GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

INDIAN RAILWAY ESTABLISHMENT MANUAL

Volume I
(Revised Edition-1989)

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PREFACTORY NOTE

The first Manual for the guidance of staff dealing with Establishment matters was published in 1960. This edition embodied all administrative orders on Code rules and allied Establishment matters issued by the Railway Board from time to time and current upto 31st March, 1959. The Second edition was published in 1968, embodying corrections up to 1-4-1968.

2. The Railway Board decided to revise all the Railway Codes and manuals with a view to symplifying them and bringing them up-to-date. The revision of the Indian Railway Establishment Manual was accordingly undertaken. While approving the format for the revised Manual, the Board decided that the subject matters finding a place in other codes and publications may not be included in this book to avoid duplication. As such, Chapter Nos. X, XIII, XIV, XIX, XX, XXI, XXVIII, XXXI to XXXV, HOER and all Appendices except Appendices I to IV have been kept out of the scope of this Book.

3. In this revised edition of, the Manual, chapters of the 1968 edition have been rearranged after incorporating the present day position. The provisions and chapters included in this edition supersede those on the subjects contained in the 1968 edition to the extent these have been revised and incorporated in this Volume. For Labour Laws, the rules contained in the original Acts, as amended from time to time, will hold good and may be used for reference. It must be noted that provisions of this Manual do not supersede the rules contained in any of the Indian Railway Codes, and in case of conflict the latter should prevail.

4. This edition is published in two volumes in diglot form as per Government of India's Policy. Volume I contains Chapters I to XVI and Appendices I to IV and Volume II. Chapters from XVII to XXVI.

5. Corrections to this Manual, when published will be serially numbered. The corrections will be printed on one side in Hindi and English, both in loose leaves, so that these may be pasted at the relevant places.

6. It is requested that any error or omission or any suggestion for inclusion of any matter in this Manual or for the improvement or amendment of any provision contained therein, may be addressed the Secretary,, Railway Board, through proper channel.

A. N. Shukla

Dt.5-5-1990
Secretary/Railway Board.

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CHAPTER I

RECRUITMENT, TRAINING, CONFIRMATION AND RE-EMPLOYMENT

SECTION 'A'

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101. General : The Probationers recruited to the 9 organized Railway services, viz. (1) Indian Railway Service of Engineers, (IRSE), (ii) Indian Railway Service of Mechanical Engineers, (iii) Indian Railway Service of Electrical Engineers (IRSEE), (iv) Indian Railway Stores Service (IRSS), (v) Indian Railway Service of Signal Engineers (IRSSE), (vi) Indian Railway Traffic Service (IRTS), (vii) Indian Railway Personnel Service (IRPS), (viii) Indian Railway Accounts Services (IRAS), (ix) Indian Railway Medical Service and to the Department of Railway Protection Force shall undergo sandwich type of training on line and at the various Railway Institutes and Institute of repute outside the Railways (as applicable) for the **first two years**, except in the case of probationers of Medical Service where the period of training shall be **3** months only.

3(three) days	**Central Hospital of the zone for 3 days under Chief Hospital Supdt. / Central Hospital.**

45 (forty five) days	**In the Headquarters Hospital or in a large Divisional Hospital in Clinical Ward/OT duties. The probationer, officers must be encouraged to deal with the cases individually under the supervision of a Senior Medical Officer. The trainee must also attend to regular O.P.D. sessions to gain competence in dealing with cases of a large variety. Administrative training should also be imparted properly.**
10 (ten) days	**On completion of the period of training in a hospital as above, the trainees shall be deputed to work in a Health Unit, outside the headquarters (Zonal or divisional) and should participate in all the curative, preventive and promotional aspects of health care. As far as possible during this period, the probationary officers shall work on their own under the advice and guidance as required from the Medical Officer incharge of the Health Unit. Administrative training also to be imparted by Incharge. Training should be imparted properly under proper guidance.**
2 (two) days	**Final assessment CAOs office. Suitability should be assessed before being put on a working post and if need be the period of training can be further extended. During these two days, the probationary officers shall be subjected to a detailed assessment of their adequacy to hold independent charge .**
One month	**At the Railway Staff College, Vadodara for orientation course whenever the same is arranged.**
(Authority: Ministry of Railways letter No. 91/E(GR)II/7/19 dated 18-12-91	

The Probationers of all the services other than Indian Railway Medical Service shall undergo 8 weeks Foundational Course at Railway Staff College, Vadodara, at the first available opportunity after joining the Railways, in which they will be introduced to various facets of Railway working. The Foundational Course will be common to probationers of all services. After attending the Foundational Course, the probationers shall undergo field training in sheds, Depots, Yards, Workshops, Divisional Office, Headquarters Office, Production Units, etc. and specialize training in other Railway Training Institutions und Institutes of repute outside the Railways (as applicable) .

After adequate field training, probationers of all services excepting Indian Railway Medical Service shall undergo 6 weeks Induction Course at Railway Staff College, Vadodara. This induction course shall be different for probationers of different services. In the Induction Course they shall be given detailed knowledge regarding the working of their own Department, interaction with allied Department and financial rules, procedures etc. While probationers of Indian Railway Service of Engineers(IRSE), Indian Railway Traffic Service, (IRTS) Indian Railway Stores Service (IRSS), Indian Railway Accounts Service (IRAS) and Indian Railway Personnel Service (IRPS) shall undergo Induction Course during two years probationary training, the probationers of Indian Railway Service

of Mechanical Engineers (IRSME), Indian Railway Service of Signal Engineers (IRSSE), Indian Railway Service of Electrical Engineering (IRSEE) shall undergo Induction Course from working post in the 3rd year of their probation.

102. **Monitoring/Co-ordination of Probationary Training.**

Two years probationary training of following services be centrally co-ordinated/monitored by the Institute/Railway as indicated against each :

Service	Institution/Railway for centrally coordination/monitoring of probationary training
Indian Railway Service of Engineers (IRSE)	Indian Railways Institute of Civil Engineering, Pune.
Indian Railway Traffic Service (IRTS)	Railway Staff College, Vadodara.
Indian Railway Accounts Service (IRAS)	Do.
Indian Railway Personnel Service (IRPS)	Do.
Indian Railway Stores Services (IRSS).	Do.
Indian Railway Service of Mechanical Engineer (IRSME) (both Engineering Graduates recruited as probationers and Special Class Railway Apprentices).	South Eastern Railway, Kharagpur.
Indian Railway Service of Signal Engineers (IRSSE)	Indian Railways Institute of Engineering & Tele-Communications, Secunderabad.
Indian Railway Service of Electrical Engineering (IRSEE).	Indian Railways Institute of Electrical Engineering, Nasik.

103. **Schedule of Probationary Training**

Probationers of all services excepting Indian Railway Medical Services (IRMS) shall undergo two years Probationary training as per schedules of training laid down by the Ministry of Railways (Railway Board) from time to time.

104. **Maintenance of Dairy etc. by Probationers**

During the **two years period of probationary training** probationers shall maintain a Diary to indicate their day-to-day activity which shall be checked periodically by the Training Director; during probation.

105. **Confirmation after Probationary Training**

No Probationer shall be confirmed in junior scale unless he/she has successfully passed all the examinations prescribed after completion of institutional training as well as all the departmental examinations prescribed.

106. **Determination of Seniority of Group 'A' Probationers of Different Services in Junior Scale after their Confirmation**

The performance of Group 'A' probationers during the probationary training and during their posting against working post will be evaluated and marks will be awarded for each item of probationary training and for the performance while working against working posts. The maximum marks for different items of probationary training and of their performance against working posts will be laid down by the Ministry of Railways, Railway Board from time to time. The inter-se-seniority of Group 'A' probationers of particular examination batch and of a particular service on their confirmation to junior scale, will be decided on the basis of marks obtained by them during the probationary period as indicated above and marks obtained by them in U.P.S.C. Competition for during the apprenticeship training for Special Class Railway Apprentices.

107. **Departmental Examinations**

All the Departmental Examinations will be conducted by the Institutes where the probationary training has been centralised. Following Departmental Examinations of the Gorup 'A' probationers of different services will be conducted by the different Institutes/Railways as under :

Service	Departmental Examinations	To be conducted by
1	2	3
I.R. I.R.S.E.	I, II & III	IRICEN/Pune
I.R.S.M.E (Engg. graduates & SCRAS)	I, II & III	South Eastern Railway
IIRSEE	Do	IRIEEN/Nasik
IRSSE	Do	IRISET/ Secunderabad.
IRSS	Do	R.S.C./Vadodara.
IRTS	Do	Do
IRAS	Do	Do
IRPS	I & II	Do

The Departmental Examinations will consist of written test and viva voce examination.

108. **Number of chances of Passing Institutional or Departmental Examinations**

No probationer shall be allowed to re-appear in any institutional or departmental examination except for the following reasons :

(a) If a probationer is prevented from appearing in any examination either because of his/her sickness or any other reason beyond' his/her control, he/she may be allowed to appear in a special examination within three months.

(b) In case of probationer does not pass any Institutional or Departmental Examination in the first attempt, he/she may be allowed to sit for re-examination in the papers in which he/she has failed. But in that case, the marks awarded to probationer in such re-examination shall not be taken into account in determining the seniority (his/her score in the original examination only shall be counted).

The exemption in (b) above shall also apply to the probationer who have been permitted to take special examination in the circumstances mentioned in (a) above.

If a probationer fails to pass second examination (b) above his/her services are likely to be terminated.

109. Minimum Percentage of Pass Marks in the Examination Prescribed after Completion of Institutional Extension of Probationer Period

The minimum marks to pass in Examination after completion of Institutional training (Foundational Course, Induction Courses Phase I, Phase II etc.) and Departmental Examinations will be 60% in aggregate as well as in each individual paper.

110 **Extension of Probationary Period**

The Ministry of Railways may, if it is so, deem fit in any case extend the period of probation for a maximum period of one year. However, if during the period of probation, a probationer is placed under suspension, pending investigation, enquiry or trial relating to criminal charge against him/her for pending disciplinary proceedings which are contemplated or started against him/her, in such circumstances the period of his/her probation may be extended for such period as Ministry of Railway may think fit in the circumstances of the case.

CHAPTER I

Section B

RULES FOR THE RECRUITMENT AND TRAINING OF GROUP 'C AND GROUP 'D' AND WORKSHOP STAFF

Sub-Section I General

101. Extent of application. The rules in sub-sections I to III apply to Group 'C and workshop and artisan staff of Indian Railways including Chittaranjan Locomotive Works, Diesel Locomotive works, Integral Coach Factory, Wheel & Axle Plant, Diesel Component Works, Rail Coach Factory (Kapurthala) and other railway establishments. The categories and rules for recruitment of Group 'D' staff on Railways are dealt with in sub-section IV The branches and groups dealt with in this section are detailed below :

(I) (i)Transportation (Traffic) Department, Station Masters, (ii) Traffic Signallers, (iii) Guards, (iv) Traffic Apprentices, (v) Train Clerks,

(II) Commercial Department.?(i) Ticket Collectors, (ii) Commercial Clerks (for coaching and goods works), (iii) Enquiry-cum-Reservation Clerks, (iv) Commercial Apprentices, (v) Law Assistants, (vi) Catering Manager Gr. III, (vii) Catering Manager Gr. I/Inspector, (viii) Assistant Cook and (ix) Senior Cook.

(III) Transportation (Power) Department.(i) First Fireman, (ii) Diesel Assistant, (iii) Electric Assistant, (iv) Steam Shunters, (v) Drivers and Loco Running Supervisors.

(IV) Mechanical Engineering Department. (i) Apprentice Mechanics, (ii) Deputy Shop Supervisor, (iii) Train Examiners.

(V) Civil Engineering Department. Permanent Way staff, (ii) Works staff, (iii) Bridge Inspectors.

(VI) Signal and Tele-Communication Department. (i) Signal Inspectors, (ii) Telecommunication Inspectors, (iii) Signal Maintainers (Electrical), (iv) Signal Maintainers (Mechanical), (v) Tele-communication Maintainers, (vi) Wireless Maintainers, (vii) Telecommunication Maintainers (Line), (viii) Telephone Operators.

(VII) Drawing Office Cadre in Civil, Mechanical/Electrical and S&T Departments.

(VIII) Stores Department.(i) **Depot Store Keepers**, (ii) Staff in the Printing Press.

(IX) Skilled Artisans.

(X) Medical Department.(i) Staff Nurses, (ii) Physiotherapist, (iii) Pharmacists, (iv) **Health & Malaria Inspectors**, (v) Radiographer, (vi) Laboratory Staff, (vii) Dieticians. (viii) Midwives.

(XI) Scientific Staff Chemical & Metallurgical Asstts.

(XII) Ministerial & Non-Ministerial Staff

(a) Accounts Department.(i) Shroffs, (ii) Cashiers, (iii) Accounts Clerks/Assts. etc., (iv) Finger Print Expert, (v) Electronic Data Processing Centre.

(b) Other than Accounts Department (i) Office Clerks, (ii) Typists, (iii) Stenographers.

(XIII) Official Language Department.

(XIV) Railway Schools Staff.

102. Recruitment. **(i)**Subject to what has been specifically provided in the relevant rules, recruitment on Railways will be to the lowest grade of the category concerned. Direct recruitment to intermediate grades will be made where specifically provided for and in other cases as and when considered necessary by the Railway administrations with the

approval of the Railway Board. The qualifications for recruitment to grades higher than the lowest will be those as approved by the Railway Board.

"(ii) The quota for direct recruitment, wherever prescribed, will be relevant only at the recruitment stage and will have no relevance for fixation of seniority which will be assigned by application of normal rules. Where quota fixed for direct recruitment in a particular year is not fulfilled due to un-avoidable reasons, the shortfall may be made good in the following year without giving retrospective benefit for purpose of seniority.

[Authority: ACS No. 121 forwarded under Railway Board's letter No. E(NG)I-80/ SR-6-9 dated 4-2-81]"

1*02-A Notwithstanding the provisions contained in this chapter, transfers on request on bottom seniority in the grades having an element of direct recruitment will be permissible against the quota prescribed? for direct recruitment, provided that the employee seeking transfer possesses the qualification prescribed for direct recruitment to the post to which transfer is sought for."*

(Authority Board's letter No. E(NG)I-99/TR/15 dated 8-2-2000)

103. Definitions. For the purpose of these rules, unless there be anything repugnant in the subject or context.?

(i) A "Group" means a series of classes, which form a normal channel of promotion.

(ii) A "Class" comprises all appointments in the same branch or department bearing the same designation.

Illustration. All station masters form a class by themselves, similarly, all assistant station masters are in one class : guards, section controllers, firemen, drivers are other instances of classes.

(iii) "Grades" are sub-divisions of a class, each bearing a different scale of pay. An intermediate grade is any grade in a class, higher than the lowest.

(iv) An "apprentice" or a "trainee" means a person undergoing training with a view to employment in railway service, who draws pay, leave salary, subsistence allowance or stipend during such training but is not employed in or against a substantive vacancy in the cadre of a branch of deptt. On satisfactory completion of his training he is eligible for appointment of probation in a substantive vacancy but no guarantee of such appointment is given.

(v) "Direct recruitment" means the recruitment to the Group 'C service of any person not already in the service of the railways or any person in railway service who may be permitted to apply for appointment subject to possession of requisite qualifications along with outsiders according to the procedure laid down for recruitment.

104. Period of Probation. All appointments will be made on probation for two years. For trainees or apprentices appointed to a working post after the conclusion of their training, the probationary period commences on the date of such appointment.

105. Health Certificates. No person may be appointed to railway service or sent to training school without the production of a health certificate. The rules for the medical examination of candidates for employment and for the periodical examination of railway servants are prescribed separately.

106. Special representation of certain communities In filling permanent as well as temporary vacancies by direct recruitment or by promotion, the instructions contained in Section E in regard to the special representations shall be strictly followed.

107. Persons having more than one wife or husband.

(i) No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the lifetime of such spouse, shall be eligible for appointment to service; and

(ii) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage, or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to service;

Provided that the General Manager may, if satisfied, that there are special grounds for so ordering, exempt any person from the operation of this rule.

108. Knowledge of Hindi. It is obligatory for all trainees to acquire an elementary knowledge of Hindi Trainees whose stay at the Training School is for over six months are required to pass Prabodh Grade Hindi examination before completion of their training in all railway training schools, Trainees who qualify in all other subjects but fail to qualify in Hindi test should not be debarred from entering railway service. Such staff should be required to pass the same Hindi test within a year of leaving the training school. If they fail to pass the test they will be given a second chance to pass the test in another year failing which they will not be retained in service.

Sub-Section II - Procedure

109. Method of making appointments.

(a) Direct recruitment to fill Group 'C posts on the Indian Railways will be made through Railway Recruitment Boards formerly Railway Service Commissions set up at various places in the country as per relevant orders of the Railway Board or by Railway Administrations where specially authorized by the Railway Board. The Railways or the areas for which Recruitment Boards make recruitment are also as specified in the relevant orders of the Board.

"(b) Recruitment may also be made by the Zonal Railways and Production Units etc. without going through the agency of the Railway Recruitment Board of sons/daughters/ wives/wards etc. of railway servants who die while in service or retire after medical incapacitation in accordance with the general orders

which may be issued by the Ministry of Railways from time to time. Similarly appointments may also be made of outstanding sportsmen and of persons having qualifications in the field of culture and Scouting/ Guiding against the respective annual quotas prescribed for these purposes and on the conditions laid down from time to time in? the general orders issued by the Ministry of Railways.

[Authority: ACS No. 133 forwarded in Railway Board's letter No. (NG)II/82/ RR-1/32 dated 24-2-83 and Railway Board's letters No. E(NG)III/77/RR-l/50 dated 7-4-80 and E(NG)II/88/RR-2/1 dated 15-6-89]".

110. Advertisements.

All vacancies in posts and services whose authorised scale of pay rises above Rs. 375/- AS/-425 (RS)/1400 (RPS) per month, recruitment for which is made through the Railway Recruitment Board or by the Railway Administrations and are treated as "by open competition and on all India basis" will be advertised in the list of newspapers approved by the Department of Personnel for advertisements issued by the Union Public Service Commission. All the other posts in the Lower grades will be advertised at the discretion of the Railway Recruitment Boards or Railway Administrations in the English, Hindi and regional language newspapers, commonly read in the area where such vacancies exist. The employment notices will also be supplied to the nearby employment exchanges for exhibition. Such advertisements will indicate the category of the posts and the division/Unit/region of the railway where vacancies exist and also other general conditions for appointment to the posts. It should also be clearly indicated in the advertisement for categories like Stenographers, typists, draftsmen etc. which do not involve outdoor work or work at inconvenient hours in the night that women are equally eligible and are invited to apply.

With a view to give wider publicity to the recruitment of nurses, copies of the employment notices should also be sent to the relevant nursing training schools in the areas concerned.

(b) With regard to the recruitment in the artisan categories a copy of the Employment Notice will be supplied to the Resettlement Directorate of the Ministry of Defence and the Rajya and Zila Sainik Boards for the purpose of employment of ex-servicemen by the Railway Administrations. The ex-servicemen nominated by the Resettlement Directorate will be considered for employment on Railways along with other candidates. As regards recruitment by Railway Recruitment Boards they should comply with the instructions issued by the Railway Board from time to time regulating recruitment of ex-servicemen to Railway services in Group 'C' & Group 'D'.

111. Applications for employment.

"**Candidates will be required to apply with reference to the specific employment notice of the Recruitment Boards or the Railways on prescribed application forms with requisite examination fee, if any, prescribed.**

[Authority : Railway Board's letter No. E(NG)II/81/REC/2 dt. 13-5-81 and E(NG)II/85/RRB/71? dated 5-5-86]".

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:-

(i) Chairman, RRB or Member Secretary, RRB as the Chairman of the Interview Committee; and

(ii) 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 may be 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-l/40 dated 27.4.98 and 98/E(RRB)9/3 dated 25. 8. 98 & 30. 11. 98).

113. The names of successful candidates who are recommended by the Railway Recruitment Boards or selected by the Railway Admn. themselves for appointment on Indian Railways will be exhibited on notice boards, in the Recruitment Board's office, Employment Exchange concerned and published as "news item" in the newspapers free of cost as also by the Railway Administrations in their Divisional and Headquarters offices. Selection of a candidate by a Board or a Railway administration is, however, no guarantee of employment on the railway which is subject to his qualifying in the prescribed medical examination and to his being otherwise suitable for service under Government.

114. *DELETED. (**Authority Board?s letter No. E (NG) II/92/RC 3/5 date 4.11.93)***

115. Relaxation of the age limit. The following relaxations of age limit are permissible :

(i) By five years in the case of Scheduled Castes and Scheduled Tribes.

(ii) Upto three years (including apprentice categories) in respect of serving Railway employees applying for direct recruitment to initial categories and upto five years for posts in the intermediate categories.

(iii) Group 'D' employees applying for recruitment to Group 'C posts or as apprentices being allowed relaxation to the extent of service in Group 'D' but in any case not exceeding 10 years and also subject to a ceiling limit of 30 years for apprentice categories.

(iv) *For direct recruitment to all Group 'C' & 'D' vacancies, serving employees who have put in three years continuous service on the Railways Will be given age relaxation upto the upper age limit of 40 years in the case of general category candidates, 43 years in the case of OBC candidates and 45 years in the case of ST/SC candidates Same age concession will be applicable to such of the substitutes as have put in three years service continuous or in broken spells."*

((Authority: Board's letter No. E(NG)I/95/PM1/ 1 dated 11/1/1999 and 1-6-99)

(v) *For direct recruitment to all Group 'C' and Group 'D' posts, the Upper age limit in the case of widows, divorced women and women judicially separated from their husbands, who are not remarried, shall be relaxed Upto the age 35 years. In such cases, there will be further relaxation upto the age of 38 years for other Backward Community (OBC) candidates, and upto 40 years for Scheduled Caste / Scheduled Tribes (SC/ST) candidates.*

((Authority Board's letter No. E(NG)II/2000/RR-I/37 dated 10/8/2001)

(vi) Existing age concessions allowed by specific instructions of the Railway Board for specified category/categories of posts will continue to apply.

(vii) A candidate who is within the minimum and maximum age limits on a particular date mentioned in the employment notice issued by a Railway Recruitment Board may be treated as eligible for appointment against? a post on the Railway concerned eyen though the person concerned may have exceeded the maximum age limit on the date of actually joining an appointment.

"(viii) The upper age limit may be relaxed to the extent warranted and justified while making appointment on compassionate grounds of sons," daughters, wives, wards etc. of Railway servants who die while in service or are medically incapacitated. The General Managers may also relax the age limit while making recruitment of outstanding sportsmen against the sports quota and against? cultural/scouts/guides quota.

[Authority : Railway Board's letters No. E- (NG)II/82/RR/l/32 dated 24-2-83 and 13-3-84]".

116. Employment of physically handicapped persons.?Recruitment of physically handicapped persons in identified Group 'C and Group `D' post will be regulated in terms of separate instructions issued by the Railway Board from time to time. TheRe will be a reservation of vacancies @ 3% (1% each for the Blind, the Deaf and the Orthopaedically handicapped)for recruitment of physically handicapped persons the actual employment of selected candidate being in identified Group 'C and Group 'D' posts in the Railway services.

Sub-Section III Recruitment and Training

117. The position indicated regarding normal channels of promotion in the following paragraphs in this sub-section are illustrative and not exhaustive and they should not be taken to exclude classes not specifically mentioned which it may be the recognized practice for a particular administration to admit to any of the Groups shown. It shall, moreover, be open to the administration to transfer staff from one group to another for which they may be fully qualified, but care must be taken to avoid hardship to staff already in the latter group.

***(XIII) OFFICIAL LANGUAGE DEPARTMENT**

117(1) The posts in the category of Junior Translator in Pay Band 2 of 9300-34800 (Grade Pay: 4200) will be filled by 100% by direct recruitment through the agency of Railway Recruitment Boards.

(2) (a) The educational qualification for direct recruitment from open market are as under:

(i) Master's degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level;

Or

Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at degree level;

Or

Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either of the two as medium of examination and other as a compulsory or elective subject at degree level.

And

(ii) Recognized Diploma or Certificate Course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India Undertaking.

(b) Age: 18-30 years.

3. Higher grade posts/channel of promotion:-

The following higher grade post is available to this category of staff in the normal channel of promotion by selection/non-selection as the case may be:-

Senior Translator

(Pay Band-2, 9300-34800, Grade Pay: 4600)

(*Authority: Ministry of Railway's (Railway Board letter No. E(NG)-II/2000/RR-1/77 dated 3.1.2013 **SECR 19/13**)

118. Refresher and promotion courses.

(a) Periodical refresher courses at stated intervals and promotion courses as necessary may be prescribed by the General Manager according to the need of each case, taking into account the guidelines and orders, issued from time to time by the Board.

(b) Procedure for Trade Tests : An employee failing in a trade test should be allowed to re-appear for further trade tests after an interval of six months with the provision that no relaxation in the standard of trade test is to be allowed.

119. Security deposits by Apprentices/Trainees. Persons recruited as Apprentices or Trainees shall be required to make security deposits during their period of training/apprenticeship as required by the individual railway administrations.

Conditions applicable to Apprentices other than those governed by Apprentices Act, 1961

120. Stipend.

(i) The rates of stipend are indicated against the various categories. Free medical aid is admissible. The rate of stipend in all cases will be fixed by the Railway Board.

(ii) Medical Examination. An apprentice will be required to pass such medical examination as regards his physical fitness as may be prescribed by the General Manager.

(iii) Agreement. He will have to enter into an agreement which should inter alia embody the following important conditions. The parent or guardian of the candidate should also be one of the parties to the agreement.

(a) The period of apprenticeship.

(b) The amount of the security deposit, if any.

(c) The trade or trades in which he will be required to undergo trainings

(d) Circumstances in which agreement can be terminated by the administration, e.g., physical unfitness, misconduct? or failure to qualify in any prescribed test, etc.

(e) The forfeiture of the security deposit, if any, and recovery of the cost of training at the discretion of the administration in the event of violation of the terms of the agreement by the apprentice.

(f) No guarantee or promise of employment on completion of apprenticeship.

(iv) Trade Apprentices in designated trades appointed in Railway workshops will be governed by the provisions of Apprentices Act, 1961 and Rules and administrative instructions issued there under from time to time.

121. Recognised Educational and other Qualifications for technical and non-technical categories are indicated against each category.

I. TRANSPORTATION (TRAFFIC) DEPARTMENT

(i) STATION MASTERS

Substitute the following for the existing para 122:-

122.(1) The Posts in the category of Station Master in Level-6 Rs 35400-112400/- shall be filled as under :

(i) 60% by Direct recruitment from amongst persons having the qualification of Graduation, through RRBs;

(ii) 15% by Limited Departmental Competitive Examination (LDCE) from amongst staff working in operating and commercial Departments in Level-1 to Level-5 with an upper age limit of 45 years (50 years in case of SC/ST) and qualification of Graduation subject to the condition that staff in Level-1 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 Grade - I, Switchmen, Sr. Signallers and Sr. Train Clerks in Level-4 and Leverman Gr.l, Pointsman Gr.l, Shuntman Gr.l, Cabinman Gr.ll And Train Clerks all Level-2 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. This age limit will be subject to the exception at para- 3 below. **Staff in Level-1 (erstwhile 6th CPC GP Rs 1800) may be allowed to appear with qualification of Matriculation and 5 years of regular service.**

(2) Qualifications etc. for direct recruitment are as under:

(i) Educational : A university degree or its equivalent. Diploma in Rail Transport and Management from the Institute of Rail Transport will be an additional desirable qualification.
(ii) Age : Between 18-30 years.
"(iii) Training & Stipend: Training period is 75 days. Stipend Rs 29200/- per month." (No. PC-V/2016/PS/1 (Stipend) [S.No.PC-VII/14} dated 02-02-2017 (RBE No.08/2017)

(3) Upper age limit for promotion of Switchmen (and Levermen and Cabinmen, wherever they are considered in lieu of Switchmen) as SM against 25% Quota set apart for them will be 50 years. {E(NG)I-86PM2-20(PNM) dt 15-04-87}

(4) Channel of Promotion/Higher grades : The next higher grade posts available in this category in the normal channel of promotion will be that of Station Superintendent in Level-7 scale Rs 44900-142400 (6^{th} CPC GP Rs. 4600)

NOTE:

All the posts of Station Superintewndent in Level-7 Rs 44900-142400 will be filled up 100% by promotion through Selection from the feeder grade of Station Master.

(Authority : Railway Board's letter No. E(NG)I-2016/PM1/12 dated 16-02-2018) ACS-241; SECR 72/18

{{ [Deleted vide 72/2018]

I. TRANSPORTATION (TRAFFIC) DEPARTMENT

(i) STATION MASTERS

122. (1) *The Posts in the category of Assistant Station Master in scale Rs. 4500-7000 shall be filled as under :*

(i) *60% by direct recruitment from amongst persons having the qualification of Graduation, through RRBs;*

(ii) *15% by Limited Departmental Competitive Examination(LDCE) from amongst group 'C' & 'D' staff of Operating and Commercial departments in grades 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 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 Clerks 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.*

((Authority : Board's letter No. E(NG)I/97/PM2/8 dated 22/2/2001 and 25/7/2002)

(2) Qualifications etc. for direct; recruitment are as under :

(i) Educational : A University degree or its equivalent. Diploma in Rail Transport and Management from the Institute of Rail Transport will be an additional desirable qualification.

(ii) Age : Between 18-25 years.

"(iii) Training & Stipend: Training period is to be decided by Zonal Railways, (training upto one year is considered sufficient). Stipend Rs. 1200 per month." (No. PCIV/86/Imp/50 dated 19-2-87).

(3) Upper age limit for promotion of Switchmen (and Levermen and Cabinmen, wherever they are considered in lieu of Switchmen) as ASM against 25% Quota set apart for them will be 50 years. [E(NG)I-86PM2-20(PNM) dt. 15-4-87J.

(4) Channel of Promotion/Higher grades : The following higher grade posts are available in this category in the normal channel of promotion :

ASSTT. STATION MASTERS/STATION MASTERS (Rs. 1400-2300)

STATION MASTER(Rs. 1600-2660)

DEPUTY STATION SUPDT. (Rs. 2000-3200)

STATION SUPDT. (Rs. 2375-3500)

NOTE :

(1) The channel of promotion to higher grades beyond the grade Rs. 1400-2300 will be as laid down by the individual Railway Administrations keeping in view the guidelines and orders, if any, issued by the Board.

(2) The higher grade posts upto and inclusively the grade Rs. 1400?2300 will be exclusively reserved for ASMs in the lower grade Rs. 1200-2040 [E(NG)I-63/PMl/40 dt. 6-4-72].

(3) 25% of the **post** in the category of Station Masters grade Rs. 1600-2660 will be filled by induction of Traffic Apprentices of which 15% will be from the open market through the Railway Recruitment Boards and 10% from amongst the serving (non-Ministerial) graduates through limited Departmental Competitive Examinations. }}

(ii) TRAFFIC SIGNALLERS

123. (1) The **post** in the category of Traffic Signallers in scale Rs. 975-1540 will be filled as under :

(i) 75% by direct recruitment through Railway Recruitment Boards; and

(ii) 25% by promotion by selection of specified Group 'D' categories of staff having qualification of Matriculation or its equivalent.

(2) Qualification etc. for direct recruitment are as under :

(i) Educational :Matriculation or its Equivalent with a minimum of 50% marks in the aggregate.

(ii) Age : Between 18-25 years.

(iii) Training & Stipend :Training period (up-to one year) to be decided by the Zonal Railway Administrations. The rate of stipend Rs. 975.

(3) Channel of Promotion/Higher grades :

The following higher grades are available to this category of staff in the normal channel of promotion :

SENIOR SIGNALLER (1200-2040)

HEAD SIGNALLER (1400-2300)

INSPECTOR WIRELESS (TRAFFIC) GR. II (1600-2660)

INSPECTOR WIRELESS (TRAFFIC) GR. I (2000-3200)

(iii) GUARDS

124. (1) *The posts in the category of Goods Guards in the pay scale of Rs.4500-7000(RSRP) will be filled as under:*

(i) 60% by general selection from amongst serving regular employees with a minimum of three years service working in Grade Pay Rs. 1900/-(level-2) to Rs. 2400/-(level-4), in the categories of Train Clerks (GP Rs. 2000), (level-3)/Sr. Train Clerks, (GP Rs. 2400) (Level (4) Commercial Clerks (GP Rs. 2000), (level-3), Ticket Collectors (GP Rs. 2000), (level-3), **Cabinman*** (GP Rs. 1900), (level-2) & (GP Rs 2400), (level-4), Switchmen/**Leverman/Pointsman /Shuntman*** (GP Rs. 1900), (Level-2), and Asst. Guards (GP Rs. 1900), (Level-2)/(Sr. Asstt. Guards (GP Rs. 2400), (Level-4); Individual quotas for each of these categories being fixed by the zonal Railways. (*additions)

(ii) 15% by LDCE plus shortfall, if any against (i) above, from amongst serving regular non-ministerial employees in Operating and Commercial Departments with a minimum of three years regular service working in GP Rs. 1800 (Level-1) to GP Rs. 2400 (level-4) up to 40 years of age (45 years in case of SC/ST) with educational qualification of Graduation.

(iii) 25% by direct recruitment through Railway Recruitment Boards with graduate qualification.

(iv) Shortfall in General Selection as per (i) above to be added to LDCE and shortfall in LDCE will be transferred to GDCE quota open for all Departments.

(Authority : Board's letter No. E(NG)I-2012/PM1/22 dated 12.05.2017) **SECR 89/17**

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The posts in the category of Goods Guards in the pay scale of Rs.4500-7000(RSRP) will be filled as under:

(i) 60% by general selection from amongst serving regular employees with a minimum of three years service working in grade(s) Rs.3050-4590/3200-4900/4000-6000 in the categories of Train clerks/Sr. Train Clerks, Commercial Clerks/Sr. Commercial Clerks, Ticket Collecters/Sr. Ticket Collectors, Switchmen, Asst. Guards/Sr.Asst. Guards and Yard Staff individual quotas for each of these categories being fixed by the Zonal Railways.

(ii) 15% by LDCE plus shortfall, if any, against (i) above, from amongst serving regular non-ministerial Group 'C' employees in the Operating and Commercial Deptts. with a minimum of three years service, working in grade(s) Rs.3050-4590/3200-4900/4000-6000 upto? 40 years of age (45 years in the case of SCS/ST) and having the qualification of Graduation; and

(iii) 25% by direct recruitment through Railway Recruitment Boards plus shortfall, if any, against (ii) above.

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(2) Qualification etc for direct recruitment are as under:

(i) Educational : A university degree or its equivalent.

(ii) Age : Between 18-28 years

(iii) Training & Stipend: Period of training will be for a duration (upto one year) as decided by the Railway Administration on a stipend of Rs.4500/-

(Authority Board's letter NO. E(NG)I-96/PM2/3 dated 5-6-98 ,13-08-98 and 4-2-99)

(3) Channel of Promotion/Higher grades ;

The following higher grades are available in this category :

PASSENGER GUARD (ALL PASSENGER TRAINS & EMUs) (1350-2200)

MAIL GUARD (SUPER FAST), MAIL & EXPRESS TRAINS) (1400-2600)

NOTE :

(1) Guards upto 48 years of age arc eligible for promotion by selection as Section Controllers in scale Rs. 1400-2600 against 30% of the vacancies in that grade. [(EN)G 1-68PM/4 dt. 3-6-70 and E(NG) 1-73-PM 1-80 dt. 17-7-73].

(2) Their (Guards) channel of promotion to other Traffic categories such as Station Masters, Yard Masters, Traffic Inspectors will be as laid down by individual Railway Administrations within the Broad policy frame work/guidelines, if any, issued by the Board.

(iv) TRAFFIC APPRENTICES

125(1) a) 75% by promotion from the feeder category in the following proportion:
i) Station Master 55%
ii) Guards 10%
iii) Shunting/TNC 10%

b) 25% by LDCE from all eligible categories.

(Authority : Railway Board's letter No.E(NG)I/2018/PM2/1 dated 28-05-2020 **SECR 73/20 & 78/20**)

{Old - 125. (1) 25 % of the **post** in the categories of Section Controllers, Station Masters, Yard Masters and Traffic Inspectors in scale Rs. 1400-2600/- 1600-2660 will be filled by recruitment as Traffic Apprentices as under :

(i) *15% plus shortfall , if any, against LDCE quota as at (ii) below, by direct recruitment through the Railway Recruitment Boards; and*

(Authority Board's letter NO. E(NG)I-99/PM1/29 dated 20-4-2000)

(ii) 10% through Limited Departmental Competitive Examination from amongst serving staff (other than Ministerial) in the Traffic (Transportation) Department who are graduates and are upto 40 years of age.}

(2) Qualification etc. for direct recruitment are as under :

(i) Educational: A University degree or its equivalent. Diploma in Rail Transport and Management from the Institute of Rail Transport will be an additional desirable Qualification.

(ii) Age: Between 20-28 years.

(iii) Training & Stipend: Period of training will be two years. Stipend: First year Rs. 1400. Second year Rs. 1440.

NOTE : Period of training for those inducted against 15% will also be two years but they will continue to receive the pay and allowances of the post from which they were selected during the period of the training.

(3) Channel of Promotion/Higher grades

The following higher grades are available to Traffic Apprentices after their observations in a waiting post for their advancement as per the channel of promotion laid down by the Zonal Railway Administrations keeping the broad policy framework laid down by the Railway Board. Dy. Chief Controller/Dy. Station Supdt. Dy. Yard Master/Traffic Inspector (2000- 3200)

Chief Controller Station Supdt. Yard Master/Chief Traffic Inspector (2375-3500)

(Authority Railway Boards letter No. E(NG)II 84- RC-3/15 (AWRF) dated 15-5-87).

(v) TRAINS CLERKS

126. *(1)The posts in the category of Train Clerks in the pay scale Rs. 3050-4590 will be filled as under:*

(i)50% by direct recruitment through Railway Recruitment Board;

(ii)33-⅓% by promotion by a process of selection from eligible Group 'D' categories of staff as specified by the Zonal Railways as per procedure prescribed in para 189; and

(iii)16-⅔% by promotion entirely on merit of Matriculate Group 'D' employees from eligible categories, as specified by the Zonal Railways for (ii) above, with a minimum of 2 years regular service in the concerned seniority unit on the basis of a competitive examination consisting of Written Test and Record of Service of 85 and 15 marks respectively.

[Authority : Ministry of Railway's letter No. E(NG)I-2003/CFP/2 dated 22.9.2003]

(2) Qualification etc. for direct recruitment are as under :

(i) Educational: Matriculation or its equivalent with not less than 50% marks in the aggregate.

(ii) Age : Between 18-25 years.

(iii) Training & Stipend : Period of training will be as fixed by Zonal Railway Administrations. (A short duration of about **"one month"** will normally be adequate). Stipend will be Rs. 950.

(3) Channel of Promotion/Higher Grades :

(i) The following higher grades are available in the normal channel of promotion :

SENIOR TRAIN CLERKS (1200-2040)

HEAD TRAIN CLERKS (1400-2300)

CHIEF TRAIN CLERKS (1600-2660)

(ii) Train. Clerks/Senior Trains Clerks are also eligible for consideration for promotion by selection as Goods Guards in scale Rs. 1200?2040 against the **post** in that category as per orders in force from time to time.

(iii) They are also considered for promotion to supervisory posts on the Yard Masters category and other categories as per avenue of promotion laid down by the Zonal Railway Administrations keeping in view the broad policy frame work laid down by the Board.

VI.. SWITCHMEN

126-A(1) : The **post** *in the category of Switchmen in Grade Rs.4000-6000 should be filled as under:*

(i) From 1.1.2000 , 50% by Staff having qualification of Matriculation from amongst the normal promotion categories of Cabinman/Leverman/Pointsmen, through selection based on written examination and viva voce designed to test the professional ability and knowledge of safe working rules required in the discharge of duties of Switchmen;

(ii) 50% or such higher number of **post** *as could not be filled by (i) above from amongst Group 'C' and 'D' staff of Operating Department,with Matriculation qualification and minimum five years service (relaxable to two years by the General Managers for want of staff with five years service) through a written examination and viva voice ; and*

(iii) The shortfall against (ii) above to be made good by direct recruitment from open market through Railway Recruitment Boards from amongst candidates with minimum educational qualification of matriculation.

Note : For selections to be notified upto 31-12-99 for promotion against the quota of **post** *of (1) (i) above, the minimum educational qualification will continue to bestandard VI passed.*

(2) Qualifications for direct recruitment are as under:-

(i) Educational : Matriculation or equivalent

(ii) Age : 18 to 27 years.

(iii) Training : 2 months (50 working days)

(iv) Stipend during training: Rs.4000/- p.m.

(3) Channel of promotion:- Switchmen are eligible for promotion as Assistant Station Masters and Goods Guards in Grade Rs.4500-7000 against the prescribed quotas in force.

(Authority Board's letter No. E(NG)I-95/PM2/25 dated 10-6-99 & 2-9-99)

II. COMMERCIAL DEPARTMENT

(i) TICKET COLLECTORS

127. (1) The posts in the category of Ticket Collectors in the pay scale Rs. 3050-4590 will be filled as under

(i) 50% by direct recruitment through Railway Recruitment Board;

(ii) *33-⅓%* by promotion by a process of selection from eligible Group 'D' categories of staff as specified by the Zonal Railways as per procedure prescribed in para 189; and

(iii) *16-⅔%*by promotion entirely on merit of Matriculate Group 'D' employees from eligible categories, as specified by the Zonal Railways for (ii) above, with a minimum of 2 years regular service in the concerned seniority unit on the basis of a competitive examination consisting of Written Test and Record of Service of 85 and 15 marks respectively.

(Authority : Ministry of Railway's letter No. E(NG)I-2003/CFP/2 dated 22.9.2003]

(2) Qualification etc. for direct recruitment are as under :

(i) Educational : Matriculation or its equivalent with not less than 50% marks in the aggregate.

(ii) Age :Between 18-25 years

(iii) Training & Stipend :?**To be laid down by Zonal Railways. A short training of about one month should normally be adequate. Stipend will be Rs. 950 per month.**

(Authority : Board's letter No. PC-IV/86/ Imp/50 dated 19-2-1987)".

(3) Channel of Promotion/Higher grades . The following higher grade posts are available in the normal channel of promotion :

SENIOR TICKET COLLECTOR/TRAVELLING TICKET EXAMINER (TTE) (1200?2040)

HEAD TICKET COLLECTOR/SENIOR TRAVELLING TICKET EXAMINER/CONDUCTOR (1400-2300)

TRAVELLING TICKET INSPECTOR (TTI)/ CONDUCTOR (1600-2660)

CHIEF TICKET INSPECTOR (CTI) (2000-3200)

Note : (1) The post of conductor in grade Rs. 1400-2300 even though classified as non-selection should be filled by persons duly selected either for posting as Head Ticket Collector or Sr. TTE [E(NG)I-84/PM3-15 dt. 31-1-86].

(2) Ticket Collectors are also eligible for being considered for promotion as Goods Guards and Enquiry-cum-Reservation Clerks as per procedure laid down for filling up **post** in these categories.

(ii) COMMERCIAL CLERKS (FOR COACHING AND GOODS WORK)

128. *(1) The posts in the category of Commercial Clerks in the pay scale Rs. 3200-4900 will be filled as under:*

(i) 50% by direct recruitment through Railway Recruitment Board;

(ii) 33-⅓% by promotion by a process of selection from eligible Group 'D' categories of staff as specified by the Zonal Railways as per procedure prescribed in para 189; and

(iii) 16-⅔% by promotion entirely on merit of Matriculate Group 'D' employees from eligible categories, as specified by the Zonal Railways for (ii) above, with a minimum of 2 years regular service in the concerned seniority unit on the basis of a competitive examination consisting of Written Test and Record of Service of 85 and 15 marks respectively.

(Authority : Ministry of Railway's letter No. E(NG)I-2003/CFP/2 dated 22.9.2003]

(2) Qualification etc. for direct recruitment are as under :

(i) Educational : Matriculation or its equivalent with not less than 50% marks in the aggregate.

(ii) Age :Between 18 and 25 years.

(iii) Training & Stipend: Period of training will be 3 to 4 months on a stipend of Rs. 975/p.m.

(3) Channel of Promotion/Higher grades : The following higher grade posts are available in the normal channel of promotion :

SENIOR COMMERCIAL CLERK (1200-2040)

HEAD COMMERCIAL CLERK (1400-2300)

CHIEF COMMERCIAL CLERK (GOODS/PARCEL LUGGEGE/BOOKING) (1600-2660)

COMMERCIAL SUPDT. (GOODS/PARCEL/LUGGAGE/BOOKING) (2000-3200)

Note : (1) Commercial Clerks have channel of promotion to the categories of Commercial Inspectors/other Supervisory posts in the Commercial Departments and Enquiry-cum-Reservation Clerks as per procedure laid down for filling up to vacancies in the respective categories.

(2) 25% of the **post** in grade Rs. 1600-2660 of Chief Booking/Parcel/Goods & Luggage Clerks will be filled by recruitment of Commercial Apprentices of which 15% will be by direct recruitment from open market through the Railway Recruitment Boards and 10% from amongst serving Graduate upto the age of 40 years in the Commercial Department (others than Ministerial) through a Limited Departmental Competitive Examination.

E(NG)ll-84/RC3-15- (HPF) dt. 15-5-87.)

(iii) ENQUIRY - CUM - RESERVATION CLERK (ECRC)

129. (1) The *posts* in the category of Enquiry-cum-Reservation Clerks (ECRC) in scale Rs. 4*500-7000 w.e.f 1.1.96* will be filled as under :

(i) 25% by direct recruitment through Railway Recruitment Board : and

(ii) *75% by promotion by selection from amongst Sr. Commercial Clerks and Sr. Ticket Collectors in the scale of pay Rs. 4000-6000 (RSRP) and Commercial Clerks and Ticket Collectors in the scale of pay Rs. 3200-4900 (RSRP) and Rs. 3050-4590 (RSRP) respectively who are suitable for posting as ECRC involving direct contact with general public. Commercial Clerks and Ticket Collectors in grades Rs. 3050-4590 and 3200-4900 respectively should have completed a minimum of three years service in the respective grade."*

[Authority : Railway Board's letter No. E(NG)I-92/PM3/5 Dated 25.06.1998)

(2) Qualification etc. for direct recruitment age as under :

(i) Educational : A university degree or its equivalent.

(ii) Age :Between 18 and 25 years:

(iii) Training & Stipend : Three months on a stipend of Rs. 1200/-p.m.

(3) Channel of Promotion/Higher grades :

The following higher grades are available to this category of staff in the normal channel of promotion by non-selection or selection as the case may be :

E(NG)III 76CD/40/dt.5-8-76 and E(NG)III 76RR1/23 dt. 2-7-77.

ENQUIRY - CUM - RESERVATION CLERK GRADE-I (1400-2300)

RESERVATION SUPERVISOR GRADE-II (1600-2660)

RESERVATION SUPERVISOR GRADE-I (2000-3200)

(iv) COMMERCIAL APPRENTICES

130. (1) 25% of the *posts* in the categories of Commercial Inspectors, Claims Inspectors, Rates Inspectors, Chief Booking/Parcel/Goods Clerks in Scale Rs. 1600-2660 will be filled by recruitment as Commercial Apprentices as under :

(i) *15% plus shortfall , if any, against LDCE quota as at (ii) below, by direct recruitment through the RRB; and*

(Authority Board's letter NO. E(NG)I-99/PM1/29 dated 20-4-2000)

(ii) 10% by Limited Departmental Competitive Examination from amongst serving graduates in Commercial Department (other than Ministerial) upto 40 year of age.

(2) Qualifications etc. for direct recruitment are as under :

(i) Educational: A University Degree or its equivalent. Diploma in Rail Transport and Management from the Institute of Rail Transport will be an additional desirable qualification.

(ii) Age : Between 20-28 years.

(iii) Training & Stipend : Commercial Apprentices will be on training for a period of two years on a stipend of Rs. 1400 (first year) and Rs. 1440 (second year)

(3) Channel of Promotion/Higher grades:

The following higher grades are available to Commercial Apprentices after their absorption in test by way of advancement as per channels of promotion laid down by the .Zonal Railways keeping in view the broad policy framework laid down by the Railway Board from time to time

COMMERCIAL/RATES/CLAIMS INSPECTOR/ CHIEF BOOKING/GOODS/PARCEL CLERK (2000-3200)

CHIEF COMMERCIAL/RATES/CLAIMS 1NSPECTORS/BOOKING/PARCEL/GOODS SUPDT. (2375-3500)

(v) LAW ASSISTANTS

131. (1)The posts in the category of Law Assistants in the pay scale Rs. 6,500-10,500 will be filled as under:-

(i) 40% by direct recruitment from open market; and

(ii) 60% by promotion by general selection from amongst eligible serving employees, shortfall, if any, being added to direct recruitment.

(Authority Board?s letter NO. E(NG)II/2003/RR-I/17 dated 21-01-04)

(2) Qualification etc. for direct recruitment are as under:

(i) Educational: A University Degree in Law with 3 years standing as a pleader at Bar. Serving employees who are Law Graduates may also be allowed to apply for these posts provided they have served for at least 5 years in any Branch of the Railway Administration. Vacancies earmarked for direct recruitment should also be available to the Railway Magistrates who are desirous of applying for such posts

and who also fulfil the prescribed qualifications for the direct recruits.

(ii) Age: Up to 37 years.

(iii) Qualifications for Promotees: The remaining quota of $66^{2}/_{3}$% of posts should be filled by promotion, on the basis of selection, of serving employees in grades lower than the grade of Rs. 6,500-10,500, having 5 years regular service in Group 'C' and possessing a Degree in Law, irrespective of the Department in which the eligible employee may be working. The shortfall against promotion quota, if any, will be filled by direct recruitment.

(iv) The benefit of added years of service under Rule 45 of Railway Services (Pension) Rules, 1993 will be admissible to those recruited directly as Law Assistants (Rs. 6,500-10,500) subject to fulfilment of the conditions stipulated therein.

(3)Channel of Promotion/Higher grades:- The next higher grade post available for Law Assistant is that of Chief Law Assistant in scale Rs.7,450-11,500, which will be filled by promotion as per procedure in vogue from time to time.

(Authority: Railway Board's letter No.E(NG)II/99/RR-I/43 dated 10.11.2000)

(vi) CATERING SUPERVISOR GRADE-III

132. (I.) The **post** in the category of **Catering Supervisor Grade III** in scale Rs. 975-1540 will be filled as under :-

(i) 33-1/3% by direct recruitment. On some of the Railways the percentage of direct recruitment is 66-2/3%.

(ii)66-2/3% or 33-1/3%, as the case may be by promotion by selection of specified Group 'D' categories of Staff.

(2) Qualification etc. for direct recruitment are as under:

(i) Educational: Matriculation or its equivalent. Diploma in Catering preferable.

(ii) Age :Between 18 to 25 years.

(3) Channel of Promotion/Higher grades : The following higher grades are available for this category of Staff in the normal channel of promotion :

[Authority: Rly. Bd's letter No. PCIII-81/JCM/ DC/1 dt. 17-7-84 & E(NG)III-77RC1-21 dt. 16-8-84].

CATERING SUPERVISOR GRADE II (1200-2040)

CATERING SUPERVISOR GRADE I (1400-2300)

(vii) CATERING SUPERVISOR GRADE I / CATERING INSPECTOR GRADE III

133. (1) The **post** in the category of **Catering supervisor Grade I/Catering Inspector Grade-II** in scale Rs. 1400-2300 will be filled as under :

(i) 20% by direct recruitment through the Railway Recruitment Boards; and

(ii) 80% by promotion from amongst **Staff in lower grade** in scale Rs. 1200-2040 by selection or non selection as the case may be.

(2) Qualification etc. for direct recruitment are as under:

(i) Educational/Professional:

(a) Higher secondary (10+2) or equivalent.

(b) Diploma in catering from a recognized Institute.

(c) Two years experience in an established hotel will be desirable qualification.

(ii) Age : Between 18 and 28 years.

(3) Channel of Promotion/Higher grades : The following higher grade posts are available for this category in the normal channel of promotion :

[Authority : Railway Board's letter No. PC-III-81/JCM/DC/1 dt. 17-7-84 and , E(NG)II-77 RC1-21 dt. 16-8-84].

CATERING INSPECTOR GRADE-II(1600-2660)
CATERING INSPECTOR (Gr. I)(2000-3200)

(viii) ASSISTANT COOK

134.(1) Direct recruitment of suitable hands in the category of Assistant Cooks in scale Rs. 800-1150 may be made by Railway Administrations without the agency of the Railway Recruitment Boards.

[E(NG) 65/RC-1/45 dated 27-3-1965].

(2) The higher grade posts in this category are as under :

COOK (Rs. 950-1500)

SR. COOK (Rs. 1200-1800)

HEAD/MASTER COOK (Rs. 1320-2040)

(3) 33-1/3% of the post in the category of Sr. Cook in scale Rs. 1200-1800 will be filled by direct recruitment as per Para 135.

(ix) SENIOR COOK

135. (1) The **post** in the category of Senior Cook in scale Rs. 1200-1800 will be filled as under :

(i) *33-⅓%* ?by direct recruitment without the agency of the Railway Recruitment Boards, and

(ii) *66-⅔%* by promotion from the lower grade.

(2) Qualification etc. for direct recruitment are as under :

(i) Educational: Matriculation with craftship in Cookery from a recognized Institute **Institutes for this purpose to be determined by each Zonal Railway Administration. .**

(ii) Age : Between 18 and 25 years.

E(NG)II-85 RC3/66 dt. 28-10-85.

III. TRANSPORTATION (POWER) DEPARTMENT

(i) FIRST FIREMAN :- DELETED

136. DELETED

((Authority: Railway Board's letter No.E(NG)II/2000/RR-I/47 dated 03.8.2001)

(ii) DIESEL ASSISTANT/ELECTRIC ASSISTANT:

137. (1) The posts in the category of Diesel Assistant /Electric Assistant in pay scale Rs. 3050-4590 will 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/ Electric 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% plus the shortfall, if any, against (i) above by direct recruitment through the Railway Recruitment Boards.

(2) Qualifications etc. for direct recruitment will be as under:-

(i) Educational: Matriculation pass plus

(a) ITI in specified trades/Act Apprenticeship, OR

(b) Diploma in Mechanical/ Electrical/ Electronics/Automobile Engineering in lieu of ITI

Note: Specified trades for the purpose of (a) above are as follows:-

A. Fitter

B. Electrician

C. Instrument Mechanic

D. Mill wright/ Maintenance Mechanic

E. Mechanic (Radio & TV)

F. Electronics Mechanic

G. Mechanic (Motor Vehicle)

H. Wireman

I. Tractor Mechanic

J. Armature & Coil Winder

K. Mechanic (Diesel)

L. Heat Engine

(ii) Age: Between 18 to 27 years

(iii) Training and Stipend: They will be on training for a period of 17 weeks. Stipend: 5830 +1900/-

(Authority: Railway Board's Letter No. E(MPP)2009/3/14 dated 13.03.2012) **SECR 42/12**

(3)Diesel/ Electric Assistants have avenue of promotion to the posts of Shunters/ Engine Turners, Goods Drivers and so on as per procedure in force for filling up posts in these categories.

(iii) ELECTRIC ASSISTANT:- DELETED

138. DELETED

(iv) STEAM SHUNTERS:- DELETED

139. DELETED

((Authority: Railway Board's letter No.E(NG)II/2000/RR-I/47 dated 03.8.2001)

(v) DRIVERS? & LOCO RUNNING SUPERVISORS

140. The classes included in this group and their channel of promotion are as given below :

GOODS DRIVERS (ALL GOODS TRAINS) (1350-2200)

PASSENGER DRIVERS (ALL PASSENGER TRAINS) (Rs. 1600-2660 and EMU services)

MAIL DRIVERS (SUPER FAST MAIL & EXPRESS TRAINS) (1640-2900)

Note : The **post** in the category of Goods Drivers are filled by selection from Shunters.

(2)

Asstt. loco forman? (R)/Traction Loco Controller/Driving Inspector/Power Controller/Loco Inspector 'B' Fuel Inspector 'B'/Loco Forman 'B'
(2000-3200)
Chief Power Controller/Chief Traction Loco Controller/Chief Loco Inspectors/Loco Formen 'A'/Fuel Inspector/ 'A' Driving Inspector.
(2375-3500)

Note : The **post** in grade Rs. 2000-3200 are filled by selection as per avenue of promotion laid down by Zonal Railway Administration keeping in view the 'Note' below Item (vi) of Annexure 'B' of Schedule notifying the scales of Pay recommended by the 4th Central Pay Commission vide Railway Board's letter No. PC-IV/Imp/Schedule/1 dated 24-9-86, provided that for post of Fuel Inspector an employee must have rendered a minimum of 5 years service as Driver.

(vi) MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENTS

(i) APPRENTICE MECHANICS

141. (1) 75% of the posts in the category of Chargeman 'B' in scale Rs. 1400-2300 in Mech. & Elec. Eng., Deptts. & in the cadre of Draftsmen in these Departments will be filled by induction of Apprentice Mechanics as under:

(i) 50% plus shortfall, if any, against inter apprentice quota as at (ii) below, from open market through Railway Recruitment Boards : and

(ii) 25% from serving employees fulfiling the following qualification:-

(a) Must have passed ITI/Act Apprenticeship in the relevant trade or 10+2 in science stream.

Note:- Existing eligible staff in service as on 12.08.2002 will be eligible to appear in the selection of intermediate Apprentice with pre-revised qualification for two consecutive selections held after 23.06.2003.

(b) Must have done 3 years satisfactory service as Technician Grade III (Trade) and above.

(c) Must have satisfactory service record with respect to application of work, attendance and general conduct.

(d) Must be below 45 years of age.

Note:- Service for the purpose of (b) and (c) above will not include the training of three years imparted to Matriculates recruited for appointment as Technician Grade III (Trade) in terms of para159.

(2) Qualification etc. for direct recruitment are as under:?

(i) Educational: Diploma in Mechanical/Electrical/Elec. Engineering.

Note :- The indenting railway shall have the discretion to specify the number of candidates required from each discipline, subject to a rider that at least 50% of the intake shall be from Electrical Engineering alone in the case of Electrical Department and from Mechanical Engineering alone in the case of Mechanical Electrical Department . All Candidates selected will, however , be borne on a common cadre.

(Railway Board's letter No. E(NG)II/2001/RR-1/47 Dated 3-8-2001)

(ii) Age : Between 18 and 28 yrs.

*141(2)(iii) Training and stipend:- They will be on training for a period of 12 months. Stipend 9300+4200.

Note: The period of training for Intermediate Apprentices will also be 12 months, but they will continue to draw the pay and allowances of the post from which they were selected during the period of the training.

(*Authority: Railway Board's letter No. E(MPP)2009/3/16 dated 15.01.2010 and PC-V/2008/PS/1 (stipend) dated 29.06.2011) **SECR 191/11**

(3) Channel of Promotion/Higher grades: The higher grade posts available for this category are as under :

CHARGEMAN 'A' (1600-2600)

DEPUTY SHOP SUPDT. (2000-3200)

SHOP SUPDT. (2375-3500)

(4) (1) 20% of the **post** in the grade of Deputy Supdt., grade. Rs. 2000-3200 will be filled by direct recruitment of Engineering Degree holders in Mechanical/Electrical/Electronics Engineering through the Railway Recruitment Boards. Age : between 20 and 30 years and period of training one year on stipend of Rs. 2000.

(2) Those absorbed in the Cadre of Draftsman will progress as Head Draftsmen (1600-2660) in which grade there will also be direct recruitment of Engineering Graduates to the extent of 25% of the vacancies and as Chief Draftsman (2000-3200) by selection or? nons election, as the case may be. Age for direct recruitment will be between 20 and 30 years and period of training one year on Stipend of Rs. 1600.

[Authority : Rly. Bd's letters No. E(NG) III-71 RR1/67 dt. 25-11-71, 29-3-72, E(NG) III1-71RR1/51 dt. 11-8-72, E(NG) III-73 RR2/39 dt. 16-7-75, E(NG)I-78PM 1/2Q dt. 9-7-79, E(NG) 1-82 PM 1/241 (JCM) dt. 16-10-87, E(NG) I-86PM7/8 3-6-87 and E(NG) II84/RC2/26 dt. 19-4-85].

(ii)? TRAIN EXAMINERS

142. (1) The posts in the category of Train Examiners in scale Rs. 1400-2300 will be filled as under :

(i) 50% plus shorfall, if any, against inter Apprentice quota as at (ii) below, from open market through the Railway Recruitment Boards; and

(ii) 25% of Intermediate Apprentices from amongst serving employees having the qualification of ITI/Act Apprenticeship pass in the relevant trade or 10+2 in science stream with three years service in skilled grades and below 45 years of age; and

Note:- Existing eligible staff and service as on 12-08-2002 will be eligible to appear in the selection of Intermediate Apprentice with pre-revised qualification for two consecutive selection held after 23-06-2003.

(iii) 25%by promotion by selection. If the selection/supplementary selected from amongst Mistries/Skilled Grade I & II fails to provide enough candidates, another supplementary selection from amongst skilled grades (with 5 years service in skilled grades and 8th class qualification or with 3 years service and Matriculation) will be held the condition regarding qualification applying to staff in skilled grade III.

Note: For selections to be notified on or after 1.1.2000 against clause (iii) above, the staff should possess the minimum educational qualification of or equivalent to Matriculation."

(2) Qualification etc. for direct recruitment are as under :

(i) Educational : Diploma in Mechanical/Electrical/Engineering. Diploma in Rail Transport and Management from the Institute of Rail Transport, New Delhi will be an additional desirable qualification.

(E(NG)II/80/RR-1/22 dated 5-2-81)

Note: The indenting Railway shall have the discretion to specify the number of candidates required from each discipline, subject to a rider that at least 50% of the intake shall be from Mechanical Engineering alone. All candidates selected will, however, be borne on a common cadre.

[Authority: Railway Board's letter No. E(NG)II/2001/RR-1/47 dated 3.8.2001]

(ii) Age :Between 18-28 years.

(iii) Training & Stipend: Training 18 months .

Stipend Rs.1320-30-1350.

Note: Those inducted as Inter-Apprentice Train Examiners will also be on training for 18 months but they will continue to draw pay and allowances of the post from which they were selected during the period of training.

(Authority Board's letter NO. E(MPP)94/3/17/PT./RE-CONST dated 13/14-8-96)

(3) Channel of Promotion/Higher grades : The higher grade posts available in the category are as under :

HEAD TRAIN EXAMINER GRADE-II (1600-2660)

HEAD TRAIN EXAMINER GRADE-I (2000-3200)

CHIEF TRAIN EXAMINER/C&W FOREMAN (2375-3500)

(4) 20% of the **posts** in the grade of Head Train Examiner (2000-3200) will be filled by direct recruitment through the Railway Recruitment Boards as under :

(i) Qualification :Degree in Mechanical/Electrical Engineering.

(ii) Age :Between 20 and 30 years,

(iii) Training :One year,

(iv) Stipend :Rs. 2000.

[Authority : Rly. Bd. letters No. PC-69/PS-5/T-Pt. dt. 30-10-72 E(NG)III-73/RR-l/39 dt. 19-11-77, E(NG)II-84/RC2/31 dt. 20-3-85, E(NG)I-85/PM7/51 dt. 6-11-85].

V. CIVIL ENGINEERING DEPARTMENT

(i) PERMANENT WAY MISTRY

143. (1) The posts in the category of Supervisor (Permanent Way) in the pay scale of Rs. 4500-7000 shall be filled as under:-

i. 25% by direct recruitment through Railway Recruitment Boards.
ii. 25% by a Limited Departmental Competitive Examination from amongst Gangmen/ Keymen/ Mates with the qualification of 10+2 with Science and Mathematics and having put in a minimum of three years regular service. Shortfall, if any, should be made good from amongst Gangmen/ Keymen/ Mates having the qualification of Matriculation/HSLC with three years regular service. Further shortfall, if any, shall be added to the direct recruitment quota.
iii. 50% by promotion of Departmental staff having the qualification of Class X Board Examination. Shortfall, if any, should be made good by LDCE.

Note: Departmental staff already in service as on date of issue of this Advance Correction Slip not possessing the qualification of Class X Board Examination but otherwise eligible

for promotion against para 143 (1) (iii) above may be allowed two chances to appear in the two consecutive suitability tests conducted after the said date for promotion as Supervisor (P.Way).

(2) Qualification etc. for direct recruitment are as under :

(i) Educational : **B.Sc with Physics and Maths; Engineering Diploma holders will also be eligible."**

(ii) Age : Between 18 and 20 Years.

(iii) Training & Stipend : They will be on training for a period upto one year on a stipend of Rs. 1400/-

(3) Channel of Promotion/Higher grades : They are eligible for promotion by selection to the post of PWI scale Rs. 1400?2300/- and further as per para 143.

(Railway Board's letter No. ENG)I/99/PM5/7 dated 01-01-2003)

(ii) PERMANENT? WAY INSPECTOR(PWI)

144. (1) The **post** in the category of Permanent Way Inspector Grade III in scale Rs. 1400-2300 will be filled as under :

(i) 66-2/3% by direct recruitment through Railway Recruitment Boards; and

(ii) *33-⅓%* by promotion by selection of Supervisor (Permanent Way) in the pay scale of Rs. 4500-7000, with educational qualification of Class X Board examination.

(Railway Board's letter No. ENG)I/99/PM5/7 dated 01-01-2003)

Note:- *Department staff already in service as on 1.1.2003 not possessing the qualification of class X Board Examination but otherwise eligible for promotion against para 144(1)(ii) above may be allowed two chances to appear in the two consecutive selections conducted after 1.1.2003 for promotion as Junior Engineer (P.Way) Gr.II.*

(Authority : Railway Board's letter No.E(NG)I/99/PM5/7 dt. 1.1.2003 & 23.02.2007) ---- acs no.192

(2) Qualification etc. direct recruitment are as under :

(i) *Educational: Diploma in Civil Engineering*

(Railway Board's letter No. E(NG)II/80/RR-1/22 dt. 5-2-81 ,ENG)II/2001/RR-1/6 dated 18-05-2001)

(ii) Age : Between 18-28 years.

(iii) Training & Stipend : Training one year, Stipend Rs. 1400.

(3) Channel of Promotion/Higher grades : The following higher grade posts are available to the category in the normal channel of promotion by selection or non-selection, as the case may be.

PERMANENT WAY INSPECTOR GR. II (1600 - 2660)

PERMANENT WAY INSPECTOR GR. I (2000 - 3200)

CHIEF PERMANENT WAY? INSPECTOR (2375 - 3500)

E(NG)II-84 RC 2/39 dt. 20-3-85 & PC-III-84WP 4/3 dt. 1-5-84.

(4) 20% of the **post** in the grade of PWI Grade I (2000?3200) will be filled by direct recruitment through the Railway Recruitment Boards as under :

(i) Educational Qualification : Degree in Civil Engineering.

(ii) Age : Between 20 and 30 years,

(iii) Training : Upto one year,

(iv) Stipend : Rs. 2000.

(iii) INSPECTOR OF WORKS (IOW)

145. (1) The post in the category of Inspector of Works Grade III in scale Rs. 1400 - 2300 will be filled as under :

(i) 65% by direct recruitment through Railway Recruitment Boards;

(ii) 10% by Limited Departmental Competitive Examination (LDCE) from amongst Skilled Artisans with three years' service in Skilled grades and having the minimum educational qualification prescribed for direct recruitment as JE (Works) II; the short fall, if any, being added to (i) above; and

(iii) 25% by promotion by selection of Sr. Technicians in grade Rs. 5000-8000.

(Authority: Railway Board's letters No. E(NG)I-96/PM7/26 dt. 5.06.98 and E(NG)I/2004/PM5/8 dt. 14.07.2005)

(2) Qualification etc. for direct recruitment are as under :

(i) Educational : Diploma in Civil Engineering. **Diploma in Rail Transport and Management from the Institute of Rail Transport, New Delhi will be an additional qualification.**

[No. E(NG)II/80/RR-1/22 dt. 5-2-81]"

(ii) Age : Between 18 to 28 years.

(iii) Training & Stipend : Period of training one year. Stipend : Rs. 1400.

(3) Channel of Promotion/Higher grades : The following higher grade posts are available in one of the normal channel of promotion by selection or non-selection, as the case may be :

INSPECTOR OF WORKS GR. II (1600 - 2600)

INSPECTOR OF WORKS GR. I (2000 - 3200)

PC-III-84UPG/3/dt. 1-5-84 and E(NG)II. 84RC2/39 dt. 20-3-85.

(4) 20% of the **posts** in the grade of inspector of Works Grade I (2000?3200) will be filled by direct recruitment through the Railway Recruitment Boards as under :

(i) Educational Qualification : Degree in Civil Engineering.

(ii) Age : Between 20 and 30 years, (iii) Training : Upto one year, (iv) Stipend : Rs. 2000.

IV. BRIDGE INSPECTOR (B.R.I.)

146. (1) The **posts** in the category of Bridge Inspector Grade III in scale Rs. 1400?2300 will be filled as under :

(i) 75% by direct recruitment through Railway Recruitment Boards, and

(ii) 25% by promotion by selection from Bridge Mistries.

(2) Qualification etc. for direct recruitment are as under :

(i) Educational : Diploma in Civil or Mechanical Engineering. **Diploma in Rail Transport and Management from the Institute of Rail Transport, New Delhi will be an additional qualification.**

[No. E(NG)II/80/RR-1/22 dt. 5-2-81]"

Note : The Railways while placing indents may specify how many candidates with Diploma in Civil Engineering and how many with Mechanical Engineering are required. After recruitment, both these groups will continue to be borne on a common cadre.

[Authority : Board's letter No. E(NG)II/2001/RR-1/6, dated 18.5.2001.]

(ii) Age : Between 18 and 28 years.

(iii) Training & Stipend : 2 years. Stipend Rs. 1320-30-1350.

(3) Channel of Promotion/Higher grades : The following higher grade posts are available to this category of staff in the normal channel of promotion :?

BRIDGE INSPECTOR GRADE II (1600 - 2600)

BRIDGE INSPECTOR GRADE I (2000 - 3200)

CHIEF BRIDGE INSPECTOR (2375 - 3500)

PC-III-84 UPG-3 dt. 1-5-84 and E(NG)II-84 RC 2/39 dt. 20-3-85.

