

<u><i>This book belongs to</i></u>		
<i>Name</i>	:	
<i>Designation</i>	:	
<i>Department</i>		
<i>Office</i>	:	

Points to ponder....



Extracts from Railway Services (Conduct) Rules, 1966.

18. Movable, Immovable and Valuable Property. Contd....

2. Below sub-rule (5), for clause (a) of Explanation I, the following shall be substituted, namely :-

“(a) jewellery, insurance policies the annual premium of which exceeds two months’ basic pay of the railway servant, shares, securities and debentures.”

(Authority : Railway Board’s letter No.E(D&A)2011 GS1-3 dt.11.07.11) (RBE No.105/2011)

to be continued.....

INDEX

<i>Estt. Srl.No.</i>	<i>Subject</i>	<i>Page No.</i>
<u>ALLOWANCE</u>		
28/13	<i>Revision of the existing rates of Hospital Patient Care Allowance and Patient Care Allowance to eligible Group 'C' & 'D' (Non-Ministerial) Railway Employees working in Railway Hospitals and Health Units/ Clinics, w.e.f. 01.09.2008</i>	
39/13	<i>Payment of Dearness Allowance to Railway employees-Revised rates effective from 01.01.2013</i>	
<u>CREATION OF POSTS</u>		
33/13	<i>Proposal for creation of non-gazetted posts</i>	
<u>FORWARDING OF APPLICATIONS</u>		
22/13	<i>Forwarding of applications from Technical Supervisors for the posts outside Railways on deputation basis to various others Govt. Departments & PSUs/Autonomous bodies & Non-release Regarding</i>	
31/13	<i>Forwarding of applications from Technical Supervisors for the posts outside Railway son deputation basis to various other Govt.Departments & PSUs/Autonomous bodies- Non-release Regarding</i>	
<u>INCREMENTS</u>		
27/13	<i>Advance increments granted to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/ 120 w.p.m. regarding</i>	
<u>PASS/PTOs</u>		
25/13	<i>Validity of Duty/Privilege/Post Retirement Complimentary Passes (PRCP) in Duronto Express trains</i>	

<i>Estt. Srl.No.</i>	<i>Subject</i>	<i>Page No.</i>
--------------------------	----------------	---------------------

- 37/13** Complimentary Card passes to Rajiv Gandhi Khel Ratna Awardees and Dhyan Chand Awardees and other facilities on the Card passes issued to sports-persons
- 38/13** Extension of facility of Complimentary Card passes to parents of unmarried posthumous Chakra awardees and awardees of Police gallantry medals

PROMOTION/SELECTION

- 24/13** Procedure for selection for promotion from GP Rs.1800 to GP Rs.1900 against departmental promotion quota
- 32/13** Selection for Intermediate Apprentices from amongst Skilled Artisans for absorption as JE in G.P. Rs.4200, P.B. Rs.9300-34800 – Allowing one more but final chance to appear in selection with pre-revised qualification

SC/ST/OBC

- 35/13** Grant of facilities to All India OBC Railway Employees Federation- Regarding holding of informal meetings

SAFETY RELATED RETIREMENT SCHEME

- 30/13** Clarification regarding reckoning of 20 years' qualifying service in respect of Gangmen and staff working in safety category posts with 1800 GP under LARSGESS Scheme

PENSION

- 23/13** (i) Eligibility of disabled children for family pension after marriage and
(ii) Eligibility of two family pensions – Clarification regarding

<i>Estt. Srl.No.</i>	<i>Subject</i>	<i>Page No.</i>
<i>26/13</i>	<i>Introduction of Single Window System (SWS) for reimbursement of Railway Pensions</i>	
	<u>RECRUITMENT</u>	
<i>29/13</i>	<i>Recruitment Rule for Official Language Staff of Indian Railways</i>	
<i>36/13</i>	<i>Status of Archery Association of India and Indian Amateur Boxing Federation</i>	
	<u>TRAINING</u>	
<i>34/13</i>	<i>Renewal of training facilities for Engineering Graduates and Diploma Holders under the Apprentice (Amendment) Act,1973 for the years 2013-14, 2014-15 and 2015-16</i>	

SOUTH EASTERN RAILWAY

Estt.Srl.No.22/2013

RBE No.10/2013

No.P/R/MC/FOA

Dated: 05.03.2013

Sub: Forwarding of applications from Technical Supervisors for the posts outside Railways on deputation basis to various others Govt. Departments & PSUs/Autonomous bodies & Non-release Regarding.

Ref: Railway Board's letter No.E(NG)I-96/AP/2(2) dt.16.08.1999 (Estt.Srl.No.243/99)

Railway Board's letter No.E(NG)I-2012/AP/1 dated 06.02.2013 (RBE No.10/2013) is as under :-

As per extant instructions as contained in Para 244 of Indian Railway Establishment Code (IREC), Volume-I, Fifth Edition-1985, Third Reprint Edition, 2008, reads with Para 1401 of Indian Railway Establishment Manual Volume-I Revised Edition-1989), First Reprint Edition-2009, permission to a Railway servant to submit an application in response to advertised post outside the Railways like to Departments under the Government of India or under a State Governments, Public Sector Undertakings/autonomous bodies controlled by Central or State Governments, shall not ordinarily be refused unless the head of the office or department in which he is employed considers that the grant of permission would not be consistent with the interest of the public service. The competent authority should interpret the term "public interest" strictly subject to the condition that forwarding of application should be the rule rather than the exception. The cadre controlling authorities would consider each case only from the point of view whether the Railway servant could be spared or not no other general considerations should be applied in taking a decision in the case.

2. One of the Federations e.g. NFIR has brought to notice of Railway Board that Technical Staff (Senior Supervisors & Supervisors) working in Civil, Mechanical, Electrical and S&T Departments are not being released, on their selection, to various PSUs and other Government Organizations on deputation basis leading to create avoidable hardship to such staff.

3. The matter has accordingly been considered and Ministry of Railways wish to state that while following the procedure as contained in Board's letter No.E(NG)I-96/AP/2(2) dated 1999 and other service conditions as contained in paras 1402 to 1412 of Indian Railway Establishment Manual Volume-I (Revised Edition-1989), First Reprint Edition-2009, the compliance of the above instructions may also be ensured to enable Railway Technical staff to get exposure of working outside the Railways on deputation basis or otherwise and improve their performances/knowledge on return to parent Department.

Estt.Srl.No. 23/2013

RBE No.12/2013

No.P/S/Pen/Policy

Dated: 05.03.2013

- Sub: (i) Eligibility of disabled children for family pension after marriage and**
- (ii) Eligibility of two family pensions – Clarification regarding**

Railway Board's letter No.F(E)III/2005/PN1/32 dated 11.02.2013 (RBE No.12/2013) is as under :-

A copy of Department of Pension and Pensioners' Welfare (DOP&PW)'s O.M. No. 1/33/2012-P&PW(E) dated 16.01.2013 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways also. Sub-rules 6, 13-A and 13-B of Rule 54 of the CCS(Pension) Rules, 1972 referred to therein correspond to sub-rules 6, 17 and 18 of Rule 75 of Railway Services(Pension) Rules, 1993 respectively.

2. The Explanation 1 & 3 mentioned in DOP&PW's O.M. referred above are contained in the amendment being carried out in the Railway Services (Pension) Rules, 1993 in consultation with the Ministry of Law & Justice.

Office Memorandum

- Sub: (i) Eligibility of disabled children for family pension after marriage and**
- (ii) Eligibility of two family pensions – Clarification regarding**

The undersigned is directed to state that the Government has decided to allow continuance of family pension to mentally/physically disabled children who drew, are drawing or may draw family pension even after their marriage. Further, the Government has also decided to allow two family pensions where the pensioner drew, is drawing or may draw two pensions for military and/or civil employments.

2. *In order to implement these decisions, Explanations 1 and 3 after sub-rule 6 of Rule 54 of the Central Civil Services (Pension) Rules, 1972 have been suitably amended and sub- rules 13-A and 13-B have been omitted. A copy of Gazette notification, G.S.R. No. 938 (E), dated 27th December, 2012, giving effect to these amendments is enclosed.*

3. *For the sake of clarity, the old and new explanations 1 and 3 are reproduced as under highlighting the changes made therein:*

Old: EXPLANATION 1 - *An unmarried son or an unmarried or widowed or divorced daughter shall become ineligible for family pension under this sub-rule from the date he or she gets married or remarried.*

EXPLANATION 3 - *It shall be the duty of son or daughter or siblings or the guardian to furnish a certificate to the Treasury or Bank, as the case may be, once in a year that (i) he or she has not started earning his or her livelihood and (ii) he or she has not yet married or remarried. A similar certificate shall be furnished by a childless widow after her re-marriage or parents to the Treasury or Bank, as the case may be, once in a year that she or he or they have not started earning her or his or their livelihood.*

New: EXPLANATION 1 - *An unmarried son or an unmarried or widowed or divorced daughter, except a disabled son or daughter, shall*

become ineligible for family pension under this sub-rule from the date he or she gets married or remarried.

