

This book belongs to :

Name : _____
Designation : _____
Department : _____
Office : _____

Points to ponder....



Extracts from General Conditions for Recruitment

218. Nationality –

(2) A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

219. The recruitment rules may provide inter-alia for –

- (i) Qualifications, age and the scales of pay applicable for the various posts in the service and important conditions of service, like leave, pension, non-contributory Provident Fund benefits, etc.
- (ii) No male candidate who has more than one wife living or no female candidate who has married a person having already a wife living shall be eligible for appointment to a railway service, unless the competent authority exempts the candidate from the operation of this rule.

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दक्षिण पूर्व रेलवे
SOUTH EASTERN RAILWAY

सं.क्र. / Estt.Srl.No.136/2014

/ RBE No. 93/2014

./No.SER/P-HQ/Rec/100/Recruitment/Poly/Pt.VII

/ Dated: 05.11.2014

/ Sub: Guidelines for providing various facilities including allowing scribes to person with disabilities at the time of departmental examination

./Railway Board's letter No.E(NG)I-2014PM1/3

/dated 01.09.2014 (./RBE No.93/2014) is as under :-

The issue of providing various facilities, including scribes to persons with disabilities, for writing answers in departmental examination has been under consideration of the Board for quite some time.

2. Accordingly, it has been decided by the Board that instructions contained in this Ministry's letters No.E(NG)II/2006/RC-2/13 dated 17.09.2007, 18.02.2011, 27.04.2012, 25.09.2013 and 19.12.2013 may be made applicable in case of departmental examination also, wherever circumstances so warrant.

Copy of Railway Board's letter No.E(NG)II/2006/RC-2/13 dated 17.09.2007

Sub: Guidelines for providing various concessions/ facilities Including scribes to persons with disabilities while conducting examination for their recruitment against 3% quota and issuing of Physically Handicapped Certificate

Instructions contained in this Ministry's letter No. E(NG)II-2006/RC-2/11 dated 21.6.2007 stipulate that Direct Recruitment to Group 'C' and Group 'D' posts from the Open Market against 3% posts reserved for Physically Handicapped (PH) will be done by Railway Recruitment Boards and Zonal Railway Recruitment Cells respectively through a common examination held for filling up reserved as well as unreserved

vacancies. In the workshop held on 25.6.2007 In Railway Board, the issues relating to recruitment against such quota including provision of SCRIBES and other facilities to physically handicapped candidates appearing in such examinations were deliberated upon.

2. Pursuant to discussion in the workshop Ministry of Railways (Railway Board) have considered the matter further and decided the following:

- (i) Examination centers for Physically Handicapped candidates be chosen and designated in such a way that they are disabled friendly having the facilities of ramp etc. Seating arrangement for Physically Handicapped candidates in general and for Visually Handicapped (VH) candidates in particular may preferably on the ground floor of such centers. Besides, seating arrangement for VH candidate may be made in such a way that only five or six candidates in a room i.e. one candidate in each corner and one or two in the center of the room, can be accommodated.
- (ii) Visually impaired Candidates/those candidates whose writing speed is affected by Cerebral Palsy can avail the assistance of Scribe for writing answers on their behalf. For this purpose they will have to suitably inform the recruiting agency in advance as per (d) below. In all such cases engagement of Scribes will be subject to the following conditions:
 - (a) The candidates will have to arrange their own Scribes at their own cost during the examination. Separate Admit Cards be issued to the Scribes accompanying the visually handicapped candidates. Admitcard should contain the particulars and photograph of the Scribe duly signed by him/her. The invigilators on duty will verify the identity of Scribe with photo & particulars printed on Admit card issued to Scribe.
 - (b) The academic qualification of the SCRIBE should be one grade below the qualification prescribed for the post for which recruitment is being made.

- (c) The SCRIBE can be from any academic discipline if 'the recruitment is for general post. If the recruitment is for a specialist post, he/she should be from a discipline different from that of the candidate. He/she should not have secured more than 60% marks in the qualification mentioned at (b) above.
- (d) The candidates as well as the Scribe will have to give a suitable undertaking (enclosed Proforma as annexure-1) confirming that the Scribe fulfills all the stipulated eligibility criteria for a Scribe as mentioned above. In case it transpires later that he/she did not fulfill any of the laid down eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination. The Visually Handicapped candidate shall be responsible for any misconduct on the part of scribe brought by him/her. /The undertaking, as given in the enclosed proforma at annexure-I, -should be submitted by the Visually Handicapped candidate alongwith his/her application form.
- (e) Candidates availing the assistance of a Scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

2.1 The VH candidates opting to avail the assistance of Scribes be accommodated at one examination venue of the designated examination centers. The recruiting agency will not make available the question paper of the examination meant for VH candidates at examination center other than those designated for the purpose.

2.2 The Scribe will read out the questions to the candidates and on the candidate stating clearly answer against each question, the SCRIBE will write/indicate the same. An invigilator shall exclusively be posted with every VH candidate who have opted to avail the assistance of a Scribe. The invigilator shall have to sit along side the Scribe who will sit opposite the VH candidate so that conversation between the Scribe and VH candidate could be overheard by the Invigilator who shall ensure that only

the answers spelt out by the candidate are written/indicated by the Scribe on the answer book.

2.3 The invigilator will ensure that the scribe makes no gesture, sounds or any other forms of communication designed to indicate to the candidate the correctness or otherwise of an answer being recorded by him. Any such attempt would entail disqualification of candidate and stringent action will be taken against both the candidate and the scribe.

2.4. Conversation between the candidate and the scribe should not disturb in any way the peace in the examination hall or the other candidates 'seated in the examination hall/room.

2.5 The VH candidates may be allowed to use TAILOR FRAME AND BRAIL SLATE WITH PAPER for solving arithmetic problems and they will have to bring their own TAILOR FRAME AND BRAIL SLATE WITH PAPER in the examination hall. Partially blind candidates who are able to read normal Question Paper set for all the candidates and to write/indicate the answer with the help of Magnifying Glass may be allowed to use Magnifying Glass in the examination hall but they shall not be allowed the help of a SCRIBE. Such candidates may bring their own Magnifying Glass in the examination hall. However, they shall not be provided with the Question Paper meant for VH candidates who require the assistance of a Scribe. All one eyed candidates and VH candidates whose visual degree of disability is less than 40% shall not be considered as Visually Handicapped persons and the provision for engaging Scribe shall not be applicable to them.

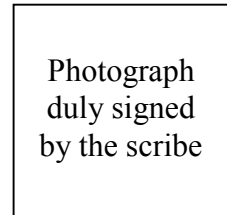
3. Question paper for VH candidates will not have any component of map/graphs/statistical data or diagrams/figures/geometrical problems etc.

4. As regards requirement for Physically. Handicapped Certificate, the following maybe laid down:

- (i) The Disability Certificate be accepted-which has been issued by a Medical Board duly constituted by the Central/State Government 'consisting of at least three members out of which at least one member has been/should be a specialist in the relevant field for assessing locomotor/cerebral/visual/hearing disability, as the case be.
- (ii) The Certificate would be valid for a period of 5 years for those whose disability is 'Temporary'. The Medical Board shall indicate the period of validity of the Certificate where there are chances of variation in the degree of disability. For those with permanent disability the validity can be shown as 'Permanent'.

ANNEXURE-I

EXAMINATION FOR RECRUITMENT FOR GROUP 'C'/GROUP 'D'
Particulars of the Scribe proposed to be engaged by the Candidate



1. NAME AND ROLL NO. OF THE BLIND CANDIDATE _____
2. DATE OF BIRTH _____
3. CENTRE/SUB CENTRE OF EXAM _____
4. NAME OF THE SCRIBE _____
5. FATHER'S NAME OF SCRIBE : _____
6. ADDRESS OF THE SCRIBE :
(a) PERMANENT ADDRESS _____
- (b) POSTAL ADDRESS _____
7. EDUCATIONAL QUALIFICATION OF THE SCRIBE _____
8. RELATIONSHIP, IF ANY, OF THE SCRIBE TO THE CANDIDATE _____

DECLARATION

We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/been read out the instructions of the Railway Recruitment Board/Railway Recruitment Cell regarding conduct of the visually challenged candidates/scribes at this examination and hereby undertake to abide by them.

(Signature of the candidate)

(Signature of the Scribe)

Copy of Railway Boar's letter No.E(NG)II/2006/RC-2/13 dated 18.02.2011

Sub: Guidelines for providing concessions/facilities including scribes to persons with disabilities while conducting examination for their recruitment from open market against 3% quota - regarding

Attention is invited to this Ministry's letter of even number dated 17.09.2007 laying down detailed guidelines on the above subject. The matter has been reviewed by the Board and it has now been decided that the visually impaired applicants (who have opted for scribe) may be allowed one additional chance to change the scribe ten (10) days prior to the date of written examination by placing his/her request with the recruiting agency (ies) in writing, so that necessary formalities are completed in time. Even if due to certain unseen circumstances like postal delays etc., the communication between the recruiting agencies and applicants get affected, then these formalities be completed one day before at a centre decided and notified by the recruiting agencies.

Copy of Railway Boar's letter No.E(NG)II/2006/RC-2/13 dated 27.04.2012

Sub: Guidelines for providing concessions/facilities including scribes to persons with disabilities while conducting examination for their recruitment from open market against 3% quota - regarding

Attention is invited to Para 2 (ii) (c) of this Ministry's letter No.E(NG)II/2006/RC-2/13 dated 17.09.2007 on the above subject. The matter has been reviewed by the board and it has accordingly been decided that the clause of 60% as mentioned in Para 2 (ii) (c) of the letter ibid is deleted and may now be read as under :-

“ the scribe can be of any academic discipline if the recruitment is for general post. If the recruitment is for a specialized post, he/she should be from a discipline different from that of a candidate.”

Copy of Railway Board's letter No.E(NG)II/2006/RC-2/13 dated 25.09.2013

Sub: Recruitment of Persons with disabilities from open market – regarding

Attention is invited to this Ministry's letters of even number dated 17.09.2007, 18.02.2001 and 27.04.2012, regarding guidelines for providing concessions/facilities including scribes to persons with disabilities (PWDs), while conducting examination for their recruitment from open market. It has come to the notice of this Ministry that the said guidelines are not being followed properly, resulting in undue hardship to PWDs.

The matter has been viewed seriously by this Ministry. Accordingly, it is directed that instructions ibid are strictly adhered to while conducting open market recruitment.

Further, scrutiny of applications etc. of PWDs should be done sensitively to accommodate the needs of such candidates on case to case basis. Also, posts identified suitable for PWDs as stipulated in Board's letter No.E(NG)II/2009/RC-2/5 List dated 27.08.2009 should be notified as per the sub-category of disability, viz. LV, B, OAL/OL etc.

Copy of Railway Board's letter No.E(NG)II/2006/RC-2/13 dated 19.12.2013

Sub: Reservation for Persons with Disabilities for recruitment from open market – revised form for Disability Certificate – regarding

A copy of DoP&T's OM No.36035/1/2012-Estt.(Res) dated 29.12.2013 is sent herewith for guidance and compliance. Consequently, it has been decided to delete para 4 of this Ministry's letter of even number dated 17.09.2007.

OFFICE MEMORANDUM

Sub: Reservation for Persons with Disabilities-
revised forms for Disability Certificates

The undersigned is directed to refer to this Department's O.M.No.36035/3/2004-Estt.(Res) dated 29.12.2005 circulating consolidated instructions relating to Reservation for the Persons with Disabilities.

2. Ministry of Social Justice and Empowerment vide their Notification No. G;S.R. 2 (E) dated 30.12.2009 has issued rules to amend the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996. Rules 3 to 6 (Chapter II) of the said Notification dated 30.12.2009 have prescribed various Forms of Disability Certificate.

3. Keeping in view the amended Rules for Disability Certificates issued by the Ministry of Social Justice and Empowerment vide Notification dated 30.12.2009, paras 9,10 and 11 of this Department's OM. No. 36035/3/2004-Estt.(Res) dated 29.12.2005 relating to issue of Disability Certificate stands withdrawn.

4. All the Ministries/Departments are now requested to comply with the instructions contained in Rules 3 to 6 of Chapter II relating to Disability Certificate as per Ministry of Social Justice and Empowerment vide Notification No.G.S.R.2 (E) dated 30.12.2009 (copy enclosed for ready reference).

5. All the Ministries/Departments are also requested to bring the above instructions to the notice of all appointing authorities under their control.

Copy of Ministry of Social Justice and Empowerment's Notification No.G.S.R.2 (E) dated 30.12.2009

G.S.R. 2 (E).- In exercise of the powers conferred by sub-sections (1) and (2) of Section 73 of the. Persons-with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), the Central Government hereby makes the following rules to amend the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996, namely :-

1. (1) These rules may be called the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amendment Rules, 2009.
- (2) They shall come into force from the date of their publication in the Official Gazette.

2. In the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996-

- (i) for rule 2, the following rule shall be substituted, namely:-

“2. Definitions –

- (1) In these rules unless the context otherwise requires,-
 - (a) “Act” means the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996);
 - (b) "certificate" or "disability certificate" means a certificate issued in pursuance of clause (t) of section 2 of the Act;
 - (c) "multiple disabilities" means a combination of two or more disabilities as defined in clause (i) of section 2 of the Act;
 - (d) "Form" means a form appended to these rules.
- (2) Words and expressions defined in the Act but not defined in these rules, shall have the meanings respectively assigned to them in the Act.”;
- (ii) for CHAPTER II, the following Chapter shall be substituted, namely :-

**"CHAPTER II
DISABILITY CERTIFICATE**

3. Application for issue of disability certificate –

- (1) A person with disability desirous of getting a certificate in his favour shall submit an application in Form I, and the application shall be accompanied by
 - (a) proof of residence, and

- (b) two recent passport size photographs.
- (2) The application. shall be submitted to –
- (i) a medical authority competent to issue such a certificate. in the district of the applicant's residence as mentioned in the proof of residence submitted by him with the application, or
 - (ii) the concerned medical authority in a government hospital where he may be undergoing or may have undergone treatment in connection with his disability :

Provided that where a person with disability is a minor or suffering from mental retardation or any other disability which renders him unfit or unable to make such an application himself, the application on his behalf may be made by his legal guardian.

4. Issue of disability certificate –

- (1) On receipt of an application under rule 3, the medical authority shall, after satisfying himself that the applicant is a person with disability as defined in sub-clause (t) of section 2 of the Act, issue a disability certificate in his favour in Form II, Form III or Form IV as applicable.
- (2) The certificate shall be issued as far as possible, within a week from the date of receipt of the application by the medical authority, but in any case, not later than one month from such date.
- (3) The medical authority shall, after due examination,-
 - (i) give a permanent disability certificate in cases where there are no chances of variation, over time, in the degree of disability, and
 - (ii) shall indicate the period of validity in the certificate, in cases where there is any chance of variation, over time, in the degree of disability.
- (4) If an applicant is found ineligible for issue of disability certificate; the medical authority shall explain to him the

reasons for rejection of his application, and shall also convey the reasons to him in writing.

- (5) A copy of every disability certificate issued under these rules by a medical authority other than the Chief Medical Officer shall be simultaneously sent by such medical authority to the Chief Medical Officer of the District.

5. Review of a decision regarding issue of, or refusal to issue, a disability certificate –

- (1) Any applicant for a disability certificate, who is aggrieved by the nature of a certificate issued to him, or by refusal to-issue such a certificate in his favour, as the case may be, may represent against such a decision to the medical authority as specified for the purpose by the appropriate Government :

Provided that where a person with disability is a minor or suffering from mental retardation or any other disability which renders him unfit or unable to make such an application himself, the application on his behalf may be made by his legal guardian.

