed to them also. Earlier NFIR had also asked for remedial measures being taken to ensure correct implementation of the relevant instructions. Accordingly, a copy of this Ministry's letter of even No.dt.4.3.2002 addressed to South Eastern Railway is sent herewith for information and necessary action of all concerned.

3. This issues with the concurrence of the Finance Dte. of this Ministry.


Sub: Protection of Grade and Status of Medically de-categorised employees - Faulty implementation of Railway Board's orders dated 29th April 1999.


With reference to the instructions issued by your Railway under letter No.P/R/4/31/Pt.III dated 11.7.2001, mentioned in your letter under reference, staff side have tabled an item for discussion in the forthcoming DC-JCM meeting stating inter alia that the said instructions are against the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, based on which IREM has been modified vide ACS No. 77, issued under this Ministry's letter No. E(NG)I/96/RE-3/9(2) dated 29.4.99.
2. The matter has been considered by this Ministry who wish to clarify that absorption of medically
dacategorised staff in grade(s) lower than the grade held by them on regular basis at the time of their medical
decategorisation is in contravention of the provision of the Act. However, in cases where for want of posts in the
same/equivalent grade such employees are engaged in productive work by deploying them in posts not carrying the
same or equivalent scale of pay, while they may work against such posts they should continue to be kept on
supernumerary posts in the grade(s) in which they were working on regular basis at the time of their medical
decategorisation, till such time they are adjusted in the post carrying the same or equivalent scale(s) of pay. This will
be in keeping with the provisions contained in para 1305 of IREM, as incorporated vide ACS No.77, referred to in the
preceding para.

3. This issues with the concurrence of the Finance Dte. of the Ministry of Railways.

<table>
<thead>
<tr>
<th>SERIAL CIRCULAR NO. 123 /2002</th>
</tr>
</thead>
</table>

Copy of Board's letter No.E(NG)II/2001/RR-1/52 dated 21.6.02 is published for information, guidance and
necessary action.

Copy of Board's letter No. E(NG)II/2001/RR-1/52 dated 21.6.02 (RBE No.89/02)

Sub: Degree/Diploma awarded by certain National Institutions for the purpose
of employment in service under Government of India.

For the purpose of deciding the equivalence of certain Courses/Diplomas/Degrees, the following position has
been clarified by Department of Personnel & Training and Department of Secondary & Higher Education:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Institution</th>
<th>Degree/Diploma</th>
<th>Recognised/equivalent to</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Gurukul Vishwa Vidhyalaya, Vrindaban</td>
<td>Adhikari</td>
<td>Not recognised</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SERIAL CIRCULAR NO. 124 /2002</th>
</tr>
</thead>
</table>

Copy of Board's letter No.F(E)III/99/PN1/32 dated 5-6-02 is published for information, guidance and
necessary action. Board's letters dated 15-10-99 quoted therein was circulated as SC No. 302/99.

Copy of Board's letter No.F (E)III/99/PN1/32 dated 5-6-02 (RBE No.79/02)

Sub: Judgement dated 27-2-2002 of the High Court of Judicature at Madras dismissing the W.P.No.15333/99 filed by
Shri P.M.Joseph against Judgement dt.7.6.99 of CAT/Chennai --- 100% commutation of pension on permanent
absorption, option once exercised is final.

Ref: Board's letter of even number dt.15.10.99.

****

A copy of judgement dt.27.2.2002 of the High Court of Judicature at Madras dismissing the W.P.No.15333/99
filed by Shri P.M.Joseph against the judgement dt.7.6.99 of CAT/Chennai is circulated herewith for information and
guidance. It is desired that similar cases if any, being contested by your Railway may be contested/finalised on the
same lines.

In the High Court of Judicature at Madras
Petitioner is a pensioner, who had the benefit of commuting 100% of his pension at the time he was absorbed in a
public service undertaking with effect from 1.3.1998. The order issued by the Government of India, Ministry of
Railways, the writ petitioner having been an employee of the Railways at the time while sanctioning the permanent
absorption in IRCON, contain the following condition regarding retirement benefits: Retirement Beneﬁts:- He will be
entitled to retirement beneﬁts in respect of his railway service in terms of DOP's OM quoted above as circulated vide
Board's letter No.F(E)III/86/PN-1/5 dated 16.4.1986. Retirement beneﬁts which would be worked out and intimated to
Shri P.M.Joseph as well as to IRCON would be disbursable to the ofﬁcer in addition to his pay in IRCON from the
date of his permanent absorption, provided the ofﬁcer gives an undertaking that in the event of services of the ofﬁcer
terminating at the instance of either IRCON or the ofﬁcer within a period of two years from the date of his retirement
from the Government of India service, permission of Government of India would be obtained by the ofﬁcer before he
takes any private employment.

2. In addition to that condition it was also stipulated in paragraph 2(I) of the order as under:

"Any further liberalisation of pension gratuity commutation Rules decided upon by Government of India in respect of
Officers of Central Civil Service Railway service after the permanent absorption of Shri P.M. Joseph in IRCON would
not be extended".
3. It is admitted by the petitioner that he was allowed to commute not merely one-third of the pension, the ceiling up to which other Government servants were being permitted to commute their pension, but that he was also allowed to commute the remaining two thirds. He chose to exercise the option to have the two-thirds also commuted.

3A. The petitioner filed an original petition before the Central Administrative Tribunal in the year 1999 claiming the benefit of the revised pension sanctioned by the Government after it received the report of the V Pay Commission. It was contended by him before the Tribunal, even as it is contended before us, that had the petitioner been made aware in the year 1988 the likely upward revision of pension in future, he would not have exercised this option, and failure to so inform him at that point of time vitiates the option exercised. Petitioner sought liberty to exercise a fresh option and repay the amount which he had received at that point of time and, thereafter receive pension at the revised rates. The Tribunal rejected his claim.

4. The Supreme Court, in the case of Des Raj Bhatnagar Vs Union of India (1991) SCC 266), considered the claim of a Government servant who had received 100% computation of his pension at the time of his absorption into a public service undertaking, which absorption stipulated that he would not be entitled to the benefit of revision in pension in future. The Apex Court held that persons like the petitioner therein belonged to a different class from that of other Government servants who were allowed to commute one-third of their pension, and denied any right to commute the remaining two-thirds. It was also held by the court. "The commutation brings about certain advantages. The commuting pension gets a lumpsum amount which ordinarily he would have received in the course of his life spread over a period subject to his continuing to live. Thus, two advantages are certainly forthcoming out of commutation (1) availability of a lump sum amount, and (2) the risk factor. In the present case, the petitioners had not only got one third of their pension commuted but exercised the option of getting the entire pension commuted and in lieu thereof got a lump sum. Such persons cannot fall in the category of Central Government pensioners for the purposes of getting benefit of Liberalized Pension Rules which can be made applicable only to Central Government pensioners. It is no doubt correct that the family pension has been allowed in case of the persons like the petitioners but that does not make them entitled to get any benefit given to the pensioners on account of the Liberalized Pension Rules taking note of the fallen value of the rupee".

5. What was said in that case by the Supreme Court would apply to the facts of this case as well, although the question regarding the right, if any, of the person falling within the class considered by the Supreme Court to give a revised option was not an issue before the Court. When the facts are that the option has been exercised and the commuted amount has been received, the right of such a person to have the Liberalised Pension Rules applied having been negatived by the Supreme Court, the question of permitting such a person to recall his option now and reversing the whole process which had been completed way back in the year 1988 does not arise.

6. Learned counsel for the petitioner submitted that the Supreme Court had, in the case of Welfare Association of Absorbed Central Government Employees in Public Enterprises and others Vs P.V.Sundararajan & anr. (1996) 2 S.C.C.187) held that the denial of the benefits given to the petitioners in the Common Cause Case (1987) 1 SCC 142) resulted in discrimination and, therefore, violated Articles 14 and 16 of the Constitution. The benefit, which had been recognised in the Common Cause Case (supra),was the right of a person who had commuted his pension up to one-third to have his one-third restored after a period of fifteen years. It was held by the Court that right to have the one-third commuted portion restored is available not only to those who had commuted only one-third, but had also commuted the remaining two thirds.

7. The Court in that case did not consider the applicability of the Liberalised Pension Rules, as that was not the issue before the Court. The Court referred to Rule 37-A of the CCS (Pension) Rules, 1972, and held that there was a clear cut distinction between the one-third portion of the pension to be commuted without any condition attached, and two third portion of pension to be received as terminal benefits with conditions attached to it. It then observed: "It follows that so far as commutation of one-third of the pension is concerned, the petitioners herein as well as petitioners in "common Cause" case stand on similar footing with no difference. So far as the balance of two-third pension is concerned, the petitioners herein have received the commuted value (terminal benefits) on condition of their surrendering of their right of drawing two-thirds of their pension. . . . . . . The reasoning for restoring one-third commuted pension in the case of "Common Cause" petitioners equally applies to the restoration of one-third commuted pension in the case of the petitioners as well."
8. The Court, thus, did not hold that the commutation of the two third with conditions attached was in any way legally infirm. The court also did not hold that those who had received that two third amount should have the opportunity to refund that amount, and instead, claim pension as if they had commuted only one third instead of the whole.

9. The petitioner's claim that even the balance two thirds, which had already commuted, should now, after the interval of a decade and more, be treated as not having been commuted and the petitioner be treated as a person entitled to receive pension to that extent, is a claim which does not find any support from that judgement of the Apex Court.

10. Learned counsel also placed reliance on the judgment of the Apex court in the case of State of Tamil Nadu Vs. V.S.Balakrishnan (1994 Supp (3) S.C.C.204), wherein, the Apex Court struck down a clause in a Government Order issued by the State of Tamil Nadu under the persons who had been working in the Government were allowed to be absorbed in the State Dairy Development Corporation after treating them as having retired from Government service with a right to receive pension for the period of service rendered by them in the Government, subject to the condition that any further liberalisation of pension Rules decided by the Government, for Government employees after the permanent absorption or Government Servants in the Federation would not be extended to them. The Court held that that provision was, on the face of it, arbitrary.

11. The petitioner in this case had himself voluntarily opted to commute the remaining two third, even though he was under no obligation to do so. Having made his choice, he cannot now, more than a decade later, seek to reverse that action on the ground that he had not been made aware at the time the option was exercised, that, the amount of the pension would increase substantially in future by reason of revisions from time to time. Neither the petitioner, nor the Government could have forecast at that time, as to whether there would be any revision in future, and if so, the timing thereof, as also the quantum. Having made a choice with full knowledge of the condition attached, it is not possible to hold that the petitioner still has a right to undo what he had done long ago.

12. The Rules which apply to other pensioners do not permit the commutation of anything more than one third. Petitioner had the benefit of an exception which was also not thrust on him, but regarding which he was given the option. The option having then been exercised and the petitioner having received the full amount payable on that basis at that point of time, the petitioner cannot now claim that the Government ought to have foreseen the future and warn the employee that he would be foregoing a great deal more by way of future revisions in the pension, when he was offered the temptation of commuting the remaining two third of the pension also.

13. The order issued by the Government on 27th October, 1997 by the Department of Pension and Pensioners Welfare in paragraph 7(a) reads thus:

"PENSION:- Where the Government servants on permanent absorption in public sector undertakings/autonomous bodies continue to draw pension separately from the Government, the pension of such absorbees will be updated in terms of these orders. In cases where the Government servants have drawn one time lump sum terminal benefits equal to 100% of their pensions and have become entitled to the restoration of one third commuted portion of pension as per Supreme Court judgement dated 15.12.1995 their cases will not be covered by these orders."

14. The judgement of the Supreme Court reported in Welfare Association of Absorbed Central Government Employees(1996) 2 S.C.C.187) (supra) only enables the petitioner to receive one third of the commuted pension and no more. As the petitioner has not yet become eligible to receive one third portion, the fifteen year period not having expired from the date of commutation, the question as to whether that one third of the amount which would become payable to him as pension at the time he received the commuted amount, would be at the old rate or as revised by applying the liberalised pension rates granted after the report of the V Pay Commission, does not require our consideration at this time.

15. The Tribunal, therefore, was not in error in rejecting the petitioner's prayer to recall his option and to exercise a fresh option now. The writ petition is, therefore, dismissed.
Serial Circular No. 125 /2002


Copy of Board's letter No.F(E)III/99/PN1/20 dated 5-6-02 is published for information, guidance and necessary action.

Copy of Board's letter No. F(E)III/99/PN1/20 dated 5-6-02 (RBE No.81/02)


In continuation of Board's letter of even number dt.27.8.2001 and 7.1.2002 circulating CAT/Mumbai Bench judgement dt.25.6.2001 and CAT/PB/New Delhi judgement dt.15.10.2001 respectively, yet another judgement dt.21.3.2002 of High Court/Madras allowing W.P.No.19760 filed by Railway Administration against CAT/Chennai order 23.7.2001 in OA No.778/2000 on the same issue in the above referred cases is circulated for information and guidance.

IN THE HIGH COURT OF JUDICATURE AT MADRAS
Dated 21.03.2002

Coram:
The Honourable Mr.Justice P.Shanmugam and
The Honourable Mr.Justice F.M.Ibrahim Kalifulla

Writ Petition No.19760 of 2001
And W.M.P. No.29087 of 2001

1. Union of India, rep.by the Secretary, Railway Board,
2. The Chief Personnel Officer, S.Rly/Chennai-3

Vs
1. The Registrar, Central Administrative Tribunal,
   Chennai Branch, Chennai-4.
2. S.Kalyanasundaram.

PRAYER: Petition under Article 226 of the Constitution of India, praying that in the circumstances stated therein, and in the affidavit filed therewith, the High Court will be pleased to issue a Writ of Certiorari calling for the records of the first respondent relating to its judgment in O.A.No.778 of 2000 dated 23.7.2001, quash the same and pass suitable orders.

ORDER: This Writ Petition coming on for hearing on this day, upon perusing the petition and the affidavit filed in support thereof and the counter and reply affidavits filed herein and the records relating to the impugned order made in O.A.No.778 of 2000 on the file of the first respondent dated 23.7.2001, and upon hearing the arguments of Mr.V.G.Suresh Kumar for Mr.V.R.Gopalan, Advocate for the petitioners, and of Mr.K.S.Ramananda, Advocate, for the second respondent, the court passed the following order:-

ORDER
(Order of the Court was delivered by P.Shanmugam J.)

Respondents before the Central Administrative Tribunal namely the Union of India and the Chief Personnel Officer, Southern Railway are the petitioners before us.

2. The second respondent herein filed O.A.No.778 of 2000 before the Central Administrative Tribunal praying for an order to quash the reply given by the CPO/S.Railway/Chennai under his letter No.2(G)500/Pre. 1.1.96 of 21.12.99 and to direct the authority to fix his pension on 1.1.1996 at Rs.9,200/- in the scale of Rs.18400-22400 being
the pay of the post of ADRM which post the applicant held as a regular measure as per the guidelines given by the Government in connection with the revision of pension on account of the recommendations of the Fifth Pay Commission and also to pay the arrears. The Tribunal, by the impugned order dated 23.7.2001, granted the relief as prayed for. The writ petition is against this order.

3 The facts of the case are stated below:

The second respondent was holding the substantive post of Deputy Chief Signal and Telecommunication Engineer in the Construction Division of the Railways. By an office order dated 29.2.1988 issued by the General manager, he was promoted to officiate as Additional Divisional Railway Manager, Madras Division vice Sri M.K.Ramasubramaniam who was to retire from service on the afternoon on 29.2.1988 due to superannuation. Subsequently, the second respondent retired from service on superannuation on 30.6.1988. As per the revised pension payment order dated 8.3.1999, his pay at the time of retirement was shown as Rs.4,950/- (Rs.4500-5700 and as per the Fifth Pay Commission scale, it stood revised to Rs.14300-18300. His pension as on 1.9.1996 was fixed at Rs.7,950/-. As against this fixation, he filed a representation dated 15.4.1999 stating that the said revision was not in conformity with the Railway Board’s orders since according to him, his pension should be fixed at 50% of the minimum of pay of Rs.18,400/- in the revised pay scale namely Rs.18400-500-22400 fixed for Additional Divisional Railway Manager because he held the post of ADRM(O) Madras on the date of his retirement namely 30.6.1988 and therefore, he requested that the pension should be fixed at Rs.9,200/- + D.A. By a reply dated 21.12.1999, which was impugned in the O.A., the Chief Personnel officer, Southern Railway rejected the said representation of the second respondent, holding that his pay scale at the time of retirement was Rs.4500-5700 and the corresponding Fifth Pay Commission scale was Rs.14300-10300. He was also informed that he was not promoted to the Senior Administrative Grade of Rs.5900-6700 and therefore, he cannot be granted the corresponding scale of Rs.18400-22400 as per the Fifth Pay Commission.

4 The Tribunal accepted the plea of the second respondent that his pension is entitled to be fixed in the equivalent replacement pay scale of the officiating post of ADRM. The Tribunal also held that the second respondent was empanelled for promotion to the grade of ADRM and according to the Tribunal, he was promoted to the post.

5. Learned counsel appearing on behalf of the petitioners assailed the order of the Tribunal, inter alia, contending that the second respondent was not promoted to the Senior Administrative Grade by the Railway Board and that he was only directed to officiate as ADRM. According to him, the second respondent is entitled to the scale of pay in the Selection Grade of Junior Administrative Officer, which post he was holding. He further submitted that the post of ADRM was upgraded to the scale of Rs.5900-6700 (now revised as Rs.18400-22400) only on 29.8.1988, whereas the second respondent had retired from service on 30.6.1988 itself, prior to the said upgradation and therefore, on the date when he retired from service, i.e. On 20.6.1988, the post of ADRM was only in the lower scale of pay. He further submitted that if the case of the second respondent is accepted, it will lead to innumerable such requests from persons similarly placed who were officiating in any higher post while in the lower scale of pay and it will lead to lot of problems to the Railways.

6. Learned Counsel appearing on behalf of the second respondent, while opposing the writ petition, submits that the second respondent was promoted as ADRM and therefore, he was entitled to draw the scale as ADRM subsequently upgraded. According to him, the second respondent was empanelled for promotion and only thereafter, he was promoted to the post of ADRM and therefore, he should be given the equivalent replacement pay scale with effect from 1.1.1996 and his pension revised accordingly at Rs.9,200/- in the pay scale of Rs.18400-22400.

7. We have heard the counsel and considered the matter carefully.

8. From the above facts, it is clear that the second respondent was holding the substantive post of Deputy Chief Signal and Telecommunication Engineer in the Construction Division of the Railways and that he was ordered to officiate as ADRM by the General Manager on 29.2.1988. He was officiating in that capacity till 30.6.1988. It is not in dispute that the authority to promote him to the post of ADRM is the Railway Board and there was no order of promotion from the Railway Board. Inasmuch as the then ADRM was retiring on 29.2.1988, the
second respondent was directed to officiate in that post from the same day. As a matter of fact, the Tribunal has observed as follows:

“But, it is astonishing to find as to how the order dated 29.2.1988 was issued promoting the applicant to the post of ADRM by the General Manager, Headquarters, Chennai. Surely, such an action cannot be taken without the concurrence of the Railway Board. There is no dispute on the fact that the General manager is not the competent authority to promote the second respondent and that though the second respondent has empanelled, the selection and the appointment order has to be issued only by the Railway Board which has not been issued in the case of the second respondent”.

Thus, it is clear that by this order, the General Manager cannot promote the second respondent to the post of ADRM and at the same time, direct him to officiate in the said post. Therefore, we are clear in our mind that the second respondent was not promoted and that he was not holding the post of ADRM in that capacity.

9. Inasmuch as the second respondent was not holding the post of ADRM and a regular basis in the Senior Administrative Grade he is not entitled to seek for a revised upgraded pay of the ADRM of Rs.5900-6700. The second respondent has not sought for a declaration or for a direction to promote him to the post of ADRM and then fix the scale in that post and a further direction for fixing the revised scale of pay in the upgraded post. Having retired with the lien on the original post of Deputy Chief Signal and Telecommunication Engineer, the second respondent cannot take advantage of his officiating in the post of ADRM as if it is on a regular basis in order to claim the fixation of pension.

10. As per Rule 9(90 of the Fundamental Rules applicable to Central Government servants, a Government servant officiates in a post when he performs the duties of a post on which another person holds a lien. The Central Government may, if it thinks fit, appoint a Government servant to hold a lien, which means that even in order to officiate, the authority competent to make substantive appointment alone can allow a Government servant to officiate in a vacant post. The Central Civil Services Pension Rules 1972, which are made applicable to the servants of the Railways, provide for the qualifying service under Rule 13. As per this rule, the date he takes charge of the post to which he is first appointed when he is either substantively or officiating in a temporary capacity provided that the officiating or temporary service is followed without interruption with the substantive post. In this case, the second respondent has not obtained a substantive appointment in the post of ADRM.

11. In ARUN KUMAR CHATTERJEE VS. SOUTH EASTERN RAILWAY (A.I.R. 1985 S.C.482), while pointing out the distinction between the words a officiating and a temporary their lordships held in reference to the Railway Establishment Manual that officiating in the ordinary connotation is generally used when a servant having held one post permanently or substantively is appointed to a post in a higher rank,. But not permanently or substantively, while still retaining his lien on the substantive post, i.e. officiating in that post till his confirmation. Such officiating appointment may be made when there is a temporary vacancy in a higher post due to the death or retirement of the incumbent or otherwise. In contrast, the word a temporary usually denotes a person appointed in civil service for the first time and the appointment is not permanent but temporary, i.e. for the time being without no right to the post. The Central Administrative Tribunal in O.A.No.449 of 2000 dated 25.6.2001 in reference to another case relating to the Railways, under similar circumstances, has taken the view that the applicants who had retired before a post had been upgraded cannot be said to have held the post at the time of their superannuation. There should be a positive act of selection in the upgraded post. The Tribunal, in that case, repelled the argument that the appointment was a mere formality and that empanelment is sufficient. The said judgment squarely applied to the facts of this case, since admittedly the second respondent was not promoted to the post of ADRM.

12. It is further seen that the Railway Board has issued a clarification dated 20.8.2001 regarding the post/scale of pay held by a retired Government servant thereby clarifying that the expression a pay in the revised scale of pay of the post last held by the pensioners shall mean the corresponding scale as on 1.1.1996 of the scale of pay held by the pensioner at the time of his retirement. Therefore, the claim of the second respondent that he was holding the post of
13. For all these reasons, we hold that the order of the Tribunal is unsustainable and liable to be set aside and is accordingly set aside. The pension of the second respondent is entitled to be fixed at 50% of the minimum in the corresponding Fifth Pay Commission scale of Rs.14300-18300 and not at Rs.18300-22400 as claimed by him. The writ petition is allowed. However, there will be no order as to costs.

**SERIAL CIRCULAR NO.126 /2002**  

Copy of Board's letter No.E(G)2002 HO1-1 dated 18.6.02 is published for information, guidance and necessary action. Board's letter dated 13.12.91 quoted therein was circulated as SC No. 4/92.

Copy of Board's letter No.E(G)2002 HO1-1 dated 18.6.02 (RBE No.86/02).

Sub: Rates of honorarium to Dictator of passage for the Stenography Test and Time Keeper/Text Checker engaged by RRBs in connection with conduct of examinations.

Ref: Board's letter No.E(G)88 HO1-3 dated 13.12.91.

Ministry of Railways have reviewed the matter regarding rates of honorarium to Dictator for the Stenography test and introduction of rate of honorarium for Time Keeper/Text Checker (which is a new category), who are engaged by RRBs in connection with holding of examinations. After careful consideration of the matter Ministry of Railways have decided to revise the rate of honorarium prescribed for Dictator for the Stenography test in terms of Board's letter referred to above and to introduce the rate of honorarium for Time Keeper/Text Checker as under:

| i. | Dictator for the Stenography test | Rs.100/- for the first dictation and Rs.100/- for each subsequent dictation subject to a maximum of Rs.300/- per day. |
| ii. | Time Keeper/Text Checker | Rs.140/- for single session Rs.200/- for double session & Rs.250/- for three sessions. |

This has the sanction of the President and issues with the concurrence of the Finance Directorate of the Ministry of Railways.

**SERIAL CIRCULAR NO.127 /2002**  

Copy of Board's letter No.PC-V/97/1/714 dt.13.6.2002 is published for information, guidance and necessary action. The Board's letter dated 14.2.2002 quoted therein was circulated as SC No. 43/02.

Copy of Railway Board's letter No.PC/V/97/1/14 dt. 13.6.2002 (PC-V/344, RBE No.84/2002)

Sub: Rates of Dearness Allowance in respect of Railways employees who have continued to draw their pay /emoluments in the pre-revised scales of pay - effective from 1.1.2002 - regarding.

In continuation of Ministry of Railways letter of even number dated 14.2.2002 (S.No.PC-V/329 RBE No.20/2002) revising the rate of Dearness Allowance, w.e.f. 1.7.2001 in respect of Railway Servants who continue to draw their pay and emoluments in the pre-revised scale of pay, the revised rate of Dearness Allowance w.e.f. 1.1.2002 would be as follows:
<table>
<thead>
<tr>
<th>Date from which payable</th>
<th>Pay up to Rs.3,500 p.m.</th>
<th>Pay above Rs.3,500 and upto Rs.6,000 p.m.</th>
<th>Pay above Rs.6,000 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.2002</td>
<td>271%</td>
<td>203% (Rs.9170)</td>
<td>1760% (Rs.12180)</td>
</tr>
</tbody>
</table>

NOTE: Amount within brackets represent the minimum amount payable per month as Dearness Allowance to employees in the different pay ranges.

All other conditions as laid down in the letter dated 16.11.2000 will continue to apply.

SERIAL CIRCULAR NO. 128 /2002

Copy of Board's letter No. E(G)2002 QR 1-9 dated 28.6.02 is published for information, guidance and necessary action. Board's letters dated 17.11.99 quoted therein was circulated as SC No. 328/99.

Copy of Board's letter No. E(G)/2002 QR1-9 dated 28.6.02 (RBE No.93 /2002).

Sub: Retention of railway quarter at the previous place of posting by Railway employees posted to Northeast Frontier Railway.

Instructions have been issued from time to time regarding grant of permission for retention of railway accommodation on payment of normal rent at the previous place of posting in favour of officers posted to N.F.Railway. The existing instructions issued vide letter No.E(G)98 QR1-17 dated 17.11.99 were valid upto 30.6.2002. The question of further extension of this facility beyond 30.6.2002 has been considered and it has now been decided to extend these instructions for a period of 3 years upto 30.6.2005 or till revised orders are issued whichever is earlier.

Since the retention of quarter at the previous place of posting in favour of the officers who have been transferred and posted to N.F.Railway is allowed for bonafide use of the dependent family of transferred railway officer, he/she will furnish certificate on 1st July and 1st January of every year, stating that his/her dependent family members are actually residing in the railway quarter at the last station of his/her posting. Such a certificate will also have to be furnished at the time of seeking retention.

If no such certificate is received by 31st January and 31st July every year respectively, the quarter controlling authority may cancel the allotment of the quarter in question.

The request for retention of entitled accommodation should be received within a period of one month from the date of relinquishing of charge at the last station of posting.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 129 /2002

Copy of Board's letter No. E(NG)2002 PM3/3 dated 3.7.02 is published for information, guidance and necessary action

Copy of Board's letter No. E(NG)2002 PM3/3 dated 3.7.02 (RBE No.95 /2002).

Sub: Cancellation of Slections – recording of reasons.
The Central Administrative Tribunal, Allahabad Bench in their order dated 21-3-2002 in OA No. 359/2001 have inter alia observed as under:

"…….We direct that the office that a copy of this order shall be sent to the Chairman, Railway Board for considering the necessary action in the matter, so that such arbitrary action may not be repeated in future. We suggest the Chairman, Railway Board that in such circumstances it may be made obligatory on the officers to disclose reasons in the order if cancellation of the selection is required."

1.1 A copy of the said order is also enclosed for ready reference.

2. The Board desire that the directions of CAT, Allahabad Bench may be noted for guidance in future.

SERIAL CIRCULAR NO. 130 /2002
Letter No. P [R] 554 /IV Dated: 31-7-2002

Copy of Board's letter No. E(G)2002 RN 5-3 dated 3.7.02 is published for information, guidance and necessary action. Board's letters dated 22.2.2001 quoted therein was circulated as SC No. 72/2001.

Copy of Board's letter No. E(G)2002 RN 5-3 dated 3.7.02 (RBE No.96 /2002). Sub: Retention of Railway quarters at the previous place of posting in favour of Railway officers/staff deputed to IRCON exclusively for Quazigund - Baramulla Project.


To achieve speedy completion of construction of 219 Kms. Railway line from Udhampur to Baramulla (Quazigund-Baramulla Project) in Jammu & Kashmir and in view of the risk perception and difficult working conditions, the Ministry of Railways (Railway Board), in terms of letter No.E(G)99 RN 5-2 dated 22.2.2001 had decided that Railway officers and staff deputed to Indian Railway Construction Company (IRCON) exclusively for Quazigund-Baramulla Project and actually serving in that area with Headquarters there for full tenure be permitted to retain Railway accommodation at their previous place of posting during the period of such service in that area subject to a maximum period of two years from the date of joining the Project on payment of normal rent.

On a reference from IRCON International Ltd. citing the problem that the retention allowed for a period of two years is acting as a disincentive for the officers/staff, the permission granted for retention of Railway accommodation has been reviewed by the Railway Board in their Meeting held on 30.5.2002.

In exercise of the powers contained in their order No.E(G)99 QR1-16 dated 18.7.2000, the Ministry of Railways (Railway Board) further to letter No.E(G)99 RN 5-2 dated 22.2.2001 have decided in public interest to relax the existing provision regarding retention/allotment of Railway accommodation and charging rent therefor in respect of the Railway officers/staff deputed to IRCON exclusively for Quazigund- Baramulla Project and actually serving in that area with Headquarters there for full tenure by permitting them to retain Railway accommodation at their previous place of posting during the period of such service in that area for full tenure of posting at the Project site.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 131 /2002

Copy of Board's letter No. E(W)/2000 PS 5-1/36 dated 28.6.02 is published for information, guidance and necessary action. Board's letters dated 17-4-84, 13-10-86 & 27-9-94 quoted therein were circulated as SC Nos. 53/84, 152/86 & 98/94, respectively.
Copy of Board's letter No. E(W)/2000 PS5-1/36 dated 28.6.02

Sub: Counting of training period of Prob. ASM for the purpose of issue of privilege passes.

......

A question has arisen whether training period of Prob. ASMs can be counted for pass purposes after their absorption against regular posts.

The case has been examined. Instructions vide Board's letter No.F(E)III-79-PN1/20 dated 17.4.1984 and F(E)III/79/PN-1/20 dated 13.10.1986 provide that in respect of group "C" and "D" employees who are required to undergo departmental training relating to jobs before they are put on regular employment, training period may be treated as qualifying service for pension, if the training is followed immediately by an appointment. This benefit will be admissible to all Group "C" and "D" employees even if the officers concerned are not given the scale of pay of the post but only a nominal allowance. Further in terms of provisions of Rule 3 (xxxvi) (b) of Schedule II of railway Servants(Pass) Rules, 1986 (Second Edition 1993) and Railway Board's letter No.E(W)/94PS5-1/17 dated 27.09.1994, the apprentice period is counted for the pass purpose after their absorption against regular posts.

In view of above position it has been decided that training period of Prob.ASM should be taken into account for pass purposes, after their absorption against regular posts.

SERIAL CIRCULAR NO. 132 /2002

Copy of Board's letter No. E(Sports) 97/RSQ/Policy/1 dated 3.7.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(Sports)/97/RSQ/Policy/1 dated 3.7.02(RBE No.94 /2002).

Sub: Inclusion of new Sports Disciplines in Railway Sports Calendar - Recruitment against sports quota.

......

As per the instructions already issued vide Railway Sports Promotion Board's letter No.RSCB/96/New Disciplines dated 4.8.1997 and RSPB/2000/New Discipline dated 13.4.2000 and 1.11.2000, the disciplines of Judo, Karate, Kho-kho and Archery have been recognized by Railway Sports Promotion Board. The Sports Associations of the Railways/Units were advised to initiate action to recruit players in these disciplines as per the norms applicable.

2. The above instructions are being re-iterated to the General Managers as follow up to a reference received from the All India Railwaymen's Federation.

SERIAL CIRCULAR NO. 133 /2002

Copy of Board's letter No.F(E)III/2002/PN1/17 dated 27.6.02 is forwarded for information, guidance and necessary action. Board's letters dated 8.4.85, 01.11.94, 8.1.96 and 21.1.2000 quoted therein was circulated as SC No. 70/85, 1/94, 46/96 and 47/2000 respectively.

Copy of Board's letter No. F(E)III/2002/PN1/17 dated 27.6.02 (RBE No.90 /2002).

Sub:Rate of interest payable on delayed payment of DCRG and rate of interest chargeable on refund of pensionary benefits already
drawn, in connection with counting of past service under Railway] Service (Pension) Rules, 1993 and Board's letter No.F(E)/III/84/PN1/4 dated 8.4.85 as amended from time to time.

In supersession of Board's letters No.F(E)III/94/PN1/28 dated 1.11.94 and F(E)III/94/PN1/28 dated 8.1.96, it has now been decided by the President that where the payment of DCRG has been delayed beyond three months from the date of retirement, an interest at the rate applicable to srPF deposits determined from time to time by the government of India will be paid to retired/dependants of deceased railway servants.

The instructions contained in para 2 (d) and (e) of DOP&PW's O.M. dt.5.10.99 circulated vide Board's letter No.F(E)III/99/PN1/35 dated 21.1.2000 shall continue to be followed in the matter of payment of interest on delayed payment of DCRG, fixing of responsibility and recovery of the amount from the concerned Dealing Official, Supervisor and Head of Office in proportion of their salary.

The President is also pleased to decide that whenever the employees are required to refund the pensionary benefits received for the service already rendered by them under the Central or state Government or Autonomous Bodies or in Armed Forces (Military Service), in order to avail of the benefit of counting of past services for pension purposes in terms of provisions of rules 24 to 28, 30, 33 and 34 of Railway Services (Pension) Rules, 1993 and Board's letter No.F(E)III/84/PN1/4 dated 8.4.85 as amended from them to time, the rate of interest will be the rate applicable to SRPF deposits determined from time to time by the Government of India, for the period from the date of receipt of pensionary benefits to date of their refund to the Railways/Autonomous Body.

In the case of Military Pensioners re-employed in railway service, the interest will be recovered for the period from the date of joining Railway service till the date of refund of pensionary benefits to railway/autonomous body.

Interest calculation in case of refund of pensionary benefits would be as per the method indicated in Annexure-A.

In cases where after the issue of the orders by the competent authority on the basis of option exercised by an employee for counting of past service for pensionary purposes if an individual does not deposit the pensionary benefits already received by him within one month of the receipt of communication from the Railway/Autonomous Body, a penal interest @ 2 per cent per annum will be charged in addition to normal rate of interest mentioned above.

ANNEXURE 'A'

INTEREST CALCULATION IN THE CASE OF REFUND OF PENSIONARY BENEFITS (ILLUSTRATIVE)

A - For a full year.
Balance on 31st March 1999 - Rs.38,6000 Interest @ 12% p.a.**

<table>
<thead>
<tr>
<th>Month</th>
<th>Subscription</th>
<th>Refund</th>
<th>Advance/withdrawal</th>
<th>Balance at the end of the month</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 99</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>39,600</td>
</tr>
<tr>
<td>May 99</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>40,600</td>
</tr>
<tr>
<td>June 99</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>41,600</td>
</tr>
<tr>
<td>July 99</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>42,600</td>
</tr>
<tr>
<td>Aug 99</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>43,600</td>
</tr>
<tr>
<td>Sept 99</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>44,600</td>
</tr>
<tr>
<td>Oct 99</td>
<td>1,000</td>
<td>--</td>
<td>-</td>
<td>45,600</td>
</tr>
<tr>
<td>Nov 99</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>46,600</td>
</tr>
<tr>
<td>Dec 99</td>
<td>1,000</td>
<td>-</td>
<td>6000</td>
<td>41,600</td>
</tr>
<tr>
<td>Jan 00</td>
<td>1,000</td>
<td>500</td>
<td>-</td>
<td>43,100</td>
</tr>
<tr>
<td>Feb 00</td>
<td>1,000</td>
<td>500</td>
<td>--</td>
<td>44,600</td>
</tr>
<tr>
<td>Mar 00</td>
<td>1,000</td>
<td>500</td>
<td>-</td>
<td>46,100</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>520,200</td>
</tr>
</tbody>
</table>
Interest = 5,20,200 x ½ x 12/100 = 5,202

**SRPF interest has been revised as under**

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000.2001</td>
<td>11.0%</td>
</tr>
<tr>
<td>2001.2002</td>
<td>9.5%</td>
</tr>
<tr>
<td>2001.2003</td>
<td>9.0%</td>
</tr>
</tbody>
</table>

SERIAL CIRCULAR NO.134 /2002
Letter No. P [R] 64IV Dated: 5-08-2002

Copy of Board's letter No.E(P&A)UU-2001/FE-2/1 dated 9.7.02 is forwarded for information, guidance and necessary action. Board's letters dated 15.11.72 and 21.2.73 quoted therein was circulated as SC Nos.292/72 and 27/73, respectively.


Sub: Payment of Breach of Rest Allowance to Running Staff - PNM/NFIR Item No.15/2001.

Please refer to the correspondence resting with your office letter No.P(R)69/P/Committee dated 6.5.2002 on the above subject.

The matter has been examined. It is advised that the instructions contained in Board's letter No.E(S)I-59/RS/30 dated 26.11.90 are no longer in force. Vide Board's letters No.E(P&A)II-72/RS-16 dated 15.11.1972 and 21.2.1973, it was stipulated that Breach of Rest Allowance would be payable to Running Staff, if they are called upon to perform running duty before completion of 16 hours rest at headquarters provided it is immediately preceded by a full term of 8 hours or more of duty.

It is further brought to your notice that in terms of the extant provisions contained in Rule 1511-R.II/1987 Edition, Breach of Rest Allowance is payable to the Running staff (other than those manning suburban services or on shunting duty) who work as train to an outstation and return to their headquarters and are detailed for running duty before completion of 16/12 hours rest at headquarters when the total period of duty immediately before the rest was for 8 hours or more/less than 8 hours, as the case may be. Thus, Breach of Rest Allowance now has no nexus with running duty.

In view of the above, it is desired that necessary corrective action may be taken at your end urgently, under advice to this office.

SERIAL CIRCULAR NO. 135 /2002
Letter No. P [R] 633/I Dated: 2-08-2002

Copy of Board's letter No.E(P&A)I-2002/SP-I/MH-1 dated 11.7.2002 is forwarded for information, guidance and necessary action. Board's letters dated 9.10.98 and 2.6.2000 quoted therein was circulated as SC No. 287/98 and 246/01 respectively.

Sub: Grant of Special Pay to Doctors performing Anaesthesia work.

Ref: This Ministry's letters No.E(P&A)1-75/PS-5/MH-1,

Sanction of the President is hereby accorded to continuance of grant of Special Allowance @ Rs.200/- p.m. to
the Doctors who are entrusted with the performance of anaesthesia work, in addition to their normal duties, last
extended for a period of three years w.e.f. 1.8.2000 to 31.7.2000 or till a specialists cadre for the anaesthesia work is
formed, whichever is earlier.

Attention is also invited in this context to Board's letters No.E(P&A)1-75/PS-5/MH-1 dated 27.3.1976 and
No.E(P&A)I84/PS-5/MH-1 dated 21.12.1987. It may be ensured that only those General Duty Doctors, who are not
having Post Graduate Qualifications in Anaesthesia but are called upon to do anaesthesia work in addition to their
normal duties after being trained in administering Anaesthesia are granted the Special Allowance @ Rs.200/- p.m. In
other words, those doctors who are in receipt of P.G-Allowance for possessing P.G. degree/diploma in anaesthesia are
not to be given this Special Allowance of Rs.200/-.

Other terms and conditions shall remain unchanged.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR No. 136/2002

Copy of Board’s letter No. E[P&A]11-2002/PS-5/PE-3 dated 5-7-2002 is published for information, guidance
and necessary action. Board’s letter dated 16-10-997 quoted therein was circulated as SC No. 170/97.


Sub: Revision of pay scales [Senior & Selection Scales]
for primary school teachers in Railway School.
Ref: Item No. 11.2 [a] of Board’s letter No. PC-V/97/I
RSRP/1 dated 16-10-97

**

The matter regarding anomaly in the pay scales of primary school teachers has been under consideration of
the Government. In continuation of Boards above cited letter it has now been decided that the Senior and Selection
Grade scales of Primary School Teachers in the Railway Schools be revised as under w.e.f. 1-1-96.

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Grade</td>
<td>Rs.4500-7000</td>
<td>Rs.4500-7000 [no change]</td>
</tr>
<tr>
<td>Senior Grade</td>
<td>Rs.5000-8000</td>
<td>Rs.5500-9000</td>
</tr>
<tr>
<td>Selection Grade</td>
<td>Rs.5500-9000</td>
<td>Rs.6500-10500</td>
</tr>
</tbody>
</table>

2. These scales of pay are also applicable to junior School teachers of Oak Grove School, Jharipani
under Northern Raailway.

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO.137 /2002
Copy of Board's letter No. E(P&A)1-2000/SP-1/AC-1 dated 20.7.02 is forwarded for information, guidance and necessary action. Board's letters dated 31.5.2001 and 7.12.2001 quoted therein was circulated as SC Nos.124/01 and 6/02, respectively.

Copy of Board's letter No. E(P&A)1-2000/SP-1/AC-1 dated 20.7.02 (RBE No.101 /2002).

Sub: Grant of incentive to Accounts Stock Verifiers on passing Appendix IV-A (IREM) Examination.

Railway have raised certain doubts regarding grant of incentive in the form of Special Allowance @ Rs.240/- p.m. w.e.f. 1.6.1996 in lieu of 3 advance increments to Stock Verifiers on passing Appendix IV-A (IREM) examination in the V CPC revised scales of pay. These doubts have been examined in detail and following clarification are offered:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Whether the Stock Verifiers appointed/joined prior to 1.1.1996 and passed Appendix IV-A (IREM) Examination after 1.1.1996 will be allowed 3 additional increments (without DA) in the revised V CPC scales of pay?</td>
<td>1. The Stock Verifiers appointed/joined prior to 1.1.1996 and passed Appendix IV-A (IREM) Examination after 1.1.1996 will be allowed 3 advance increments based on their notional pay in the IV CPC scales of pay till 31.5.1996. With effect from 1.6.1996 they will be entitled to a fixed quantum of Special Allowance @ Rs.240/- per month.</td>
</tr>
<tr>
<td>2. Whether the Stock Verifier in scale Rs.5000-8000 promoted to Senior Stock Verifier in scale Rs.5500-9000 (due to restructuring) in terms of Railway Board's letter No.PC-V/98/1/11/18, dated 17.8.1998 will be eligible for drawal of the Special Allowance?</td>
<td>2. The Special Allowance @ Rs.240/- per month w.e.f. 1.6.2001 is only admissible to Stock Verifiers in scale of Rs.5000-8000. It is not admissible to Senior Stock Verifiers in scale of Rs.5500-9000. The Special Allowance drawn in the scale of Rs.5000-8000 will however be reckoned for fixation on promotion from scale Rs.5000-8000 to Rs.5500-9000 in the Stock Verifiers wing.</td>
</tr>
<tr>
<td>3. Whether the Special allowance of Rs.240/- can be taken into account for fixation of pay on promotion as ISA and also whether the Stock Verifiers on continuing as ISAs in Stock Verification Wing will have both the Special Allowance for having qualified in Appendix III-A (IREM) as well as Appendix IV-A (IREM) Examinations?</td>
<td>In case of employees who qualify both Appendix IIIA(IREM) and Appendix IVA (IREM) examinations, they will draw only the Special Allowance for Appendix IV-A(IREM) so long as they are in the Stock Verification wing. If they revert back to the Account side, they will have the benefit of addition of Special Allowance for qualifying in the Appendix III A (IREM) examination added to the stage of pay that they would have reached had they continued in their original cadre. The Special Allowance of Rs.240/- p.m. will be reckoned only for purposes of fixation of pay on promotion from the scale of Rs.5000-8000 of Stock Verifiers to the Senior Stock Verifiers in scale of Rs.5500-9000 only. This will not be reckoned on promotion as Senior Officer (Accounts) and ISA (Accounts). For such promotion, only Special Allowance for qualifying Appendix III-A(IREM) Examination will be taken into account.</td>
</tr>
</tbody>
</table>

SERIAL CIRCULAR NO. 138 /2002
Letter No. P [R] 605/VIII Dated: 5-08-2002
Copy of Board's letter No.E(NG)I-2002/PM7/16 dated 11.7.2002 is forwarded for information, guidance and necessary action. Board's letters dated 31.1.90 quoted therein was circulated under letter No.P(R)605/V dated 19.2.90.


Sub: Recommendation of the Commissioner for Railway Safety on rear-end collision and subsequent derailment of last two coaches of 214 Dn Passenger with light engine No. 17528 of 132 Dn at Dumri Halt between Barhiya-Mankatha block section of Danapur Division of Eastern Railway on 20.11.01 (not 20.11.2002) - consideration of awards/punishments awarded to the employees at the time of promotion to non-gazetted selection posts.

In the Railway Board's instructions contained in their letter No.E(NG)I-89/PM2/6 dt.31.1.90, the Railways were directed to evolve suitable check list and guidelines for the members of the Selection Board for departmental selections for filling up non-gazetted posts. Along with the said letter a copy of the check list and guidelines evolved by South Central Railway in this regard was also circulated for adoption by the other Railways with such modifications as may be considered necessary. The above guidelines inter-alia provide that the Selection Board for departmental selections for non-gazetted posts while awarding marks under the head 'Record of Service' should take into account the entries in respect of awards and punishments given and that while addition of marks should be allowed for every cash award/merit certificate subject to the total marks allotted under the head not being exceeded, deduction has to be made for each major/minor penalty imposed during the period for which the Confidential Reports are considered in the selection.

The Commissioner of Railway Safety, South Central Circle in his Report on the subject 'accident', has inter-alia recommended that for promotion of Goods Driver as Passenger Driver, punishments/rewards during the entire service period should be considered. The above recommendation of the CRs has been carefully considered by the Board. It is considered that the extant procedure is adequate to meet the objective in view. Therefore, while it has not been found feasible to accept the recommendation for considering punishments awarded during the entire service period at the time of promotion from Goods Driver to Passenger Driver, it has been decided to reiterate the extant instructions as stated in para 1 above. The Board, therefore, desire that the Railways should ensure that the relevant instructions are strictly followed by the Selection Boards.

SERIAL CIRCULAR NO. 139 /2002

Copy of Board's letter No.2001-E(SCT)1/71/2 dated 11.7.2002 & 17-07-02 are published for information, guidance and necessary action. Board's letters dated 28-8-97, 19-6-98 and 24-12-98 quoted therein were circulated as SC Nos. 10/99, 178/98 and under letter No. P[R]171/II dated 16-2-99, respectively.


Sub: Implementation of facilities granted to All India OBC Railway Employees Association.

Ref: Railway Board's letter Nos.
i. 96-E(SCT)I/71/5 dated 28.8.97
ii. 96-E(SCT)I/71/5 dated 29.5.98
iii. 96-E(SCT)I/71/5 dated 19.6.98
iv. 97-E(SCT)I/22/12 dated 24.12.98 &
v. 97-E(SCT)I/22/12 dated 5.3.1999.

In the meeting held by Additional Member (Staff) in Board's office, the All India OBC Railway Employees Federation raised, inter-alia, the following demands, which Board have considered as juxtaposed against each of them:
<table>
<thead>
<tr>
<th>Points/Demands raised</th>
<th>Board's decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Some of the facilities granted to All India OBC Railway Employees Federation /</td>
<td>i) It is reiterated that the facilities granted to the All India OBC Railway Employees Federation / Association in the letters (i) to (iv) under reference may be allowed, if not done so far, at the earliest. Compliance report may be submitted to Board by 31.7.2002.</td>
</tr>
<tr>
<td>Association have not been allowed to them on some of the Zonal Railways/PU's.</td>
<td></td>
</tr>
<tr>
<td>ii) The office bearers of All India OBC Railway Employees Association and All India</td>
<td>ii) It is re-iterated that the instructions contained in Board's letter at No.(v) under reference may be strictly adhered to while transferring office bearers of OBC and SC/ST Associations.</td>
</tr>
<tr>
<td>SC/ST Railway Employees Association are sometimes arbitrarily transferred to other</td>
<td></td>
</tr>
<tr>
<td>station/place which results in difficulties in smooth functioning of the Associations.</td>
<td></td>
</tr>
<tr>
<td>iii) The Federation demanded maintenance of Complaints Registers at various levels for</td>
<td>iii) Railway Board have considered the above demand of the Federation and desire that the complaints received from OBC Railway employees may also be entered in the Complaint Registers maintained at stations and in various other establishments for SCs/STs and such complaints should be dealt as per the extant guidelines for SCs/STs. Compliance of these instructions may be reported.</td>
</tr>
<tr>
<td>redressing grievances of OBC employees.</td>
<td></td>
</tr>
<tr>
<td>iv) Although a large number of candidates are recruited in Group D on the Zonal</td>
<td>iv) Railway Board desire that those OBCs recruited on merit should not be adjusted against the reserved roster points for OBCs, as per the extant instructions.</td>
</tr>
<tr>
<td>Railways through various channels, OBCs are being absorbed according to their</td>
<td></td>
</tr>
<tr>
<td>percentage of reservation only, and, as a result, the backlog of OBCs is swelling.</td>
<td></td>
</tr>
</tbody>
</table>
v) The number of identity cards as provided in the Para 2(h) of Board’s letter No.96-E(SCT)l/71/5 dated 28.8.97 be increased to more than two or three office bearers of the Federation and free of cost staying facilities be provided for attending informal meetings at Divisional and Branch levels also.

v). Railway Board have considered the demands and desire that the facility of Identity Cards/Gate Passes where the entry is controlled by the Gate Pass system, may be extended to four or five office bearers of the Federation at all levels and free of cost staying facilities may be provided to the office bearers attending informal meetings at divisional and branch levels also in addition to provision of staying facilities at Zonal and Central levels.

**This para has been substituted as under:**

'Railway Board have considered the demands and desire that the facility of Identity Cards/Gate Passes where the entry is controlled by the Gate Pass system, may be extended to four or five office bearers of the Federation at all levels and staying facilities may be provided to the office bearers attending Informal Meetings at Divisional and Branch levels also in addition to provision of staying facilities at Zonal and Central level on usual payment terms subject to availability of accommodation. This may include Railway Institutes, community centres, marriage halls, Rest Rooms and Rest House accommodation as per entitlement.'

**(Authority: Railway Board's letter No. 2001-E(SCT)l/71/2 dated 17-07-02 [RBE NO. 110/02])**

**SERIAL CIRCULAR NO. 140 /2002**


Copy of Board’s letter No.F(E)II-91/Misc/2 dated 18.7.02 is published for information, guidance and necessary action. Board’s letters dated 12.12.91 and 24.2.95 quoted therein were circulated as SC No. 177/91 and 39/95, respectively.

Copy of Board's letter No. F(E)II-91/Misc/2 dated 18.7.02 (RBE No.97 /2002).


In exercise of powers conferred by proviso to Article 309 of the Constitution, the President is pleased to direct that sub-para (iii) inserted below sub-para (a)(ii) under Para 604 of the Indian Railway Establishment Manual, Vol.I (1989 Edition), by ACS 19 issued vide letter No.F(E)II/91/Misc/2 dated 24.2.1995 be deleted, as per the Advance Correction Slip No.133 enclosed herewith.

Pay fixation in cases of request transfer would continue to be regulated under the provisions of FR 22(I) adopted over the Railways in terms of ACS-14 as Rule 1313, of IREC Volume II circulated vide Board's letter No.F(E)II/89/FR/1/1 dated 12.12.91.

**ADVANCE CORRECTION SLIP NO.133**


(Authority Board's letter No.F(E)II/91/Misc/2 dated 18.7.2002).
Copy of Board's letter No.E(G)2001 QR1-17 dated 17.7.2002 is forwarded for information, guidance and necessary action. Board's letter dated 29.1.97 quoted therein was circulated as SC No.41/97.


Sub: Permission for retention of Railway accommodation in favour of the families of the missing Railway employees.

Ref: Railway Board's letter No.E(G)96 QR1-36 dated 29.1.07.

The matter regarding grant of permission for retention of Railway accommodation in favour of the families of the missing Railway employees has been under consideration as per Agenda Item No.25/2001 in PNM (JCM-DC). The matter has been considered and in supersession of Board's letter No.E(G)96 QR1-36 dated 29.1.97 it has now been decided that the family of missing Railway employee may be permitted retention of Railway quarters for a period of one year on payment of normal rent from the date of lodging of FIR (the period from the date from which the employee is missing till the date of filing FIR would automatically get regularised) with the police by the family of missing Railway employee. On the certification of the police authorities that the missing employee is not traceable and the whereabouts of the person could not be known, the family of the missing Railway employee may be permitted further retention of Railway quarter for a period of one year on payment of normal rent.

These instructions will come into force from the date of issue.
This issue with the concurrence of the Finance Directorate of the Ministry of Railways.

Copy of Board's letter No.E(NG)II/2002/RC-1/Genl./5 dated 19.7.02 is forwarded for information, guidance and necessary action. Board's letter dated 21.11.01 quoted therein was circulated as SC No.266/01.


Sub: Appointment on compassionate grounds - divorced/widowed daughter.

Attention is invited to Board's letter No.E(NG)II/2002/RC-1/ER/5 dated 21.11.2001 wherein the Railways were advised to consider the cases of dependent divorced/widowed daughter for appointment on compassionate grounds, as in the case of married daughters. The Railways were also advised in the said letter that this would be effective prospectively from the date of its issue and past cases need not be re-opened.

In the meanwhile, a demand has been tabled by the Staff Side in the PNM/AIRF (No.28/2002) for the removal of the clause "Past cases need not be re-opened" contained in para-3 of the Board's letter cited above and to advise the Railways to consider all such cases on merits.

The matter has been considered by the Board and it has been decided that only those cases which were under process on the date of issue of Board's letter dated 21.11.2001 may be considered by the Railways themselves on merits of each case.
Copy of Board's letter No. E(W)96 PS 5-1/15 dated 11.7.02 is published for information, guidance and necessary action. Board's letter dated 11.1.99 quoted therein was circulated as SC No. 41/99.

Copy of Board's letter No. E(W)96 PS 5-1/15 dated 11.7.02 (RBE No.108 /2002).

Sub: Travel facilities for Indian Railway Personnel over Konkan Railway.

Instructions have been issued vide Board's letter of even number dated 11.1.99 allowing one to-and-fro journey over Konkan Railway against Privilege Pass and all PTO issued to Railway employees on reciprocal basis. The restriction of allowing only one pass (except in case of extended journey) for travel over KRC for Indian Railway personnel, and KRC employees over Indian Railways has resulted in inconvenience in the matter of availing the fast and direct mode of transport more than one. Representations have been received requesting for removal of the travel restriction. Board have considered the issue and have decided that all Privilege Passes issued to Railway employees should be made valid for travel over KRC, on reciprocal basis.

2. All PTO may also be allowed for journey over KRC without any restriction, as hitherto before.

3. Other conditions as laid down in Board's letter of even number dated 11.1.99 shall remain the same. This issues with the concurrence of Finance Directorate of Ministry of Railways.

SERIAL CIRCULAR NO. 144 /2002

Copy of Board's letter No. E(NG)II/2001/RR-1/44 dated 23.7.02 is published for information, guidance and necessary action. Board's letters dated 21-8-97 quoted in the correction slip were circulated as SC No.156/97 & 157/97, respectively.

Copy of Board's letter No. E(NG)II/2001/RR-1/44 dated 23.7.02 (RBE No.113 /2002).

Sub: Amendment to IREM - Provision regarding filling up of posts in pursuance to implementation of post based roster.


INDIAN RAILWAY ESTABLISHMENT MANUAL VOLUME - I (1989 EDITION)
Chapter-1, Section-B, Sub-section-III - Recruitment and Training.
Advance Correction Slip No.134.

1. In the existing Note (3) below para 122(4), paras 123(1), 125(1), 126(1),126(3)(ii), 126(A)(1), 126A(1)(ii), Note below para 126A(1)(iii), 127(1), Note (2) below para 127(3), 128(1), Note (2) below para 128(3), 129(1), 130(1), 131(1), 131(1)(ii), 131(2)(iii), 132(1), 133(1), 134(3), 135(1), Notes below para 140,141(1), 141(4)(1), 142(1),142(1),142(4),143(1), Note below 143(3), 144(1),144(4),145(1), 145(4),146(1), 146(4), 147(1), 147(4), 148(1), 148(4), 149(1), 149(4), 150(1), 151(1),152(1), 153(1), 154(1), 154(4), 155(1), 155(4), 156(1), 156(4), 157(1`), 159(1), 160(1), 161(1), 162(1), 163(1), 164(1), 164(1)(ii), 165(1), 166(1), 168(1), 168(4), 169(1), 170(1), 171(1), 171(3), 171(4), 171(5), 171(6), 171(7), 171(8),172(1), 173(1), 173(3), 174(1), 174(4), 176(1), 177(1),178(1),178(2), 178(3) the word 'vacancies' may be substituted by the word 'posts'.

2. In the existing paras 168(3)(i) , 168(3)(ii), 171(3)(i) and 171(3)(ii) the words" of the vacancies" may be deleted.

Copy of Board's letter No.E(G)2002 AL 4-6 dated 18.7.2002 is published for information, guidance and necessary action.


Sub: Procurement of staff cars on replacement account.

As the Railways are aware, proposals for replacement of staff cars of only the General Managers, Additional General Managers, Divisional Railway Managers and officers of the level of erstwhile Rs.7300-7600 (present scale 22,400-24,500) are to be considered in terms of instructions contained in Board's letter No.E(G)97 AL4-25 dated 18.8.98.

The matter has been reviewed by the Board, and it has been decided that in addition to the above, proposals for replacement of staff cars of Coordinating HODs (CHODs) of every Department, irrespective of the grade, i.e. whether they are in SAG or HAG scale, will also be considered.

It is re-iterated that the replacement of staff cars of officers other than the ones as mentioned above will not be considered and no such proposal be sent to Board's office at all.

Copy of Board's letter No. E(G)2002 AL 4/18 dated 22.7.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(G)2002 AL 4/18 dated 22.7.02 (RBE No.115 /2002).

Sub: Provision of vehicles for the officers accompanying the Hon'ble Minister for Railways and Hon'ble Ministers of State for Railway.

It has been found that during the various inspection, visits/tours of the Zonal Railways by the Hon'ble Minister for Railways and Hon'ble Ministers of State for Railways, sometimes adequate vehicles are not provided for the officers accompanying the Hon'ble Ministers on these visits/tours.

It is, therefore, advised that arrangement may please be made to provide separate vehicles to the officers accompanying the Hon'ble Ministers for Railways and the Hon'ble Ministers of State for Railways on such visits/tours, within the ambit of Rule 14 of the Staff Car Rules. This can in most cases be done from the existing pool.

Necessary instructions may accordingly be given to all concerned immediately.

Sub: Filling up the post of Welfare Inspector, Gr.III in the pay scale of Rs.5000-8000 - qualifications etc., for.

Instructions have been issued from time to time regarding the eligibility criteria and the procedure for filling up the post of Welfare Inspectors, Gr.III in the pay scale of Rs.5000-8000. Pursuant to discussions held on 7-8/3/97 in the PNM-AIRF, consolidated instructions on the subject were issued vide Board's letter No.E(NG)I-96/PM4/13 dated 25.4.97. However, subsequent to the issue of the consolidated instructions, further instructions on the subject have been issued vide Board's letter No.E(NG)I-96/PM4/13 dated 19.1.98, 9.9.98, 24.8.99, 14.7.2000 and letter of even number dated 13.3.2002. A copy of the last letter which was addressed only to Southern Railway, is enclosed. While some of the instructions in these letters are clarificatory in nature, some have the effect of modification/negation of the earlier instructions. It has, therefore, been decided to consolidate and issue these instructions afresh as in the following paragraphs.

2. Eligibility Criteria:
2.1 The following staff will be considered eligible to volunteer for appearing in the selection for promotion to the post of Welfare Inspector Gr.III in the pay scale of Rs.5000-8000:

i) Group'C' staff in possession of any of the following qualifications irrespective of the grade or length of service or other educational qualifications.

b) Diploma in Labour Laws;
c) LLB with paper(s) in Labour Laws;
d) Post Graduate Diploma in Personnel Management awarded by an institution recognised by the Government of India; and
e) MBA with paper(s) in Personnel Management awarded by an Institution recognised by the Government of India.

Provided that staff working in grade Rs.5000-8000 or above on regular basis will not be eligible to appear in the aforesaid selection.

Provided further that eligibility of staff in possession of qualification as mentioned above will also be subject to the condition that they have successfully completed the probation in the respective grade.

(ii) Group'D' staff who have completed at least 7 years service in Group'D' and are in possession of any of the qualification mentioned in (i) above.

(iii) Staff in the grades next below the grade of Welfare Inspector i.e., those in grades Rs.4500-7000 and Rs.4000-6000 with 5 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 5 years service together in these grades.

(iv) Staff in the grades Rs.4500-7000 and Rs.4000-6000 who are Graduates irrespective of the length of service in these grades provided the staff concerned have successfully completed the probation in the respective grades.

(v) Staff in grades lower than the grade next below the grade of Welfare Inspector i.e., those in grades Rs.3200-4900 and Rs.3050-4590 who are Graduates and who have completed not less than 7 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise, 7 years service together in these grades.

Procedure for holding selection and empanelment
All staff who satisfy the conditions prescribed above would be subjected to a selection which will consist of a Written Test and an Oral Test and final panel drawn up as per procedure prescribed in para 219(j) of the Indian Railway Establishment Manual, Vol.I (1989 Edition) as amended vide ACS No.66 issued under Board's letter No.E(NG)/98/PM1/11 dated 16.11.98.


Sub: Eligibility for promotion to the post of Welfare Inspectors in scale Rs.5000-8000.

Reference Southern Railway's letter No.P(GS)608/XII/1/Nov.XI dt.18.1.02 on the above subject.

The matter has been considered by the Board and the points raised in the Railway's letter under reference are clarified as under:

<table>
<thead>
<tr>
<th>Points raised</th>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Whether the eligibility condition that staff in grade(s) Rs.4500-7000 and Rs.4000-6000 with less than 5 years service in the grade(s), but having the qualification of graduation, is applicable to staff in all categories in general or only to the Ministerial staff in the grade(s).</td>
<td>The condition applies to staff in all categories in general and is not confined to Ministerial staff in the grade(s).</td>
</tr>
<tr>
<td>(ii) Whether the employees possessing any of the qualifications enumerated in para 1(i) of Board's letter dt.24.5.66 and those in grade(s) Rs.4500-7000 and Rs.4000-6000 with less than 5 years service in the grade(s) but having the qualification of graduation as per para 1(ii) of Board's letter ibid as clarified vide their letter dated 14.7.2000 should be considered eligible on their having completed probation in the respective grade in which they are working at the time of volunteering for the selection or on completion of probation in the recruitment grade.</td>
<td>There cannot be a straight answer to this query as the same will differ from case to case. For example, a Group'C' employee who has been promoted from Group'D' and possesses any of the qualifications enumerated in para 1(i)of Board's letter No.E(NG)65/PM1/37 dt.24.5.66 will be eligible to appear in the selection for promotion as Welfare Inspector if he has completed probation on promotion to a Group'C' post or has completed 7 years total service including service in Group'D'. On the other hand, an employee promoted as Sr.Clerk in the pay scale of Rs.4500-7000 and who possesses any of the qualifications enumerated in para 1(I) of Board's letter dt.24.5.66 will be eligible even without completing the probation on promotion as Sr.Clerk. But if his claim for consideration is based on the qualification of graduation as per 1(ii) of Board's letter ibid as clarified/amplified he will be eligible only if he has either completed probation on promotion as Sr.Clerk or has rendered 7 years total service together in grades Rs.3050-4590 and Rs.4500-7000. However, an employee who has been directly recruited in the grade in which he is working at the time of his volunteering for the selection will be eligible only on completion of probation in that grade.</td>
</tr>
<tr>
<td>(iii) Whether an employee fulfilling any of the qualifications enumerated in para 1(i) of Board's letter dt.24.5.66 and working in grades equivalent to or higher than the grade of Welfare Inspector, viz. Rs.5000-8000 will be eligible to appear in the selection.</td>
<td>Only the staff in grade(s) below the grade of Welfare Inspector viz. Rs.5000-8000 will be considered eligible. In other words staff working in grade Rs.5000-8000 or above are not eligible.</td>
</tr>
</tbody>
</table>
Copy of Board's letter No. F(X)1-99/11/1 dated 24.7.02 is published for information, guidance and necessary action. Board's letters dated 1.4.1989 and 30.12.97 quoted therein were circulated as SC Nos. 142/89 & 22/98, respectively.

Copy of Board's letter No. F(X)1-99/11/1 dated 24.7.02 (RBE No.nil).

Sub: Revision of rates of damages for unauthorised occupation of Railway accommodation.

In terms of this Ministry's letter No.F(X)1-86/11/9 dated 1.4.1989, it was decided that the rates of damages fixed for unauthorised occupation of Railway accommodation would remain in force for a period of two years or till further orders, from the date of effect of orders issued on the subject matter. As a result, the damage rates, last fixed for unauthorised occupation of Railway accommodation vide this Ministry's letter No.F(X)1-97/11/5 dated 30.12.97, have now undergone two revisions.

Accordingly, in partial modification of all orders/guidelines issued on the subject matter in the past, it has now been decided to revise the rates of damages for unauthorised occupation of railway accommodation as under:-

(i) Rates of damages effective from 1.11.99 to 30.4.2002

(Rupees per sq.m.of plinth area/per month)

<table>
<thead>
<tr>
<th>Type of accommodation</th>
<th>Existing rates effective from 1.11.1999</th>
<th>Revised rates effective from 1.11.1999</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class 'A-I'</td>
<td>Class 'A','B-I &amp; B-II'</td>
</tr>
<tr>
<td>I to IV</td>
<td>49</td>
<td>37</td>
</tr>
<tr>
<td>V &amp; above</td>
<td>72</td>
<td>54</td>
</tr>
</tbody>
</table>

(ii) Rates of damages effective from 1.5.2002.

(Rupees per sq.m.of plinth area/per month)

<table>
<thead>
<tr>
<th>Type of accommodation</th>
<th>Existing rates effective from 1.11.1999 revision</th>
<th>Revised rates effective from 1.5.2002</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class 'A-I'</td>
<td>Class 'A','B-I &amp; B-II'</td>
</tr>
<tr>
<td>I to IV</td>
<td>57</td>
<td>43</td>
</tr>
<tr>
<td>V &amp; above</td>
<td>83</td>
<td>63</td>
</tr>
</tbody>
</table>

3. The rates as stipulated in para 2(ii) above will remain in force for a period of two years from the date of effect or till further orders.
4. In old cases, where the unauthorised occupation existed/exists before 1.11.99/1.5.2002 and the same had
continued/continues thereafter, the damages at the revised rates as mentioned in para 2(i) and (ii) will be recovered
respectively from 1.11.99 or 1.5.2002, as applicable.
5. In addition garden charges and other charges as applicable in respect of above two revisions, will also be
recovered.
6. These rates will be effected in respect of revisions made vide:
   (a) Para 2(i) above, from 1.11.99 till 30.4.2002; &
   (b) Para 2(ii) above, from 1.5.2002 to two years or till further orders.

SERIAL CIRCULAR NO. 149 /2002

Copy of Board's letter No.E(LE)98/AT/MW/2 dated 17.7.02 is published for information, guidance and necessary
action. Board's letter dated 20.5.83 was circulated under letter No.P(LE)445/P/Vol.IV dated 29.6.83 and Board's letters
dated 23.3.90 and 21.10.94 quoted therein were circulated as S.C.Nos.59/90 and 111/94, respectively.

Copy of Board's letter No.E(LE)98/AT/MW/2 dated 17.7.02(RBE No.112/2002)

Sub: Employment in loading and unloading in Railway's Goods Sheds,
Docks and Ports under the M.W.Act,1948.
Ref: (i) Board's Lr.No.E(LL)78/AT/MW/1-4 dt. 20.5.83
(ii) Board's Lr.No.E(LL)94/AT/MW/4 dt. 21.10.94.

A copy of the Notification No.S-32019/9/97-WC(MW) dated 1.5.2002 issued by the Ministry of Labour
rectifying their notifications on the above subject is sent herewith for information and guidance.

MINISTRY OF LABOUR's NOTIFICATION DATED 1.5.2002
F.N.S-32019/9/97 –WC(MW)
S.O. 480(E) – The Central Government in exercise of powers conferred by Section 10 of the Minimum Wages Act
1948 ( 11 of 1948), hereby rectify the clerical mistake by deleting coma after the words "Railways" and substituting
the same by apostrophes after the words "Railways" . Consequently , wherever the words appearing as "Railways,
Goods Sheds" or 'Railways and Good-sheds" in the following notification shall be substituted as "Railways' Goods-
Sheds".

1. 2092 (E) dated 23.4.1983
2. 765 (E) dated 11.8.1987
3. 1009 (E) dated 7.12.1989
4. 512 (E) dated 12.7.1994
5. 593 (E) dated 12.8.1998

The Central Government, further in exercise of powers conferred by Section 27 of the Minimum Wages
Act,1948 ( 11 of 1948) , hereby add the employment "Loading and Unloading operation in all Other Goods Sheds,
Godowns, Warehouses etc.". after the brackets, figure and words (ii) Docks and Ports appearing in the Part I of the
Schedule to the Minimum Wages Act, 1948 (11 of 1948) so that minimum rates of wages should be fixed in the said
employment under the Act.

The notice of above intention have already been given by notification of Government of India in the Ministry
of Labour S.O. 319(E) dated 4.4.2001 published in the Gazette of India, Part II , Section 3, Sub-section (ii) , as
required by the said sections.

SERIAL CIRCULAR NO. 150 /2002
Copy of Board's letter No. E(NG)II/2001/SB/SE/24 dated 17.7.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(NG)II/2001/SB/SE/24 dated 17.7.02 (RBE No.111/2002).