EXPLANATION 3 - *It shall be the duty of son or daughter or siblings or the guardian to furnish a certificate to the Treasury or Bank, as the case may be, once in a year that (i) he or she has not started earning his or her livelihood and (ii) he or she has not yet married or remarried. A similar certificate shall be furnished by a childless widow after her re-marriage or by the disabled son or daughter or parents to the Treasury or Bank, as the case may be, once in a year that she or he or they have not started earning her or his or their livelihood.*

4. *Sub rule 13-A regulates the grant of family pension to a military pensioner after his re-employment in a civil service or a civil post. Grant of two family pensions had been prohibited under this sub rule. Similarly, sub rule 13-B prohibits grant of two family pensions to a person who is already in receipt of Family Pension or is eligible therefor under any other rules of the Central Government or a State Government and/or Public Sector Undertaking/Autonomous Body/Local Fund under the Central or a State Government. The sub-rules 13-A and 13-B have since been omitted vide the above mentioned Gazette notification.*

5. *It is clarified that financial benefits in past cases will accrue with effect from 24th September, 2012.*

6. *As regards pensioners/family pensioners belonging to the Indian Audit and Accounts departments, these Orders issue after consultation with the Comptroller and Auditor General of India.*

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(Department of Pension and Pensioners' Welfare)

NOTIFICATION

New Delhi, the 27th December, 2012

GSR. 938(E).—In exercise of the powers conferred by the proviso to article 309 and clause(s) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department; the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely—

1. (1) These rules may be called the Central Civil Services (Pension) Second Amendment Rules, 2012.

(2) These rules shall come into force on the date of this publication in the Official Gazette.

2. In the Central Civil Services (Pension) Rules, 1972, in Rule 54,—

(a) in sub-rule (6),—

(i) in Explanation 1, for the words “daughter shall”, the words “daughter, except a disabled son or daughter,” shall be substituted;

(ii) in Explanation 3, for the words “her re-marriage or parents”, the words “her re-marriage or by the disabled son or daughter or by parents;” shall be substituted;

(b) sub-rule 13-A shall be omitted;

(c) sub-rule 13-B shall be omitted.

[F.No.1/33/2012-P&PW(E)]

Note:- The principal rules were published vide number S.O. 934, dated the 1st April, 1972. The Fourth Edition of the rules corrected up to July, 1988 was published in the year of 1988. The said rules were subsequently amended vide notifications given below:—

1. SO. 254, dated the 4th February, 1989
2. S.O. 970, dated the 6th May, 1989
3. S.O. 2467, dated the 7th October, 1989
4. S.O. 899, dated the 14th April, 1990
5. S.O. 1454, dated the 26th May, 1990
6. S.O. 2329, dated the 8th September, 1990
7. S.O. 3269, dated the 8th December, 1990
8. S.O. 2730, dated the 8th December, 1990
9. S.O. 3273, dated the 8th December, 1990
10. S.O.409, dated the 9th December, 1991
11. S.O. 464, dated the 16th February, 1991
12. S.O.2287, dated the 7th September, 1991
13. S.O. 2740, dated the 2nd November, 1991
14. GS.R. 677, dated the 7th December; 1991
15. G.S.R. 399, dated the 1st February 1992
16. G.S.R. 55, dated the 15th February, 1992
17. G.S.R. 570, dated the 19th December, 1992
18. S.O. 258, dated the 13th February, 1993
19. S.O. 1673, dated the 7th August. 1993
20. G.S.R. 449, dated the 11th September, 1993
21. S.O. 1984, dated the 25th September, 1993
22. G.S.R.389(E), dated the 18th April, 1994
23. S.O. 1775, dated the 19th July, 1997
24. S.O. 259, dated the 30th January, 1999
25. S.O. 904, dated the 30th September, 2000
26. S.O.717(E), dated the 27th July, 2001
27. G.S.R.75(E), dated the 1st February, 2002
28. S.O.4000, dated the 28th December, 2002
29. S.O. 860(E), dated the 28th July, 2003
30. S.O. 1483(E), dated the 30th December, 2003
31. S.O. 1487, dated the 14th October, 2005
32. GS.R. 723(E), dated the 23rd November, 2006
33. S.O. 1821(E), dated the 25th October, 2007
34. G.S.R. 258 (B), dated the 31st March; 2008
35. S.O. 1028 (E), dated the 25th April, 2008
36. S.O. 829 (B), dated the 12th April, 2010
37. G.S.R. 176, dated the 11th June, 2011
38. G.S.R.928(E), dated the 26th December, 2012

Estt.Srl.No.24/2013

RBE No.13/2013

No.P/R/14/314/3(Policy)/Pt.V

Dated:05.03.2013

Sub: Procedure for selection for promotion from GP Rs.1800 to GP Rs.1900 against departmental promotion quota

Railway Board's letter No.E(NG)-2011/CFP/10 dated 19.02.2013 (RBE No.13/2013) is as under :-

In terms of the extant provisions as contained in para 189 of Indian Railway Establishment Manual (IREM), Vol.1, (Revised Edition-1989), First Re-Print-2009, 33-1/3% quota of posts in the lowest grade of Commercial Clerks, Ticket Collectors, Trains Clerks, Office Clerks and other categories of Clerks like Store Clerks etc. are to be earmarked for promotion of Railway servants in the categories carrying Grade Pay of Rs.1800, for whom no regular avenue of promotion exists; the Group 'C' categories being suitably linked with specified categories in Grade Pay of Rs.1800 on the basis of broad affinity of work.

*2. It has been noticed that a few Railways are adopting different eligibility criteria and are allowing Trackmen to appear in the selection being conducted against 33-1/3% departmental promotion quota which is not consistent with the extant policy as Trackman/Gateman/Trolleyman have separate avenue channel of promotion as per para 181 of IREM *ibid*. The issue reached upto Central Vigilance Commission (CVC) who, in turn has desired that guidelines may be issued to all Zonal Railways regarding uniform interpretation of Para 181 to 189 of IREM and related instructions thereon.*

3. In the light of the above, the matter has been considered. Ministry of Railways wish to state that the extant provisions contained in para 181 to 189 of IREM, Vol. 1, (Revised Edition-1989), First Re-Print Edition-2009 and subsequent instructions issued thereon may be followed scrupulously and only eligible categories as specified may be allowed to appear in the selections being conducted for promotion from GP Rs.1800 to GP Rs.1900 against 33-1/3% departmental promotion quota.

Estt.Srl.No.25/2013

RBE No.20/2013

No.P/GM-CPO/Pass/Rules

Dated : 07.03.2013

Sub: Validity of Duty/Privilege/Post Retirement Complimentary Passes (PRCP) in Duronto Express trains

Ref: Railway Board's letter No.E(W)2009/PS5-1/30 dt.21.03.12 (Estt.Srl.No.43/12)

Railway Board's letter No.E(W)2009/PS 5-1/30 dated 01.03.2013 (RBE No.20/2013) is as under :-

Instructions have been issued vide this office letter of even No.E(W)2009/PS5-1/30 dated 21.03.2012 permitting railway officials to travel in Duronto Exp. Trains while travelling on **Duty** subject to certain conditions.

2. On a demand raised by recognized Federations at DC/JCM forum, a proposal has been under consideration for allowing booking of berths/seats in Duronto Express trains by serving/retired Railway servants on **Duty/Privilege/Post Retirement Complimentary Passes**.

2.1 After due deliberations, Board have decided to allow booking of berths/seats in Duronto Express trains by serving/retired railway servants on **Duty/Privilege/Post Retirement Complimentary Passes** on the pattern of Rajdhani/Shatabdi Express trains without any exception. However, number of berths to be earmarked in Duronto Exp. Trains on duty pass quota will be as under :-

Class	No. of berths/seats to be earmarked as Duty pass quota in Duronto Express trains
1A	4
Executive Class	4
2AC	6
3AC	16
CC	4
SL	20
2S	20

This information may be brought to the notice of all concerned.

