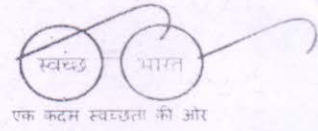




दक्षिण पूर्व मध्य रेलवे
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
HEAD QUARTER PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004
सं. पी-एचक्यू/रुलिंग/ब्रेल्फेयर/14/3292 दिनांक:-16.09.2019

प्रति,
सर्व संबंधित

स्थापना नियम सं.-254/2019

विषय:-Railway Institutes/Clubs-updation of Master Circular regarding.

रेल्वे बोर्ड के पत्र सं. E(W)2019/IC-1/2 दिनांक 27.08.2019, MC No.-3/90 (Updated 08/2019) की प्रति सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है। बोर्ड के संदर्भित पत्र को निम्नानुसार स्थापना नियम के तहत प्रकाशित किया गया था:-

क्र.	रेल्वे बोर्ड का पत्रांक, आरबीई एवं दिनांक	स्थापना नियम संख्या
1	Letter dated 16.10.2018	302/2018
2	Letter dated 12.10.2006	144/2007
3	Letter dated 03.06.2019	165/2019
4	Letter dated 26.04.2019	132/2019

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-

Web-site-

Home page—About us—Department—Personnel—Estt. Rules.

Share Folder-

Home page—html—Estt. Rules

संलग्न:- यथोक्त.

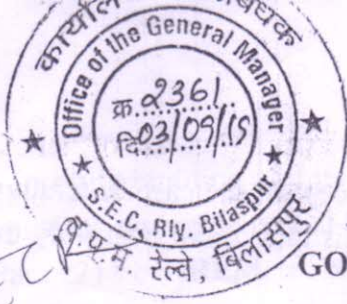
(8 प्रूबो)

उपरोक्त
16.9.19

(जे एस ताता)

सहायक कार्मिक अधिकारी (एच.क्यू.)

कृते प्रधान मुख्य कार्मिक अधिकारी



E/R - 254/2019

M. C. No. 3/90
Updated 08/2019

GOVERNMENT OF INDIA भारत सरकार
MINISTRY OF RAILWAYS रेल मंत्रालय
RAILWAY BOARD रेलवे बोर्ड

No. E(W)2019/IC-1/2

New Delhi, dated 27-08-19

The General Manager,
All Indian Railways/Production Units etc.

Sub:- Railway Institutes/Clubs-updation of Master Circular regarding.

At present the orders relating to Railway Clubs/Institutes are compiled in Master Circular No. 3/90 issued under letter No.E(W)90/IS-1/3 dated 07.09.1990. It contained salient features and instructions issued by Board from time to time on the subject. Since then, a number of instructions have been issued in the form of supplementary instructions to the Master Circular. The question of consolidation of these existing orders/circulars into an updated Master Circular has been under the consideration of the Ministry of Railways (Railway Board). It has now been decided to issue a consolidated Revised Master Circular on the subject for the information and guidance of all concerned.

2. The Railway Administrations provide, as part of staff amenity, Institutes/Clubs to promote esprit de corps among Railway employees and also to encourage them to participate in sports, cultural programmes, etc. As such, a Railway Institute should be looked upon as a club provided by the Railway, rent-free for the benefit of its employees. As a principle, therefore, the Railway Administrations should provide everything which a landlord ordinarily would and the Institute/Club should pay for all that a tenant would usually be liable.

3. The Railway Administration will bear :

- (i) The first cost of the building including the cost of electric installations (including electric fans) with necessary furniture, roads, fences, tennis courts and other playgrounds. Wherever possible, a garden will also be provided.

Note :- The term "furniture" is not intended to include billiards, table, pianos and pictures. It includes lamps, other than billiard table lamps and locks and keys of almirahs.