Sub: Engagement of Substitutes in Group 'C' categories on the Railways.

In terms of extant instructions, Substitutes can be engaged in exigencies of service against Group 'C' vacancies. Power for engaging Substitutes in Group 'C' lies with the Railway Board except in the case of Teachers where powers have been delegated to the GMs in terms of Board's letter No.E(NG)II/89/RC3/2 dated 22.2.1989. Normally Railway Board gives permission for engagement for a spell of three to six months after which if the Railway finds it necessary it gives due justification for extending such engagement.

It is imperative that at the time of engagement of such Substitutes as also at the time of seeking extension, the Railway should satisfy itself that the candidate possesses the direct recruitment educational qualification prescribed for the post. It has, however, come to notice that on one of the Zonal Railways, a Substitute had been engaged in Group 'C' and subsequently the currency extended from time to time ignoring the fact that the candidate does not posses the direct recruitment educational qualification prescribed for the post. In some cases such a situation may arise whenever the educational qualification prescribed for a post undergoes a revision and the candidate who might have possessed the prescribed qualification at the time of initial engagement, may not fulfill the same at the time of grant of extension.

It has, therefore, been decided that at the time of initial engagement of a person as a Substitute against a Group 'C' post, the Zonal Railway/Production Unit must ensure that the candidate possesses the prescribed direct recruitment educational qualification for the post against which he is to be engaged. Further, at the time of seeking extension of currency in such cases, a certificate to the effect that the said candidate possesses the current prescribed direct recruitment educational qualification for the post must be furnished by the Railway/Production Unit.

Similarly such a certificate should be furnished at the time of forwarding of the proposal for regularisation of the candidate. Board desire that the cases of Substitutes in Group 'C' should be reviewed in this light.

SERIAL CIRCULAR NO. 151/2002

Copy of Board's letter No.PC-V/99/I/II/1 dated 25.6.2002 is published for information, guidance and necessary action.


Sub: Recommendations of V CPC regarding Dynamic Assured Career Progression (DCAP) Scheme for officers of the Indian Railway Medical Service –implementation thereof.

Recommendations of Vth Central Pay Commission contained in Para 52.15 of its report regarding Dynamic Assured Career Progression (DCAP) Scheme for doctors has been under consideration of the Board. After careful consideration, Board have decided that hereafter in IRMS promotion to various grades will be as under:-

2. Assistant Divisional Medical Officer (ADMO) (Rs.8000-13500) will be promoted to Divisional Medical Officer (DMO) (Rs. 1000-15200) on completion of 4 years of regular service, Divisional Medical Officer (DMO) (Rs.1000-15200) with 5 years of regular service as Divisional Medical Officer will be promoted to the post of Sr.Divisional Medical Officer (Sr.DMO) (Rs.12000-16500). Sr.Divisional Medical Officer will be promoted to Sr.Divisional Medical Officer (Non-functional Selection Grade) (Rs.14300-18300) after completion of 4 years of regular service in the grade Rs. 12000-16500. In other words, residency period in pay scale Rs. 8000-13500 , Rs.
10000-15200 and Rs. 12000-16500 will be 4 years, 5 years and 4 years respectively. Thus, on completion of 13 years of regular service, an officer in the IRMS will be promoted to the Non-functional Selection Grade Rs.(14300-18300)

3. The above mentioned promotions will be made without linkage to vacancies. Other conditions for effecting promotions will be governed by the provisions of Indian Railway Medical Service Recruitment Rules, 2000 as amended from time to time.

4. Residency period of 4 years in JA Grade is relaxable to 3 years in the case of those who have been promoted to JA grade after 10 years of regular service under the old scheme. Such IRMS Officers will be promoted to the Non – Functional Selection Grade after completion of a total of 13 years of regular service in Group ‘A’. For others residency period mentioned in para 2 as per new scheme will be strictly followed.

5. The Scheme of Dynamic Assured Career Progression will take effect from the date of issue of these orders.

6. Amendments to the Indian Railway Medical Service Recruitment Rules, 2000, wherever necessary, consequent upon these instructions shall be made in due course.

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**SERIAL CIRCULAR NO. 152 /2002**


Copy of Board's letter No. 99-E(SCT)1/25/13 dated 7.8.2002 is published for information, guidance and necessary action.


Sub: Reservation in promotion - Treatment of SC/ST candidates promoted on their own merit.

The Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training vide their O.M. No.36028/17/2001-Estt.(Res.) dated 11.07.2002 have considered the references from various Ministries regarding adjustment of SC/ST candidates promoted on their own merit in post based reservation rosters and clarified as under:-

(i) The SC/ST candidates appointed by promotion on their own merit and not owing to reservation or relaxation of qualifications will not be adjusted against the reserved points of the reservation roster. They will be adjusted against unreserved points.

(ii) If an unreserved vacancy arises in a cadre and there is any SC/ST candidate within the normal zone of consideration in the feeder grade, such SC/ST candidate cannot be denied promotion on the plea that the post is not reserved. Such a candidate will be considered for promotion alongwith other candidates treating him as if he belongs to general category. In case he is selected, he will be appointed to the post and will be adjusted against the unreserved point.

(iii) SC/ST candidates appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of SC/ST and will be eligible to get benefit of reservation in future/further promotions, if any.

(iv) 50% limit on reservation will be computed by excluding such reserved category candidates who are appointed/promoted on their own merit.

All the Zonal Railways/Production Units may bring the contents of DOP&T's O.M. dated 11.7.2002 to the notice of all concerned for information and strict compliance.

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**SERIAL CIRCULAR NO. 153 /2002**

Copy of Board's letter No. E(W)2001 PS 5-9/6 dated 24.7.2002 is published for information, guidance and necessary action.


Sub: Issue of Kit/Settlement Passes in case of death of Railway employee who had been an allottee of Railway accommodation and his family is allowed retention of quarter.

Normally settlement passes can be issued before six months of retirement and upto one year of retirement. Delay beyond the period of one year but less than 2 years in applying for Kit/Settlement passes can be condoned by GMs/AGMs or CPOs/DRMs. At present, the maximum permissible period for retention of Railway accommodation in case of death of an employee in service is two years.

2. A demand from All Indian Railwaymen's Federation for increasing the power of General Managers for issue of Kit/Settlement passes from two years to three years from the date of retirement/death of a railway employee has been considered by Board. It has now been decided to amend the existing provision laid down in item 16(ii) of Schedule VII of Railway Servants (Pass) Rules, 1986, so as to raise the normal time limit in the case of death of Railway employee in service, who had been an allottee of Railway accommodation and where his family is allowed retention of Railway accommodation upto 24 months, for grant of settlement pass upto two years with a view to ensure that every such case would not require to be treated as an exception wherein personal approval of GM/CPO/DRM would be necessary.

3. Accordingly Ministry of Railways have now decided that item 16 (ii) of Schedule VII of Railway Servants (Pass) Rules, 1986, be amended as in Advance Correction Slip No.38 enclosed.

4. This issues with the concurrence of the Finance Directorate of Ministry of Railways.

ADVANCE CORRECTION SLIP NO.38 TO THE RAILWAY SERVANTS (PASS) RULES 1986 (2ND EDITION,1993)

Item 16(ii) of Schedule VII (Special Passes) of Railway Servants (Pass) Rules, 1986 (2nd Edition,1993) should be amended as under:-

16(ii): Applications for settlement passes should be submitted within one year from the date of retirement (or death) of railway servant. Delay in deserving cases may be condoned by the General Managers/AGMs, or CPOs/DRMs in case of Group'C' and 'D' employees, but settlement passes should not be issued beyond a period of two years after retirement.

In case of death of Railway employee in service, who had been an allottee of Railway accommodation and where his family is allowed retention of quarter upto 24 months, application for settlement passes should be submitted before the expiry of the period for which retention of quarter has been authorized.


SERIAL CIRCULAR NO. 154 /2002
Letter No. P [R] 268 /I Dated: 5-09-2002
Copy of Board's letter No. E(NG)II/98/RC-1/64/Pt. dated 30.7.2002 is published for information, guidance and necessary action. Board's letter dated 22.11.94 quoted therein was circulated as SC No. 75/95.


Sub: Appointment on compassionate grounds.

Attention is invited vide Board's letter No.E(NG)II/92/RC-1/112 dated 22.11.94 laying down a set of guidelines to be followed by Railway administration while granting appointments on compassionate grounds.

A demand has been tabled by the staff side in the JCM/DC (No.5/2001) apprising the difficulties/delays on the Railways in providing appointment on compassionate grounds and that Welfare Inspectors should be made accountable for any such delays. The matter should be monitored by Sr.DPOs at Divisional level and CPOs at the Headquarters level.

The matter has been considered and it has been decided that Board's letter dated 22.11.94 should be strictly adhered to. The case of compassionate ground appointments should be monitored by the Sr.DPOs at Divisional level and by the CPOs at the Headquarters level.

SERIAL CIRCULAR NO. 155 /2002
Letter No. P [R] 436/IREM/IV Dated: 5 -09-2002

Copy of Board's letter No. E(NG)I-97/PM2/8 dated 25.7.02 is published for information, guidance and necessary action. Board's letters dated 22.2.2001 quoted therein was circulated as SC No. 61/2001.


Sub: Mode of filling up posts of ASM in scale Rs.4500-7000 - Modification of.

In terms of para 122(i) of IREM Vol.I (1989 Edition), as amended vide ACS No.115 issued under Board's letter of even number dated 22.2.2001, the posts in the category of Assistant Station Master in Grade Rs.4500-7000 are filled as under:-

(i) 60% by direct recruitment from amongst persons having the qualification of Graduation, through RRBs as per the existing procedure;

(ii) 15% by Limited Departmental Competitive Examination (LDCE) from amongst Group 'C' and 'D' staff of Operating and Commercial Departments in grades below the grade Rs.4500-7000 with an upper age limit of 45 years (50 years in the case of SC/ST) and qualification of Graduation subject to the condition that Group 'D' staff have rendered a minimum of 5 years regular Railway Service, shortfall, if any, against the quota being made good by direct recruitment; and

(iii) 25% by general selection from amongst employees possessing the qualification of Matriculation and working as Shunting Jamadars, Shunting Masters, Cabinmen Gr.I, Switchmen, Sr.Signallers and Sr.TNCs in grade Rs.4000-6000 with an upper age limit of 45 years (50 years in the case of SC/ST), shortfall, if any, against the quota being made good by LDCE at (ii) above.

2. A demand has been made in the PNM-NFIR that Cabinmen Gr.II, Pointsmen Gr.I, Levermen Gr.I, Shuntmen Gr.I and TNCs all in the pay scale of Rs.3050-4590 may also be made eligible for appearing in the selection against 25% quota mentioned at 1(iii) above. Earlier the AIRF also had proposed that staff in grade Rs.3050-4590 may be considered along with staff in higher grade Rs.4000-6000.

3. The Ministry of Railways have considered the matter carefully and decided that Cabinmen Gr.II, Pointsmen Gr.I, Levermen Gr.I, Shuntmen Gr.I and TNCs all in the pay scale of Rs.3050-4590 may also be considered along with
the staff in grade Rs.4000-6000 in the general selection for promotion to the post of ASM in grade Rs.4500-7000 against the quota mentioned in 1(iii) above.

4. Accordingly, the Indian Railway Establishment Manual is amended as in Advance Correction Slip No.135 enclosed.

**INDIAN RAILWAY ESTABLISHMENT MANUAL VOL.I (1989 EDITION)**

**ADVANCE CORRECTION SLIP NO.135**

**CHAPTER I, SECTION 'B', SUB-SECTION III- RECRUITMENT AND TRAINING**

Substitute the following for the existing sub-para (iii) of sub-para (1) of Para 122:-

iii) 25% by general selection from amongst employees possessing the qualification of Matriculation and working as Shunting Jamadars, Shunting Masters, Cabinmen Grade-I, Switchmen, Sr.Signallers and Sr.Train Clerks in grade Rs.4000-6000 and Leverman Gr.I, Pointsman Gr.I, Shuntman Gr.I, Cabinman Gr.II and Train Clerk all in grade Rs.3050-4590 with an upper age limit of 45 years (50 years in the case of SC/ST) shortfall, if any, against the quota being made good by LDCE at (ii) above.


**SERIAL CIRCULAR NO. 156 /2002**

**Letter No. P[R] 473/IV Dated: 11 -09-2002**

Copy of Board's letter No. E(W)2001 PS 5-8/10 dated 25.7.2002 is published for information, guidance and necessary action.


Sub: Family Identity Cards to retiring/retired railway employees.

In terms of provisions contained in Railway Servants (Pass) Rules, 1986 (2nd Edition 1993) vide item (xix) under column 3 of Schedule IV, identity cards bearing photograph of eligible family members for inclusion in the post retirement complimentary pass have to be issued to enable the Railway staff on duty to identify the persons travelling on such passes. It has been brought to the notice of Board by Indian Railway Promotee Officers Association that retired railway employees/their eligible family members find it difficult when they undertake rail journey at a given point of time in different directions with one identity card available with them.

The issue has been considered by Board and it has been decided that attested photocopies of family identity cards may be treated as valid document while undertaking journey against post retirement pass in a situation where at a given point of time, eligible family members are travelling in different directions. This issues with the concurrence of Finance Directorate of Ministry of Railways.

**SERIAL CIRCULAR NO. 157 _/2002**


Copy of Board's letter No. E(NG)I/99/PM 8/2 dated 29.07.2002 is published for information, guidance and necessary action. Board's letter dated 22.5.02 quoted therein was circulated as S.C.No.101/02.


Sub: Amendment to IREM.

Chapter I Section 'B' Sub-section III containing rules regarding Recruitment, Training, etc.

1) Substitute the following for the existing Para 149(1)(ii):-
"50% by promotion of Departmental staff having the qualification of Class X Board Examination or equivalent".

2) Insert the following Note below Para 149(1)(ii) as amended:
"Note: Group'D' staff already in service as on 22.5.2002 not possessing the qualification of Class X Board Examination or equivalent may be allowed two chances to appear in the two consecutive selections conducted after 22.5.2002 for promotion as ESM Gr.III."


Chapter I Section 'B' Sub-section III containing rules regarding Recruitment, Training, etc.

1) Substitute the following for the existing Para 150(1)(ii):-
"50% by promotion of Departmental staff having the qualification of Class X Board Examination or equivalent".

2) Insert the following Note below Para 150(1)(ii) as amended:
"Note: Group'D' staff already in service as on 22.5.2002 not possessing the qualification of Class X Board Examination or equivalent may be allowed two chances to appear in the two consecutive selections conducted after 22.5.2002 for promotion as MSM Gr.III."


Chapter I Section 'B' Sub-section III containing rules regarding Recruitment, Training, etc.

1) Substitute the following for the existing Para 151(1)(ii):-
"50% by promotion of Departmental staff having the qualification of Class X Board Examination or equivalent".

2) Insert the following Note below Para 151(1)(ii) as amended:
"Note: Group'D' staff already in service as on 22.5.2002 not possessing the qualification of Class X Board Examination or equivalent may be allowed two chances to appear in the two consecutive selections conducted after 22.5.2002 for promotion as TCM Gr.III and WTM Gr.III."


Copy of Board's letter No. E(RRB)/2002/25/32 dated 8.8.02 is published for information, guidance and necessary action. Board's letter dated 7-4-99 quoted therein was circulated as SC No. 106/2000.


Sub: Review of examination fee for RRB examinations.
In partial modification of para 1(iii) of Board's letter dated 7.4.99 referred above, no examination fee will be charged from the candidates belonging to SC/ST/Ex-Servicemen categories. They will however be required to send one unstamped self-addressed envelope and one stamped self-addressed envelope to RRB at the time of making application.

As for candidates belonging to other communities, examination fee as laid down vide Board's letter No.98/E(RRB)25/52 dated 7.4.99 will continue to be charged.

**SERIAL CIRCULAR NO. 159 /2002**

Copy of Board's letter No. E(MPP)99/1/75 dated 8.8.02 is published for information, guidance and necessary action. Board's letter dated 28.11.2000 quoted therein was circulated as S.C.No.10/01.

Copy of Board's letter No. E(MPP)99/1/75 dated 8.8.02  (RBE No.129 /2002).

Sub: Redeployment of surplus staff.

During the PNM meeting between Railway Board and NFIR held on 21st and 22nd May 2002, the Federation highlighted that surplus staff were not being re-deployed to other departments, as HODs are not relieving them. Attention is drawn to Board's letter of even number dated 28.11.2000 containing consolidated instructions on re-deployment of surplus staff. These amplified instructions have been issued to enable zonal railways to re-deploy the surplus staff gainfully in areas requiring additional manpower.

Considering the critical financial position of the Railways and the need for optimum utilization of available resources including Human Resources, it is necessary that staff identified as surplus are re-deployed in alternative areas within the shortest possible time. This will also enable filling up of vacancies more quickly. Since this exercise will involve inter-departmental co-ordination and an over-all view is to be taken, General Manager of the concerned railway will personally review the position with the PHODs fortnightly so that positive action is taken in this direction.

**SERIAL CIRCULAR NO. 160 /2002**

Copy of Board's letter No. E(NG)I/2001/PM 2/12 dated 8.8.02 is published for information, guidance and necessary action. Board's letter dated 21.1.02 quoted therein was circulated as S.C.No.28/02.


Sub: Scheme of General Departmental Competitive Examination (GDCE) for filling up 25% of Direct Recruitment quota posts in Group 'C' categories - Delegation of powers to the General Managers to fill up DR quota vacancies by GDCE in excess of 25% of net DR quota vacancies.

In terms of para 4 of Board's letter of even number dated 21.1.02, in order to tackle the problem of surpluses in the Production Units and Workshops, as a one time measure only the staff of Production Units and Workshops fulfilling the eligibility conditions have been permitted to appear in the GDCE for filling up the vacancies in the category of Diesel Assistant/Electric Assistant which are decided to be filled up by the General Managers in excess of 25% of direct recruitment quota vacancies in terms of para 2 thereof.

2. During the course of the discussion on item No.39/2001 in the PNM-AIRF meeting held on 18-19/4/02, the Federation pointed out that the restriction regarding eligibility for appearing in the GDCE for filling up the post of Diesel Assistant/Electric Assistant contained in para 4 of Board's letter ibid needs to be removed.
3. The matter has been carefully considered by the Board and it has been decided to remove the restriction imposed vide para 4 of Board's letter dt.21.1.02 referred to above regarding filling up the post of Diesel Assistant/Electric Assistant so as to make the staff other than in the Workshops and Production Units fulfilling the conditions also eligible to appear in the GDCE provided the optees are from a category or seniority unit clearly identified as having a surplus.

**SERIAL CIRCULAR NO. 161 /2002**

Copy of Board's letter No. E(W)2000 PS 5-1/10 dt.7.8.02 is published for information, guidance and necessary action. Board's letter dated 21.12.87 quoted therein was circulated as S.C.No.7/88 [copy enclosed].

Copy of Board's letter No. E(W)2000 PS 5-1/10 dt.7.8.02 (RBE No. nil /2002).

Sub: Revised pay limits for entitlement of passes - Counting of Special pay/personal pay.

Ministry of Railways have already clarified vide their letter No.E(W)87 PS5-1/3 dated 21.12.1987 that only basic pay in the revised scales of pay will be counted for purpose of pay limits for entitlement of Passes/PTOs (copy enclosed). This position still stands good.


Sub: Revised pay limits for entitlement of passes - Counting of Special pay for the pay limits, etc.
Ref: Ministry of Rlys. letter of even No. dated 25.5.1987.

In partial modification of Ministry of Railways letter of even No. dated 25.5.1987, Ministry of Railways, have decided that only basic pay in the revised scales of pay will be counted for purpose of pay limits for entitlement of Passes/PTOs. In the case of running staff this Ministry's letter of even number dated 29.7.1987 read with corrigendum dated 1.10.1987, will continue to be in force.

**SERIAL CIRCULAR NO. 162 /2002**

Copy of Board's letter No.PC-V/98/1/1/7/1 dated 15.7.2002 is published for information, guidance and necessary action. Board's letter dated 21.4.99 quoted therein was circulated as SC No112/99.

Copy of Board's letter No.PC-V/98/1/1/7/1 dated 15.7.2002 (RBE No. 107/2002)

Sub: Change of residential address by Railway pensioners/family pensioners- Option for Medical Allowance.
Ref: Board's letter No.PC-V/98/1/1/7/1 dated 21.4.99.

As per para 4 of Board's letter referred to above existing pensioners as well as future retirees shall have to exercise one time option in the prescribed form gto avail of medical facilities at OPD of Railway hospitals or to claim fixed medical allowance of Rs. 100/- per month.

2. References are being received from Zonal Railways /Pus that a large number of applications are being received with request to record change of residential address and option for availing medical allowance.

3. Matter has been considered in the Board's office. Frequent changes in residential address by a pensioner would cause hardships to the pensioners as well as to the Pension Disbursing Authorities. It is, therefore, decided that only
one change in option in the lifetime of a pensioner shall be allowed, which should be supported by proper proof of change in residential address.

4. The pensioners may apply for the change of option with proof of change in residential address to the Pension Disbursing Authorities who will forward the application to the concerned Railway Administration for processing the application for approval and advice to the Pension Disbursing Authorities.

**SERIAL CIRCULAR NO. 163 /2002**

Copy of Board's letter No. E(NG)I-2001/PM10/6 dt.16.8.02 is published for information, guidance and necessary action. Board's letters dated 9.9.99 and 11.10.01 quoted therein were circulated as SC Nos.261/99 and 234/01, respectively.


Sub: Raising of educational qualification for promotion to the post of Health and Malaria Inspector, Gr. III, scale Rs. 5500-9000.

****

In terms of para 163(1)(ii) of IREM as modified vide ACS Nos. 90 and 127 issued under Board's letters No. E(NG)I-98/PM10/3 dated 9.9.99 and 11.10.2001, 25% of the posts of Health and Malaria Inspector, Gr. III, in scale Rs. 5500-9000 are required to be filled by promotion by selection from amongst serving Railway employees possessing the qualification of B.Sc. with Chemistry plus one year Diploma of Health/Sanitary Inspector.

2. The staff side in the DC-JCM forum have demanded that the employees in service on the date of coming into force of revised qualification should be considered on the basis of pre-revised qualification of Matriculation with Sanitary Inspector's certificate in selection for promotion as Health and Malaria Inspector, Gr.III.

3. The matter has been considered by the Ministry of Railways. While the demand for allowing persons with pre-revised qualification of Matriculation with Sanitary Inspector's certificate for promotion to the post of Health and Malaria Inspector, Gr.III has not been agreed to, the Ministry of Railways consider that the employees may be encouraged to acquire the requisite qualification either through distance learning or by joining a course of study on regular basis. For this purpose the Railways may consider favourably requests of employees concerned for grant of study leave as per rules for undertaking regular course of study for acquiring degree in B.Sc.(Chemistry) from a recognized University.

4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

**SERIAL CIRCULAR NO. 164 /2002**

Copy of Board's letter No. E(P&A)I-2001/CPC/LE-6 dated 9.8.02 together with the enclosure is published for information, guidance and necessary action.


Sub: Grant of Hospital Leave to the kidnapped railway employees during their hospitalization/medical treatment.


The proposal contained in para 2(3) of your above cited letter to grant Hospital Leave to kidnapped railway employees for the period subjected to physical/mental torture has been examined by the Board in consultation with DOP&T. It is advised that competent authority may consider grant of leave in such cases under the provisions contained in Rule 552 & 553 - R-I of Indian Railway Establishment Code, Vol.I, 1985 Edition (1995 Reprint Edition).
Sub: To treat the Kidnapped period of Rly.employee working at Rly.Station as on duty and extending financial assistance to his wife.

Shri Mohd. Abunasar, Assistant Station Master was kidnapped on 19.10.2000 at 22.00 hrs. from Khargokhar station of Samastipur Division of this Rly. by some unidentified criminals and he was brought to Narkatiagunj on 2.11.2000 under police protection after setting him free from the criminals. As a result of excessive physical torture he is under treatment in Railway Hospital, Narkatiagunj from 2.11.2000. A copy of FIR in this matter is enclosed. Before this also two more cases of this nature have come to light on this division. The employees were demanded 25,000/- ransom each. One employee Shri Bikan Mishra, Gateman and his brother (Non-Railway) came back by paying the said amount but their FIR was not recorded by the SHO. In view of the position of the employees in this regard following problems have cropped up:

1. Extend financial assistance to the family of the kidnapped employee.
2. To make payment to the family of the employee during this period by treating his kidnapped period as on duty or make payment to him after he comes back by treating the period as on duty.
3. To grant hospital/disability leave for the period of treatment due to physical/mental torture.

There is no provision to extend financial assistance, to treat the kidnapped period of the employee as on duty under above situations and to grant hospital leave/disability leave in such situation. But to solve the above three problems of the employees kidnapped on duty the item-wise opinion of this Railway is as under:

1. For financial assistance to the family of the kidnapped employee, payment should be made under Misc. activities from Staff Welfare Fund as provided in Para 2(1) of Master Circular No.4. A doubt always exists due to non-availability of clear definition of Misc. activities. The concurrence of competent authority is necessary even after completion of legal procedures. This authority should not be given to officers below the level of DRM, HOD(CPO).
2. If the actual position of the employee is known during the kidnapped period and if the employee is alive then his family should be paid treating that period as on duty.
3. The entire period of treatment of the physically/mentally tortured employee should be granted as hospital/disability leave, provided other legal procedures are complete.

The Railway Board is requested to arrange to issue directives/clarifications on the above the points so that the problems of the employees could be solved.

SERIAL CIRCULAR NO. 165/2002
Letter No. P [R] 75/V1 Dated:19-09-2002

Copy of Board's letter No. F(E)I/2002/AL-8/2 dt.20.8.02 is published for information, guidance and necessary action.


Sub: Payment of daily allowance in the cities downgraded for the purpose of CCA - Clarification regarding.

Some of the Zonal Railways have sought clarification for the payment of daily allowance in respect of such cities which have been downgraded on the population basis for the purpose of CCA consequent upon implementation of V CPC’s recommendations.

2. The matter has been considered by Department of Expenditure, Ministry of Finance and it is clarified that in respect of cities which have been downgraded on the basis of population, daily allowance would be paid at the rates applicable to their revised classification notwithstanding the fact that payment of CCA in such places has been allowed to be made on the basis of the old classification.
Copy of Board's letter No. E(NG)I-2001/TR-16 dated 20.8.02 is forwarded for information, guidance and necessary action. Board's letter dated 21-11-2001 quoted therein was circulated as SC No. 269/01.

Copy of Board's letter No. E(NG)I-2001/TR-16 dt. 20.8.02 (RBE No.141/2002).SCNo.17 to MC No.24

Sub: Procedure for preventing fraudulent transfers - Question regarding.

The detailed guidelines for processing transfers, including transfers on administrative grounds, of Railway employees from one Unit/Division/Railway to another Unit/Division/Railway for preventing fraudulent transfers, have been issued under this Ministry's letter of even number dated 21.11.2001.

2. The staff side in the DC/JCM forum have demanded that the condition of affixing photographs, as laid down in this Ministry's letter of even number dated 21.11.2001, for transfers ordered on administrative reasons including periodical transfers may be exempted.

3. The matter has been considered by the Ministry of Railways and it has been decided that requirement of affixing photographs of the employees in case of transfers ordered on administrative grounds including periodical transfers should not be insisted upon.

Copy of Board's letter No. E(W)2002 UNI-2 dated 31.7.02 is published for information, guidance and necessary action. Board's letters dated 22.5.92, 25.8.92 and 21.2.94 quoted therein were circulated under letter No. P[R]240/DR/I dt. 5-6-92, 14-9-92 & 24-3-94, respectively.


Sub: Supply of Uniform to Canteen staff.

Supply of uniform/livery items to the railway employees working in statutory and non-statutory canteen have been prescribed vide Board's letters No.E(W)90UN1-7 dated 22.5.92, 25.8.92 and 21.2.94.

2. At present , specified categories of Canteen staff are being provided with the articles of uniform as per the administrative/functional requirements. The pattern and scale (quantity) of entitlement of uniforms being provided to the canteen employees is in accordance with their service conditions, nature of duties and responsibilities. The uniform items issued to employees are to be consistent with the functional requirements of the job performed by the employees. As the functional requirements of Group 'C' & 'D' canteen staff are quite different from other Group 'C' & 'D' employees in Government offices/Central Secretariat, the entitlement of items of uniform in the case of these two sets of employees cannot be the same.

3. Consequent upon Judgement of the Principal Bench of honourable CAT, New Delhi the provisions relating to the pattern and scale of uniforms/livery items to canteen employees have been reviewed by DOP&T. Keeping in view the directions contained in the judgement, and functional requirement of canteen employees, revised instructions in this regard have been issued by DOP&T vide their letter No.12/04/2001-Dire(C) dated 21.1.2001.

4. Functional requirements of canteen employees whether in Railway sector or in non-Railway sector remains the same. Board have, therefore, decided that instructions issued by DOP&T regarding supply of uniforms/livery items may mutatis-mutandis be adopted on the Railways. It has, therefore, been decided that Railway employees working in statutory/non-statutory canteens may be supplied uniform/livery items, as per patterns and scale indicated in the Annexure of this letter.
5. These instructions supersede all earlier orders on the subject of supply of uniforms to canteen staff in so far as they relate to scale, item of uniform and periodicity of issue.

6. This issues with the concurrence of the Finance Directorate of Ministry of Railways.

**ANNEXURE**

**Pattern/Scale of Uniforms for the Canteen Employees.**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Category of employees</th>
<th>Articles of Uniforms authorised</th>
<th>Quantity entitled to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bearers</td>
<td>(a) Male (i) Set of Coat, Pant &amp; Cap (Terene Cotton) White/Grey</td>
<td>2 sets per year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) White Canvas Shoes</td>
<td>3 pairs per year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Female (i) Sarees (Mem Sahib Light Blue Terene Cotton) Blouse and Fall for sarees OR Salwar Kameez (Light Blue Terene Cotton)</td>
<td>2 sets per year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Chappals/Canvas Shoes</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Halwais, Asst. Halwais, Cooks &amp; Tea/Coffee Makers</td>
<td>(a) Male (i) Set of Bush-shirt, Pant, Apron &amp; Cap (Terene Cotton) grey</td>
<td>3 sets per 2 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) White Canvas Shoes.</td>
<td>1 pair per year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Female (i) Sarees (Mem Sahib Light Blue Terene Cotton)Blouse and Fall for sarees OR Salwar Kameez (Light Blue Terene Cotton) and Apron</td>
<td>3 sets per 2 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Chappals/Canvas Shoes</td>
<td>1 pair per year</td>
</tr>
<tr>
<td>3.</td>
<td>Dish Cleaners</td>
<td>(a) Male (i) Set of overall and Cap (Terene Cotton) Grey.</td>
<td>3 sets per 2 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) White Canvas Shoes</td>
<td>1 pair per year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) Gum Boots</td>
<td>once in 3 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Female (i) Sarees (Mem Sahib Light Blue Terene Cotton), Blouse &amp; Fall for sarees OR Salwar Kameez (Light Blue Terene Cotton)</td>
<td>3 sets per 2 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Chappals/Canvas Shoes</td>
<td>1 pair per year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) Gum Boots</td>
<td>Once in 3 years</td>
</tr>
<tr>
<td>4.</td>
<td>Sweepers</td>
<td>(a) Male (i) Set of Bush shirt, Pant and Cap (Terene Cotton Khaki)</td>
<td>3 sets per 2 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) White Canvas Shoes</td>
<td>1 pair per year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Female</td>
<td>(i) Sarees (Mem Sahib Light Blue Terene Cotton) Blouse &amp; Fall for Sarees OR Salwar Kameez (Light Blue Terene Cotton) (ii) Chappals/Canvas Shoes</td>
<td>3 sets per 2 years</td>
</tr>
<tr>
<td>5.</td>
<td>For all categories mentioned at serial Nos.1 to 4 at Winter Stations. (a) Male</td>
<td>(i) Jerseys (ii) Woollen socks (i) Cardigans (ii) Woollen socks</td>
<td>2 in 3 years 2 pairs in 3 years 2 in 3 years 2 pairs in 3 years</td>
</tr>
<tr>
<td></td>
<td>(b) Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For the entitled categories</td>
<td>Turban for Sikh employees</td>
<td>2 per year</td>
</tr>
</tbody>
</table>

**SERIAL CIRCULAR NO.168/2002**


Sub: Rates of Variable Dearness allowance for employees employed in loading and unloading in Railways Goods sheds and in Ash-pit cleaning


Further to this Ministry's letter of even number dated 5.7.2001, a copy of Order No.1(8)/2001-LS-II dated 26.9.2001 received from the Ministry of Labour revising the rates of Variable Dearness Allowance and the Minimum Wages w.e.f. 1-4-2002 for employees employed in loading and unloading in Railways Goods sheds and in Ash-pit cleaning is sent herewith for information, guidance and necessary action.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

**Copy of Ministry of Labour, Office of the Chief Labour Commissioner(C), New Delhi's letter No.1(4)/2002/LS-II dated 10-6-2002**

In exercise of the powers conferred by Central Government vide notification No.S.O.512(E) dated 12.7.94 of the Ministry of Labour and in furtherance of these aforesaid notification the undersigned hereby, revises the rates of variable Dearness Allowance. ordered vide this office order No.1(8)/2001-LS.II dated 16.9.2001 on the basis of the average consumer price index number for the preceding period of six months ending on 31.12.2001 reaching 2302.31 from 2209.45 (Base 1960 = 100) for industrial workers as under and directs that this order shall come into force on the 1st April, 2002.

i) Rates of V.D.A. for employees employed in loading and unloading in Railways, Goods Sheds, Ashpit cleaning in Railways.

<table>
<thead>
<tr>
<th>Area</th>
<th>Rates of V.D.A.(in Rs.)per day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
2. Therefore, the minimum rates of wages showing the basic rates and V.D.A. payable w.e.f. 1.4.2002 to the employees employed in loading and unloading in Railways, Goods Sheds, Ashpit cleaning in Railways will be as under:

<table>
<thead>
<tr>
<th>Area</th>
<th>Rates of wages plus V.D.A. per day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic Wages</td>
</tr>
<tr>
<td></td>
<td>(Rs)</td>
</tr>
<tr>
<td>&quot;A&quot;</td>
<td>42.00</td>
</tr>
<tr>
<td>&quot;B&quot;</td>
<td>33.00</td>
</tr>
<tr>
<td>&quot;C&quot;</td>
<td>29.00</td>
</tr>
</tbody>
</table>

3. The classification of workers under different categories and the classification of cities under different areas will be the same as in the notifications referred to in para-1 as amended from time to time. The present classification of cities into Areas "A" "B" and "C" is enclosed at Annexure I for ready reference.

Annexure-I

A R E A 'A'

<table>
<thead>
<tr>
<th>Ahmedabad (UA)</th>
<th>Greater Bombay (UA)</th>
<th>Chennai (UA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangalore (UA)</td>
<td>Hyderabad (UA)</td>
<td>Nagpur (UA)</td>
</tr>
<tr>
<td>Calcutta (UA)</td>
<td>Kanpur (UA)</td>
<td></td>
</tr>
<tr>
<td>Delhi (UA)</td>
<td>Lucknow (UA)</td>
<td></td>
</tr>
</tbody>
</table>

A R E A 'B'

<table>
<thead>
<tr>
<th>Agra (UA)</th>
<th>Ghaziabad (UA)</th>
<th>Meerut (UA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ajmer (UA)</td>
<td>Gorakhpur (UA)</td>
<td>Moradabad (UA)</td>
</tr>
<tr>
<td>Aligarh (UA)</td>
<td>Guwahati</td>
<td>Mysore (UA)</td>
</tr>
<tr>
<td>Allahabad (UA)</td>
<td>Guntur</td>
<td>Nasik (UA)</td>
</tr>
<tr>
<td>Amaravati (UA)</td>
<td>Gwalior (UA)</td>
<td>Pune (UA)</td>
</tr>
<tr>
<td>Aurangabad (UA)</td>
<td>Indore (UA)</td>
<td>Patna (UA)</td>
</tr>
<tr>
<td>Bareilly (UA)</td>
<td>Hubli-Dharwad</td>
<td>Raipur</td>
</tr>
<tr>
<td>Bhavnagar/Bhopal</td>
<td>Jabalpur (UA)</td>
<td>Rajkot</td>
</tr>
<tr>
<td>Bikaner (UA)</td>
<td>Jaipur (UA)</td>
<td>Ranchi (UA)</td>
</tr>
<tr>
<td>Bhubaneswar</td>
<td>Jalandhar</td>
<td>Sholapur (UA)</td>
</tr>
<tr>
<td>Amritsar (UA)</td>
<td>Jammu (UA)</td>
<td>Surat (UA)</td>
</tr>
<tr>
<td>Calicut (UA)</td>
<td>Jodhpur</td>
<td>Srinagar (UA)</td>
</tr>
<tr>
<td>Chandigarh (UA)</td>
<td>Kolhapur (UA)</td>
<td>Thiruvananthapuram (UA)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cochin (UA)</th>
<th>Kalyan</th>
<th>Ulhasnagar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coimbatore (UA)</td>
<td>Kota</td>
<td>Vadodara (UA)</td>
</tr>
<tr>
<td>Cuttack (UA)</td>
<td>Ludhiana</td>
<td>Varanasi (UA)</td>
</tr>
<tr>
<td>Durgapur</td>
<td>Madurai (UA)</td>
<td>Vijayawada (UA)</td>
</tr>
<tr>
<td>Faridabad Complex</td>
<td></td>
<td>Vishakhapatnam (UA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Warangal</td>
</tr>
</tbody>
</table>
Copy of Board's letter No. F(E)Spl.2002/Adv.2/1 dt.19.8.02 together with their letter No.F(E)Spl.80 ADV2/5 dated 5.1.1981 is published for information, guidance and necessary action.

The instructions given in Para-4 of the Board's letter should be scrupulously adhered to and the annual report mentioned therein should be submitted along with PCDO in January to Secretary to CPO by all Sr.DPOs/WPOs and incharges of extra-Divisional Units.


Sub: Sanction of Loans and Advances - timely and regular recoveries.

As a result of vigilance investigations recently conducted in a Production Unit it has come to Board's notice that several irregularities related to recovery of various advances sanctioned to Railway employees are being committed. It has been noticed that no effective documentation system is being maintained for monitoring whether the sanctioned amount of advance has been actually utilised for the purpose it had been sanctioned or not, whether it has been utilised within the period of time as specified in the sanction or not, whether the recovery of the advance / loan and the interest including penal interest is being done as per provisions of IREM and Board's extant instructions. Besides being a serious violation of extant rules, it is resulting in fiscal loss to the exchequer.

In this connection attention is drawn to various provisions stipulated in the extant rules for timely and regular recovery of advances, some of which are highlighted below:-

i) In case the railway employee who has been sanctioned an advance for purchase of a conveyance, does not complete the purchase and pay for the conveyance within one month of the drawal of advance, he shall refund forthwith the full amount of advance drawn together with interest thereon for one month. However, a competent authority, in exceptional cases, may extend the period of one month prescribed in this rule up to two months. (Ref.Sub Para (5) of Para (1108) of IREM).

ii) When the advance is retained beyond one month without purchase of the vehicle, penal interest will be chargeable. Also failure to produce the registration book of the vehicle within one month of purchase or within two months of drawal of advance will render to Railway servant liable for levy of penal interest.(Ref.1108(5) note (ii) of IREM).

iii) It is mandatory that the sanction for all types of advances must stipulate the chargeable rate of interest at 2-1/2% above the prescribed rate of interest, clearly indicating that in case all terms and conditions attached to the sanction, including those relating to the recovery of amount, are fulfilled completely to the satisfaction of the competent authority, rebate of interest to the extent of 2-1/2% will be allowed. (Ref.Board's letter No.F(E)Spl.80 ADV2/5 dt.5.1.1981 copy enclosed).

ii) In the case of an advance for purchase of motorcar the Railway servant, before he draws the advance, is required to execute an agreement in the form prescribed separately for initial purchase of conveyance and already purchased conveyance as the case may be, hypothecating the conveyance (motor car) to the President as security for the advance. Failure to execute the mortgage bond in time will render the railway servant to refund forthwith the whole of the amount of advance with interest accrued thereon. (Ref.Sub Para (7) of Para (1108) of IREM).
It is the responsibility of the sanctioning authority to scrutinise the cash receipts to ensure that the advance has been utilised for the purchase of the conveyance within the prescribed period and that the actual price is not less than the amount of advance. (Ref.Sub Para (8) of Para (1108) of IREM).

The sanctioning authority, while scrutinising the cash receipt, must also ensure that the advance has been utilised for the purchase of the conveyance within the prescribed period, the actual price is not less than the advance and thereafter he should certify the position to the Accounts Officer concerned. (Ref.Sub Para (9) of Para (1108) of IREM).

Recovery should commence with the first drawal of pay after the advance is drawn. The authority sanctioning the advance may permit recovery to be made in lesser number of instalments if the railway servant so desires. The amount of interest will be recovered in one or more instalments, with a proviso that such instalment being not appreciably greater than the instalments by which the principal was recovered. The recovery of interest will commence from the month following that in which the whole of principal has been repaid. (Ref.Sub Para (10) of Para (1108) of IREM).

Attention is also drawn to note 6(b) and (c) of sub-para 1132(17) of IREM Vol.I(Revised Edition -1989) regarding recovery of HBA. It provides that recovery of advance shall be effected from the monthly pay or the leave salary/subsistence allowance bills of the railway servant concerned by the Head of the office or the Accounts Officer concerned. The recoveries will not be held up or postponed except with the prior concurrence of the Railway Board. Even in the event of subsistence allowance payable being reduced on prolonged suspension the recoveries may be suitably reduced by the Head of the Department, if considered necessary, after obtaining the concurrence of the Railway Board. It is also provided that if a railway servant ceases to be in service for any reason other than normal retirement/superannuation, or if he/she dies before the repayment of the advance in full, the entire outstanding amount of the advance shall become payable to the Government forthwith.

2. Detailed instructions exist for timely and regular recovery of various advances as mentioned above. Despite these, lapses in recovery have still occurred. It is only because there is no proper system to monitor whether the recoveries are being made regularly and in time and also due to lack of proper coordination among concerned Branches.

3. In view of the above, Board desires that all administrative Branches concerned with grant of various advances shall maintain a register to monitor submission of requisite documents by loanee within prescribed time period, regular and timely recoveries of various advances sanctioned to railway employees by obtaining monthly statements from the respective salary bill units of the employees and making actual recoveries. This register should be submitted for personal inspection of the concerned branch officer monthly and Head of the Department who will append his signature in certification of having inspected the recoveries being made regularly and timely. This item will also be reflected in Monthly Progress Report of the office submitted to Head of the Office. Board also desire that an Annual Report is submitted by each Railway to Railway Board's office in the month of January declaring that amounts recoverable against various advances during the preceding year have been fully recovered, and Board's concurrence has been obtained for recoveries held up or postponed, if any. A report for the current calendar year (2002) may please be furnished by end of January, 2003.

4. Failure to observe Board's instructions given above would be viewed as serious dereliction of duties on the part of concerned officials.

Copy of Board's letter No.F(E)Spl.80 ADV2/5 dated 5.1.1981

Sub: Rebate in the interest rate - necessary conditions to be inserted in the Agreement Form.

Under the extant instructions as issued from time to time, the rate of interest to be charged on the various types of interest bearing advances is the simple rate of interest specifically fixed for the purpose by the Government of India
from year to year for such advances. Ministry of Railways have now decided in consultation with the Ministry of Finance, that in the cases of such interest bearing advances, sanctions to be issued by the competent authority / agreements (wherever prescribed) to be executed at the time of drawing of advance, should stipulate condition for recovery of interest at 2-1/2% above the prescribed rate provided that if conditions attached to the sanction including those relating to recovery of amount are fulfilled completely to the satisfaction of the competent authority, a rebate of interest to the extent of 2-1/2% will be allowed.

2. Similarly in the case of non-interest bearing advances, sanctions to be issued by the competent authority / agreements (wherever prescribed) to be executed at the time of drawing of advance, should stipulate that no interest shall be chargeable if the conditions attached to the sanction including those relating to the recovery of the amount are complied with fully to the satisfaction of the competent authority. In cases, however, of default these advances become interest-bearing and from such defaulters the interest shall be charged @ 2 1/2% above the prescribed rate of interest as in the case of interest bearing advances.

3. Paras 1 and 2 above have the sanction of the President.

SERIAL CIRCULAR NO. 170 /2002  

Copy of Board's letter No. E(W)2000 PS 5-1/17 dt.23.8.02 is published for information, guidance and necessary action. Board's letter dated 31.5.02 quoted therein was circulated as SC No. 114/02.


Sub: Entitlement of travel by Jan Shatabdi Express trains on Duty/ Privilege/Post-retirement Complimentary Passes.

***

Board vide their letter of even number dated 31.5.2002 have prescribed one seat on duty and two seats on privilege/post-retirement complimentary pass in favour of II Class pass holders, and also decided that entitlement of I Class and I-'A' pass holders on duty / privilege / post-retirement complimentary pass shall be the same as available in Shatabdi trains. In this connection, it is further clarified as under:

i) Widows/senior citizens who are 65 years and above and are holding I/ I-'A' passes may be allowed to take a companion in Second Class in Jan Shatabdi trains subject to prescribed conditions.

ii) The entitlement of railway staff who are not holders of I/ I-'A' Pass may be the same as that of II Class pass holders for travel in Jan Shatabdi Express trains.

iii) PTOs may be allowed for travel in Jan Shatabdi trains as in other Shatabdi Express trains.

iv) The entitlement of I/ I-'A' pass holders in Second Class of Jan Shatabdi Express trains shall be the same as their entitlement in Chair Car of other Shatabdi Express trains.

2. These instructions may be brought to the notice of all concerned.

3. This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 171 /2002  

Copy of Board's letter No. 2002-B-306 dt.20.8.2002 is published for information, guidance and necessary action.

Sub: Rate of Interest to be charged on advance for purchase of Conveyances during 2002-2003.

A copy of Ministry of Finance’s OM F No.5(2)-PD/2002 dated 30th March,2002 regarding rate of interest to be charged on advances sanctioned during the year 2002-2003, for purchase of conveyances is enclosed.

The instructions contained therein will apply mutatis-mutandis to Railway employees.

***


The undersigned is directed to state that the rates of interest for advances sanctioned to the Government servants for purchase of conveyances during 2002-2003 i.e. from 1st April,2002 to 31st March,2003 will be as under:

<table>
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<tr>
<th>Rate of Interest per annum</th>
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</thead>
<tbody>
<tr>
<td>i. Advance for purchase of Bicycle</td>
</tr>
<tr>
<td>ii. Advance for purchase of conveyance other than motor car (viz. motor cycle, scooter etc.)</td>
</tr>
<tr>
<td>i. Advance for purchase of motor car</td>
</tr>
</tbody>
</table>

SERIAL CIRCULAR NO. 172 /2002

Copy of Board's letter No. 99/E(RRB)25/11 dt.4.9.02 is published for information, guidance and necessary action. Board's letter dated 27-11-01 quoted therein was circulated as SC No. 270/01.

Copy of Board's letter No. 99/E(RRB)25/1 dt.4.9.02 (RBE No.151 /2002).

Sub: Recruitment to Group 'D' posts.
Ref: Board's letter of even number dated 27.11.2001.

In continuation of the instructions issued vide Board's letter mentioned above, Ministry of Railways have decided the following norms for Physical Efficiency Test (PET) for recruitment to Group 'D' posts:

<table>
<thead>
<tr>
<th>Male candidates</th>
<th>Female candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Should be able to lift and carry 35 kg. of weight for a distance of 100 metre in 2 minutes in one chance without putting the weight down and 2. Should be able to run for a distance of 1500 metre in 7 minutes in one chance.</td>
<td>1. Should be able to lift and carry 20 kg. of weight for a distance of 100 metre in 2 minutes in one chance without putting the weight down and 2. Should be able to run for a distance of 400 metre in 4 minutes in one chance.</td>
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</tbody>
</table>

2. Detailed guidelines for recruitment to Group 'D' posts on Railways/Production Units through RRBs have already been circulated vide Annexure II of Board's instructions dated 27.11.2001.
Copy of Board's letter No. E(W)2001 PS 5-8/6 dt.23.8.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(W)2001 PS 5-8/6 dt.23.8.02 (RBE No.-/2002).

Sub: Entitlement for Passes to handicapped wards of retired Railway employees.

It has been represented to Board by All Indian Railwaymen’s Federation (AIRF) that handicapped and mentally retarded children who are above 21 years of age are not being included in the post-retirement complimentary pass of retired railway employees.

In terms of provisions in the Railway Servants (Pass) Rules,1986 post-retirement complimentary passes are issued to retired railway servants for self, wife/husband and children subject to same conditions as applicable to railway servants in service. Children who are above 21 years of age can also be included in the Pass, provided he/she is:

(a) bonafide students of any recognised educational institution;
(b) engaged in any research work;
(c) working as an articled clerk;
(d) invalid, on appropriate certificate from Railway Doctor.

The above instructions should be followed strictly, and no inconvenience on this account should be meted out to retired Railway employees.

NOTIFICATION

G.S.R.______________ In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Railway Servants (Discipline and Appeal) Rules,1968, namely:-

1.(1) These rules may be called the Railway Servants(Discipline and Appeal [Amendment]) Rules,2002.
(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Railway Servants (Discipline and Appeal) Rules,1968 (hereinafter referred to as the said rules), for rule 10, the following rule shall be substituted, namely:-

"10. Action on the inquiry report:-
(1) If the disciplinary authority:-
(a) after considering the inquiry report, is of the opinion that further examination of any of the witnesses is necessary in the interests of justice, it may recall the said witness and examine, cross-examine and re-examine the witness;
is not itself the inquiring authority may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold further inquiry according to the provisions of rule 9, as far as may be.

5. The disciplinary authority:

(a) shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the disciplinary authority or where the disciplinary authority is not the inquiring authority a copy of the report of the inquiring authority, its findings on further examination of witnesses, if any, held under sub-rule (1)(a) together with its own tentative reasons for disagreement, if any, with findings of the inquiring authority on any article of charge to the Railway Servant, who shall be required to submit if he so desires, his written representation or submission to the disciplinary authority within fifteen days, irrespective of whether the report is favourable or not to the Railway Servant;

(b) shall consider the representation if any, submitted by the Railway Servant and record its findings before proceeding further in the matter as specified in sub-rules (3), (4) and (5).

(3) Where the disciplinary authority is of the opinion that the penalty warranted is such as is not within its competence, he shall forward the records, of the inquiry to the appropriate disciplinary authority who shall act in the manner as provided in these rules.

(4) If the disciplinary authority having regard to its findings on all or any of the articles of charge, is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 6 should be imposed on the railway servant, it shall, notwithstanding anything contained in rule 11, make an order imposing such penalty;

Provided that in every case where it is necessary to consult the Commission, the record of the inquiry shall be forwarded by the disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making any order imposing any penalty on the Railway Servant.

(5) If the disciplinary authority, having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry, is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the railway servant, it shall make an order imposing such penalty and it shall not be necessary to give the railway servant any opportunity of making representation on the penalty proposed to be imposed:

Provided that in every case where it is necessary to consult the Commission, the record of the inquiry shall be forwarded by the disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making an order imposing any such penalty on the railway servant”.

3. In the said rules, for rule 12, the following rule shall be substituted, namely:-

"12. 'Communication of Orders:- Orders made by the disciplinary authority which would also contain its findings on each article of charge, shall be communicated to the Railway Servant who shall also be supplied with a copy of the advice, if any, given by the Commission and, where the disciplinary authority has not accepted the advice of the Commission, a brief statement of the reasons for such non-acceptance'.

[No. E(D&A)87RG6-151]

Foot Note: Principal Rules were published in the Gazette of India vide notification No.E(D&A)66 RG 6-9 dated 22.8.1968 vide S.O.3181 dated 14.9.68 and subsequently amended by ___________________.

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NOTIFICATION

S.O.No. In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the constitution, the President hereby makes the following rules further to amend the Railway Service (Pension) Rules, 1993 namely:-

1. (i) These rules may be called the Railway Services (Pension) Amendment Rules, 2002
   (ii) They shall come into force on the date of their publication in the official Gazette.

2. In rule 11 of the Railway Services (Pension) Rules, 1993, sub-rule (4) shall be omitted.

SERIAL CIRCULAR NO. 176 /2002
P [R] 554/IV Dated:25 -09-2002

Copy of Board's letter No. E(G)97 QR 1-28 dt.2.9.02 is published for information, guidance and necessary action. Board's letter dated 18-07-2000 quoted therein was circulated as S.C. No. 169/2000.

Copy of Board's letter No. E(G)97 QR 1-28 dt.2.9.02 (RBE No. 146/2002).

Sub: Retention of Railway accommodation at the previous place of posting in favour of officers/staff posted to new Zones.

As you are aware Ministry of Railways have set up seven new Zones namely East Central Railway, North Western Railway, East Coast Railway, South Western Railway, West Central Railway, North Central Railway and South East Central Railway. East Central Railway and North Western Railway would be functional w.e.f. 1.10.2002 and the rest from 1.4.2003 in terms of notification dated 14.6.2002 and 4.7.2002.

The issue of retention of Railway quarters at the previous place of posting in favour of officers/staff posted to new Zones/Divisions has been considered by Railway Board in their Meeting held on 1.8.2002 and it was decided to extend some incentive to those officers/staff who are posted to new Zones/Divisions so that operationalisation of new Zones/Divisions become smooth.

Now therefore, in exercise of the powers contained in their letter No.E(G)99 QR1-16 dated 18.7.2000, the Ministry of Railways (Railway Board) have decided, in public interest, to relax the existing provision and allow retention of Railway accommodation in favour of officers/staff posted to new Zones/Divisions at their previous places of posting for a period of one year on payment of normal rent subject to the following conditions:

i. Such retention of Railway quarter at the previous place of posting will be allowed for a period of one year from the date of relief of the official from the old posting or till a Railway quarter is allotted at the new Zone or leased accommodation is arranged by the officer, whichever is earlier.

ii. A certificate must be given by an officer not below the rank of SDGM of the new zone about the officials intending to retain accommodation that they have applied/registered for allotment of entitled category of accommodation and that accommodation was not available at the new Zone.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.
Copy of Board's letter No. E(MPP)2001/6/7 dated 22.7.02 is published for information, guidance and necessary action. Board's letter dated 31.10.90 quoted therein was circulated under letter No.P(R)464/MC dt.6.6.91.

Copy of Board's letter No. E(MPP)2001/6/7 dated 22.7.02 (RBE No.119/2002). MC No.8/02.


Various instructions relating to Apprentices Act 1961 and training of Apprentices have been issued since the issue of Master Circular on Apprentices Act 1961, circulated vide Board's letter No.E(MPP)90/6/5 dated 31.10.90. It has now been decided that these instructions may be compiled at once place and a revised Master Circular may be made available for the benefit of all.

1. General

The Apprentices Act, 1961 was enacted by the Government on 12.12.61, to regulate and control the training of apprentices in certain designated trades, with the object of getting adequate manpower trained in Industrial Skills for the developing industries in the country. The provisions of the Act were implemented on the Railways in August 1963. The obligation under the Act on the part of Railways is to provide training only and not to absorb the trained apprentices.


2. Extent of application of the Act,

2.1 The provisions of the Act apply on the Railways to the workshops of the Civil, Mechanical and S&T Engineering Departments, Production Units, Diesel and Electric Loco Sheds, Carriage and Wagon Depot and Electrification Projects.

2.2 No engagement should be undertaken in the units where large number of surplus already exist e.g. Printing Presses, Mechanical workshops and Signal Workshops, etc.

2.3 Wherever the number of apprentices to be engaged is too small and training facilities are insufficient, efforts may be made to suitably adjust the seats allocated in other major establishments.

(Ref. Board's letters No.E(Trg)75(33)/15 dated 16.10.75 and E(Trg)80/(33)/6 dated 17.9.1981, E(MPP)97/6/7 dated 2.4.98.

3. Number to be engaged for training

3.1 Ministry of Labour have been repeatedly bringing to the notice of the Board that the number of apprentices being trained in Railway Establishments is significantly lower than the seats allocated by the Regional Directors of Apprenticeship Training. It was brought to the notice of the Ministry of Labour that Railways are undergoing changes in technology, resulting in significantly reduced activities in certain trades even though significant number of artisans in these trades may still be on roll. It was also brought to the notice of Ministry of Labour that the existing training facilities on the Railways also have the responsibility of re-training the surplus staff and this causes limitation to Railways' capability of training stipulated number of Apprentices under the Apprenticeship Act. It was decided to have joint surveys conducted by the respective Regional Directors of Apprenticeship Training with the incharges of Railway Establishments.

(E(MPP)90/6/7 dated 29.11.95)

3.2 Following are the salient features to be borne in mind regarding joint surveys:-
3.2.1 Railway should ensure that only those designated trades are included in the survey, which have a potential for future recruitment/absorption. (This is important in the light of Hon’ble Supreme Court’s judgement in the case of UP State Road Transport Corporation Vs. UP Berozgar Samiti).

3.2.2 The survey should be based on the skilled strength only and should not include unskilled workers/supervisors.

3.2.3 In the Division, unit of activity for engagement of apprentices should be Diesel Sheds, Electrical Loco Sheds, C&W Depots, etc. where there is a large concentration of staff i.e. 500 and more.

3.2.4 The total number of surplus staff available in a particular unit may also be kept in mind while fixing the quota. (Training of surplus staff through conversion courses may restrict the Unit's training capacity of Act Apprentices).

3.2.5 Joint Survey Reports and figures relating to quota fixing should be jointly signed by functionary not lower than Dy. CME or equivalent on the Railways and Dy. Director or equivalent from the side of the RDATs.

(Board's letters No.E(MPP)90/6/7 dt.29.11.95 & No.E(MPP)97/6/7 dt.2.4.98, E(MPP)90/6/7/Pt dt.15.5.97)

3.3 Pursuant to the last Joint Survey held between Ministry of Labour and Railway officials, following number of Trade Apprentices are to be engaged:

<table>
<thead>
<tr>
<th>Railway</th>
<th>Seat Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>375</td>
</tr>
<tr>
<td>ER</td>
<td>894</td>
</tr>
<tr>
<td>NR</td>
<td>458</td>
</tr>
<tr>
<td>NER</td>
<td>158</td>
</tr>
<tr>
<td>NFR</td>
<td>59</td>
</tr>
<tr>
<td>SR</td>
<td>518</td>
</tr>
<tr>
<td>SCR</td>
<td>244</td>
</tr>
<tr>
<td>SER</td>
<td>505</td>
</tr>
<tr>
<td>WR</td>
<td>393</td>
</tr>
<tr>
<td>CLW</td>
<td>615</td>
</tr>
<tr>
<td>DCW</td>
<td>63</td>
</tr>
<tr>
<td>ICF</td>
<td>320</td>
</tr>
<tr>
<td>RCF</td>
<td>160</td>
</tr>
<tr>
<td>WAP</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>4907</td>
</tr>
</tbody>
</table>

(E(MPP)97/6/7 dated 14.5.98)

3.4 In addition to 4907 Trade Apprentices, 956 training seats for providing practical training facilities to Engineer Graduate and Diploma Holders for 2001-2002 to 2003-2004 have been decided by the Ministry of Railways. (Board’s letter No.E(MPP)2000/6/2 dt.18.5.2001)

3.5 In reference to Para 3.1 above, the Ministry of Railways have decided that, no fresh joint surveys should be undertaken in railways till instructions are issued by Board. Apprentices are to be engaged as per the quota fixed above and the same number is to be maintained at any given point of time. (Board’s letter No.E(MPP)97/6/7/Vol.II dt.15.2.2000)

4. Types of Act Apprentices engaged on the Railways.

There are three categories of apprentices.

(i) Trade apprentices - either fresh candidates or ITI qualified candidates;
(ii) Technician apprentices (Diploma Holders); and
(iii) Graduate Engineer apprentices.

5. Engagement of Act Apprentices will be from the following sources:

i) Nearest Employment Exchanges;
ii) SC/ST organizations;
iii) ITIs wherever existing; and
iv) Wards of Railway employees.
(Railway Board's letter No.E(Trg)75(33)/15 dated 23.7.75 & No.E(MPP)86/6/6/Pt. dated 30.10.1989)

6. Schedules of engagement

Engagement of Act Apprentices should be done twice in a year, i.e. February/March and September/October to enable them to appear in All India Trade Test to be held in April/October respectively.
(Ref: Board's letter No.E(MPP)90/6/7/Pt. dt.15.5.97)

7. Reservations while engaging Act Apprentices

Reservation of training places in every designated trade in favour of SC/STs should be made as per the provisions of the Apprenticeship Rules, 62. However, Ministry of Labour has decided that reservation is not applicable as far as OBCs are concerned.
(Board's letter No.E(MPP)95/6/8 dated 14.6.95)

8. Age for engagement of Act Apprentices for training on Railways

i) ITI candidates should have completed 15 years of age and should not have completed 22 years of age.

vii) Non ITI candidates should have completed 15 years of age and should not have completed 20 years of age.

viii) The upper age limit is relaxable by 5 years in the case of SCs/STs.
(Ref. Board's letter No.E(Trg.)82(33)/7 dated 12.7.82)

9. Physical Fitness

Selected candidates will have to conform to the standards of physical fitness, as prescribed for appointment to the relevant trades on the Railways.

10. Basic Training and Related Instructions

10.1 The training consists of basic training followed by shop floor or practical training including a course of related instructions appropriate to the trade, throughout the period of training. Annexure-I to this letter contains the information relating to the designated trades under the Apprentices Act, 1961 available on the Railways for training and the period of training, in addition to the minimum educational qualification prescribed for recruitment.

The Basic Training Centre should be developed as per NCVT norms. If the BTC has not been set up as per the norms, Establishments can engage ITI pass out candidates only. In this case if non-ITI persons are to be engaged as apprentices, the prior permission of the concerned Regional Director is required to be taken.

Related Instructions is part of the Apprenticeship Training Course and it is to be imparted to the trade apprentices by the Establishment as per the syllabus of the trade. In case the Establishment is not able to organize Related Instructions classes for its apprentices the concerned RDAT will make arrangement for it.
(Refer Board's letter No.E(MPP)90/6/7/Pt. dt.15.5.97)

10.2 In the case of Graduate Engineers and diploma holders the period of training is one year.
(Ref: Para 5(4) of Apprenticeship Rules, 62 as amended from time to time).

10.3 For ITI passed candidates, the duration of training will be regulated according to the duration of training already undergone in the designated trades in the ITI.

10.4 The rebate allowed in period of training as given at Annexure-I.

10.5 The training should be provided as per the syllabus/syllabi prescribed by the Director General of Employment and Training.
11. Hours of Work
Weekly hours of work of trainee apprentices are as follows:

(i) Total number of hours per week should be 42 to 48 hours per week (including the time spent on imparting related instructions);
(ii) Trade apprentices undergoing basic training will work for 42 hours per week including time spent on imparting related instructions;
(iii) During the second year of apprenticeship, the trade apprentices will work for 42 to 45 hours per week including the time spent on imparting related instructions;
(iv) During the third and subsequent years the trade apprentices will work for the same number of hours per week as the workers in the trade in the establishment in which they are undergoing training;
(v) Graduate Engineers and Technician Apprentices will work according to the normal hours of work of the department to which they are attached for training.

Note: No trade apprentice should be engaged on training between 10.00 P.M. to 6 A.M. except with the prior approval of the Apprenticeship Adviser who will give approval after satisfying himself that it is necessary in Public interest to do so.

(Reference Rule 8 of Apprenticeship Rules,62 and Rule 12 of Apprenticeship Rules,1991)
E(TRG)61/TR1/42 dated 29.8.63).

12. Leave and holidays
Trade apprentices will be eligible for leave in accordance with the rules applicable to the workers in the establishment to which they are attached for training. Leave may be granted by the employer subject to the following:-

12.1 An apprentice on training in an establishment which works for five days a week (with a total of 45 hours per week) should put in a minimum attendance of 200 days in a year out of which 33 days should be devoted to imparting related instructions and 167 days devoted to practical training;

12.2 An apprentice on training in an establishment who works for 5 1/2 days or 6 days a week should put in minimum attendance of 240 days in a year out of which 40 days should be devoted to related instructions and 200 days devoted to practical training;

12.3 If an apprentice who for any reason is not able to undergo training for the period specified in clauses above shall be given opportunity to make up for the shortfall in the following year and shall be eligible to take the test conducted by the National Council.

12.3.1 The apprentice should have completed the training with a minimum attendance of 600 days or 800 days, respectively depending on the period of training being 3 years or 4 years, if attached to an establishment working for 5 days a week;

12.3.2 An apprentice should have completed the training with the minimum attendance of 720 days or 960 days, respectively depending upon the period of training being 3 years or 4 years, if attached to establishment working for 5 1/2 days or 6 days a week.

Holidays will be admissible to the apprentice as observed in the establishment(s) in which they are undergoing training.

An apprentice not undergoing training for the periods specified above may be given opportunity to make up the shortfall in the following year;
(Reference Rule 13 of the Apprenticeship Rules,1991)

13. Conduct and Discipline.
13.1 While being engaged as apprentice trainee, the apprentices will be governed by the Railway Servants Conduct Rules and Railway Services (D&A) Rules in force.

13.2 With reference to payment of stipend to the Act Apprentices during the period of suspension the same may be dealt with in accordance to para 11(7) and 11(8) of Apprenticeship Rules, 1991 as reproduced below:-

'11(7): Where the work and conduct of the apprentice is not satisfactory, the employer shall report the matter to the Apprenticeship Adviser and with his consent, may stop the continuance of payment of stipend to the apprentices.

Provided that the stipend of an apprentice shall not be stopped without intimating him the ground thereof and giving him an opportunity of representing against the action proposed.

11(8) On report being made by the employer under sub-rule(7), the Apprenticeship Adviser shall give his decision thereon within thirty days of the receipt of the report and where the Apprenticeship Adviser does not communicate to the employer refusal or consent to the stopping of the payment of stipend within the period of thirty days, it shall be deemed that he has consented to the stopping of the stipend.

(Board's letter No.E(MPP)91/6/11 dated 16.2.96)

14. Agreement

The entire training programme under the Apprentice Act, 61 is governed by the provisions of the Apprenticeship Contract between the employer and the apprentice. The Apprenticeship Contract or agreement should be signed by the railway and the apprentice and the railway should ensure that this is sent to the Apprenticeship Adviser for registration within three months of the date on which it was signed.

(Board's letter No.E(MPP)95/6/13 dated 21.8.95).

15. Test and grant of Certificate

Every trade apprentice on completion of the training will, on passing a test conducted by the National Council of Vocational Training to determine his proficiency in the designated trade, be granted a certificate of proficiency by the National Council.

16. Extension of Apprenticeship

Where an apprentice is unable to complete the full period of apprenticeship training or to take the final test owing to reasons beyond his control or having completed the training fails in the final test, the Railway Administration may extend the period of training until the next test. For the extended period of training, stipend will be payable at the rate which was being paid before grant of such extension.

(Rule 7(2)(b)(1) of the Apprenticeship Rule 1991)

17. Stipend

17.1 The stipend payable to the Trade Apprentices w.e.f. 9.4.2001 is as under:-

<table>
<thead>
<tr>
<th>Year of Training</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Rs.820 per month</td>
</tr>
<tr>
<td>2nd</td>
<td>Rs.940/- per month</td>
</tr>
<tr>
<td>3rd</td>
<td>Rs.1090/- per month</td>
</tr>
<tr>
<td>4th</td>
<td>Rs.1230/- per month</td>
</tr>
</tbody>
</table>

(Board's letter No.E(MPP)2000/6/5 dated 12.6.2001)

17.2 The stipend payable to the Engg. Graduate/Diploma holders w.e.f. 18th May, 2001 is as under:

(a) Diploma Holders Rs.1400/- per month
(b) Sandwich Course for student from Diploma Institution Rs.1140/- per month
17.2. The payment of stipend to the Act Apprentices should be made only after the Apprenticeship Contract is signed by both the Apprentice and the Railway Administration and the same is sent for registration and acknowledgement taken from RDAT. This aspect must be ensured by the associate finance also before releasing the stipend. However, care should be taken that Apprentices should not be denied payment of stipend due to the fault of Railways. This will be viewed seriously by Board.

(Board's letter No.E(MPP)2001/6/8 dated 28.9.2001)

17.3 Stipend paid to the Graduate Engineers and Technician apprentices (Diploma Holders) as also to the sandwich course trainees will be equally shared by the training authority (Employer) and the Ministry of Human Resources Development.

(Ref: Board's letter No.E(Trg)75/33/13 dated 3.8.75 and No.E(MPP)93/6/2 dated 26.7.95)

17.4 No deduction should be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend is, however, not payable for the period for which an apprentice remains on extra ordinary leave. The continuance of payment of stipend will be subject to the work and conduct being satisfactory. Where the work and conduct are not satisfactory, the employer should report the matter to the Apprenticeship Adviser, who will advise regarding the continuance or otherwise of the payment.

(Ref: Rule 11(4), 11(b) & 11(7) Apprenticeship Rules,91)

18. Termination of Contract

Whereas the contract of apprenticeship is terminated through failure on the part of any employer in carrying out the terms and conditions thereof, such employer shall be liable to pay the apprentice compensation an amount equivalent to his three months last drawn stipend; and when the said termination is due to failure on the part of an apprentice in the above manner then, a training cost of an amount equivalent to his three months last drawn stipend shall be made recoverable from such apprentice or from his guardian in case he is minor.

(Ref: Rule 8 of Apprenticeship Rule,1991)

19 Absorption of Course Completed Act Apprentices

19.1 In terms of para 10 of Schedule V of the Apprenticeship Rules 1991 notified on 15.7.92 by the Ministry of Labour, it shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of his apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer.

19.2 In pursuant to the Hon'ble Supreme Court judgement dated 12.1.95 in the case of UP State Road Transport Corporation and others Vs. U.P.Parivahan Nigam Shikshuk Berozgar Sangh & others, the following instructions have been issued:

19.2.1 For recruitment to the post of:-

- Skilled Artisans,
- Group 'C' posts for which Engineering Degree and Engineering Diploma are the qualification,
- Diesel Electric Assistants,
- Group 'D' posts.