4. *CRIS will make necessary modifications in the software under intimation to all zonal Railways and this office.*

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

Estt.Srl.No.26/2013

RBA No.3/2013

No.P/S/Pen/Policy

Dated: 08.03.2013

**Sub: Introduction of Single Window System (SWS)
for reimbursement of Railway Pensions**

Railway Board's letter No.2010/AC-II/21/2 dated 15.01.2013 (RBA No.3/2013) is as under :-

The implementation of Single Window System for reimbursement of Railway pensions disbursed through Union Bank of India was under consideration in Board's office for some time due to the following advantages :-

Advantages to the Zonal Railway :-

- *The designated Railways need to interact only with the nominated Nodal Branch for both submission of PPOs and receipt of pension scrolls.*
- *PPOs to be sent directly to the nominated Nodal Branch instead of the various Link branches, which shall ensure timely dispatch thereof to their Central Pension Processing Cell (CPPC) to ensure commencement of pension payment from the month following which the pensioner retires.*
- *Due to quick submission of monthly pension scroll in both physical form and electronic form, better monitoring and reconciliation process of the pension debits resulting in more accuracy in the projection of pension budget.*
- *Better monitoring of grievances and redressal thereof.*

Advantages to the Pensioner :-

- *The pension commences from the following month in which the pensioner retires*

- *The pension is credited to the pensioner's account every month on time.*
- *Errors in amount of pension are minimized, arrears is calculated and paid timely.*
- *The grievances redressal system would become more effective.*

Controller General of Accounts (CGA) and Reserve Bank of India (RBI) have since approved the implementation of SWS with Union Bank of India and it has been decided to implement the same w.e.f.01.04.2013. The main features of the existing system vis-à-vis SWS are as under :-

Present System :-

- *FA&CAOs of all zonal railways and production units are authorized to issue PPOs (Annexure 1). FA&CAOs draw the PPOs against the bank opted by the pensioners and send the same to the nominated Link branch of that bank directly which further forwards the same to the Paying Branch concerned.*
- *The paying Branch takes the PPO on their record and thereafter credits the pension amount monthly in the pensioner's account and sends scroll to the Link Branch.*
- *The Bank's Link Branches compile the scrolls of all paying branches under them and sends the same to the designated FA&CAOs (Annexure 2)*
- *Simultaneously, Link branch also submits the claim for the reimbursement of pension payment to the designated nominated reimbursing agency i.e. nominated RBI/SBI Branch.*
- *The Reimbursing Branch claims the reimbursement from RBI, CAS.*
- *RBI/CAS/Nagpur credits the account of the reimbursing bank and debits the account of respective designated Railway.*

Single Window System :-

- *FA&CAO of all Zonal Railways/Production Units shall continue to be authorized for issue of PPOs (Annexure 1).*
- *Union Bank of India has nominated their nodal branches at the Headquarter of the 16 designated FA&CAOs both for receiving of the PPOs and submission of pension debit scrolls to the FA&CAOs. Copies of the special seal together with specimen signatures of the authorized signatories should be sent to the*

Nodal Branches for onward transmission to CPPC, to facilitate verification thereof by Bank.

- In case of new pension, both halves of PPOs (i.e. disburser's and pensioner's) sent by PPAs (Pension Paying Authority) will be received at the Nodal branches nominated by the Bank (Annexure 3) and subsequently they will send the pensioners' half to the respective Pension Paying Branch for onward delivery to the pensioners after due identification etc. and the Bank's half to the CPPC of the Bank.*
- The images of the Pension Payment Order (PPOs) will be scanned and stored in the master database by CPPC, which will be visible to the Pension Paying branch also.*
- CPPC would build up a master database (including scanned images of PPOs) for the existing valid Railway Pensioners of all the branches of Bank.*
- The PPOs issued in a month by the Railways/PUs has to reach the nominated Nodal Branch of the Bank by 5th of the ensuing month. The Nodal Branch will thereafter forward the disburser's copy to the CPPC of the Bank and the pensioner's copy to the Paying Branch by 10th of the month. Thereafter, the CPPC will carry on the necessary scanning and other procedures so that payment of pension is ready to commence from the following month in which the pensioner retires.*
- The Paying branch will intimate the pensioner, immediately, on the receipt of pensioner's half so that pensioner fulfils the necessary formalities with them and then advise CPPC in this regard so that pension is credited in the pension account invariably by the end of the month.*
- Changes/ modifications in the Pensioner's Data/Pension Scroll will take place at CPPC of the Bank. Pension will be processed at CPPC and scrolls will be generated.*
- Based on the generated Scroll, CPPC will credit the pension to the pensioners' accounts of all the CBS branches. For non CBS branches, CPPC will send the Pension Scroll to Pension Paying Branches for doing the needful at their end.*
- CPPC will send the designated FA&CAO wise scroll and claim alongwith the summary sheet under Single Window System (SWS) through Link Cell Nagpur, to RBI CAS Nagpur for reimbursement at Single Point.*
- The nominated Nodal Branches at the Headquarter of the 16 designated FA&CAOs will be the point of local liaison and submission of Pension Scroll. The designated FA&CAO wise electronic Scroll will be sent to respective Nodal Branches by*

- CPPC. The Nodal Branches will submit the pension debit scrolls in both physical form and electronic form to their respective FA&CAO of Railway for reconciliation and record (Annexure 4).*
- The CPPC will also create a dashboard that can be viewed by the all the PPO issuing FA&CAOs and the Railway Board indicating the details of PPOs received in a month by their bank and the month of commencement of the pension of the pensioners along with the remarks for non-commencement of pension.*
 - The details of the pension payment viz Basic Pension, DA, Net Amount etc should be accessible/viewable by the pensioner online*
 - CPPC will calculate pension and arrears, if any, as per the guidelines of Pension Paying Authority. The details of pension calculation will be available on the Bank's network and the Pension Paying Branches will hand over a copy of the printout to the pensioner. This information should also be available online to the pensioners.*
 - The Bank shall provide an online pension helpline wherein the pensioners can view their pension details, lodge complaints related to pension payment and the same will also be viewable to the FA&CAOs office concerned. The CPPC will have a sound grievance redressal mechanism /monitoring cell to track the pensioner's grievances lodged in the pension helpline or otherwise forwarded by Pension Paying Branches, Ministry, Authority or by directly by the pensioner.*
 - The PPOs against other banks would continue to be sent to their existing Link branches till they are covered under SWS.*

Further, the following instructions would be adhered to by the bank :

- There would be a running serial number on the paying branch scroll. It should be ensured that no scroll number is repeated or left out.*
- The same check would be done on Nodal Branch Summary Scroll.*
- At the pension accounting authority all amount booked against duplicate scroll numbers would be checked and the RBI would be asked to put back these amounts to the Government accounts.*

- The entire process from the start of payment of pension to reimbursement at RBI, CAS Nagpur will be handled by the concerned bank itself.
- The Nodal branches will be responsible for reconciliation with the Railways and for settling discrepancies.
- As a onetime exercise authorized banks will send the nodal branch wise, paying branch directory structure with complete postal address, pin code, BSR code for proper and prompt settlement and reconciliation.

The Railways/Units may ensure implementation of the scheme with Union Bank of India w.e.f. 01.04.2013. The scheme will be extended to other banks as and when they finalise the modalities and the approval of CGA and RBI is obtained. The feedback on the implementation of the scheme may be provided to Board's office.

Annexure 1

<u>SR.NO.</u>	<u>RAILWAYS & PRODUCTION UNITS</u>	<u>NODAL BRANCHES AT</u>
1.	RCF/KAPURTHALA	NEW DELHI
2.	ICF/CHENNAI	CHENNAI
3.	RWF/BANGALORE	HUBLI
4.	CLW/CHITTARANJAN	KOLKATA
5.	DLW/VARANASI	GORAKHPUR
6.	DMW/PATIALA	NEW DELHI
7.	METRO/KOLKATA	KOLKATA
8.	NORTHERN RAILWAY	NEW DELHI
9.	SOUTHERN RAILWAY	CHENNAI
10.	SOUTH WESTERN RAILWAY	HUBLI
11.	SOUTH EASTERN RAILWAY	KOLKATA
12.	NORTH EASTERN RAILWAY	GORAKHPUR
13.	CENTRAL RAILWAY	MUMBAI
14.	EASTERN RAILWAY	KOLKATA
15.	NORTH FRONTIER RAILWAY	GUWAHATI
16.	SOUTH CENTRAL RAILWAY	SECUNDERABAD/ HYDERABAD
17.	WESTERN RAILWAY	MUMBAI
18.	EAST CENTRAL RAILWAY	HAJIPUR
19.	EAST COAST RAILWAY	BHUBANESHWAR
20.	NORTH WESTERN RAILWAY	JAIPUR
21.	NORTH CENTRAL RAILWAY	ALLAHABAD
22.	SOUTH EAST CENTRAL RAILWAY	BILASPUR
23.	WEST CENTRAL RAILWAY	JABALPUR

