



# KHARAGPUR WORKSHOP

## SOUTH EASTERN RAILWAY





# E-NIRDESHIAA

Launched on 19-04-2019



पूर्णंदु एस. मिश्रा  
महाप्रबंधक  
**PURNENDU S. MISHRA**  
General Manager



सत्यमेव जयते

दक्षिण पूर्व रेलवे  
महाप्रबंधक कार्यालय  
गार्डेनरीच, कोलकाता - ७०००४३  
**South Eastern Railway**  
Office of General Manager  
Garden Reach, Kolkata-700 043



#### FOREWORD

It gives me immense pleasure that Kharagpur Workshop is bringing out "E-Nirdeshika" for the benefit of employees of this Rail Unit. It will add to the chapter of transparency and will prove as a tool of information dissemination.

South Eastern Railway has always engaged itself in welfare of Rail family. The information contained in this booklet ranges from benefits accruing to railway employees at the time of joining, till the time of retirement and is written in very lucid and simple manner. I hope it will be very handy for the employees.

I congratulate Chief Works Manager Shri Anill Kumar Gupta and wish all the best to Workshop Personnel Officer Shri Raja and his team for this excellent initiative.

  
(Purnendu S. Mishra)  
GENERAL MANAGER

Kolkata  
15<sup>th</sup> April 2019

## **Foreword**

**Zarina Firdausi, IRPS**  
**Principal Chief Personnel**  
**Officer**



*It is a matter of great joy that Kharagpur Workshop is going to circulate "E- Nirdeshikaa" for its employees.*

*It will act as a guiding light and will help every member of Kharagpur Workshop regarding benefits available to them and will enlighten them about service rules. The information contained in this guide are based on the circulars and manuals issued by Railway Board from time to time. The wide range of topics from settlement benefits to citizen charter will act as an enabling agent to workmen.*

*I wish Chief Works Manager, Workshop Personnel Officer and the team of personnel department of Kharagpur Workshop a grand success. I hope this step will strengthen the bond between administration and its beneficiaries.*

*Zarina Firdausi* 12/4/19  
**(Zarina Firdausi)**  
**Principal Chief Personnel Officer,**  
**South Eastern Railway.**

## Foreword

**A.K.GUPTA**

**Chief Works Manager,  
Kharagpur Workshop**



*Kharagpur Workshop is the largest integrated workshop in Indian Railways. It has always been committed for the integration of its employees with the administration on standard lines. "E-Nirdeshikaa" is one excellent addition in this tradition of ever strengthening employee-employer relationship.*

*The access to information is akin to entitlement. The wide range of information pertaining from Leave rules, SBF benefits, Settlement benefits, Citizen Charter etc. are enlisted in the booklet will not only increase awareness among staff but the knowledge of service matters and rules will certainly help in increasing their efficiency.*

*I am happy that WPO Shri Raja and his team have taken this initiative. I congratulate everyone who contributed in the circulation of E-Nirdeshikaa. I wish that the booklet will achieve its objective.*

  
**(A. K. Gupta)**  
**Chief Works Manager,  
Kharagpur Workshop,  
South Eastern Railway.**

## **Foreword**

**Raja, IRPS**  
**Workshop Personnel Officer**



*The publication of "E-Nirdeshikaa" is a step towards ensuring transparency and reducing gap between Administration and Staff.*

*"I am thankful to The General Manager, South Eastern Railway for accepting the idea of "E-Booklet".*

*I am obliged to The Principal Chief Personnel Officer, South eastern Railway for her never ending support and guidance.*

*The efficient and strong leadership of Chief Works Manager, Kharagpur Workshop inspired us to take this initiative for the benefit of employees.*

*An aware and informed workforce is always an asset to any organisation.*

*The collective effort of Assistant Personnel Officers, Kharagpur Workshop and the team of Staff & Welfare Inspectors, shaped the drafting of the content of "E-Nirdeshikaa". I thank them for their earnest support. I hope that this initiative will prove to be a milestone for our workmen.*

**(Raja)**  
**Workshop Personnel Officer,**  
**Kharagpur Workshop,**  
**South Eastern Railway.**

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# EMPLOYEE'S GUIDELINES

(1)

## Leave Rules

### Casual Leave (CL):

- 8 days in a calendar year is admissible for workshop staff .
- It is not a recorded leave.
- It can be prefixed or suffixed to any holiday or rest day.
- CL may be combined with compensatory leave granted to Gr-C &D, SCL for participation in sporting events, events of national importance i.e. Scouting duties, FWP.

### **1. Special Casual Leave (SCL):**

Special casual leave shall be granted to Railway employees to cover their absence from duty, on the following occasions / works:

- For work connected with running / administration of Railway men' s Co-Operative Societies;
- For promotion of small family norms under the Family Welfare Programme;
- For participation in sports events;
- Attendance as officials at meetings of Trade Union/ Federation;
- Participation in cultural activities like Drama, Music competitions;
- Scout work;

## Leave Rules continues.....

- Occasions like:- Voluntary Donation of Blood, Attendance at meetings of Technical / Scientific institutes, Attendance at courts as jurors / assessors; Participation in Republic Day Parade etc.
- Like CL, it is not a recognized leave or is subject to any rule under the leave rules applicable to the railway employees. Full pay is admissible during the period when the employee is on special CL. Special CL can be sanctioned with retrospective effect also.
- Special CL cannot be combined with ordinary CL and regular leave except in certain cases.