Other things being equal between two candidates the candidate who is course completed Act Apprentice trained in Railway Establishment will be given preference over the candidate who is not such an apprentice. However, there would be no change in the procedure of the recruitment and the selection for recruitment will be in accordance with the merits of the eligible candidates.
19.2.2 For recruitment to the posts of Skilled Artisans, the upper age limit for the course completed Act Apprentices will be 35 years if he had commenced his apprenticeship under the Apprenticeship Act before attaining the age of 25 years. (Board's letter No.E(NG)II/87/RC-2/25 dated 24.6.88).

19.2.3 For recruitment to the posts of Diesel Electric Assistants and in Group 'D' categories the upper age limit will be relaxed for course completed Act Apprentices, to the extent of the period of apprenticeship. (Board's letter No.E(NG)II/87/RC-2/25 dated 30.3.1990 and No.E(NG)II/99/RR-1/11 dated 24.8.2000)

19.2.4 The concerned training centres should maintain a list of course completed Act Apprentices trained yearwise. The persons trained earlier would be treated as senior to persons trained later. (Board's letter No.E(MPP)96/6/14 dated 3.12.96)

20. Other Provisions

20.1 Apprentices are entitled to free medical treatment for personal injury caused by accident arising out and in the course of training; (Ref: Board's letter No.E(Trg)1/67/TR-1/15 dated 8.2.68)

20.2 No caution money is required to be deposited by the apprentices (Ref: Board's letter No.E(Trg)72/33/18 dated 3.7.73)

20.3 For purposes of providing training, no new facilities are to be set up. The existing facilities have to be fully utilized.

20.4 Where the Railway provides theoretical related instructions to the trade apprentices as a part of training, a sum of Rs.30/- per month per apprentice w.e.f.23.12.93 will be reimbursed by the Ministry of Labour, Government of India towards the cost of imparting such instructions. (Ref:Board's letter No.E(MPP)96/6/3 dated 20.3.96)

20.5 Every apprentice undergoing training in a designated trade in an establishment is a trainee and not a worker. The provisions of any law with respect to labour will not apply to them except where an apprentice is undergoing training in an establishment which is governed by the provisions of the Factories Act,1948, the relevant provisions of the said Act in relation to the Apprentice's health, safety and welfare will apply, as if he is a worker within the meaning of the Act. (Ref: Paras 3814 and 3818 of the Indian Railway Estt. Manual)

20.6 Every employer should maintain a register of attendance for the apprentices undergoing apprenticeship training in his establishment. Action, if any, taken for irregular and unauthorised absence should be recorded in the said register at the end of each month. (Ref: Rule 14(8) of Apprentice Rules,1991)

20.7 Additionally, record(s) in respect of progress of training of each apprentice receiving training should be maintained and returns submitted to the concerned authorities quarterly. (Ref: Rule 14(10) of Apprentice Rules,1991)

20.8 Efforts should be made to get more personnel for training from backward areas subject to the ceiling indicated in Board's letter No.E(Trg)84/(33)/8 dated 5.5.84.

20.9 No graduate engineer or Diploma Holder who had received training or job experience for one year or more after taking the Degree/Diploma will be eligible for training under the Apprentice Act,1961. (Ref: Rule 2 of Apprenticeship Rules,1991)
20.10 The directives issued by the Apprenticeship Adviser or on his behalf in the conformity with the Apprentices Act, 1961 and or the rules made there under, should be complied with save in exceptional circumstances which should be reported to the Board immediately for being taken up with the Ministry of Labour.

21. While referring to this circular, the original letters and other references mentioned herein should be read for a proper appreciation. This circular is only a consolidation of the existing instructions and should not be treated as a substitution to the original circulars. In case of doubt, the original circulars should be relied upon as authority.

22. The instructions contained in the original circulars referred to above have only prospective effect from the date of issue of the respective instruction unless specifically indicated otherwise. For dealing with old cases, the instruction in force at the relevant time should be referred to; and

23. If there is a circular on the subject which has not been superseded, but has been inadvertently omitted to find a mention in this consolidated circular, the said circular, should be treated as valid and operative. Information in this regard should be sent to Board.

24. Railway Board's letters on the basis of which the consolidated circular has been prepared are listed below:

(i) No.E(Trg)61 TR1/42 dated 29.8.63
(ii) No.E(Trg)75(33)/15 dated 16.10.75
(iii) No.E(Trg)80(33)/6 dated 12.9.81
(iv) No.E(Trg)73(33)/15 dated 23.7.75
(v) No.E(Trg)82(33)/7 dated 12.7.82
(vi) No.E(Trg)1-67/TR-1/15 dated 8.2.68
(vii) No.E(Trg)72(33)/18 dated 3.7.73
(viii) No.E(Trg)84(33)/9 dated 5.5.84
(ix) No.E(Trg)75(33)/13 dated 3.8.75
(xi) No.E(MPP)95/6/8 dated 14.6.95
(xii) E(MPP)93/6/2 dated 26.7.95
(xiii) No.E(MPP)95/6/13 dated 21.8.95
(xiv) No.E(MPP)90/6/7 dated 29.11.95
(xv) No.E(MPP)91/6/11 dated 16.2.96
(xvi) E(MPP)96/6/3 dated 20.3.96
(xvii) No.E(NG)II/66/RR-1/13 dated 29.3.96
(xviii) No.E(NG)II/96/RR-1/34 dated 26.8.96
(xix) No.E(NG)II/96/RR-1/34 dated 16.9.96
(xx) No.E(MPP)96/6/14 dated 3.12.96
(xxi) No.E(M)90/6/7/Pt dated 15.5.97
(xxii) No.E(MPP)97/6/7 dated 2.4.98
(xxiii) No.E(MPP)97/6/7 dated 18.5.98
(xxiv) E(MPP)99/6/1 dated 19.8.99
(xxv) No.E(MPP)97/6/7/Vol.II dated 15.2.2000
(xxvi) No.E(NG)II/96/RR-1/34 dated 6.4.2000
(xxvii) No.E(MPP)2001/6/2 dated 18.5.2001
(xxix) No.E(MPP)2000/6/5 dated 11.7.2001

ANNEXURE-1

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Designated Trades</th>
<th>Period of Training</th>
<th>Rebate allowed in Apprenticeship Training to ITI candidates</th>
<th>Minimum Essential/Desirable Qualification</th>
</tr>
</thead>
</table>

**LIST OF DESIGNATED TRADES UNDER THE APPRENTICES ACT 1961**
<table>
<thead>
<tr>
<th>Group No.1</th>
<th>Machine Shop Trades Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fitter</td>
<td>3 yrs.</td>
</tr>
<tr>
<td>2 Turner</td>
<td>3 yrs</td>
</tr>
<tr>
<td>3 Machinist</td>
<td>3 yrs</td>
</tr>
<tr>
<td>4 Machinist (Grinder)</td>
<td>3 yrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group No.2</th>
<th>Foundry Trades</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Pattern Maker</td>
<td>3 yrs</td>
</tr>
<tr>
<td>6 Foundryman</td>
<td>3 yrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group No.3</th>
<th>Metal Working Trades Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Sheet Metal Worker</td>
<td>3 yrs</td>
</tr>
<tr>
<td>8 Welder (Gas Electric)</td>
<td>2 yrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group No.4</th>
<th>Electrical Trades Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Electrician</td>
<td>3 yrs</td>
</tr>
<tr>
<td>10 Lineman</td>
<td>3 yrs</td>
</tr>
<tr>
<td>11 Wireman</td>
<td>3 yrs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group No.5</th>
<th>Building And Furniture Trades Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Carpenter</td>
<td>3 yrs.</td>
</tr>
<tr>
<td>13 Plumber</td>
<td>3 yrs.</td>
</tr>
<tr>
<td>14 Mason (Building Constructor)</td>
<td>2 year</td>
</tr>
<tr>
<td>Group No.</td>
<td>Trades Group</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>15.</td>
<td>Mechanic Machine Tool Maintenance</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Tool and Die-Maker (Die and Moulds)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Instrument Mechanic</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>18.</td>
<td>Refrigeration and air-conditioning Mechanic</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Mechanic (Motor Vehicle)</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Mechanic (Diesel)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Draughtsman (Civil)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Draughtsman (Mechanic)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Surveyor</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>24.</td>
<td>Fitter Structural</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Boiler Attendant</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Book Binder</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SERIAL CIRCULAR NO. 178 /2002

Copy of Board's letter No. E(MPP)2000/19/1/Pt. (Meditation) dt. 23.8.02 is published for information, guidance and necessary action. Board's letter dated 23.11.2001 quoted therein was circulated as SC No. 265/01.

Copy of Board's letter No. E(MPP)2000/19/1/Pt. (Meditation) dt. 23.8.02

Sub: Introducing yoga training in Railway Training Centres.

In continuation of Board’s letter of even number dated 23.11.2001 on the above subject, Board has decided to enhance the honorarium from Rs.250/- p.m. upto Rs.1000/-p.m. to Instructors, locally engaged, to impart yoga training in the training centres catering to safety categories. All other terms and conditions remain unchanged. The enhanced rate of honorarium will be effective from 1.9.2002.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 179 /2002

Copy of Board's letter No. E(P&A)I-97/CPC/LE-7 dt.29.8.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(P&A)I-97/CPC/LE-7 dt.29.8.02 (RBE No.145/2002).PC V 351

Sub: Recommendations of Fifth Central Pay Commission relating to grant of commuted Leave/leave on Medical certificate to Railway Servants.

The V CPC’s recommendations made vide para 117.14 of their report relating to grant of Commuted Leave/Leave to all categories of Government servants on production of a Medical Certificate has been considered by the Government and it has now been decided by the Board that the following procedure may be followed for sanction of Commuted Leave/Leave to Railway servants on the basis of Medical Certificate:-

i) A Railway Servant (Gazetted or Non-gazetted), on being a Central Government Health Scheme (CGHS) / Railway Health Services (RHS) beneficiary and living in an area covered by the CGHS/RHS at the time of illness, shall be required to produce a Medical/Fitness Certificate in the Form prescribed in Annexure XI of Rule 538 and 541 of Indian Railway Medical Manual, Volume I, Third Edition 2000, either from an authorized CGHS Medical officer or a Railway/Government Authorized Medical Officer.

In circumstances where the Railway Doctor’s line visits do not materialize, the Railway employees who are covered by the line jurisdiction of the Railway doctor and who have fallen ill, may obtain a Medical Certificate from a Registered Medical Practitioner (RMP) subject to the condition that if the leave applied for on medical grounds is for more than 3 days, the employee should report to the Railway doctor if he is fit to travel or send intimation about his condition if he is bed-ridden, at such intervals as directed by the Railway doctor.
ii) Railway servants (Gazetted or Non-gazetted), who are not CGHS/RHS beneficiaries, (including those who have opted out of the CGHS/RHS or are CGHS or RHS Card Holders, but at the time of illness are residing outside the jurisdiction of the CGHS/RHS facilities or take ill while being outside the Headquarters) are required to produce a certificate from his Authorized Medical Attendant provided that in the case of a Non-gazetted Railway employee, if no AMA is available within a radius of 8 kilometers of his residence or place of temporary stay outside the Headquarters, the leave sanctioning authority may, at its discretion, sanction Leave/Commuted Leave on production of a Medical Certificate of sickness from the Registered Medical Practitioner, after satisfying itself of the facts/merits of the case.

iii) In case of hospitalization/indoor treatment permitted in a private hospital recognised under the CGHS/Central Services (Medical Attendance) Rules, 1944 and Railway Medical Attendance Rules as contained in Indian Railway Medical Manual Third Edition, 2000 (Corrected upto 30.9.99), a Railway servant (Gazetted or Non-gazetted), whether a CGHS/RHS beneficiary or not, may produce the requisite Medical/Fitness Certificate from the Authorized Officer of such a hospital in case his hospitalization/indoor treatment, is on account of the particular kind of disease (e.g. heart, cancer etc.) for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare. There may be instances where an employee may be initially admitted to such a hospital at a stage when the disease has yet not been fully diagnosed and it may subsequently be established that the disease was not that, the suspicion of which prompted his/her admission to the hospital. In such cases, the leave sanctioning authority, with the approval of the General Manager, may grant Leave/Commuted leave on the basis of the certificate of sickness from the Authorized Medical officer of such a hospital, if he is satisfied about the genuineness of the case.

iv) In cases where a Non-gazetted Railway servant finds it difficult to obtain the Medical Certificate from a CGHS/RHS doctor or AMA in exceptional cases, the leave sanctioning authority, may consider grant of leave on the basis of the Medical/Fitness Certificate from an RMP after taking into account the circumstances of the specific case. Such a certificate should be, as nearly as possible, in the prescribed form as given in Annexure XI of Rule 538 and 541 of Indian Railway Medical Manual, Volume I, Third Edition 2000, and should state the nature of illness and the period for which the Railway servant is likely to be unable to perform his duties. The competent authority may, at its discretion accept the certificate, or in cases where it has reasons to suspect the bonafides, refer the case to the Divisional Medical officer for advice or investigation. The Medical certificate from Registered Medical Practitioner produced by the Railway servant in support of his/her application for leave may be rejected by the competent authority only after a Railway Medical Officer has conducted the necessary verification and on the basis of the advice tendered by him after such verifications.

2. Certificate of fitness, in the case of employees working in the Zonal Railways and Field Units will continue to be governed by the provisions contained in Rule 538 and 541 of Indian Railway Medical Manual, Volume I, Third Edition 2000.

3. These orders take effect from the date of issue of this letter

4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

5. In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that Rule 521 of the Indian Railway Establishment Code, Volume-I, 1985 Edition (Reprint Edition -1995) may be substituted by the amended provisions as contained in the enclosed advance correction slip No.85.

ADVANCE CORRECTION SLIP TO THE INDIAN RAILWAY ESTABLISHMENT CODE, VOLUME-I,1985 EDITION (REPRINT EDITION -1995)

Advance Correction Slip No.85
The existing Rule 521 may be substituted with the following.

“Commuted Leave/Leave on production of Medical Certificate by the Railway servants shall be regulated as follows:-
1. A Railway servant (Gazetted or Non-gazetted), on being a Central Government Health Scheme (CGHS)/Railway Health Services (RHS) beneficiary and living in an area covered by the CGHS/RHS at the time of illness, shall be required to produce a Medical and Fitness Certificate in the Form prescribed in Annexure XI to Rule 538 and 541 of Indian Railway Medical Manual, Volume I, Third Edition 2000 either from an authorized CGHS Medical Officer or a Railway/Government Authorized Medical officer.

In circumstances where the Railway Doctor’s line visits do not materialize, the Railway employees, who are covered by the line jurisdiction of the Railway doctor and who have fallen ill, may obtain a Medical Certificate from a Registered Medical Practitioner (RMP) subject to the condition that if the leave applied for on medical grounds is for more than 3 days, the employee should report to the Railway doctor if he is fit to travel or send intimation about his condition, if he is bed-ridden, at such intervals as directed by the Railway doctor.

2. Railway servants (Gazetted or Non-gazetted), who are not CGHS beneficiaries, (including those who have opted out of the CGHS/RHS or are CGHS or RHS Card Holders, but at the time of illness are residing outside the jurisdiction of the CGHS/RHS facilities or take ill while being outside the Headquarters) are required to produce a Medical and Fitness Certificate from his Authorized Medical Attendant (AMA) provided that in the case of a Non-gazetted Railway employee, if no AMA is available within a radius of 8 kilometers of his residence or place of temporary stay outside the headquarters, the leave sanctioning authority may at his discretion, sanction Leave/Committed leave on production of a Medical Certificate from the Registered Medical Practitioner, after satisfying itself on the facts/merits of the case.

1. In case of hospitalization/indoor treatment permitted in a private hospital recognized under the CGHS /Central Services (Medical Attendance) Rules, 1944 and Railway Medical Attendance Rules as contained in Indian Railway Medical Manual Third Edition, 2000 (Corrected upto 30.9.99), a Railway servant (gazetted or non-gazetted), whether a CGHS/RHS beneficiary or not, may produce the requisite Medical/Fitness Certificate from the Authorized Medical Officer of such a hospital in case his hospitalization/indoor treatment, is on account of the particular kind of disease (e.g. heart, cancer etc.) for the treatment of which the concerned Hospital has been recognized by the Ministry of Health and Family Welfare. There may be instances where an employee may be initially admitted to such a hospital at a stage when the disease has yet not been fully diagnosed and it may subsequently be established that the disease was not that, the suspicion of which prompted his/her admission to the hospital. In such cases, the leave sanctioning authority, with the approval of the General Manager, may grant leave/commuted leave on the basis of the Medical certificate from the Authorized Medical officer of such a hospital, if he is satisfied about the genuineness of the case.

2. In case where a Non-gazetted Railway servant finds it difficult to obtain the Medical/Fitness Certificate from a CGHS/RHS doctor or AMA in exceptional cases, the leave sanctioning authority, may consider grant of leave on the basis of the Medical/Fitness Certificate from an RMP after taking into account the circumstances of the specific case. Such a certificate should be, as nearly as possible, in the prescribed form as given in Annexure XI of Rule 538 and 541 of Indian Railway Medical Manual, Volume I, Third Edition 2000, and should state the nature of illness and the period for which the Railway servant is likely to be unable to perform his duties. The competent authority may, at its discretion accept the certificate, or in cases where it has reasons to suspect the bona fides, refer the case to the Divisional Medical Officer for advice or investigation. The Medical Certificate from registered private practitioners produced by the Railway servant in support of their application for leave may be rejected by the competent authority only after a Railway Medical Officer has conducted the necessary verifications and on the basis of the advice tendered by him after such verifications.

3. Certificate of Fitness in the case of employees working in the Zonal Railways and Field Units will continue to be governed by the provisions contained in Rule 538 and 541 of Indian Railway medical Manual, Volume I, Third Edition 2000.

Note: Ordinarily, the jurisdiction of a Railway Medical Officer will be taken to cover Railway servant residing within a radius of 2.5 kilometers of the Railway Hospital or health unit to which the Doctor is attached, and within a radius of one kilometer of a Railway station of the Doctor’s beat.

(Authority Board’s letter No.E(P&A)I-97/CPC/LE-7 dated 29.8.2002)
Copy of Board's letter No.E(P&A)/II/2001/PLB-14 dt. 20.9.02 is published for information, guidance and necessary action. Board's letter dated 13.02.2002 quoted therein was circulated as SC No. 38/02.

While calculating the PLB for the year 2001-2002, the 3 illustrations given in the Board's letter dt.20.9.02 may please be borne in mind.

In case, the bills have already been submitted to the Associate Accounts in respect of employees who proceeded on EOL, LHAP etc., re-calculation of the PLB based on Board's letter dt.20.9.2002 may be made and over payment if any, arranged to be recovered.

Copy of Board's letter No. E(P&A)/II/2001/PLB-14 dt. 20.9.02 (RBE No. 166/02).

Sub: Computation of Productivity Linked Bonus - Procedure thereof.

Please refer to the clarification contained in this office letter of even no. dated 13-02-2002 regarding the manner of computation of wages for the purpose of payment of Productivity Lined Bonus.

2. In view of the doubts raised by some of the zonal Railways, the issue has been examined de-novo. In supersession of the instructions contained in the letter dated 13-02-2002 ibid, it has been decided that the following methodology will be followed for computing PLB in cases where staff are on leave on half average pay, extraordinary leave etc. for part of the year.

The per day maximum wage to be reckoned during a particular month is to be arrived at by dividing the computation ceiling by the total number of days in the month. For instance, the maximum reckonable per day wage (in normal cases) in the month of January would be Rs.2500/31 days, which comes to Rs.80.65 and the reckonable per day wage in respect of employees on leave on half average pay for the corresponding period would accordingly be Rs.40.33. In the month, where the per day maximum reckonable wages are Rs.80.65, an employee who had worked only for 15 days (the remaining period being extraordinary leave), the wages for that month would be Rs.1210 (Rs.80.65 x 15).

a) The total wages arrived at by adding the per day wage for the month are then to be rounded off to the nearest rupee.

b) Similar calculation is to be done for the other months also.

c) The wages so arrived at for the 12 months are then to be added together and thereafter divided by the number of days in the year which gives the per day wages; the per day wage is to be reckoned upto two decimal places.

d) This figure is then to be multiplied by the number of Productivity Linked Bonus days declared for the financial year, rounded off to the nearest rupee, which gives the amount of Productivity Linked Bonus payable.

3. Three illustrations are enclosed.

4. It has also been decided by the Board that the methodology outlined above will apply only to cases to be decided after issue of these orders and that past cases where calculation of Productivity Linked Bonus had been made in terms of the illustrations contained in letter No.E(P&A)II-79/PLB-1 dated 1.07.1980 need not be re-opened.
5. This issue with the concurrence of the Finance Directorate of the Ministry of Railways.

Illustration I

<table>
<thead>
<tr>
<th>Description</th>
<th>Calculation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic pay of employee in scale of Rs.2550-3200</td>
<td>= Rs.2550</td>
<td></td>
</tr>
<tr>
<td>Total wage per month</td>
<td>= Rs.3589 (Restricted to Rs.2500/- p.m.)</td>
<td></td>
</tr>
<tr>
<td>The employee was on leave on half average pay w.e.f. 1.04.2000 to 30.04.2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reckonable maximum per day wage for the month of April</td>
<td>= Rs.83.33 (Rs.2500/30)</td>
<td>(in normal cases)</td>
</tr>
<tr>
<td>Reckonable maximum per day wage when on leave on half average pay</td>
<td>= Rs.41.67 (Rs.83.33/2)</td>
<td></td>
</tr>
<tr>
<td>Reckonable wages for the month of April</td>
<td>= Rs.1250 (Rs.41.67 x 30, Rounded off to the nearest rupee)</td>
<td></td>
</tr>
<tr>
<td>Wages for other 11 months</td>
<td>= Rs.2500 x 11 = Rs.27500</td>
<td></td>
</tr>
<tr>
<td>Total wages for the year</td>
<td>= Rs.27500 + 1250 = Rs.28750</td>
<td></td>
</tr>
<tr>
<td>Per day Wage</td>
<td>= Rs.78.77</td>
<td></td>
</tr>
<tr>
<td>Amount of PLB payable for 57 days</td>
<td>= Rs.78.77 x 57 = Rs.4489.89 = Rs.4490 (Rounded off to the nearest rupee)</td>
<td></td>
</tr>
</tbody>
</table>

Illustration II

<table>
<thead>
<tr>
<th>Description</th>
<th>Calculation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic pay of employee in scale of Rs.5000-8000</td>
<td>= Rs.5000</td>
<td></td>
</tr>
<tr>
<td>Total wage per month</td>
<td>= Rs.7038 (Restricted to Rs.2500/- p.m.)</td>
<td></td>
</tr>
<tr>
<td>The employee was on leave on half average pay w.e.f. 1-5-2000 to 31-05-2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reckonable maximum per day wage for the month of May (in normal cases)</td>
<td>= Rs.80.65 (Rs.2500/31)</td>
<td></td>
</tr>
<tr>
<td>Reckonable maximum per day wage when on leave on half average pay</td>
<td>= Rs.40.33 (Rs.80.65/2)</td>
<td></td>
</tr>
<tr>
<td>Reckonable wages for the month of May</td>
<td>= Rs.1250 (Rs.40.33 x 31, rounded off to the nearest rupee)</td>
<td></td>
</tr>
<tr>
<td>Wages for the other 11 months</td>
<td>= Rs.2500 x 11 = Rs.27500</td>
<td></td>
</tr>
<tr>
<td>Total Wages for the year</td>
<td>= Rs.27500 + 1250 = 28750</td>
<td></td>
</tr>
<tr>
<td>Per day Wage</td>
<td>= Rs.78.77</td>
<td></td>
</tr>
<tr>
<td>Amount of PLB payable for 57 days</td>
<td>= Rs.78.77 x 57 = Rs.4489.89 = Rs.4490 (Rounded off to the nearest rupee)</td>
<td></td>
</tr>
</tbody>
</table>

Illustration III

<table>
<thead>
<tr>
<th>Description</th>
<th>Calculation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic pay of employee in scale Rs.2550-3200</td>
<td>= Rs.2550</td>
<td></td>
</tr>
<tr>
<td>Total wage per month</td>
<td>= Rs.3589 (Restricted to Rs.2500/- p.m.)</td>
<td></td>
</tr>
<tr>
<td>The employee was extraordinary leave w.e.f. 1-5-2000 to 20-05-2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reckonable maximum per day wage for the month of</td>
<td>= Rs.80.65 (Rs.2500/31)</td>
<td></td>
</tr>
</tbody>
</table>
May

<table>
<thead>
<tr>
<th>Reckonable wages for the month of May</th>
<th>= Rs.887</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Rs.80.65 x 11 days rounded off to the nearest rupee)</td>
<td></td>
</tr>
<tr>
<td>Wages for the other 11 months</td>
<td>= Rs.27500</td>
</tr>
<tr>
<td>Total Wages for the year</td>
<td>= Rs.27500 + 887</td>
</tr>
<tr>
<td>= Rs.28,387</td>
<td></td>
</tr>
<tr>
<td>Per day Wage</td>
<td>= Rs.77.77</td>
</tr>
<tr>
<td>PLB payable for 57 days</td>
<td>= Rs.77.77 x 57 = Rs.4432.89</td>
</tr>
<tr>
<td>= Rs.4433 (Rounded off to the nearest rupee)</td>
<td></td>
</tr>
</tbody>
</table>

**SERIAL CIRCULAR NO.181/2002**


Copy of Board's letter No. E(E)III/2002/PN1/02 dated 3.8/9.02 is published for information, guidance and necessary action. Board's letters dated 5.6.98, 23.12.98, 15.1.99, 23.8.2001 quoted therein were circulated as SC Nos. 152/98, 16/99, 26/99, 194/01, respectively.


Sub: Implementation of Government's decision on the recommendations Of the 5th Central Pay Commission - Revision of pension of pre and Post-1986 pensioners/family pensioners etc. - Extension of date of Submission of application for revision of pension/family pension.

In continuation of Board’s letter No.F(E)III/2000/PN1/61 dt.23.8.2001 extending the date of submission of application for revision of pension/family pension of pre and post 1986 pensioners/family pensioners upto 31.12.2001, a copy of DOP & PW’s O.M.No.45/86/97-P&PW(A) Part III dt.2.4.2002, extending the date of submission of application further upto 31st December,2002, is circulated for information and guidance. These instructions will apply mutatis mutandis on the Railway also.

DOP&PW’s O.M.o.(1)45/86/97-P&PW(A) Part IV dt.8.5.98, 30.11.98 and 17.12.98 and O.M.No.45/86/97-P&PW(A) Part III dt.18.7.2001 were circulated/adopted on the Railways vide Board’s letter No.F(E)III/98/PN1/11 dt.5.6.98, 23.12.98, F(E)III/98/PN1/29 dt.15.1.99 and letter No.F(E)III/2000/PN1/61 dt.23.8.2001 respectively.

Copy of DOP & PW’s O.M.No.45/86/97-P&PW(A) Part III dt.2.4.2002

Sub: Implementation of Government’s decision on the recommendations Of the 5th Central Pay Commission - Revision of pension of pre and Post-1986 pensioners/family pensioners etc. - Extension of date of Submission of application for revision of pension/family pension.

The undersigned is directed to refer to this Department’s OM of even No. dated 18.7.2001 extending the date of submission of applications for revision of pension/family pension of pre-1986 pension/family pensioners upto 31.12.2001. Representations have been received in this department for extending the date for submission of applications beyond 31.12.2001. The matter has been considered in this department and it has been decided to extend the date of submission of application for revision of pension/family pension in such cases upto 31.12.2002. However, Defence civilian pensioners will continue to be governed by orders issued by the Ministry of Defence.
Similarly it has also been decided to extend the date of submission of applications for revision of pension/family pension with reference to this department’s OM No.(1)45/86/97-P&PW(A)-Part-IV dated 8.5.1998 read with OM dated 30.11.1998 and dated 17.12.1998 for submission of applications by the pensioners covered under these OM upto 31.12.2002.

Ministry of Agriculture etc. are requested to bring the contents of these orders to the notice of heads of Departments/Controller of Accounts, Pay and Accounts Officer and attached and Subordinate offices under them on top priority basis. All Pension Disbursing Authorities are also advised to prominently display these orders on their notice boards for the benefit of the pensioners/family pensioners.

**SERIAL CIRCULAR NO. 182 /2002**
Letter No. P [R] 332/XV      Dated:  3 -10-2002

Copy of Board's letter No. E(W)2002/WE-2/2 dt.19.8.02  is published for information, guidance and necessary action.


Sub: Facilities of Holiday Homes to Retired Railway Employees.

One of the Railway Pensioners' Associations in its representation to Board had raised an issue regarding allotment of Holiday Home accommodation to the retired railway employees. The Association had represented that in the absence of clear cut guidelines, the retired Railway employees are not given firm bookings and their request for allotment of Holiday Home accommodation is subjected to last minute cancellations in the event of requests being made by the serving employees.

As a matter of policy, Holiday Homes are meant to provide rest and recreation to the serving employees and, therefore, they have a prior claim to this facility. However, Board have considered feasibility of giving advance confirmation of bookings for Holiday Home facility to retired Railway servants during periods other than summer vacations/Dussehra/Pooja Holidays and Christmas Holidays as during these holidays advance confirmation would not be possible.

It has now been decided by the Board that the retired Railway servants shall be given confirmed booking of Holiday Homes during periods other than Summer Vacations, Dussehra, Pooja & Christmas Holidays seven days prior to the date of occupation and the confirmed bookings shall not be cancelled during the last seven days preceding the date of occupation, in preference to a serving Railway employee.

All Zonal Railways, Productions Units, etc. may note the above provision for compliance.

**SERIAL CIRCULAR NO. 183 /2002**

Copy of Board's letter No. E(P&A)I-2001/PS-5/PE-1 dt.4.9.02 is published for information, guidance and necessary action. Board’s letters dated 20-8-91 and 7-9-2001 quoted in the correction slip were circulated as SC Nos. 192/01 and 206/01, respectively.


The Ministry of Railway is pleased to direct that Para 178 (4) of the Indian Railway Establishment Manual, Volume I (Revised Edition 1989) may be amended as per the enclosed Advance Correction Slip No.139.

ADVANCE CORRECTION SLIP NO.139
INDIAN RAILWAY ESTABLISHMENT MANUAL, VOLUME I-(1989 EDITION)

Chapter I, Section B, Sub Section II - Recruitment & Training.

1. Item (xii) of para 178(4) may be substituted with the following:-

Drawing Teacher (Rs.1400-2600/5500-9000)  

M.A. Degree in Drawing & Painting/Fine Arts from a recognised University.  
OR  
B.A. (Hons) in Art and Art Education.  
OR  
II class Bachelor's Degree with Drawing & Painting/Fine Arts with minimum 2 years full time Diploma from a recognized institution.  
OR  
Higher Secondary/Intermediate with minimum 4 years full time Diploma in Painting/Fine Arts or part time Diploma of not less than 5 years duration.

2. Competence to teach through the medium/media as required.

3. Desirable: At least 2 years Teachers Training Course from a recognised institution.

OR  
2 years' teaching experience in a recognized institution.

NOTE: The condition of II class in Bachelor's Degree can be relaxed in respect of promotee candidates who have at least 5 years experience as Primary Teachers.

2. Item (xv)(b) of para 178(4) may be deleted and item (xv)(c) of para 178 (4) may be renumbered as (xv)(b).


SERIAL CIRCULAR NO. 184 /2002  
Letter No. P [R436/IRMM  
Dated: 3 -10-2002

Copy of Board's letter No. 2000/H-1/12/27/Pt.I dt.2.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. 2000/H-1/12/27/Pt.I dt.2.9.02 (RBE No-). S.No.6 of Helath 2002

Sub: Indian Railway Medical Manual, 2000 - Amendment to Paras 601 & 668 thereof for providing Dental treatment to the Railway beneficiaries.

The Board have reviewed the dental treatment facilities being provided to the Railway 'beneficiaries' at present and it has been decided that the scope of dental treatment facilities may be increased to the extent indicated below:

1. Free dental treatment is being provided to Railway beneficiaries, wherever the facilities for providing Dental treatment exist as per the existing orders.
2. The Board have also decided that wherever facilities of a part-time/full-time dental surgeon are not provided in a hospital/health unit, the beneficiaries may be permitted by the Authorised Medical Attendants after satisfying themselves of the need for outside dental treatment, to avail treatment on their own and the expenses incurred on such treatment may be reimbursed upto ceilings being incorporated in para 668(A) of the Indian Railway Medical Manual, 2000.

3. The procedure for claiming/accepting reimbursement shall be the same as being following in the case of medical treatment obtained by the 'beneficiaries' from outside Railway medical facilities. No reimbursement claim would be admitted for treatment taken without prior approval of the Authorised Medical Attendant.

4. The above orders are valid upto 30.9.2004. The Board also desire that reimbursements entertained/paid by the Railways to the Railway 'beneficiaries' may be recorded separately so that the impact, both physical and financial, can be monitored and evaluated three months before the validity of the order expires.

5. The above changes and the rates prescribed for reimbursement have to be incorporated in Indian Railway Medical Manual, 2000. Accordingly, an advance Correction Slip No.6 to this effect is enclosed as Annexure.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Annexure

ADVANCE CORRECTION SLIP NO.6 TO INDIAN RAILWAY MEDICAL MANUAL

Para 601(3)(A):

The following may be added as item (j) under 601(3)(A) of IRMM, 2000
(j) The dental treatment to the extent indicated in para 637 of this Chapter."

Para 601(3)(B):

"Clause (a) may be deleted. Clause (b) to (g) to be be re-numbered as (a) to (f)."

The following be added below para 668:

"668(A) Dental Treatment: Subject to conditions laid down in para 647, the cost of dental treatment will be reimbursed at the following rates:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Extraction under L.A.(any tooth)</td>
<td>Rs.75.00</td>
</tr>
<tr>
<td>ii.</td>
<td>Extraction under L.A. of Molar tooth</td>
<td>Rs.100.00</td>
</tr>
<tr>
<td>iii.</td>
<td>Cement/Glass Inomer filling(per tooth)</td>
<td>Rs.75.00</td>
</tr>
<tr>
<td>iv.</td>
<td>Silver Amalgam/composite filling per tooth</td>
<td>Rs.125.00</td>
</tr>
<tr>
<td>v.</td>
<td>Root canal of Molar tooth</td>
<td>Rs.600.00</td>
</tr>
<tr>
<td>vi.</td>
<td>Root canal of a tooth (other than a molar)</td>
<td>Rs.250.00</td>
</tr>
<tr>
<td>vii.</td>
<td>Oral prophylaxis</td>
<td>Rs.250.00</td>
</tr>
<tr>
<td>viii.</td>
<td>Periodontal surgery (each quadrant)</td>
<td>Rs.250.00</td>
</tr>
<tr>
<td>ix.</td>
<td>Periodontal surgery (full mouth)</td>
<td>Rs.1000.00</td>
</tr>
<tr>
<td>x.</td>
<td>Apicoectomy</td>
<td>Rs.600.00</td>
</tr>
<tr>
<td>xi.</td>
<td>Extraction of impacted tooth</td>
<td>Rs.600.00</td>
</tr>
<tr>
<td>xii.</td>
<td>Alveolectomy</td>
<td>Rs.250.00</td>
</tr>
<tr>
<td>xiii</td>
<td>Fracture Mandible/Maxilla intermaxillary fixation</td>
<td>Rs.2500.00</td>
</tr>
<tr>
<td>xiv.</td>
<td>Intra Oral periapical Dental X-ray</td>
<td>Rs.50.00</td>
</tr>
<tr>
<td>xv.</td>
<td>Occlusal X-ray</td>
<td>Rs.100.00</td>
</tr>
<tr>
<td>xvi.</td>
<td>Upper/lower full dentures (once in life time)</td>
<td>2000.00</td>
</tr>
</tbody>
</table>
(Authority Ministry of Railway's letter No.2000/H-1/12/27/Part.I dt.2.9.2002)

SERIAL CIRCULAR NO. 185 /2002
Letter No. P [R]  673/II  Dated:  3-10-2002

Copy of Board's letter No. E(MPP)99/19/1/5.3 dated 19.8.02 is published for information, guidance and necessary action. Board's letter dated 25-2-2002 quoted therein was circulated as SC No. 44/2002. The Divisions/Units are advised to confirm the implementation of these instructions by 31-10-02, without fail.

Copy of Board's letter No. E(MPP)99/19/1/5.3 dated 19.8.02 (RBE No. /2002).

Sub: Report of the Railway Safety Review Committee (Part-I)1998 - Successful completion of training course should be linked to promotion - Recommendation No.5.3.

The Railway Safety Review Committee vide Recommendation No.5.3 have recommended that "successful completion of training course should be linked to promotion/increment".

The above recommendation has been accepted with regard to linking successful completion of training to promotion for the safety categories. Railways were directed vide Board's letter of even number dated 25.2.2002 issued under RBE No.25/2002 that the instructions contained in the letter should be strictly complied with and no laxity should be allowed in relieving the staff for promotional course.

The implementation of the instructions may be confirmed.

SERIAL CIRCULAR NO. 186 /2002
Letter No. P [R]  563/V       Dated: 4-10-2002

Copy of Board's letter No. E(NG)I/99/PM7/17 dated 12.8.02 is published for information, guidance and necessary action.


Sub: Selection of Intermediate Apprentices from amongst Skilled Artisans for absorption as JE Gr.II in the pay scale of Rs.5000-8000 in various departments.

In terms of the extant procedure, as prescribed in para 142(1)(ii) of IREM, Vol.I, 1989, 25% of the vacancies in the category of JE Gr.II (C&W) in the pay scale of Rs.5000-8000 are filled by induction of Intermediate Apprentices from amongst Skilled Artisans with qualification of Matriculation and three years service in skilled grades.

3. The Railway Safety Review Committee in Part I of their report have recommended that the minimum education qualification for appearing in the selection of Intermediate Apprentices for absorption as Train Examiners (since redesignated as JE Gr.II (C&W) against 25% quota should be enhanced from existing qualification of Matriculation to ITI/Act Apprenticeship and that the existing condition of three years service may be revised to five years. The matter has been considered carefully by the Ministry of Railways. The views of both the Federations have also been taken into account. Taking all aspects into consideration the Ministry of Railways
have decided not to accept the recommendation regarding revision of service condition. However, the recommendation regarding revision of qualification of ITI / Act Apprenticeship has been accepted. It has also been decided to prescribe qualification of 10 + 2 in Science stream as an alternative qualification to ITI / Act Apprenticeship.

2.1 Further, in order to maintain uniformity, it has also been decided to make applicable the enhanced qualification for selection as Intermediate Apprentices for absorption as JE Gr.II in the pay scale of Rs.5000-8000 in all other categories/departments wherever the system of induction of inter-apprentices from serving employees is applicable. It has accordingly been decided that educational qualification for consideration for selection as intermediate Apprentices in all categories/Deptt. for absorption as JE Gr.II in the pay scale of Rs.5000-8000 should henceforth be ITI / Act Apprenticeship pass or 10+2 in Science stream.

SERIAL CIRCULAR NO. 187 /2002

Copy of Board's letter No. E(W)95 PS 5-1/29 dated 13.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(W)95 PS 5-1/29 dated 13.9.02 (RBE No. 162./2002).


One of the Railways has referred for Board's clarification a doubt whether children born to a Railway servant out of a void marriage are eligible for inclusion in the Pass issued to the widow of the Railway servant, since such children are eligible for receiving family pension under the Pension rules. The matter has been examined, and it is clarified that children born out of void marriage are not eligible for inclusion in the Pass of a widow of a railway servant.

SERIAL CIRCULAR NO. 188 /2002
Letter No. P [R]171/III Dated: 4 -10-.2002

Copy of Board's letter No. 95/E(SCT)I1/49/5 (Gaz) dt.6.9.02 is published for information, guidance and necessary action. Board's letter dated 21.8.97 quoted therein was circulated as SC No. 156/97.

Copy of Board's letter No. 95/E(SCT)I/49/5 (Gaz) dt.6.9.02 (RBE No.154/2002).

Sub: Reservation Rosters for promotion from Group 'C' to Group 'B' and within Group 'B'.

Board vide their letter No.95-E(SCT)/I/49/5(2) dated 21.8.97 have issued instructions to adopt post based roster in Group 'C' and 'D' posts of promotion category. Some of the Railways have expressed doubts whether post based roster should be followed for promotion from Group 'C' to Group 'B' and within Group 'B'. In this regard it is clarified that the matter is under the consideration of the Railway Board and a final decision is likely to take some time. Therefore, existing instructions presently being followed will continue to be followed for promotions to this Group till further orders. It is further clarified that rosters will cease to operate when the representation of persons belonging to reserved categories in a cadre reaches the prescribed percentage of reservation. Thereafter, vacancies released by retirement, resignation, promotion etc., of the persons belonging to the general and reserved categories will be filled by the appointment of the persons belonging to the respective category so that the prescribed percentage of reservation in the cadre is maintained.

SERIAL CIRCULAR NO. 189 /2002
Letter No. P [R]473/V Dated: 4-10-.2002
Copy of Board's letter No. E(W)99 PS 5-1/10 dt. 9.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(W)99 PS 5-1/10 dt. 9.9.02 (RBE No. 156/2002).

Sub: Surrender of Metal Pass by officers who avail of LAP for a short period in continuation of duty.

Instructions have been issued vide Board's letter of even number dated 8.3.1999 that Metal Passes need not be surrendered if officers take LAP for a short period in continuation of their tour on duty. A doubt has arisen whether an officer after performing an outstation duty i.e. official duty away from his headquarter and availing LAP for a short period in continuation of tour programme (due to non-availability of CLs in one's account) may use his metal pass during his return journey. It is hereby clarified that officers need not surrender Metal Pass after availing of LAP for a short period, after performing outstation duty away from Headquarters and use their Metal Pass during return journey from the station from where they proceeded on leave.

SERIAL CIRCULAR NO. 190 /2002
Letter No. P [R]184/IV Dated: 8-10-2002


Sub: Countersigning of Annual Confidential Reports (ACRs) of Supervisors Posted for station maintenance at all 'A' Class stations.


Read the following for the existing contents of Board's above cited letter:-

"It has been decided by the Board that Station Managers/Station Superintendents will be responsible for cleanliness/sanitation of platforms, circulating areas, retiring rooms, waiting rooms and other passenger interface areas. The supervisors of the Engineering, Electrical and Medical Departments for all 'A' Class stations shall be under the control of the station in-charge i.e. Station Manager/Station Superintendent in respect of the duties assigned to the respective Supervisors with regard to upkeep of Station premises, etc. While posting the supervisors at the 'A' class stations, care should be taken to see that these supervisors when posted for station maintenance are not in the grade higher than that of the Station Managers/Station Superintendents. The administrative control of the Supervisors shall remain with the respective Departments but the Annual Confidential Reports (ACRs) should be countersigned by the Station Manager/Station Superintendent in respect of their duties and functions with regard to maintenance and upkeep of premises at that station".

SERIAL CIRCULAR NO. 191 /2002

Copy of Board's letter No. E(NG)I-2002 PM1/26 dt.11.9.02 is published for information, guidance and necessary action. Board's letters dated 16-8-82, 20-9-82, 26-5-85 and 27-12-90 quoted therein was circulated as SC No. 130/82, 146,82, 63/84 & 7/91, respectively.

Copy of Board's letter No. E(NG)I-2002 PM1/26 dt.11.9.02 (RBE No.157/2002).

Sub: Filling up non-gazetted posts in Railways - classification of posts as Safety Categories.
Reference this Ministry's letter No.E(NG)I-75-PM1-44 dated 31.5.82 as modified/clarified vide their letters of the same number dated 16.8.82, 20.9.82, 21.9.82, 26.5.84 and letter No. E(NG)I/82/PM1/199 Pt. dated 27.12.90 on the above subject.

2. Ministry of Railways have decided to add the category of Gangmen in the list of Safety Categories.

(This also disposes of Southern Railway's letter No.W 349/A/209/MPP-Right sizing dated 20.5.2002)

SERIAL CIRCULAR NO. 192/2002

Copy of Board's letter No. PC-V/99/1/7/6/2 dt.2.9.02 is published for information, guidance and necessary action. Board's letter dated 21-7-99 quoted therein was circulated as SC No. 186/99.

Copy of Board's letter No. PC-V/99/1/7/6/2 dt.2.9.02 [RBE No. 149/2002 – PC-V/353 ]


Instructions regarding incentive for promoting small family norms subsequent to the recommendations of the Fifth CPC were issued vide Railway Board's letter of even number dated 21-7-99. In para 3[e] of these orders it was mentioned that the Family Planning Allowance for adoption of small family norms shall be admissible in future only to those Railway employees with not more than two surviving children. Subsequently, clarifications have been sought whether this allowance shall be admissible in those cases where the number of surviving children crosses this ceiling on account of birth of twins in second/subsequent delivery[ies]. The issue has been considered and it is clarified that the benefit of Family Planning Allowance shall be admissible to Railway employees if twins are born after first surviving child and the number of surviving children crosses the ceiling of two children in second/subsequent delivery[ies].

SERIAL CIRCULAR NO. 193/02


Sub: Revision of designation.

Consequent upon the implementation of the recommendations of V CPC, a new scale of Rs.7450-11500/- was introduced for Ministerial staff in all departments (other than Accounts) and designated as Chief Office Superintendent vide Annexure to Board's letter No.PC-V/98/I/11/18 (A) dated 10.5.98. It has been brought to the notice of Board that the abbreviation COS being used for Chief Office Superintendent is creating confusion for the similar abbreviation COS being used for the Controller of Stores in Stores Department.

2. The matter was considered and it has been decided that wherever the abbreviation for Chief Office Superintendent is to be used, it should be used as "Ch.O.S." to avoid any confusion in the matter.

SERIAL CIRCULAR NO. 194/2002
Copy of Board's letter No. E(MPP)2001/3/9 dt.19.9.2002 is published for information, guidance and necessary action. Board's letter dated 19.3.02 quoted therein was circulated as SC No. 57/02.


Sub: List of training centres on Indian Railways.

In continuation of Board's letter No.E(MPP)2001/3/19 dated 19.3.2002, Ministry of Railways have decided to include "BTC, Bhopal" renamed as "Technical Training Centre, Bhopal' under "Main Training Centre" after S.No.51 of the Annexure-I of Board's letter quoted above.

In view of the above the "Technical Training Centre/Bhopal" now figures at S.No.52.


MANUAL ON MANAGEMENT OF TRAINING (JUNE 1998)
ADVANCE CORRECTION SLIP NO.3/2002

Appendix-I of the Manual on Management of Training (Edition, 1998) may be replaced with the attached list.


Appendix-I of the Manual on Management of Training ( Edition 1998) may be replaced with the attached list.

(Authority: Board’s letter No.E(MPP)/99/3/6 dated 10.7.2001)

<table>
<thead>
<tr>
<th>No.</th>
<th>Training Centre</th>
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<tbody>
<tr>
<td>1.</td>
<td>Zonal Training. Centre/ Bhusawal/CR.</td>
</tr>
<tr>
<td>2.</td>
<td>Zonal Training. Centre/ Bhul/ER</td>
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<tr>
<td>3.</td>
<td>Zonal Training. Centre/Chandausi/NR</td>
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<tr>
<td>4.</td>
<td>Zonal Training. Centre/Muzaffarpur/NER</td>
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<tr>
<td>5.</td>
<td>Zonal Training. Centre/ADPJ/NFR</td>
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<td>6.</td>
<td>Zonal Training. Centre/Trichy/SR</td>
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<td>7.</td>
<td>Zonal Training. Centre/Moula-ali/SCR</td>
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<td>8.</td>
<td>Zonal Training. Centre/Sini/SER</td>
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<tr>
<td>10.</td>
<td>Supervisors’ Training Centre/Jhansi/Cr</td>
</tr>
<tr>
<td>11.</td>
<td>Supervisors’ Training Centre/Kancheearapara/ER</td>
</tr>
<tr>
<td>12.</td>
<td>Supervisors’ Training Centre/Lucknow/NR</td>
</tr>
<tr>
<td>13.</td>
<td>Supervisors’ Training Centre/Gorakhpur/NER</td>
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<tr>
<td>14.</td>
<td>Supervisors’ Training Centre/New Bongaigon/NFR</td>
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<tr>
<td>15.</td>
<td>Supervisors’ Training Centre/Bangalore/SR</td>
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<td>16.</td>
<td>Supervisors’ Training Centre/Secunderabad/SCR</td>
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<td>17.</td>
<td>Supervisors’ Training Centre/Kharaghpur/SER</td>
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<tr>
<td>18.</td>
<td>Supervisors’ Training Centre/Ajmer/WR</td>
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<tr>
<td>19.</td>
<td>S&amp;T Training Centre,Ghaziabad, NR</td>
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<tr>
<td>20.</td>
<td>S&amp;T Training Centre,Podanur, SR</td>
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<tr>
<td>21.</td>
<td>S&amp;T Training Centre,Sabarmati/WR</td>
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<tr>
<td>22.</td>
<td>S&amp;T Training Centre, KGP/SER</td>
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<tr>
<td>23.</td>
<td>S&amp;T Training Centre, Gorakhpur, NER</td>
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<tr>
<td>24.</td>
<td>S&amp;T Training Centre,Byculla, CR</td>
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<tr>
<td>25.</td>
<td>S&amp;T Training Centre,Liluah, ER</td>
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<tr>
<td>26.</td>
<td>S&amp;T Training Centre, Pandu, NFR</td>
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</tbody>
</table>
27. S&T Training Centre, Moula-ali, SCR
28. S&T Training Centre, Malda, ER
29. Electrical Training Centre, Thakurli/CR
30. Electrical Training Centre, Asansol/ER
31. Electrical Training Centre, Kanpur/NR
32. Electrical Training Centre, Ghaziabad/NR
33. Electrical Training Centre, GKP/NER
34. Electrical Training Centre, Avadi/SR
35. Electrical Training Centre, Vijayawada/SCR
36. Electrical Training Centre, Lallaguda/SCR
37. Electrical Training Centre, Tatanagar/SER
38. Electrical Training Centre, Rourkela/SER
39. Electrical Training Centre, Baroda/WR
40. Electrical Training Centre, Mahalaxmi/WR
41. Civil Engineering Training Centre, Kanpur/NR
42. Civil Engineering Training Centre, Allahabad/NR
43. Civil Engineering Training Centre, Tambram/SR
44. Civil Engineering Training Centre, Kachiguda, SCR.
45. Civil Engineering Training Centre, Guntakal, SCR.
46. Technical Training Centre, CLW/Chittarajan
47. Technical Training Centre, DCW/Patiala.
49. Technical Training Centre, ICF/Perambur.
50. Technical Training Centre, RCF/Kapurthala.
51. Technical Training Centre, WAP/Bangalore.
52. Technical Training Centre, Bhopal/C.Rly
53. Jagjivan Ram RPF Training Centre/NR/Lucknow.

OTHER TRAINING CENTRES

1. Area Training Centre, Kalyan/Cr
2. Area Training Centre, Jhansi/CR
3. Area Training Centre, Damoh/Cr
4. Area Training Centre, Bhusawal/CR
5. Area Training Centre, Ajni/CR
6. Area Training Centre, Kacheguda/SCR
7. Area Training Centre, Lower Parel/WR
8. Area Training Centre, Bandra/WR
9. Area Training Centre, Ajmer/WR
10. Area Training Centre, Bandikui/WR
11. Area Training Centre, Junagadh/WR
12. Area Training Centre, Kota/WR
13. Area Training Centre, Mhow/WRR
14. Area Training Centre, Baroda/WR
15. Area Training Centre, Valsad/WR
16. Basic Training Centre (C&W)/Ajni/CR/
17. Basic Training Centre (C&W)/Matunga/CR
18. Basic Training Centre (C&W)/Mumbai/CR
19. Basic Training Centre (C&W)/Bhusawal/CR
20. Basic Training Centre (Elec.)/Matunga/CR
21. Basic Training Centre(loco)/Bhusawal/CR
22. Basic Training Centre(loco)/Jhansi/CR
<table>
<thead>
<tr>
<th>No.</th>
<th>Training Centre</th>
<th>City</th>
<th>Zone</th>
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</thead>
<tbody>
<tr>
<td>23</td>
<td>Basic Training Centre(C&amp;W)/Jhansi</td>
<td>Jhansi</td>
<td>CR</td>
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<td>24</td>
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<td>CR</td>
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<tr>
<td>25</td>
<td>Basic Training Centre(Loco)/Jabalpur</td>
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<tr>
<td>26</td>
<td>Basic Training Centre(Diesel)/Kurla</td>
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<tr>
<td>27</td>
<td>Basic Training Centre/Mannmad</td>
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<td>Basic Training Centre/Bikaner</td>
<td>Bikaner</td>
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<td>Basic Training Centre(C&amp;W)/AMV/Lucknow</td>
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<td>Basic Training Centre(C&amp;W)/Amritsar</td>
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<td>Basic Training Centre/Gorakhpur</td>
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<td>Basic Training Centre/Izatnagar</td>
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</tr>
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<td>38</td>
<td>Basic Training Centre/Erode</td>
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<td>Basic Training Centre/Perambur</td>
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<td>Basic Training Centre/Guntapalli</td>
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<td>Basic Training Centre (Loco)/Ajmer</td>
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<td>C&amp;W Training Centre/Tikiapara</td>
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<td>C&amp;W Training Centre/Dhanbad</td>
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<td>C&amp;W Training Centre/Amritsar</td>
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<td>C&amp;W Training Centre/GMC/Kanpur</td>
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<td>56</td>
<td>C&amp;W Training Centre/Rewari</td>
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<td>C&amp;W Training Centre/Jagadhari</td>
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<td>C&amp;W Training Centre/Miraj</td>
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<td>61</td>
<td>Permanent Way Training Centre/Dhanbad</td>
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<td>Permanent Way Training Centre/Mugalsarai</td>
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<td>63</td>
<td>Permanent Way Training Centre/Sadulpur</td>
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<td>Permanent Way Training Centre/Samli</td>
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<td>Permanent Way Training Centre/Allahabad</td>
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<td>71</td>
<td>Permanent Way Training Centre/Palghat</td>
<td>Palghat</td>
<td>SR</td>
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<td>72</td>
<td>Permanent Way Training Centre/Villupuram</td>
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<td>73</td>
<td>Transportation Training Centre/Ferozpur</td>
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</tr>
<tr>
<td>74</td>
<td>Transportation Training Centre/Jodhpur</td>
<td>Jodhpur</td>
<td>NR</td>
</tr>
<tr>
<td>Number</td>
<td>Centre Name</td>
<td>Location</td>
<td>Division</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>75.</td>
<td>Transportation Training Centre/KIA/NR</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>76.</td>
<td>Transportation Training Centre/Kurushetra/NR</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>77.</td>
<td>Transportation Training Centre/Lucknow/NR</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>78.</td>
<td>Transportation Training Centre/Shajahanpur/NR</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>79.</td>
<td>Transportation Training Centre/Subedaganj/NR</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>80.</td>
<td>Transportation Training Centre/Erode/SR</td>
<td></td>
<td>SR</td>
</tr>
<tr>
<td>81.</td>
<td>Transportation Training Centre/Villupuram/SR</td>
<td></td>
<td>SR</td>
</tr>
<tr>
<td>82.</td>
<td>Transportation Training Centre/Adra/SER</td>
<td></td>
<td>SER</td>
</tr>
<tr>
<td>83.</td>
<td>Transportation Training Centre/Adra/SER</td>
<td></td>
<td>SER</td>
</tr>
<tr>
<td>84.</td>
<td>Diesel Drivers’ Training Centre/Jalalpur/ER</td>
<td></td>
<td>ER</td>
</tr>
<tr>
<td>85.</td>
<td>Electric Drivers’ Training Centre/Asansol/ER</td>
<td></td>
<td>ER</td>
</tr>
<tr>
<td>86.</td>
<td>Divisional Training Centre/Moradabad/NR</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>87.</td>
<td>Diesel Traction Training Centre/New Katni/CR</td>
<td></td>
<td>CR</td>
</tr>
<tr>
<td>88.</td>
<td>Diesel Traction Training Centre/Patratu/ER</td>
<td></td>
<td>ER</td>
</tr>
<tr>
<td>89.</td>
<td>Diesel Traction Training Centre/Adra/SER</td>
<td></td>
<td>SER</td>
</tr>
<tr>
<td>90.</td>
<td>Diesel Traction Training Centre/AMV/Lucknow/NR</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>91.</td>
<td>Diesel Traction Training Centre/BGKT/Jodhpur/NR</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>92.</td>
<td>Diesel Traction Training Centre/Ludhiana/NR</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>93.</td>
<td>Diesel Traction Training Centre/SSB/Delhi/NR</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>94.</td>
<td>Diesel Traction Training Centre/TKD/Delhi/NR</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>95.</td>
<td>Diesel Traction Training Centre/Gonda/NER</td>
<td></td>
<td>NR</td>
</tr>
<tr>
<td>96.</td>
<td>Diesel Traction Training Centre/Malda/NFR</td>
<td></td>
<td>NFR</td>
</tr>
<tr>
<td>97.</td>
<td>Diesel Traction Training Centre/Guwahati/NFR</td>
<td></td>
<td>NFR</td>
</tr>
<tr>
<td>98.</td>
<td>Diesel Traction Training Centre/Siliguri/NFR</td>
<td></td>
<td>NFR</td>
</tr>
<tr>
<td>99.</td>
<td>Diesel Traction Training Centre/Ponmalai/SR</td>
<td></td>
<td>SR</td>
</tr>
<tr>
<td>100.</td>
<td>Diesel Traction Training Centre/Kazipet/SCR</td>
<td></td>
<td>SCR</td>
</tr>
<tr>
<td>101.</td>
<td>Diesel Traction Training Centre/Guntakal/SCR</td>
<td></td>
<td>SCR</td>
</tr>
<tr>
<td>102.</td>
<td>Diesel Traction Training Centre/Rajmundry/SCR</td>
<td></td>
<td>SCR</td>
</tr>
<tr>
<td>103.</td>
<td>Diesel Traction Training Centre(NG)/Nagpur/SER</td>
<td></td>
<td>SER</td>
</tr>
<tr>
<td>104.</td>
<td>Diesel Traction Training Centre/Ratlam/WR</td>
<td></td>
<td>WR</td>
</tr>
<tr>
<td>105.</td>
<td>Diesel Traction Training Centre/Abu Road/WR</td>
<td></td>
<td>WR</td>
</tr>
<tr>
<td>106.</td>
<td>Diesel Traction Training Centre/Sabarmati/WR</td>
<td></td>
<td>WR</td>
</tr>
<tr>
<td>107.</td>
<td>Diesel Traction Training Centre/Mahalaxmi/WR</td>
<td></td>
<td>WR</td>
</tr>
<tr>
<td>108.</td>
<td>Diesel Traction Training Centre/Bandra/WR</td>
<td></td>
<td>WR</td>
</tr>
</tbody>
</table>
109. Motorman Training Centre/Kalyan/CR
110. Motorman Training Centre/Kurla/CR
111. Electrical Training Centre/Perambur/SR
112. Traction Training Centre/Tambaram/SR
113. TRD Training Centre/Chakradharpur/SER
114. Electrical Training Centre/Bilaspur/SER
115. RPF Training Centre/Kurduwadi/CR
116. RPF Training Centre/Dhanbad/ER
117. RPF Training Centre/Gorakhpur/NER
118. RPF Training Centre/Digboi/NFR
119. RPF Training Centre/Trichy/SR
120. RPF Training Centre/Midnapore/SER
121. RPF Training Centre/Valsad/WR
122. Personnel Training Centre/Jodhpur/NR
123. Thermit Welding Training Centre/Lucknow/NR
124. NDT Training Centre/RDSO/Lucknow/NR

SERIAL CIRCULAR NO. 195 /2002

Copy of Board's letter No. E(NG)-2002/TR/19 dt.13.9.02 is published for information, guidance and necessary action. Board's letter dated 27-9-89 quoted therein was circulated as SC No. 212/89.

Copy of Board's letter No. F(E)I/2002/AL-29/1 dt.13.9.02 (RBE No.163/02) SC No.18 to MC No.24

Sub: Exemption from periodical transfers of SMs/ASMs posted at Way Side Stations involved only in train passing duties.

As the Railways etc. are aware, a comprehensive list of sensitive posts for the purpose of periodical transfers every four years was drawn by the Ministry of Railways and circulated under their letter No.E(NG)/87/TR/34 (JCM/DC) dated 27.9.89.

2. The staff side in the DC/JCM meeting held on 26/27.8.2002 have demanded that SMs/ASMs posted at Way Side Stations involved only in train passing duties may be exempted from the purview of periodical transfers.

3. The matter has been considered by the Ministry of Railways and it has been decided that SMs / ASMs posted at Way Side Stations and involved only in train passing duties may be exempted from the purview of periodical transfers.

Accordingly, S.No.2 in item "J.Operating Department" in the Annexure to this Ministry's letter dated 27.9.89, may be read as under:

"2. Stations Masters/Assistant Station Masters except those working /posted as Cabin Station Masters and at Way Side/Crossing Stations involved only in train passing duties and not doing any commercial duties".

4. In the meeting, the staff side also pointed out that in the list of sensitive posts the Railways themselves make changes without any authority. It is clarified that the changes in the list of sensitive posts can be made only by the Ministry of Railways. It should be ensured that this is strictly complied with.

SERIAL CIRCULAR NO. 196 /2002

Copy of Board's letter No. F(E)I/2002/AL-29/1 dt.18.9.02 is published for information, guidance and necessary action. Board's letter dated 31.7.2002 quoted therein was circulated as SC No. 167/02.

Copy of Board's letter No. F(E)I/2002/AL-29/1 dt.18.9.02 (RBE No.158/02)

Sub: Grant of Washing Allowance to Canteen employees.
Consequent upon the Judgment of the Principal Bench of Hon'ble CAT, New Delhi, the provision relating to the pattern and scale of uniform/livery items have been reviewed by DOP&T.

2. Board have also decided that instructions issued by DOP&T regarding supply of uniform/Livery items may mutatis-mutandis be adopted on the Railways and accordingly instructions have been issued vide Board's letter No.E(W)2002 UNI-2 dated 31.7.2002 in this regard.

3. Pursuant to the above instructions it has been decided by the Board that following categories of Group 'D' staff in the statutory/non-statutory railway canteens, who are provided with free uniforms, as a functional requirement, should be granted Washing Allowance @ Rs.30/- p.m. subject to fulfillment of existing terms and conditions:-

i) Bearers  
ii) Halwais, Asstt.Halwais, Cooks & Tea/Coffee Makers  
iii) Dish Cleaners  
iv) Sweepers.

These orders take effect from the date of issue.

SERIAL CIRCULAR NO. 197 /2002  

Copy of Board's letter No. E(G)2002 CL 4/3 dt.5.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(G)2002 CL 4/3 dt.5.9.02 (RBE No155./2002).

Sub: New Flag Code of India-2002

The Ministry of Home Affairs had constituted a Committee to suggest the liberal use/display of the National Flag by Members of the general public. Based on the recommendation of the Committee, a New Flag Code of India - 2002 has been brought out. This new Flag Code has taken effect from 26th January, 2002.

The new Flag Code of India is divided into three parts. Part-I of the Code contains general description of the National Flag. Part-II is devoted to display of the National Flag by Members of the General public, private organizations, educational institutions, etc.

Extracts of Part-III of the new Flag Code of India-2002, which relates to Government Departments/Organisations/Functionaries, etc. are enclosed herewith. This may be brought to the notice of all concerned for compliance.

SERIAL CIRCULAR NO. 198 /2002  

Copy of Board's letter No. 92/AC II/2/8 dt.23.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. 92/AC II/2/8 dt.23.9.02 dated (RBE No. - /2002).

Sub: Classification of encashment of leave salary - regarding.
At present payment towards encashment of leave salary at the time of their retirement/death/termination is charged to the head to which their salaries are charged prior to retirement/death etc. Controller General of Accounts/Ministry of Finance/Deptt. Of Expenditure in consultation with C&AG of India has taken a decision that this payment should be classified under Pensionary benefit. Accordingly it has been decided in consultation with DAI/Railways that payment towards encashment of leave salary to Railway servants shall be classified as Pensionary benefits and debited to Minor Head 700 - Leave Encashment Benefits under Demand No.13 -Abstract “L” Provident Fund , Pension and Other Retirement Benefits as per ACS No.63 & 64 of FII (copies enclosed).

This will come into force w.e.f. 1.4.2002. Accordingly necessary adjustment may be made in the budgeting & expenditure.

Indian Railway Finance Code Vol.II
Classification of Revenue Expenditure


Advance Correction Slip No.63.

(i) Substitute the existing Minor Head 700 Gratuities and Special contribution to provident fund and all Sub-Heads depicted below Minor Head 700 of Demand No.13 - Abstract “L,” Provident Fund, Pension and Other Retirement Benefits as under:-

<table>
<thead>
<tr>
<th>Minor Head</th>
<th>Sub-Heads</th>
<th>Detailed Heads</th>
</tr>
</thead>
<tbody>
<tr>
<td>700 Leave Encashment Benefits</td>
<td>710 Leave encashment for Pension optees</td>
<td>710 Same</td>
</tr>
<tr>
<td></td>
<td>720 Leave encashment for other than pension optees</td>
<td>720 same.</td>
</tr>
</tbody>
</table>

(ii) Substitute the existing Minor Head 800 Contribution to Provident Fund and all the Sub-heads and Detailed Heads depicted below Minor Head 800 of Demand No.13 - Abstract “L,” Provident Fund, Pension and Other Retirement Benefits as under:-

<table>
<thead>
<tr>
<th>Minor Head</th>
<th>Sub-Heads</th>
<th>Detailed Heads</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 Gratuities, Special contribution to Provident Fund and Contribution to Provident Fund.</td>
<td>810 Gratuities/Special contribution to Provident fund for good, efficient and faithful service on retirement under the age limit.</td>
<td>810 Same</td>
</tr>
<tr>
<td></td>
<td>820 Gratuities/Special contribution to Provident Fund for other good, efficient and faithful service on termination of service for other reasons</td>
<td>820 Same</td>
</tr>
<tr>
<td></td>
<td>830 Other gratuities</td>
<td>830 Same</td>
</tr>
<tr>
<td></td>
<td>840 Social expenditure gratuities to retrenched staff of all departments of the Railway.</td>
<td>840 same</td>
</tr>
<tr>
<td></td>
<td>850 Special Security Payments - Deposit linked Insurance scheme for subscribers</td>
<td>850 Same</td>
</tr>
</tbody>
</table>
Authority: Ministry of Railways, Railway Board, New Delhi’s letter No.92/AC II/2/8 dated 23.9.02

**Indian Railway Finance Code Vol.II**

**Classification of Revenue Expenditure (Reprint Edition ) Page No.64 (App.I)**

**Demand No.13 - Abstract “L” Provident Fund, Pension and Other Retirement Benefits.**

**Advance Correction Slip No.64.**

(i) Explanatory note given against the following sub/detailed heads has been replaced as under -

<table>
<thead>
<tr>
<th>Existing</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>L 710 &amp; 720</td>
<td>L 810 &amp; L 820</td>
</tr>
<tr>
<td>L 730</td>
<td>L 830</td>
</tr>
<tr>
<td>L 810</td>
<td>L 860</td>
</tr>
<tr>
<td>L 822</td>
<td>L 820</td>
</tr>
</tbody>
</table>

(ii) Insert the following new explanatory note below explanatory note to L 680 as under:

L 710 This head will record the payment on account of encashment of leave at credit of railway servants/pension optees at the time of retirement/death/termination etc. The payment of leave encashment of staff of Railway Audit at the time of retirement/death/termination etc. will also be booked under this head. The total expenditure under this sub head will be met from Railway Pension Fund.

L 720 This will record the payment of leave encashment on account of leave at credit of railway servants (other than Pension optees) at the time of retirement/death/termination etc. The payment on this account will be met from Revenue Working Expenses (i.e. will not be met from Railway Pension Fund).
Copy of Board's letter No. E(NG)II/2001/RR-1/44 dt. 12-09-02 is published for information, guidance and necessary action. Board's letter dated 23.7.02 quoted therein was circulated as SC No. 144/02.

Copy of Board's letter No. E(NG)II/2001/RR-1/44 dt. 12-09-02 (RBE No.160/02)

CORRIGENDUM

Sub: Provision regarding filling up of posts in pursuance to implementation of post based roster.


***

The letter numbers "99-E(SCT)I/49/5(1) and "99-E(SCT)I/49/5(2)" mentioned in the authority in ACS No.134 circulated vide Board's letter under reference may be read as "95-E(SCT)I/49/5(1)" and "95-E(SCT)I/49/5(2)" respectively.

Copy of Board's letter No. E(D&A)2000/GS 1-8 dt.3.9.02 is published for information, guidance and necessary action. Board's letter dated 29.4.02 quoted therein was circulated as SC No. 85/02.

Copy of Board's letter No. E(D&A)2000/GS 1-8 dt.3.9.02 (RBE No.150/02)

Sub: Sanction/intimation under Rule 15 of Railway Services (Conduct) Rules, 1966 for private trade or employment by the railway servant or members of his family.

In terms of sub-rule (1) of Rule 15 of Railway Services (Conduct) Rules, no railway servant shall, except with the previous sanction of the Government engage directly or indirectly in any trade or business, or negotiate for, or undertake any other employment. Also, in terms of sub-rule (3) of Rule 15 of Railway Services (Conduct) Rules, a railway servant is required to report to the Government if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency. For the purpose of these sub-rules, "Government" means the Railway Board in the case of all gazetted and non-gazetted staff in the railway.

Instances have come to notice wherein commercial activities are carried on from the railway quarters allotted to Railway Servants for residential purposes. In this connection instructions have already been issued under Board's letter No.E(G)2002 QR 1-3 dated 29.4.02 (RBE No.54/2002) clarifying, inter alia, that Railway accommodation allotted to a Railway servant is meant only for his/her bonafide use and cannot be used for any purpose other than residence. Hence, when a request is received from a Railway Servant seeking sanction of the government under sub-rule (1) of Rule 15 or when an intimation is given by him/her regarding business/Commercial activity by any member of his/her family under sub-rule (3) of Rule 15, he/she should also indicate the address from which the activity will be conducted. It should be ensured that such activity is not being conducted and/or will not be conducted from the government/railway accommodation. An undertaking to this effect may also be obtained from the Railway Servant concerned and enclosed with the proposal being sent to Railway Board for further necessary action.
Copy of Board's letter No. E(NG)I-98/PM1/17 dt.19.9.02 is published for information, guidance and necessary action. Board's letters dated 20.10.99 and 10.6.02 quoted therein were circulated as SC No. 320/99 and 117/02, respectively.