Annexure 2

List of Designated FA & CAOs

S.No.	Address of Designated FA & CAO	State	Union Territory
1	FA & CAO, Central Railway, Mumbai	Maharashtra	
2	FA & CAO, Eastern Railway, Kolkata	West Bengal	
3	FA & CAO, East Central Railway, Hajipur	Bihar	
4	FA & CAO, East Coast Railway, Bhubaneswar	Orissa	
5	FA & CAO, Northern Railway, New Delhi	Delhi	Chandigarh
		Punjab	
		Haryana	
		Himachal Pradesh	
		Jammu & Kashmir	
6	FA & CAO,, North Central Railway, Allahabad	Uttar Pradesh	
7	FA & CAO, North Eastern Railway, Gorakhpur	Uttranchal	
8	FA & CAO, North East Frontier Railway, Guwahati	Arunachal Pradesh	
		Assam	
		Manipur	
		Meghalaya	
		Mizoram	
		Nagaland	
		Sikkim	
Tripura			
9	FA & CAO, North West Railway, Jaipur	Rajasthan	
10	FA & CAO, Southern Railway, Chennai	Kerala	Andaman Nicobar Islands
		Tamil Nadu	Pondicherry
11	FA & CAO, South Central Railway, Secunderabad	Andhra Pradesh	
12	FA & CAO, South Eastern Railway, Kolkata	Jharkhand	
13	FA & CAO, South East Central Railway, Bilaspur	Chattisgarh	
14	FA & CAO, South Western Railway, Hubli	Karnataka	Dadra Nagar Haveli
		Goa	Lakshadweep
15	FA & CAO, Western Railway, Mumbai	Gujarat	Daman & Diu
16	FA & CAO, West Central Railway, Jabalpur	Madhya Pradesh	

UNION BANK OF INDIA

S.No.	Railway and Production Units	Headquarters Office	Address of Nominated nodal branch
1	Central Railway	CST, Mumbai	Forbes Bldg. Charanjeet Rai Marg, Home Street, Fort Mumbai - 400001, Maharashtra
2	Eastern Railway	Fairlie Place, Kolkata	38, Strand Road, Binani Building, P.B.No.550, Kolkata, West Bengal
3	East Central Railway	Hajipur, Bihar	Chandrapura House, Cinema Road, Hajipur, Vaishali, Bihar, Pin-844101
4	East Coast Railway	Bhubaneswar, Odisha	1731, Chandrasekharpur, Post Sainik School, Bhubaneswar, Dist: Khyrda, Odisha, Pin 751005
5	Northern Railway	New Delhi	52, Sunder Nagar, New Delhi - 110003
6	North Central Railway	Allahabad	16A-42, Belly Road, New Katra, Dist : Allahabad, Uttar Pradesh
7	North Eastern Railway	Gorakhpur	229, Betihata Chauraha, Hanuman Mandir Road, Dist : Gorakhpur, Uttar Pradesh
8	NE Frontier Railway	Maligaon/ Guwahati	1 st Floor, Habibur Rahman Shopping Complex, Adabari Main Road, Opp. Bus Stand, Dist : Kamrup, Assam
9	North Western Railway	Jaipur	A/272, Malviya Nagar, Near Satkar Shopping Center, Jaipur, Rajasthan, Pin-302017
10	Southern Railway	Park Town, Chennai	Elconso Building, No.9, Casa Major Road, Egmore, Chennai, Tamil Nadu, Pin - 600008
11	South Eastern Railway	Garden Reach, Kolkata	24-D, Ekbalpur Lane, Kolkata, West Bengal - 700023
12	SE Central Railway	Bilaspur (Chattishgarh)	Renuka Bhawan, Gandhi Chowk, Opp.Govt.School, Dist : Bilaspur, Chattisgarh
13	South Central Railway	Secunderabad (AP)	9-4-140 to 143, Regimental Bazar (Adj. to Sikh Gurudwara), Dist : Secunderabad, Andhra Pradesh, Pin : 500003
14	South Western Railway	Hubli (Karnataka)	LIC Bldg., P.B.No.61, Lamington Road, Hubli Dist, Dharwad, Karnataka-580020
15	Western Railway	Churchgate, Mumbai	84, Raj Mahal, Veer Nariman Road, Churchgate, Mumbai-020
16	West Central Railway	Jabalpur (MP)	1 st Floor, Shyam Arcade, Malviya Chowk, Jabalpur, Madhya Pradesh - 482002
17	RCF/Kapurthala	Kapurthala	52, Sunder Nagar, New Delhi - 110003
18	ICF/Chennai	Chennai	Elconso Building, No.9, Casa Major Road, Egmore, Chennai, Tamil Nadu, Pin - 600008

Contd..

<i>S.No.</i>	<i>Railway and Production Units</i>	<i>Headquarters Office</i>	<i>Address of Nominated nodal branch</i>
19	<i>RWF/Bangalore</i>	<i>Bangalore</i>	<i>LIC Bldg., P.B.No.61, Lamington Road, Hubli Dist, Dharwad, Karnataka-580020</i>
20	<i>CLW/Chittaranjan</i>	<i>Chittaranjan</i>	<i>38, Strand Road, Binani Building, P.B.No.550, Kolkata, West Bengal</i>
21	<i>DLW/Varanasi</i>	<i>Varanasi</i>	<i>229, Betihata Chauraha, Hanuman Mandir Road, Dist : Gorakhpur, Uttar Pradesh</i>
22	<i>DMW/Patiala</i>	<i>Patiala</i>	<i>52, Sunder Nagar, New Delhi - 110003</i>
23	<i>Metro Railway</i>	<i>Kolkata</i>	<i>38, Strand Road, Binani Building, P.B.No.550, Kolkata, West Bengal</i>

UNION BANK OF INDIA

Railway Pension Plan				FA & CAO-wise		
S. No.	Railway	FA & CAO issuing PPO	UBI Nodal Branch	UBI Branch Name	UBI Branch Address	State/s
1	Central	CST Mumbai	Mumbai-I	Home Street Branch	Forbes Bldg. Charanjeet Rai Marg, Home Street, Fort Mumbai - 400001, Maharashtra	Maharashtra
2	Eastern	Kolkata	Kolkata-I	Strand Road	38, Strand Road, Binani Building, P. B.No.550, Kolkata, West Bengal	West Bengal
3	East Central	Hajipur	Hajipur	Hajipur	Chandrapura House, Cinema Road, Hajipur, Vaishali, Bihar, Pin-844101	Bihar
4	East Coast	Bhubaneswar	Bhubaneswar	Chandra-shekhapur	1731, Chandrasekharpur, Post Sainik School, Bhubaneswar, Dist: Khyrda, Odisha, Pin 751005	Orissa
5	Northern	New Delhi	New Delhi	Sunder Nagar	52, Sunder Nagar, New Delhi - 110003	Delhi, Punjab, Haryana, Himachal, Jammu & Kashmir (J&K), Chandigarh
6	North Central	Allahabad	Allahabad	Mumford-ganj	16A-42, Belly Road, New Katra, Dist : Allahabad, Uttar Pradesh	Uttar Pradesh
7	North Eastern	Gorakhpur	Gorakhpur	Betihata	229, Betihata Chauraha, Hanuman Mandir Road, Dist : Gorakhpur, Uttar Pradesh	Uttanchal

8	North East Frontier	Gauhati	Gauhati	Adabari	1 st Floor, Habibur Rahman Shopping Complex, Adabari Main Road, Opp. Bus Stand, Dist : Kamrup, Assam	Arunachal, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura
9	North West	Jaipur	Jaipur	Malviya Nagar, Jaipur	A/272, Malviya Nagar, Near Satkar Shopping Center, Jaipur, Rajasthan, Pin-302017	Rajasthan
10	Southern	Chennai	Chennai	Egmore	Elconso Building, No.9, Casa Major Road, Egmore, Chennai, Tamil Nadu, Pin - 600008	Kerala, Tamil Nadu, Andaman Nicobar, Pond.
11	South Eastern	Kolkata	Kolkata-II	Kidderpore	24-D, Ekbalpur Lane, Kolkata, West Bengal - 700023	Jharkhand
12	South East Central	Bilaspur	Bilaspur	Bilaspur	Renuka Bhawan, Gandhi Chowk, Opp.Govt.School, Dist : Bilaspur, Chattisgarh	Chattisgarh
13	South Central	Secunde-rabad	Secunde-rabad	Secunde-rabad Station Road	9-4-140 to 143, Regimental Bazar (Adj. to Sikh Gurudwara), Dist : Secunderabad, Andhra Pradesh, Pin : 500003	Andhra Pradesh
14	South Western	Hubli	Hubli	Huli Main	LIC Bldg., P.B.No.61, Lamington Road, Hubli Dist, Dharwad, Karnataka-580020	Karnataka, Goa, Dadra nagar haveli, Lakshadweep
15	Western	Mumbai	Mumbai-II	Veer Nariman Road	84, Raj Mahal, Veer Nariman Road, Churchgate, Mumbai-020	Gujarat, Daman Diu
16	West Central	Jabalpur	Jabalpur	Jabalpur City Branch	1 st Floor, Shyam Arcade, Malviya Chowk, Jabalpur, Madhya Pradesh - 482002	Madhya Pradesh

Estt.Srl.No.27/2013

RBE No.14/2013

No.P/5th PC/23

Dated: 08.03.2013

Sub: Advance increments granted to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 w.p.m. regarding

Ref: Railway Board's letter Nos :-

- 1. PC-IV/2010/Increment/1 dt.19.08.10 (Estt.Srl.No.143/10);**
- 2. PC-VII/2010/II/7/5/2 dt.11.04.11 (Estt.Srl.No.68/11) and**
- 3. PC-III/74/INC/3 dt.07.11.75 (Estt.Srl.No.338/75)**

Railway Board's letter No.PC-VI/2010/II/7/5/2 dated 19.02.2013 (RBE No.14/2013) is as under :-

In accordance with the provisions contained in this Ministry's letter No.PC-IV/2010/Increment/1 dated 19.08.2010 on the subject cited above, the Advance Increments granted to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 w.p.m. are treated as pay for all purposes.