(4) 20% of the **posts** in the grade Rs. 2000-3200 (Bridge Inspector Gr. I) will be filled by direct recruitment through the Railway Recruitment Boards as per qualifications given below :

(i) Educational: Degree in Civil Engineering.

(Authority : Board's letter No. E(NG)II/2001/RR-1/6, dated 18.5.2001)

(ii) Age : Between 20 and 30 years,

(iii) Training :One year,

(iv) Stipend : Rs. 2000.

146A(1)The posts in the category of Jr. Engineer (Track Machines) Gr. II in the-pay scale of Rs. 5,000-8,000(RSRP) will be filled as under :

i. 50% plus shortfall , if any, against inter apprentice quota as at (iii) below, from open market through the Railway Recruitment Boards; and

(Authority Board's letter NO. E(NG)I-99/PM1/29 dated 20-4-2000)

ii. 25% by promotions by usual selection procedure; and

iii. 25% by induction as Intermediate Apprentices from amongst skilled staff (Technicians-TM) having qualification of ITI/Act Apprenticeship in the relevant trade or 10+2 in Science stream; three years service in skilled (Technicians-TM) grade III and above, satisfactory service record with respect to application of work, attendance and general conduct and below 45 years of age, through a process of selection. Service for the purpose of this clause will not include the training of three years imparted to Matriculates recruited for appointment in the skilled (Technician -TM) grade III."

Note:- Existing eligible staff in service as on 12.08.2002 will be eligible to appear in the selection of Intermediate Apprentice with pre-revised qualification for two consecutive selections held after 23.06.2003.

2. Qualification etc. for direct recruitment are as under :

(i)	Educational qualification	Diploma in Mechanical / Electronics/ Production / Automobile/ Instrumentation Engineering.
(ii)	Age	Between 18 and 30 years.
(iii)	Training	One year
(iv)	Stipend	Rs. 5,000

3.Channel of promotion/Higher grades:

The higher-grade posts available for this category is as under:

Junior Engineer (TM) Gr. I (Rs. 5,500-9,000)

Section Engineer (TM) (Rs. 6,500-10,500)

Senior Section Engineer (TM) (Rs. 7,450-11,500)

4. 20% of the vacancies in the grade of Section Engineer (TM) in grade Rs. 6,500-10,500 will be filled by direct recruitment through Railway Recruitment Boards as under:

(i)	Educational qualification	Degree or equivalent in Mechanical / Electronics/ Production / Instrumentation Engineering.
(ii)	Age	Between 18 and 32 years.
(iii)	Training	Up to One year
(iv)	Stipend	Rs. 6,500

(Authority : Railways Board's letter No. E(NG)II/99/RR-1/26 Dated 22.10.1999)

VI. SIGNAL AND TELECOMMUNICATION DEPARTMENT

(i) SIGNAL INSPECTORS

147. (1) The posts in the category of Signal Inspectors Grade III in scale Rs. 1400 - 2300 will be filled as under :

(i) 40% plus shortfall , if any, against inter apprentice quota as at (ii) below, by direct recruitment through the Railway Recruitment Boards; and

(Authority Board's letter NO. E(NG)I-99/PM1/29 dated 20-4-2000)

(ii) 20% by induction of Intermediate Apprentices from amongst Maintainers possessing the qualification of ITI/Act Apprenticeship in the relevant trade or 10+2 in Science stream with three years service and below 45 years of age;and

Note: -Existing eligible staff in service as on 12.08.2002 will be eligible to appear in the selection of Intermediate Apprentice with pre-revised qualification for two consecutive selections held after 23.06.2003.

(Authority Board's? letter NO.E(NG)I/99/PM7/17 dated 23/06/2003)

(iii) 40% by promotion by selection from Maintainers in the immediate lower grade.

(2) Qualification etc. for direct recruitment are as under :

(i) Educational: "Diploma in Electrical/Electronics/Telecommunication Engineering or equivalent recognised by AICTE"

(Authority Board's letter NO. E(NG)II-97/RR-1/78 dated 06.04.98)

(ii) Age : Between 18 and 28 years.

(iii) Training : 18 months

Note : The period of training for intermediate apprentices will be 8 months.

(Authority Board's letter NO. E(MPP)94/3/17/Pt./RE-CONST. dated 3-7-98)

(3) Channel of Promotion/Higher grades : The following higher grade posts are available to this category in the normal channel of promotion by selection or Non selection, as the case may be, and subject to passing of such tests and promotion courses as may be in force :

SIGNAL INSPECTOR GRADE II (1600 - 2600)

SIGNAL INSPECTOR GRADE I (2000 - 3200)

CHIEF SIGNAL INSPECTOR (2375 - 3500)

(4) 20% of the posts in the grade Rs. 2000-3200 (Signal Inspector Grade I) will be filled by direct recruitment through the Railway Recruitment Board as per qualifications given below :

(i) Educational: BE (Electrical)/BE (Electronics)/ BE (Telecommunication)

[Authority:- Railway Board's letter No. E(NG)II/2001/RR-1/4 Dated 07.02.2001]

(ii) Age? : Between 20 and 30 years.

(iii) Training : Upto one year as per Schedule laid down in Board's letter No. E(NG)II/ 80/RR-1/39 dated 31-1-1981.

(iv) Stipend Rs. 2000.

(ii) TELECOMMUNICATION INSPECTOR

148. (1) The **posts** in the category of Telecommunication Inspector Grade III in scale Rs. 1400 - 2300 will be filled as under :

(i) 50% plus shortfall , if any, against inter apprentice quota as at (ii) below, by direct recruitment through the Railway Recruitment Boards;; and "

(Authority Board's letter NO. E(NG)I-99/PM1/29 dated 20-4-2000)

(ii) 20% by induction of Intermediate Apprentices from amongst Maintainers possessing the qualification of ITI/Act Apprenticeship in the relevant trade or 10+2 in Science stream with three years service and below 45 years of age; and"

Note:- Existing eligible staff in service as on 12.08.2002 will be eligible to appear in the selection of Intermediate Apprentice with pre-revised qualification for two consecutive selections held after 23 .06.2003.

(Authority Board's letter NO.E(NG)I/99/PM7/17 dated 23/06/2003)

(iii) 30% by promotion by selection from Maintainers in the immediate lower grade.

(2) Qualification etc. for direct recruitment are as under :

(i) Diploma in Electrical/Electronics/Telecommunication Engineering or equivalent recognised by AICTE"

(Authority Board's letter NO. E(NG)II-97/RR-1/78 dated 06-04-98)

(ii) Age : Between 18 and 28 years.

(iii) Training : 18 months

Note : The period of training for intermediate apprentices will be 8 months.

(Authority Board's letter NO. E(MPP)94/3/17/Pt./RE-CONST. dated 3-7-98)

(3) Channel of Promotion/Higher grades : The following higher grade posts are available to this category in the normal channel of promotion by selection or Non-selection, as the case may be :

TELECOMMUNICATION INSPECTOR GRADE II (1600 - 2660)

TELECOMMUNICATION INSPECTOR GRADE I (2000 - 3200)

CHIEF TELECOMMUNICATION INSPECTOR (2375 - 3500)

(4) 20% of the **posts** in the grade Rs. 2000-3200 (Telecommunication Inspector Grade I) will be filled by direct recruitment through the Railway Recruitment Boards as per Qualifications given below:

(i) Educational: BE (Electrical)/BE (Electronics)/ BE (Telecommunication)/M.Sc. (Electronics)."

[Authority:- Railway Board's letter No. E(NG)II/2001/RR-1/4 Dated 07.02.2001]

(ii) Age : Between 20 and 30 years.

(iii) Training : Uupto one year as per schedule, laid down in Board's letter No. E(NG)II/ 80/RR1/39 dated 31-1-1981.

(iv) Stipend : Rs. 2000.

(iii) ELECTRICAL SIGNAL MAINTAINER (ESM)

149. (1) The **posts** in the category of Electrical Signaller Maintainer Grade III in scale Rs. 950 - 1500 will be filled as under :

(i) 50% by direct recruitment; and

(ii) 50% by promotion of Departmental staff as under:

a. 50% plus shortfall against (b) below from amongst staff having the 'qualification of Class X Board Examination; and

b. 50% from amongst existing Group 'D' staff in service as on 22.5.2002, not having the qualification of Class X Board Examination.

(Railway Board's letter NO.E(NG)I-99/PM 8/2 dated 29/04/2005

(2) Qualification etc. for direct recruitment are as under :

(i) Educational : Matriculation (i.e. 10^{th} class) and (a) ITI certificate in Electrician/Electrical Fitter/Wireman Trade and one year's experience as casual ESM in the S&T Department; or (b) Must be a casual ESM/Electrical Fitter for 3 years in S&T Department; or (c) a pass in plus two stage with Physics and Maths in Higher Secondary or equivalent.

(ii) Age : Between 18 and 25 years.

(iii) Training & Stipend : Training one year,

(iv) Stipend : Rs. 950.

Training will be as per Annexure II to Board's letter No. E(NG)II/80/RR-1/39 dt. 31-1-1981.

(3) Channel of Promotion/Higher grades : The following higher grade posts are available to this category in the normal channel of promotion :

ELECTRICAL SIGNAL MAINTAINER GR. II (1200 - 1800)

ELECTRICAL SIGNAL MAINTAINER GRADE I (1320 - 2040)

Note : They are also eligible for being considered for further promotion to Supervisory cadre of Signal Inspectors as per procedure in force for filling the vacancies in the grade.

(4) 33-1/3% of the **posts** in the grade of Electrical Signal Maintainer Grade II scale Rs. 1200?1800/- will be filled by direct recruitment as per qualification etc., given below :

(i) Educational : (a) A pass in 1st year of B. Sc. (Physics); or (b) a pass in 10 + 2 stage in Higher Secondary in Science i.e. Maths or Physics or equivalent and as casual ESM for two years in S&T Department.

(ii) Age : Between 18 and 25 years.

(iii) Training : 18

(iv) Stipend : Rs. 3050-75-3125

Railway Board's letter NO. E(MPP)98/3/14 dated 25-07-98 and 23-09-98)

(iv) MECHANICAL SIGNAL MAINTAINER (MSM)

150. (1) The **posts** in the Category of Mechanical Signal Maintainer Grade III in scale Rs. 950-1500/- will be filled as under :

(i) 50% by direct recruitment; and

(***ii) "50% by promotion of Departmental staff as under:***

a. 50% plus shortfall against (b) below from amongst staff having the qualification of Class X Board Examination; and

b. 50% from amongst existing Group 'D' staff in service as on 22.5.2002 not having the qualification of Class X Board Examination.

(***Railway Board's letter NO.E(NG)I-99/PM 8/2 dated 29/04/2005***)

(2) Qualification etc. for direct recruitment are as under :

(i) Educational : Matriculation (i.e. 10th Class) and either 1TI certificate in Mechanical Fitter's Trade or experience as casual Mechanical Signal Maintainer/Fitter for 3 years in S&T Chief Telephone

[Railway Board's letter No. E(NG) II/85/RR-1/23 dated 7-10-88] "

(ii) Age : Between 18 and 25 years.

(iii) Training & Stipend : Training : one year, Stipend : Rs. 950 Training will be as per schedule laid down in Board's letter No. E(NG)II/80/RR-1/39 dated 31-1-1981.

(3) Channel of Promotion/Higher grades : The following higher grade posts are available to this category in the normal channel of promotion :

MECHANICAL SIGNAL MAINTAINERS GRADE II (1200 - 1800)

MECHANICAL SIGNAL MAINTAINERS GRADE I (1320 - 2040)

NOTE : They are also eligible for further promotion to Supervisory Cadre of Signal Inspectors as per procedure in force for filling up the vacancies in the Signal Inspectors grade.

V. TELECOMMUNICATION MAINTAINER GRADE III; AND WIRELESS MAINTAINER GRADE III; AND TELECOMMUNICATION MAINTAINER (LINE)

151. (1) The **posts** in these categories in scale Rs. 950 - 1500 will be filled as under :?

(i) 50% by direct recruitment; and

(ii) ***50% by promotion of Departmental staff as under:***

a. 50% plus shortfall against (b) below from amongst staff having the qualification of Class X Board Examination; and

b. 50% from amongst existing Group 'D' staff in service as on 22.5.2002 not having the qualification of Class X Board Examination.

(Authority: Railway Board's letter No. E(NG)I-99/PM8/2 dated 29.4.2005)

(2) Qualification etc. for direct recruitment are as under :

(i) Educational : Matriculation, and (a) I.T.I. Certificate in Electrical/Radio/Wireless/ Telecommunication/TV Trade and one years experience as casual TCM/WM in the S&T Department; or (b) Must be casual TCM/WM for three years in S&T Department; or (c) a pass in plus two stage in Higher Secondary i.e. with Maths and Physics or equivalent.

(ii) Age? : Between 18 and 25 years.

(iii) Training : One year as per schedule laid down in Board's letter No. E(NG)II/80/ RR-1/39 dated 31-1-1981.

(iv) Stipend : Rs. 950.

(3) Channel of Promotion/higher grades : Following higher grade posts are available to this category of staff in the normal channel of promotion in the Maintainers grade in the respective line :

MAINTAINERS GRADE-II (1200 - 1800)

MAINTAINERS GRADE-I (1320 - 2040)

NOTE : They will also be eligible for being considered for promotion to Supervisory cadre of Telecommunication Inspectors cadre as per procedure in force for filling up the vacancies in the TCI's grade.

VI. TELEPHONE OPERATORS

152. (1) The **posts** in the category of **Telephone Operators** in scale Rs. 950 - 1500 will be filled as under :

(i) 40% by direct recruitment through the Railway Recruitment Board's; and

(ii) 60% by promotion of Group 'D' staff in the Telecommunication Wing of the S&T Department by a process of selection as prescribed for promotion of Group 'D' staff to Group 'C posts.

(2) Qualifications etc. for direct recruitment are as under :

(i) Educational : Matriculation or its equivalent,

(ii) Age : Between 18 and 25 years.

(iii) Training and Stipend : Training for a period less than one year on a stipend of Rs. 950.

(3) Channel of Promotion/higher grades? :? The following higher grade posts are available to this category in the normal channel of promotion :?

TELEPHONE OPERATOR GR.-I (1200 - 2040)

SR. TELEPHONE OPERATOR (1400 - 2300)

HEAD TELEPHONE OPERATOR (1600 - 2660)

SUPDT. (TELEPHONE OPERATOR) (2000 - 3200)

(Rly. Bd's letter No. PC-III-73/S&T/4 dt. 13-10-77 , PC-III-80-UPG/19 dt. 29-7-83 and 29.07.84).

VII.? DRAWING OFFICE CADRE

(i) ASSISTANT DRAFTSMAN IN CIVIL/MECHANICAL/ELECTRICAL/S&T DEPARTMENTS

153. (1) the **posts** in the category of Assistant Draftsmen in scale Rs. 1200?2040 in all the Engineering Departments will filled cent percent by direct recruitment through the Railway Recruitment Boards.

(2) The qualification etc. will be as under :

(i) Educational : Minimum ITI certificate in draftsmenship (National Trade certificate by Government of India NCVT) in the respective disciplines from recognised institutes or equivalent, the course being of two years duration. Engineering diploma holders in respective discipline and holders of diploma in draftsmenship from recognised institutes will also be eligible.

(ii) Age : Between 18 and 25 years.

(iii) Training : One year,

(iv) Stipend : Rs. 1200.

(3) Channel of Promotion/higher grades: The higher grade posts starting from posts in scale Rs. 1400-2300 in the cadre in the respective Department will be available to this category in the normal channel of promotion as per procedure in force.

[Authority Railway Board's letter No. E(NG)II- 85 RC2/45 dt. 24-3-86]

(ii) DRAFTSMEN IN CIVIL ENGINEERING DEPARTMENT

154. (1) The **posts** in the category of Draftsmen in scale Rs. 1400-2300 will be filled as under :

(i) 20% by direct recruitment through the Railway Recruitment Boards; and

(ii) 80% by promotion of Assistant Draftsmen in scale Rs.? 1200-2040.

(2) Qualifications etc. for direct recruitment are as under :

(i) Educational : Diploma of a recognized Engineering School or College.

(ii) Age : Between 20 and 30 years,

(iii) Training :? 18 months,

(iv) Stipend : Rs. 1200-30-1230.

(3) Channel of promotion/higher grades : The following higher grades posts are available to this category of staff in the normal channel of promotion :

HEAD DRAFTSMEN (1600 - 2660)

CHIEF DRAFTSMAN (2000 - 3200)

(4) 25% of the **posts** in the grade of Head Draftsmen in scale Rs. 1600-2600 will be filled by direct recruitment as per qualification etc., given below :

(i) Educational : Degree in Civil Engineering of a recognised University.

(ii) Age : Between 20 and 30 years,

(iii) Training : One year,

(iv) Stipend : Rs. 1600.

(iii) DRAFTSMEN IN MECHANICAL/ELECTRICAL ENGINEERING DEPARTMENTS

155. (1) The **posts** in the category of Draftsmen in scale Rs. 1400-2300 will be filled as under:

(i) 50% by direct recruitment through the Railway Recruitment Boards;

(ii) 25% by induction of Inter-Apprentices from amongst Assistant Draftsmen; and

(iii) 25% by promotion by selection from amongst Assistant Draftsmen.

(2) Qualifications etc. for direct recruitment are as under :

(i) Educational : Diploma in Mechanical/ Electrical Engineering.

(ii) Age : Between 18 and 28 years,

(iii) Training : 18 months

(iv) Stipend,: Rs. 4000-100-4100

(Authority: Railway Board's letter No. E(MPP)2003/3/36 dated 16.3.2004)

(3) Channel of promotion/higher grades : The following higher grade posts are available to this category in the normal channel of promotion :

HEAD DRAFTSMEN/SR. JIG & TOOL DESIGNER (1600 - 2660)

CHIEF DRAFTSMEN/CHIEF JIG & TOOL DESIGNER (2000 - 3200)

(4) 25% of the **posts** in the grade of Head Draftsmen/Sr. Jig and Tool Designers in scale Rs. 1600-2660 will be filled by direct recruitment through the Railway Recruitment Boards as per qualifications etc. given below :

(i) Educational : Degree in Mechanical/Electrical Engineering.

(ii) Age : Between 20 and 30 years,

(iii) Training : One year,

(iv) Stipend : Rs. 1600.

[E(NG)III-7/RRI/67 dt. 25-11-71 and 29-3-72 and E(NG)II-84 RC-2/48 dt 2-3-85]

(iv) DRAFTSMEN IN SIGNAL & TELECOMMUNICATION DEPARTMENT

156. (1) The **posts** in the grade of Draftsmen in scale Rs. 1400-2300 in the S&T Department will be filled as under:

(i) 50% by direct recruitment through Railway Recruitment Boards;

(ii) 25% by induction of Inter-Apprentices from amongst Assistant Draftsmen; and

(iii) 25% by promotion by selection from amongst Assistant Draftsmen.

(2) Qualifications etc. for direct recruitment are as under :

(i) Educational : Diploma in Mechanical/Electrical / Electronics / Telecommunication Engineering.

(ii) Age : Between 18 and **30** years,

(iii) Training : 18 months

(iv) Stipend,: Rs. 4000-100-4100

(Authority: Railway Board's letter No. E(MPP)2003/3/36 dated 16.3.2004)

(3) Channel of promotion/higher grades: The following higher grades posts will be available to this category in the normal channel of promotion :

HEAD DRAFTSMEN/SR. JIG & TOOL DESIGNER (1600 - 2660)

CHIEF DRAFTSMEN/JIG & TOOL DESIGNER (2000 - 3200)

(4) 25% of the **posts** in the grade of Head Draftsmen/Sr. Jig & Tool Designer in scale Rs. 1600-2660 will be filled by direct recruitment through the Railway Recruitment Boards as per qualifications etc. as given below :

(i) Educational : Degree in Mechanical/Electrical/Telecommunication Engineering.

(ii) Age : Between 20 and 30 years.

(iii) Training : One year.

(iv) Stipend : Rs. 1600/-.

[E(NG)III-78/RRI/3 dt. 20-8-78 and 20-4-79 and E(NG)II-84 RC2/48 dt 2-3-85]

VIII. STORES DEPARTMENT

(i) DEPOT STORE KEEPERS

157. (1) The **posts** in the grade of **Depot Store Keeper Gr. III** in scale Rs. 1400-2300 will be filled as under :

(i) 33-1/3% by direct recruitment through the Railway Recruitment Boards; and

(ii) 66-2/3% by promotion from amongst optee Senior Clerks in scale Rs. 1200-2040 in the Stores Department in the Depots and also in the purchase cadre as provided in the AVC by the Zonal Railway's/Production Units.

(2) The qualifications etc. for direct recruitment are as under :

(i) Educational : Diploma in Engineering,

(ii) Age : Between 18 and 28 years.

(iii) Training : 6 months as per schedule detailed in Annexure II to Railway Board's letter

No. E(NG)II/83/RR 1/16 dated 9-12-1983.

(iv) Stipend : Rs. 1400/-

(3) Channel of promotion/higher grades : The following higher grade posts are available to this category in the normal channel of promotion :

Depot Store Keeper Gr. II (1600 - 2660)

Depot Store Keeper Gr. I (2000 - 3200)

[E(NG)II-83 RR1-16 dt. 9-12-83],**[Authority: No. PC. III/80/UPG/19 dated 29-7-83 and 10-2-84].**

(ii) DEPOT MATERIALS SUPERINTENDENT GTADE -I

(4) The vacancies in the grade of Depot Materials Supdt., Grade-I in scale Rs. 6,500-10-10,000 will be filled up as under:

(i) 20% by direct recruitment through Railway Recruitment Boards; and

(ii) 80% by promotion from amongst eligible serving DMS-II in the scale Rs. 5,500-9,000 as per procedure in force.

(5) The qualification for direct recruitment to the post of Depot Material Superintendent, Grade-I in the pay scale of Rs. 6,500-10,500 shall be as under:

(i) Qualification: Degree in Engineering in any discipline.

(ii) Age limit: Between 18-30 years.

(6) Channel of Promotion/Higher grade: The following higher grade posts are available to this category in the normal channel of promotion:-

Chief Depot Materials Superintendent (Rs. 7,450-11,500)

(Authority: Railway Board?s letters No. E (NG)-II/2005/RR-1/36 dt. 31.5.2006).

(iii) STAFF IN PRINTING PRESSES

158. The rules regarding recruitment/promotion of staff in Printing Presses are as contained in the Booklet "Rules for Recruitment, Training and Promotion of staff in the Railway Printing Presses" first reprint 1973 as corrected from time to time through formal amendments or instructions issued by the Railway Board.

IX. SKILLED ARTISANS

159. (1) The **posts** in the category of Skilled Artisans Grade III in scale Rs. 950-1500 in various Engineering Departments will be filled as under :

(i) 25% plus shortfall, if any, against LDCE quota as at (ii) below by selection from Course Completed Act Apprentices, and ITI passed candidates in relevant trades from the open market; serving employees who are "Course Completed Act Apprentices' or ITI qualified could be considered against this quota allowing age relaxation as applicable to serving employees; and

(Authority Board's letter NO. E(NG)I-99 /PM1/29 dated 20-4-2000)

"Note: Act Apprenticeship/ITI in relevant trade is the only qualification and no other qualification including Diploma in Engineering should be accepted as an alternative qualification on the ground of being a higher qualification in the same line of training."

[Authority: Railway Board's letter No. E(NG)II/2001/RR-1/6 dated 3.8.2001]

(ii) 25% from serving semi-skilled and unskilled staff with educational qualification

as laid down in Apprentices Act; and

(iii) 50% by promotion of staff in the lower grade as per prescribed procedure.

Note**: for Diesel/ Electric Loco / EMU sheds

(i) 50% plus shortfall, if any, against LDCE quota as at (ii) below by selection from Course Completed Act Apprentices, and ITI passed candidates in relevant trades from the open market, serving employees who are 'Course Completed Act Apprentices' or ITI qualified could be considered against this quota allowing age relaxation as applicable to serving employees; and

(ii) 25% from serving semi-skilled and unskilled staff with educational qualification as laid down in Apprentices Act and

(iii) 25% by promotion of staff in the lower grade as per prescribed procedure.

(**Authority: Board's letter No. E(NG)I-2014/PM7/1 dated 18.12.2015 **SECR 3/16 & 15/16**) ACS 231

(2) Age : For direct recruitment will be between 18 and 25 years.
In the case of course completed 'Act Apprentices' the upper age limit of 25 years will be observed with reference to the age at the time of commencement of the apprenticeship subject to the condition that the maximum age will not exceed 35 years.
[Authority: No. E (NG) II/87/RC-2/25 dt. 24-6-1988]".

(3) The period of training for direct recruits will vary depending on the qualifications of recruits. The same will be as under :

(i) Course completed Act Apprentices trained in Railway Establishments.Nil

(ii) Course completed Act Apprentices trained in non-Railway Establishments. 6 months

(iii) ITI passed candidates. 6 months

(iv) Deleted ***(Authority Board's letter NO. and E(NG)II/99/RR/1/66 dated 28-1-2000)***

(v) Matriculate or any non-technical higher qualification.

(Authority Board's letter NO. and E(MPP)2004/3/8 Dated 05.12.06 &11.03.08) --**acs no.190** & 200

(vi) Degree holders in their relevant field - 6 months.

(Authority: Railway Board's letter No.E(MPP) 2004/3/8 dated11.03.08)-acs no.200

"Note*: The compassionate Ground Appointees (CGA) holding degree/diploma/ITI qualification in the relevant railway related trade, if he/she gets appointed as Skilled Artisan in the trade in which he/she has acquired his/her degree/diploma/ITI they will undergo training for 6 months. In case of CGA degree/diploma/ITI appointed as Skilled Artisan in a trade different than that acquired by them, will have to undergo 3 years training. Practical training should be undertaken in shop floor and not in classrooms. "

(*Authority: Railway Board's letter No. E(MPP)2004/3/8 dated 24.11.10) **SECR 239/10**

(4) The rate of stipend during the period of training will be Rs. 900-20-940.

(5) The following higher grade posts are available to Skilled Artisans Grade III in the normal channel of promotion :

SKILLED GRADE-II (1200-1800)

SKILLED GRADE-I (1320-2040)

NOTE : Skilled Artisans Grade-I are further eligible for being considered for promotion as Mistries in scale Rs.1400-2300 as also for fitment in **Senior Technician*** scale Rs. 1400-2300 in accordance with rules/orders governing such promotion fitment. However, the grade of **Senior Technician*** will be a terminal grade for those who opt for the same.

(Authority : Railway Board's letter No. E(NGj-III/78/RC-1/9 dated 24-2-79 and 27-10-79, E(NG)-II/84/RC-2/16 dated 23-11-1984, PC-III|82|PS-3|10 dated 14-2-1986 and E(NG)I/86/PM-7/8 dated 3-6-1987)

(*(Authority; Railway Board's letter no. PC-III/2015/standardisation/2 dated 17.11.2016). **SECR 183/16** ACS 233**)**

(X) MEDICAL DEPARTMENT-PARA MEDICAL STAFF

(i) STAFF NURSE

160. (1) The **posts** in the grade of Staff Nurses scale Rs. 1400-2600 will be filled by direct recruitment through the agency of the Railway Recruitment Boards. Provided that the Nurses in possession of Auxiliary Nurse-Cum-Midwifery Certificates will be eligible for promotion as Staff Nurse after they have attained the qualification stipulated for direct recruitment.

(2) The qualification etc. for direct recruitment are as under :

(i) Educational :?Candidates should possess Certificate as Registered Nurse & Midwife having passed three years course in General Nursing and Midwifery from a school of Nursing or other Institution recognised by the Indian Nursing Council or B.Sc? (Nursing).

NOTE : The Indian Nursing Council has also laid down certain special concessions for the above courses in respect of Auxiliary nurse-Midwives, Midwives and 'B' Grade Nurses, by way of reduced course period, etc. Candidates obtaining the qualification prescribed above, under these concessions will also be eligible for recruitment.

(ii) Age : Between 20 and 35 years.

(iii) Incentive : Staff **Nurses, Nursing Staff, Matrons and Chief Matrons** who possess at the time of recruitment or acquire subsequently a degree in Nursing will be granted two advance increments.

(Authority: Ministry of Railway's letter No. E(NG)I/2004/IC2/5 dated 20.10.05.)

(3) The following higher grade posts are available to staff Nurses in the normal channel of promotion by selection or non selection as the case may be :

NURSING SISTER (1640-2900)

MATRON GRADE-II (2000-3200)

NOTE : Staff Nurses in scale Rs. 1400-2600 will be eligible for promotion as Nursing Sister in scale Rs. 1640-2900 on seniority-cum-suitability basis, suitability being determined on the basis of an oral test and record of service, after they have put in a minimum of ***2 years*** regular service in the grade.

(Authority : Advance Correction Slip Nos. 131 dated 23-1-1982 and 136 dated 23-1-1984 to Paras 173 and 174 of IREM (1968 edition) forwarded under Railway Board's letters No. E(NG)I- 79/PM-I/274 dated 23-1-1982 , 23-1-1984 and E(NG)I-96/PM-10/11 dated 22.06.98 respectively).

(ii) PHYSIOTHERAPIST

161. (1) The **posts** in the category of Physiotherapist Grade II in scale Rs. 1400-2300 will be filled as under :

(i) 75% by direct recruitment through the Railway Recruitment Boards; and

(ii) 25% from amongst serving employees fulfilling the qualifications laid down for direct recruitment through a Departmental test.

(2) The qualifications etc. for direct recruitment will be as under :

(***i) Educational : 10+2 (with science), plus Diploma/Degree in Physiotherapy .***

(Railway Board's letter No. E(NG)II-2000/RR-1/56 dated 21-06-2001)

(ii) Age : Between 18 and 28 years.

(3) The next higher grade in the category of Physiotherapist Grade I in scale Rs. 2000-3200 will be filled by promotion on the basis of seniority-cum-suitability from amongst the serving Physiotherapist Grade II.

(Railway Board's letter No. E(NG)I/82/PM-l/ 17 dated 5-11-1982)

(iii) PHARMACIST

162. (***1) The posts in the grade of Pharmacist Gr.III in scale Rs.4500-7000(RSRP) will be filled by direct recruitment through the Railway Recruitment Boards. However, Dressers and other staff I Medical Deptt. possessing the educational qualification prescribed for direct recruitment for Pharmacist Gr. III and are otherwise suitable are to be promoted as such when vacancies arise, in preference to outsiders.***

(Authority Board's letter NO. E(NG)I-97/PM10/4 dated 17-3-1998)

(2) Qualification etc. are as under :

(i) Educational qualification: 10+2 in science or its equivalent, with 2 years Diploma in Pharmacy and registration with Pharmacy Council of India or registration with State Pharmacy council .

(Authority Board's letter NO. E(NG)II/98/RR-1/11 DATED 6-1-99 and 9.9.1999)

(ii) Age : Between 20 and 30 years.

(3) The higher grade posts available in the normal channel of promotion are as under :

PHARMACIST GRADE II (1400-2600)

PHARMACIST GRADE I (1640-2900)

(Authority : Railway Board's letter No. E(NG)64 CFP/8 dated 23-12-64 and para 176 in Section 'B' of IREM-2nd Edition, 1968).

(iv) HEALTH & MALARIA INSPECTOR

163. (1)***The vacancies in the category of Health and Malaria Inspectors Gr. III in scale Rs.5500-9000 will be filled as under:-***

(i) 75% by direct recruitment through the agency of RRBs; and

(ii) *25% by promotion by selection of serving railway employees of Medical Deptt. possessing the qualification prescribed for direct recruitment viz. B.sc. with chemistry plus one year Diploma of Health/Sanitary Inspectors, shortfall, if any, being added to direct recruitment quota.*

[Authority: - Railway Board's letter No. E(NG)I-98/PM10/3 dated 11.10.2001]

(2) The qualifications etc. for direct recruitment are as under :

(i) Educational: B.Sc. (Chemistry); plus

(a) One year Diploma of Health/Sanitary Inspector; OR

(b) One year National Trade Certificate (NTC) in Health Sanitary Inspector awarded by National Council for Vocational Training, Ministry of Labour & Employment, Government of India, New Delhi".

***[Authority: Board's letter No. E(NG)II/99/RR-1/91, dated 3.4.2001,*E(NG)-II/2007/RR-1/49 Dated:-30.05.08)acs no.201**

(ii) Age : Between 18 and 25 years.

(iii) Training : Six months induction training as per details laid? down in Boards letter No. E(NG)II-89/RR1/7 dt. 24-5-90.

(Authority Board's letter NO. E(NG)II-89/RR-1/7 dated 24-5-90)

(3) ***The following higher grade posts are available to this category of staff in the normal channel of promotion:***

Malaria Inspector Gr. II
(6,500 - 10,500)
Health & Malaria Inspector Gr. I
(7,450 - 11,500)

[Authority : Railway Boards letter No. E(NG)I-98/PM10/3 dated 09.09.1999]

(v) RADIOGRAPHER

164. (1) The **posts** in the grade of Radiographer Grade III scale Rs. 975 - 1540 will be filled as under :

(i) 50% by direct recruitment through the Railway Recruitment Boards; and

(ii) 50% by promotion by selection of Group 'D' staff working as X-Ray Attendant possessing the qualification of Matriculation with Physics & Chemistry; those possessing Diploma in X-Ray Technician's course from a recognised Institute should have put in a minimum of two years service and others a minimum of five years Railway service to be eligible for? promotion. In the event of shortfall against the quota the **post** remaining unfilled will not be carried forward and will be filled by direct recruitment.

(2) ***Qualification for direct recruitment is***

i) 10+2 or equivalent examination passed with science subjects from recongnized Board; and
ii) Radiographers/X-Ray Technologist course of minimum one year duration (including in field training in diagnostic radiology) passed from a recognized institution.

(Authority: Ministry of Railway's letter No. E(NG)I-2003/PM10/4 New Delhi, dated 02.12.2011 ACS No.221) SECR 96/12

(3) **Qualification for direct recruitment to the next higher grade of Radiographer Grade II in scale Rs. 1350?2200 will also be the same as prescribed for**

recruitment to the category of Radiographer Gr. III as per (2) above but direct recruitment will be made only to the extent serving staff i*n the immediate lower grade* **fulfilling the requisite qualification are not available. Serving staff not possessing the qualification of Diploma in Radiography will also be considered for promotion as Radiographer Gr. II/X-Ray Technician in scale Rs. 1350 - 2200 provided they are Matriculates and have put in 10 years satisfactory service as Radiographer Gr. III/X-Ray Technician in scale Rs. 975 - 1540 even if they have not passed the Matriculation examination with Physics and Chemistry. The promotion will be made by a duly constituted selection Board according to a Prescribed procedure.**

(Authority: No. E (NG) I/88/PM-10/11 dated 14-2-89 and ***E(NG)I-96/PM10./1 dated 26-11-98)***

(4) Age : For direct recruitment for both the categories namely Radiographer Grade-III (Scale Rs. 975?1540/-) and Radiographer Grade II (scale Rs. 1340 - 2200/-) will be between 19 and 28 years.

(5) The next higher grade post of Radiographer Grade I in scale Rs. 1400?2660 will be filled by promotion of Radiographer Grade II.

{Authority : Railway Board's letters No. E(NG) 65/RC.I/143 dated 9-8-66, E(NG)II/81/RR1/28 dated 19-3-82, E(NG)I/70/PM-1/229 dated 8-9-1971, E(NG)I-71/PM-1/197 dated 20-10-71 and 12-10-72 and E(NG)I/79/PM-1/239 dated 12-9-79}

(vi) LABORATORY STAFF?LAB. ASSISTANTS ETC.

165. (1)The posts of Lab. Assistant Grade-II in the pay scale Rs. 3200-4900 will be filled as under: -

(i)50% by direct recruitment through Railway Recruitment Boards; and

(ii)50% by promotion by selection from Lab. Attendants with the same qualifications as laid down for direct recruitment, shortfall, if any, being added to direct recruitment quota at (i) above.

(2)Qualifications for direct recruitment are as under: -

(I) Educational: Matriculation with Science, plus Diploma in Medical Lab. Technology (DMLT).

(ii) Age: 18 to 30 years.

(3)Channel of promotion/posts in higher grade:- The following higher grade posts are available to this category in the normal channel of promotion :-

Lab. Assistant-I (Rs. 4000-6000)	***By non-selection from amongst Lab. Assistant Grade - II with the Qualification of Matriculation with Science plus DMLT.***
Lab. Technician/Asstt Chemist (Rs.4500-7000)	***By non-selection from amongst Lab. Assistant Grade - I with the Qualification of Matriculation***

with Science plus DMLT.

Note:-(i)Persons in service as on 1.8.1998 recruited in grade Rs. 3200-4900 as Lab. Asstt with the then existing qualification of Matriculation with Science plus Diploma in Laboratory Technicians Course will continue to be considered eligible for promotion to the next higher post of Lab. Asstt.- I in grade Rs.4000-6000 and then to the post of Lab. Technician/Asstt. Chemist in grades Rs.4500-7000 in their turn on seniority-cum-suitability basis.

(ii)Persons in service as on 1.8.98 who have entered the grade Rs.3200-4900 as Lab. Assistant with the then existing qualification of Matriculation with Science with or without one year's experience in Pathological or Biochemical Laboratory will continue to be considered eligible for promotion to grades Rs. 4000-6000 and Rs. 4500-7000 after they have completed 6 years in each grade, viz., Rs. 3200-4900 and Rs. 4000-6000, subject to their passing a Trade test/Practical test and are found suitable otherwise.

(4)The posts in the next higher grade of Lab. Supdt.-III/Chemist in the pay scale Rs. 5000-8000 will be filled as under:-

(i)By Direct Recruitment through Railway Recruitment Boards with the following qualifications: -

(a)Educational: B.Sc. with Bio-Chemistry/Micro Biology/Life Science or equivalent plus Diploma in Medical Lab. Technology (DMTL) or equivalent OR B.Sc. in Medical Technology (Laboratory) from recognised institutions.

(b)Age: Between 18 and 30 years.

(ii)By promotion with the following qualifications: -

(a)Serving staff in the Medical Department fulfilling the qualification prescribed for direct recruitment as at (4) (i) (a) above are eligible for being considered for promotion as Lab. Supdt. III/Chemist in scale Rs. 5000-8000 by a duly constituted Selection Board in accordance with the prescribed procedure.

(b)The staff working as Lab. Technician/Assistant Chemist in the pay scale Rs.4500-7000 and possessing the qualification of Matriculation with Science plus Diploma in Medical Lab. Technology (DMLT) with five years service in grade will also be eligible for promotion by selection; the professional Competence being assessed by a trade test at the time of selection,

Note:-(i) Direct recruitment beyond the prescribed quota is to be resorted to, to the extent serving staff with requisite qualification as above are not available/suitable.

(ii)Persons in service as on 1.8.1998 with the then existing qualification of Matriculation with Science plus Diploma in Laboratory Technician's course and five years service as Lab.

Technician/Asstt. Chemist in grade Rs.4500-7000. will also continue to be eligible for promotion by selection as Lab. Supdt. Gr. III/ Chemist in the pay scale Rs. 5000-8000.

(5)Channel of promotion/higher grade posts :- The following higher grade post are

I.	*Lab. Supdt. Gr.II (Rs. 5500-9000)*	*(i)*		*By non-selection from Lab. Supdt. Gr. III in the pay scale Rs. 5000-8000 with five years service in the grade and the qualification of :-*
			(a)	*B.Sc. with Bio-Chemistry/ Microbiology/ Life Sciences or equivalent plus Diploma in Medical in Lab. Technology (DMLT) or equivalent OR,*
			(b)	*B.Sc. in Medical Technology (Laboratory) OR*
			(c)	*Existing staff in service as on 1.8.1998 having qualification of B.Sc. with Chemistry with at least one year's training in Public Health Laboratory.*
		(ii)		*Lab. Supdt. Gr. III with qualification of Matriculation with Science plus DMLT and seven years service in the grade may also be considered eligible.*
II.	*Lab. Supdt. Gr.I (Rs.6500-10500)*	*(i)*		*By selection from amongst Lab. Supdt. Gr. II (Rs.5500-9000) who have entered the grade with qualification as at (a) or (b) or (c) of I (i) above.*
		(ii)		*Lab. Supdt. Gr. II promoted as such with relaxed qualification of Matriculation with Science plus DMLT as at I(ii) above may also be considered eligible after they have completed five years service in the grade.*
III.	*Chief Lab. Supdt. (Rs.7450-11500)*	*(i)*		*By non-selection from amongst Lab. Supdt. Grade I (Rs. 6500 - 10500) who have entered the grade with qualification as at II (i) above.*
		(ii)		*Lab. Supdt. Gr. I promoted as such with relaxed qualification of Matriculation with Science plus DMLT as at II (ii) above may also be considered eligible, after they have completed four years service in the grade and subject to their passing a suitability test comprising a written test and scrutiny of record of service (Service record and Confidential reports).*

available to this category of staff:-

(Railway Boards letter No. E(NG)II2001/RR-1/20? dated 12-11-2001 and E(NG)I-2002/PM10/1 dated 02/12/2002)

(vii) DIETICIAN

166. (1) **Posts in the category of Dietician in the pay scale of Rs. 5500-9000 shall be filled 100% by direct recruitment through Railway Recruitment Boards.**

(2) The qualifications for direct recruitment to the post of Dietician shall be as under:

(i) Essential: B.Sc. (Science Graduate) with Post Graduate Diploma in Dietetics (One year course) from a recognized Institution plus three months Internship Training in a Hospital.

OR

B.Sc. (Home Science) + M.Sc./Home Science (Food & Nutrition) from a recognized Institution.

(ii) Age limit: Between 18 and 30 years.

(Authority: Railway Board's letter No. E(NG)-II/2005/RR-1/32 dated: 19.05.2006)

(3)Channel of Promotion/Higher Grade : The following higher grade posts are available to this category in the normal channel of promotion:-

Senior Dietician (Rs. 6,500-10,500)	**-------->**	**By non-selection.**

(4)Vacancies in the next higher grade of Senior Dietician in the pay scale of Rs. 6,500-10,500 will be filled up entirely by promotion (non-selection) from amongst the eligible serving Dieticians in the pay scale of Rs. 5500-9000 having rendered 05 (five) years' regular service in the grade.

(Authority : Railway Board's letter No. E(NG)-II/2004/RR-1/22 dated 17.6.2004)

(viii) MIDWIFE

167. **DELETED**

[Authority: No. E (P&A) dated 16-8-84]. I/84/PS-5/MH-1)

(ix) FAMILY WELFARE ORGANIZATION :

167A (1)The posts in the category of Field Workers (Male/Female) in scale Rs. 3050-4590 may be filled as under :-

(i)50% by direct recruitment through RRB; and

(ii)50% by promotion of Group 'D' staff in Family Welfare Organization with qualification of class 10th pass.

(2) The qualification for direct recruitment to the post of Field workers (Male/Female) will be as under :-

(i)Educational: 10+2 in Science (with Chemistry and Biology) or equivalent.

(ii)Age : Between 18 and 27 years.

(3)Channel of Promotion/Higher grade : The following higher grade posts are available to this category of staff in the normal channel of promotion:-

Sr. Field Worker (Male/Female) (Rs. 4000-6000)		**- By non-selection**
Compilation Clerk (Rs. 4500-7000)		**- By Non-selection**

(4)The posts in the grade of Extension Educators in the pay scale of Rs. 5500-9000 will be filled as under :-

(i) 50% by direct recruitment through Railway Recruitment Boards;

(ii)25% through LDCE, with candidates with the same qualification as prescribed for direct recruitment; and

(iii)25% from amongst Compilation Clerks by seniority-cum-suitability.

(5)Qualification for direct recruitment to the posts of Extension Educator in scale Rs. 5500- 9000 will be as under :-

(i) Educational : Post Graduation in Sociology/ Social Work/ Community Education or allied subject with similar course contents or Graduation in one of the above disciplines with two years Diploma in Health Education from a recognized University.

(ii)Age : Between 22 years and 32 years.

(6) The following higher grade posts are available to Extension Educators in the pay scale of Rs. 5500-9000 in the normal channel of promotion :-

District Extension Educator (Rs. 6500-10500)		**- By seniority-cum-suitability**
Sr. District Extension Educators (Rs. 7450-11500)		**- By selection**

167 B(1)The posts of Health Visitor (Multipurpose) in scale Rs. 4000-6000 will be filled as under :-

(i)50% by promotion on seniority-cum-suitability of Midwives and Auxiliary Nurse cum Midwives; and

(ii) 50% plus shortfall of (i) above by direct recruitment through RRBs.

(2)Qualification for direct recruitment to the posts of Health Visitor (Multipurpose) will be as under: -

(i) Educational: - Matriculation with multipurpose workers course from institutes recognized by Central/State governments with 3 years field experience as an additional desirable qualification.

(ii) Age : Between 18 and 27 years.

(3)Channel of Promotion/Higher grade posts available for promotion:-

Sr. Health Visitor (Multipurpose) (Rs. 4500-7000)		**- By non-selection**
Head Health Visitor (Multipurpose) (Rs. 5500-9000)		**- By non-selection**

Authority Rly. Board's letter No. E (NG) II/99/RR-1/98 dated 10.10.2001 and 26.12.2002

(x) DENTAL HYGIENIST:

167 C. (1) The vacancies in the category of Dental Hygienist in the pay scale of Rs. 5000-8000 will be filled up 100% through direct recruitment through the agency of Railway Recruitment Board.

(2)(i) The qualification for direct recruitment to the post of Dentalt in the pay scale of Rs. 5000-8000 shall be as under:

a) Degree in Science (Biology) from a recognized University or equivalent;

b) Diploma/Certificate course (2 years) in Dental Hygiene from an Institute recognized by Dental Council of India;

c) Registered with Dental Council of India as Dental Hygienist ;and

d) Two years experience as Dental Hygienist.

NOTE: Qualification regarding experience is relaxable at the discretion of the competent authority in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if, at any stage of selection the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

(ii) **Age limit:** Between 18-30 years.

(3) **Channel of Promotion/Higher Grade:** Persons inducted as Dental Hygienist be made aware at the beginning itself that they will be only given two ACPs (Assured Career Progression) during the course of their entire service.

(Authority: Railway Board's letter No. E(NG)-ll/2007/RR-1/60 dated: 25.06.2008).acs no.202

(XI) SCIENTIFIC STAFF-MECHANICAL ENGINEERING DEPARTMENT-(CHEMICAL AND METALLURGICAL WING)

168. (1) The posts in the grade of Laboratory Assistants in scale Rs. 975-1540 will be filled as under :

(i) 50% by direct recruitment through the Railway Recruitment Boards; and

(ii) 50% by promotion of Group 'D' staff possessing the qualification for direct recruitment.

(2) Qualification etc. for direct recruitment are as under :?

(i) Educational : Matriculation/Higher Secondary with Science.

(ii) Age : Between 18 and 25 years.

NOTE : The quota for direct recruitment and promotion stands revised to 33-1/3% and 66-2/3% respectively for a period of two years upto 30-6-1990 on an experimental basis.

[E(NG)II/88/RC-3/18 dt. 7-7-88].

(3) The next higher grade posts of Junior Chemical & Metallurgical Asstt. (JCMA) in scale Rs. 1320-2040 will be filled as under :

(i) 50% by direct recruitment through the Railway Recruitment Boards; and

(ii) 50% by promotion of Lab. Assistant in the lower scale of Rs. 975- 1540 and possessing the qualification for direct recruitment relaxable to Matriculation or equivalent with Science.

(iii) Qualification etc. for direct recruitment to the category of JCMA is as under :

(a) Educational : Bachelor's degree in Science with Physics and Chemistry with a minimum of 45% marks.

(b) Age : Between 18 and 25 years.

(c) Training : One Year.

(d) Stipend : Rs. 1320/-

(4) The posts in the next higher grade of Chemical and Metallurgical Assistant (CMA) in scale Rs. 1400-2300 will be filled as under :

(i) 66-2/3% by direct recruitment through the Railway Recruitment Boards; and

(ii) 33-1/3% by promotion of staff in the lower grade of JCMAs in scale Rs. 1320-2040. The non-science graduate JCMAs will be eligible for being considered for promotion subject to their passing a test ***securing a minimum qualifying marks of 60%***, a common question paper for which will be set by RDSO.

[Railway Boards letter No. E(NG)I/84/PM7-63(JCM) dated 6-11-1985] & E(NG)I-98/PM/7/17dt.15.10.1998.

(iii) Qualification etc. for direct recruitment to the post of CMA in scale Rs. 1400-2300 are as under :

(a) Educational : Degree in Metallurgy/Chemical Engineering or M.Sc. Degree in Chemistry/Applied Chemistry.

(b) Age : Between 22 and 30 years.

(c) Training : One year.

(d) Stipend : Rs. 1400/-

(iv) Higher grade posts available to CMAs in scale Rs. 1400-2300 in the normal channel of promotion are as under :

LAB SUPDT. (1640-2900)

SUPDT. (X-RAY/SPECTOGRAPHY/INDUSTRIAL ENGINEERING) (2000-3200)

[Authority : Railway Board's Letter No. E(NG) 1/71/MP1/261 dt. 5-6-72, 7-11-73, PC-III/73/ PS/Scientific (Staff) dated 2-11-1977, E(NG) 1/84-PM7/63(PCM) dated 6-11-85, E(NG)II/85/RC-3/35/dated 19-2-86 and E(NG) II/88/RC-3/18 dated 7-7-1988].

(XI A) PSYCHO-TECHNICAL STAFF:

168(A) Posts in the category of Scientific Assistant in the pay scale of Rs. 5500-9000 will be filled 100% by direct recruitment through Railway Recruitment Boards (Written Test followed by an Interview).

(2)The Qualifications for direct recruitment to the post of scientific Assistant shall be as under:

(i)Essential: Masters Degree in Psychology with 50% marks in aggregate.

(ii)Desirable:- (a)Specialization in Industrial/Organisational/ Clinical Psychology; (b)Experience in organizing counselling/ guidance programmes; (c)Working knowledge of Computers.

(iii)Age limit: Between 21 and 35 years.

(3)Channel of Promotion/Higher Grade: The following higher grade posts are available to this category in the normal channel of promotion.

Scientific Supervisor, Grade-II (Rs. 6500-10500)	***------->***	***By non-selection***
Scientific Supervisor, Grade-I (Rs. 7450-11500)	***------->***	***By non-selection***

(4)(i)Vacancies in the next higher grade of Scientific Supervisor, Grade-II in the scale Rs. 6500-10500 will be filled up entirely by promotion (non-selection) from amongst the eligible serving Scientific Assistants in the pay scale of Rs. 5500-9000 having rendered 05 (five) years? regular service in the grade.

(ii)Channel of Promotion/Higher Grade : Higher grade posts available to Scientific Supervisor, Grade-II in scale of Rs. 6500-10500 in the normal channel of promotion:

Scientific Supervisor, Grade-I (Rs. 7450-11500)	***------->***	***By non-selection***

(5)(I) Vacancies in the next higher grade of Scientific Supervisor, Grade-I in the Scale Rs. 7450-11500 will be filled up entirely by promotion (non-selection) from amongst the eligible serving Scientific Supervisors, Grade-II in the scale of Rs. 6500-10500 having rendered 08 (eight) year's regular service in the grade.

Note: In the absence of availability of suitable candidates, vacant posts in higher grades should also be taken in account for recruitment to lower grade(s) and operated as such till such time the incumbent become eligible for promotion.

(Authority : Railway Board's No. E(NG)-II/2004/RR-1/7 dated 17.6.2004)

(3) The following higher grade posts are available to them in the normal channel of Promotion :

SENIOR SHROFF (1200 - 2040)

HEAD SHROFF (1400 - 2300)

DIVL. CASHIER (CASH) (1600 - 2660)

SR. DIVL. CASHIER (CASH) (2000 - 3200)

Note : Shroffs in scale Rs. 950-1500 and Senior Shroffs in scale Rs. 1200-2040 are eligible for promotion by selection for the post of Junior Cashier in scale Rs. 1200-2040 as per procedure laid down for filling up the posts of Junior Cashier.

(Railway Board's letter No. E(NG)I-82. PMI-20 dated 11-3-85)

(II) CASHIERS (CASH & PAY OFFICE)

170. (1) The posts in the category of **JUNIOR CASHIER** in scale Rs. 1200-2040 are filled cent percent by promotion from amongst serving staff as under

(i) 15% by selection from amongst Clerks in the pay scale of Rs. 3050-4590 in the Cash and Pay Department having a minimum of three years service; and

(ii)? 85% by selection from amongst the staff in the following order of preference:

(a) Senior Shroffs in scale Rs. 1200-2040 and Shroffs in scale Rs. 950-1500 having a minimum of two years service;

(b) Clerks and other Group 'C staff in Cash and Pay Department having a minimum of three years service; and

(c) Staff of Accounts Department and other Department having a minimum of five years service.

(2) Method of selection :

(i) Selection will be on the basis of competition.

(ii) A single selection will be held to fill the two quotas indicated in (1) above. The Clerks of Cash and Pay Department who qualify the single selection against 15% quota may be considered against 85% quota set part for Shroffs in case the Shroffs do not qualify to the full extent of their quota. If the vacancies still remain the same will be filled by the staff of Accounts Department and other Departments.

(Authority : Railway Board's letters No. E(NG) 62.PM1-18 dt. 31-1-64 and 11-4-69, E(NG)1/72/PMI-146 dt. 2-3-74, E(NG)I-82/PMI-20 dated 11-7-84 and 11-3-85 and E(NG)I-83/PM/9 dated 30-4-85).

(III) ACCOUNTS CLERK/JUNIOR ACCOUNTS ASSISTANTS/ACCOUNTS ASSISTANTS/SECTION OFFICER (ACCOUNT)/ISA/TIA

171. (***1) The posts in the category of Accounts Clerks in the pay scale of Rs.3050-4590 in the Accounts Department are to be filled as under:-***

(i) 66-2/3% direct recruitment through Railway Recruitment Boards;

(ii) 25% by promotion by selection from Group 'D' staff as per existing procedure; and

(iii) 8-1/3% by LDCE from amongst Group 'D' staff having completed a minimum of three years regular service and qualification of Matriculation/Class X Board Examination.

Authority: Rly. Bd's. letter No.E(NG)I-2000/PM9/1 dt.02.06.2004.

(2) Qualifications etc. for direct recruitment are as under:

(i) Educational Matriculation or its equivalent examination with not less than 50% marks in the aggregate.

(ii) Age : Between 18 and 25 years.

(3) Accounts Clerks are eligible for promotion as Junior Accounts Assistants in scale Rs. 1200 - 2040 against 20% quota of **post** as under :

(i) 75% of promotion quota by qualified Appendix-2 passed Accounts Clerks; and

(ii) 25% of promotion quota by non-qualified Accounts Clerks with five years service or more who have displayed conspicuous ability, on seniority-cum-suitability basis, written test forming part of seniority-cum-suitability test.

(4) The remaining 80% of the ***posts*** in the grade of Junior Accounts Assistant in scale of Rs. 1200 - 2040 will be filled by direct recruitment through the agency of the Railway Recruitment Boards as per conditions stipulated below :

(i) Educational Qualification : University Degree preference being given to persons with I & II Divisions Honours and Masters Degree.

(ii) Age : Between 18 and 25 years.

(iii) Training : A concentrated training course of three months as per instructions issued by the Railway Board from time to time.

(iv) They will have to pass Appendix - II Examination within a period of three years of their appointment and in two chances failing which they are liable to be discharged from service.

(v) They will be eligible to draw annual increment only on passing Appendix-II Examination or on completion of one year's service whichever is later. Once an increment has been allowed arrears due will be payable from the date of completion of one year's service, wherever applicable.

(5) The ***posts*** in the grade of Accounts Asstt. in scale Rs. 1400 - 2600 will be filled by promotion of Junior Accounts Assistants in scale Rs. 1200 - 2040 after they have

completed three years service in the grade and passed Appendix - II Examination. Provided that the condition of passing the Appendix - II Examination will not be applicable to those Junior Accounts Assistant, who were promoted as such against unqualified senior suitable quota as per clause 3 (ii) above.

(6) *The posts in the next higher grade, Rs. 6500-10500 will be filled as under:*

(i) 5% posts of Section Officers (Accounts), to be designated as Senior Accounts Assistants, in the pay scale of Rs.6500-10500 will be filled by non Appendix~3 Exam ***qualified*** *Accounts Assistants with twelve years service or more as Accounts Assistant, on seniority-cum-suitability basis. Senior Accounts Assistants will not be eligible for further promotion to the post of Senior Section Officer (Accounts) in the scale Rs.7450-11500.*

(ii) 95% posts of Section Officers (Accounts) ***and all the posts of Inspectors of Store Accounts (ISA) and Travelling Inspectors of Accounts (TIA)*** *will be filled by promotion of Appendix-3 Exam qualified staff, according to the group for which they opt, strictly according to order in the Appendix-3 Exam panel and direct from the grade in which they are working.*

Provided that in the event of non availability ofApp III qualified staff for promotion as Section Officers (A/cs), Inspectors of Stores Accounts (ISA) and Travelling Inspectors of Accounts(TIA), the posts may be filled by transfer on deputation of staff holding analogous posts under the Comptroller & Auditor General of India, Central/State Governments on terms and conditions contained in Rule 2023 of Indian Railway Establishment code Vol II (First Reprint) 1990 with further condition that such deputationists may be repatriated prematurely to their parent cadre as and when and to the extent qualified Departmental App-3 Accounts Staff become available and eligible for promotion.

(Authority Board's letter No. E(NG)l/2004/PM9/fdt. 16-08-05, PC-V/98/I/11/23(Pt) dt 05- 04- 07) - ***ACS no.194***

(7) The ***posts*** in the next higher grade of Senior Section Officer (Accounts), Senior ISA and Senior TIA in scale Rs. 2000?3200 will be filled by promotion of staff in the lower grade of SO (A/cs), ISA and TIA in scale Rs.1640?2900 from the respective group after they have put in a minimum of three years service. The condition of 3 years service will also apply for promotion of Cost Accountants in scale Rs. 1640?2900 to scale Rs. 2000 - 3200.

(8) The ***posts*** in the grade of Stock Verifier in scale Rs. 1400 - 2600 will be filled in accordance with the procedure prescribed in Appendix IV.

(Authority : Railway Board's letter No. E(NG)64 PM1-56 dt. 10-5-65, PC-III/78/UPG/8 dt. 16-5-80, E(NG)I-84/ICI-l dt. 19-11-84, PC-IV/86/Imp./ Schedule/1 dt. 24-9-86, PC-IV/86-Imp./Schedule/1 dt. 24-9-86, PC-IV/86-Imp./30 dt. 18-6-87, E(NG) I-87/PM4-1 dt. 3-7-87, E(NG)I-86/PM-9/8 dt.27-8-87 and 24-11-87).

(IV) FINGER PRINT EXAMINERS

172. (1) The ***posts*** in the category of Finger Print Examiners in scale Rs. 1350 - 2200 will be filled by candidates possessing certificate issued by the All India Board for examination of Finger Print Experts conducted by the Government of India.

(2) The age limit will be 20 to **25** years.

(3) The following higher grade posts are available to this category of staff in the normal channel of promotion :

SENIOR FINGER PRINT EXAMINER (1400 - 2300)

CHIEF FINGER PRINT EXAMINER (2000 - 3200)

[Authority : Railway Board's letter Nos. PCIII/80/UPG/19 dated 29-7-1983, E(NG)II/86/RRB/145 dated 24-3-1987 and E(NG)I/87/PM-20/2 dated 2-2-1989].

(V) ELECTRONIC DATA PROCESSING CENTRE

173. (1) **The posts in the category of Data Entry Operator in the pay scale of Rs.4500-7000 in the zonal/PU EDP centres will be filled by selection from amongst volunteering graduate employees of any department in the same scale or with a minimum of 2 years service in the immediate lower scale of Rs.4000-6000 with grade 'A' or 'B' in aptitude test conducted by CRIS.**

(2) Higher grade posts/Channel of promotion :

The following higher grade posts are available to this category of staff in the normal channel of promotion by "Selection" or "non-selection" as the case may be :

SENIOR DATA ENTRY OPERATOR (1400 - 2300)

GENERAL/PUNCH ROOM SUPERVISOR (1600 - 2660)

DATA PROCESSING SUPERINTENDENT (2000 - 3200)

(3)**Console Operators: The cadre of Console Operators in the Zonal/PU Electronic Data Processing Centre will constitute a separate seniority unit within the centre and the posts in the entry grade of console operator in scale Rs.5500-9000 will be filled by promotion by selection from eligible volunteering staff in Data Entry System viz. Those in the same grade or with two years service in the immediate lower grade. The candidates should have passed the aptitude test in Grade 'A' or 'B' conducted by the CRIS. The Console Operators in scale Rs.5500-9000 will be eligible for promotion by "Selection" or "Non selection" as the case may be, to higher grade posts of Senior Console Operator in scale Rs.6500-10500 and then as Console Superintendent in Scale Rs.7450-11500.**

(4) **Assistant Programmers: The posts of Assistant Programmers in scale Rs.7450-11500 in the Zonal/PU EDP centre will be filled by promotion or lateral induction by selection of staff in Console Operators Stream in the same grade or with a minimum of two years service in the immediate lower grade. Only when suitable staff in console operators stream are not available, staff of other**

departments including staff of Data Entry Stream in the same grade or with a minimum of two years service in the immediate lower grade will be considered. The candidates should be graduate and should have qualified in the aptitude test for programmers with Grade 'A' or 'B' conducted by the CRIS.

NOTE: In the case of in house staff in the stream of Console Operators as also staff in Data Entry Stream when vacancies are thrown open to other Departments, who have put in a minimum of 10 years service in EDP centre, the qualification of graduation will not be insisted upon as eligibility condition for being considered for appointment as Assistant Programmer.

(Authority Railway Board's letter No. E(NG)I-98/PM16/2 dated 2-11-98)

(5) In-put-Out-put Superintendent: The posts of Input and Out-put Superintendent in the EDP Centre in scale Rs. **2000-3200** which will be outside the seniority until of the Punch Room are to be filled by drawing staff from the Accounts, Personnel, Stores and Statistical Branches of the Railway. Their further promotions will be in their own parent Department.

[Authority : Railway Board's letters No. E-(NG)I-69/PMI/23 dated 26/28-3-70, E(NG)I-75/PMI/230 dated 25-4-78, E(NG) I-85/PM-I/16/2 dated 19-2-86, E(NG)II/85/RR1-30 dated 3-6-87, PC.II/84/UPG/9 dated 16-11-84 and Notes below Item II of Annexure 'B' to Railway Board's letter No. PC.IV/86/Imp/schedule/1 Dated 24-9-86 and E(NG)I-86/PM16/5 dated 7-4-89.]

(b) Other than Accounts Department

(i) Office Clerks

174.**(1) The posts in the category of Office Clerks in the pay scale Rs.3050-4590 will be filled as under:**

(i) 50% by direct recruitment through Railway Recruitment Board;

(ii) $33^{1}/_{3}$% by promotion by a process of selection from eligible Group 'D' categories of staff as specified by the Zonal Railways as per procedure prescribed in para 189; and

(iii)$16^{2}/_{3}$% by promotion entirely on merit of Matriculate Group 'D' employees from eligible categories, as specified by the Zonal Railways for (ii) above, with a minimum of 2 years regular service in the concerned seniority unit on the basis of a competitive examination consisting of Written Test and Record of Service of 85 and 15 marks respectively.

[Authority: Railway Boards letter No. E(NG)I-2003/CFP/2 dated 22.9.2003]

(2) Qualification etc. for direct recruitment are as under :

(i) Educational : Matriculation or its equivalent examination with not less than 50% marks in the aggregate.

(ii) Age : Between 18 and 25 years.

(3) The following higher grade posts are available to this category of staff in the normal channel of promotion by "Selection" or "Non-selection" as the case may be:

SENIOR CLERK (1200 - 2040)

HEAD CLERK (1400 - 2300)

OFFICE SUPERINTENDENT GR.II/CHIEF CLERK (1600 - 2660)

OFFICE SUPERINTENDENT GR.I/OFFICE SUPDT. (2000 - 3200)

(4) 33-1/3% of the posts in the grade of Sr. Clerks in scale Rs. 1200?2040 will be filled as under :

(i) 20% by direct recruitment of graduates in the age group of 18 to 25 years through the agency of the Railway Recruitment Boards; and

(ii) **$13^{1/3rd}$ % through a Limited Department Competitive Examination from amongst serving graduates working as clerks in scale Rs.950-1500 through the agency of the RRBs. For promotion against this quota, candidate will be required to possess a typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi. Promotions may however, be allowed on provisional basis and the concerned staff given two years time from the date of promotion to qualify the prescribed typewriting test; and if they fail to qualify the prescribed typewriting test within the said period, they will be liable to be reverted. Shortfall, if any, against this quota will be added to direct recruitment quota at 4(i) above."**

(Authority Board's letter NO. E(NG)I-96/CFP/19 dated 3-2-97, 11-12-97)

Note : Graduate Typists in grade Rs. 3050-4590 and Senior Typists in grade Rs. 4000-6000 will also be eligible to appear in LDCE referred to in clause (ii) above.

(Authority: Railway Board's letter No. E(NG)I-2003/PM4/3 dt. 04.06.2004)

(ii) TYPISTS

175 (1) The posts in the category of Typist in scale Rs.950 - 1500 will be filled as under:

(1) 66-2/3% by direct recruitment through the agency of the Railway Recruitment Boards; and

(ii) 33-1/3% by promotion by selection of specified Group 'D' staff.

(2) Qualification etc. for direct recruitment are as under:

(i) Educational: Matriculation or its equivalent with minimum of 40% marks in the aggregate. The minimum percentage of marks will not apply to those candidates who possess Qualifications higher than Matriculation.

(ii) Age: Between 18 and 28 years.

(3) The standard of proficiency in typing will be 40 w.p.m. and in the case of Hindi Typists the speed will be 25 w.p.m. in Hindi Typing.

(4) For filling up the vacancies of Hindi Typists serving staff may be given conversion training in Hindi Typing and absorbed against the vacancies of Hindi Typists failing which direct recruitment may be resorted to as per qualifications indicated above. After such directly recruited candidates join the Railway service they should be asked to pick up English typewriting also within a specified period.

(5) Higher grade posts/channel of promotion: The following higher grade posts will be available to this category of staff in the normal channel of promotion by selection or non-selection as the case may be:

SENIOR TYPIST (1200 - 2040)

HEAD TYPIST(1400 - 2300)

CHIEF TYPIST (1600 - 2660)

SUPDT. (TYPING SECTION)(2000 - 3200)

[Authority: Railway Board's letters No. E (NG) III/76/RR1/45 dt. 8-8-78, E (NG) II/86/RR-1/3 dt. 18-4-86 and PC-III/80 UPG/19 dated 29-7-83 and 9-3-84]."

(iii) **STENOGRAPHERS:**

PARA 176(A): The posts in the category of Stenographers (Hindi/English) in PB-1 Rs. 5200-20200 GP Rs.2400 will be filled by direct recruitment through Railway Recruitment Boards as under:-

I. (a) 50% plus shortfall, if any, against (b) and (c) below by direct retirement through the agency of RRBs.
(b) 25% by promotion by selection of shorthand knowing Clerks/ Typists.
(c) 25% by General Selection from serving Group 'C' in grade pay Rs.1800 and above with knowledge of shorthand.

II. For direct recruitment qualification etc. are as under:-

(i) Educational qualification: 12^{th} (+2 stage) or equivalent examination from a recognized Board/University.
(ii) Age: Between 18 and 27 years.
(iii) Professional: The following standards have been prescribed for the posts in shorthand:

STENOGRAPHER (ENGLISH)

SPEED	DURATION	TRANSCRIPTION TIME
80 W.P.M	10 MINUTES	50 MINUTES
100 W.P.M	10 MINUTES	40 MINUTES
120 W.P.M	10 MINUTES	35 MINUTES

NOTE: Direct Recruitment Stenographer (English) in PB-1 Rs.5200-20200 GP Rs.2400 to pass written examination (General Awareness and Language Test in English) and skill test at the speed of 80 w.p.m and 50 minutes in shorthand on computer. Those Stenographers who pass the examination in English and dictation in shorthand and transcription at 100 w.p.m and 120 w.p.m. will be granted one or two advance increments respectively at the recruitment stage and while in service.

STENOGRAPHER (HINDI)

SPEED	DURATION	TRANSCRIPTION TIME
80 W.P.M	10 MINUTES	65 MINUTES
100 W.P.M	10 MINUTES	55 MINUTES
120 W.P.M	10 MINUTES	45 MINUTES

NOTE: Direct Recruitment Stenographer (Hindi) in PB-1 Rs. 5200-20200 GP Rs. 2400 to pass skill test at the speed of 80 w.p.m in 65 minutes on computer. Those Stenographers who pass the examination in Hindi and direction in shorthand and transcription at 100 w.p.m and 120 w.p.m will be granted one and two advance increments respectively at the recruitment stage and while in service.
{Authority: Railway Board's letter No. E (NG)I-2010/PM4/3 dated 10.11.2015}

PARA 176(B): The posts in the category of Stenographers (English) in PB-1 Rs. 5200-20200 GP Rs. 2400 will be filled by promotion/general selection as under:-

I.

(a)	25% by promotion by selection of shorthand knowing Clerks/Typists.
(b)	25% by General Selection from serving Group 'C' employees in grade pay Rs. 1800 and above with knowledge of shorthand, and
(c)	50% plus shortfall, if any, against (a) and (b) above by direct recruitment through the agency of RRBs.

STENOGRAPHER(ENGLISH)

SPEED	DURATION	TRANSCRIPTION TIME
80 W.P.M	10 MINUTES	50 MINUTES
100 W.P.M	10 MINUTES	40 MINUTES
120 W.P.M	10 MINUTES	35 MINUTES

ii. Higher grade posts/channel of promotion: The following higher grades posts are available to this category of staff in the normal channel of promotion by selection or non-selection as the case may be:-

Stenographer Gr.I
PB-2 Rs.9300-34800 GP Rs. 4200)

Private Secretary-II
(PB-2 Rs. 9300-34800 GP Rs. 4600)

NOTE:

(i) Stenographers (English) in PB-1 Rs. 5200-20200 G.P Rs. 2400 to pass written examination (General Awareness and language Test in English) and Skill test at the speed of 80 w.p.m in 50 minutes on computer. Those Stenographers, who pass the examination in English and dictation in shorthand and transcription at 100 w.p.m and 120 w.p.m will be granted one and two advance increments respectively at the promotion stage and while in service.