Copy of Board's letter No. E(NG)I-98/PM1/17 dt.19.9.02 (RBE No. -)

Sub: Guidelines for Personnel Officers and Members of Selection Boards Constituted for conducting selections for promotion to posts classified as 'Selection'.


2. In para 2.2 of the above Addendum/Corrigendum, the date "10.09.95" of the letter No.83/E(SCT)1/8/1 may be read as "10.9.85".

SERIAL CIRCULAR NO. 202/2002

Copy of the Railway Board's letter No.PC-V/97/I/11/18(B) dated 13-9-2002 along with its enclosure is published for information, guidance and necessary action. Board's letters dated 10-5-98 and 26-6-01 quoted therein were circulated as SC Nos. 131/98 & 133/01, respectively.


Sub: Pay scale for employees of Canteens (statutory and recognized Non-statutory) in the Railways and Production Units etc.

In pursuance of recommendations of Fifth Central Pay Commission, revised pay scales, with corresponding designations and percentage distribution of the posts of staff working in Railway Canteens were notified vide Board's letter of even number dated 10.5.98. Subsequently, pay scales of some of the categories of the canteen staff were further revised vide Board's letter No.PC-V/97/I/11/16 dated 26.6.2001 without making any corresponding revision of the designations. As a result, some incongruities in respect of designations of above categories of canteen staff have crept in. The matter has been considered and it has been decided to revise the existing designations of certain categories of canteen staff indicated in the annexure to Board's letter of even number dated 10.5.98, as in the table given below:

<table>
<thead>
<tr>
<th>Group II</th>
<th>S.No.</th>
<th>Existing Designation</th>
<th>Pay Scale (Rs.)</th>
<th>Revised Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Assistant Halwai Gr.II</td>
<td>2650-4000</td>
<td>Assistant Halwai</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Assistant Halwai Gr.I</td>
<td>3050-4590</td>
<td>Halwai Gr.II</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Halwai Gr.II</td>
<td>3200-4900</td>
<td>Halwai Gr.I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group III</th>
<th>S.No.</th>
<th>Existing Designation</th>
<th>Pay Scale (Rs.)</th>
<th>Revised Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Jr.Clerk</td>
<td>3050-4590</td>
<td>Clerk</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Assistant Manager Gr.II</td>
<td>3050-4590</td>
<td>Assistant Canteen Manager</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Assistant Manager Gr.I</td>
<td>3050-4590</td>
<td>Assistant Canteen Manager</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>Manager Gr.II</td>
<td>3200-4900</td>
<td>Canteen manager Gr.I</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>Manager Gr.I</td>
<td>4000-6000</td>
<td>Canteen Manager Gr.I</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>Manager Gr.I</td>
<td>4000-6000</td>
<td>Canteen Manager Gr.I</td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td>Sr.Manager</td>
<td>5000-8000</td>
<td>Sr.Canteen Manager</td>
</tr>
</tbody>
</table>
2. Accordingly, Group II and Group III of Annexure to Board's letter of even number dated 10.5.98 stand modified as indicated in the annexure to this letter.

3. Other terms and conditions contained in Board's letter of even number dated 10.5.98 remain unaltered.

**Annexure**  
**Canteen Staff**

**Group II**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Existing category</th>
<th>Revised Designations</th>
<th>New Scale</th>
<th>Equivalent Revised Scale</th>
<th>%age Distribution</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Asst.Cooks, Asst.Halwai Gr.II</td>
<td>Asstt.Cooks, Asst.Halwai</td>
<td>800-1150</td>
<td>2650-4000</td>
<td>23%</td>
<td>The existing posts of Asst.Cooks in various grades and Asst.Halwai Gr.II are to be given a common revised scale of Rs.2650-4000 and 50% of posts in this grade to be filled by direct recruitment. Recruitment qualifications etc. remain unchanged.</td>
</tr>
<tr>
<td>2.</td>
<td>Cook Gr.II, Asst.Halwai Gr.I</td>
<td>Cook Gr.II, Halwai Gr.II</td>
<td>825-1200</td>
<td>3050-4590</td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Cook Gr.I, Halwai Gr.II</td>
<td>Cook Gr.I, Halwai Gr.I</td>
<td>950-1500</td>
<td>3200-4900</td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Senior Cook</td>
<td>Senior Cook</td>
<td>1320-2040</td>
<td>4000-6000</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Master Cook (new Scale)</td>
<td>Master Cook (new scale)</td>
<td>1400-2300</td>
<td>4500-7000</td>
<td>5%</td>
<td>Non-selection.</td>
</tr>
</tbody>
</table>

**Group III**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Existing categories</th>
<th>Revised designations</th>
<th>New Scale</th>
<th>Equivalent Revised Scale</th>
<th>%age Distribution</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Clerk, Cashier, Asst.Manager Gr.I</td>
<td>Clerk, Cashier, Asst.Canteen Manager</td>
<td>950-1540</td>
<td>3050-4900</td>
<td>40%</td>
<td></td>
</tr>
</tbody>
</table>
3. | Store Keeper Gr.I, Accountant, Manager Gr.III | Store Keeper Gr.I, Accountant, Canteen Manager Gr.II | 975-1540 | 3200-4900 | 20% |
4. | Manager II, Manager I | Canteen Manager Gr.I | 1320-2040 | 4000-6000 | 25% |
5. | Sr.Manager | Sr.Canteen Manager | 1600-2660 | 5000-8000 | 10% |

SERIAL CIRCULAR NO. 203/2002

Copy of Board's letter No. E(NG)I-2001/RE 3/9 dt.18.9.02 is published for information, guidance and necessary action. Board's letter dated 26.6.02 quoted therein was circulated as SC No. 122/02.

Copy of Board's letter No. E(NG)I-2001/RE 3/9 dt.18.9.02 addressed to GM/P/S.Rly and copied to GMs/All Indian Rlys. (RBE No.159/02). SC No. 5 to MC 25.

Sub: The persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 - Absorption in alternative employment of disabled/ Medically decategorised staff.


The points raised by the Railway in the above letter in connection with implementation of the Act in regard to absorption of disabled/medically decategorised employees in the same scale of pay are clarified as under:

<table>
<thead>
<tr>
<th>Points</th>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Whether request of the employees refusing to take up alternative posts in the same grade involving transfer, for absorption in posts carrying lower scale of pay locally can be agreed to.</td>
<td>There is no objection to such requests being accepted provided the employee continues to enjoy the same scale of pay in which he was working on regular basis at the time of his medical decategorisation on the analogy of clarificatory instructions contained in this Ministry's letter No.E(NG)I-2001/RE3/5 dated 26.6.2002.</td>
</tr>
<tr>
<td>ii. Whether employees with less than 20 years of service opting to quit the Railways can be settled under rule 55 of Railway Services (Pension) Rules – 1993 duly taking 10 years as the minimum required qualifying service for pension and other benefits.</td>
<td>Yes, such cases can be settled in terms of Rule 55 of Railway Services (Pension) Rules, 1993 read with Rule 69(2)(b) of Rules ibid.</td>
</tr>
<tr>
<td>iii. How to deal with cases of employees who are offered alternative posts in the same grade but are unable to perform duties attached to the posts owing to their physical condition.</td>
<td>Since absorption in the alternative posts is as per the employees medical category as recommended by the appropriate Medical Authority, the question of his not being able to perform the duties attached to the post should not arise. However, if the tendency persists, the cases may be referred</td>
</tr>
</tbody>
</table>
Clarification on points at 2(ii) and 2(iii) above issue with the concurrence of the Finance and the Health Dtes. respectively of the Ministry of Railways.

SERIAL CIRCULAR NO. 204 /2002

Copy of Board's letter No. E(NG)I-2002/PM1/34 dt.16/23.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(NG)I-2002/PM1/34 dt.16/23.9.02 (RBE No.169/02)

Sub: Avenue of promotion to Announcers.

The staff side in the Departmental Council under the JCM Scheme have raised a demand that persons working as Announcers should be provided uniform avenue of promotion.

The matter has been considered carefully in the light of discussion in the DC-JCM meeting held on 26-27.8.2002. As the Railways are aware, usually staff working in Commercial cadres of ECRC, Commercial Clerks and Ticket Collectors are utilized as Announcers. In terms of the extant procedure such staff while working as Announcers on an ex-cadre basis continue to be considered for promotion in their parent cadre(s). Since they come from different cadres, there cannot be uniformity in their avenue of promotion, but it should be ensured that such staff are invariably considered for selection/promotion as per their seniority in their parent cadre(s). In isolated cases where, as an aberration, direct recruitment in the category of Announcers has been made, the Ministry of Railways desire that the incumbents should be provided position against direct recruitment quota posts and thus linked with a relevant existing regular cadre for the purpose of further promotion, in consultation with the recognised unions.

It should also, however, be ensured that in future no direct recruitment as Announcers takes place.

SERIAL CIRCULAR NO. 205 /2002
Letter No. P [R]673/1 Dated: 25 -10 -2002

Copy of Board's letter No. E(MPP) 2001/19/6 dated 9.10.2002 is published for information, guidance and necessary action. Necessary proposal with finance concurrence for upgradation as called for in Board's letter may be submitted by the respective Training Managers of Zonal Railways to the Training Manager of Railway Board immediately.


Sub: Up-gradation and modernisation of Training Centres under SRSF.


A Special Railway Safety Fund (SRSF) has been created to wipe out renewals of over-aged assets in the next 6 years time. For this purpose around Rs. 73.5 crores has been assigned for upgradation of training facilities in various training centres spread over all Indian Railways. In order to make effective use of the fund allotted, the Training Managers at Railway Board have been advised to consult the nominated Training Managers of zonal railways or Principals concerned to obtain information regarding actual requirement of the training centre and to prepare consolidated proposal for their departments keeping in view the limit of funds. This should be done as a special exercise and Railways need not wait for the annual exercise of PWP & Works Programme meetings etc.,
Board desire that the Training Managers of zonal railways in consultation with the Principals concerned may prepare a comprehensive proposal of the actual requirement for training centres mentioned at Sl.No.2 & 3 of para 2 of Board's letter referred above. The proposals may be duly vetted by the FA&CAOs and submitted to Training Managers of Railway Board as mentioned in para 8.2.3 of Manual of Management of Training.

Action in this regard may be initiated urgently and the information furnished within 20 days of the issue of this letter, as the proposals will have to be moved under "Other specified works" Plan head for the year 2003-04 or a supplementary budget, if need be.

This issues with the approval of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO.206 /2002

Copy of Board's letter No. E(W)2001 PS 5-8/10 dt. 26.9.02 is published for information, guidance and necessary action. Board's letter dated 31.1.02 quoted therein was circulated as SC No.37/02.

Copy of Board's letter No. E(W)2001 PS 5-8/10 dt. 26.9.02 (RBE No. 170/02)

Sub: Issue of identity cards to Railway Pensioners.

Specimen format for issue of identity cards to retiring/retired employees have been prescribed vide Board's letter of even number dated 31.1.2002. It has further been decided by Board that 'RELHS Card No.' and 'date of appointment' may also be included in the format in appropriate place to make the identity card more informative. Accordingly, the format may be revised as per the specimen enclosed.

Railways who have already got printed/specimen in the old format, may print the new format after the old stock is over.

FRONT
PENSIONER'S IDENTITY CARD

GOVERNMENT OF INDIA
MINISTRY OF ....................RAILWAY

No. :

Name: 
Photograph
Res. Address :
Telephone No. :
Blood Group :

Signature of Card holder
Signature of Issuing Authority with seal.

REVERSE

Date of Birth
Post held on Retirement/Pay Scale*
Date of appointment/superannuation*
Last Pay/Average emoluments*
Copy of Board's letter No. E(P&A)II-2000/RS-21 dt.26.9.02 is published for information, guidance and necessary action. Board's letter dated 17.7.81 quoted therein was circulated under letter No. P/69/TP/III dated 28-7-81.

Copy of Board's letter No. E(P&A)II-2000/RS-21 dt.26.9.02 (RBE No.172/02)


The issue regarding provision of Co-drivers for Rajdhani Expresses and trains classified as 'High Speed trains' by the Board on the basis of norms contained in para 3.22(iv) of letter No.E(P&A)II-80/RS-10 dated 17.7.1981 has been under consideration of the Board.

In modification of the instructions contained in Board's letters dated 1.1.1987 & 24.8.2000 ibid, it has now been decided that the level of co-driver in Rajdhani train will be in the same grade as that of the main driver (Mail Driver in grade Rs.6000-9800) while the co-driver of the 'High Speed' trains will be Sr.Passenger Driver/Passenger Driver in grade Rs.6000-9800/Rs.5500-9000 in respect of those sections where the following conditions are fulfilled:-

a) The maximum permissible speed should not be less than 110 kms/per hour in the case of broad gauge and 100 kms/per hour in the case of metre gauge.

b) The aforesaid limits of maximum permissible speed should obtain over at least 50% of the run of the train for the respective sections; section for this purpose would be determined on the basis of crew changing points, from 'signing on' of the crew to the 'signing off' point.

c) The average speed should not be less than 66 kms/per hour on broad gauge sections and 60 kms/per hour on metre gauge sections; and

d) The minimum distance between terminals of the train should be 400 kms on broad gauge and 300 kms on metre gauge sections.

For sections where the Rajdhani Expresses and trains classified as 'High Speed trains' do not fulfill the above conditions, the co-driver will be only a Diesel/Electric Assistant.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Copy of Board's letter No. E(G)2002 EM1/1 dt.26.9.02 (RBE No.173/02)
Sub: Amendment of State Railway Provident Fund Rules.


Advance Correction Slip No.86

Chapter – 9 State Railway Provident Fund Rules.

1. Sub-Rule 7 of Rule 913 may be deleted.

2. Sub rules-8,9 and 10 may be re-numbered as sub-rules 7,8 and 9.


SERIAL CIRCULAR NO. 209 /2002

Copy of Board's letter No. E(P&A)I-2001/CPC/LE-6 dt.30.9.02 is published for information, guidance and necessary action. Board's letter dated 9.8.02 quoted therein was circulated as SC No. 64/02.

Copy of Board's letter No. . E(P&A)I-2001/CPC/LE-6 dt.30.9.02 (RBE No.176/02)

Sub: Grant of Hospital leave to the kidnapped railway employees during their hospitalization/medical treatment.


In continuation of Board's letter of even number dated 9.8.2002 on the above subject it is clarified that the leave to be granted by the Competent Authority under the provisions contained in Rule 552 & 553 – R-I of Indian Railway Establishment Code, Vol. I, 1985 Edition (1995 Reprint Edition) is for treatment of the kidnapped Railway employee subject to physical/mental stress and not for the duration he remained captive.

SERIAL CIRCULAR NO. 210 /2002

Copy of the Railway Board's letter No.PC-V/97/I/EC/1(Pt.1) dated 21.6.2002 on the above subject is sent herewith for information, guidance and necessary action.


Sub: Amendment to the Railway Services (Revised Pay) Rules 1997.

…..


G.S.R. 433 (E) – In exercise of the powers conferred by the proviso of Article 309 of the Constitution, the President hereby makes the following rules in Amendment to the Railway Services (Revised Pay) Rules,1997 namely:-

1. These rules may be called Railway Services (Revised Pay) Amendment Rules,1996.

(2) They shall be deemed to have come into force on the first day of January,1996.
2. Sub-para (ii) below Note 5 in the First Schedule to the Railway Services (Revised Pay) Rules, 1997 may be substituted by the following:

(ii) For the year 2002 the number of posts to be operated in the revised scale S-15 (Rs.8000-13500) will be determined in reference to the group 'B' Accounts Officers on roll including the group 'B' Accounts Officers officiating in senior scale on ad hoc basis, as on 1st day of January, 2002 and as on 1st day of July, 2002 and for subsequent years as on 1st day of January and 1st day of July of each such subsequent year.

Foot Note:
(i) Original Railway Services (Revised Pay) Rules, 1997 vide GSR No.584(E) dated 8.10.1997
(ii) Railway Services (Revised Pay) Amendment Rules, 1997 vide GSR No.69(E) dated 5.2.1998
(iii) Corrigendum to Railway Services (Revised Pay) Rules, 1997 vide GSR No.72(E) dated 9.2.1998
Accordingly, item Nos. (i) & (ii) of Para 3.4 of letter No.E(P&A)II-83/RS-10 dated 25.11.1992 and item No. (I) of Para 1 of letter No.E(P&A)II-83 RS-10(iv) dated 16.5.1996 would stand modified to the above extent. The above modification will not be applicable in cases where selection process has already been initiated in terms of the instructions contained in Board's letter dated 25.11.1992 ibid.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 213 /2002
Letter No. P [R]500/XVIII  Dated:01-11-2002

Copy of Board's letter No. F(E)III/95/PN1/1 dt. 26.9.02 is published for information, guidance and necessary action. Board's letters dated 15.6.61 & 7.4.95 quoted therein was circulated as SC No. 261/67 and 60/95, respectively.

Copy of Board's letter No. F(E)III/95/PN1/1 dt.26.9.02  (RBE No. 171/2002 )

Sub: Permanent transfer of Railway servants to Government Companies/ Corporations – Grant of retirement benefits to permanent Railway servants on absorption prior to 21.9.67.

In terms of para 4 of the Board's letter of even no. dated 7.4.95, which was based on DOP&PW's Office Memorandum No.4(6)/85-P&PW(D) dated the 3rd Jan. 1995, CPF benefits received in terms of Ministry of Railways letter dated 15.6.61 were to be refunded by the said employee to the Railway/Government together with interest at the rate applicable to SRPF accumulations on the date of such refund and calculated in the same manner as interest on SRPF is worked out.

The above provision had been subject of litigation in various Courts. The CAT, Principal Bench, in its judgement in one such case, quashed and set aside the above provision regarding the manner and rate of interest at which the amount is refundable. The CAT ordered further that simple interest @ 6% or rate applicable to GPF/SRPF accumulation during the particular year, whichever is less for that year on the refundable amount from the date of payment under letter dt. 15.6.61 till the date when the refund is made, should be charged from the concerned employee. High Court of Delhi upheld the said judgement. In the appeal filed in the Madras High Court against a similar judgement of CAT, Madras, the High Court inter-alia observed that it is only equitable that if the Govt. is to have interest on the Provident Fund amount, which the employees had received at the time they left the Govt. service, the Govt. also should pay interest on the pension which, according to its own policy it was required to pay to those employees for the period of delay in disbursing that pension.

The modalities of implementing the above stated judgement of the high Court of Delhi were under active consideration of the Government in the DOP&PW in consultation with Ministry of Finance. The President is now pleased to decide that SRPF benefits received in terms of Ministry of Railways letter dt.15.6.61 will have to be refunded by the said employee to the Railway with interest @ 6% or rate applicable for SRPF accumulations during that particular year, whichever is less. Interest on arrears becoming due to an absorbee shall be payable either from 1.4.95 or 3 months from the date of submission of claim of the absorbee, whichever is later. The rate of interest would be 6% or the rate of interest applicable to SRPF accumulations during the particular year, whichever is less.

The pension sanctioning authority, where the absorbed employee was employed prior to absorption, will have to work out the interest on the SRPF accumulation to be refunded by the concerned employee received by him in terms of Ministry of Railways' letter dated 15.6.61 in accordance with the above provisions. Wherever higher rate of interest has been charged on SRPF accumulation from the concerned absorbee, the excess amount charged from him shall be refunded to the concerned employee.
Copy of Board's letter No. E(NG)II/2002/RR-1/50 dt.8.10.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(NG)II/2002/RR-1/50 dt.8.10.02 (RBE No.184/02) addressed to CM/RRB/CST, Mumbai, copied to GM's All Indian Railways.

Sub: Recognition of National Trade Certificate of Basic Training/Proficiency.

A reference has been received from Ministry of Labour, Government of India, stating that certificates awarded by Model Industrial Training Institute, Haldwani /Jodhpur/ Calicut/ Choudwar are not being treated as equivalent to ITI as in the case of Shri Rameshwar Dayal who had appeared for the post of Diesel/Electric Assistant in the selection held against Employment Notice No.2/2000.

In this connection attention is invited to Ministry of Labour's letters No. DGET-5/7/83-TC (dated 31.10.1983 and No.DGET-6/(3)/83-CD dated 7.2.1984 (copied enclosed), wherein the "Nation Trade Certificate" of one year Basic Training as also the "Proficiency Certificate" is specified modules awarded to successful trainees under restructured training pattern of Craftsmen Training Scheme have been recognised for the purpose of recruitment to services under Government of India and the equivalence between various disciplines under Restructured Pattern and Conventional Pattern of Craftsmen Training Scheme (i.e. ITIs).

The eligibility of Shri Rameshwar Dayal for recruitment to the post of Diesel/Electric Assistant may be considered in the light of the position clarified above.

SERIAL CIRCULAR NO. 215/2002

Circular letter No. P(PC)487/V/97/DA dt. 01-11-02

Copy of Board's letter No.PC-V/97/1/7/14 dated 1-11-2002 is published for information guidance and necessary action. Board's letters dated 16-10-97 & 01-04-02 quoted therein were circulated as SC Nos. 171/97 & 54/2002 respectively.

The payment of honorarium may be arranged by the Division/Unit concerned with the due verification/concurrence of the Associated Accounts after obtaining Administrative sanction at the units level and there is no necessary for sending the proposal to Headquarters for this purpose.

Copy of Board's letter No.PC-V/97/1/7/14 dated 1-11-2002 (PC-V/356, RBE No.199/02).

Sub:Payment of Dearness Allowance to Railway Employees - Revised Rates effect from 1.7.2002.

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Reference to this Ministry's letter of even number dated 24-9-2001 (S.No.PC-V/334, RBE No.40/2002) on the subject mentioned above. The President is pleased to decide that the Dearness Allowance payable to Railway employees with effect from 1st July, 2002 shall stand modified as follows:

<table>
<thead>
<tr>
<th>Date from which payable</th>
<th>Rate of Dearness Allowance per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.07.2002</td>
<td>52% of pay</td>
</tr>
</tbody>
</table>

The provisions contained in Paras-3 and 4 of this Ministry's letter No.PC-V/97/1/7/14 dated 16.10.1997 (S.No.PC-V/3, RBE No.139/97) shall continue to be applicable, while regulating Dearness Allowance under these orders.

The additional instalment of Dearness Allowance payable under these orders shall be paid in cash to all Railway employees. The arrears may be charged to the salary bill for April, 2002.

The payment on account of Dearness Allowance involving fraction of 50 paise and above may be rounded off to be next higher rupee and the fractions of less than 50 paise may be ignored.
Copy of Railway Board's letter No.PC-V/97/I/RSRP/1 dated 3.10.2002 is published for information, guidance and necessary action.


Sub: Amendment to the Railway Services (Revised Pay) Rules 1997.


Railway Board's Notification No.S.No.PC-V/350, RBE No.143/2002

G.S.R.589(E)- In exercise of the powers conferred by the proviso of Article 309 of the Constitution, the President hereby makes the following rules in Amendment to the Railway Services (Revised Pay) Rules, namely –

1.(1) These rules may be called Railway Services (Revised Pay) Amendment Rules,2002.
(2) They shall be deemed to have come into force on the first day of January,1996.

2. The new elongated pay scale of Rs.2610-60-2910-65-3300-70-4000 may be inserted as S-2A in replacement of the pre-revised pay scale of Rs.775-12-871-14-955-15-1030-201150 in the first schedule of Gazette Notification G.S.R. 584 (E) dated 8.10.97.

3. In modification of Note 1 below Rule 7 of the Railway Services (Revised Pay) Rules,1997 , the pay of all Group 'D' employees in the Railway Board Secretariat in the pre-revised pay scale of Rs.775-12-871-14-955-15-1030-201150 on or before 1.1.96 shall be fixed in the S-2A scale of pay of Rs.2610-60-2910-65-3300-70-4000. Re-fixation of pay with effect from Ist January, 1996 in the S-2A scale of pay would result, in a few cases, in the pay of employees being lower than what had already been fixed in terms of Note 1 below Rule 7 of RSRP Rules,1997. In order to ensure that pay fixation in the S-2A pay scale does not result in monetary loss to any of the employees concerned, the pay shall be protected by the grant of Personal Pay equal to the difference between the pay already fixed and that admissible as a result of re-fixation in the elongared scale, the Personal Pay being absorbed in future increments.

Explanatory memorandum

The Railway Services (Revised Pay) Amendment Rules,2002 have been made to implement the recommendations made by the Fifth Central Pay Commission with respect to pay scales of Group D services/Posts. They are being given retrospective effect from Ist January, 1996. It is certified that the retrospective effect being given to these rules will not affect adversely any employee to whom these rules apply.

Note:


Copy of Board's letter No. . E(D&A)2000 RG 6-30 dt.23.9.02 is published for information, guidance and necessary action. Board's letter dated 16.5.01 quoted therein was circulated as SC No. 126/01.

Copy of Board's letter No. . E(D&A)2000 RG 6-30 dt.23.9.02 (RBE No.167/02)

Sub: Procedure for non-CVC vigilance cases pertaining to Group ‘C’ and
Group 'D' employees – Consultation with vigilance regarding.

Attention is invited to Board's letter of even no. dated 16.5.2001 on the above subject. This letter inter alia provides that if in a case Vigilance has recommended imposition of a major penalty and the Disciplinary Authority proposes to exonerate or impose a minor penalty, the Disciplinary Authority would first record his provisional order and then consult Vigilance Organisation once. Likewise, where a major penalty has been imposed by the Disciplinary Authority in agreement with the recommendation of the Vigilance but the appellate/revisionary authority proposes to exonerate or impose a minor penalty, the appellate/revisionary authority would first record provisional decision and consult the Vigilance Organisation once. After such consultation, the disciplinary/appellate/revisionary authority, as the case may be, is free to take final decision in the matter.

Board has considered the matter further and has decided that the procedure brought out above will be followed in those cases also where the vigilance has recommended imposition of a 'Stiff Major Penalty' namely compulsory retirement/removal/dismissal from service, but the Disciplinary/Appellate/Revisionary Authority, as the case may be, wishes to disagree and proposes to impose any of the other major penalties.

SERIAL CIRCULAR NO. 218/2002

Copy of Board's letter No. E(D&A)2002/RG 6-27 dt. 24.9.2002 is published for information, guidance and necessary action. Board's letters dated 3.3.78, 20.1.86 and 21.2.92 quoted therein were circulated as SC No. 45/78, letter No. P[R]227/Con/III dt. 10-3-86 and SC No. 35/92, respectively.


Sub: Need for issuing 'Reasoned' and Speaking Orders by Disciplinary/AppellateAuthority in Discipline and Appeal cases.

CAT/Allahabad Bench have brought to notice of this Ministry, a disciplinary case handled on a railway, where the tribunal have to quash the orders of both the Disciplinary and Appellate Authorities because these orders were cryptic and non speaking ones. The judgement of the CAT brings out that the order of the Appellate Authority in the case was practically a single line order stating that the 'grounds of appeal are unsatisfactory and punishment stands'. Further, the Tribunal pointed out that the orders of the Disciplinary Authority were also issued on a printed form where not only a few lines were left for the Disciplinary Authority to record the reasons for its orders, but it was also printed on this form that "I do not find your representation to be satisfactory due to the following reasons.......I, therefore, hold you guilty of the charges". This printed form was considered highly objectionable by the Tribunal as it pre-empts that all explanations submitted by the charged official shall be found to be unsatisfactory irrespective of what the charged official states in his defence. The Tribunal also observed that the referred case is not an isolated one and there is a general trend on the railways not to pass detailed speaking orders while imposing punishments or while disposing of appeals/revision against the punishments.

It is advised that while exercising disciplinary powers, the Disciplinary and Appellate Authorities etc perform quasi-judicial functions. The need for passing 'reasoned and speaking orders' by them thus hardly needs to be emphasized. Attention in this connection is also invited to Board's letters No.E(D&A)78 RG 6-11 dated 3.3.78, No.E(D&A)86 RG 6-1 dated 20.1.86, No.E(D&A)86 RG 6-4 dated 5.8.88 and E(D&A)91 RG 6-122 dated 21.2.92 in which the need for Disciplinary/Appellate Authorities to issue self-contained 'speaking' and 'reasoned' orders was impressed upon. Instructions contained in these letters should be widely circulated on your railway and their compliance ensured in future cases. Railways should also forthwith discontinue the practice, if any, on their system of passing disciplinary orders in printed forms as these printed forms militate against the very concept of passing of 'reasoned and speaking orders' in disciplinary cases.

SERIAL CIRCULAR NO. 219 /2002
Copy of Board's letter No. E(P&A)II-2002/PLB-4 dt. 27.9.02 is published for information, guidance and necessary action. Board's letters dated 20.9.02 quoted therein was circulated as SC No. 180/02.

Respective Divisions/Production Units etc. are advised to confirm that payment of PLB has been made strictly in accordance with the extant instructions on the subject.

Copy of Board's letter No. E(P&A)II-2002/PLB-4 dt. 27.9.02 (RBE No.174/02)


The President is pleased to sanction Productivity Linked Bonus (PLB) to all non-gazetted Group 'B', 'C' & 'D' Railway employees (excluding all RPF/RPSF personnel) without any ceiling on wages for eligibility, equivalent to 59 (fifty nine) days wages for their performance during the financial year 2001-2002. Where wages exceed Rs.2500/- per month, PLB will be calculated as if 'wages' are Rs.2500/-p.m.

In the revised (Fifth Central Pay Commission) Scales of pay, 'wages' for the purpose of PLB actually drawn during the financial year, shall include 'pay' as defined in Rule 103(35)/R-1(1985 Edition) and dearness allowance sanctioned in the revised scales during the financial year 2001-2002. In the case of Running Staff the term 'pay' shall include 30% of pay constituting the pay element in Running Allowance payable on leave salary. Other conditions such as method of calculation of wages etc. as prescribed in this Ministry’s instructions and clarifications from time to time, shall remain unchanged.

It has been decided that in the case of eligible employees mentioned in Para 1 above who were not placed under suspension, or had not quit service/retired/expired during the middle of the financial year 2001-2002 or were on leave where leave salary admissible is not less than that admissible on leave on average pay, may be paid an amount of Rs.4849/- towards Productivity Linked Bonus for the financial year 2001-2002. In the case of employees other than those mentioned above the amount of Productivity Linked Bonus may be calculated in accordance with the extant instructions on the subject, with particular reference to the instructions contained in Board's letter No.E(P&A)II-2001/PLB-14 dated 20.9.2002.

The Ministry of Railways have also decided that in relaxation of the provisions in Rules 905(2), 908 and 909 of State Railway Provident Fund Rules, as contained in Chapter 9 of R.I/1985 edition, such of the subscribers to the SRPF as are entitled to Productivity Linked Bonus may, if they so desire, deposit the whole or part of the amount admissible under the Scheme in their respective State Railway Provident Fund Accounts.

Payment of Productivity Linked Bonus to all non-gazetted Group 'B', 'C' & 'D' Railway employees may be made immediately.

CPO and FA&CAO of the respective Zonal Railway/Production units etc may confirm that payment of PLB has been made strictly in accordance with the extant instructions on the subject. Necessary action may also please be taken for computerization of Productivity Linked Bonus bills.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 220/2002

Copy of Board's letter No. E(W)2000 PS 5-1/21 dt.26.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(W)2000 PS 5-1/21 dt.26.9.02 (RBE No.175/02)
Sub: Issue of Bronze Metal Pass/Card Pass to below JAG Officers with All India validity.

As per extant instructions Bronze Metal pass/Card pass with All India validity to below JAG officers/staff are not to be issued by Railway Administration. In case of exigency only Card Pass for journey between the stations and for the period mentioned in such Card Pass is to be issued. It has, however, come to the notice of Board that certain Railways and Production Units are issuing card pass with All India validity to below JAG with the approval of concerned HODs.

The entire issue in this connection has been reviewed by Board and it has been decided that Card Passes with All India validity may be issued to below JAG officers in the entitled class, with the personal approval of General Manager. The power may be exercised very rarely and judiciously on merit of each case and should not be delegated further.

In view of the above position, Railway Servants (Pass)Rules, 1986 (2nd Edition 1993) may be amended as per Advance Correction Slip No.39 enclosed.

This issues with the concurrence of Finance Directorate of Ministry of Railways.


The following note may be inserted after item (g) (2), under Schedule-I (Duty Pass) on page 7 of Railway Servants (Pass) Rules, 1986, (2nd Edition, 1993).

Note:
Notwithstanding the above provisions, Card Passes with all India validity, may be issued to below JAG officers/staff with the personal approval of General Manager, on merit of each case. This power may be exercised very rarely and judiciously and should not be delegated further.


SERIAL CIRCULAR NO. 221 / 2002

Copy of Board's letter No. E(NG)II/99/RR-1/98 dt.3.10.02 is published for information, guidance and necessary action. Board's letter dated 10.10.2001 quoted therein was circulated as SC No. 230/01.

Copy of Board's letter No. E(NG)II/99/RR-1/98 dt.3.10.02 (RBE No.179/02)

CORRIGENDUM

Sub: Rules for recruitment in Family Welfare Organisation of Health Department.

The scale of 'Rs.5000-8000' mentioned for the post of Compilation Clerk in para 167A (3) in ACS No.126 circulated vide Board's letter under reference, may be read as 'Rs.4500-7000'.

SERIAL CIRCULAR NO. 222 /2002

Copy of Board's letter No. E(MPP)98/3/8 dt.9.10.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(MPP)98/3/8 dt.9.10.02 (RBE No.182/02)
Sub: Approved modules for stage-wise training of Loco Running Staff.

In continuation of Board's letter of even number dated 20.1.2000 issued under RBE No.11/2000, Mechanical Directorate in Board's Office have suggested amendments with a view to upgrade the driving skill of Running Staff. Accordingly the existing syllabus for Train Dynamics course has been amended suitably without changing the total duration of the course as shown below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Stage</th>
<th>Course No.</th>
<th>Train Dynamics course added</th>
<th>Total duration of course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Promotional course from Asst. diesel driver to Goods driver</td>
<td>Loco RNG-4</td>
<td>5 days</td>
<td>12 weeks</td>
</tr>
<tr>
<td>2.</td>
<td>Promotional course from Goods driver to Passenger driver</td>
<td>Loco RNG-5</td>
<td>5 days</td>
<td>8 weeks</td>
</tr>
<tr>
<td>3.</td>
<td>Refresher course for Asst. Diesel Drivers (Diesel)</td>
<td>Loco RNG-8</td>
<td>1 day</td>
<td>3 weeks</td>
</tr>
<tr>
<td>4.</td>
<td>Refresher course for all diesel driver (except Asst. Drivers)</td>
<td>Loco RNG-8</td>
<td>2 days</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

The revised Training Modules and course content of Train Dynamics are enclosed. The same may be incorporated in the syllabus for running staff. Adequate copies may be made and distributed to the concerned training centres of your Railway.

LOCO-RNG-4

STAGE: Promotional Course from Asst. Diesel Driver to Goods Driver

TECHNICAL QUALIFICATION: DURATION: 12 WEEKS (72 WORKING DAYS)

<table>
<thead>
<tr>
<th>MOD_NO.</th>
<th>DESCRIPTION</th>
<th>DURATION (DAYS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNG-101</td>
<td>Types of Freight locos, its functioning</td>
<td>1</td>
</tr>
<tr>
<td>RNG-102</td>
<td>Functioning of Compressors, Governors, Air Maze, etc.</td>
<td>1</td>
</tr>
<tr>
<td>RNG-103</td>
<td>Fuel System</td>
<td>2</td>
</tr>
<tr>
<td>RNG-104</td>
<td>Water Cooling System</td>
<td>2</td>
</tr>
<tr>
<td>RNG-105</td>
<td>Lube Oil System</td>
<td>2</td>
</tr>
<tr>
<td>RNG-106</td>
<td>Gauges, OST, ECC, FTTM, Blower, etc.</td>
<td>1</td>
</tr>
<tr>
<td>RNG-107</td>
<td>Brake systems</td>
<td>2</td>
</tr>
<tr>
<td>RNG-108</td>
<td>Fundamentals of Generators, Motors and Alternators</td>
<td>3</td>
</tr>
<tr>
<td>RNG-109</td>
<td>Auxiliary Control &amp; Pilot CKT</td>
<td>1</td>
</tr>
<tr>
<td>RNG-110</td>
<td>Relays</td>
<td>2</td>
</tr>
<tr>
<td>RNG-111</td>
<td>Switches on locos</td>
<td>2</td>
</tr>
<tr>
<td>RNG-112</td>
<td>Air Brake System</td>
<td>2</td>
</tr>
<tr>
<td>RNG-113</td>
<td>Filling up various forms like Fuel, Tripp, etc.</td>
<td>1</td>
</tr>
<tr>
<td>RNG-114</td>
<td>Safety items of loco and safety equipment</td>
<td>4</td>
</tr>
<tr>
<td>RNG-115</td>
<td>Trouble Shooting of Mech. &amp; Elect. Components</td>
<td>4</td>
</tr>
<tr>
<td>RNG-116</td>
<td>Train dynamics issues</td>
<td>5</td>
</tr>
<tr>
<td>RNG-36</td>
<td>GR &amp; SR</td>
<td>3</td>
</tr>
<tr>
<td>RNG-37</td>
<td>Stations</td>
<td>2</td>
</tr>
<tr>
<td>RNG-38</td>
<td>System of Working</td>
<td>2</td>
</tr>
<tr>
<td>RNG-39</td>
<td>Signals</td>
<td>2</td>
</tr>
<tr>
<td>RNG-40</td>
<td>Defective signals</td>
<td>2</td>
</tr>
</tbody>
</table>
RNG-41 | OPT forms | 2
---|---|---
RNG-42 | Whistle Codes | 2
RNG-43 | Working of trains | 2
RNG-44 | Engineering Signals | 2
RNG-45 | Abnormal Working | 2
RNG-46 | Shunting | 2
RNG-47 | Accident | 2
| Simulator Training* | 5
| Loco Handling with LI | 5
| Discussion/Examination & viva voce | 2
| **Total** | **72 Working Days**

* To be substituted by Line Training with LI in case simulator training facilities are not available.

---

**PROMOTIONAL COURSE**

**ASST. DIESEL DRIVER TO GOODS DRIVER**

**DESCRIPTION**: TRAIN DYNAMICS

**DURATION**: 5 DAYS

<table>
<thead>
<tr>
<th>1. Introduction</th>
<th>10. Undulating Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Level Terrain</td>
<td>General</td>
</tr>
<tr>
<td>General</td>
<td>Starting a Train</td>
</tr>
<tr>
<td>Starting a Train</td>
<td>Accelerating a Train</td>
</tr>
<tr>
<td>Accelerating a Train</td>
<td>Negotiating</td>
</tr>
<tr>
<td>Negotiating</td>
<td>Slowing down</td>
</tr>
<tr>
<td>Slowing down</td>
<td>Stopping</td>
</tr>
<tr>
<td>Stopping</td>
<td>Slack Bunch Braking Method</td>
</tr>
<tr>
<td>Slack Bunch Braking Method</td>
<td>Dynamic Brake Alone</td>
</tr>
<tr>
<td>Dynamic Brake Alone</td>
<td>Dynamic Brake and Automatic Brake</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Light Ascending Terrain</th>
<th>11. Curvature</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>General</td>
</tr>
<tr>
<td>General</td>
<td>Starting in curve</td>
</tr>
<tr>
<td>Starting a Train</td>
<td>Running over curvature</td>
</tr>
<tr>
<td>Accelerating a Train</td>
<td></td>
</tr>
<tr>
<td>Negotiating</td>
<td></td>
</tr>
<tr>
<td>Slowing down</td>
<td></td>
</tr>
<tr>
<td>Stopping</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Light Descending Grade</th>
<th>12. Ghat Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>General</td>
</tr>
<tr>
<td>General</td>
<td>Starting</td>
</tr>
<tr>
<td>Starting a Train</td>
<td>*Ascending</td>
</tr>
<tr>
<td>Accelerating a Train</td>
<td>*Descending</td>
</tr>
<tr>
<td>Negotiating</td>
<td></td>
</tr>
<tr>
<td>Slowing down</td>
<td></td>
</tr>
<tr>
<td>Stopping</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Heavy Ascending Grade</th>
<th>13. Banker Operation</th>
</tr>
</thead>
</table>
### General
- Starting a Train
- Accelerating a Train
- Negotiating
- Slowing down
- Stopping

### Heavy Descending Grade
- General
- Starting a Train
- Accelerating a Train
- Negotiating
- Slowing down
- Stopping
- Cyclic braking

### Cresting Grade
- General
- Starting a Train
- Accelerating a Train
- Negotiating
- Slowing down
- Stopping

### Hump Territory
- General
- Starting a Train
- Accelerating a Train
- Negotiating
- Slowing down
- Stopping

### SAG(OR) Dip Territory
- General
- Starting a Train
- Accelerating a Train
- Negotiating
- Slowing down
- Stopping

### MU Operation
- Preparation
- Working

### Train Parting due to improper Train handling
- General
- Starting a Train
- Accelerating
- Negotiating
- Slowing down
- Stopping

### Alcoholism and its effect.
- Physical
- Social

### Importance of Yoga and 'ISOMETRIC EXERCISES.'

---

DEPARTMENT: MECHANICAL
ACTIVITY CENTRE: STATION: TRAIN
TRADE: DIESEL DRIVERS
STAGE: Promotional Course from Goods Driver to Passenger Driver
TECHNICAL QUALIFICATION
DURATION: 8 WEEKS (48 WORKING DAYS)

<table>
<thead>
<tr>
<th>MOD.NO.</th>
<th>DESCRIPTION</th>
<th>DURATION (DAYS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNG-151</td>
<td>Types of Passenger locos, its functioning</td>
<td>2</td>
</tr>
<tr>
<td>RNG-152</td>
<td>Principles of Air, Fuel oil, Lube oil &amp; Cooling Water</td>
<td>4</td>
</tr>
<tr>
<td>RNG-153</td>
<td>Principles of Gauges</td>
<td>1</td>
</tr>
<tr>
<td>RNG-154</td>
<td>Filling up of forms, repair books etc.</td>
<td>1</td>
</tr>
<tr>
<td>RNG-155</td>
<td>Functioning of Expressers</td>
<td>1</td>
</tr>
<tr>
<td>RNG-156</td>
<td>Governors and their functions</td>
<td>2</td>
</tr>
<tr>
<td>RNG-157</td>
<td>Safety items of loco and safety equipment</td>
<td>3</td>
</tr>
<tr>
<td>RNG-158</td>
<td>Working of Brake System including Air Brake</td>
<td>3</td>
</tr>
<tr>
<td>RNG-159</td>
<td>Train Dynamics issues</td>
<td>5</td>
</tr>
<tr>
<td>RNG-77</td>
<td>GR &amp; SR</td>
<td>3</td>
</tr>
<tr>
<td>RNG-78</td>
<td>Stations</td>
<td>1</td>
</tr>
<tr>
<td>RNG-79</td>
<td>System of Working</td>
<td>1</td>
</tr>
<tr>
<td>RNG-80</td>
<td>Signals</td>
<td>1</td>
</tr>
<tr>
<td>RNG-81</td>
<td>Defective signals</td>
<td>1</td>
</tr>
<tr>
<td>RNG-82</td>
<td>OPT forms</td>
<td>1</td>
</tr>
<tr>
<td>RNG-83</td>
<td>Whistle Codes</td>
<td>1</td>
</tr>
<tr>
<td>RNG-84</td>
<td>Working of trains</td>
<td>1</td>
</tr>
<tr>
<td>RNG-85</td>
<td>Engineering Signals</td>
<td>1</td>
</tr>
<tr>
<td>RNG-86</td>
<td>Abnormal Working</td>
<td>1</td>
</tr>
<tr>
<td>RNG-87</td>
<td>Shunting</td>
<td>1</td>
</tr>
<tr>
<td>RNG-88</td>
<td>Accident</td>
<td>1</td>
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<tr>
<td></td>
<td>Simulator Training*</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Loco Handling with LI</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Examination &amp; viva voce</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>48 Working Days</strong></td>
<td></td>
</tr>
</tbody>
</table>

To be substituted by Line Training with LI in case simulator training facilities are not available.

**PROMOTIONAL COURSE**
**GOODS DRIVER TO PASSENGER DRIVER**

**DESCRIPTION : TRAIN DYNAMICS**

**DURATION : 5 DAYS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Level Terrain</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undulating Grade</td>
<td>General</td>
<td></td>
</tr>
<tr>
<td>Starting a Train</td>
<td>Accelerating a Train</td>
<td></td>
</tr>
<tr>
<td>Negotiating</td>
<td>Slowing down</td>
<td></td>
</tr>
<tr>
<td>Stopping</td>
<td>Slack Bunch Braking Method</td>
<td></td>
</tr>
<tr>
<td>Dynamic Brake Alone</td>
<td>Dynamic Brake and Automatic Brake</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Light Descending Grade</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ghat Section</td>
<td>General</td>
<td></td>
</tr>
<tr>
<td>Starting</td>
<td>*Ascending</td>
<td></td>
</tr>
<tr>
<td>*Descending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiating</td>
<td>*Ascending</td>
<td></td>
</tr>
<tr>
<td>*Descending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stopping</td>
<td>*Ascending</td>
<td></td>
</tr>
<tr>
<td>*Descending</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Heavy Ascending Grade</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banker Operation</td>
<td>General</td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>General</td>
<td>Specific Event</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Starting a Train</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accelerating a Train</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slowing down</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stopping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy Descending Grade</td>
<td></td>
<td>MU Operation</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td>Preparation</td>
</tr>
<tr>
<td>Starting a Train</td>
<td></td>
<td>Working</td>
</tr>
<tr>
<td>Accelerating a Train</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slowing down</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stopping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cyclic braking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cresting Grade</td>
<td></td>
<td>Train Parting due to improper Train handling</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td>General</td>
</tr>
<tr>
<td>Starting a Train</td>
<td></td>
<td>Accelerating</td>
</tr>
<tr>
<td>Accelerating a Train</td>
<td></td>
<td>Negotiating</td>
</tr>
<tr>
<td>Negotiating</td>
<td></td>
<td>Slowing down</td>
</tr>
<tr>
<td>Slowing down</td>
<td></td>
<td>Stopping</td>
</tr>
<tr>
<td>Hump Territory</td>
<td></td>
<td>Alcoholism and its effect.</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td>Physical</td>
</tr>
<tr>
<td>Starting a Train</td>
<td></td>
<td>Social</td>
</tr>
<tr>
<td>Accelerating a Train</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slowing down</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stopping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAG(OR) Dip Territory</td>
<td></td>
<td>Importance of Yoga and 'ISOMETRIC EXERCISES.'</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starting a Train</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accelerating a Train</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slowing down</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stopping</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DEPARTMENT: MECHANICAL
ACTIVITY CENTRE: STATION/TRAIN     TRADE: DIESEL DRIVERS

STAGE: Refresher Course for Asst. Drivers (Diesel)
TECHNICAL QUALIFICATION   DURATION: 3 WEEKS (18 WORKING DAYS)PERIODICITY: ONCE IN 3 YEARS

<table>
<thead>
<tr>
<th>MOD.NO.</th>
<th>DESCRIPTION</th>
<th>DURATION (DAYS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNG-231</td>
<td>Loco &amp; its sub-systems</td>
<td>1</td>
</tr>
<tr>
<td>RNG-232</td>
<td>Fuel Oil, Lube Oil, Water Cooling &amp; Air System.</td>
<td>2</td>
</tr>
<tr>
<td>RNG-233</td>
<td>Functioning of turbo Super Charger, Batteries</td>
<td>1</td>
</tr>
<tr>
<td>RNG-234</td>
<td>Idle &amp; Shut down safety, over speed handle,</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Other Safety devices</td>
<td></td>
</tr>
<tr>
<td>RNG-235</td>
<td>Booking of repairs in log Book, attending</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>minor defects</td>
<td></td>
</tr>
<tr>
<td>RNG-175</td>
<td>MU operation and Brake systems</td>
<td>2</td>
</tr>
<tr>
<td>RNG-236</td>
<td>Train dynamics issues</td>
<td>1</td>
</tr>
<tr>
<td>RNG-178</td>
<td>GR &amp; SR</td>
<td>1</td>
</tr>
<tr>
<td>RNG-179</td>
<td>System of Train Working</td>
<td>1</td>
</tr>
<tr>
<td>RNG-180</td>
<td>Signals</td>
<td>1</td>
</tr>
<tr>
<td>RNG-181</td>
<td>Different types of forms</td>
<td>1</td>
</tr>
<tr>
<td>RNG-182</td>
<td>Engineering Signals</td>
<td>1</td>
</tr>
<tr>
<td>RNG-183</td>
<td>Accident</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Trouble Shooting on line</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Simulator Training*</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>viva voce</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18 Wkg.Days</strong></td>
</tr>
</tbody>
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* To be substituted by Line Training with LI in case simulator training facilities are not available.

**RNG-236**

**DESCRIPTION:** TRAIN DYNAMICS       **DURATION:** 1 DAY

<table>
<thead>
<tr>
<th></th>
<th>Undulating Grade</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.Introduction</td>
<td>Starting a Train</td>
<td>Accelerating a Train</td>
</tr>
<tr>
<td>Level Terrain</td>
<td>Negotiating</td>
<td>Slowing down</td>
</tr>
<tr>
<td>General</td>
<td>Slowing down</td>
<td>Stopping</td>
</tr>
<tr>
<td>Starting a Train</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accelerating a Train</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slowing down</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stopping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slack Bunch Braking Method</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dynamic Brake Alone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dynamic Brake and Automatic Brake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Ascending Terrain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starting a Train</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accelerating a Train</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slowing down</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stopping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curvature</td>
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STAGE: Refresher Course for all Diesel Drivers (except Asst. Drivers)

TECHNICAL QUALIFICATION   DURATION: 3 WEEKS (18 WORKING DAYS)

<table>
<thead>
<tr>
<th>MOD.NO.</th>
<th>DESCRIPTION</th>
<th>DURATION (DAYS)</th>
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<tbody>
<tr>
<td>RNG-251</td>
<td>Advantages of various locos</td>
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</tr>
<tr>
<td>RNG-252</td>
<td>Knowledge of Air Charging System &amp; Fuel Oil system</td>
<td>½</td>
</tr>
<tr>
<td>RNG-253</td>
<td>Safety devises provided in Diesel Locos</td>
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<tr>
<td>RNG-254</td>
<td>Advantage of Air Brake system over Vacuum Brake system</td>
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<tr>
<td>RNG-255</td>
<td>Loco failures &amp; trouble shooting/fault finding</td>
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<tr>
<td>RNG-256</td>
<td>Types of Governor and their functions</td>
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<td>RNG-257</td>
<td>Type of circuits</td>
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<td>RNG-258</td>
<td>Train Dynamics issues</td>
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<td>RNG-208</td>
<td>GS&amp;SR</td>
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<tr>
<td>RNG-209</td>
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<td>RNG-210</td>
<td>Signals</td>
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<tr>
<td>RNG-211</td>
<td>Different types of forms</td>
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<tr>
<td>RNG-212</td>
<td>Engineering Signals</td>
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<td>RNG-213</td>
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<td>Trouble Shooting on line</td>
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<td>Simulator Training *</td>
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<td>viva voce</td>
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* To be substituted by Line Training with LI in case simulator training facilities are not available

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**RNG-258**

**REFRESHER COURSE**

**DIESEL DRIVERS (EXCEPT ASST. DRIVERS)**

**DESCRIPTION**: TRAIN DYNAMICS   **DURATION**: 2 DAYS

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<th>Undulating Grade</th>
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<td>Dynamic Brake and Automatic Brake</td>
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</table>
Copy of Board's letter No. 98/Sec(Spl) 6/33/Pt dt.27.9.02 is published for information, guidance and necessary action. Board's letter dated 19.7.2001 quoted therein was circulated as SC Nos. 183/01.

Sub: Revised instructions for recruitment of sports persons in Group –C Posts against Sports Quota in RPF.

In partial modification to the instructions on the above subject issued vide Board's letter of even number dated 19.7.2001 and 25.9.2001, the following modifications will be applicable for recruitment of sports persons in Group –C category against sports quota in RPF:

The sports persons will be recruited in the discipline of Wrestling, Athletics, Judo and Shooting.

1. Recruitment of sports persons both through "Talent Scouting" and "Open Advertisement" shall be done by DG/RPF. For this purpose, a sports cell will be created and the serving RPF officers of Railway Board will be nominated as President, Secretary, Treasurer, Joint Secretary of RPF Sports Association on honorary basis by DG/RPF. This Sports Association will be affiliated to Railway Sports Promotion Board.

2. The recruitment procedure in "Talent Scouting" and "Open Advertisement" will remain same. All other conditions and norms for recruitment against sports quota contained in Board's letter No.E(Sports)2000/Policy/2 dated 19.6.2000 will be applicable for recruitment in RPF also.

3. Quota of 36 posts per year earmarked for recruitment of sports persons at all zonal Railways will be distributed – 4 posts in each zonal Railway. However, DG/RPF can change the distribution of the posts depending on the vacancies and recruitment of sports persons in a particular zone. The 50% of the posts will be filled under "Talent Scouting" Scheme and remaining 50% posts through "Open Advertisement". The formation of the Committees for "Talent Scouting", and "Open Advertisement" will be the same as already circulated.

The approved recruitment policy and procedural Rules remain unchanged. All other conditions and norms contained in Board's letter dated 19.7.2001 will remain the same. Only the events have been modified and recruitment have been centralized for recruitment of sports persons in RPF.

All the sports persons recruited against sports quota will also be available to represent Zonal Railways and Indian Railways in National Championship apart from representing RPF in Police meets.

This has the approval of the Board (MS).


Sub: Recruitment of sports persons against sports quota - Relaxation of upper age limit.
Attention is invited to Board’s letter No.E(Sports)2000/Policy/2 dated 19.6.2002 wherein upper age limit stipulated for recruitment of sports persons against sports quota in all the disciplines is 25 years.

The question of relaxing the upper age limit for recruitment of Bridge players against sports quota has been examined. Railway Board have decided that keeping in view the merit of each individual case, the upper age limit may be relaxed by the General Manager/Head of Unit subject to the maximum age limit of 40 years to recruit Bridge players, under the talent Scouting Scheme.

(This disposes of GM, Central Railway’s D.O.letter No.HPB/Con/831/XVII/02 dated 21.10.2002 addressed to Members Staff, Railway Board).

SERIAL CIRCULAR NO. 225  /2002

Copy of Board's letter No. E(P&A)II/2002/HRA-4 dt.16.10.02 is published for information, guidance and necessary action. Board's letters dated 16.5.88, 14.2.96 and 12.7.99 quoted therein were circulated as SC Nos. 81/88, 44/96 & 178/99, respectively.

A report on the experience of working of the instructions as called for in Para 2 therein may be furnished to the undersigned, immediately to apprise the Railway Board.

Copy of Board's letter No. E(P&A)II/2002/HRA-4 dt.16.10.02 (RBE No.185/02)

Sub:  Admissibility of House Rent Allowance in the event of non-acceptance or surrender of railway residential accommodation.

Attention is invited to Board's letters No.(i) E(P&A)II/87/HRA/15 dated 16.5.88 (ii) E(P&A)II-95/HRA-3 dated 14.2.96 and (iii) E(P&A)II-99/HRA-2 dated 12.7.1999 delegating powers to the General Managers and other heads of organisations directly controlling allotment of quarters to railway servants for sanction of House Rent Allowance to the categories of railway employees mentioned in Para 1 thereof in accordance with the prescribed conditions. This delegation of powers was valid upto 31.3.2002.

The question of renewing this delegation of powers beyond 31.3.2002 has been engaging the attention of the Board. To review extension of currency of these instructions, a detailed report on the experience of working of these instructions was called for from the Zonal Railways and Production units. Pending receipt of information from the Zonal Railways/Prod. Units, Board have decided to extend currency of the above sanctions till 31.3.2003. The question of further renewing currency of these delegations will be considered by the Board on the basis of reports received from the General Managers etc. directly controlling allotment of quarters in regard to the position of availability of railway accommodation under their control, which may, therefore, be expedited.

This delegation is subject to the terms of conditions stipulated in Board's letter dated 16.5.1988 and to the over-riding condition that these orders are liable to be withdrawn/modified at any time during this period if considered necessary by the Railway Board to do so.

This has the approval of the President and issues with the concurrence of the Finance Directorate of this Ministry.

SERIAL CIRCULAR NO. 226  /2002
Letter No.P(R)500/XVIII dated 15.11.2002

Copy of Board's letter No. F(E)III/2001/PN1/28 dt.18.10.02 is published for information, guidance and necessary action. Board's letters dated 19.9.86, 27.3.91 and 21.1.94 quoted therein were circulated as SC No. 149/86, 60/91 and 10/94, respectively
Copy of Board's letter No. F(E)III/2001/PN1/28 dt.18.10.02 (RBE No.190/02)

Sub: Grant of provisional family pension in relaxation of rules/orders in respect
of employees kidnapped by insurgents/terrorists in terrorist infected areas – reg.

In terms of instructions issued vide Board's letter No.F(E)II/86/PN1/17 dt. 19.9.86, 27.3.91
and 21.1.1994, the family of a missing Railway employee can be paid in the first instance, the amount of
salary due, leave encashment due and the amount of his PF contributions. Although family pension in
such cases can be sanctioned and paid one year after the date of lodging the FIR, however, it accrues from
the date of lodging the FIR or on expiry of leave of the employee, who had disappeared, whichever is
later.

On receipt of references from some of the terrorist infected Zonal Railways viz. N.E. and
N.F. Railways, where the cases of Railway servants having been abducted, have been reported, the matter
regarding grant of family pension to the family of such employees has been examined in consultation
with the nodal department i.e. DOP&PW and Department of Expenditure, Ministry of Finance. They are
of the opinion that provisional family pension can be sanctioned in terms of the above orders after
completion of one year from the date of lodging FIR of the incident of abduction to the family of the
Railway employee, who has been abducted. This would be subject to Indemnity Bond being furnished by
the family that in case the employee returns alive, the money paid by way of family pension shall be
adjusted against the dues that may accrue to the employee. However, all such cases which require
relaxation of one year condition will be considered by the Board in consultation with DOP&PW.

Keeping in view the DOP&PW's advice as above the cases for sanction of provisional
family pension to family of kidnapped employees may be dealt with in terms of Board's orders dt.19.9.86,
27.3.01 and 21.1.94 and the cases which need relaxation of one year condition stipulated in Board's orders
referred to above may be forwarded for Board's decision in consultation with DOP&PW.

SERIAL CIRCULAR NO. 227/2002

Copy of Board's letter No. 2002-E[SCT]I/25/10 dt. 18-10-02 is published for information,
guidance and necessary action. Board's letters dated 6-12-96, 21-8-97 and 19-7-02 quoted therein were
circulated under letter No. P[LE]228/SWK dt. 19-12-96 SC No. & P[LE]228/New Zones dt. 29-8-
02, respectively.

Copy of Board's letter No. 2002-E[SCT]I/25/10 dt. 18-10-02 (RBE No. 189/02)

Sub: Calling of options from staff to serve in the Headquarters
offices of the new Railway Zones – giving due representation
to SC/ST/OBC employees as per post based rosters.

Ref: i) Board's Lt. No. E[NG]I/96/TR/36 Vol.II Dt. 6-12-96,
9-7-2002, 19-7-2002 & 12-8-2002
ii) Board's Lt. No. E[NG]I/96/TR/36 Vol.III (1) Dt. 11-10-02

In continuation of Board's letter dated 6-12-96, 9-7-2002, 19-7-2002, 12-8-2002 and 11-10-2002
under reference calling options from non-gazetted staff to serve in the headquarter of the new Zonal
Railways, it is clarified that due representation of SC/ST/OBC as per post based rosters issued vide
Board's letter No. 95-E[SCT]I/49/5[1] dated 21-8-97 may be ensured.

[This letter also disposes of W. Rly's ref vide their letter No. E[SCT]1160/14/3[18/02] dt. 20-9-02.
Copy of Board's letter No. 98-E(SCT)-I/71/5 dt.22.10.0298 is published for information, guidance and necessary action.

Copy of oard's letter No. 98-E(SCT)-I/71/5 dt.22.10.02 (RBE No.191/02)

Sub: Grant of facilities to All India SC/ST Railway Employees Association and All India OBC Railway Employees Federation/Association.

The All India SC/ST Railway Employees Association and All India OBC Railway Employees Federation/Association have been granted certain facilities from time to time in the past. The question of further extension of facilities has been under consideration of Railway Board. It has now been decided to grant the following additional facilities to the All India SC/ST Railway Employees Federation/Association at Zonal, Division & Extra Divisional and Branch levels.

i) Railway telephone in office.
ii) Allotment of Notice Board at a suitable place.
(iii) Staying facilities which may include Railway Institutes, Community Centre, Marriage Halls, Rest Rooms, Rest Houses, Retiring Rooms etc. as per entitlement free of cost when they are called for official meetings with the administration.

SERIAL CIRCULAR NO. 229 /2002

Copy of Board's letter No. E(P&A)II-2002/Bonus dt.24.10.02 (RBE No.193/02)

Sub: Grant of ad-hoc bonus for 30 days to the Group C&D RPF/RPSF personnel for the year 2001-2002.

The President is pleased to decide that all Group C and D RPF/RPSF personnel, who are not eligible for Bonus under the existing Productivity Linked Bonus Scheme on the Railways, may be granted ad-hoc bonus equivalent to 30(thirty) days emoluments for the financial year 2001-2002, without any eligibility wage ceiling. The calculation ceiling of Rs.2500/- will remain unchanged.

2. The benefit will be admissible subject to the following terms and conditions:-

a) Only those Group C & DRPF/RPSF personnel who were in service on 31.3.2002 and have rendered at least six months of continuous service during the year 2001-2002 will be eligible for payment under these orders. Pro-rata payment will be admissible to the eligible personnel for period of continuous service during the year ranging from six months to a full year, the eligibility period being taken in terms of number of months of service (rounded to the nearest number of months).

b) The quantum of ad-hoc bonus will be worked out on the basis of average emoluments/calculation ceiling whichever is lower. To calculate ad-hoc bonus for one day, the average emoluments in a year will be divided by 30.4(average number of days in a month). This will thereafter be multiplied by the number of days of bonus granted. To illustrate, taking the calculation ceiling of
Rs.2500/- (where actual average emoluments exceed Rs.2500/-), ad-hoc bonus for thirty days would work out to Rs.2500x300/30.4 = Rs.2467.10 (rounded off to Rs.2467/-.

c) All payments under these orders will be rounded off to the nearest rupee.

d) In the matter where the aforesaid provisions are silent, clarificatory orders issued vide this Ministry’s letter No.E(P&A)II-88/Bonus-3 dated 29.12.1988, as amended from time to time, would hold good.

e) All the Group C & D RPF/RPSF personnel, regardless of whether they are in uniform or out of uniform and regardless of place of their posting, shall be eligible only for ad-hoc bonus in terms of these orders.

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 230_2002

Copy of Board's letter No. 2002-E(SCT)I/25/11 dt.24.10.02 is forwarded for information, guidance and necessary action.

Copy of Board's letter No. 2002-E(SCT)I/25/11 dt.24.10.02 (RBE No.192/02)


Ref: Board’s letter No.82-E(SCT)15/104 dated 17.4.1982.

As per the instructions contained in Board’s letter No.82-E(SCT)15/104 dated 17.4.1982 Zonal Railways/Production Units are required to submit to different authorities those cases of eligible SC/ST candidates who, though available, are not selected against the reserved vacancies in promotions in all the groups as under:

(i) In promotion to Gr.A and within Gr.A

Such cases should be submitted to Board for further submission to MR/MSR/DMR concerned as the case may be.

(ii) In promotion to Gr.B and within Gr.B

Such cases should be reported to Board for further information to MR/MSR/DMR concerned as the case may be within a period of one month of the finalisation of the select list.

(iii) In promotion to and in Group C and D

Such cases should be reported to HODs, if the appointing authority is lower than that of the HOD and wherever the HOD is himself the competent authority, then to the GM.

(iv) Cases in promotions by selection to posts within Group A which carry an ultimate salary of Rs.8500/- (revised as per 5th Pay Commission) p.m. or less, where eligible SC/ST candidates though available in the seniority list within the number of vacancies for which the select list is drawn, are
not selected should be submitted to Board for further submission to MR/MSR/DMR concerned as the case may be.

(v) Wherever the SC/ST candidates become eligible for promotion against the unreserved vacancies by virtue of composite seniority and they are superseded by others, such cases should also be put up to the authorities as mentioned in the foregoing paras.

(vi) Such cases of SC/ST candidates in the scheme of promoting the best amongst the failed candidates on ad-hoc basis in non-safety category put up to the competent authorities through SPO(RP) for inclusion in the final panel at the end of six months, and if the competent authority decides for not including the SC/ST candidates in the final panel, then the papers should be put up to the authorities as mentioned in the foregoing paras for further review if the competent authority who decided for not including the name of SC/ST candidates in the final panel is lower than the authorities indicated in the foregoing paras.

The papers in the above cases are required to be routed through SPO(RP)s on the Zonal Railways/Production Units and Additional Director, Esst.(Res) now redesignated as Executive Director, Esst.(Res) in Railway Board’s office.

It is seen that none of the Railways/PUs except one is following these instruction as Board’s office is not receiving such cases.

It is reiterated that the extant instructions contained in Board’s letter under reference be strictly complied with.

SERIAL CIRCULAR NO. 231 /2002


The local instructions issued under this office letter No. P[R]171/III dated 28-8-02 are hereby withdrawn.


Sub: Principles of determining seniority of staff belonging to SC/ST categories promoted earlier vis-à-vis those General/OBC candidates promoted later.

Reference instructions contained in this Ministry's letter of even number dated 20-5-2002 communicating the interim direction of the Supreme court dated 19-4-2002 in IA No. 2/2002 in Writ Petition [Civil] No.234/2002 filed by All India Equality Forum, for maintaining status quo [as on 19-4-2002 till further orders.

2. The Hon'ble Supreme Court on IA No. 5 filed on behalf of respondent No. 3 [Railways] in Writ Petition [Civil] No.234/2002 alongwith other connection bath of Writ Petitions and IAs, have on 11-11-2002 passed further direction as under:

"These Writ petitions involve the constitutionality of Article 16[4A]. The Court by an interim order has directed not to revert any of the petitioner from their existing placement nor affect their standing in the seniority list, but at the same time the provisions of Article
16[4A] can be implemented and by virtue of that provision if some of the reserved category candidates are entitled to promotion they shall be promoted. The obvious idea being the court should not stay the operation of a constitutional provision. The state finds difficulty in implementing the order on the ground that there does not exist sufficient vacancy of posts in a particular cadre to give effect to the provisions contained in Article 16[4A]. The being an interim arrangement we direct that they should apply to the number of vacancies available in a cadre to give effect to the promotional policy and undoubtedly such a promotion can be granted only when the state makes a provision for reservation in terms of Article 16[4A].

3. A copy of the aforesaid order of Hon’ble Supreme Court is also enclosed herewith.

4. In view of the directions given by the Hon’ble Supreme Court, it has been decided to go ahead with the implementation of the instructions contained in this Ministry's letter of even number 08-03-2002. The will, however, be subject to final outcome of the Writ Petition pending before the Hon’ble Supreme Court.

SERIAL CIRCULAR NO. 232 /2002

Copy of Board's letter No. E(NG)I-2002/PM1/23 dt.30.10.02 is forwarded for information, guidance and necessary action. Board's letters dated 14.2.97,17.2.98 and 18.4.2000 quoted therein were circulated as SC Nos. 40/97,78/98 and 115/2000, respectively.

Copy of Board's letter No. E(NG)I-2002/PM1/23 dt.30.10.02 (RBE No.196/02)

Sub: Calculation of vacancies for Non-selection posts.

In terms of instructions contained in this Ministry’s letter No.E(NG)I-96/PM1/6/JCM-DC dated 14.2.1997 read with Note below para 214[c](ii) of Indian Railway Establishment Manual, Volume-I (1989 Edition) as amended by ACS No.35 circulated with their letter No.E(NG)I-97/PM1/31 dated 17.2.1998, in respect of ‘Non-selection’ posts, promotion to which is based on scrutiny of Record of Service/Confidential Reports only, the vacancies anticipated to occur during the next one year instead of six months were to be taken into account, as a trial measure, upto 30.6.1999. The currency of these instructions was further extended upto 30.6.2002 vide this Ministry’s letter No.E(NG)I-2000/PM1/6 dated 18.4.2000.

2. The matter has been reviewed by the Ministry of Railways in consultation with both the recognized federations viz. AIRF and NFIR. It has been decided that the currency of instructions contained in para 3 of their letter dated 14.2.1997 should be further extended upto 30.6.2004.

3. Advance Correction Slip No.141 to IREM is also enclosed.

INDIAN RAILWAY ESTABLISHMENT MANUAL, VOLUME-I (1989 EDITION)
ADVANCE CORRECTION SLIP NO.141

Substitute the following for the existing Note below para 214[C](ii) in chapter II, Section ‘B’ of Indian Railway Establishment Manual, Volume-I, 1989 Edition:

“Note: In respect of ‘Non-selection’ posts, promotion to which is based on scrutiny of Record of Service/Confidential Reports only, the vacancies anticipated to occur during the next one year instead of six months may be taken into account as a trial measure upto 30.6.2004”.

Copy of Board's letter No. F(E)I/2002/AL-28/12 dt.31.10.02 is forwarded for information, guidance and necessary action.

Copy of Board's letter No. F(E)I/2002/AL-28/12 dt.31.10.02 (RBE No.197/02)

Sub: Regulation of Composite Transfer Grant on promotion - Clarification Regarding.

A doubt has been raised with regard to regulation of Composite Transfer Grant admissible on transfer in cases when a railway servant joins the post at a new Headquarter, on promotion, viz. whether it should be w.r.t. the pay of the higher post to which he has been promoted or as per the pay of the post held by him at his old headquarters.

It is hereby clarified that for the purpose of the admissible amount of Composite Transfer Grant, the pay of the post held by the Railway servant at the old Headquarter before his transfer should be taken into account. The increased rate of pay on promotion, on joining the post at new HQ, should not be admitted. Other terms and conditions for grant of this allowance remain unchanged.