### **2. Leave on Average Pay (LAP):**

- Railway servants, permanent or temporary, other than those working in schools are entitled for 30 days LAP in a year.
- It is a recorded leave.
- Credited @ 15 days on 1<sup>st</sup> Jan. & 1<sup>st</sup> July of every year.
- The leave at the credit of a Railway servant at the close of previous half year shall be carried forward to the next half year subject to leave so carried forward plus the credit for the half-year does not exceed the maximum limit of 300+15 days.
- Can be sanctioned a maximum of 180 days at a time.

### **3. Leave on Half Average Pay (LHAP):**

- A railway servant, permanent or temporary, including the one serving in railway schools, shall be entitled to 20 days LHAP in a calendar year in respect of each completed year of service.
- Credited in advance @ 10 days on 1<sup>st</sup> Jan. & 1<sup>st</sup> July of every calendar year.
- LHAP may be granted on production of medical certificate or on private affairs.
- The amount of LHAP that can be availed of in one spell irrespective of its being combined with any other kind of leave or not shall be limited to 24 Months.
- There is no limit on accumulation of LHAP.

#### **4. Commuted Leave:**

- Commuted Leave may be granted to the employee on medical certificate.
- When Commuted Leave is granted twice the amount of such leave is debited against the LHAP.
- There is no limit to the no. of days of commuted leave to be availed of during the entire service.
- Commuted leave may be granted at the request of the employee even when LAP is due to him.
- LHAP up to a maximum of 180 days shall be allowed to be commuted during the service where such leave is utilized for an “APPROVED COURSE OF STUDY” which is certified to be in the public interest by the leave sanctioning authority.

## **5. Leave not due (LND):**

Leave not due may be granted to railway servant in permanent employment subject to the following conditions: -

- LND shall be limited to the LHAP which he is likely to earn thereafter.
- LND during the entire service shall be limited to a maximum of 360 days, on medical certificate.
- LND shall be debited against the LHAP he earns subsequently.

## **6. Study Leave:**

- Study leave may be granted to a Railway servant who has rendered not less than 5 years regular continuous service including the period of Probation.
- The course of study should be consisting of higher studies or a technical subject having a direct and close connection with the sphere of his duty.
- The employees should not reach the age of superannuating within 3 years from the date, which he is expected to return to duty after the expiry of leave.
- The maximum amount of study leave, which may be granted to a Railway servant, shall ordinarily be 12 months at any one time and during his entire service not more than 24 months in all.

## **7. Special Disability Leave:**

- This kind of leave can be granted to a railway servant whether temporary or permanent who is disabled by injury unintentionally inflicted or caused in consequence of due performance of his official duty or in consequence of his official position.
- The period of leave shall be such as is certified by the Authorised Medical Attendant and shall in no case exceed 24 months.
- This leave will be counted as duty. This leave may be combined with any other leave.
- Leave salary during such leave shall, for the first 120 days be equal to leave salary while on LAP and for remaining period of any such leave, be equal to leave salary during LHAP.

## **8. Hospital Leave:**

- Hospital leave may be granted to Railway servants other than in Group 'A' and 'B' while under treatment, if such illness or injury is directly attributed due to risks incurred in the course of official duties on production of medical certificate from an authorised Medical Attendant.
- Hospital leave is unlimited and may be sanctioned full pay beyond 120 days. Total period of hospital leave after combination with any other kind of leave shall not exceed 28 months.
- Hospital leave is not admissible to "Casual Labour" but is admissible to an "Apprentice".

## 9. Maternity Leave:

- A female railway employee (including an apprentice) with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 180 days effective from 01.09.2008 from the date of its commencement.
- The period of maternity leave on account of miscarriage / abortion should be restricted to 45 days in the entire career of a female railway servant.
- Maternity leave may be combined with leave of any other kind.
- Can be sanctioned only in a single spell.
- During the period of such leave she shall be paid leave salary.
- equal the pay drawn immediately before proceeding on leave.
- The maternity leave shall not be debited against the leave account.
- Unmarried female railway employees are also eligible for Maternity leave.

## 10.Paternity Leave:

- A male Railway Servant (including an apprentice) with less than two surviving children, may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for child birth i.e., up to 15 days before, or up to six months from the date of delivery of the child.
- The paternity leave can commence prior to childbirth so long as the date of birth of child falls during the period of such leave.
- It shall not be debited against the leave account and may be combined with any other kind of leave.
- This, too, like maternity leave, can be sanctioned only in a single spell. During the period of such leave he shall be paid leave salary equal the pay drawn immediately before proceeding on leave.

## 11.Child Care Leave:

- Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e.730 days) during their entire service for taking care of up to two children whether for rearing or to look after any of their needs like examination, sickness etc.
- Child Care Leave cannot be demanded as a matter of right. Under no circumstances can any employee proceed on Child Care Leave without prior proper approval of the leave by the leave sanctioning authority.
- During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- Child Care Leave shall not be debited against the leave account.
- The Child Care Leave shall be admissible for two eldest surviving children only.
- Child Care Leave shall not be granted in more than 3 spells in a calendar year with each spell of Child Care Leave being not less than 5 days.

## 12.Encashment of Leave(LAP):

The railway servants may avail themselves of encashment of Leave on Average Pay:

- Up to 10 days at the time of availing of Passes/PTO.
- Maximum of 60 days in the entire career.
- The period of two years for the purpose of successive encashment of LAP shall be w.r.t. a two year block, the first one commencing from 01.09.2008 and ending on 31.08.2010 w.r.t. the outward journey performed. The next block would commence from 01.09.2010 and end on 31.08.2012 and successive blocks would follow similar pattern.
- Encashment of LAP up to 10 days may be permitted without any linkage to the number of days and nature of leave availed at the time of availing Passes/PTO.
- A balance of at least 30 days of leave on average pay should be available to his credit after taking into account the period of encashment as well as leave availed of.