- (2) The application for review shall be accompanied by a copy of the certificate or letter of rejection being appealed against.
- (3) On receipt of an application for review, the medical authority shall, after giving the appellant an opportunity of being heard, pass such orders on it as it may deem appropriate.
- (4) An application for review shall, as far as possible, be disposed of within a fortnight from the date of its receipt, but in any case, not later than one month from such date.

6. Certificate issued under rule 4 to be generally valid for all purposes –

A certificate issued under rule 4 shall render a person eligible to apply for facilities, concessions and benefits admissible under the schemes of the Government and of Non-Governmental Organizations funded by the Government, subject to such conditions as may be specified in relevant schemes or instructions of Government, etc., as the case may be.”;

“Form-I
APPLICATION FOR OBTAINING DISABILITY CERTIFICATE BY
PERSONS WITH DISABILITIES
(See rule 3)

1. Name _____
(Surname) (First name) (Middle name)
2. Father's name _____ Mother's name _____
3. Date of Birth : _____ / _____ / _____
(date) (month) (year)
4. Age at the time of application : _____ years
5. Sex : _____ Male/Female
6. Address :
 - (a) Permanent address _____

 - (b) Current Address (i.e. for communication)

 - (c) Period since when residing at current address _____
7. Educational qualification (Pl. tick as applicable)
 - (I) Post Graduate
 - (II) Graduate
 - (III) Diploma
 - (IV) Higher Secondary
 - (V) High School
 - (VI) Middle
 - (VII) Primary
 - (VIII) Illiterate
8. Occupation _____
9. Identification marks (i) _____ (ii) _____
10. Nature of disability : locomotor/hearing/visual/mental/others
11. Period since when disable : From Birth/Since year _____
12. (i) Did you ever apply for issue of a disability certificate in the past : YES/NO

- (ii) If yes, details :
- (a) Authority to whom and district in which applied
- (b) Result of application _____

13. Have you ever been issued a disability certificate in the past ? If yes, please enclose a true copy.

Declaration : I hereby declare that all particulars stated above are true to the best of my knowledge and belief, and no material information has been concealed or misstated. I further state that if any inaccuracy is detected in the application, I shall be liable to forfeiture of any benefits derived and other action as per law.

(Signature or left thumb impression of person with disability, or of his/her legal guardian in case of persons with mental retardation, autism, cerebral palsy and multiple disabilities)

Date :

Place :

Encl :

1. Proof of residence (Please tick as applicable)
- (a) ration card;
- (b) voter identity card;
- (c) driving license;
- (d) bank passbook;
- (e) PAN card;
- (f) passport;
- (g) telephone, electricity, water and any other utility bill indicating the address of the applicant;
- (h) a certificate of residence issued by a Panchayat, municipality, cantonment board, any gazetted officer, or the concerned Patwari or Head Master of a Govt. school
- (i) in case of an inmate of a residential institution for persons with disabilities, destitute, mentally III, etc., a certificate of residence from the head of such institution

2. Two recent passport size photographs

(For office use only)

Date :

Place :

Signature of issuing authority
Stamp

Form-II

Disability Certificate
(In case of amputation or complete permanent paralysis of
limbs and in cases of blindness)
(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent PP size
Attested Photograph
(Showing face only)
of the person with
disability

Certificate No.

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____

son/wife/daughter of Shri _____

Date of Birth ____ / ____ / ____ Age ____ years, male/female ____

(DD / MM / YY)

Registration No. _____ permanent resident of House

No. _____ Ward/Village Street _____

Post Office _____ District _____ State _____

whose photograph is affixed above, and am satisfied that :

- (A) he/she is a case of :
- locomotor disability
 - blindness
- (Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) He/She has _____% (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following document as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of Notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued

Form-III

Disability Certificate
(In case of multiple disabilities)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING
THE CERTIFICATE)
(See rule 4)

Recent PP size
Attested Photograph
(Showing face only)
of the person with
disability

Certificate No.

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____

son/wife/daughter of Shri _____

Date of Birth ____ ____ ____ Age ____ years, male/female ____

(DD / MM / YY)

Registration No. _____ permanent resident of House

No. _____ Ward/Village Street _____

Post Office _____ District _____ State _____

whose photograph is affixed above, and am satisfied that :

(A) He/she is a Case of **Multiple Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures : _____ percent

(In words : _____ percent)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

OR

(ii) is recommended/ after _____ years _____ months, and therefore, this certificate shall be valid till

_____ (DD) _____ (MM) _____ (YY)

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

--	--	--

**Name and seal of
Member**

**Name and seal of
Member**

**Name and seal of
the Chairperson**

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued

Form-IV

Disability Certificate

(In cases other than those mentioned in Forms II and III)

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)**

(See rule 4)

Recent PP size
Attested Photograph
(Showing face only)
of the person with
disability

Certificate No.

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____

son/wife/daughter of Shri _____

Date of Birth ____ ____ ____ Age ____ years, male/female ____

(DD / MM / YY)

Registration No. _____ permanent resident of House

No. _____ Ward/Village Street _____

Post Office _____ District _____ State _____

whose photograph is affixed above, and am satisfied that he/she is a

Case of _____ **disability**. His/her extent of permanent

physical impairment/disability has been evaluated as per guidelines (to

be specified and is shown against the relevant disability in the table

below :

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

OR

(ii) is recommended/ after _____ years _____ months,
and therefore, this certificate shall be valid till

_____ (DD) _____ (MM) _____ (YY)

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence :-

Nature of Document	of Date of Issue	Details of authority issuing certificate

(Authorised Signatory of
Notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the
CMO/Medical Superintendent/Head of
Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued
--

Note : In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.”

Note : The principal rules were published in the Gazette of India vide notification number S.O.908(E), dated the 31st December, 1996.

Form-V

**Intimation of Rejection of Application for Disability Certificate
(See rule 4)**

No. _____

Dated :

To,

(Name and address of applicant
for Disability Certificate)

Sub: Rejection of Application for Disability Certificate

Sir/Madam,

Please refer to your application dated _____ for issue of a
Disability Certificate for the following disability :

2. Pursuant to the above application, you have been examined by
the undersigned/Medical Board on _____, and I regret to inform
that, for the reasons mentioned below, it is not possible to issue a
disability certificate in your favour :-

(i)

(ii)

(iii)

3. In case you are aggrieved by the rejection of your application,
you may represent to _____, requesting
for review of this decision.

Yours faithfully,

(Authorised Signatory of the notified Medical Authority)
(Name and Seal)

.No. / Estt.Srl.No.137/2014

/ RBE No.120/2014

./No.P/5th PC/24/Policy

/ Dated: 05.11.2014

/ Sub: **Merger of Senior Permanent Way Supervisor (Sr. P. Way) with Junior Engineer (P. Way) – Revised guidelines for induction to JE/P. Way**

/Ref: . Railway Board's letter Nos :-

1. PC-III/2012/FE-11/2 //dated 03.07.13
(/ Estt.Srl.No. 65/13);
2. E(NG)I-2007/PM5/5 2 //dated 03.07.07
(/ Estt.Srl.No. 136/07); &
3. E(NG)I-2009/PM5/2 //dated 16.06.10
(/ Estt.Srl.No. 102/10)

./Railway Board's letter No.E(NG)I-2007/PM5/5
/dated 29.10.2014 (/RBE No.120/2014) is as under :-

As a corollary to the en-bloc merger of all the regular posts of Sr. Permanent Way Supervisor, G.P. Rs.4200 with the cadre of Junior Engineer (P.Way), G.P. Rs.4200, the issue of filling up of posts through different modes, such as Direct Recruitment (DR), Limited Departmental Competitive Examination (LDCE) and Promotion Quota respectively alongwith educational qualification of Junior Engineers (P.Way), G.P. Rs.4200 has been considered by this Ministry.

2. After taking views of both the recognized Federations, viz., AIRF and NFIR, it has been decided that induction in the category of J.E. (P.Way), G.P. Rs.4200 shall henceforth be done as under:

(i) 60% by Direct Recruitment

Educational Qualification : Diploma in Civil Engineering/Civil Engineering (Transportation), recognized/affiliated to AICTE.

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 60% of the intake shall be from Civil Engineering alone. All candidates selected will be borne on the common cadre.

(ii) 20% by Limited Departmental Competitive Examination (LDCE)

Eligibility Criteria : Track Maintainers of all grades and Civil Engineering staff, such as USFD Staff, Blacksmith, Hammermen, Welder, Moulder, Aligner, Painter, Carpenter etc. working on P. Way Side, with 3 years of Railway Service and either 10+2 pass with at least three subjects out of Mathematics, Physics, Chemistry and Computer Science OR having Diploma in Civil Engineering/Civil Engineering (Transportation) are eligible. All Diplomas should have the recognition/affiliation of AICTE.

(iii) 20% by Promotion of Departmental Staff working as Track Maintainers with G.P. Rs.2800, having qualification of ITI OR Class-X Board Examination by Seniority-cum-Suitability.

3. Accordingly, Board's letters, dated 03.07.2007 and 16.06.2010, referred to above, stand nullified with the issue of this letter.
4. These instructions shall be effective from the date of issue of this letter.
5. This issues in consultation with Civil Engineering Directorate of Railway Board.

.No. / Estt.Srl.No.138/2014

/ RBE No. 111/2014

/No.SER/P-HQ/R/O/951

/ Dated: 05.11.2014

**/ Sub: Norms/Procedure for future promotion in
the Unified Cadre of Track Maintainers**

/Ref: . Railway Board's letter Nos :-

1. 2010/CE-I(Spl)/GNS/15(Pt.) //dated
17.08.12 (/ Estt.Srl.No.60/13);
2. 2012/CE-1/GNS/20 //dated 01.04.14
(/ Estt.Srl.No.44/14); &
3. E(NG)I-2012/PM5/1 //dated 13.08.13
(/ Estt.Srl.No.85/13)

/Railway Board's letter No. E(NG)I-2012/PM5/1

/dated 14.10.2014 (/RBE No.111/2014) is as under :-

In continuation of Board's letter referred to above, the issue of extending promotion to the unified cadre of Track Maintainers, with reference to issue of residency period of 2 years at each level of G.P. Rs.1900 and G.P. Rs.2400, has been considered afresh by Board in consultation with both the recognized Federations. Accordingly, Board's letter of even number dated 13.08.2013 is partially modified to give it effect from 17.08.2012, to fill up chain/resultant vacancies in the following manner :

- (a) Vacancies available on or before 17.08.2012 as well as the posts accrued due to restructuring in G.P. 1900 may be filled first as a one time exemption by paper selection, without holding any Trade Test/Viva-Voce.
- (b) Subsequent vacancies may be filled as per procedure laid down in Board's letter dated 13.08.2013, duly counting residency period of 2 years from 17.08.2012, even if the promotion orders have been issued later on.

- (c) As regards filling up newly created posts of Track Maintainers in different grades in view of Board's letter dated 01.04.2014, the same shall be filled up as per the procedure laid down in para (a) and (b) above, which shall be applicable mutatis-mutandis for 01.04.2014 upgradation also. Regarding revision of percentage distribution of posts, residency period of 2 years may be counted from 01.04.2014.
- (d) As the posts of Track Maintainers Grade-II and Track Maintainers Grade-I are new, the promotion be first done in Track Maintainers Grade-II from Track Maintainers Grade-III by downgrading vacancies of Track Maintainers Grade-I in Track Maintainers Grade-II. Subsequent promotion to Track Maintainers Grade-I from Track Maintainers Grade-II be done after 2 years residency period is over, following the viva-voce test as explained in para (e) below on normal course.
- (e) The post of Track Maintainers Grade-I will be filled as per instructions dated 13.08.2013, with a slight deviation that instead of Trade Test, Viva-Voce may be resorted to.
- (f) The pay of the staff promoted against the vacancies from the date of restructuring orders will be fixed on proforma basis as per Rule 13 of RSRP Rules with the benefit of one increment @ 3% of the basic with the usual option for pay fixation as per extant rules. The actual payments will be made from the date of taking over charge of the higher grade post.

2. This issues in consultation with concerned Directorates of Railway Board.

/No.SER/P-HQ/Rec/100/Recruitment/Poly/Pt.VII

/ Dated: 11.11.2014

/ Sub: Recruitment of sportspersons against Sports Quota and out-of-turn promotion to Railway sportspersons on sports account-modification/changes in policy

/Ref: . Railway Board's letter Nos :-

1. 2010/E(Sports)/4(1)/1(Policy) //dated 31.12.10 (RBE No.189B/2010) (क्र. / Estt.Srl.No.21/11);
2. 2012/E(Sports)/4(1)/1/Policy Clarifications //dated 18.04.12 (RBE No.52/2012) (/ Estt.Srl.No.58/12); &
3. 2010/E(Sports)/4(1)/3/OTP/DOPT //dated 23.05.13 (RBE No.50/2013)

क्र. /Railway Board's letter No.2014/E(Sports)/4(1)/1/Policy Clarifications /dated 22.10.2014 (/RBE No.117/2014) is as under :-

In partial modification of existing policy, Ministry of Railways (Railway Board) have decided as under :-

SN	Reference/Existing Para	Revised Para (Read as)
MODIFICATIONS TO EXISTING PARAS		
(i)	<p>Para No.8.1.3 of letter No.2010/E(Sports)/4(1)/1(Policy) dated 31.12.2010 (RBE No. 189B/2010) modified vide letter No. 2010/E(Sports)/ 4(1)/1/Policy Clarifications dated 18.04.2012 (RBE No.52/2012)</p> <p>For recruitment through Talent Scouting, all the eligible candidates of declared games and events, must be given opportunity for trials. Any eligible candidate of declared game & event, approaching the Railway for recruitment through Talent Scouting should immediately</p>	<p>For recruitment through Talent Scouting, all the eligible candidates of declared games and events, must be given opportunity for trials. Any eligible candidate of declared game & event, approaching the Railway for recruitment through Talent Scouting should immediately be registered and give a date for trial in due course.</p> <p>Trials of the candidates shall be conducted and completed within one month from the date of receipt of the application from the candidate or receipt of case from</p>

	<p>be registered and give a date for trial in due course.</p> <p>Trials of the candidates shall be conducted and completed within one month from the date of receipt of the application from the candidate or receipt of case from Railway Board/RSPB and all other formalities including issue of offer of appointment must be completed within three months from the date of receipt of application/case.</p> <p>In the case of receipt of application/case before the game-wise distribution of sports quota, the one month period for Trials and three months period for completing all formalities, shall be counted from the date of approval of Competent Authority for game-wise distribution of sports quota.</p>	<p>Railway Board/RSPB and all other formalities including issue of offer of appointment must be completed within three months from the date of receipt of application/case. However, with the approval of General Manager/Head of Organization of she concerned Railway/Unit, three months period can be extended maximum up to six months, within the same financial year.</p> <p>In the case of receipt of application/case before the game-wise distribution of sports quota, the one month period for Trials and three months period for completing all formalities, shall be counted from the date of approval of Competent Authority for game-wise distribution of sports quota.</p>
(ii)	<p><u>Para No.9.2.6 (C) added vide letter No.2010/E(Sports)/4(1)/3/OTP/DOPT dated 23.05.2013 (RBE No.50/2013)</u></p> <p>In case of a team event, a sportsperson will qualify for out-of-turn promotion only if he/she has played at least 50% of the matches in the same event. Reserve player, if any, shall not be entitled for any out-of-turn promotion unless he/she has played at least 50% of the matches in the same event.</p>	<p>In case of a team event, a sportsperson will qualify for out-of-turn promotion if he/she has played at least 50% of the matches in the same event</p> <p>Or</p> <p>played in any match in quarterfinal and above in that event</p> <p>Sportspersons shall not be entitled for out-of-turn promotion unless he/she fulfills any one of the above two conditions</p>

.No. / Estt.Srl.No.140/2014

/ RBE No.115/2014

./No. SER/P-HQ/QR/482

/ Dated: 11.11.2014

/ Sub: Extension of the period of retention of Railway accommodation at the previous place of posting in favour of officers/staff posted to ECR & NWR

./Railway Board's letter No.E(G)2009 QR-1-2

/dated 20.10.2014 (/RBE No.115/2014) is as under :-

The issue of permitting the Railway Officers/Staff posted in the ECR and NWR to retain Railway quarters at their previous places of posting has been considered by the Board.