Copy of Board's letter No. E(NG)I/2002/PM1/37 dt.1.11.02 (RBE No.198/02)SC No.7 to MC 37

Sub: Promotion to non-selection posts.

In terms of provision of para 214 (a) of IREM, Vol.I, 1989 Edition, unfitness of a person to be passed over for promotion against non-selection post should ordinarily be made sometime previous to the time when the promotion of Railway servant is being considered. Consequent upon the deletion of column ‘fitness for promotion’ from the Confidential Reports form of Group ‘C’ employees vide this Ministry’s letter No.E(NG)I-76-CR/3 dated 5.3.1986 the above provision has become redundant. The matter has been reviewed and it has been decided that last sentence “A declaration of unfitness should ordinarily have been made sometime previous to the time when the promotion of the Railway servant is being considered.” in para 214(a) of IREM Vol.I -1989 Edition, should stand deleted.


(This also disposes of S.Railway’s letter No.P[R]535/P.Vol.III dated 12.8.2002)
In para 214(a) the last sentence “A declaration of unfitness should ordinarily have been made sometime previous to the time when the promotion of the Railway servant is being considered” should be deleted.


SERIAL CIRCULAR NO. 235 /2002
Letter No.P(R)673/I dated - 11-2002

Copy of Board's letter No. E(MPP)2001/3/9 dt.28.10.02 is forwarded for information, guidance and necessary action. Board's letter dated 19.9.02 quoted therein was circulated as SC No. 194/02.

Copy of Board's letter No. E(MPP)2001/3/9 dt.28.10.02 (RBE No.194/02)Training Manual C.S. No. 4/02

Sub: List of training centres on Indian Railways.

In continuation of Board's letter No.E(MPP)2001/3/19 dated 19.9.2002, Ministry of Railways have decided to include the following training centres of Central Railway under "Other Training Centre".

a) Basic Training Centre (TRS) - ITARSI
b) Basic Training Centre(C&W) - ITARSI
c) Basic Training Centre(Engg) - JABALPUR
d) Basic Training Centre at Electric Loco Shed - AJNI
e) Basic Training Centre(Traction Distribution ) AJNI
f) Drivers/Assistant Drivers Training Centre – AJNI
g) Jhansi School of Way & Works has been renamed and included as Way and Works Training Centre – Jhansi

A revised list of training centres is attached as Annexure –A and this supersedes all other lists issued earlier.

The Ministry of Railways have decided to modify the "Manual on Management of Training",(Edition 1988) as per the Correction Slip No.4/2002 enclosed.

MANUAL ON MANAGEMENT OF TRAINING (JUNE 1998)
ADVANCE CORRECTION SLIP NO.4/2002

Appendix-I of the Manual on Management of Training (Edition, 1998) may be replaced with the attached list.

ANNEXURE - A

NAMES OF MAIN TRAINING CENTRES AND OTHER TRAINING CENTRES.
<table>
<thead>
<tr>
<th>No.</th>
<th>Training Centre/Location</th>
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**OTHER TRAINING CENTRES**

- S&T Training Centre, Byculla, CR
- S&T Training Centre, Liluah, ER
- S&T Training Centre, Malda, ER
- S&T Training Centre, Ghaziabad, NR
- S&T Training Centre, Gorakhpur, NER
- S&T Training Centre, Pandu, NFR
- S&T Training Centre, Podanur, SR
- S&T Training Centre, Moula-ali, SCR
- S&T Training Centre, KGP, SER
- S&T Training Centre, Sabarmati, WR
- Electrical Training Centre, Thakurla, CR
- Electrical Training Centre, Asansol, ER
- Electrical Training Centre, Kanpur, NR
- Electrical Training Centre, Ghaziabad, NR
- Electrical Training Centre, GKP, NER
- Electrical Training Centre, Avadi, SR
- Electrical Training Centre, Vijayawada, SCR
- Electrical Training Centre, Lallaguda, SCR
- Electrical Training Centre, Tatanagar, SER
- Electrical Training Centre, Rourkela, SER
- Electrical Training Centre, Baroda, WR
- Electrical Training Centre, Mahalaxmi, WR
- Civil Engineering Training Centre, Kanpur, NR
- Civil Engineering Training Centre, Allahabad, NR
- Civil Engineering Training Centre, Tambram, SR.
- Civil Engineering Training Centre, Kachiguda, SCR.
- Civil Engineering Training Centre, Guntakal, SCR.
- Technical Training Centre, CLW, Chittaranjan
- Technical Training Centre, DCW, Patiala.
- Technical Training Centre, DLW, Varanasi.
- Technical Training Centre, ICF, Perambur.
- Technical Training Centre, RCF, Kapurthala.
- Technical Training Centre, WAP, Bangalore.
- Technical Training Centre, Bhopal, C.Rly.
- Jagjivan Ram RPF Training Centre, NR, Lucknow.
1. Area Training Centre/Kalyan/CR
2. Area Training Centre/Jhansi/CR
3. Area Training Centre/Damoh/CR
4. Area Training Centre/Bhusawal/CR
5. Area Training Centre/Ajni/CR
6. Area Training Centre/Kacheguda/SCR
7. Area Training Centre/Lower Parel/WR
8. Area Training Centre/Bandra/WR
9. Area Training Centre/Ajmer/WR
10. Area Training Centre/Bandikui/WR
11. Area Training Centre/Junagadh/WR - Area Training Centre/Kota/WR
12. Area Training Centre/Mhow/WR
13. Area Training Centre/baroda/WR
14. Area Training centre/Valsad/WR
15. Basic Training Centre(C&W)/Ajni/CR/
16. Basic Training Centre (C&W)/Matunga/CR
17. Basic Training Centre(C&W)/Mumbai/CR
18. Basic Training Centre(C&W)/Bhusawal/CR
19. Basic Training Centre (Elec.)/Matunga/CR
20. Basic Training Centre(loco)/Bhusawal/CR
21. Basic Training Centre(loco)/Jhansi/CR
22. Basic Training Centre(C&W)/Jhansi/CR
23. Basic Training Centre(loco)/Parel/CR
24. Basic Training Centre(Loco)/Jabalpur/CR
25. Basic Training Centre(Diesel)/Kurla/CR
26. Basic Training Centre/Mannmad/CR
27. Basic Training centre/Nasik/CR
28. Basic Training Centre/New Katni/cR
29. Basic Training Centre (TRS) – Itarsi/CR
30. Basic Training Centre(C&W) – Itarsi/CR
31. Basic Training Centre(Engg) – Jabalpur/CR
32. Basic Training Centre– (Traction Distribution )Ajni/SR
33. Basic Training Centre at Electric Loco Shed Ajni/CR
34. basic Training Centre/Jamalpur/ER
35. Basic Training Centre/Zodhpur/nR
36. Basic Training Centre/Bikaner/NR
37. Basic Training Centre(C&W)/AMV/Lucknow/NR
38. Basic Training Centre(C&W)/Amritsar/NR
39. Basic Training Centre/Jagadhari/NR
40. Basic Training Centre/Gorakhpur/NER
41. Basic Training Centre/Izatnagar/NER
42. Basic Training Centre/Erode/SR
43. Basic Training Centre/Perambur/SR
44. Basic Training Centre/Guntapalli/SCR
45. Basic Training Centre/Hubli/SCR
46. Basic Training Centre/Lallaguda/SCR
47. Basic Training Centre/Vijayawada/SCR
48. Basic Training Centre (C&W)/Ajmer/WR
49. Basic Training Centre (C&W)/Lower Parel/WR
50. Basic Training Centre/Dahod/WR
51. Basic Training Centre/Kota/WR
52. Basic Training Centre (Loco)/Ajmer/WR
53. C&W Training Centre/Tikiapara/ER
54. C&W Training Centre/Dhanbad/ER
55. C&W Training Centre/Ambala/NR
56. C&W Training Centre/Ghaziabad/NR
57. C&W Training Centre/Allahabad/NR
58. C&W Training Centre/Amritsar/NR
59. C&W Training Centre/GMC/Kanpur/NR
60. C&W Training Centre/Rewari/NR
61. C&W Training Centre/Jagadhari/NR
62. C&W Training Centre/Lucknow/NR
63. C&W Training Centre/Miraj/SCR
64. C&W Training Centre/Dharwar/SCR
65. Way and Works Training Centre / Jhansi/CR
66. Permanent Way Training Centre/Dhanbad/ER
67. Permanent Way Training Centre/Mugalsarai/ER
68. Permanent Way Training Centre/Sadulpur/NR
69. Permanent Way Training Centre/Samli/NR
70. Permanent Way Training Centre/Allahabad/NR
71. Permanent Way Training Centre/Haridwar/NR
72. Permanent Way Training Centre/Jagadhari/NR
73. Permanent Way Training Centre/Jalandhar/NR
74. Permanent Way Training Centre/Jodhpur/NR
75. Permanent Way Training Centre/Lucknow/NR
76. Permanent Way Training Centre/Palghat/SR
77. Permanent Way Training Centre/Villupuram/SR
78. Transportation Training Centre/Ferozpur/NR
79. Transportation Training Centre/Jodhpur/NR
80. Transportation Training Centre/KIA/NR
81. Transportation Training Centre/Kurushetra/NR
82. Transportation Training Centre/Lucknow/NR
83. Transportation Training Centre/Shajahanpur/NR
84. Transportation Training Centre/Subedaganjh/NR
85. Transportation Training Centre/Erode/SR
86. Transportation Training Centre/Villupuram/SR
87. Transportation Training Centre/Shoranur/SR
88. Transportation Training Centre/Adra/SER
89. Diesel Drivers’ Training Centre/Jamalpur/ER
90. Electric Drivers’ Training Centre/Asansol/ER
91. Divisional Training Centre/Moradabad/NR
92. Drivers/Assistant Drivers Training Centre/ Ajni/CR
93. Diesel Traction Training Centre/New Katni/CR
94. Diesel Traction Training Centre/Patratu/ER
95. Diesel Traction Training Centre/Mughalsarai/NR
96. Diesel Traction Training Centre/AMV/Lucknow/NR
97. Diesel Traction Training Centre/BGKT/Jodhpur/NR
98. Diesel Traction Training Centre/Ludhiana/NR
99. Diesel Traction Training Centre/SSB/Delhi/NR
100. Diesel Traction Training Centre/TKD/Delhi/NR
101. Diesel Traction Training Centre/Gonda/NER
102. Diesel Traction Training Centre/Malda/NFR
103. Diesel Traction Training Centre/Guwahati/NFR
104. Diesel Traction Training Centre/Siliguri/NFR
105. Diesel Traction Training Centre/Ponmala/NR
106. Diesel Traction Training Centre/Kazipet/SCR
107. Diesel Traction Training Centre/Guntakal/SCR
108. Diesel Traction Training Centre/Rajmundry/SCR
109. Diesel Traction Training Centre(NG)/Nagpur/SER
110. Diesel Traction Training Centre/Ratlam/WR
Copy of Board's letter No. F(E)II/2002/FOP/8 dt.29.10.02 is forwarded for information, guidance and necessary action. Board's letter dated 12.12.91 quoted therein was circulated as SC No. 177/91.

Copy of Board's letter No. F(E)II/2002/FOP/8 dt.29.10.02 (RBE No.195/2002)


Many queries are being received from different quarters, regarding the reasons for deletion of ACS 19. Presumably there is a misunderstanding that the protection of pay provided for under para 604(a)(iii) included in the Indian Railway Establishment Manual, by ACS 19, has now been withdrawn. That certainly is not the case and no benefit has been withdrawn. Rule 1313(1)(a)(3) brought into force by ACS 14 issued vide Board’s letter No.F(E)II/89/FR/1 dated 12.12.91, already provided for protection of pay. ACS 19 only brought into force what was already in existence in the form of FR 22 adopted as Rule 1313 vide ACS 14 issued on 12.12.91.

In order to have a very clear view, the provisions contained in the erstwhile ACS 19 and those already existing under FR 22 i.e. Rule 1313 of R-II are shown below in juxta-position:

<table>
<thead>
<tr>
<th>Provision of erstwhile para 604 (a) (iii)inserted in IREM Vol I(1989) by ACS 19</th>
<th>Rules under which the provision already existed in FRs</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) When a govt. Servant, holding the higher post substantively on regular basis seeks transfer from that higher post to a lower</td>
<td>FR 22(I)(a)(2)i.e., Rule 1313 (I)(a) (2) of R-II,(incorporated vide ACS-14)</td>
</tr>
</tbody>
</table>
post at his own request and the pay drawn in such higher post is less than or equal to the maximum of the scale of pay of the lower post, then the pay drawn in such higher post will be protected.

Ii) When a govt. Servant seeks transfer to a post from which he was promoted, it will be treated as a case of reversion and his pay will be fixed at a stage what he would have drawn, had be not been promoted.

FR22(I)(b).i.e. Rule 1313(I)(b) of R-II(incorporated vide ACS-14).

iii) When appointment on transfer from a higher post to a lower post is made on his own request under 227(a)(2) R-I (FR 15-A(2) and the maximum pay in the time scale of that post is lower than his pay in respect of the old post held regularly, he shall draw that maximum as his initial pay, in accordance with FR 22(I)(a)(3).

FR22(I)(a)(3) i.e. Rule 1313(I)(a)(3) of R-II (incorporated vide ACS-14).

It may be seen that cancellation of ACS 19 has not resulted in any kind of withdrawal of any benefits. Railways should continue regulating pay fixation in accordance with the provisions already contained in Rule 1313 of R-II without any apprehension.


SERIAL CIRCULAR NO. 237 /2002

Copy of Board's letter No. E[W]2001 PS5-8/10 dated 29-11-2002 is forwarded for information, guidance and necessary action. Board's letters dated 31-01-2002 and 26-09-2002 quoted therein were circulated as SC Nos. 37/02 and 206/02, respectively.


Sub: Issue of identity cards to retiring/retired railway employees.

Instructions were issued vide Board's letters of even number dated 31-01-2002 and 26-09-2002 regarding issue of identity cards to retiring/retired railway employees in the prescribed format on payment of Rs.10 towards the cost of identity card.

2. It has been brought to the notice of Board by AIRF that retired employees are facing difficulty in depositing the prescribed amount with the Chief Cashier for getting the identity cards. They have, therefore, suggested that retired employees may be allowed to deposit the money with the nearest station towards the cost of identity card. It has also been represented that retired employees find it difficult to get the required documents attested by a Gazetted officer, as such officers are not available in the locality where the retired employees are settled.

3. The above two issues have been considered by Board and it has been decided that the requisite amount may be deposited at the nearest railway station/cash office by the pensioners under misc. receipt. The money receipt so obtained may be sent to the respective office along with other documents for getting the identity card. It has also been decided by Board that copies of the documents without attestation submitted by the pensioners, may be accepted for issue of identity cards, as the original
documents are already available with the Railway administration. In case of doubt the same may be got verified from the concerned Zonal/Divisional headquarters. It may be ensured that requests received from Railway pensioners for issue of identity cards are attended to on priority.

4. This issues with the concurrence of Finance Directorate of Ministry of Railways.

**SERIAL CIRCULAR NO. 238 /2002**

P [R]563/IV Dated: -12 -2002

Copy of Board's letter No. . E(RRB)2002/25/32 dt.22.11.02 is forwarded for information, guidance and necessary action. Board's letters dated 7.4.99 and 8.8.02 quoted therein were circulated as SC No. 106/2002 and 158/02, respectively.

Copy of Board's letter No. . E(RRB)2002/25/32 dt.22.11.02 (RBE No.-)

**CORRIGENDUM**

Sub: Review of examination fee for RRB examination.
Ref: Board’s letter No.98/E(RRB)25/52 dated 7.4.99 (RBE No.67/99 & RRCB No.2/99).

Para 1 of Board’s letter dated 8.8.2002 may be read as -

“In partial modification of para 1(iii) of Board’s letter dated 7.4.99 referred above, no examination fee/postal charges will be charged from the candidates belonging to SC/ST/Ex-Servicemen/Physically handicapped categories. They will however be required to send one unstamped self-addressed envelope and one stamped self-addressed envelope to RRB at the time of making application.”.

**SERIAL CIRCULAR NO. 239 /2002**

P [R]554/IV Dated: -12 -2002

Copy of Board's letter No. 2002-E(SCT)1/21/1 dt.20.11.02 is forwarded for information, guidance and necessary action. Board's letter dated 27-9-83 quoted therein is available at page 336 of the Brochure on Reservation for SC & STs in Railway Services, 1985 Edition.

Copy of Board's letter No. 2002-E(SCT)1/21/1 dt.20.11.02 (RBE No.208/02)

Sub: Inclusion of a member of SC/ST in Area Housing Committee.

One of the Zonal Railways has sought a clarification whether the SC/ST staff who is to be included in the Area Housing Committee should only be the one who has been nominated by the SC/ST Employees Association or otherwise. In this context, attention is invited to Board’s letter quoted above wherein it has been clarified that representatives of SC/ST employees should also be included in the housing allotment committee in all the places wherever it exists. In order to clear the confusion, it is clarified that the member of SC/ST staff who is to be included in the Area Housing Committee should be the one who has been duly recommended by the SC/ST Railway Employees Association of the concerned Zone/Unit/Division etc. as the case may be.

It is desired that action may be taken to follow the above guidelines.

**SERIAL CIRCULAR NO. 240 /2002**

P [R]426/RI Dated: -12 -2002

Copy of Board's letter No. F(E)III/2002/PF1/6 dt.13.11.02 is forwarded for information, guidance and necessary action.
Sub: Amendment to IREC/Vol.I(1985 Edition- 1995 Reprint) - Rule 923 thereof to permit advance from PF for meeting the cost of legal proceedings instituted by or against the subscriber or a member of his family.

In exercise of the powers conferred by proviso to Article 309 of the Constitution, the President is pleased to direct that Rule 923 of IREC Vol.I, 1985 Edition (1995 Reprint) may be modified as per Advance Correction Slip No.87 sent herewith as Annexure.

Annexure

A.C.S.No.87.

Rule 923/R-I

Insert the following under sub-rule (g) of Rule 923/R-I as item (viii):

“(viii) to meet the cost of legal proceedings instituted by or against the subscriber or any member of his family or any person actually dependent upon him as also to meet the cost of the subscriber’s defence where he engages a legal practitioner to defend himself in any enquiry in respect of any alleged official misconduct on his part, an advance not exceeding three months’ pay or half the amount standing to his credit in the Fund, whichever is less.


Copy of Board's letter No. E(G)99 HO1-18 dt.14.11.2002 (RBE No.205/02)
Sub: Grant of honorarium for delivering lectures in Zonal Training Schools/Centres.

Further to instructions contained in Board’s letter of even number dated 8.6.2000 it is clarified that the rates of honorarium prescribed therein for delivering lectures by visiting lecturers/faculty to Non-Gazetted staff are applicable to all “Zonal Training Schools/Centres”, “Main Training Centres” and “Other Training Centers” as mentioned in the Manual on Management of training.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.
Copy of Board's letter No. E(D&A)2001 RG 6-58 dt. 28-11-2002 is forwarded for information, guidance and necessary action. Board's letters dated 22.2.1974 quoted therein was circulated as SC No. 33/74.


Sub : Imposition of penalty of reduction to a lower time scale of pay, grade, post or service for a specified period – Effect of penalty in the higher grade or post etc. on restoration of the railway servant to that higher grade or post on expiry of the penalty.

... It has been brought to the notice of the Board by the NFIR that while imposing the penalty of 'reduction to a lower grade, post etc.,' for a specified period, the authorities use the terms 'cumulative or recurring effect', to convey the effect of the penalty in the higher grade or post, on restoration of the railway servant to that higher grade or post, on expiry of the penalty.

2. It has been alleged that in such cases the railway administration(s) also denies seniority in the higher grade or post in addition to the effect of the penalty on the future increments of the railway servant though the authority imposing the penalty has not given any specific direction that seniority shall also be affected on restoration of the railway servant to that higher grade or post after expiry of the penalty. Attention in this connection has been drawn to the instructions contained in Board's letter No.E(D&A)73 RG 6-5 dated 22.2.1974. These instructions which were issued in pursuance to discussions in the forum of JCM/DC lay down that in cases where the penalty of reduction to a lower grade or post etc. is imposed for a specified period and the order does not specify whether it has effect on seniority and increments in the higher grade or post on restoration of the railway servant to that higher grade or post, it should be assumed that the order will not have the effect on seniority or increment.

4. As the Railways are aware, in terms of Rule 6(vi) of RS (D&A) Rules, while imposing penalty of reduction to a lower grade or post etc., on a railway servant for a specified period, the authority imposing the penalty has also to pass directions regarding the effect of the penalty on the seniority and pay in the higher grade or post, on restoration of the railway servant to that higher grade or post after expiry of the penalty. The directions on seniority and pay are two separate ones and have to be passed independent of each other. For example, the authority imposing the penalty may order that the penalty will have the effect of postponing the future increments of pay of the railway servant in the higher grade or post on his restoration to that higher grade or post but will not affect his seniority in the higher grade or post and vice versa. Likewise, the authority imposing the penalty may order that the penalty will have effect on both the seniority and pay of the railway servant or that the penalty will have no effect either on seniority or pay of the railway servant in the higher grade or post on his restoration to the higher grade or post. However, in each case these two directions should be distinct and unambiguous. Where the authority imposing the penalty has not passed any specific directions regarding seniority or pay or both, of the railway servant in the higher grade or post, it will be held that the penalty will have no effect on seniority or increments or both, as the case may be, in the higher grade or post on restoration of the railway servant to that higher grade or post as laid down in Board's letter of 22.2.1974, referred to above. In view of the above, the railway administrations should also discontinue the practice, if any, on their system of using the terms 'cumulative or recurring' effect in the orders imposing the penalty of reduction to lower grade or post for a specified period as these terms are liable to mis-interpretation by the authorities responsible for implementing these penalties. The above position may please be brought to the notice of all concerned on your railway for information and compliance. Still, in spite of the position stated above, if any authority uses the term 'cumulative or recurring effect' while passing orders, the case may be resubmitted to the said
authority advising him to pass fresh orders strictly in accordance with the provisions of Rule 6(vi) brought out above.

SERIAL CIRCULAR NO. 243/2002
P [R]227/XIII Dated: 12-2002

Copy of Board's letter No. E(D&A)2002 RG 6-36 dt.25.11.2002 is forwarded for information, guidance and necessary action. Board's letters dated 7.5.1990 quoted therein was circulated under this office confidential letter No.P(R)227/Con./III dt. 5.7.1990.


Sub: Imposition of the penalties of dismissal, removal or compulsory retirement – Determination of appointing authority reg.

It has been brought to the notice of the Board by the NFIR, that on the Railways disciplinary powers as appointing authority for the purpose of imposing the penalties of dismissal, removal or compulsory retirement are even exercised by the authorities who have merely issued the offer of appointment or order of promotion.

The contents of Rule 2(1)(a) of RS (D&A) Rules, 1968 relating to definition of 'Appointing Authority' as elaborated vide Board's letter No.E(D&A)88 RG 6-12 dated 7.5.1990 are reiterated. The gist of the rule and the said instructions is also explained below for easy understanding.

As the railways are aware, in terms of Rule 2(1)(a) of RS(D&A) Rules, appointing authority in relation to a railway servant means the authority empowered to make appointment to the service of which the railway servant is, for the time being a member or to the grade of the service in which the railway servant is, for the time being included or the authority empowered to make appointment to the post which the railway servant for the time being holds or the authority which actually appointed the railway servant to such service, grade or post as the case may be, whichever is the highest authority. It is advised that the authority empowered to make appointment, referred to in Rule 2(1)(a) above, means the authority empowered to make appointment to the grade or post which the railway servant is holding, at the time of imposition of penalty. This authority may be higher or lower in rank than the authority which was empowered to make appointment at the time of induction of the railway servant to the relevant grade or post or the authority which actually appointed him to that grade or post. The intention of the rule is that the penalties of dismissal, removal or compulsory retirement from service on a railway servant should be imposed only by the highest of these authorities i.e., either by the authority which actually appointed the railway servant to the relevant grade or post or the authority which is empowered to make appointment to that grade or post at the time of imposition of penalty, whichever is the higher authority. The penalty of dismissal, removal or compulsory retirement from service should obviously not be imposed by an authority which have merely issued the offer of appointment or order of promotion, with regard to the appointment or promotion ordered by a competent authority higher to that authority.

SERIAL CIRCULAR NO. 244/2002
P [PC]487/V/IMP/97/Vol.IV Dated: 30-12-2002

Copy of Board's letter No. PC/V/9/1/1/1 dt.1.11.2002 is forwarded for information, guidance and necessary action. Board's letters dated 1-10-99 quoted therein was circulated under this office SC No. 276/99.

Copy of Board's letter No. PC/V/9/1/1/1 dt.1.11.2002. (RBE No. 200/2002)

Sub: Entitlement of pass facilities under ACPS clarification regarding.
Ref: Board's letter of even number dated 1-10-99
References are being received from the Zonal Railways/PUs regarding the appropriate entitlement of privilege and other passes in case of the employees benefitted under ACPS.

In terms of para 6 of Annexure 1 of Board's letter referred to above, financial upgradations are personal to the incumbents but shall entitle the employee to certain benefits including privilege and other passes. Railway servant who has been given financial upgradation shall continue to hold the old designation and the financial upgradation does not confer any status of the higher scale. Hence the benefit of passes corresponding to the higher scale of pay granted under ACP scheme will be available to the employee. However, the benefits related to higher status inherent in the higher pay scales is not available to the employee.

In other words, status of Group 'C' and 'D' employees shall remain the same irrespective of financial upgradation and hence group 'D' employees shall continue to get second class pass irrespective of financial upgradation given in Group 'C' scale. Similarly, Group 'C' employees do not become gazetted railway employees on the basis of financial upgradation given in Group 'B'/Group 'A' scale under the ACP scheme, and hence shall continue to get three sets of privilege passes per year and corresponding scale of post retirement passes. However, a Group 'C' employee on financial upgradation may become eligible for first class pass on the basis of his revised basic pay after financial upgradation.

SERIAL CIRCULAR NO. 143 /2002

Copy of Board's letter No.E(W)/96 PS 5-1/15 dated 11.7.02 is published for information, guidance and necessary action. Board's letter dated 11.1.99 quoted therein was circulated as SC No.41/99.

Copy of Board's letter No. E(W)/96 PS 5-1/15 dated 11.7.02 (RBE No.108 /2002).

Sub: Travel facilities for Indian Railway Personnel over Konkan Railway.

Instructions have been issued vide Board's letter of even number dated 11.1.99 allowing one to-and-fro journey over Konkan Railway against Privilege Pass and all PTO issued to Railway employees on reciprocal basis. The restriction of allowing only one pass (except in case of extended journey) for travel over KRC for Indian Railway personnel, and KRC employees over Indian Railways has resulted in inconvenience in the matter of availing the fast and direct mode of transport more than one. Representations have been received requesting for removal of the travel restriction. Board have considered the issue and have decided that all Privilege Passes issued to Railway employees should be made valid for travel over KRC, on reciprocal basis.

2. All PTO may also be allowed for journey over KRC without any restriction, as hitherto before.

3. Other conditions as laid down in Board's letter of even number dated 11.1.99 shall remain the same. This issues with the concurrence of Finance Directorate of Ministry of Railways.

SERIAL CIRCULAR NO. 144 /2002

Copy of Board's letter No.E(NG)/2001/RR-1/44 dated 23.7.02 is published for information, guidance and necessary action. Board's letters dated 21-8-97 quoted in the correction slip were circulated as SC No.156/97 & 157/97, respectively.

Copy of Board's letter No. E(NG)/2001/RR-1/44 dated 23.7.02 (RBE No.113 /2002).

Sub: Amendment to IREM - Provision regarding filling up of posts in pursuance to implementation of post based roster.


INDIAN RAILWAY ESTABLISHMENT MANUAL VOLUME - I (1989 EDITION)
Chapter-1, Section-B, Sub-section-III - Recruitment and Training.
Advance Correction Slip No.134.

4. In the existing Note (3) below para 122(4), paras 123(1), 125(1), 126(1),126(3)(ii), 126(A)(1), 126(A)(1)(ii), Note below para 126A(1)(iii), 127(1), Note (2) below para 127(3), 128(1), Note (2) below para 128(3), 129(1), 130(1), 131(1), 131(1)(ii),
2. In the existing paras 168(3)(i), 168(3)(ii), 171(3)(i) and 171(3)(ii) the words" of the vacancies" may be deleted.


SERIAL CIRCULAR NO. _145_ /2002

Copy of Board's letter No.E(G)2002 AL 4-6 dated 18.7.2002 is published for information, guidance and necessary action.


Sub: Procurement of staff cars on replacement account.

As the Railways are aware, proposals for replacement of staff cars of only the General Managers, Additional General Managers, Divisional Railway Managers and officers of the level of erstwhile Rs.7300-7600 (present scale 22,400-24,500) are to be considered in terms of instructions contained in Board's letter No.E(G)97 AL4-25 dated 18.8.98.

The matter has been reviewed by the Board, and it has been decided that in addition to the above, proposals for replacement of staff cars of Coordinating HODs (CHODs) of every Department, irrespective of the grade, i.e. whether they are in SAG or HAG scale, will also be considered.

It is re-iterated that the replacement of staff cars of officers other than the ones as mentioned above will not be considered and no such proposal be sent to Board's office at all.

SERIAL CIRCULAR NO. _146_ /2002

Copy of Board's letter No. E(G)2002 AL 4/18 dated 22.7.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(G)2002 AL 4/18 dated 22.7.02 (RBE No.115 /2002).

Sub: Provision of vehicles for the officers accompanying the Hon'ble Minister for Railways and Hon'ble Ministers of State for Railway.

It has been found that during the various inspection, visits/tours of the Zonal Railways by the Hon'ble Minister for Railways and Hon'ble Ministers of State for Railways, sometimes adequate vehicles are not provided for the officers accompanying the Hon'ble Ministers on these visits/tours.

It is, therefore, advised that arrangement may please be made to provide separate vehicles to the officers accompanying the Hon'ble Ministers for Railways and the Hon'ble Ministers of State for Railways on such visits/tours, within the ambit of Rule 14 of the Staff Car Rules. This can in most cases be done from the existing pool.

Necessary instructions may accordingly be given to all concerned immediately.

SERIAL CIRCULAR NO. _147_ /2002


Instructions have been issued from time to time regarding the eligibility criteria and the procedure for filling up the post of Welfare Inspectors, Gr.III in the pay scale of Rs.5000-8000. Pursuant to discussions held on 7-8/3/97 in the PNM-AIRF, consolidated instructions on the subject were issued vide Board's letter No.E(NG)I-96/PM4/13 dated 25.4.97. However, subsequent to the issue of the consolidated instructions, further instructions on the subject have been issued vide Board's letter No.E(NG)I-96/PM4/13 dated 19.1.98, 9.9.98, 24.8.2000 and letter of even number dated 13.3.2002. A copy of the last letter which was addressed only to Southern Railway, is enclosed. While some of the instructions in these letters are clarificatory in nature, some have the effect of modification/negation of the earlier instructions. It has, therefore, been decided to consolidate and issue these instructions afresh as in the following paragraphs.

3. Eligibility Criteria:
3.1 The following staff will be considered eligible to volunteer for appearing in the selection for promotion to the post of Welfare Inspector Gr.III in the pay scale of Rs.5000-8000:

   ii) Group'C' staff in possession of any of the following qualifications irrespective of the grade or length of service or other educational qualifications.

   g) Diploma in Labour Laws;
   h) LLB with paper(s) in Labour Laws;
   i) Post Graduate Diploma in Personnel Management awarded by an institution recognised by the Government of India; and
   j) MBA with paper(s) in Personnel Management awarded by an Institution recognised by the Government of India.

Provided that staff working in grade Rs.5000-8000 or above on regular basis will not be eligible to appear in the aforesaid selection.

Provided further that eligibility of staff in possession of qualification as mentioned above will also be subject to the condition that they have successfully completed the probation in the respective grade.

   (vi) Group'D' staff who have completed at least 7 years service in Group'D' and are in possession of any of the qualification mentioned in (i) above.

   (vii) Staff in the grades next below the grade of Welfare Inspector i.e., those in grades Rs.4500-7000 and Rs.4000-6000 with 5 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 5 years service together in these grades.

   (viii) Staff in the grades Rs.4500-7000 and Rs.4000-6000 who are Graduates irrespective of the length of service in these grades provided the staff concerned have successfully completed the probation in the respective grades.

   (ix) Staff in grades lower than the grade next below the grade of Welfare Inspector i.e., those in grades Rs.3200-4900 and Rs.3050-4590 who are Graduates and who have completed not less than 7 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise, 7 years service together in these grades.

Proocedure for holding selection and empanelment

All staff who satisfy the conditions prescribed above would be subjected to a selection which will consist of a Written Test and an Oral Test and final panel drawn up as per procedure prescribed in para 219(j) of the Indian Railway Establishment Manual, Vol.I (1989 Edition) as amended vide ACS No.66 issued under Board's letter No.E(NG)I/98/PM1/11 dated 16.11.98.


Sub: Eligibility for promotion to the post of Welfare Inspectors in scale Rs.5000-8000.

Reference Southern Railway's letter No.P(GS)608/XII/I/Nov.XI dt.18.1.02 on the above subject.

The matter has been considered by the Board and the points raised in the Railway's letter under reference are clarified as under:

<table>
<thead>
<tr>
<th>Points raised</th>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Whether the eligibility condition that staff in grade(s) Rs.4500-7000 and Rs.4000-6000 with less</td>
<td>The condition applies to staff in all categories in general and is not confined to Ministerial staff in the grade(s).</td>
</tr>
</tbody>
</table>
(ii) Whether the employees possessing any of the qualifications enumerated in para 1(ii) of Board's letter dt.24.5.66 will be eligible to appear in the selection for promotion as Welfare Inspector if he has completed probation on promotion to a Group'C' post or has completed 7 years total service including service in Group'D'. On the other hand, an employee promoted as Sr.Clerk in the pay scale of Rs.4500-7000 and who possesses any of the qualifications enumerated in para 1(i) of Board's letter dt.24.5.66 will be eligible even without completing the probation on promotion as Sr.Clerk. But if his claim for consideration is based on the qualification of graduation as per para 1(ii) of Board's letter ibid as clarified/amplified he will be eligible only if he has either completed probation on promotion as Sr.Clerk or has rendered 7 years total service together in grades Rs.3050-4590 and Rs.4500-7000. However, an employee who has been directly recruited in the grade in which he is working at the time of his volunteering for the selection will be eligible only on completion of probation in that grade.

(iii) Whether an employee fulfilling any of the qualifications enumerated in para 1(i) of Board's letter dt.24.5.66 and working in grades equivalent to or higher than the grade of Welfare Inspector, viz. Rs.5000-8000 will be eligible to appear in the selection. Only the staff in grade(s) below the grade of Welfare Inspector viz. Rs.5000-8000 will be considered eligible. In other words staff working in grade Rs.5000-8000 or above are not eligible.

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**SERIAL CIRCULAR NO. 148 /2002**

Letter No. P[ R ] 554/IV Dated: 22-08-2002

Copy of Board's letter No. F(X)1-99/111/1 dated 24.7.02 is published for information, guidance and necessary action. Board's letters dated 1.4.1989 and 30.12.97 quoted therein were circulated as SC Nos. 142/89 & 22/98, respectively.

Copy of Board's letter No. F(X)1-99/111/1 dated 24.7.02 (RBE No.nil).

Sub: Revision of rates of damages for unauthorised occupation of Railway accommodation.

In terms of this Ministry's letter No.F(X)-86/11/9 dated 1.4.1989, it was decided that the rates of damages fixed for unauthorised occupation of Railway accommodation would remain in force for a period of two years or till further orders, from the date of effect of orders issued on the subject matter. As a result, the damage rates, last fixed for unauthorised occupation of Railway accommodation vide this Ministry's letter No.F(X)1-97/11/5 dated 30.12.97, have now undergone two revisions.

Accordingly, in partial modification of all orders/guidelines issued on the subject matter in the past, it has now been decided to revise the rates of damages for unauthorised occupation of railway accommodation as under:-

(ii) Rates of damages effective from 1.11.99 to 30.4.2002

(Rupees per sq.m. of plinth area/per month)

<table>
<thead>
<tr>
<th>Type of accommodation</th>
<th>Existing rates</th>
<th>Revised rates effective from 1.11.1999</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class 'A-I'</td>
<td>Class 'A',&quot;B-I&quot; &amp; B-II</td>
</tr>
<tr>
<td>1 to IV</td>
<td>49</td>
<td>37</td>
</tr>
<tr>
<td>V &amp; above</td>
<td>72</td>
<td>54</td>
</tr>
</tbody>
</table>

(iii) Rates of damages effective from 1.5.2002.
7. The rates as stipulated in para 2(ii) above will remain in force for a period of two years from the date of effect or till further orders.
8. In old cases, where the unauthorised occupation existed/exists before 1.11.99/1.5.2002 and the same had continued/continues thereafter, the damages at the revised rates as mentioned in para 2(i) and (ii) will be recovered respectively from 1.11.99 or 1.5.2002, as applicable.
9. In addition garden charges and other charges as applicable in respect of above two revisions, will also be recovered.
10. These rates will be effected in respect of revisions made vide:

(c) Para 2(i) above, from 1.11.99 till 30.4.2002; &
(d) Para 2(ii) above, from 1.5.2002 to two years or till further orders.

### Table: Types of Accommodation Rates

<table>
<thead>
<tr>
<th>Type of Accommodation</th>
<th>Existing rates effective from 1.11.1999</th>
<th>Revised rates effective from 1.5.2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 'A-I'</td>
<td>57</td>
<td>114</td>
</tr>
<tr>
<td>Class 'A', 'B-I &amp; B-II'</td>
<td>43</td>
<td>86</td>
</tr>
<tr>
<td>Class 'C' &amp; unclassified</td>
<td>38</td>
<td>76</td>
</tr>
</tbody>
</table>

### SERIAL CIRCULAR NO. 149  /2002

Copy of Board's letter No. (E)(LL)98/AT/MW/2 dated 17.7.02 is published for information, guidance and necessary action. Board's letter dated 20.5.83 was circulated under letter No.P(LE)445/P/Vol.IV dated 29.6.83 and Board's letters dated 23.3.90 and 21.10.94 quoted therein were circulated as S.C.Nos.59/90 and 111/94, respectively.

Copy of Board's letter No.E(LL)98/AT/MW/2 dated 17.7.02(RBE No.112/2002)

Ref: (i) Board's Lr.No.E(LL)78/AT/MW/1-4 dt. 20.5.83
(ii) Board's Lr.No.E(LL)94/AT/MW/4 dt. 21.10.94.

A copy of the Notification No.S-32019/9/97-WC(MW) dated 1.5.2002 issued by the Ministry of Labour rectifying their notifications on the above subject is sent herewith for information and guidance.

### SERIAL CIRCULAR NO. 150  /2002

Copy of Board's letter No.E(LL)98/AT/MW/2 dated 17.7.02(RBE No.112/2002)

Ref: (i) Board's Lr.No.E(LL)78/AT/MW/1-4 dt. 20.5.83
(ii) Board's Lr.No.E(LL)94/AT/MW/4 dt. 21.10.94.

A copy of the Notification No.S-32019/9/97-WC(MW) dated 1.5.2002 issued by the Ministry of Labour rectifying their notifications on the above subject is sent herewith for information and guidance.

### MINISTRY OF LABOUR'S NOTIFICATION DATED 1.5.2002

F.N.S-32019/9/97 –WC(MW)

S.O. 480(E) – The Central Government in exercise of powers conferred by Section 10 of the Minimum Wages Act 1948 (11 of 1948), hereby rectify the clerical mistake by deleting coma after the words "Railways" and substituting the same by apostrophes after the words "Railways". Consequently, wherever the words appearing as "Railways, Goods Sheds" or "Railways and Goods-sheds" in the following notification shall be substituted as "Railways' Goods-Sheds".

1. 2092 (E) dated 23.4.1983
2. 765 (E) dated 11.8.1987
3. 1009 (E) dated 7.12.1989
4. 512 (E) dated 12.7.1994
5. 593 (E) dated 12.8.1998

The Central Government, further in exercise of powers conferred by Section 27 of the Minimum Wages Act, 1948 (11 of 1948), hereby add the employment "Loading and Unloading operation in all Other Goods Sheds, Godowns, Warehouses etc." after the brackets, figure and words (ii) Docks and Ports appearing in the Part I of the Schedule to the Minimum Wages Act, 1948 (11 of 1948) so that minimum rates of wages should be fixed in the said employment under the Act.

The notice of above intention have already been given by notification of Government of India in the Ministry of Labour S.O. 319(E) dated 4.4.2001 published in the Gazette of India, Part II, Section 3, Sub-section (ii), as required by the said sections.
Copy of Board's letter No. E(NG)II/2001/SB/SE/24 dated 17.7.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(NG)II/2001/SB/SE/24 dated 17.7.02 (RBE No.111/2002).

Sub: Engagement of Substitutes in Group 'C' categories on the Railways.

In terms of extant instructions, Substitutes can be engaged in exigencies of service against Group 'C' vacancies. Power for engaging Substitutes in Group 'C' lies with the Railway Board except in the case of Teachers where powers have been delegated to the GMs in terms of Board's letter No.E(NG)II/89/RC3/2 dated 22.2.1989. Normally Railway Board gives permission for engagement for a spell of three to six months after which if the Railway finds it necessary it gives due justification for extending such engagement.

It is imperative that at the time of engagement of such Substitutes as also at the time of seeking extension, the Railway should satisfy itself that the candidate possesses the direct recruitment educational qualification prescribed for the post. It has, however, come to notice that on one of the Zonal Railways, a Substitute had been engaged in Group 'C' and subsequently the currency extended from time to time ignoring the fact that the candidate does not possess the direct recruitment educational qualification prescribed for the post. In some cases such a situation may arise whenever the educational qualification prescribed for a post undergoes a revision and the candidate who might have possessed the prescribed qualification at the time of initial engagement, may not fulfill the same at the time of grant of extension.

It has, therefore, been decided that at the time of initial engagement of a person as a Substitute against a Group 'C' post, the Zonal Railway/Production Unit must ensure that the candidate possesses the prescribed direct recruitment educational qualification for the post against which he is to be engaged. Further, at the time of seeking extension of currency in such cases, a certificate to the effect that the said candidate possesses the current prescribed direct recruitment educational qualification for the post must be furnished by the Railway/Production Unit.

Similarly such a certificate should be furnished at the time of forwarding of the proposal for regularisation of the candidate. Board desire that the cases of Substitutes in Group 'C' should be reviewed in this light.

SERIAL CIRCULAR NO. 151/2002

Copy of Board's letter No.PC-V/99/I/II/1 dated 25.6.2002 is published for information, guidance and necessary action.


Sub: Recommendations of V CPC regarding Dynamic Assured Career Progression (DCAP) Scheme for officers of the Indian Railway Medical Service –implementation thereof.

Recommendations of Vth Central Pay Commission contained in Para 52.15 of its report regarding Dynamic Assured Career Progression (DCAP) Scheme for doctors has been under consideration of the Board. After careful consideration, Board have decided that hereafter in IRMS promotion to various grades will be as under:-

2. Assistant Divisional Medical Officer (ADMO) (Rs.8000-13500) will be promoted to Divisional Medical Officer (DMO) (Rs. 1000-15200) on completion of 4 years of regular service, Divisional Medical Officer (DMO) (Rs.1000-15200) with 5 years of regular service as Divisional Medical Officer will be promoted to the post of Sr.Divisional Medical Officer (Sr.DMO) (Rs.12000-16500). Sr.Divisional Medical Officer will be promoted to Sr.Divisional Medical Officer (Non-functional Selection Grade) (Rs.14300-18300) after completion of 4 years of regular service in the grade Rs. 12000-16500. In other words, residency period in pay scale Rs. 8000-13500; Rs. 10000-15200 and Rs. 12000-16500 will be 4 years, 5 years and 4 years respectively. Thus, on completion of 13 years of regular service, an officer in the IRMS will be promoted to the Non-functional Selection Grade Rs.(14300-18300)

3. The above mentioned promotions will be made without linkage to vacancies. Other conditions for effecting promotions will be governed by the provisions of Indian Railway Medical Service Recruitment Rules, 2000 as amended from time to time.

4. Residency period of 4 years in JA Grade is relaxable to 3 years in the case of those who have been promoted to JA grade after 10 years of regular service under the old scheme. Such IRMS Officers will be promoted to the Non –Functional Selection Grade after completion of a total of 13 years of regular service in Group 'A'. For others residency period mentioned in para 2 as per new scheme will be strictly followed.

5. The Scheme of Dynamic Assured Career Progression will take effect from the date of issue of these orders.

6. Amendments to the Indian Railway Medical Service Recruitment Rules, 2000, wherever necessary, consequent upon these instructions shall be made in due course.
Copy of Board's letter No. 99-E(SCT)1/25/13 dated 7.8.2002 is published for information, guidance and necessary action.


Sub: Reservation in promotion - Treatment of SC/ST candidates promoted on their own merit.

The Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training vide their O.M. No.36028/17/2001-Estt.(Res.) dated 11.07.2002 have considered the references from various Ministries regarding adjustment of SC/ST candidates promoted on their own merit in post based reservation rosters and clarified as under:-

(v) The SC/ST candidates appointed by promotion on their own merit and not owing to reservation or relaxation of qualifications will not be adjusted against the reserved points of the reservation roster. They will be adjusted against unreserved points.

(vi) If an unreserved vacancy arises in a cadre and there is any SC/ST candidate within the normal zone of consideration in the feeder grade, such SC/ST candidate cannot be denied promotion on the plea that the post is not reserved. Such a candidate will be considered for promotion alongwith other candidates treating him as if he belongs to general category. In case he is selected, he will be appointed to the post and will be adjusted against the unreserved point.

(vii) SC/ST candidates appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of SC/ST and will be eligible to get benefit of reservation in future/further promotions, if any.

(viii) 50% limit on reservation will be computed by excluding such reserved category candidates who are appointed/promoted on their own merit.

All the Zonal Railways/Production Units may bring the contents of DOP&T's O.M. dated 11.7.2002 to the notice of all concerned for information and strict compliance.

Copy of Board's letter No. E(W)2001 PS 5-9/6 dated 24.7.2002 is published for information, guidance and necessary action.


Sub: Issue of Kit/Settlement Passes in case of death of Railway employee who had been an allottee of Railway accommodation and his family is allowed retention of quarter.

Normally settlement passes can be issued before six months of retirement and upto one year of retirement. Delay beyond the period of one year but less than 2 years in applying for Kit/Settlement passes can be condoned by GMs/AGMs or CPOs/DRMs. At present, the maximum permissible period for retention of Railway accommodation in case of death of an employee in service is two years.

2. A demand from All Indian Railwaymen's Federation for increasing the power of General Managers for issue of Kit/Settlement passes from two years to three years from the date of retirement/death of a railway employee has been considered by Board. It has now been decided to amend the existing provision laid down in item 16(ii) of Schedule VII of Railway Servants (Pass) Rules, 1986, so as to raise the normal time limit in the case of death of Railway employee in service, who had been an allottee of Railway accommodation and where his family is allowed retention of Railway accommodation upto 24 months, for grant of settlement pass upto two years with a view to ensure that every such case would not require to be treated as an exception wherein personal approval of GM/CPO/DRM would be necessary.

3. Accordingly Ministry of Railways have now decided that item 16 (ii) of Schedule VII of Railway Servants (Pass) Rules, 1986, be amended as in Advance Correction Slip No.38 enclosed.

4. This issues with the concurrence of the Finance Directorate of Ministry of Railways.
ADVANCE CORRECTION SLIP NO. 38 TO THE
RAILWAY SERVANTS (PASS) RULES 1986 (2ND EDITION, 1993)

Item 16(ii) of Schedule VII (Special Passes) of Railway Servants (Pass) Rules, 1986 (2nd Edition, 1993) should be amended as under:-

16(ii): Applications for settlement passes should be submitted within one year from the date of retirement (or death) of railway servant. Delay in deserving cases may be condoned by the General Managers/AGMs, or CPOs/DRMs in case of Group 'C' and 'D' employees, but settlement passes should not be issued beyond a period of two years after retirement.

In case of death of Railway employee in service, who had been an allottee of Railway accommodation and where his family is allowed retention of quarter upto 24 months, application for settlement passes should be submitted before the expiry of the period for which retention of quarter has been authorized.


SERIAL CIRCULAR NO. 154 /2002
Letter No. P [R] 268 /I Dated: 5-09-2002

Copy of Board's letter No. E(NG)II/98/RC-1/64/Pt. dated 30.7.2002 is published for information, guidance and necessary action. Board's letter dated 22.11.94 quoted therein was circulated as SC No. 75/95.


Sub: Appointment on compassionate grounds.

Attention is invited vide Board's letter No.E(NG)II/92/RC-1/112 dated 22.11.94 laying down a set of guidelines to be followed by Railway administration while granting appointments on compassionate grounds.

A demand has been tabled by the staff side in the JCM/DC (No.5/2001) apprising the difficulties/delays on the Railways in providing appointment on compassionate grounds and that Welfare Inspectors should be made accountable for any such delays. The matter should be monitored by Sr.DPOs at Divisional level and CPOs at the Headquarters level.

The matter has been considered and it has been decided that Board's letter dated 22.11.94 should be strictly adhered to. The case of compassionate ground appointments should be monitored by the Sr.DPOs at Divisional level and by the CPOs at the Headquarters level.

SERIAL CIRCULAR NO. 155 /2002
Letter No. P [R] 436/IREM/IV Dated: 5 -09-2002

Copy of Board's letter No. E(NG)I-97/PM2/8 dated 25.7.02 is published for information, guidance and necessary action. Board's letters dated 22.2.2001 quoted therein was circulated as SC No. 61/2001.


Sub: Mode of filling up posts of ASM in scale Rs.4500-7000 - Modification of.

In terms of para 122(1) of IREM Vol.I (1989 Edition), as amended vide ACS No.115 issued under Board's letter of even number dated 22.2.2001, the posts in the category of Assistant Station Master in Grade Rs.4500-7000 are filled as under:-

(iv) 60% by direct recruitment from amongst persons having the qualification of Graduation, through RRBs as per the existing procedure;

(v) 15% by Limited Departmental Competitive Examination (LDCE) from amongst Group 'C' and 'D' staff of Operating and Commercial Departments in grades below the grade Rs.4500-7000 with an upper age limit of 45 years (50 years in the case of SC/ST) and qualification of Graduation subject to the condition that Group 'D' staff have rendered a minimum of 5 years regular Railway Service, shortfall, if any, against the quota being made good by direct recruitment; and

(vi) 25% by general selection from amongst employees possessing the qualification of Matriculation and working as Shunting Jamadars, Shunting Masters, Cabinmen Gr.I, Switchmen, Sr.Signallers and Sr.TNCs in grade Rs.4000-6000 with an upper age limit of 45 years (50 years in the case of SC/ST), shortfall, if any, against the quota being made good by LDCE at (ii) above.
2. A demand has been made in the PNM-NFIR that Cabinmen Gr.II, Pointsmen Gr.I, Levermen Gr.I, Shuntmen Gr.I and TNCs all in the pay scale of Rs.3050-4590 may also be made eligible for appearing in the selection against 25% quota mentioned at 1(iii) above. Earlier the AIRF also had proposed that staff in grade Rs.3050-4590 may be considered along with staff in higher grade Rs.4000-6000.

3. The Ministry of Railways have considered the matter carefully and decided that Cabinmen Gr.II, Pointsmen Gr.I, Levermen Gr.I, Shuntmen Gr.I and TNCs all in the pay scale of Rs.3050-4590 may also be considered along with the staff in grade Rs.4000-6000 in the general selection for promotion to the post of ASM in grade Rs.4500-7000 against the quota mentioned in 1(iii) above.

4. Accordingly, the Indian Railway Establishment Manual is amended as in Advance Correction Slip No.135 enclosed.

INDIAN RAILWAY ESTABLISHMENT MANUAL VOL.I (1989 EDITION)

ADVANCE CORRECTION SLIP NO.135
CHAPTER I, SECTION 'B', SUB-SECTION III- RECRUITMENT AND TRAINING

Substitute the following for the existing sub-para (iii) of sub-para (1) of Para 122:-

iv) 25% by general selection from amongst employees possessing the qualification of Matriculation and working as Shunting Jamadars, Shunting Masters, Cabinmen Grade-I, Switchmen, Sr.Signallers and Sr.Train Clerks in grade Rs.4000-6000 and Leverman Gr.I, Pointsman Gr.I, Shuntman Gr.I, Cabinman Gr.II and Train Clerk all in grade Rs.3050-4590 with an upper age limit of 45 years (50 years in the case of SC/ST) shortfall, if any, against the quota being made good by LDCE at (ii) above.


SERIAL CIRCULAR NO. 156 /2002

Copy of Board's letter No. E(W)2001 PS 5-8/10 dated 25.7.2002 is published for information, guidance and necessary action.


Sub: Family Identity Cards to retiring/retired railway employees.

In terms of provisions contained in Railway Servants (Pass) Rules,1986 (2nd Edition 1993) vide item (xix) under column 3 of Schedule IV, identity cards bearing photograph of eligible family members for inclusion in the post retirement complimentary pass have to be issued to enable the Railway staff on duty to identify the persons travelling on such passes. It has been brought to the notice of Board by Indian Railway Promotee Officers Association that retired railway employees/their eligible family members find it difficult when they undertake rail journey at a given point of time in different directions with one identity card available with them.

The issue has been considered by Board and it has been decided that attested photocopies of family identity cards may be treated as valid document while undertaking journey against post retirement pass in a situation where at a given point of time, eligible family members are travelling in different directions. This issues with the concurrence of Finance Directorate of Ministry of Railways.

SERIAL CIRCULAR NO. 157 /2002

Copy of Board's letter No. E(NG)I/99/PM 5/2 dated 29.07.2002 is published for information, guidance and necessary action. Board's letter dated 22.5.02 quoted therein was circulated as S.C.No.101/02.


Sub: Amendment to IREM.


Advance Correction Slip No.136

Chapter I Section 'B' Sub-section III containing rules regarding Recruitment, Training, etc.

3) Substitute the following for the existing Para 149(1)(ii):-

"50% by promotion of Departmental staff having the qualification of Class X Board Examination or equivalent".
4) Insert the following Note below Para 149(1)(ii) as amended:-

"Note: Group'D' staff already in service as on 22.5.2002 not possessing the qualification of Class X Board Examination or equivalent may be allowed two chances to appear in the two consecutive selections conducted after 22.5.2002 for promotion as ESM Gr.III."


Advance Correction Slip No.137
Chapter I Section 'B' Sub-section III containing rules regarding Recruitment, Training, etc.

3) Substitute the following for the existing Para 150(1)(ii):-

"50% by promotion of Departmental staff having the qualification of Class X Board Examination or equivalent".

4) Insert the following Note below Para 150(1)(ii) as amended:-

"Note: Group'D' staff already in service as on 22.5.2002 not possessing the qualification of Class X Board Examination or equivalent may be allowed two chances to appear in the two consecutive selections conducted after 22.5.2002 for promotion as MSM Gr.III."


Advance Correction Slip No.138
Chapter I Section 'B' Sub-section III containing rules regarding Recruitment, Training, etc.

3) Substitute the following for the existing Para 151(1)(ii):-

"50% by promotion of Departmental staff having the qualification of Class X Board Examination or equivalent".

4) Insert the following Note below Para 151(1)(ii) as amended:-

"Note: Group'D' staff already in service as on 22.5.2002 not possessing the qualification of Class X Board Examination or equivalent may be allowed two chances to appear in the two consecutive selections conducted after 22.5.2002 for promotion as TCM Gr.III and WTM Gr.III."


SERIAL CIRCULAR NO. 158 /2002

Copy of Board's letter No. E(RRB)/2002/25/32 dated 8.8.02 is published for information, guidance and necessary action. Board's letter dated 7-4-99 quoted therein was circulated as SC No. 106/2000.


Sub: Review of examination fee for RRB examinations.

In partial modification of para 1(iii) of Board's letter dated 7.4.99 referred above, no examination fee will be charged from the candidates belonging to SC/ST/Ex-Servicemen categories. They will however be required to send one unstamped self-addressed envelope and one stamped self-addressed envelope to RRB at the time of making application.

As for candidates belonging to other communities, examination fee as laid down vide Board's letter No.98/E(RRB)25/52 dated 7.4.99 will continue to be charged.

SERIAL CIRCULAR NO. 159 /2002

Copy of Board's letter No. E(MPP)/99/1/75 dated 8.8.02 is published for information, guidance and necessary action. Board's letter dated 28.11.2000 quoted therein was circulated as S.C.No.10/01.

Copy of Board's letter No. E(MPP)99/1/75 dated 8.8.02 (RBE No.129 /2002).

Sub: Redeployment of surplus staff.

During the PNM meeting between Railway Board and NFIR held on 21st and 22nd May 2002, the Federation highlighted that surplus staff were not being re-deployed to other departments, as HODs are not relieving them. Attention is drawn to Board's letter of even number dated 28.11.2000 containing consolidated instructions on re-deployment of surplus staff. These amplified instructions have been issued to enable zonal railways to re-deploy the surplus staff gainfully in areas requiring additional manpower.
Considering the critical financial position of the Railways and the need for optimum utilization of available resources including Human Resources, it is necessary that staff identified as surplus are re-deployed in alternative areas within the shortest possible time. This will also enable filling up of vacancies more quickly. Since this exercise will involve inter-departmental co-ordination and an over all view is to be taken, General Manager of the concerned railway will personally review the position with the PHODs fortnightly so that positive action is taken in this direction.

SERIAL CIRCULAR NO. 160 /2002

Copy of Board's letter No. E(NG)/2001/PM 2/12 dated 8.8.02 is published for information, guidance and necessary action. Board's letter dated 21.1.02 quoted therein was circulated as S.C.No.28/02.


Sub: Scheme of General Departmental Competitive Examination (GDCE) for filling up 25% of Direct Recruitment quota posts in Group 'C' categories - Delegation of powers to the General Managers to fill up DR quota vacancies by GDCE in excess of 25% of net DR quota vacancies.

In terms of para 4 of Board's letter of even number dated 21.1.02, in order to tackle the problem of surpluses in the Production Units and Workshops, as a one time measure only the staff of Production Units and Workshops fulfilling the eligibility conditions have been permitted to appear in the GDCE for filling up the vacancies in the category of Diesel Assistant/Electric Assistant which are decided to be filled up by the General Managers in excess of 25% of direct recruitment quota vacancies in terms of para 2 thereof.

2. During the course of the discussion on item No.39/2001 in the PNM-AIRF meeting held on 18-19/4/02, the Federation pointed out that the restriction regarding eligibility for appearing in the GDCE for filling up the post of Diesel Assistant/Electric Assistant contained in para 4 of Board's letter ibid needs to be removed.

3. The matter has been carefully considered by the Board and it has been decided to remove the restriction imposed vide para 4 of Board's letter dt.21.1.02 referred to above regarding filling up the post of Diesel Assistant/Electric Assistant so as to make the staff other than in the Workshops and Production Units fulfilling the conditions also eligible to appear in the GDCE provided the optees are from a category or seniority unit clearly identified as having a surplus.

SERIAL CIRCULAR NO. 161 /2002

Copy of Board's letter No. E(W)2000 PS 5-1/10 dt.7.8.02 is published for information, guidance and necessary action. Board's letter dated 21.12.87 quoted therein was circulated as S.C.No.7/88 [copy enclosed].

Copy of Board's letter No. E(W)2000 PS 5-1/10 dt.7.8.02 (RBE No. nil /2002).

Sub: Revised pay limits for entitlement of passes - Counting of Special pay/personal pay.


Ministry of Railways have already clarified vide their letter No.E(W)87 PS5-1/3 dated 21.12.1987 that only basic pay in the revised scales of pay will be counted for purpose of pay limits for entitlement of Passes/PTOs (copy enclosed). This position still stands good.


Sub: Revised pay limits for entitlement of passes - Counting of Special pay for the pay limits, etc.

Ref: Ministry of Rlys. letter of even No. dated 25.5.1987.

In partial modification of Ministry of Railways letter of even No. dated 25.5.1987, Ministry of Railways, have decided that only basic pay in the revised scales of pay will be counted for purpose of pay limits for entitlement of Passes/PTOs. In the case of running staff this Ministry's letter of even number dated 29.7.1987 read with corrigendum dated 1.10.1987, will continue to be in force.

SERIAL CIRCULAR NO. 162 /2002

Copy of Board's letter No.PC-V/98/1/7/1 dated 15.7.2002 is published for information, guidance and necessary action. Board's letter dated 21.4.99 quoted therein was circulated as SC No112/99.
Copy of Board's letter No.PC-V/98/1/7/1 dated 15.7.2002 (RBE No. 107/2002)

Sub: Change of residential address by Railway pensioners/family pensioners- Option for Medical Allowance.
Ref: Board's letter No.PC-V/98/1/7/1 dated 21.4.99.

...As per para 4 of Board's letter referred to above existing pensioners as well as future retirees shall have to exercise one time option in the prescribed form to avail of medical facilities at OPD of Railway hospitals or to claim fixed medical allowance of Rs. 100/- per month.

2. References are being received from Zonal Railways /Pus that a large number of applications are being received with request to record change of residential address and option for availing medical allowance.

3. Matter has been considered in the Board's office. Frequent changes in residential address by a pensioner would cause hardships to the pensioners as well as to the Pension Disbursing Authorities. It is, therefore, decided that only one change in option in the lifetime of a pensioner shall be allowed, which should be supported by proper proof of change in residential address.

4. The pensioners may apply for the change of option with proof of change in residential address to the Pension Disbursing Authorities who will forward the application to the concerned Railway Administration for processing the application for approval and advice to the Pension Disbursing Authorities.

SERIAL CIRCULAR NO. 163 /2002

Copy of Board's letter No. E(NG)I-2001/PM10/6 dt.16.8.02 is published for information, guidance and necessary action. Board's letters dated 9.9.99 and 11.10.01 quoted therein were circulated as SC Nos.261/99 and 234/01, respectively.


Sub: Raising of educational qualification for promotion to the post of Health and Malaria Inspector, Gr. III, scale Rs. 5500-9000.

In terms of para 163(1)(ii) of IREM as modified vide ACS Nos. 90 and 127 issued under Board's letters No. E(NG)I-98/PM10/3 dated 9.9.99 and 11.10.2001, 25% of the posts of Health and Malaria Inspector, Gr. III, in scale Rs. 5500-9000 are required to be filled by promotion by selection from amongst serving Railway employees possessing the qualification of B.Sc. with Chemistry plus one year Diploma of Health/Sanitary Inspector.

2. The staff side in the DC-JCM forum have demanded that the employees in service on the date of coming into force of revised qualification should be considered on the basis of pre-revised qualification of Matriculation with Sanitary Inspector's certificate in selection for promotion as Health and Malaria Inspector, Gr.III.

3. The matter has been considered by the Ministry of Railways. While the demand for allowing persons with pre-revised qualification of Matriculation with Sanitary Inspector's certificate for promotion to the post of Health and Malaria Inspector, Gr.III has not been agreed to, the Ministry of Railways consider that the employees may be encouraged to acquire the requisite qualification either through distance learning or by joining a course of study on regular basis. For this purpose the Railways may consider favourably requests of employees concerned for grant of study leave as per rules for undertaking regular course of study for acquiring degree in B.Sc.(Chemistry) from a recognized University.

5. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 164 /2002

Copy of Board's letter No. E(P&A)I-2001/CPC/LE-6 dated 9.8.02 together with the enclosure is published for information, guidance and necessary action.


Sub: Grant of Hospital Leave to the kidnapped railway employees during their hospitalization/medical treatment.

The proposal contained in para 2(3) of your above cited letter to grant Hospital Leave to kidnapped railway employees for the period subjected to physical/mental torture has been examined by the Board in consultation with DOP&T. It is advised that competent authority may consider grant of leave in such cases under the provisions contained in Rule 552 & 553 - R-I of Indian Railway Establishment Code, Vol.I, 1985 Edition (1995 Reprint Edition).
Sub: To treat the Kidnapped period of Rly. employee working at Rly. Station as on duty and extending financial assistance to his wife.

Shri Mohd. Abunasar, Assistant Station Master was kidnapped on 19.10.2000 at 22.00 hrs. from Khargokhar station of Samastipur Division of this Rly. by some unidentified criminals and he was brought to Narkatiagunj on 2.11.2000 under police protection after setting him free from the criminals. As a result of excessive physical torture he is under treatment in Railway Hospital, Narkatiagunj from 2.11.2000. A copy of FIR in this matter is enclosed. Before this also two more cases of this nature have come to light on this division. The employees were demanded 25,000/- ransom each. One employee Shri Bikan Mishra, Gateman and his brother (Non-Railway) came back by paying the said amount but their FIR was not recorded by the SHO. In view of the position of the employees in this regard following problems have cropped up:

4. Extend financial assistance to the family of the kidnapped employee.
5. To make payment to the family of the employee during this period by treating his kidnapped period as on duty or make payment to him after he comes back by treating the period as on duty.
6. To grant hospital/disability leave for the period of treatment due to physical/mental torture.

There is no provision to extend financial assistance, to treat the kidnapped period of the employee as on duty under above situations and to grant hospital leave/disability leave in such situation. But to solve the above three problems of the employees kidnapped on duty the item-wise opinion of this Railway is as under:

4. For financial assistance to the family of the kidnapped employee, payment should be made under Misc. activities from Staff Welfare Fund as provided in Para 2(1) of Master Circular No.4. A doubt always exists due to non-availability of clear definition of Misc. activities. The concurrence of competent authority is necessary even after completion of legal procedures. This authority should not be given to officers below the level of DRM, HOD(CPO).
5. If the actual position of the employee is known during the kidnapped period and if the employee is alive then his family should be paid treating that period as on duty.
6. The entire period of treatment of the physically/mentally tortured employee should be granted as hospital/disability leave, provided other legal procedures are complete.

The Railway Board is requested to arrange to issue directives/clarifications on the above points so that the problems of the employees could be solved.

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Copy of Board's letter No. F(E)I/2002/AL-8/2 dt.20.8.02 is published for information, guidance and necessary action.


Sub: Payment of daily allowance in the cities downgraded for the purpose of CCA - Clarification regarding.

Some of the Zonal Railways have sought clarification for the payment of daily allowance in respect of such cities which have been downgraded on the population basis for the purpose of CCA consequent upon implementation of V CPC's recommendations.

2. The matter has been considered by Department of Expenditure, Ministry of Finance and it is clarified that in respect of cities which have been downgraded on the basis of population, daily allowance would be paid at the rates applicable to their revised classification notwithstanding the fact that payment of CCA in such places has been allowed to be made on the basis of the old classification.

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Copy of Board's letter No. E(NG)-2001/TR-16 dated 20.8.02 is forwarded for information, guidance and necessary action. Board's letter dated 21-11-2001 quoted therein was circulated as SC No. 269/01.

Copy of Board's letter No. E(NG)-2001/TR-16 dt. 20.8.02 (RBE No.141/2002).SCNo.17 to MC No.24

Sub: Procedure for preventing fraudulent transfers - Question regarding.

The detailed guidelines for processing transfers, including transfers on administrative grounds, of Railway employees from one Unit/Division/Railway to another Unit/Division/Railway for preventing fraudulent transfers, have been issued under this Ministry's letter of even number dated 21.11.2001.
2. The staff side in the DC/JCM forum have demanded that the condition of affixing photographs, as laid down in this Ministry's letter of even number dated 21.11.2001, for transfers ordered on administrative reasons including periodical transfers may be exempted.

3. The matter has been considered by the Ministry of Railways and it has been decided that requirement of affixing photographs of the employees in case of transfers ordered on administrative grounds including periodical transfers should not be insisted upon.

SERIAL CIRCULAR NO. 167 /2002

Copy of Board's letter No. E(W)2002 UNI-2 dated 31.7.02 is published for information, guidance and necessary action. Board's letters dated 22.5.92, 25.8.92 and 21.2.94 quoted therein were circulated under letter No. P[R]240/DR/I dt. 5-6-92, 14-9-92 & 24-3-94, respectively.


Sub: Supply of Uniform to Canteen staff.

Supply of uniform/livery items to the railway employees working in statutory and non-statutory canteen have been prescribed vide Board's letters No.E(W)90UN1-7 dated 22.5.92, 25.8.92 and 21.2.94.

2. At present, specified categories of Canteen staff are being provided with the articles of uniform as per the administrative/functional requirements. The pattern and scale (quantity) of entitlement of uniforms being provided to the canteen employees is in accordance with their service conditions, nature of duties and responsibilities. The uniform items issued to employees are to be consistent with the functional requirements of the job performed by the employees. As the functional requirements of Group 'C' & 'D' canteen staff are quite different from other Group 'C' & 'D' employees in Government offices/Central Secretariat, the entitlement of items of uniform in the case of these two sets of employees cannot be the same.

3. Consequent upon Judgement of the Principal Bench of honourable CAT, New Delhi the provisions relating to the pattern and scale of uniforms/livery items to canteen employees have been reviewed by DOP&T. Keeping in view the directions contained in the judgement, and functional requirement of canteen employees, revised instructions in this regard have been issued by DOP&T vide their letter No.12/04/2001-Dire(C) dated 21.1.2001.

4. Functional requirements of canteen employees whether in Railway sector or in non-Railway sector remains the same. Board have, therefore, decided that instructions issued by DOP&T regarding supply of uniforms/livery items may mutatis-mutandis be adopted on the Railways. It has, therefore, been decided that Railway employees working in statutory/non-statutory canteens may be supplied uniform/livery items, as per patterns and scale indicated in the Annexure of this letter.

5. These instructions supersede all earlier orders on the subject of supply of uniforms to canteen staff in so far as they relate to scale, item of uniform and periodicity of issue.