2. Consequent upon implementation of Railway Services (Revised Pay) Rules, 2008 the concept of Pay Band and Grade Pay has been introduced. Since, there are no fixed rates of increments now, the manner in which advance increment(s) are to be computed has been examined afresh keeping in view the clarification given by DOP&T. Further, after issue of clarifications vide Board's letter of even number dated 11.04.2011, this Ministry has received references from some Railways/Production Unit seeking clarifications regarding grant of advance increments. Accordingly, it has been decided that the grant of advance increments to Stenographers of Subordinate Offices on qualifying the speed test in shorthand at 100/120 w.p.m. after 01.01.2006 may be regulated as under:-

- a) In terms of the instructions contained in this Ministry's letter No.PC-IV/2010/increment/1 dated 19.08.2010, the advance increments granted to Stenographers of Subordinate office on qualifying Speed Test in Shorthand at 100/120 w.p.m. in terms of Board's letter*

No.,PC-III/74/INC/3 dated 07.11.1975 are to be treated as pay for all purposes and the past cases are also to be regulated accordingly. These advance increments were therefore to be taken into account for fixation in the Revised Pay for those officials who were in receipt of such increments in the pre-revised pay. In such cases, the advance increments will no longer continue as a separate element.

- b) In respect of persons who become eligible for grant of advance increments consequent upon implementation of Railway Services (Revised Pay) Rules, 2008, the advance increment may be calculated by granting increment @ 3% of the Basic Pay on the date of passing of the test. Two advance increments may be calculated by granting two increments @ 3% of the Basic Pay on the date of passing the test. The amount of this increment may be treated as a separate element in addition to the Basic Pay (Pay in the Pay Band + Grade Pay), till such advance increments are taken into account as per (c) of this letter.*
- c) Once the advance increments are taken into account for the purpose of pay fixation on promotion or being placed in a higher scale on grant of ACP/MACP or fixation of pay due to revision of pay scale etc., the advance increments will no longer be continued as a separate element as it will be merged with the basic pay.*

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

Estt.Srl.No.28/2013

RBE No.15/2013

No.P/R/Hospital Patient Care Allow./1(Policy)

Dated: 08.03.2013

Sub: Revision of the existing rates of Hospital Patient Care Allowance and Patient Care Allowance to eligible Group 'C' & 'D' (Non-Ministerial) Railway Employees working in Railway Hospitals and Health Units/ Clinics, w.e.f. 01.09.2008

Ref: Railway Board's letter No. E(P&A)II-98/HW-6 dt.09.01.08 (Estt.Srl.No.26/08)

Railway Board's letter No.E(P&A)II-2013/AL-3 dated 20.02.2013 (RBE No.15/2013) is as under :-

Hospital Patient Care Allowance/Patient Care Allowance was introduced on the Railways in terms of Board's letter no. E(P&A)II-98/HW-6 dt. 09.01.2008.

Consequent to the decision conveyed by the Ministry of Health & Family Welfare vide their Office Memorandum no. Z.28015/119/2012-H dt. 17.12.2012, Board has decided to double the existing rates for payment of HPCA/PCA to all eligible Group 'C' & 'D' (Non-Ministerial) employees working in Railway Hospitals and Health Units/Clinics, w.e.f. 01.09.2008. The amount of HPCA/PCA would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%. This is subject to the following terms & conditions :-

- (i) HPCA/PCA may be admissible in case the individual proceeds on leave/training for less than one calendar month.
- (ii) HPCA/PCA may not be admissible in case the individual proceeds on leave/training for more than one calendar month.
- (iii) HPCA/PCA should not be admissible in case of unauthorized leave.

2. The other terms and conditions regarding admissibility of HPCA/PCA as in Board's letter E(P&A)II-98/HW-6 dt. 09.01.2008 shall remain the same.

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

Estt.Srl.No.29/2013

RBE No.149/2012

No.P/R/4/31/Pt.III

Dated: 15.03.2013

**Sub: Recruitment Rule for Official Language
Staff of Indian Railways**

**Ref: Railway Board's letter No.PC-VII/2008//
5/2 dt.13.09.12 (Estt.Srl.No.129/12)**

Railway Board's letter No.E(NG)-II/2000/RR-1/77 dated 03.01.2013 (RBE No.149/2012) is as under :-

Instructions have been issued vide this Ministry's letter No.PC-VII/2008//5/2 dated 13.09.2012 (RBE No.101/2012) on the subject of allotment of revised pay structure for the post of Official language Staff. Accordingly, the Ministry of Railways have decided that Para 177 of Indian Railway Establishment Manual (IREM), Volume-I (Revised Edition 1989) first Re-print Edition 2009 may be amended as per Advanced Correction Slip No.223 enclosed.

Chapter-I, Section –B, Sub section –III – Recruitment and Training
Advanced Correction Slip No. 223

(XIII) OFFICIAL LANGUAGE DEPARTMENT

177(1) The posts in the category of Junior Translator in Pay Band 2 of Rs.9300-34800 (Grad Pay Rs.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, Rs.9300-34800, Grade Pay : Rs.4600)

(Authority: Ministry of Railway's (Railway Board letter No. E(NG)-II/2000/RR-1/77 dated 03.01.2013)

Estt.Srl.No. 30/2013

RBE No. Nil

No.P/R/Safety R.R.Scheme/Poly.

Dated: 26.03.2013

Sub: Clarification regarding reckoning of 20 years' qualifying service in respect of Gangmen and staff working in safety category posts with 1800 GP under LARSGESS Scheme

Ref: Railway Board's letter No.E(P&A)I-2010/RT-2 dt.11.09.10 (Estt.Srl.No.150/10), dt.28.06.11 (Estt.Srl.No.117/11) and dt.03.01.12 (Estt.Srl.No.9/12)

Railway Board's letter No.E(P&A)I-2011/RT-6 dated 11.03.2013 (RBE No.Nil) is as under :-

Recently NFIR had raised the issue regarding reckoning of 20 years' of qualifying service in respect of those staff who have rendered service in both non-safety and safety category post for being eligible for voluntary retirement under the Scheme. The issue has been examined in Board's Office and it is clarified that 20 years' of qualifying service should be in the specified safety category posts indicated in the list annexed with Board's letter E(P&A)I-2010/RT-2 dated 11.09.2010, 28.06.2011 and 03.01.2012.

Estt.Srl.No.31/2013

RBE No.21/2013

No.P/R/MC/FOA

Dated: 26.03.2013

Sub: Forwarding of applications from Technical Supervisors for the posts outside Railways on deputation basis to various other Govt. Departments & PSUs/Autonomous bodies - Non-release Regarding

Ref: Railway Board's letter No.E(NG)I-2012/AP/1 dated 06.02.2013 (Estt.Srl.No.22/13)

Railway Board's letter No.E(NG)I-2012/AP/1 dated 12.03.2013 (RBE No.21/2013) is as under :-

The Para 2 of Board's letter of even number dated 06.02.2013 may be substituted as under :-

"Both the Federations viz AIRF & NFIR have brought to notice of Board that Technical Staff (Senior Supervisors & Supervisors) working in Civil, Mechanical, Electrical and S&T Departments are not being released, on their selection, to various PSUs and other Government Organizations on deputation basis leading to create avoidable hardship to such staff."

Estt.Srl.No. 32/2013

RBE No.24/2013

No.P/R/14/314/3(Policy)/Pt.V

Dated: 26.03.2013

Sub: Selection for Intermediate Apprentices from amongst Skilled Artisans for absorption as JE in G.P. Rs.4200, P.B. Rs.9300-34800 – Allowing one more but final chance to appear in selection with pre-revised qualification

Railway Board's letter No.E(NG)I-1999/PM7/17 dated 15.03.2013 (RBE No.24/2013) is as under :-

Vide Railway Board's letter of even number dated 04.02.2011, the employees, who qualified in previous selection on cut-off date, i.e., 12.08.2002 with pre-revised qualification but could not be promoted due to non-availability of vacancies, were allowed one more chance. One more similar opportunity was granted to these employees vide Board's letter of even number dated 12.04.2012 as the last opportunity.