# Allowances

| Srl. No. | Name of the Allowance                       | Rate of Allowance                                                        |                                     |
|----------|---------------------------------------------|--------------------------------------------------------------------------|-------------------------------------|
| 1.       | Dearness Allowance                          | 01.01.2016 - Nil,                                                        | 01.07.2016 - 0 2%                   |
|          |                                             | 01.01.2017 - 04%,                                                        | 01.07.2017 - 05%,                   |
|          |                                             | 01.01.2018 - 07%,                                                        | 01.07.2018 - 09%,                   |
|          |                                             | 01-01-2019 -12%                                                          |                                     |
| 2.       | House Rent Allowance<br>(w.e.f. 01.07.2017) | 24% of Basic Pay for Class - X Cities (Min-5400/-)                       |                                     |
|          |                                             | 16% of Basic Pay for Class - Y Cities (Min-3600/-)                       |                                     |
|          |                                             | 8% of Basic Pay for Class - Z Cities (Min- 1800/-)                       |                                     |
|          |                                             | ** Kharagpur Town is falls under Class – Z Cities.                       |                                     |
| 3.       | Transport Allowance<br>(w.e.f. 01.07.2017)  | <b>Pay in Pay Level</b>                                                  | <b>Rates of Allowance per month</b> |
|          |                                             | 9 and above                                                              | Rs.3600/- +DA thereon               |
|          |                                             | 3 to 8                                                                   | Rs.1800/- +DA thereon               |
|          |                                             | 1 to 2                                                                   | Rs. 900/- +DA thereon               |
|          |                                             | *Physically disabled employees shall be paid at double the normal rates. |                                     |

| Srl No. | Name of the Allowance                              | Rate of Allowance                                                                                                                                              |                                     |
|---------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 4.      | Travelling Allowance (T.A.)<br>(w.e.f. 01.07.2017) | <b>Absence from Head Quarters</b>                                                                                                                              | <b>Payable Amount</b>               |
|         |                                                    | i) Not exceeding 06 hours:                                                                                                                                     | 30%                                 |
|         |                                                    | ii) Above 06 hours and upto 12 hours :                                                                                                                         | 70%                                 |
|         |                                                    | iii) Above 12 hours:                                                                                                                                           | 100%                                |
|         |                                                    | <b>7<sup>th</sup> CPC Level -</b>                                                                                                                              |                                     |
|         |                                                    | Entitlement:                                                                                                                                                   |                                     |
|         |                                                    | i) 14 and above                                                                                                                                                | Rs.1200/-                           |
|         |                                                    | ii) 12 and 13                                                                                                                                                  | Rs.1000/-                           |
|         |                                                    | iii) 9 to 11                                                                                                                                                   | Rs. 900/-                           |
|         |                                                    | iv) 6 to 8                                                                                                                                                     | Rs. 800/-                           |
|         |                                                    | v) 5 and below                                                                                                                                                 | Rs. 500/-                           |
| 5.      | Conveyance Allowance<br>(Road Mileage Allowance)   | <b>Distance</b>                                                                                                                                                | <b>New Fare/Ordinary Taxi Fare:</b> |
|         |                                                    | i) Upto 02 Kms.                                                                                                                                                | Rs. 30/-                            |
|         |                                                    | ii) For every additional 0.2 Kms.(200m)                                                                                                                        | Rs. 3/-                             |
|         |                                                    | iii)Luggage Charges                                                                                                                                            | Rs. 5/-                             |
|         |                                                    | iv) Waiting Charges for 2 min. 12 sec.                                                                                                                         | Rs. 2/-                             |
|         |                                                    | <b>Air-Conditioned Meter Taxi:</b> For Air-Conditioned Meter Taxi the proposed rates will be additional 25% on all the rates proposed for Ordinary Meter Taxi. |                                     |

| Srl No. | Name of the Allowance                                               | Rate of Allowance                                                                                                              |                                |
|---------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 6.      | Children Educational Allowance/ Hostel Subsidy (w.e.f.: 01.07.2017) | i) Children Educational Allowance                                                                                              | @ Rs. 2,250/- Per Month/Child. |
|         |                                                                     | ii) Hostel Subsidy                                                                                                             | @ Rs.6,750/- Per Month/Child.  |
|         |                                                                     | iii) The allowance will be double for differently abled children.                                                              |                                |
|         |                                                                     | iv) Permissible Up to 2 children studying in two classes prior to Class-I i.e., Nursery/LKG/UKG to Class – XII once in a year. |                                |
| 7.      | Over Time Allowance (w.e.f.: 01.01.2016)                            | Pay + D.A.+ Transport Allowance + H.R.A. (if eligible) for every hour of Factory Over Time.                                    |                                |
| 8.      | Incentive Bonus under CRJ pattern                                   | <b>Hourly Rates under CRJ Pattern :</b>                                                                                        |                                |
|         |                                                                     | Junior Engineer/Senior Technician                                                                                              | Rs.49.65                       |
|         |                                                                     | Technician Gr.I                                                                                                                | Rs.43.30                       |
|         |                                                                     | Technician Gr.II                                                                                                               | Rs.38.50                       |
|         |                                                                     | Technician Gr.III                                                                                                              | Rs.32.20                       |
|         |                                                                     | Semi-Skilled                                                                                                                   | Rs.25.95                       |
|         |                                                                     | Un-Skilled                                                                                                                     | Rs.24.50                       |
| 9.      | PCO Allowance (w.e.f.: 01.07.2017)                                  | 6% of Basic Pay for Senior Section Engineers (Level - 7 in Pay Matrix).                                                        |                                |
|         |                                                                     | 12% of Basic Pay for Non-Supervisory Staff and Jr. Engineers (Upto Level – 6)                                                  |                                |