2. In exercise of its powers to make reasonable relaxations in public interest for a class/group of employees, in all or any of the existing provisions regarding house allotment/retention, the Board have decided that permission for retention of Railway accommodation at the previous place of posting in favour of officers/staff posted to ECR and NWR be granted upto 31.12.2015 in supersession of Board's earlier instructions dated 07.05.2014.

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

.No. / Estt.Srl.No.141/2014

/ RBE No.121/2014

./No.SER/P-HQ/R/O/848

/ Dated: 11.11.2014

/ Sub: Applicability of Old Pension Scheme to Substitutes who attained temporary status prior to 01.01.2004 but regularized after 01.01.2004 – clarification regarding

/Ref: . Railway Board's letter Nos :-

- 1. E(NG)II/90/SB/Master Circular //dated 29.01.91 (/ Estt.Srl.No.10/06);**

2. **E(NG)II/2008/SB/SR/15 //dated
17.09.10 (/ Estt.Srl.No.159/10);&**
3. **2010/AC-II/21/18 //dated 31.03.14
(/ Estt.Srl.No.48/14)**

. /Railway Board's letter No.2012/F(E)III/1(1)/2
/dated 29.10.2014 (/RBE No.121/2014) is as under :-

The issue of coverage of substitutes who had attained temporary status prior to 01.01.2004 but regularized after 01.01.2004 under Old Pension Scheme, has been raised by both the recognized Federations (AIRF & NFIR) under PNM/AIRF item No.05/2012 and PNM/NFIR item No.15/2011 respectively. The issue has also been raised under DC/JCM (Railways) item No.20/2012.

2. The issue has been examined by Board and it has now been decided that substitutes who got temporary status prior to 01.01.2004 but regularized/absorbed after 01.01.2004 and after regularization, if the date of appointment is prior to 01.01.2004, in terms of provision of Board's letter No.E(NG)II/90/SB/Master Circular dated 29.01.1991(M.C. No.20/91) and para 6 of letter No.E(NG)II/2008/SB/SR/15 dated 17.09.2010, then they may be covered under Old Pension Scheme.

3. Further, the employee and employer contribution of the NPS corpus of the Substitutes, mentioned in para 2 above, who so far have been covered under the National Pension System (NPS) may be adjusted in terms of the instructions contained in Board's letter No.2010/AC-II/21/18 dated 31 .03.2014(RBA No.5/2014).

. / Estt.Srl.No. 142/2014

/ RBE No. Nil

./No.SER/P-HQ/R/Misc./XI

/ Dated: 18.11.2014

Sub: Recommendation of the committee constituted to enquire into the incidence at Railway Station Allahabad on 10.02.2013 during Kumbh Mela

. /Railway Board's letter No.2014/H-1/18/2
/dated 27.10.2014 (/RBE No.Nil) is as under :-

Suggestions no viii) of the report of the committee constituted to enquire into the incidence at Railway Station Allahabad on 10.02.2013 during Kumbh Mela is as under:-

“One lesson that we need to learn from the incident at Allahabad Station clearly identifies the use of the rail borne medical van to be on standby mode during the period of Kumbha Mela. It is just an alternative to road based ambulances (which were available) which could not be effective on account of rush of passengers on road. In eventuality, rail based medical van duly manned by doctors and paramedical staff can render speedy medical assistance to the injured and clear the dead bodies.

The above recommendation has been accepted by the Railway Board.

In this context, it has been decided that Rail born medical van should be kept on standby mode during the period of Kumbha Mela. It can act as an alternative to road based ambulances which may be ineffective at such times because of too much rush on the road. In case of an eventuality, if needed, Rail based medical van (ARMV Scale-I) duly manned by Doctors and paramedical staff can render speedy medical assistance to the injured & clear the dead bodies.

The above instructions may be complied with during future Kumbh Mela.

. / Estt.Srl.No.143/2014

./ RBE No.123 /2014

./No. SER/P-HQ/Ruling/O/841

/ Dated: 18.11.2014

/ Sub: Payment of Productivity Linked Bonus to all eligible non-gazetted Railway employees for the financial year 2013-2014

**/Ref: . Railway Board's letter No.
E(P&A)II-2014/PLB-3 //dated 26.09.2014
(/ Estt.Srl.No.112/14)**

./Railway Board's letter No.E(P&A)II-2014/PLB-3

/dated 05.11.2014 (./RBE No.123/2014) is as under :-

Attention is drawn to the Board's letter of even number dt.26.09.2014 whereby the President was pleased to sanction provisionally, subject to the approval of competent authority, Productivity Linked Bonus (PLB) equivalent to 78 (**Seventy Eight**) days wages without any ceiling on wages for eligibility for the financial year 2013-14 to all eligible non-gazetted Railway employees (excluding RPF/RPSF personnel).

2. The necessary approval has been obtained from the Cabinet and therefore the provisional sanction for the payment of PLB as mentioned in the first paragraph herein above may be treated as regular.

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

./ Estt.Srl.No. 144/2014

./ RBE No. Nil

./No. SER/P-HQ/Ruling/O/865

/ Dated: 18.11.2014

/ Sub: Medical decategorization of Railway employees and provision of alternate employment on medical grounds

/Ref: . Railway Board's letter Nos:-

- 1. 2011/H/5/9 //dated 01.07.11 and Advance Correction Slip to Annexure-XX of Para 561 (B) of Indian Railway Medical Manual, 2000**
- 2. 2011/H/5/9 //dated 28.10.11 & 23.02.12**

./Railway Board's letter No.2011/H/5/9

/dated 29.08.2014 (./RBE No.Nil) is as under :-

Consequent to issuance of Board's letter cited under reference and the Correction to Para 561 (B) of IRMM, 2000, various suggestions/difficulties in implementation thereof have been received from time to time. Keeping in view the difficulties being faced by the Zonal Railways, the matter has been examined afresh.

After careful consideration of the matter, it has been decided with the approval of competent authority to modify Annexure-XX of IRMM, 2000 relating to Alternate Employment on Medical Grounds by deleting sub-clause "b" of the certificate of recommendation for alternate employment on medical grounds.

Accordingly, Advance Correction Slip to Para 561 (B) and Annexure-XX of IRMM, 2000 is enclosed herewith.

This has the approval of Board (MS).

Enclosure to **Railway Board's letter No.2011/H/5/9 dated 29.08.2014 (RBE No.Nil)**

Annexure-XX

RAILWAY

MEDICAL DEPARTMENT

**CERTIFICATE OF RECOMMENDATION FOR ALTERNATE
EMPLOYMENT ON MEDICAL GROUNDS**

This is to certify that :-

Name : _____

Designation _____ Department : _____ Station _____

Present Medical Category : _____

Disability description : _____

The employee is unfit in Medical category/categories _____

_____ but fit in Medical Category

_____ and below.

Signature of Medical Officer

Counter Signature of CMS/CMD

.No. ./ Estt.Srl.No.145/2014

./ RBE No.119/2014

./No.SER/P-HQ/SETT/650

/ Dated: 18.11.2014

/ Sub: Revision of pension of pre-1996 pensioners – inclusion of Non-Practicing Allowance (NPA) for revision of pension of Retired Medical Officers w.e.f. 01.01.1996

/Ref: . Railway Board's letter Nos :-

1. F(E)III/98/PN1/29 //dated 15.01.99
(./ Estt.Srl.No.24/99);
2. F(E)III/98/PN1/29 //dated 12.11.99
(./ Estt.Srl.No.24/2000); &
3. F(E)III/99/PN1/20 //dated 20.08.01
(./ Estt.Srl.No.104/01)

./Railway Board's letter No.F(E)III/2008/PN1/12 pt. /dated 27.10.2014 (./RBE No.119/2014) is as under :-

A copy of Department of Pension and Pensioners' Welfare (DOP&PW)'s O.M. No. 38/31/11-P&PW(A)(Vol. IV) dated 14.10.2014 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways.

2. A concordance of DOP&PW's instructions referred to in the enclosed O.M. and Railway Board's corresponding instructions is given below :-

S.No.	DOP&PW's instructions	Corresponding instructions of Railway Board
1	45/10/98-P&PW(A) dated 17.12.1998	F(E)III/98/PN1/29 dated 15.01.1999
2	45/3/99-P&PW(A) dated 29.10.1999	F(E)III/98/PN1/29 dated 12.11.1999
3	45/86/97-P&PW(A) (Pt.) dated 11.05.2001	F(E)III/99/PN1/20 dated 20.08.2001

**Copy of Department of Pension and Pensioners' Welfare (DOP&PW)'s
O.M. No. 38/31/11-P&PW(A)(Vol. IV) dated 14.10.2014**

OFFICE MEMORANDUM.

Sub: Revision of pension of pre-1996 pensioners - inclusion of Non-Practicing Allowance (NPA) for revision of pension of retired medical officers w.e.f 1.1.1996

The undersigned is directed to say that in this Departments OM No.45/10/98-P&PW(A) dated 17.12.1998, it was provided that pension of all pensioners irrespective of their date of retirement would not be less than 50% of the minimum of the revised scale of pay introduced w.e.f. 1.1.1996. In this Departments OM No.45/3/99-P&PW(A) dated 29.10.1999, it was clarified that in the case of retired medical officers, Non-Practicing Allowance (NPA) was not to be added to the minimum of the revised scale of pay as on 1.1.1996 for stepping up of the consolidated pension/family pension to 50% / 30% respectively, in terms of the OM dated 17.12.1998.

2. In its judgment dated 27.11.2013 in Civil Appeal No.10640-46/2013 and other connected matters, Hon'ble Supreme Court has observed that in accordance with Ministry of Health and Family Welfare's OM No.45012/11/97-CHS.V dated 7.4.1998, NPA counts as pay for all service benefits including retirement benefits. Hon'ble Supreme Court has further observed that clarification issued vide this Department's aforesaid OM dated 29.10.1999 is legally unsustainable. Hon'b1e Supreme Court has directed to recalculate the pension payable to the Applicants (i.e. pre-1996 retired medical officers) by adding the element of NPA. The Review Petitions filed by the Government against the above mentioned judgment have been dismissed by Hon'ble Supreme Court on 31 .7. 14.

3. It has now been decided, in consultation with Ministry of Finance, Department of Expenditure and Ministry of Law, Department of Legal Affairs to implement the judgment dated 27.11.2013 of Hon'ble Supreme Court in CA No.10640-46 of 2013 and other connected matters. Accordingly, in the case of pre-1996 retired medical officers, NPA @ 25% shall be added to the minimum of the revised scale of pay as on 1.1.1996 corresponding to the pre-1996 pay scales from which the pensioner had retired, in cases where consolidated pension/family pension was to be stepped up to 50% / 30% respectively of the minimum of revised pay-scale in terms of OM No.45/10/98-P&PW(A) dated 17.12.1998 read with OM No.45/86/97-P&PW(A) (Pt.) dated 11.5.2001.

4. This issues with the approval of Ministry of Finance, Department of Expenditure vide their ID. No. 518/E-V/2014 dated 29.9.2014.

.No. / Estt.Srl.No.146/2014

./ RBE No.Nil

./No.SER/P-HQ/Ruling/O/861

/ Dated: 18.11.2014

Sub: Clarification regarding prescribed educational qualification for the post of Health & Malaria Inspector. Grade-III in PB-2 (Grade Pay Rs.4200)

./Railway Board's letter No.E(NG)-II/2007/RR-1/49 /dated 22.08.2014 (./RBE No.Nil) is as under :-

Minimum qualification for open market recruitment to post of Health & Malaria Inspector Gr.III has been laid down vide Board's letter of even number dated 30/5/2008(RBE No.68/2008). The qualification of B.Sc. (Chemistry) appearing therein, has been examined in consultation with Health Directorate of this Ministry on receipt of a reference from South Western Railway. Accordingly, it is clarified that candidates who have studied Chemistry as main/optional subject in any branch of Chemistry while undertaking B.Sc. course shall be eligible for consideration for induction in railway service to the post of Health & Malaria Inspector, Grade-III, provided they are in possession of the requisite diploma qualification in Health/Sanitary Inspector as laid down vide letter ibid.

These instructions, may be adhered to if such instances are reported in the panels forwarded/supplied by Railway Recruitment Boards.

.No. / Estt.Srl.No.147/2014

./ RBE No. 107/2014

./No.SER/P-HQ/TRG/737/Manual

/ Dated: 18.11.2014

Sub: Revision of Training period for promotee JEs of Mechanical Deptt.

./Railway Board's letter No.E(MPP)2013/3/22 /dated 26.09.2014 (./RBE No.107/2014) is as under :-

The Committee constituted for modification of The Training Modules of Junior Engineers selected through seniority and revision of Refresher Course for Supervisors of Mechanical Department has submitted its report.

2. After considering the report submitted by the committee, Board (MM, MS) have approved that the training module for promotee JEs of Mechanical Department (selection on seniority-cum-suitability basis) would consist of 13 weeks. The training modules/detailed course contents are enclosed at annexure- I & II.

3. The revised training module will constitute of 8 weeks of theoretical training at STC and 4 weeks of practical training - one week each at Production Unit/POH workshop and two weeks on the job in the parent unit. The last one week of training will be at STC for exam/viva etc. The revised training module will be applicable to the trainees reporting for training after issue of this letter.