6. This issues with the concurrence of the Finance Directorate of Ministry of Railways.

ANNEXURE

Pattern/Scale of Uniforms for the Canteen Employees.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Category of employees</th>
<th>Articles of Uniforms authorised</th>
<th>Quantity entitled to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bearers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Male</td>
<td>(iii) Set of Coat, Pant &amp; Cap (Terene Cotton) White/Grey</td>
<td>2 sets per year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iv) White Canvas Shoes</td>
<td>3 pairs per year</td>
</tr>
<tr>
<td></td>
<td>(b) Female</td>
<td>(iii) Sarees (Mem Sahib Light Blue Terene Cotton) Blouse and Fall for sarees OR Salwar Kameez (Light Blue Terene Cotton)</td>
<td>2 sets per year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iv) Chappals/Canvas Shoes</td>
<td>3 pairs per year</td>
</tr>
<tr>
<td>2.</td>
<td>Halwais, Asst. Halwais, Cooks &amp; Tea/Coffee Makers</td>
<td>(iii) Set of Bush-shirt, Pant, Apron &amp; Cap (Terene Cotton)</td>
<td>3 sets per 2 years</td>
</tr>
<tr>
<td>(b)</td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serial No.</td>
<td>Description</td>
<td>Details</td>
<td>Frequency</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>3.</td>
<td>Dish Cleaners</td>
<td>(b) Male</td>
<td>(iv) Set of overall and Cap (Terene Cotton) Grey. White Canvas Shoes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Female</td>
<td>(iv) Sarees (Mem Sahib Light Blue Terene Cotton), Blouse &amp; Fall for Sarees OR Salwar Kameez (Light Blue Terene Cotton) Chappals/Canvas Shoes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gum Boots</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gum Boots</td>
</tr>
<tr>
<td>4.</td>
<td>Sweepers</td>
<td>(b) Male</td>
<td>(iii) Set of Bush shirt, Pant and Cap (Terene Cotton Khaki) White Canvas Shoes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Female</td>
<td>(iii) Sarees (Mem Sahib Light Blue Terene Cotton), Blouse &amp; Fall for Sarees OR Salwar Kameez (Light Blue Terene Cotton) Chappals/Canvas Shoes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>White Canvas Shoes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chappals/Canvas Shoes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gum Boots</td>
</tr>
<tr>
<td>5.</td>
<td>For all categories mentioned at serial Nos.1 to 4 at Winter Stations.</td>
<td>(b) Male</td>
<td>(iii) Jerseys</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Female</td>
<td>(iv) Woollen socks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cardigans</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Woollen socks</td>
</tr>
<tr>
<td>6.</td>
<td>For the entitled categories</td>
<td>Turban for Sikh employees</td>
<td>2 per year</td>
</tr>
</tbody>
</table>

**SERIAL CIRCULAR NO.168/2002**


Sub: Rates of Variable Dearness allowance for employees employed in loading and unloading in Railways Goods sheds and in Ash-pit cleaning

Ref: Ministry of Railways’ Lr.No. E(II)/94/AT/MW/4 dated 21.10.94.

Further to this Ministry's letter of even number dated 5.7.2001, a copy of Order No.1(8)/2001-LS-II dated 26.9.2001 received from the Ministry of Labour revising the rates of Variable Dearness Allowance and the Minimum Wages w.e.f. 1-4-2002 for employees employed in loading and unloading in Railways Goods sheds and in Ash-pit cleaning is sent herewith for information, guidance and necessary action.
This issue with the concurrence of the Finance Directorate of the Ministry of Railways.

Copy of Ministry of Labour, Office of the Chief Labour Commissioner(Ch), New Delhi’s letter No.1(4)/2002/LS-II dated 10-6-2002

In exercise of the powers conferred by Central Government vide notification No.S.O.512(E) dated 12.7.94 of the Ministry of Labour and in furtherance of these aforesaid notification the undersigned hereby, revises the rates of variable Dearness Allowance, ordered vide this office order No.1(8)/2001-LS.II dated 16.9.2001 on the basis of the average consumer price index number for the preceding period of six months ending on 31.12.2001 reaching 2302.31 from 2209.45(Base 1960 = 100) for industrial workers as under and directs that this order shall come into force on the 1st April, 2002.

i) Rates of V.D.A. for employees employed in loading and unloading in Railways, Goods Sheds, Ashpit cleaning in Railways.

<table>
<thead>
<tr>
<th>Area</th>
<th>Rates of V.D.A.(in Rs.)per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;A&quot;</td>
<td>33.61</td>
</tr>
<tr>
<td>&quot;B&quot;</td>
<td>26.54</td>
</tr>
<tr>
<td>&quot;C&quot;</td>
<td>23.46</td>
</tr>
</tbody>
</table>

2. Therefore, the minimum rates of wages showing the basic rates and V.D.A. payable w.e.f. 1.4.2002 to the employees employed in loading and unloading in Railways, Goods Sheds, Ashpit cleaning in Railways will be as under:

<table>
<thead>
<tr>
<th>Area</th>
<th>Rates of wages plus V.D.A. per day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic Wages V.D.A. Total</td>
</tr>
<tr>
<td></td>
<td>(Rs)     (Rs) (Rs)</td>
</tr>
<tr>
<td>&quot;A&quot;</td>
<td>42.00 + 33.61 = 75.61</td>
</tr>
<tr>
<td>&quot;B&quot;</td>
<td>33.00 + 26.54 = 59.54</td>
</tr>
<tr>
<td>&quot;C&quot;</td>
<td>29.00 + 23.46 = 52.46</td>
</tr>
</tbody>
</table>

3. The classification of workers under different categories and the classification of cities under different areas will be the same as in the notifications referred to in para-1 as amended from time to time. The present classification of cities into Areas "A" "B" and "C" is enclosed at Annexure I for ready reference.

Annexure-I

A R E A 'A'

Ahmedabad (UA) Greater Bombay (UA) Chennai (UA)
Bangalore (UA) Hyderabad (UA) Nagpur (UA)
Calcutta (UA) Kanpur (UA)
Delhi (UA) Lucknow (UA)

A R E A 'B'

Agra (UA) Ghaziabad (UA) Meerut (UA)
Ajmer (UA) Gorakhpur (UA) Moradabad (UA)
Aligarh (UA) Guwahati Mysore (UA)
Allahabad (UA) Guntur Nasik (UA)
Amaravati (UA) Gwalior (UA) Pune (UA)
Aurangabad (UA) Indore (UA) Patna (UA)
Bareilly (UA) Hubli-Dharwad Raipur
Bhavnagar/Bhopal Jabalpur (UA) Rajkot
Bikaner Jaipur (UA) Ranchi (UA)
Bhubaneswar Jalandhar Sholapur (UA)
Amritsar Jamshedpur (UA) Surat (UA)
Calicut (UA) Jodhpur Srinagar (UA)
Chandigarh (UA) Kolhapur (UA) Thiruvanantha(UR) puram
Cochin (UA) Kalyan Ulhasnagar
Coimbatore (UA) Kota Vadodara (UA)
Copy of Board's letter No. F(E)Spl.2002/Adv.2/1 dt.19.8.02 together with their letter No.F(E)Spl.80 ADV2/5 dated 5.1.1981 is published for information, guidance and necessary action.

The instructions given in Para-4 of the Board's letter should be scrupulously adhered to and the annual report mentioned therein should be submitted along with PCDO in January to Secretary to CPO by all Sr.DPOs/WPOs and incharges of extra-Divisional Units.


Sub: Sanction of Loans and Advances - timely and regular recoveries.

As a result of vigilance investigations recently conducted in a Production Unit it has come to Board's notice that several irregularities related to recovery of various advances sanctioned to Railway employees are being committed. It has been noticed that no effective documentation system is being maintained for monitoring whether the sanctioned amount of advance has been actually utilised for the purpose it had been sanctioned or not, whether it has been utilised within the period of time as specified in the sanction or not, whether the recovery of the advance / loan and the interest including penal interest is being done as per provisions of IREM and Board's extant instructions. Besides being a serious violation of extant rules, it is resulting in fiscal loss to the exchequer.

In this connection attention is drawn to various provisions stipulated in the extant rules for timely and regular recovery of advances, some of which are highlighted below:

i) In case the railway employee who has been sanctioned an advance for purchase of a conveyance, does not complete the purchase and pay for the conveyance within one month of the drawal of advance, he shall refund forthwith the full amount of advance drawn together with interest thereon for one month. However, a competent authority, in exceptional cases, may extend the period of one month prescribed in this rule up to two months. (Ref.Sub Para (5) of Para (1108) of IREM).

ii) When the advance is retained beyond one month without purchase of the vehicle, penal interest will be chargeable. Also failure to produce the registration book of the vehicle within one month of purchase or within two months of drawal of advance will render to Railway servant liable for levy of penal interest. (Ref.Sub Para (5) of Para (1108) of IREM).

iii) It is mandatory that the sanction for all types of advances must stipulate the chargeable rate of interest at 2-1/2% above the prescribed rate of interest, clearly indicating that in case all terms and conditions attached to the sanction, including those relating to the recovery of amount, are fulfilled completely to the satisfaction of the competent authority, rebate of interest to the extent of 2-1/2% will be allowed. (Ref.Board's letter No.F(E)Spl.80 ADV2/5 dt.5.1.1981 copy enclosed).

ix) In the case of an advance for purchase of motorcar the Railway servant, before he draws the advance, is required to execute an agreement in the form prescribed separately for initial purchase of conveyance and already purchased conveyance as the case may be, hypothecating the conveyance (motor car) to the President as security for the advance. Failure to execute the mortgage bond in time will render the railway servant to refund forthwith the whole of the amount of advance with interest accrued thereon. (Ref.Sub Para (7) of Para (1108) of IREM).

x) It is the responsibility of the sanctioning authority to scrutinise the cash receipts to ensure that the advance has been utilised for the purchase of the conveyance within the prescribed period and that the actual price is not less than the amount of advance. (Ref.Sub Para (8) of Para (1108) of IREM).

xi) The sanctioning authority, while scrutinising the cash receipt, must also ensure that the advance has been utilised for the purchase of the conveyance within the prescribed period, the actual price is not less than the advance and thereafter he should certify the position to the Accounts Officer concerned. (Ref.Sub Para (9) of Para (1108) of IREM).

xii) Recovery should commence with the first drawal of pay after the advance is drawn. The authority sanctioning the advance may permit recovery to be made in lesser number of instalments if the railway servant so desires. The amount of interest will be recovered in one or more instalments, with a proviso that such instalment being not appreciably greater than the instalments by which the principal was recovered.
The recovery of interest will commence from the month following that in which the whole of principal has been repaid. (Ref:Sub.Para (10) of Para (1108) of IREM).

xiii) Attention is also drawn to note 6(b) and (c) of sub-para 1132(17) of IREM Vol.I(Revised Edition -1989) regarding recovery of HBA. It provides that recovery of advance shall be effected from the monthly pay or the leave salary/subsistence allowance bills of the railway servant concerned by the Head of the office or the Accounts Officer concerned. The recoveries will not be held up or postponed except with the prior concurrence of the Railway Board. Even in the event of subsistence allowance payable being reduced on prolonged suspension the recoveries may be suitably reduced by the Head of the Department, if considered necessary, after obtaining the concurrence of the Railway Board. It is also provided that if a railway servant ceases to be in service for any reason other than normal retirement/superannuation, or if he/she dies before the repayment of the advance in full, the entire outstanding amount of the advance shall become payable to the Government forthwith.

6. Detailed instructions exist for timely and regular recovery of various advances as mentioned above. Despite these, lapses in recovery have still occurred. It is only because there is no proper system to monitor whether the recoveries are being made regularly and in time and also due to lack of proper coordination among concerned Branches.

7. In view of the above, Board desires that all administrative Branches concerned with grant of various advances shall maintain a register to monitor submission of requisite documents by loanees within prescribed time period, regular and timely recoveries of various advances sanctioned to railway employees by obtaining monthly statements from the respective salary bill units of the employees and making actual recoveries. This register should be submitted for personal inspection of the concerned branch officer monthly and Head of the Department who will append his signature in certification of having inspected the recoveries being made regularly and timely. This item will also be reflected in Monthly Progress Report of the office submitted to Head of the Office. Board also desire that an Annual Report is submitted by each Railway to Railway Board's office in the month of January declaring that amounts recoverable against various advances during the preceding year have been fully recovered, and Board's concurrence has been obtained for recoveries held up or postponed, if any. A report for the current calendar year (2002) may please be furnished by end of January, 2003.

8. Failure to observe Board's instructions given above would be viewed as serious dereliction of duties on the part of concerned officials.

Copy of Board's letter No.F(E)Sp.80 ADV/2/5 dated 5.1.1981

Sub: Rebate in the interest rate - necessary conditions to be inserted in the Agreement Form.

Under the extant instructions as issued from time to time, the rate of interest to be charged on the various types of interest bearing advances is the simple rate of interest specifically fixed for the purpose by the Government of India from year to year for such advances. Ministry of Railways have now decided in consultation with the Ministry of Finance, that in the cases of such interest bearing advances, sanctions to be issued by the competent authority / agreements (wherever prescribed) to be executed at the time of drawing of advance, should stipulate condition for recovery of interest at 2-1/2% above the prescribed rate provided that if conditions attached to the sanction including those relating to recovery of amount are fulfilled completely to the satisfaction of the competent authority, a rebate of interest to the extent of 2-1/2% will be allowed.

2. Similarly in the case of non-interest bearing advances, sanctions to be issued by the competent authority / agreements (wherever prescribed) to be executed at the time of drawing of advance, should stipulate that no interest shall be chargeable if the conditions attached to the sanction including those relating to the recovery of the amount are complied with fully to the satisfaction of the competent authority. In cases, however, of default these advances become interest-bearing and from such defaulters the interest shall be charged @ 2 1/2% above the prescribed rate of interest as in the case of interest bearing advances.

3. Paras 1 and 2 above have the sanction of the President.

SERIAL CIRCULAR NO. 170 /2002

Copy of Board's letter No. E(W)2000 PS 5-1/17 dt.23.8.02 is published for information, guidance and necessary action. Board's letter dated 31.5.02 quoted therein was circulated as SC No. 114/02.


Sub: Entitlement of travel by Jan Shatabdi Express trains on Duty/ Privilege/Post-retirement Complimentary Passes.

***
Board vide their letter of even number dated 31.5.2002 have prescribed one seat on duty and two seats on privilege/post-retirement complimentary pass in favour of II Class pass holders, and also decided that entitlement of I Class and I-'A' pass holders on duty / privilege / post-retirement complimentary pass shall be the same as available in Shatabdi trains. In this connection, it is further clarified as under:

i) Widows/senior citizens who are 65 years and above and are holding I/ I-'A' passes may be allowed to take a companion in Second Class in Jan Shatabdi trains subject to prescribed conditions.

ii) The entitlement of railway staff who are not holders of I/ I-'A' Pass may be the same as that of II Class pas holders for travel in Jan Shatabdi Express trains.

iii) PTOs may be allowed for travel in Jan Shatabdi trains as in other Shatabdi Express trains.

iv) The entitlement of I/ I-'A' pass holders in Second Class of Jan Shatabdi Express trains shall be the same as their entitlement in Chair Car of other Shatabdi Express trains.

2. These instructions may be brought to the notice of all concerned.

3. This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 171 /2002
Letter No. P[R]24/II
Dated: 25-09-2002

Copy of Board's letter No. 2002-B-306 dt.20.8.2002 is published for information, guidance and necessary action.


Sub:Rate of Interest to be charged on advance for purchase of Conveyances during 2002-2003.

A copy of Ministry of Finance’s OM F No.5(2)-PD/2002 dated 30th March, 2002 regarding rate of interest to be charged on advances sanctioned during the year 2002-2003, for purchase of conveyances is enclosed.

The instructions contained therein will apply mutatis-mutandis to Railway employees.


The undersigned is directed to state that the rates of interest for advances sanctioned to the Government servants for purchase of conveyances during 2002-2003 i.e. from 1st April, 2002 to 31st March, 2003 will be as under:

<table>
<thead>
<tr>
<th>Rate of Interest per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Advance for purchase of Bicycle</td>
</tr>
<tr>
<td>ii. Advance for purchase of conveyance other than motor car (viz. motor cycle, scooter etc.)</td>
</tr>
<tr>
<td>ii. Advance for purchase of motor car</td>
</tr>
</tbody>
</table>

SERIAL CIRCULAR NO. 172 /2002
Letter No. P[R]564/V
Dated: 25-09-2002

Copy of Board's letter No. 99/E(RRB)25/11 dt.4.9.02 is published for information, guidance and necessary action.

Board's letter dated 27-11-01 quoted therein was circulated as SC No. 270/01.

Copy of Board's letter No. 99/E(RRB)25/1 dt.4.9.02 (RBE No.151 /2002).

Sub: Recruitment to Group 'D' posts.

Ref: Board's letter of even number dated 27.11.2001.

In continuation of the instructions issued vide Board's letter mentioned above, Ministry of Railways have decided the following norms for Physical Efficiency Test (PET) for recruitment to Group 'D' posts:

Male candidates

2. Should be able to lift and carry 35 kg. of weight for a

Female candidates

3. Should be able to lift and carry 20 kg. of weight
distance of 100 metre in 2 minutes in one chance and
2. Should be able to run for a distance of 1500 metre in 7 minutes in one chance.

2. Should be able to run for a distance of 100 metre in 2 minutes in one chance without putting the weight down.

2. Should be able to run for a distance of 400 metre in 4 minutes in one chance.

Detailed guidelines for recruitment to Group 'D' posts on Railways/Production Units through RRBs have already been circulated vide Annexure II of Board's instructions dated 27.11.2001.

SERIAL CIRCULAR NO. 173 /2002

Copy of Board's letter No. E(W)2001 PS 5-8/6 dt.23.8.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(W)2001 PS 5-8/6 dt.23.8.02 (RBE No.-2002).

Sub: Entitlement for Passes to handicapped wards of retired Railway employees.

It has been represented to Board by All Indian Railwaymen's Federation (AIRF) that handicapped and mentally retarded children who are above 21 years of age are not being included in the post-retirement complimentary pass of retired railway employees.

In terms of provisions in the Railway Servants (Pass) Rules,1986 post-retirement complimentary passes are issued to retired railway servants for self, wife/husband and children subject to same conditions as applicable to railway servants in service. Children who are above 21 years of age can also be included in the Pass, provided he/she is:

(e) bonafide students of any recognised educational institution;
(f) engaged in any research work;
(g) working as an articled clerk;
(h) invalid, on appropriate certificate from Railway Doctor.

The above instructions should be followed strictly, and no inconvenience on this account should be meted out to retired Railway employees.

SERIAL CIRCULAR NO. 174 /2002

Copy of Board's letter No. E(D&A)87 RG 6-151 dated 8.8.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(D&A)87 RG 6-151 dated 8.8.02 (RBE No.132 /2002).

[To be published in Part II Section 3 Sub-section I of the Gazette of India.]

NOTIFICATION

G.S.R. In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Railway Servants (Discipline and Appeal) Rules,1968, namely:-

1.(1) These rules may be called the Railway Servants(Discipline and Appeal [Amendment]) Rules,2002.
(6) They shall come into force on the date of their publication in the Official Gazette.

5. In the Railway Servants (Discipline and Appeal) Rules,1968 (hereinafter referred to as the said rules), for rule 10, the following rule shall be substituted, namely:-

"10. Action on the inquiry report:-
(2) If the disciplinary authority:-
(c) after considering the inquiry report, is of the opinion that further examination of any of the witnesses is necessary in the interests of justice, it may recall the said witness and examine, cross-examine and re-examine the witness;
(d) is not itself the inquiring authority may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold further inquiry according to the provisions of rule 9, as far as may be.

9. The disciplinary authority:-
shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the disciplinary authority or where the disciplinary authority is not the inquiring authority a copy of the report of the inquiring authority, its findings on further examination of witnesses, if any, held under sub-rule (1)(a) together with its own tentative reasons for disagreement, if any, with findings of the inquiring authority on any article of charge to the Railway Servant, who shall be required to submit if he so desires, his written representation or submission to the disciplinary authority within fifteen days, irrespective of whether the report is favourable or not to the Railway Servant;

(d) shall consider the representation if any, submitted by the Railway Servant and record its findings before proceeding further in the matter as specified in sub-rules (3), (4) and (5).

(7) Where the disciplinary authority is of the opinion that the penalty warranted is such as is not within its competence, he shall forward the records of the inquiry to the appropriate disciplinary authority who shall act in the manner as provided in these rules.

(8) If the disciplinary authority having regard to its findings on all or any of the articles of charge, is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 6 should be imposed on the railway servant, it shall, notwithstanding anything contained in rule 11, make an order imposing such penalty;

Provided that in every case where it is necessary to consult the Commission, the record of the inquiry shall be forwarded by the disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making any order imposing any penalty on the Railway Servant.

(9) If the disciplinary authority, having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry, is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the railway servant, it shall make an order imposing such penalty and it shall not be necessary to give the railway servant any opportunity of making representation on the penalty proposed to be imposed:

Provided that in every case where it is necessary to consult the Commission, the record of the inquiry shall be forwarded by the disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making an order imposing any such penalty on the railway servant”.

3. In the said rules, for rule 12, the following rule shall be substituted, namely:-

"12. ‘Communication of Orders:- Orders made by the disciplinary authority which would also contain its findings on each article of charge, shall be communicated to the Railway Servant who shall also be supplied with a copy of the advice, if any, given by the Commission and, where the disciplinary authority has not accepted the advice of the Commission, a brief statement of the reasons for such non-acceptance’.

[No. E(D&A)87RG6-151]

Foot Note: Principal Rules were published in the Gazette of India vide notification No.E(D&A)66 RG 6-9 dated 22.8.1968 vide S.O.3181 dated 14.9.68 and subsequently amended by __________________

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Notification</th>
<th>Date</th>
<th>Published in the Gazette of India Pt.II Section 3 Sub-Section (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>S.O.No.        Date</td>
</tr>
<tr>
<td>1.</td>
<td>E(D&amp;A)66 RG 6-9</td>
<td>10.4.69</td>
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<td>E(D&amp;A)67 RG 6-13</td>
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<td>9.6.71</td>
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<td>19.10.71</td>
<td>5078          6.11.71</td>
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<td>22.11.79</td>
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<td>0441           23.2.80</td>
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<td>20.</td>
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<td>31.8.82</td>
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<td>21.</td>
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<td>GSR/982        17.12.83</td>
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SERIAL CIRCULAR NO.175/2002

Copy of Board's letter No. E(G)2002 EM1/1 dt.19/23-8-02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(G)2002 EM1/1 dt.19/23-8-02 (RBE No.139/2002).

NOTIFICATION

S.O.No. In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the constitution, the President hereby makes the following rules further to amend the Railway Service (Pension) Rules, 1993 namely:-

1.(i) These rules may be called the Railway Services (Pension) Amendment Rules, 2002

(iii) They shall come into force on the date of their publication in the official Gazette.

2. In rule 11 of the Railway Services (Pension) Rules, 1993, sub-rule (4) shall be omitted.

SERIAL CIRCULAR NO.176/2002
P [R] 554/TV Dated:25-09-2002

Copy of Board's letter No. E(G)97 QR 1-28 dt.2-9-02 is published for information, guidance and necessary action.


Copy of Board's letter No. E(G)97 QR 1-28 dt.2-9-02 (RBE No. 146/2002).

Sub: Retention of Railway accommodation at the previous place of posting in favour of officers/staff posted to new Zones.

As you are aware Ministry of Railways have set up seven new Zones namely East Central Railway, North Western Railway, East Coast Railway, South Western Railway, West Central Railway, North Central Railway and East Central Railway. East Central Railway and North Western Railway would be functional w.e.f. 1.10.2002 and the rest from 1.4.2003 in terms of notification dated 14.6.2002 and 4.7.2002.

The issue of retention of Railway quarters at the previous place of posting in favour of officers/staff posted to new Zones/Divisions has been considered by Railway Board in their Meeting held on 1.8.2002 and it was decided to extend some
incentive to those officers/staff who are posted to new Zones/Divisions so that operationalisation of new Zones/Divisions become smooth.

Now therefore, in exercise of the powers contained in their letter No.E(G)99 QR1-16 dated 18.7.2000, the Ministry of Railways (Railway Board) have decided, in public interest, to relax the existing provision and allow retention of Railway accommodation in favour of officers/staff posted to new Zones/Divisions at their previous places of posting for a period of one year on payment of normal rent subject to the following conditions:

j. Such retention of Railway quarter at the previous place of posting will be allowed for a period of one year from the date of relief of the official from the old posting or till a Railway quarter is allotted at the new Zone or leased accommodation is arranged by the officer, whichever is earlier.

iii. A certificate must be given by an officer not below the rank of SDGM of the new Zone about the officials intending to retain accommodation that they have applied/registered for allotment of entitled category of accommodation and that accommodation was not available at the new Zone.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 177/2002
P[R] 96/II  Dated: 09-2002

Copy of Board's letter No. E(MPP)2001/6/7 dated 22.7.02 is published for information, guidance and necessary action. Board's letter dated 31.10.90 quoted therein was circulated under letter No.P(R)464/MC dt.6.6.91.

Copy of Board's letter No. E(MPP)2001/6/7 dated 22.7.02 (RBE No.119 /2002). MC No.8/02.


Various instructions relating to Apprentices Act 1961 and training of Apprentices have been issued since the issue of Master Circular on Apprentices Act 1961, circulated vide Board's letter No.E(MPP)90/6/5 dated 31.10.90. It has now been decided that these instructions may be compiled at once place and a revised Master Circular may be made available for the benefit of all.

19. General

The Apprentices Act,1961 was enacted by the Government on 12.12.61, to regulate and control the training of apprentices in certain designated trades, with the object of getting adequate manpower trained in Industrial Skills for the developing industries in the country. The provisions of the Act were implemented on the Railways in August 1963. The obligation under the Act on the part of Railways is to provide training only and not to absorb the trained apprentices. (Ref:Board's letter No.E(Trg)61 TR1/42 dated 29.8.63).

20. Extent of application of the Act

20.1 The provisions of the Act apply on the Railways to the workshops of the Civil, Mechanical and S&T Engineering Departments, Production Units, Diesel and Electric Loco Sheds, Carriage and Wagon Depot and Electrification Projects.

20.2 No engagement should be undertaken in the units where large number of surplus already exist e.g. Printing Presses, Mechanical workshops and Signal Workshops, etc.

20.3 Wherever the number of apprentices to be engaged is too small and training facilities are insufficient, efforts may be made to suitably adjust the seats allocated in other major establishments. (Ref:Board's letters No.E(Trg)75(33)/15 dated 16.10.75 and E(Trg)80/(33)/6 dated 17.9.1981, E(MPP)97/6/7 dated 2.4.98.

21. Number to be engaged for training

21.1 Ministry of Labour have been repeatedly bringing to the notice of the Board that the number of apprentices being trained in Railway Establishments is significantly lower than the seats allocated by the Regional Directors of Apprenticeship Training. It was brought to the notice of the Ministry of Labour that Railways are undergoing changes in technology, resulting in significantly reduced activities in certain trades even though significant number of artisans in these trades may still be on roll. It was also brought to the notice of Ministry of Labour that the existing training facilities on the Railways also have the responsibility of re-training the surplus staff and this causes limitation to Railways' capability of training stipulated number of Apprentices under the Apprenticeship Act. It was decided to have joint surveys conducted by the respective Regional Directors of Apprenticeship Training with the incharges of Railway Establishments.
21.2 Following are the salient features to be borne in mind regarding joint surveys:-

21.2.1 Railway should ensure that only those designated trades are included in the survey, which have a potential for future recruitment/absorption. (This is important in the light of Hon'ble Supreme Court's judgement in the case of UP State Road Transport Corporation Vs. UP Berozgar Samiti).

21.2.2 The survey should be based on the skilled strength only and should not include unskilled workers/supervisors.

21.2.3 In the Division, unit of activity for engagement of apprentices should be Diesel Sheds, Electrical Loco Sheds, C&W Depots, etc. where there is a large concentration of staff i.e. 500 and more.

21.2.4 The total number of surplus staff available in a particular unit may also be kept in mind while fixing the quota. (Training of surplus staff through conversion courses may restrict the Unit's training capacity of Act Apprentices).

21.2.5 Joint Survey Reports and figures relating to quota fixing should be jointly signed by functionary not lower than Dy. CME or equivalent on the Railways and Dy. Director or equivalent from the side of the RDATs.

21.3 Pursuant to the last Joint Survey held between Ministry of Labour and Railway officials, following number of Trade Apprentices are to be engaged:

<table>
<thead>
<tr>
<th>Railway</th>
<th>Seat Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>375</td>
</tr>
<tr>
<td>ER</td>
<td>894</td>
</tr>
<tr>
<td>NR</td>
<td>458</td>
</tr>
<tr>
<td>NER</td>
<td>158</td>
</tr>
<tr>
<td>NFR</td>
<td>59</td>
</tr>
<tr>
<td>SR</td>
<td>518</td>
</tr>
<tr>
<td>SCR</td>
<td>244</td>
</tr>
<tr>
<td>SER</td>
<td>505</td>
</tr>
<tr>
<td>WR</td>
<td>393</td>
</tr>
<tr>
<td>CLW</td>
<td>615</td>
</tr>
<tr>
<td>DCW</td>
<td>63</td>
</tr>
<tr>
<td>ICF</td>
<td>320</td>
</tr>
<tr>
<td>RCF</td>
<td>160</td>
</tr>
<tr>
<td>WAP</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>4907</td>
</tr>
</tbody>
</table>

21.4 In addition to 4907 Trade Apprentices, 956 training seats for providing practical training facilities to Engineer Graduate and Diploma Holders for 2001-2002 to 2003-2004 have been decided by the Ministry of Railways. (Board's letter No.E(MPP)2000/6/2 dt.18.5.2001)

21.5 In reference to Para 3.1 above, the Ministry of Railways have decided that, no fresh joint surveys should be undertaken in railways till instructions are issued by Board. Apprentices are to be engaged as per the quota fixed above and the same number is to be maintained at any given point of time. (Board's letter No.E(MPP)97/6/7/Vol.II dt.15.2.2000)

22. Types of Act Apprentices engaged on the Railways.

There are three categories of apprentices.

(iv) Trade apprentices - either fresh candidates or ITI qualified candidates;
(v) Technician apprentices (Diploma Holders); and
(vi) Graduate Engineer apprentices.

23. Engagement of Act Apprentices will be from the following sources:

i) Nearest Employment Exchanges;
iv) SC/ST organizations;
v) ITIs wherever existing; and
iv) Wards of Railway employees.

24. Schedules of engagement

Engagement of Act Apprentices should be done twice in a year, i.e. February/March and September/October to enable them to appear in All India Trade Test to be held in April/October respectively. (Ref: Board's letter No.E(MPP)90/6/7/Pt. dt.15.5.97)

25. Reservations while engaging Act Apprentices
Reservation of training places in every designated trade in favour of SC/STs should be made as per the provisions of the Apprenticeship Rules, 62. However, Ministry of Labour has decided that reservation is not applicable as far as OBCs are concerned.

(Board's letter No.E(MPP)95/6/8 dated 14.6.95)

26. **Age for engagement of Act Apprentices for training on Railways**

i) ITI candidates should have completed 15 years of age and should not have completed 22 years of age.

xiv) Non ITI candidates should have completed 15 years of age and should not have completed 20 years of age.

xv) The upper age limit is relaxable by 5 years in the case of SCs/STs.

(Ref. Board's letter No.E(Trg.)82(33)/7 dated 12.7.82)

27. **Physical Fitness**

Selected candidates will have to conform to the standards of physical fitness, as prescribed for appointment to the relevant trades on the Railways.

28. **Basic Training and Related Instructions**

28.1 The training consists of basic training followed by shop floor or practical training including a course of related instructions appropriate to the trade, throughout the period of training. Annexure-I to this letter contains the information relating to the designated trades under the Apprentices Act, 1961 available on the Railways for training and the period of training, in addition to the minimum educational qualification prescribed for recruitment.

The Basic Training Centre should be developed as per NCVT norms. If the BTC has not been set up as per the norms, Establishments can engage ITI pass out candidates only. In this case if non-ITI persons are to be engaged as apprentices, the prior permission of the concerned Regional Director is required to be taken.

Related Instructions is part of the Apprenticeship Training Course and it is to be imparted to the trade apprentices by the Establishment as per the syllabus of the trade. In case the Establishment is not able to organize Related Instructions classes for its apprentices the concerned RDAT will make arrangement for it.

(Refer Board's letter No.E(MPP)90/6/7/Pt. dt.15.5.97)

28.2 In the case of Graduate Engineers and diploma holders the period of training is one year.

(Ref: Para 5(4) of Apprenticeship Rules,62 as amended from time to time).

28.3 For ITI passed candidates, the duration of training will be regulated according to the duration of training already undergone in the designated trades in the ITI.

28.4 The rebate allowed in period of training as given at Annexure-I.

28.5 The training should be provided as per the syllabus/syllabi prescribed by the Director General of Employment and Training.

29. **Hours of Work**

Weekly hours of work of trainee apprentices are as follows:

(vi) Total number of hours per week should be 42 to 48 hours per week (including the time spent on imparting related instructions);

(vii) Trade apprentices undergoing basic training will work for 42 hours per week including time spent on imparting related instructions;

(viii) During the second year of apprenticeship, the trade apprentices will work for 42 to 45 hours per week including the time spent on imparting related instructions;

(ix) During the third and subsequent years the trade apprentices will work for the same number of hours per week as the workers in the trade in the establishment in which they are undergoing training;

(x) Graduate Engineers and Technician Apprentices will work according to the normal hours of work of the department to which they are attached for training.

Note: No trade apprentice should be engaged on training between 10.00 P.M. to 6 A.M. except with the prior approval of the Apprenticeship Adviser who will give approval after satisfying himself that it is necessary in Public interest to do so.

(Reference Rule 8 of Apprenticeship Rules,62 and Rule 12 of Apprenticeship Rules,1991)

E(TRG)61/TR1/42 dated 29.8.63).

30. **Leave and holidays**

Trade apprentices will be eligible for leave in accordance with the rules applicable to the workers in the establishment to which they are attached for training. Leave may be granted by the employer subject to the following:-
30.1 An apprentice on training in an establishment which works for five days a week (with a total of 45 hours per week) should put in a minimum attendance of 200 days in a year out of which 33 days should be devoted to imparting related instructions and 167 days devoted to practical training;

30.2 An apprentice on training in an establishment who works for 5 1/2 days or 6 days a week should put in minimum attendance of 240 days in a year out of which 40 days should be devoted to related instructions and 200 days devoted to practical training;

30.3 If an apprentice who for any reason is not able to undergo training for the period specified in clauses above shall be given opportunity to make up for the shortfall in the following year and shall be eligible to take the test conducted by the National Council.

12.3.1 The apprentice should have completed the training with a minimum attendance of 600 days or 800 days, respectively depending on the period of training being 3 years or 4 years, if attached to an establishment working for 5 days a week;

12.3.2 An apprentice should have completed the training with the minimum attendance of 720 days or 960 days, respectively depending upon the period of training being 3 years or 4 years, if attached to establishment working for 5 1/2 days or 6 days a week.

Holidays will be admissible to the apprentice as observed in the establishment(s) in which they are undergoing training.

An apprentice not undergoing training for the periods specified above may be given opportunity to make up the shortfall in the following year;
(Reference Rule 13 of the Apprenticeship Rules, 1991)

31. Conduct and Discipline.

31.1 While being engaged as apprentice trainee, the apprentices will be governed by the Railway Servants Conduct Rules and Railway Services (D&A) Rules in force.

31.2 With reference to payment of stipend to the Act Apprentices during the period of suspension the same may be dealt with in accordance to para 11(7) and 11(8) of Apprenticeship Rules, 1991 as reproduced below:-

'11(7): Where the work and conduct of the apprentice is not satisfactory, the employer shall report the matter to the Apprenticeship Adviser and with his consent, may stop the continuance of payment of stipend to the apprentices.

Provided that the stipend of an apprentice shall not be stopped without intimating him the ground thereof and giving him an opportunity of representing against the action proposed.

11(8) On report being made by the employer under sub-rule(7), the Apprenticeship Adviser shall give his decision thereon within thirty days of the receipt of the report and where the Apprenticeship Adviser does not communicate to the employer refusal or consent to the stopping of the payment of stipend within the period of thirty days, it shall be deemed that he has consented to the stopping of the stipend.’

(Board's letter No.E(MPP)91/6/11 dated 16.2.96)

32. Agreement

The entire training programme under the Apprentice Act, 61 is governed by the provisions of the Apprenticeship Contract between the employer and the apprentice. The Apprenticeship Contract or agreement should be signed by the railway and the apprentice and the railway should ensure that this is sent to the Apprenticeship Adviser for registration within three months of the date on which it was signed.

(Board's letter No.E(MPP)95/6/13 dated 21.8.95).

33. Test and grant of Certificate

Every trade apprentice on completion of the training will, on passing a test conducted by the National Council of Vocational Training to determine his proficiency in the designated trade, be granted a certificate of proficiency by the National Council.

34. Extension of Apprenticeship

Where an apprentice is unable to complete the full period of apprenticeship training or to take the final test owing to reasons beyond his control or having completed the training fails in the final test, the Railway Administration may extend the period of training until the next test. For the extended period of training, stipend will be payable at the rate which was being paid before grant of such extension.

(Rule 7(2)(b)(1) of the Apprenticeship Rule 1991)

35. Stipend
35.1 The stipend payable to the Trade Apprentices w.e.f. 9.4.2001 is as under:-

1\textsuperscript{st} year of Training \quad Rs.820 per month  
2\textsuperscript{nd} year of Training \quad Rs.940/- per month  
3\textsuperscript{rd} year of Training \quad Rs.1090/- per month  
4\textsuperscript{th} year of Training \quad Rs.1230/- per month  

(Board's letter No.E(MPP)2000/6/5 dated 12.6.2001)

35.2 The stipend payable to the Engg. Graduate/Diploma holders w.e.f. 18\textsuperscript{th} May,2001 is as under:

(a) Diploma Holders \quad Rs.1400/- per month  
(b) Sandwich Course for student from Diploma Institution \quad Rs.1140/- per month  
(c) Graduate Engg. Degree Institutions \quad Rs.1980/- per month  
(d) Sandwich Course for students from Degree Institutions \quad Rs.1400/- per month  

(Board's letter No.E(MPP)/2000/6/5 dated 11.7.2001)

17.2. The payment of stipend to the Act Apprentices should be made only after the Apprenticeship Contract is signed by both the Apprentice and the Railway Administration and the same is sent for registration and acknowledgement taken from RDAT. This aspect must be ensured by the associate finance also before releasing the stipend. However, care should be taken that Apprentices should not be denied payment of stipend due to the fault of Railways. This will be viewed seriously by Board.  

(Board's letter No.E(MPP)2001/6/8 dated 28.9.2001)

35.3 Stipend paid to the Graduate Engineers and Technician apprentices (Diploma Holders) as also to the sandwich course trainees will be equally shared by the training authority (Employer) and the Ministry of Human Resources Development.  

(Ref: Board's letter No.E(Trg)75/33/13 dated 3.8.75 and No.E(MPP)93/6/2 dated 26.7.95)

35.4 No deduction should be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend is, however, not payable for the period for which an apprentice remains on extra ordinary leave. The continuance of payment of stipend will be subject to the work and conduct being satisfactory. Where the work and conduct are not satisfactory, the employer should report the matter to the Apprenticeship Adviser, who will advise regarding the continuance or otherwise of the payment.  

(Ref: Rule 11(4), 11(b) & 11(7) Apprenticeship Rules,91)

36. Termination of Contract

Whereas the contract of apprenticeship is terminated through failure on the part of any employer in carrying out the terms and conditions thereof, such employer shall be liable to pay the apprentice compensation an amount equivalent to his three months last drawn stipend; and when the said termination is due to failure on the part of an apprentice in the above manner then, a training cost of an amount equivalent to his three months last drawn stipend shall be made recoverable from such apprentice or from his guardian in case he is minor.  

(Ref: Rule 8 of Apprenticeship Rule,1991)

20 Absorption of Course Completed Act Apprentices

19.1 In terms of para 10 of Schedule V of the Apprenticeship Rules 1991 notified on 15.7.92 by the Ministry of Labour, it shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of his apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer.

19.3 In pursuit of the Hon'ble Supreme Court judgement dated 12.1.95 in the case of UP State Road Transport Corporation and others Vs. U.P.Parivahan Nigam Shikshuk Berozgar Sangh & others, the following instructions have been issued:

19.3.1 For recruitment to the post of:-

- Skilled Artisans,
- Group 'C' posts for which Engineering Degree and Engineering Diploma are the qualification,
- Diesel Electric Assistants,
- Group 'D' posts.

Other things being equal between two candidates the candidate who is course completed Act Apprentice trained in Railway Establishment will be given preference over the candidate who is not such an apprentice. However, there would be no change in the procedure of the recruitment and the selection for recruitment will be in accordance with the merits of the eligible candidates.  

19.3.2 For recruitment to the posts of Skilled Artisans, the upper age limit for the course completed Act Apprentices will be 35 years if he had commenced his apprenticeship under the Apprenticeship Act before attaining the age of 25 years. (Board's letter No.E(NG)II/87/RC-2/25 dated 24.6.88).

19.3.3 For recruitment to the posts of Diesel Electric Assistants and in Group 'D' categories the upper age limit will be relaxed for course completed Act Apprentices, to the extent of the period of apprenticeship. (Board's letter No.E(NG)II/87/RC-2/25 dated 30.3.1990 and No.E(NG)II/99/RR-1/11 dated 24.8.2000)

19.3.4 The concerned training centres should maintain a list of course completed Act Apprentices trained yearwise. The persons trained earlier would be treated as senior to persons trained later. (Board's letter No.E(MPP)96/6/14 dated 3.12.96)

20. Other Provisions

20.11 Apprentices are entitled to free medical treatment for personal injury caused by accident arising out and in the course of training; (Ref: Board's letter No.E(Trg)1/67/TR-1/15 dated 8.2.68)

20.12 No caution money is required to be deposited by the apprentices (Ref: Board's letter No.E(Trg)72/33/18 dated 3.7.73)

20.13 For purposes of providing training, no new facilities are to be set up. The existing facilities have to be fully utilized.

20.14 Where the Railway provides theoretical related instructions to the trade apprentices as a part of training, a sum of Rs.30/- per month per apprentice w.e.f.23.12.93 will be reimbursed by the Ministry of Labour, Government of India towards the cost of imparting such instructions. (Ref:Board's letter No.E(MPP)96/6/3 dated 20.3.96)

20.15 Every apprentice undergoing training in a designated trade in an establishment is a trainee and not a worker. The provisions of any law with respect to labour will not apply to them except where an apprentice is undergoing training in an establishment which is governed by the provisions of the Factories Act,1948, the relevant provisions of the said Act in relation to the Apprentice's health, safety and welfare will apply, as if he is a worker within the meaning of the Act. (Ref: Paras 3814 and 3818 of the Indian Railway Estt. Manual)

20.16 Every employer should maintain a register of attendance for the apprentices undergoing apprenticeship training in his establishment. Action, if any, taken for irregular and unauthorised absence should be recorded in the said register at the end of each month. (Ref: Rule 14(8) of Apprentice Rules,1991)

20.17 Additionally, record(s) in respect of progress of training of each apprentice receiving training should be maintained and returns submitted to the concerned authorities quarterly. (Ref: Rule 14(10) of Apprentice Rules,1991)

20.18 Efforts should be made to get more personnel for training from backward areas subject to the ceiling indicated in Board's letter No.E(Trg)84/(33)/8 dated 5.5.84.

20.19 No graduate engineer or Diploma Holder who had received training or job experience for one year or more after taking the Degree/Diploma will be eligible for training under the Apprentice Act,1961. (Ref: Rule 2 of Apprenticeship Rules,1991)

20.20 The directives issued by the Apprenticeship Adviser or on his behalf in the conformity with the Apprentices Act,1961 and or the rules made there under, should be complied with save in exceptional circumstances which should be reported to the Board immediately for being taken up with the Ministry of Labour.

25. While referring to this circular, the original letters and other references mentioned herein should be read for a proper appreciation. This circular is only a consolidation of the existing instructions and should not be treated as a substitution to the original circulars. In case of doubt, the original circulars should be relied upon as authority.

26. The instructions contained in the original circulars referred to above have only prospective effect from the date of issue of the respective instruction unless specifically indicated otherwise. For dealing with old cases, the instruction in force at the relevant time should be referred to; and

27. If there is a circular on the subject which has not been superseded, but has been inadvertently omitted to find a mention in this consolidated circular, the said circular, should be treated as valid and operative. Information in this regard should be sent to Board.

28. Railway Board's letters on the basis of which the consolidated circular has been prepared are listed below:-
ANNEXURE-1

LIST OF DESIGNATED TRADES UNDER THE APPRENTICES ACT 1961

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Designated Trades</th>
<th>Period of Training</th>
<th>Rebate allowed in Apprenticeship Training to ITI candidates</th>
<th>Minimum Essential/Desirable Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group No.1</td>
<td>Machine Shop Trades Group</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Fitter</td>
<td>3 yrs.</td>
<td>2 yr</td>
<td>Passed 10th class Examination under 10+2 system of education or its equivalent</td>
</tr>
<tr>
<td>2.</td>
<td>Turner</td>
<td>3 yrs.</td>
<td>2 yrs</td>
<td>Passed 10th class Examination under 10+2 system of education or its equivalent</td>
</tr>
<tr>
<td>3.</td>
<td>Machinist</td>
<td>3 yrs.</td>
<td>2 yrs</td>
<td>Passed 10th class Examination under 10+2 system of education or its equivalent</td>
</tr>
<tr>
<td>4.</td>
<td>Machinist (Grinder)</td>
<td>3 yrs.</td>
<td>2 yrs</td>
<td>Passed 10th class Examination under 10+2 system of education or its equivalent</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group No.2</td>
<td>Foundry Trades</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Pattern Maker</td>
<td>3 yrs.</td>
<td>2 yrs</td>
<td>Passed 8th Class Examination under 10+2 system of Education or its equivalent</td>
</tr>
<tr>
<td>6.</td>
<td>Foundryman</td>
<td>3 yrs.</td>
<td>1 year</td>
<td>Passed 10th class Examination under 10+2 system of education or its equivalent</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group No.3</td>
<td>Metal Working Trades Group</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Sheet Metal Worker</td>
<td>3 yrs.</td>
<td>1 year</td>
<td>Passed 10th class Examination under 10+2 system of education or its equivalent</td>
</tr>
<tr>
<td>8.</td>
<td>Welder (Gas Electric)</td>
<td>2 yrs.</td>
<td>1 year</td>
<td>Passed 10th class Examination under 10+2 system of education or its equivalent</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group No.4</td>
<td>Electrical Trades Group</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Electrician</td>
<td>3 yrs.</td>
<td>2 yrs</td>
<td>Passed 10th class Examination under 10+2 system with science as one of the subject or its equivalent</td>
</tr>
<tr>
<td>10.</td>
<td>Lineman</td>
<td>3 yrs.</td>
<td>1 year</td>
<td>Passed 8th Class Exam. under 10+2 system of Education or its equivalent</td>
</tr>
<tr>
<td>No.</td>
<td>Trade</td>
<td>Duration</td>
<td>Additional Requirement</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------</td>
<td>----------</td>
<td>----------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Wireman</td>
<td>3 yrs.</td>
<td>8th Class pass from a recognised school or its equivalent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group No.5</strong></td>
<td></td>
<td>Building And Furniture Trades Group</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Carpenter</td>
<td>3 yrs.</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed 10th Class examination under the 10+2 system of education with Science (Physics and Chemistry) as one of the subject or its equivalent.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Plumber</td>
<td>3 yrs.</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed 8th Class examination under 10+2 system of education or its equivalent.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Mason (Building Constructor)</td>
<td>2 yrs.</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed 8th Class examination under 10+2 system of education or its equivalent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group No.6</strong></td>
<td></td>
<td>Maintenance Trades Group:</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Mechanic Machine Tool Maintenance</td>
<td>3 yrs.</td>
<td>2 yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed 10th Class examination under 10+2 system of education with Science and Maths as subject or its equivalent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group No.7</strong></td>
<td></td>
<td>Precision Machining Trades Group</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Tool and Die-Maker (Die and Moulds)</td>
<td>4 yrs.</td>
<td>3 yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed 10th Class examination under 10+2 system of education with Science and Maths as subject or its equivalent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group No.8</strong></td>
<td></td>
<td>Instrument Trades Group:</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Instrument Mechanic</td>
<td>3 yrs.</td>
<td>2 yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed 10th Class examination under 10+2 system of education with Science as of the subject or its equivalent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group No.9</strong></td>
<td></td>
<td>Refrigeration and Air-Conditioning Trades Group</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Refrigeration and air-conditioning Mechanic</td>
<td>3 yrs.</td>
<td>2 yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed 10th class examination with Science (Physics and Chemistry) and Mathematics under the 10+2 system.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group No.10</strong></td>
<td></td>
<td>Heat Engines Trades Group:</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Mechanic (Motor Vehicle)</td>
<td>3 yrs.</td>
<td>2 yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed 10th class examination or its equivalent</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Mechanic (Diesel)</td>
<td>3 yrs.</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed 10th class examination or its equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group No.11</strong></td>
<td></td>
<td>Draughtsman and Survey Trades Group</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Draughtsman (Civil)</td>
<td>3 years</td>
<td>2 yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed in 10th Class Examination under 10+2 system with Science and Mathematics as subjects.</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Draughtsman (Mechanic)</td>
<td>3 yrs.</td>
<td>2 yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed in 10th class examination under 10+2 system with Science and Mathematics as subjects.</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Surveyor</td>
<td>3 yrs.</td>
<td>2 yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed in 10th class examination under 10+2 system with Science and Mathematics as subjects.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group No.12</strong></td>
<td></td>
<td>Construction Trade Group:</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Fitter Structural</td>
<td>3 yrs.</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed in 10th class examination under 10+2 system with science and Mathematics as subjects.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group No.13</strong></td>
<td></td>
<td>Power Plant Trade Group:</td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Boiler Attendant</td>
<td>3 yrs.</td>
<td>6 months</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed in 10th class examination under 10+2 system with science and Mathematics as subjects.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group No.14</strong></td>
<td></td>
<td>Binding Group</td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Book Binder</td>
<td>2 yrs.</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Passed 8th class examination under 10+2 system of education or its equivalent.</td>
<td></td>
</tr>
</tbody>
</table>

**SERIAL CIRCULAR NO. 178 /2002**
In continuation of Board’s letter of even number dated 23.11.2001 on the above subject, Board has decided to enhance the honorarium from Rs.250/- p.m. upto Rs.1000/-p.m. to Instructors, locally engaged, to impart yoga training in the training centres catering to safety categories. All other terms and conditions remain unchanged. The enhanced rate of honorarium will be effective from 1.9.2002.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Sub: Introducing yoga training in Railway Training Centres.

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Sub: Recommendations of Fifth Central Pay Commission relating to grant of commuted Leave/leave on Medical certificate to Railway Servants.

The V CPC’s recommendations made vide para 117.14 of their report relating to grant of Commuted Leave/Leave to all categories of Government servants on production of a Medical Certificate has been considered by the Government and it has now been decided by the Board that the following procedure may be followed for sanction of Commuted Leave/Leave to Railway servants on the basis of Medical Certificate:-

v) A Railway Servant (Gazetted or Non-gazetted), on being a Central Government Health Scheme (CGHS) / Railway Health Services (RHS) beneficiary and living in an area covered by the CGHS/RHS at the time of illness, shall be required to produce a Medical/Fitness Certificate in the Form prescribed in Annexure XI of Rule 538 and 541 of Indian Railway Medical Manual, Volume I, Third Edition 2000, either from an authorized CGHS Medical officer or a Railway/Government Authorized Medical Officer.

vi) Railway servants (Gazetted or Non-gazetted), who are not CGHS/RHS beneficiaries, (including those who have opted out of the CGHS/RHS or are CGHS or RHS Card Holders, but at the time of illness are residing outside the jurisdiction of the CGHS/RHS facilities or take ill while being outside the Headquarters) are required to produce a certificate from his Authorized Medical Attendant provided that in the case of a Non-gazetted Railway employee, if no AMA is available within a radius of 8 kilometers of his residence or place of temporary stay outside the Headquarters, the leave sanctioning authority may, at its discretion, sanction Leave/Commuted Leave on production of a Medical Certificate of sickness from the Registered Medical Practitioner, after satisfying itself of the facts/merits of the case.

vii) In case of hospitalization/indoor treatment permitted in a private hospital recognised under the CGHS/Central Services (Medical Attendance) Rules, 1944 and Railway Medical Attendance Rules as contained in Indian Railway Medical Manual Third Edition, 2000 (Corrected upto 30.9.99), a Railway servant (Gazetted or Non-gazetted), whether a CGHS/RHS beneficiary or not, may produce the requisite Medical/Fitness Certificate from the Authorized Officer of such a hospital in case his hospitalization/indoor treatment, is on account of the particular kind of disease (e.g. heart, cancer etc.) for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare. There may be instances where an employee may be initially admitted to such a hospital at a stage when the disease has yet not been fully diagnosed and it may subsequently be established that the disease was not that, the suspicion of which prompted his/her admission to the hospital. In such cases, the leave sanctioning authority, with the approval of the General Manager, may
grant Leave/Commuted leave on the basis of the certificate of sickness from the Authorized Medical officer of such a hospital, if he is satisfied about the genuineness of the case.

viii) In cases where a Non-gazetted Railway servant finds it difficult to obtain the Medical Certificate from a CGHS/RHS doctor or AMA in exceptional cases, the leave sanctioning authority, may consider grant of leave on the basis of the Medical/Fitness Certificate from an RMP after taking into account the circumstances of the specific case. Such a certificate should be, as nearly as possible, in the prescribed form as given in Annexure XI of Rule 538 and 541 of Indian Railway Medical Manual, Volume I, Third Edition 2000, and should state the nature of illness and the period for which the Railway servant is likely to be unable to perform his duties. The competent authority may, at its discretion accept the certificate, or in cases where it has reasons to suspect the bonafides, refer the case to the Divisional Medical officer for advice or investigation. The Medical certificate from Registered Medical Practitioner produced by the Railway servant in support of his/her application for leave may be rejected by the competent authority only after a Railway Medical Officer has conducted the necessary verification and on the basis of the advice tendered by him after such verifications.

2. Certificate of fitness, in the case of employees working in the Zonal Railways and Field Units will continue to be governed by the provisions contained in Rule 538 and 541 of Indian Railway Medical Manual, Volume I, Third Edition 2000.

3. These orders take effect from the date of issue of this letter
4. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

5. In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President is pleased to direct that Rule 521 of the Indian Railway Establishment Code, Volume-I, 1985 Edition (Reprint Edition -1995) may be substituted by the amended provisions as contained in the enclosed advance correction slip No.85.

ADVANCE CORRECTION SLIP TO THE INDIAN RAILWAY ESTABLISHMENT CODE, VOLUME-I,1985 EDITION (REPRINT EDITION -1995)

Advance Correction Slip No.85
The existing Rule 521 may be substituted with the following.

“Commuted Leave/Leave on production of Medical Certificate by the Railway servants shall be regulated as follows:-

1. A Railway servant (Gazetted or Non-gazetted), on being a Central Government Health Scheme (CGHS)/Railway Health Services (RHS) beneficiary and living in an area covered by the CGHS/RHS at the time of illness, shall be required to produce a Medical and Fitness Certificate in the Form prescribed in Annexure XI to Rule 538 and 541 of Indian Railway Medical Manual, Volume I, Third Edition 2000 either from an authorized CGHS Medical Officer or a Railway/Government Authorized Medical officer.

In circumstances where the Railway Doctor’s line visits do not materialize, the Railway employees, who are covered by the line jurisdiction of the Railway doctor and who have fallen ill, may obtain a Medical Certificate from a Registered Medical Practitioner (RMP) subject to the condition that if the leave applied for on medical grounds is for more than 3 days, the employee should report to the Railway doctor if he is fit to travel or send intimation about his condition, if he is bed-ridden, at such intervals as directed by the Railway doctor.

2. Railway servants (Gazetted or Non-gazetted), who are not CGHS beneficiaries, (including those who have opted out of the CGHS/RHS or are CGHS or RHS Card Holders, but at the time of illness are residing outside the jurisdiction of the CGHS/RHS facilities or take ill while being outside the Headquarters) are required to produce a Medical and Fitness Certificate from his Authorized Medical Attendant (AMA) provided that in the case of a Non-gazetted Railway employee, if no AMA is available within a radius of 8 kilometers of his residence or place of temporary stay outside the headquarters, the leave sanctioning authority may at his discretion, sanction Leave/Commuted leave on production of a Medical Certificate from the Registered Medical Practitioner, after satisfying itself on the facts/merits of the case.

4. In case of hospitalization/indoor treatment permitted in a private hospital recognized under the CGHS /Central Services (Medical Attendance) Rules, 1944 and Railway Rules, 1944 and Indian Railway Medical Attendance Rules as contained in Indian Railway Medical Manual Third Edition, 2000 (Corrected upto 30.9.99), a Railway servant (gazetted or non-gazetted), whether a CGHS/RHS beneficiary or not, may produce the requisite Medical/Fitness Certificate from the Authorized Medical Officer of such a hospital in case his hospitalization/indoor treatment, is on account of the particular kind of disease (e.g. heart, cancer etc.) for the treatment of which the concerned Hospital has been recognized by the Ministry of Health and Family Welfare. There may be instances where an employee may be initially admitted to such a hospital at a stage when the disease has yet not been fully diagnosed and it may subsequently be established that the disease was not that, the suspicion of which prompted his/her admission to the hospital. In such cases, the leave sanctioning authority, with the approval of the General Manager, may grant leave/commuted leave on the basis of the Medical certificate from the Authorized Medical officer of such a hospital, if he is satisfied about the genuineness of the case.

5. In case where a Non-gazetted Railway servant finds it difficult to obtain the Medical/Fitness Certificate from a CGHS/RHS doctor or AMA in exceptional cases, the leave sanctioning authority, may consider grant of leave on the basis of the Medical/Fitness Certificate from an RMP after taking into account the circumstances of the specific case. Such a certificate should be, as nearly as possible, in the prescribed form as given in Annexure XI of Rule 538 and 541 of Indian
Railway Medical Manual, Volume I, Third Edition 2000, and should state the nature of illness and the period for which the Railway servant is likely to be unable to perform his duties. The competent authority may, at its discretion accept the certificate, or in cases where it has reasons to suspect the bonafides, refer the case to the Divisional Medical Officer for advice or investigation. The Medical Certificate from registered private practitioners produced by the Railway servant in support of their application for leave may be rejected by the competent authority only after a Railway Medical Officer has conducted the necessary verifications and on the basis of the advice tendered by him after such verifications.

6. Certificate of Fitness in the case of employees working in the Zonal Railways and Field Units will continue to be governed by the provisions contained in Rule 538 and 541 of Indian Railway medical Manual, Volume I, Third Edition 2000.

Note: Ordinarily, the jurisdiction of a Railway Medical Officer will be taken to cover Railway servant residing within a radius of 2.5 kilometers of the Railway Hospital or health unit to which the Doctor is attached, and within a radius of one kilometer of a Railway station of the Doctor’s beat.

(Authority Board’s letter No.E(P&A)I-97/CPC/LE-7 dated 29.8.2002)

SERIAL CIRCULAR NO.180/2002
Letter No.P [R]583/III  Dated: 30-09-.2002

Copy of Board's letter No.E(P&A)/II/2001/PLB-14 dt. 20.9.02 is published for information, guidance and necessary action. Board's letter dated 13.02.2002 quoted therein was circulated as SC No. 38/02.

While calculating the PLB for the year 2001-2002, the 3 illustrations given in the Board's letter dt.20.9.02 may please be borne in mind.

In case, the bills have already been submitted to the Associate Accounts in respect of employees who proceeded on EOL, LHAP etc., re-calculation of the PLB based on Board's letter dt.20.9.2002 may be made and over payment if any, arranged to be recovered.

Copy of Board's letter No. E(P&A)/II/2001/PLB-14 dt. 20.9.02 (RBE No. 166/02).

Sub: Computation of Productivity Linked Bonus - Procedure thereof.

Please refer to the clarification contained in this office letter of even no. dated 13-02-2002 regarding the manner of computation of wages for the purpose of payment of Productivity Linked Bonus.

5. In view of the doubts raised by some of the zonal Railways, the issue has been examined de-novo. In supersession of the instructions contained in the letter dated 13-02-2002 ibid, it has been decided that the following methodology will be followed for computing PLB in cases where staff are on leave on half average pay, extraordinary leave etc. for part of the year.

The per day maximum wage to be reckoned during a particular month is to be arrived at by dividing the computation ceiling by the total number of days in the month. For instance, the maximum reckonable per day wage (in normal cases) in the month of January would be Rs.2500/31 days, which comes to Rs.80.65 and the reckonable per day wage in respect of employees on leave on half average for the corresponding period would accordingly be Rs.40.33. In the month, where the per day maximum reckonable wages are Rs.80.65, an employee who had worked only for 15 days (the remaining period being extraordinary leave), the wages for that month would be Rs.1210 (Rs.80.65 x 15).

e) The total wages arrived at by adding the per day wage for the month are then to be rounded off to the nearest rupee.

f) Similar calculation is to be done for the other months also.

g) The wages so arrived at for the 12 months are then to be added together and thereafter divided by the number of days in the year which gives the per day wages; the per day wage is to be reckoned upto two decimal places.

h) This figure is then to be multiplied by the number of Productivity Linked Bonus days declared for the financial year, rounded off to the nearest rupee, which gives the amount of Productivity Linked Bonus payable.

6. Three illustrations are enclosed.

7. It has also been decided by the Board that the methodology outlined above will apply only to cases to be decided after issue of these orders and that past cases where calculation of Productivity Linked Bonus had been made in terms of the illustrations contained in letter No.E(P&A)II-79/PLB-1 dated 1.07.1980 need not be re-opened.

5. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.
### Illustration - I

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic pay of employee in scale of Rs.2550-3200</td>
<td>Rs.2550</td>
</tr>
<tr>
<td>Total wage per month</td>
<td>Rs.3589</td>
</tr>
<tr>
<td>The employee was on leave on half average pay w.e.f. 1.04.2000 to 30.04.2000</td>
<td></td>
</tr>
<tr>
<td>Reckonable maximum per day wage for the month of April</td>
<td>Rs.83.33</td>
</tr>
<tr>
<td>(Rs.2500/30)</td>
<td></td>
</tr>
<tr>
<td><strong>Reckonable maximum per day wage when on leave on -Rs.41.67 half average pay</strong></td>
<td>Rs.1250</td>
</tr>
<tr>
<td><strong>Reckonable wages for the month of April</strong></td>
<td>(Rs.41.67 x 30 rounded off to the nearest rupee)</td>
</tr>
<tr>
<td>Wages for the other 11 months</td>
<td>Rs.2500 x 11 = Rs.27500</td>
</tr>
<tr>
<td>Total wages for the year</td>
<td>Rs.27500 + 1250 = Rs.28,750</td>
</tr>
<tr>
<td>Per day Wage</td>
<td>Rs.78.77</td>
</tr>
<tr>
<td><strong>Amount of PLB payable for 57 days</strong></td>
<td>Rs.4489.89</td>
</tr>
<tr>
<td><strong>Amount of PLB payable for 57 days</strong></td>
<td>(Rounded off to the nearest rupee)</td>
</tr>
</tbody>
</table>

### Illustration II

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic pay of employee in scale of Rs.5000-8000</td>
<td>Rs.5000</td>
</tr>
<tr>
<td>Total wage per month</td>
<td>Rs.7038</td>
</tr>
<tr>
<td>The employee was on leave on half average pay w.e.f. 1-5-2000 to 31-05-2000</td>
<td></td>
</tr>
<tr>
<td>Reckonable maximum per day wage for the month of May (in normal cases)</td>
<td>Rs.80.65</td>
</tr>
<tr>
<td>(Rs.2500/31)</td>
<td></td>
</tr>
<tr>
<td>Reckonable maximum per day wage when on leave on half average pay</td>
<td>Rs.40.33</td>
</tr>
<tr>
<td>(Rs.80.65/2)</td>
<td></td>
</tr>
<tr>
<td>Reckonable wages for the month of May</td>
<td>Rs.1250</td>
</tr>
<tr>
<td>(Rs.40.33 x 31 rounded off to the nearest rupee)</td>
<td></td>
</tr>
<tr>
<td>Wages for the other 11 months</td>
<td>Rs.2500 x 11 = Rs.27500</td>
</tr>
<tr>
<td>Total Wages for the year</td>
<td>Rs.27500 + 1250 = Rs.28,750</td>
</tr>
<tr>
<td>Per day Wage</td>
<td>Rs.78.77</td>
</tr>
<tr>
<td><strong>Amount of PLB payable for 57 days</strong></td>
<td>Rs.4489.89</td>
</tr>
<tr>
<td><strong>Amount of PLB payable for 57 days</strong></td>
<td>(Rounded off to the nearest rupee)</td>
</tr>
</tbody>
</table>

### Illustration III

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic pay of employee in scale of Rs.2550-3200</td>
<td>Rs.2550</td>
</tr>
<tr>
<td>Total wage per month</td>
<td>Rs.3589</td>
</tr>
<tr>
<td>The employee was extraordinary leave w.e.f. 1-5-2000 to 20-05-2000</td>
<td></td>
</tr>
<tr>
<td>Reckonable maximum per day wage for the month of May</td>
<td>Rs.80.65</td>
</tr>
<tr>
<td>(Rs.2500/31)</td>
<td></td>
</tr>
<tr>
<td><strong>Reckonable wages for the month of May</strong></td>
<td>Rs.887</td>
</tr>
<tr>
<td>(Rs.80.65 x 11 days rounded off to the nearest rupee)</td>
<td></td>
</tr>
<tr>
<td>Wages for the other 11 months</td>
<td>Rs.27500</td>
</tr>
<tr>
<td>Total Wages for the year</td>
<td>Rs.27500 + 887 = Rs.28,387</td>
</tr>
<tr>
<td>Per day Wage</td>
<td>Rs.77.77</td>
</tr>
<tr>
<td><strong>PLB payable for 57 days</strong></td>
<td>Rs.4432.89</td>
</tr>
<tr>
<td><strong>PLB payable for 57 days</strong></td>
<td>(Rounded off to the nearest rupee)</td>
</tr>
</tbody>
</table>
Copy of Board's letter No. E(E)III/2002/PN1/02 dated 3.8/9.02 is published for information, guidance and necessary action. Board's letters dated 5.6.98, 23.12.98, 15.1.99, 23.8.2001 quoted therein were circulated as SC Nos. 152/98, 16/99, 26/99, 194/01 respectively.


Sub: Implementation of Government's decision on the recommendations of the 5th Central Pay Commission - Revision of pension of pre and post-1986 pensioners/family pensioners etc. - Extension of date of submission of application for revision of pension/family pension.

In continuation of Board's letter No.F(E)III/2000/PN1/61 dt.23.8.2001 extending the date of submission of application for revision of pension/family pension pre-1986 pensioners/family pensioners upto 31.12.2001, a copy of DOP & PW's O.M.No.45/86/97-P&PW(A) Part III dt.2.4.2002, extending the date of submission of application further upto 31 December, 2002, is circulated for information and guidance. These instructions will apply mutatis mutandis on the Railway also.

DOP&PW's O.M.o.(1)45/86/97-P&PW(A) Part IV dt.8.5.98, 30.11.98 and 17.12.98 and O.M.No.45/86/97-P&PW(A) Part III dt.18.7.2001 were circulated/adopted on the Railways vide Board’s letter No.F(E)III/98/PN1/11 dt.5.6.98, 23.12.98, F(E)III/98/PN1/29 dt.15.1.99 and letter No.F(E)III/2000/PN1/61 dt.23.8.2001 respectively.

Copy of DOP & PW's O.M.No.45/86/97-P&PW(A) Part III dt.2.4.2002

Sub: Implementation of Government’s decision on the recommendations of the 5th Central Pay Commission - Revision of pension of pre and post-1986 pensioners/family pensioners etc. - Extension of date of submission of application for revision of pension/family pension.

The undersigned is directed to refer to this Department’s OM of even No. dated 18.7.2001 extending the date of submission of applications for revision of pension/family pension of pre-1986 pension/family pensioners upto 31.12.2001. Representations have been received in this department for extending the date for submission of applications beyond 31.12.2001. The matter has been considered in this department and it has been decided to extend the date of submission of application for revision of pension/family pension in such cases upto 31.12.2002. However, Defence civilian pensioners will continue to be governed by orders issued by the Ministry of Defence.

Similarly it has also been decided to extend the date of submission of applications for revision of pension/family pension with reference to this department’s OM No.(1)45/86/97-P&PW(A)-Part-IV dated 8.5.1998 read with OM dated 30.11.1998 and dated 17.12.1998 for submission of applications by the pensioners covered under these OM upto 31.12.2002.

Ministry of Agriculture etc. are requested to bring the contents of these orders to the notice of heads of Departments/Controller of Accounts, Pay and Accounts Officer and attached and Subordinate offices under them on top priority basis. All Pension Disbursing Authorities are also advised to prominently display these orders on their notice boards for the benefit of the pensioners/family pensioners.

Copy of Board's letter No. E(W)2002/WE-2/2 dt.19.8.02 is published for information, guidance and necessary action.


Sub: Facilities of Holiday Homes to Retired Railway Employees.

One of the Railway Pensioners' Associations in its representation to Board had raised an issue regarding allotment of Holiday Home accommodation to the retired railway employees. The Association had represented that in the absence of clear cut guidelines, the retired Railway employees are not given firm bookings and their request for allotment of Holiday Home accommodation is subjected to last minute cancellations in the event of requests being made by the serving employees.

As a matter of policy, Holiday Homes are meant to provide rest and recreation to the serving employees and, therefore, they have a prior claim to this facility. However, Board have considered feasibility of giving advance confirmation
of bookings for Holiday Home facility to retired Railway servants during periods other than summer vacations/Dussehra/Pooja Holidays and Christmas Holidays as during these holidays advance confirmation would not be possible.

It has now been decided by the Board that the retired Railway servants shall be given confirmed booking of Holiday Homes during periods other than Summer Vacations, Dussehra, Pooja & Christmas Holidays seven days prior to the date of occupation and the confirmed bookings shall not be cancelled during the last seven days preceding the date of occupation, in preference to a serving Railway employee.

All Zonal Railways, Productions Units, etc. may note the above provision for compliance.

**SERIAL CIRCULAR NO. 183 / 2002**

Copy of Board's letter No. E(P&A)I-2001/PS-5/PE-1 dt.4.9.02 is published for information, guidance and necessary action. Board's letters dated 20-8-91 and 7-9-2001 quoted in the correction slip were circulated as SC Nos. 192/01 and 206/01, respectively.