| Srl No. | Name of the Allowance                                                            | Rate of Allowance                                                                                                                                                                        |
|---------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.     | Special Allowance to Chief Safety Officers/ Safety Officers (w.e.f.: 01.07.2017) | 6% of Basic Pay                                                                                                                                                                          |
| 11.     | Dress Allowance (w.e.f. 01.07.2017)                                              | Rs.5,000/- per annum to categories of staff who were supplied uniforms and are required to wear them regularly.                                                                          |
| 12.     | Night Duty Allowance (w.e.f.: 01.07.2017)                                        | <b>Hourly Rate of Night Duty Allowance :</b> Basic Pay + Dearness Allowance/200 Weightage of 10 Minutes for every hour of duty performed during the period from 22.00 Hrs. To 06.00 Hrs. |

# Transfer

## **1) Administrative Transfers :**

- If the transfer happens in the interest of the administration, then there will be no loss of seniority.

## **2) Transfer on own request**

- The staff concerned will be placed as junior in new place of posting on the date of joining .
- If the transfer has occurred in the same seniority unit then the seniority will be maintained.
- Five years after appointment, transfer application can be considered.

## **3) Mutual Transfer :**

- The seniority of junior employee will be given to both of the two employees taking mutual transfer, if the staff concerned belongs to same community.
- Bottom seniority will be determined in case of mismatch of community of the staff concerned.
- No request for back tracking from the mutual exchange to be entertained in any circumstances.
- Mutual Transfer in two different grades permitted only in recruitment grade.

## Joining Time Rules in Railway:-

- 1) **Extent of application**-Joining Time shall be granted to a Railway servant on transfer in public interest to enable him to join the new post either at the same or a new station.
- 2) **Commencement of joining time**-The joining time shall commence from the date of relinquishment of charge of the old post if the charge is made over in the forenoon or the following date, if the charge is made over in the afternoon.
- 3) **Amount of joining time admissible**-Not more than one day's joining time shall be allowed to a Railway servant to join a new post within the same 'station or which does not involve change of residence from one station to another.
- 4) **Joining time on transfer**-In the cases involving transfer from one station to another and also involving change of residence, the Railway servant shall be allowed joining time with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode(s) of travel as indicated in the following schedule.

| Distance between the old headquarters and the new headquarters | Joining time admissible                                                         |
|----------------------------------------------------------------|---------------------------------------------------------------------------------|
| 1000 Kms. or less                                              | 10 days                                                                         |
| More then 1000 Kms.                                            | 12 days                                                                         |
| More than 2000 Kms.                                            | 15 days except in cases of travel by air for which the maximum will be 12 days. |

### **CIRCUMSTANCES IN WHICH COMPASSIONATE APPOINTMENTS MAY BE MADE:**

- 1) When Railway servant dies or permanently crippled in the course of duty.
- 2) When Railway servant dies in harness as a result of Railway accident or other accidents when off duty.
- 3) When Railway employees die in harness while in service or declared totally incapacitated for Railway service.
- 4) When an employee's whereabouts are not known for a period of two year and subject to the condition that the services of the person appointed on compassionate grounds would be terminated in case the missing employee is traced subsequently.
- 5) In case of missing employee, compassionate appointment may be provided 02 yrs from the date of missing , subject to lodging FIR and also 02 years of service left.
- 6) Where, on being medically decategorised, a Railway employee is offered alternative employment on the same emoluments, but chooses to retire and requests for compassionate appointment, provided that he has at least 05 years or more service left at the time of decategorisation.

## **Persons Eligible To Be Appointed On Compassionate Grounds:**

Either Spouse or Son(including adopted son) or Daughter (including Adopted daughter) -unmarried/ married/ divorced/ widowed subject to the condition that the concerned child will be the bread-winner of the family concerned or brother/sister who were fully dependent upon the deceased employee, in the case of unmarried male/unmarried female Railway employee dying in harness/retiring on medical grounds. Where the widow cannot take up employment and the sons/daughters are minor, the case may be kept pending till the son/daughter becomes a major i.e. attains the age of 18 years, application for compassionate ground to be made within 02 years from the date of attaining majority.

### **Date of next increment in revised pay structure.-**

- (1) There shall be two dates for grant of increment namely, 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of existing date of 1<sup>st</sup> July: Provided that an employee shall be entitled to only one annual increment either on 1<sup>st</sup> January or 1<sup>st</sup> July depending on the date of his appointment, promotion or grant of financial upgradation.
- (2) The increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under Modified Assured Career Progression Scheme (MACPS) during the period between the 2<sup>nd</sup> day of January and 1<sup>st</sup> day of July (both inclusive) shall be granted on 1<sup>st</sup> day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACPS during the period between the 2<sup>nd</sup> day of July and 1<sup>st</sup> day of January (both inclusive) shall be granted on 1<sup>st</sup> day of July.