ANNEXURE 'I'

Revised Training Programme for Promotee JEs (Selection on Seniority-cum-suitability basis)

Session-I (Theory)				
S. No.	Training Module	Subject Code	No. of Days	Approx. no. of weeks
1	Industrial Safety, First Aid & Fire Fighting	MRT-17	3	1
2	Accident and Disaster Management	MRT-19	2	
3	Industrial Engg.	MET-13*	1	
4	Supervisory Skills	MRT-20	3	1
5	Technical English	MRT-22	3	
6	Computer Awareness	MRT-21	6	1
7	Manufacturing Process	MET-12*	4	1
8	Engineering Drawing	MET-16	2	
Sub Total (Theory)			24	4
9	Stream specific (Theory) C&W Stream Diesel Stream Workshop Stream	MCT-06 MCT-07 MDT-07E MDT-07M MWT-05	24	4

Session-II (Practical Training)			
10	Practical Training at Production Units	6	1
11	Practical Training at POH Workshop	6	1
12	On the job training	12	2
Sub Total (Practical)		24	4
Session-III (Refreshing/Exam/Viva etc.)			
13	Refreshing/Exam/Viva at STC	6	1
Grand Total		78	13

* **As per existing syllabus**

ANNEXURE-II

Subject Name	Industrial Safety, First Aid & Fire fighting
Subject Code	MRT 17
Module	MJP- C, D & W
Duration	3 days

Sl.No.	Topic
1	Causes of fire, identification of unsafe conditions and unsafe acts
2	Identifying and handling of various types fire extinguishers, precautions to be taken while extinguishing fire
3	Scope and rules of First aid, structure and function of body, General idea about circulation of blood, wound and haemorrhages, Dressing & Bandages
4	Shocks & its management, Asphyxia & Artificial respiration, Render first aid to the burn injuries, Rendering first aid to the burn injuries, Rendering first aid to persons affected by suffocation, and communication
5	Injuries to bones & joints - fractures, unconsciousness and general rules for the treatments of unconscious persons
6	Transport of injured persons, stretcher exercise
7	Principles of Accident, Causes & Prevention, unsafe act & unsafe condition, safety on small tools and electrical appliances, Housekeeping and Material Handling
8	Role of supervisors on safety, Accident reporting & investigations
9	Review

Subject Name	Accident & Disaster Manager
Subject Code	MRT 19
Module	MJP- C, D & W
Duration	2 days

Sl.No.	Topic
1	Rail Wheel interaction
2	Permanent way parameters, reading in permanent way
3	Rolling stock parameters, readings in rolling stock
4	Signal aspects to be recorded at the accident site
5	Duties of officials at Accident site, Duties of on board staff at Accident site, Role of supervisors at the accident site
6	Features of disaster management, Civil defence & First Aid
7	High Level safety Committee and Railway Safety Review Committee recommendations & Corporate safety plan
8	Rescue techniques – medical relief
9	Review

Subject Name	Supervisory skills
Subject Code	MRT 20
Module	MJP- C, D & W
Duration	3 days

Sl.No.	Topic
1	Role of supervisor in mechanical department
2	Leadership & leadership style
3	Motivation
4	Communication
5	Time management
6	Stress management
7	Interpersonal skills
8	Review

Subject Name	Computer Awareness
Subject Code	MRT 21
Module	MJP- C, D & W
Duration	6 days

Sl.No.	Topic
1	Introduction to computers and applications of computers/windows
2	MS Word
3	MS Excel
4	MS Powerpoint
5	Internet usage
6	Review

Subject Name	Technical English
Subject Code	MRT 22
Module	MJP- C, D & W
Duration	3 days

Sl.No.	Topic
1	Communication Vocabulary
2	Grammar – Important terms
3	Common errors
4	Official/Business correspondence
5	General Report writing
6	Technical Report writing

Subject Name	Engineering Drawing
Subject Code	MET 16
Module	MJP- C, D & W
Duration	2 days

Sl.No.	Topic
1	Introduction and Use of Drawing Instruments
2	Geometrical Construction
3	Lettering and Dimensioning
4	Scales
5	Symbols used in Engineering drawing
6	Sketching simple objects
7	Principles of Projections
8	Orthographic Views
9	Isometric drawing

Subject Name	C&W Theory
Module	MJP- C
Duration	24 days

Subject Code MCT 06 (Mechanical)		Subject Code MCT 07 (Electrical)	
S.No.	Topic		
1	Overview of C&W organization	1	Design features of various wagons
2	Design & construction of coaches	2	Wagon manufacturing use of Huck bolts
3	Air brake system	3	SS wagon, A1 wagons, Higher Axle load wagons
4	Vacuum brake system	4	Train examination of goods stock CC, Premium
5	Bogies Mounted Brake System	5	Container wagon - BLC train operation & maintenance
6	Maintenance manual	6	WILD, Hot box detector, track side bogie monitoring system
7	Couplings	7	Repair and maintenance of goods stock/ROH
8	Passenger and Amenity fittings	8	Tank wagon repair and maintenance
9	IRCA part IV	9	IRCA part III
10	Maintenance manual Couplings	10	ODC
11	Repair and maintenance of coaching stock	11	Brake binding causes & remedies
12	Brake power rules	12	Train parting causes & remedies
13	Train lighting and AC	13	Accident Relief train
14	LHB coaches	14	Derailment mechanism
15	DEMU air suspension	15	Accident Investigation
16	Depot stores management	16	ART/MFD maintenance
17	Role of supervisors to minimize sick, coach detachment, ineffective %	17	Prevention of accident on C&W account
18	Visit to major coaching depot	18	Layout of coaching/Goods yard & infrastructural facilities
		19	Disaster management, role of Supervisors
		20	Marshalling of trains
		21	Visit of major goods depot
		22	Review

Subject Name	Diesel Locomotive Theory
Module	MJP- D
Duration	24 days

Subject Code MDT 07M (Mechanical)		Subject Code MDT 07E (Electrical)	
S.No.	Topic		
1	Power pack - Cylinder head, cylinder liner, connection rod, cam shaft etc	1	Various types of Transmission, feature of an Idea transmission in Diesel Loco, DC-DC, AC-DC, AC-AC transmission
2	Supercharging principles, methods and various testing parameters, Air brake and Vacuum brake system	2	Various rotating equipments such as TG, TM, EG, AG, DB Blower, CCEM, ECC, TACHO, Fuel booster motor escription/Overhauling/Repair/ Testing, common problems & remedy
3	Air compressor/Exhauster, types, function and overhauling procedures	3	Excitation systems, Dynamic brake system, Transition system – circuit analysis, defects and remedy
4	Fuel system - components, function, defects and remedy, Fuel injector	4	Microprocessor based controls
5	Lube II system - components, function, defects and remedy	5	Types of governors, overhauling, testing methods
6	Cooling water systems - components, function, defects and remedy, Radiator fan - principle, operation and maintenance	6	Various safety devices and alarm fitted in Loco - working principles
7	Layout of shop and shed and schedule of maintenance	7	Testing of Engines - Dry-n-Test, Blow by test, Random test, Load Box testing, MU operation testing
8	Loco maintenance procedure, wheel specification, bearing fitment, suspension system		
9	GM Locos		

Subject Name	Workshop Theory
Subject Code	MWT-05
Module	MJP- W
Duration	24 days

Sl.No.	Topic
1	Organization set up of Railway from Board to Workshop
2	Functions of each department in Shop
3	Layout of Workshop with important facilities for each shop functions
4	Role of Workshop, different shops and its functions in brief
5	Role of Supervisors in Workshop and their responsibilities
6	Material handing methods and equipments
7	Jigs, Fixture and Gauges
8	Quality management system (QMS) and TQM
9	ISO and EMS system in workshops
10	Value Engineering, types of needs and demands
11	Production planning & Scheduling
12	Process inventory control
13	Industrial safety requirement and procedure
14	Drawings usage, preparation, modification and its record maintenance
15	Job costing
16	Standardization, Rationalization, Specification etc.
17	Inspection and testing procedures DT and NDT methods
18	CMT lab functions
19	POH procedure of Carriages and Wagons
20	Corrosion repair practices in Coaches and Wagons
21	Performance indices
22	Airbrake system and POH procedures and testing methods
23	Coach body repair
24	Modification on Coaches for crash Worthy concept
25	Under gear system and its POH procedure
26	Wheel shop
27	NTXR examination on Coaches and Wagons
28	Stores drawal procedure
29	Stocking application procedure for new stock items
30	Workshop manufacturing suspense
31	Work order system and procedure
32	On cost booking and methods to reduce On cost
33	Condemnation and return to stores
34	Machineries plants and equipment used in Workshops
35	Machinery & Plant maintenance
36	Painting schedules and types of paints used in C&W
37	Workshop vist
38	Revision

Estt.Srl.No.148/2014

RBE No. 47/2013

No.SER/P-HQ/Ruling/O/951

Dated: 19.11.2014

Sub: Recruitment to posts in Pay Band-1 of Rs.5200-20200 with Grade Pay of Rs.1800/- from Ex-servicemen regarding

Ref: Railway Board's letter Nos:-

- 1. E(NG)II/2009/RR-1/10 dated 27.06.12 (Estt.Srl.No. 89/12)**
- 2. E(NG)II/2009/RR-1/10 dated 10.09.10 (Estt.Srl.No. 162/10)**

Railway Board's letter No.E(NG)II/2009/RR-1/10 dated 10.05.2013 (RBE No.47/2013) is as under :-

Attention is invited to instructions issued vide Board's letter No. E(NG)II/2009/RR-1/10/Pt. dated 27.6.2012 (RBE No. 76/2012) wherein while directing to issue notification in July, 2012 for vacancies occurring in Pay Band -1 of Rs.5200-20200 with Grade Pay of Rs.1800/-, it was communicated that modalities for filling up of 20% ex-servicemen quota will be communicated separately.

2. The issue has been deliberated upon and it has been decided that zonal railways shall take immediate action for filling up of vacancies exclusively against ex-servicemen quota in terms of conditions mentioned in Board's letter of even number dated 10.9.2010 (RBE No. 130/2010) taking into account 20% vacancies of ex-servicemen for which general notifications were issued in July, 2012 and also the other vacancies against the said quota which has remained unfilled before 01.01.2013.

3. Immediate action be taken for issuance of notification and the whole process should be completed by **15th October, 2013**. Further, the panel may be drawn in such a manner that it adequately takes care of eventualities like non-turning up of candidates, failing in medical etc., after selection. Therefore, panels may be drawn large enough so that all the posts are eventually filled up.

. / Estt.Srl.No.149/2014

/ RBE No. 122/2014

./No.SER/P-HQ/Ruling/O/946

/ Dated: 19.11.2014

**/ Sub: Clarification regarding educational qualification
for engagement/appointment/recruitment
on the railways**

/Ref: . Railway Board's letter Nos :-

1. E(NG)II/2009/RR-1/10/Pt. //dated
09.12.13 (/Estt.Srl.No.138/13);
2. E(MPP)2008/3/17 //dated 24.09.08
13 (/Estt.Srl.No.139/08);
3. E(NG)II/2009/RR-1/10/Pt. //dated
05.01.11 (/Estt.Srl.No.13/11);
4. E(NG)II/2009/RR-1/10/Pt. //dated
27.04.11 (/Estt.Srl.No.79/11);
5. P/R&R/Poly/Pt.VI //dated 25.09.2012
(/Estt.Srl.No.118/12); &
6. E(NG)II/2011/RR-1/11 //dated 09.12.11
(/Estt.Srl.No.191/11)

./Railway Board's letter No.E(NG)-II/2013/SB/3
/dated 29.10.2014 (/RBE No.122/2014) is as under :-

For appointment/engagement and recruitment to posts in Pay Band-1 of Rs.5200-20200 (Grade Pay: Rs.1800), possession of qualification as prescribed in terms of Board's letter No.E(NG)II/2009/RR-1/10/Pt. dated 09/12/2013 is mandatory.

2. Persons already engaged/appointed/recruited against erstwhile Group 'D' posts, prior to implementation of 6th CPC pay structure, may be extended benefit of revised pay structure of Pay Band-1 (Grade Pay: Rs.1800) provided they are in possession of prescribed qualifications. In case of non-possession, benefit would be subject to imparting of requisite training as per instructions contained in Board's letter No. E(MPP)2008/3/17 dated 24/9/2008.

3. Further, persons engaged with relaxed qualification in terms of Board's letter No.E(NG)II/2009/RR-1/10/Pt. dated 05/01/2011 and 27/04/2011 may be kept in -1S Pay Band of Rs.4440-7440 (Grade Pay: Rs.1300) till they also are imparted requisite training as per instructions contained in Board's letter No. E(MPP)2008/3/17 dated 24/9/2008.

4. Widows, even if not possessing the prescribed qualification but being considered for appointment on compassionate grounds, have to be placed in Pay Band-1 of Rs.5200-20200 having Grade Pay: Rs.1800 directly, without insisting on fulfillment of educational qualification norms provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with help of some on job training (RBE No.102/2012).

5. Persons engaged with relaxed qualification in terms of stipulation made in Board's letter No. E(NG)II/2011/RR-1/11 dated 9/12/2011 will remain in -1S Pay Band of Rs.4440-7440 (Grade Pay: Rs.1300) and continue to be governed under the provision contained in para 2 of letter issued under RBE No.166/2011 dated 09/ 12/2011 till they acquire the prescribed qualification.

6. All those not covered under the above paras will have to possess the prescribed qualification for appointment to a post on the Railways.

7. All these are equally applicable to persons appointed as substitutes.

.No. / Estt.Srl.No.150/2014

/ RBE No.118/2014

./No.SER/P-HQ/Ruling/O/937

/ Dated: 25.11.2014

/ Sub: Competent Medical Officer/Board for issuing certificate of disability for the purpose of family pension under Rule 75 of the Railway Services (Pension) Rules, 1993 - regarding

./Railway Board's letter No.F(E)III/2005/PN1/32

/dated 27.10.2014 (/RBE No.118/2014) is as under :-

A copy of Department of Pension and Pensioners' Welfare (DOP&PW)'s O.M.No.1/18/01-P&PW(E) (Vol.II) dated 30.09.2014 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways. Rule 54 (6) of the CCS (Pension) Rules, 1972 mentioned in DOP&PW's O.M. corresponds to Rule 75(6) of the Railway Services (Pension) Rules, 1993.

Copy of Department of Pension and Pensioners' Welfare (DOP&PW)'s O.M.No.1/18/01-P&PW(E) (Vol.II) dated 30.09.2014

/ Sub: Competent Medical Officer/Board for issuing certificate of disability for the purpose of family pension under rule 54 of CCS (Pension) Rules, 1972 – reg.

The undersigned is directed to state that rule 54 (6) of the CCS (Pension) Rules, 1972 had been amended vide this department's Notification of even number, dated 25th April, 2008 to change the competent authority to issue a disability certificate 'from "a Medical Officer not below the rank of a Civil Surgeon" to "a Medical Board comprising of a Medical Superintendent or a Principal or a Director or Head of the Institution or his nominee as Chairman and two other members, out of which at least one shall be a Specialist in the disability including mental retardation"'.

2. The above amendment was made in order to comply with the guidelines, dated 18th February, 2002, issued by the M/o Social Justice and Empowerment in pursuance of Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Rules, 1996.

3. Subsequently, the guidelines, issued vide Ministry of Health and Family Welfare Notification No.S. 1302011/2010, dated 18.6.2010, in pursuance of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Rules, 1996, do away with the Medical Board in cases other than those of Multiple Disabilities.

4. It has been decided in consultation with the Ministry of Health & Family Welfare and the Ministry of Social Justice and Empowerment that for grant of family pension under the CCS (Pension) Rules, 1972, the authority competent to issue disability certificate would be as specified in the guidelines issued by the M/o Health & Family Welfare referred to in para 3 above. It has also been decided that for the past cases, the disability certificate issued either in pursuance of the guidelines, dated 18.06.2010 or in pursuance of rule 54 (6) of the CCS (Pension) Rules, 1972 shall be acceptable.

. / Estt.Srl.No.151/2014

./ RBE No. Nil

./No.SER/P-HQ/R/O/865

/ Dated: 25.11.2014

/ Sub: Treatment of Contractor Labours & their family member engaged by Railway Administration

./Railway Board's letter No.2012/H-1/2/2/ELR

/dated 10.11.2014 (./RBE No.Nil) is as under :-

It has been decided by the Board that the contractors engaged by Railway administration and their staff are not entitled to free medical attendance and treatment facilities. They and their family members may be treated in Railway hospitals and health units as per city specific Non-NABH CGHS rates charged for non Railway Patients.

This issue with the concurrence of Finance Directorate of Railway Board.

Advance Correction Slip (S.No.05 Health 2014) amending Sub-section (16) Para 617 (1) of IRMM, 2000 is enclosed.