(ii) Stenographers (English) in PB-I Rs. 5200-20200 GP Rs. 2400 have to appear in selection and pass the test for promotion to next higher grade, viz Stenographer Gr. I in PB-1 Rs. 9300-34800 G.P Rs. 4200, at the speed of 100 w.p.m in 40 minutes.

(iii) Those Stenographers, who have appeared for selection for promotion to next higher grade viz. Stenographer Gr. I in PB-2 Rs. 9300-34800 GP Rs. 4200, and passed test in shorthand at the speed of 100 w.p.m in 40 minutes, need not be subjected to professional test again when they are considered in subsequent selection for PB-2 Rs. 9300-34800 GP Rs. 4600

STENOGRAPHER (HINDI)

SPEED	**DURATION**	**TRANSCRIPTION TIME**
80 W.P.M	10 MINUTES	65 MINUTES
100 W.P.M	10 MINUTES	55 MINUTES
120 W.P.M	10 MINUTES	45 MINUTES

ii. Higher grade posts/channel of promotion: The following higher grades posts are available to this category of staff in the normal channel of promotion by selection or non-selection as the case may be:-

Stenographer Gr.I
PB-2 Rs.9300-34800 GP Rs. 4200)

Private Secretary-II
(PB-2 Rs. 9300-34800 GP Rs. 4600)

NOTE:

(i) Stenographers (Hindi) in Scale Rs. 4000-6000/PB-1 Rs. 5200-20200 G.P Rs. 2400 to pass written examination (General Awareness and language Test in Hindi) and Skill test at the speed of 80 w.p.m in 65 minutes on computer. Those Stenographers, who pass the examination in Hindi and dictation in shorthand and transcription at 100 w.p.m and 120 w.p.m will be granted one and two advance increments respectively at the promotion stage and while in service.

(ii) Stenographers (Hindi) in PB-I Rs. 5200-20200 GP Rs. 2400 have to appear in selection and pass the test for promotion to next higher grade, viz Stenographer Gr. I in PB-1 Rs. 9300-34800 G.P Rs. 4200, at the speed of 100 w.p.m in 55 minutes.

(iii) Those Stenographers, who have appeared for selection for promotion to next higher grade viz. Stenographer Gr. I in PB-2 Rs. 9300-34800 GP Rs. 4200, and passed test in shorthand at the speed of 100 w.p.m in 55 minutes, need not be subjected to professional test again when they are considered in subsequent selection for PB-2 Rs. 9300-34800 GP Rs. 4600

(Reference: Railway Board's letter Nos E(NG)III71/ER-1 dated 28.07.1971, E(NG)I 71/PM1/244 dated 28.02.1973, E(NG)I-74/PM1/102 dated 06.07.1974, E(NG)III/76/RR-1-45 dated 08.08.1978, E(NG)I/PM4/15 dated 20.10.1986 and 94/E(RRB) 25/1 dated 27.09.1994.)

(**Authority**: Railway Board's letters No E (NG)I-2010/PM4/3 dated 10.11.2015 and E(NG)I-2008/PM1/15 dated 03.09.2009; **SECR 217/15**). **ACS 230**

(XIII) OFFICIAL LANGUAGE DEPARTMENT-HINDI ASSISTANTS

177. (1) The **posts** in the category of Hindi Assistants Grade II in scale Rs. 1400-2300 will be filled as under :

(i) 33-1/3% by direct recruitment through the agency of the Railway Recruitment Boards;

and

(ii) 66-2/3% by promotion by selection from the serving employees.

(2) The qualifications etc. for direct recruitment are as under :

(i) Educational : B.A. with Hindi as an elective subject and English as a subject at degree level, or a graduate with English as a subject plus a degree or diploma in Hindi equivalent to B.A. or higher standard.

OR

B.A. (Hons. in English) and a degree or post graduate degree or diploma in Hindi.

(ii) Age : Upper age limit will be 28 years.

(3) Serving Railway employees who have completed 3 years regular Railway service and possess the following qualification are eligible for being considered for selection for promotion :

B.A. with Hindi as an elective subject and English as a subject at degree level.

OR

A graduate with degree or diploma in Hindi and English equivalent to B.A. or higher standard.

(4) Higher grade posts/channel of promotion :

The following higher grade posts are available to this category of staff in the normal channel of promotion by "Selection" or "Non-selection" as the case may be :

HINDI ASSISTANT GRADE I (Rs. 1600-2660)

HINDI SUPERINTENDENT (Rs. 2000-3200)

(5) Deleted **(Authority Board's letter NO. E(NG)II-92/RG/33 dated 12-94)**

(XIV) RAILWAY SCHOOLS STAFF

178(1) Recruitment of teachers in the Railway schools is made by the railway administration concerned.

(2) Qualifications generally Applicable : Age: Below 40 years, Candidates with teaching experience are given preference.

(3) The categories and scales of pay are given below :

Category	Basic Grade	Senior Grade	(Non-functional)
(i) /PGT Head Master/Head Mistress of Middle School.	Rs. 1640-2900	Rs. 2000-3500 (after 12 yrs. in basic grade)	Rs. 2200-4000 (after 12 yrs. in Senior Gr.)
(ii) Trained Graduate Teacher, Headmasters of Primary School/Domestic Science Teachers.Gr. I/Drawing Teacher Gr. I/Language Teacher (TGT)/Physical Training Instructor Gr. I/Craft Teacher/Dance Teacher/Demonstrator.	Rs. 1400-2600	Rs. 1640-2900 (after 12 yrs. in basic Gr)	Rs. 2000-3500 (after 12 yrs. Service in the senior Gr. and on attainment of qualifications prescribed for TGTs).
(iii) Primary School Teachers.	Rs. 1200-2040	Rs. 1400-2600 (after 12 yrs. in basic Gr.)	Rs. 1640-2900 (after 12 yrs. of service in senior Gr. and on attainment of qualifications laid down for TGTs).
(iv) Instructor Teach. Group, Manual Instructor Asstt. Instructor, Instructor for Workshop.	Rs. 1400-2600	Rs. 1640-2900(after 12 yrs. in basic Gr.)	Rs. 2000-3500 (after 12 yrs. of service in the senior Gr. and on attainment of qualifications prescribed for PGTs).
(v) Commercial Instructor	Rs. 1200-2040	Rs. 1400-2600 (after 12 yrs. in basic Gr.)	Rs. 1640-2900 (after 12 yrs. Service in senior Gr. and on attainment of qualification laid down for TGTs).
(vi) Librarians	(a) Rs. 440-750/1400-2600	Rs._____	_____

	(b) Rs. 425-640/1400-2300	_____	_____
	C) Rs. 330-560/1200-2040	_____	_____
(vii) Lab. Asstts.	Rs. 330-530/1200-2040	_____	_____

(4) The recruitment will be made in basic grade in all the categories mentioned above. The qualifications etc. for each of these categories will as under :

Category	Qualification
(i) Post Graduate Teachers	**(i) IInd Class Master's Degree in any of the teaching subjects.**
	(ii) University Degree/Diploma in Education/Teaching.
	Or
	Integrated two years' Post Graduate course of Regional Colleges of Education of NCERT.
	(iii) Competence to teach through the medium/ media, as required.
	Note: The condition of IInd Class in Master's Degree can be relaxed in respect of promotee candidates who have at least 5 years experience as TGTs."
(ii) Head Masters/Mistress of Middle School.	As for Post Graduate Teachers. (Rly. Bd's letter No. E(P&A) I-87/PS-5/P E-5 dated 11-4-1988).
(iii) Trained Graduate Teachers.	**(1) IInd Class Bachelor's degree with one of the following group of subjects :**
	(i) Physics, Chemistry and one subject out of Maths /Botany / Zoology
	(ii) Botany, Zoology and one subject out of Physics/Chemistry.
	(iii) English Literature/Hindi Literature/Sanskrit Literature.
	(iv) Any two subjects out of English, Maths, Commerce, Economics, Geography, Pol. Science, History, Agriculture.
	(2) University Degree/Diploma in Education/teaching.

	Or
	4 years integrated degree course of Regional Colleges of Education of? N. C. E. R. T.
	(3) Competence to teach through the medium/media as required.
	NOTE: The condition of IInd Class in Bachelor's Degree can be relaxed in respect of promotee candidates who have at least 5 years experience as Primary Teachers and also for candidates (both promotee & Direct Recruits) who have a Post Graduate Degree in any of the teaching subjects referred to in (1) above.
(iv) Head Masters/Head Mistress of Primary Schools.	As for Trained Graduate Teachers (Rly. Bd's letter No. E(P&A) I-87/PS-5/PE-5 dated 11-4-1988)
(v) Craft Teacher for Works experience	For all trades except Agriculture & Horticulture.
	1. Higher Secondary from Recognised University/Board.
	2. Two years diploma certificate of training in the trade concerned from ITI or any other recognized Institution.
	3.Two years professional experience in any Govt. Institution or a concern of repute.
	For Agriculture & Horticulture :
	1. B.Sc. (Agriculture) from a recognized University.
	2. Degree in teaching from a recognized University,
(vi) Sr. P.E.T.	Graduate from a recognised University with Diploma? in Physical Training from a recognised Institution. B.P.ED, from a recognised University and Hr. Secondary.
(vii) Sr. Domestic Science Teacher	(a) Graduate from a recognised University with diploma in Home Science from a recognized Institute.
	OR
	(b) B.Sc. (Home Science) with degree/diploma in training/education.
(viii) Music Teacher Grade I	B.A. Degree with Music, as one of the subject from a recognized University.
	OR

	Higher Secondary with any one of the following :
	1. Sangeet Visharad Examination of the Gandharava Mahavidyalaya Mandal, Bombay.
	2. Sangeet Vid Examination of the Indira Kala Sangeet Vishwa Vidhyala ,Khairabad (M.P.)
	3.The Sangeet Prabhakar Examination of the Prayag Sangeet Samiti (Academy of Music) Allahabad.
	4. Sangeet Visharad Examination of Bhatkhande Sangeet Vidhyapeeth, Lucknow Previously, Morris College of Hindustani Music Lucknow).
	5. Final Examination of the Madhva Sangeet MahavidyaIaya, Laishkar.Gwalior.
	6. The Final Examination of Shankar Gandharya Vidyalaya, Gwalior.
	7. Sangeet Ratan Diploma Awarded by the Director, Department of Education, M.P.
(ix) Dance Teacher	1. Degree in Dance from a recognised University' (4 years Course)
	OR
	2. Diploma in Dance, from a recognised institution (5 years).
(x) TGT(Skt)	1. B.A. with Sanskrit as one of the elective subject
	OR
	Its equivalent oriental Degree in Sanskrit, and
	2. Degree/Diploma in teaching
	OR
	S.A.V. Certificate.
(xi) TGT(MIL)	1. B.A. with Modern Indian Language concerned as one of the elective subject.
	OR

	Its equivalent Oriental Degree in the Modern Indian Language concern,
	OR
	Sahitya Rattan of Hindi Sahitya Sammelan, Paryag with Matriculation in English only.
	2. Degree/Diploma in teaching
	OR
	S.A.V. Certificate.
	3. Knowledge of Hindi essential.
(xii) Drawing Teacher (Rs. 1400-2600/5500-9000)	**M.A. Degree in Drawing & painting/ Fine Arts from a recognized University** **OR** **B.A.(Hons.) in Art and Art Education.** **OR** **II class Bachlor's Degree with Drawing & Painting/Fine Art 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 recognized 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.**

	(Authority: Railway Board's letter No. E(P&A)I-2001/PS-5/PE-1 dated 04-09-2002)
(xiii) Demonstrator (Rs. 1400-2600)	B.Sc. (Authority Para 177 of IREM 2nd Edition 1968).
(xiv) Primary School Teachers (Rs. 1200-2040)	**Higher Sec. with JBT (2 years) or quivalent.**
	OR
	Intermediate with JBT (1 year) or its equivalent
	OR
	Senior Sec. (plus 2) examination with JBT (1yr.) or its equivalent.".
(xv) Librarians.	
(a) Librarian (Rs.440-750/1400-2600)	(a) Graduate plus Diploma in Librarianship.
(b) Librarian 330-560/1200-2040	**(b) Matric plus certificate for library training from recognised Institutions (Authority Rly. Board's letter No. E(P&A)I-2001/PS-5/PE-1 dated 04-09-2002)**
(xvi) Laboratory Assistants (Rs. 1200-2040)	Senior Secondary/intermediate with Science. However, the Group 'D' employees-Laboratory Attendants who are Matriculates with Science would be eligible for promotion as Laboratory Assistants.
	(Authority Rly Board's Letter No. E (P&A) 1-84 PS-5/PE-1 dated 21-1-84 and 18-10-85). **(Authority : No. E(P&A) 87/PS-5/PE-9 dated 4-10-89)**

XV: Passenger Reservation System(PRS)/Divisional /Workshop/Stores Depot Computers:

178-A (1) Data Entry Operators: The vacancies in the category of Data Entry Operators in all grades in the PRS/Divisional/Workshops/Stores Depot computers will be filled up on ex-cadre basis by selection of volunteering graduate employees of concerned user department with Grade 'A' or 'B' in the aptitude test conducted by CRIS and working in the same grade or with a minimum of 2 years service in the immediate lower grade.

Note: Such of the staff as have worked satisfactorily for two years as Data Entry Operators need not be subjected to Aptitude Test, if they are otherwise eligible

for consideration for posting, promotion on ex cadre basis, as Sr. Data Entry Operator.

2. Console Operators: The vacancies in the stream of Console Operators in all grades in the PRS/Divisional/Workshops/Stores / computers will be filled by selection on ex-cadre basis from amongst volunteering graduate employees of concerned user departments e.g. ECRCS for PRS, with Grade 'A' or 'B' in Aptitude tests conducted by CRIS and working in thee same grade or with a minimum of two years service in the immediate lower grade in their parent cadre.

Note: Such of the staff as have worked satisfactorily for the two years as console operators need not be subjected to fresh Aptitude Test, if they are otherwise eligible for consideration for posting /promotion on ex-cadre basis as Sr.console operators.

3.Assistant Programmers: The vacancies in the category of Assistant Programmers in the PRS/Divisional/Workshops/Stores Depot computers will be filled up on ex-cadre basis by selection from amongst volunteering graduate staff with Grade 'A' or 'B' in the aptitude test conducted by CRIS and working in the same grade or with a minimum of 2 years service in the immediate lower grade in their parent cadre.

Note: such of the staff as had worked satisfactorily in the computer centre in these units for a period of three years prior to 15-2-93 the qualification of graduation need not be insisted upon for reinduction into the streams covered by sub-paras (1), (2) and (3) of this para.

(Authority Board's letter NO. E(NG)I/98/PM16/2 dated 2-11-98,28-05-99, 28-7-99 & 28.9.99)

I- PROCEDURE

179. **The following procedure shall apply in respect of recruitment of Group D railway servants [other than Rakshaks (Sainiks) employed in the Railway Protection Force who are governed by the provisions of Railway Protection Force Act, 1957 and the Rules framed there under.**

(i) Periodicity of Recruitment:- Recruitment should be made at interval of one year to two years.

(ii) Recuitment Units:- The unit for recruitment shall normally be the Division, major workshops, Locosheds, C&W Sick lines P.W.I. lengths, etc. etc. Recruitment for each category will be made separately. If necessary, there may be more than one unit for recruitment in a Division.

(iii) Eligibility for Recruitment:- No direct recruitment shall be made to higher grades in Group 'D' except -

(a) in certain categories where serving employees in lower grades do not offer; and

(b) where they cannot be trained in time in case of expansion or for embarking on new projects.

(iv) **Academic/Technical Qualification: Will be inserted later as the question is under review."**

(v) Age limits and physical fitness.

(a) The age for recruitment to Group 'D' categories will be 18 to 28 years.

(b) **will be inserted later as the question is under review and**

(c)(i) The upper age limit is relaxable by 5 years in the case of Scheduled Caste and Scheduled Tribe candidates.

(ii) Relaxation in age limits for other categories of candidates like the physically handicapped, ex-servicemen etc. will be governed by orders issued by the Board from time to time.

(vi) Procedure of Recruitment: **An Employment Notice indicating the total number of vacancies, the number of vacancies reserved for scheduled castes and scheduled tribes and ex-servicemen, scale of pay, qualifications prescribed etc. as well as the last date for receipt of applications, should be prepared in due time and issued to Employment Exchanges within the recruitment unit and to the recognized Associations of scheduled castes and scheduled tribes so that adequate publicity is given with a view to attracting the maximum number of local residents. The notices should also be sent to Special Employment Exchanges and the Vocational Rehabilitation Centres in the case of vacancies reserved for physically handicapped and to the Director General (Resettlement) and the Rajya and the Zila Sanik Boards in the case of vacancies reserved for ex-servicemen. Copies of these notices should? also be exhibited on notice boards outside railway offices etc. situated in the area of recruitment.**

Note : Notification of vacancies to the Employment Exchanges should conform to provisions of Compulsory Notification of Vacancies Act, 1959 and Rules made thereunder.

(vii) The employment notice should prescribe a simple application form to be filled up in Hindi or in the regional language of the area.

(viii) (a) Where literacy is an essential qualification applications from the candidates nominated by Employment Exchanges or registered by Employment Exchanges in terms of clause (b) below only will be eligible for consideration. These may be limited in proportion to the total vacancies available in the recruitment unit concerned. In other cases, where literacy is not required for competence in the job and is not prescribed, applicants applying directly to the Railway Administration should also be considered and registration at an Employment Exchange should not be made obligatory.

(b) For the convenience of serving railway employees applications from their sons/immediate dependents may be received by the Railway Administration direct. They should be got registered in an Employment Exchange by deputing a Welfare Inspector, if necessary, for this purpose and will thereafter be eligible for consideration along with others. It is not necessary that their names should be nominated by the Employment Exchange concerned. In cases where the Employment Exchanges do not accept applications from such candidates and they require the candidate concerned to appear before them in person for registration of his application such applicants may be considered without their getting registered at the Employment Exchange. At the time of selection no discrimination can be made between a candidate applying direct to the administration and the one nominated by the Employment Exchange and only the most suitable ones will be selected for appointment. Applicants belonging to the Scheduled Castes and Scheduled Tribes even though they are not? sons/immediate dependants of serving railway employees may also be given the benefit of getting their applications registered at the Employment Exchanges through a Welfare Inspector as indicated above

(ix) The number of applicants to be called for trade test/interview should be generally 3 to 5 times of the number of vacancies to be filled.

(x) As Group 'D' vacancies generally attract local residents, the applications of such candidates received by the administrations should be given full consideration at the time of selection.

(xi)(a) The selection Board for recruitment of Group 'D' posts including screening of Casual labour/substitutes shall consist at least three members, one of whom should belong to the SC/ST communities and another to minority communities. No member of the Committee shall be directly subordinate to any of the other members. If such a Committee cannot be? constituted from amongst the offices of the Zonal Railway or any Division or Workshop, a person of SC/ST and minority communities from an adjacent Railway or another Department; either of the Central Government or State Governments or persons from outside the Railway, like retired Railway or Army Officers or Principals of Educational Institutions or eminent persons belonging to SC/ST and minority communities may be coopted to serve on the Committees. **The Railway Officers will be an Assistant Personnel Officer and an officer of the Branch concerned.** The application will be screened by a Personnel Officer or any other Officer or a committee of officers nominated for this purpose and not by the selection board. Interviews and/or tests shall be conducted by the Selection Board.

(b) Nomination of outsiders co-opted as a members of the Selection Board should be from a panel of names that may be formed by the Government. Non-Officials whenever co-opted as members of the Interview Board should not be repeated in every Board. They should also be furnished with a detailed brief indicating the reservation for SC/ST according to rules, the procedure to be- followed in the Selection and other allied information as may be of help to him in conducting the interviews. The non-official member may be issued a free first class railway return journey pass and also permitted the free use of railway rest house, if available.

Note :All inclusive remuneration of Rs. **20/-** per day may be given to an outsider, whether co-opted locally or from outside.

[Authority : No. E(NG)III/77/RC-1/90 dated 16-3-78].

(xii) Panels : The list of selected candidates will be pasted on important Notice Boards throughout the area of recruitment after each selection. The list will contain as many names as are likely to be needed against the bare anticipated vacancies in the course of six months or one year following the selection, depending on the frequency of recruitment No allowance should be made for medically unfit candidates etc. **The currency of the panels should be normally one year. In exceptional circumstances it can be extended by one year with the personal approval of the Chief Personnel Officer [No. E(NG)II/84/RC-2/21 dated 16-11-1984].**

(xiii) Casual Labour, Substitutes and Temporary hands :(a) Substitutes, casual and temporary workmen will have prior claim over others to permanent recruitment. The percentages of reservation for Scheduled Castes and Scheduled Tribes should be observed in recruitment to temporary or permanent vacancies.

(b) Substitutes, casual and temporary workmen who acquire temporary status as a result of having worked on other than projects for more than 120 days and for 360 days on projects or other casual labour with more than 120 days or 360 days service, as the case may be should be considered for regular employment without having to go through Employment Exchanges. Such of the workmen as join service before attaining the age of **28** years may be allowed relaxation of maximum age limit prescribed for Group 'D' posts to the extent of their total service, which may be either continuous or broken periods.

(c) A register should be maintained by all Divisions concerned to indicate the names of casual labour, substitutes and temporary workmen who have rendered **120 days in open line or 360 days in projects** either continuous or in broken periods, for the purpose of future employment as casual workmen and also- as regular employees, provided they are eligible1 for regular employment. The names should be recorded strictly in the order of their taking up casual appointment at the initial stage and for the purpose of empanelment for regular Group 'D' posts, they should as far as possible, be selected in the order maintained in the aforesaid registers. In showing preference to casual labour over other outsiders due consideration and weightage should be given to the knowledge and experience gained by them. Other conditions being equal, total length of service as casual labour, either continuous or in broken periods, irrespective of whether they have attained the temporary status or not, should be taken into account so as to ensure that casual labour who are senior by virtue of longer service are not left out.

Notes : Absorption of casual labour/substitutes in regular vacancies will be subject to each casual labour/substitutes being found eligible and suitable for such absorption. **Special instructions issued in this regard from time to time will also apply.**

(xiv). Group 'D' vacancies in workshops should be filled up in the manner indicated below:

(i) 50% by selection from outsiders including Apprentices trained under 'Apprentices Act';

(ii) 10% by transfer from amongst regular gangmen etc. as per sub-para (xv) below; and

(iii) 40% from amongst volunteers from amongst regular staff of other departments who may like to come to the workshop cadre on bottom seniority.

[Authority : No. E(NG)II/73/CL/41 dated 23-8-73 and 78 E(SCT) 15/18 dated 4-10-1978].

(xv) Recritment 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 nor 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 Workshop, 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 Deptts.**

(B) Regular Gangmen who are transferred to Works Branch/Workshops/Traffic and, Commercial Deptt. 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 Store Khalasis and Safaiwalas upto 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."

(Railway Boards letter No. E(NG)1-99/CFP/23 dated 08-04-02)

II. PROMOTION TO HIGHER GRADES IN GROUP 'D' AND GROUP 'C POSTS.

180. Transportation (Traffic) and Commercial Deptt. All railway servants in the lowest grade should be eligible for consideration for promotion to higher grades in both the Transportation and Commercial branches. Applications should be invited from amongst categories eligible for promotion from both the branches. All Railway servants who apply will be considered. An adhoc seniority list will be prepared on the basis of length of Continuous service in the grade and suitable men selected and placed on a panel for training. Systematic and adequate training and examinations or tests must precede actual promotions.

181. Civil Engineering Deptt: Trolly men, gatemen and chowkidars should be grouped with gangmen and be eligible for promotion as keymen and mates. These persons should be required to render a minimum of three years service as gangmen but it is not necessary that they should work as gangmen in rotation. Gangmen who are disabled and cannot work as Gangmen will, of course, not be eligible for promotion.

182. **Medical Deptt.** All Railway servants employed in the hospitals like hospital attendants, orderlies, dispensary peons, stretcher bearers, watchmen, safaiwalas or sanitary cleaners etc. should be eligible for promotion as dressers and laboratory attendants. For this purpose the eligible railway servants should be screened by holding a suitability test to determine whether they are educationally up to the required standard and have the necessary aptitude. The Railway servants considered suitable should be given training as may be necessary which they should successfully complete before they art finally promoted.

182(A) : Medical Department: 50% of vacancies in the category of Dresser Gr.III/OTA Gr. III in PB-1 Rs. 5200-20200 GP Rs. 1900/- Level -2 (Rs.1 9900-63200) may be filled on the basis of seniority cum suitability from existing staff in service as on 10.05.1998 who are otherwise eligible without insisting upon the condition of educational qualification of Matriculation pass. The remaining 50% vacancies may be filled on the basis of selection from amongst those Hospital Attendants who are having the qualification of Matriculation (10th). This provision will continue to remain in force till there are no non-matriculate Hospital Attendants (Level-1) on Zonal Railways. The Railway servants considered suitable should be given training as may be necessary which they should successfully complete before they are finally promoted.

(Authority: Railway Board's letter No. E(NG)I-2000/PM10/2 dated 03.05.2016 **SECR 02/17**, **ACS 234**)

183. Signal and Telecommunication Engineering Deptt.?50% of vacancies in skilled grades should be open for promotion of semi-skilled artisans/Basic Tradesmen provided they attain the standards prescribed in the relevant trade test The Railway administrations should give systematic training to unskilled men for promotion to semi-skilled posts. Systematic training should also be given to semiskilled artisans for promotion to skilled categories. The period of training may be prescribed by the individual railway administrations. In individual cases the period of training may be reduced.

184. Mechanical Engineering Deptt.

(i) Every unskilled staff in running sheds and carriage and wagon depots should be made eligible for promotion to higher grade like **Khalasi Helpers**/Basic Tradesmen in their respective branches, i. e. running heads or carriage and wagon depots, as the case may be, subject to his acquiring the necessary qualification. No category shall be excluded from such consideration and there need to be no sub grouping within the respective branches. Unskilled staff in running sheds should also be eligible for consideration for transfer to posts of cleaners upto the age of 30 years, relaxable upto 35 years in the case of persons belonging to scheduled castes and scheduled tribes, subject to their being otherwise eligible for such consideration but on two occasions only and their having the necessary aptitude and satisfying the medical and educational? qualifications.

(ii) The vacancies of First Firemen should be a selection basis **as per Para 136.**

185. Electrical Engineering Department. For promotion of semi-skilled staff to skilled grades and further on to the posts of Mistries and Chargemen in this department, the procedure prescribed for the staff of Mechanical Engineering Department may be applied.

186. Promotion of Safaiwalas or Sanitary cleaners in other Departments. In departments like Mechanical Engineering Transportation etc., where the cadre of Safaiwalas or Sanitary cleaners is comparatively small, such staff may be promoted to higher grades like semi-skilled grades pointsmen etc. along with other railway servants in the department.

Resultant vacancies of Safaiwalas or Sanitary Cleaners in these Departments should be filled by drawing men from their cadre from the Medical/Civil Engg. Deptt. as the case may be

187. **Promotion to skilled categories Semiskilled artisans and basic tradesmen are eligible for promotion to skilled grades if they pass the prescribed trade test against 50% quota set apart for promotion as provided in para 159.**

188. Promotion to lower grades in Group 'C' :-Lower grades in Group 'C' like Junior Clerks, Material Checkers, etc. in scales such as Rs. 825-1200 should be wholly filled by promotion from Group 'D' railway servants who have put in **3** years service. In the case of posts which are in the normal avenue of promotion to Group 'D' railway servants, promotion should be made from amongst the railways servants of the Deptt. concerned in each promotion unit on the basis of seniority-cum-suitability after holding such written and/or practical tests as may be considered necessary. In the case of posts which are not in the normal avenue of promotion, promotion should be made on the basis of selection after holding such written and/or practical test as may be considered necessary and from panel drawn and according to prevailing rules in respect of selection posts.

[Authority : No. E(NG)I/71/CFP/22 dated 28-7-71].

189. Promotion to higher grades in Group 'C':- Railway servants in Group 'D' categories for whom no regular avenue of promotion exists $33^{1}/_{3}$% of the posts in the lowest grade of Commercial Clerks, Ticket Collectors, Trains Clerks, Office Clerks, Stores Clerks, etc. should be earmarked for promotion. The quota for promotion of Group 'D' staff in the Accounts Deptts. to Group 'C' post of Accounts Clerks will be 25%. Promotion to Group 'C' will be subject to the following conditions: -

(i) **All promotions should be made on the basis of selection. There should be written tests to assess the educational attainments of candidates. Group 'C' categories referred to above should be suitably linked with specified categories in the lower grades on broad affinity of work to form groups for promotion but it should be ensured that the prospects are made equal in the different groups. The test should be correlated to the standards of proficiency that can reasonably be expected from railway servants who are generally non-matriculates. The aim of the examiners should be to assess the general suitability of the Group 'D' railway servants offering themselves for promotion to Group 'C' posts from the point of view of their knowledge of English and their general standard of intelligence. The factors of selection and their relative weight will be as indicated below:-**

	Factors/Headings	**Maximum Marks**
(a)	**Written Test**	**85**
(b)	**Record of Service**	**15**
	Total	**100**

Note: **1. Written test should consist of one paper of 3 hours duration divided into two parts - Part 'A' to test the working knowledge of the Railway servant of the English language and Part 'B' his general standard of intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and matters immediately pertaining to the work he has been acquainted with during his Railway service. In drawing up the questions it must be ensured that they are not set as such a standard as to make it impracticable for a Group 'D' railway servant of average intelligence and normal standards of efficiency to qualify in the test.**

(2) Assessment under the heading Record of Service will be based on entries in the Service Book/personal file regarding academic/ technical qualifications, awards/ punishments, etc.

(3) Selections should not be restricted to three times the number of posts to be filled but kept open to all eligible candidates who would like to be considered for such selections.

(4) All those who qualify on the basis of written test and Record of Service, the qualifying percentage of marks being prescribed by the General Manager, should be included in the panel in the order of their seniority for promotion against the yearly vacancies available for them in Group 'C' categories.

(ii) All Railway servants in Level-1, to be eligible for promotion to Level-2 posts in all departments should have put in a minimum 2 years regular service and have successfully completed their probation period in the recruitment grade.

However, in cases where incumbency of more than 3 years is prescribed, the same shall continue.

(Authority : Railway Board letter No. E(NG)I/2015/PM 1/20 dated 05-02-2019) **SECR 38/19.)**

{Old - Railway servants in level-1 to be eligible for promotion to Level-2 posts in all departments should have put in a minimum of 02 years continuous service. However, in cases where incumbency of more than 3 years is prescribed, the same shall continue. SC/ST employees possessing requisite educational qualification can be considered for promotion to the post of skilled artisans against the 25% qualified staff quota on completion of one year service.(Authority : Railway Board letter No. E(NG)I/2015/PM 1/20 dated 08-01-2019) **SECR 09/19.)**

Group 'D' railway servants to be eligible for promotion to Group 'C' posts should have put in a minimum 3 years of continuous service. This does not apply to Scheduled Castes and Scheduled Tribes candidates.}

(iii)For promotions to Group 'C' posts in the Ministerial cadre, Group 'D' staff will be required to possess a typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi. Promotions may, however, be allowed on provisional basis and the concerned staff given two year's time from the date of promotion, to qualify the

prescribed typewriting test; and if they fail to qualify the typewriting test within the said period, they will be liable to be reverted.

(iv)Training:

(a) The standard of training imparted to the Group 'D' railway servants selected for Group 'C' posts should be the same as for direct recruits for the same Group 'C' categories and in the case of failures in the first attempt such employees may be given second - chance to qualify.

(b)Group 'D' railway servants when promoted to Group 'C' posts in the Accounts Deptt. shall go through the same training and test and shall be subject to the same conditions of service as are in force for the new recruits. During the period of their training they would get as stipend the pay that they would have normally drawn on promotion to Group 'C'. All allowances like Dearness, Compensatory and House Rent Allowances will be allowed to them at the scales applicable, had the stipend been treated as pay.

Note: Employees in lower Group 'C' scale of Rs. 825-1200(RPS)/ 2750-4400 (RSRP) and Rs. 950-1400(RPS)/ 3050-4590 (RSRP) for whom no regular avenue of promotion exists will also be eligible to appear in the selection held for promotion of Group 'D' employees to Group 'C' against the prescribed quota.

Authority : Railway Board's letter No.E(NG)I/2003/CFP/2 dated 22.09.2003)

189-A Promotions of Persons with Disability: - There shall be no discrimination in the matter of promotion merely on ground of physical disability. This will apply to the categories of staff who have been recruited from the open market against the vacancies reserved for recruitment of physically handicapped and the staff who acquire disability during service and are absorbed in suitable alternative employment as per provisions contained in Chapter-XIII. Such staff will be considered for promotion in their turn based on their eligibility and suitability along with others in the selection/suitability/trade test, for promotion to higher grade post.

Authority: Railway Board's letter No.E(NG)I/90/PM1/2 dated 29.04.1999.

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CHAPTER II

Rules governing promotion of subordinate staff

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	Rules governing promotion of subordinate staff

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CHAPTER II

SECTION 'A'

RULES GOVERNING PROMOTION OF SUBORDINATE STAFF

PROMOTION OF GROUP 'B' POSTS

201.1. All vacancies in Group 'B' are filled by promotion on the basis of selection of eligible Group 'C' employees and also on the basis of Limited Departmental Competitive Examination, wherever the scheme is in force. Where the scheme of LDCE is in force, selection is held to fill **70**% of the vacancies and LDCE is held to fill the remaining **30**% of the vacancies. (**Railway Board's letter No. E(GP)/2005/2/69 dated 5.1.06]**

The condition and procedure governing the selection for promotion to Group B posts are given in the following paras. Regarding condition and procedure governing LDCE, the provisions of relevant Recruitment Rules and administrative instructions issued from time to time should be referred to.

[Authority : Railway Board's letter No. E(GP)/95/2/75 dated 5.8.98]

201.2. Frequency of Selection. Selection for appointment to Group 'B' posts should be held once in two years. Where due to unforeseen developments, suck as creation of new posts, upgradation etc., the panel drawn gets exhausted and the biennial selection is away by more than six months a fresh selection may be held. The need for conducting such selections should however, be rare and due care should be taken in working out the vacancies for the normal biennial selection.

202.1. Composition of Selection Committee. Selection Committee will be constituted under the orders of the General Manager for the purpose of making recommendations to him in respect of Group 'C staff considered suitable for promotion to Group 'B'

The Selection Committee should consist of 3 Heads of Department or Additional Heads of Department including the Chief Personnel Officer or Additional Chief Personnel Officer and the Head of the Department concerned or as has been provided for in the relevant Recruitment Rules. The Senior Deputy General Manager or the Additional CVO of the Vigilance Organization should **not** be nominated to serve on the Committee. If none of the officers constituting the Departmental Promotion Committee belongs to either Scheduled Caste or Scheduled Tribe holding the rank not lower than the Junior Administrative Grade may be nominated.

202.2. Assessment of vacancies. Vacancies for two years should be assessed carefully taking into account the vacancies in regular cadre (both permanent and temporary), as also in the construction and work-charged cadre/posts. To the assessment thus made, the vacancies due to arise in the next 6 months should also be included to cater to unforeseen contingencies and the panel should be formed for the total number of vacancies.

(Authority: Ministry of Railways' letter No. E(GP)2005/2/61 dated 14.9.2006) ***ACS NO.193***

202.3. "Reservation in favour of SCs/STs Rules of post-based reservation apply in filling the vacancies in Group 'B' on the basis of selection. Only those eligible SCs/STs who are in the zone of consideration determined in accordance with the rules, should be called for the selection. If either SCs/STs are not available in the zone of consideration or the available SCs/STs have not qualified for appointment against the reserved vacancies, then the reserved vacancies will remain unfilled and the same will be filled up through future selections.

*(Authority: Ministry of Railways' letter No.2005-E(SCT)l/25/14 dated 16.11.2005 and No.E (GP)2005/2/61 dt.22/11/2005)****-- ACS NO.193***

203.1. Conditions of eligibility. For the selection, all Group 'C' employees working on a regular basis in grade the minimum of which is Rs. 5000/- in the revised scale and in the higher Group 'C' grades and who have rendered not less than 3 years of non-fortuitous service in the grade are eligible. There will be no distinction between permanent and temporary employees.

(**Railway Board's letter No. E(GP)/2005/2/69 dated 5.1.06]**

203.2. In case a junior employees is considered for selection by virtue of his satisfying the relevant minimum service conditions all persons senior to him shall be held to be eligible, notwithstanding the position that they do not fulfill the requisite minimum service conditions.

203.4. Zone of consideration. The number of employees to be called for the selection will be in accordance with the sliding scale in the order of seniority as shown below -

1. vacancies - 5 employees.

2. vacancies - 8 employees.

3. vacancies - 10 employees.

4. vacancies and above employees equal to three times the number of vacancies.

203.5. Since employees from the different streams will be eligible to appear for the selection, their integrated seniority for purposes of the selection should be determined on the basis of total length of non-fortuitous service rendered in grade Rs. **6500-10500** (R.S.) and above. In other words the date of appointment to the grade Rs. **6500-10500**(R.S.) on a non fortuitous basis will be the criterion.

203.6. If adequate number of SCs/STs are not available within the field so determined for consideration against reserved vacancies the field should be extended to five times the number of vacancies and only those SCs/STs coming in the extended field (and not the others) should be considered.

203.7. Where due to exceptional reasons beyond the control of the Administration it is not possible to hold the selection as scheduled and it is delayed by more than one selection period, the first selection that is held thereafter should follow the procedure indicated below :

(a) The actual number of vacancies for each of the selections should be assessed separately.

(b) The employees who would be within the field of consideration with reference to the vacancies to be filled at each selection starting with earliest selection should only be considered for each selection.

(c) A panel should be prepared for each of the selections.

(d) All the panels should be consolidated by placing the panel of the earlier period above the one for the next and so on.

203.8. In respect of selections for the Group 'B' posts of **Assistant Personnel Officer** all employees who are eligible and who volunteer for the selection should be considered, without any limitation of number.

204.1. Selection Procedure.

1. Para 204.1 The selection is based on a written test to adjudge the professional ability, viva-voce and assessment of record of service by the Selection Committee

(i) Selection Procedure for Accounts Department.

The distribution of marks will be as under:-

Prescribed Papers	Max Marks	Qualifying Marks	Remarks
One paper on professional subject and Estt. And Financial Rules	150	90	Out of 150 marks, the professional subject will carry at least 100 marks.

(ii) Selection procedure against 70% quota in Organized services other than Accounts Department and 100% Selections in Miscellaneous Cadres:

The written examination shall comprise of one paper which shall have 100% Objective type multiple choice Questions only. The Paper will be of 100 marks and distribution of marks will be as under:-

Prescribed papers	Max Marks	Distribution of marks	Qualifying Marks
Paper-I	100	Technical subject including official language policy-70	60
		Establishment and Financial Rules-30	

(iii) Record of Service and Viva-Voce

	Max Marks	Qualifying marks
(i) Viva Voce	25	30 (including at least 15 marks in record of service)
(ii) Record of Service	25	

(Authority: Ministry of Railways letter Nos. E(GP) 88/2/111 dated 20.08 91and E(GP)2018/2/31 dated 19.03 2019) **SECR 194/19**

{Old - The selection is based on a written test to adjudge the professional ability, viva-voce and assessment of record of service by the Selection Committee. The marks allotted and the qualifying marks under the different heads are as follows:-

Prescribed papers	Max. Marks	Qualifying Marks	Remarks
One paper on Professional subject and Estt. And Financial Rules.	150	90	Out of 150 marks, the professional subject will carry atleast 100 marks.

RECORD OF SERVICE AND VIVA-VOCE		
	Max. Marks	Qualifying Marks
i) Viva-voce	25	30
ii) Record of service	25	(including atleast 15 marks in the record of service).

(Railway Board's letter No. E(GP)/2005/2/69 dated 5.1.06)}

204.2. The question paper for the written test should have a practical bias i.e. it should be designed to test the ability of candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge. {~~It is in view of this that no syllabus has been prescribed for the written examination except, the written examination~~

~~for the post of Assistant Personnel Officer and the Railways depending on the local conditions/practices should set the paper.deleted~~*?}

204.3. Ten percent of the 100 marks prescribed for written examination held as part of Selection should be set apart for questions on official language policy and official language rules. While the employees should be encouraged to attempt the questions on official language policy and official language rules, the questions should not be compulsory

(Authority: Ministry of Railways letter No. Hindi-2010/OL-1/10/4 dated 03- 07-2019) **SECR 194/19**

{Old - 15 marks out of total of 150 marks for testing the professional ability should be set apart for questions on official language policy and official language rules. While the employees should be encouraged to attempt questions on official language policy and official language rules, the questions on official language should not be compulsory.

9RB's letter No.E(GP)2015/2/8 dt 28.11.2016 RBE No. 142/2016 **SECR 190/16)}**

204.4. The setting of the question paper and evaluation of answer books should be done by and the **different officers** of SA grade Level I who need not necessarily be a member of the Selection Committee. Questions on official language policy and official language rules may be set by or in consultation with the Mukhya Raj Bhasha Adhikari.

(Authority: Ministry of Railways' letter No.E (GP) 2001/2/32 dt. 25/10/2001) ***ACS NO.193***

204.5.** No moderation of the marks is permissible. No rounding off is permissible in marks for individual Answers for the questions. **However, total marks in decimal of 0.5 and more should be rounded off to next higher integer figure. Similarly, total marks in decimal of less than 0.5, should be rounded off to lower integer figure.**

{RB's letter No.E(GP)2015/2/8 dt 28.11.2016 RBE No. 142/2016 **SECR 190/16}

204.6. Personality, Address and Qualities of Leadership should be assessed at the viva-voce test. In case a written test is not held for adjudging professional ability this should also be assessed at the viva voce through questions with a practical bias.

204.7. Marks for record of service should be given on the basis of Confidential reports and relevant service records. Integrity of character should receive special consideration.

204.8. The successful candidates shall be arranged as follows :

(1) Those securing 80% marks and above graded as 'Outstanding'.

(2) Those securing between 60% marks and 79% marks graded as 'Good'.

204.9. The panel should consist of employees who had qualified in the selection, corresponding to the number of vacancies for which the selection was held. Employees securing the gradation 'Outstanding' will be placed on top followed by those securing the gradation, 'good' interse seniority within each group being maintained.

204.10. The recommendations of the Selection Committee should be put up to the General Manager for approval. If he does not approve of the recommendations he will record his reasons in writing there for and order a fresh selection. Once a panel is

approved by the General Manager no amendment or alteration in the panel should be made except with the prior approval of the Railway Board.

205. Currency of Panel. The panel will be current for a period of 2 years from the date of approval of the competent authority or till a fresh panel on the basis of next selection becomes available whichever is earlier. Where provisional panels are drawn the currency will count from the date of approval of the provisional panel. If the operation of an approved panel has been held in abeyance either wholly or partly as a result of injunction from the Court of Law the currency of the panel should be reckoned after excluding the period covered by the Court's directive. Before operating the panel after the vacation of the junction/after disposal of the case by the Court of Law, the personal approval of the General Manager should be taken.

206.1. Consideration of Employees on deputation

In cases where employees eligible to take the selection are abroad on deputation/secondment and are not likely to return in a few months time, the selection held in their absence should be finalized without waiting for their return. On their return they should be called for the first selection held thereafter and on the basis of their performance in the selection they should be considered for proforma inclusion in the panel framed during their absence abroad. If an employee is thus included in the panel no arrears would be payable to him and entitlement to pay in Group 'B' would commence only from the date of his actual officiating promotion for the panel thus enlarged Board approval should be obtained. In respect of eligible employees who are on deputation to offices/establishments, within the country, it should be ensured that adequate advance notice is given to such employee and they are considered at the selection without fail.

206.2. Medical fitness of employees selected for promotion to Group 'B'. **Employees selected for promotion to Group 'B' service should be fit in all respects, including physical fitness, for the duties assigned to the particular category of posts to which the promotion is made. The Group 'C' employees qualifying in the selections for promotion to Group 'B', posts but not passing the prescribed medical standard should not be promoted to Group 'B' even on ad hoc basis.**

(**Railway Board's letter No. E(GP)/2005/2/69 dated 5.1.06] - ACS NO.181**

207.1. SUPPLEMENTARY-SELECTION. Not more than one supplementary selection should be held to cater to the absentees. While holding the supplementary selection all care and caution should be exercised to ensure that employees who did not avail of the main selection are provided the opportunity at the supplementary selection. Measures to notify the employees either for the main selection or the supplementary selection, particularly in cases where employees are serving outside the Railway including employees on deputation should not be routine.

207.2* Selection should not be held separately for the Group 'B' posts in the different branches within a department except for Traffic (Transportation & Commercial) Department where stream-wise selections should be held in Operating & Commercial branches.

*(Authority: Ministry of Railways letter No. E(GP) 2002/2/88 dated 30/04/2009 **SECR 25/16**)

{Deleted vide secr 25/16 207.2 (Old) Selection should not be held separately for the Group 'B' posts in the different branches with a department except in the case of Mechanical Engineering Department and T(T)&C departments where selections for the Gr. 'B' posts in each of the following streams, should be held separately.

(a) Mechanical Engg. Deptt : 1. Carriage and Wagon 2. Loco (open line) 3. Workshops (b) T(T) & C Deptt.

(c) 1. Commercial 2. Operating}

207.3 Refusal of Promotion. An employee empanelled for promotion to Group 'B' refusing promotion, when his turn arises should be debarred for promotion for one year and if after one year, he refuse promotion again, his name should be deleted from the panel, when promoted, after the period for which he is debarred, seniority will be as from the date of effect of promotion and he will be junior to all employees promoted earlier than him on regular basis from the same panel but will be senior to employees from the subsequent panel, if any formed.

208.1.* The answer papers of the written examination as well as the mark sheets of viva-voce should be marked with indelible ink. Each answer book should carry a fly leaf, Tabulation Sheet for the Evaluator and Guidelines for the Candidates. Both fly leaf as well as the answer book should be stamped and signed by the Gazetted Officer in charge of conducted of the examination. The employees should write their names and designations on the fly leaf only. After the answer books are received from the employees, the fly leaf should be removed and allotted a secret number which should also be simultaneously recorded on the corresponding answer book by Dy. CPO/G or Dy. CAO/G. The answer books should be sent to the examiner with secret numbers alone indicated on the answer books. The fly leaves removed from the answer books should be carefully preserved in a sealed cover, it being sealed by Dy. CPO(G)/Dy. CAO(G). This sealed envelope should be kept in the personal custody of the Dy. CPO(G)/Dy.CAO(G). In case of their non-availability, any other JAG/SG officer may be nominated by the General Manager.

*{RB's letter No.E(GP)2015/2/8 dt 28.11.2016 RBE No. 142/2016 **SECR 190/16**}

208.2. Ad hoc promotion. In the event of an empanelled officer not being available due to the absence of a panel, ad hoc promotion of the eligible Group 'C' employee may be made subject to his suitability being assessed by a screening Committee of the HOD concerned, the CPO and an officer of appropriate rank belonging to SCs/STs from the Deptt., other than the one represented by the HOD. The occasion for ordering ad hoc promotion should be rare and even where ad hoc promotions are made, efforts should be made to replace the ad hoc arrangements at the earliest.

208.3 Representations against selection. Representations against selections should be dealt with on merits without restriction of any time limit for their submission.

209. Detailed instructions issued from time to time concerning reservation in favor of SCs/STs and consideration of employees figuring/facing action under the Railway Servants Discipline and Appeal Rules should be referred to, wherever necessary.

SECTION B

RULES GOVERNING THE PROMOTION OF GROUP 'C STAFF

210. Application. These rules shall apply in respect of the promotion of non-gazetted Group 'C' staff employed on Indian Railways and all other subordinate offices of the Railway Board.

211. Definitions

1. Promotion includes promotion from a lower grade to a higher grade, from one class to another class, from one group to another group.

2. 'Non-selection posts' are posts, grades or classes which have not been declared as 'selection posts'.

3. 'Selection posts' are posts, grades or classes which have been declared as such by the Railway Board and to which promotion are made on the basis of a positive act of selection as per procedure in force for filling up the selection posts.

212. Declaration of posts as 'selection' or 'non-selection posts' The posts are declared as 'selection' or 'non-selection' for the purpose of promotion by the Railway Board depending upon the requirement of the service.

213. Promotion

(a) A Railway servant may be promoted to fill any post whether a selection post or a non-selection post only if he is considered fit to perform the duties attached to the post. The General Manager or the Head of Department or Divisional Railway Manager may prescribe the passing of specified departmental or other tests as conditions precedent to a Railway servant being considered fit to hold specified post; such rules should be published for the information of the staff concerned.

(b) Unless specifically provided otherwise, the promotion shall be made without any regard for communal or racial consideration.

213 A: <u>Promotion of persons with disability</u>:- *There shall be no discrimination in the matter of promotion merely on ground of physical disability. This will apply to the categories of staff who have been recruited from the open market against the vacancies reserved for recruitment of physically handicapped and the staff who acquire disability during service and are absorbed in suitable alternative employment as per provisions contained in Chapter-XIII. Such staff will be considered for promotion in their turn based on their eligibility and suitability along with others in the selection/suitability/trade test, for promotion to higher grade post.*

(Authority:- Railway Board's letter No. E(NG)I/90/PM1/2 dated 29.04.1999) - ACS NO.76

214. *(a) Non-selection posts will be filled by promotion of the senior most suitable Railway servant Suitability whether an individual or a group of Railway Servants being determined by the authority competent to fill the posts on the basis of the record of service and/or departmental tests if necessary. A senior Railway servant may be passed over only if he/she has been declared unfit for holding the post in question.*

(Authority:-Railway Board?s letters No. E(NG)I-2002/PM-1/37 dated 1-11-2002)

(b) When, in filling of a non-selection post, a senior Railway servant is passed over the authority making the promotion shall record briefly the reason for such super session.

(c) In respect of promotions to non-selection post, the following principles should be followed :

(i) *Staff in the immediate lower grade* ***with a minimum service of two years*** *in that grade will only be eligible for promotion, unless a longer length of service in the lower grade has been stipulated as a condition of eligibility for promotion in any particular category. The Service for this purpose includes service, if any, rendered on ad hoc basis followed by regular service without break. The condition of two years? service should stand fulfilled at the time of actual promotion and not necessarily at the stage of consideration. If by virtue of the above rule, a junior is eligible for such promotion, his senior will also be eligible for such promotion, even though he might not have put in a total service of two years, or more (if stipulated in a particular category in the lower grade).*

*(Authority:-*Railway Board's letter No. E(NG)I-85-PM1/13(RRC) dt. 9.02.87 *and* ***E(NG)I-97/PM1/39 dated 7.8.98).***

(ii) In respect of non-selection procedure the number of eligible staff called for consideration should be equal to the number of existing vacancies plus those anticipated during the next one year due to normal wastage (i.e. retirement/superannuation) likely acceptance of requests for voluntary retirement/resignation, the vacancies in higher grade in the channel, the filling up of which will result in the need to make consequent appointments from the proposed select list, the staff approved to go on deputation to other units, staff already empanelled for ex-cadre posting, creation of additional posts already sanctioned by the competent authority and due to staff likely to go out on transfer to other Railways/Divisions.

(Authority : Railway Board letter No. E(NG)I/2018/PM 1/65 dated 07-12-2018) **SECR 355/18.)**

{Old - The number of eligible staff called for consideration should be equal to the number of existing vacancies plus those anticipated during the next six months due to normal wastage (i.e. retirement/superannuation) likely acceptance of requests for voluntary retirement/resignation, the vacancies in the higher grades in the channel, the filling up of which will result in the need to make consequent appointments from the proposed select list, staff approved to go on deputation to other units, staff already empanelled for ex-cadre posting, creation of additional posts already sanctioned by the competent authority and due to staff likely to go out on transfer to other Railways/Divisions. However, in the case of promotion by trade test, the vacancies should be calculated on the basis of existing vacancies plus those anticipated to occur during the next four months.}

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 up to 30.06.2004.

(Authority:-Railway Board's letters No. E(NG)I-88/PM-7/16 /JCM dated 20-09-96, E(NG)I/97/PM1/31 dated 17.2.98 and E(NG)I/2002/PM1/23 dt. 30.10.2002)

(iii) Where non-selection posts are filled from different categories of staff, no hard and fast limits need be prescribed as to the number of the candidates to be admitted from each eligible category. In cases where posts are to be filled on the quota basis it should be ensured that each category is adequately represented within the overall number of candidates called up. Employees passing the suitability test should only be placed in the select list. Employees not qualifying in the test should not be taken merely to make up the quota fixed.

(iv) An employee who has passed a suitability test once need not be called for the test again and should be eligible for promotion as and when vacancies arises.

[Board's letter No. E(NG) I-66 PM 1-98 dated 13-10-1967]

(v) A suitability test should be held at the interval which should not be less than six months. All the eligible candidates as per their seniority including those who failed at the last test should be called. The period of six months is reckoned from the date of announcement of the result.

[Board's letter No. E(NG) I-66 PM 1-98 dated 18-2-1967 & 3-12-1969]

(vi) If an employee fails in a suitability test but is called up again, a suitability test, after a time lag of six months and he passes the same, he should be given preference over his junior who had passed the suitability test earlier than him but is still waiting to be promoted for want of a vacancy.

[Board's letter No. E(NG) I-66 PM I-98 dated 18-2-1967]

215. Selection Post

(a) Selection post shall be filled by a positive act of selection made by Selection Boards, from amongst the staff eligible for selection. The positive act of selection shall consist of only written test to assess the professional ability of the candidates, for which reasonable advance notice should be sent, ***except in the case of selection for promotion to posts in the categories of Teachers, Law Assistants, Physiotherapists, Telephone Operators,*** *Instructors in Zonal Training Schools etc. (Deleted vide* **SECR 187/19** RBE 110/19) ***Stenographers, Chief Typists, Protocol Inspectors, Receptionists, Publicity/Advertising Inspectors, Photographers/Cameramen and Hostel Superintendents,*** *where the positive act of selection shall consist of both written test and viva-voce test. The staff in the immediate lower grade with a minimum of two years service in that grade only will be eligible for promotion, unless a longer length of service in the lower grade has been stipulated as a condition of eligibility for promotion in a particular category. The service for this purpose includes service, if any, rendered on ad hoc basis followed by regular service without break. The condition of two years service should stand fulfilled at the time of actual promotion and not necessarily at the stage of consideration. If by virtue of the above rule, a junior is eligible for promotion, his senior will also be eligible for such promotion, even though he might not have put in a total service of two years, or more, (if stipulated in particular category in the lower grade).*

Provided that the positive act of Selection for promotion to the posts of Loco Pilot (Passenger), Passenger Guard and Motorman will consist of viva-voce only to assess the professional ability of the candidates, after passing the prescribed promotional courses .

(Authority : Railway Board's letter No. E(NG)1-2003/PM7/10 dt.06.09.2005, E(NG)1-2000/PM1/41 dt. 12.09.2005 and E(NG)1-2000/PM1/41 dt. 23.02.07) -- acs no.191

(b) The selection for promotion to a selection post shall be made on the basis primarily of merits.

(c) Promotion to selection post shall be made by the competent authority in accordance with the recommendations of a Selection Board in the manner detailed in paragraph ***219*** below. If, in any case, such authority is unable to accept the recommendation, a reference shall be made to the General Manager, who may if necessary constitute a fresh Selection Board at a higher level and whose decision in the matter shall be final.

(d) The Railway Board may adopt a procedure other than the one laid down in para ***219*** below while deciding individual cases of hardship.

(e) *Eligible staff upto 3 times the number of staff to be empanelled will be called for the selection. The staff employed in the immediate lower grade on fortuitous basis will not be eligible for consideration.*

(Authority:-Railway Board?s letters No. E(NG)I-99/PM1/15 dt. 26.7.99)

Note (1): Persons who have expressed their unwillingness should not be reckoned for determining the zone of consideration and additional persons in lieu thereof may be called for the selection.

Note (2): If a candidate without giving unwillingness, does not appear in the selection, he has to be taken in the reckoning and therefore has to be called for supplementary selection. If he gives his unwillingness on a subsequent date after the selection has commenced, additional persons will not be called to compensate for him.

(Authority:-Railway Board?s letters No. E(NG)I-99/PM1/15 dt. 26.7.99)

(f) *(i) The assessment of vacancies for selection posts within the cadre will include the existing vacancies and those anticipated during the course of the next 15 months. All the vacancies, if any, existing and reported upon by a construction organisation including Railway Electrification and other projects should also be taken into account. For selection for ex-cadre posts actual vacancies plus those anticipated in the next two years should be taken into account.*

(Railway Board?s letter No. E(NG)I/96/PM1/19 dated 21.10.97)

(ii) The concept of anticipated vacancies referred to in (i) above should be deemed to connote the vacancies due to normal wastage (i.e. retirement or superannuation),

likely acceptance of notice for voluntary retirement/resignation; the vacancies in the higher grade in the channel, the filling up of which will result in the need to make consequent appointment from the proposed panel, staff approved to go on deputation to other units, staff already empanelled for ex-cadre posting, creation of posts already sanctioned by the competent authority, and due to staff likely to go on transfer to other Railways/Divisions during the period under consideration.

(Authority:-Railway Board?s letters No. E(NG)I/97/PM1/31 dt. 17.2.98)

***216. In regard to selection posts**, it is essential that all the selections are conducted annually in a regular manner. However, where holding of the next selection becomes necessary before a gap of one year on account of the panel getting exhausted, the earlier selection not throwing up adequate number for empanelment/promotion, etc., the same may be held after a minimum time gap of six months from the date of approval of the panel finalised as a result of the first selection. This condition of six months restriction between selections will not, however, apply to general selections which are conducted by calling options from serving employees fulfilling the prescribed eligibility conditions.*

(Authority:-Railway Board?s letters No. E(NG)I/94/PM1/10 dated 4.7.97 and 9.12.98)

***216. A. <u>Ad hoc Promotions</u>:-** (1) Selection/Suitability tests/trade tests should be conducted timely as per provisions in this Manual so as to obviate the need for making ad hoc promotions which should be avoided both in selection and non-selection posts. However, whenever ad hoc promotions are found inescapable in selection posts in the exigency of service, the same should be ordered only from amongst the senior-most eligible staff strictly in accordance with the existing guidelines. As a rule, a junior should not be promoted, ignoring his senior unless the competent authority ordering the ad hoc promotion, considers him unsuitable. In any case no second ad hoc promotion should be allowed under any circumstances.*

(2)The following further guidelines should be adhered to while considering ad hoc promotions:-

(a) Ad hoc promotion in non-selection posts:- In the case of non-selection posts including posts filled on the basis of trade tests, the vacancies shall be filled after following the prescribed procedure quickly. There shall thus be no ad hoc promotions in non-selection posts.

(b) <u>Ad hoc promotion in selection posts</u>:-(i) Ad hoc promotions may be made in leave vacancies and short duration vacancies upto 4 months beyond which period the FA &CAO should not draw the pay of concerned employee unless the Chief Personnel Officer has personally approved the continuance.

(ii) Normally no ad hoc promotion should be made against regular vacancies. If it becomes inescapable to make ad hoc promotion against regular vacancies warranted by such circumstances as Court?s orders etc. such promotion should be allowed only with the prior personal approval of the Chief Personnel Officer who should satisfy himself with the reasons for non-finalisation of the selection before according his sanction. In any case such arrangements should not be allowed to last over six months save in exceptional circumstances like where a panel cannot be formed because of stay orders from Courts etc. The Chief Personnel Officer should keep record of having accorded approval to such ad hoc promotion or continuation thereof and review the progress made

in filling up these posts by selected persons every month. He should also review the position of selections to all posts whether such posts are controlled at Zonal, Divisional or Extra-Divisional level.

(iii) Notification for ad hoc promotion against the selection posts should specifically include a remark to the effect that the person concerned has not been selected for promotion on regular basis and that his promotion is on ad hoc basis and does not give him any right of holding the post for regular promotion.

(Railway Board's letters No. E(NG)I/94/PM1/10 dated 9.12.98 & 19.02.99).

217. Selection Boards

(a) Selection Boards shall be constituted for the purpose of making recommendations to the competent authority in respect of the Railway servant considered by it as suitable for filling a selection post.

(b) Selection Boards may be constituted under the orders of the General Manager or Head of the Department or other competent authority, not lower than a Divisional Railway Manager/Addl. Divisional Railway Manager/Chief Workshop Manager.

(Railway Board's letter No. E(NG)I/98/PM1/43 dt. 22.5.2000

218. Constitution of Selection Boards

(a) Selection Boards shall consist of not less than three officers, one of whom should be a Personnel Officer and one of the Members should be from a Department other than that for which selection is held. The presence of a Personnel Officer in the Selection Boards along with two officers from the Department for which selection is held would meet the requirement of an officer being from a Department other than that for which selection is held.

(Railway Board's letters No. E(NG)I/95/PM1/14 dated 03.03.98)

(b) When a Selection Board consist of only three Officers, none of the members be directly subordinate to any other.

(c) For selection posts in scale of pay Rs.5500-9000(RSRP) and above, the Selections Boards will consist of officers of Junior Administrative Grade. For all other selection posts the Selection Board will consist of officers not lower in rank than senior scale. In either case, except in the case of selection for Personnel Department, the Selection Board may include a Personnel Officer in the next lower rank who shall nevertheless be an equal member of the Selection Board.

***Note**: In Divisions where JA Grade officers are not available in the concerned Department, JA Grade Officers of any other Department may be nominated as the members of the Selection Board, the senior scale officer in independent charge of the concerned Department, who will not be subordinate to any other Member of the Selection Board, being nominated as the fourth Member who will also sign the selection proceedings. In the case of selection for Personnel Department if there is no JA Grade officer in the Personnel Department of a Division and the post is Divisionally controlled, in*

addition to the senior scale personnel officer of the Division, a JA Grade officer of the adjoining Division or of the Headquarters may be included in the Selection Board.

(Board's Board?s letter Nos.E(NG)I/95/PM1/14 dated 3.3.98 and 15.3.99)

(d) Every effort should be made to include a SC/ST Officers on the Selection Board whether of the same Department, if available or the other Department/Railway/Production Units or a non-Railway Department.

81/E(SCT)/15/32 dt. 8-11-81

(e) If for any reason the competent authority is unable to comply with the provisions of this paragraph, it should make a report of the facts to the General Manager.

219. Procedure to be adopted by Selection Board

(a) When a Selection post is to be filled, the authority empowered to constitute a Selection Board shall direct to the Board to assemble and make recommendations. It shall also nominate the Officer who shall act as the Chairman of the Board. The responsibility for selection will be of all members.

(*b) An officer of the concerned Department who is also a member of the Selection Board must be authorized to set the question paper for written test, held as part of the selection for determining the professional ability. Where possible another officer of the concerned Department who is also a member of the Selection Board should be nominated to evaluate the answer books ensuring, however, that the answer books are invariably evaluated by a Member-Officer of the Department for which Selection is held. The test should be conducted on a confidential system with Roll numbers.*

(Railway Board?s letter No. E(NG)I/95/PM1/14 dt. 3.3.98 and 07-08-03)

c) (i) : In the written test held as part of the selection for promotion to the posts classified as 'Selection', objective type questions should be set for about 50%(in the range of 45% to 55%) of the total marks for the written test.

(ii) The provisions at (i) above will be applicable to selections in all Departments except Accounts Deptt.

(Railway Board?s letter No. E(NG)I-2000/PM1/41 dt. 08.03.2002*(acs no.130)* ***, 7.8.03*** *(acs 150)****and E(NG)I-2006/PM1/18 dt. 30.08.2006****(acs no.186)****]***

(iii). The question paper for the written test should have practical bias i.e. it should be designed to test the ability of the candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge.

(Authority: Railway Board?s letter No. E(NG)I-2004/PM1/25 dt. 6.07.2005-acs no.173)

(d) Moderation of results by way of awarding grace marks to candidates shall not be resorted to without the authority of the Selection Board or the authority competent to accept the recommendations of Selection Board. No grace marks shall be allowed in individual cases.

E(NG) I/67 PM 1-21 dt. 25-2-71 and E(NG) I-84-PM 1/6 dt. 30-3-85

(e) Before the Selection Board assembled to make the selection, the papers connected with the proposed selection, the names of the candidates to be considered, the confidential reports, if any on such candidates and other relevant data concerning them shall be circulated for the information of the members of the Board as also the qualifications prescribed for the particular post under consideration.

(f) The Selection Board will examine the service record and confidential reports (if kept) of the staff eligible. A single evaluation sheet should be prepared to assess the candidates under the different headings of personality, address, leadership, etc to be signed by all members of the Selection Board. Corrections in the evaluation sheet, if any, should be attested by all the members of the Selection Board. The members nominated on a Selection Board should be advised clearly that there should not be any cuttings and over-writings in the proceedings of the Selection Board and serious objection of any cuttings and over-writing will be taken.

(Railway Board's letter Nos. E(NG)I-99/PM1/15 dt. 26.7.99).

(g) Selection should be made primarily on the basis of overall merit, but for the guidance of selection Board the factors to be taken into account and their relative weight are laid down below :

E(NG) I-69/PM 1-126 dt. 18-9-69

	Factors/Headings	Maximum Marks	Qualifying Marks
(i)	Professional ability	50	30
(ii)	Record of service	30	-
(iii)	Seniority	20	-
	Total	100	60

Note:- (i) The item 'record of service' should also take into consideration the perfor?mances of the employee in essential Training Schools/Institutes apart from examining CRs and other relevant records

E(NG) I-72/PM 1/192 dt. 27-6-73

(ii) Candidates must obtain a minimum of 60% marks in professional ability and 60% marks of the aggregate for being placed on the panel. In a few cases where both writ?ten and oral tests are held for adjudging the professional ability, the written test should not be of less than 35% marks and the candidates must secure 60% marks in written test for the purpose of being called in viva-voce test.

E(NG) I/72/PM-1/158 dt. 12-12-73 & E(NG) I/83/PM 1/65 dt. 5-12-1984, E(NG)I-2000/PM1/41 dt.07.08.03 (ACS No.150) **,** E(NG)l-2007/PM1/10 dt. 6.11.2007)acs no. 196

(iii) The proviso in the Note (ii) above will not be applicable in respect of the ex-cadre posts where the employee retains his lien in the parent cadre and seeks advancement therein.

E(NG)1-98/PM1/11 dt. 16.11.98**(ACS No. 66)**, E(NG)1-98/PM1/15 dt. 26.07.99 **(ACS No. 84)**

(iv) In the case of selection for promotion as Motorman, distribution of marks amongst various headings in lieu of headings appearing in the table below para 219(g) shall be as follows:-

	Factors/headings	**Maximum Marks**	**Qualifying Marks**
(1)	**Professional ability**	**50**	**30**
(2)	**Record of service**	**15**	**-**
(3)	**Seniority**	**15**	**-**
(4)	**Aptitude Test**	**20**	**Minimum cut off as may be decided by RDSO**
		100	**60**

(**Authority :- Railway Board's letter No. E(NG)1-2006/PM1/4 DT. 22.03.06 and 22.09.2006)-acs no.188**

"(v)* in the case of selection for promotion as Motorman, substitute the following for the existing heading 'Personality, address, leadership and academic/technical qualifications' in the table below para 219(g):-

	Max Marks	Qualifying Marks
Aptitude test	20	"Minimum cut-off as may be decided by RDSO".**

*(Authority: Ministry of Railways letter No. E(NG)I/2002/PM1/31 dt 22.08.2003, **SECR 191/14**; ACS No. 149)
(Authority: Railway Board's letters No. E(NG)I-2002/PM1/31 dt 09.09.2003 & dt. 29.03.2005; **SECR 191/14; ACS No. 171)

(h) The importance of an adequate standard of professional ability and capacity to do the job must be kept in mind and a candidate who does not secure 60% marks in professional ability shall not be placed on the panel even if on the total marks secured, he qualifies for a place. Good work and a sense of public duty among the consciousness staff should be recognised by a warding mere marks both for record of service and for professional ability.

(i) The names of selected candidates should be arranged in order of seniority but those securing a total of 80% or more marks(ACS NO.111) will be classed as out?standing and placed in the panel appropriately in order of their seniority allowing them to supersede not more than 50% of total field of eligibility. **(ACS No. 66)**

E(NG) 1/76 PM 1-142 dt. 25-7-79, 30-10-79

(j) For general posts, i.e., those outside the normal channel of promotion for which candidates are called from different categories whether in the same department or from different departments and where zone of consideration is not confined to three times the number of staff to be empanelled, the selection procedure should be as under:-

(Authority: Railway Board's letter No. E (NG) l-2008/PM7/4 SLP dt. I 9 .06.2009)?ACS No.209

(i) All eligible staff irrespective of the department in which they may be working who satisfy the prescribed conditions of eligibility and volunteer for the post should be sub?jected to selection which should consist of a written test and in a few cases viva-voce test also as indicated in sub para (a) of para 215. The various factors of selection and their relative weight will be as indicated below:- **(ACS NO. 66 &152)**

Factors/headings		**Maximum Marks**	**Qualifying Marks**
(1)	**Professional ability**	**50**	**30**
(2)	**Record of service**	**30**	**-**
	Total	**80**	**48**

NOTE:- (i) The assessment under heading (2) above will be governed by the provisions contained in Note (i) below para (g) above.

(ii) **In the case of selection for promotion to the post of Asstts. Loco Pilots (Diesel/Electric) and ASMs, the distribution of marks amongst various headings in lieu of headings in the table below clause (i) of sub-para(j) shall be as follows:-(ACS NO. 149 &183)**

	Factors/headings	Maximum Marks	Qualifying Marks
(1)	**Professional ability**	**50**	**30**
(2)	**Record of service**	**30**	**-**
(3)	**Aptitude Test**	**20**	**Minimum cut off as may be decided by RDSO**
		100	**60**

(Authority Railway Board letter No.(E(NG)I2002/PM1/31 dt. 22.08.03) & .(E(NG)I-2006/PM1/4 dt. 22.03.06)

(ii) In a few cases where both written test and viva-voce test are held to assess the professional ability of the candidates, all those who secure not less than 60% marks in the written test should be called for viva-voce test.