मुकाधि/प्रशा.	मुकाधि/ओ.स.	
उपमुकाधि (मुख्य)	उपमुकाधि (मा.सं.वि.)	वकाधि (राज.)
वकाधि (मुख्या.)	वकाधि (आर.पी.)	अध्यक्ष (रे.भ.प्र.)
सकाधि (मुख्या.)	निजी सचिव-प्रमुकाधि	उपमुकाधि (निर्माण)
प्रमुकाधि	Seen by PCPO	

24.9.19
सचिव/SECY

Club Secretary
ADRM/BSY

AGM
PCPO
All DRM's
A-AU PKO DS

Issue as ER.

Pl. Circulate

APCPO
Ch. SWIKRU

- (ii) The cost of maintenance and alterations except in the case of tennis courts and other playgrounds, the Railway Administration will bear only the cost of ordinary Engineering repairs.
4. The Institute/Club funds will bear :
- (a) The cost of rolling, watering, grass-cutting and other maintenance charges of playgrounds, other than engineering repairs;
 - (b) the cost of maintenance of its gardens and ornamental grounds;
 - (c) the cost of maintenance and renewal, whether partial or complete, of electrical installations including fans payable at a flat rate of Rs.5/- per annum on the capital cost of the installations;
 - (d) the cost of electric current consumed and hire of meter;
 - (e) occupiers' share of Municipal taxes for specific direct services rendered to an Institute by a Municipality such as conservancy, water and the like taxes as distinct from taxes of general nature;
 - (f) water charges calculated at so much per tap, each Railway administration fixing its own rate of charges.

Note: In case where large quantities of water are supplied as in case of swimming pools, the actual cost of water supplied should be recovered. However, in cases where waste water from the swimming pools is utilised for definite railway purposes, e.g. flushing of sewers and watering of grounds, etc. no charges for supply of water to swimming pools should be recovered.

5. No rent is recoverable in the case of Institutes/Clubs where the building is erected by the Institute/Club at its cost on Railway land. Also, no rent is recoverable in the case of Institutes/Clubs:

- i. If the buildings are specifically constructed after obtaining the sanction from the Railway Board.
- ii. If any additional expenditure is incurred in converting an existing building into a club/Institute or providing ancillaries to make it suitable as an institute/club had the prior approval of the Railway Board.

6. The class-IV staff employed in Railway institutes may be given residential accommodation free of rent provided that such accommodation is either part and parcel of

the Institute building and its recognised out-houses, or is not required for any other railway purpose or cannot be rented to outsiders and would otherwise lie vacant.

(Para 2211 of IREM, Vol.II (Revised edition 1990).

7. The General Manager of the Railways may frame rules to suit local requirements of the Railway Administrations and other circumstances of the place. While laying rules for use of Railway premises/Institutes/Clubs etc., among other things specific mention of the following must be made:

- (i) The holding of meeting on railway land by recognised unions – no political subject should be discussed in the meetings.
- (ii) Prohibiting the grant of permission to unrecognised unions for holding their meeting on Railway land/premises.
- (iii) Restriction on the use of any railway land for holding election meetings and/or public meetings.

(Para 2217 of IREM, Volume II). (Revised edition – 1990).

8. Allocation under SBF to Institutes and Clubs and charges etc.

The grant under SBF is meant for recreational facilities for both Officers and Supervisory Staff, it may please be ensured that a portion of this grant is made available to the Institutes for recreation of the supervisory staff also, on the scale decided by the GMs, taking into account the local conditions.

(Railway Board's letter No.E(W)99/IS-1/3 dtd 04.04.2000)

It is further clarified that the Grants available under Staff Benefit Fund (SBF) for the head/activity "Recreational facilities at Institutes and Clubs, etc. can be utilised for Officers' Club as well.

(Railway Board's letter No.E(W)2006/FU-1/5(Pt) dated 16.10.2018)

302/18

It has also been decided that only 3 rates for hiring Club premises should be laid down –

One for the members, the other for non-member Officers and Supervisors and the third one for Outsiders. The rates charged from Supervisors should be less than the rates charged from the outsiders and more than the rates charged from the members. There should be no difference in the rates charged from non member Officers and non-member Supervisors.

(Railway Board's letter No.E(W)99/IS-1/3 dtd 04.04.2000)