S.No.05 Health 2014

Advance Correction Slip (to Sub-para (16) of para 617 (1) of IRMM, 2000

Sub-section (16) Para 617(1) of IRMM, 2000 may be substituted as under :-

Contractors engaged by Railway administration and their staff are not entitled to free medical attendance and treatment facilities. They and their family members may be treated in Railway hospitals and health units as per city specific Non-NABH CGHS rates charged for non Railway Patients.

(Authority : Board's letter No.2012/H-1/2/2/ELR dated 10.11.2014)

. / Estt.Srl.No. 152/2014

/ RBE No.128/2014

/No.SER/P-HQ/Rec/100/Recruitment/Poly/Pt.VII

/ Dated: 25.11.2014

/ Sub: Scheme of General Departmental Competitive Examination (GDCE) for filling up of 25%-50% of net direct recruitment quota vacancies in Group 'C' categories – Partial shift in the duty of agency conducting GDCE regarding

/Ref: . Railway Board's letter No.s :-

1. E(NG)I-92/PM2/16 //dated 20.08.93
(/ Estt.Srl.No.143/97);
2. E(NG)I-2011/PM1/2 //dated 12.09.14
(/ Estt.Srl.No.114/14); &
3. E(NG)I-2008/PM1/6 //dated 20.10.14
(/ Estt.Srl.No.130/14)

/Railway Board's letter No.E(NG)I-2008/PM1/6

/dated 14.11.2014 (/RBE No.128/2014) is as under :-

In continuation of Board's letter of even number dated 20.10.2014 on the above subject, the Board (MS) has decided that EDE(RRB)/Railway Board may nominate concerned Chairman of Railway Recruitment Board (RRB) for different Railways.

2. It is also clarified that Railway Recruitment Centres (RRCs) mentioned in para 2(i) of the letter dated 20.10.2014 may be read as Railway Recruitment Cells.

. / Estt.Srl.No.153/2014

**. / RBE No. 129/2014
Corrigendum No.52**

./No.SER/P-HQ/Rec/100/Recruitment/Poly/Pt.VII

/ Dated: 08.12.2014

/ Sub: Out-of-turn promotion to sportspersons on sports account, in merger grade

/Ref: . Railway Board's policy letter No. 2010/E(Sports)/4(1)/1(Policy) //dated 31.12.10 (RBE No.189B/2010) (. / Estt.Srl.No. 21/11), No.2011/E(Sports)/4(1)/1/Policy Clarification //dated 21.07.11 (RBE No.109/2011) (. / Estt.Srl.No.133/11) and clarification/ corrigendum issued thereto

./Railway Board's letter No.2014/E(Sports)/4(1)/1/Policy Clarification /dated 18.11.2014 (. /RBE No.129/2014) is as under :-

The matter of out-of-turn promotions to sportspersons on sports account, in merger grades, after the implementation of the recommendations of the 6th Pay Commission, has been examined.

In continuation of Board's letter No.2011/E(Sports)/4(1)/1/Policy Clarification dated 21.07.2011 (RBE No.109/2011), Ministry of Railways (Railway Board) have decided that where existing scales say 'A' and 'B' have been merged into a single grade 'X' or where an existing scale say

'A' has been upgraded to allot the grade pay, which has been allotted to existing next higher grade pay 'B' in the hierarchy, in such cases, where sports persons were granted out of turn promotion (OTP) to next higher grade before merger of scales before 04.09.2008, the benefit of OTP may be extended to such sports persons by granting them promotion to next higher grade after merger of scales.

. / Estt.Srl.No.154/2014

. / RBE No. 125/2014

. /No.SER/P-HQ/Ruling/O/945/1

/ Dated: 08.12.2014

/ Sub: **Incentives in case of posing of USBRL project and to the difficult projects (National) in N.F.Railway on retention of quarter**

./Railway Board's letter No. **E(G) 2013 QR1-17**

/dated 19.11.2014 (./RBE No.125/2014) is as under:-

The question of allowing house retention in case of postings to **USBRL project in Jammu and Kashmir and the postings to the difficult projects (National) in N.F.Railway (as per annexure)** have been considered by the Ministry of Railways (Railway Board) following the recommendations on the subject by the committee on the incentives formed for the purpose. The Board has agreed to allow the following incentives :

Incentives proposed for USBRL Project	Incentives proposed for identified "Difficult Projects" of N.F.Railway
For officers and staff, posted in J&K (USBRL project) permission to retain Railway accommodation at previous place of posting as per Railway Board's guidelines	For officers and staff, posted on "Difficult Projects" of N.F.Railway to retain Railway accommodation at previous place of posting as per Railway Board's guidelines

2. The above incentives will be limited to the project construction phase only and are effective from 01.04.2012 till reviewed.

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

Annexure to letter No. E(G) 2013 QR1-17 dated 19.11.2014

List of difficult Projects (National) in N.F.Railway

1. Bhairabi – Sairang (Mizoram)
2. Jiribum – Tupul – Imphal (Manipur)
3. Dimapur – Zubza (Nagaland)
4. Agartala – Sabroom (Tripura)
5. Bogibeel Rail – cum – Road Bridge (Assam)
6. Murkongselek – Pasighat (Arunachal Pradesh & Assam)

. / Estt.Srl.No.155/2014

. / RBE No. 127/2014

./No.SER/P-HQ/Sett/650

/ Dated: 08.12.2014

/ Sub: Grant of provisional pension to retired railway servants against whom departmental or judicial proceedings are in progress

/Ref: . Railway Board's letter No.

F(E)III 78 PN1/11 //dated 17.05.78

(. / Estt.Srl.No.147/78)

./Railway Board's letter No.2014/F(E)III/1(1)/1

/dated 13.11.2014 (. /RBE No.127/2014) is as under :-

Rules on payment of provisional pension are contained in rule 10 of Railway Services (Pension) Rules, 1993. The amount to be paid as provisional pension has been clarified vide Board's letter No.F(E)III 78 PN1/11 dated 17.05.78 which inter-alia states that in such cases, 100% pension which is otherwise admissible to the railway servant should be authorized as provisional pension, as in cases of normal retirement.

2. It is reiterated that the instruction contained in Board's letter dated 17.05.78 that provisional pension will equal to 100% pension which is otherwise admissible to the railway servant still holds good.

.No. / Estt.Srl.No.156/2014

/ RBE No. 126/2014

./No.SER/P-HQ/Ruling/O/841

/ Dated: 08.12.2014

/ Sub: Payment of Productivity Linked Bonus to all eligible non-gazetted Railway employees for the financial year 2013-2014

/Ref: . Railway Board's letter Nos :-

- 1. E(P&A)II-2014/PLB-3 //dated 26.09.14
(/ Estt.Srl.No.112/14) &**
- 2. E(P&A)II-2014/PLB-3 //dated 05.11.14
(/ Estt.Srl.No.143/14) &**

./Railway Board's letter No. E(P&A)II-2014/
PLB-3 /dated 11.11.2014 (/RBE No.126/2014) is as
under :-

Board's letter of even number dt.26.09.2014 and 05.11.2014 on the above mentioned subject may be referred to. Vide Board's letter of even no. dated 05.11.2014 the provisional sanction for payment of PLB for 78 days was regularized.

However, queries are being raised whether the wage calculation limit of Rs.3500/- p.m. had been removed. It is hereby clarified that there is no change in the wage calculation ceiling limit of Rs.3500/- p.m. for calculation of PLB.

Estt.Srl.No.157/2014

RBE No.124/2014

No.SER/P-HQ/HOER/535/MRW

Dated: 10.12.2014

**Sub: Revision of minimum rates of wages
and variable dearness allowance
w.e.f. 01.10.2014**

Railway Board's letter No.2014/E(LL)/AT/MW/1 dated 11.11.2014 (RBE No.124/2014) is as under :-

A copy each of Orders No. (i) 1/17(3)/2014-LS.II, (ii) 1/2(4)/2014-LS.II, (iii) No. 1/17(5)/2014-L.S.II (iv) No. 1/17(6)/2014-LS.II and (v) No.1/17(7)/ 2014-L.S.II dated 29.09.2014 revising the rates of variable dearness allowance for contract workers engaged in (i) Construction or maintenance of roads or in Building operations etc. (ii) loading and unloading operations in Railway goods sheds, parcel Offices of Railways, (iii) Employment of sweeping and cleaning excluding activities prohibited under the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993 and (iv) employment of Watch and Ward respectively **is sent herewith for information and strict compliance. The rates are applicable w.e.f. 01.10.2014.**

2. Railways, being Principal Employer are required to ensure that the contractors are complying with the provisions of the Contract Labour (R & A) Act, 1970 and Minimum wages Act, 1948 strictly and arranging prescribed minimum wages to the contract laborers.

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

Copy of Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C)'s Order No. 1/17(3)/2014-LS-II dt.29.09.2014

ORDER

In exercise of the powers conferred by Central Government vide Notification 1285(E) dated 20.05.2009 of the Ministry of Labour & Employment the undersigned, hereby revise the rates of Variable Dearness Allowance on the basis of the average consumer price index number for the preceding period of six months ending on 30.06.2014 reaching 241 from 238.83 (Base 2001 = 100) and thereby resulting in an increase of 2.17 points for Industrial Workers as under. This order shall come into force w.e.f. 01.10.2014.

The rates of Variable Dearness Allowance for workers employed in **CONSTRUCTION OR MAINTENANCE OF ROADS, RUNWAYS OR IN BUILDING OPERATIONS INCLUDING LAYING DOWN UNDERGROUND ELECTRIC, WIRELESS, RADIO TELEVISION, TELEPHONE TELEGRAPH AND OVERSEAS COMMUNICATION CABLES AND SIMILAR OTHER UNDERGROUND CABLING WORK, ELECTRIC LINES, WATER SUPPLY LINES AND SEWERAGE PIPE LINES** would be as under :-

Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	152.00	126.00	102.00
Semi-skilled/ Unskilled Supervisory	167.00	142.00	119.00
Skilled/Clerical	184.00	167.00	142.00
Highly Skilled	199.00	184.00	167.00

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2014 will be as under:-

Category of worker	Rates of wages including V.D.A. per day (in Rupees)		
	A Area	B Area	C Area
Unskilled	<u>180.00 + 152.00</u> 332.00	<u>150.00 + 126.00</u> 276.00	<u>120.00 + 102.00</u> 222.00
Semi-skilled/ Unskilled Supervisory	<u>200.00 + 167.00</u> 367.00	<u>170.00 + 142.00</u> 312.00	<u>140.00 + 119.00</u> 259.00
Skilled/Clerical	<u>220.00 + 184.00</u> 404.00	<u>200.00 + 167.00</u> 367.00	<u>170.00 + 142.00</u> 312.00
Highly Skilled	<u>240.00 + 199.00</u> 439.00	<u>220.00 + 184.00</u> 404.00	<u>200.00 + 167.00</u> 367.00

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory board meeting held of 26.08.2008.

The classification of workers under different categories and the classification of cities under different areas will be same as in the notification referred to in para I as amended from time to time. The present classification of cities into areas A, B & C is enclosed as Annexure I for ready reference.

Copy of Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C)'s Order No. 1/2(4)/2014 LS-II dt.29.09.2014

ORDER

In Exercise of the powers conferred by Central Government vide Notification No.S.0.278 (E) dated 3rd March, 2006 of the Ministry of Labour & Employment, the undersigned orders for payment of Variable Dearness Allowance to workers engaged in stone mines for **stone breaking & stone crushing** w.e.f. 01.10.2014 on the basis of rise in the average consumer price index number reaching 1115.83 from 1105.79 (Base : 1982 = 100) and thereby resulting in an increase of 10.04 points calculated on the basis of average for the period of six months ending on 30.06.2014. The revised rates of Variable Dearness Allowance w.e.f. **01.10.2014** shall be as under :-

Item of work	Rates of Variable Dearness Allowance as on 01.10.2014
1. Excavation & removal of over burden with 50 meters lead/1.5 meters lift *	
(i) Soft Soil	Rs.117.87
(ii) Soft Soil with rock	Rs.176.79
(iii) Rock	Rs.235.77
2. Removal and stacking of rejected stones with 50 metres lead/1.5 Metres lift *	Rs.94.29
3. Stone breaking or Stone Crushing for the Stone size of :-	
1.0 inch to 1.5 inches	Rs.730.91
Above 1.5 inches to 3.0 inches	Rs.624.80
Above 3.0 inches to 5.0 inches	Rs.365.44
Above 5.0 inches	Rs.300.61

Therefore, the minimum piece rate wages showing the basic and Variable Dearness Allowance payable w.e.f. 01.10.2014 to the employees employed in Stone breaking or stone crushing shall be as under :-

Category	Basic Wages	VDA	Total
1. Excavation & removal of over burden with 50 meters lead/1.5 meters lift *			
(i) Soft Soil	Rs.103.53 +	Rs.117.87	= Rs.221.40
(ii) Soft Soil with rock	Rs.157.78 +	Rs.176.79	= Rs.334.57
(iii) Rock	Rs.208.09 +	Rs.235.77	= Rs.443.86
2. Removal and stacking of rejected stones with 50 metres lead/1.5 Metres lift *	Rs.82.44 +	Rs.94.29	= Rs.176.73
3. Stone Breaking or Stone Crushing for stone size of category **			
	Basic Wages	VDA	Total
(i) 1.0 inch to 1.5 inches	Rs.646.44 +	Rs.730.91	= Rs.1377.35
(ii) Above 1.5 inches to 3.0 inches	Rs.552.12 +	Rs.624.80	= Rs.1176.92
(iii) Above 3.0 inches to 5.0 inches	Rs.322.69 +	Rs.365.44	= Rs.688.13
(iv) Above 5.0 inches	Rs.264.47 +	Rs.300.61	= Rs.565.08

The workers employed on minimum guaranteed time rate of wages per day would be entitled to time rate of minimum wages plus special allowance, if any, for unskilled category of above ground workers revised from time to time by the Central Government in respect of scheduled employment in stone mines.

* Per 2.831 cube meters (100 cubic feet)

** Per truck of 5.662 cubic meters (200 cubic feet)

Copy of Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C)'s Order No. 1/17(5)/2014 LS-II dt.29.09.2014

ORDER

In Exercise of the powers conferred by Central Government vide Notification No.S.O.1284 (E) dated 20.05.2009, of the Ministry of Labour & Employment, the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the Average Consumer Price Index number for the preceding period of six months ending on 30.06.2014 reaching 241 from 238.83 (Base : 2001 = 100) and thereby resulting in an increase of 2.17 points for **Industrial workers** and direct that this order shall come into force w.e.f. 01.10.2014.

RATES OF V.D.A. FOR EMPLOYEES EMPLOYED IN LOADING AND UNLOADING IN (i) GOODS SHEDS, PARCEL OFFICES OF RAILWAYS; (ii) OTHER GOODSHEDS, GODOWNS, WAREHOUSES ETC. AND (iii) DOCKS AND PORTS would be as under :-

AREA	RATES OF V.D.A. PER DAY (IN RS.)
'A'	152.00
'B'	126.00
'C'	102.00

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2014 would be as under:-

AREA	RATES OF WAGES PLUS V.D.A. PER DAY		
	Basic Wages (Rs.)	V.D.A. (Rs.)	Total (Rs.)
'A'	180.00	+ 152.00	= 332.00
'B'	150.00	+ 126.00	= 276.00
'C'	120.00	+ 102.00	= 222.00

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory board meeting held on 26.08.2008.

Classification of workers under different categories and the classification of cities under different areas will be same as in the notification referred to in para I as amended from time to time. The present classification of cities into areas A, B & C is enclosed as Annexure I for ready reference.