(Authority Railway Board letter No.(E(NG)I-200/PM1/41 dt. 07.08.03) ?acs no.150

(iii) **The final panel should be drawn up in the order of merit based on aggregate marks of 'Professional ability' and 'Record of service'. However, a candidate must secure a minimum of 60% marks in 'Professional ability' and 60% marks in the aggregate, for being placed on the panel. There will be no classification of candidates as 'Outstanding'.**

(Authority: Railway Board's letter No. E (NG) l-2008/PM7/4 SLP dt. I 9 .06.2009)? ACS No.209

(Para No.219(g),(i) and (j) Corrected as per ACS. NO. 46,66,84,111,149,150,150,153,171,183 , 186 and 209)

"(iv) In the case of selection for promotion to the post of Diesel/Elect. Asstts. and ASMs, the heading (2) above shall be bifurcated as under:-

		Max Marks	Qualifying marks
(a)	Academic/Technical Qualifications	10	Nil

(b)	Aptitude Test	20	"Minimum cut-off as may be decided by RDSO".**

*(Authority: Ministry of Railways letter No. E(NG)I/2002/PM1/31 dt 22.08.2003; **SECR 191/14**; ACS No. 149)

(Authority: Railway Board's letters No. E(NG)I-2002/PM1/31 dt 09.09.2003 & dt. 29.03.2005; **SECR 191/14; ACS No. 171)

(k) The list will be put up to the competent authority for approval. Where the competent authority does not accept the recommendations of a Selection Board, the case could be referred to the General Manager, who may constitute a fresh Selection Board at a higher level, or issue such other orders as he considers appropriate.

(l) After the competent authority has accepted the recommendations of the Selection Board, the names of candidates selected will be notified to the candidates. A panel once approved should normally not be cancelled or amended. If after the formation and announcement of the panel with the approval of the competent authority it is found subsequently that there were procedural irregularities or other defects and it is considered necessary to cancel or amend such a panel, this should be done after obtaining the approval of the authority next higher than the one that approved the panel.

E(NG) 1-67 PM 1-47 dt. 5-2-69

Chapter II, B – Rules governing promotion of Group 'C' staff.

Note below Para 219(l)

Where a selection panel has been approved by ADRM in the division, a proposal for modification of panel may be approved by DRM as the authority next higher than the one that approved the panel.

Where a selection panel has been approved by DRM in the division/HOD in the Zonal Headquarter, a proposal for modification of panel may be approved by CHOD/PHOD as the authority next higher than the one that approved the panel.

(Authority : Railway Board letter No. E(NG)I/2018/PM 1/62 dated 27-11-2018) **SECR 329/18.**

(m) SELECTION OF PERSONS ON DEPUTATION ABROAD. The panel should be finalized without waiting for the employees who are on deputation abroad. On return of the employee from abroad, if it is found that any one junior to him has been promoted on the basis of a selection in which he was not called because of his being abroad, he may be considered in the next selection and if selected, his seniority may be adjusted vis-a-vis his juniors. In case such an employee is declared outstanding in the next selection, he should be interpolated in the previous panel in accordance with the seniority and gradation in the subsequent selection.

E(NG) I/77/PM 1-269 dt. 3-5-80

"**219(n)*.** Where minimum residency period for promotion to the next higher grade is two years and the ACR for the third year is not available, average marks of the last two ACRs be taken into account for the purpose of ACR for the third year, so that all eligible candidates having rendered minimum two years of service are considered for selection to the next higher grade."
(*Authority: Ministry of Railway's Letter No. E(NG)I-2012/PM1/5 dated 30.08.2013 **SECR 142/13**)

220. Currency of panels

(a) Panels drawn by the Selection Board and approved by the competent authority shall be current for two years from the date of approval by the competent authority or till these are exhausted whichever is earlier.

(b) An employee who once officiates against a non-fortutious vacancy in his turn on the panel whether against a leave arrangement, deputation or temporary transfer of another employee vacating the post, shall not be required to appear again for fresh selection.

E(NG) I/62/PM 1-91 dt. 10-7-64 & 9-3-67

(c) In case an employee lower in the panel has officiated whereas one higher in the panel has not officiated for reasons beyond the latter's controlled such as sickness non-released by the administration on promotion, the latter employee will not be required to appear for fresh selection. If, however, the senior person does not officiate for reasons of his own, this implied that he has refused promotion. In that case, the next junior is the rightful person to be promoted and the employee who is deemed to have refused promotion under this sub-para will not be entitled to protection in such a case.

E(NG) I/62/PM 1-91 dt. 9-8-65

221. RETENTION OF NAME ON THE PANEL TO BE SUBJECT TO CONTINUED SUITABILITY : The retention of a railway servant's name on a panel will be subject to his/her continued suitability for the post in question. Notwithstanding any thing to the contrary, the removal of a railway servant's name from the panel would require specific approval of the authority next above that which initially approved the panel.

222. Automatic empanelment of staff in higher grade selection and non-selection posts :

(a) Selection posts. A railway servant selected for a higher grade selection post without having been selected for the intermediate grade selection post, if in the same avenue of promotion, should be treated as automatically selected for the latter post, provided that the original group 'c' post, the intermediate group 'c' selection post, and his/ her present group 'c' post are all in the same avenue of promotion and none of them is a general post for which several categories of staff are eligible. If the Selection Board for the intermediate grade selection post have placed some persons as "outstanding", in that case, an employee selected for a higher grade group 'c' selection post or group 'c' post in the normal channel of promotion may be deemed to have been

classified as "outstanding" and given the place in accordance with the seniority amongst those classified by the Selection Board as "outstanding" for the intermediate grade selection post, provided the Selection for that post is held after such an employee has already been selected for the higher grade selection post.

(b) Non-Selection post.?In the event of an intermediate grade being a non-selection post, the employee would get a proforma position in such intermediate grade only if such a position was due in accordance with seniority-suitability being accepted by virtue of fitness for the higher grade by a process of selection.

Provided that the benefit of pro forma promotion in the Intermediate Skilled Grade to an Artisan in the skilled grade selected as Intermediate Apprentice for absorption as Junior Engineer Gr.II in scale Rs.5000-8000 by the process of Limited Departmental Competitive Examination and undergoing Training/Apprenticeship, will be due with reference to actual date of promotion of his immediate junior, only, if he passes the prescribed trade test for which he may be called as per seniority in the relevant skilled grade.

(Railway Board's letter No. E(NG)I-97/PM7/ dt. 10.6.99)

223. Supplementary Selection/Suitability Test

I. (i) A supplementary selection may be held in the following types of cases:

(a) summons for interview being received too late by the candidates making it difficult for him to reach the place of interview;

(b) Administration's failure to relieve him in time for interview;

(c) Sickness of the candidate or other reason over which the employee has no control. Unavoidable absence will not however, include absence to attend a wedding or similar function or absence over which he has controlled. Sickness should be covered by a specific service from the Railway Medical Officer.

(ii) The supplementary meeting of the Selection Board should as far as possible be attended by the same Officers who were present at the first Selection Board and held within one month of the first selection or the return to duty of the employee concerned provided that the employee returned to duty not later than three months after the holding of the first selection. In case the return of the employee is delayed beyond three months, the result of the selection need not be deferred, the name of the employee being incorporated as if he had appeared at the selection when first held. The employee will not be eligible to be considered if he returns to duty more than six months after the date of the first selection.

(iii) Not more than one supplementary selection should normally be held to cater to the needs of absentee due to sickness, non-intimation/late intimation of dates of tests etc. The second supplementary selection should be held rarely and with the personal approval of Chief Personnel Officer based on merits of each case.

E(NG) I-80/PM 1/188 dt. 31-12-80

II. For non-selection post, if an employee is unable to appear in a suitability test within a period of six months due to reasons beyond his control, such as prolonged illness, he should be subjected to supplementary suitability test within a reasonable period after return to duty and being found suitable for promotion, he should be assigned proforma seniority position vis-a-vis his juniors promoted earier.

E(NG) I-73/PM 1-214 dt. 8-11-73

224. Refusal of Promotion

I. **Selection Posts**

(i) *The employee refusing promotion expressly or otherwise (i.e. not only he does not give in writing his refusal but also does not join the post for which he has been selected) is debarred for future promotion for one year but he is allowed to be retained at the same station in the same post. Promotion after one year will be subject to continued validity of the panel in which he is borne, otherwise he will have to appear again in the selection.*

[Railway Board's letter No. E(NG)I/64/PM1/66 dt. 21.01.65 & E(NG)I/71/PM1/106 dated 15.12.71]

(ii) at the end of one year if the employee again refuses promotion at the outstation, his name may be deleted from the panel, deletion being automatic requiring no approval from any authority and the administration may transfer him to out-station in the same grade. He will also have to appear again in the selection notwithstanding the fact that he in the meantime, has officiated non-fortuitously against short term vacancy based on his panel position. .

(iii) Seniority will be as from the date of effect of promotion and he will be junior to all the persons promoted earlier than him from the same panel irrespective of his panel position. He will not, however, lose seniority to another employee promoted to the same promotion category during the one year period of penalty as a result of a fresh selection subsequently held.

E(NG) 1-66 SR-6/41 dt. 14-10-66

II. Non-selection Posts

(i) Such an employee should be debarred for future promotion for one year but not be transferred away from that station for one year if unavoidable domestic reasons exists. He should again be debarred for promotion for one year in case he refuses promotion again- after the first year of department or refusal of promotion for second time, the Administration can however transfer him to outstation in 'the same grade and the employee has again to appear for a suitability test when his turn for promotion comes.

(ii) He will rank junior to all promoted during the period he was allowed to refuse promotion irrespective of his relative seniority. He will not. however lose seniority to another employee promoted to the same category during the one year period of penalty as a result of fresh suitability test subsequently held.

[Railway Board's letter No. E(NG)I/66/SR6/41 dated 14.10.66 and case No.86/CR/IREM/Ch.II read with letter No. E(NG)I-97/SR6/27 dt. 19.11.98]

NOTE 1. Administration can, however, entertain request from employee for postponement of promotion for very short periods on account of grave domestic difficulties or other humanitarian considerations. The employee concerned will be promoted after the period provided there is a vacancy and he will take his seniority from the date of the promotion.

2. Refusal of promotion has relevance to a particular grade at any station and not to a particular post at a particular station.

3. Refusal of promotion as Section Officer (Accounts)/Inspector of Stores Accounts/Travelling Inspector of Accounts by empanelled appendix III qualified staff will be regulated as follows :-

(i) The concerned staff should be debarred for promotion for one year, on each occasion they refuse promotion;

(ii) They should be considered for promotion only against the vacancy becoming available after expiry of one year; and

(iii) They will get seniority only from the date of promotion. In other words, they will be placed junior to all those promoted during the period of debarment from the same panel as also from the subsequent panel(s).

(Railway Board's letter No. E(NG)I/91/PM9/7dated 13.2.92 - acs No.06)

4. Penalty for refusal of promotion applies to cases of seeking of reversion in the grade after being once promoted.

III. Promotion at the same station*:- In the case of promotion at the same station, whether in long term or short term vacancies, refusal to officiate on promotion may be taken as refusal to work inviting disciplinary action having regard to the reasons for such refusal.*

Provided that D&A action based on good and sufficient reasons may be initiated for refusal of ad hoc promotion at the same station only in those cases where such refusal affects train operations.

[Railway Board's letter Nos. E(NG)I/73/PM1/120 dt. 02.02.74,11.09.74 and E(NG)I/79/PM1/147 dt. 31.01.81, E(NG)I-88/PM1/6 dt. 19.12.89 and E(NG)I-2003/PM1/25 dt. 10.09.2004- ACS NO.165)

225. Trade Test for Artisan Categories

(i) An employee may officiate on ad-hoc basis for six weeks without passing a trade test.

(ii) Trade test may comprise both oral and practical test but no separate oral tests not forming part of the trade test should be given to candidates in Artisan category to screen them etc.

(iii) In so far as interval between two trade tests, calculation of vacancies, number of staff to be called for trade test etc. are concerned, orders issued from time to time regarding suitability tests apply also to the trade test.

226 **Exemption in Suitability Trade Tests in the Open Line on the basis of Trade/Suitability Tests passed while in Railway Electrification Project or Construction Projects :**

Staff who have already qualified in the Suitability/Trade Test for non-selection post while in Construction/Railway Electrification Projects need not be subjected to such tests on the open line and they may be promoted on the basis of their seniority as and when due in turn. This concession is applicable in comparable trades only in which the lien of the individual is kept on the open line and is applicable to only one grade higher than the one in which the lien is kept.

E(NG) I-75/PM 1-266 dt. 21-2-76, 4-7-76 & 29-11-77

227. **Promotional Courses**

(i) Railways may prescribe requisite promotional courses passing of which should be pre-condition for further promotion to a grade in a cadre.

(ii) When employees are booked for promotional course, they should be relieved immediately.

(iii) No exemption should be given from passing a prescribed promotional course.

E(NG) I/76/PM 1-219/Pt. dt. 31-5-77

(iv) In case of posts for which 'Promotional Course' has been prescribed as a pre-requisite condition to promotion, the employee may be allowed to avail of three chances to pass the course at the cost of the Administration. More chances, if any allowed, should be at the cost of the employee himself.

228. Erroneous Promotions. (I) Sometimes due to administrative errors, staff are over-looked for promotion to higher grades could either be on account of wrong assignment of relative seniority of the eligible staff or full facts not being placed before the competent authority at the time of ordering promotion or some other reasons. Broadly, loss of seniority due to the administrative errors can be of two types :

(i) Where a person has not been promoted at all because of administrative error, and

(ii) Where a person has been promoted but not on the date from which he would have been promoted but for the administrative error.

Each such case should be dealt with on its merits. The staff who have lost promotion on account of administrative error should on promotion be assigned correct seniority vis-□is their juniors already promoted, irrespective of the date of promotion. Pay in the higher grade on promotion may be fixed proforma at the proper time. The enhanced pay may be allowed from the date of actual promotion. No arrears on this account shall be payable as he did not actually shoulder the duties and responsibilities of the higher posts.

(II) In pursuance of Rule 1326-R.II, 1987 Edition the following provisions shall govern the pay and increments of the Railway servant whose promotions or appointments in a substantive or officiating capacity to a post is later found to be erroneous on the basis of facts

(a) The orders of notification of promotion or appointment of a railway servant should be cancelled as soon as it is brought to the notice of the appointing authority that such a promotion or appointment has resulted from a factual error and the railway servant concerned, should, immediately on such cancellation, be brought to the position which he would have held but for the incorrect orders of promotion or appointment.

In the case, however, of a railway servant, who has been erroneously promoted and appointed to a post in a substantive capacity, procedure prescribed in Board's letter No. E5O/|RCI/16/3 dt. 23-7-1954 for rescinding the irregular confirmation of a railway servant should be followed/and only thereafter the railway servant concerned should be brought down to the position which he would have held but for the erroneous promotion/ appointment by the issue of orders as mentioned above. Service rendered by the Railway servant concerned in the post to which he was wrongly promoted/appointed, as a result of the error should not be reckoned for the purpose of increments or for any other purpose in that grade/post to which he would not normally be entitled but for the erroneous promotion/appointment.

(b) Any consequential promotion or appointments of other railway servants made on the basis of the incorrect promotion or appointment of a particular railway servant will also

be regarded as erroneous and such cases also will be regulated on the lines indicated in the preceding paragraph.

(c) Except where the appointing authority is the Railway Board or the President, the question whether promotion/appointment of a particular railway servant to a post was erroneous or not should be decided by an authority next higher than the appointing authority in accordance with the established principles governing promotions / appointments. Where the appointing authority is the Railway Board or the President, the decision should rest with the President and shall be final.

(d) Cases of erroneous promotion/appointment in a substantive or officiating capacity should be viewed with serious concern, and suitable disciplinary action should be taken against the officers and staff responsible for such erroneous promotion or appointment. The orders refixing the pay should be issued expressly under Rule 2027*-R.II.

(*Authority : RB's letter No. 2016/CR/IREM Volume-I/Corrigendum, RBE No. 86/2016 dt 19.07.2016 **SECR 120/16**)

Para 229 : Diversion of unfilled vacancies to LDCE/GDCE or DR Quota**

Wherever the vacancies remain unfilled in Promotion Quota, the same may be carried forward to LDCE/GDCE, if any, and unfilled vacancies of LDCE/GDCE may be carried forward to direct recruitment quota to next year/next selection. In case there is no LDCE/GDCE for that post, the unfilled vacancies may be diverted to direct recruitment quota of the upcoming year.

(**Authority : Board's letter No.E(NG)I-2010/PM1/16 dated 10-09-2014 **ACS 227**) **SECR 161/14**

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CHAPTER III

Rules regulating seniority of Railway servants

SECTION - A : NON-GAZETTED

301	General
302-308	Seniority in initial recruitment grades
309	Seniority on promotion
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313 A	Assignment of seniority to redeployed surplus staff
314	Seniority where date of appointment to a grade is same
315-316	Departmental Examination/Trade Test
317	Seniority for promotion as Section Officer (A/cs) Inspector of Station (A/cs)/ Inspector of Stores (A/cs)
318	Seniority of Accounts Clerk on promotion as Junior Accounts Asstt. in Accounts Department
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320	Relative seniority of employees in an intermediate grade
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322	Effect of reduction in pay or grade
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324	Staff directly recruited in D. L. W.
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326	Staff transferred from Construction Projects
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CHAPTER III

RULES REGULATING SENIORITY OF RAILWAY SERVANTS

SECTION-A : NON-GAZETTED

301. General. The rules contained in this Chapter lay down the General principles that may be followed for determining the seniority of non-gazetted railway servants on railway administration, except that for the purpose of determining the seniority and promotion of non-gazetted employees of the Diesel Locomotive Works the rules contained in paragraphs 324 to 328 of this Chapter shall be followed.

Note Such of the rules in this section as are not already extent shall apply from such dates as may be fixed by the railway administrations. The seniority of the staff already determined under the extant rules or orders of the respective railway administrations shall not be altered.

302. Seniority in initial recruitment grades?Unless specifically stated otherwise, the seniority among the incumbents of a post in a grade is governed by the date of appointment to the grade. The grant of pay higher than the initial pay should not, as a rule, confer on a railway servant seniority above those who are already appointed against regular posts. In categories of posts partially filled by direct recruitment and partially by promotion, the criterion for determination of seniority should be the date of regular promotion after due process in the case of promotee and the date of joining the working post after due process in the case of direct recruit, subject to maintenance of inter-se-seniority of promotees and direct recruits among themselves. When the dates of entry into a grade of promoted railway servants and direct recruits are the same they should be put in alternate positions, the promotees being senior to the direct recruits, maintaining inter-se-seniority of each group.

Note**(i) I**n case the training period of a direct recruit is curtailed in the exigencies of service, the date of joining the working post in case of such a direct recruit shall be the date he would have normally come to a working post after completion of the prescribed period of training.

(No. E (NG) I-78-SR-6-42 dt. 7-4-1982 ACS. 132).

Note (ii) The Provision contained in Note (i) above will also apply to the Inter Apprentices and departmentally selected candidates against the quotas prescribed in certain categories to be filled by Limited Departmental Competitive Examination (such as 10% in the case of Traffic and Commercial Apprentices).

(Authority Board's letter NO. E(NG)I-89/SR6/35 dated 23-8-1991)

303. The seniority of candidates recruited through the Railway Recruitment Board or by any other recruiting authority should be determined as under :

(a) ***Candidates who are sent for initial training to Training Schools will rank in Seniority in the relevant Grade in the order of merit obtained in the examination held at the end of the training period before being posted against working post. Those who join*** the ***subsequent courses and those who pass the examination in subsequent chances will rank junior to those who had passed the examination. In case, however, persons belonging to the same RRB panel are sent for initial training in batches due to administrative reasons and not because of reasons attributable to the candidates, the inter-se seniority will be regulated batchwise provided persons higher up in the panel of RRB not sent for training in the appropriate batch (as per seniority) due to administrative reasons shall be***

clubbed along with the candidates who took the training in the appropriate batch for the purpose of regulating the inter-se seniority provided such persons pass the examination at the end of the training in the first attempt.

(Authority Board's letter NO. E(NG)I-89/SR6/32(PNM) dated 19-3-93)

(b) In the case of candidate who do not have to undergo any training in training school, the seniority should be determined on the basis of the merit order assigned by the Railway Recruitment Board or other recruiting authority.

304. When two or more candidates are declared to be of equal merit at one and the same examination/ selection, their relative seniority is determined by the date of birth the older candidate being the senior.

305. When, however, a candidate whose seniority is to be determined under paragraphs 303 and 304 above cannot join duty within a responsible time after the receipt of orders of appointment, the appointing authority may determine his seniority by placing him below all the candidates selected at the same examination/selection, who have joined within the period allowed for reporting to duty or even below candidates selected at subsequent examination/ selection who have joined before him.

306. Candidates selected for appointment at an earlier selection shall be senior to those selected later irrespective of the dates of posting except in the case covered by paragraph 305 above.

307. When confirmation follows a specified probationary period if any, without break, the date of appointment to the grade is reckoned from the date of commencement of such probationary period.

308. When a probationary period is followed by an extended probationary period and confirmation follows such extension without break, the date of appointment to the grade or post, unless otherwise stated, should be reckoned from a date later than the commencement of the probationary period, to the extent of the extension of the probationary period. In cases where probationary period is not extended and staff are confirmed at the end of such period the date of appointment to the grade or post will be that on which the employee was sent to the training school for initial training or the date of joining the working post whichever is earlier.

309. **SENIORITY ON PROMOTION.** Paragraph 306 above applies equally to seniority in promotion vacancies in one and the same category due allowance being made for delay, if any, in joining the new posts in the exigencies of service.

310. **MUTUAL EXCHANGE.** 1. Revised Para 310 will now read as under:-
"(a) Railway servants transferred on mutual exchange basis from one cadre of a Division/Office/ Railway/ PU/Unit to the corresponding cadre in another Division/Office/Railway/PU/Unit shall retain their seniority on the basis of the date of promotion to the grade or take the seniority of the railway servants with whom they have exchanged, whichever of the two may be lower.

(b) ln case of employees working in Level-1 (Grade Pay Rs 18004), such transfer on mutual exchange basis may be allowed between an employee belonging to any Department/Cadre of a Division/Office/Railway/ PU/Unit and another employee belonging to any Department/Cadre of

another Division/Office/Railway/PU/ Unit" wlthout insisting upon applicability of the term of "corresponding cadre." The employee should have the same medical Standard as per the requirement of the post to which transfer is being sought. The staff so transferred should invariably be imparted requisite training in the new unit wherever considered essential before
putting him/her on a working post. This training period will be counted as duty.'

(Authority :- Ministry of Railway's letter No. E(NG)|-2017lTR/19 dated 06.07.2018) **SECR 201/18**

{Old - Railway servants transferred on mutual exchange from one cadre of a division, office or railway to the corresponding cadre in another division, office or railway shall **retain** their seniority on the basis of the date of promotion to the grade or take the seniority of the railway servants with whom they have exchanged, whichever of the two may be lower.}

311. **TRANSFER IN THE INTEREST OF ADMINISTRATION.** Seniority of railway servants on transfer from one cadre to another in the interest of the administration is regulated by the date of promotion/date of appointment to the grade as the case may be.

312. **TRANSFER ON REQUEST.** The seniority of railway servants transferred at their own request from one railway to another should be allotted below that of the existing confirmed, temporary and officiating railway servants in the relevant grade in the promotion group in the new establishment irrespective of the date of confirmation or length of officiating or temporary service of the transferred railway servants.

Note:(i) This applies also to cases of transfer on request from one cadre/division to another cadre/division on the same railway.

[Rly. Bd. No. E(NG) 1-85 SR 6/14 of 21-1-1986].

(ii) The expression "relevant grade" applies to grade where there is an element of direct recruitment. Transfers on request from Railway employees working in such grades may be accepted **provided they fulfil the educational qualifications laid down for direct recruitment to the post.** No such transfers should be allowed in the intermediates grades in which all the posts are filled entirely by promotion of staff from the lower grade(s) and there is no element of direct recruitment.

(Railway Board's letter NO. E(NG)I/99/TR/15 dated 08.02.2000)

313. **MEDICALLY UNFITED RAILWAY SERVANTS :**

(a) (i) Medically decategorised staff may, as far as possible, be absorbed in such alternative posts which should broadly be in allied categories and where their background and experience in earlier posts could be utilized. For example, traffic running and operating ,staff need not necessarily be absorbed in the ticket checking cadre alone but they ' could also be absorbed in other commercial, station or yard categories.

(ii) The medically decategorised staff absorbed in alternative posts, whether in the same or other cadre, should be allowed seniority in the grade of absorption with reference to the length of service rendered in the equivalent or corresponding grade, irrespective of the rate of pay fixed in the grade of absorption under the extant rules. In the case of staff who are in grade higher than the grade of absorption at the time of medical de categorisation, total service in the equivalent and higher grade is to be taken into account.

Provided that if a medically decategorised employee happens to be absorbed in the cadre from which he was originally promoted, he will not be placed above his erstwhile seniors in the grade of absorption.

(iii) While absorbing the medically decategorised Running Staff in alternative posts, a percentage of basic pay representing the pay element in Running Allowance, as decided by the Government through administrative instructions from time to time, should be added to. the minimum as well as maximum of the scale of pay for purposes of identifying 'equivalent' posts and their seniority should then be fixed in the equivalent absorbing posts. [No. E(NG) II/77/RE-3-2 of 2-9-77 and E(NG)I-8O-SR-6/83 of 5-3-1981].

(b) Railway servants whose services were terminated either because of the maximum limit of all leave including extraordinary leave having been exceeded or the medical authorities could not recommend the grant of extraordinary leave in the case of tuberculosis, pleurisy and leprosy patients and are re-employed in railway service after being declared fit to work by the medical authority should take their seniority below all permanent railway servants on the date of their re-employment provided they were permanent before medical unfitness or would have been confirmed in the meantime. Railway servants who were officiating or temporary at the time of medical unfitness or would not have been confirmed in the meantime should be placed below the officiating or temporary employees as the case may be on the date of their re-employment.

(c) Seniority of medically unfitted staff mentioned in sub-para (a) above, on restoration to their original posts should be determined as under :

(i) Railway servants who properly appeal within the time limit laid down for appeals or whose appeal is entertained in a reasonable period waiving the time limit and get declared fit, should not lose their seniority or their claim for consideration for promotion for which they were eligible in the original category in which they were employed.

(ii) Seniority of railway servants who prefer delayed appeals and are declared fit or who take treatment and consequently get declared fit, if they were formerly confirmed in the grades in which they were, would be affected to the extent of any persons who may have been confirmed before their re-absorption into the original category. If, however, they were only officiating in the original category, then their seniority should be below the staff confirmed till then, but need not be affected vis-a-vis their original juniors who happen to be till officiating.

(d) In the case of staff coming to a new unit on own request by accepting bottom seniority and then getting medically de-categorised, provision of sub-Para (a) (ii) above will be applicable only to the extent of service in the new unit.

[No. E(NG)I-71 SR6/39 dated 31-5-1977].

(e) In the case of staff who are not required to undergo periodical Medical examination but who of their own accord request for change of category on grounds of health, and are recommended change of occupation by the medical authority, their change will be treated as transfer on own request and dealt with as per para 312.

[No. E(NG)I-76 SE 6/37, dated 18-9-1976].

313A: Assignment of seniority to redeployed surplus staff : The surplus employees are not entitled for benefit of the past service rendered in the previous unit/department for the purpose of their seniority in the new unit/department. Such employees are to be treated as fresh entrants in the matter of their seniority, promotions etc.

Note I: When two or more surplus employees of a particular grade in a unit / department are selected on different dates for absorption in a grade in another unit / department, their inter-se seniority in the latter unit/department will be same as in their previous unit/department provided that -

(i) no direct recruit has been selected for appointment to that grade in between these dates; and

(ii) no promotee has been approved for appointment to that grade between these dates.

Note II: When two or more surplus employees of a particular grade in a unit/department are simultaneously selected for redeployment in another unit/department in a grade, their inter-se seniority in the particular grade, on redeployment in the latter unit/department, would be the same as in their previous unit/department.

(Authority: Ministry of Railway's letter No.E(NG)I-2000/SR6/23 dated 25-05-04)

314. Seniority when date of appointment to a grade is the same. Subject to what has been stated in paragraphs 302, 303, 304, 305 & 306, when the dates of appointment to the grade are the same, the dates of entry into the grade next below it shall determine seniority. If those dates also coincide, then the dates of entry into each of the lower grades in order down to the lowest grade in the channel of promotion shall determine seniority. If these dates are also identical, then the relative date of birth shall determine seniority, the older person being the senior.

315. **DEPARTMENTAL EXAMINATION TRADE TEST**

Subject to what is stated in paragraphs 316, 317 and 320 below, where the passing of a departmental examination or trade test has been prescribed as a condition precedent to the promotion to a particular non-selection post, the relative seniority of the railway servants passing the examination/test in their due turn and on the same date or different dates which are treated as one continuous examination, as the case may be, shall be determined with reference to their substantive or basic seniority.

316. A railway servant who, for reasons beyond his control, is unable to appear in the examination/test in his turn along with others, shall be given the examination/test immediately he is available and if he passes the same, he shall be entitled for promotion to the post as if he had passed the examination/test in his turn.

Note 1. The expression 'reasons beyond his control' appearing above should be interpreted to include the following :

(i) Sickness of the railway servant supported by the medical certificate of the authorized medical attendant;

(ii) Sickness of the members of a railway servant's family supported by the medical certificate of the authorized medical attendant, so serious that the railway servant could not be reasonably expected to take the test;

(iii) Proved non-receipt of intimation of the examination/test owing to being on leave or on duty elsewhere than at the headquarters or for any other reasons acceptable to the administration; and

(iv) Administration not relieving the railway servant for such examination or test.

2. This will not apply to departmental examinations prescribed in App. 2 & 3 IREM.

317. **SENIORITY FOR PROMOTION AS SECTION OFFICER (ACCOUNTS) INSPECTORS OF STATION OR STORES ACCOUNTS :**

(a) *Seniority for promotion to the rank of Section Officer (Accounts) or Inspector of Station or Stores Accounts should count entirely according to the date of passing the examination qualifying for promotion to those ranks. Candidates who pass the examination in a particular year are ipso facto senior to those who qualify in subsequent years irrespective of their relative seniority before passing the examination. On receipt of the result of the above examination an appropriate Selection Board on each Railway Administration should immediately arrange to assign a suitable place to each such candidate in the panel based on their relative seniority. The staff placed on the panel in any year will rank enbloc senior to those empanelled in subsequent years.*

(Authority: Railway Board's letter no.2004/AC-II/20/34 dated 14 -12-2004)

(b) Directly recruited Section Officer (Accounts)/Cost Accountants and Inspectors of Station Accounts, if any, should be assigned a position on the proforma panel of these categories as soon as they are given charge of working posts after completion of the prescribed training. They should be placed below the last man officiating against a non-fortuitous vacancy in these categories of a Section Officer (Accounts). In case more than one direct recruit has to be assigned a position, their inter-se seniority should be with reference to the position assigned to them by the Railway Recruitment Board. They will retain their seniority thus allotted subject to their passing Appendix 3 (IREM) examination within the prescribed period, except in the case of Cost Accountant who are not required to pass such an examination. In the event of any directly recruited Section Officer (Accounts) not passing the examination within the prescribed period, he is liable to be discharged. In case, however, a further chance is given, the question of his retaining his original seniority will be considered on the merit of each case. Such cases should be referred to the Railway Board for decision.

318. **SENIORITY OF ACCOUNTS CLERKS ON PROMOTION TO JUNIOR ACCOUNTS ASSISTANT IN ACCOUNTS DEPARTMENT**

The seniority of Junior Accounts Assistant is to be determined with reference to the date of promotion of a promotee and with reference to date of appointment of a direct recruit; directly recruited Junior Accounts Assistants, passing Appendix 2 (IREM) Examination

within extended period of probation losing seniority to other persons of his/her batch but not to promotees.

[No. E(NG) I-65 SR 6/26 dt. 23-8-65; E(NG) I-69 PM 1/20 dt. 25-7-1969, E(NG)I-78-PM

1/304 dt. 5-1-1979 and PC-III-78/UPG/8 dt. 16-5-1980]

319. **SENIORITY ON PROMOTION TO NO SELECTION POSTS**

(a) Promotion to non-selection posts shall be on the basis of seniority-cum-suitability, suitability being judged by the authority competent to fill the post, by oral and/or written test or a departmental examination or a trade test or by scrutiny of record of service as considered necessary. The only exception to this would be in cases where for administrative convenience, which should be recorded in writing, the competent authority considers it necessary to appoint a railway servant other than the senior most suitable railway servant to officiate purely in ad hoc capacity in a short term vacancy not exceeding two months as a rule and four months in any case. This will, however, not give the junior railway servant any advantage not otherwise due to him and will not confer on him any right to continue in that post in preference to his senior who are found suitable. A railway servant, once promoted in his turn after being found suitable against a vacancy, which is non-fortuitous, should be considered as senior in that grade to all others who are subsequently promoted after being found suitable. The suitability of a railway servant for promotion should be judged on the date of the vacancy in the higher grade, or as close to it as possible.

(b) An employee who qualifies in an earlier test and gets promoted in a non-fortuitous vacancy but reverts to the lower grade before a subsequent test is held will rank senior to all others who qualify in the subsequent test. Those who have either officiated in fortuitous vacancies or did not officiate at all will not be given any protection for seniority of subsequent promotion.

320. **RELATIVE SENIORITY OF EMPLOYEES IN AN INTERMEDIATE GRADE BELONGING TO DIFFERENT SENIORITY UNITS APPEARING FOR A SELECTION/NON-SELECTION POST IN HIGHER GRADE.**

When a post (selection as well as non-selection) is filled by considering staff of different seniority units, the total length of continuous service in the same or equivalent grade held by the employees shall be the determining factor for assigning interseniority irrespective of the date of confirmation of an employee with lesser length of continuous service as compared to another unconfirmed employee with longer length of continuous service. This is subject to the proviso that only non-fortuitous service should be taken into account for this purpose.

Note : Non-fortuitous service means the service rendered after the date of regular promotion after due process.

321. **PERMISSION TO RAILWAY SERVANTS TO PERUSE SENIORITY LIST:**

(a) Railway servants may be permitted to see the seniority lists in which their names are placed, or if this cannot conveniently be arranged, they may be informed, on request, of their place on the seniority list.

(b) Staff concerned may be allowed to represent about the assignment of their seniority position within a period of one year after the publishing of the seniority list. No cases for revision in seniority lists should be entertained beyond this period.

322. **EFFECT OF REDUCTION IN PAY OR GRADE:**

(i) Reduction to a lower stage in the time-scale. Reduction in pay, as distinct from reductions from a higher grade or class to a lower grade or class, does not affect a railway servant's position on the seniority list. The authority ordering reduction should invariably state the period for which it shall be effective and whether, on restoration, the period of reduction shall operate to postpone his future increments and, if so, to what extent.

(ii) Reduction to a lower service, grade or post, or to a lower time-scale.

(a) Where the order imposing penalty for reduction does not specify the period of reduction and there is coupled with it an order declaring the railway servant permanently unfit for promotion, the question of repromotion or determination of seniority will obviously not arise.

(b) Where the period of reduction is not specified in the order imposing the penalty of reduction, the railway servant should be deemed to be reduced for an indefinite period, i.e. till such date as, on the basis of his performance subsequent to the order of reduction, he may be considered fit for promotion. On repromotion, the seniority of such a railway servant should be determined by the date of repromotion. In all such cases, the person loses his original seniority in the higher service, grade or post in entirety. On repromotion, the seniority of such a railway servant should be determined by the date of repromotion without regard to the service rendered by him in such service, grade or post prior to his reduction.

(c) In cases where the penalty of reduction to a lower service, grade or post or lower time-scale is for a specified period, the employee concerned should be repromoted automatically to the post from which he was reduced. The seniority in the original service, grade or post or time scale should be fixed in such cases in accordance with the provisions contained in Rule 6 (vi) of the Railway Servants (Discipline and Appeal) Rules, 1968 as clarified vide Railway Board's letters No, E(D&A) 73 RG6-5 dated 22.2.1974 and No. E(D&A) 2001 RG6-58 dated 28.11.2002."

(Authority: Railway Board's letter No.E (D&A) 2007 RG6-24 dated 10.08.2007)

(d) When a railway servant is reduced from a higher grade, or class to a lower grade, whether for a specified period or indefinitely, his seniority in the lower grade shall be fixed with reference to his position which he would have been entitled to but for his promotion to the higher grade or class from which he is reduced.

323. **Staff directly recruited on the Locomotive Component Works**

All persons who were directly recruited in the Locomotive Component Works shall be deemed to have been transferred to the Diesel Locomotive Works on 1-8-1961, the date on which the Diesel Locomotive Works was set up. The grade held by them as on 1-8-

1961 and the length of non-fortuitous service in that grade shall be the basis for fixing their relative seniority in the Diesel Locomotive Works on that date.

324. Staff Directly Recruited in the Diesel Locomotive Works

Trainees and Apprentices who were undergoing their training/apprenticeship on the date of formation of the Diesel Locomotive Works shall be deemed to have been taken as such and shall be assigned seniority on completion of their training and absorption in a working post based on the merit list drawn at the time of completion of the training/apprentice ship.

Persons other than Trainees and Apprentices who have been directly recruited in the Diesel Locomotive Works from a panel of an earlier date shall be senior to those recruited from a panel of a later date, and in the case, of recruitment from the same panel, seniority shall be determined on the basis of the position of the persons in the panel arranged in order of merit. In the case of Trainees and apprentices, seniority shall be determined on the basis of the merit list drawn up at the time of completion of the training.

325. Staff Transferred from Railways or Production Units

(1) Persons who have been transferred to the Locomotive Component Works shall be deemed to have been transferred to the Diesel Locomotive Works on 1-8-1961 in the grade which would have been held by them on their parent Railway but for such transfer, the length of non-fortuitous service held by them on that date in that grade shall determine their relative seniority.

(2) Persons who have been transferred to the Diesel Locomotive Works from a Railway/Production Unit on or after 1-8-1961 but up to 1-4-1965 in the case of ministerial staff and upto 1-1-1969 in the case of technical and non-ministerial staff shall be deemed to have been transferred in the grade held by them on their parent Railway/Production Unit on the date of transfer and will be assigned seniority in the Diesel Locomotive Works on the basis of length of non-fortuitous service rendered by them in that grade.

326. **Staff Transferred from Construction/Project**

(1) Persons who have been transferred from a Construction/Project to the Locomotive Component Works/Diesel Locomotive Works and who have a lien on a post on the Railway/ Production Unit shall be assigned relative seniority on the basis of the position held by them in their parent Railway/Production Unit on the date of transfer in the same manner as indicated in Rule 325 above.

(2) Persons who have been transferred from a Construction/Project to the Locomotive Component Works/Diesel Locomotive Works and who do not hold any lien on any Railway/ Production Unit shall be deemed to have been transferred in the lowest grade in a category in which direct recruitment is permissible under the rules on the date of joining the Locomotive Component Works/Diesel Locomotive Works. They shall thereafter be dealt with in the same manner as persons directly recruited on the Locomotive Component Works/Diesel Locomotive Works, vide Rules 323 and 324 above.

SECTION-B: GAZETTED

327. General The rules contained in paragraph, 328 to 336 of this Section lay down the principles that may be followed for determining the relative seniority of Group 'A', Junior Scale officers of all the services on Indian Railways except the officers of Medical, Railway Protection Force, Chemists and Metallurgists, Printing and Stationery, Rajbhasha departments and other miscellaneous categories.

328. The Seniority of officers, appointed to various Indian Railway Services Group 'A' , Junior Scale shall be determined on the basis of the 'date for increment on the time scale' (DITS) to be specifically determined in each case in accordance with the principles in the following paragraphs.

329. Unless otherwise stated, officers appointed to the Indian Railway Services, Group 'A' (earlier referred to as Class-I) on the basis of competitive examinations held by the Union Public Service Commission upto 1985 Examination batch and Special Class Railway Apprentices (SCRAs) upto 1982 batch, shall count service for seniority, from the date they commence earning increments in the regular scale as Junior Scale Officers in Group 'A' (earlier referred to as Assistant Officers) subject to the condition that the inter-se seniority of officers in each service recruited as probationers in a particular year shall be regulated by their place in the order of merit.

330. Unless otherwise stated, officers appointed to the Indian Railway Services (Group 'A') on the basis of competition examinations held by the Union Public Service Commission (UPSC) w.e.f. 1986 Examination batch and Special Class Railway Apprentices (SCRAs) w.e.f. 1983 batch, shall count service for seniority from the date they commence earning increments in the regular scale as Junior Scale Officers in Group 'A' subject to the condition that the inter-se seniority of officers in each service recruited as probationers in a particular year will be regulated by their place in the order of merit, which shall be determined on the basis of marks obtained by them during the probationary training and at the competitive examination conducted by the Union Public Service Commission (Apprenticeship training in the case of SCRAs). For this purpose, the marks obtained in the competitive examination conducted by UPSC (Apprenticeship training in the case of SCRAS) and those obtained during probationary training shall be reduced/ increased to the base of 2050 and 1250 respectively.

Provided further that if two or more probationers have secured equal number of marks in the aggregate. their order of merit shall be the order of their dates of birth, the older ranking senior.

331. In the case of officers, recruited otherwise than through the regular competitive examinations and who may be granted higher initial pay on recruitment, the date for increment on time scale for the purpose of seniority, shall be so adjusted as to allow suitable credit in assigning seniority.

332. Officers recruited as Temporary Assistant Officers (Unclassified), on permanent appointment to the Junior Scale (Class I) in various Indian Railway Services may be granted weightage in seniority on the basis of half of the length, of the service, counted from the date of their joining service as Temporary Assistant Officers (Unclassified) to the date of their permanent appointment to the Junior Scale (Class I) of the respective service, subject to a maximum weightage of five years.

333. The order of selection by the Union Public Service Commission of officers, who are permanently appointed to the Junior Scale (Class I) from amongst Temporary Assistant Officers shall not be disturbed irrespective of the weightage worked out in accordance with principle mentioned at para 332 above. The Government will be at liberty, to restrict the date for increment on time scale in the case of an officer with longer service as Temporary Assistant Officer so as to place him in seniority below an officer who has been assigned a higher position based on merit although such an officer might have rendered lesser service as Temporary Assistant Officer.

334. In the case of Group 'B' officers permanently promoted to Junior Scale of Group 'A' services:

(1) Officers of a particular department promoted from the earlier panel shall rank senior to officers promoted from the later panel.

(2) If two or more than two officers are promoted on the same date, the following method shall be followed to determine their inter-se seniority within the Railway:-

(i) The relative seniority of officers of each Railway shall be in the order of their position in the panel for that Railway.

(ii) The DITS of the above officers, shall be determined by giving weightage based on:

(a) the year of service connoted by the initial pay on permanent promotion to Group 'A' service; or

(b) half the total number of years of continuous service in Group 'B', both officiating, and permanent;

whichever is more, subject to a maximum of 5 years; provided that the weightage so assigned does not exceed the total non-fortuitous service rendered by the officer in Group 'B'.

(iii) The DITS of the junior officer(s) in any Railway shall not be earlier than the DITS of his immediate senior in the same panel.

(3) The integrated seniority of the officers on All Indian Railways basis, shall be determined as under:-

(i) The integrated seniority shall be on the basis of DITS, the officers having earlier DITS being senior.

(ii) The inter-se seniority of officers having same DITS shall be in the order of the length of non-fortuitous service in Group 'B'.

335. As permanent promotion from Group 'B' to Group 'A' (Junior Scale) service and permanent appointment of Temporary Assistant Officers to Junior Scale (Class-I) involves definite act of selection, the inter-se seniority of officers in each of the categories will be regulated by the date of permanent promotion or permanent appointment to Group 'A' Junior Scale services/ Class - I.

336. Officers, permanently appointed to the Group 'A' Junior Scale from the category mentioned at paragraphs 333 and 334 above, against quotas of vacancies reserved for them shall be placed below or above a particular batch of direct recruits accordingly as their DITS are earlier or later than the earliest date on which any one of the direct recruits in a particular batch joins service.

337. The seniority of officers, recruited to Group 'A' Junior Scale under the provision of the rules relating to 'Occasional admission of other qualified persons' shall be determined by the Government on the merits of each case.

338. Seniority of the released Emergency Commissioned Officers or Short Service Commissioned Officers appointed to various Indian Railway Services against vacancies reserved for them shall be determined keeping in view the instructions issued by the Cabinet Secretariat/ Department of Personnel and Training.

339. In regard to officers appointed to the Indian Railway Medical Service at Group 'A' Junior Scale level on the basis of Combined Medical Services Examination held by the Union Public Service Commission their inter-se seniority in a particular year shall be regulated by their place in the order of merit.

340. In regard to Senior Scale/ Junior Scale posts in miscellaneous categories viz; Chemists and Metallurgists, Senior Rajbhasha Adhikaris', printing and Stationery department and Organisation of the Chief Mining Adviser, where both direct recruitment and promotion is resorted to, the relative seniority of direct recruits and promotees shall be determined according to rotation of vacancies between the direct recruits and promotees which will be based on the quotas of vacancies reserved for direct recruitment and promotion, respectivly in the relevant recruitment rules.

341. In cases not covered by the above principles, seniority of officers appointed to the service shall be governed by such orders as may be issued by the Government in consultation with the UPSC, wherever necessary.

(Authority : Railway Board's letter No. E(O)I/99/SR-6/2 dated 28.02.2003.)

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CHAPTER IV

Scales of Pay applicable to principal categories of non-gazette staff

401	Civil Engineering Deptt
402	Mechanical Engineering Department
403	Electrical Department
404	Signal & Telecom Department
405	Transportation (Traffic) and Commercial Deptt.
406	Loco staff
407	Accounts Deptt.
408	Clerical staff (other than Accounts)
409	General Administration Deptt.
410	Stores Deptt.
411	Printing Press Staff
412	Medical Deptt.
413	Security Deptt.
414	Technical Training Schools and Basic Training Centres
415	Drawing office Staff (All Deptts.)
416	misc. categories

CHAPTER IV

SCALES OF PAY APPLICABLE TO PRINCIPAL CATEGORIES OF NON-GAZETTED STAFF.

Categories of posts	**R.P.S. (IV Pay Commission)**	**RSRP 1997 (V Central Pay Commission)**
.	**(Rs.)**	**(Rs.)**
401 Civil Engineering Deptt.	.	.
Senior Section Engineer (P.Way, Works, Bridges)	2375-75-3200-EB-100-3500	7450-225-11500
Section Engineer (P.Way, Works, Bridges)	2000-60-2300-EB-75-3200	6500-200-10500
Junior Engineer-II (P.Way, Works, Bridges)	1400-40-1800-50-2300	5000-150-8000
Junior Engineer-I (P.Way, Works, Bridges)	1600-50-2300-60-2660	5500-175-9000
horticulture mistry gr. II (NR)	-	4000-100-6000
horticulture mistry gr. II (DLW)	-	4000-100-6000

horticulture inspector	1400-40-1800-50-2300	5000-150-8000
worksmate	800-15-1010-20-1150	2750-70-3800-4400
mali	775-12-871-14-1025	2650-65-3300-70-4000
skilled artisan gr. III	950-20-1150-25-1500	3050-75-3950-80-4590
skilled artisan gr. II	1200-30-1440-30-1800	4000-100-6000
skilled artisan gr. I	1320-30-1560-40-2040	4500-125-7000
mistries	1400-40-1800-50-2300	4500-125-7000 +100 special pay
master craftsmen	1400-40-1800-50-2300	5000-150-8000
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402 Mechanical Engineering Department	.	.
Senior Section Engineer (C & W)	2375-75-3200-EB-100-3500	7450-225-11500
Section Engineer (C & W)	2000-60-2300-EB-75-3200	6500-200-10500
Junior Engineer-I (C & W)	1400-40-1800-50-2300	5000-150-8000
Junior Engineer-II (C & W)	1600-50-2300-60-2660	5500-175-9000
lab attendant III	750-12-870-14-940	2550-55-2660-60-3200
lab attendant II	775-12-871-14-1025	2610-60-3150-65-3540
lab attendant I	-	2650-65-3300-70-4000
lab assistant III	-	3050-75-3950-80-4590
lab assistant II	-	4000-100-6000
lab assistant I	-	4500-125-7000
junior chemical and metallurgical assistant	1320-30-1560-40-2040	5000-150-8000
chemical and metallurgical assistant	1400-40-1800-50-2300	5500-175-9000
lab superintendent	1640-60-2600-75-2900	6500-200-10500
superintendent/industrial engineering/spectography/X-ray	2000-60-2300-75-3200	7450-225-11500
chief power controller, chief traction loco controller, chief loco inspector, loco foreman 'A', fuel inspector 'A', driving inspector	2375-75-3200-100-3500	7450-225-11500
loco inspector 'B' , fuel inspector 'B' , driving inspector, power controller, loco foreman 'B', traction loco controller. Asstt. loco foreman(R), asstt. traction loco controller, driving inspector, power contoller	2000-60-2300-75-3200	6500-200-10500
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403 Electrical Department	.	.
Senior Section Engineer	2375-75-3200-EB-100-3500	7450-225-11500
Section Engineer	2000-60-2300-EB-75-3200	6500-200-10500
Junior Engineer-I	1400-40-1800-50-2300	5000-150-8000
Junior Engineer-II	1600-50-2300-60-2660	5500-175-9000

chief power controller, traction loco controller, chief loco inspector, loco foreman 'A', fuel inspector 'A', driving inspector	2375-75-3200-100-3500	7450-225-11500
loco inspector 'B' , fuel inspector 'B' , driving inspector, power controller, loco foreman 'B', traction loco controller, Asstt. loco foreman(R), asstt. traction loco controller, driving inspector, power contoller	2000-60-2300-EB-75-3200	6500-200-10500
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404 Signal & Telecom Department	.	.
Senior Section Engineer (Tele & Signal)	2375-75-3200-EB-100-3500	7450-225-11500
Section Engineer (Tele & Signal)	2000-60-2300-EB-75-3200	6500-200-10500
Junior Engineer-II (Tele & Signal)	1600-50-2300-60-2660	5500-175-9000
Junior Engineer-I (Tele & Signal)	1400-40-1800-50-2300	5000-150-8000
senior telephone operator	1400-40-1800-50-2300	5000-150-8000
head telephone operator	1600-50-2300-60-2660	5500-175-9000
cipher operator Gr. II	1400-40-1800-50-2300	5000-150-8000
cipher operator Gr. I	1600-50-2300-60-2660	5500-175-9000
cipher inspector	1600-50-2300-60-2660(+Rs.200 special pay)	6500-200-10500(without spl. pay)
sr. wireless operator / inspector wireless	1400-40-1800-50-2300	5000-150-8000
sr. wireless operator / inspector wireless	1600-50-2300-60-2660	5500-175-9000
chief inspector Wireless(traffic)	2000-60-2300-75-3200	6500-200-10500
chief Wireless traffic	1600-50-2300-60-2660	5500-175-9000
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405 Transportation (Traffic) and Commercial Deptt.	.	.
assistant station master	1200-30-1560-40-2040	4500-125-7000
assistant station master	1400-40-1800-50-2300	5000-150-8000
assistant station master	1600-50-2300-60-2660	5500-175-9000
station master	1600-50-2300-60-2660	5500-175-9000
head signaller	1400-40-1800-50-2300	5000-150-8000
inspector wireless (traffic) Gr. II	1600-50-2300-60-2660	5500-175-9000
section controller (traffic)	1400-40-1600-50-2300-60-2600	5500-175-9000
chief train clerk	1600-50-2300-60-2660	5500-175-9000
head train clerk	1400-40-1800-50-2300	5000-150-8000
train clerk	1200-30-1560-40-2040	4000-100-6000
train clerk	950-20-1150-25-1400	3050-75-3950-80-4590
traffic inspector Gr. III	1400-40-1800-50-2300	5000-150-8000
traffic inspector Gr. II	1600-50-2300-60-2660	5500-175-9000
assistant yard master	1400-40-1800-50-2300	5000-150-8000

yard master	1600-50-2300-60-2660	5500-175-9000
shunting master Gr. I	1400-40-1800-50-2300	5000-150-8000
head commercial clerk	1400-40-1800-50-2300	5000-150-8000
chief commercial clerk	1600-50-2300-60-2660	5500-175-9000
enquiry cum reservation clerk	1200-30-1560-40-2040	4500-125-7000
enquiry cum reservation clerk	1400-40-1800-50-2300	5000-150-8000
reservation supervisor II	1600-50-2300-60-2660	5500-175-9000
commercial inspector Gr. IV	1400-40-1800-50-2300	5000-150-8000
commercial inspector Gr. III	1600-50-2300-60-2660	5500-175-9000
head ticket collector/ senior travelling ticket examiner/conductor	1400-40-1800-50-2300	5000-150-8000
travelling ticket inspector (TTI)/ conductor	1600-50-2300-60-2660	5500-175-9000
rates inspectors / coal inspectors/ weigh bridge clerks	1400-40-1800-50-2300	5000-150-8000
rates inspectors / coal inspectors/ weigh bridge clerks	1600-50-2300-60-2660	5500-175-9000
movement inspectors	1400-40-1800-50-2300	5000-150-8000
movement inspectors	1600-50-2300-60-2660	5500-175-9000
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406 Loco staff	.	.
assistant guard / brakesman (80%)	950-20-1150-25-1400	3050-75-3950-80-4590
senior asstt. guard / senior brakesman (20%)	1200-30-1560-40-2040	3050-75-3950-80-4590
goods guard (80%)	1200-30-1560-40-2040	4500-125-7000
senior goods guard (20%)	1350-30-1440-40-1800-50-2200	5000-150-8000
passenger guard (80%)	1350-30-1440-40-1800-50-2200	5000-150-8000
senior passenger guard (20%)	1400-40-1800-50-2300-60-2600	5500-175-9000
mail / express guard (100%)	1400-40-1800-50-2300-60-2600	5500-175-9000
second FM (80%)	825-15-900-20-1200	2750-70-3800-75-4400
Sr. second FM (20%)	950-20-1150-25-1400	3050-75-3950-80-4590
asstt. loco pilot (diesel/elec.)	950-20-1150-25-1400	3050-75-3950-80-4590
sr. asstt. loco pilot (diesel/elec.)	1200-30-1560-40-2040	4000-100-6000
loco pilot (shunting) gr. II	1200-30-1560-40-2040	4000-100-6000
loco pilot (shunting) gr. I	1350-30-1440-40-1800-50-2200	5000-150-8000
loco pilot (goods) gr. II	1350-30-1440-40-1800-50-2200	5000-150-8000
loco pilot (goods) gr. I	1600-50-2300-60-2660	5500-175-9000
loco pilot (passenger) gr. II	1600-50-2300-60-2660	5500-175-9000

loco pilot (passenger) gr. I	1640-60-2600-75-2900	6000-190-9800
loco pilot (mail)	1640-60-2600-75-2900	6000-190-9800
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407 Accounts Deptt.	.	.
Accounts Clerk	950-20-1150-25-1500	3050-75-3950-80-4590
finger print examiner	1350-30-1440-40-1800-50-2200	5000-150-8000
sr. finger print examiner	1400-40-1800-50-2300	5500-175-9000
head shroff /cashier Gr. I	1400-40-1800-50-2300	5000-150-8000
asstt. divisional cashier/ inspector of cashier (also selection grade for cashiers)	1600-50-2300-60-2660	5500-175-9000
jr. accounts assistants	1200-30-1560-40-2040	4500-125-7000
accounts assistants	1400-40-1800-50-2300-60-2600	5500-175-9000
stock verifier	1400-40-1800-50-2300-60-2600	5500-175-9000
sr. stock verifier	-	6500-200-10500
section officers / inspectors of accounts / cost accountants (20%)	1640-60-2600-75-2900	6500-200-10500
sr. section officers / sr. inspectors of accounts / sr. cost accountants (80%)	2000-60-2300-EB-75-3200	7450-225-11500
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408 Clerical staff (other than Accounts)	.	.
junior time keepers	950-20-1150-25-1500	3050-75-3950-80-4590
senior time keepers	1200-30-1560-40-2040	4500-125-7000
head time keepers	1400-40-1800-50-2300	5000-150-8000
chief time keepers	1600-50-2300-60-2660	5500-175-9000
superintendent	-	6500-200-10500
typists	1400-40-1800-50-2300	5000-150-8000
typists	1600-50-2300-60-2660	5500-175-9000
junior clerk	950-20-1150-25-1500	3050-75-3950-80-4590
senior clerk	1200-30-1560-40-2040	4500-125-7000
head clerk	1400-40-1800-50-2300	5000-150-8000
senior clerk	1200-30-1560-40-2040+ Rs. 70 (spl. pay)	5000-150-8000
office supdt. Gr.II	1600-50-2300-60-2660	5500-175-9000
office supdt.Gr.I	2000-60-2300-75-3200	6500-200-10500
chief office supdt.	-	7450-225-11500
stenographers attached to HAG/HODs/DRMs/director{CTI}	-	7500-250-12000
stenographers attached to SAG/SAG{CTI}	-	6500-200-10500

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409 General Administration Deptt.	.	.
personnel inspector/welfare inspector/HOER inspector Gr. III	1400-40-1800-50-2300	5000-150-8000
sr. personnel inspector/ welfare inspector/ HOER inspector Gr. II	1600-50-2300-60-2660	5500-175-9000
Pl Gr.I/HOER inspector Gr.I/WL I Gr.I	2000-60-2300-75-3200	6500-200-10500
CPI/ chief HOER inspector/CWLI	-	7450-225-11500
data entry operator	1400-40-1800-50-2300	5000-150-8000
data entry operator/ console operator	1600-50-2300-60-2660	5500-175-9000
law assistant	1600-50-2300-60-2660	6500-200-10500
chief law assistant	2000-60-2300-75-3200	7450-225-11500
statistical inspectors	1400-40-1800-50-2300	5000-150-8000
statistical inspectors	1600-50-2300-60-2660	5500-175-9000
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410 Stores Deptt.	.	.
junior engineer Gr. II	1400-40-1800-50-2300	5000-150-8000
junior engineer Gr. I	1600-50-2300-60-2660	5500-175-9000
depot store keeper Gr. III	1400-40-1800-50-2300	5000-150-8000
depot store keeper Gr. II	1600-50-2300-60-2660	5500-175-9000
depot store keeper Gr.I	2000-60-2300-75-3200	6500-200-10500
depot stores supdt.	-	7450-225-11500
shipping inspector	1400-40-1800-50-2300	5000-150-8000
senior shipping inspector	1600-50-2300-60-2660	5500-175-9000
chief shipping inspector	2000-60-2300-75-3200	6500-200-10500
head shipping inspector	-	7450-225-11500
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411 Printing Press Staff	.	.
Sr. Section Engineer (Printing)	2375-75-3200-EB-100-3500	7450-225-11500
Section Engineer (Printing)	2000-60-2300-EB-75-3200	6500-200-10500
Junior Engineer I (Printing)	1400-40-1800-50-2300	4500-125-7000
Junior Engineer II (Printing)	1600-50-2300-60-2660	5000-150-8000
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412 Medical Deptt.	.	.
assistant cook	800-15-1010-20-1150	2650-65-3300-70-4000
cook	950-20-1150-25-1500	3050-75-3950-80-4590
senior cook	1200-30-1560-40-2040	4000-100-6000
master cook	-	5000-150-8000
auxiliary nurse cum midwife	975-25-1150-30-1540	4000-100-6000
auxiliary nurse -cum midwife	1200-30-1560-40-2040	4500-125-7000
staff nurse	1400-40-1500-50-2300-60-2600	5000-150-8000

nursing sister	1640-60-2600-75-2900	5500-175-9000
matron	2000-60-2300-75-3200	6500-200-10500
chief matron	-	7450-225-11500
assistant nursing officer	2375-75-3200-100-3500-125-3750	7500-250-12000
cardiac cath. Lab technicians	-	5000-150-8000
dietician	1400-40-1800-50-2300	5500-175-9000
sr. dietician	-	6500-200-10500
assistant dietetics officer	-	7500-250-12000
dresser III/OTA III	800-15-1010-20-1150	3050-75-3950-80-4590
dresser II/OTA II	825-15-900-20-1200/950-20-1150-25-1500	4000-100-6000
dresser I/ OTA I	-	4500-125-7000
extension educator	1600-50-2300-60-2660	5500-175-9000
district extension educator/statistical assistant	2000-60-2300-75-3200	6500-200-10500
extension educator	-	7450-225-11500
assistant health eucation officer	-	7500-250-12000
haemodialysis technicians	1400-40-1800-50-2300	5000-150-8000
health and malaria inspector Gr.III(IV)	1200-30-1560-40-2040	5500-175-9000
health and malaria inspector Gr. III	1400-40-1800-50-2300	5500-175-9000
health and malaria inspector Gr. II	1600-50-2300-60-2660	6500-200-10500
health and malaria inspector Gr. I	2000-60-2300-75-3200	7450-225-11500
assistant health officer	-	7500-250-12000
hospital safaiwala	750-12-870-14-940	2550-55-2660-60-3200
conservancy safaiwala	775-12-871-14-1025	2610-60-3150-65-3540
safaiwala jamadar	800-15-1010-20-1150	2650-65-3300-70-4000
senior safaiwala jamadar	825-15-900-20-1200	2750-70-3800-75-4400
lab attendant III	775-12-871-14-1025	2610-60-3150-65-3540
lab attendant II	800-15-1010-20-1150	2650-65-3300-70-4000
lab attendant I	-	2750-70-3800-75-4400
lab assistant II	975-25-1150-30-1540	3200-85-4900
lab assistant I	1200-30-1560-40-2040	4000-100-6000
lab technicians/ asstt. chemist	1320-30-1560-40-2040	4500-125-7000
chemist/laboratory superintendent Gr. II	1400-40-1800-50-2300	5000-150-8000
lab supdt. II	1640-60-2600-75-2900	5500-175-9000
lab supdt. I	-	6500-200-10500
chief lab supdt.	-	7450-225-11500
lady health visitor	1200-30-1560-40-2040	4000-100-6000
senior lady health visitor	1400-40-1800-50-2300	4500-125-7000
head lady health visitor	-	5500-175-9000
occupational therapist	-	5500-175-9000
pharmacist Gr.III	1350-30-1440-40-1800-50-	4500-125-7000

	2200	
pharmacist Gr. II	1400-40-1500-50-2300-60-2600	5000-150-8000
pharmacist Gr. I	1640-60-2660-75-2900	5500-175-9000
chief pharmacist II	-	6500-200-10500
chief pharmacist I	-	7450-225-11500
assistant pharmacy officer	-	7500-250-12000
physicist (BR Singh hospital, eastern railway)	1640-60-2600-75-2900	6500-200-1050
physicist (BR Singh hospital, eastern railway)	-	7500-250-12000 (ACP)
physiotherapist Gr. II	1400-40-1800-50-2300	5500-175-9000
physiotherapist Gr. I	2000-60-2300-75-3200	6500-200-10500
assistant physiotherapy officer	-	7500-250-12000
radiographer Gr. III	975-25-150-30-1540	4000-100-6000
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413 Security Deptt.	.	.
inspector Gr. I	2000-60-2300-75-3200	6500-200-10500 + 200 special pay
inspector Gr. II	1640-60-2600-75-2900	6500-200-10500
sub inspector	1400-40-1800-50-2300	5500-175-9000
assistant sub inspector	1320-30-1560-40-2040	4000-100-6000
head constable	975-25-1150-30-1540	3200-85-4900 + special pay of Rs.50 for existing incumbents only
naik (will be designated as head constable)	950-20-1150-25-1500	3200-85-4900
constable	825-15-900-20-1200 + 2 advance increments	3050-75-3950-80-4590
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414 Technical Training Schools and Basic Training Centres	.	.
trained graduate teacher / headmaster, primary school (entry scale)	1400-40-1800-50-2300-60-2600	5500-175-9000
trained graduate teacher / headmaster, primary school (senior scale)	1640-60-2600-75-2900	6500-200-10500
trained graduate teacher / headmaster, primary school (selection scale)	2000-60-2300-75-3200-100-3500	7500-250-12000
post graduate teacher / head master, middle school (entry scale)	1640-60-2600-75-2900	6500-200-10500
post graduate teacher / head master, middle school (senior scale)	2000-60-2300-75-3200-100-3500	7500-250-12000
physical training instructor gr. I/ craft teacher/dance teacher/ demonstrator(basic grade)	1400-40-1600-50-2300-60-2600	5500-175-9000

physical training instructor gr. I/ craft teacher/dance teacher/ demonstrator(senior grade)	1640-60-2600-75-2900	6500-200-12000
physical training instructor gr. I/ craft teacher/dance teacher/ demonstrator(selection grade)	2000-60-2300-75-3200-100-3500	7500-250-12000
primary school teacher (entry scale)	1200-30-1560-40-2040	4500-125-7000
primary school teacher (senior scale)	1400-40-1800-50-2300-60-2600	5500-175-9000
primary school teacher (selection scale)	1640-60-2600-75-2900	6500-200-10500
music teacher (primary teacher)(basic grade)	1200-30-1560-40-2040	4500-125-7000
music teacher(primary teacher) (senior grade)	1400-40-1600-50-2300-60-2600	5000-150-8000
music teacher(primary teacher) (selection grade)	1640-60-2600-75-2900	5500-175-9000
head of technical staff (basic grade)	2000-60-2300-75-3200-100-3500	7500-250-12000
house keeper in oak grove school, jharipani	1200-30-1560-40-2040	4000-100-6000
domestic science teachers gr.I/drawing teacher gr. I/music teacher Gr. I language teacher (TGT) (basic grade)	1400-40-1600-50-2300-60-2600	5500-175-9000
domestic science teachers gr.I/drawing teacher gr. I/music teacher Gr. I language teacher (TGT) (senior grade)	1640-60-2600-75-2900	6500-200-12000
domestic science teachers gr.I/drawing teacher gr. I/music teacher Gr. I language teacher (TGT) (selection grade)	2000-60-2300-75-3200-100-3500	7500-250-12000
head master/head mistress of secondary/high school (basic grade)	2000-60-2300-75-3200-100-3500	7500-250-12000
instructor tech. Group/ manual instructor/ asstt. instructor/instructor for workshop (basic grade)	1400-40-1600-50-2300-60-2600	5500-175-9000
instructor tech. Group/ manual instructor/ asstt. instructor/instructor for workshop (senior grade)	1640-60-2600-75-2900	6500-200-12000
instructor tech. Group/ manual instructor/ asstt. instructor/instructor for workshop (selection grade)	2000-60-2300-75-3200-100-3500	7500-250-12000
commercial instructor (basic grade)	1200-30-1560-40-2040	4500-125-7000
commercial instructor (senior grade)	1400-40-1600-50-2300-60-2600	5000-150-8000
commercial instructor (selection grade)	1640-60-2600-75-2900	5500-175-9000
school librarians (basic grade)	1200-30-1560-40-2040	4500-125-7000
school librarians (senior grade)	1400-40-1600-50-2300-60-2600	5500-175-9000
school librarians (selection grade)	1640-60-2600-75-2900	6500-200-12000

school librarians (selection grade)	2000-60-2300-75-3200-100-3500	7500-250-12000
library and information assistant	1400-40-1600-50-2300-60-2600	5500-175-9000
demonstrator tutors	1740-60-2700-EB-75-3000	5500-175-9000
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415 Drawing office Staff (All Deptts.)	.	.
draftsman/design assistant/ sr. estimator	1400-40-1800-50-2300	5000-150-8000
head draftsman/head design assistant/ head estimator	1600-50-2300-60-2660	5500-175-9000
junior design assistant	1400-40-1800-50-2300	5000-150-8000
senior design assistant	1600-50-2300-60-2660	5500-175-9000
draftsman	1400-40-1800-50-2300	5000-150-8000
head draftsman/senior jig & tool designer	1600-50-2300-60-2660	5500-175-9000
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416 misc. categories	.	.
Khalasis in diesel/electric loco /EMU sheds	-	3050-75-3950-80-4590
traffic supervisor (metro railway)	1400-40-1800-50-2300	5000-150-8000
senior traffic supervisor (metro railway)	1600-50-2300-60-2660	5500-175-9000
tower wagon drivers (WR)	1320-30-1560-40-2040	4500-125-7000
catering supervisor Gr.I/inspector Gr. III	1400-40-1800-50-2300	5000-150-8000
catering inspector Gr. II	1600-50-2300-60-2660	5500-175-9000
safiawala/cleaner/washboy/watchman/tea-coffee maker/ vendor Gr.III/kitchen assistant Gr. II	750-12-870-14-940	2550-55-2660-60-3200
bearer Gr.II/vendor Gr.II/kitchen assistant Gr.II/salesman Gr.II	775-12-871-14-1025	2610-60-3150-65-3540
vendor Gr.I	800-15-1010-20-1150	2650-65-3300-70-4000
salesman Gr. I	825-15-900-20-1200	2750-70-3800-75-4400
assistant cooks/assistant halwai	800-15-1010-20-1150	2650-65-3300-70-4000
cook Gr.II/ halwai Gr.II	825-15-900-20-1200	3050-75-3950-80-4590
master cook	-	5000-150-8000
cook Gr.I/halwai Gr.I	950-20-1150-25-1400	3200-85-4900
halwai Gr. I	975-25-1150-30-1540	3200-85-4900
senior cook	1320-30-1560-40-2040	4000-100-6000
stores keeper Gr.II /clerk /assistant canteen manager	825-15-900-20-1200	3050-75-3950-80-4590
clerk/cashier/ assistant canteen manager	950-20-1150-25-1400	3050-75-3950-80-4590
stores keeper Gr.I/accountant/ canteen manager Gr.II	975-25-1150-30-1540	3200-85-4900
canteen manager gr. I	1320-30-1560-40-2040	4000-100-6000
senior canteen manager	1600-50-2300-60-2660	5000-150-8000
head canteen manager	1640-60-2600-75-2900	5500-175-9000

assistant cook	-	2650-65-3300-70-4000
cook	-	3050-75-3950-80-4590
head cook	-	4500-125-7000

(Authority:- Railway Board's letter No. PC-V/2004/RSRP/4 dated 14.11.2005 - ACS NO. 176)

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CHAPTER V

Percentage of Posts fixed for various categories

501	General
502	Typists
503	Traffic Controller.
504	Office Clerks
505	Clerks of Accounts Department
506	Commercial Clerks
507	Train Clerks.
508	Signallers.
509	ASM /S M.
510	Station Masters
511	Ticket Collectors and TTE.
512	Train Examiners
513	Permanent Way Inspectors.
514	Sanitary/Health Inspector
515	Pharmacists.
516	Chargeman Mechanical Department
517	Cashiers in Accounts Department.
518	Record lifters/Record Sorters etc
519	Daftries

520	Wireless operators.
521	Shroff in Cash and Pay Office
522	Hospital Attendants and Ayas
523	Dressers in Medical Department
524	Gangman
525	Skilled Workshop Staff
526	Welfare Inspectors
527	R. P. R
528	Conductors
529	Staff on the Deck side

CHAPTER V

PERCENTAGE OF POSTS FIXED FOR VARIOUS CATEGORIES

501 Unless a deviation is specifically permitted by the Railway Board in any-particular case, the non-gazetted posts in the following categories on Railways have been distributed in the various grades in the percentages indicated against each :

Note 1. The percentage-fixed in each-case-shall apply equally to the permanent as well as the temporary strength of the cadre. It should, however, be applied separately to permanent and temporary posts.