## 7th CPC Pay Matrix Table for Central Government Employees w.e.f: 01.01.2016

|                            |              |          |          |          |          |              |          |          |          |
|----------------------------|--------------|----------|----------|----------|----------|--------------|----------|----------|----------|
| PB-1<br>(5200-20200)<br>GP | 1800         | 1900     | 2000     | 2400     | 2800     | 4200         | 4600     | 4800     | 5400     |
|                            | 5,200-20,200 |          |          |          |          | 9,300-34,800 |          |          |          |
| <b>Level</b>               | <b>1</b>     | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b>     | <b>7</b> | <b>8</b> | <b>9</b> |
| 1                          | 18000        | 19900    | 21700    | 25500    | 29200    | 35400        | 44900    | 47600    | 53100    |
| 2                          | 18500        | 20500    | 22400    | 26300    | 30100    | 36500        | 46200    | 49000    | 54700    |
| 3                          | 19100        | 21100    | 23100    | 27100    | 31000    | 37600        | 47600    | 50500    | 56300    |
| 4                          | 19700        | 21700    | 23800    | 27900    | 31900    | 38700        | 49000    | 52000    | 58000    |
| 5                          | 20300        | 22400    | 24500    | 28700    | 32900    | 39900        | 50500    | 53600    | 59700    |
| 6                          | 20900        | 23100    | 25200    | 29600    | 33900    | 41100        | 52000    | 55200    | 61500    |
| 7                          | 21500        | 23800    | 26000    | 30500    | 34900    | 42300        | 53600    | 56900    | 63300    |
| 8                          | 22100        | 24500    | 26800    | 31400    | 35900    | 43600        | 55200    | 58600    | 65200    |
| 9                          | 22800        | 25200    | 27600    | 32300    | 37000    | 44900        | 56900    | 60400    | 67200    |
| 10                         | 23500        | 26000    | 28400    | 33300    | 38100    | 46200        | 58600    | 62200    | 69200    |
| 11                         | 24200        | 26800    | 29300    | 34300    | 39200    | 47600        | 60400    | 64100    | 71300    |
| 12                         | 24900        | 27600    | 30200    | 35300    | 40400    | 49000        | 62200    | 66000    | 73400    |
| 13                         | 25600        | 28400    | 31100    | 36400    | 41600    | 50500        | 64100    | 68000    | 75600    |
| 14                         | 26400        | 29300    | 32000    | 37500    | 42800    | 52000        | 66000    | 70000    | 77900    |
| 15                         | 27200        | 30200    | 33000    | 38600    | 44100    | 53600        | 68000    | 72100    | 80200    |

|                            |              |          |          |          |          |              |          |          |          |
|----------------------------|--------------|----------|----------|----------|----------|--------------|----------|----------|----------|
| PB-1<br>(5200-20200)<br>GP | 1800         | 1900     | 2000     | 2400     | 2800     | 4200         | 4600     | 4800     | 5400     |
|                            | 5,200-20,200 |          |          |          |          | 9,300-34,800 |          |          |          |
| <b>Level</b>               | <b>1</b>     | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b>     | <b>7</b> | <b>8</b> | <b>9</b> |
| 16                         | 28000        | 31100    | 34000    | 39800    | 45400    | 55200        | 70000    | 74300    | 82600    |
| 17                         | 28800        | 32000    | 35000    | 41000    | 46800    | 56900        | 72100    | 76500    | 85100    |
| 18                         | 29700        | 33000    | 36100    | 42200    | 48200    | 58600        | 74300    | 78800    | 87700    |
| 19                         | 30600        | 34000    | 37200    | 43500    | 49600    | 60400        | 76500    | 81200    | 90300    |
| 20                         | 31500        | 35000    | 38300    | 44800    | 51100    | 62200        | 78800    | 83600    | 93000    |
| 21                         | 32400        | 36100    | 39400    | 46100    | 52600    | 64100        | 81200    | 86100    | 95800    |
| 22                         | 33400        | 37200    | 40600    | 47500    | 54200    | 66000        | 83600    | 88700    | 98700    |
| 23                         | 34400        | 38300    | 41800    | 48900    | 55800    | 68000        | 86100    | 91400    | 101700   |
| 24                         | 35400        | 39400    | 43100    | 50400    | 57500    | 70000        | 88700    | 94100    | 104800   |
| 25                         | 36500        | 40600    | 44400    | 51900    | 59200    | 72100        | 91400    | 96900    | 107900   |
| 26                         | 37600        | 41800    | 45700    | 53500    | 61000    | 74300        | 94100    | 99800    | 111100   |
| 27                         | 38700        | 43100    | 47100    | 55100    | 62800    | 76500        | 96900    | 102800   | 114400   |
| 28                         | 39900        | 44400    | 48500    | 56800    | 64700    | 78800        | 99800    | 105900   | 117800   |
| 29                         | 41100        | 45700    | 50000    | 58500    | 66600    | 81200        | 102800   | 109100   | 121300   |
| 30                         | 42300        | 47100    | 51500    | 60300    | 68600    | 83600        | 105900   | 112400   | 124900   |