2. However, the matter has again been considered in the PNM/AIRF Meeting, and it has again been decided to allow one more chance to the employees, who qualified in the previous selection on the cut-off date, i.e., 12.08.2002 with pre-revised qualification but could not be promoted due to non-availability of vacancies, to appear in the selection for the post of JE in G.P.Rs.4200 against the Intermediate Apprentices Quota.

Estt.Srl.No.33/2013

RBE No.22 /2013

No.P/MPP/Creation of posts/Policy

Dated: 08.04.2013

Sub: Proposal for creation of non-gazetted posts

**Ref: Railway Board's letter No. E(NG)/91/PO/Genl/
2 dt.24.06.91 (Estt.Srl.No. 126/91)**

Railway Board's letter No.E(NG)II/2012/PO/NCR/13 dated (RBE No.22/2013) alongwith Chairman/Railway Board's D.O.No. E(MPP)/2009/1/84/RE1/10 dated 03.02.2012 and Board's letter No.E(NG)II/84/RE1/10 dated 31.03.87 (RBE No.78/87) are as under :-

In spite of clear-cut guidelines and instructions issued from time to time, by this Ministry, it has been noticed that a large number of proposals are received in this office which do not conform to these guidelines. This causes unnecessary delay in final disposal of the proposals.

2. With a view to enable this Ministry to examine each proposal in an effective manner, Board desires that strict observance of the following be made :-

- i) Proposals complete in all respects, having details of staff requirement for each department separately should be submitted in Railway Board on quarterly basis i.e. in April, July, October and January, piece-meal proposals will not be entertained.*
- ii) The proposals should invariably be forwarded to this office through Personnel department of the Railway concerned.*
- iii) Each proposal may be accompanied with detailed justification of posts required to be created which should have the personal approval of the General Manager of Railway.*
- iv) Zonal Railway's vacancy bank position alongwith the views of FA & CAO and details of money value required for each post proposed be included.*
- v) The instructions contained in Board's letter dated 31.3.1987 (RBE-78/1987), dated 24.6.1991 (RBE-118/91) and dated*

24.10.1991 may be followed before approaching Railway Board for want of matching surrender from Board's vacancy bank.

- vi) The proposals having requirement of less than 100 nos. of posts in a particular department should be avoided and should be resolved locally by the railway by way of arranging money value from their vacancy bank.
- vii) The check-list (copy enclosed) should invariably be part of the proposal sent to Railway Board and should be in conformity with the guidelines issued vide Board's letter No. E(MPP)/2008/1/94 dated 23.7.2009. While doing so, the stipulations made vide CRB's D.O.No. E(MPP)/2009/1/84 dated 03.02.2012 may be strictly adhered to.
3. Proposals so far sent to Board will be dealt as per the existing instructions. Henceforth, no proposal will be entertained unless reviewed as per para 2 of this letter.

CHECK LIST FOR PROPOSAL FOR CREATION OF POSTS
Annexure to Railway Board's Letter No. E(MPP)2008/1/94
dated 23.12.2009

S.No		
1	Name of the Organization/Railway/Unit	
2	Proposal in detail	Creation of _____ Gr.C and _____ Gr.D posts, comprising of _____ Safety posts, _____ Non Safety posts
3	Indicate nature of activity in brief	
4	Whether creation of post is for New asset or New Activity	Yes/No
5	If proposal is for New Assets	Whether it is on Replacement/Additional Account
6	Whether creation of post is for Expansion/Extension of service	Yes/No
7	Money value involved	Rs.

8	Whether 1% reduction in Sanctioned Strength as per Corporate objective has been achieved	Yes/No
9	What is the likely target of reduction by 31.3.2010 as per Corporate objectives.	Gr.C _____:Gr D _____
10	When was the last creation done?	DD/MM/YY
11	How many posts were created last?	Gr.C _____: Gr.D _____
12	How was it funded?	Railway Board's Vacancy Bank/ Organization/Railway/Unit own vacancy Bank
13	Money Value last given by the Organisation/Railway/Unit to Railway Board vacancy Bank	Rs. _____ on DD/MM/YY
14	Money Value available in Organisation/Railway/Unit's vacancy Bank	Rs. _____
15	Details of vacancies in the Organisation/Railway/Unit as a whole	Gr.C _____ ;Gr.D _____
16	Details of Non-safety/Non essential vacancies existing in the Organisation/Railway/Unit	Gr.C _____ ;Gr.D _____
17	What is the Current Bench Marking of Activity Centre	_____MP Ratio
18	What is the Bench marked Division/Unit of IR for the relevant activity. Give MPR	Division/Unit _____ MPR _____
19	What is the IR Average for the relevant Activity Centre	IR MPR _____
20	Net addition to Output to be indicated if these posts are create as proposed	
21	Yardstick existing for this activity in which posts are proposed to be created	
22	How many Work Studies are pending acceptance on Organization/Railway/Unit	

23	<i>Brief justification for the additional manpower taking into consideration of</i> <ol style="list-style-type: none"> <li data-bbox="284 193 561 220">a. <i>Economies of scale</i> <li data-bbox="284 225 665 252">b. <i>Up gradation of technology</i> <li data-bbox="284 256 572 284">c. <i>Change in practices</i> 	
24	<i>Have any posts been created to manage the requirement? Work Charged Posts or otherwise, redeployment etc. may be indicated</i>	
25	<i>Any specific remarks in terms of orders from court/Railway Board etc.</i>	

Note: *Please enter details applicable: write NA if it does not apply to you.*

Copy of Chairman/Railway Board's D.O.letter No.E(MPP)/2009/1/84 dated 03.02.2012 addressed to GM/SERly/GRC

I have carefully perused the contents of your letter in response to my D.O.letter of even number dated 18.10.2011 and I find that there are a large number of vacancies on your Railway, which have been in existence for years without any material input.

A number of these vacancies are in the non-safety and non-essential categories and an indicative list of such categories and the vacancies compiled based on the BOS 2010 for your Railway is enclosed herewith. These vacant posts which are lying unfilled for years and for which no indents or minimal indents have been placed can be used either as matching surrender or on 1:1 basis for creation of much needed posts like gatemen etc.

I would, therefore, like you to have these vacant posts particularly in the non-safety and non-essential categories reviewed including those posts mentioned in the enclosed list and send me the result of your review by 20.02.2012. Further, in the wake of vacancies as per the indicative list enclosed as also work study reports pertaining to your Railway, there should be no occasion for Zonal Railways in seeking money value from Railway Board's vacancy bank.

Copy of Railway Board's letter No.E(NG)II/84/RE1/10 dated 31.03.87 (RBE No.78/87)

Sub: Surplus staff - maintenance of bank of surplus posts

Attention of the Railway Administrations is invited to the instructions issued by this Ministry from time to time on the subject as stated in the margin. The Ministry of Railways have been considering and laying down the methodology to be adopted in maintaining the account in the bank of surplus posts. They have now decided as under :-

- No.E(NG)II/82/ RE1/5 dt.15.01.82 (i) The bank of surplus posts will be operative from 1.4.87 and earlier bank net credit may be added as an opening balance of the new account as on that date
- No.E(NG)II/84/ RE1/10 dt. 26.10.84, 18.2.85, 9.4.85 & 26.7.85 (ii) All posts (excluding posts which were/are created for specific short term purpose, e.g. those created for summer rush), identified as surplus and surrendered on or after 1.4.87 will be credited to this bank.
- (iii) Matching surrender already reckoned for creation of posts after 1.4.87 (including opening balance from previous balances) and such surrenders to be made in future, will be debited to the balance in this bank.
- (iv) The account in this bank will be maintained department-wise and grade-wise, though for matching surrender posts can be drawn from this bank irrespective of the department to which they pertain.
- (v) The account of the bank will be maintained by the CPLO or CPO (as per practice of each individual railway) under the overall supervision of the Additional General Manager (Exp.Control). In every proposal for creation of posts, the CPLO/CPO will indicate the availability of surplus posts in this bank.

2. The para regarding surplus staff to be included in the PCDO from General Manager as per extant instructions, should be brief and should indicate the posts surrendered in the period and posts re-created from matching surrenders in the bank, as also showing the balance at credit in the surplus bank.

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

Estt.Srl.No.34/2013

RBE No. 23/2013

No.P/MPP/14/310(X)

Dated: 08.04.2013

**Sub: Renewal of training facilities for
Engineering Graduates and Diploma Holders
under the Apprentice (Amendment) Act,1973
for the years 2013-14, 2014-15 and 2015-16**

**Ref: Railway Board's letter No.E(MPP)2010/6/2
dt.30.04.10 (Estt.Srl.No.75/10)**

Railway Board's letter No.E(MPP)/2013/6/2 dated 14.03.2013 (RBE No.23/2013) is as under :-

Ministry of Railways have decided to make available 902 training slots for providing practical training facilities to Engineering Graduates, Diploma Holders and students of Sandwich Course for three years i.e. for 2013-14, 2014-15 and 2015-16 as per statements annexed to this letter.