Note 2. The percentage will apply to all the posts in question on the Railway as a whole and not separately to each promotion unit So long-as staff in groups with lower percentage of higher grade posts have some avenue of coming on to groups with a larger percentage of Higher grade posts, the overall Percentage may be applied to grouped channels of promotion, the percentage in separate channels being varied within narrow limits.

Note 3. In cases where justification does not exist on the basis of duties and responsibilities for upgrading up to the specified percentage, the upgrading should be carried out up to the specific percentage and in such cases where a maximum and minimum percentage has been fixed, the upgrading should be carried out up to the minimum percentage.

Revised Scale **Rs.**	**R.P.S. 1986** **Rs.**	**Percentage** **Rs.**
502 Typists		
260-400	950-1500	35

330-560	1200-2040	42.5
425-700	1400-2300	13
550-750	1600-2660	7
700-900	2000-3200	2.5
503 Traffic Controllers		
470-750	1400-2600	15
700-900	2000-3200	58
840-1040 840-1200	2375-3500	27

504 Department Office Clerks other than those In the Accounts departments.		
Revised Scale	R.P.S. 1986	Percentage
Rs.	Rs.	Rs.
260-400	950-1500	20
330-560	1200-2040	35
425-700	1400-2300	30
550-750	1600-2660	10
700-900	2000-3200	5

505. **Clerks of the Accounts Deportment**		
Revised Scale	**R.P.S. 1986**	**Percentage**
Rs.	**Rs.**	**Rs.**
Accounts Clerks		
260-400	950-1500	20
Jr. Accounts Assistants		
330-560	1200-2040	80

Accounts Assistants		
425-700	1400-2300	80

506 -Commercial Clerks, These Trades posts of Bookings Clerks, Luggage Clerks, Parcel Clerks, Goods Clerks etc. including those of Head or Chief Booking / Parcel and Goods Clerks etc.

Revised Scale **Rs.**	**R.P.S. 1986** **Rs.**	**Percentage** **Rs.**
Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-430.	Rs. 975-25-1150-EB-30-1540.	30
330-10-380-EB-12-500-EB-15-56O0	1200-30-1560-EB-40-2040.	27
425-I5-560-EB-20-640	1400-W-1800-EB-60-2300.	20
455-15-560-EB-20-700		
550-20-650-25-750	1600-50-2300-EB-60-2660.	9
700-30-760-35-900	2000-60-2300-EB-75-3200.	5
507 **Trains Clerks (including Number Takers)**		
260-400	950-1500	30
330-560	1200-2040	27
425-640	1400-2300	23
550-750	1600-2660	20
508 Signalers		
260-430 .	975-1540	35
330?560 .	1200-2040	40
425-640 .	1400- 2300	25
550-750	1600-2660	2 posts per Divil Rly.

700-900	2000-3200	1 post per Divil. Rly.
509 ASM/SM-Combined Cadre		
330?560	1200-2040	10
425-640	1400- 2300	70
455-770		
ASM'SM Separate Cadre		
330-560	1200-2040	13
425-640 .	1400?2300	87
455-770		
510 Station Masters		
550-750	1600-2660	10
455?700	1400?2300	13
700-900	2000-3200	10
550-750	1600?2660	43.4
840?1040	2375 ?3500	
700-900	2000-2300	43.5(10% of 2000?3200)
840-1040	2375-3500	(10% of 2000?3200)
511 Ticket Collectors and Traveling Ticket Examiners		
260-400	950-1500	20
330-560	1200-2040	37
425-640	1400-2300	29
550-750	1600-2660	9
700-900	2000-3200	5
512 Train Examiners		
425 -700	1400-2300	33
550-750	1600-2660	30
700?900	2000-3200	27
840 -1040	2375 -3500	10
513 Permanent Way Inspector		
425-700	1400-2300	33
550-750 .	1600-2600	30
700-900 .	2000-3200	27

840-1040.	2375 -3500	10
514 Sanitary Inspectors (Health Malaria Inspectors)		
330-560	1200-2040	35
425-700	1400-2300	30
550-750	1600-2660	25
700-900	2000-3200	10
515 Pharmacists		
330-560	1350-2200	40
425-640	1400-2600	40
455-700		
550-750	1640-2900	20
516 Charge men in Mechanical Engg. Department		
425-700	1400-2300	33
550-750	1600-2660	30
700-900	2000-3200	27
840-1040	2375-3500	10
517 Cashiers in Accounts Department		
330-560	1200-2040	20
425-640	1400-2300	50
518 Record Lifters. Record Sorters and Record Suppliers		
210-270	800-1150	No Percentage
225-308	825- 1200	
519. Daftries and Packers of the Stores Department		
200-250	775?1025	No percentage
225?308	825-1200	
520 Wireless Operators and Inspectors Wireless Traffic		
330-560	1200-2040	No percentage
425-700	1400-2300	
550-750	1600-2660	
700-900	2000-3200	
521 Shroffs in Cash and Pay Office		
260-400	950-1500	40
330-560	1200-2040	40
425-640	1400-2300	20

522 Hospital Attendants and Ayahs		
196-232	750-940	50
200-250	775-1025	40
210-290	800-1150	10
523 Dressers in Medical Department		
210-290	800-1150	50
225-308	825-1200	50
524 Gang men		
200-250	775-1025	30
210-270	800-1150	70
525 Skilled Workshop Staff (All except ESM S&T Deptt.)		
260-400	950-1500	35
330-480	1200-1800	35
330-560	1320-2040	30
425-640	1400-2300	(10% of 1320-2040) (master Craftsmen)
526 Welfare Inspectors		
425-640	1400-2300	30
550-750	1600-2660	40
700-900	2000-3200	30
527 DEPARTMENT (a) **RPF** **(A) EXECUTIVE** **(B) FIRE BRANCH (OPERATION)** **(C) PROSECUTION**		
Constable		
200-3-212-4-232-EB-4-24O	825-15-9OO-EB-20-1200+2 advance increment of Rs. 15 each	
Nalk		
210-4-250-EB-5-270	950-20-1150-EB-25-1400	No percentage
Head Constable		
225-5-260-6-290-EB-6-308	975-25-1150-EB-30-1660	
Asstt. Sub-Inspectors		

260-6-290-EB-6-325-8-366-EB-8-390-10-400.	1320-30-1560-EB-40-2040	
Sub-Inspector		
330-10-380-EB-I2-500-EB-15-560.	1400-40-1800-EB-50-2300.	
Inspector Gr. II		
470-15-530-EB-20-650-EB-25-750	1640-60-2600-EB-75-2900	
Inspector Gr. I		
700-30-760-35-900	2000-60-2300-EB-75-3200	
Note (1) Special pay an attached to the existing posts is not admissible in the new scales of Pay. (2) The pay scales of other posts in RPF/RPSF will be the appropriate replacement scales as given in Annexure 'A'. (3) Artisan staff of Fire Branch (Technical) will be fitted in the appropriate replacement scales as given in Annexure 'A'. (4) Night Duty Allowance, Extra Duty Allowance and Cash Compensation for holidays Rest are discontinued (5) Pay of the serving Constables in existing scale of Rs. 200 _240 should not be less than Rs. 855/- after fixation of pay in the revised scale on 1-1-1986.		
528 Conductors		
425 -640	1400-2300	
The cadre is to be considered with ticket checking staff in corresponding scale only		
529 Staff on the Deck side on ponered vessels and Dum Crafts		
260-350	950-1400	-
210-270	800-1150	-
200-240	775-1025	-
196-232	750-940	-

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CHAPTER VI

Pay Increments and Efficiency Bars

601-604	Pay, Increments and Efficiency Bar
605-609	Drawl of Increment in Time Scale of Pay
610	Annual Increments to directly recruited Junior Accounts Assistants in A/c s Department
611-629	Efficiency Bar Gazetted Railway Servants
630	Procedure for holding Efficiency Bar tests
631-634	Authority competent to hold Efficiency Bar Test
635-637	Advance Increments
638	Names of Professional Institutions
639	Awards to be granted
640	General conditions for grant of incentives
641-644	Categories and circumstances for grant of incentives
645-649	Grant of dual charge allowance

CHAPTER VI

PAY, INCREMENTS AND EFFICIENCY BARS

Section 1 Fixation of pay of retrenched non-gazetted employees on appointment or other Government servants on transfer to railway posts, at a stage higher than the minimum.

601. The pay of person appointed afresh to a railway post is fixed at the minimum of the time-scale of post to which he is appointed. It is left to the discretion of the authority competent to create a permanent post to fix his pay at a higher stage in the time scale of that post in certain exceptional cases. Such fixation should, however, be made in consultation with the Financial Adviser of the railway administration concerned.

602. In the case of retrenched persons who may have previously served in a Government office/department in authorized scales which are identical to those in which they may be re-appointed on a railway, the fixation of pay should be regulated under the provisions of rule 1313 (a) (ii) [F.R.22(a) (ii)] of the Indian Railway Establishment Code, Volume II i.e. they should be allowed, on re-appointment, the pay last drawn by them in identical scales in the previous Government

office/department, the period during which they drew pay in such scale being allowed to count for increments in the railway posts.

603. In the case of persons who were previously holding upper division posts in a Government office/department on the prescribed scale of Rs.80-220 or authorized scale Rs.130-300/330-560/1200-2040 should, on re-appointment on the railway as lower division clerks on authorized scale of Rs.110-180, 260-400/950-1500 be allowed pay under paragraph 602 above but with reference to the pay that they would have drawn in the previous Government office/department as if the prescribed scale of the lower division had been prescribed for the upper division posts in that office/department.

604. In case of transfers from one railway department to another including transfer from a Government department, following general principles should be observed:

(a) TRANSFER FROM A HIGHER TO A LOWER POST

(a) (i) Temporary employees. In such cases the benefit of completed years of service in the higher post may be given for purposes of advance increments in the lower post to which railway servant is appointed, provided, of course, that does not exceed the pay drawn in the higher post at the time of transfer. In case the appointment to the lower post involves appointment to a regular cadre with immediate or future prospects of absorption as a permanent railway servant, care should be taken to see that grant of advance increments does not come into conflict with the pay fixed for other railway servants in the cadre. In such cases, normally, it may be preferable to fix the pay at the minimum of the time-scale, and to grant, subject to the approval of the Railway Board, a personal pay equal to the appropriate number of increments instead of fixing the pay at a higher stage in the time-scale, the personal pay being absorbed in future increments.

(ii) PERMANENT GOVERNMENT SERVANTS In the case of permanent Government servants officiating in higher post and transferred to officiate in railway posts which are lower than the previous officiating posts, the previous officiating service in the higher posts should be allowed to count for increments.

(b) TRANSFER OF TEMPORARY GOVERNMENT SERVANTS FROM ONE POST TO ANOTHER EQUIVALENT POST. In such cases temporary Government servants many be given the advantage of completed years of service in the former posts for higher fixation of pay in the latter, provided that there is a reasonable prospect for the former posts to continue for a longer period and that the Government servant concerned would have continued to hold that post. In this case also, if the transfer is to a regular post in which chances of immediate or ultimate confirmation exist, it may be necessary in the interest of service of other railway servants to grant personal pay instead of a higher start. This personal pay will absorbed in future increments.

Section II Drawl of Increment in Timescale of Pay

605. Under rule 1318 of the Indian Railway Establishment Code, Volume II, an increment, other than an increment next above the efficiency bar, shall ordinarily be drawn as matter of course, unless it is withheld. The following procedure should be observed with a view to eliminating delay in the drawl of periodical increments.

606. (i) Instead of preparing eligible statements for drawl of annual increments for all non-gazetted staff, it would suffice if only ineligibility statements are prepared in respect of staff in whose cases it is proposed to withhold increment as measure of disciplinary action or due to any other reason e.g. staff remaining on extraordinary leave etc. The date of normal increment of every employee should be recorded by the bill preparing office in a separate column to be opened in the pay sheet etc. so as to facilitate timely drawal of increment. An entry should invariably be recorded in this column against the affected employee if (i) the employee has been permitted to cross Efficiency Bar in a time scale or (ii) if the increment has been withheld for any reason whatever.

While the responsibility for furnishing correct information in regard to date of increment, crossing of Efficiency Bar and withholding of increment etc., will be that of bill preparing officers, the Accounts offices will exercise necessary internal check in respect of correct drawal of increments with reference to information furnished in the appropriate column in the pay sheet etc. This information furnished in the pay sheets should be test-checked by the Accounts Inspection parties at the time when the Executive Offices are inspected by the Accounts Inspection parties.

[E. (NG) 11-76/ICI/1 of 20-1-77]

606. (ii) From 1-1-73, the annual increment will be admitted from the first of the month in which it would fall due under the operation of normal rules and orders regulating increments. For this

(a) An employee on leave draws leave salary and not duty pay. So, an increment accruing while on leave cannot be drawn during leave. I**t will be drawn from the date** of resumption of duty on return from leave.

(b) In case of postponement of increments due to leave without pay, the postponement will be worked out as per normal rules and the increment granted from the first of the month.

(c) In case of there being broken periods of service at the same stage and next increment falls on a date later than 1st of the month, it will be granted from the 1st of the month provided the Railway servant had been holding the post from the 1st of that month to the date it falls due. Else, it will be granted from the date it falls due.

(d) In case of withholding of increments for a specified period, if penalty expires after 1st of the month, the increment will be restored/granted from the date of penalty ceased. However, the next increment will be granted from the first of the month in which it would fall due.

(e) In case of increments other than normal increments e.g. advance or enhanced increments due to passing certain examination, the increment will be governed by normal rules and not by this rule.

No. PCIII-74/INC/1 dt. 17-1-74; 10-7-74; 7-1-75 and 10-9-80. PC.III/75/INC/2 of 10-11-75.

606. (iii) In order to arrive at the date of increment where the different spells and/or total of the periods not counting for increments exceed 29 days, the periods as well as

the total of the periods not counting for increments should be converted in terms of months and days in accordance with instructions. The total period so converted shall be added to the date of mal increment to arrive at the actual date of increment as provided in proviso to Rule 1320-R-II(1987 Edition) to illustrate the above ------

Example :

Date of Increment		**1.1.1983**	**Period**		
From	**To**	**Nature of period**	**Year**	**Month**	**Day**
02-8-81	10-8-81	Extraordinary leave not counting for increments	0	0	7
08.09.81	07-11-81	Suspension	0	2	0
01.12.81	08-12-87	Extraordinary leave not counting for increment	0	0	6
		Total period not counting for increment	0	2	13

Arriving at the date of next increment:

(i) Date of last increment 1-1-81.

(ii) Date of next increment in normal course-1-1-82.

(iii) Period not counting due to (ii) above : 2 months & 13 days.

(iv) Add (iii) to (ii) = 14-3-82.

(a) The date of next increment will be, thus, 14-3-82. As per extant orders the increment is to be sanctioned from first of the month, so the next increment will be drawn on 1-3-82.

(b) Normal increment shall be drawn on the first of the month in which it falls due. However this will not apply to
(i) advance/enhanced increments granted for passing examinations etc.
(ii) increments withheld punishment
(iii) employees on deputation from state govt. or other bodies.
[PC(iii)/4/IWC/1 dt. 17-1-74, PC (iii) 74 IWC/1 dt. 7-1-75]
(iv) The annual increments shall be granted from the first of the month in which they fall due under operation of the normal rules and orders regulating increments (Rly. Bd. No. Pc.iii/74/INC/1 of 17-1-74, 10-7-74). However, in cases like drawal of advance/enhanced increments due to passing of certain examination, or where increments are withheld as a measure of penalty etc. these orders shall not apply and the increment shall be restored/ granted from the date the penalty ceases.
(Rly. Bd's No. PC III/74/INC/1 dt. 17-1-74, 7-1-75)

(v) Once the date of increment due on or after 1-11-73 has been determined as first of the month, the next would be worked out from the first of the month in which it was

allowed in the previous years and not the date on which it became due under the normal rules. An example is given below to illustrate :

(i)	Normal date of increment..	18-9-73
(ii)	Leave without pay between 18-9-73 to 27-9-74?..	40 days
(iii)	Date of next increment (postponed by 40 days under normal rules)	28-10-74
(iv)	Date on which increment actually allowed.	1-10-74
(v)	LWP between Oct./74 to Oct./75..	28 days
(vi)	Date of next increment will fall due on 29-10-75 i.e. after postponing by 28 days	29-10-75
(vii)	Date on which increment is actually allowed ..	1-10-75

As the first of the month is the date of increment for all purposes, there would be no necessity of making entries in SR in respect of the date on which it becomes actually due under the normal rules.
No. PC.III/74/1 NL/1 dt. 10-9-80.

607. To abviate any delay arising from the fact that service records of railway servants transferred from one establishment to another are sometimes not dispatched promptly from one office to the other, it should be ensured that particulars which have a direct bearing on their dates of increments are invariably supplied in the following form, either with the order of transfer or in 'the last pay', particulars sent by one pay bill preparing office to the other :

SI. No.	Name	Designation	Station	Scale of Pay	Substantive Or Officiating	Present Pay	Date of Last Payment	Periods not counting for increment	Remarks

*In the case of the first increment in a scale, the date of appointment to the scale should be entered.

In this column should be noted the period of suspension, period of leave without pay, any period of leave not counting for increments, period of reversions, delay in fulfillment of any specific departmental conditions for grant of increments, e.g. passing the vernacular, first aid or efficiency bar test/examinations. The form for the last pay certificate in use on each railway should be suitably amended to provide for the above information being recorded therein.

608. Leave on full or half average pay counts for increment in the time-scale applicable to post in which a railway servant was officiating at the time he proceeded on such leave provided it is certified that the railway servant concerned would have continued to officiate but for his proceeding on leave. Subject to similar certification, the period of extra ordinary leave taken in cases of sickness covered by proper medical certificates counts for increment without a request to this effect being received from the railway servant concerned.

The aforesaid certificate may be issued by the leave sanctioning authority instead of the appointing authority in cases where no officiating arrangement is made in the leave vacancy and the railway servant returns to the same post after leave. The leave sanctioning authority may issue the certificate at the time of grant of leave itself in case the railway servant is likely to return to duty in the same post after leave.

The procedure for the issue of certificates outlined above applies, mutatis mutandis, to cases of maternity leave also.

To facilitate matters, the certificates should be recorded at the time of sanctioning leave, and the fact should be duly noted by staff dealing with increments so that case for increment is not held up late in trying to obtain or put together such certificates. As in a large number of cases leave (other than casual leave) covers relatively short periods of a few weeks or few days, during which no officiating arrangements is made, there should be no difficulty in the majority of cases in recording the certificate. The leave sanctioning authority should ensure, while sanctioning leave, that a certificate is recorded or that it cannot be recorded. Where lower authorities, who do not maintain the service records of staff, are delegated the power to sanction leave, these lower authorities should either record this certificate where they are aware that no arrangements have been made in the leave vacancy, or approach the controlling officer maintaining the service records who will issue the certificate promptly on receipt of advice of leave from the lower authorities.

609. The timely drawal of increments is one of the primary responsibilities of the administration. The executive and personnel officers as well as administrative officers should review the position periodically, to ensure compliance with the forgoing instructions.

610. Annual increment to Directly recruited Clerks Grade- I in Accounts Department

(i) They may be granted annual increment only on passing the Appendix II-A examination or on completion of one year's service whichever is later. Once they have passed Appendix II-A examination, increment may be allowed to them as in the normal course with full payment of arrears from the date they complete one year of service.

(ii) In case the Clerk Grade-I has not passed the Appendix. II-A examination and has been retained in service beyond a period of 3 years, with the approval of the Board, he may also be allowed annual increment on passing Appendix Il-A examination with appropriate arrears after completion of the first year of service.

(No. E(NG) l-84-ICI-l dt. 19-11-84).

Section III Efficiency Bar

611. A GAZETTED RAILWAY SERVANTS

(1) Wherever provision exists for an efficiency bar in the time-scale of pay, a gazetted railway servant, should be required to pass an examination before he is allowed to draw increments beyond the efficiency bar.

Note.?Efficiency bar examination in a time scale of pay should be treated as a single unit. A railway servant should be required to pass the same in all subjects at one and the same time. Passing of each examination in parts should not be permitted.

(2) Efficiency bars exist in the following prescribed and authorized scales of pay applicable to gazetted railway servants :

Category	Revised scale of pay 3rd Pay Commission	Revised Pay Scale (4th Pay Commission)
Group 'B'	650-1200 650?1040	2000-60-2300-EB-75-3200-160-3500
	840-1040 840-1200	2375-75-3200-EB-100-3500.
Group 'A'	700-1300 700-1600 900-1400	2200-75-2800-EB-100-4000.

612. Subject to what is provided in paragraphs 614 and 615 below the following procedure should be observed before permitting a gazetted railway servant to cross the efficiency bar :

(a) For the first efficiency bar corresponding to about the eleventh year of service, a written test in addition to a viva voce examination shall be held; the written test being designed to examine the general applied knowledge which the gazetted railway servant has gained during his period of service.The viva voce test will be conducted by a board.

(b) For the second efficiency bar corresponding to about the sixteenth year of service, wherever it exists, the fitness of the gazetted railway servant to cross the bar should be determined by the considered opinion of the administration based on the report of a board consisting of the General Manager, the Head of the Department to which the gazetted railway servant belongs and another Head of Department.

613 (1) Except what is provided in sub-paragraph (2) below, the Indian Railway Accounts Service officers should be examined in the written test prescribed before permitting them to cross the efficiency bar after the eleventh year of service. The written test should consist of the following papers :

(i) Railway rating and general work of the railways including finance and accounts; and

(ii) Cost accounting and economics of operations. The written examinations and viva voce tests will be held by railway administrations.

(2) The railway servants permanently promoted to the Indian Railway Accounts Service from Group 'C'/'B' are divided into three categories, namely :

(a) those who have not crossed any of the efficiency bars in Group 'B',

(b) those who have passed the first efficiency bar test in Group 'B' or are more than 50 years of age on the date of permanent promotion to Group 'A', and

(c) those who have crossed both the efficiency bars in Group 'B'

In regard to (a) the railway servants concerned should be examined in the written and viva voce tests prescribed in sub-paragraph (1) above before being permitted to cross the efficiency bar after the tenth year of service.

As regards (b) the railway servants concerned will have the option of taking written test only in one of the two subjects prescribed besides the viva voce test, which is compulsory.

As regards (c) the railway servants concerned are not required to sit for the efficiency bar examination on promotion to Group 'A'.

Note.?For the efficiency bar test of the India Railway Accounts Service officers in regard to general working of railways, the syllabus at Annexure 'A' if intended as a guide. Books may be used in this paper.

614. The following procedure should be observed in the case of Group 'B' officers entitled to the prescribed for authorized scale of Pay.

(a) For the first efficiency bar

(i) A viva voce test; and

(ii) A review of the gazetted railway servants work during the past three years personally by the Head of the Department concerned.

(b) For the second efficiency bar?Interview by a board consisting of the Head of the Department and two other Heads of Departments.

Note 1.A group 'B' officer, who has passed the efficiency bar test prescribed in the junior scale, while officiating in the senior scale, shall, if later on, reverts to group 'B' post, be exempted from taking the test prescribed for crossing the second efficiency bar in the prescribed or authorized scale for group B.

Note 2. A group 'B' or group 'C railway servant drawing pay in the prescribed or authorized scales of pay and officiating in the senior scale, should be required to pass the efficiency bar test prescribed for junior scale officers before his pay in the senior scale is raised from Rs. 860 to 900 in the prescribed scale or Rs. 900 to Rs. 940 in the authorized scale which are stages corresponding to Rs. 590 and Rs. 620 in the prescribed junior scale or Rs. 670 to Rs. 705 in the authorized junior scale.

615. In all cases, the written test and/or vive voca examination prescribed in paragraphs 613 and 614 above should be conducted and the result announced sufficiently before the due date.

Note 1 : In respect of Efficiency bar in the Junior scale an officer should secure at least 50% marks in each of the written and viva voce tests and 60% in the aggregate.

2. An E.B. test is intended to test the officer's fitness and should be treated as a single unit. Passing of efficiency bar examination in parts should not be permitted.

616. When, in exceptional cases, it is not possible to conduct the examination in time for adequate administrative reasons, the railway administration may certify such a gazetted railway servant as having crossed the bar from the due date provided he passes the test at the first opportunity.

A statement in the following form giving details of cases in which the railway administration issues the certificate referred to above should be furnished half yearly to the Railway Board :

(i) Name of the gazetted railway servant ;

(ii) Date on which due to cross the efficiency bar;

(iii) Date on which examined and declared fit to cross the efficiency bar;

(iv) Circumstances under which examination could not be held before due date; and

(v) Remarks.

617. The stoppage of an increment at on efficiency bar does not constitute a penalty under the Discipline. and Appeal Rules.

618. On each occasion on which a gazetted railway servant is allowed to cross the efficiency bar which had previously been enforced against him, he should come on to the time-scale at such stage as the authority competent to declare the bar removed may fix for him subject to the pay admissible according to his length of service.

619. A gazetted railway servant against whom the efficiency bar has operated in the junior scale, should not, on subsequent promotion to the senior scale after removal of the bar, automatically be placed on the stage of that scale connoted by his years of service, but should ordinarily be allowed to draw pay next above the stage of the bar. In exceptional cases, however, the General Manager at his discretion, may fix his pay at any higher stage in the time-scale, subject to the maximum pay connoted by his years of service.

620. A railway servant against whom an efficiency bar has been in force or whose increment has been withheld for failure to pass a prescribed examination shall ordinarily re-commence his ascent in the time scale from the date on which the bar is removed or on which he passes the examination and from the stage at which he was detained. In exceptional cases, however, the authority competent to grant advance Increments may at its discretion fix the railway servants pay at any stage in time scale subject to the maximum of the pay he would have received but for his detention. in respect of railway servants drawing pay in the junior scale, this power may be exercised by the General Manager of a railway. The arrears of pay in respect of the period of detention shall in no case be refunded to the railway servant.

621. A railway servant who is promoted substantively to the senior scale before reaching the efficiency bar, shall not be required to pass any test for efficiency bar after confirmation in the senior scale if there is no bar in that scale.

622. No distinction shall be made between officiating and substantive railway servants in the matter of crossing the efficiency bar in a scale where it exists.

623. A railway servant whose pay under the normal operation of rules happens, to be fixed at a stage above the efficiency bar in a time-scale, should be required to pass the efficiency bar before sanctioning to him the first increment after such initial fixation of pay.

624. Where an efficiency bar is prescribed in a timescale, the increment next above the bar shall not be given to a railway servant unless he is certified as fit to cross the efficiency bar by the competent authority. The railway administrations should hold tests which the railway servant must pass before he is allowed to cross the bar.

625. In order to eliminate delay in holding efficiency bar tests for railway servants who are due increment above the efficiency bar in time-scale of pay, it is necessary to systematize the work by arranging that efficiency bar tests are spread over two periods each year, say. (i) between July and September in respect of rail way servants who are due increments in the first half of the following calendar year, and (ii) between January

and March for railway servants who are due increments in the second half of the calendar year. This will allow sufficient time to give those who are unable to take prescribed tests on account of illness, etc., a second opportunity. Such special arrangements arc not likely to be necessary on a large scale, unless the number of absentee is high.

Occasions for an employee officiating on adhoc basis to cross E.B. should not normally arise and all adhoc promotion should he terminated as early as possible. However, if it becomes necessary to put to test for crossing E.B. stage, no distinction between adhoc and regular employee should be made. Further, while allowing the employee to cross EB in such cases, it may be made clear in the order to be issued in this connection that crossing of E.B. stage would not confer any right on the staff! concerned to claim automatic empanelment/regularization in the selection/suitability tests held for filling up the vacancies operated on adhoc basis merely on the ground that they were allowed to cross E.B. stage in the grade held by him on adhoc basis.

[No. E(NG) 1-82-EB-I dt. 31-5-83].

626. The provision of paras 617 and 618 equally apply in the case of non-gazetted railway servants.

627. in the case of railway servants in categories for which special orders in regard to test for efficiency bar exist, e.g., signallers etc. the test should be carried out according to those special orders.

628. When an increment above the efficiency bar falls due during leave preparatory to retirement, it should be sanctioned, provided the competent authority is satisfied that but for his proceeding on leave preparatory to retirement the railway servant concerned would have passed the efficiency bar test.

Note?For this purpose it is immaterial whether the employee proceeds on L.P.R. on medical grounds or otherwise.

629. In respect of non-gazetted Railway servants whether governed by Payment of Wages Act or not (the efficiency bar should be enforced at the appropriate stage, but if the efficiency bar test could not be held in time due to adequate reasons or due to sickness of a railway servant the competent authority is empowered to grant the increment from the due dates only when the Railway servant passes the test at the first opportunity. This would means that while no increment will be drawn till the railway servant passes the test, this will be drawn as soon as he does so, with effect from the due date.

630. PROCEDURE FOR HOLDING EFFICIENCY BAR TESTS :--

(i) The following principles should be followed for holding such tests :

(a) In respect of categories where confidential reports are maintained on railway servants the efficiency bar test shall be an oral test along with a review of the railway servants concerned.

(b) Where railway servants have officiated for a continuous period of two years or more in a higher post, within the normal channels, they shall be exempted in respect of lower posts.

(c) Where Railway Servants have undergone and passed a refresher course successfully within five years of the date on which the increment above the efficiency bar was due, they shall be exempted from the efficiency bar tests.

(d) Where railway servants have been selected in selection posts within the normal channels & are on panel awaiting promotion, they shall be exempted from efficiency bar tests in respect of . lower posts. This will apply equally in respect of efficiency bar tests when the next higher posts are non-selection , posts.

(ii) (a) Cases of Railway servants for crossing E. B. in a Time Scale pay shall be considered by a Committee of three officers to be nominated by the Head of the department in case of non-gazetted staff and by the General Manager in case of Gazetted staff.

A standing committee of three officers for various categories of staff may be formed for the purpose.

(b) It is not necessary for the Committees to sit in a meeting to consider such cases, but it may consider such cases by circulation of papers. The Committee shall make its recommendations to the authority competent to pass orders declaring the employee fit to cross the bar, on the basis of reports of the immediate superior as well as confidential reports.

(c) When confidential reports are not maintained, the review of the committee referred to in (i) above shall be on the basis of the service record and the report of the immediate superior of the concerned employee. Oral/Written Tests will not be held in these cases. There should be no Trade Test for crossing the efficiency bar by the artisan staff also and they also shall be permitted to cross the E. B. on the basis of reports as laid down above. No test in receiving and sending Morse telegraphy will be held for signallers.

(d) Cases of efficiency bar should betaken up six months in advance of the date on which the increment above the efficiency bar falls due.

(Rly. Bd's No. PC III/76/EB/I dt. 19-1-1978; 11-8-78; 31-5-79; 21-12-81 and 79/FE/1/1 dt. 7-8-79).

(e) The efficiency bat test of Cipher operators will also be governed by above provisions except that besides the two officers of the Railway, one of whom will be the Cipher Custodian Officer and other as nominated by the Head of the Deptt. of railway, Cipher Officer, Railway Board shall be co-opted as the Third Member of the Committee of Officers so nominated for clearing the efficiency bar stage by the Cipher Inspectors, instead of the Joint Cipher Bureau, Ministry of Defence, New Delhi

[E(NG) 1-81-EB-1 dt. 7-4-1981].

(f) Adhoc employees : In case of group 'C & group 'D' employees promoted on adhoc basis to a higher grade, a distinction need not be made between an adhoc promotee and a regular promotee for the purpose of holding an EB test and allowing the employee concerned to cross the EB stage in the particular time scale of the promoted grade, if found fit. Efforts should however be made that a situation in which an employee has to cross the EB stage while still on adhoc promotion, should not normally be allowed to come into being and all adhoc promotions terminated as early as possible. While allowing the staff to cross E.B. stage in such cases, it may also be made clear in orders to be issued in this connection that crossing of efficiency bar stage would not confer any right on the staff concerned to claim automatic empanelment/regularisation in the selection/suitability tests held for filling up the vacancies operated on adhoc basis purely on the basis that they were allowed to cross the E. B. stage in the grade held by them on adhoc basis.

[No. E(NG)1-82-EB-1 dt. 31-5-1983]

631. AUTHORITIES COMPETENT TO HOLD EFFICIENCY BAR TEST (1) For all Group 'D' railway servants, the efficiency bar test shall be conducted by the senior supervisor in charge. For other Group 'C Rly. servants whose scales of pay do not rise beyond Rs. 600, the Assistant Officer in charge shall conduct the efficiency bar test. For the rest the efficiency bar test shall be conducted by a senior scale officer.

(2) For Group 'B' and Junior Scale Officers :

(i) The Efficiency Bar tests on the Railway for Group B' and Junior Scale Officers shall be conducted by Heads of Departments. On such of the Railways where posts of Additional Heads of Departments do not exist in certain Departments, Heads of Departments Level-1 shall continue to be entrusted with the Efficiency Bar tests.

(ii) In all Selection Boards for Group 'B' promotions, the existing practice of nominating Heads of Department including the Chief Personnel Officer to the Departmental Promotion Committee should continue.

[Authority : Board's letter No. E(O)III/ 75/EF.1/1 dt. 30-6-75].

632. The term "competent authority" used in (this chapter connotes the authority that can create and fill the post substantively.

633. Staff re-employed after retirement may be exempted from efficiency bar test in the following type of cases :

(i) Staff retired from higher grades and re-employed in lower grades

(ii) Staff re-employed in the same grade but who have passed efficiency bar in that grade prior to their retirement.

634. Efficiency Bar Test for Group 'B' Officers of the Accounts Department at the stage of Rs. 1,00/- in the revised scale should consist of :

(a) a review of the officers' work during the past 3 years personally by the Head of the Department concerned; and

(b) an interview by a Board consisting of the Head of the Department and two other Heads of Departments.

In this connection, the changes, brought about vide Board's letter No. E (O)III-75/EF 1 dt. 30-6-1975 may be kept in view.

[Authority : Board's letter No. E(O)III-74/FE 1/5 dt. 13-8-75].

Section IV

Advance Increments to Officers and Staff (Including Apprentices) for Passing Departmental Examination/Acquiring Higher or Additional Professional Qualification

635. Advance increments.

Probationers in Group 'A' Service

(i) Directly recruited probationary officers in revised scale of Rs. 2200?4000 in the Indian Railway Accounts Service, India Railway Service of Engineers, Supervisor Revenue Establishment of Indian Railways [comprising Transportation (Traffic) & Commercial Department, Mechanical Engineering and Transportation (Power) Deptt., Electrical Engg., Signal & Telecom and Stores Deptt. etc.] may be granted advance increments from Rs. 2200?2275 and 2275 to 2350 respectively in the aforesaid scale as soon as they pass each of the examinations shown under A & B below, respectively :

A. (i) The first departmental examination

(ii) The examinations of the Staff College, Baroda scheduled to be passed within the first two years of training if the examination(s) is (are) held before the first departmental examination.

B.(i) The second departmental examination(s) (including viva-voce test where prescribed).

(ii) The examinations of the Staff College, Baroda scheduled to be passed within the first two years of training if the examination(s) is (are) held before the second departmental examination

(iii) The language examination.

Where only one departmental examination was prescribed for same time after 1st July, 1959, the first departmental examination will mean such (local) examination (s) as the probationary officers may have been required to pass at/by the end of first year of training, the departmental examination required to be passed at/by the end of the second year of training being deemed to be the second departmental examination.

(ii) After the grant of advance increments as above, the pay of the officer will be regulated according to his position in the time scale and the existing orders governing the

regulation of increments on passing the departmental examination and confirmation will apply. For example, no further increments will be admissible to a probationary officer till after his confirmation. Even on confirmation, the next increment raising his pay to Rs. 2350 in the time scale Rs. 2200-4000 will be admissible only in the 5th year of service.

Action to confirmation should be taken well before the actual date of confirmation to find vacancy. If no permanent post is available Board's sanction to create a supernumerary post should be obtained to confirm the probationer.

To avoid hardship to the probationer increment raising his pay from Rs. 2350 to Rs. 2425 in scale Rs. 2200?4000 from due date after they have passed all prescribed departmental examination in time and thus become eligible in all respects for confirmation may be grouped without waiting for actual confirmation increment raising pay to Rs. 2425/- will be admissible on completion of 3 years service.

(No. PC. III. 74/ROP-1/47 dt. 3-6-1980).

636. A. (i) Stenographers in the pay scale of Rs.1200?2040 may be granted one and two advance increments on their qualifying at 100 or 120 w.p.m. respectively in shorthand both at recruitment stage and while in service.

(ii) Tests at the recruitment stage should be held for the above purpose at the speeds of 80/100/120 words per minute and advance increments granted according to the maximum speed at which they qualify.

(iii) After they enter the service they will have three chances to qualify at the higher speeds for purposes of earning advance increments at 100 w.p.m. or 120 w.p.m. as the case may be.

(iv) The advance increments are not to be absorbed in future increments.

(v) The date of next increment after the grant of advance increment/s will remain the same.

(vi) Hindi Stenographers are also eligible for the above-mentioned increments.

B. The procedure to be followed will be as under :

(i) (a) The examinations may not be held more often than once in 6 months or less often than once a year.

(b) Every Stenographer may be given three chances in all to appear for the examination. Fourth and fifth chance may be granted at the discretion of the General Manager. For 6th chance in deserving cases, Board's approval should be obtained for which the case with General Manager's special recommendation should be referred to Board.

(No. PC. 69PS-5/05-23/1 dt. 2-9-69).

In the case of those recruited through Railway Service Commission after 5th June, 1964 the examination conducted at the time of recruitment should count as the first chance. Those stenographers in the lowest grade on the Railways who have passed or may pass

the stenographers' examination held by the U.P.S.C. for appointment to posts in scale Rs. 1400?2300 with 100 words per minute may be given two chances to qualify with 120 w.p.m. (Stenographers) belonging to Scheduled Castes and Scheduled Tribes however, may be given one more chance than the rest).

(ii) Serving stenographers who are officiating in the next higher grade of stenographers will also be eligible for the grant of advance increments in the lower grade and should, therefore, be allowed to appear in the examination for the grant of advance increments prescribed above.

(iii) (a) Stenographers in the lowest grade on the Railways, who have passed or may pass the Stenographers' Examination held by the U.P.S.C. for appointment to posts in scale of Rs. 1400?2300 in the office of the Railway Board or its attached offices may be exempted from the examination prescribed for the grant of advance increments and may be granted two or four advance increments in the scale of Rs. 1200?2040 according as they pass the UPSC examination with 100 words per minute or 120 words per minute, from the month following the month in which the results of the UPSC examination are declared.

(b) Serving Stenographers who have passed the examination prescribed at the time of initial recruitment and those who have obtained 50 per cent of marks in English in the stenographers' examination conducted by_ the UPSC for appointment to posts in revised scale of Rs. 1400?2300/- in the Railway Board or its attached officers, as also those Stenographers who have obtained 50 per cent of the marks in English in any one of the examinations held by the Railway Recruitment Board for the grant of advance increments, may be exempted from appearing again in English in the subsequent examinations. So also serving stenographers who have passed or may pass the English examination conducted by the Railway Recruitment Board or UPSC for recruitment of stenographer in grade Rs. 1400?2300/- should also be Exempted from appearing in English in subsequent examinations for the grant of advance increments.

(No. PC/168 PS-5/05-4 of 6-9-68 and 5-6-68).

(c) Except as provided above, no serving stenographer in the lowest grade shall be exempted from any part of the examination prescribed for the grant of advance increments, irrespective of the examination(s) if any, in English and/or dictation in shorthand and transcription of the same which he may have passed or may pass at the time of recruitment/appointment as stenographer.

(iv) Stenographers in pay scale Rs. 330?560 may be granted one or two advance increments respectively on their qualifying at 100 or 120 words per minute in shorthand at the recruitment stage and while in service. The guidelines for this are :

(i) The benefit of advance increments will be admissible to existing stenographers (both Hindi as well as English) in the scale Rs. 330?560, as well as future recruits to the grade.

(ii) In respect of existing stenographers, railway will hold special tests and grant one or two advance increments accordingly whether qualifying at 100/120 words per minute. They will be given three chances to qualify at higher speed.

(iii) For future recruits, the tests shall be held at 80/100/120 words per minute and advance Increments granted at recruitment stage according to the maximum speed at which they qualify. After they enter service they will have 3 chances to qualify at a higher speed for earning advance increments at 100/120 words per minute, as the case may be.

(iv) The advance increments will not be absorbed in future increments.

(v) The date of next increments after the grant of advance increments will remain the same.

(No. PC.III/74/INC/3 dt. 7-11-85; 3-8-87;18-11-77 & 15-3-78).

637. SCIENTIFIC/TECHNICAL STAFF As a matter of principle, encouragement will be given to those who pass technical/professional examination of the Institute of Engineers/Accountants. The grant of incentive will be limited only to the categories of staff for whom a Degree, or equivalent in Science/Engg. of Cost and Works Acctts. in the case of Scientific/Technical staff and membership of the Institute in the case of Accounts staff is not obligatory as a condition of recruitment i.e. to all Scientific/Technical staff for whom the minimum qualification for recruitment is Intermediate or lower or even a Diploma and/or staff of the Accounts Department.

638. Names of Professional Institutions :

(1) For Scientific/Technical Staff:

(i) Institution of Mechanical Engineers.

(ii) Institution of Civil Engineers,

(iii) Institution of Electrical Engineers.

(iv) Institution of Structural Engineers.

(v) Institute of Engineers (India) Calcutta,

(vi) Institute of Metallurgists, London.

(vii) Institution of Telecommunication Engineers (India).

Note 1. The benefit of 2 advance increments admissible in the form of incentive for acquiring Scientific/Technical and Professional qualifications will also be extended to the Chemists in Railway Laboratories on their passing L.I.M. (London) Examination, notwithstanding the fact that a Degree in Chemistry is obligatory as a condition of recruitment in their case. But if they had degree in Metallurgy at the time of recruitment and then pass LIM (London), this benefit will not be admissible.

[No. E(NG)II-70 IC 2-10 dt. 4-5-71],

2. The benefit of the incentive scheme is also admissible in the case of non-gazetted staff possessing diploma and degrees, e.g. G. D. Arch, N.D. Arch., B. Arch., of the various Universities giving them eligibility for election to the Associate ship of the Indian Institute of Architects, when such qualifications are not obligatory as a condition of recruitment to the post held by them.

A cash award of Rs. 200/- should also be given to those who pass the National Intermediate Examination in Architecture of the All India Council for Technical Education.

3. Serving Railway employees who qualify in any of the prescribed professional qualification (s) may be admitted to the benefits of the grant of advance increments, cash award, irrespective of the condition that the qualifications they acquire is (are) obligatory as a condition of recruitment in the intermediate grade for the category of post held by them at the time of passing the examination. These benefits will be given only to the promotees and not to those direct recruits who are recruited against posts for which the degree/diploma is essential.

(2) For Accounts Staff:

Institute of Cost and Works Accountants, India.

639. AWARDS TO BE GRANTED The following awards on passing the relevant examinations should be given to the railway staff/apprentices :

(i) For passing Part 'A' of Examination-Rs. 200 as Cash award.

(ii) For passing Part 'B' of Examination?Two advance increments.

640. GENERAL CONDITIONS FOR THE GRANT OF INCENTIVES :

(a) In respect of the Cost and Works Accountants the reference to Part 'A' and 'B' of the Examination should be considered as reference to the Intermediate and final examination respectively of the Institute of Cost and Works Accountant.

(b) The grant of advance increments would, of course, be limited to the maximum of the scale of pay (prescribed or corresponding authorized whichever applicable to the individual concerned) i.e., if only one more increment is left to be earned to arrive at the maximum of the scale, he can get only one increment although he will be due two increments.

(c) When the qualifying examination is passed during apprenticeship, the cash award may be given on passing the examination but the advance increments on passing Part 'B' of the examination would be granted only on his assuming charge of a working post in the scale of that post.

(d) The serving employees/apprentices who have passed the prescribed examinations on previous occasion and are thus eligible for the grant of advance increment/cash award should be given this benefit from 28-12-1959. Subsequent to this date the benefit of advance increments will be admissible from the date of passing the examination to those who acquire higher or additional professional qualifications. The intention behind the words "date of passing the examination" is that the benefit of advance increments should

be given from the date following the last date of the prescribed examination and not from the date of publication of the results.

(e) The staff concerned will draw their annual increments on the due date i.e.. the date on which they would accrue but for the grant of advance increments.

(f) Subject to the position stated in sub-paras (i) and (ii), the benefits of advance increments should also be extended to such persons as may be officiating in ex-cadre or general posts as long as they retain a lien in their parent Department.

(i) The benefit of advance increments/cash awards for passing the Intermediate and Final examinations of the Institute of Cost and Works Accountants should not be extended to staff who, though dealing with initial accounts and budget works, are not actually holding liens in the Accounts Department. For instance, an employee recruited in the Cash and Pay Department is not entitled to the benefit, whereas employee who holds a lien in the Accounts Departments but is on deputation to other Deptt. will be eligible for these benefits.

(ii) Non-Accounts Staff who are temporarily working in the Accounts Department may also be granted the benefits of Incentive scheme for passing Cost and Works Accountants examination, so long as they continue to work in the Accounts Deptt. Efforts should be made to absorb such staff in the Accounts Department as far as possible, but if the contingency of their transfer to their parent Department does arise eventually, the benefits of two advance increments granted to them in the Accounts Deptt. should be withdrawn. In such cases cash awards, already made, however, need not be recovered.

(g) An employee should be granted advance increments in the grade in which he is working at the time of passing the relevant examination. If this is an officiating grade, he should be granted proforma benefit of advance increments in the lower grade. In the event of reverting to that grade, he should get the proforma pay in the grade. If, on the other hand, an employee is promoted to a higher grade after being granted advance increments in a lower grade, the emoluments drawn by him at the time of promotion should be protected under the normal rules.

(h) The Cash awards given to the employees/apprentices should not be recovered in the event of their resignation, but the fact of their having drawn cash awards should be taken into account when determining the quantum of special contribution to Provident Fund or gratuity in cases where resignation takes place within one year of the drawal of the award.

641. Categories ineligible for grant of incentives and circumstances under which incentives are not payable :

(a) Group 'A' and 'B' Officers are not eligible for the grant of advance increments/cash awards etc.

(b) The benefit of advance increments should not be extended to such staff who have reached the maximum of the scale at the time of passing the examination and are subsequently promoted to a higher grade post.

(c) The benefit of cash award/advance increment is not admissible in the case of persons who pass parts 'A' & 'B' of the prescribed examination prior to their appointment to railway service.

642. Accounts clerks on promotion to post of Junior Accounts Assistants in the Accounts Department :

(a) Accounts clerks promoted as Junior Accounts Assistants on or after 1-5-61 by virtue of either passing Appendix II-A Examination or having been permanently exempted from passing that Examination, will have their pay fixed at the stage that would be arrived at by grant of four advance increments, in the grade of Junior Accounts Assistants after normal fixation.

(b) In the case of Junior Accounts Assistants promoted before 1-5-61, the pay of all such staff whether working in a permanent or officiating capacity, should be refixed on 1-5-61 as in (a) above with reference to the pay to which they would be entitled as Accounts Clerks but for their promotion as Junior Accounts Assistants and they should be allowed either the pay so refixed on 1-5-61 or their existing pay, whichever is more beneficial to them.

643. Clerks, Accounts Assistants and Stock Verifiers in the Accounts Department on passing Appendix I1I-A

Examination The benefit of additional increments allowed to the Appendix III-A qualified staff should continue to be granted in the lower grades till the staff are confirmed as Section Officer (Accounts)/Inspector of Stores/Station Accounts. In such cases the staff will have their pay fixed under the normal rules with reference to their pay in the lower grade, inclusive of the enhanced increment gained till the date of such promotion. The additional increment will continue to be added proforma to their pay in the lower grade even after their officiating promotion as Section Officer/(Accounts)/Inspector of Stores/Station Accounts and if on the basis of their pay (inclusive of the additional increments) in the lower grade, they become entitled to higher fixation of pay as Section Officer (Accounts)/Inspector of Stores/Station Accounts under Clause (2) of para 2027-R II, such refixation may also be allowed.

Note : The pay of all affected staff where necessary be refixed from 1-4-61 without payment of arrears arising thereof prior to that date.

644. Advance increments of incentive to serangs/Masters and Drivers in the Marine Department for acquiring higher competency certificate Serangs/Masters and Drivers on their acquiring certificate of competency for working vessels of higher Horse Powers in the scale in which they are working at the time of acquiring the higher competency certificates will be granted three advance increments, provided that the grant of the advance increments does not exceed the maximum of the pay of the post.

Note 1 : The above benefit will be applicable for the competency acquired on or after 8-5-1964. In the case of those who have already acquired the higher competency certificates before this date, but were in holding charge of vessels of requisite, Horse Power, they should also be granted three advance increments subject to the ceiling mentioned in above para with effect from 8-5-1964.

2. The grant of advance increments will not affect the normal date of increment of the beneficiary.

SECTION V

GRANT OF DUAL CHARGE ALLOWANCE TO STAFF OFFICIATING IN SHORT TERM VACANCIES

645.(a) General Managers of Indian Railways and Officers of equal status directly under the control of the Railway Board may appoint a Railway servant to hold temporarily or to look after duties of additional post and to fix the amount of compensatory allowance to be drawn , upto a maximum period of 6 months in the case of officers upto and including Junior Administrative Grade and for 3 months in the case of officers working in senior Administration Grade, subject to the limits laid down in paras 647 & 648 provided the dual charge arrangement as made is for a period exceeding 45 days . No such additional payment shall be admissible for the period exceeding 6 months of such arrangement under any circumstances.

(b) In all such cases of dual charge arrangement of S.A. Grade officers beyond 3 months , full justification for the arrangement along with the recommendation of FA&CAO should be submitted to the Railway Board for obtaining their sanction.

Note: -

i. **Police officers of State Governments on deputation to the Railway Protection Force will also be entitled to special pay (Dual charge allowance) as admissible to other Railway servants of the same status and according to the provisions of this section.**
ii. **No Dual chargeable shall be admissible for officers & staff in the Railway Board, unless the additional charge is in a different cadre.**

646. No dual charge allowance should be paid to Railway servant who is appointed to hold current charge or the routine duties of an additional post, irrespective of the duration of the current charge.

647. In cases where an officer is formally appointed to hold full charge of the duties of a higher post on the same establishment as his own, in addition to the duties of his own post, he can draw the pay that would be admissible to him if he was appointed to officiate in the higher post (unless the competent authority reduces higher officiating pay) but no additional pay shall however be allowed for performing duties of the lower post in addition.

648. Conditions governing Grant of dual charge allowances: - The limit for payment of dual charge allowance where payable is as under:

a. **For duties performed against the additional post he may draw ten per cent of the presumptive pay of the additional post subject to the condition that the aggregate of pay and additional pay under this clause shall in no case exceed Rs. 80,000/- p.m. No such additional payment shall be**

admissible for the period exceeding 6 months of such arrangement, under any circumstances.

(Authority:- Railway Board's letter No. F(E)Spl.2009/FR/1/3 dated 21.06.2010- ACS No. 214) **SECR 118/10**

a. **The grant of dual charge allowance at the rate prescribed in the Rules is admissible in all cases irrespective of the two additional posts being of higher, equivalent or lower status.**
b. **All proposals for grant of dual charge allowance must be examined in the light of following considerations:**

   i. **Essentiality certificate recorded by the controlling officer to the effect that it is considered inescapable and absolutely essential to make a dual charge arrangement.**
   ii. **A certificate that the two posts for which dual charge arrangement is sought to be made, are independent of each other and**
   iii. **FA&CAO's recommendations.**

c. **If an officer is asked to hold dual charge of two posts with headquarters at different stations, he may be allowed the TA/DA as may be separately admissible in addition to the dual charge allowance. The two entitlements are mutually independent and are meant for different purposes. These orders are effective from 13.06.1990.**
d. **No special pay should normally be granted to a railway servant who is required to hold, in addition to his own, additional charge of a post which was not filled up before.**

649. In all cases of dual charge arrangements the benefits of holidays prefixed and suffixed will not be allowed for the purpose of grant of dual charge allowance.

650. Additional pay/Presumptive pay payable in respect of combination of appointments is to be reckoned as 'Pay' as defined in Rule 1303(21)(c) (1) R II (6th edition) and will count for the purpose of pension and other post retirement benefits.

[(Authority : Railway Boards letter No. F(E)Spl .91/FR/Misc./3 dated 5-06-1991,F(E)Spl .97/FR/1 dated 31-12-97 and F(E)Spl .98/FR/1 dated 18-01-2000)

ANNEXURE 'A'

(See Note below paragraph 613)

Syllabus in Engineering subject &c, for the Indian Railway Accounts Service Officers

1. General understanding of the terms used e.g.; gradients, curves, waterways river training, embankments, track standards, a knowledge of the different types of materials used, e.g., rails, fastenings, points and crossings, sleepers, ballast, &c, general level of costs and sources of supply.

2. Various types of bridges?Major, minor, steel girder bridges &c,

3. Various types of quarters, the materials used, and the prevailing costs.

4. Types of signaling and the various advantages claimed. Understanding of the term commonly used as block sections &c.,

5. The methods of examining the financial justification of work e.g., a projected line, substitution of electric traction for steam traction, remodeling of stations expanding a marshalling yard, lengthening of loops &c.,

6. Factors affecting cost, operation and maintenance of rolling stock.

7. The names of various types of rolling stock on Indian Railways, the purpose for which used approximate cost and their normal life.

8. Departmental organization and principal functions of each officer,

9. Materials in common use, the principle sources of supply and approximate costs.

10. Competent understanding of the contents of the Indian Railway mechanical Code.

11. Method of computation and correct appreciation of statistics.

12. Meaning of terms and abbreviations in common use e.g., KWH, D. C, A.C., tractive effort.

13. Types of stores used on railways, their sources of supply, their availability and prevailing prices.

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CHAPTER VII

Compensatory and other Allowances

701-703	General
704	Break down Allowance
705	Out-turn allowance
706	Washing allowance
707	Construction/Survey allowance to open line employees
708	Project allowance
709	Conveyance hire
710	Traveling Allowance in respect of journeys to Airport
711-712	Other allowances

CHAPTER-VII

COMPENSATORY AND OTHER ALLOWANCES

701. General. In order to facilitate the correct classification of a compensatory allowance, the reasons for its grant should be briefly recorded in the letter or memorandum conveying the sanction to it. In cases where reasons are of confidential nature and cannot be embodied in an open letter, they should be communicated confidentially to the Audit authorities.

702. Compensatory Allowance at rates and under conditions applicable to gazetted railway servants will be admissible to non-gazetted railway servants officiating in gazetted posts whether permanent or temporary.

703 Allowance to Nursing Staff. The following allowances shall be granted to the nursing staff on railways :

Allowance	Matrons including Sisters-in-Charge of hospitals	Nursing Sisters and all Nurses	Midwives and Health Visitors
	Rs.	Rs.	Rs.
Messing	50 per mensem	45 per mensem	25 per mensem
Laundry*	25 per mensem	25 per mensem	25 per mensem
Uniform	300 per annum**	300 per annum**	300 per annum**

*The Laundry allowance rate came into effect from 1-6-1981 vide Boards Letter No. E(PLA) 11-82/AL/1 dated 26-7-1982.

**These rates came into effect from 8-12-1982.

NOTE : (1) The Uniform allowances may be granted either on a monthly or an annual basis at the discretion of the Railway Administration.

(2) Nursing staff for whom messing allowance is admissible should be allowed to draw that allowance during leave to the extent indicated below :?

(i) If the period of leave is on average pay/full pay, messing allowance will be at full rates admissible;

(ii) If the period of leave is on half pay/half average pay, average pay, messing allowance will be at **half** of the normal rates admissible;

(iii) If the period of leave is without pay; no messing allowance will be admissible; and

(iv) Messing allowance will be admissible on the basis indicated above during leave on medical certificate or maternity leave.

Note : (3) Laundry allowance will not be admissible if the period of leave exceeds 15 days at a time.

(4) The Uniform Allowance will be admissible during leave and subject to the conditions mentioned in Rules. If the allowance is paid on annual basis proportion to reduction should be made if the total period of all kinds of leave exceeds four months at a time.

Authority : Railway Board's letters No. E(S) 1-57 CPC/AL/7 dated 26th October, 1959 and No. E(S) I-60/CPC/AL/19 dated 2nd July, 1970.

704. Breakdown allowance. (1) Non-gazetted railway servants employed in running sheds and carriage and wagon depots who are earmarked for attending to breakdown duties and Relief Train Electrical Staff shall be allowed the following special concessions :

(i) A breakdown allowance at the following rates :

Category of Staff	**Revised Scale (and other scales corresponding thereto)**	**Amount of allowance per month.**
Unskilled Workers	Rs. 750?940	(Rs.) 10 .00
Semi Skilled Artisans and other class IV (Group 'D' staff)	Rs. 775?1025 Rs. 800?1150	(Rs.) 10 .00
Other Staff in scales Skilled Worker etc.	Rs. 825?1200 Rs. 950?1500	Rs. 15.00

Highly staff Artisans Miseries, Train Examiners etc.	Rs. 1200?1800 Rs. 1320?2040	Rs. 20.00
Charge men & Train Examiners etc. Staff in higher scales and supervisory and above staff.	Rs. 1400?2303 Rs. 1600 -2650 and above	Rs. 25.00

(No. E (P&A) II-33/BDA-2 dated 25-6-1985)

(ii) Supply of free food, departmentally or otherwise during the period they are engaged in breakdown duties, and

(iii) Payment for overtime work in accordance with the normal rules, time taken in traveling to the site of the accident and back shall also be reckoned for payment of overtime.

(iv) Payment of full daily allowance to all staff without the stipulation that they should be out of headquarters beyond 8 kms. for a period exceeding 12 consecutive hours, irrespective of whether they attend to breakdown duties at the place of work/headquarters/station limits or outside their headquarters station limits.

[Board's letter No. E (P&A) II-72/BDA-2 (Pt.) dt. 13-8-1979].

Note 1. The breakdown allowance will be treated as compensatory allowance for all purposes. The controlling officer should review the payment of this allowance to individuals in every case where a railway servant has failed to turn out for breakdown duty within the stipulated time.

Note 2. Staff earmarked for breakdown duties should be given priority for allotment of quarters, particularly for quarters near the running sheds or the carriage and wagons depots, as the case may be.

Note 3. The supervisory staff, holding posts in revised scales upto and including Rs. ----------may be granted the breakdown allowance at the rates prescribed in item (i) above subject to the condition that the allowance shall not be granted to the supervisor who is i**ncharge** of Carriage and Wagon Depot/Loco Running Shed or the Electrical Relief Trains, as the case may be.

Note 4 : Gazetted officers attending to accident duties may also be supplied free food supplied to staff. No special arrangements will be made for gazetted officers separately nor will the cash reimbursement in lieu of free food be permissible.

[E. (P&A) II/85/BDA-1 dt. 9-7-1985].

(2) All other non-gazetted staff of all departments who are called out in connection with accidents shall be allowed the following concessions?

(i) Supply of free food, departmentally or otherwise, during the period they are engaged in breakdown duties;

(ii) Payment for overtime work in accordance with the normal rules; time taken in traveling to the site of the accident and back shall also be reckoned for payment of overtime;

(iii) Payment of full Daily Allowance to all staff without the stipulation that they should be out of headquarters beyond 8 kms. for a period exceeding 12 consecutive hours, irrespective of whether they attend to breakdown duties at the place of **site** their headquarters/station limits.

[Board's letter No. E(P&A) II-72/BDA(Pt.) dated 13-8-1979].

Note 1. The concessions enumerated above are also admissible to the supervisory staff who are not in receipt of the standing breakdown allowance in accordance with sub-rule (1) above.

[Rly. Bd's letter No. E(S)51/CPC/179 dt. 10-11-1956 and No. PC-60/CA-5/1, dated 26-11-1962].

Note 2. Where it is not possible to make arrangements for the supply of free food, as provided for under sub-rule 1 (ii) and 2(i) above, cash in lieu thereof may be paid to the staff including Gangmen and Trolleymen engaged in Breakdown duties, whether covered by sub-rule (1) or (2) at the rates fixed by the General Manager in consultation with his FA&CAO. Payment of cash in lieu of free food should, however, be resorted to only in exceptional circumstances.

(Ministry of Rlys. letter No. E(P&A)II-71/FE2/4 dt. 3-1-1972).

Government of India's decision?The special concessions specified in sub-rule (1) above are also applicable to the staff of the Perambur Workshops of the Southern Railway and of the Tindharia Shop of the Northeast Frontier Railway who are nominated for breakdown duties.

[Rly. Bd's letters No. E(S)51/CPC/179, dt. 2nd June, 1953 and 14th September, 1954].

Railway Board's decisions?

(1) For the purpose of sub-rules (1) and (2) above, a breakdown may be any accident which involves the calling out of a breakdown train or engine with special staff or equipment including MFD equipment and traffic cranes from the nearest breakdown train depot or shed or a breach or wash away on the line which interrupts normal traffic.

(2) The following events which interrupt normal traffic on running lines should also be treated as breakdown for purposes of sub-rules (1) and (2) above :?

(i) snapping of overhead electric traction lines which involve calling out of tower wagon or breakdown lorry;

(ii) Damage/bursting of points requiring the attendance of a breakdown/repair/maintenance gang;

(iii) breakdown of interlocked lifting barriers;

(iv) total interruption of telecommunication/communications of power supply.

(Rly. Bd's letter No. E(P&A)II-72/BDA-2(Pt.) dt. 13-8-1979 and 16-12-1980 and No. E(P&A)II-80/BDA-1 dt. 8-12-1980 and No. E(S)51CPC/179 dated 8-10-1954).

705. Outturn allowance.?A telegraph signaller/teleprinter operator/wireless operator may be paid additional remuneration per message worked in excess of the specified number of messages during his eight or six hours duty on a nominated circuit under the following conditions, viz.

(i) 'Outturn allowance' is to be granted for all messages (including service messages which are now to be classified as "T" messages) which are disposed of (sent or received) during an eight hour (continuous) or six hour (intensive) shift in excess of the minimum number of messages as indicated in sub-rule (ii) below.

(ii) Telegraph Signaller/Teleprinter Operator/Wireless Operator working on an 'Outturn' allowance circuit will be required to handle the following number of messages per term of eight or six hours duty either by "sending" or "receiving" or both without any extra remuneration.

No. of minimum messages

(a) Telegraph Signaller	80
(b) Teleprinter Operator	160
(c) Wireless Operator link	72
Net.	50

(iii) The 'outturn allowance' will be paid at the rate of 2.5 paise for each message handled over the minimum number of messages (as per sub-rule (ii above) "sent" or "received" in eight or six hours shift as the case may be.

(a) A message containing words up to 30 is to be counted as one message. Lengthy messages over 30 words should be counted at the rate of one message for every 30 words or part thereof.

(b) In the case of multiple messages dealt with on 'net' working, only the actual number of transmissions will be taken into account for working out the outturn allowance.

(c) Where the wireless telegraphy circuits are also used occasionally for radio Telephones, radio Telephones calls of 3 minutes duration should be accounted for in terms of having worked one message of 30 words.

(iv) Subsidiary rules may be framed by individual Railways in consultation with the Financial Adviser and Chief Accounts Officer.

Railway Board's decision.

When senior signaller in Grade Rs. 1200?2040 (RS) are put to work on a partially supervisory post of head signallers grade III in the same scale viz. 1200?2040, they should be granted outturn allowance like other signallers under the outturn allowance scheme. The limit beyond which 'outturn allowance' becomes admissible shall, however, be 40 instead of 80 messages.

706. Washing Allowance- *The following categories of Group ?D? Staff and the Staff Car Drivers (Group 'C') have been selected for the payment of washing allowance in terms of Rule 1422 - RII (1990):-*

(i) Such of Class IV Railway servants in schools as are provided with uniforms.

(ii) Class IV Railway servants in hospitals and dispensaries, such as dressers, X-Ray attendants, Laboratory attendants, hospital peons, ayahs, sweepers and stretcher bearers.

(iii) Drivers of staff cars

(iv) Lift attendants (Lift Men)

(v) All non-gazetted staff of RPF/RSPF

(vi) Such of the casual labour who are employed as peons and Motor Drivers only in Administrative Offices or personally attached to the Divisional Engineers in-charge of the construction units/projects in the Construction Department of the Railways.

(vii) Ambulance car drivers.

(viii) Air conditioned Coach Attendants.

(ix) Waiting/Retiring Room Attendants/Ayahs

(x) Station Lift Attendants.

(xi) First Class Coach attendants.

(xii) Group 'D' staff working in catering units either at stations or in Running Trains.

(xiii) Safaiwalas working at Railway Stations engaged in sweeping/cleaning platforms/station buildings.

(Authority Board's letters No.F(E)I/99/AL-29/4(A) dated 06.01.2000)

Note :?It will be for the Controlling officers to satisfy themselves that the allowance is actually spent for the purpose for which it is granted. No deduction, whatsoever, of Washing Allowance need be made for the period of any leave taken by the employee."

(Rly. Bd's letter No. F(E)I-68/AI-29/3 dt. 8-9-1981).

707. Compensatory (Construction or Survey) Allowance to open line staff employed on construction and survey projects. Railway servants employed on construction or survey projects may, subject to the following conditions, be granted compensatory (Construction or Survey) allowance at the rates shown below ?

Pay/Grade	**Rate/Quantum (per month)**
Jr. Administrative Grade (Rs. 3700?5000)	Rs. 150/- p.m. subject to condition that pay plus the allowance should not exceed Rs.5000/-
Sr. Scale officers and Asstt. Officers/Non-gazetted railway servants (Group 'B' & Group 'C? drawing pay Rs. 2200/- and above??.....	Rs.125/-
Other Asstt. Officers/Non-gazetted Railway servants (Group 'C & 'D') drawing pay Rs. 1750-2060??.	Rs. 100/-
upto Rs. 600/-??.....	15% of pay

(Rly. Ministry letter No. E(G)74/AL/12-18 Dt.5-12-1975).

Note :?The term 'pay' referred to above has reference to the revised scales of pay as notified in the Railway services (Revised Pay) Rules, 1986 as amended from time to time. For persons who have elected to retain the pre-revised scales of pay Compensatory (Construction/Survey) Allowance will be admissible at the above mentioned rates but in **their** case 'Pay' will include dearness pay, dearness allowance and interim relief at **the** rates in force on 31-12-1972.

(ii) For the purpose of calculating the compensatory (Construction/Survey) allowance pay shall include special pay, as defined in Rule 103(35) RI and not any kind of allowance.

(iii) The allowance shall ordinarily be sanctioned only for 'new lines' or 'restorations' or ('surveys').

(iv)The allowance will not be admissible for 'doubling' except under very special circumstances to be decided by the Railway Board.

(v)The case of 'projects' other than 'new lines' or 'restoration' or 'surveys' will be decided by the Railway Board on merits.

(a) The allowance will be admissible also to temporary staff recruited through Railway Recruitment Board or otherwise by a competent authority, if they are not locally recruited staff, as well as to staff engaged on re-employment terms as Group 'C staff as a rule

are not recruited locally and recruitment of Group 'D' staff also is not confined to only the local Employment Exchange, this will exclude only such Group 'D? staff as are recruited locally (through the local Employment Exchange or otherwise). Construction allowance will not be admissible to casual labor.

(b) Staff employed in connection with surveys, new lines under construction, restoration of dismantled lines and such other projects as are specifically approved by the Railway Board will be eligible for the allowance wherever employed in connection with these works i.e., whether residing within the project site or area or not.

(c) This allowance will not be admissible in localities where compensatory and/or house rent allowances have been sanctioned to all railway servants by general orders. As an exception to this general principle, however, staff residing in 'C class Towns, most of whom draw relatively very small amounts as house rent allowance, will be permitted to draw compensatory (house rent) allowance, whichever is higher.

(d.) The staff employed partially on a survey/construction or other project approved by the Railway Board, for the purpose of drawing this allowance, and partially on other projects for which this allowance is not admissible, will be entitled to draw this allowance so long as they are closely associated with the construction/survey or other project work.

Staff transferred to the project even where such transfers involve promotion, will be eligible for the allowance.

The allowance will be admissible during leave also, subject to the permission of Rule 2211 of Indian Railway Establishment Code Vol. II (old), i.e. the railway servant should certify that while on leave he continues to incur a considerable portion of the expenditure for which the allowance had been sanctioned.

Survey, construction and project staff and gazetted railway servants will draw this allowance for the duration of sanction to the staff in connection with the survey, & construction. In the case of surveys, however, the allowance will be admissible only during the period of field work and not during recess periods.

Note 1?The allowance may be sanctioned by the General Managers but the question whether a particular project/survey/new line construction will qualify for the grant of construction/survey allowance or not should be referred to the Railway Board for decision.

Note 2?Railway servants governed by the ex-Company Railway rules or ex-Indian States Railways Rules when employed on construction/survey/projects will be eligible for construction or survey and consolidated traveling allowance admissible to them under their respective rules. In case there is no provision for compensatory (construction or survey) allowance under their rules, the principles and the scales of allowance laid down in this rule shall apply.

Note 3?The staff of the construction organization, who are otherwise eligible for it, may continue to get the allowance for a maximum period of 12 months after the opening of the lines/project for both goods and passenger traffic, provided that?

(i) When a line/project is opened in sections, the opened section(s) would be treated as a separate line/project for this purpose.

(a) Staff engaged in connection with the opened section (s) only will, therefore be eligible for the allowance up to a maximum period of 12 months after the opening of the section (s) to goods and passenger traffic.

(b) Staff engaged partly in connection with opened section (s) and partly in connection with the rest of the line/project would be deemed to be engaged in connection with the rest of line/project for so long as they are closely associated with the rest of line/project; such staff will, therefore, be eligible for the allowance up to a maximum period of 12 months after the opening of the rest of the line/project to goods and passenger traffic.

(ii) During the period of 12 months referred to above the allowance will be paid only to those staff otherwise eligible for it who were a part of the construction organisation were in receipt or as the case may be the section (s) thereof for goods and passenger traffic.