|                            |              |          |          |          |          |              |          |          |          |
|----------------------------|--------------|----------|----------|----------|----------|--------------|----------|----------|----------|
| PB-1<br>(5200-20200)<br>GP | 1800         | 1900     | 2000     | 2400     | 2800     | 4200         | 4600     | 4800     | 5400     |
|                            | 5,200-20,200 |          |          |          |          | 9,300-34,800 |          |          |          |
| <b>Level</b>               | <b>1</b>     | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b>     | <b>7</b> | <b>8</b> | <b>9</b> |
| 31                         | 43600        | 48500    | 53000    | 62100    | 70700    | 86100        | 109100   | 115800   | 128600   |
| 32                         | 44900        | 50000    | 54600    | 64000    | 72800    | 88700        | 112400   | 119300   | 132500   |
| 33                         | 46200        | 51500    | 56200    | 65900    | 75000    | 91400        | 115800   | 122900   | 136500   |
| 34                         | 47600        | 53000    | 57900    | 67900    | 77300    | 94100        | 119300   | 126600   | 140600   |
| 35                         | 49000        | 54600    | 59600    | 69900    | 79600    | 96900        | 122900   | 130400   | 144800   |
| 36                         | 50500        | 56200    | 61400    | 72000    | 82000    | 99800        | 126600   | 134300   | 149100   |
| 37                         | 52000        | 57900    | 63200    | 74200    | 84500    | 102800       | 130400   | 138300   | 153600   |
| 38                         | 53600        | 59600    | 65100    | 76400    | 87000    | 105900       | 134300   | 142400   | 158200   |
| 39                         | 55200        | 61400    | 67100    | 78700    | 89600    | 109100       | 138300   | 146700   | 162900   |
| 40                         | 56900        | 63200    | 69100    | 81100    | 92300    | 112400       | 142400   | 151100   | 151100   |

## Retirement Benefits

**Pension**- 50% of the last basic pay.

**Commutation**- 40% of pension can be commuted to get a lump-sum amount. Full pension will be restored after 15 years of retirement.

**Gratuity**-After successful completion of 5 years Railway employee can get Retirement Gratuity at a rate of  $\frac{1}{4}$ <sup>th</sup> of last pay per half of a year. Maximum 16  $\frac{1}{2}$  month's pay or Rs. 20,00,000/- whichever is less will be paid.

**Leave Salary** –Entitled to get maximum 300 days in the entire service life. ( on the basis of last basic pay+DA).

**Provident Fund** –The employees appointed before 01.01.2004 is entitled to received interest on the accumulated provident fund amount.

**Group Insurance Scheme** – The employees appointed after 01.01.1982 are covered under this scheme and at the time of retirement amount is given to the employee.

**Composite Transfer Grant** – After retirement of the Railway employee he is entitled to get transfer grant for shifting of his household goods.

**Complimentary Pass** – The employee who have completed 20 yrs of service is entitled for two (02) sets of complimentary pass per annum.

**Family Identity Card** – After retirement, to avail the complimentary pass family Identity Card is issued where photograph and detail of the beneficiary is recorded.

**RELHS-** After retirement the employee are issued with RELHS card to avail Railway Medical facility. The rate of contribution to join RELHS shall be last month's basic pay drawn or the subscription rate indicated at different levels (as per 7<sup>th</sup> CPC) enumerated in the table below, whichever is lower.

| Srl No. | Levels in the Pay Matrix as per 7 <sup>th</sup> CPC | Subscription Rate to join RELHS (in Rs) |
|---------|-----------------------------------------------------|-----------------------------------------|
| 1       | Level 1 to 5                                        | 30,000/-                                |
| 2       | Level 6                                             | 54,000/-                                |
| 3       | Level 7 to 11                                       | 78,000/-                                |
| 4       | Level 12 and above                                  | 1,20,000/-                              |

**Fixed Medical Allowance** – The Retired employee who had settled beyond 2.5 KM of the nearest Railway Medical unit are entitled for fixed medical allowance @ Rs. 1000/- PM subject to condition they will be debarred from Railway OPD facility except chronic diseases.

**Gold Plated & Silver Medal** – At the time of Retirement a Gold plated silver medal is given to the retirees.

## **Benefit on death while in service-**

### **Family Pension**

50% of last basic is given to the spouse of the employee as enhanced family pension up to 10 years and there after 30% of last Basic Pay or minimum Rs.9000/- + D.A. as admissible.

**DLI** – on death of a service employee the family members are entitled for DLI amount subject to minimum prescribed amount laid in PF account. Employee appointed after 01.01.2004 are not covered under this scheme.

**GIS**- On death of a serving employee insurance money + saving amount are given to the family members of the deceased employee.

**Widow Complimentary Pass**– On death of a serving Railway employee 01 Set widow complimentary pass is admissible to the widow/widower.

**Ex-Gratia** – On death of a Railway employee while in duty his family members are entitled for an Ex-Gratia amount of Rs. 25,00,000/- .

### **Gratuity -**

| <b><u>Length of qualifying service</u></b> | <b><u>Rate of Death Gratuity</u></b>                                                                                                |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Less than One year                         | 2 times of monthly emoluments                                                                                                       |
| One year or more but less than 5 years     | 6 times of monthly emoluments                                                                                                       |
| 5 years or more but less than 11 years     | 12 times of monthly emoluments                                                                                                      |
| 11 years or more but less than 20 years    | 20 times of monthly emoluments                                                                                                      |
| 20 years or more                           | Half month's emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments |

The maximum limit of Retirement gratuity and death gratuity shall be Rs. 20 lakh. The ceiling on gratuity will increase by 25% whenever the dearness allowance rises by 50% of the basic pay.

### **Pass Rules**

**Kinds of Passes** : A railway servant or the entitled members of his/her family and dependent relatives as defined in these Rules may be issued the following kind of passes, namely:

- i. duty pass;
- ii. privilege pass including passes while on deputation;
- iii. school pass;
- iv. post-retirement Complimentary pass;
- v. widow pass
- vi. residential card pass; and
- vii. special pass.