The Ministry of Railway is pleased to direct that Para 178 (4) of the Indian Railway Establishment Manual, Volume I (Revised Edition 1989) may be amended as per the enclosed Advance Correction Slip No.139.

**ADVANCE CORRECTION SLIP NO.139**

**INDIAN RAILWAY ESTABLISHMENT MANUAL, VOLUME I-(1989 EDITION)**

Chapter I, Section B, Sub Section II - Recruitment & Training.

4. Item (xii) of para 178(4) may be substituted with the following:-

Drawing Teacher (Rs.1400-2600/5500-9000)

M.A.Degree in Drawing & Painting/Fine Arts from a recognised University.

OR

B.A.(Hons) in Art and Art Education.

OR

II class Bachelor's Degree with Drawing & Painting/Fine Arts with minimum 2 years full time Diploma from a recognized institution.

OR

Higher Secondary/Intermediate with minimum 4 years full time Diploma in Painting/Fine Arts or part time Diploma of not less than 5 years duration.

5. Competence to teach through the medium/media as required.

6. Desirable: At least 2 years Teachers Training Course from a recognised institution.

OR

2 years' teaching experience in a recognized institution.

NOTE: The condition of II class in Bachelor's Degree can be relaxed in respect of promotee candidates who have at least 5 years experience as Primary Teachers.

4. Item (xv)(b) of para 178(4) may be deleted and item (xv)(c) of para 178 (4) may be renumbered as (xv)(b).


**SERIAL CIRCULAR NO. 184 / 2002**
Letter No. P [R436/IRMM Dated: 3-10-2002

Copy of Board's letter No. 2000/H-1/12/27/Pt.I dt.2.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. 2000/H-1/12/27/Pt.I dt.2.9.02 (RBE No.-). S.No.6 of Helath 2002
The Board have reviewed the dental treatment facilities being provided to the Railway beneficiaries at present and it has been decided that the scope of dental treatment facilities may be increased to the extent indicated below:

6. Free dental treatment is being provided to Railway beneficiaries, wherever the facilities for providing Dental treatment exist as per the existing orders.

7. The Board have also decided that wherever facilities of a part-time/full-time dental surgeon are not provided in a hospital/health unit, the beneficiaries may be permitted by the Authorised Medical Attendants after satisfying themselves of the need for outside dental treatment, to avail treatment on their own and the expenses incurred on such treatment may be reimbursed up to ceilings being incorporated in para 668(A) of the Indian Railway Medical Manual, 2000.

8. The procedure for claiming/accepting reimbursement shall be the same as being following in the case of medical treatment obtained by the beneficiaries from outside Railway medical facilities. No reimbursement claim would be admitted for treatment taken without prior approval of the Authorised Medical Attendant.

9. The above orders are valid up to 30.9.2004. The Board also desire that reimbursements entertained/paid by the Railways to the Railway beneficiaries may be recorded separately so that the impact, both physical and financial, can be monitored and evaluated three months before the validity of the order expires.

10. The above changes and the rates prescribed for reimbursement have to be incorporated in Indian Railway Medical Manual, 2000. Accordingly, an advance Correction Slip No.6 to this effect is enclosed as Annexure.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Annexure

ADVANCE CORRECTION SLIP NO.6 TO INDIAN RAILWAY MEDICAL MANUAL

Para 601(3)(A):

The following may be added as item (j) under 601(3)(A) of IRMM, 2000

(k) The dental treatment to the extent indicated in paragraph 637 of this Chapter.

Para 601(3)(B):

"Clause (a) may be deleted. Clause (b) to (g) to be re-numbered as (a) to (f)".

The following be added below para 668:

"668(A) Dental Treatment: Subject to conditions laid down in para 647, the cost of dental treatment will be reimbursed at the following rates:

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Extraction under L.A. (any tooth)</td>
<td>Rs.75.00</td>
</tr>
<tr>
<td>ii.</td>
<td>Extraction under L.A. of Molar tooth</td>
<td>Rs.100.00</td>
</tr>
<tr>
<td>iii.</td>
<td>Cement/Glass Inomer filling (per tooth)</td>
<td>Rs.75.00</td>
</tr>
<tr>
<td>iv.</td>
<td>Silver Amalgam/composite filling per tooth</td>
<td>Rs.125.00</td>
</tr>
<tr>
<td>v.</td>
<td>Root canal of Molar tooth</td>
<td>Rs.600.00</td>
</tr>
<tr>
<td>vi.</td>
<td>Root canal of a tooth (other than a molar)</td>
<td>Rs.250.00</td>
</tr>
<tr>
<td>vii.</td>
<td>Oral prophylaxis</td>
<td>Rs.250.00</td>
</tr>
<tr>
<td>viii.</td>
<td>Periodontal surgery (each quadrant)</td>
<td>Rs.250.00</td>
</tr>
<tr>
<td>ix.</td>
<td>Periodontal surgery (full mouth)</td>
<td>Rs.1000.00</td>
</tr>
<tr>
<td>x.</td>
<td>Apicoectomy</td>
<td>Rs.600.00</td>
</tr>
<tr>
<td>xi.</td>
<td>Extraction of impacted tooth</td>
<td>Rs.600.00</td>
</tr>
<tr>
<td>xii</td>
<td>Alveolectomy</td>
<td>Rs.250.00</td>
</tr>
<tr>
<td>xiii</td>
<td>Fracture Mandible/Maxilla intermaxillary fixation</td>
<td>Rs.2500.00</td>
</tr>
<tr>
<td>xiv</td>
<td>Intra Oral periapical Dental X-ray</td>
<td>Rs.50.00</td>
</tr>
<tr>
<td>xv</td>
<td>Occlusal X-ray</td>
<td>Rs.100.00</td>
</tr>
<tr>
<td>xvi</td>
<td>Upper/lower full dentures (once in lifetime)</td>
<td>Rs.2000.00</td>
</tr>
</tbody>
</table>

(Authority Ministry of Railway's letter No.2000/H-1/12/27/Part.1 dt.2.9.2002)
Copy of Board's letter No. E(MPP)99/19/1/5.3 dated 19.8.02 is published for information, guidance and necessary action. Board's letter dated 25-2-2002 quoted therein was circulated as SC No. 44/2002. The Divisions/Units are advised to confirm the implementation of these instructions by 31-10-02, without fail.

Copy of Board's letter No. E(MPP)99/19/1/5.3 dated 19.8.02 (RBE No. /2002).

Sub: Report of the Railway Safety Review Committee (Part-I)1998 - Successful completion of training course should be linked to promotion - Recommendation No.5.3.

The Railway Safety Review Committee vide Recommendation No.5.3 have recommended that "successful completion of training course should be linked to promotion/increment".

The above recommendation has been accepted with regard to linking successful completion of training to promotion for the safety categories. Railways were directed vide Board's letter of even number dated 25.2.2002 issued under RBE No.25/2002 that the instructions contained in the letter should be strictly complied with and no laxity should be allowed in relieving the staff for promotional course.

The implementation of the instructions may be confirmed.

Copy of Board's letter No. E(NG)I/99/PM7/17 dated 12.8.02 is published for information, guidance and necessary action.


Sub: Selection of Intermediate Apprentices from amongst Skilled Artisans for absorption as JE Gr.II in the pay scale of Rs.5000-8000 in various departments.

In terms of the extant procedure, as prescribed in para 142(1)(ii) of IREM, Vol.I, 1989, 25% of the vacancies in the category of JE Gr.II (C&W) in the pay scale of Rs.5000-8000 are filled by induction of Intermediate Apprentices from amongst Skilled Artisans with qualification of Matriculation and three years service in skilled grades.

6. The Railway Safety Review Committee in Part I of their report have recommended that the minimum education qualification for appearing in the selection of Intermediate Apprentices for absorption as Train Examiners (since redesignated as JE Gr.II (C&W) against 25% quota should be enhanced from existing qualification of Matriculation to ITI/Act Apprenticeship and that the existing condition of three years service may be revised to five years. The matter has been considered carefully by the Ministry of Railways. The views of both the Federations have also been taken into account. Taking all aspects into consideration the Ministry of Railways have decided not to accept the recommendation regarding revision of service condition. However, the recommendation regarding qualification of ITI / Act Apprenticeship has been accepted. It has also been decided to prescribe qualification of 10 + 2 in Science stream as an alternative qualification to ITI/Act Apprenticeship.

2.1 Further, in order to maintain uniformity, it has also been decided to make applicable the enhanced qualification for selection as Intermediate Apprentices for absorption as JE Gr.II in the pay scale of Rs.5000-8000 in all other categories/departments wherever the system of induction of inter-apprentices from serving employees is applicable. It has accordingly been decided that educational qualification for consideration for selection as intermediate Apprentices in all categories/Deptt. for absorption as JE Gr.II in the pay scale of Rs.5000-8000 should henceforth be ITI / Act Apprenticeship pass or 10+2 in Science stream.

One of the Railways has referred for Board's clarification a doubt whether children born to a Railway servant out of a void marriage are eligible for inclusion in the Pass issued to the widow of the Railway servant, since such children are eligible for receiving family pension under the Pension rules. The matter has been examined, and it is clarified that children born out of void marriage are not eligible for inclusion in the Pass of a widow of a railway servant.

SERIAL CIRCULAR NO. 188 /2002
Letter No. P [R]171/III Dated: 4-10-2002

Copy of Board's letter No. 95/E(SCT)I1/49/5 (Gaz) dt.6.9.02 is published for information, guidance and necessary action. Board's letter dated 21.8.97 quoted therein was circulated as SC No. 156/97.

Copy of Board's letter No. 95/E(SCT)II/49/5 (Gaz) dt.6.9.02 (RBE No.154/2002).

Sub: Reservation Rosters for promotion from Group 'C' to Group 'B' and within Group 'B'.

Board vide their letter No.95-E(SCT)I/49/5(2) dated 21.8.97 have issued instructions to adopt post based roster in Group 'C' and 'D' posts of promotion category. Some of the Railways have expressed doubts whether post based roster should be followed for promotion from Group 'C' to Group 'B' and within Group 'B'. In this regard it is clarified that the matter is under the consideration of the Railway Board and a final decision is likely to take some time. Therefore, existing instructions presently being followed will continue to be followed for promotions to this Group till further orders. It is further clarified that rosters will cease to operate when the representation of persons belonging to reserved categories in a cadre reaches the prescribed percentage of reservation. Thereafter, vacancies released by retirement, resignation, promotion etc., of the persons belonging to the general and reserved categories will be filled by the appointment of the persons belonging to the respective category so that the prescribed percentage of reservation in the cadre is maintained.

SERIAL CIRCULAR NO. 189 /2002
Letter No. P [R]473/V Dated: 4-10-.2002

Copy of Board's letter No. E(W)99 PS 5-1/10 dt. 9.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(W)99 PS 5-1/10 dt. 9.9.02 (RBE No. 156/2002).

Sub: Surrender of Metal Pass by officers who avail of LAP for a short period in continuation of duty.

Instructions have been issued vide Board's letter of even number dated 8.3.1999 that Metal Passes need not be surrendered if officers take LAP for a short period in continuation of their tour on duty. A doubt has arisen whether an officer after performing an outstation duty i.e. official duty away from his headquarter and availing LAP for a short period in continuation of tour programme (due to non-availability of CLs in one's account) may use his metal pass during his return journey. It is hereby clarified that officers need not surrender Metal Pass after availing of LAP for a short period, after performing outstation duty away from Headquarters and use their Metal Pass during return journey from the station from where they proceeded on leave.

SERIAL CIRCULAR NO. 190 /2002
Letter No. P [R]184/IV Dated: 8 -10-.2002


Sub: Countersigning of Annual Confidential Reports (ACRs) of Supervisors Posted for station maintenance at all 'A' Class stations.


Read the following for the existing contents of Board's above cited letter:-

"It has been decided by the Board that Station Managers/Station Superintendents will be responsible for cleanliness/sanitation of platforms, circulating areas, retiring rooms, waiting rooms and other passenger interface areas. The supervisors of the Engineering, Electrical and Medical Departments for all 'A' Class stations shall be under the control of the station in-charge i.e. Station Manager/Station Superintendent in respect of the duties assigned to the respective Supervisors with regard to upkeep of Station premises, etc. While posting the supervisors at the 'A' class stations, care should be taken to see that these supervisors when posted for station maintenance are not in the grade higher than that of the Station Managers/Station
Superintendents. The administrative control of the Supervisors shall remain with the respective Departments but the Annual Confidential Reports (ACRs) should be countersigned by the Station Manager/Station Superintendent in respect of their duties and functions with regard to maintenance and upkeep of premises at that station”.

SERIAL CIRCULAR NO. 191 /2002

Copy of Board's letter No. E(NG)I-2002 PM1/26 dt.11.9.02 is published for information, guidance and necessary action. Board's letters dated 16-8-82, 20-9-82, 26-5-85 and 27-12-90 quoted therein was circulated as SC No. 130/82, 146,82, 63/84 & 7/91, respectively.

Copy of Board's letter No. E(NG)I-2002 PM1/26 dt.11.9.02 (RBE No.157/2002).

Sub: Filling up non-gazetted posts in Railways - classification of posts as Safety Categories.

Reference this Ministry's letter No.E(NG)I-75-PM1-44 dated 31.5.82 as modified/clarified vide their letters of the same number dated 16.8.82, 20.9.82, 21.9.82, 26.5.84 and letter No. E(NG)I/82/PM1/199 Pt. dated 27.12.90 on the above subject.

2. Ministry of Railways have decided to add the category of Gangmen in the list of Safety Categories.

(This also disposes of Southern Railway's letter No.W 349/A/209/MPP-Right sizing dated 20.5.2002)

SERIAL CIRCULAR NO. 192 /2002

Copy of Board's letter No. PC-V/99/1/7/6/2 dt.2.9.02 is published for information, guidance and necessary action. Board's letter dated 21-7-99 quoted therein was circulated as SC No. 186/99.

Copy of Board's letter No. PC-V/99/1/7/6/2 dt.2.9.02 [RBE No. 149/2002 – PC-V/353 ]


Instructions regarding incentive for promoting small family norms subsequent to the recommendations of the Fifth CPC were issued vide Railway Board's letter of even number dated 21-7-99. In para 3[e] of these orders it was mentioned that the Family Planning Allowance for adoption of small family norms shall be admissible in future only to those Railway employees with not more than two surviving children. Subsequently, clarifications have been sought whether this allowance shall be admissible in those cases where the number of surviving children crosses this ceiling on account of birth of twins in second/ subsequent delivery [ies]. The issue has been considered and it is clarified that the benefit of Family Planning Allowance shall be admissible to Railway employees if twins are born after first surviving child and the number of surviving children crosses the ceiling of two children in second/subsequent delivery[ies].

SERIAL CIRCULAR NO. 193/02


Sub: Revision of designation.

Consequent upon the implementation of the recommendations of V CPC, a new scale of Rs.7450-11500/- was introduced for Ministerial staff in all departments (other than Accounts) and designated as Chief Office Superintendent vide Annexure to Board's letter No.PC-V/98/I/11/18 (A) dated 10.5.98. It has been brought to the notice of Board that the abbreviation COS being used for Chief Office Superintendent is creating confusion for the similar abbreviation COS being used for the Controller of Stores in Stores Department.

2. The matter was considered and it has been decided that wherever the abbreviation for Chief Office Superintendent is to be used, it should be used as "Ch.O.S." to avoid any confusion in the matter.
Copy of Board's letter No. E(MPP)2001/3/9 dt.19.9.2002 is published for information, guidance and necessary action. Board's letter dated 19.3.02 quoted therein was circulated as SC No. 57/02.


Sub: List of training centres on Indian Railways.

In continuation of Board's letter No. E(MPP)2001/3/19 dated 19.3.2002, Ministry of Railways have decided to include "BTC, Bhopal" renamed as "Technical Training Centre, Bhopal" under "Main Training Centre" after S.No.51 of the Annexure-I of Board's letter quoted above.

In view of the above the "Technical Training Centre/Bhopal" now figures at S.No.52.


MANUAL ON MANAGEMENT OF TRAINING (JUNE 1998)
ADVANCE CORRECTION SLIP NO.3/2002

Appendix-I of the Manual on Management of Training (Edition, 1998) may be replaced with the attached list.


Appendix-I of the Manual on Management of Training (Edition 1998) may be replaced with the attached list.

(Authority: Board’s letter No.E(MPP)/99/3/6 dated 10.7.2001)

<table>
<thead>
<tr>
<th>No.</th>
<th>Training Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Zonal Training. Centre/ Bhusawal/CR</td>
</tr>
<tr>
<td>2.</td>
<td>Zonal Training. Centre/ Bhuli/ER</td>
</tr>
<tr>
<td>3.</td>
<td>Zonal Training. Centre/Chandausi/NR</td>
</tr>
<tr>
<td>4.</td>
<td>Zonal Training. Centre/Muzaffarpur/NER</td>
</tr>
<tr>
<td>5.</td>
<td>Zonal Training. Centre/ADPJ/NFR</td>
</tr>
<tr>
<td>6.</td>
<td>Zonal Training. Centre/Trichy/SR</td>
</tr>
<tr>
<td>7.</td>
<td>Zonal Training. Centre/Moula-ali/SCR</td>
</tr>
<tr>
<td>8.</td>
<td>Zonal Training. Centre/Sini/SER</td>
</tr>
<tr>
<td>10.</td>
<td>Supervisors’ Training Centre/Jhansi/Cr</td>
</tr>
<tr>
<td>11.</td>
<td>Supervisors’ Training Centre/Kancheepuram/ER</td>
</tr>
<tr>
<td>12.</td>
<td>Supervisors’ Training Centre/Lucknow/NR</td>
</tr>
<tr>
<td>13.</td>
<td>Supervisors’ Training Centre/Gorakhpur/NER</td>
</tr>
<tr>
<td>14.</td>
<td>Supervisors’ Training Centre/New Bongaigon/NFR</td>
</tr>
<tr>
<td>15.</td>
<td>Supervisors’ Training Centre/Bangalore/SR</td>
</tr>
<tr>
<td>16.</td>
<td>Supervisors’ Training Centre/Secunderabad/SCR</td>
</tr>
<tr>
<td>17.</td>
<td>Supervisors’ Training Centre/Kharagpur/SER</td>
</tr>
<tr>
<td>18.</td>
<td>Supervisors’ Training Centre/Ajmer/WR</td>
</tr>
<tr>
<td>19.</td>
<td>S&amp;T Training Centre,Ghaziabad, NR</td>
</tr>
<tr>
<td>20.</td>
<td>S&amp;T Training Centre,Podanur, SR</td>
</tr>
<tr>
<td>21.</td>
<td>S&amp;T Training Centre,Sabarmati/WR</td>
</tr>
<tr>
<td>22.</td>
<td>S&amp;T Training Centre, KGP/SER</td>
</tr>
<tr>
<td>23.</td>
<td>S&amp;T Training Centre, Gorakhpur, NER</td>
</tr>
<tr>
<td>24.</td>
<td>S&amp;T Training Centre,Byculla, CR</td>
</tr>
<tr>
<td>25.</td>
<td>S&amp;T Training Centre,Liluah, ER</td>
</tr>
<tr>
<td>26.</td>
<td>S&amp;T Training Centre, Pandu, NFR</td>
</tr>
<tr>
<td>27.</td>
<td>S&amp;T Training Centre, Moula-ali,SCR</td>
</tr>
<tr>
<td>28.</td>
<td>S&amp;T Training Centre, Malda, ER</td>
</tr>
<tr>
<td>29.</td>
<td>Electrical TrainingCentre,Thakurli/CR</td>
</tr>
<tr>
<td>30.</td>
<td>Electrical Training Centre,Asansol/ER</td>
</tr>
<tr>
<td>31.</td>
<td>Electrical Training Centre,Kanpur/NR</td>
</tr>
<tr>
<td>32.</td>
<td>Electrical Training Centre,Ghaziabad/NR</td>
</tr>
<tr>
<td>33.</td>
<td>Electrical Training Centre,GKP/NER</td>
</tr>
<tr>
<td>34.</td>
<td>Electrical Training Centre,Avadi/SCR</td>
</tr>
<tr>
<td>35.</td>
<td>Electrical Training Centre,Vijayawada/SCR</td>
</tr>
<tr>
<td>No.</td>
<td>Training Centre</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>36.</td>
<td>Electrical Training Centre, Lallaguda/SCR</td>
</tr>
<tr>
<td>37.</td>
<td>Electrical Training Centre, Tatanagar/SER</td>
</tr>
<tr>
<td>38.</td>
<td>Electrical Training Centre, Rourkela/SER</td>
</tr>
<tr>
<td>39.</td>
<td>Electrical Training Centre, Baroda/WR</td>
</tr>
<tr>
<td>40.</td>
<td>Electrical Training Centre, Mahalaxmi/WR</td>
</tr>
<tr>
<td>41.</td>
<td>Civil Engineering Training Centre, Kanpur/NR</td>
</tr>
<tr>
<td>42.</td>
<td>Civil Engineering Training Centre, Allahabad/NR</td>
</tr>
<tr>
<td>71.</td>
<td>Civil Engineering Training Centre, Kachiguda, SCR</td>
</tr>
<tr>
<td>73.</td>
<td>Civil Engineering Training Centre, Guntakal, SCR</td>
</tr>
<tr>
<td>74.</td>
<td>Technical Training Centre/CLW/Chittarajan</td>
</tr>
<tr>
<td>75.</td>
<td>Technical Training Centre/DCW/Patiala.</td>
</tr>
<tr>
<td>76.</td>
<td>Technical Training Centre/DLW/Varanasi.</td>
</tr>
<tr>
<td>77.</td>
<td>Technical Training Centre/ICF/Perambur.</td>
</tr>
<tr>
<td>78.</td>
<td>Technical Training Centre/RCF/Kapurthala.</td>
</tr>
<tr>
<td>79.</td>
<td>Technical Training Centre/WAP/Bangalore.</td>
</tr>
<tr>
<td>52.</td>
<td>Technical Training Centre/Bhopal/C.Rly</td>
</tr>
<tr>
<td>55.</td>
<td>Jagjivan Ram RPF Training Centre/NR/Lucknow</td>
</tr>
</tbody>
</table>

**OTHER TRAINING CENTRES**

<table>
<thead>
<tr>
<th>No.</th>
<th>Training Centre</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>126.</td>
<td>Area Training Centre/Kalyan/Cr</td>
<td>Cr</td>
</tr>
<tr>
<td>127.</td>
<td>Area Training Centre/Jhansi/CR</td>
<td>CR</td>
</tr>
<tr>
<td>128.</td>
<td>Area Training Centre/Damoh/Cr</td>
<td>Cr</td>
</tr>
<tr>
<td>129.</td>
<td>Area Training Centre/Bhusaval/CR</td>
<td>Cr</td>
</tr>
<tr>
<td>130.</td>
<td>Area Training Centre/Ajni/CR</td>
<td>CR</td>
</tr>
<tr>
<td>131.</td>
<td>Area Training Centre/Kacheguda/SCR</td>
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</tr>
<tr>
<td>132.</td>
<td>Area Training Centre/Lower Parel/WR</td>
<td>WR</td>
</tr>
<tr>
<td>133.</td>
<td>Area Training Centre/Bandra/WR</td>
<td>WR</td>
</tr>
<tr>
<td>134.</td>
<td>Area Training Centre/Ajmer/WR</td>
<td>WR</td>
</tr>
<tr>
<td>135.</td>
<td>Area Training Centre/Bandikui/WR</td>
<td>WR</td>
</tr>
<tr>
<td>136.</td>
<td>Area Training Centre/Junagadh/WR</td>
<td>WR</td>
</tr>
<tr>
<td>137.</td>
<td>Area Training Centre/Kota/WR</td>
<td>WR</td>
</tr>
<tr>
<td>138.</td>
<td>Area Training Centre/Mhow/WRR</td>
<td>WR</td>
</tr>
<tr>
<td>139.</td>
<td>Area Training Centre/Baroda/WR</td>
<td>WR</td>
</tr>
<tr>
<td>140.</td>
<td>Area Training Centre/Valsad/WR</td>
<td>WR</td>
</tr>
<tr>
<td>141.</td>
<td>Basic Training Centre(C&amp;W)/Ajni/Cr</td>
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</tr>
<tr>
<td>142.</td>
<td>Basic Training Centre (C&amp;W)/Matunga/CR</td>
<td>CR</td>
</tr>
<tr>
<td>143.</td>
<td>Basic Training CentreC&amp;W/Mumbai/CR</td>
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</tr>
<tr>
<td>144.</td>
<td>Basic Training Centre (C&amp;W)/Bhusaval/CR</td>
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<tr>
<td>145.</td>
<td>Basic Training Centre (Elec.)/Matunga/CR</td>
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<tr>
<td>146.</td>
<td>Basic Training Centre(loco)/Bhusaval/CR</td>
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</tr>
<tr>
<td>147.</td>
<td>Basic Training Centre(loco)/Jhansi/CR</td>
<td>CR</td>
</tr>
<tr>
<td>148.</td>
<td>Basic Training Centre(C&amp;W)/Jhansi/CR</td>
<td>CR</td>
</tr>
<tr>
<td>149.</td>
<td>Basic Training Centre(loco)/Parel/CR</td>
<td>CR</td>
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<tr>
<td>150.</td>
<td>Basic Training Centre(Loco)/Jabalpur/CR</td>
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<td>151.</td>
<td>Basic Training Centre(Diesel)/Kurla/CR</td>
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<td>152.</td>
<td>Basic Training Centre/Mannmad/CR</td>
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<td>153.</td>
<td>Basic Training Centre/Nasik/CR</td>
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<td>154.</td>
<td>Basic Training Centre/Mew Katni/CR</td>
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<td>155.</td>
<td>Basic Training Centre/Jamalpur/ER</td>
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</tr>
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<td>156.</td>
<td>Basic Training Centre/Jodhpur/ER</td>
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<td>157.</td>
<td>Basic Training Centre/Bikaner/ER</td>
<td>ER</td>
</tr>
<tr>
<td>158.</td>
<td>Basic Training Centre(C&amp;W)/AMV/Lucknow/CR</td>
<td>NR</td>
</tr>
<tr>
<td>159.</td>
<td>Basic Training Centre(C&amp;W)/Amritsar/CR</td>
<td>NR</td>
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<tr>
<td>160.</td>
<td>Basic Training Centre/Jagadhari/CR</td>
<td>CR</td>
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<td>161.</td>
<td>Basic Training Centre/Gorakhpur/NER</td>
<td>NER</td>
</tr>
<tr>
<td>162.</td>
<td>Basic Training Centre/Izatnagar/NER</td>
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</tr>
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<td>163.</td>
<td>Basic Training Centre/Erode/CR</td>
<td>CR</td>
</tr>
<tr>
<td>164.</td>
<td>Basic Training Centre/Perambur/CR</td>
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</tr>
<tr>
<td>165.</td>
<td>Basic Training Centre/Guntapalli/SCR</td>
<td>CR</td>
</tr>
<tr>
<td>166.</td>
<td>Basic Training Centre/Hubli/SCR</td>
<td>SCR</td>
</tr>
<tr>
<td>167.</td>
<td>Basic Training Centre/Lallaguda/SCR</td>
<td>SCR</td>
</tr>
<tr>
<td>168.</td>
<td>Basic Training Centre/Vijayawada/SCR</td>
<td>SCR</td>
</tr>
<tr>
<td>169.</td>
<td>Basic Training Centre (C&amp;W)/Ajmer/WR</td>
<td>WR</td>
</tr>
<tr>
<td>170.</td>
<td>Basic Training Centre (C&amp;W)/Klower Parel/WR</td>
<td>WR</td>
</tr>
</tbody>
</table>
171. Basic Training Centre/Dhod/WR
172. Basic Training Centre/Kota/WR
173. Basic Training Centre (Loco)/Ajmer/WR

174. C&W Training Centre/Tikiapara/ER
175. C&W Training Centre/Dhanbad/ER
176. C&W Training Centre/Ambala/NR
177. C&W Training Centre/Ghaziabad/NR
178. C&W Training Centre/Allahabad/NR
179. C&W Training Centre/Amritsar/NR
180. C&W Training Centre/GMC/Kanpur/NR
181. C&W Training Centre/Rewari/NR
182. C&W Training Centre/Jagadhari/NR
183. C&W Training Centre/Lucknow/NR
184. C&W Training Centre/Miraj/SCR
185. C&W Training Centre/Dharwar/SCR

186. Permanent Way Training Centre/Dhanbad/ER
187. Permanent Way Training Centre/Mugalsarai/ER
188. Permanent Way Training Centre/Sadulpur/NR
189. Permanent Way Training Centre/Samil/NR
190. Permanent Way Training Centre/Allahabad/NR
191. Permanent Way Training Centre/Haridwar/NR
192. Permanent Way Training Centre/Jagadhari/NR
193. Permanent Way Training Centre/Jalandhar/NR
194. Permanent Way Training Centre/Jodhpur/NR
195. Permanent Way Training Centre/Lucknow/NR
196. Permanent Way Training Centre/Palghat/SR
197. Permanent Way Training Centre/Villupuram/SR

198. Transportation Training Centre/Ferozpur/NR
199. Transportation Training Centre/Jodhpur/NR
200. Transportation Training Centre/KIA/NR
201. Transportation Training Centre/Kurushetra/NR
202. Transportation Training Centre/Lucknow/NR
203. Transportation Training Centre/Shajahanpur/NR
204. Transportation Training Centre/Subedagany/NR
205. Transportation Training Centre/Erode/SCR
206. Transportation Training Centre/Villupuram/SCR
207. Transportation Training Centre/Shoranur/SR
208. Transportation Training Centre/Adra/SR
209. Diesel Drivers’ Training Centre/Jamalpur/ER
210. Electric Drivers’ Training Centre/Asansol/ER
211. Divisional Training Centre/Moradabad/NR
212. Diesel Traction Training Centre/New Katni/CR
213. Diesel Traction Training Centre/Patratu/ER
214. Diesel Traction Training Centre/Mughalsarai/NR
215. Diesel Traction Training Centre/AMV/Lucknow/NR
216. Diesel Traction Training Centre/BGKT/Jodhpur/NR
217. Diesel Traction Training Centre/Ludhiana/NR
218. Diesel Traction Training Centre/SSB/Delhi/NR
219. Diesel Traction Training Centre/TKD/Delhi/NR
220. Diesel Traction Training Centre/Gonda/NER
221. Diesel Traction Training Centre/Malda/NFR
222. Diesel Traction Training Centre/Guwahati/NFR
223. Diesel Traction Training Centre/Siliguri/NFR
224. Diesel Traction Training Centre/Ponnmalai/SR
225. Diesel Traction Training Centre/Kazipet/SCR
226. Diesel Traction Training Centre/Guntakal/SCR
Copy of Board's letter No. E(NG)I-2002/TR/19 dt.13.9.02 is published for information, guidance and necessary action. Board's letter dated 27.9.89 quoted therein was circulated as SC No. 212/89.

Copy of Board's letter No. E(NG)I-2002/TR/19 (RBE No.163/02) SC No.18 to MC No.24

Sub: Exemption from periodical transfers of SMs/ASMs posted at Way Side Stations involved only in train passing duties.

As the Railways etc. are aware, a comprehensive list of sensitive posts for the purpose of periodical transfers every four years was drawn by the Ministry of Railways and circulated under their letter No.E(NG)I/87/TR/34 (JCM/DC) dated 27.9.89.

2. The staff side in the DC/JCM meeting held on 26/27.8.2002 have demanded that SMs/ASMs posted at Way Side Stations involved only in train passing duties may be exempted from the purview of periodical transfers.

3. The matter has been considered by the Ministry of Railways and it has been decided that SMs / ASMs posted at Way Side Stations and involved only in train passing duties may be exempted from the purview of periodical transfers.

Accordingly, S.No.2 in item "J.Operating Department" in the Annexure to this Ministry's letter dated 27.9.89, may be read as under:

"2. Stations Masters/Assistant Station Masters except those working /posted as Cabin Station Masters and at Way Side/Crossing Stations involved only in train passing duties and not doing any commercial duties".

4. In the meeting, the staff side also pointed out that in the list of sensitive posts the Railways themselves make changes without any authority. It is clarified that the changes in the list of sensitive posts can be made only by the Ministry of Railways. It should be ensured that this is strictly complied with.
Copy of Board's letter No. F(E)I/2002/AL-29/1 dt.18.9.02 is published for information, guidance and necessary action. Board's letter dated 31.7.2002 quoted therein was circulated as SC No. 167/02.

Copy of Board's letter No. F(E)I/2002/AL-29/1 dt.18.9.02 (RBE No.158/02)

Sub: Grant of Washing Allowance to Canteen employees.

Consequent upon the Judgment of the Principal Bench of Hon'ble CAT, New Delhi, the provision relating to the pattern and scale of uniform/livery items have been reviewed by DOP&T.

2. Board have also decided that instructions issued by DOP&T regarding supply of uniform/Livery items may mutatis-mutandis be adopted on the Railways and accordingly instructions have been issued vide Board's letter No.E(W)2002 UNI-2 dated 31.7.2002 in this regard.

3. Pursuant to the above instructions it has been decided by the Board that following categories of Group 'D' staff in the statutory/non-statutory railway canteens, who are provided with free uniforms, as a functional requirement, should be granted Washing Allowance @ Rs.30/- p.m. subject to fulfillment of existing terms and conditions:-

iii) Bearer                  ii) Halwais, Asstt.Halwais, Cooks & Tea/Coffee Makers
iii) Dish Cleaners        iv) Sweepers.

These orders take effect from the date of issue.

Copy of Board's letter E(G)2002 CL 4/3 dt.5.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(G)2002 CL 4/3 dt.5.9.02 (RBE No155./2002).

Sub: New Flag Code of India-2002

The Ministry of Home Affairs had constituted a Committee to suggest the liberal use/display of the National Flag by Members of the general public. Based on the recommendation of the Committee, a New Flag Code of India - 2002 has been brought out. This new Flag Code has taken effect from 26th January, 2002.

The new Flag Code of India is divided into three parts. Part-I of the Code contains general description of the National Flag. Part-II is devoted to display of the National Flag by Members of the General public, private organizations, educational institutions, etc.

Extracts of Part-III of the new Flag Code of India-2002, which relates to Government Departments/Organisations/Functionaries, etc. are enclosed herewith. This may be brought to the notice of all concerned for compliance.

Copy of Board's letter No. 92/AC II/2/8 dt.23.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. 92/AC II/2/8 dt.23.9.02 dated (RBE No. - /2002).

Sub: Classification of encashment of leave salary - regarding.

At present payment towards encashment of leave salary at the credit of the Government servants at the time of their retirement/death/termination is charged to the head to which their salaries are charged prior to retirement/death etc. Controller General of Accounts/Ministry of Finance/Deprt. Of Expenditure in consultation with C&AG of India has taken a decision that this payment should be classified under Pensionary benefit. Accordingly it has been decided in consultation with DAI/Railways that payment towards encashment of leave salary to Railway servants shall be classified as Pensionary benefits and debited to
Minor Head 700 - Leave Encashment Benefits under Demand No.13 - Abstract “L” Provident Fund, Pension and Other Retirement Benefits as per ACS No.63 & 64 of FII (copies enclosed).

This will come into force w.e.f. 1.4.2002. Accordingly necessary adjustment may be made in the budgeting & expenditure.

**Indian Railway Finance Code Vol.II**  
**Classification of Revenue Expenditure**  

**Demand No.13 - Abstract “L” Provident Fund, Pension and Other Retirement Benefits.**

**Advance Correction Slip No.63.**

(iii) Substitute the existing Minor Head 700 Gratuities and Special contribution to provident fund and all Sub-Heads depicted below Minor Head 700 of Demand No.13 - Abstract “L” Provident Fund, Pension and Other Retirement Benefits as under:-

<table>
<thead>
<tr>
<th>Minor Head</th>
<th>Sub-Heads</th>
<th>Detailed Heads</th>
</tr>
</thead>
<tbody>
<tr>
<td>700 Leave Encashment Benefits</td>
<td>710 Leave encashment for Pension optees</td>
<td>710 Same</td>
</tr>
<tr>
<td></td>
<td>720 Leave encashment for other than pension optees</td>
<td>720 Same</td>
</tr>
</tbody>
</table>

(iv) Substitute the existing Minor Head 800 Contribution to Provident Fund and all the Sub-heads and Detailed Heads depicted below Minor Head 800 of Demand No.13 - Abstract “L” Provident Fund, Pension and Other Retirement Benefits as under:-

<table>
<thead>
<tr>
<th>Minor Head</th>
<th>Sub-Heads</th>
<th>Detailed Heads</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 Gratuities, Special contribution to Provident Fund and Contribution to Provident Fund.</td>
<td>810 Gratuities/Special contribution to Provident fund for good, efficient and faithful service on retirement under the age limit.</td>
<td>810 Same</td>
</tr>
<tr>
<td></td>
<td>820 Gratuities/Special contribution to Provident Fund for other good, efficient and faithful service on termination of service for other reasons</td>
<td>820 Same</td>
</tr>
<tr>
<td></td>
<td>830 Other gratuities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>840 Social expenditure gratuities to retrenched staff of all departments of the Railway.</td>
<td>830 Same</td>
</tr>
<tr>
<td></td>
<td>850 Special Security Payments - Deposit linked Insurance scheme for subscribers to SRPF.</td>
<td>840 Same</td>
</tr>
<tr>
<td></td>
<td>860 Bonus</td>
<td>850 Same</td>
</tr>
<tr>
<td></td>
<td>870 Arrears of interest on Government contribution credited to P.F. accounts of employees on confirmation with retrospective effect.</td>
<td>860 Same</td>
</tr>
<tr>
<td></td>
<td>880 Retirement benefits and Contributions payable on permanent absorption of Pensionable Railway servant, under a Government company/corporation.</td>
<td>871 Arrears of interest on Government contribution credited to Provident Fund accounts of employees on confirmation with retrospective effect.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>872 Employees Provident Fund inspection charges.</td>
</tr>
</tbody>
</table>

Authority: Ministry of Railways, Railway Board, New Delhi’s letter No.92/AC II/2/8 dated 23.9.02
Demand No.13 - Abstract “L” Provident Fund, Pension and Other Retirement Benefits.

Advance Correction Slip No.64.

(iii) Explanatory note given against the following sub/detailed heads has been replaced as under -

<table>
<thead>
<tr>
<th>Existing</th>
<th>New</th>
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</thead>
<tbody>
<tr>
<td>L 710 &amp; 720</td>
<td>L 810 &amp; L820</td>
</tr>
<tr>
<td>L 730</td>
<td>L 830</td>
</tr>
<tr>
<td>L 810</td>
<td>L 860</td>
</tr>
<tr>
<td>L 822</td>
<td>L 820</td>
</tr>
</tbody>
</table>

(iv) Insert the following new explanatory note below explanatory note to L 680 as under:

L 710 This head will record the payment on account of encashment of leave at credit of railway servants/pension optees at the time of retirement/death/termination etc. The payment of leave encashment of staff of Railway Audit at the time of retirement/death/termination etc. will also be booked under this head. The total expenditure under this sub head will be met from Railway Pension Fund.

L 720 This will record the payment of leave encashment on account of leave at credit of railway servants (other than Pension optees) at the time of retirement/death/termination etc. The payment on this account will be met from Revenue Working Expenses (i.e. will not be met from Railway Pension Fund).

SERIAL CIRCULAR NO. 199 /2002
Letter No. P [R] 436/IREM/V
Dated: 18 -10-2002

Copy of Board's letter No. E(NG)II/2001/RR-1/44 dt. 12-09-02 is published for information, guidance and necessary action. Board's letter dated 23.7.02 quoted therein was circulated as SC No. 144/02.

Copy of Board's letter No. E(NG)II/2001/RR-1/44 dt. 12-09-02 (RBE No.160/02)

CORRIGENDUM

Sub: Provision regarding filling up of posts in pursuance to implementation of post based roster.


***

The letter numbers "99-E(SCT)I/49/5(1) and "99-E(SCT)I/49/5(2)" mentioned in the authority in ACS No.134 circulated vide Board's letter under reference may be read as "95-E(SCT)I/49/5(1)" and "95-E(SCT)I/49/5(2)" respectively.

SERIAL CIRCULAR NO. 200 /2002
Letter No. P [R]182/IV
Dated: 18 -10-2002

Copy of Board's letter No. E(D&A)2000/GS 1-8 dt.3.9.02 is published for information, guidance and necessary action. Board's letter dated 29.4.02 quoted therein was circulated as SC No. 85/02.

Copy of Board's letter No. E(D&A)2000/GS 1-8 dt.3.9.02 (RBE No.150/02)

Sub: Sanction/intimation under Rule 15 of Railway Services (Conduct) Rules, 1966 for private trade or employment by the railway servant or members of his family.

In terms of sub-rule (1) of Rule 15 of Railway Services (Conduct) Rules, no railway servant shall, except with the previous sanction of the Government engage directly or indirectly in any trade or business, or negotiate for, or undertake any other employment. Also, in terms of sub-rule (3) of Rule 15 of Railway Services (Conduct) Rules, a railway servant is required to report to the Government if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency. For the purpose of these sub-rules, "Government" means the Railway Board in the case of all gazetted and non-gazetted staff in the railway.
Instances have come to notice wherein commercial activities are carried on from the railway quarters allotted to Railway Servants for residential purposes. In this connection instructions have already been issued under Board's letter No.E(G)2002 QR 1-3 dated 29.4.02 (RBE No.54/2002) clarifying, inter alia, that Railway accommodation allotted to a Railway servant is meant only for his/her bonafide use and cannot be used for any purpose other than residence. Hence, when a request is received from a Railway Servant seeking sanction of the government under sub-rule (1) of Rule 15 or when an intimation is given by him/her regarding business/Commercial activity by any member of his/her family under sub-rule (3) of Rule 15, he/she should also indicate the address from which the activity will be conducted. It should be ensured that such activity is not being conducted and/or will not be conducted from the government/railway accommodation. An undertaking to this effect may also be obtained from the Railway Servant concerned and enclosed with the proposal being sent to Railway Board for further necessary action.

SERIAL CIRCULAR NO. 201 /2002

Copy of Board's letter No. E(NG)I-98/PM1/17 dt.19.9.02 is published for information, guidance and necessary action. Board's letters dated 20.10.99 and 10.6.02 quoted therein were circulated as SC No. 320/99 and 117/02, respectively.

Copy of Board's letter No. E(NG)I-98/PM1/17 dt.19.9.02 (RBE No. -)

Sub: Guidelines for Personnel Officers and Members of Selection Boards Constituted for conducting selections for promotion to posts classified as 'Selection'.


2. In para 2.2 of the above Addendum/Corrigendum, the date "10.09.95" of the letter No.83/E(SCT)1/8/1 may be read as "10.9.85".

SERIAL CIRCULAR NO. 202/2002
Letter No.P(PT)487/V/97/Imp /Vol.II Date: 16-10-2002

Copy of the Railway Board's letter No.PC-V/97/11/18(B) dated 13-9-2002 along with its enclosure is published for information, guidance and necessary action. Board's letters dated 10-5-98 and 26-6-01 quoted therein were circulated as SC Nos. 131/98 & 133/01, respectively.


Sub: Pay scale for employees of Canteens (statutory and recognized Non-statutory) in the Railways and Production Units etc.

In pursuance of recommendations of Fifth Central Pay Commission, revised pay scales, with corresponding designations and percentage distribution of the posts of staff working in Railway Canteens were notified vide Board's letter of even number dated 10.5.98. Subsequently, pay scales of some of the categories of the canteen staff were further revised vide Board's letter No.PC-V/97/11/16 dated 26.6.2001 without making any corresponding revision of the designations. As a result, some incongruities in respect of designations of above categories of canteen staff have crept in. The matter has been considered and it has been decided to revise the existing designations of certain categories of canteen staff indicated in the annexure to Board's letter of even number dated 10.5.98, as in the table given below:

<table>
<thead>
<tr>
<th>Group II</th>
<th>S.No.</th>
<th>Existing Designation</th>
<th>Pay Scale (Rs.)</th>
<th>Revised Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assistant Halwai Gr.II</td>
<td>2650-4000</td>
<td>Assistant Halwai</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Halwai Gr.I</td>
<td>3050-4590</td>
<td>Halwai Gr.II</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Halwai Gr.II</td>
<td>3200-4900</td>
<td>Halwai Gr.I</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group III</th>
<th>S.No.</th>
<th>Existing Designation</th>
<th>Pay Scale (Rs.)</th>
<th>Revised Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Jr.Clerk</td>
<td>3050-4590</td>
<td>Clerk</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Manager Gr.II</td>
<td>3050-4590</td>
<td>Assistant Canteen Manager</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Assistant Manager Gr.I</td>
<td>3050-4590</td>
<td>Assistant Canteen Manager</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Manager Gr.III</td>
<td>3200-4900</td>
<td>Canteen manager Gr.II</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Manager Gr.I</td>
<td>4000-6000</td>
<td>Canteen manager Gr.I</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Manager Gr.I</td>
<td>4000-6000</td>
<td>Canteen Manager Gr.I</td>
<td></td>
</tr>
</tbody>
</table>
2. Accordingly, Group II and Group III of Annexure to Board's letter of even number dated 10.5.98 stand modified as indicated in the annexure to this letter.

3. Other terms and conditions contained in Board's letter of even number dated 10.5.98 remain unaltered.

**Annexure**

**CANTEEN STAFF**

**GROUP II**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Existing category</th>
<th>Revised Designations</th>
<th>New Scale</th>
<th>Equivalent Revised Scale</th>
<th>%age Distribution</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Asst.Cooks, Asst.Halwai Gr.II</td>
<td>Asstt.Cooks, Asst.Halwai Gr.II</td>
<td>800-1150</td>
<td>2650-4000</td>
<td>23%</td>
<td>The existing posts of Asst.Cooks in various grades and Asst.Halwai Gr.II are to be given a common revised scale of Rs.2650-4000 and 50% of posts in this grade to be filled by direct recruitment. Recruitment qualifications etc. remain unchanged.</td>
</tr>
<tr>
<td>2.</td>
<td>Cook Gr.II, Asst.Halwai Gr.I</td>
<td>Cook Gr.II, Halwai Gr.I</td>
<td>825-1200</td>
<td>3050-4590</td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Cook Gr.I, Halwai Gr.II</td>
<td>Cook Gr.I, Halwai Gr.I</td>
<td>950-1500</td>
<td>3200-4900</td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Halwai Gr.I</td>
<td>Halwai Gr.I</td>
<td>975-1540</td>
<td>3200-4900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Senior Cook</td>
<td>Senior Cook</td>
<td>1320-2040</td>
<td>4000-6000</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Master Cook (new scale)</td>
<td>Master Cook (new scale)</td>
<td>1400-2300</td>
<td>4500-7000</td>
<td>5%</td>
<td>Non-selection.</td>
</tr>
</tbody>
</table>

**GROUP III**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Existing categories</th>
<th>Revised designations</th>
<th>New Scale</th>
<th>Equivalent Revised Scale</th>
<th>%age Distribution</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Clerk,Cashier, Asst.Manager Gr.I</td>
<td>Clerk,Cashier, Asst.Canteen Manager</td>
<td>950-1540</td>
<td>3050-4900</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Store Keeper Gr.I, Accountant, Manager Gr.III</td>
<td>Store Keeper Gr.I, Accountant, Canteen Manager Gr.II</td>
<td>975-1540</td>
<td>3200-4900</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Manager II, Manager I</td>
<td>Canteen Manager Gr.I</td>
<td>1320-2040</td>
<td>4000-6000</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Sr.Manager</td>
<td>Sr.Canteen Manager</td>
<td>1600-2660</td>
<td>5000-8000</td>
<td>10%</td>
<td></td>
</tr>
</tbody>
</table>
Copy of Board's letter No. E(NG)I-2001/RE 3/9 dt.18.9.02 is published for information, guidance and necessary action. Board's letter dated 26.6.02 quoted therein was circulated as SC No. 122/02.

Copy of Board's letter No. E(NG)I-2001/RE 3/9 dt.18.9.02 addressed to GM/P/S.Rly and copied to GMs/All Indian Rlys. (RBE No.159/02). SC No. 5 to MC 25.

Sub: The persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 - Absorption in alternative employment of disabled/ Medically decategorised staff.


The points raised by the Railway in the above letter in connection with implementation of the Act in regard to absorption of disabled/medically decategorised employees in the same scale of pay are clarified as under:-

<table>
<thead>
<tr>
<th>Points</th>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Whether request of the employees refusing to take up alternative posts in the same grade involving transfer, for absorption in posts carrying lower scale of pay locally can be agreed to.</td>
<td>There is no objection to such requests being accepted provided the employee continues to enjoy the same scale of pay in which he was working on regular basis at the time of his medical decategorisation on the analogy of clarificatory instructions contained in this Ministry's letter No.E(NG)I-2001/RE3/5 dated 26.6.2002.</td>
</tr>
<tr>
<td>ii. Whether employees with less than 20 years of service opting to quite the Railways can be settled under rule 55 of Railway Services (Pension) Rules – 1993 duly taking 10 years as the minimum required qualifying service for pension and other benefits.</td>
<td>Yes, such cases can be settled in terms of Rule 55 of Railway Services (Pension) Rules, 1993 read with Rule 69(2)(b) of Rules ibid.</td>
</tr>
<tr>
<td>iii. How to deal with cases of employees who are offered alternative posts in the same grade but are unable to perform duties attached to the posts owing to their physical condition.</td>
<td>Since absorption in the alternative posts is as per the employees medical category as recommended by the appropriate Medical Authority, the question of his not being able to perform the duties attached to the post should not arise. However, if the tendency persists, the cases may be referred for review and simultaneously job counseling for adaptation to new jobs/tasks given.</td>
</tr>
</tbody>
</table>

Clarification on points at 2(ii) and 2(iii) above issue with the concurrence of the Finance and the Health Dtes. respectively of the Ministry of Railways.

SERIAL CIRCULAR NO. 204 /2002

Copy of Board's letter No. E(NG)I-2002/PM1/34 dt.16/23.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(NG)I-2002/PM1/34 dt.16/23.9.02 (RBE No.169/02)

Sub: Avenue of promotion to Announcers.

The staff side in the Departmental Council under the JCM Scheme have raised a demand that persons working as Announcers should be provided uniform avenue of promotion.

The matter has been considered carefully in the light of discussion in the DC-JCM meeting held on 26-27.8.2002. As the Railways are aware, usually staff working in Commercial cadres of ECRC, Commercial Clerks and Ticket Collectors are utilized as Announcers. In terms of the extant procedure such staff while working as Announcers on an ex-cadre basis continue to be considered for promotion in their parent cadre(s). Since they come from different cadres, there cannot be uniformity in their avenue of promotion, but it should be ensured that such staff are invariably considered for selection/promotion as per their seniority in their parent cadre(s). In isolated cases where, as an aberration, direct recruitment in the category of Announcers has been made, the Ministry of Railways desire that the incumbents should be provided position against direct
recruitment quota posts and thus linked with a relevant existing regular cadre for the purpose of further promotion, in consultation with the recognised unions.

It should also, however, be ensured that in future no direct recruitment as Announcers takes place.

SERIAL CIRCULAR NO. 205 /2002
Letter No. P [R]673/1 Dated: 25-10-2002

Copy of Board's letter No.E(MPP) 2001/19/6 dated 9.10.2002 is published for information, guidance and necessary action. Necessary proposal with finance concurrence for upgradation as called for in Board's letter may be submitted by the respective Training Managers of Zonal Railways to the Training Manager of Railway Board immediately.


Sub: Up-gradation and modernisation of Training Centres under SRSF.


** * * *

A Special Railway Safety Fund (SRSF) has been created to wipe out renewals of over-aged assets in the next 6 years time. For this purpose around Rs. 73.5 crores has been assigned for upgradation of training facilities in various training centres spread over all Indian Railways. In order to make effective use of the fund allotted, the Training Managers at Railway Board have been advised to consult the nominated Training Managers of zonal railways or Principals concerned to obtain information regarding actual requirement of the training centre and to prepare consolidated proposal for their departments keeping in view the limit of funds. This should be done as a special exercise and Railways need not wait for the annual exercise of PWP & Works Programme meetings etc.,

Board desire that the Training Managers of zonal railways in consultation with the Principals concerned may prepare a comprehensive proposal of the actual requirement for training centres mentioned at Sl.No.2 & 3 of para 2 of Board's letter referred above. The proposals may be duly vetted by the FA&CAOs and submitted to Training Managers of Railway Board as mentioned in para 8.2.3 of Manual of Management of Training.

Action in this regard may be initiated urgently and the information furnished within 20 days of the issue of this letter, as the proposals will have to be moved under "Other specified works" Plan head for the year 2003-04 or a supplementary budget, if need be.

This issues with the approval of the Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO.206 /2002

Copy of Board's letter No. E(W)2001 PS 5-8/10 dt. 26.9.02 is published for information, guidance and necessary action. Board's letter dated 31.1.02 quoted therein was circulated as SC No.37/02.

Copy of Board's letter No. E(W)2001 PS 5-8/10 dt. 26.9.02 (RBE No. 170/02)

Sub: Issue of identity cards to Railway Pensioners.

Specimen format for issue of identity cards to retiring/retired employees have been prescribed vide Board's letter of even number dated 31.1.2002. It has further been decided by Board that 'RELHS Card No.' and 'date of appointment' may also be included in the format in appropriate place to make the identity card more informative. Accordingly, the format may be revised as per the specimen enclosed.

Railways who have already got printed/specimen in the old format, may print the new format after the old stock is over.

FRONT
PENSIONER'S IDENTITY CARD

GOVERNMENT OF INDIA

MINISTRY OF .................RAILWAY

Space for Name: 
Photograph Res. Address 
Telephone No. 
Blood Group 

No.
Copy of Board's letter No. E(P&A)II-2000/RS-21 dt. 26.9.02 is published for information, guidance and necessary action. Board's letter dated 17.7.81 quoted therein was circulated under letter No. P/69/TP/III dated 28-7-81.

Copy of Board's letter No. E(P&A)II-2000/RS-21 dt. 26.9.02 (RBE No.172/02)

Sub: Co-drivers for Rajdhani Expresses and 'High Speed Trains' –

The issue regarding provision of Co-drivers for Rajdhani Expresses and trains classified as 'High Speed trains' by the Board on the basis of norms contained in para 3.22(iv) of letter No.E(P&A)II-80/RS-10 dated 17.7.1981 has been under consideration of the Board.

In modification of the instructions contained in Board's letters dated 1.1.1987 & 24.8.2000 ibid, it has now been decided that the level of co-driver in Rajdhani train will be in the same grade as that of the main driver (Mail Driver in grade Rs.6000-9800) while the co-driver of the 'High Speed' trains will be Sr.Passenger Driver/Passenger Driver in grade Rs.6000-9800/Rs.5500-9000 in respect of those sections where the following conditions are fulfilled:-

e) The maximum permissible speed should not be less than 110 kms/per hour in the case of broad gauge and 100 kms/per hour in the case of metre gauge.

f) The aforesaid limits of maximum permissible speed should obtain over at least 50% of the run of the train for the respective sections; section for this purpose would be determined on the basis of crew changing points, from 'signing on' of the crew to the 'signing off' point.

g) The average speed should not be less than 66 kms/per hour on broad gauge sections and 60 kms/per hour on metre gauge sections; and

h) The minimum distance between terminals of the train should be 400 kms on broad gauge and 300 kms on metre gauge sections.

For sections where the Rajdhani Expresses and trains classified as 'High Speed trains' do not fulfill the above conditions, the co-driver will be only a Diesel/Electric Assistant.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Copy of Board's letter No. E(G)2002 EM1/1 dt. 26.9.02 is published for information, guidance and necessary action

Copy of Board's letter No. E(G)2002 EM1/1 dt. 26.9.02 E(G)2002 EM1/1 dt. 26.9.02 (RBE No.173/02)

Sub: Amendment of State Railway Provident Fund Rules.

Advance Correction Slip No.86

Chapter – 9 State Railway Provident Fund Rules.

3. Sub-Rule 7 of Rule 913 may be deleted.

4. Sub rules-8,9 and 10 may be re-numbered as sub-rules 7,8 and 9.


SERIAL CIRCULAR NO. _209_ /2002

Copy of Board's letter No. E(P&A)I-2001/CPC/LE-6 dt.30.9.02 is published for information, guidance and necessary action. Board's letter dated 9.8.02 quoted therein was circulated as SC No. 64/02.

Copy of Board's letter No. . E(P&A)I-2001/CPC/LE-6 dt.30.9.02 (RBE No.176/02)

Sub: Grant of Hospital leave to the kidnapped railway employees during their hospitalization/medical treatment.


In continuation of Board's letter of even number dated 9.8.2002 on the above subject it is clarified that the leave to be granted by the Competent Authority under the provisions contained in Rule 552 & 553 – R-I of Indian Railway Establishment Code, Vol. I, 1985 Edition (1995 Reprint Edition) is for treatment of the kidnapped Railway employee subject to physical/mental stress and not for the duration he remained captive.

SERIAL CIRCULAR NO. _210_ /2002

Copy of the Railway Board's letter No.PC-V/97/I/EC/1(Pt.1) dated 21.6.2002 on the above subject is sent herewith for information, guidance and necessary action.


Sub: Amendment to the Railway Services (Revised Pay) Rules 1997.

.....

G.S.R. 433 (E) – In exercise of the powers conferred by the proviso of Article 309 of the Constitution, the President hereby makes the following rules in Amendment to the Railway Services (Revised Pay) Rules,1997 namely:-

1. These rules may be called Railway Services (Revised Pay) Amendment Rules,1996.

2. They shall be deemed to have come into force on the first day of January,1996.

2. Sub-para (ii) below Note 5 in the First Schedule to the Railway Services (Revised Pay) Rules,1997 may be substituted by the following -

(ii) For the year 2002 the number of posts to be operated in the revised scale S-15 (Rs.8000-13500) will be determined in reference to the group 'B' Accounts Officers on roll including the group 'B' Accounts Officers officiating in senior scale on ad hoc basis, as on 1st day of January,2002 and as on 1st day of July, 2002 and for subsequent years as on 1st day of January and 1st day of July of each such subsequent year.

Foot Note:
(i) Original Railway Services (Revised Pay) Rules,1997 vide GSR No.584(E) dated 8.10.1997
(ii) Railway Services (Revised Pay) Amendment Rules,1997 vide GSR No.69(E) dated 5.2.1998
(iii) Corrigendum to Railway Services (Revised Pay) Rules ,1997 vide GSR No.72(E) dated 9.2.1998
Copy of Board's letter No. PC/III/91-FP-2 dated 8-10-02 is published for information, guidance and necessary action. Board's letter dated 31-5-2002 quoted therein was circulated as SC No. 105/2002.

Copy of Board's letter No. PC/III/91-FP-2 dated 8-10-02 (RBE No. 183/2002)

Sub: Annual Reviews for percentage distribution of posts in Group C & D Categories on Railways.

In terms of instructions contained in Board's letter of even number dated 31-5-2002, the Annual Reviews for grade wise percentage distribution of posts in force were restored w.e.f. 01-04-2002.

On representation from both the Federations, the matter has been reviewed and it has now been decided that the instructions contained in Board's letter of even number dated 31-5-2002 may be kept in abeyance till 31-3-2003. The Annual Reviews will now be conducted w.e.f. 1-4-2003 taking into account the cadre strength as on 1-4-2003.

Copy of Board's letter No. E(P&A)II-83/R-10 dt. 9.10.02 is published for information, guidance and necessary action. Board's letters dated 25.11.93 quoted therein was circulated under letter No. P(R)535 dated 7.1.93.

Copy of Board's letter No. E(P&A)II-83/R-10 dt.9.10.02 (RBE No.180/02)

Sub: Filling up posts of Loco Inspectors.

An instance has been brought to the notice of the Board that in a selection held for filling up vacancies of Loco Inspectors on one of the Railways, a candidate though a Passenger Driver was not having 3 years of foot-plate experience. The issue has been examined by the Board. In view of the duties to be performed by Loco Inspectors, adequate foot-plate experience for them is considered necessary. It has, therefore, been decided that henceforth, Goods/Sr.Goods Drivers, Passenger/Sr. Passenger Drivers and Mail/Express Drivers having a minimum combined three years foot-plate experience as Goods/Sr. Goods Drivers, Passenger/Sr. Passenger Drivers/Mail/Express Drivers would only be considered for the post of Loco Inspectors.

Accordingly, item Nos. (i) & (ii) of Para 3.4 of letter No.E(P&A)II-83/RS-10 dated 25.11.1992 and item No.(I) of Para 1 of letter No.E(P&A)II-83 RS-10(iv) dated 16.5.1996 would stand modified to the above extent. The above modification will not be applicable in cases where selection process has already been initiated in terms of the instructions contained in Board's letter dated 25.11.1992 ibid.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

Copy of Board's letter No. F(E)III/95/PN1/1 dt. 26.9.02 is published for information, guidance and necessary action. Board's letters dated 15.6.61 & 7.4.95 quoted therein was circulated as SC No. 261/67 and 60/95, respectively.

Copy of Board's letter No. F(E)III/95/PN1/1 dt.26.9.02 (RBE No. 171/2002 )

Sub: Permanent transfer of Railway servants to Government Companies/Corporations – Grant of retirement benefits to permanent Railway servants on absorption prior to 21.9.67.

In terms of para 4 of the Board's letter of even no. dated 7.4.95, which was based on DOP&PW's Office Memorandum No.4(6)/85-P&PW(D) dated the 3rd Jan. 1995, CPF benefits received in terms of Ministry of Railways letter dated 15.6.61 were to be refunded by the said employee to the Railway/Government together with interest at the rate applicable to SRPF accumulations on the date of such refund and calculated in the same manner as interest on SRPF is worked out.

The above provision had been subject of litigation in various Courts. The CAT, Principal Bench, in its judgement in one such case, quashed and set aside the above provision regarding the manner and rate of interest at which the amount is refundable. The CAT ordered further that simple interest @ 6% or rate applicable to GPF/SRPF accumulation during the particular year, whichever is less for that year on the refundable amount from the date of payment under letter dt. 15.6.61 till the date when the refund is made, should be charged from the concerned employee. High Court of Delhi upheld the said judgement.
In the appeal filed in the Madras High Court against a similar judgement of CAT, Madras, the High Court inter-alia observed that it is only equitable that if the Govt. is to have interest on the Provident Fund amount, which the employees had received at the time they left the Govt. service, the Govt. also should pay interest on the pension which, according to its own policy it was required to pay to those employees for the period of delay in disbursing that pension.

The modalities of implementing the above stated judgement of the high Court of Delhi were under active consideration of the Government in the DOP&PW in consultation with Ministry of Finance. The President is now pleased to decide that SRPF benefits received in terms of Ministry of Railways letter dt.15.6.61 will have to be refunded by the said employee to the Railway with interest @ 6% or rate applicable for SRPF accumulations during that particular year, whichever is less. Interest on arrears becoming due to an absorbee shall be payable either from 1.4.95 or 3 months from the date of submission of claim of the absorbee, whichever is later. The rate of interest would be 6% or the rate of interest applicable to SRPF accumulations during the particular year, whichever is less.

The pension sanctioning authority, where the absorbed employee was employed prior to absorption, will have to work out the interest on the SRPF accumulation to be refunded by the concerned employee received by him in terms of Ministry of Railways' letter dated 15.6.61 in accordance with the above provisions. Wherever higher rate of interest has been charged on SRPF accumulation from the concerned absorbee, the excess amount charged from him shall be refunded to the concerned employee.

SERIAL CIRCULAR NO. 214/2002

Copy of Board's letter No. E(NG)II/2002/RR-1/50 dt.8.10.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(NG)II/2002/RR-1/50 dt.8.10.02 (RBE No.184/02 ) addressed to CM/RRB/CST, Mumbai, copied to GM's All Indian Railways.

Sub: Recognition of National Trade Certificate of Basic Training/Proficiency.

A reference has been received from Ministry of Labour, Government of India, stating that certificates awarded by Model Industrial Training Institute, Haldwani /Jodhpur/ Calicut/ Choudwar are not being treated as equivalent to ITI as in the case of Shri Rameshwar Dayal who had appeared for the post of Diesel/Electric Assistant in the selection held against Employment Notice No.2/2000.

In this connection attention is invited to Ministry of Labour's letters No. DGET-5/7/83-TC (dated 31.10.1983 and No.DGET-6/(3)/83-CD dated 7.2.1984 (copied enclosed), wherein the "Nation Trade Certificate" of one year Basic Training as also the "Proficiency Certificate" is specified modules awarded to successful trainees under restructured training pattern of Craftsmen Training Scheme have been recognised for the purpose of recruitment to services under Government of India and the equivalence between various disciplines under Restructured Pattern and Conventional Pattern of Craftsmen Training Scheme (i.e. ITIs).

The eligibility of Shri Rameshwar Dayal for recruitment to the post of Diesel/Electric Assistant may be considered in the light of the position clarified above.

SERIAL CIRCULAR NO. 215/2002
Circular letter No. P(PC)487/V/97/DA dt. 01-11-02

Copy of Board's letter No.PC-V/97/1/7/14 dated 1-11-2002 is published for information guidance and necessary action.

Board's letters dated 16-10-97 & 01-04-02 quoted therein were circulated as SC Nos. 171/97 & 54/2002 respectively.

The payment of honorarium may be arranged by the Division/Unit concerned with the due verification/concurrence of the Associated Accounts after obtaining Administrative sanction at the units level and there is no necessary for sending the proposal to Headquarters for this purpose.

Copy of Board's letter No.PC-V/97/1/7/14 dated 1-11-2002 (PC-V/356, RBE No.199/02).

Sub:Payment of Dearness Allowance to Railway Employees - Revised Rates effect from -1.7.2002.

Reference to this Ministry's letter of even number dated 24-9-2001 (S.No.PC-V/334, RBE No.40/2002) on the subject mentioned above. The President is pleased to decide that the Dearness Allowance payable to Railway employees with effect from 1st July, 2002 shall stand modified as follows:

<table>
<thead>
<tr>
<th>Date from which payable</th>
<th>Rate of Dearness Allowance per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.07.2002</td>
<td>52% of pay</td>
</tr>
</tbody>
</table>

The provisions contained in Paras-3 and 4 of this Ministry's letter No.PC-V/97/1/7/14 dated 16.10.1997 (S.No.PC-V/3, RBE No.139/97) shall continue to be applicable, while regulating Dearness Allowance under these orders.
The additional instalment of Dearness Allowance payable under these orders shall be paid in cash to all Railway employees. The arrears may be charged to the salary bill for April, 2002.

The payment on account of Dearness Allowance involving fraction of 50 paise and above may be rounded off to the next higher rupee and the fractions of less than 50 paise may be ignored.

**SERIAL CIRCULAR NO.216/2002**

Copy of Railway Board's letter No.PC-V/97/I/RSRP/1 dated 3.10.2002 is published for information, guidance and necessary action.


Sub: Amendment to the Railway Services (Revised Pay) Rules 1997.


Railway Board's Notification No.S.No.PC-V/350, RBE No.143/2002

G.S.R.589(E)- In exercise of the powers conferred by the proviso of Article 309 of the Constitution, the President hereby makes the following rules in Amendment to the Railway Services (Revised Pay) Rules, namely –

1. (1) These rules may be called Railway Services (Revised Pay) Amendment Rules,2002.
   (3) They shall be deemed to have come into force on the first day of January, 1996.

4. The new elongated pay scale of Rs.2610-60-2910-65-330-70-4000 may be inserted as S-2A in replacement of the pre-revised pay scale of Rs.775-12-871-14-955-15-1030-20-1150 in the first schedule of Gazette Notification G.S.R. 584 (E) dated 8.10.97.

5. In modification of Note 1 below Rule 7 of the Railway Services (Revised Pay) Rules,1997, the pay of all Group 'D' employees in the Railway Board Secretariat in the pre-revised pay scale of Rs.775-12-871-14-955-15-1030-20-1150 on or before 1.1.96 shall be fixed in the S-2A scale of pay of Rs.2610-60-2910-65-330-70-4000. Re-fixation of pay with effect from Ist January, 1996 in the S-2A scale of pay would result, in a few cases, in the pay of employees being lower than what had already been fixed in terms of Note 1 below Rule 7 of RSRP Rules,1997. In order to ensure that pay fixation in the elongated scale, the Personal Pay being absorbed in future increments.

Explanatory memorandum

The Railway Services (Revised Pay) Amendment Rules,2002 have been made to implement the recommendations made by the Fifth Central Pay Commission with respect to pay scales of Group D services/Posts. They are being given retrospective effect from Ist January, 1996. It is certified that the retrospective effect being given to these rules will not affect adversely any employee to whom these rules apply.

Note:

**SERIAL CIRCULAR NO. 217 /2002**

Copy of Board's letter No. E(D&A)2000 RG 6-30 dt.23.9.02 is published for information, guidance and necessary action. Board's letter dated 16.5.01 quoted therein was circulated as SC No. 126/01.

Copy of Board's letter No. E(D&A)2000 RG 6-30 dt.23.9.02 (RBE No.167/02)

Sub: Procedure for non-CVC vigilance cases pertaining to Group 'C' and Group 'D' employees – Consultation with vigilance regarding.

Attention is invited to Board's letter of even no. dated 16.5.2001 on the above subject. This letter inter alia provides that if in a case Vigilance has recommended imposition of a major penalty and the Disciplinary Authority proposes to exonerate or impose a minor penalty, the Disciplinary Authority would first record his provisional order and then consult Vigilance Organisation once. Likewise, where a major penalty has been imposed by the Disciplinary Authority in agreement with the recommendation of the Vigilance but the appellate/revisory authority proposes to exonerate or impose a minor penalty, the
apellate/revisionary authority would first record provisional decision and consult the Vigilance Organisation once. After such consultation, the disciplinary/appellate/revisionary authority, as the case may be, is free to take final decision in the matter.

Board has considered the matter further and has decided that the procedure brought out above will be followed in those cases also where the vigilance has recommended imposition of a 'Stiff Major Penalty' namely compulsory retirement/removal/dismissal from service, but the Disciplinary/Appellate/Revisionary Authority, as the case may be, wishes to disagree and proposes to impose any of the other major penalties.