[Railway Board's letter No. E(GR) 56RC2-42 dated 9-10-1956].

708. Project Allowance

I. **Conditions**

(i) The project allowance is to be given only for large scale projects and not for the construction of individual buildings. It will not be admissible except in such projects which have been declared by special orders by Government as qualifying for the grant of the same. Generally, the allowance will be sanctioned only if the execution of the project involves the establishment of a large construction organization and the construction is spread over a number of years. The allowance is intended primarily to compensate the staff for lack of amenities such as housing, schools, markets and dispensaries etc. Where reasonable amenities already exist, there would be no justification for the grant of the allowance. Government would fix a time limit at the time of sanctioning the project allowance initially, and it would be extended only if conditions warrant the continuance of the same.

(ii) These orders would apply to Central Government employees working in Central Govt. Projects, State Govt. projects and projects managed by autonomous bodies/corporations, wholly or substantially owned or controlled by Government and where entitlement is governed by Central Govt. rules/orders.

(iii) The allowance will not be admissible to staff recruited on ad-hoc scales of pay, such as daily rated or casual labor and paid from contingencies.

(iv) The allowance will be admissible only to such staff as are employed on the project and reside within the project area or in a nearby locality. The allowance may also be granted to such Central Government staff of other Departments as have their offices located in the project area for the work of the project, provided they reside within the project area or in a nearby locality. As an exception, the allowance may also be granted to an employee residing outside the project area, subject to the following conditions :?

(a) He should be residing outside the project area due to the non availability of the residential accommodation in the area and not because such an arrangement is more convenient to him, and

(b) No facility of free or subsidised transport is available to such an employee for journeys to and from the project.

Note : The term 'project area' will be the area defined as such by Government in respect of each project for which the project allowance is sanctioned.

2. Central Government staff of other departments, whose offices have been located in the project area not specifically for the work of the project authorities may be allowed project allowance at 50% of the rates admissible from time to time to employees directly connected with the work of the project, subject to the other conditions laid down.

(v) The continuance of the allowance would not be justified for the staff of the project when reasonable amenities have been provided in the project area. Hence, the allowance sanctioned originally for such staff shall be reduced in stages after a review of the amenities provided, until it is withdrawn finally. As an exception, in the case of temporary construction staff who have not been absorbed in the project on a regular basis, the allowance may be continued on a reduced scale until such staff are finally discharged so long as constructions of any magnitude goes on. This concession will, however, be allowed only for a reasonable limited period.

(vi) The allowance will not be admissible during the periods of transfer out of the project area exceeding two months or during leave for a period exceeding two months, provided that the allowance may be paid for another period not exceeding two months, if the extended period of leave is on medical certificate.

During the period of suspension, the allowance will be regulated in the same manner and subject to production of a certificate, as prescribed for city compensatory allowance in the Ministry of Finance O. M. No. 2(37)-E.II(B)/64 dated 27-11-65 as amended from time to time and will be admissible only so long as the headquarters of the Government servant under suspension continues to be located in the project area.

During the period of joining time, the allowance will be regulated in the same manner as City Compensatory allowance.

(vii) In regard to State projects and projects managed by autonomous bodies/corporations, the Central Government employees will be eligible, subject to the conditions mentioned in these orders for the grant of project allowance from the date they join their duties at the project site, if the employees of the State Government/autonomous body/corporation concerned are already getting it.

(viii) If the project is located at a place where compensatory city allowance and/or house rent allowance or any other special compensatory allowance are admissible, no project allowance will be admissible. Where, however, the project is situated in the proximity of such a place, a project allowance may be sanctioned if justified, but the ceiling for the project allowance for such cases would be limited to 50% of the ceiling mentioned below. In such a case, the individuals will have an option to draw either the project allowance or CCA/HRA, as may be admissible. In cases where rent free accommodation or HRA in lieu

is given to an employee, as a condition of service or a project concession, the project allowance will be reduced by 25%.

II. **Rate of Allowance**

(i) The project allowance shall be subject to the following ceilings :?

Pay Range	**Rates (P.M.)**
Below Rs. 950/-	Rs- 75/-
Basic pay of Rs. 750 & above but below Rs. 1,500	Rs. 150/-
Basic pay of Rs. 1500 & above but below Rs. 2,000	Rs. 225/-
Basic pay of Rs. 2000 & above but below Rs. 3,000	Rs. 300/-
Basic pay of Rs. 3,000 & above	Rs. 375/-

Note :?The term 'Pay' referred to above has reference to the revised scales of pay as notified in the RS (RP) Rules, 1986 as amended from time to time. For persons who have elected to retain the pre-revised scales of pay or who are still drawing pay in the pre-revised scales of pay, the project allowance will be admissible at the above mentioned rates, but in then case 'pay' will include Dearness Pay, Dcarness Allowance and Interim Relief at the rates in force on 31-12-1985.

(ii) For the purpose of calculating the project allowance pay shall be as defined in Rule 103(35)RI.

(iii) The Government will fix the quantum of allowance at the time of sanctioning it and also each time it is reviewed.

III. **Procedure for sanctioning the Project Allowance**

All cases in which it is proposed to sanction project allowance shall be referred to the Ministry of Finance (Establishment Division) through respective associate Finance Branch in the proforma mentioned below, subject to the fulfillment of the conditions enumerated above and after such consultation with other Departments as may be considered necessary, sanction for grant of project allowance will be issued in all cases by the Ministry of Finance.

[E(G) 73/AL/12-27 dated 27-11-1978].

PROFORMA FOR REFERRING PROPOSALS FOR GRANT OF PROJECT ALLOWANCE TO MINISTRY OF FINANCE

1. Brief particulars of the Project.

2. **For Central Projects**

(i) Financial outlay on the project (Cost of machinery, if any, may be excluded).

(ii) Date of commencement and likely date of completion of the project.

(iii) The period for which project allowance should be given.

2. **A. For State Projects/Public Sector projects**

(i) Rates of project allowance sanctioned and conditions attached thereto.

(ii) The period for which the project allowance has been sanctioned.

(iii) Whether project allowance is admissible only to the project employees or also to non-project employees stationed/residing alongside.

N.B.?A copy of the orders issued by the state Government/Public Sector concerning point (i) to (iii) above may be appended.

3. (i) Details of location of the project and the area it covers.

(ii) Whether the staff resides within the project area or elsewhere. In the latter case particulars of the place and its distance from the project area.

(iii) Whether the following basic amenities exist within the project area/nearby locality. If not, the nearest point from the project/residential area at which these are available inter-alia indicating approximate distance upto these points.

(a) Market

(b) Dispensary

(c) Post Office

(d) Railway Station

(e) Publication facility

(f) School

(if possible enclose a sketch map showing the project area etc.)

(iv) Whether any CES/HRA or any other compensatory allowance is admissible?

4. (i) Particulars of the offices and their staff for whom grant of project allowance has been recommended and the annual financial effect thereof.

(ii) Whether the office and staff mentioned at Sr. No. 4(i) have been located in the project area at the specific request of Project authorities. If not, in what way is it associated with the project.

(if so, a certificate to the effect that the office (s) is/are, located within the project area may be obtained from the project authorities and enclosed with the proposal).

(iii) Date from which the offices referred to in 4.(i) were opened.

5. Whether any other Central Government offices are located in the project area. If so, names of such offices so far as are- known

6. Whether any of the offices mentioned at Sl. No. 5 has been sanctioned project allowance ? If so, names of the offices may be indicated.

7. Will the grant of project allowance to the staff in Sr. No. 4(i) have repercussions on those referred to in Sl. No. 5 ? Give reasons in either case.

8. Any other information relevant for consideration of the case.

709. Conveyance hire-The following rules govern the grant of conveyance hire to railway servants at headquarters?

(a) Taxi hire?When a railway servant, gazetted or non-gazetted drawing pay of not less than Rs. 1000 a month, occasionally undertakes journeys on duty at or within a radius of eight kilometers from his headquarters, he may be permitted to draw taxi hire for the journeys subject to the following conditions :-

(i) Taxi hire shall not be allowed for road journeys from residence or headquarters to railway stations or vice versa in continuation of journeys on tour. However, taxi hire is admissible from duty point to railway station/airport and vice versa either at headquarters or at outstation only once at either end.

(No. PC. III/79/TA/1-8 of 20-2-1979)

(ii) Taxi hire shall not be granted in respect of journeys performed on a day on which a railway servant draws daily allowance unless the journeys are unconnected with the journey on tour.

(iii) No taxi hire is allowed if a Staff car is available.

(iv) When a railway servant proceeds from his residence directly to perform official duties or returns to his residence directly after performance of official duties, he may be granted taxi hire, provided that when such journey forms part of or partly takes the place of usual daily journeys to and from office, such parts shall be excluded.

(v) Taxi hire shall not be allowed to a railway servant in receipt of permanent traveling allowance or conveyance allowance of any kind.

(vi) When a railway servant drawing pay of not bss than Rs. 1000 a month uses his own car or Motor Cycle/Scooter for the journey he may, in compensation of the actual expenses incurred in so using his own vehicle, be granted an allowance at the following rates :?

(a) When motor car is used?Rs. 2/- per Km of the journey performed.

(b) When Auto rickshaw is used-Re. 1/- per km. of the journey performed.

Road kilometerage allowance admissible for journeys performed by sharing the hire charges or by taking a single seat in taxi/auto rickshaw will be the actual share of the hire charges limited to the amount calculated at half the rates mentioned above.

(c) Own car?Rs. 1.30 per Km. of journey performed.

(d) Own motor cycle/scooter Rs. 0.50 per km. of journey performed.

[No. F(E)1/85/AL-7/3 dt. 23-8-1985]

(vii) The total amount of taxi hire drawn for journeys on a particular day shall not exceed the rate of daily allowance applicable to railway servants of the same status for halting at that station while on tour.

Note?The intention of this clause is that the amount of taxi hire should not exceed the rate of daily allowance admissible (proforma) to the railway servant in the station where the journey by taxi is performed.

(viii) A statement of taxi hire actually paid or of journeys performed by the railway servant in his own motor Car or motor cycle shall be submitted by him at the end of each month for necessary sanction (and countersignature) by the Head of his Department or office.

Note?The Additional Deputy Comptroller and Auditor General of India (Railways) and Chief Auditors have full power to sanction taxi hire to Government servants of the Railway Audit Department who are drawing pay of not less than Rs. 1000/- a month and are entitled to privilege passes and are also governed by Railway Traveling Allowance Rules for journeys on duty within a radius of 8 kilometers from their headquarters.

(b) **Conveyance charges**?Subject to the conditions prescribed in clause (ii) of Note (2) under rule 243 of the Indian Railway Establishment Code, Volume I, and Clauses (i), (iii), (iv) and (v) of (a) above, non-gazetted railway servants drawing pay of less than Rs. 1000/- a month may be allowed by the Head of Office, if he is a gazetted railway servant, to draw actual cost of hiring a conveyance on a journey performed at or within a radius of 8 kms. from headquarters.

Note 1?Gazetted Railway servants drawing pay below Rs. 1000/- a month may be paid conveyance charges at the rates prescribed in Board's letter No. PC/60/TAI/1 dated 30-12-1960, for their journeys at headquarters (within 8 kilometers radius) subject to the conditions (i) to (vii) of (a) above.

2. If railway servant, gazetted or non-gazetted drawing pay less than Rs. 1000/- a month uses his own Motor Cycle/Scooter for the journey, he may in compensation of the actual expenses incurred in so using his own vehicle, be granted an allowance at the rate of 8 paise per kilometre of journey performed.

3. The following types of journeys undertaken by Railway doctors may also be treated as journeys performed on duty for the purpose of calculating kilometreage allowance under rule 246-RI;

(i) Special trips performed by a Medical Officer from his residence to hospital or vice versa to attend urgent cases;

(ii) In places like Delhi, Calcutta and Bombay or other places which may be determined, by the General Manager in consultation with F.A. & C.A.O. where residences are scattered at far off places, the journeys connected with the visits to the residences, of patients in spite of the fact that they charge the fees as prescribed in the code;

(iii) Kilometreage preformed in connection with treatments at the residences of the Officers, Class III and Class IV servants when they are confined to bed and in emergent cases in the case of family of class III and IV servants where no fees are chargeable by the doctors.

In case of those doctors who are not maintaining their own cars they may be paid actual conveyance charges for the types of journeys mentioned above.

4. **Road Kilometreage**

710. Traveling allowance in respect of journeys to airports.?Where a gazetted railway servant is directed to proceed to the airport to meet the visiting/departing Minister, &c., or where a senior gazetted railway servant himself proceeds to meet him at the airport in order to discuss matters connected with his official work, the journeys to and from the airport can legitimately be treated as on duty justifying the grant of travelling allowance in respect of such journeys should be supported by a certificate from the respective controlling officers that journeys were undertaken for official purposes and that a staff car was not available for the use of the gazetted railway servant. Gazetted railway servants, who are their own controlling officers, will themselves record a similar certificate if they propose to claim traveling allowance for such journeys.

OTHER ALLOWANCES

711. (a) Laundry Allowance :

Laundry allowance will not be admissible if the period of leave exceeds 15 days at a time.

(b) **Messing allowance** :

(i) If the period of leave is on average pay/full pay, messing allowance will be at full rates admissible.

(ii) If the period of leave is on half average pay/half pay messing allowance will be at half of the normal rates admissible.

(iii) If the period of leave is without pay, no messing allowance will be admissible.

(iv) Messing allowance will be admissible on the basis indicated above during leave on Medical Certificate or maternity leave.

(c) **Uniform Allowance** : During leave on full or half pay etc. Uniform Allowance will be admissible subject to the conditions mentioned in Rule 2025 (a)-RII and 2211-RII (old).

If the allowance is paid on annual basis, proportionate reduction should be made if the total period of all kinds of leave exceeds four months at a time.

(No. E(S) I-57/CPC/AL/7 dt. 26-10-1959 and E(S) I-60/CPC/AL/19 dated 2-7-1970).in addition to those referred to in rule 425 R. I. (No. F(E) I-72/AL-29/1 dated 17-3-1972).

712. Hutting allowance during epidemics of plague?

Railway servants living outside railway premises who, on the outbreak for plague in epidemic forms, are compelled to vacate their houses and to erect temporary huts on railway land or elsewhere, shall be eligible for hutting allowance at the prescribed rate subject to the conditions that if the railway servant concerned desires to build a hut on railway land, he and the members of his family must be inoculated before he is permitted to draw the allowance or build the hut.

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CHAPTER VIII

Dearness Allowance

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801. Title. These rules may be called the "Railway Servants Dearness Allowance Rules".

802. Application. These rules shall apply to all whole time railway servants including temporary staff subject to the provision of rule 804 below and shall not apply to those who draw dearness allowance in accordance with other orders, e.g. ex. State Railway employees.

803. Definition. Unless there is anything repugnant in the subject or context, the terms defined below are used in the sense here-in-explained. Such of the terms as have not been defined will have the same meaning as assigned to them in the Indian Railway Establishment Codes:

(i) **Pay**. It includes

(a) Pay as defined in rule 103 (35) R-I

(b) Pension and/or Pensionary equivalent or other forms of retirement benefits subject to the provision in Note 2 below, if any, drawn by re-employed pensioners.

Note: 1, No portion of running allowance will be treated as pay for the grant of Dearness Allowance. However in. the case of such of the staff who have retained pre-authorized scales, the pay shall include running allowance drawn during the month subject to a maximum of 75% of pay.

2. In the case of retired Railway servants, non-Govt. servants, employees of Quasi-Govt. bodies, the dearness allowance during the period of their reemployment on Railways, shall be granted on the pay fixed on re-employment, plus the gross amount of pension and/or pensionary equivalent benefits, provided that in either case the total does not exceed the maximum of the scale of the post in which the person is reemployed.

In the case of retired Military Pensioners, whose pay on re-employment in a railway post is fixed without taking into account the military pension, Dearness Allowance shall be granted on the basis of the pay of the post only.

In cases where a part of the Pension is taken into account for the purpose of the fixation of pay on reemployment, that part of the pension subject to the limits laid down above will be treated as pay.

For this purpose, the amount of pension will be the amount originally sanctioned (i.e. before commutation if any) less the amount of pension, if any, held in abeyance as a condition of reemployment.

3. The compensatory (construction or survey) allowance granted to staff employed on loco building works, projects, surveys and construction works vide rule 427 of the Indian Railway Establishment Code, Volume I, shall not be included in 'pay' for the purpose of calculating dearness allowance.

4.The emoluments received from foreign Government in the shape of pay, leave salary or pension, will not be taken into account for determining the eligibility to dearness allowance.

(ii) Whole-time railway servant includes temporary staff, staff paid from contingencies, piece-workers, workshop staff and apprentices drawing stipends, but excludes an employee whose remuneration is fixed specially with reference to market conditions and not at a rate already sanctioned for his class.

Note. The apprentices recruited under the apprentice Act, 1961 and Apprentice Rules, 1962 are not eligible for dearness allowance under these rules.

804. Scales of allowance

A. For Railway servants who are drawing pay in the revised scales of pay (effective from 1-1-86) :

(i) The All India Average Consumer Price Index numbers for Industrial Workers (General) Base 1960 : 100) is to be used for grant of compensation to employees for price rise and such compensation would be paid from 1st January with salary for March.

(ii) The compensation may be paid for the price rise above the 12 months index average of 608 (Base 1960 : 100) to which the pay scales are related.

(iii) Employees drawing basic pay up to Rs. 3500/- is allowed 100% neutralization in the compensation.

(iv) The compensation is to be shown as a distinct element of remuneration.

(i) Amount of Dearness allowance admissible on 30-6-1959.

Pay	**Dearness allowance per month**
Rs.	Rs.
Upto 50	45
Exceeding 50 but not exceeding 100	55
Exceeding 100 but not exceeding 150	60
Exceeding 150 but not exceeding 200	65
Exceeding 200 but not exceeding 300	70
Exceeding 300 but not exceeding 500	70
Exceeding 500 but not exceeding 750	85
Exceeding 750 but not exceeding 1000	100
Above	Amount by which Pay falls Short of Rs. 1100

(ii) Additional Dearness Allowance sanctioned after 1.7.59.

Pay	**Additional Dearness Allowance with effect from 1.8.86**
	Rs.
Below 60	37
60 and above but upto 100	60
101 and above but below 160	70
160 and above but below 245	90
245 and above but below 330	110
330 and above but below 900	120
900 and above but below 2250	100
2250 and above	Amount by which the pay falls short of 2350

805. Allowance to contract officers. Dearness allowance may be granted to officers engaged on contract for specified periods who may be otherwise eligible for it irrespective of whether there is a provision in the contract for the grant to them of any concession or allowance of a general nature which may be sanctioned for officers of corresponding status, in the regular service and subject to the condition that they have not already been allowed in the fixation of their pay an element of compensation to meet the increase in the cost of living.

806. Allowance to officers on adhoc rates of pay :- The dearness allowance will be admissible only to those officers on adhoc rates of pay whose pay was fixed without taking into account any allowance drawn by them prior to their appointment on the ad hoc rates of pay, as compensation, for the high cost of living.

807. Allowance to military officers. Military officers in civil employment drawing civilian rates of pay will be eligible for the allowance under the rules in this chapter while Military officers drawing Military rates of pay and allowance will be governed by the rules or orders on the subject applicable to the personnel of the Armed Forces.

808. Allowance on varying rates of pay. The admissibility and the amount of allowance to be drawn by railway servants drawing varying rates of pay during the course of a month will be determined by the emoluments drawn during each particular broken period of a month.

809. Allowance on joining and leaving service. In the case of a railway servant joining or leaving service in the course of a month, the allowance will be determined with reference to the monthly rate of pay and will be proportionate to the actual days of employment in the month.

810. Allowance during Foreign service. A railway servant in foreign service may draw dearness allowance from the foreign employer on the basis of foreign service pay, if the foreign employer is willing to bear the cost and provided that the rates of, as

well as, the monetary limits (including marginal adjustments) for the eligibility for the allowance are not higher than those sanctioned for railway servants.

811. Drawal of allowance during deputation out of India. A railway servant drawing pay not exceeding the prescribed limits while on deputation out of India will, during the first six months of his stay on deputation in any one country draw D.A. at the rate at which he would have drawn it, had he not proceeded on deputation and thereafter.

The allowance will not be admissible to railway servants posted ex-India to specified posts. Also Dearness Allowance or Dearness Pay is not. admissible in conjunction with foreign allowance.

812. Drawal of allowance during suspension. In addition to subsistence allowance, a railway servant under suspension shall be entitled to dearness allowance appropriate to the actual subsistence allowance admissible from time to time.

813. Drawal of allowance during leave and joining time :

(a) **During leave in India** Railway servant who proceeds on leave with leave salary will draw Dearness Allowance, based on the leave salary actually drawn both in respect of the monetary limits within which the allowance is admissible and for the purpose of calculation of the amount of allowance admissible.

(b) **During Leave ex-India**?The allowance shall be admissible to railway servants during any period of leave outside India on average or half average pay, other than leave preparatory to retirement. The allowance will be based on leave salary actually drawn at the rates current from time to time.

Note : 1 Leave salary shall comprise of only the following elements of pay which are taken into account for the grant of dearness allowance during duty?

(a) Basic pay, special pay and personal pay.

(b) Gross amount of pension and/or pensionary equivalent of other retirement benefits in case of re-employed railway servants.

(c) Average Running allowance limited to a maximum of 75% of pay in the case of those who are drawing pay in pre-authorized scales of pay. No portion of running allowance shall be taken into account in the case of those who are drawing pay in authorized scales of pay.

2 For the purpose of computation of leave salary in the case of those drawing pay in pre authorized scales of pay. the average pay, half average pay etc. will be calculated excluding the dearness pay, and the Dearness Allowance should be determined in the usual manner.

(c) **During Joining time**. In the case of joining time granted under rule 1101-R-I the railway servant shall draw dearness allowance based on pay or leave salary admissible for the joining time period as per rule 1113-R-I.

814. Allowance during study leave. Dearness allowance is admissible to railway servants based on leave salary sanctioned during study leave whether in India or abroad.

815. Drawing of allowance during unpaid holidays. During unpaid holidays, workshop staff will be eligible for the allowance at the full rate applicable to them.

816. Dearness allowance to re-employed persons whose re-employment runs concurrently with leave preparatory to retirement. If a railway servant while on leave preparatory to retirement avails himself of such leave concurrently with his new appointment in the Railway he will be granted dearness allowance in respect of his new appointment based only on the pay of such appointment. The allowance will neither be admissible on leave-salary, nor will the leave salary be taken into account in calculating the allowance.

817. Liability of the allowance to income tax. The allowance is liable to income-tax under Section VII of the Indian- Income-tax Act of 1922. The deduction shall be made at source as in the case of salaries.

818. Classification of the allowance. The allowance shall be classified as compensatory allowance.

819. Dearness allowance during leave preparatory to retirement to Nationals of Nepal and Bhutan. A rail-way servant who is a Nepalese, and Bhutanese National shall be eligible to dearness allowance during leave preparatory to retirement spent by him in Nepal and Bhutan respectively in the same way as it is allowed to the Railway servants of Indian Nationality during leave preparatory to retirement spent by them in India.

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CHAPTER IX

Running Allowance Rules

901-902	Running Allowance to staff for performing running duties
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901. Running Allowance for staff performing running Duties

1. Running Allowance Rules are called "The Rules for the payment of Running and other Allowances to the running staff on the Railways" coming to force with effect from 1-8-1981.

902. 2. In the provision of these rules, the following terms shall have the meaning assigned to them for the purpose of payment of Running and other Allowances to the running staff :

(i) "Competent authority" means the President of India or any authority to whom the power to amend or interpret these Rules may be delegated or any authority in whom powers are vested by or under these Rules.

(ii) "Day" means a calendar day beginning at midnight of a day/date and ending at midnight of the following day/date. The concept of "Rostered Day" as existing hitherto shall be abolished with effect from 1-8-1981.

(iii) "Running duties" mean duties directly connected with the movement of trains and performed by running staff while employed on moving trains or engines including shunting engines.

(iv) "Running staff" performing "running duties" shall refer to Railway servants of the categories mentioned below :

Loco	Traffic
(a) Drivers, including Motormen & Rail Motor Drivers but excluding Shunters.	(a) Guards
(b) Shunters	(b) Assistant Guards
(c) Firemen, including Instructing Firemen, Electric Assistant on Electric Locos and Diesel Assistant/Drivers. Assistants on Diesel Locos.	

(v) "Running Allowance" means an allowance ordinarily granted to running staff in terms of and at the rates specified in these rules, and/or modified by the Central Government in the Ministry of Railways (Railway Board), for the performance of duties directly connected with charge of moving trains and includes a "Kilometrage Allowance" and "Allowance in lieu of kilometrage" but excludes special compensatory allowances.

(vi) "Terminal" means station/yard from which trains start after formation or the station/yard at which they terminate and does not include Roadside stations.

(vii) "Shunting (Section or pick-up) train" means a scheduled goods train regularly run for picking up and detaching wagons, either loaded or empty, at roadside stations.

(viii) (a) "Emergency shunting" includes attaching/detaching of all wagons which have developed hot axles or wagons which are not fit to run.

(b) "Occasional shunting" includes all attaching/detaching of inspection carriages.

(ix) "Through Goods Trains" means a train which is scheduled to run from one terminal to another (including those stabled enroute and stabled trains which are picked and cleared) and which ordinarily has shunting planned at only one station/point with one emergency or occasional shunting, with provision for shunting at one or more station/point in exceptional circumstances. It includes light engines run on traffic account.

(x) "Tranship (van) train" means a scheduled goods train regularly run for picking up and delivering consignments of smalls at stations. SQT/ASQT services which were hitherto covered under this category shall be discontinued with effect from 1-8-1981.

(xi) "Shunting/Van Goods /Works train" means a goods train which is run to perform scheduled sectional work and which is required to do shunting at more than one station/point and which may also be required to do emergency/occasional shunting.

(xii) "Ballast, Material and Crane, Specials" means trains working on departmental account for the carriage of ballast or material or for the haulage of cranes,

(xiii) "Breakdown and Medical Relief train" means train working on departmental account on breakdown duties or for Providing medical relief on account of accidents etc.

(xiv) "Light engines on mechanical account" means light engines proceeding for repairs to shops/sheds after repairs in shops to sheds and after temporary repairs to shops when they are unfit to work a train.

(xv) "Departmental train" means a train working on departmental account and includes ballast trains, Breakdown relief trains, material trains and light engines on mechanical account. It also includes the following services :

(a) unloading coal or pump boiler at the pump houses while working light engine or train;

(b) light engine ordered with engineering representatives to certify the track;

(c) light engine ordered with water tender from one station to another.

The following services are to be treated as ordinary services :?

(a) Inspection specials or specials with Railways Officials in cases of emergency e.g. GM's Inspection specials, Divisional Inspection Specials;

(b) "Damaged rake specials and trial rake specials".

(xvi) (a) "Stationary posts" refers to all posts excluding those specified under item (iv).

(b) "Stationary duties" refers to duties performed other than running duties specified under item (iii).

(xvii) "Regulations" means the Hours of Employment Regulations in so far as they apply to running staff.

(xviii) "Signing on" and "Signing off" shall have the same meaning as in Hours of Employment Regulations.

903. Pay element in running allowance:- 30% of the basic pay of the running staff will be treated to be in the nature of pay representing the pay element in the Running Allowance. This pay element would fall under clause (iii) of Rule 1303-FR-9 21 (a) i.e. "emoluments which are specially classed as pay by the President".

904. Dearness Allowance on the pay element of Running Allowance:-The running staff shall be paid Dearness Allowance, at the appropriate rates sanctioned by the Government from time to time, on their basic pay plus the pay element of Running Allowance i.e. 30% of the basic pay.

905. Types of Allowances admissible to Running Staff :-Running staff shall be entitled to the following allowances subject to the conditions specified by or under these rules :

(i) Kilometrage Allowance for the performance of running duties, in terms of and at the rates specified in these rules.

(ii) An allowance in lieu of kilometrage (ALK) for the performance of stationary duties such as journeys on transfer, joining time, for attending enquiries or law courts on Railway business, attending departmental inquiries as Defense Counsel or witness, Ambulance classes, volunteer duty in connection with Territorial or other similar Fund and Staff Loans Fund Committees, meeting of Railway Institutes, Welfare and Debt Committees, Staff Benefit Fund and Staff Loan Fund Committees, Staff and Welfare Committees, for attending the meetings of Railway Co-operative Societies in cases where special casual leave is granted for doing so, medical and departmental examinations, participating in recognized athletic contests and tournaments, scouting activities and Lok Sahayak Sena Camp, representing recognized labor organizations, attending periodical meetings with District Officers, Heads of Departments and General Managers, attending First-aid classes, undergoing training in carriage sheds and as worker teacher under the Workers' Education Scheme attending training schools for refresher and promotion courses, undergoing sterilisation operation under Family Planning Scheme appearing in Hindi Examination Guards booked on escort duty of treasure and other insured parcels on trains, Drivers and Firemen when kept spare for a day or two to enable them to examine

and clean the engines thoroughly before being deputed to work special trains for VIPs, or any other duties which may be declared in emergencies as qualifying for an allowance in lieu of kilometrage.

(iii) **Special Compensatory Allowances**

The running staff are eligible for the following compensatory allowances under the circumstances and at the rates specified in these rules :

(a) Allowance in lieu of Running Room facilities.

(b) Breach of rest allowance.

(c) Outstation (Detention) Allowance.

(d) Outstation (Relieving) Allowance.

(e) Accident Allowance.

(iv) An officiating Allowance when undertaking duties in higher grades of posts open to running staff or in stationary appointments.

906. Kilometrage Allowance

(i) The rates of Running Allowance for every 100 kms. shall be as specified by the competent authority from time to time.

(ii) The dual rate system of payment of kilometrage Allowance (III A and III B rates) as in vogue prior to 1-8-1981 shall be abolished w.e.f. 1-8-1981. Accordingly, with the commencement of these rules, no distinction shall exist among the running staff working different types of trains, in the matter of payment of Kilometrage Allowance. The rates of Kilometrage Allowance for the performance of running duties shall, however, be different from those applicable for shunting duties performed by shunting staff. The rates of Kilometrage Allowance introduced w.e.f. 1-11-1986 on account of the revision of scales of pay and increase in the rates of TA/DA shall be as under :

S. NO.	Category of Running staff	New scales of pay (in Rs.)	Revised rates of running Allowance per 100 km. * introduce w.e.f. 1-11-1986 (in Rs.)
1	Mail Driver	1640-2900	28.25
2	Passenger Driver	1600-2660	28.20
3	Goods Driver	1350-2200	28.15
4	First Fireman/Diesel Astt/Electric Asstt.	950-1500	19.30
			12.75 (Shunting duties)
5	Second Fireman	825-1200	16.40

			9.90 (Shunting duties)
6	Shunter	1200-2040	20.65
7	Mail Guard	1400-2600	23.10
8	Passenger Guard	1350-2200	23.05
9	Goods Guard .	1200-2040	23.00
10	Assistant Guard/Brakesmen	950-1400	13.75

*No. PC IV/86/Imp/24 dated 24-4-1987.

employed for shunting duties on shunting engines, the rates prescribed above shall be applied after equating each hour's work (from 'signing on' to 'signing off') to 15 kms.

2. Kilometrage shall be calculated according to the distance shown in the Working Time Tables in vogue in the Railways from time to time on the basis of the actual or computed kilometrage performed.

3. Except as otherwise specified by or under these rules, the rates shown above are inclusive of all duties performed from time to time of 'signing on' to the time of 'signing off', including engine or train attendance, all incidental detentions and all other items of work related to or incidental to running duties.

907. Allowance in lieu of Kilometrage (ALK)

When running staff are engaged in or employed on non-running duties as specified in Rule 3 (ii) above, they shall be entitled to the payment of an allowance in lieu of Kilometrage as indicated below for every **calendar day** for such non-running duties as may be required to be performed by them :

(a) When such non-running duties are performed by the running staff at their headquarters, they shall be paid the pay element of the Running Allowance, namely, 30% of the basic pay applicable for the day.

(b) When such non-running duties are performed by the running staff at outstations, they shall be paid ALK at the following rates :

S. No.	**Category of Running Staff**	**New scales of pay (Rs.)**	**Revised rates of ALK (160 km.) per day w.e.f. 1-11-1986* (Rs.)**
1	Mail Driver	1640-2900	45.20
2	Passenger Driver	1600-2660	45.10

3	Goods Guard	1350-2200	45.05
4	First Fireman/Diesel Astt/Electric Asstt.	950-1500	30.90
5	Second Fireman	825-1200	26.25
6	Shunter	1200-2040	33.05
7	Mail Guard	1400-2600	36.95
8	Passenger Guard	1350-2200	36.90
9	Goods Guard .	1200-2040	36.80
10	Assistant Guard/Brakesmen	950-1400	22.00

*No. PC IV/86/Imp./24 dated 24-4-1987.

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 kilometrage Allowance for the trip performed as well as the Allowance in lieu of Kilometrage, in full, for the non-running duty performed.

Note : 1. Allowance in lieu of kilometrage shall also be admissible for the intervening

Sundays/holidays while undergoing training for promotion/refresher course at outstations.

2. When running staff attend training schools for refresher and promotion courses and Lok Sahayak Sena Camp at a place outside their headquarter and where free messing is provided, they shall be entitled to payment of ALK at half the normal rates specified at Rule 907 (b) above.

3. Guards undergoing training as Section Controllers and Drivers undergoing training as Power Controllers in Zonal Schools or in Control Offices, before promotion as such and provided they are not accommodated against non-running posts during the period of training are entitled to ALK at half rate or full rate depending on whether free messing is or is not provided to them.

908. Allowances in lieu of Running Room facilities

(i) At outstations where running rooms are not provided, running staff may be paid a compensatory allowance known as "Allowance in lieu of running room facilities" at the rates specified for every 24 hours or part thereof reckoned from the time of "signing off" at the outstation subject to the period of rest exceeding four hours between train arrival and train departure timings :

	Rates w.e.f. 1-8-81	**Revised rates w.e.f. 1-6-84**
	(Rs.)	(Rs.)
Drivers	5.50	7.00

Guards	5.50	7.00
Shunter	4.00	5.00
Firemen/Diesel Asstt./Electric Asstt.	3.50	4.50
Assistant Guard (Brakesman)	3.50	4.50

(ii) This allowance shall be admissible at roadside stations irrespective of whether the train terminates there or not.

(iii) In respect of running room where cooks are not provided, the allowance shall be admissible at half the rates specified in para (i) above.

(iv) In the case of Ballast and Material trains and trainship Goods Vans, the staff taking rest in Crew Rest Vans may be paid on allowance at half the rates of the Allowance in lieu of Running Room facilities during the halts as cooks are not provided in the rest vans.

(v) The allowance shall not be payable if rest facilities are made available even if running rooms as such do not exist.

(vi) This allowance shall also not be admissible to running staff who are not sent to outstations on stationary duty.

909. Breach of Rest Allowance

(i) Breach of Rest Allowance shall be granted to running staff who are detailed for running duties in the following circumstances :

(A) When running staff who work a train to an outstation and return to their headquarters are detailed for running duty :

(a) before completion of 16 hours' rest at headquarters when the total period of duty immediately before the rest was for 8 hours or more; and

(b) before completion of 12 hours' rest at headquarters when the total period of duty immediately before the rest was for less than 8 hours.

(B) When running staff like Shunters and staff manning suburban services, who avail of daily rest at headquarters are detailed for running duty :

(a) before completion of 12 hours' rest when the total period of duty immediately before the rest was for 8 hours or more; and

(b) before completion of 8 hours' rest when the total duty immediately before the rest was for less than 8 hours.

(ii) The allowance shall be payable as Overtime Allowance under Hours of Employment Regulations at the rate of 2 hours for every hour by which rest falls short of the prescribed hours of rest, periods of less than half an hour being neglected and those of half an hour or more shall be rounded off to one hour on each occasion of breach of rest.

(iii) The scale of rest applicable to running staff on rostered duty at headquarters (like shunting duty etc.) would remain unchanged. However, suburban staff performing "double details" with rest in a running room/rest room between the two details shall be given liberalized scale of rest of 12 hours or 16 hours depending on whether the total duty hours is less than 8 hours or 8 hours and more. They will however, not be entitled to be paid any Breach of Rest Allowance.

Note:-

(a) In no case shall running staff be called upon to go out under 6 hours' rest except when unavoidably necessary as in. the case of accident or breakdown.

(b) When a member of the running staff, after performing a short trip, is again called on fresh duty within one hour, the interval should be treated as running duty for purposes of determining whether he is entitled to Breach of Rest Allowance in case he is called back to duty before completing 12 hours' rest.

(c) Duty on ballast, departmental trains etc. is to be treated as running duty in accordance with the definition given in Rule 3 (iii).

910. Outstation (Detention)

(i) When running staff are detained at outstations for more than 16 hours from the time they sign off duty, they shall be credited with 70 km. for every 24 hours or part thereof after the expiry of 16 hours from the time of "signing off."

(ii) At an outstation where running rooms are not provided, running staff shall be entitled, in addition, to Allowance in lieu of Running Room facilities at the rates specified in Rule 9(i).

911. Outstation (Relieving) Allowance

(i) This allowance shall be payable to running staff deputed to work temporarily stations outside their headquarters either on running or stationary duties. Payments will be made as the rates specified in Rule 11 for Outstation (detention Allowance for each day reckoned from the date of arrival at the outstation.

(ii) The allowance shall be regulated in the following manner :

(a) when the running staff are sent to an outstation to officiate in higher posts, allowance shall be paid for a period of 14 days only.

(b) when running staff are sent to an outstation in the same capacity, the allowance shall be paid for a maximum period of 2 months.

(c) the period of journey to and from the relieving station shall be treated as duty, either Spare or running, and the allowance paid accordingly.

912. Accident Allowance

Running staff who are held up at any station other than their headquarters due to an accident for a period exceeding 8 hours, shall be paid an Accident Allowance at the rate specified in Rule 911 for Outstation (detention) Allowance for every 24 hours or part thereof reckoned from the time of commencement of detention. If the period of detention does not exceed 8 hours, no payment will be made but the hours for which the staff are detained shall be counted towards hours of duty.

913. Officiating Allowance

(i) The officiating allowance in respect of running staff officiating in running post shall be regulated as under:

(a) "When running stall are put to officiate in a "running post" for 30 days or less they shall be entitled to pay as admissible in the lower grade plus running Allowance at the rates and on the condition applicable to the higher grade in which they officiate enhanced by 15% (except in the case of Second Firemen put to officiate as First Firemen and Engine Cleaners put to officiate as Second firemen for whom the enhancement will be by 30%) of the kilometerage actually performed for every such higher grade."

(Authority: Board's letter No. E(P&A)II/2016/RS-40 dated 20.02.2019) **SECR 49/19**

{Old - (a) When running staff are put to officiate in a "running post" for 30 days or less, they shall be entitled to pay as admissible in the lower grade plus Running Allowance at the rates and on the condition applicable to the higher grade in which they officiate enhanced by 15% (except in the case of Second Firemen put to officiate as First Firemen and Engine Cleaners put to officiate as Second Firemen for whom the enhancement will be by 30% of the kilometrage actually performed for every such higher grade.}

(b) When running staff are put to officiate in a "running post" for more than 30 days, their pay in the higher post shall be fixed under the normal rules.

(ii) (a) When running staff are put to officiate in a stationary post for more than 30 days, their pay will be fixed on the basis of their pay in the lower post plus 30% thereof representing the pay element of the Running Allowance.

(b) The fixation of pay of running staff put to officiate in a stationary post for a period of 30 days or less, shall continue to be regulated in terms of para 911 (ii) (a) of Indian Rail way. Establishment Manual.

(iii) In cases where the officiating arrangement is initially approved for periods exceeding 30 days the normal rules of fixation of pay will apply; where the period is initially for 30 days, the enhanced kilometrage allowance drawn upto 30 days should be allowed to stand but payments for periods beyond 30 days should be in accordance with the rules for normal-fixation of pay on promotion.

914. Minimum Guaranteed Kilometrage Allowance

(i) The existing system of payment, as a rule, of a minimum guaranteed kilometrage in all cases where the kilometrage earned in a day falls short of a prescribed level, shall be discontinued with effect from 1-8-1981.

(ii) However, each Railway shall identify such sections and circumstances which do not have the potential for enabling the running staff to earn adequate kilometrage within the

stipulated duty hours. For these identified sections and circumstances, the running staff shall be paid at the rate of 120 kms. for the full stipulated duty hours.

Note : The concept of rostered day shall be abolished w.e.f. 1-8-1981.

915. Incentive scheme for through Goods Trains

(i) An incentive scheme for through goods-trains working on sections and in circumstances other than those identified as per Rule 15 above shall be introduced w.e.f. 1-8-1981 and regulated as under:

(a) Steam traction:

Total Kilometrage Actually performed by the running staff	**Kilometrage to be paid for**
0 to 60	Actual Kilometrage performed.,
61 to 100 .	Do. +40% thereof
101 to 150.	Do. +50% thereof
151 and above	Do. +60% thereof

(b) Diesel and Electric Traction :

Total Kilometrage Actually performed by the running staff	**Kilometrage to be paid for**
126 to 175	Do. +20% thereof
176 to 200	Do. +30% thereof
201 and above	Do. +40% thereof

(ii) Inflation of kilometrage as indicated above will be applied with reference to the kilometrage actually performed during one prescribed schedule of duty from "signing on" to "signing off". It will not be related to either trip or rostered day, which concept has been abolished in terms of Rule 15 above.

Note : (a) The inflation of kilometrage shall not be applicable to ghat sections for which a separate method of computation is provided for in these Rules.

(b) The distance, as a whole, has to be taken into account while giving the weightage according to the slabs.

916. Computation of Kilometrage for slow move Trains

(i) Running staff working shunting and Van Goods trains will continue to be paid at double the kilometrage for the first 60 Kms. and at three times the kilometrage beyond that distance.

(ii) In the case of Ballast and Material Trains, Crane Specials and light engines on mechanical account, the computation of kilometrage shall be at the rate of 20 kms. per hour subject to a maximum of 200 kms. for prescribed hours of duty, the period being reckoned from "signing on" to "signing off".

(iii) In the case of Bretckdown specials and Medical Relief Trains the computation of kilometrage shall be at the rate of 25 kms. per hour from "signing on" to "signing off".

Note : The inflation of kilometrage of slow moving trains in the above manner would not be applicable to ghat sections, for which a separate method of computation of kilometrage is provided for under these Rules.

917. Computation of Kilometrage for Passenger Services

In the case of running staff working Passenger Trains, the kilometrage shall be computed on the following basis:-

Hours of Duty from Signing on to Signing off	**Kelometrage to be paid for**
(a) Upto 4 hours	Actual kilometrage subject to a minimum of 120 km.
(b) 4 hours and above but less than 5 hours.	Actual kilometrage subject to a minimum of 130 km.
(c) 5 hours and above	Actual kilometrage subject to a minimum of 150 km.

918. All SGT/ASGT services shall be discontinued w.e.f. 1-8-1981. However, Guards who were working SGT/ASQT services and were confirmed in their respective posts at the time of discontinuance of these services shall be granted protection of pay in the grade in which they were confirmed.

919. Running Staff Working Pilots

(i) In the case of running staff manning the Coal Pilots of Eastern and S.E. Railways, the target time for completion of trips shall be fixed on the following basis :

(a) From bahar line to bahar line and in those cases where the crew is taking over charge at outstations, it shall be fixed from the time of taking over charge of the engine to the time of handing over charge of the engine.

(b) In the case of engines, the target time shall be reckoned from train departure to train arrival.

(ii) The Trip Allowance to the running staff working the Coal Pilots shall be paid at the rate of 160 kms. for eight hours.

(iii) In addition to the Trip Allowance, the running staff working the Coal Pilots shall be paid at bonus equivalent of 50 kms., if they perform the complete trips within the stipulated target time.

(iv) The Coal Pilot guards of Eastern and S.E. Railways who perform commercial duties also, shall be paid commercial Duty Allowance of Rs. 50/- p.m. further revised to Rs. 100/- p.m. w.e.f. 1-1-1987. In the case of Guards who are engaged in this job Allow the part of the month, the Commercial Duty Allowance shall, w.e.f. 1-5-1982, be granted at the rate of Rs. 1.70 for each day on which commercial duties are performed, subject to a maximum of Rs. 50/- p.m. with effect from 1-1-1987, this daily rate has been revised to Rs. 3.30, subject to a maximum of Rs. 100/- p.m.

(v) The provisions contained in sub-paras (i), (ii) and (iii) above shall be extended to the running staff working all Pilots and also to the loco and traffic running staff working in "Delhi Area" w.e.f. 1-8-1981.

Note : In the case of jugglers which are utilized for picking up loads from adjoining yards/stations, the running staff who are booked for them for 8 to 10 hours, shall be paid at the rate of 120 kms. for the stipulated duty hours in terms of Rule 15 (ii).

920. Shunting Duty Allowance :

(i) Running staff working through Goods Trains and Shunting Van Goods Trains shall be paid shunting duty allowance to the extent and at the rates indicated below :

(a) For through Goods Trains For shunting from 3rd station/point in one trip.

(b) For Shunting/Van. Goods trains?For shunting from the 4th station/point in one continuous spell of duty.

The rates of the allowance for shunting at each station/point are as follows :?

Drivers	Rs.2.00
Guards	Rs.1.50
Firemen/Diesel Asstt./Asstt. Electrical Driver	Rs.1.25

(ii) When the main line crew is utilised for shunting duty at the terminals, which is preceded by or followed by train working, such shunting duty shall be paid for at the rate of 15 kms. per hour.

921. Waiting Duty Allowance

Waiting duty allowance at the rate of 15 kms. per hour upto 10 hours shall be paid to the running staff in the following cases :

(a) Waiting/Stand-by duty as per roster.

(b) Station duty including detentions on account of cancellation of the trains or cancellation of booking of the staff after they have reported for duty.

(c) Running staff kept back in administrative interest, such as booking for President's Special, Relief Trains etc.

(d) Waiting in steam in the case of President's Special.

922. Ghat Sections

(i) The following criteria shall be adopted for declaring a section as Ghat Section for the purpose of payment of running allowance on the basis of computation as indicated in sub-para (ii) below :

(a) The ruling/gradient of a section shall be the determining factor.

(b) Sections with a ruling/gradient of 1:40 or steeper shall be classified as Class I Ghat Section and those with a ruling gradient of 1:80 or steeper but less steep than 1:40 shall be classified as Class II Ghat Sections.

(c) The distance between two adjacent block sections shall be treated as a section for this purpose.

(d) The total length of the stretches in such a section having the gradients specified in sub-para (b) should have at least one third of the length of the section concerned.

(ii) Computation of kilometrage for the purpose of payment of Running Allowance to the running staff working trains on a Ghat Section shall be made on the following basis :

(a) In the case of running staff working trains on all Ghat Sections where the banker is actually employed in assisting the train, the computation of kilometrage shall be five times the actual distance travelled.

(b) In all other cases (including those where the banking engine is run as a light engine or assistance is not required), the computation shall be five times the actual distance travelled in the case of Class I ghat section and three times the actual distance in the case of Class II ghat section.

923. High Speed Trains

The following criteria shall be adopted for classifying a train as 'High-Speed-Train' for the purpose of payment of Trip Allowance to the running staff working such trains :

(a) The maximum permissible speed should not be less than 110 kms. in the case of B.G. and 100 kms. in the case of M.G.

(b) The aforesaid limits of maximum permissible speed should obtain over at least 50% of the total run of the train.

(c) The average speed should be not less than 66 kms. on the B.G. Section and not less than 60 kms. on M.G. Section.

(d) The minimum distance between terminals of the trains should be 400 kms. on B.G. and 300 kms. on M.G. sections.

(ii) A trip allowance at the following rates shall be paid to the running staff working High-Speed Trains and Rajdhani Express for completion of trips :

Category	**Trip allowance per trip**	**Revised rates per trip w.e.f. 1-1-1986**
Drivers	Rs.4.00	Rs. 6.00
Co-Drivers-Drivers Gr. B (if provided)	Rs. 3.00	Rs. 4.50
Guards	Rs. 3.00	Rs. 4.50
Asstt. Guards	Rs. 2.00	Rs. 3.00

(iii) The co-driver in respect of Rajdhani Express will be in the grade of Mail Driver i.e. Rs. 1640-2900(RS) and the co-drivers in respect of all other High-speed trains will be in the grade of passenger-driver viz. Rs. 1600-2660 (RS).

924. Reckoning of Running Allowance as pay :

(i) 30% of the basic pay of running staff shall be reckoned as pay for the following purposes :

(a) Entitlement to Passes and P.T.Os.

(b) Medical attendance and treatment.

(c) Educational assistance.

(d) Fixation of pay in stationary posts.

(e) Compensatory (City) Allowance,

(f) House Rent Allowance.

(g) Entitlement to quarter.

(h) Recovery of rent for quarters.

(i) Dearness Allowance/Addl. Dearness Allowance.

(j) Overtime Allowance,

(k) Leave Salary.

(ii) For the purpose of educational assistance, 30% of the basic pay shall be reckoned as pay for determining the eligibility for all the scheme of assistance given to Railway employees for the education of their children/ward viz. reimbursement of tuition fees, children's educational assistance and subsidized hostels.

(iii) For the purpose of retirement benefits, 55% of basic pay shall be taken into account in the case of running staff retired/retiring on or after 1-4-1979. 55% of basic pay shall also be reckoned as pay for the purposes of recovery of subscription towards Provident Fund.

(iv) When running staff are on leave (including casual leave) they shall be paid their leave salary based on their basic pay plus 30% thereof and the other allowances including Dearness Allowance/Addl. Dearness Allowance due on such basic pay plus 30% thereof.

(v) For the purpose of deduction of Income-Tax, 30% of the actual Running Allowance earned by the running staff shall be reckoned as pay and the balance 70% of the Running Allowance shall be exempted under section 10(14) of the Income-Tax Act, 1951, with effect from the financial year 1982-83 (Assessment Year 1983-84).

(vi) The pay element in Running Allowance viz. 30% of basic pay is also reckoned as pay for the purpose of grant of Interim Relief in terms of Board's letter No. PC-III-83/PC-IV/3(IR) dated 2-8-1983.

Note

(a) While 30% of the basic pay of running staff will be taken into account for the purpose of determining entitlement to Passes and PTOs, the members of the running staff who were already entitled to a higher class of Passes/ PTOs on regular basis as on 31-7-1981, shall continue to be eligible to such Passes/PTOs.

(b) For the purpose of retirement benefits, 55% of basic pay shall count as pay for calculating pension and DCRG as well as for special contribution to PF Rules.

(c) While determining the emoluments for the purpose of calculation of retirement benefits, Dearness Pay as admissible from time to time, shall be calculated on basis of pay plus 30% thereof in the case of running staff retired/retiring on or after 1-8-1981.

925. (i) Running staff learning the road shall be paid for the total kilometrage actually run instead of for three-fourth of the distance.

(ii) Inflation of kilometrage on account of incentive scheme, ghat sections etc. is not admissible to the running staff learning the road.

(iii) Not more than 3 trips in the up direction and 3 trips in the down direction shall be allowed for learning the road on each section.

926. (i) Running staff traveling as passengers on duty before or after working trains or when they are called upon to work a train at outstations but have to return without working the train due to its cancellation shall be treated as performing "light duties" and shall be paid at half the kilometrage actually traveled.

(ii) In the case of trains which are provided with double sets of crew, the spare crew traveling in the crew Rest Vans shall be paid half the kilometrage admissible to the crew on duty.

927. When running staff cannot be allowed running or other duties on account of:

(a) occurrence of natural calamities like breaches due to flood etc; or

(b) coal shortage. they shall be paid Allowance in lieu of kilometeage as admissible at Headquarters in terms of Role 907(a).

928. The total kilometrage earned by the running staff during a month shall be rounded off to the nearest 50 kms, i.e., 1 to 24 kms. will be disregarded 25 to 74 kms. shall be rounded off to 50 Kms and 75 to 99 kms. shall be rounded off to 100 kms,

929. With the commencement of these Rules namely with effect from 1-8-1981, the provisions relating to Running Allowance in Chapter V of the Indian Railway Establishment Code Vol.1 and in Chapter IX of the Indian Railway Establishment Manual shall stand modified to the extent and in the light of the provisions enumerated in these rules.

930. (i) The power to amend these rules shall vest in the President.

(ii) The power to interpret or clarify the provisions in the application of these rules shall be exercised by the Ministry of Railways.

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CHAPTER X

Arrears claims and recoveries of overpayment

1001-1012	Arrear Claims of railway servants
1013-1019	Recovery of over-payment

1020-1030	Payment of settlement dues from station earning

1001. **A Arrear claims of Railway servants**

General. All petty arrears claims other than those which affect railway servant's pension gratuity or special contribution to Provident Fund, all claims for whose delayed submission an adequate explanation is not forthcoming and all claims preferred after the expiry of the period prescribed for the preservation of records for their verification, should be rejected.

1002. To enable the competent authority to decide whether investigation and payment of arrear claims may be sanctioned in individual cases, it is necessary to indicate in each case the total amount of arrear claim together with the salary of the railway servant concerned to assess whether the claim is to be treated as petty or not. Reasons for the delay in Submission of the claims should be furnished to enable the sanctioning authority to decide whether these reasons are satisfactory.

1003. There is no yardstick as to what should be regarded as a petty claim, but as a general rule, if a claim amounts to less than Rs. 10 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 not action should ordinarily be taken regarding the payment of the arrears. From the date the discrepancy has been brought to notice, or has come to light, the correct amounts should, however, be drawn where due.

1004. Paragraph 1021 of the Indian Railway Administration and Finance authorities the General Manager or any other authority to whom the power may be delegated by the President to sanction an investigation of arrear claims of persons appointed by him in the following cases, i.e.

(i) **when the claim is not over three years old from the date it becomes due, irrespective of the amount involved, and**

(Railway Board Letter No:- E(G)AL1-31 dated 19-1-1993)

(ii) when the claim is over three years old reckoned as above, but the amount of the claim pertaining to the period beyond three years does not exceed Rs. **10,000/-**

(Railway Board Letter No:- E(G)2009 AL 1/16 dated 06.01.2010) --acs no.213 (RBE NO.03/2010) **SECR 15/11**

***Clarification:-** The date from which due shall be the date of administrative order issued pursuant to directions/orders of the Court, Tribunal etc or the date of administrative orders issued pursuant to the decision of the competent authority on a representation received from the affected employee or his/her representative etc as the case may be, leading to claim for payment of arrears.

(*Authority : Railway Board's letter No.E(G)2014/AL I-20 dated 19-06-2018) **SECR 185/18**

1005. In cases where the amount of the claim for the period beyond three years exceeds Rs. **10,000/-** investigation of the portion within the three years' limit may be sanctioned by the General Manager and the question of sanction of the balance only, i.e. portion beyond three years should be referred to the Railway Board for orders.

(Railway Board Letter No:- E(G)2009 AL 1/16 dated 06.01.2010) --acs no.213 (RBE NO.03/2010) **SECR 15/11**

1006. Subject to the conditions stated in paragraph 1004 above and to any further conditions which he may consider necessary, the General Manager may delegate his powers to authorities subordinate to him in respect of claims which are not more than three years old.

1007. The orders continued in this section do not apply to cases of

(i) gratuity/special contribution to provident fund, and

(ii) claims for the payment of amounts placed under the head "Deposit Unpaid Wages".

1008. The powers to sanction the investigation and payment of arrear claims vested in the General Manager or in the lower authorities to whom powers may have been delegated should be exercised in consult with the Finance Officer concerned.

1009. Claims of railway servants, whether gazetted or not, to arrears of pay and allowances or to increments which have been allowed to remain in abeyance for a period exceeding one year, cannot be investigated by the Accounts Officer on his own authority.

1010.In rejecting arrear claim of petty amounts in the case of railway servants governed by the Payment of Wages Act, the provisions of section 15(2) of the Act reproduced below should be kept in view :

"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 lalayed, such person himself or any legal practitioner or any official of a Registered Trade Union authorized in writing to act of 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 direction under sub-section (3);

Provided that every such application shall be presented within six months from the date of which the deduction from the 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 six months when the applicant satisfies the authority that he had sufficient cause for not making an application within such period.

1011. Claims regarding re-fixation of pay with retrospective effect.?Unless specially stated otherwise, all orders refixing the pay of a railway servant take effect from the date of issue. No arrears of pay in such cases are generally permissible.

1012. Claims regarding travelling allowance. Where a railway servant is promoted or reverted or is granted an increased rate of pay with retrospective effect, no revision of claims for travelling allowance already settled is permissible in respect of the period intervening between the date of promotion of grant of increased rate of pay and that on which it is notified, unless it is clear that there has been an actual change of duties.

Note : In the case of late authorisation/drawal of increments with retrospective effect, other than those where increments were withheld or where the increments take an officer above the stage of efficiency bar, there is no objection to the supplementary claims relating to Traveling Allowance, if any being admitted, on the basis of the enhanced pay including the increments.

1013. **B RECOVERIES OF OVERPAYMENTS**

All personal claims will normally be checked finally within one year of the date of payment, and if within this period an amount is discovered to have been paid erroneously through an oversight in the Accounts Officer and not due to wrong interpretation of a rule or order it will ordinarily be recovered. When the amount so deducted can, without hardship to the party concerned, be recovered from a current bill, the recovery will be made by the Accounts Officer from such bill. If, however, the amount discovered to have been erroneously paid cannot be met from the amount payable in the current bill or is so large as compared with the person's pay that its recovery is, in the opinion of the Financial Adviser and Chief Accounts Officer, likely to cause hardship to the railway servant concerned, the amount will be held under

objection and the drawing officer requested to take steps to recover the amount from the next bill or to obtain the sanction of the Head of the Department, Deputy Head of the Department, Divisional Railway Manager, Deputy Chief Mechanical Engineer or Works Manager in independent charge of workshops, as the case may be, to the recovery being made in a suitable number of installments

Note : Overpayment made to an employee on account of excess leave granted due to irregular postings in the leave accounts should be recovered from him/her in cash or excess leave allowed in the past, set off with the consent of the employee against future credits of leave earned by him/her. The amounts excess paid to the staff in such circumstances should not be written off in any case.

1014. An erroneous payment may be either due to a wrong interpretation of financial rules or to oversight. The following procedure should be observed in regard to either :?

(a) when a wrong interpretation of a financial rule has been followed in an Accounts Office, the new interpretation should be given effect to from the date which the competent authority may decide when giving the correct interpretation. If no date is specifically fixed, the correct interpretation should be given effect to from the date it is stated by the competent authority; and

(b) when erroneous payments have been passed through oversight in the Accounts Office, payments made less than twelve months ago should be recovered and orders of competent authority obtained with regard to previous overpayments.

1015. Every Railway Officer should attend promptly to any objection communicated to him by the Accounts Officer and all objections relating to personal claims revised by the Accounts Officer or by the Audit Department, whether accepted or not, should immediately be communicated to the parties concerned so that the question of write-off of the amounts on the ground that they are more than a year old, may not arise in case it is eventually decided that the objections are correct and the amounts disallowed are to be recovered.

1016. Recovery of overpayments made to railway servants by drawing and disbursing officers may be waived only after the strictest possible scrutiny and only if there is fullest justification for such waiver, which should be placed on record. Normally, no recoverable overpayment should be waited. But waiver may be justified if overpayment has occurred over long periods and the amount involved is very large compared, and, where it would require many years to recover the amount, it may be held that by Gripping the resources of a comparatively lowpaid individual over a large number of years, his efficiency would considerably suffer and thereby the indirect loss to the Railway by the loss of his efficiency might be more than the loss to the Railway caused by writing off the recovery of the overpayment. The nature of the irregularity will also be an important consideration. The element of discretion, therefore, should be judiciously exercised and waiver should not be accorded merely on the ground that over payments were drawn in good faith and are over one year old.

1017. Recovery should not ordinarily be waived in cases where

(i) the recovery relates to a gazetted railway servant, or

ii) where the amount involved does not exceed two months pay of the railway servant concerned.

The Railway Board have full powers to sanction the write-off of amounts overdrawn by railway servants or otherwise due from them. The General Managers may exercise the powers of the Railway Board under this paragraph in respect of non-gazetted railway servants. In the case of gazetted railway servants, the General Manager may waive recovery of amounts overdrawn by them or otherwise due from them if the erroneous payment or the amount due is discovered by Accounts or Audit more than one year after the date on which it was made or on which it was due. The General Manager may redelegate his powers under this paragraph to any authority subordinate to him subject to such conditions as he may deem fit to prescribe.

Note : In cases where an amount due from a person has to be written off on the ground than he/she is no longer in railway service and no recovery is, therefore, possible the orders sanctioning write off should invariably contain a clause that any sums which are subsequently found due to the person concerned will be adjusted against the amounts written off.

1018. The powers to waive recoveries of overpayment may be exercised whether the transactions are pre-checked or post-checked or whether the irregularity has come to notice in the course of internal check or has been brought to notice by Audit.

1019. When any overpayments are made to railway servants, these arc generally recovered in instalment with a view to mitigating hardship to them. In the case of railway servants due to retire on account of superannuation, the recoveries of overpayments

should be spread in such a manner that the recoupment in full is made within the period available. In cases where railway servant retire on account of permanent in capacity due to bodily or mental infirmity, the outstanding amount should be made good by them before retirement and the balance, if any, should be recovered from the settlement dues at the time of payment.

1020. **C) PAYMENT OF SETTLEMENT DUES FROM STATION EARNINGS**

Sub-Section (2) of Section 5 of the Payment of Wages Act requires that where the employment of any person is terminated by or on behalf of the employer the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated. This provision covers both permanent and temporary railway servants including substitutes.

1021. In accordance with paragraph -405(ii) of the book Indian Railway Administration and Finance, the Financial Adviser and Chief Accounts Officer, with the prior approval of the Ministry of Railways (Railway Board) is empowered to employ a system in which cash receipt at stations may be utilised to a limited extent for the payment of expenditure of the railway (e.g. payment of claims for compensation for goods lost or damaged, disbursement of pay and traveling allowances with a view to accelerate payment of such charges, payment of wages in certain specified cases under the Payment of Wages Act).

1022. The following procedure is laid down to expedite the payment of wages to discharged labour, purely for guidence. Details of procedure suited to the requirements of each railway may be worked out in consultation with the Financial Adviser and Chief Accounts Officers.

1023. Withdrawal from station earnings should be permitted only in the case of payments to substitutes and temporary railway servants who are discharged during the wage period and are required to be paid within two working days of their discharge under the Payment of Wages Act.

1024. If such railway servants happen to work at the Divisional/Workshop/Railway Headquarters where the Accounts Office concerned is situated, or where it is possible to arrange payment in time, payment should be made in the usual manner, i.e. only after recheck by the Accounts Office concerned and through the Pay Master.

1025. The settlement pay-sheets should be prepared in triplicate in the standard form and should invariably contain a reference to the sanction on the authority of which the staff in question was employed, the period of currency of the sanction and the rate of pay allowed in each case. In case no sanction is available, the bill-preparing authority must quote reference to the substitute statement submitted by it to the Divisional Officer or the Divisional Headquarters authority for its formal approval and also attach a copy thereof with the settlement pay-sheet.

The bill should also indicate the date up to which and die reference to salary bill or muster-sheet through which the wages were drawn during the month and the head of account to which the amount is to be allocated. The bill will then be endorsed as follows :

To

Station Master_____

Fay from station earnings.

Signature_____

Designation_____

Stamp of Office_____

Date_____

1026. The senior supervisor under whom the staff are working at the time of discharge will have the amount paid in his presence at the station after taking the signature or thumb impressions of the payees on the pay-sheets. No payment should be made at any point or points away from the station premises. After the payment has been made, the senior supervisor concerned will record the following certificate on the salary bill or muster sheet :?

"No._____ paid in my presence

No._____Did not turn up for payment.

Signature_____

Designation_____

Date_____

The Station Master will also endorse a certificate as under :

"A sum of Rs. _____has been paid by me from station earnings on date. The senior supervisor presenting the salary bill/muster sheet is Shri _____Designation _____and is known to me."

Signature----------

Designation----------

Stamp of Office ----------

Date----------

1027. When the Station Master himself is to make payment to discharged temporary substitutes of casual labor appointed by him, he shall withdraw the money required from the Chief Booking Clerk/Goods Clerk and proceed in the manner indicated in paragraphs above. In this case the payment should always be witnessed by the senior most supervisor of another Branch of the railway present at the station. A certificate of

payment should then be recorded at the food of each of the three copies of the pay-sheet.

1028. The Station Master or the Chief Booking Clerk or Goods Clerk should, after the close of the payment and the recording of the certificate of payment, take possession of the original paid voucher or sheet and send the sheet or sheets as a cash voucher for the net amount actually paid along with the collected cash for the day, to the Cashier concerned.

The other copies of the pay sheet will be handed over to the official witnessing payments, who will keep the office copy with him and forward the third copy immediately to the Divisional Officer concerned.

1029. In all cases where it is proposed to make payment from station earnings at a station, the senior supervisor concerned will sen da telegraphic advice in advance to his immediate gazetted officer as also to the Accounts Officer concerned and they will, as far as possible, arrange for the payment being witnessed by responsible assistance working under them. Wherever such an assistant is deputed, he should also sign on the pay-sheet giving his designation along with the senior supervisor or the Station Master as prescribed above.

1030. After the payment from station earnings has been arranged, the senior supervisor should immediately take down an extract of all unpaid items, if any, from the muster-sheet or salary bill. He will subsequently prepare a supplementary muster-sheet or salary bill in respect of the unpaid items and submit the same to the Divisional Headquarters through the usual channel for pre-check by the Accounts Office and arranging payment. The following certificate shall be recorded by the senior supervisor on the supplementary muster-sheet or salary bill---

"Certified that the staff in whose favor salary/wages have been charged herein could not be paid when their payment was in the first instance, arranged, Vide No.---------- dated ------- from station earning on..... ----------at station.

Signature----------

Designation----------

Date----------

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CHAPTER XI

Advances

1101	Rules
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1101. Rules governing the grant of various? Advances and withdrawals permissible to railway servants from the Consolidated Fund of India and Provident Fund are given in the Indian Railway Administration and Finance and Indian Railway Establishment Code Vol. I respectively. Details regarding the grant of advances from the Consolidated Fund of India are given below for guidance.

1102. Purposes for which Advances can be sanctioned

(i) For purchase of conveyance.

(i) (a) For purchase of personal computer.

(ii) For construction/purchase of house/Flat etc.

(iii) For purchase of table fan.

(iv) For purchase of warm clothing.

(v) Advances of pay on transfer.

(vi) Advances of T.A. on tour/transfer/retirement.

(vii) On proceeding on deputation abroad/return to India.

(viii) As leave salary.

(ix) Advance for meeting losses due to natural calamities like floods etc.

(x) For law suits.

(xi) For treatment of Cancer.

(xii) For festivals.

1103. Interest will be charged on the types of Advances mentioned at items (i) to (iv) of Para 1102.

1104. General Conditions for grant of Advance for the purchase of Motor Car/Motor Cycle/ Scooters/Moped

(1) A Head of Department under whom the railway servant is for the time being employed may sanction an advance for the purchase of conveyance. The advance will be granted only when the said authority is satisfied that the railway servant has the capacity to repay the advance.

Rule 196 of FR (Civil Services)

(2) An advance shall not be granted to a railway servant who has already purchased the conveyance and paid for it, unless the conveyance has been purchased within a period of three months from the date of the advance was applied for and has been paid for by raising a temporary loan.

(3) **Meaning of the word 'Pay'-For the purpose of these rules 'pay' shall mean pay as Defined in Rule 1303(FR. 9)(21)(a)(i)/R-II (Sixth Edition).**

Note : In the case of a Government/Railway servant who has not opted for the revised scale of pay in terms of the Railway Services (Revised Pay) Rules, 1997, 'Pay' for the purpose of these rules shall mean basic pay as drawn in the existing scale and shall include Dearness Allowance upto AICPI 1510 and Interim Relief I & II as were admissible as on 31-12-95.

(4) Interest : Simple interest at such rates as may be fixed by government from time to time shall be charged on advances granted to railway servant for the specified items. Such interest shall be calculated on balance outstanding on the last day of each month.

(5) Conditions of Eligibility: A Government / Railway Servant may be granted an advance for the purchase of a Motor Car/Personal Computer / Motor -Cycle / Scooter / Moped provided that :

i) The advance for the purchase of a Motor Car/Personal Computer shall be

granted to those government /Railway Servants having pay of Rs.19530/- or more excluding grade pay, per month in the pay band. *T*he secretary of an administrative Ministry / Deptt. Shall be competent to relax this condition in deserving cases.

ii) The advance for the purchase of a motor -cycle /Scooter / Moped shall be granted to those government / Railway Servant having pay of Rs. 8560/- or more excluding grade pay, per month in the pay band .? The authority competent to sanction this advance may, however relax this condition in deserving cases.

(Authority Board's letter NO. F(E)SPL. 2008/ADV.2/4 dated 26-02-2009) - **acs no.207**

1105. Purchase of Motor Car (1) Amount of Car Advance The total amount of advance which may be granted to a Government/Railway servant for the purchase of a motor car for the first occasion shall not exceed **Rs.1,80,000/- (Rupees one lakh eighty thousand)** or *eight months basic pay and dearness pay of the Government servant taken together* or the anticipated price of the Motor-car to be purchased by the Government/Railway servant, whichever is the least. If the actual price of the Motor- car purchased by the Govt./Railway servant is less than the amount of advance, then he shall refund the balance to the Government forthwith.

The quantum of advance that may be granted on the second or subsequent occasions for the purchase of a Motor- car shall not exceed **Rs. 1,60,000 (Rupees one lakh sixty thousand) or** e*ight months basic pay and dearness pay of the Government servant taken together* or the anticipated price of the motor car to be purchased whichever is the least.

Such second or subsequent advances for the purchase of a motor car will be admissible only after four years reckoned from the date of drawl of the last advance have elapsed, provided that this restriction of four years shall not apply in the following cases :

(a) where an advance has been allowed earlier for the purchase of a motor cycle/scooter but if desired to draw the advance?? for motor car.

(b) where he disposes of his motor car in India prior to his posting/deputation/training abroad lasting more than one year and return to India without a motor car.

(c) where he is appointed to a regular post abroad and does not take his motor car along with him.

Note. 1 The world "price" used in the above sub rules includes the Registration money paid for in advance by the Government/ Railway Servant to the dealer while booking for the new car and which is later adjusted by the dealer on allotment/delivery towards the price of the new car.