### **family' includes:-**

- i. spouse of a railway servant whether earning or not;
- ii. son or sons who have not attained the age of 21 years and are wholly dependent on the railway servant;
- iii. son or sons of the age of 21 and above who are;
  - a. bonafide students of any recognised educational institution;
  - b. engaged in any research work and do not get any scholarship/stipend;
  - c. working as an articled clerk under the Chartered Accountant;
  - d. invalid, on appropriate certificate from Railway Doctor;
- iv. unmarried daughters of any age whether earning or not;
- v. widowed daughters provided they are dependent on the railway servant;
- vi. legally divorced daughter who is dependent on the railway servant;

### **Duty Pass :**

A railway servant may be issued a duty pass for performing journey on duty; and

### **Privilege Pass :**

A railway servant may be issued on his/her request a privilege pass or a privilege ticket order in the prescribed format (Annexure A) from one station to another as requested by him/her. Privilege Passes/P.T.Os are admissible for self, family, dependent relatives and adopted child, as defined in these Rules; and

### **School Pass:**

A school pass may be issued to the son or daughter of a railway servant who is a bona-fide student of any recognised educational institution.

### **Post-retirement Pass:**

- a. post-retirement complimentary pass may be issued to a railway servant after retirement or after he ceases to be a railway servant; and

**Passes to widows of Railway Employees:** Passes may be issued to the widows of railway employees, who were in Railway service on or after 12.3.1987 and expired on or after that date whether after their retirement or during service and had opted for the scheme or were automatically governed under the scheme; and

{widows of Railway employees who were in service before 12.3.87 as well as widows of railway servants who have opted out of the scheme of widow pass have also been made eligible for widow pass, on one time payment of Rs. 250 towards the cost of 2 sets of PTO vide Railway Board's letter No. E(W)95PS5-1/29 dated 24.04.1998 & Board's letter No. E(W)98 PS5-1/55 dated 12.03.2001 (RBE 52/2001)}

### **Residential Card Pass:**

A residential card pass may be issued to a railway servant for performing rail journey from the place of residence to the place of his work

### **Special Pass :**

A special pass may be issued to Railway servants, family members or dependent relatives as the case may be, on-

- a. medical grounds;
- b. sports account;
- c. for attending children camp or scouts camp; d. cultural functions; and
- e. on any other occasion which the Ministry of Railways or a Railway Administration deems fit.

| Category                                          | Privilege Pass & PTO                                                                  | Duty Pass                      |
|---------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------|
| <b>Gazetted Officers (Gr-A &amp; B)</b>           | 1 <sup>st</sup> Class 'A' Pass                                                        | 1 <sup>st</sup> Class 'A' Pass |
| <b>Non-Gazetted Employees:</b>                    |                                                                                       |                                |
| GP Rs. 4,200/- and above                          | 1 <sup>st</sup> Class Pass                                                            | 1st Class Pass                 |
| GP Rs. 2,800/-                                    | IInd Class 'A' Pass*                                                                  | IInd Class 'A' Pass*           |
| In GP Rs. 1,900/- and above but below Rs. 2,800/- | One IInd Class 'A' Pass* in a year, remaining Passes and PTOs of Second/Sleeper Class | IInd Class 'A' Pass*           |
| GP Rs. 1,800/-                                    | One IInd Class 'A' Pass* in a year, remaining Passes and PTOs of Second/Sleeper Class | Second/Sleeper Class Pass      |

### **Number of passes:**

|                                          |                                |
|------------------------------------------|--------------------------------|
| <b>Gazetted Officers (Gr- A &amp; B)</b> | <b>6 Sets per year</b>         |
| Group C & D                              | First 5 years: 1 set per year  |
|                                          | After 5 year 3 sets per years. |

## **Entitlement of Pass/PTO in Rajdhani/Shatabdi/Garib Duronto Exp.**

### ❖ **Rajdhani Express** (First Class Pass holders)

On duty : One berth in 3 AC

On Privilege Pass/PTO/Post Retirement Pass : One berth in 2 AC or Two berths in 3 AC.

### ❖ **Shatabdi Express** (First Class Pass holders)

On duty : One seat in AC Chair Car

On Privilege Pass/PTO/Post Retirement Pass : Two seats in AC Chair Car

### ❖ **Jan Shatabdi Express**

I/I A Pass

Can travel in Chair Car same as in Shatabdi Express.

Attendant in IIInd class.

Widow/Post retirement pass holder above 65 years can take a companion as per rules.

### ❖ **Garib Rath Express**

- All I/I 'A'/II 'A' Passes to serving and retired Railway employees are valid.
- Attendant not permitted. Duronto Express Trains  
Booking of berths/seats in Duronto Express Trains is permitted for serving/retired Railway servants on Duty/ Privilege/Post Retirement Complimentary Passes on the pattern of Rajdhani/Shatabdi Express Trains.

## **Staff Benefit Fund**

### **1) Scholarship for Higher Technical/Professional course for the wards of Railway Employee:-**

- a) Employees with GP more than 2400/- and whose children are undergoing 04 (four) years Degree course are eligible to get assistance from SBF @18,000/- per year.
- b) Employees with GP 2400/- and less and whose children are undergoing 03 (three) years Diploma course are to be considered for the assistance.

#### *Maintenance Grant :-*

- a) The employees who are suffering from Cancer, HIV, TB, Leprosy, Thalasemia, Kidney Failure etc and are in without pay for consecutive three months, may be sanctioned Rs.15,000/- per month from SBF duly submission after certificate of Railway Doctor in the prescribed form of application.