2. Ministry of Railways desire that in the event of seats earmarked for the Engineering Graduates not being utilized, the same may be filled by Diploma Holders in consultation with the Regional Boards.

3. Railways/Production Units should pass on the details to the Ministry of Human Resource Development under intimation to this Ministry under clause 8(c) of Section 9 of the Apprentices Act, 1961 as amended in 1973.

**Allocation of seats for Graduates/Diploma Holders under Apprentices
(Amendment) Act 1973**

*Mechanical Graduates/Diploma Holders in Railway
installations during the years 2010-11, 2011-12 and 2012-13*

<i>Railway/Workshop/ Unit/Division</i>	<i>Slots for Degree Holders</i>	<i>Slots for Diploma Holders</i>	<i>Total</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>Central Railway</i>			
<i>Parel(Loco)</i>	8	10	18
<i>Matunga (C&W)</i>	8	12	20
<i>Eastern Railway</i>			
<i>Liluah (C&W)</i>	6	11	17
<i>Kanchrapara(Loco)</i>	7	8	15
<i>Kanchrapara (C&W)</i>	6	11	17
<i>Jamalpur</i>	6	11	17
<i>Northern Railway</i>			
<i>Charbagh</i>	1	23	24
<i>Alambagh</i>	1	20	21
<i>Kalka-Jagadhri</i>	1	4	5
<i>Amritsar</i>	1	4	5
<i>North Eastern Railway</i>			
<i>Gorakhpur Shops</i>	2	16	18
<i>Izatnagar</i>	1	10	11
<i>Northeast Frontier Rly.</i>			
<i>New Bongaigaon</i>	3	3	6
<i>Southern Railway</i>			
<i>Golden Rock</i>	6	18	24
<i>Perambur(Loco)</i>	6	18	24
<i>Perambur (C&W)</i>	6	19	25
<i>Arkonam (Engg.Work)</i>	4	5	9
<i>South Central Rly.</i>			
<i>Lallaguda (Loco)</i>	4	10	14
<i>South Eastern Railway</i>			
<i>Coaching Depot,Santragachi</i>			2
<i>Adra Division</i>			4
<i>Diesel Loco Shed/Kharagpur</i>			2
<i>Kharagpur Workshop</i>			7

Western Railway			
<i>Parel</i>	7	17	24
<i>Dahod</i>	4	11	15
North Central Railway			
<i>Jhansi (C&W)</i>	1	17	18
North Western Railway			
<i>Ajmer</i>	2	4	6
<i>Jodhpur</i>	1	7	8
<i>Bikaner</i>	1	7	8
South Western Railway			
<i>Hubli</i>	5	16	21
<i>Mysore</i>	4	11	15
West Central Railway			
<i>Kota</i>	3	6	9
<i>C.L.W</i>	7	18	25
<i>D.L.W</i>	4	12	16
<i>I.C.F</i>	10	19	29
<i>R.W.F.</i>	5		5
Total	131	358	504

*Note : *Includes 15 of SER which have not been distributed between Degree and Diploma Holders.*

**Allocation of seats for Graduates/Diploma Holders under
Apprentices (Amendment) Act 1973**

**2) Statement showing The number of places for Electrical
Graduates / Diploma Holders in Railway Institutions During
the year 2010-11, 2011-12 and 2012-13**

Railway/ Workshop/ Unit/Division	No. of places for Degree Holders		No. of places for Diploma Holders		Total
	Electrical Traction	Electric Power	Electrician General	Electrician Traction	
1	2	3	4	5	6
CENTRAL RAILWAY					
(a)Bombay Division					
(i)Kalyan Loco Shed	4	-	-	4	8
(ii)Kurla Car Shed	4	-	-	4	8
(iii)Traction Distribution	4	-	-	6	10
(iv)General service	-	4	6	-	10
(b)Kalyan Power House	-	6	12	-	18
(c)Matunga Workshop	-	4	4	-	8
(d) Bhusawal Electric Loco shed	4	-	-	4	8
(e)Bhusawal Divn. Traction Distribution	4	-	-	4	8
EASTERN RAILWAY					
(a)Howrah	4	-	-	4	8
(b)Nakraldanga Car Shed	2	-	-	2	4

(c)Asansol Electric Loco Shed	2	-	-	2	4
(d)Kancharapara Workshop	4	2	4	6	16
(e)Liluah Workshop	-	8	8	-	16
(f)Jamalpur	-	8	8	-	16
(g)Traction Distribution on Sealdah Divn.	4	-	-	4	8
(h)Traction Distribution on Howrah Divn.	4	-	-	4	8
NORTHERN RAILWAY					
(a)Lucknow Power House & Workshop	-	4	4	-	8
(b)General services at Delhi Divn.	-	4	6	-	10
NORTH EASTERN RAILWAY					
Gorakhour Workshops	-	2	6	-	8
NORTHEAST FRONTIER RAILWAY					
New Bongalgaon Workshop	-	2	4	-	6
SOUTHERN RAILWAY					
(a)Tambaram EMU & Loco Shed	4	-	-	6	10
(b)Perambur Workshop	-	4	8	-	12
(c)Golden Rock Workshop	-	4	8	-	12
(d)Traction Distribution on Rayapuram Divn.	2	-	-	4	6

SOUTH EASTERN RAILWAY					
(a)Tikiapara TMI Car Shed	-	-	-	-	4
(b)Tata Electric Loco Shed	-	-	-	-	4
(c)Kharagpur Workshop	-	-	-	-	4
(d)Traction Distribution Chakradharpur Divn.	-	-	-	-	4
(e)Santragachi Train Lighting Depot	-	-	-	-	4
WESTERN RAILWAY					
(a)Bombay Division					
(i)Mahalaxmi EMU Car Shed	4	-	-	6	10
(ii)Traction Distribution	4	-	-	6	10
(iii)General Services	-	4	6	-	10
(b)Parel Workshop	-	4	6	-	10
(c)Dahod Workshop	-	2	4	-	6
NORTH CENTRAL RAILWAY					
Kanpur Electric Loco Shed	4	-	-	6	10
NORTH WESTERN RAILWAY					
Ajmer Workshop	-	4	6	-	10
SOUTH WESTERN RAILWAY					
(a) Hubli	-	2	4	-	6
(b)Mysore Workshop	-	2	4	-	6

RAILWAY ELECTRIFICATION					
(a) Northern Railway	4	-	-	4	8
(b) South Eastern Railway	4	-	-	4	8
(c) Western Railway	4	-	-	4	8
CHITTARANJAN LOCOMOTIVE WORKS	4	4	8	8	24
DIESEL LOCOMOTIVE WORKS	1	1	2	2	6
INTEGRAL COACH FACTORY		6	10		16
Total	75	81	128	94	398

Estt.Srl.No.35/2013

RBE No.Nil

No.P/RP/SCT/NG/Poly/Pt. VII

Dated: 09.04.2013

Sub: Grant of facilities to All India OBC Railway Employees Federation- Regarding holding of informal meetings

Ref: Railway Board's letter No.88-E(SCT)//80/2 dt.12.07.96 and No.96-E(SCT)//71/5 dt. 28.08.97 (Estt.Srl.No. 3/98)

Railway Board's letter No.2013-E(SCT)//71/1 dated 12.03.2013 (RBE No.Nil) is as under :-

Please refer Boards above mentioned letters wherein certain facilities have been provided to the All India SC/ST Railway employees Association as well as to All India OBC Railway Employees Federation.

After careful consideration of the demand of the All India OBC Railway Employees Federation, it has been decided to grant the following additional facilities to the All India OBC Railway Employees Federation at all levels also which has already been provided to All India SC/ST Railway Employees Association vide Board's letter No. 2003-E(SCT)//22/27/Pt.I dated 13.6.2008:-

- (i) *In addition to two informal meetings scheduled per year, a Special need based meeting with the GMs/CPOs will be held as and when decided by General Manager;*
- (ii) *Informal meeting at AEN level will also be held on issues relating to Engineering staff only within his/her jurisdiction, once in a year.*

The above may please be brought to the notice of all concerned for necessary action.