**SERIAL CIRCULAR NO. _218 /2002_**  
Letter No. PR227/XIII Dated: 14-11-2002

Copy of Board's letter No. E(D&A)2002/RG 6-27 dt. 24.9.2002 is published for information, guidance and necessary action. Board's letters dated 3.3.78, 20.1.86 and 21.2.92 quoted therein were circulated as SC No. 45/78, letter No. P[RJ227/Con/III dt. 10-3-86 and SC No. 35/92, respectively.

Sub: Need for issuing 'Reasoned' and Speaking Orders by Disciplinary/Appellate Authority in Discipline and Appeal cases.

CAT/Allahabad Bench have brought to notice of this Ministry, a disciplinary case handled on a railway, where the tribunal have to quash the orders of both the Disciplinary and Appellate Authorities because these orders were cryptic and non speaking ones. The judgement of the CAT brings out that the order of the Appellate Authority in the case was practically a single line order stating that the 'grounds of appeal are unsatisfactory and punishment stands'. Further, the Tribunal pointed out that the orders of the Disciplinary Authority were also issued on a printed form where not only a few lines were left for the Disciplinary Authority to record the reasons for its orders, but it was also printed on this form that – 'I do not find your representation to be satisfactory due to the following reasons……I, therefore, hold you guilty of the charges'. This printed form was considered highly objectionable by the Tribunal as it pre-empts that all explanations submitted by the charged official shall be found to be unsatisfactory irrespective of what the charged official states in his defence. The Tribunal also observed that the referred case is not an isolated one and there is a general trend on the railways not to pass detailed speaking orders while imposing punishments or while disposing of appeals/revision against the punishments.

It is advised that while exercising disciplinary powers, the Disciplinary and Appellate Authorities etc perform quasi-judicial functions. The need for passing 'reasoned and speaking orders' by them thus hardly needs to be emphasized. Attention in this connection is also invited to Board's letters No.E(D&A)78 RG 6-11 dated 3.3.78, No.E(D&A)86 RG 6-1 dated 20.1.86, No.E(D&A)86 RG 6-4 dated 5.8.88 and E(D&A)91 RG 6-122 dated 21.2.92 in which the need for Disciplinary/Appellate Authorities to issue self-contained 'speaking' and 'reasoned' orders was impressed upon. Instructions contained in these letters should be widely circulated on your railway and their compliance ensured in future cases. Railways should also forthwith discontinue the practice, if any, on their system of passing disciplinary orders in printed forms as these printed forms militate against the very concept of passing of "reasoned and speaking orders' in disciplinary cases.

**SERIAL CIRCULAR NO. _219 /2002_**  

Copy of Board's letter No. E(P&A)II-2002/PLB-4 dt. 27.9.02 is published for information, guidance and necessary action. Board's letters dated 20.9.02 quoted therein was circulated as SC No. 180/02.

Respective Divisions/Production Units etc. are advised to confirm that payment of PLB has been made strictly in accordance with the extant instructions on the subject.

Copy of Board's letter No. E(P&A)II-2002/PLB-4 dt. 27.9.02 (RBE No.174/02)  

The President is pleased to sanction Productivity Linked Bonus (PLB) to all non-gazetted Group 'B', 'C' & 'D' Railway employees (excluding all RPF/RPSF personnel) without any ceiling on wages for eligibility, equivalent to 59 (fifty nine) days wages for their performance during the financial year 2001-2002. Where wages exceed Rs.2500/- per month, PLB will be calculated as if 'wages' are Rs.2500/-p.m.

In the revised (Fifth Central Pay Commission) Scales of pay, 'wages' for the purpose of PLB actually drawn during the financial year, shall include 'pay' as defined in Rule 103(35)/R-1(1985 Edition) and dearness allowance sanctioned in the revised scales during the financial year 2001-2002. In the case of Running Staff the term 'pay' shall include 30% of pay constituting the pay element in Running Allowance payable on leave salary. Other conditions such as method of calculation of wages etc. as prescribed in this Ministry's instructions and clarifications from time to time, shall remain unchanged.

It has been decided that in the case of eligible employees mentioned in Para 1 above who were not placed under suspension, or had not quit service/retired/expired during the middle of the financial year 2001-2002 or were on leave where
leave salary admissible is not less than that admissible on leave on average pay, may be paid an amount of Rs.4849/- towards Productivity Linked Bonus for the financial year 2001-2002. In the case of employees other than those mentioned above the amount of Productivity Linked Bonus may be calculated in accordance with the extant instructions on the subject, with particular reference to the instructions contained in Board's letter No.E(P&A)II-2001/PLB-14 dated 20.9.2002.

The Ministry of Railways have also decided that in relaxation of the provisions in Rules 905(2), 908 and 909 of State Railway Provident Fund Rules, as contained in Chapter 9 of R.I/1985 edition, such of the subscribers to the SRPF as are entitled to Productivity Linked Bonus may, if they so desire, deposit the whole or part of the amount admissible under the Scheme in their respective State Railway Provident Fund Accounts.

Payment of Productivity Linked Bonus to all non-gazetted Group 'B', 'C' & 'D' Railway employees may be made immediately.

CPO and FA&CAO of the respective Zonal Railway/Production units etc may confirm that payment of PLB has been made strictly in accordance with the extant instructions on the subject. Necessary action may also please be taken for computerization of Productivity Linked Bonus bills.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

**SERIAL CIRCULAR NO. 220 /2002**


Copy of Board's letter No. E(W)2000 PS 5-1/21 dt.26.9.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(W)2000 PS 5-1/21 dt.26.9.02 (RBE No.175/02)

Sub: Issue of Bronze Metal Pass/Card Pass to below JAG Officers with All India validity.

... As per extant instructions Bronze Metal pass/Card pass with All India validity to below JAG officers/staff are not to be issued by Railway Administration. In case of exigency only Card Pass for journey between the stations and for the period mentioned in such Card Pass is to be issued. It has, however, come to the notice of Board that certain Railways and Production Units are issuing card pass with All India validity to below JAG with the approval of concerned HODs.

The entire issue in this connection has been reviewed by Board and it has been decided that Card Passes with All India validity may be issued to below JAG officers in the entitled class, with the personal approval of General Manager. The power may be exercised very rarely and judiciously on merit of each case and should not be delegated further.


This issues with the concurrence of Finance Directorate of Ministry of Railways.


The following note may be inserted after item (g) (2), under Schedule-I (Duty Pass) on page 7 of Railway Servants (Pass) Rules, 1986, (2nd Edition, 1993).

**Note:** Notwithstanding the above provisions, Card Passes with all India validity, may be issued to below JAG officers/staff with the personal approval of General Manager, on merit of each case. This power may be exercised very rarely and judiciously and should not be delegated further.


**SERIAL CIRCULAR NO. 221 / 2002**


Copy of Board's letter No. E(NG)II/99/RR-1/98 dt.3.10.02 is published for information, guidance and necessary action. Board's letter dated 10.10.2001 quoted therein was circulated as SC No. 230/01.

Copy of Board's letter No. E(NG)II/99/RR-1/98 dt.3.10.02 (RBE No.179/02)

**CORRIGENDUM**
Sub: Rules for recruitment in Family Welfare Organisation of Health Department.

The scale of 'Rs.5000-8000' mentioned for the post of Compilation Clerk in para 167A (3) in ACS No.126 circulated vide Board's letter under reference, may be read as 'Rs.4500-7000'.

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SERIAL CIRCULAR NO. _222 /2002
Letter No. P [R]673/1 Dated: 18 -11  -2002

Copy of Board's letter No. E(MPP)98/3/8 dt.9.10.02 is published for information, guidance and necessary action.

Copy of Board's letter No. E(MPP)98/3/8 dt.9.10.02 (RBE No.182/02)

Sub: Approved modules for stage-wise training of Loco Running Staff.

In continuation of Board's letter of even number dated 20.1.2000 issued under RBE No.11/2000, Mechanical Directorate in Board's Office have suggested amendments with a view to upgrade the driving skill of Running Staff. Accordingly the existing syllabus for Train Dynamics course has been amended suitably without changing the total duration of the course as shown below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Stage Description</th>
<th>Course No.</th>
<th>Train Dynamics course added</th>
<th>Total duration of course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Promotional course from Asst. Diesel driver to Goods driver.</td>
<td>Loco RNG-4</td>
<td>5 days</td>
<td>12 weeks</td>
</tr>
<tr>
<td>2.</td>
<td>Promotional course from Goods driver to Passenger driver</td>
<td>Loco RNG-5</td>
<td>5 days</td>
<td>8 weeks</td>
</tr>
<tr>
<td>3.</td>
<td>Refresher course for Asst. Diesel Drivers (Diesel)</td>
<td>Loco RNG-8</td>
<td>1 day</td>
<td>3 weeks</td>
</tr>
<tr>
<td>4.</td>
<td>Refresher course for all diesel driver (except Asst. Drivers)</td>
<td>Loco RNG-8</td>
<td>2 days</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

The revised Training Modules and course content of Train Dynamics are enclosed. The same may be incorporated in the syllabus for running staff. Adequate copies may be made and distributed to the concerned training centres of your Railway.

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DEPARTMENT: MECHANICAL
ACTIVITY CENTRE: STATION;/TRAIN TRADE: DIESEL DRIVERS

STAGE: Promotional Course from Asst. Diesel Driver to Goods Driver

TECHNICAL QUALIFICATION DURATION: 12 WEEKS (72 WORKING DAYS)

<table>
<thead>
<tr>
<th>MOD NO.</th>
<th>DESCRIPTION</th>
<th>DURATION (DAYS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNG-101</td>
<td>Types of Freight locos, its functioning</td>
<td>1</td>
</tr>
<tr>
<td>RNG-102</td>
<td>Functioning of Compressors, Governors, Air Maze, etc.</td>
<td>1</td>
</tr>
<tr>
<td>RNG-103</td>
<td>Fuel System</td>
<td>2</td>
</tr>
<tr>
<td>RNG-104</td>
<td>Water Cooling System</td>
<td>2</td>
</tr>
<tr>
<td>RNG-105</td>
<td>Lube Oil System</td>
<td>2</td>
</tr>
<tr>
<td>RNG-106</td>
<td>Gauges, OST, ECC, FTTM, Blower, etc.</td>
<td>1</td>
</tr>
<tr>
<td>RNG-107</td>
<td>Brake systems</td>
<td>2</td>
</tr>
<tr>
<td>RNG-108</td>
<td>Fundamentals of Generators, Motors and Alternators</td>
<td>3</td>
</tr>
<tr>
<td>RNG-109</td>
<td>Auxiliary Control &amp; Pilot CKT</td>
<td>1</td>
</tr>
<tr>
<td>RNG-110</td>
<td>Relays</td>
<td>2</td>
</tr>
<tr>
<td>RNG-111</td>
<td>Switches on locos</td>
<td>2</td>
</tr>
<tr>
<td>RNG-112</td>
<td>Air Brake System</td>
<td>2</td>
</tr>
<tr>
<td>RNG-113</td>
<td>Filling up various forms like Fuel, Tripp, etc.</td>
<td>1</td>
</tr>
<tr>
<td>RNG-114</td>
<td>Safety items of loco and safety equipment</td>
<td>4</td>
</tr>
<tr>
<td>RNG-115</td>
<td>Trouble Shooting of Mech. &amp; Elect. Components</td>
<td>4</td>
</tr>
<tr>
<td>RNG-116</td>
<td>Train dynamics issues</td>
<td>5</td>
</tr>
<tr>
<td>RNG-36</td>
<td>GR &amp; SR</td>
<td>3</td>
</tr>
<tr>
<td>RNG-37</td>
<td>Stations</td>
<td>2</td>
</tr>
<tr>
<td>RNG-38</td>
<td>System of Working</td>
<td>2</td>
</tr>
<tr>
<td>RNG-39</td>
<td>Signals</td>
<td>2</td>
</tr>
<tr>
<td>RNG-40</td>
<td>Defective signals</td>
<td>2</td>
</tr>
<tr>
<td>RNG-41</td>
<td>OPT forms</td>
<td>2</td>
</tr>
<tr>
<td>RNG-42</td>
<td>Whistle Codes</td>
<td>2</td>
</tr>
<tr>
<td>RNG-43</td>
<td>Working of trains</td>
<td>2</td>
</tr>
<tr>
<td>RNG-44</td>
<td>Engineering Signals</td>
<td>2</td>
</tr>
<tr>
<td>RNG-45</td>
<td>Abnormal Working</td>
<td>2</td>
</tr>
<tr>
<td>RNG-46</td>
<td>Shunting</td>
<td>2</td>
</tr>
<tr>
<td>RNG-47</td>
<td>Accident</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Simulator Training*</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Loco Handling with LI</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Discussion/Examination &amp; viva voce</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>72 Working Days</td>
</tr>
</tbody>
</table>

* To be substituted by Line Training with LI in case simulator training facilities are not available.

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### RNG-116

#### PROMOTIONAL COURSE

**ASST.DIESEL DRIVER TO GOODS DRIVER**

**DESCRIPTION**: TRAIN DYNAMICS

<table>
<thead>
<tr>
<th><strong>DURATION 5 DAYS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.</strong> Introduction</td>
</tr>
<tr>
<td><strong>6.</strong> Level Terrain</td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Starting a Train</td>
</tr>
<tr>
<td>Accelerating a Train</td>
</tr>
<tr>
<td>Negotiating</td>
</tr>
<tr>
<td>Slowing down</td>
</tr>
<tr>
<td>Stopping</td>
</tr>
<tr>
<td>Slack Bunch Braking Method</td>
</tr>
<tr>
<td>Dynamic Brake Alone</td>
</tr>
<tr>
<td>Dynamic Brake and Automatic Brake</td>
</tr>
<tr>
<td><strong>10.</strong> Undulating Grade</td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Starting a Train</td>
</tr>
<tr>
<td>Accelerating a Train</td>
</tr>
<tr>
<td>Negotiating</td>
</tr>
<tr>
<td>Slowing down</td>
</tr>
<tr>
<td>Stopping</td>
</tr>
<tr>
<td><strong>7.</strong> Light Ascending Terrain</td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Starting a Train</td>
</tr>
<tr>
<td>Accelerating a Train</td>
</tr>
<tr>
<td>Negotiating</td>
</tr>
<tr>
<td>Slowing down</td>
</tr>
<tr>
<td>Stopping</td>
</tr>
<tr>
<td><strong>11.</strong> Curvature</td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Starting in curve</td>
</tr>
<tr>
<td>Running over curvature</td>
</tr>
<tr>
<td><strong>8.</strong> Light Descending Grade</td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Starting a Train</td>
</tr>
<tr>
<td>Accelerating a Train</td>
</tr>
<tr>
<td>Negotiating</td>
</tr>
<tr>
<td>Slowing down</td>
</tr>
<tr>
<td>Stopping</td>
</tr>
<tr>
<td><strong>12.</strong> Ghat Section</td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Starting General</td>
</tr>
<tr>
<td>Starting Ascending</td>
</tr>
<tr>
<td>Starting Descending</td>
</tr>
<tr>
<td>Negotiating</td>
</tr>
<tr>
<td>Ascending</td>
</tr>
<tr>
<td>Descending</td>
</tr>
<tr>
<td>Stopping</td>
</tr>
<tr>
<td><strong>13.</strong> Banker Operation</td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Starting a Train</td>
</tr>
<tr>
<td>Accelerating</td>
</tr>
<tr>
<td>Negotiating</td>
</tr>
<tr>
<td>Slowing down</td>
</tr>
<tr>
<td>Stopping</td>
</tr>
<tr>
<td><strong>17.</strong> MU Operation</td>
</tr>
</tbody>
</table>

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Starting a Train  
Accelerating a Train  
Negotiating  
Slowing down  
Stopping  
Cyclic braking

<table>
<thead>
<tr>
<th>MOD.NO.</th>
<th>DESCRIPTION</th>
<th>DURATION (DAYS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNG-151</td>
<td>Types of Passenger locos, its functioning</td>
<td>2</td>
</tr>
<tr>
<td>RNG-152</td>
<td>Principles of Air, Fuel oil, Lube oil &amp; Cooling Water</td>
<td>4</td>
</tr>
<tr>
<td>RNG-153</td>
<td>Principles of Gauges</td>
<td>1</td>
</tr>
<tr>
<td>RNG-154</td>
<td>Filling up of forms, repair books etc.</td>
<td>1</td>
</tr>
<tr>
<td>RNG-155</td>
<td>Functioning of Expressers</td>
<td>1</td>
</tr>
<tr>
<td>RNG-156</td>
<td>Governors and their functions</td>
<td>2</td>
</tr>
<tr>
<td>RNG-157</td>
<td>Safety items of loco and safety equipment</td>
<td>3</td>
</tr>
<tr>
<td>RNG-158</td>
<td>Working of Brake System including Air Brake</td>
<td>3</td>
</tr>
<tr>
<td>RNG-159</td>
<td>Train Dynamics issues</td>
<td>5</td>
</tr>
<tr>
<td>RNG-77</td>
<td>GR &amp; SR</td>
<td>3</td>
</tr>
<tr>
<td>RNG-78</td>
<td>Stations</td>
<td>1</td>
</tr>
<tr>
<td>RNG-79</td>
<td>System of Working</td>
<td>1</td>
</tr>
<tr>
<td>RNG-80</td>
<td>Signals</td>
<td>1</td>
</tr>
<tr>
<td>RNG-81</td>
<td>Defective signals</td>
<td>1</td>
</tr>
<tr>
<td>RNG-82</td>
<td>OPT forms</td>
<td>1</td>
</tr>
<tr>
<td>RNG-83</td>
<td>Whistle Codes</td>
<td>1</td>
</tr>
<tr>
<td>RNG-84</td>
<td>Working of trains</td>
<td>1</td>
</tr>
<tr>
<td>RNG-85</td>
<td>Engineering Signals</td>
<td>1</td>
</tr>
<tr>
<td>RNG-86</td>
<td>Abnormal Working</td>
<td>1</td>
</tr>
<tr>
<td>RNG-87</td>
<td>Shunting</td>
<td>1</td>
</tr>
<tr>
<td>RNG-88</td>
<td>Accident</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Simulator Training*</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Loco Handling with LI</td>
<td>5</td>
</tr>
<tr>
<td>RNG-89</td>
<td>Examination &amp; viva voce</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>48 Working Days</td>
</tr>
</tbody>
</table>

To be substituted by Line Training with LI in case simulator training facilities are not available.
**DESCRIPTION : TRAIN DYNAMICS**

<table>
<thead>
<tr>
<th><strong>1. Introduction</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Level Terrain</td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Starting a Train</td>
</tr>
<tr>
<td>Accelerating a Train</td>
</tr>
<tr>
<td>Negotiating</td>
</tr>
<tr>
<td>Slowing down</td>
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<tr>
<td>Stopping</td>
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<tr>
<td>Slack Bunch Braking Method</td>
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<tr>
<td>Dynamic Brake Alone</td>
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<tr>
<td>Dynamic Brake and Automatic Brake</td>
</tr>
</tbody>
</table>

**DURATION : 5 DAYS**

<table>
<thead>
<tr>
<th><strong>Undulating Grade</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
</tr>
<tr>
<td>Starting a Train</td>
</tr>
<tr>
<td>Accelerating a Train</td>
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<tr>
<td>Negotiating</td>
</tr>
<tr>
<td>Slowing down</td>
</tr>
<tr>
<td>Stopping</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Light Descending Grade</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
</tr>
<tr>
<td>Starting a Train</td>
</tr>
<tr>
<td>Accelerating a Train</td>
</tr>
<tr>
<td>Negotiating</td>
</tr>
<tr>
<td>Slowing down</td>
</tr>
<tr>
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<tr>
<th><strong>Ghat Section</strong></th>
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<tbody>
<tr>
<td>General</td>
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<td><em>Ascending</em></td>
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<table>
<thead>
<tr>
<th><strong>Heavy Ascending Grade</strong></th>
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<tbody>
<tr>
<td>General</td>
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<tr>
<td>Starting a Train</td>
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<tr>
<td>Accelerating a Train</td>
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<td>Slowing down</td>
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<tr>
<th><strong>Banker Operation</strong></th>
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<tr>
<th><strong>MU Operation</strong></th>
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<tr>
<td>Preparation</td>
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<td>Working</td>
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<tr>
<th><strong>Cresting Grade</strong></th>
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<tr>
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<tr>
<td>Stopping</td>
</tr>
<tr>
<td>Cyclic braking</td>
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</tbody>
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<thead>
<tr>
<th><strong>Train Parting due to improper Train handling</strong></th>
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<tbody>
<tr>
<td>General</td>
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<tr>
<td>Starting a Train</td>
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<tr>
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<tr>
<td>Negotiating</td>
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<td>Slowing down</td>
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<tr>
<th><strong>Alcoholism and its effect.</strong></th>
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<tr>
<td>Social</td>
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<table>
<thead>
<tr>
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<td>Negotiating</td>
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<td>Slowing down</td>
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<tr>
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<tr>
<td>SAG(OR) Dip Territory</td>
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<tr>
<td>General</td>
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<tr>
<td>Starting a Train</td>
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<tr>
<td>Accelerating a Train</td>
</tr>
<tr>
<td>Negotiating</td>
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<tr>
<td>Slowing down</td>
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<tr>
<td>Stopping</td>
</tr>
</tbody>
</table>
STAGE: Refresher Course for Asst. Drivers (Diesel)

TECHNICAL QUALIFICATION  DURATION: 3 WEEKS (18 WORKING DAYS)
PERIODICITY: ONCE IN 3 YEARS

<table>
<thead>
<tr>
<th>MOD NO.</th>
<th>DESCRIPTION</th>
<th>DURATION (DAYS)</th>
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<tbody>
<tr>
<td>RNG-231</td>
<td>Loco &amp; its sub-systems</td>
<td>1</td>
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<tr>
<td>RNG-232</td>
<td>Fuel Oil, Lube Oil, Water Cooling &amp; Air System.</td>
<td>2</td>
</tr>
<tr>
<td>RNG-233</td>
<td>Functioning of turbo Super Charger, Batteries</td>
<td>1</td>
</tr>
<tr>
<td>RNG-234</td>
<td>Idle &amp; Shut down safety, over speed handle, Other Safety devices</td>
<td>1</td>
</tr>
<tr>
<td>RNG-235</td>
<td>Booking of repairs in log Book, attending minor defects</td>
<td>1</td>
</tr>
<tr>
<td>RNG-175</td>
<td>MU operation and Brake systems</td>
<td>2</td>
</tr>
<tr>
<td>RNG-236</td>
<td>Train dynamics issues</td>
<td>1</td>
</tr>
<tr>
<td>RNG-178</td>
<td>GR &amp; SR</td>
<td>1</td>
</tr>
<tr>
<td>RNG-179</td>
<td>System of Train Working</td>
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<tr>
<td>RNG-180</td>
<td>Signals</td>
<td>1</td>
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<tr>
<td>RNG-181</td>
<td>Different types of forms</td>
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<tr>
<td>RNG-182</td>
<td>Engineering Signals</td>
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</tr>
<tr>
<td>RNG-183</td>
<td>Accident</td>
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<tr>
<td>RNG-236</td>
<td>Trouble Shooting on line</td>
<td>1</td>
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<tr>
<td>RNG-178</td>
<td>Simulator Training*</td>
<td>1</td>
</tr>
<tr>
<td>RNG-178</td>
<td>viva voce</td>
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<tr>
<td>Total</td>
<td></td>
<td>18 Wkg.Days</td>
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</table>

* To be substituted by Line Training with LI in case simulator training facilities are not available.

**RNG-236**

**REFRESHER COURSE**

**ASST. DRIVER (DIESEL)**

**DESCRIPTION:** TRAIN DYNAMICS  

**DURATION:** 1 DAY

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<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
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<tr>
<td>Accelerating a Train</td>
<td>Accelerating a Train</td>
</tr>
<tr>
<td>Negotiating</td>
<td>Negotiating</td>
</tr>
<tr>
<td>Slowing down</td>
<td>Slowing down</td>
</tr>
<tr>
<td>Stopping</td>
<td>Stopping</td>
</tr>
<tr>
<td>Slack Bunch Braking Method</td>
<td></td>
</tr>
<tr>
<td>Dynamic Brake Alone</td>
<td></td>
</tr>
<tr>
<td>Dynamic Brake and Automatic Brake</td>
<td></td>
</tr>
<tr>
<td>Undulating Grade</td>
<td>General</td>
</tr>
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<td>Accelerating a Train</td>
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<tr>
<td>Negotiating</td>
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<tr>
<td>Slowing down</td>
<td>Slowing down</td>
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<tr>
<td>Stopping</td>
<td>Stopping</td>
</tr>
<tr>
<td>Light Ascending Terrain</td>
<td>General</td>
</tr>
<tr>
<td>General</td>
<td>Starting a Train</td>
</tr>
<tr>
<td>Accelerating a Train</td>
<td>Accelerating a Train</td>
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<tr>
<td>Stopping</td>
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</tr>
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<td>Curvature</td>
<td>General</td>
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<tr>
<td>General</td>
<td>Starting in curve</td>
</tr>
<tr>
<td>Running over curvature</td>
<td></td>
</tr>
<tr>
<td>Light Descending Grade</td>
<td>General</td>
</tr>
<tr>
<td>General</td>
<td>Starting</td>
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<tr>
<td>Starting</td>
<td>*Ascending</td>
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<tr>
<td>*Descending</td>
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</tr>
<tr>
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<td>Negotiating</td>
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<tr>
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<td>*Descending</td>
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<td>Stopping</td>
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<tr>
<td>Stopping</td>
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</tr>
<tr>
<td>Stopping</td>
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</tr>
<tr>
<td>Ghat Section</td>
<td>General</td>
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<td>Starting</td>
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<tr>
<td>*Ascending</td>
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<td>MOD NO.</td>
<td>DESCRIPTION</td>
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<tr>
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<tr>
<td>RNG-251</td>
<td>Advantages of various locos</td>
</tr>
<tr>
<td>RNG-252</td>
<td>Knowledge of Air Charging System &amp; Fuel Oil system</td>
</tr>
<tr>
<td>RNG-253</td>
<td>Safety devises provided in Diesel Locos</td>
</tr>
<tr>
<td>RNG-254</td>
<td>Advantage of Air Brake system over Vacuum Brake system</td>
</tr>
<tr>
<td>RNG-255</td>
<td>Loco failures &amp; trouble shooting/fault finding</td>
</tr>
<tr>
<td>RNG-256</td>
<td>Types of Governor and their functions</td>
</tr>
<tr>
<td>RNG-257</td>
<td>Type of circuits</td>
</tr>
<tr>
<td>RNG-258</td>
<td>Train Dynamics issues</td>
</tr>
<tr>
<td>RNG-208</td>
<td>GS&amp;SR</td>
</tr>
<tr>
<td>RNG-209</td>
<td>System of Train working</td>
</tr>
<tr>
<td>RNG-210</td>
<td>Signals</td>
</tr>
<tr>
<td>RNG-211</td>
<td>Different types of forms</td>
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</table>
### RNG-258

**REFRESHER COURSE**  
**DIESEL DRIVERS (EXCEPT ASST. DRIVERS)**

<table>
<thead>
<tr>
<th>DESCRIPTION : TRAIN DYNAMICS</th>
<th>DURATION: 2 DAYS</th>
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<tr>
<td><strong>1. Introduction</strong></td>
<td><strong>Undulating Grade</strong></td>
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<td>Accelerating a Train</td>
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<tr>
<td></td>
<td>Negotiating</td>
</tr>
<tr>
<td>Light Ascending Terrain</td>
<td>Slowing down</td>
</tr>
<tr>
<td>General</td>
<td>Stopping</td>
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<tr>
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<tr>
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<td>MU Operation</td>
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<tr>
<td>Cresting Grade</td>
<td>Train Parting due to improper Train handling</td>
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<tr>
<td>General</td>
<td>General</td>
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<tr>
<td>Starting a Train</td>
<td>Starting a Train</td>
</tr>
</tbody>
</table>

*To be substituted by Line Training with LI in case simulator training facilities are not available.*
Copy of Board's letter No. 98/Sec(Spl) 6/33/Pt dt.27.9.02 is published for information, guidance and necessary action. Board's letter dated 19.7.2001 quoted therein was circulated as SC Nos. 183/01.

Copy of Board's letter No. 98/Sec(Spl)6/33/Pt dt.27.9.02

Sub: Revised instructions for recruitment of sports persons in Group –C Posts against Sports Quota in RPF.

In partial modification to the instructions on the above subject issued vide Board's letter of even number dated 19.7.2001 and 25.9.2001, the following modifications will be applicable for recruitment of sports persons in Group –C category against sports quota in RPF:

4. Recruitment of sports persons both through "Talent Scouting" and "Open Advertisement" shall be done by DG/RPF. For this purpose, a sports cell will be created and the serving RPF officers of Railway Board will be nominated as President, Secretary, Treasurer, Joint Secretary of RPF Sports Association on honorary basis by DG/RPF. This Sports Association will be affiliated to Railway Sports Promotion Board.

5. The recruitment procedure in "Talent Scouting" and "Open Advertisement" will remain same. All other conditions and norms for recruitment against sports quota contained in Board's letter No.E(Sports)2000/Policy/2 dated 19.6.2000 will be applicable for recruitment in RPF also.

6. Quota of 36 posts per year earmarked for recruitment of sports persons at all zonal Railways will be distributed – 4 posts in each zonal Railway. However, DG/RPF can change the distribution of the posts depending on the vacancies and recruitment of sports persons in a particular zone. The 50% of the posts will be filled under "Talent Scouting" Scheme and remaining 50% posts through "Open Advertisement". The formation of the Committees for "Talent Scouting", and "Open Advertisement" will be the same as already circulated.

The approved recruitment policy and procedural Rules remain unchanged. All other conditions and norms contained in Board's letter dated 19.7.2001 will remain the same. Only the events have been modified and recruitment have been centralized for recruitment of sports persons in RPF.

All the sports persons recruited against sports quota will also be available to represent Zonal Railways and Indian Railways in National Championship apart from representing RPF in Police meets.

This has the approval of the Board (MS).


Copy of Board's letter No E(Sports)2002/Policy/7 dt.18.11.02 (RBE No.207/02)

Sub: Recruitment of sports persons against sports quota -
Relaxation of upper age limit.

Attention is invited to Board’s letter No.E(Sports)2000/Policy/2 dated 19.6.2002 wherein upper age limit stipulated for recruitment of sports persons against sports quota in all the disciplines is 25 years.

The question of relaxing the upper age limit for recruitment of Bridge players against sports quota has been examined. Railway Board have decided that keeping in view the merit of each individual case, the upper age limit may be relaxed by the General Manager/Head of Unit subject to the maximum age limit of 40 years to recruit Bridge players, under the talent Scouting Scheme.

(This disposes of GM, Central Railway’s D.O.letter No.HPB/Con/831/XVII/02 dated 21.10.2002 addressed to Members Staff, Railway Board).

SERIAL CIRCULAR NO. 225 /2002

Copy of Board’s letter No. E(P&A)II/2002/HRA-4 dt.16.10.02 is published for information, guidance and necessary action. Board’s letters dated 16.5.88, 14.2.96 and 12.7.99 quoted therein were circulated as SC Nos. 81/88, 44/96 & 178/99, respectively.

A report on the experience of working of the instructions as called for in Para 2 therein may be furnished to the undersigned, immediately to apprise the Railway Board.

Copy of Board’s letter No. E(P&A)II/2002/HRA-4 dt.16.10.02 (RBE No.185/02)

Sub: Admissibility of House Rent Allowance in the event of non-acceptance or surrender of railway residential accommodation.

Attention is invited to Board's letters No.(i) E(P&A)II/87/HRA/15 dated 16.5.88 (ii) E(P&A)II-95/HRA-3 dated 14.2.96 and (iii) E(P&A)II-99/HRA-2 dated 12.7.1999 delegating powers to the General Managers and other heads of organisations directly controlling allotment of quarters to railway servants for sanction of House Rent Allowance to the categories of railway employees mentioned in Para 1 thereof in accordance with the prescribed conditions. This delegation of powers was valid upto 31.3.2002.

The question of renewing this delegation of powers beyond 31.3.2002 has been engaging the attention of the Board. To review extension of currency of these instructions, a detailed report on the experience of working of these instructions was called for from the Zonal Railways and Production units. Pending receipt of information from the Zonal Railways/Prod. Units, Board have decided to extend currency of the above sanctions till 31.3.2003. The question of further renewing currency of these delegations will be considered by the Board on the basis of reports received from the General Managers etc. directly controlling allotment of quarters in regard to the position of availability of railway accommodation under their control, which may, therefore, be expedited.

This delegation is subject to the terms of conditions stipulated in Board's letter dated 16.5.1988 and to the over-riding condition that these orders are liable to be withdrawn/modified at any time during this period if considered necessary by the Railway Board to do so.

This has the approval of the President and issues with the concurrence of the Finance Directorate of this Ministry.

SERIAL CIRCULAR NO. 226 /2002
Letter No.P(R)500/XVIII dated 15.11.2002

Copy of Board’s letter No. F(E)III/2001/PN1/28 dt.18.10.02 is published for information, guidance and necessary action. Board's letters dated 19.9.86, 27.3.91 and 21.1.94 quoted therein were circulated as SC No. 149/86, 60/91 and 10/94, respectively.

Copy of Board's letter No. F(E)III/2001/PN1/28 dt.18.10.02 (RBE No.190/02)

Sub: Grant of provisional family pension in relaxation of rules/orders in respect of employees kidnapped by insurgents/terrorists in terrorist infected areas – reg.

In terms of instructions issued vide Board's letter No.F(E)III/86/PN1/17 dt. 19.9.86, 27.3.91 and 21.1.1994, the family of a missing Railway employee can be paid in the first instance, the amount of salary due, leave encashment due and the amount of his PF contributions. Although family pension in such cases can be sanctioned and paid one year after the date of lodging the FIR, however, it accrues from the date of lodging the FIR or on expiry of leave of the employee, who had disappeared, whichever is later.
On receipt of references from some of the terrorist infected Zonal Railways viz. N.E. and N.F. Railways, where the cases of Railway servants having been abducted, have been reported, the matter regarding grant of family pension to the family of such employees has been examined in consultation with the nodal department i.e. DOP&PW and Department of Expenditure, Ministry of Finance. They are of the opinion that provisional family pension can be sanctioned in terms of the above orders after completion of one year from the date of lodging FIR of the incident of abduction to the family of the Railway employee, who has been abducted. This would be subject to Indemnity Bond being furnished by the family that in case the employee returns alive, the money paid by way of family pension shall be adjusted against the dues that may accrue to the employee. However, all such cases which require relaxation of one year condition will be considered by the Board in consultation with DOP&PW.

Keeping in view the DOP&PW’s advice as above the cases for sanction of provisional family pension to family of kidnapped employees may be dealt with in terms of Board's orders dt. 19.9.86, 27.3.01 and 21.1.94 and the cases which need relaxation of one year condition stipulated in Board's orders referred to above may be forwarded for Board's decision in consultation with DOP&PW.

SERIAL CIRCULAR NO. 227 /2002

Copy of Board's letter No. 2002-E[SCT]I/25/10 dt. 18-10-02 is published for information, guidance and necessary action. Board's letters dated 6-12-96, 21-8-97 and 19-7-02 quoted therein were circulated under letter No. P[LE]228/SWK dt. 19-12-96 SC No. & P[LE]228/New Zones dt. 29-8-02, respectively.

Copy of Board's letter No. 2002-E[SCT]I/25/10 dt. 18-10-02 (RBE No. 189/02)

Sub: Calling of options from staff to serve in the Headquarters offices of the new Railway Zones – giving due representation to SC/ST/OBC employees as per post based rosters.

ii) Board's Lt. No. E[NG]I/96/TR/36 Vol.III (1) Dt. 11-10-02

In continuation of Board's letter dated 6-12-96, 9-7-2002, 19-7-2002, 12-8-2002 and 11-10-2002 under reference calling options from non-gazetted staff to serve in the headquarter of the new Zonal Railways, it is clarified that due representation of SC/ST/OBC as per post based rosters issued vide Board's letter No. 95-E[SCT]I/49/5[1] dated 21-8-97 may be ensured.

This letter also disposes of W. Rly's ref vide their letter No. E[SCT]I/1160/14/3[18/02] dt. 20-9-02.

SERIAL CIRCULAR NO. 228 /2002

Copy of Board's letter No. 98-E(SCT)-I/71/5 dt.22.10.0298 is published for information, guidance and necessary action.

Copy of oard's letter No. 98-E(SCT)-I/71/5 dt.22.10.02 (RBE No.191/02)

Sub: Grant of facilities to All India SC/ST Railway Employees Association and All India OBC Railway Employees Federation/Association.

The All India SC/ST Railway Employees Association and All India OBC Railway Employees Federation/Association have been granted certain facilities from time to time in the past. The question of further extension of facilities has been under consideration of Railway Board. It has now been decided to grant the following additional facilities to the All India SC/ST Railway Employees Association and All India OBC Railway Employees Federation/Association at Zonal, Division & Extra Divisional and Branch levels.

i) Railway telephone in office.
iv) Allotment of Notice Board at a suitable place.
(iii) Staying facilities which may include Railway Institutes, Community Centre, Marriage Halls, Rest Rooms, Rest Houses, Retiring Rooms etc. as per entitlement free of cost when they are called for official meetings with the administration.

SERIAL CIRCULAR NO. 229 /2002

Copy of Board's letter No. E(P&A)II-2002/Bonus dt.24.10.02 is published for information, guidance and necessary action.
Sub: Grant of ad-hoc bonus for 30 days to the Group C&D RPF/RPSF personnel for the year 2001-2002.

The President is pleased to decide that all Group C and D RPF/RPSF personnel, who are not eligible for Bonus under the existing Productivity Linked Bonus Scheme on the Railways, may be granted ad-hoc bonus equivalent to 30(thirty) days emoluments for the financial year 2001-2002, without any eligibility wage ceiling. The calculation ceiling of Rs.2500/- will remain unchanged.

5. The benefit will be admissible subject to the following terms and conditions:-

f) Only those Group C & DRPF/RPSF personnel who were in service on 31.3.2002 and have rendered at least six months of continuous service during the year 2001-2002 will be eligible for payment under these orders. Pro-rata payment will be admissible to the eligible personnel for period of continuous service during the year ranging from six months to a full year, the eligibility period being taken in terms of number of months of service (rounded to the nearest number of months).

g) The quantum of ad-hoc bonus will be worked out on the basis of average emoluments/calculation ceiling whichever is lower. To calculate ad-hoc bonus for one day, the average emoluments in a year will be divided by 30.4 (average number of days in a month). This will thereafter be multiplied by the number of days of bonus granted. To illustrate, taking the calculation ceiling of Rs.2500/- (where actual average emoluments exceed Rs.2500/-), ad-hoc bonus for thirty days would work out to Rs.2500x300/30.4 = Rs.2467.10 (rounded off to Rs.2467/-).

h) All payments under these orders will be rounded off to the nearest rupee.

i) In the matter where the aforesaid provisions are silent, clarificatory orders issued vide this Ministry’s letter No.E(P&A)II-88/Bonus-3 dated 29.12.1988, as amended from time to time, would hold good.

j) All the Group C & D RPF/RPSF personnel, regardless of whether they are in uniform or out of uniform and regardless of place of their posting, shall be eligible only for ad-hoc bonus in terms of these orders.

6. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.
(X) Cases in promotions by selection to posts within Group A which carry an ultimate salary of Rs.8,500/- (revised as per 5th Pay Commission) p.m. or less, where eligible SC/ST candidates though available in the seniority list within the number of vacancies for which the select list is drawn, are not selected should be submitted to Board for further submission to MR/MSR/DMR concerned as the case may be.

(xi) Wherever the SC/ST candidates become eligible for promotion against the unreserved vacancies by virtue of composite seniority and they are superseded by others, such cases should also be put up to the authorities as mentioned in the foregoing paras.

(xii) Such cases of SC/ST candidates in the scheme of promoting the best amongst the failed candidates on ad-hoc basis in non-safety category put unto the competent authorities through SPO(RP) for inclusion in the final panel at the end of six months, and if the competent authority decides for not including the SC/ST candidates in the final panel, then the papers should be put up to the authorities as mentioned in the foregoing paras for further review if the competent authority who decided for not including the name of SC/ST candidates in the final panel is lower than the authorities indicated in the foregoing paras.

The papers in the above cases are required to be routed through SPO(RP)s on the Zonal Railways/Production Units and Additional Director, Estt.(Res) now redesignated as Executive Director, Estt.(Res) in Railway Board’s office.

It is seen that none of the Railways/PU’s except one is following these instructions as Board’s office is not receiving such cases.

It is reiterated that the extant instructions contained in Board’s letter under reference be strictly complied with.

SERIAL CIRCULAR NO. 231 /2002

Copy of Board’s letter No. E[NG]/97/SR6/3(Vol. III dt. 21-11-2002 is forwarded for information, guidance and necessary action. Board's letter dated 20-5-2002 quoted therein was circulated as SC No. 90/2002. Action may be taken to revise the seniority as per instructions contained in Board's letter circulated as SC No. 48/2002, immediately.

The local instructions issued under this office letter No. P[R]171/III dated 28-8-02 are hereby withdrawn.


Sub: Principles of determining seniority of staff belonging to SC/ST categories promoted earlier vis-à-vis those General/OBC candidates promoted later.

Reference instructions contained in this Ministry’s letter of even number dated 20-5-2002 communicating the interim direction of the Supreme court dated 19-4-2002 in IA No. 2/2002 in Writ Petition [Civil] No.234/2002 filed by All India Equality Forum, for maintaining status quo as on 19-4-2002 till further orders.

2. The Hon’ble Supreme Court on IA No. 5 filed on behalf of respondent No. 3 [Railways] in Writ Petition [Civil] No.234/2002 alongwith other connection bath of Writ Petitions and IAs, have on 11-11-2002 passed further direction as under:

"These Writ petitions involve the constitutionality of Article 16[4A]. The Court by an interim order has directed not to revert any of the petitioners from their existing placement nor affect their standing in the seniority list, but at the same time the provisions of Article 16[4A] can be implemented and by virtue of that provision if some of the reserved category candidates are entitled to promotion they shall be promoted. The obvious idea being the court should not stay the operation of a constitutional provision. The state finds difficulty in implementing the order on the ground that there does not exist sufficient vacancy of posts in a particular cadre to give effect to the provisions contained in Article 16[4A]. The being an interim arrangement we direct that they should apply to the number of vacancies available in a cadre to give effect to the promotional policy and undoubtedly such a promotion can be granted only when the state makes a provision for reservation in terms of Article 16[4A]."

4. A copy of the aforesaid order of Hon'ble Supreme Court is also enclosed herewith.

SERIAL CIRCULAR NO. 232 /2002
Copy of Board's letter No. E(NG)I-2002/PM1/23 dt.30.10.02 is forwarded for information, guidance and necessary action. Board's letters dated 14.2.97,17.2.98 and 18.4.2000 quoted therein were circulated as SC Nos. 40/97,78/98 and 115/2000, respectively.

Copy of Board's letter No. E(NG)I-2002/PM1/23 dt.30.10.02 (RBE No.196/02)

Sub: Calculation of vacancies for Non-selection posts.

In terms of instructions contained in this Ministry's letter No.E(NG)I-96/PM1/6/JCM-DC dated 14.2.1997 read with Note below para 214[c](ii) of Indian Railway Establishment Manual, Volume-I (1989 Edition) as amended by ACS No.35 circulated with their letter No.E(NG)I-97/PM1/31 dated 17.2.1998, in respect of ‘Non-selection’ posts, promotion to which is based on scrutiny of Record of Service/Confidential Reports only, the vacancies anticipated to occur during the next one year instead of six months were to be taken into account, as a trial measure, upto 30.6.1999. The currency of these instructions was further extended upto 30.6.2002 vide this Ministry’s letter No.E(NG)I-2000/PM1/6 dated 18.4.2000.

2. The matter has been reviewed by the Ministry of Railways in consultation with both the recognized federations viz. AIRF and NFIR. It has been decided that the currency of instructions contained in para 3 of their letter dated 14.2.1997 should be further extended upto 30.6.2004.

3. Advance Correction Slip No.141 to IREM is also enclosed.

INDIAN RAILWAY ESTABLISHMENT MANUAL, VOLUME-I (1989 EDITION)
ADVANCE CORRECTION SLIP NO.141

Substitute the following for the existing Note below para 214[C](ii) in chapter II, Section ‘B’ of Indian Railway Establishment Manual, Volume-I, 1989 Edition:

“Note: In respect of ‘Non-selection’ posts, promotion to which is based on scrutiny of Record of Service/Confidential Reports only, the vacancies anticipated to occur during the next one year instead of six months may be taken into account as a trial measure upto 30.6.2004”.


SERIAL CIRCULAR NO. 233 /2002
Letter No. P(R)61/I dated -11-2002

Copy of Board's letter No. F(E)I/2002/AL-28/12 dt.31.10.02 is forwarded for information, guidance and necessary action.

Copy of Board's letter No. F(E)I/2002/AL-28/12 dt.31.10.02 (RBE No.197/02)

Sub: Regulation of Composite Transfer Grant on promotion - Clarification Regarding.

A doubt has been raised with regard to regulation of Composite Transfer Grant admissible on transfer in cases when a railway servant joins the post at a new Headquarter, on promotion, viz. whether it should be w.r.t. the pay of the higher post to which he has been promoted or as per the pay of the post held by him at his old headquarters.

It is hereby clarified that for the purpose of the admissible amount of Composite Transfer Grant, the pay of the post held by the Railway servant at the old Headquarter before his transfer should be taken into account. The increased rate of pay on promotion, on joining the post at new HQ, should not be admitted. Other terms and conditions for grant of this allowance remain unchanged.

SERIAL CIRCULAR NO. 234 /2002

Copy of Board's letter No. E(NG)I/2002/PM1/37 dt.1.11.02 is forwarded for information, guidance and necessary action. Board's letter dated 5.3.86 quoted therein was circulated as SC No.52/86.

Copy of Board's letter No. E(NG)I/2002/PM1/37 dt.1.11.02 (RBE No.198/02)SC No.7 to MC 37
Sub: Promotion to non-selection posts.

In terms of provision of para 214 (a) of IREM, Vol.I, 1989 Edition, unfitness of a person to be passed over for promotion against non-selection post should ordinarily be made sometime previous to the time when the promotion of Railway servant is being considered. Consequent upon the deletion of column ‘fitness for promotion’ from the Confidential Reports form of Group ‘C’ employees vide this Ministry’s letter No.E(NG)l-76-CR/3 dated 5.3.1986 the above provision has become redundant. The matter has been reviewed and it has been decided that last sentence “A declaration of unfitness should ordinarily have been made sometime previous to the time when the promotion of the Railway servant is being considered.” in para 214(a) of IREM Vol.1 -1989 Edition, should stand deleted.


(This also disposes of S.Railway’s letter No.P[R]535/P.Vol.III dated 12.8.2002)

INDIAN RAILWAY ESTABLISHMENT MANUAL, VOLUME-I (1989 EDITION)
Chapter-II Section ‘B’ - Rules Governing Promotion of Group ‘C’ staff.
Advance Correction Slip No.140.

In para 214(a) the last sentence “A declaration of unfitness should ordinarily have been made sometime previous to the time when the promotion of the Railway servant is being considered” should be deleted.


SERIAL CIRCULAR NO. 235 /2002
Letter No.P(R)673/1 dated -11-2002

Copy of Board's letter No. E(MPP)2001/3/9 dt.28.10.02 is forwarded for information, guidance and necessary action. Board's letter dated 19.9.02 quoted therein was circulated as SC No. 194/02.

Copy of Board's letter No. E(MPP)2001/3/9 dt.28.10.02 (RBE No.194/02)Training Manual C.S. No. 4/02
Sub: List of training centres on Indian Railways.

In continuation of Board's letter No.E(MPP)2001/3/19 dated 19.9.2002, Ministry of Railways have decided to include the following training centres of Central Railway under "Other Training Centre".

a) Basic Training Centre (TRS) - ITARSI
b) Basic Training Centre(C&W) - ITARSI
c) Basic Training Centre(Engg) - JABALPUR
d) Basic Training Centre at Electric Loco Shed - AJNI
h) Basic Training Centre(Traction Distribution ) AJNI
i) Drivers/Assistant Drivers Training Centre – AJNI
j) Jhansi School of Way & Works has been renamed and included as Way and Works Training Centre – Jhansi

A revised list of training centres is attached as Annexure –A and this supersedes all other lists issued earlier.

The Ministry of Railways have decided to modify the "Manual on Management of Training",(Edition 1988) as per the Correction Slip No.4/2002 enclosed.

MANUAL ON MANAGEMENT OF TRAINING (JUNE 1998)
ADVANCE CORRECTION SLIP NO.4/2002

Appendix-I of the Manual on Management of Training (Edition, 1998) may be replaced with the attached list.

ANNEXURE - A

NAMES OF MAIN TRAINING CENTRES AND OTHER TRAINING CENTRES

1. Zonal Training. Centre/ Bhusawal/CR.
2. Zonal Training. Centre/ Bhuli/ER
3. Zonal Training. Centre/Chandausi/NR
4. Zonal Training Centre/Muzaffarpur/NER
5. Zonal Training Centre/ADPJ/NFR
6. Zonal Training Centre/Trichy/SR
7. Zonal Training Centre/Moula-ali/SCR
8. Zonal Training Centre/Sini/SER
9. Zonal Training Centre/Udaipur/WR
10. Supervisors’ Training Centre/Jhansi/CR
11. Supervisors’ Training Centre/Kancheepuram/ER
12. Supervisors’ Training Centre/Lucknow/NR
13. Supervisors’ Training Centre/Gorakhpur/NFR
14. Supervisors’ Training Centre/New Bongaigon/NR
15. Supervisors’ Training Centre/Bangalore/SR
16. Supervisors’ Training Centre/Secunderabad/SER
17. Supervisors’ Training Centre/Kharagpur/SR
18. Supervisors’ Training Centre/Ajmer/WR
19. S&T Training Centre/Bangalore/SR
20. S&T Training Centre, Byculla, CR
21. S&T Training Centre, Liluah, ER
22. S&T Training Centre, Malda, ER
23. S&T Training Centre, Ghaziabad, NR
24. S&T Training Centre, Gorakhpur, NFR
25. S&T Training Centre, Pandu, NFR
26. S&T Training Centre, Podanur, SR
27. S&T Training Centre, Moula-ali, SCR
28. S&T Training Centre, KGP, SER
29. Electrical Training Centre, Thakurla/CR
30. Electrical Training Centre, Asansol/ER
31. Electrical Training Centre, Kanpur/NR
32. Electrical Training Centre, Ghaziabad/NR
33. Electrical Training Centre, GKP/NER
34. Electrical Training Centre, Avadi/SR
35. Electrical Training Centre, Vijayawada/SCR
36. Electrical Training Centre, Lallaguda/SCR
37. Electrical Training Centre, Tatankara/SER
38. Electrical Training Centre, Rourkela/SER
39. Electrical Training Centre, Baroda/WR
40. Electrical Training Centre, Mahalaxmi/WR
41. Civil Engineering Training Centre, Kanpur/NR
42. Civil Engineering Training Centre, Allahabad/NR
43. Civil Engineering Training Centre, Tambram/SR.
44. Civil Engineering Training Centre, Kacheguda, SCR.
45. Civil Engineering Training Centre, Guntakal, SCR.
46. Technical Training Centre, CLW/Chittaranjan
47. Technical Training Centre, DCW/Patiala.
49. Technical Training Centre, ICF/Perambur.
50. Technical Training Centre, RCF/Kapurthala.
51. Technical Training Centre, WAP/Bangalore.
52. Technical Training Centre, Bhopal/CR.
53. Jagjivan Ram RPF Training Centre/CR.

OTHER TRAINING CENTRES

1. Area Training Centre/Kalyan/CR
2. Area Training Centre/Jhansi/CR
3. Area Training Centre/Damoh/CR
4. Area Training Centre/Bhusawal/CR
5. Area Training Centre/Ajni/CR
6. Area Training Centre/Kacheguda/CR
7. Area Training Centre/Lower Parel/WR
8. Area Training Centre/Bandra/WR
9. Area Training Centre/Ajmer/WR
10. Area Training Centre/Bandikui/WR
11. Area Training Centre/Junagadh/WR
12. Area Training Centre/Kota/WR
13. Area Training Centre/Mhow/WR
14. Area Training Centre/baroda/WR
15. Area Training centre/Valsad/WR
16. Basic Training Centre/C&W/Ajni/CR
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<tr>
<th>No.</th>
<th>Training Centre Description</th>
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<tbody>
<tr>
<td>147.</td>
<td>Basic Training Centre (C&amp;W)/Matunga/CR</td>
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<td>148.</td>
<td>Basic Training Centre(C&amp;W)/Mumbai/CR</td>
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<td>149.</td>
<td>Basic Training Centre (C&amp;W)/Bhusawal/CR</td>
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<td>150.</td>
<td>Basic Training Centre (Elec.)/Matunga/CR</td>
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<td>151.</td>
<td>Basic Training Centre(loco)/Bhusawal/CR</td>
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<td>152.</td>
<td>Basic Training Centre(loco)/Jhansi/CR</td>
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<td>153.</td>
<td>Basic Training Centre(C&amp;W)/Jhansi/CR</td>
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<td>154.</td>
<td>Basic Training Centre(loco)/Parel/CR</td>
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<td>155.</td>
<td>Basic Training Centre(Loco)/Jabalpur/CR</td>
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<td>156.</td>
<td>Basic Training Centre(Diesel)/Kurla/CR</td>
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<td>Basic Training Centre(TRS) – Itarsi/CR</td>
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<td>161.</td>
<td>Basic Training Centre(C&amp;W) – Itarsi/CR</td>
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<td>162.</td>
<td>Basic Training Centre(Engg) – Jabalpur/CR</td>
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<td>163.</td>
<td>Basic Training Centre – (Traction Distribution )Ajni/SR</td>
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<td>164.</td>
<td>Basic Training Centre at Electric Loco Shed Ajni/CR</td>
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<td>165.</td>
<td>Basic Training Centre/Jamalpur/ER</td>
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<td>166.</td>
<td>Basic Training Centre/Zodhpur/NR</td>
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<td>167.</td>
<td>Basic Training Centre/Bikaner/NR</td>
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<td>168.</td>
<td>Basic Training Centre(C&amp;W)/AMV/Lucknow/NR</td>
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<td>169.</td>
<td>Basic Training Centre(C&amp;W)/Amritsar/NR</td>
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<td>170.</td>
<td>Basic Training Centre/Jagadhari/NR</td>
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<td>171.</td>
<td>Basic Training Centre/Gorakhpur/NER</td>
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<td>172.</td>
<td>Basic Training Centre/Izatnagar/NER</td>
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<td>Basic Training Centre/Erode/SR</td>
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<td>Way and Works Training Centre / Jhanssi/CR</td>
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<td>Permanent Way Training Centre/Dhanbad/ER</td>
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| SERIAL CIRCULAR NO. 236 /2002
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| Copy of Board's letter No. F(E)II/2002/FOP/8 dt.29.10.02 is forwarded for information, guidance and necessary action. Board's letter dated 12.12.91 quoted therein was circulated as SC No. 177/91. |
| Copy of Board's letter No. F(E)II/2002/FOP/8 dt.29.10.02 (RBE No.195/2002) |
| Many queries are being received from different quarters, regarding the reasons for deletion of ACS 19. Presumably there is a misunderstanding that the protection of pay provided for under para 604(a)(iii) included in the Indian Railway Establishment Manual, by ACS 19, has now been withdrawn. That certainly is not the case and no benefit has been withdrawn. Rule 1313(1)(a)(3) brought into force by ACS 14 issued vide Board’s letter No.F(E)II/89/FR/1 dated 12.12.91, |
already provided for protection of pay. ACS 19 only
brought into force what was already in existence in the form of FR 22 adopted as Rule 1313 vide ACS 14 issued on
12.12.91.

In order to have a very clear view, the provisions contained in the erstwhile ACS 19 and those already existing under
FR 22 i.e. Rule 1313 of R-II are shown below in juxta-position:

<table>
<thead>
<tr>
<th>Provision of erstwhile para 604 (a)(iii)inserted in IREM Vol II(1989) by ACS 19</th>
<th>Rules under which the provision already existed in FRs</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) When a govt. Servant, holding the higher post substantively on regular basis seeks transfer from that higher post to a lower post at his own request and the pay drawn in such higher post is less than or equal to the maximum of the scale of pay of the lower post, then the pay drawn in such higher post will be protected.</td>
<td>FR 22(I)(a)(2)i.e., Rule 1313 (I)(a)(2) of R-II,(incorporated vide ACS-14)</td>
</tr>
<tr>
<td>ii) When a govt. Servant seeks transfer to a post from which he was promoted, it will be treated as a case of reversion and his pay will be fixed at a stage what he would have drawn, had be not been promoted.</td>
<td>FR22(I)(b)i.e. Rule 1313(I)(b) of R-II (incorporated vide ACS-14).</td>
</tr>
<tr>
<td>iii) When appointment on transfer from a higher post to a lower post is made on his own request under 227(a)(2) R-I (FR 15-A(2) and the maximum pay in the time scale of that post is lower than his pay in respect of the old post held regularly, he shall draw that maximum as his initial pay, in accordance with FR 22(I)(a)(3).</td>
<td>FR22(I)(a)(3) i.e. Rule 1313(I)(a)(3) of R-II (incorporated vide ACS-14).</td>
</tr>
</tbody>
</table>

It may be seen that cancellation of ACS 19 has not resulted in any kind of withdrawal of any benefits. Railways should continue regulating pay fixation in accordance with the provisions already contained in Rule 1313 of R-II without any apprehension.

P [R] Misc/III

Dated:13-12-2002

SERIAL CIRCULAR NO. 237/2002

Copy of Board's letter No. E[W]2001 PS5-8/10 dated 29-11-2002 is forwarded for information, guidance and necessary action. Board's letters dated 31-01-2002 and 26-09-2002 quoted therein were circulated as SC Nos. 37/02 and 206/02, respectively.


Sub: Issue of identity cards to retiring/retired railway employees.

Instructions were issued vide Board's letters of even number dated 31-01-2002 and 26-09-2002 regarding issue of identity cards to retiring/retired railway employees in the prescribed format on payment of Rs.10 towards the cost of identity card.

2. It has been brought to the notice of Board by AIRF that retired employees are facing difficulty in depositing the prescribed amount with the Chief Cashier for getting the identity cards. They have, therefore, suggested that retired employees may be allowed to deposit the money with the nearest station towards the cost of identity card. It has also been represented that retired employees find it difficult to get the required documents attested by a Gazetted officer, as such officers are not available in the locality where the retired employees are settled.

3. The above two issues have been considered by Board and it has been decided that the requisite amount may be deposited at the nearest railway station/cash office by the pensioners under misc. receipt. The money receipt so obtained may be sent to the respective office along with other documents for getting the identity card. It has also been decided by Board that copies of the documents without attestation submitted by the pensioners, may be accepted for issue of identity cards, as the original documents are already available with the Railway administration. In case of doubt the same may be got verified from the concerned Zonal/Divisional headquarters. It may be ensured that requests received from Railway pensioners for issue of identity cards are attended to on priority.
4. This issues with the concurrence of Finance Directorate of Ministry of Railways.

SERIAL CIRCULAR NO. 238 /2002
P [R]563/IV Dated:  -12 -2002

Copy of Board's letter No. E(RRB)2002/25/32 dt.22.11.02 is forwarded for information, guidance and necessary action. Board's letters dated 7.4.99 and 8.8.02 quoted therein were circulated as SC No. 106/2002 and 158/02, respectively.

Copy of Board's letter No. E(RRB)2002/25/32 dt.22.11.02 (RBE No.-)

CORRIGENDUM

Sub: Review of examination fee for RRB examination.
Ref: Board’s letter No.98/E(RRB)25/52 dated 7.4.99 (RBE No.67/99 & RRCB No.2/99).

Para 1 of Board’s letter dated 8.8.2002 may be read as -

“In partial modification of para 1(iii) of Board’s letter dated 7.4.99 referred above, no examination fee/postal charges will be charged from the candidates belonging to SC/ST/Ex-Servicemen/Physically handicapped categories. They will however be required to send one unstamped self-addressed envelope and one stamped self-addressed envelope to RRB at the time of making application.”.

SERIAL CIRCULAR NO. 239 /2002
P [R]554/IV Dated:  -12 -2002

Copy of Board's letter No. 2002-E(SCT)1/21/1 dt.20.11.02 is forwarded for information, guidance and necessary action. Board's letter dated 27-9-83 quoted therein is available at page 336 of the Brochure on Reservation for SC & STs in Railway Services, 1985 Edition.

Copy of Board's letter No. 2002-E(SCT)1/21/1 dt.20.11.02 (RBE No.208/02)

Sub: Inclusion of a member of SC/ST in Area Housing Committee.

One of the Zonal Railways has sought a clarification whether the SC/ST staff who is to be included in the Area Housing Committee should only be the one who has been nominated by the SC/ST Employees Association or otherwise. In this context, attention is invited to Board’s letter quoted above wherein it has been clarified that representatives of SC/ST employees should also be included in the housing allotment committee in all the places wherever it exists. In order to clear the confusion, it is clarified that the member of SC/ST staff who is to be included in the Area Housing Committee should be the one who has been duly recommended by the SC/ST Railway Employees Association of the concerned Zone/Unit/Division etc. as the case may be.

It is desired that action may be taken to follow the above guidelines.

SERIAL CIRCULAR NO. 240 /2002
P [R]426/RI Dated:  -12 -2002

Copy of Board's letter No. F(E)III/2002/PF1/6 dt.13.11.02 is forwarded for information, guidance and necessary action.

Copy of Board's letter No. F(E)III/2002/PF1/6 dt.13.11.02 (RBE No.203/02)

Sub: Amendment to IREC/Vol.I(1985 Edition- 1995 Reprint) - Rule 923 thereof to permit advance from PF for meeting the cost of legal proceedings instituted by or against the subscriber or a member of his family.

In exercise of the powers conferred by proviso to Article 309 of the Constitution, the President is pleased to direct that Rule 923 of IREC Vol.I, 1985 Edition (1995 Reprint) may be modified as per Advance Correction Slip No.87 sent herewith as Annexure.

Annexure

A.C.S.No.87.

Rule 923/R-I
Insert the following under sub-rule (g) of Rule 923/R-I as item (viii):

“(viii) to meet the cost of legal proceedings instituted by or against the subscriber or any member of his family or any person actually dependent upon him as also to meet the cost of the subscriber’s defence where he engages a legal practitioner to defend himself in any enquiry in respect of any alleged official misconduct on his part, an advance not exceeding three months’ pay or half the amount standing to his credit in the Fund, whichever is less.


SERIAL CIRCULAR NO. 241 /2002
P [R]299/V Dated: -12-2002


Copy of Board's letter No. E(G)99 HO1-18 dt.14.11.2002 (RBE No.205/02)

Sub: Grant of honorarium for delivering lectures in Zonal Training Schools/Centres.


Further to instructions contained in Board’s letter of even number dated 8.6.2000 it is clarified that the rates of honorarium prescribed therein for delivering lectures by visiting lecturers/faculty to Non-Gazetted staff are applicable to all “Zonal Training Schools/Centres”, “Main Training Centres” and “Other Training Centers” as mentioned in the Manual on Management of training.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

SERIAL CIRCULAR NO. 242 / 2002
P [R]227/XIII Dated: -12 -2002

Copy of Board's letter No. E(D&A)2001 RG 6-58 dt. 28-11-2002 is forwarded for information, guidance and necessary action. Board's letters dated 22.2.1974 quoted therein was circulated as SC No. 33/74.


Sub : Imposition of penalty of reduction to a lower time scale of pay, grade, post or service for a specified period – Effect of penalty in the higher grade or post etc. on restoration of the railway servant to that higher grade or post on expiry of the penalty.

It has been brought to the notice of the Board by the NFIR that while imposing the penalty of ‘reduction to a lower grade, post etc.’ for a specified period, the authorities use the terms 'cumulative or recurring effect', to convey the effect of the penalty in the higher grade or post, on restoration of the railway servant to that higher grade or post, on expiry of the penalty.

2. It has been alleged that in such cases the railway administration(s) also denies seniority in the higher grade or post in addition to the effect of the penalty on the future increments of the railway servant though the authority imposing the penalty has not given any specific direction that seniority shall also be affected on restoration of the railway servant to that higher grade or post after expiry of the penalty. Attention in this connection has been drawn to the instructions contained in Board's letter No.E(D&A)73 RG 6-5 dated 22.2.1974. These instructions which were issued in pursuance to discussions in the forum of JCM/DC lay down that in cases where the penalty of reduction to a lower grade or post etc. is imposed for a specified period and the order does not specify whether it has effect on seniority and increments in the higher grade or post on restoration of the railway servant to that higher grade or post, it should be assumed that the order will not have the effect on seniority or increment.

7. As the Railways are aware, in terms of Rule 6(vi) of RS (D&A) Rules, while imposing penalty of reduction to a lower grade or post etc., on a railway servant for a specified period, the authority imposing the penalty has also to pass directions regarding the effect of the penalty on the seniority and pay in the higher grade or post, on restoration of the railway servant to that higher grade or post after expiry of the penalty. The directions on seniority and pay are two separate ones and have to be passed independent of each other. For example, the authority imposing the penalty may order that the penalty will have the effect of postponing the future increments of pay of the railway servant in the
higher grade or post on his restoration to that higher grade or post but will not affect his seniority in the higher grade or post and vice versa. Likewise, the authority imposing the penalty may order that the penalty will have effect on both the seniority and pay of the railway servant or that the penalty will have no effect either on seniority or pay of the railway servant in the higher grade or post on his restoration to the higher grade or post. However, in each case these two directions should be distinct and unambiguous.

Where the authority imposing the penalty has not passed any specific directions regarding seniority or pay or both, of the railway servant in the higher grade or post, it will be held that the penalty will have no effect on seniority or increments or both, as the case may be, in the higher grade or post on restoration of the railway servant to that higher grade or post as laid down in Board's letter of 22.2.1974, referred to above. In view of the above, the railway administrations should also discontinue the practice, if any, on their system of using the terms 'cumulative or recurring' effect in the orders imposing the penalty of reduction to lower grade or post for a specified period as these terms are liable to misinterpretation by the authorities responsible for implementing these penalties. The above position may please be brought to the notice of all concerned on your railway for information and compliance. Still, in spite of the position stated above, if any authority uses the term 'cumulative or recurring effect' while passing orders, the case may be resubmitted to the said authority advising him to pass fresh orders strictly in accordance with the provisions of Rule 6(vi) brought out above.

SERIAL CIRCULAR NO. 243 /2002
P [R]227/XIII Dated: -12 -2002

Copy of Board's letter No. E(D&A)2002 RG 6-36 dt.25.11.2002 is forwarded for information, guidance and necessary action. Board's letters dated 7.5.1990 quoted therein was circulated under this office confidential letter No.P(R)227/Con./III dt. 5.7.1990.


Sub: Imposition of the penalties of dismissal, removal or compulsory retirement – Determination of appointing authority reg.

It has been brought to the notice of the Board by the NFIR, that on the Railways disciplinary powers as appointing authority for the purpose of imposing the penalties of dismissal, removal or compulsory retirement are even exercised by the authorities who have merely issued the offer of appointment or order of promotion.

The contents of Rule 2(1)(a) of RS (D&A) Rules, 1968 relating to definition of 'Appointing Authority' as elaborated vide Board's letter No.E(D&A)88 RG 6-12 dated 7.5.1990 are reiterated. The gist of the rule and the said instructions is also explained below for easy understanding.

As the railways are aware, in terms of Rule 2(1)(a) of RS(D&A) Rules, appointing authority in relation to a railway servant means the authority empowered to make appointment to the service of which the railway servant is, for the time being a member or to the grade of the service in which the railway servant is, for the time being included or the authority empowered to make appointment to the post which the railway servant for the time being holds or the authority which actually appointed the railway servant to such service, grade or post as the case may be, whichever is the highest authority. It is advised that the authority empowered to make appointment, referred to in Rule 2(1)(a) above, means the authority empowered to make appointment to the grade or post which the railway servant is holding, at the time of imposition of penalty. This authority may be higher or lower in rank than the authority which was empowered to make appointment at the time of induction of the railway servant to the relevant grade or post or the authority which actually appointed him to that grade or post. The intention of the rule is that the penalties of dismissal, removal or compulsory retirement from service on a railway servant should be imposed only by the highest of these authorities i.e., either by the authority which actually appointed the railway servant to the relevant grade or post or the authority which is empowered to make appointment to that grade or post at the time of imposition of penalty, whichever is the higher authority. The penalty of dismissal, removal or compulsory retirement from service should obviously not be imposed by an authority which have merely issued the offer of appointment or order of promotion, with regard to the appointment or promotion ordered by a competent authority higher to that authority.

SERIAL CIRCULAR NO. 244 /2002
P [PC]487/V/IMP/97/Vol.IV Dated: 30 -12 -2002

Copy of Board's letter No. PC/V/9/1/1/1 dt.1.11.2002 is forwarded for information, guidance and necessary action. Board's letters dated 1-10-99 quoted therein was circulated under this office SC No. 276/99.

Copy of Board's letter No. PC/V/9/1/1/1 dt.1.11.2002. (RBE No. 200/2002)

Sub: Entitlement of pass facilities under ACPS clarification regarding.

Ref: Board's letter of even number dated 1-10-99

References are being received from the Zonal Railways /Pus regarding the appropriate entitlement of privilege and other passes in case of the employees benefitted under ACPS.
In terms of para 6 of Annexure 1 of Board's letter referred to above, financial upgradations are personal to the incumbents but shall entitle the employee to certain benefits including privilege and other passes. Railway servant who has been given financial upgradation shall continue to hold the old designation and the financial upgradation does not confer any status of the higher scale. Hence the benefit of passes corresponding to the higher scale of pay granted under ACP scheme will be available to the employee. However, the benefits related to higher status inherent in the higher pay scales is not available to the employee.

In other words, status of Group 'C' and 'D' employees shall remain the same irrespective of financial upgradation and hence group 'D' employees shall continue to get second class pass irrespective of financial upgradation given in Group 'C' scale. Similarly, Group 'C' employees do not become gazetted railway employees on the basis of financial upgradation given in Group 'B'/'Group'A' scale under the ACP scheme, and hence shall continue to get three sets of privilege passes per year and corresponding scale of post retirement passes. However, a Group 'C' employee on financial upgradation may become eligible for first class pass on the basis of his revised basic pay after financial upgradation.