Copy of Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C)'s Order No. 1/17(6)/2014-LS-II dt.29.09.2014

ORDER

In exercise of the powers conferred by Central Government vide Notification No.S.0.1994 (E) dated 7th August, 2008 of the Ministry of Labour & Employment, the undersigned hereby revise the rates of Variable Dearness Allowance to workers engaged in "**Employment of Sweeping and Cleaning excluding activities prohibited under the Employment of Manual Scavenger and Construction of Dry Latrines (Prohibition) Act, 1993**" w.e.f. 30.06.2014 on the basis of rise in the average consumer price index number reaching 241 from 238.83 (Base: 2001 = 100) and thereby resulting in an increase of 2.17 points calculated on the basis of average for the period of six months ending on 30.06.2014. The rates of Variable Dearness Allowance w.e.f. 01.10.2014 shall be as under :-

RATES OF V.D.A. FOR EMPLOYEES EMPLOYED IN "**Employment of Sweeping and Cleaning excluding activities prohibited under the Employment of Manual Scavenger and Construction of Dry Latrines (Prohibition) Act, 1993**" would be as under :-

AREA	RATES OF V.D.A. PER DAY (IN RS.)
'A'	152.00
'B'	126.00
'C'	102.00

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2014 would be as under:-

AREA	RATES OF WAGES PLUS V.D.A. PER DAY		
	Basic Wages (Rs.)	V.D.A. (Rs.)	Total (Rs.)
'A'	180.00	+ 152.00	= 332.00
'B'	150.00	+ 126.00	= 276.00
'C'	120.00	+ 102.00	= 222.00

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory board meeting held on 26.08.2008.

The classification of workers under different categories and the classification of cities under different areas will be same as in the notification referred to in para I as amended from time to time. The present classification of cities into areas A, B & C is enclosed as Annexure I for ready reference.

Copy of Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C)'s Order No. 1/17(7)/2014-LS-II dt.29.09.2014

ORDER

In exercise of the powers conferred by Central Government vide Notification No.S.O.2288(E) dated 18th September, 2012 of the Ministry of Labour & Employment, the undersigned hereby revise the rates of Variable Dearness Allowance to the employees engaged in “**Employment of Watch and Ward**” on the basis of rise in the average consumer price index number reaching 241 from 238.83 (Base: 2001 = 100) and thereby resulting in an increase of 2.17 points calculated on the basis of average for the period of six months ending on 30.06.2014. The rates of Variable Dearness Allowance w.e.f. 01.10.2014 shall be as under :-

I. RATES OF V.D.A. FOR EMPLOYEES EMPLOYED IN WATCH AND WARD (without arms) would be as under :-

AREA	RATES OF V.D.A. PER DAY (IN RS.)
'A'	167.00
'B'	142.00
'C'	119.00

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2014 to employees employed in **WATCH AND WARD (without arms)** would be as under:-

AREA	RATES OF WAGES PLUS V.D.A. PER DAY		
	Basic Wages (Rs.)	V.D.A. (Rs.)	Total (Rs.)
'A'	200.00	+ 167.00	= 367.00
'B'	170.00	+ 142.00	= 312.00
'C'	140.00	+ 119.00	= 259.00

II. RATES OF V.D.A. FOR EMPLOYEES EMPLOYED IN WATCH AND WARD (with arms) would be as under :-

AREA	RATES OF V.D.A. PER DAY (IN RS.)
'A'	184.00
'B'	167.00
'C'	142.00

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2014 to employees employed in **WATCH AND WARD (with arms)** would be as under:-

AREA	RATES OF WAGES PLUS V.D.A. PER DAY		
	Basic Wages (Rs.)	V.D.A. (Rs.)	Total (Rs.)
'A'	220.00	+ 184.00	= 404.00
'B'	200.00	+ 167.00	= 367.00
'C'	170.00	+ 142.00	= 312.00

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory board meeting held on 26.08.2008.

The classification of workers under different categories and the classification of cities under different areas will be same as in the notification referred to in para I as amended from time to time. The present classification of cities into areas A, B & C is enclosed as Annexure I for ready reference.

ANNEXURE-I

Classification of cities for purposes of fixation of Minimum Wages of scheduled employment in the Central Sphere

AREA 'A'

1	Ahmedabad	(UA)
2	Bengaluru	(UA)
3	Kolkata	(UA)
4	Delhi	(UA)
5	Greater Mumbai	(UA)
6	Hyderabad	(UA)
7	Kanpur	(UA)
8	Lucknow	(UA)
9	Chennai	(UA)
10	Nagpur	(UA)
11	Faridabad Complex	
12	Ghaziabad	
13	Gurgaon	
14	Noida	
15	Secunderabad	
16	Navi Mumbai	

AREA 'B'

1	Agra	(UA)
2	Ajmer	
3	Aligarh	
4	Allahabad	(UA)
5	Amaravati	
6	Amritsar	(UA)
7	Aurangabad	(UA)
8	Bareilly	(UA)
9	Bhavnagar	
10	Bikaner	
11	Bhopal	
12	Bhubaneswar	
13	Chandigarh	(UA)
14	Coimbatore	(UA)
15	Cuttack	(UA)
16	Durgapur	
17	Gorakhpur	
18	Guwahati City	
19	Guntur	
20	Gwalior	(UA)
21	Indore	(UA)
22	Hubli-Dharwad	
23	Jabalpur	(UA)
24	Jaipur	(UA)
25	Jalandhar	(UA)
26	Jamshedpur	(UA)
27	Jodhpur	
28	Kochi	(UA)
29	Kolhapur	(UA)
30	Kozhikode	(UA)
31	Kota	
32	Ludhiana	
33	Madurai	(UA)
34	Meerut	(UA)
35	Moradabod	(UA)
36	Mysore	(UA)
37	Nasik	(UA)
38	Pune	(UA)
39	Patna	(UA)
40	Raipur	(UA)
41	Rajkot	
42	Ranchi	(UA)
43	Solapur	
44	Srinagar	(UA)

45	Surat	(UA)
46	Thiruvananthapuram	(UA)
47	Vadodara	(UA)
48	Varanasi	(UA)
49	Vijayawada	(UA)
50	Vishakhapatnam	(UA)
51	Warangal	
52	Mangalore	(UA)
53	Puducherry	(UA)
54	Salem	(UA)
55	Tiruppur	(UA)
56	Tiruchirappalli	(UA)
57	Asansol	(UA)
58	Belgaum	(UA)
59	Bhiwandi	(UA)
60	Dhanbad	(UA)
61	Dehradun	(UA)
62	Jammu	(UA)
63	Jalandhar Cantt.	
64	Jamnagar	(UA)
65	Durg-Bhilai Nagar	(UA)

AREA 'C' will comprise all areas not mentioned in this list.

N.B. : UA stands for Urban Agglomeration.

सं. / Estt.Srl.No.158/2014

/ RBE No. 131/2014

/No.SER/P-HQ/100/Recruitment/Poly/Pt.VII

/ Dated: 11.12.2014

/ Sub: Clarification regarding reckoning of 20/33 years of qualifying service in respect of Drivers, Gangmen, Specified safety categories in GP 1800 and 1900 under Liberaized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS) - PNM/AIRF Item No. 23/2013 and NFIR's letter No. II/ NFIR/95/Pt. IV dated 03.07.2014

/Ref: . Railway Board's letter No.

E(P&A)I-2011/RT-6 //dated 11.03.13

(/ Estt.Srl.No.30/13)

. /Railway Board's letter No.E(P&A)I-2013/FE-2/3

/dated 01.12.2014 (. /RBE No.131/2014) is as under :-

The issue of reckoning of prescribed 20/33 years of qualifying service in specified safety categories or otherwise for determining the eligibility of Drivers, Gangmen, Specified safety categories in GP 1800 and 1900 under Liberalized Active Retirement Scheme for Guaranteed Employment for Safety staff (LARSGESS) has been under consideration of the Board for quite some time.

2. In partial modification of the clarification contained in Board's letter No. E(P&A)I-2011/RT-6 dated 11.03.2013, it has now been decided by Board that for determining the eligibility of the employee in respect of the prescribed qualifying service of 33/20 years under LARSGESS, an employee is required to render total qualifying service of 33/20 years, out of which the employee should have rendered at least the last ten years in the concerned safety category post. Past cases decided otherwise by the railways need not be re-opened.

3. In view of the above, for determining the eligibility of the employee under the Scheme, the eligibility conditions for the specified safety categories for seeking retirement under LARSGESS would be as under:-

S.No.	Category	Eligibility conditions on the cut off date	
		Qualifying service	Age
1.	Drivers and specified safety category posts in GP 1900	(i) Total 33 years (ii) Last ten years in the concerned safety category post	55-57 years
2.	Gangmen and other specified safety category posts in GP 1800	(i) Total 20 years (ii) Last ten years in the concerned safety category post	50-57 years

4. The other terms and conditions of the Scheme would remain unchanged.

. / Estt.Srl.No.159/2014

. / RBE No. 130/2014

. /No.SER/P-HQ/RP/603

/ Dated: 11.12.2014

/ Sub: **Clarification regarding verification of genuineness Of Castes/Communities belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes from the Scheduled/Central Lists and Gazette Notifications issued by Government of India**

. /Railway Board's letter No.2014-E(SCT)I/31/1

/dated 27.11.2014 (. /RBE No.130/2014) is as under :-

Some of the Zonal Railways have expressed difficulty and sought clarification regarding verification of genuineness of a caste/community belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes if the same is not included in the existing lists of these communities issued from time to time by this office.

2. In this connection, it is clarified that whenever an addition or deletion to the existing list of SCs/STs and OBCs is done by Government of India through Gazette Notifications, the same becomes binding on all the concerned irrespective of the fact that the same has been circulated by this office or not.

3. Further, verification of genuineness of Castes/Communities belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes may also be done through their respective Lists available online at the links given below:-

- (i) <http://socialjustice.nic.in/sclist.php> (List of SCS)
- (ii) <http://www.tribal.nic.in/Content/scheduledtribes.aspx>
(List of STS)
- (iii) <http://socialjustice.nic.in/policiesacts4.php> or
http://ncbc.nic.in/User_Panel/CentralListStateView.aspx
(Central List of OBCS)

4. The above may please be brought to the notice of all the concerned so as to avoid unwanted reference to this office. However, if some doubts/confusion still persists in the matter, the same be referred to this office for clarification.

.No. / Estt.Srl.No.160/2014

/ RBE No.Nil

./No.SER/P-HQ/Ruling/O/883

/ Dated: 12.12.2014

/ Sub: Fixation of pay on appointment from one ex-cadre post to another ex-cadre post

/Ref: . Railway Board's letter No.

E(P&A)II-85/PP-24 //dated 31.12.85

(. / Estt.Srl.No.14/86)

./Railway Board's letter No.E(P&A)-II/2004/PP-9

/dated 24.11.2014 (. /RBE No.Nil) is as under :-

Ref : PNMAIRF Item No. 8/2008

National Federation of Indian Railwaymen have raised the issue regarding fixation of pay on appointment from one ex-cadre post to another ex-cadre post. The issue was discussed in the PNM Meeting and it has been decided to re-iterate the provisions of para 4 of Board's letter No. E(P&A)II-85/PP-24 dated 31-12-1985 in this respect. Para 4 of Board's letter No. E(P&A)-II-85/PP-24 dated 31/12/1985 states as follows :-:

“The matter has been carefully considered and the President is pleased to decide that on appointment to a second or subsequent ex-cadre post in a higher pay scale than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions the employee should have opted to draw pay in the scales of pay attached to the ex-cadre posts”.

Therefore, it is re-iterated that instructions contained in Board's letter dated 31/12/1985 and as further clarified from time to time may be followed for fixation of pay of the staff appointed from one ex-cadre post to another ex-cadre post.

The above has consent of Finance Dte. of Railway Board.

.No. . / Estt.Srl.No.161/2014

./ RBE No. 133/2014

./No.SER/P-HQ/Gaz-Con/260/2/14

/ Dated: 12.12.2014

/ Sub: Syllabi for professional papers for 70% Selection and 30% LDCE for promotion to Group 'B' posts of APO in Personnel Department of Railways/ Production Units

/Ref: . Railway Board's letter No.

**E(GP)2013/2/24 //dated 21.05.2014
(RBE No.52/2014)**

In supersession of this office letter of even number dated 21.05.2014, the revised syllabi for professional papers for 70% Selection and 30% LDCE for promotion to Group 'B' post of APO in the Personnel Department is enclosed for guidance.

2. The revised syllabi will be effective from the date of issue of this letter. However, Selections/LDCEs for which written examinations have already been held or are at an advanced stage need not be disturbed.

SYLLABUS FOR 30% LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT

PAPER-1

Part I : 50 Marks
Official Language & General Knowledge

Part II : 100 Marks
Professional Subject

Professional Subject:

1. Constitutional Provision of Right to Employment under Article 16 & 17 of the Constitution of India.
2. Manpower Planning & Recruitment:
 - (a) Manpower Planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc. Zero-based calculation of requirement/creation.
 - (b) Recruitment:
 - (i) Recruitment at various levels and methods of recruitment:
 - Functioning of Railway Recruitment Boards.
 - Recruitment at Zonal Railways including recruitment of artisan staff.
 - Concept of Lead period, normal attrition while placing indent.
 - Railway Recruitment Cell (RRC) - role and functions.
 - Appointment of land losers, compassionate ground appointments, Sports quota appointments, Cultural quota and Scouts & Guide quota appointments etc.
 - Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS).
 - (ii) Recruitment to various Group 'A' Railway Services.
 - (iii) Direct recruitment quota as well as quota for recruitment for intermediate grades.
 - (iv) Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.
 - (c) Apprentices Act, 1961 and its Implementation.

- (d) Absorption of medically de-categorized staff in alternative posts.
 - (e) Concept of Deputation, Foreign Service etc. and its impact on Pension, Foreign Service Contribution.
3. Training and Development:
- a. Basic concept of training and human resource development.
 - b. Training and Development of Railway employees. _
 - i. Training of Group C employees.
 - ii. Functioning of Zonal .Training Schools and other training institutions.
 - iii. Training of Gazetted Officers in Railways as well as non-Railways institutions.
 - iv. Various Railway Training Institutes like NAIR, IREEN etc.
 - c. Future developments in Railways, the changing roles of Railway personnel and the need for on the job training, multi skilling etc.
4. Pay and Allowances:
- a. Preparation of Pay Bill, Computerization of Pay Bill, AFRES, PRIME, I-Pass Concept etc.
 - b. Pay in the Government i.e. Pay bands, Grade pay etc.
 - c. Principles of pay fixation incase of appointment and promotion. Pay fixation in case of functional and non functional promotions etc.
 - d. Fundamental Rule (FR) & Fixation, Instances of pay protection etc.
 - e. Various allowances admissible to the Railway employees including allowances to the running staff.
5. Seniority and Promotion:
- a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
 - b. Provision of reservation for Schedule Caste and Scheduled Tribe employees. Maintenance of various reservation rosters.
 - c. Relaxations available to SC/ST candidates for promotion in safety and non-safety category posts and procedure for de-reservation of posts.
 - d. Performance appraisal - APAR, procedure, maintaining of records, communication of adverse comments etc. Impact of Vigilance investigation during and after Selection.
 - e. NBR, sealed cover procedure etc.