2 Where a Government/Railway servant desires to keep two vehicles of different types i.e. a Motor Car and a Motor Cycle/Scooter and has purchased one type of vehicle with the advance drawn from the Government/Railway and wants to have advance for purchasing a different types of vehicle, he may be sanctioned the same under the provisions already existing in Indian Railway Establishment Manual, as amended from

time to time, without being required to sell the previous vehicle, provided he repays the outstanding amount of advance with interest before drawing the fresh advance. An advance given in such a case will be treated as second advance.

Rule 201 of GFR (Swamy's Compilation)

(2) Recovery of Advance?The advance granted, either for the first time or on subsequent occasions shall be recovered in such number of equal monthly installments as the railway servant may elect, not exceeding 200 installments. The railway servant may at his option repay more than one installment in a month.

1105(a) Purchase of Personal Computer:? The authority competent to sanction an advance for the purchase of Motor car may sanction an advance not exceeding Rs.80,000/- (Rs. Eighty Thousand) on the first occasion and Rs.75,000/- (Rs. Seventy Five Thousand) on? the second or subsequent occasions, or the anticipated price (excluding customs duty, if any), whichever is less to a Railway Servant who is otherwise eligible for the grant of Motor Car advance in terms of existing Rule, for the purchase of a personal computer.

(b)However, an advance not. exceeding Rs.30,000/- or the anticipated price (excluding customs duty, if, any) whichever is less, may be sanctioned to Railway servants for purchase of personal computer **whose pay is Rs.8560/- or more excluding grade pay, per month in the pay band** and who are otherwise not eligible for grant of Computer Advance under existing provisions.

(Authority Board's letter NO. F(E)SPL. 2008/ADV.2/4 dated 26-02-2009) ---**acs no.207**

CONDITION OF SANCTION:

1. ***The Railway Servant , who has already drawn an advance for the purchase of a personal computer and a period of 3 years has not elapsed from the date of drawal of the earlier advance, shall not be eligible for the grant of second and subsequent advance for the purchase of a personal computer.***

2. ***An application for the grant of advance for the purchase of a personal computer shall be required to be made in GFR FORM-27.***

3. **No advance for the payment *of custom duty on the personal computer shall be sanctioned.***

4. ***The personal computer will be required to be mortgaged in the name of the President and for this purpose GFR FORM-24 may be used by substituting the words, "Motor Vehicle" with the words 'Personal Computer". Similarly GFR FORMS of agreement for drawing an advance for the purchase of Motor Car may be used by substituting the words "Motor Vehicle" with the words "Personal Computer" Make and Model of the personal computer may be***

entered in the Mortgage deed.

RECOVERY OF ADVANCE:

5. The advance sanctioned for the purchase of a personal computer shall be recovered in such number of equal monthly installments as the Railway servant may elect, but not exceeding 150.

6. Total recoveries on account of all advances including computer advance, taken by a Railway Servant shall not exceed 50% of the total emoluments.

INTEREST.

7. Simple interest at such rates as may be fixed by Government from time to time for the Motor Car advance shall be charged on advance granted to Railway Servant for the purchase of Personal computer.

8. All other conditions laid down in the Rules regulating the sanctioning of motor car advance will apply to the advance which may be sanctioned for the purchases of a personal computer.

FROM G.F.R. 27

A. Application Form for the Purchase of Motor Car/Motor Cycle/Personal Computer.

1. Name of the Applicant.

2. Applicant's designation.

3. District and station.

4. Basic Pay.

5. Anticipated price of motor car/Motor Cycle/Personal Computer.

6. Amount of Advance required.

7. Date of superannuation or retirement or date of expiry of contract in case of a contract officer.

8. Number of instalments in which the advance is desired to be repaid.

9. Whether advance for similar purpose was obtained previously and if so

(i) date of drawal of the advance.

(ii) the amount of advance and/or interest thereon still outstanding, if any,

10. Whether the intention is to purchase

(a) a new or an old Motor Car/Motor Cycle/Personal Computer.

(b) if the intention is to purchase Motor Car/Motor Cycle/ Personal Computer through a person other than a regular or reputed dealer or agent, whether previous

sanction of the competent authority has been obtained as required under rule 15(2) of the Central Civil Services (Conduct) Rule, 1964.

11. Whether the Officer is on leave or is about to proceed on leave

(a) The date of commencement of leave.

(b) ***The date of expiry of leave.***

12. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the motor car/motor cycle/Personal Computer within one month from the date of drawal of the advance

13. **(a)** ***Certified that the information given above is complete and true.***

(b) Certified that I have not taken delivery of the Motor Car/Motor Cycle/Personal Computer on account of which I apply for the advance that I shall complete negotiations for the purchase of, pay finally and take possession of the same before the expiry of one month from the date of drawal of the advance.

Applicant's Signature
Date:
(Railway Boards letter No. F(E)Spl./ 95/ADV/4/1 dated 26-09-96)

1106. **Purchase of Motor Cycle/Scooter/Moped etc.** (1) The amount of such advance for the first occasion shall not exceed Rs. 30,000/-(Rs. thirty Thousand)or **or four months basic pay and dearness pay taken together**, or the anticipated price of the motor cycle/scooter/moped, whichever is the least.

The quantum of advance that may be granted on the second or subsequent occasions for the purchase of a motor-cycle/scooter/moped shall be restricted to Rs. 24,000/- (Rs.Twenty four thousand) **or three months basic pay and dearness pay taken together**,) or the anticipated price of the motor cycle/scooter/moped whichever is the least.

The amount of advance will be recovered in such number of equal monthly installments as he may elect but such number shall not be more than seventy.

(2) The railway servant concerned should furnish a certificate to the effect that he has not drawn any advance earlier for the purchase of conveyance of the same type. The sanctioning authority should also verify the correctness of the certificate given.

(3) In the case of second or subsequent occasions, the amount of advance will be less the profit earned on the sale of the previous scooter/motor cycle/moped, i.e. the excess of sale proceeds over the purchase price paid by the railway servant at the time of its purchase.

No. F (E) Spl./87/(l) adv. 2/8 dt. 31-8-87

(4) Notwithstanding the condition stated in Para 1104 (5) (ii) of IREM an advance upto Rs.20.000/- or the anticipated price, whichever is less, may be sanctioned by the competent authority for purchase of Moped to Railway Servants having pay below Rs.8560/- excluding grade pay per month in the pay band.

(Authority Board's letter NO. F(E)SPL. 2008/ADV.2/4 dated 26-02-2009) ---acs no.207

1**107. Cycle Advance(1) A Government / Railway Servant whose grade pay does not exceed Rs.2,800/- (Rupees Two thousand eight hundred) may be granted an advance for the purchase of a bicycle provided that :**

(i) The amount of such advance shall not exceed Rs.3,000/- (Rs.Three thousand) and shall be restricted to the anticipated price inclusive of sales tax of the bicycle. If the actual price of the bicycle paid by the Government/Railway servant is less than the amount of advance sanctioned, he shall refund the balance to the Government forthwith.

Note- Since cycle advance is now an interest free advance, Para 1108 (6) relating to recovery of interest would not be applicable to cycle advance.

(NO.F (E) Spl. 2008/ADV.2/2, dated 07/11/2008.)-acs no. 204

(ii) the amount of such advance shall be recovered in equal monthly installments not exceeding twenty-five.

Authority Board's letter NO. F(E)SPL. 97/ADV./2/2 dated 4-3-98 and 1.11.04)

(2) An advance for the purchase of bicycle should not ordinarily be granted within three years of a previous advance unless satisfactory evidence is produced by the railway servant concerned to the effect that the bicycle purchased with the help of the earlier advance has been lost or has become unserviceable.

F(E)Spl./81. Adv. 2/2 Dt. 23-7-1981.

NOTE : Priority may be given to the requests of the railway servants who have not drawn an advance during the last two years.

(3) The Railway servant should furnish cash receipt for the purchase within one month of drawing the advance.

1108. Other conditions for grant of advance to purchase conveyances.

(1) 'Actual price' of conveyance includes (i) Sales Tax and the cost of such items e.g. spare wheels, tyre and Tube or pillion seat. It does not cover the cost of certain accessories such as radio in a car, plastic covers. It includes registration money paid for in advance by the Railway/Government servant to the dealer while booking for the new car and which is later adjusted by the dealer on allotment/delivery to-wards the price of the new car.

(ii) the cost of transportation of the conveyance up to the place of duty of the railway servant at the time of purchase irrespective of whether the transport is arranged by the distributors or by the railway servant himself; and

(iii) the octroi charges actually paid.

(2) Necessary provision exists in the Budget for grant of such advance.

(3) While there is no objection to the grant of advance to temporary/contract officers, it must be stipulated that the amount of advance together with interest thereon is recovered at the time of issue of last pay to the railway servant concerned. These advances should be granted subject to the production of surety of a permanent railway servant of comparable or higher status not governed by the Payment of Wages Act.

(4) The railway servant shall not sell or transfer the conveyance so long as the amount of advance together with the interest on such amount is not completely repaid except with the permission of the competent authority.

(5) Unless the railway servant who is sanctioned an advance for the purchase of the conveyance completes the purchase of and pays for the conveyance within one month of the date on which he draws the advance, he shall refund forthwith the full amount of advance drawn together with interest thereon for one month.

Note-- (i) A competent authority, may in exceptional cases, extend the period of one month prescribed in this rule up to two months.

(ii) Where a railway servant refunds the full amount of the advance before the end of the month in which it was drawn, the interest may be recovered for the actual period the advance was retained by the railway servant.

(iii) The conditions in this rule should be mentioned in all sanctions for the advance.

(6) Penal interest Where the amount of advance is retained beyond one month in contravention of the provisions in sub-para (5) above interest will be charged in the manner indicated below :

(i) The period of one month laid down in clause (5) above should be a calendar month from the date of drawl of the advance.

(ii) For the first month or where the period is extended by the competent authority for such extended period, on the amount of advance at the rate applicable.

(iii) For period in excess of item (ii) above, interest should be calculated on the balances outstanding for the actual period in excess of one month (including fraction of a month) or where the period is extended by the competent authority in excess of such extended period and not on the monthly balances, at the higher rate stipulated.

GFR M.F. OM No. F-16(R)E/II(A)/73

(7) Agreement and mortgage bonds?A railway servant shall, before he draws an advance for the purchase of motor car executes an agreement on the forms 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.

Note: Where only advance is sanctioned, i.e. for the purchase of motor car or for payment of the customs duty or where only one advance is sanctioned for both the purposes of payment for motor car and payment of customs duty, the mortgage bond should be executed in Form Prescribed. Where an advance for the payment of customs duty is sanctioned after the motor car has been purchased with an earlier advance, a bond in the prescribed should be executed.

2. Failure to execute mortgage bond in time will render the railway servant to refund forthwith the whole of the amount of advance with interest accrued thereon.

GIMF No. F. 16 (4) E-II (A) 64 dt. 4-1-1965

(8) The sanctioning authority should discharge the responsibility of scrutinizing the cash receipt to ensure that the advance has been utilized for the purchase of the conveyance within the prescribed period and that the actual price is not less than the amount of advance.

(9) A Railway servant who is on leave or about to proceed on leave and for whom an advance for the purchase of motor car/motor cycle/scooter has been approved, may be allowed to draw the advance at any time during the currency of leave, if he receives the intimation regarding the availability of the conveyance while he is on leave.

G.I.M.F. OM No. F (23) I-E-II (A)/76 dt. 5-1-1977

(Swamy's Compilation of GFR)

Note. Provisions of this clause will apply to the railway servants who are on earned leave including study leave but will not apply to those who are proceeding on extraordinary leave for long periods.

(Board's letter No. F (E) Spl. 80 Adv. 2/1 dt. 26-9-1980.).

Rule 1104 (7) of IREM.

(10) Recovery of advance Recovery will 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 installments if the railway servant so desires. The amount of interest will be recovered in one or more installments each such installment being not appreciably greater than the installments 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.

Note. The amount to be recovered monthly should be fixed in whole rupees except in the case of last installment when the balance including any fraction of a rupee should be recovered.

(11) Except when a railway servant proceeds on leave other than leave on average pay not exceeding four months, or retires from service or is transferred to an appointment, the duties of which do not render the possession of motor car/motor cycle/scooter necessary, the previous sanction of the Railway Board or the General Manager, as the case may be, is necessary to the sale by the railway servant of the vehicle purchased with the advance which with the interest accrued has not been fully repaid. If the railway servant wishes to transfer such a conveyance to another officer who performs the duties of a kind that render the possession of a motor car necessary, the sanctioning authority may permit the transfer of the liability attaching to the vehicle to the latter officer, provided that he records a declaration that he is aware that the vehicle transferred to him remains subject to the mortgage bond and that he is bound by its terms and provisions.

Rule 1104 (a) IREM

(12) In all cases in which a conveyance purchased out of the advance granted is sold before the advance with interest accrued has been fully repaid, the sale proceeds must be applied, so far as may be necessary towards the repayment of such outstanding balance provided that when the conveyance is said only in order that another conveyance may be purchased, the sanctioning authority may permit a railway servant to apply the sale proceeds towards such purchase subject to the following conditions :

(a) the amount outstanding shall not be permitted to exceed the cost of the new conveyance;

(b) the amount outstanding shall continue to be repaid at the rate previously paid;

(c) the new car must be insured and mortgaged to government as required by these rules

Note : A fresh advance will not be sanctioned to a railway servant who is permitted to sell his old car/motor cycle scooter in order to purchase a new until the outstanding balance of the advance in respect of the old conveyance together with interest thereon has been fully repaid.

(13) An advance for the purchase of conveyance shall not be granted to a railway servant who is under suspension and if an advance has already been sanctioned to him before he was placed under suspension, he shall not be permitted to draw such advance?? during the period of his suspension.

Rule 200 of GFR

(14) The interest on advance mentioned in clause (5) of Rule 1104(A) above will be calculated by applying the following formula :

(i) When principal is repaid in equal installments from month to month:

$$\text{Interest} = N\left(N + \frac{1}{2} \times \frac{X}{12} \times \frac{Y}{100}\right)$$

Where n number of installment of repayment.

X amount of each installment of repayment

r rate of interest.

(ii) When a portion of the principal is paid in equal monthly installments and the balance is paid in lump sum:-

interest $\frac{n\,(a+1)}{2} \times \frac{r \times l}{100 \times 12}$

Where n number of installments of repayment including last installment of lump sum payment, a amount of principal.

l last balance for which interest is due

r rate of interest.

(iii) Repayment is not regular : the balance as outstanding or the last date of each month should be added up. Then interest total interest bearing balance into

$$l \times \frac{1}{12} \times \frac{y}{100}$$

where r rate of interest.
l last balance.

Note : The Railway employee, who, having applied for the advance for the purchase of a conveyance as admissible under the rules could not be sanctioned such advance due to non-availability of funds or in whose case due to anticipated delay in sanctioning the advance, there is an obvious need for raising temporary loan to purchase the conveyance, should obtain prior permission from the prescribed authority under the relevant Conduct Rules applicable to him for raising a temporary loan to meet the expenditure on the purchase of conveyance and if this authority is different from the advance sanctioning authority, he should keep the advance sanctioning authority informed of the permission obtaining under the Conduct

Rules (No. F(E) Spl/87 Adv|2|l dt. 26-3-1987).

1109. ADVANCE ON PROCEEDING ON TOUR

(1) A Head of Office may sanction to a railway servant under his administrative control, who is required to proceed on tour including a prolonged tour in the interior, an advance to cover his personal traveling expenses for a period not exceeding 30 days as well as his expenses on contingent charges arising out of the tour.

(2) Advance under this rule to heads of Offices, who are not their own controlling officers may be sanctioned by the respective Controlling Officers.

(3) An Officer who is declared to be his own Controlling Officer for the purpose of Traveling Allowance may sanction the grant of an Advance under this rule to himself.

Note."Personal traveling expenses" mean steamer, rail or air fare, incidental charges, road kilometerage and Daily Allowance for a period not exceeding thirty days in cases falling under this rule and for a period not exceeding six weeks in cases of railway servant who is required to proceed on tour to places in the interior or to places which are difficult of access.

1110. An advance of Traveling Allowances to a temporary non-gazetted railway servant may be sanctioned at the following scales:

(i) At the scale applicable to permanent staff on production of a surety from a permanent railway servant not governed by Payment of Wages Act; and

(ii) Limited to one months' pay without insisting on surety, provided he has completed one year of service and is not likely to be discharged within 3 months from the receipt of advance. -

GFR R. No. 231

1111. The advance should be treated as final charges, not as an advance recoverable and should be drawn and accounted for as contingent charges or traveling expenses of establishment as the case May be.

Rule 233 of GFR

1112. A second advance cannot be made to a railway servant under this rule until an account has been given for the first.

A railway servant who has taken an advance under this rule may not take payment of traveling allowance or other bills drawn in respect of the same journey while the advance or any portion of it remains unadjusted.

ADVANCES ON TRANSFER

1113. A railway servant under orders of transfer, whether he is on duty or on leave when he receives the orders of transfer, may be granted, under the sanction of General managers /Secretary, Railway Board and the Heads of Offices/Projects working directly under the Railway Board or any Officer so authorized by them, an advance up to an amount not exceeding one month's pay plus the traveling allowance to which he may be entitled under the rules, in consequence of transfer. The advances should be recorded on the last pay certificate of the railway servant concerned.

Note 1. Advances to railway servants on transfer to Foreign service may be sanctioned by the authorities that are competent to sanction the transfer. The reimbursement of the advance to Government by the Foreign Employer should be made in a lump sum by sending a Cheque or Demand Draft in favor of the Accounts Officer in whose books the advance is originally booked.

2. A permanent railway servant officiating in higher post may be allowed on transfer advance of pay to the extent of the pay that he is in receipt of immediately before transfer, or the pay that he will be entitled to after transfer, whichever is less.

1114. The advance of pay may be allowed by the competent authority mentioned in the above paragraph to be drawn at the new station, soon after the arrival of the railway servant, there on the production of the last pay certificate showing that no advance had been drawn at the old station.

1115. The advance of pay should be recovered from the pay of the railway servant in three monthly installments beginning with the month in which a full month's pay is drawn after the transfer. The amount of advance to be recovered should be fixed in whole rupees, the balance being recovered in the last installment. The advance of traveling allowance should be recovered, in full, on submission of the railway servant's traveling allowance bill.

1116. A railway servant may be allowed a second advance to cover the traveling expenses of any member of his family who follows him within six months from the date of transfer and in respect of whom an advance of traveling allowance has not already been drawn.

1117. When a single lump sum is drawn to cover the traveling expenses both of the railway servant himself and his family, it may be adjusted by the submission of more than one bill if it so happens that the members of the family do not actually make or complete the journey with him. In such a case, the railway servant should certify on each adjustment bill submitted by him that a further bill in respect of the traveling allowance of the member of his family (to be specified) who have not yet completed the journey will be submitted in due course and is expected to include an amount not less than the balance of the advance left unadjusted in that bill.

1118. Advance of pay on transfer can be granted to a temporary non-gazetted railway servant on the scale applicable to the permanent railway servants provided the railway servant concerned produces surety from a permanent railway servant not governed by the Payment of Wages Act, provided also that the circumstances of a case warrant the advance being sanctioned. Temporary railway servants with three years service or more need not be required to produce a surety.

Note 1. No advance of .pay should be sanctioned is respect of mutual transfers as such transfers are made at the request of the railway servants concerned.

2. No advance of pay is to be granted in case of temporary transfer.

GFR Rule 222

1119. (A) Advances to railway servant proceeding on deputation abroad Railway servants proceeding on deputation out of India for a period not less than one month may be granted an advance of a month's pay recoverable in not more than three monthly installments. In the case of temporary railway servants, surety from a permanent railway servant is obtained before the advance is recommended.

(B) Advance of pay to railway servants on transfer abroad.

(i) Railway servants who are transferred from India to posts abroad or from a post in one country to a post in another country abroad may be permitted to draw, at the time of their transfer, an advance upto an amount not exceeding two months' pay. This will not

apply in cases of transfer from abroad to India. The amount of advance will be determined on the basis of the officer's pay which he is in receipt of immediately before transfer or the pay that he will be entitled to after transfer whichever is less. The recovery may be made in not more than 6 equal monthly installments in the case of advance of 2 months' pay. In respect of an officer drawing only one month's advance of pay recovery may be made in not more than 3 equal monthly installments.

(a) The advance of pay may be drawn in Indian Rupees in India, in Sterling in the U.K. in local currency of the country of previous or new assignment or in any other soft currency in a neighboring country from which essential goods are to be imported.

(b) The railway servants will not be allowed additional foreign exchange on account of grant of advance of pay for two months instead of one month.

(c) Procedure for repayment of advances to railway servants by a foreign employer.

(i) Advance of pay to a railway servant on his reversion from foreign service should be granted by the foreign employer only after consultation with the authority competent to sanction the transfer of the railway servant to foreign service.

(ii) The competent authority should refund the total amount of advance of pay to the foreign employer by means of a bank draft on account of repayment of the advance, immediately on receipt of a demand from the Foreign Employer duly supported by the Cash receipt obtained from the officer concerned at the time of the payment of the advance. The recovery of the advance should be watched in the manner as in the case of advance of pay sanctioned to a railway servant under paragraph 1006-G.

1120. ADVANCES ON RETURN FROM LEAVE OR DEPUTATION OUT OF INDIA.

A railway servant returning from leave, other than leave on average pay not exceeding four months, on deputation out of India, may be granted by the Financial Adviser and Chief Accounts Officers concerned an advance not exceeding two months' substantive pay or Rs. l,000, whichever is less, provided no advance has been drawn under the preceding paragraph. The advance admissible under this rule on return from leave may be granted in addition to any advance made in England.

1121. Such advances, as well as similar advances made in England, should be recovered in monthly installments of one-third of pay fixed in whole rupees. The recovery of an advance made under the Military Leave Rules to a military officer in civil employment subject to the Military Leave Rules is regulated by those rules.

1122. Special passage advances made in England by the High Commissioner for India at his discretion to enable railway servants to return to duty will be recoverable in thirty-six monthly installments and bear interest at the rate prescribed for such advances.

1123. **Para 1123 and 1123 (A) Natural Calamity Advance**

The provisions stand deleted as the advance in this regard has been abolished by the Seventh Pay Commission.

(Authority: Railway Board’s letter No. E(G)2017/Ad 1-1 dated 30.05.2017) **SECR 93/17**

Deleted vide SECR 93/17

1123.Advances under special circumstances The general Manager may sanction an advance of one month's pay to non-gazetted railway servants under very special circumstances e.g. if the railway servants camp is burnt, or if serious damages are caused to his belongings due to floods, etc. such an advance must be recovered in three equal monthly installments beginning with the month in which a full month's pay is drawn after drawal of the advance.

(A) Advance in cases of natural calamities of exceptional severity. After the Government have declared a particular natural calamity as one necessitating the grant of the concession of an advance of pay, it may be sanctioned by the General Managers concerned provided the application is made in this prescribed Form (Form No. 102-Estt. Forms) (No. E(G)80 AD 1-12 dated 3-6-1981) subject to the following conditions :?

(i) The advance is admissible only to non-gazetted railway servants whose property movable or immovable has been substantially affected or damaged by the natural calamity.

CS No. 115 under E(G)78 AD 1-12 dt. 7-12-1978

(ii) The advance will be interest-free and will be repayable in not more than twenty-four equal monthly installments commencing from the second issue of pay after the drawal of the advance.

(iii) The maximum amount of the advance should not exceed three months pay of the railway servants, or Rs. 500/- whichever is less.

(iv) In the case of a temporary railway servant, surety from a permanent railway servant not governed by the payment of wages Act should be obtained before the advance is sanctioned.

(v) Normally a second advance on this account should not be sanctioned if an earlier advance for the same purpose remains unadjusted. If, however, the grant of a second advance become necessary, the quantum of the second advance plus the outstanding balance of the first advance should not exceed the limit prescribed in clause (iii) above.

(vi) No sanction to an advance under these orders should be accorded to a railway servant who fails to apply for the relief within three months of the issue of the Government orders.

(vii) This advance will not be in addition to the advance of one month's pay admissible under the preceding paragraph. If a railway servant has already been sanctioned an advance of one month's pay for the same calamity, it would be adjusted against the amount of the advance sanctioned under this paragraph.

These advances are debitable to "S-Loans and Advances by the Central Government-Loans to Government servants-Other advances."

(viii) A railway servant applying for a natural calamity advance shall also be required to

give a declaration showing the details of the movable and immovable property damaged due to the natural calamity along with his application. In case the declaration given by him is not found true at any stage, he shall be liable to disciplinary action in terms of Rule 6 of DAR-1968. (CS No.120 under Letter No. E(G)80 AD-1-12 dated 5-1-1981).

The procedure that is being followed in the matter of advances for the purchase of conveyances will be followed mutatis mutandis in this case, also in regard to drawal of funds, watching of recovery, etc. etc. The General Manager while sanctioning such advances should furnish a certificate to the Audit that arrangements will be/or have been made to provide necessary funds for covering the payment involved.

It will be the duty of the General Manager to make recommendations for the application of these rules as soon as a natural calamity of unusual severity has occurred. When making such reports, they should also indicate the action, if any, taken by the State or other local? authorities in respect of their staff.

When the sanction of the second or subsequent advance become necessary, the quantum of such advance will be arrived at as under :

(a) The amount of second advance shall be increased by 50% subject to a ceiling of Rs. 500/- or 3 months pay whichever is less.

(b) The amount of second advance so increased will be compounded with the balance?? of the advance and the total amount treated as a fresh advance, e.g.

1.	Amount of advance sanctioned in previous year	Rs. 500
2.	Amount of advance already recovered	Rs. 300
3.	Balance yet to be recovered	Rs. 200
4.	Amount of second advance admissible under existing rules and can be drawn, say, on November	Rs. 300
5.	Amount of advance to be increased? by 50%(subject to a ceiling of Rs. 500/-)	Rs. 450
6.	Amount to be treated on fresh advance .	Rs. 650
7.	No. of installments in which fresh advance is to be recovered	No. 24

1124. Advances for treatment of Cancer Railway servants drawing pay upto Rs. 900/- p.m. (old) may be granted advances for the treatment of cancer on the terms and conditions mentioned below :

(1) The advances would be admissible only in cases where a railway servant or a member of his family is being treated as an inpatient in one of the recognized hospitals for Cancer.

(2) The application for advance should be supported by a certificate from the Medical Officer-in-Charge that the patient is being treated as an in-patient in the hospital. Such a certificate should also indicate the probable duration of stay of the patient in hospital and

the anticipated cost of treatment, which would otherwise be reimbursable under the rules and be also countersigned by the authorized medical attendant.

(3) The advances should not, in any circumstances, be allowed in a case where treatment is being obtained at the residence of the railway servant or at the consulting room of the authorised medical attendant or as an outpatient at a hospital.

(4) The amount of the advance will in each case be limited to four months pay of the railway servant concerned, or Rs. 500 or such other amount as the medical officer-in-charge of the patient may recommend whichever is the lowest.

(5) Not more than one advance should be granted in respect of the same illness.

(6) The amount of the advance should be adjusted against the subsequent claim for reimbursement of the expenditure as admissible under the medical attendance and treatment rules, and the balance, if any, recovered from the pay of the railway servant concerned in two equal monthly installments after the discharge of the patient from the hospital.

(7) In the case of temporary railway servant the grant of an advance under these orders would be subject to the production of surety from a permanent railway servant not governed by the Payment of Wages Act.

(8) The term 'pay' for this purpose shall be as defined in Rule 2003 (21)-R.II.

1125. ADVANCES FOR FESTIVALS - Abolished

(Authority: Railway Board's letter No. 2016/E/(LL)/FA/1 dated 14.12.2016) **SECR 26/17 ACS 136**

1126. These advances will on payment, be debitable to "S Deposits and Advances Part III Advances not bearing interest Departmental Advances Railway Advances". A record of such advances will be maintained in the same form as for Flood Relief Advances, etc.

1127. Deleted

(Authority: Railway Board's letter No. 2016/E/(LL)/FA/1 dated 14.12.2016) **SECR 26/17 ACS 136**

1128. Advance for law suits.

(i) Advances may also be granted for the conduct of law suits to which Government is a party; but no advance should be made to a railway servant for the legal proceedings against whom have been taken at the instance of the railway administration. The amount of advance should be such as is absolutely necessary for the conduct of the law suit and should be drawn and accounted for as contingent charges

(ii) To enable the railway servant to meet the expenses of his defense in proceedings instituted by a private party against him in respect of matters connected with his official duties or position. Government may sanction at their discretion an interest free advance, not exceeding Rs. 500 or the railway servants' substantive pay for three months

whichever is greater after obtaining from him a bond. The amount advanced would be subject to adjustment against the amount, if any, to be reimbursed.

(iii) In a case where a railway servant may be required to vindicate his conduct in a court of law when specific allegations are made against him in Press, an interest free advance on execution of the bond prescribed by the Administration, may be granted.

2. The advance shall not exceed Rs. 500/- or substantive pay for 3 months whichever is less.

(iv) If the Railway servant resorts to Court with previous sanction of the government to vindicate his conduct arising out of, or connected with his official duties or position though not required to do so, by government, he will not ordinarily be entitled to any assistance, but in deserving cases, advance as above may be sanctioned, but no part of expenses will be reimbursed even if he succeeds in a Court.

(v) No second advance for the same proceeding is admissible.

(vi) The recovery of the advance will be made in not more than 24 monthly installments. The recovery will start on the first issue of pay/subsistence allowance/leave salary following the month in which the advance is given.

(vii) A temporary railway servant may be sanctioned the advance on furnishing surety of a permanent railway servant not governed by Payment of Wages Act.

[No. E(G)63-LL-2-49 dated 1-7-1969]

1129. Advance for purchase of warm clothing to railway servants transferred from the plains to hill Station Group 'C and 'D' railway servants posted at hill stations whether on first appointment or on transfer from the plains to a hill station on a permanent or long terms basis (i.e. for a period of not less than 12 months) may be sanctioned advances for the purchase of warm clothing irrespective of the fact whether they belong to hill tracts or not, subject to the following conditions :

(i) an advance for the purchase of warm clothing is admissible only once in three years. The second and subsequent advances may be sanctioned subject to the condition that the interval between the drawal of the fresh advance and the last advance is not less than three years. The advance **will** be **INTEREST FREE** and should not exceed Rs.3,000/- (Rupees Three thousand) in each case.

Notes :1.To obviate the risk of the advance being paid again during the stipulated period mentioned above to a railway servant who has drawn the advance and fully refunded it, with interest, if any, prior to his transfer from one establishment to another and happens to apply to the latter for the grant of second advance, the railway servant should be required to furnish in his second advance, application for the advance a certificate to the effect that he had not drawn the advance applied for prior to his transfer within the stipulated period mentioned above. This certificate may be test checked if considered necessary.

2.Railway servants transferred from the plains to stations where Compensatory (Hill) Allowance is admissible can be allowed advance for the purchase of warm clothing.

(ii) The advance may be claimed only during the first six months of the posting at a hill station.

(iii) Recovery of the advance will be made by deducting monthly installments equal to one-twelfth part of the advance from the pay bill of the railway servant concerned. It will commence with the first issue of pay after the advance is drawn. The authority sanctioning an advance may, however permit, recovery to be made in a smaller number of installment if the railway servant receiving the advance so desires. While the amount of the last monthly installment need not be in whole rupees, the amount of the other monthly installments should be in whole rupees.

(iv) The authority competent to sanction the advance will be the Head of Department or the Divisional Railway Manager. He should certify in each case that the advance is in respect of a railway servant who is likely to stay at the hill station for the entire period of repayment of the advance and that the members of his family are residing with him at the hill station.

(v) The surety of a permanent railway servant of comparable or higher status not governed by the Payment of Wages Act should be obtained before the advance is sanctioned to a temporary railway servant.

(vi) In deciding whether a place should be treated as a hill station for the purpose of the advance, the classification made by the State Government concerned should generally be followed.

(vii) The advance and its recovery should be adjusted under "Sec. O-Loans and Advances by the Central Government Loans to Government Servants Other Advance". The procedure that is followed in the matter of grant of advances for the purchase of conveyances should be followed mutatis mutandis in this case in regard to drawal of funds, watching of recovery, etc. In particular, an advance should not be sanctioned until a certificate is obtained from the Accounts Officer that the necessary funds for the purpose are available in the year in which the payment of advances to be made.

(NO.F (E) Spl. 2008/ADV.2/2, dated 07/11/2008.)--acs no. 205

1130. Deleted.-- **(Authority: Board's letter No. F(E)Spl.2005/ADV./6/l Dated 25-08-2009) ACS NO. 211**

1131. **- Deleted. (No.F(E)Spl.2008/Adv.2/2, dated 07/11/2008.) -ACS NO.206**

1132. Advance for House Building or Purchase of a ready built house or repayment of loan expressly taken for that purpose.

(1) Eligibility House building advance may be granted to the following categories of railway servants :

(a) Permanent Central Govt. railway servants;

(b) Temporary railway servants with 10 years continuous service, provided the sanctioning authority is satisfied that they are likely to continue in the service of the railway till the house is completely built and mortgaged to government and in addition

happen to be in possession of a developed plot of land on which construction can immediately commence on receipt of the advance applied for; and they do not hold a permanent appointment under the State Government.

(c) Officers who belong to All India Services of the category, viz. IAS, IPS, IES etc. who are on deputation to the Railway continuously for 6 years.

Note: Post-military service of ex-servicemen may be counted for reckoning 10 years to become eligible for sanction House Building Advance provided they have not drawn the advance during military service and recovery of advance with interest is ensured during re-employed service.

[No. F(E) Spl. 87/Adv./3/6 dated 31-3-1987].

(d) Railway servants covered under Payment of Wages Act provided the sanctioning authority satisfies himself in consultation with the legal authorities that :

(i) the total amount of deduction (including house-building loan recovery) in terms of Section 7(2) of the Payment of Wages Act are not likely to exceed the limits stipulated in Section 7(3) of the Act; and

(ii) it is possible, in terms of Section 12(A) of the Act to effect recoveries of house building loan in the usual manner laid down in the House Building Advance Rules.

(e) If both husband and wife are railway servants, advances is admissible to one of them. Where' a house-site is owned jointly by husband and wife, amount will be sanctioned only if both agree to mortgage the same to government.

(f) If both husband and wife are employed in Central/State Govt./semi government or local bodies, the pay of both of them will be taken into consideration for calculating the ceiling;

(g) Railway servants under suspension may be granted the advance on furnishing collateral security in the shape of mortgage bonds from two permanent railway servants.

(2) Conditions to be fulfilled

(a) Neither the applicant, nor the applicant's wife/husband/minor child must be the owner of a house. However, this condition may be relaxed by the Ministry of Works Housing and Supply in exceptional circumstances; as for example, if the applicant or the applicant's wife/husband/minor child owns a house in a village, and the applicant desires to settle down in a town or where an applicant happens to own a house jointly with other relations, etc. and he desires to build a separate house for his bonfide residential purposes.

(b) The floor area of the house to be constructed or purchased must not be less than 22 sq. meters. However, this minimum may not be insisted upon in case of flats/tenements and houses the plan of which has been approved by the Municipality.

[No. F(E)Spl.Adv.3/7 dated 10-8-1981].

(c) Advance for ready built house or flat is admissible for outright purchase only.

(d) The Railway servant will have to fill up the promissory note prescribed in Board's letter No. F(E) Spl. 84/Adv. III/2 dated 17-12-1984 (Appendices....).

(e) The applicant should not have availed of any loan or advance for the execution of the house from any other Government Department concerned e.g. the Department of Rehabilitation or Central or State Housing Scheme etc. provided, however where the loan or advance etc. already availed of by an applicant does not exceed the amount admissible in these rules, it would be open for him to apply for advance under these rules on the condition that he undertakes to repay the outstanding loan/advances etc. together with interest, if any, thereon forthwith in one lump sum to the Government. Where a Railway servant makes a final withdrawal from his provident fund in connection with construction/acquisition of a house or residential plot in addition to availing an advance under these rules, the total amount of advance sanctioned and that withdrawn from provident fund should not exceed the total amount under these rules.

[No. F(S)Spl. 75/Adv. III/5(ii) dt. 12-9-1975].

(f) The Railway servant must ensure that the cost does not infringe the cost ceiling limit.

The administrative Ministry is satisfied on the merits of the case may relax the cost ceiling up to a maximum 25% of the cost ceiling prescribed from time to time in individual cases.

[No. F(E)Spl. 87/Adv. 3/12 dt. 9-7-1987].

(3) Purposes for which Advance may be granted An advance may be granted for :?

(i) Acquiring a plot and constructing a house thereon;

(ii) Constructing a new house on the plot already owned by the railway servant or jointly with his/her wife/husband;

(iii) Getting a plot under co-operative schemes and constructing a house thereon where title will vest on the railway servant after the house is built;

Rule 3 of Min. of U.D. House Building Advance Rules.

(iv) Enlarging living accommodation in an existing house owned by the railway servant in own name or jointly with spouse;

(v) Outright purchase of new ready built house or flat from Government, semi government or local bodies, Housing Boards, Development Authorities etc. and from private parties;

(vi) Outright purchase from joint venture of Authorities/Boards etc. approved under HBA Rules and Registered Private Builders.

Authority: Railway Board's letter No. (F(E) Spl. 2005/ADV 3/5 dated 30-11-2005)

(vii) Purchase of flat under "Self-financing housing Schemes" and "Co-operative Group Housing Societies". In respect of self financing scheme the cost ceiling will be taken as inclusive of land and development charges;

(viii) Repayment of a loan taken from government/private source for house construction, even if the construction of the house has already commenced;

(ix) The advance may be granted to eligible railway servant for the construction of only the residential part of a building on a shop-cum-residential plot situated in a residential colony, subject, inter-alia, to the following conditions :

(a) For the purposes of the ceiling of the overall cost of the house, the cost of the land and the cost of the superstructure (s) including the shops) and the proposed residential portion will be taken into account. Applicants should therefore submit the plans of the shop(s) and the proposed houses aid the estimates for the shop(s) and the proposed houses, separately for scrutiny by the Government;

(b)? The railway servant should mortgage the entire property, viz., the plot including the shops) and the proposed residential portion in favor of the President of India.

(c) The railway servant will have to insure the whole building, including the shop(s), against fire, lightning and floods, as laid down in these Rules.

(x) For purchase of house/flats from private parties provided-

(a) the flat/house is new and unlived in:

(b) the flat/house shall have to be got evaluated by registered values and arrangement for this and fee for the same will be paid by the applicants.

(c) Private parties include registered builders, architects, house-building societies but not the private individuals.

(Authority: Railway Board's letter No. (F(E) Spl. 2005/ADV 3/5 dated 30-11-2005)

Note :The conditions of 'new and unlived in mentioned can be ascertained by the following :

1. The number and date of the approval of the building plan issued by the Municipal authorities by seeing the original plan.

2. The date of commencement of the construction and the date of the plan of the house by scrutinising the plan of certificate issued by Municipal authorities.

3. The bill and receipt issued by the Municipality; and

4. Enquiries with neighbor, if necessary. No. F(E)Spl. 78? Adv.? 3/10 dated 28-7-1978].

(4) Quantum of House Building Advance (HBA):

(a) The maximum limit for grant of HBA is revised to 34 months of basic pay and dearness pay taken together in place of the existing limit of 50 months of basic pay subject to a maximum of Rs. 7.5 lakhs or actual cost of the house or the repaying capacity which ever is the least, for new construction/purchase of new house/flat.

(b) The maximum limit for grant of HBA for enlargement of existing house is revised to 34 months basic pay and dearness pay taken together in place of the existing limit of 50 months basic pay subject to a maximum of Rs. 1.8 lakhs or cost of the enlargement or repaying capacity, which ever is the least.

(c) In the case of construction of a house in rural area, the amount of advance will in no case exceed 80% of the actual cost of land and construction of the house or the actual cost of enlarging the living accommodation. In the case where the house falls on the periphery of a town or a city, the amount of advance is not restricted to 80%.

(5) RATES OF INTEREST :

Existing rates of interest on House Building Advance is as under:

S. No.	Amount of Advance	Rate of interest
1	Up to Rs. 50,000/-	5%
2	Up to Rs. 1,50,000/-	6.5%
3	Up to Rs. 5,00,000/-	8.5%
4	Up to Rs. 7,50,000/-	9.5%

(6) REPAYING CAPACITY :

The repaying capacity of applicant Railway servant will be computed as under :

(a)	Officials retiring after 20 years	40% of (basic pay + stagnation increment + NPA)
(b)	Officials retiring after 10 years but not later than 20 years	Up to 40% of (basic pay + stagnation increment +NPA). 65% of DCRG may be adjusted.
(c)	Officials retiring within 10 years	Up to 50% of (basic pay + stagnation increment +NPA). DCRG up to 75% can be adjusted.

(Authority: Railway Board's letter No. (F(E) Spl. 2005/ADV 3/5 dated 30-11-2005)

The additional interest of 2 1/2% above the prescribed rates of interest laid down will not be taken into account for the purpose of computing the repaying capacity.

(7) **COST CEILING LIMIT :**

The existing cost ceiling limits will be readjusted asunder:

The Cost ceiling limit is revised to 134 times the basic pay and dearness pay taken together in place of the existing limit of 200 times the basic pay subject to a minimum of Rs. 7.5 lakhs and a maximum of Rs. 18 lakhs.

(Authority: Railway Board's letter No. (F(E) Spl. 2005/ADV 3/5 dated 30-11-2005)

Where the Administrative Ministry is satisfied on the merits of the case, they may relax the cost ceiling up to a maximum of 25% of the prescribed cost ceiling in individual cases.

Notes :1. In case of 'Self-financing scheme' the ceiling shall include the cost of land and development charges.

[No. F(E)Spl.83 Adv.3/2 dt. 27-5-1983].

2. For enlargement of house ceiling shall include the cost of existing house and proposed enlargement.

[No. F(E)Spl.81/Adv.3/2 dt. 7-12-1981].

3. In case of Development Authority flats, the cost ceiling limit will be the cost at the time of registration and not at the time of handing over of the flat.

[No. F(E)Spl.82/Adv.3/2 dt. 26-4-1982].

(**8**) Disbursement and Security

(a) (1) An advance required partly for the purchase of land and partly for constructing a single stroreyed new house or enlarging living accommodation in an existing house shall be paid as follows :

(i) An amount not exceeding **40** per cent of the sanctioned advance will be payable to the applicant for purchasing a developed plot of land on which construction can commence immediately on receipt of the loan, on his executing an agreement in the prescribed form. In all cases in which part of the advance is given for the purchase of land, the land must be purchased and the sale deed in respect thereof produced for the inspection of the Head of the Department concerned within two months of the date on which the above amount of **40** per cent is drawn or within such further time as the Govt./Head of the Department may allow in this behalf, failing which the applicant shall be liable to refund at once, the entire amount to Government, together with interest thereon.

(ii) An amount equal to 30 per cent of the balance of the advance will be payable to the applicant on his mortgaging in favor of the Government the land purchased by him along with the house to be built thereon where such mortgage is permitted by the terms of the sale of land. In cases where the terms of sale do not vest the title in the purchaser till a house is erected on the land, the applicant shall execute an agreement with the Government, in the prescribed form agreeing to mortgage the land, together with the house to be built thereon as soon as the house had been built and the title to the property is complete.

(iii) An amount equal to **30** per cent of the amount remaining after deducting from the sanctioned amount of the advance, the installment given for the purchase of land, will be payable when the construction of the house reaches plinth level.

(iv) Deleted**(Authority: Railway Board's letter No. F(E) Spl. 2005/ADV 3/5 dated 30-11-2005)**

(2) An advance required only for constructing a new house on a plot of land already owned by the applicant or enlarging living accommodation in an existing house shall be paid in two installments as under :

(i) 50% of the sanctioned advance will be payable to the applicant on his mortgaging, in favor of the Govt., the land purchased by him along with the house to be built thereon and on furnishing a personal bond. In cases where the terms of sale do not vest title in the purchaser till a house is erected on the land or otherwise the applicant shall execute an agreement with the government and shall furnish a surety bond in the prescribed form, agreeing to mortgage the land together with the house to be built thereon, as soon as the title to the property is completed, along with other prescribed documents.

(ii) Remaining 50% of the sanctioned advance will be payable when the house has reached plinth level.

(iii) The competent authority should satisfy themselves that the employee actually uses the advance for construction of house by arranging site inspections at appropriate intervals.

(iv) Other terms and conditions relating to grant/recovery of House Building Advance &? completion of construction etc. will remain unchanged.

(3) An advance required partly for the purchase of land and partly for constructing a double-storeyed new house or enlarging living accommodation in an existing house shall be paid as follows :

(i) An amount not exceeding **30** per cent of the sanctioned advance will be payable to the applicant for purchasing a developed plot of land on which construction can commence immediately on receipt of the loan on his executing an agreement in the prescribed form for the repayment of the advance, in all cases in which part of the advance is given for the purchase of land, the land must be purchased and the sale deed in respect thereof produced for the inspection of the Head of the Department concerned within two months of the date on which the above amount of **30** per cent is drawn, or within such further time as the Government/Head of the Department may allow in this behalf, failing which the applicant shall be liable to refund, at once, the entire amount to Government, with interest thereon.

(ii) An amount equal to **35** per cent of the balance of the advance will be payable to the applicant on his mortgaging, in favour of the Government, the land purchased by him along with the house to be built thereon, where such mortgage is permitted by the terms of the sale of land. In cases where such mortgage is not permitted, the provision as contained in the last sentence of sub-Rule (**8**)(a), (i)(ii), will apply.

(iii) An amount equal to **35** per cent of the amount remaining after deducting from the sanctioned amount of the advance, the installment given for the purchase of land, will be payable when the construction of the house has reached plinth level .

(iv) Deleted**(Authority: Railway Board's letter No. (F(E) Spl. 2005/ADV 3/5 dated 30-11-2005)**

(v) Deleted**(Authority: Railway Board's letter No. (F(E) Spl. 2005/ADV 3/5 dated 30-11-2005)**

(4) An advance required only for constructing a double-storied new house or enlarging living accommodation in an existing house shall be paid as follows :

(i) An amount equal to **50** per cent of the sanctioned advance will be payable to the applicant on his mortgaging, in favor of the Government, the land purchased by him along with the house to be built thereon, where such mortgage is permitted by the terms of the sale of land. In cases where such mortgage is not permitted the provisions as contained in the last sentence of sub-Rule (**8**) (a)(2)(i) will apply.

(ii) A further amount not exceeding **50** per cent of the sanctioned advance will be payable when the house had reached plinth level.

(iii) **Deleted (Railway Board's letter No. (F(E) Spl. 2005/ADV 3/5 dated 30-11-2005)**

(iv) **Deleted (Railway Board's letter No. (F(E) Spl. 2005/ADV 3/5 dated 30-11-2005)**

(5) An advance required for purchasing a ready built house shall be paid as follows :

The Head of the Department may sanction the payment of the entire amount required by, and admissible to, the applicant in one lump sum on the applicant's executing an agreement in the prescribed form for the repayment of the loan. The acquisition of the house must be completed and, the house mortgaged to Government within 3 months of the drawal of the advance, failing which the advance, together with the interest thereon, shall be refunded to Government forthwith, unless an extension of this time limit is granted by the Head of the Department concerned.

(6) An advance required for purchase/construction of a new flat shall be paid as follows :

(a) The Head of the Department may sanction the payment of the amount required by and admissible to the applicant, on the applicant's executing an agreement in the prescribed form and comply with the provisions contained in sub-rule (**8**)(b)(2) for the repayment of the loan. The amount may either be disbursed in one lump sum or in suitable installments at the discretion of the Head of the Department. The amount so drawn or the installment/s so drawn by the applicant shall be utilized for the purpose for which it was drawn within one month of the drawal of advance or the installment/s failing which the advance or part of the advance so disbursed together with interest thereon shall be refunded to Government forthwith, unless an extension of this time-limit is specifically granted by the Head of the Department.

(b) (1) In addition to their executing the agreement/mortgage deed referred to in sub-para (a) above, the following three categories of applicants shall also be required to furnish the surety of an approved permanent Central Government servant in the prescribed form before the sanctioned advance or any part thereon is actually disbursed to them:

(i) all applicants who are not permanent Railway servant;

(ii) all applicants who are due to retire from service within a period of 18 months following the date of application for the grant of an advance;

(iii) all applicants who are permanent Railway servants but not covered by sub-para (ii) above, if they require the advance for the purchase of a ready-built house.

(b) (2) In addition to the compliance with the provisions contained in sub-Para (a) and (b)(i), the applicant for constructing or purchase of ready-built flats should furnish adequate collateral security as laid down under Rule 274 of the Compilation of the General Financial Rules (Revised and Enlarged) 1963, to the satisfaction of the Head of the Department, wherever the land on which the flats stand is not mortgaged by the owner of land in favor of the President of India as a security towards repayment of the advance.

Notes : (i) The liability of the surety will continue till the house built/purchased is mortgaged to Government or till the advance together with the interest due thereon is repaid to Government, whichever happens earlier.

(ii) Utilization of the advance for a purpose other than that for which it is sanctioned shall render the Government servant liable to suitable disciplinary action under the **RS (D&A) Rules, 1965** or under any other rules of service applicable to the Government servant. He may also be called upon to refund forthwith to Government the entire advances drawn by him together with interest accruing thereon in accordance with Rule 6 of these Rules, (iii) The period for producing the sale deed in respect of the developed plot of land referred to in sub rules (a) (1) (i) and (a) (3) (i) may be extended by the Head of the Department by a reasonable time after satisfying himself that the applicant has either already paid the cost of the land or is likely to pay it immediately; that the extension of time will enable him to acquire the title leasehold rights to the land and that he has every intention of building a house and will be in a position to complete the construction of the house by the 18th month after the date of the drawal of the first installment of the advance or in such period by which the time for the completion of the house is extended under Sub Rule (16) (a) (ii).

(9) TIME LIMITS FOR UTILIZATION OF THE ADVANCE.

(i) In the case of purchase of land : The land should be purchased and the mortgage deed produced by the railway servant to the sanctioning authority within 2 months of receipt of the amount, failing which the advance should be refunded in lump sum with interest.

(ii) In the case of purchase of house : Acquisition of the house with the advance sanctioned and mortgage of the same to the government should be completed within 3 months of receipt of the advance amount. However, extension of time limit may be

granted by the sanctioning authority depending on the circumstances as explained by the loanee.

(iii) In the case of purchase/construction of new flat : The railway servant should utilize the amount or the installment paid as advance within one month of receipt of the amount, unless extension of time is granted taking into account the circumstances explained by the loanee.

(10) INTEREST (i) The advance carry simple interest at the rate prescribed from time to time from the date of payment of the first installment or lump sum as the case may be and is calculated on the balance outstanding on the last day of each month.

(ii) While issuing the sanction for grant of advance, sanction should invariably stipulate a higher rate of interest at 2?% above the prescribed rates with the stipulation that if condition attached to the sanction, including those relating to recovery of amounts, are fulfilled completely to the satisfaction of the competent authority, rebate to the extent of 12?% will be allowed. The competent authority to decide whether the payments have been made punctually will be the sanctioning authority, who will decide that the conditions attached to the sanction including those relating to the recovery of the amount are fulfilled completely to the satisfaction of the competent authority.

[No. F(E)Spl.87/Adv. 3/5 dated 27-4-1987].

(11) Construction, Maintenances, etc.

(a) The construction of the house or additions to living accommodation in an existing house, as the case may be, shall be?

(i) carried out exactly in accordance with the approved plan and specifications on the basis of which the amount of the advance has been computed and sanctioned. The plan and? specifications must not be departed from without the prior concurrence of the sanctioning authority. The railway servant shall certify, when applying for installments of advance? admissible at the plinth/roof level, that construction is being carried out strictly in accordance with the plan and estimate furnished by him to the Government of India, that the construction has actually reached plinth/roof level, and that the amount already drawn has actually been used on the construction of the house. The Head of Department may, if necessary, arrange to have inspections carried out to verify the correctness of the certificates.

(ii) completed within 18 months of the date on which the first installment of the advance is paid to the railway servant concerned. Failure to do so will render the railway servant liable to refund the entire amount advanced to him (together with interest thereon) calculated as in sub-paragraph (10) above in one lump sum. In those cases where the work is delayed due to circumstances beyond his control an extension of the time-limit may be allowed up to one year by the Head of Department and for longer period by the Ministry of Urban Development. The date of completion must be reported to the Head of the Department concerned without delay.

(b) Immediately on completion or purchase of the house, as the case may be, the railway servant concerned shall insure the house, at his own cost, for a sum not less than the amount of the advance and shall keep it so insured, against damage by fire, flood and

lightning, till the advance is fully repaid to Government. A certificate to the effect that the house has been insured shall be furnished to the sanctioning authority.

Note Heads of Departments are also required to obtain a certificate annually in the month of July before disbursement of pay for June, from each railway servant concerned to the effect that the insurance of house/ flat has been got done/renewed.

(c) The house must be maintained in good repair at his own cost by the railway servant concerned. He shall also keep it free?? from all encumbrances, and shall continue to pay all the Municipal and other local rates and taxes regularly until the advance with interest has been repaid to Government in full. The railway servant shall furnish an annual certificate to this effect to the Head of Department.

Note-Furnishing a false certificate will render the railway servant concerned liable to suitable disciplinary action under the rules. He may also be called upon to refund to Government forthwith, the entire advance drawn by him together with interest accruing thereon in accordance with para 1132(5).

(d) After the completion of?? the house, annual inspections may be carried out?? by any authorized officer under instructions from the Head of Department concerned, to ensure that it is maintained in good repair until the advance with interest has been repaid in full. The railway servant concerned shall afford necessary facility for these inspections to the officers designated for the purpose.

(12) Repayment of the Advance

(a) The advance granted to a railway under these paragraphs together with the interest thereon, shall be repaid in full by Monthly installments within a period not exceeding 20 years. First recovery of the advance shall be made in not more than 180 monthly installments, and then interest shall be recovered in not more than 60 monthly installments.

Note 1. The amount to be recovered monthly shall be fixed in whole rupees, except in the case of the last installment when the remaining balance including any fraction of a rupee shall be recovered.

2. Recovery of advance granted partly for purchase of land for constructing a new house or enlarging living accommodation in an existing house shall commence from the pay of the month following the completion of the house or the pay of 24th month after the date on which the first installment of the advance for purchase of land is paid to the railway servant, whichever is earlier.

3. In the case of advances taken for purchasing a ready built house recovery shall commence from the pay of the month following that in which the advance is drawn. Recovery of advance granted for construction of a new house or enlarging living accommodation in an existing house shall commence from the pay of the month following the completion of the house or the pay of the 18th month after the date on which the first installment of the advance is paid to the Railway servant whichever is earlier.

4. In order to avoid undue hardship to a railway servant who is due to retire within 20 years of the date of application for the grant of an advance and under the previous rules

applicable to him is eligible for the grant of a gratuity or death-cum-retirement gratuity, government contribution and or special contribution in the case of subscriber to S.R.P.F. (contributory), the Head of the Department may permit him to repay the advance with interest in convenient monthly installments (the amount of which shall not be less than the amount of monthly installments on the basis of repayment within a period of 20 years) during the remaining period of his service, provided he agrees to the incorporation of a suitable clause in the prescribed Agreement & Mortgage Deed form to the effect that the Railway Administration shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of his retirement or death proceeding retirement from the whole or any specified part of the gratuity, government contribution and or special contribution in the case of subscriber to S.R.P.F. (Contributory) that may be sanctioned to him.

5. In case the railway servant does not repay the balance of?? the advance due to Government on or before the date of his retirement, it shall be open to Government to enforce the security of the mortgage at any time thereafter and recover the balance of the advance due together with interest and cost of recovery, by sale of the house or in such other manner as may be permissible under the Law.

6. The date of retirement for the purposes of this rule may normally be taken as **60** years in the case of all railway servants, other than those to whom special conditions . are applicable in terms of para 2 of Board's letter No. PC-62/RT-1 dated 5-12-1962.

(b) Recovery of advance shall be effected through the monthly pay/leave salary/subsistence allowance bills of the railway servant concerned by the Head of the Office or the Accounts Officer concerned, as the case may be. The recoveries will not be held up or postponed except with the prior concurrence of the Railway Board. In the event of subsistence allowance payable being reduced on prolonged suspension of the railway servant the recoveries may be suitably reduced by the Head of the Department, if considered necessary, after obtaining the concurrence of the Railway Board.

(c) If a railway servant ceases to be in service for any reason other than normal retirement/superanuation, or if he/she dies before repayment of the advance in full, the entire outstanding amount of the advance shall become payable to Government forthwith. The Railway Board may, however, in deserving cases permit the railway servant concerned, or his successors in interest, as the case may be, or the sureties in cases where the applicants are temporary railway servants or due to retire within 18 months of the date of application, or permanent railway servants who require the advance for ready-built house, if the house has not been completed and/or mortgaged to Government by that time, to repay the outstanding amount together with interest thereon, in suitable installments. Failure on the part of the railway servant concerned or his successors (as the case may be) to repay the advance for any reason whatsoever will entitle the Government of India to enforce the mortgage and take such other action to effect recovery of the outstanding amount as may be permissible.

(d) The property mortgaged to Government shall be reconvened to the railway servants concerned (or his successors in interest, as the case may be), after the advance together with the interest thereon has been repaid to Government in full.

(e) Railway servants who are granted advance for the construction of house (including acquisition of suitable land for the purpose) do not find themselves in a position to undertake the actual construction of the house after they have drawn the first instalment

of loan and purchased the plot of land for construction of houses, may be allowed to refund the loan amount due from them in more than one installment. All such cases should be dealt with as under :

(i) As soon as it becomes known that due to circumstances beyond the control of the Government servant concerned, it would not be possible for him to undertake construction of the house, he should be asked to refund the entire amount drawn by him together with interest in one lump-sum, as the rules do not contemplate the grant of loan assistance for the purchase of land only.

(ii) In cases where the Ministry or Head of the Department is satisfied that the individuals concerned are not in a position to pay back the loan amount due in one instalment, they may permit at their own discretion the recovery of the amount and the accrued interest in suitable installments each of which should not be less than 33 per cent of the individuals basic pay a further condition should be imposed to the effect that if the plot of land purchased by the individuals is sold out by him, the sale proceeds should first be utilized to clear off the amount due to Government on the date, of sale in one lump-sum.

(f) The railway servant who dies before repaying the advance availed of by him under the house building advance Rules and in whose case a portion of the outstanding balance of the advance is to be set off against?? the death-cum-retirement?? gratuity admissible to his successor, no interest should be charged on the amount of advance thus adjusted against death-cum-retirement gratuity beyond the date of death of the railway servant.

(**13)** Procedure for Dealing with Applications

(a) Applications should be submitted by the railway servants to the Head of Department in prescribed Form through proper channel. The following documents should accompany the applications :

(i) a declaration in regard to house property, if any, owned by the applicant or the applicant's wife/husband/minor children at the time of applying.

(ii) If the advance is required for enlarging living accommodation in an existing house, an attested copy of the sale-deed as well as of other documents, if any, establishing that the applicant possesses indisputable title to the property in question. A site plan should also be furnished.

(iii) In cases where applicants happen to be in possession of land and desire to build a new house on it, a copy of the sale-deed or other proof of the applicant having a clear title to land on which the house is proposed to be built, along, with a site plan. If the land happens to be lease-hold, an attested copy of the lease-deed should also be enclosed.

(iv) In cases, where the applicant desires to purchase land, an attested copy of a letter from the seller of the plot to the effect that subject to the settlement and payment of the price, he is in a position to hand over the vacant possession of a clearly demarcated developed plot of land to the applicant within a period of two months from the date of his letter may be forwarded.

(v) In cases where the applicant desires to purchase a flat, an attested copy of a letter from the seller of the fiat to the effect that subject to settlement and payment of the price, he is in a position to hand over the vacant possession of a clearly distinguishable flat to the applicant within a period of two months from the date of his letter, may be forwarded.

(b) The Heads of Departments will scrutinize the application and satisfy themselves of the correctness of the facts, etc. stated therein. They will also examine the title deeds, etc. furnished in compliance with clauses (ii) and (iii) above (in consultation with their Law Officers and the Revenue and Registration authorities, if necessary) to make sure that the applicant does, in fact, possess a clear title to the property in question. In cases where it is considered necessary to consult the Ministry of Law also in the matter, before referring such cases to the Ministry of Law, the Head of Departments should call upon the railway servants concerned to obtain certificates from the Government Pleader and failing that certificates from the Revenue Officer of the place where the property is located certifying after investigation from the records of the Sub-Registrar, Revenue authorities and the Court and from the information gathered from the railway servant and others, that the property in the hands of the railway servant is absolute and not joint family property and is free from encumbrances and attachments and that the holder has a clear and marketable title to the property. The certificate may be in the following form :

"It is certified after investigation from the records of the Sub-Registrar.....and the relevant revenue and court records and from the information gathered from the sworn declaration made by ..... and ..... that the plot No .....measuring..... sq. yds. at .....within the limits of.....is the absolute property of Shri.....s/o Shri..... ..... and not joint family property.

The said property is free from encumbrances and attachments and Shri ..... has a clear and marketable title to the property."

Note : The expenditure incurred by the Railway servants for obtaining certificates from the Government Pleaders or the Revenue Authorities in connection with the verification of the title to the property should be borne by the Railway servant applying for the grant of a house building advance, as it is for him to satisfy his Head of the Department that he possesses a clear title to the plot of land, etc.

(c) The Head of Dept. will examine the applications, with reference to the priorities etc., if any laid down for dealing with them. Subject to funds being available, the applications will be returned to the Heads of Departments concerned indicating

(i) the amount of advance that may be sanctioned by the Head of Departments where it happens to be required partly for purchasing a plot of land for constructing a house [see also sub-paragraphs (d) (ii) . and (e) below], or for purchasing a ready built house;

(ii) the monetary limit up to which the grant of an advance could be considered in due course, in other cases (viz., for constructing a new house or for increasing living accommodation in an existing house).

(d) On the approval of the Government:

(i) formal sanction to the grant of an advance in the cases covered by sub-paragraph (c) (i) above will be accorded. The Head of the Department shall also arrange to complete the prescribed formalities such as execution of the Agreement, Mortgage, Deed, Surety, Bond, etc. in the prescribed forms (in consultation with appropriate legal authorities, where necessary) and then authorize disbursement of an appropriate amount out of the sanctioned advance to the applicant. Where land or a ready built house is intended to be purchased with the help of the advance, the Head of Department may, before authorizing payment of the advance, also require the railway servant concerned to certify that negotiations for the purchase have reached concluding stages, that the purchase price is not likely to be less than the amount of advance sanctioned, and that he has satisfied himself that the transaction will enable him to acquire indisputable title to the land/house in question. In such cases, the sale deeds, etc. should be examined by the Head of Department carefully (in consultation with legal and other authorities where necessary) to ensure that the railway servant concerned has actually acquired indisputable title to the property in question. It should also be verified that the market value of the land/house purchased is not less than the advance sanctioned.

(ii) The Heads of Department -shall instruct applicants desirous of constructing a new house or enlarging living accommodation in an existing house, to furnish two copies of plans, as well as specification and estimate in prescribed Forms. The plans must be got duly approved by the Municipality or other local body concerned before submitting them to Head of the Department.

(e) The Head of Department shall also attend to all formalities as explained in sub-paragraph (d) (i) above, and then authorize disbursement of the first installment of advance for construction purposes to the applicant. The payment of the remaining installments of advance may be authorized by the Head of departments direct on the basis of certificate to be furnished by the applicants as prescribed in subparagraph (8) (a) and such inspections at may be deemed necessary. It should also be verified, before disbursing the last installment of the advance, that development of the site has been completed.

(f) The Head of the Department shall also ensure that the transaction/construction of the house is completed within the period prescribed in the Rules, and that

(i) in cases of advances required partly for purchase of land and partly for constructing a single storied new house or enlarging living accommodation in an existing house (excepting cases involving enlargement of living accommodation in existing houses), the agreement in the prescribed form is duly executed by the Railway servant concerned before disbursement of the first installment of advance and that after purchasing the land the mortgage deed in the prescribed form is executed and duly registered in the Office of the Registrar of Assurances and the registered deed, together with the original documents of title to land, is deposited with the Head of the Department before drawing the second installment of the advance;

(ii) in cases of advance required for construction of additional accommodation on first floor of the existing single-storied house or constructing a double-storied new house and in all cases involving enlargement of living accommodation in existing houses, the mortgage deed in the prescribed form is executed and registered in the office of the Registrar of Assurances and that the registered deed, together with the original documents of title to and/house, is deposited with the Head of the Department before drawing the first installment of advance;

(iii) In case of advances required for purchasing a ready-built house, and in cases where the terms of sale of land do not vest the title in the railway servant till a house is erected on the land, the agreement in the prescribed form is executed and deposited with the Head of the Department before disbursement of the sanctioned advance or any portion thereof. Immediately on purchase of the house or immediately after vesting of the title in favor of the railway servant on erection of the house, the mortgage deed in the prescribed form shall be executed and registered in the office of the Registrar of Assurances. The registered deed, together with the original document of title to the land/house, shall be deposited with the Head of the Department within three months of the drawal of the advance in cases of purchase of ready-built house and in other cases where the terms of sale do not vest the title in the railway servant till a house is erected on the land, within three months of the date of vesting of title in favor of the railway servant and the time required for the registration of the mortgage deed

(iv) in cases where the applicant is required to furnish the surety of an approved permanent railway servant's surety, bonds in the prescribed form are furnished by approved permanent Railway servants before disbursement of the sanctioned advance or any portion thereof;

(v) In all the aforesaid cases, the railway servant establishes his marketable title to the property in accordance with procedure prescribed by the Government before execution of the mortgage deeds. In cases where the terms of sale do not vest the title to the land in favor of the railway servant till a house is erected on the land, it shall be ensured, before execution of the agreement in the prescribed form that the railway servants will be in a position to acquire a clear and marketable title free from all encumbrances and attachments on erection of the house.

(vi) mortgage deed (and reconveyance deed on release or reconveyance of property from mortgage) is duly registered within four months from the date of its execution as required by section 23 of the Indian Registration Act (16 of 1908) and all documents deposited by the railway servant in pursuance of these provisions are kept in safe custody till the release or re conveyance of the property from mortgage. (Registration is not necessary in the case of Surety Bonds and Agreements prescribed in these Rules);

(vii) the house is insured in the manner indicated in these rules immediately on its purchase/completion and that the premium receipts are regularly produced for inspection;

(viii) the house is maintained in good repair and that the necessary insurance premia and Municipal rates and taxes are paid regularly, and the requisite certificate furnished annually, until the advance has been repaid in full;

(ix) monthly recovery of installments of repayment of the advance commences from the due date and is made regularly from the monthly pay/leave salary/subsistence allowance bills of the railway servant concerned thereafter;

(x) in the case of railway servants likely to retire within 18 months of the date of their application for the advance, the amount of their Gratuity will be adequate to cover the balance of the advance outstanding against them just before the date of their retirement and that in such cases any applications for advance/withdrawal from their Provident Fund subsequent to the grant of house-building advance under these paragraphs should not be ordinarily entertained;

(xi) any amount drawn in excess of the expenditure incurred is refunded by the railway servant concerned to Government forthwith together with the interest, if any, due thereon; and

(xii) the property mortgaged to Government is released or reconvened immediately on the repayment of the advance and the interest thereon in full and the mortgage deed duly cancelled and returned together with the original documents of title of the land property to the railway servant concerned.

(14) INSURANCE OF THE HOUSE/FLAT

(i) Immediately on completion or purchase of house/flat, as the case may be, the railway servant to whom a house building advance has been granted, shall insure the house/flat at his own, cost for a sum not less than the amount of advance, with **any of the four Nationalized General Insurance companies of their choice, irrespective of its location in India.**

1.? Western Zone comprising the States of Maharashtra and Gujarat & Union Territories of Goa, Daman & Diu, Dadra & Nagar Haveli.	1. New India Assurance Co. Ltd., 87, Mahatma Gandhi Rd., Fort, Bombay.
2. Eastern Zone comprising the States of Assam, Bihar Manipur, Meghalaya, Nagaland, Orissa, Tripura & West Bengal, the Union Territories of Andaman, Nicobar Islands, Arnnachal Pradesh & Mizoram.	2. National Insurance Co. Ltd., 18, Rabindra Sarani, Calcutta
3. Narthern & Central Zones comprising the States of Madhya Pradesh & Uttar Pradesh and Union Territories of Delhi & Chandigarh and States of Jammu & Kashmir, Haryana, Himachal Pradesh, Punjab and Rajasthan.	3. Oriental Fire & Central Insurance Co. Ltd., Oriental Building, Mahatma Gandhi Rd., Bombay-400001. (Oriental Bldg., 88, Janpath, New Delhi.
4. Southern Zone comprising the states of Andhra Pradesh, Kerala, Mysore and Tamil nadu and the Union Territories of Minicoy & Amindiv Islands & Pondicherry.	4. United India Fire & General Insurance Co. Ltd., Indian Overseas Bank Bldg. 151, Mount Road, Madras-2.

5. Any other Private Insurance Company approved by Insurance Regulatory Development Authority (IRDA) for the purpose of insurance of the Houses/flats constructed/purchased with the help of House Building Advance".

(Authority: Board's letter No. F(E)SpI.2007/ADV./3/5 dated 5.9.2007 & 07-12-2007)

(ii) Insurance policies relating to the properties acquired by govt. servants with the help of house building advance shall be retained by the Heads of Department, both in the case of gazetted as well as non-gazetted Central Govt. servants. The Heads of Deptt. shall furnish to. the Audit Officer/Accounts Officer, as the case may be, a certificate that the

borrower has insured the house for an amount not less than the amount of advance taken for the purpose and the Insurance Company has been notified about the interest of Govt. in the Policy. In the case of Insurance affected on annual basis, this procedure shall be repeated every year until the advance together with the interest thereon has been fully repaid to Govt. The Insurance Policies shall be made available for verification to the Local audit inspection to the Audit office/Accounts Officer.