Estt.Srl.No.36/2013

**RBE No.25/2013
Clarification/Corrigendum No.31**

No.P/R&R/Poly/Pt.VI

Dated: 09.04.2013

**Sub: Status of Archery Association of India and
Indian Amateur Boxing Federation**

**Ref: Railway Board's letter No.2010/E(Sports)/
4(1)/1(Policy) dt.31.12.10 (Estt.Srl.No.21/11)**

*Railway Board's letter No.2012/E(Sports)/4(1)/1/Policy
Clarifications dated 22.03.2013 (RBE No.25/2013) is as under :-*

On the subject matter, Ministry of Sports & Youth Affairs vide its letter No. 9-33/2010- Sports-IT dated 18.02.2013 has informed that the Government has withdrawn/suspended the recognition of Archery Association of India and Indian Amateur Boxing Federation w.e.f. 07.12.2012.

2. *In view of above, it has been decided that Railway teams, players and officials will not be allowed to participate in any event which will be conducted by suspended Archery Association of India and Indian Amateur Boxing Federation or their affiliated units, till further orders.*

3. *Besides, the sports achievements in the events conducted by Archery Association of India and Indian Amateur Boxing Federation or their affiliated units after 06.12.2012, shall also not be considered for recruitment, incentives and other establishment matters, till further orders.*

Estt.Srl.No.37/2013

RBE No.26/2013

No. P/GM-CPO/Pass/Rules

Dated: 16.04.2013

Sub: Complimentary Card passes to Rajiv Gandhi Khel Ratna Awardees and Dhyan Chand Awardees and other facilities on the Card passes issued to sports-persons

Ref: Railway Board's letter Nos :-

1. E(W)95/PS 5-6/61 dt.23.02.96
(Estt.Srl.No.28/96);
2. E(W)97/PS 5-6/34 dt.10.09.97
(Estt.Srl.No.136/97);
3. E(W)95/PS 5-6/61 dt.20.05.99
(circulated vide this office letter No.
P/GM-CPO/Pass/Rules dt.25.06.99)
4. E(W)2004/PS 5-6/59 dt.20.08.04
5. E(W)2012/PS 5-14/1 dt.20.07.12
(Estt.Srl.No.104/12)

Railway Board's letter No.E(W)2007/PS 5-6/28 dated 01.04.2013 (RBE No.26/2013) is as under :-

As per extant policy Ministry of Railways provides 1st Class/2nd AC Complimentary Card passes to sports-persons who are Arjuna Awardees or Olympic Medalists or Gold Medalists in Asian or Commonwealth Games or Dronacharya Awardees. The aforesaid Card pass entitles them life-long free rail travel for self only in 1st Class/2nd AC over all-Indian Railways (except Metro Railway/Kolkata) by any train other than Rajdhani/ Shatabdi trains. Recently, Arjuna Awardees have been permitted travel facility even by Rajdhani/Shatabdi trains on the authority of said Complimentary Card pass. The aforesaid policy further prescribes that the sports person is entitled to the facility of a companion in same Class on the Complimentary Card pass on attaining the age of 65 years. Olympic Medalists are also provided one Complimentary 1st AC Cheque pass per year for one to and fro journey in 1st AC Class along with one companion, over all Indian Railways. Railway Board's letters mentioned above refer in this regard.

2. In the context of facility of Complimentary Card passes provided to sports- persons, Ministry of Railways have now decided

that Complimentary Card passes issued to Arjuna Awardees shall henceforth be valid for travel in Durgam Chattrani also. It has been further decided that Complimentary Card passes issued to Olympic Medalists and Dronacharya Awardees shall also be valid for travel by 2AC/3AC in Rajdhani trains, Chair Car (CC) in Shatabdi trains and in Durgam Chattrani trains, as in the case of Arjuna Awardees.

3. Ministry of Railways have further decided that sports-persons recipients of 'Rajiv Gandhi Khel Ratna Award' or 'Dhyan Chand Award' shall also be provided 1st Class/ 2nd AC Complimentary Card passes for life long free rail travel for self only in 1st Class/2nd AC over all-Indian Railways (except Metro Railway/Kolkata) by any train including Rajdhani, Shatabdi and Durgam Chattrani trains, on the same lines as issued to Arjuna Awardees. Furthermore, Rajiv Gandhi Khel Ratna Awardees shall also be issued one Complimentary 1st AC Cheque Pass per year for one to and fro journey in 1st AC Class alongwith one companion in same Class by any train including Rajdhani/ Shatabdi/Durgam Chattrani trains, as in the case of Olympic Medalists. Complimentary Card passes to Rajiv Gandhi Khel Ratna Awardees and Dhyan Chand Awardees shall be issued from Railway Board. However, the 1st AC Complimentary Cheque pass may be issued to Rajiv Gandhi Khel Ratna Awardees and Olympic Medalists either from Railway Board or from Zonal/Divisional Headquarters as may be selected/ nominated by the sports- person. Details of such 1st AC Cheque passes issued by the Railways should be furnished to Railway Board every month.

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

Estt.Srl.No.38/2013

RBE No.27/2013

No.P/GM-CPO/Pass/Rules

Dated: 16.04.2013

Sub: Extension of facility of Complimentary Card passes to parents of unmarried posthumous Chakra awardees and awardees of Police gallantry medals

Ref: Railway Board's letter No.E(W)96/PS 5-6/22 dt. 23.02.96 (Estt.Srl.No.62/96), dt.04.07.96 (Estt. Srl.No.93/96), dt.29.10.96 (Estt.Srl.No.136/96) and dt.16.05.11 (Estt.Srl.No.129/11)

Railway Board's letter No.E(W)2008/PS 5-6/28 dated 01.04.2013 (RBE No.27/2013) is as under :-

As per extant policy Ministry of Railways provides 1st Class/2nd AC Complimentary Card passes to gallantry awardees who are recipients of Chakra awards viz. .Param Vir Chakra, Maha Vir Chakra, Vir Chakra, Ashok Chakra, Kirti Chakra and Shaurya Chakra and to Police gallantry awardees i.e. recipients of President's Police Medal for Gallantry (PPMG) and Police Medal for Gallantry (PMG). The aforesaid Card pass entitles them life-long free rail travel for self along with one companion in same Class, by 1st Class/2nd AC over all Indian Railways (except Metro Railway/ Kolkata) by any train other than Rajdhani/Shatabdi trains. There have been further expansion/ liberalisation in the scheme and Chakra awardees have since been permitted travel by Rajdhani/Shatabdi trains also on the Complimentary Card pass issued to them. Such Card pass facility has been provided to the widow of posthumous awardees as also to widow of the gallantry awardee after his death in normal course. In terms of Board's letter of even number dated 16-05-2011, the facility of Complimentary Card pass has been extended to the parents of unmarried posthumous awardees of Param Vir Chakra and Ashok Chakra.

2. The issue regarding extension of the facility of Complimentary Card passes to the parents of unmarried posthumous awardees of remaining Chakra awards and of Police gallantry medals had been under consideration of this Ministry and it has now been decided to extend the aforesaid facility of Complimentary Card pass to them also. Accordingly, 1st Class/2nd AC Complimentary Card passes may be issued in the joint name of parents of unmarried posthumous awardees of Maha Vir Chakra, Vir Chakra, Kirti Chakra, Shaurya Chakra, President's Police Medal for Gallantry (PPMG) and Police Medal for Gallantry (PMG) with similar facilities of rail travel as are available to gallantry awardees on such Complimentary Card passes. As regards companion facility, when one of the parents travels alone on the Complimentary Card pass, he/she shall be entitled to take one companion in the same Class along with him/her. However, when both the parents are travelling together, the facility of companion shall not be admissible on the Complimentary Card pass. The procedure and other conditions for issue of such Complimentary Card passes to parents in the aforesaid cases shall be the same as followed while issuing Complimentary Card passes to gallantry awardees under the existing scheme.

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

Estt.Srl.No.39/2013

RBE No.38/2012

No.P/6th PC/32

Dated: 29.04.2012

Sub: Payment of Dearness Allowance to Railway employees -Revised rates effective from 01.01.2013

Ref: Railway Board's letter Nos :-

**ii) PC-VII/2008/1/7/2/1 dated 03.10.12
(Estt.Srl.No.124/12)**

**i) PC-VII/2008/1/7/2/1 dated 09.09.2008
(Estt.Srl.No.123/08)**

Railway Board's letter No.PC-VI/2008/1/7/2/1 dated 26.04.2013 (RBE No.38/2013) is as under :-

Please refer to this Ministry's letter of even number dated 03.10.2012 (S.No. PC-VI/303, RBE No.112/2012) on the subject mentioned above. The President is pleased to decide that the Dearness Allowance payable to Railway employees shall be enhanced from the existing rate of 72% to **80%** with effect from **1st January, 2013**.

2. The provisions contained in Paras 3, 4 & 5 of this Ministry's letter of even number dated 09.09.2008 (S.No. PC-VI/3, RBE No. 106/2008) shall continue to be applicable while regulating Dearness Allowance under these orders.

3. The additional installment of Dearness Allowance payable under these orders shall be paid in cash to all railway employees. The arrears may be charged to the salary bill and no honorarium is payable for preparing separate bill for this purpose.

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