6. Organization and Role of Personnel Department, its functions and objectives, Schedule of Powers in Establishment Matters. Maintenance of records-Service Registers, Personal Files and preparation of claims of Pay Bill, etc. Computerization of records and personnel management functions (Human Resource Management System) - benefits, challenges and implementation. Computerization of official record and its retrieval. .
7. Loans and various advances admissible to the Railway employees and conditions thereof, PLB, TA rules etc.
8. Disciplinary & Appeal Rules (1968), Railway Services Conduct Rules (1966) & Schedule of Disciplinary Powers. Various judgements of Supreme Court on D&AR (1968) and Railway Services Conduct Rules (1966)
9. Pass Rules.
10. Retirement benefits:
 - a. Pension Rules (new and old), Provident fund rules, Leave encashment rules, Gratuity rules etc.
 - b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical resignation etc).
 - c. Impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits.
 - d. Pension adalats, timely settlement and redressal of grievances related to settlement.
 - e. Retirement benefits under Provident Fund & Pension rules and Schemes of Financial Settlement.
11. Leave Rules and joining time.
12. Reimbursement of tuition fees and legal expenses.
13. Medical assistance to Railway employees and retired Railway employees. RELHS & its membership.
14. Right to information Act, 2005.

PAPER-II

Part I: 50 Marks
Establishment Rules & Financial Rules

Part II: 100 Marks
Professional Subject

Professional Subject :

:

1. Industrial Relations, Recognition of Trade Unions and dealing with unrecognized Trade Unions/Associations Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.
2. Labour legislations viz, Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, incentive bonus scheme, Minimum Wages Act, etc.
3. Contact Labour (Regulation & Abolition) Act, 1972, Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal), Act, 2013.
4. Service Law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
5. Engagement of casual labour and substitutes, policy and procedure thereof.
6. Grievance redressal mechanism, Staff Welfare- Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers' Education Scheme, Societies and educational assistance.
7. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.

**SYLLABUS FOR SELECTION TO THE GROUP 'B' POST OF APO
AGAINST 70% SELECTION**

Establishment Rules & Financial Rules 50 Marks

Professional Subject: 100 Marks

Professional Subject:

1. Personnel department on Indian Railways, Legal framework, industrial laws, industrial relations and grievance redressal system:

- a. Organization and Role of Personnel Department, its functions and objectives, Schedule Of Powers in Establishment Matters
- b. Service law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
- c. Labour legislations viz, Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, incentive bonus scheme, Minimum Wages Act, etc.
- d. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.
- e. Engagement of casual labour and substitutes, policy and procedure thereof. Contract Labour (Regulation & Abolition) Act, 1972, The Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal Act, 2013).
- f. Recognition of Trade Unions, and dealing with unrecognized Trade Unions/Associations Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.
- g. Grievance Redressal mechanism, Staff Welfare- Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers' Education Scheme Societies, educational assistance.

2. Manpower planning, methods of recruitment in Railways:
 - a. Manpower planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc.
 - b. Recruitment:
 - (i) Recruitment at various levels and methods of recruitment:
 - Functioning of Railway Recruitment Boards.
 - Recruitment at Zonal Railways including recruitment of artisan staff. RRC, its roles and functions.
 - Appointment of land losers, compassionate ground appointments, Sports quota appointments, Cultural quota and Scouts & Guide quota, appointments etc.
 - Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS)
 - (ii) Various Gr. 'A' organized services and recruitment to organized Gr. 'A' Railway Services. '
 - (iii) Direct recruitment quota as well as quota for recruitment for intermediate grades.
 - (iv) Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.
 - c. Apprentice act and Implementation of Apprentices Act.
 - d. Absorption of medically de-categorized staff in alternative posts.
3. Training and Development: Basic concept of training and human resource development. Training and Development of Railway employees with emphasis on the following aspects:
 - a. Training of Group C employees.
 - b. Functioning of Zonal Training Schools and other training institutions.
 - c. Training of Gazetted Officers in Railways as well as non-Railways institutions. .

- d. Various Railway Training Institutes like NAIR, IREEN, IRITM, IRISSET etc.
- e. Future developments in Railways, the changing roles of Railway personnel and the need for on the job retaining, multi skilling etc.

4. Pay and Allowances: Preparation of Pay bills, Pay and allowances in the Railways i.e. Pay bands, Grade pay etc. Principles of pay fixation in case of appointment and promotion (functional and non functional promotions etc). Instances of pay protection etc. The various allowances admissible to the Railway employees including allowances to the running staff. Reimbursement of tuition fees and legal expenses. TA rules, Loans and advances admissible to the Railway employees and conditions thereof, PLB, etc.

5. Seniority and promotion:

- a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
- b. Provision of reservation for schedule Caste and Scheduled Tribe employees. Maintaining of reservation rosters.
- c. Other relaxations available to SC/ST candidates in safety and non-safety category posts and procedure for de-reservation of posts.
- d. Performance appraisal - APAR, procedure, maintaining of records, communication of adverse comments etc.
- e. NBR, sealed cover procedure etc.

6. Retirement benefits:

- a. Pension rules (new and old) , provident fund rules, leave encashment rules, Gratuity rules
- b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical absorption etc),
- c. Impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits,
- d. Pension adalats, timely settlement and Redressal of grievances related to settlement, ‘
- e. Retirement benefits under Provident Fund & Pension rules and Schemes of Financial Settlement.

7. The Disciplinary & Appeal Rules, (1968), Railway Services Conduct Rules, (1966) & Schedule of Disciplinary Powers.
8. Pass Rules, Leave Rules and joining time. Medical assistance to Railway employees and retired Railway employees.
9. Computerization of records and personnel management functions (Human Resource Management System) - benefits, challenges and implementation.
10. Right to information Act, 2005.
11. Official Language Policy and Official Language Rules.

. / Estt.Srl.No. 162/2014

. / RBE No.141/2014

./No.SER/P-HQ/Ruling/O/911

/ Dated: 22.12.2014

/ Sub: One time relaxation in Rules for leave encashment during service - Permission for leave encashment to Railway Employees who have failed to avail leave encashment during the previous blocks.

/Ref: . Railway Board's letter Nos :-

- 1. F(E)III/2008/LE-1/1 //dated 29.10.08
(. / Estt.Srl.No.172/08) &**
- 2. F(E)III/2008/LE-1/1 //dated 11.06.09
(. / Estt.Srl.No.121/09)**

**./Railway Board's letter No.F(E)III/2008/LE-1/1
/dated 15.12.2014 (. /RBE No.141/2014) is as under :-**

Representations have been received in this office to allow leave encashment to Railway employees who have failed to avail the benefit during the previous blocks despite availing Pass/PTO and leave during a block on the ground that the concept of block period was new for the Railway employees and it was introduced during the 2nd block period resulting in some of the employees failing to apply for the same due to various reasons.

2. The matter has been sympathetically considered by Board and it has been agreed to allow leave encashment to the employees who have failed to avail the same during the previous block period (first three block periods) despite fulfilling the condition of availing of Pass/PTO and leave during the block, as one time exemption, with the condition that leave encashment will be made at the rate of pay applicable at the time of availing of leave, subject to fulfillment of the conditions as laid down in Railway Boards letter of even Nos. dated 29.19.2008 and 11.06.2009, as applicable on the day of leave availed, with the approval of leave sanctioning authority.

3. The above relaxation is made as one time measure and the employees have to apply for the same along with the proof of grant of leave and pass during the block period within four months from the date of issue of this letter.

4. It is reiterated that it is a one-time relaxation and in future including the current block no claim from a retrospective date shall be entertained. All the claims for leave encashment should be done with prior approval of the competent authority as per the block system of Leave encashment.

5. This issues with the approval of Board (MS & FC).

. / Estt.Srl.No.163/2014

./ RBA No.37/2014

./No.SER/P-HQ/Sett.676/Rev. of Pension

/ Dated: 22.12.2014

**/ Sub: ACS No.39 to Accounts Code Part I –
Amendment to the Scheme of Payment of
Railway Pension through PSBs**

./Railway Board's letter No.2012/AC-II/21/1

**/dated 19.11.2014 (./RBA No.37/2014) along with Board's
letter No.2012/AC-II/21/1 /dated 21.11.2014 (./RBA
No.38/2014) are as under :-**

Advanced Correction Slip No.39 amending Para 11.1 of Annexure II of Indian Railways code for the Accounts Department – Part – I, (Second Reprint) 1997 is enclosed for necessary action.

Contents of the correction slip may please be circulated suitably.

Advance Correction Slip No.39

INDIAN RAILWAYS CODE FOR THE ACCOUNTS DEPARTMENT PART-I (Second Reprint) 1997

The following may be added in below the Note to Para 11.1 of Annexure II of Indian Railways code for the Accounts Department – Part – I, (Second Reprint), 1997 :-

A Life certificate issued online by a Government Agency as a result of Aadhaar Biometric Authentication will also be accepted as a valid certificate. This document may be accessed through a website (jeevanpramaan.gov.in) by the Pension Disbursing Agency without insisting either on personal appearance of the pensioner or Life certificate by the competent authority.

(Authority : Board's letter No.2012/AC-II/21/1 dated 19.11.2014)

**Copy of Railway Board's letter No.2012/AC-II/21/1 dated 21.11.2014
(RBA No.38/2014)**

Sub: Aadhaar based biometric verification System.

As you are aware, Prime Minister has recently launched an Aadhaar based Biometric verification system to simplify processes and facilitate necessary timeliness in disbursement of pension and submission of Life Certificate. In this regard, Railway Board has already issued a correction slip to existing scheme of 'Disbursement of Pension through PSBs to accept the life certificate issued online through website jeevanpramaan.gov.in vide letter of even no. dated 19.11.2014 (RBA No.37/2014). Reserve Bank of India has also been advised to issue suitable instructions to all Banks in this regard. The process flow of the scheme is enclosed and further details are available on the aforementioned website.

It is requested that wide publicity be given to this effect and ensure that this scheme is operationalised by end of November, 2014 as directed by the PMO.

In addition to the above, it may please be ensured that Aadhar no. is incorporated in the pension application submitted by the employees while filling up their settlement papers as was advised earlier. Assistance of the pension disbursing authorities may be taken with regard to existing pensioners.

A feedback on the action taken may please be sent by 01.12.2014 for information of Board.

Process of getting digital life certificate issued for Pensioners

Step 1 : Pensioner needs to have an Aadhaar number for getting digital Life certificate issued

Step 2: Pensioner needs to enrol and biometrically authenticate himself/herself using one of the following methods :-

- a) Download application prepared for generating digital life certificate from jeevanpramaan.gov.in on any Android Tablet/Smartphone or Windows PC. Procure a low cost finger print scanner/iris scanner from the market and plug it on USB port of the Tablet/Smartphone/PC. Using the above application, Pensioner will be able to enrol and bio-metrically authenticate in real time from the comfort of their homes by giving his/her Aadhaar number and other details related to their pension bank account.
- b) Pensioner can visit a nearby CSC center, Bank Branch or any Government office whose details are provided under "locate center" on jeevanpramaan.gov.in and bio-metrically authenticate in real time by giving his/her Aadhaar number and other pension details related to their pension bank account.
- c) If the pensioner is already enrolled on the system, next time he gives his Aadhaar number, he would only be required to authenticate his bio-metric for updating date of his digital life certificate.

Step 3 : After successful submission of digital life certificate, pensioner will be sent a sms on his/her mobile giving the transaction id. Pensioner will be able to download computer generated life certificate from jeevanpramaan.gov.in using this transaction id for their records.

Step 4 : Bank Branch can be informed about submission of your digital life certificate in one of the following ways :-

- a) Bank can login on jeevanparmaan.gov.in and can search manually for Pensioners life certificate either by giving Aadhaar number, Bank Account number or Transaction Id
- b) Core Banking Systems of Banks will be able to automatically download life certificate details from the digital life registration repository and update life status in Pensioner's bank account
- c) Pensioner's digital Life certificate can be sent to respective branch of the Bank by sending an email or forwarding the link through sms to download life certificate from the website.

Reminders through sms will be sent to the pensioners enrolled on jeevanpramaan.gov.in for timely submission of their digital life certificates.

. / Estt.Srl.No.164/2014

./ RBE No.Nil

./No.SER/P-HQ/Ruling/O/992

/ Dated: 22.12.2014

**/ Sub: Transfer from one Railway/Division/Unit
to another Railway/Division/Unit on
mutual exchange**

**./Railway Board's letter No.E(NG)I-2014/TR/18
/dated 11.12.2014 (./RBE No.Nil) along with this Railway's
letter No.SER/P-HQ/Ruling/O/992 /dated 22.09.2014 is as under:-**

Reference South Eastern Railway's letter No.SER/P-HQ/Ruling/O/992 dated 22.09.2014 on the above subject.

2. South Eastern Railway's attention is drawn towards para 310 of IREM Vol.I, 1989 edition which provides that mutual transfer is allowed between an employee of one cadre of a division/office/railway with another employee in the corresponding cadre in another division/.office/railway. Since the cadres of the two employees mentioned in the railway's letter referred to above are different, **mutual transfer between them cannot be allowed.**

Copy of South Eastern **Railway's letter No.SER/P-HQ/Ruling/O/992 dated 22.09.2014**

Reg: Transfer from one Railway/Division/Unit to another Railway/Division/Unit on mutual exchange

Railway Board have issued orders in regard to implementation of mutual transfer from time to time. In terms of extant procedure vide paras 102A, 310, 312 of Indian Railway Establishment Manual, Vol.I (2009 Edn.), request transfer is allowed from one seniority unit to another in the following manner :

- (i) 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; and
- (ii) **On bottom seniority** in a grade having direct recruitment against vacant Direct Recruitment Quota posts subject to the condition that the employees requesting transfer fulfills the qualification prescribed for direct recruitment for the post.

In this Railway, one Technician Gr.III (Diesel Loco Fitter) of Diesel Loco Shed of Chakradharpur Division has submitted a mutual transfer application with another Technician Gr.III (Forge & Smith Shop Fitter) of Jamalpur Workshop of Eastern Railway. The terms and condition relating to their educational qualification, medical category etc. have been satisfied but their trades are at variance. There is no clear instruction from Railway Board whether such mutual transfers can be processed.

In view of the above, Railway Board are requested to examine the issue and communicate their instructions accordingly.

This issues with the approval of CPO.

. / Estt.Srl.No.165/2014

/ RBE No.134/2014

./No.SER/P-HQ/R/O/831

/ Dated: 31.12.2014

/ Sub: Rates of Night Duty Allowance w.e.f. 01.07.2014

**/Ref: . Railway Board's letter No.
E(P&A)II-2014/HW-1 //dated 23.05.2014
(. / Estt.Srl.No. 71/14)**

**./Railway Board's letter No.E(P&A)II-2014/HW-1
/dated 02.12.2014 (. /RBE No.134/2014) is as under :-**

Consequent to sanction of an additional instalment of Dearness Allowance vide this Ministry's letter No. PC-VI/2008/1/7/2/1 dated 19.09.2014, the President is pleased to decide that the rates of Night Duty Allowance, as notified vide Annexures 'A' and 'B' of Board's letter No. E(P&A)II-2014/HW-1 dated 23.05.2014 stand revised with effect from 01.07.2014 as indicated at Annexure 'A' in respect of 'Continuous', 'Intensive', 'Excluded' categories and workshop employees, and as indicated at Annexure 'B' in respect of 'Essentially Intermittent' categories.