(iii) With a view to ensuring that all houses constructed /purchased with the help of house building advance granted by Govt. are properly secured by insurance, the Heads of Departments will obtain a certificate in the prescribed form annually in the month of July before disbursement of the pay for the month of June from each and every Govt. servant concerned, who has been granted house building advance, to the effect that the insurance of the house/ flat has been got done/renewed. The Heads of Department shall also, while issuing the Last Pay Certificate, make an entry regarding the insurance of the house/flat stating for what period it has been insured and when the insurance thereof should be renewed. Non-furnishing or furnishing of a false certificate by Govt. servant concerned will render him liable to suitable disciplinary action under the Rules of Service applicable to him and a serious view would be taken in such cases. Cases involving condonation of irregularity in not having insured for a period **beyond two years** will be referred to the Ministry of Urban Dev. for condonation. In dealing with the cases involving condonation of irregularity of non-insurance for a period up to **two years**, the Heads of Department shall satisfy themselves that the irregularity was not deliberate on the part of the Govt. servant concerned and was due to circumstances beyond his/her control.

(Authority: Railway Board's letter No. (F(E) Spl. 2005/ADV 3/5 dated 30-11-2005)

(**15**) Recovery of Advance from railway servants permanently absorbed in Public Sector Undertaking/Central autonomous/statutory bodies where pension scheme is in operation :

(i) Since on the date of absorption of a railway servant in an autonomous body, the Government will discharge its pensionary liability etc. by paying in. one lump sum, the amount of outstanding amount of House Building advance along with interest shall be deducted out of the total amount payable by the Government to the concerned railway servant who is being absorbed in the autonomous body.

(ii) Thereafter, if any balance is outstanding against the employee, it will be recovered in installments by the autonomous body for which an undertaking will be given by the concerned organization/ body saying that it will ensure the recovery of balance of the advance including interest thereon in monthly installments from the employee and remit it to the Accounts Officer concerned on the Railway who may watch its recoveries.

(Board's letter No. F(E) Spl. 80 Adv 3/11 dt. 17-10-86).

(**16)** Procedure in case of railway servants death/cessation from service before repayment of the advance :

(i) When a railway servant ceases to be in service or dies before repayment of the advance, the entire outstanding amount of the advance become repayable to government forthwith. In the event of death, in deserving cases the successor-in-interest of the, deceased railway servant are allowed to repay the outstanding amount together with interest thereon in

suitable installments on execution of a surety bond by the successor-in-interest binding a permanent railway servant to ensure repayment of the outstanding amount of the advance in the prescribed form.

(Board's letter No. F(E) Spl. 86/Adv.3/5 dt 28-5-1986).

(17) In case of failure to repay the advances :

If the railway servant fails to repay the balance of advance on or before the date of retirement, Government shall enforce recovery from the death-cum-retirement gratuity and by sale of the house or in any other manner as considered necessary.

(Authority: Railway Board's letter No. (F(E) Spl. 2005/ADV 3/5 dated 30-11-2005)

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CHAPTER XII

Change in names

1201-1205	Change in names

1201. A railway servant wishing to adopt a new name or to effect any modification in his existing name should be asked to adopt the change formally by a deed changing his name. In order that the execution of the document may not be in doubt, it is desirable that it should be attested by two witnesses preferably those known to the Head of the Office in which the railway servant is serving. The execution of the deed in Form No. 75 of Appendix 9 should be followed by publication of the change in a prominent local newspaper as well as the Gazette of India, publication being undertaken by the railway servant at his own expense in both cases. For the publication of the advertisement in the Gazette of India, the railway servant should be directed to approach the Manager of Publications, Government of India, Publication Branch, Civil Lines, Delhi. In the cases in which Railway servants get the change of their names notified in the State Government Gazette, the publication in the Government of India Gazette need not be insisted upon.

1202. It is only after the formalities described in the foregoing paragraph have been complied with and satisfactory evidence of identity and execution of the documents adduced by the railway servant that the adoption of the new name or change in the existing name should be recognized officially, entries in Government records so far as

may be necessary being amended accordingly. True copies of the relevant documents should be retained and placed on the personal file of the railway servant concerned.

1203. In the case of change in names of women railway servants consequent on their marriage, formalities indicated in paragraphs 1201 & 1202 above need not be observed, provided that the Head of the Office or Department concerned is satisfied that the change sought to be effected is, in reality in pursuance of the marriage and that the new name is after the name of the husband. The change of name in such cases should, however, be notified to all officials concerned.

1204. As regards change in names consequent on a departmental clerical error, the procedural instructions indicated in paragraphs above need not be followed and necessary corrections should be effected in the official records. The correct name should be notified to all concerned in this case also.

1205. In the case of change of name of the father of a railway servant, it is not binding on the part of the railway servant concerned to follow the change. But if he does so, the prescribed formalities laid down in paragraphs above should be followed.

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CHAPTER XIII

Absorption of medically in capacities staff in alternative employment

1301	General
1302-1303	Clarification
1304	Disabled Medically decategorised staff to be absorbed in posts they can adequately fill
1305	Deleted
1306	Steps to be taken for finding alternative employment
1307	Element of Running Allowance to be reckoned while finding alternative post to disabled medically decategorised running staff
1308	Fixation of Pay
1309	Benefit of past service to be allowed
1310	Fixation of seniority of disabled/medically decategorised staff absorbed in alternative employment
1311	Other Type of Cases

1301. A Railway servant who fails in a vision test or otherwise by virtue of disability acquired during service becomes physically incapable of performing the duties of the post which he occupies should not be dispensed with or reduced in rank, but should be shifted to some other post with the same pay scale and service benefits.

1302. Classification of Railway Servants declared medically unfit - Railway servants acquiring disability during service and declared medically unfit are divisible into two groups:

i. Those completely disabled for further service in any post in the Railway, i.e. those who cannot be declared fit even in the 'C' medical category; and

ii. Those disabled/incapacitated for further service in the post they are holding but declared fit in a lower medical category and eligible for retention in service in posts corresponding to this lower medical category.

1303. The railway servants both in group(i) and group(ii) of Para 1302 cease to perform the duties of the posts they are holding from the date they are declared medically unfit for the present post. No officer has the authority to permit the Railway Servant concerned to perform the duties in the post beyond that date. If such a Railway Servant cannot be immediately adjusted against or absorbed in any suitable alternative post he may be kept on a special supernumerary post in the grade in which the employee concerned was working on regular basis before being declared medically unfit pending location of suitable alternative employment for him with the same pay scale and service benefits, efforts to locate suitable alternative employment starting immediately. The special supernumerary post so created will stand abolished as soon as the alternative employment is located.
(Authority: Ministry of Railway?s letter No. E(NG)I-2004/RE-3/9 dt. 7.12.2005.)

1304. Disabled Medically decategorised staff to be absorbed in posts they can adequately fill: - In the matter of absorption of disabled/medically decategorised staff in alternative posts, Railway administrations should take care to ensure that the alternative employment offered is only in posts which the staff can adequately fill and as far as possible should broadly be in allied categories where their background and experience in earlier posts could be utilised. While finding alternative posts for absorption of disabled/medically decategorised staff, the Railway Administration should ensure that the interests of other staff in service are not adversely affected and no reversion of any officiating Railway servant is made to absorb the disabled/medically decategorised staff. For this purpose, attempts should be made to absorb the disabled/medically decategorised Railway servant not only within the Unit/Division or Department, but in other Unit/Division or Department.

1305. Absorption in posts identified for employment of physically handicapped persons/creation of supernumerary posts. The Railway servants

falling in group (i) mentioned in para 1302 i.e. those who are declared unfit even for the lowest medically category, may be absorbed in a post/category identified as suitable for employment of physically handicapped persons and fresh recruitment to that post/category from open market from amongst physically handicapped withheld. In case the alternative post is not carrying the requisite pay scale, a supernumerary post may be created in appropriate scale of pay and the employee adjusted against the same keeping the lower grade post vacant by withholding fresh recruitment thereto. The supernumerary post so created to accommodate a disabled/medically incapacitated employee shall stand abolished as soon as a suitable post in the appropriate scale is found for the Railway servant concerned or the post is vacated by him for other reasons, whichever is earlier.
(Authority: Ministry of Railway's letter No. E(NG)I-2004/RE-3/9 dt. 7.12.2005.)

1306. Steps to be taken for finding alternative employment :-

1. With a view to determine the categories in which the disabled/medically decategorised Railway servant is suitable for absorption, a committee should examine him. The committee may consist of **two or three officers** posted at the headquarters of the officer under whom the disabled/medically decategorised Railway servant was working, the Railway servant's immediate officer being one of the members of the committee. After the committee has examined the Railway servant and determined his suitability for certain categories of posts, the officer under whom the Railway servant was working will proceed to take further action to find suitable alternative employment for him.

2. The officer concerned will prepare a list of vacancies within his jurisdiction in the categories for which the disabled/medically incapacitated Railway servant has been found suitable and a post with same scale of pay as was attached to the post he was holding on regular basis before being declared medically unfit, will be offered to him.

3. It will be the responsibility primarily of the officer under whom the concerned Railway servant was directly working to find suitable alternative employment for him. This will be done first by trying to find alternative employment in the officer's own unit/division, office, workshop etc. and a register with the details as mentioned in sub-para (6) below will be maintained for this purpose.

4. If there is no immediate prospect of employment in his own unit/division, office, etc., the name of the Railway servant with particulars as given in sub-para (6) below will be circulated to all other offices or establishments where suitable employment is likely to be found.

5. Nothing in the previous paragraphs, however, debars a Railway servant from applying for a particular post for which he is likely to be deemed suitable and it is known to be vacant under any officer. Such an application must be addressed through the immediate officer of the

Railway servant concerned and must contain full particulars of his service and must be forwarded to the officer to whom addressed or to the authority competent to make the appointment. The result of the application must be intimated to the Railway servant.

6. A register containing the names of all Railway servants declared medically unfit and to be absorbed in alternative post will be maintained by Headquarters, Divisional and other extra-Divisional offices. These registers will contain not only the names of the staff of the particular division, etc., but also the names notified to the unit Officer concerned by other unit/offices. This will not, however, absolve officers under whom the Railway servant was last working from continuing their efforts to find suitable employment for the disabled/ medically decategorised employee. The particulars required to be maintained in registers and notified to other officers in accordance with the instructions above are as follows:

i. Serial number.

ii. Date on which incapacitated.

iii. Name and Father's name.

iv. Post last held on regular basis with scale of Pay and rate of pay.

v. Educational qualifications If no educational qualifications, then general remarks regarding knowledge of English, regional language etc.

vi. Medical category in which placed.

vii. Details of special supernumerary post till absorption in alternative appointment (Para 1303).

viii. Date from which absorbed in alternative appointment.

ix. Nature and category of alternative appointment.

x. Scale of Pay of the alternative post and the pay fixed at.

xi. Details of supernumerary posts, if any after absorption in Alternative appointment (Para 1305).

xii. Remarks.

7. If and when a Railway servant is absorbed in an alternative post, intimation will be sent by the officer under whom he was previously

working to all other officers to whom his name was notified. On receipt of such intimation, his name will be deleted from the registers.

8. Before any post is filled or a promotion is ordered, officers concerned will refer to their registers and satisfy themselves that no disabled medically incapacitated Railway servant who is suitable for the post is available. If any such disabled/ medically incapacitated employee is available, he will be given preference over all other categories of staff for appointment.

1307: Reckoning of element of Running Allowance for the purpose of fixation of pay of disabled/medically unfit running staff:- while determining pay for the purpose of fixation of pay of medically unfit running staff in alternative (stationary) post, an amount equal to such percentage of basic pay representing the pay element of running allowance as may be in force from time to time may be added to the existing pay in Pay Band and the resultant figure (ignoring the fraction of rupee, if any) rounded off to the next multiple of 10 would be the pay in the Pay Band in the alternative post with no change in the Grade Pay of substantive post, in suitable alternative post.

(Authority: Railway Board's letter No. E(NG)I-2008/RE-3/4 dated 30.04.2013 **SECR 74/13**)

1308: Fixation of Pay (other than Running Staff): The pay in Pay Band of the disabled/medically unfit Railway servants (other than Running Staff) will be fixed in the alternative post as previously drawn in the post held by them on regular basis before acquiring disability.

(Authority: Railway Board's letter No. E(NG)I-2008/RE-3/4 dated 30.04.2013 **SECR 74/13**)

1309. Benefit of past service to be allowed : A disabled/medically decategorised Railway servant absorbed in alternative post, will for all purposes, have his past service treated as continuous with that in the alternative post.

1310. Fixation of seniority of disabled/medically decategorised staff absorbed in alternative employment : The disabled/medically decategorised staff absorbed in alternative posts should be allowed seniority in the grade of absorption with reference to the length of service rendered on non-fortuitous basis in the equivalent or corresponding grade before being declared medically unfit. This is subject to the proviso that if a disabled/medically decategorised employee happens to be absorbed in the cadre from which he was originally promoted, he will not be placed above his erstwhile seniors in the grade of absorption.

1311. Other types of cases:-

(1)The staff who get their cases recommended for a change of category on medical grounds will not get the benefit of these rules, but will be treated as staff transferred on their own request.

(2) The staff declared as malingerer in terms of Note (ii) below para 512(2) of Indian Railway Medical Manual will also not be covered by these rules. They will continue to be governed by the provisions in the IRMM ibid.

(Railway Boards letter no. E(NG)1/96/RE3/9(2) Dated 29-04-99, E(NG)I-2000/RE-3/5 Dated 31-07-01, E(NG)I-2000/RE-3/5 Dated 01-07-03 and E(NG)I-2004/RE-3/9 dt. 7.12.2005.)

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CHAPTER XIV

Forwarding of Applications from serving Railway employees for posts outside Railways

1401	Number of opportunities
1402	? Authorities competent to forward applications
1403	Application for employment in? a private concern
1404	Retention of lien
1405	Continuity of service on technical resignation
1406	?Forwarding of applications for posts under State Govts
1406 A	Forwarding of applications for posts advertised by Central/Public Sector Undertakings/Cental Autonomous Bodies.
1407	Permission for applying for posts advertised by International Organisations/Foreign Governments
1408	Forwarding of applications to??? U.P.S.C.
1409	?? Issue of No objection Certificate
1410	Refund of cost of training
1411	?Transfer in Public interest
1412	?Forwarding of application of railway servant when conduct is under investigation

1401. Railway employees may be given 4 opportunities in a year to apply in response to notices of Government Departments/Public Sector Undertakings/autonomous bodies wholly or substantially financed and controlled by Central or State Government except where holding of any such applications is considered justified in the public interest by the

competent authority. Applications in response to UPSC advertisement will not be counted against the four opportunities mentioned above.

Note : The authorities should interpret the term 'public interest' strictly subject to the condition that forwarding of application should be the rule rather than the exception. In taking the decision to withhold the application the competent authority has to balance the interest of the state against the necessity of causing hardship to the individual. This discretion should be applied with utmost objectivity and not mechanically. While it is not feasible to lay down the specific exhaustive guidelines for withholding of applications, some of them can be listed illustratively as follows :

(i) The Railway employee is engaged on important time-bound projects and the work would be seriously dislocated if he is relieved.

(ii) A railway employee is under suspension or is facing departmental proceedings/prosecution in a Court.

(iii) A railway employee is applying for a post which is equivalent in status and rank.

[E(NG)/78/AP/l dated 27-2-1979]

1402. Authorities competent to forward applications.

Applications of officers of the Junior Administrative Grade and above in response to vacancies notified by Railway PSUs/Autonomous Bodies for appointment on deputation basis may be forwarded to the PSUs/Abs with the approval of the General Manager. Applications of Officers of the Junior Administrative Grade and above for deputation to other than Railway PSUs/ ABs may be forwarded to the Railway Board for disposal. Orders for deputation of the officers in all cases shall be issued by the Railway Board.

(Authority: Board's letter No.2018/(EO)II/41/1 dated 07-03-2018 addressed to the CMDs/MDs of the Railway PSUs/Autonomous Bodies and copies endorsed to all Indian Railways and Pus.) **SECR 324/18**

{Old - Applications of staff and officers below Junior Administrative Grade may be forwarded by the General Manager or by the lower authority to whom he may further delegate these powers. When, however, the lower authority decides to withhold an application it should be done only with the approval of the General Manager or the Head of Department concerned.}

Applications of officers of the Junior Administrative grade and above may be forwarded to the Railway Board for disposal.

[E(NG)65 RC1/86 dated 16-12-1965 and E(NG) II 73/AP/2 dated 18-5-1973].

1403. Application for employment in a private concern. When a railway employee desires to apply for a post in a private concern he should first offer to resign or retire from railway service. For this purpose, any employment other than the employment under the Central Government or State Government, public sector enterprise wholly and partly owned by the Central Government or a State Government or an autonomous body wholly or substantially financed and controlled by the Central Government or a State Government will be treated as a private employment.

[E(NG) 57 RC1/56 dated 21-1-1961 and E(NG) 1/84 AP/9 dated 11-4-1986]

1404. Retention of lien on selection on the basis of the forwarding of application :

iv. If a permanent railway employee is selected on the basis of his application for posts in other Central Government Department/Offices, his lien may be retained in the parent department for a period of 2 years. If the employee concerned is not permanently absorbed within a period of 2 years from the date of his appointment in the new post, he should immediately on expiry of the period of 2 years either resign from Railway service or revert to his parent cadre. An undertaking to abide by this condition may be taken from him at the time of forwarding of his application to other departments/offices.

v. Temporary railway servants with less than 2 years service will be required to severe connections with railways in case of their selection for outside posts.

vi. When a permanent railway servant has joined a department/office where he is not confirmed within a period of 2 years due to some reasons, he may, in exceptional cases, be permitted to retain the lien in the parent department/ office for one more year. While granting such permission, a fresh undertaking similar to the one indicated above may be taken from the railway employee.

vii. Timely action should be taken to ensure extension/ reversion/ resignation of railway employees to their parent cadres on completion of the prescribed period of 2/3 years. In cases, where recalcitrant employees do not respond to instructions with the connivance or otherwise of their new employer, suitable action should be initiated against them for violating the agreement/ undertaking given by them as per (i) and (iii) above and for termination of their lien.

1405. Continuity of service on technical resignation : A permanent railway servant appointed in another Central Government Department/Office has to resign from his parent department unless he reverts to that department within a period of 2 years or 3 years in exceptional cases. Such resignations shall not be deemed to be resignation within the meaning of Rule 41(2) of Railway Services (Pension) Rules, 1993 for the purpose of pension. As a consequence, continuity of service benefits should be allowed to such employees in the matter of leave also i.e. the railway employee will be allowed to carry forward the leave earned by him, not only on the Railway but that earned during the temporary service or probation in the Civil Department also.

1406. The applications of railway employees for posts under State Government and their undertakings etc. may be forwarded subject to the provisions of para 1404 and instructions issued from time to time and within the limit laid down for forwarding applications for outside posts.

(Authority:- Railway Ministry?s letter No. E(NG)I/2006/AP/2 dt. 30.3.2006)

1406-A. Forwarding of applications for posts advertised by Central/ Public Sector Undertakings/ Central Autonomous Bodies : Applications of Railway servants in response to press advertisement for posts in Central Public Enterprises/Autonomous Bodies may be forwarded with a clear understanding with the Railway servants that in the event of their selection for the post applied for they will sever their connections with the Railways before joining the Public Sector Undertakings/ Autonomous Bodies. There is no question of retention of lien in such cases. A Railway servant selected on the basis of his application with proper permission for post in Central Public Enterprises/Central Autonomous Bodies will be required to give his/her technical resignation before his/her

relief from Railway service. The Railway servant may thereafter be relieved to take up appointment in the Public Sector Undertaking/ Autonomous Body. The relieving order should indicate the period within which the official should join the Public Sector Undertaking/ Autonomous Body. Normally this period should not be more than 15 days. This period may be extended by the competent authority for reasons beyond the control of the official. Necessary notification/ orders accepting the resignation of the Railway servant from Railway service should be issued from the actual date of his/her joining the Public Sector Undertaking/Autonomous Body. The period between the date of relieving and the date of joining Public Sector Undertaking/ Autonomous Body can be regulated as leave of the kind due and admissible and if no leave is due, by grant of extra ordinary leave. In case he/she is not able to join the Public Sector Undertaking/Autonomous Body within the period allowed by the competent authority, he/she should report back to the parent office forthwith.

1407. Permission for applying for posts advertised by International Organisations/ Foreign Governments: Railway servants may apply in response to open or public advertisement of vacancies by the International Organisation and Foreign Government's with the prior permission of the cadre controlling authority concerned. In rare cases, when the time available for submitting the application is short, a Railway servant may send his application to the concerned agency in advance with a copy to his cadre controlling authority and this may be confirmed or withdrawn subsequently depending on the decision of the authority. The cadre controlling authorities would consider each case only from the point of view of whether the Railways servant could be spared or not, no other general considerations should be applied in taking a decision in the case. A Railway servant may be permitted to apply in response to a public advertisement even if he has completed the permitted number of years he can spend in international/ foreign assignment in his career. However, in such a case, he would have to resign or take retirement from Government service on selection. A Railway servant applying for an international assignment in response to public advertisement will not be given the status of "official nominee" for the assignment. Correspondence relating to the grant or denial of permission will be between a Railway servant concerned and the cadre controlling authority/ Government and latter will not correspond with the international organisation/ foreign Government on the subject.

[Authority: No. E(NG)I-96/AP/2(2) dated: 16.8.99]

1408. Forwarding of applications from railway employees to U.P.S.C. The Railway employees who wish to appear at the competitive examination conducted by UPSC or wish to apply for posts, recruitment to which is proposed to be made by selection through UPSC may submit their complete applications in the prescribed form direct to UPSC. They should, however, immediately inform the Head of their office/ department giving details of the examination/posts for which they have applied requesting him to communicate his Permission to the Commission directly. In case the Head of Office/Department considers necessary to withhold the requisite permission, he should inform the Commission within 30 days of the closing date for the receipt of the applications. In case no such communication is received from the Head of Office/Department, it shall be presumed by the Commission that there is no objection on the part of the employing department to the candidature of the Government employees in question to be considered by the Commission.

[E(NG) II/79/AP/2 dated 31-1-1979].

1409. Issue of 'No Objection Certificate' for registration of name with the Employment Exchange. Permanent railway employees and railway employees with more than 3 years service are allowed to register their names with the Employment Exchange for a higher post under the Govt/Public Sector Undertakings/Autonomous bodies on production of a 'No Objection Certificate' from their employers. . 'No Objection Certificate' in such cases may be granted subject to the following conditions :

(i) the railway employee should register only for a post higher than the one he is holding under the Govt. In cases of doubt as to whether the post for which a permanent employee intends to register his name with the Employment Exchange is higher than the one he is holding under the Govt. the decision of the Head of Office/Department shall be final.

(ii) On being selected for appointment by the Govt. Department/Public Sector Under taking/Autonomous bodies for the higher poet, he may be treated as on deputation/Foreign service for a period one year only. On the expiry of this period, he should either revert to the parent department or resign his post under the Railways.

(iii) Once an employee has reverted to the parent department after spending a year outside, he should not be allowed a 'No Objection Certificate' to register his name once again for a period of at least 2 years.

[E(NG) III/70/AP/1 dated 22-2-1971].

1410. *Refund of cost of training and enforcement of bond-money in respect of railway employees who secured employment elsewhere on the basis of their duly forwarded applications*

"**(i) Non-gazetted Railway employees who have received training at Railway expense whether in the form of an ' induction training ' or in a specific avocation may be exempted from refunding the cost of training in the event of their selection to other posts under the Central or State Govt. or in Public Sector undertaking / Autonomous Bodies wholly or substantially owned/financed /controlled by the Central Government or a State Govt.** However, a fresh bond should be taken from such employees to ensure that they serve the new employer for the balance of the original bond period. The Railway Administration with whom the employee has executed the original bond, may at the time of forwarding of his application (and if it is not possible, before his release) for another post, may write to the department/organisation under whom the employee intends to take up another appointment, intimating them about the bond obligation of the individual and clarifying that in the event of his selection for the new post, his release will be subject to the condition that the new department/organisation obtains from him a fresh bond binding him to serve them for the balance of the original bond period and in case he fails to serve the new department/organisation, or leaves it before completion of the original bond period, for a job, where exemption from bond obligation is not available. The proportionate bond money should be realised from the individual and refunded to the Railway Administration, with whom he had originally executed a bond. The Ministry/Department/Organisation where the person a newly employed, should also duly intimate the original Ministry /Department /Organisation, the fact of a fresh bond having been executed by the person concerned.

(Authority Board's letter No. E(NG) I-89/AP/5 dated 25-6-98)

(ii) Exemption from recovery of the training expenses in terms of this para includes payments made to an individual in the shape of training allowance or stipend. The instructions are not restrictive but cover all aspects of training including Apprenticeship. It is also clarified that exemption from recovery of expenses applies to all types of expenditure direct or indirect including payments made as training allowance or stipend.

(iii) These instructions also apply to cases where a railway employee has been selected for a post/service (other than Private employment) for which he had applied before joining the Railway, with whom he had executed a bond.

[E(NG) II/77/AP/6 dated 9-2-1979 & E(NG)I/84/AP/9 dated 11-4-1986].

(iv) Provision contained in the above para are applicable to all the railway employees including gazetted officers, probationers and special class railway Apprentices during apprenticeship training, probationary period and also where they are occupying working post.

(c) **DELETED (Vide letter no. E(NG)I-89/AP dated 12.12.2007)-acs no.198**

[E(NG) II/79/AP/9 dated 3-7-79].

1411. Transfer in the Public Interest

The orders contained in the above paragraphs do not apply in the case of railway servants sent on transfer as a result of their applications for appointment having been forwarded through proper channel or when it is arranged in consultation with the Head of the Department in which they were previously employed by virtue of their special qualification and/or experience. The transfer in such a case will be treated as in the public interest, Temporary railway servants, if transferred, may be allowed to carry forward leave on average pay at their credit.

1412. Forwarding of application of railway servants when conduct is under investigation :

(i) Applications of Govt. servants for other posts should not be forwarded when disciplinary proceedings against them are contemplated whether for major or minor penalty. In other words, when the conduct of a Govt. servant is under investigation and the investigation has reached a stage at which a prima facie case can be made-out but formal charge sheet is yet to be issued, the application of such a Govt. servant should not be forwarded. Thus where the disciplinary proceedings are actually pending, the question of forwarding application does not arise.

(ii) Where the case against a Govt. servant is only at the investigation stage and no prima facie case has been established against him, the controlling authority may forward his application without any comments with regard to the case against him except stipulating that the controlling authority reserves the .right not to release the official, if necessary. If by the time the offer comes, the preliminary investigations are over, the controlling authority should decide whether to relive him or detain him in public interest.

[E (D&A) 75-RG6-65 dated 19-10-1978 & 19-1-1976 and E (D&A) 75-RG6-39 dated 6-10-1968]

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CHAPTER XV

Terms and Conditions applicable to Railway Servants and substitutes in temporary service

1501	Temporary railway servant
1502	Termination of service and period of notice
1503-1504	Pay & Allowances
1505	Educational Assistance
1506	Medical Attendance
1507	Leave Rules
1508	Allotment of residence and recovery of rent
1509	Passes
1510	Advances
1511	Provident Fund and Gratuity
1512	Substitute Definition
1513	Circumstances under which substitutes can be recruited
1514	Emoluments payable to substitutes
1515	Rights and Privileges admissible to substitutes
1516	Break in service

Non-Gazetted Staff

1501. (i) Temporary Railway Servants
Definition A "temporary railway servant" means a railway servant without a lien on a permanent post on a Railway or any other administration or office under the Railway Board. The term does not include "casual labour", including 'casual labour with temporary status', a "contract" or "part-time" employee or an "apprentice".
1502. Termination of service and periods of notice.
(1) When a person without a lien on a permanent post under Government is appointed to hold a temporary post or to officiate in a permanent post, he is entitled to no notice of the

termination of his service, if such termination is due to the expiry of the sanction of the post which he holds or the expiry of the officiating vacancy, or to his compulsory retirement due to mental or physical incapacity or to his removal or dismissal as a disciplinary measure after compliance with the provisions of Clause (2) of Article 311 of the Constitution of India. If the termination of his service is due to some other cause, he shall be entitled to one month's notice provided he was engaged on a contract for a definite period and the contract does not provide for any other period of notice; and to a notice of 14 days if he was not engaged on a contract. Temporary railway servants with over three years continuous service shall, however, be entitle to a month's notice. The periods of notice specified above shall apply on either side., and steps should be taken to bring this condition to the notice of the Railway servants concerned.

(2) **Apprentices** - Except as otherwise provided in his service agreement, the service of the apprentice shall be liable to termination on one weeks notice.

(3) **Certain other Railway Servants** - The service of certain other Railway servant specified below shall be liable to termination of notice on either side for the periods shown against each. Such notice is not, however, required in cases of dismissal or removal as a disciplinary measure after compliance with the provisions of Clause (2) of Article 311 of the Constitution and compulsory retirement due to mental or physical incapacity?

(a) Probationary Officers and Group 'A' and Group B Railway servants on probation	3 Months Notice
(b) Group C and Group D Railway servants on probation	1 Months Notice
(c) Gazetted Railway servants on probation in the Medical Department	1 Month Notice

(4) The service of any of the Railway servants mentioned in Clause (1), (2) and (3) who is entitled to a notice of stipulated period may be terminated forthwith and on such termination, the Railway servants shall be entitled to claim a sum equivalent to the amount of his pay plus allowance for the stipulated period of notice at the same rates at which he was drawing them immediately before the termination of his service or, as the case may be, for the period by which such notice falls short of the stipulated period of notice.

Note The appointing authorities are empowered to reduce or waive, at their discretion, the stipulated period of notice to be given by Railway servant but the reason justifying their action should be recorded. This power cannot be redelegated.

(5) The notice of termination of service or order of forthwith termination of service, as the case may be, under this rule should be given by the authority not lower than the appointing authority.

(6) Notwithstanding anything contained in Clauses (1), (2) and (4) above, if the Railway servant or apprentice is one to whom the provision of the Industrial Disputes Act, 1947 apply, he/she shall be entitled to notice or wage in lieu thereof in accordance with the provisions of that Act.

Note. No notice of termination will be necessary in a case where temporary railway servant is deemed to have resigned his appointment and ceased to be in employment if such person remained absent on extraordinary leave beyond a limit of five years for whom no show cause notice is required, as in the case of permanent railway servant.

1503. Pay and allowances. The scales of pay and allowances shall be the same as are applicable to Permanent railway servants of the corresponding status.

1504. Compensatory and local allowances, Unless specifically stated otherwise in the relevant Code rules or orders, a temporary railway servant shall be entitled to the same scales of compensatory and a local allowances as may be admissible to a permanent railway servant placed in similar circumstances.

1505. Educational Assistance. This concession shall be admissible to a Railway servant including those on deputation to Railways whose pay is debit able to Railway Revenues, but shall not apply to :

(a) Civil servants;

(b) Persons in casual or daily rates or ad-hoc or part-time employment;

(c) persons paid from contingencies; and

(d) persons employed on contract except where the contract provided otherwise.

These orders shall also apply to Railway servants on deputation to State Governments or on foreign service, provided necessary provisions in regard to the drawal of educational assistance under those orders from such State Government or foreign employers is
expressly made in the terms of deputation or foreign service.

1506. Medical attendance. There shall be no distinction in regard to the applicability of this concession to railway servants whether they are in permanent railway service or not.

1507. Leave Rules. The relevant provisions are contained in Chapter V?'Leave Rules'?of Indian Railway Establishment Code Vol. I?1985 Edition.

1508. Allotment of residences and recovery of rent. Subject to the availability of accommodation , a temporary railway servant is eligible for allotment of the same to pay rent therefore in the same way as a permanent railway servant would.

1509. Passes. A temporary railway servant is entitled to the same scale of passes as are admissible to a permanent railway servant of the corresponding status.

1510. Advances. Subject to the conditions laid down in Chapter X of Indian Railway Administration & Finance a temporary railway servant may be granted advances for the purposes mentioned in that Chapter.

1511. Provident Fund and gratuity.?These may be regulated as per rules contained in Chapter 9 and Chapter 10 of Indian Railway Estt. Code Vol. I (1985 Edition) pertaining to 'State Railway Provident Fund and Gratuity' respectively.

(ii) SUBSTITUTES

1512. Definition. "Substitutes" are persons engaged in Indian Railway Establishments on regular scales of pay and allowances applicable to posts against which they are employed. These posts fall vacant on account of a railway servant being on leave or due to non-availability of permanent or temporary railway servants and which cannot be kept vacant.

1513. Circumstances under which substitutes can be recruited :

(i) Ordinarily there should be no occasion to engage "substitutes" having regard to the fact that practically in all categories of railway servants leave reserve has been provided for. However, when owing to an abnormally high rate of absentees the leave reserve may become inadequate or ineffective as in the case of heavy sickness, or where the leave reserve is available but it is not possible to provide the same, say at a wayside station, and it may become absolutely necessary to engage substitutes even in vacancies of short duration.

(ii) As far as possible Substitutes should be drawn from a panel of suitable candidates selected from Group 'C and 'D' posts and should be engaged subject to the observations made in (i) above, only in the following circumstances :

(a) Against regular vacancies of unskilled and other categories of Group 'D' staff requiring replacement for which arrangements cannot be made within the existing leave reserve.

(b) Against a chain vacancy in the lower category of Group 'D' staff arising out of the incumbent in a higher Group 'D' category being on leave, where it is not possible to fill the post from within the existing leave reserve.

(c) Against posts in categories for which no leave reserve has been provided.

(d) Against vacancies in other circumstances notified by the Railway Board from time to time.

1514. Emoluments payable to the Substitutes. Substitutes should be paid regular scales of pay and allowances admissible to such posts, irrespective of the nature or duration of the vacancy.

1515. Rights and privileges admissible to the Substitutes. Substitutes should be afforded all the rights and privileges as may be admissible to temporary railway servants, from time to time on completion of four months continuous service. Substitute school teachers may, however, be afforded temporary status after they have put in continuous service of three months and their services should be treated as continuous for all purposes except seniority on their eventual absorption against regular posts after selection.

Note.?The conferment of temporary status on the Substitutes on completion of four months continuous service will not entitle them to automatic absorption/appointment to railway service unless they are in turn for such appointment on the basis of their position in select lists and/or they are selected in the approved manner for appointment to regular railway posts.

Substitutes who are appearing in Railway Recruitment Board Examination will be entitled to relaxation of age by the period of service as substitute subject to the age of 35 years not being exceeded, provided he has put in 3 years (at one stretch or broken) service as substitute/casual labour.

Bd's No. E(NG)II/79/CL/17 dt. 28-4-79).

1516. Breaks in service.- The following cases of absence will not be considered as breaks in service for the purpose of determining four months' continuous employment referred to above :

(a) The periods of absence of a Substitute who is under medical treatment in connection with injuries sustained on duty covered by the provisions under the Workmen's Compensation Act.

(b) Authorised absence not exceeding 20 days during the preceding six months.

Note. Unauthorised absence or stoppage of work will be treated as a break in continuity of employment.

(c) Days of rest given under the Hours of Employment Regulations or under the Statutory Enactments and the days on which the Establishment employing the substitutes re-mains closed will not be counted against the limit of 15 days authorised absence referred to above. The term "authorized absence" for this purpose covers permission granted by the Supervisory official in charge to be away from the work for the period specified.

(d) Periods involved in journey etc., for joining the post on transfer from one station to another station or within the same station it self, in the exigencies of service but not exceeding in any case normal period of joining time permissible under the rules.

(e) A register should be maintained for recording the names of all "Substitutes" wherever employed according to the unit of recruitment e.g. Division, Workshops, P.W.Is. lengths etc.

strictly in the order of their taking up Substitute employment at the time of their initial engagement.

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CHAPTER XVI

Holidays and Special Casual Leaves

1601	Holidays and Special Casual Leaves

1601. Holidays in Workshops and other Offices

Except where specifically provided otherwise, the number of holidays to be observed in the railway offices situated in the States and the Railway Workshops are as indicated below :

(i) (a) The Central Government offices will observe not more than 16 bare holidays in a calendar year;

(b) Of these 11 would be compulsory holidays (3 National Holidays namely Republic Day, Independence Day and Mahatma Gandhi's Birthday and 8 holidays relating to minority communities namely Idu'l Zuha, Muharram, Good Friday, Buddha Purnima, Idu'l Fitr, Guru Nanak's Birthday, Christmas Day and Mahavir Jayanti, the remaining five non-compulsory days being determined once for all;

(c) If any of these 16 holidays falls on a Sunday/Saturday or any other holiday, it would not be substituted by another holiday.

(d) The number of Restricted Holidays to be chosen by Central Government employees will continue to be two each year to be selected from the list of Restricted holidays.

(ii) The Line- Staff would also observe 12 Closed Holidays in a year. The compulsory holidays to be observed will be only three National Holidays and the remaining 9 holidays would be determined by their representative once for all.

(iii) The workshop staff of Railways will be entitled to 15 holidays in a year including 3 National Holidays. [E-(LR) III/81/HLI-5 dt. 8-12-81.]

(iv) If it is not possible to allow the staff to avail the holidays, they will be eligible for compensation in lieu thereof as in the case of National Holidays.

(v) Project Casual Labour who have completed 180 days of continuous employment would be entitled to 9 holidays in a year (including the three National Holidays).

(vi) National Holidays :

All non-gazetted staff who do not enjoy Public Holidays as they cannot be relieved of their duties on those days, are granted 9 holidays?the three National Holidays, viz. Republic Day, Independence Day and Birthday of Mahatma Gandhi and six other specified holidays to be chosen by the staff representatives in accordance with the general directives of the Government.

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APPENDIX 1

TRAINING OF INDIAN RAILWAY ACCOUNTS SERVICE PROBATIONERS

Normal period of training :?The period of training of probationers in the Accounts Department will normally be two years. Throughout the period of their training they will be required to maintain a diary and submit a monthly narrative report to the Financial Adviser and Chief Accounts Officer.

The detailed course of study may be laid down by the Railway Staff College in consultation with Railway Board subject to the general rules given below :

The Probationary Accounts Officers should in the beginning be given special lessons embracing a broad outline of the Railway Organisation and the various units of its administration by the Financial Adviser and Chief Accounts Officer or a Senior Officer. They should also see the detailed working of each branch of the Accounts Office where they may be receiving training and also peruse important current cases put up to the Section Officers and discuss such cases with them.

Programme	**Period of Training weeks**
Training at Lai Bahadur Shastri Academy of Administration or Training of ICWAI	16

Institutional Training at Railway Staff College Vadodara	34
Field Training and Visits	41
Attachment to IRAS Officers including period set apart for joining time for various items of training	13
	104

Details of Field Training in various branches and divisions of the Accounts Office.

1. Traffic Accounts	7
2. Headquarters Accounts	8
3. Divisional Accounts	4
4. Workshop & Stores	6
5. Production Units	3
6. R D S O	1
7. Railway Electrification	2
8. NF Railway/Metro Railway	3
9. Books and Budget	3
10. EDP Units/Misc.	4
.	41

NOTE 1 .The training in all the branches and divisions of the Railway Accounts Offices will be of a practical nature and while undergoing practical training the Probationary Accounts Officers will study the several Code Rules and Regulations and orders that bear on the practical working.

2.The necessary duration of the course of training must vary with the industry and ability of the probationers and it is, therefore, not desirable that the Heads of Offices should rigidly adhere to the periods specified in the foregoing paragraphs. On no account, however, should be training be hurried, and the Financial Adviser and Chief Accounts Officer must satisfy himself that the Probationary Accounts Officers have acquired a competent knowledge of the ordinary duties of the several branches of his office.

DEPARTMENTAL EXAMINATIONS

(1) The Departmental examinations in the subjects in the Schedule will be held at half-yearly intervals on such date as may be fixed from time to time by the Railway Staff College.

(2) No Probationary Accounts Officer will be allowed to appear in the Second and Third Departmental Examination until he has completed his training in subjects prescribed therefore in the Schedule referred to in (1) above.

(3) Those who obtain 40 per cent of the marks in each of the subjects and 50 per cent in the aggregate will be held to have passed the examination. Those who fail in an examination as a whole will be held to have passed and to be exempted from re-examination in the subjects in which they obtain 60 per cent marks. These marks will be taken into account in reckoning the minimum aggregate at a later examination.

(4) The Probationary Accounts Officer is required to pass the departmental examinations within a period of three years after recruitment. In case he fails to do so, he will be liable to lose his appointment. But if the first examination is held within six months of a Probationary Accounts Officer's joining the service, it will not be taken into account and the period of three years will be extended to allow one further chance.

(5) An Officer recruited to the Department will be on probation for two years and until he has passed the second Departmental Examination and the test at the Railway Staff College, Baroda, and has satisfactorily completed training in all subjects. Probationary Accounts Officers will be counted against the sanctioned strength of the office to which they are posted after the end of two years or from the date on which the results of their having passed all the Departmental Examinations and the test at the Railway Staff College, Baroda, are received in the office to which they are attached, whichever is earlier, provided in either case they have satisfactorily completed the training in other respects.

NOTE.The Probationary Accounts Officers under training at the Railway Staff College, Baroda, may be allowed more than one chance to pass the training course but they would not be confirmed till they have passed it, their training period being extended accordingly with consequent extension of the total probationary period.

(6) The Departmental Examinations will be held in accordance with the rules to be framed by the Railway Board and will be conducted under their direction by the Railway Staff College, Vadodara. The examination will be conducted in three parts. The first examination will be held shortly after completion of the theoretical training in the first three courses mentioned in para 3, the second one six months or so thereafter and the third after another six months or so. The subjects to be covered by each examination and the books recommended therefore are shown in Annexure II. Each of the question papers will contain at least one question of the following types and of these at least two would be compulsory :

(i) One practical question e.g. auditing on actual vouchers (for which purpose, a photocopy of the voucher to be audited would be attached to the question paper);

(ii) The interpretation of the financial/statistical data and understanding of diagrams and graphs; and

(iii) An objective type of question, i.e. short answer tests, True/False test, Matching Items test, Multiple choice tests, Assertion/reason tests etc.

The remaining questions would be such as to test the probationers' understanding, rather than knowledge of the rules and procedure.

SCHEDULE

	Departmental Examination No. I	**Books Recommended**
1	Commercial Book-keeping and Audit.	(a) Advance Accounts by. R. M. Carter with the exception of the following chapters : Chapter XIX Foreign Exchange Procedure
		Chapter XX Bankruptcy Statement of affairs Deficit Account trustee's Accounts. Chapter XX Insurance Accounts Chapter XXV Bank Book-keeping and Accounts.
		Chapter XXV-Income Tax.
		Chapter XXVII Executorship Accounts. (b) Principals and practice of "Auditing by Batiliboi or first 400 pages of Dickse" "Auditing".
2	General Principles of Govt. Audit and Accounting with special reference to Railways.	(a) Introduction to Indian Railway Account and Audits revised from time to time.
		(b) (i) Indian Railway Administration and Finance Chapter I, II, VII.
		(ii) Indian Railway Financial Code Chapter III.
		(c)Compilation of the General Financial Rules Vol. I & II.
		(d) Indian Railway Code for the Accounts Department? 'Chapters I, VIII, X to XIV.
	Departmental Examination No. II	**Books Recommended**
1	Traffic Accounts and Railway Statistics.	(a) The Indian Railway Code for the Accounts Department Part II.
		(b) The Indian Railway Code for the Traffic Department.
		(c) annual of Statistical Instructions issued by the Railway Board.
		(d) Statistical Manuals issued by the Railway Administrations.
		(e) Manual of Traffic costing issued by Railway Board.
2	Service Regulations	The Indian Railway Establishment Codes, Fundamental and Supplementary Rules of the Central Govt. and Civil Service Regulations) Pension Chapters Workmen Compensation Act., Payment of Wages Act., Indian Railway Financial Codes Vol. I & II, Indian Railway Administration and Finance, Indian Railway Code for the Accounts Department Vol. I, Indian Railway Establishment Manual of Pension Rules.
3	Expenditure Accounts	(a) The Indian Railway Financial Code Vol.I and II and Indian Railway Administration and Finance.

		(b) The Indian Railway Code for the Engineering Department.
		(c) The Indian Railway Code for the Accounts Department Vol. I.
	Departmental Examination No. III	**Books Recommended**
1.	Workshops & Stores Accounts.	(a) The Indian Railways Code for the Stores Department.
		(b) The Indian Railways Code for the Mechanical Department (Workshops).
2.	Books & Budget	(a) Indian Railway Administration & Finance Chapter I, II, VII and Indian Railways Financial Code Chapters III, IV, V.
		(b) The Indian Railway Code for the Accounts Department Vol. I excluding chapters I, VII, XI, XII, XIII, XIV, XVII.
		(c) Compilation of Treasury Rules Vol. I except chapters VII and XIII. (but including chapter II thereof).
		(d) Finance & Revenue Accounts.
3.	Management Accounting.	Management Accountancy by J. Botliboi

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APPENDIX 2

QUALIFYING EXAMINATION FOR PROMOTION ABOVE ACCOUNTS CLERKS OF THE ACCOUNTS DEPARTMENT UP TO AND INCLUDING THE RANK OF ACCOUNTS ASSISTANTS

1. The syllabus of the examination will be as follows.

The examination will consist of three papers, one on Elementary Book-keeping, another on General rules and Procedure which will include a compulsory question in regard to framing a draft-letter, and the third on a particular branch of Accounting. The first paper will examine the candidate's knowledge of the general principles and Practices of Elementary Bookkeeping, and the following Chapters of Double Entry book- keeping by J. R. Batliboi, are prescribed as test

(i) Elements of Double Entry.

(ii) Rules for Journalizing.

(iii) Ledger Accounts,

(iv) Sub-Divisions of Journal.

(v) The Cash Book.

(vi) Banking Transactions,

(vii) Bill Transactions,

(viii) The Journal proper,

(ix) The Trial Balance.

(x) The Trading Account,

(xi) The Profit and Loss Account.

(xii) The Balance Sheet.

(xiii) Depreciation, Reserve and other Funds.

The paper on General Rules and Procedure will be such as to test the candidate's ability to frame a draft and also to test the candidate's knowledge of the procedure in force in the office in which he is serving and general rules applicable to all branches of the Railway Accounts Office and the questions will be of an elementary nature. The third paper will be of a nature to test the candidate's theoretical and practical knowledge of work in any one of the following branches.

(a) Establishment and Provident Fund.

(b) Stores Accounts.

(c) General Expenditure Accounts.

(d) Workshop Accounts.

(e) Books and Budget and Appropriation Accounts.

(f) Coaching, Passenger. Parcels and Coaching Statistics, including a knowledge of machine methods and Traffic Book.

(g) Goods and Goods Statistics, including a knowledge of machine methods and Traffic Book.

2. Forty percent of the maximum marks in each subject will be required to secure a pass. This has effect from the examination held in November 1956 onwards.

3. The examination will be conducted by the Head of each Office, who will also decide the intervals at which it should be held.

4**(a). Ordinarily no Railway servant will be permitted to take the examination more than five chances for Appendix 2 IREM Examinations but the FA&CAO/General Managers are delegated with powers to grant additional**

chances to the candidates appearing in the aforesaid examinations as detailed below:-

Particulars of Exam.	**Normal chances**	**Permission may be granted by FA&CAO**	**Permission may be granted by GM**	**Railway Board**
Examination for promotion beyond Accounts Clerks (as laid down in this Appendix)	**5**	**6th to 8th chance**	**9th and 10th chance.**	**No reference will be made to Board for chance beyond 10th chance.**

Note: This Sub Rule is not applicable to directly recruited JAAs who are required to pass Appendix II examination in two chances/ within three years of their joining service as JAAs failing which their services are liable to be terminated. However, the request for grant of a third chance, on the specific recommendation of the FA&CAO, may be granted by the G.M., to be availed of within total span of four years of joining service as JAAs before action to terminate their services is taken.

(Authority: Railway Board's letter No. 2004/AC-II/20/5 dated 20.10.2004)

(b) No railway servant, who has less than six months service in a Railway Accounts Office or who has not a reasonable chance of passing the examination will be allowed to appear in the examination prescribed in this Appendix. In exceptional circumstances the condition regarding six months minimum service may be waived by the General Manager.

(c) Temporary railway servants may be permitted to sit for the examination, but it should be clearly understood that the passing of this examination will not give them a claim for absorption in the permanent cadre.

(d) A candidate who fails in the examination but shows marked excellence by obtaining not less than 50% in any subject may be exempted from further examination in that subject in subsequent examinations.

4 (e) The permission accorded to a candidate to appear in the examination counts as a chance availed of even if the candidate does not actually sit for the examination unless an application from the candidate is received by the General Manager each year for withdrawal from the examination and is accepted by the General Manager.

4 (f) In the case of candidates prevented from appearing in the Appendix-2 (IREM) examination owing to circumstances beyond their control, an application for exemption from counting the permission granted as a chance availed of should be made to the General Manager within a fortnight from the last date of the examination supported by certificates (Medical Certificates conforming to

the Rules in Chapter 5 of Indian Railway Medical Manual, Vol. I) obtained by them before the termination of the examination.

(Authority: Railway Board?s letter No. 2004/AC-II/20/5 dated 20.10.2004)

5. No alteration shall be made in these rules without the prior sanction of the Railway Board.

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APPENDIX 3

QUALIFYING EXAMINATION FOR PROMOTION TO THE RANK OF SECTION OFFICER (A/Cs), INSPECTORS OF STATION ACCOUNTS AND INSPECTORS OF STORES ACCOUNTS

1. *The Appendix-3 examination shall be conducted by Railway Board at suitable intervals. In any case, the time interval between two successive Part-I examinations should not normally exceed three years. The examination shall be conducted as per procedure laid down hereinafter.*

2. *The examination shall be conducted in two parts called Part-I and Part-II. It shall be mandatory for every candidate for the examination, to appear and pass in Part-I of the examination. Part-I examination shall comprise two compulsory subjects. Only those candidates who pass the Part I examination, subject to the rules hereinafter, shall become eligible for Part-II of the examination. Part-II of the examination shall comprise two optional subjects. If the candidate has previously obtained any of the exemptions he/she shall be permitted to appear in the Part II examination directly, subject to the rules given hereinafter, provided he/she has applied for the same at the time of applications for Part-I examination.*

(Authority: Board?s letter No. A(E)A3/2010/10/3 dated 08 .10.10)

SUBJECTS

Compulsory Subjects

(i) Advanced Commercial Bookkeeping.

NOTE. "The Students complete Commercial Book-Keeping, Accounting and Banking" by Arthur Field house is recommended for study.

(ii) General Rules and Procedure. (A sufficient number of optional questions will be set so as to give an equally fair test to candidates who have more general knowledge in either Expenditure or Traffic accounting or of the rules and procedure affecting the work of Inspectors of Stores and Station Accounts).

Optional Subjects

A. The following are the combinations of optional subjects which candidates who wish to qualify for the rank of Section Officer (A/Cs) are required to take:

(i) (a) Establishment and Provident Fund Accounts, (b) Books and Budget.

(ii) (a) Stores Accounts, including knowledge of compiling and maintaining accounts records with the aid of mechanical appliances.

(b) Books and Budget.

(iii) (a) Workshop Accounts with particular reference to system of costing and employment of mechanical appliances for the compilation and maintenance of Accounts records and Press Accounts, (b) Books and Budget.

(iv) (a) Traffic Accounts relating to goods, coaching and miscellaneous traffic both 'local' and 'thorough' with a thorough knowledge of machine methods as applicable to Traffic Accounts.

(b) Traffic Statistics and the Traffic Book.

(v) (a) General Expenditure Accounts including Construction Accounts but excluding Stores and Workshop Accounts.

(b) Stores Accounts including knowledge of compiling and maintaining records with the aid of mechanical appliances.

(vi) (a) General Expenditure Accounts including Construction Accounts but excluding Stores and Workshop Accounts.

(b) Workshop Accounts with particular reference to system of Costing and employment of mechanical appliances for the Compilation and maintenance of Accounts records and Press Accounts.

(vii) (a) General Expenditure Accounts including Construction Accounts but excluding Stores and Workshop Accounts.

(b) Books and Budget.

(viii) (a) General Expenditure Accounts including Construction Accounts but excluding Stores and Workshop Accounts.

(b) Establishment and Provident Fund Accounts.

B. The following is the combination of optional subjects which candidates who wish to qualify for the rank of Inspectors of Station Accounts are required to take :?

(i) Station Accounts.

(ii) Traffic Accounts relating to goods, coaching and miscellaneous traffic, both 'local' and 'thorough', including a thorough knowledge of machine methods as applicable to Traffic Accounts and Statistics.

C. The following is the combination of optional subjects which candidates, who wish to qualify for Inspectors of Stores Accounts, are required to take:

(i) Stores Accounts, including knowledge of compiling and maintaining accounts records with the aid of mechanical appliances, and Workshop Accounts so far as they affect receipts and issues of stores to workshops.

(ii) General procedure followed in the office of the Controller of Stores for the custody, receipt and issue of stores of all classes and description. (Candidates will be expected to have a good knowledge of the nomenclature of all standard items of stores which are in use in the Stores Department and of all rules and procedure relating to the verification of stock and stores and adjustment of differences arising from such verifications).

NOTE. The examination in the optional subjects at A,B or C above will test the knowledge of the candidates in the details of practical work in the relevant branches of the Accounts Offices and the knowledge of rules and procedure prescribed by Railway Board in the Railway Codes as well as in other orders and publications.

3. There will be two papers in each of the optional subjects: one will be answered with the aid of books and the other without books. The former will be of a severely practical character. There will be only one paper in each of the compulsory subjects.

4.The candidates will be permitted to bring with them the following books of reference:

(i) Fundamental and Supplementary Rules.

NOTE. The P & T Compilation or any other compilation of a similar nature of the Fundamental and Supplementary Rules may be allowed.

(ii) Manual of Audit Instructions issued by the Comptroller and Auditor-General.

(iii) Schedules of powers of various railway authorities.

(iv) Indian Railway Codes.

(v) Regulations issued by the Indian Railway Conference Association.

(vi) Manuals of Procedure of Railway Accounts Offices.

(vii) Coaching and Goods Tariffs, if specially authorized by a note on any question paper.

(viii) Stores Manual and Stores Depot Hand-Book, if specially authorized by a note on any question paper.

(ix) Capital and Revenue Accounts,

(x) Appropriation Accounts.

(xi) Manual of Statistical Instructions issued by the Railway Board and any other Statistical Manual issued by the Railway Administrations.

(xii) Railway Board's orders issued by the Ministry of Railways in connection with the Central Pay Commission Rules.

(xiii) Workmen's Compensation Act without commentary.

(xiv) Railway Board's letter containing the revised pension rules.

(xv) Indian Railway Establishment Manual.

(xvi) Railway Board's letters Railway Services (Authorized Pay Rules).

5. The percentage of marks required to secure a pass is as follows:

(i) Each compulsory subject in Part-I: General category: 40 per cent. SC/ST category: 30 per cent.

(ii) Each optional subject in Part-II: General Category: 40 per cent in each paper separately and 45% in aggregate in both papers. For SC/ST category these marks will be 30 and 35 per cent respectively.

(Authority: Board?s letter No. A(E)A3/2010/10/3 dated 08 .10.10)

(iii) A candidate who fails in the examination but shows marked excellence in any subject by obtaining not less than 60 per cent of the maximum marks of that subject will be exempted from further examination in that subject in subsequent examinations.

(iv) (a) A candidate who passes (secures 40% or more marks in case of ?General? category/30% or more marks in case of ?SC/ST? category) in each of the compulsory subjects of Part-I examination i.e. ?Advanced Commercial Book-Keeping? and ?General Rules & Procedures?, but fails in Part-II examination of that year, shall be exempted from appearing in Part-I examination during the successive two attempts in the next two consecutive examinations.

(Authority: Board?s letter No. A(E)A3/2010/10/3 dated 08 .10.10)

(b) Absence from the examination shall be counted as a chance/attempt for this purpose.

(c) These instructions will take effect from Appendix 3 (IREM) Examination 2006 held on 1st and 2nd November, 2006 i.e. the instructions will not be applicable to the candidates who have passed Part-I examination 2004 or earlier.

(Authority: Board's letter No. A(E)A3/2K/9 dated 24.08.09)---ACS NO.210

6. No railway servant will be permitted to appear for the examination unless:

(a) He has passed the examination laid down in Appendix 2 for promotion above the rank of Clerks Grade II or he has exempted from passing that examination under the provision of any general rule laid down in this Manual or separately by the Railway Board or holds the post of a Clerk Grade I substantively.

Provided that no such railway servant will ordinarily be considered eligible for appearing in this examination unless he is permanent and has completed 5 years Continuous service in a Railway Accounts Office, or three years if he is a Graduate.

7. Railway Servants falling under medical category C-2 and who desire to qualify in Appendix III-A examination for promotion to the posts of Inspectors of Station Accounts and Inspectors of Stores Accounts would be medically examined in accordance with the Standards of re-examination during service prescribed for Category C-1 before they are permitted to sit for the said examination, in addition to satisfying the requirements of Rule 6 (a).

8.1 Those who passed the examination prescribed in this Appendix for promotion to any of the three classes of appointments, viz., Section Officer (A/c s), Inspectors of Station Accounts and Inspectors of Stores Accounts, will not, if appearing in the examination, with the object of qualifying for any of the other two classes of appointments, be required to pass again in the common subjects in which they have already passed when they qualified themselves for one of the three Classes of appointments.

8.2 Final ISWA qualified staff of Accounts and other Departments, who are absorbed as Cost Accountants in the Accounts Department, and Final ICWA qualified staff of Accounts Department be exempted from appearing and passing in the Compulsory Subject?Advanced Commercial Book Keeping?referred to in Para 2(i) of Appendix 3 to the Indian Railway Establishment Manual, as and when they take up the Appendix 3 (IREM) Examination.

9.1 Ordinarily, the number of chances for appearing in the Appendix-3 (IREM) examination for each class of appointment is limited to three, but the FA&CAO/General Managers are delegated powers to grant additional chances to the candidates appearing in the aforesaid examination as detailed below:

Particulars of Exam.	Normal chances	Permission may be granted by FA&CAO	Permission may be granted by GM	Railway Board
Examination for promotion as S.O. (Accounts),	3	4th & 5th chance	6th chance	Beyond 6th and upto 10th chance, reference may

Inspectors of Station (Accounts) and Inspector of Stores (Accounts) (as laid down in this Appendix)				be made to Railway Board. No reference will be made to Board for chance beyond 10th chance.

Note 1: The GM/FA & CAO will accord the necessary permission to appear in the examination subject to the conditions for eligibility as prescribed in rule 6 and 7 above being rigidly fulfilled.

Note 2- The permission accorded to a candidate to appear in the examination counts as a chance availed of even if the candidate does not actually sit for the examination unless an application from the candidate is received by the General Manager each year for withdrawal from the examination and is accepted by the General Manager.

Note 3- In the case of candidates prevented from appearing in the Appendix-3 (IREM) examination owing to circumstances beyond their control, an application for exemption from counting the permission granted as a chance availed of should be made to the general Manager within a fortnight from the last date of the examination supported by certificates (Medical Certificates conforming to the Rules in Chapter 5 of Indian Railway Medical Manual, Vol. 1) obtained by them before the termination of the examination.

9.2 The following programme is laid down and should be rigidly followed:

(i) Preliminary list of candidates will be compiled by Railways by the date notified by Board.

(ii) Withdrawals will be permitted by the Railways upto the date notified by Board.

(iii) Number of candidates offering to appear will be advised by the Railway to the Railway Board by the date notified by Board.

(iv) Block Roll Nos. will be allotted by the Railway Board to the Railways while announcing the scheme of examination for the year.

(v) List of candidates with Roll Nos. duly allotted will be sent by "the Railway to the Railway Board in duplicate by target date to fixed by Board while announcing the scheme of examination every year."

(Authority: Railway Board?s letter no. 2004/AC-II/20/5 dated 20.10.2004)

10. The passing of the examination in this Appendix does not give a railway servant the right to claim promotion.

11. A railway servant who qualifies for promotion to the rank of Section Officer (A/cs) etc., by passing the examination mentioned in this Appendix will be liable to transfer to the Railway Board's Office.

12. No alterations shall be made in these rules without the prior sanction of the Railway Board.

13. Answer books of the candidates will be destroyed after a period of 6 months from the date of declaration of final result i.e. result of Part-II, after obtaining vigilance clearance.

(Authority: Board's letter No. A(E)A3/2010/10/3 dated 08 .10.10)

14.* There is no provision of re-evaluation/re-assessment in Appendix-III Examination. Rechecks of totala of marks and arithmetic mistake are permissible only.

(*Inserted vide Authority : Board's letter No.A(E)A3/2018/10/2 dated 22-05-2018) ACS – 244 **SECR 155/18**

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APPENDIX 4

PROMOTION TO AND CONFIRMATION THE RANK OF STOCK VERIFIERS

1. "Promotion of persons holding the post of Accounts Assistant in Grade Rs.1400-2600 in the office of Financial Adviser & Chief Accounts Officers to the rank of Stock Verifiers will be on the considerations of seniority and merit including fitness for outdoor works, failing which persons holding substantively the posts of Junior Accounts Assistants in Grade Rs.1200-2040 with a minimum of 2 years service in that grade may be considered on the same basis. In the case of Junior Accounts Assistants, promotion to the rank of stock verifiers will not be made unless they have passed the examination prescribed in Appendix 2(IREM) . The condition of passing the examination prescribed in Appendix-2 IREM by JAAs holding the post substantively with a minimum of 2 years service in that grade before they can be promoted to the rank of stock verifiers, may be relaxed in special cases under the sanction of the General Manager.

(Authority Board's letter NO. 97/ACII/20/22 dt 10-10-97)

2. Persons selected in the above manner for promotion to the rank of Stock Verifiers will be eligible for confirmation on satisfactory completion of at least one year's officiating service as Stock Verifiers, and on passing thereafter a departmental examination which will be such as to test their general familiarity with the various classes of stores

and the procedure followed in the Stores Depots and in the Accounts Office, and the practical knowledge of the procedure relating to the verification of stock and stores, adjustment arising from such verification and preparation and disposal of stock verification reports.

3. Before an officiating Stock Verifier is permitted to appear in this examination he should have obtained branches of works:

(i) Loco Depot, (2) Carriage and Wagon Depot, (3) Signal Shop, (4) Power House Electric Stores, (5) General Stores, (6) Permanent Way Material, (7) Engineering Stores, (8) Traffic Stores, (9) Engine Shed Stores, (10) Train Examiners' Stores, (11) Medical Instruments, (12) Office Tools and Plant, (13) Stationery Stores, (14) Stores Accounts Office, familiarity with methods and reasons for stores adjustments, (15) Disposal of Stock Verifier's Reports.

4. The examination will consist of a written paper and a viva voce test and 50% of the maximum marks in the written paper as well as the viva voce test will be required to secure a pass.

5. The examination will be conducted by the Head of each office (assisted by an office the Stores Department) who will also decide the intervals at which it should be held.

6. The staff appointed as Accounts Stock Verifier will be required to pass the Appendix-4 IREM examination within three chances to be availed within a period of 4 years of their joining of the post of Accounts Stock Verifier, failing which they will be reverted to the parent cadre. The examination will be conducted by the Head of Office assisted by an officer of the Stores Department at least once annually.

(Authority: Ministry of Railway's letter no. 2000/AC-II/20/23 (Vol-I) dated 22-09-2009)--acs no.212

7. Stock verifiers who have passed the examination prescribed in Appendix 3 in Inspector of Stores Accounts Group need not pass the examination prescribed in this Appendix for the purpose of their confirmation and drawal of increments.

8. No alterations shall be made in these rules without the prior sanction of the Railway Board.

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Concordance showing the paragraphs in this book and the corresponding paragraphs of the previous book or other authorities on which each para based.

Para in this edition	Para in previous edition	Remarks
1	**2**	**3**
CHAPTER I **SECTION-A**		
101	101	Amended
102 to 119	-	Recasted
SECTION-B		
101	101	Amended
102	102	.
103	103	.
104	104	.
105	105	.
106	106	.
107	107	.
108	108	.
109	109	Amended
110	110	,,
111	111	,,
112	112	Newly Introduced
113	112	Amended
114	113	-
115	114	Amended
116	115	Do.
117	116	Do.
118	117	Do.
119	118	-
120	119	-
121	120	Amended
122	121	Revised
123 to 179	-	Recasted
180	101 of Sub Amended Section IV	Amended

.	102	.
181	103	Do.
182	104	Do.
183	105	Do.
184	106	Do.
185	107	-
186	108	-
187	109	-
188	110	-
189		-
SECTION –C		
101-105	-	Recasted
SECTION –D		
.		.
101	101	Recasted
SECTION ?F **SECTION ?G**		
101	101	-
102	102	Amended
103	103	-
104	104	-
105	105	Recasted
106	106	.
107	107	.
108	108	.
109	109	-
110	110	Amended
111	111	Do.
112	112	Do.
113	113	-
114	114	-
115	115	-
116	116	-
117 to 127	-	Recasted

CHAPTER II **SECTION-A**		
201 to 209	-	Recasted
	SECTION-B	
210	208	Amended
211	209	Do.
212	210,211,212	Do.
213 to 219	-	Recasted
220	217	Amended
221	218	-
222	219	-
223 to 228	-	Recasted
CHAPTER III		
301	301	Amended
302	302	Recasted
303	303	Modified
304	304	-
305	305	-
306	306	-
307	307	-
308	308	-
309	309	Amended
310	310	-
311	311	-
312	312	Amended
313	313	Do.
314	315	-
315	316	No change except reference to paras.
316	317	No change except addition to Note 2.
117	118	Amended
318	319	Do.
319	320	Do.

320	321	-
321	322	-
322	323	-
323 to 327	-	Newly Introduced
CHAPTER IV		
401	401	Recasted
402	402	Do
403	403	Do
404	404	Do
405	405	Do
406	406	Do
407	407	Do
408	408	Do
409	409	Do
410	410	Do
411	411	Do
412	412	Do
413	413	Do
414	414	Do
415	415	Do
CHAPTER V		
501	501	-
502 to 529	502 to 529	Modified
CHAPTER VI		
601	601	
602	602	Change of reference to para of R=II only) 131.3 in place of 2017.
603	603	Recasted
604	604	-
605	605	Para 1313 R-II in place of 2020 changed
607	607	-

608	608	-
609	609	-
610	-	NewlyIntroduced
611	610,611	Modified
612	612	-
613	613	Modified
614	614	Do.
615	615	-
616	616	-
617	617	Modified
618	618	-
619	619	-
620	620	-
621	621	
622	622	-
623	623	Word ?gazetted? deleted
624	625	-
625	626	-
625-A	-	Newly introduced
626	627	-
627	628	-
628	629	-
629	630	-
630	631	Amended
631	633	Do.
632	634	-
633	635	Amended
634	636	Do.
635	637	Do.
636	638	-
637	639	Amended
638	640	-
639	641	-
640	642	Amended

641	644	Do
642	645	-
643	646	-
CHAPTER VII		
701	701	-
702	702	-
703	728	Amended
704 t05	-	Newly introduced
706	731	Amended
707,708	-	Newly introduced
709	726	Amended
710	727	-
711	728	Amended
712	730	Do.
801	801	-
802	802	-
803	803	Same except change of reference to rule 103(35) R-I in place of rule 2003 21(a) R-II.
804	804	Modified
805 to 810	805 to 810	-
811	811	Modified
812	812	-
813	813	Modified
814	814	Do.
815 to 818	815 to 818	-
819	819	Same except deletion of the word ?Sikkim?.
CHAPTER IX		
901	901	Modified
902	902	Amended
903 & 904	-	Newly introduced
905	903	Amended

906	904	D0.
907	908	Do.
908	910)i)	Amended
909	-	Newly introduced
910	910)ii)	Amended
911	910)iv)	Do.
912	910)iii)	Do.
913	911	Do.
914 to 920	-	Newly introduced
921	907(iii)	Amended
922 to 924	-	Newly introduced
925	907(ii)	Amended
926	907(i)	Do.
927 to 930	-	Newly introduced
CHAPTER X		
1001	1201	-
1002	1202	-
1003	1203	-
1004	1204	-
1005	1205	-
1006	1206	Same except change of reference to para 1004 in place of para 1204
1007	1207	-
1008	1208	-
1009	1209	.
1010	1210	.
1011	1211	.
1012	1212	Note has been newly introduced
1013	1213	Note No. (1) has been deleted
1014	1214	-
1015	1215	-
1016	1216	-

1017	1217	-
1018	1218	-
1019	1219	-
1020	1222	-
1021	1223	-
1022	1224	-
1023	1225	-
1024	1226	-
1025	1227	-
1026	1228	-
1027	1229	-
1028	1230	-
1029	1231	.
1030	1232	.
CHAPTER XI		
1101	1601	Modified
1102	1602	Do.
1103	1603	Do.
1104	1604	Do.
1105	1605	Modified
1106	1606	Do.
1107	1607	Do.
1108	1608	Do.
1109	1609	Do.
1110	1610, 1611	Do.
1111	1612	-
1112	-	Newly introduced
1113	1613	-
1114	1614	-
1115	1615	-
1116	1616	-
1117	1617	-
1118	1618	Note 2 has been newly introduced

1119(A)	1619	Modified
1119(B)	1619(A)	Do.
1119(C)	1619(B)	Do.
1120	1620	Same except change of reference to para 1113 in place of para 1613
1121	1621	-
1122	1622	-
1123	1623	-
1123(A)	1623(A)	Amended
1124	1624	Do.
1125	1625	Modified
1126	1626	-
1127	1627	-
1128	1628	Amended
1129	1633	Modified
1130	1634	-
1131	1635	Modified
1132	1629	Amended
CHAPTER XII		
1201	2201	-
1202	2202	-
1203 to 12005	2203 to 2205	same except change of reference to para 1201 in place of para 2201 & para 1202 in place of 2202
CHAPTER XIII		
1301	2601	-
1302	2602	-
1303	2603	-
1304	2604	Modified
1305	2605	-
1306	2606	-
1307	2607	-

1308	2608	-
1309	2609	Modified
1310	2610	-
1311	2611	-
1312	2612	-
1313	2613	Amended
1314	2614	Do.
1315	2615	No change except reference to para1304 in place of para 2604
CHAPTER XIII		
1401	3901	Amended
	3902	Do.
	3903	Do.
1402	3909	Do.
1403 to 1409	-	Newly introduced
1410	3904 to 3907	Amended
1411	3908	-
1412	-	Newly introduced
CHAPTER XV		
1501	2301	Modified
1502	2302	-
1503	2303	-
1504	2304	-
1505	2305	Modified
1506	2306	-
1507	2307 to 2310	Modified
1508	2312	-
1509	2313	-
1510	2314	No change except reference to chapter XI in place of chapter XVI.
1511	2311	Modified
1512	2315	-
1513	2316	-

1514	2317	-
1515	2318	Modified
1516	2319	No change except reference to para 1510 in place 2314
CHAPTER XV		
1601	1101	Modified