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

Annexure 'A'

Rates of Night Duty Allowance (NDA) with effect from 01.07.2014 for 'Intensive', 'Continuous' and 'Excluded' categories and Workshop staff			
S. No.	Pay Band	Grade Pay	Rate of NDA (in Rs.)
1	4440-7440	1300	69.70
2	4440-7440	1400	70.65
3	4440-7440	1600	72.60
4	4440-7440	1650	73.05
5	5200-20200	1800	139.60
6	5200-20200	1900	140.55
7	5200-20200	2000	141.55
8	5200-20200	2400	145.40
9	5200-20200	2800	149.25
10	9300-34800	4200	252.75
11	9300-34800	4600 and above	256.60

Annexure 'B'

Rates of Night Duty Allowance (NDA) with effect from 01.07.2014 for 'Essentially Intermittent' categories of staff			
S. No.	Pay Band	Grade Pay	Rate of NDA (in Rs.)
1	4440-7440	1300	46.45
2	4440-7440	1400	47.10
3	4440-7440	1600	48.40
4	4440-7440	1650	48.70
5	5200-20200	1800	93.05
6	5200-20200	1900	93.70
7	5200-20200	2000	94.35
8	5200-20200	2400	96.95
9	5200-20200	2800	99.50
10	9300-34800	4200	168.50
11	9300-34800	4600 and above	171.05

.. / Estt.Srl.No.166/2014

./ RBE No.132/2014

./No.SER/P-HQ/100/Recruitment/Poly/Pt.VII

/ Dated: 31.12.2014

**/ Sub: Recruitment Rules for Official Language Staff
of Indian Railways**

/Ref: . Railway Board's letter Nos :-

- 1. E(NG)II/2000/RR-1/77 //dated 03.01.13
(./ Estt.Srl.No.29/13) &**
- 2. E(NG)II/2005/RR-1/8 //dated 28.08.14
(./ Estt.Srl.No.108/14)**

**./Railway Board's letter No. E(NG)II/2000/RR-
1/77 /dated 28.11.2014 (./RBE No.132/2014) is as
under:-**

Pursuant to issue of instructions vide Board's letter of even number dated 03/1/2013 (RBE No. 149/2013), references have been received from some railway establishments seeking clarification whether Translation Training Course Certificate of three month duration awarded by Department of Official Language, Central Translation Bureau, M/o Home Affairs can be accepted in lieu of the Diploma/Certificate Course in translation from Hindi to English and vice-versa as prescribed in para 2(a)(ii) of ACS No. 223 circulated vide RBE No. 149/2013.

The issue has been examined in consultation with Department of Official Language, Central Translation Bureau, M/o Home Affairs and Official Language Directorate of this Ministry and it is clarified that aforesaid certificate course obtained from M/o Home Affairs can be accepted in lieu of Diploma/Certificate Course in translation from Hindi to English and vice-versa as prescribed in para 2(a)(ii) of ACS No. 223 circulated vide RBE No. 149/2013.

Apart from above, the instructions contained in RBE No. 149/2013 are clear, self explanatory and unambiguous and may be adhered to strictly.

Subsequent issues, if any, may be processed in terms of instructions contained in Board's letter No. E(NG)II/2005/RR-1/8 dated 28/8/2014.

(This disposes of South Western Railway's reference No. SWR/P.146/HQ/Per&Genl. dated 10/9/2013, South Eastern Railway's letter No. P/H-5/Hindi/Indent/Jr.Translator dated 21/10/2013, CLW/CRJ's letter No.GMA/Genl./163 Pt.V dated 28/2/2014 and Central Railway's letter No. HPB/629/R/BD/Raj.Vibhag dated 12/2/2014)

/No.SER/P-HQ/TRG/737/TA/Policy

/ Dated: 31.12.2014

/ Sub: Forwarding of Gazette Notification No.GSR 680 (E) dated 22.09.2014 regarding revision of rates of stipend for trade apprentices under Apprentices Act,1961

/Ref: . Railway Board's letter Nos :-

1. E(MPP)/2007/6/3 //dated 23.08.07
(/ Estt.Srl.No.157/07);
2. E(MPP)/2007/6/3 //dated 09.03.11
(/ Estt.Srl.No.62/11) &
3. E(MPP)/2013/6/7 //dated 15.01.14
(/ Estt.Srl.No.11/14)

./Railway Board's letter No.E(MPP)/2014/6/8
/dated 05.12.2014 (/RBE No.135/2014) is as under :-

Please refer to Ministry of Railway's letter Nos. E(MPP)2007/6/3 dated 23.08.2007 (RBE No.109/2007) and dated 09.03.2011 (RBE No.31/2011) & E(MPP)/2013/6/7 dated 15.01.2014 (RBE No.8/2014).

It has been decided that the Trade Apprentices engaged on the Indian Railways under the Apprentices Act, 1961 should be paid stipend with effect from 22.09.2014 at the revised rates as notified in the Directorate General of Employment & Training, Ministry of Labour & Employment's Notification No. G.S.R. 680 (E) dated 22.09.2014 published in Gazette of India Extraordinary (Copy of the notification is enclosed). The expenditure should be met from within the existing budget allotment.

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

MINISTRY OF LABOUR AND EMPLOYMENT
(Directorate General of Employment and Training)

NOTIFICATION
New Delhi, the 22nd September, 2014

G.S.R.680 (E).- In exercise of the powers conferred by Sub-section (1) of Section 37 of the Apprentices Act, 1961 (52 of 1961), the Central Government, after consulting the Central Apprenticeship Council, hereby makes the following rules further to amend the Apprenticeship Rules, 1992, namely:-

1. (1) These rules may be called the Apprenticeship (Second Amendment) Rules, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Apprenticeship Rules, 1992, for sub-rule (1) of Rule 11, the following shall be substituted, namely:-

“(1) The minimum rate of stipend per month payable to trade apprentices shall be follows, namely –

- | | | | |
|-----|--|---|--|
| (a) | During the first year of training | : | Seventy per cent of minimum wage of semi-skilled workers notified by the respective State or Union territory |
| (b) | During the second year of training | : | Eighty per cent of minimum wage of semi-skilled workers notified by the respective State or Union territory |
| (c) | During the third and fourth year of training | : | Ninety per cent of minimum wage of semi-skilled workers notified by the respective State or Union territory |

Provided that in the case where the minimum wage for a trade is not notified by the State Government or Union territory, then, the maximum of minimum wages of the Scheduled Employment notified by such State Government or Union territory for semi-skilled workers shall be taken into account for paying the stipend in respect of that trade.

Provided further that in the case of trade apprentices referred to in clause (a) of Section 6 of the Act, the period of training already undergone by them in a school or other institution recognized by the National Council, shall be taken into account for the purpose of determining the rate of stipend payable.”

[No. DGET-23(3)(3403)/2014-AP]
ALOK KUMAR, Directorate General/Jt.Secy.

Foot Note: The principal rules were published in the Gazette of India, Part-II, Section 3, sub-section (i), dated the 1st August,1992, vide notification number G.S.R.356, dated the 15th July, 1992 and last amended *vide* notification number G.S.R. 158 (E), dated the 4th March, 2014.

./ Estt.Srl.No.168/2014

./ RBE No.136/2014

./No.SER/P-HQ/Wel/455/3/SBF-Budget

/ Dated: 31.12.2014

/ Sub: Staff Benefit Fund

/Ref: . Railway Board's letter No.

**E(W)2014/FU-1/1 //dated 30.07.14
(RBE No.83/2014) (Estt.Srl.No.122/14)**

./Railway Board's letter No.E(W)2014/FU-1/1

/dated 08.12.2014 (./RBE No.136/2014) is as under :-

Please refer to Item No.1 under the heading "Education" of Board's letter cited above, where under the scheme of scholarship for higher Technical/Professional Education @ Rs.1500/- per month is applicable for wards of railway staff in Grade Pay of above Rs. 2400/- and up to Rs. 4200/-.

2. Based on the requests received from the Federations and Zonal Railways, Board have reconsidered the matter and have decided to remove the ceiling limit of Rs.4200/-. Accordingly, the aforesaid scheme is now available for wards of all non-gazetted Railway employees as was being done prior to issue of Board's letter *ibid* subject to the staff in lower Grade Pay being given precedence.

3. Other terms and conditions as stipulated *vide* Board's letter dated 30.7.2014 would continue to be the same.

.No. / Estt.Srl.No.169/2014

/ RBE No. 137/2014

./No.SER/P-HQ/Ruling/O/992

/ Dated: 31.12.2014

/ Sub: Posting of Government employees who have differently abled dependents – reg.

**/Ref: . Railway Board's letter No.
E(NG)I-2014/TR/12 //dated 01.08.14
(/ Estt.Srl.No. 94/14)**

**./Railway Board's letter No. E(NG)I-2014/TR/12
/dated 10.12.2014 (/RBE No.137/2014) is as under :-**

In continuation of Department of Personnel & Training's O.M.No.42011/3/2014-Estt (Res) dated 06.06.2014 circulated to the Railway's under Board's letter of even number dated 01.08.2014, DOP&T have further widened the scope of the term "disabled" as defined in para 3 of their earlier OM dated 06.06.2014 and have included "Autism" in it. A copy of DOP&T's OM No. 42011/3/2014-Estt (Res) dated 17.11.2014 is enclosed for information and guidance.

Copy of DOP&T's OM No. 42011/3/2014-Estt (Res) dated 17.11.2014

Sub: Posting of Government employees who have differently abled dependents - reg.

The undersigned is directed to refer to this Department's OM of even number dated 06.06.2014 (copy enclosed) exempting a Government employee. who is also a care giver of disabled child, from the routine exercise of transfer/rotational transfer subject to the administrative constraints. The word 'disabled' includes (i) blindness or low vision (ii) hearing impairment (iii) locomotor disability or Cerebral Palsy (iv) leprosy cured (v) mental retardation (vi) mental illness and (vii) multiple disabilities.

2. The matter regarding the scope of 'disabled' has been examined in consultation with the Department of Disability Affairs. Considering the fact that the autism spectrum disorder child requires constant caregiver

support and it would be imperative for the Government employees to take care of their autism spectrum disorder child on continuous basis. It has been decided to include *Autism* in the term 'disabled'; as defined in Para 3 of the above-mentioned O.M. dated 06.06.2014.

3. This issues with the approval of the MoS (PP).

4. All the Ministries/Departments, etc. are requested to bring these instructions to the notice of all concerned under their control.

. / Estt.Srl.No. 170/2014

/ RBE No.138/2014

./No.SER/P-HQ/Rec/100/Recruitment/Poly/Pt.VII

/ Dated: 31.12.2014

**/ Sub: Open market recruitment to posts in Pay Band-1
(Grade Pay; Rs.1800) - Changes in various
procedures regarding**

/Ref: . Railway Board's letter Nos :-

1. E(NG)II/96/RR-1/62 //dated 29.09.05

(/ Estt.Srl.No.29/06) &

2. E(NG)-II/96/RR-1/62 //dated 18.07.05

(RBE No.121/05)(/ Estt.Srl.No.147/05)

**./Railway Board's letter No.E(NG)-II/2009/RR-1/10/Pt
(7525) /dated 10.12.2014 (/RBE No.138/2014) along with Board's
letters No. E(NG)-II/2009/RR-1/10/Pt (7525) /dated 19.09.2014 (/
RBE No.103/2014) and /dated 07.07.2014 are as under :-**

**/ Sub: Open market recruitment to posts in Pay Band-1
(Grade Pay; Rs.1800) - Changes in various
procedures regarding**

/Ref: . Railway Board's letter Nos :-

1. E(NG)II/96/RR-1/62 //dated 29.09.05

(/ Estt.Srl.No.29/06) &

2. E(NG)-II/96/RR-1/62 //dated 18.07.05

(RBE No.121/05) (/ Estt.Srl.No.147/05)

Pursuant to feedback received from Chairmen, Railway Recruitment Cells in the meetings held in Board's office and constant endeavor of this Ministry to curtail the cost of expenditure incurred in conducting open market recruitment to fill up posts in Pay Band-1 (Grade Pay: Rs.1800), the procedure has been reviewed by the Board and following has been decided:-

- (i) Applications will be called only through ONLINE mode and candidates belonging to Scheduled Castes (SC)/Scheduled Tribes (ST)/Other Backward Communities (OBCS) will have to upload self certified copy of their caste certificate. In the online form, option will be asked from the candidate to indicate one of the official languages contained in VIII Schedule in which he/she wishes to write the written examination. Thus, question papers will be set in Hindi, English, Urdu and language opted by the candidate.
- (ii) The number of candidates called for Physical Efficiency Test (PET) should be 02 (two) times the number of vacancies in modification to provision contained in letter No. E(NG)II/96/RR-1/62 dated 29/9/2005 (RBE No.166/2005). This may be implemented in recruitment exercise with respect notification issued in 2013 and thereafter.
- (iii) Document verification be held in terms of instructions contained in para 7.9 of Annexure-I of RBE No. 121/2005 in such a manner that a candidate appearing for the same may be given 02 (two) block dates on which a candidate can get this procedure done. The two block dates shall have a minimum gap of 02 (two) weeks. This may be implemented in recruitment exercise with respect notification issued in 2013 and thereafter.
- (iv) Assessment/calculation of vacancies should be done on the basis of vacancies accrued in the financial year of the notification plus anticipated vacancies over the next two financial years. For example for notification to be issued in July, 2015, vacancy may be taken that has accrued as on 1st April, 2015 plus anticipated vacancies up to March, 2017. Accordingly, para 2.2 of Annexure-I of Board's instruction issued under RBE No.121/2005 and those reiterated under RBE No.103/2014 stand modified.

Railway Board's letter No.E(NG)-II/2009/RR-1/10/Pt (7525) dated 19.09.2014 (RBE No.103/2014) is as under:-

Sub: Publication of notification for open market recruitment to posts in Pay Band-1 (Grade Pay: Rs.1800) - Publication of notification once in two years regarding.

Ref: . Railway Board's letter Nos :-

1. **E(NG)-II/2007/RR-1/58 //dated 08.12.2011 (RBE No.164/11) (. / Estt.Srl.No.193/11) &**
2. **E(NG)-II/96/RR-1/62 //dated 18.07.05 (RBE No.121/05) (. / Estt.Srl.No.147/05)**

Attention is invited to instructions contained in Board's letter dated 08/12/2011 (RBE No. 164/2011), vide which Railway Recruitment Cells (RRCs) are to initiate recruitment process annually in Pay Band-1 (Grade Pay: Rs.1800) from open market in the month of July every year.

Based on the experiences in conducting recruitment annually in the past few cycles and feedback received from RRCs on logistics, time involved and problems associated, the matter has been reviewed and it has been decided by this Ministry that henceforth, notification for open market recruitment to posts in Pay Band-1 (Grade Pay: Rs.1800) will be notified once in two years **beginning July, 2015**, assessing the vacancies in terms of para 2.2 of the Annexure to Board's letter issued under RBE No.121/2005 dated 18/7/2005. However, schedule as contained in RBE No. 164/2011 for conduct of recruitment exercise may be adhered to.

Accordingly, the instructions circulated vide this office letter of even number dated 07/07/2014 stands withdrawn.

Railway Board's letter No.E(NG)-II/2009/RR-1/10/Pt (7525) dated 07.07.2014 (RBE No.Nil) is as under:-

Sub: Publication of notification for open market recruitment to posts in Pay Band-1 (Grade Pay: Rs.1800) - Publication of notification for vacancies accruing during 01/01/2014 to 30/12/2014 regarding

Ref: . Railway Board's letter Nos :-

- E(NG)II/2007/RR-1/58 //dated 08.12.2011 (RBE No.164/11) (. / Estt.Srl.No.193/11)**

In light of the fact that proposal for calling application through online mode only and publication of notification once in two years is under examination of Board, it is hereby directed that publication of notification in July, 2014 in terms of Board's letter No.E(NG)II/2007/RR-1/58 dated 08/12/2011 (RBE No.164/2011) may be kept in abeyance till further orders.