### **2) Artificial Limb :-**

Staffs with GP upto Rs.4600/- may be granted Rs.30,000/- from SBF for use of artificial limb duly submission after certificate of Railway Doctor in the prescribed form of application.

### **3) Funeral Assistance:-**

In the event of death of a Railway Employee (NG) while in service an amount of Rs.10,000/- is given in cash to the family members of the deceased Rly employee after submission of prescribe form along with copy of death certificate.

### **4) Holiday Camp :-**

Employees Holiday Camps are organised in every year under the aegis of SBF in different tourist places. The selection of the campers are done in the basis of their seniority. The employees has to avail their own leave and one set of privilege pass for this purpose.

### **5) Children's Camp :-**

In the total service period of an employee he may send his child of age between 11 to 14 years in the children's camp organised under the aegis of SBF. The camps are held in the places of scenic beauty and with historical importance.

## Employee Charter

| Srl No. | ITEM                                                                                                                                                                                                      | TIME LINE                                                    |                                       |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------|
| 1.      | Redressal/Disposal of staff grievances/representations received in different portals like single window cell, CP-GRAM, NIVARAN (including cases of Re-Fixation, Seniority, MACP, Arrears, Promotion etc.) | 30 Working Days from receipt of Application.                 |                                       |
| 2.      | Personal interview with CWM                                                                                                                                                                               | Same day                                                     |                                       |
| 3.      | Compassionate Appointment                                                                                                                                                                                 | Case Approved at workshop level                              | 90Days                                |
|         |                                                                                                                                                                                                           | Case Requiring Approval from HQ                              | 60 Days In Work shop + 30 Days in HQ. |
| 4       | Payment of Settlement Dues                                                                                                                                                                                | Superannuation:- On date of Retirement.                      |                                       |
|         |                                                                                                                                                                                                           | VRS/Death/Resignation: 60 Days (for non-disputed cases only) |                                       |

|          |                                                                                                               |                                                                                                                                                                        |
|----------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5</b> | Promotion through Selection and Suitability.                                                                  | Within one year of issue of previous panel.                                                                                                                            |
| <b>6</b> | NOC for own request transfer including mutual transfer.                                                       | Disposal of Application within 15 Working Days of receipt (either forwarding of application or rejection of case.                                                      |
| <b>7</b> | Sending call letters to candidates selected through RRB and RRC including verification of panel from RRB/RRC. | Within 30 working days of operation of panel.                                                                                                                          |
| <b>8</b> | a) Approval of various types of advances/Loans.                                                               | *Administrative Sanction within 7working days.                                                                                                                         |
|          | b) Disbursal of Advances or Loans & Arrears after approval.                                                   | *With salary in the next billing cycle (as applicable)                                                                                                                 |
| <b>9</b> | P.F. Withdrawal                                                                                               | *Administrative approval of competent authority within 7 working days of receipt of application.<br><br>*Disbursal to be done within 7 days from the date of approval. |

|           |                                                                          |                                                                                                                 |
|-----------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>10</b> | Issue of P.F. Statement                                                  | Same Day                                                                                                        |
| <b>11</b> | Viewing of Service Record.                                               | Once a year                                                                                                     |
| <b>12</b> | N.O.C. for Higher Education, Property Transaction, Passport, Deputation. | 14 Working Days from receipt of application where vigilance clearance is not required & 30 days in other cases. |
| <b>13</b> | Disposal of D&AR Cases.                                                  | Major – 150 Days                                                                                                |
|           |                                                                          | Minor – 31 Days                                                                                                 |
| <b>14</b> | Issue of Pass/PTO.                                                       | 1 Working Day.                                                                                                  |

|           |                                             |                                                                                                                                                                       |                  |
|-----------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>15</b> | Sanction & Payment of CTG/OT/TA.            | *Sanction within 45 working days from the date of receipt of claim from employee.<br><br>*Disbursal to be done with salary in the next billing cycle. (as applicable) |                  |
| <b>16</b> | Provision of Essential Amenities for Staff. | White washing of Office Buildings.                                                                                                                                    | Every Year       |
| <b>17</b> | Disposal of Leave applications.             | a) Casual Leave:                                                                                                                                                      | 1 working day.   |
|           |                                             | b) LAP/Maternity Leave/<br>Paternity Leave :                                                                                                                          | 7 working days.  |
|           |                                             | C) Ex-India Leave:                                                                                                                                                    | 30 working days. |
| <b>18</b> | Issue of Seniority List                     | Once Every Year.                                                                                                                                                      |                  |

## **National Pension System (NPS-2004)**

- For Railway employees recruited on or after 01.01.2004.
- This scheme has Tier I and Tier II accounts.
- Tier I is mandatory for all Railway employees who joined service or after 01.01.2004.
- Tier I contribution will be 10% of Basic Pay + DA (plus NPA if any).
- It will be deducted from salary every month.
- Government will make 14% of employees Basic Pay+DA as contribution w.e.f. 01.04.2019 & earlier it was 10%.
- Recovery will commence from the month following the month of joining Railway Service.
- A unique 16 digit Permanent Pension Account Number (PPAN) will be allotted to each Railway employee under the scheme.
- Tier I contribution and investment returns will be kept in a non-withdrawable Pension Tier I account.
- Tier II is optional.
- Tier II contribution will be kept in a separate account that will be withdrawable at the option of the Railway employee.
- No Government contribution in Tier II will be made.
- An annual statement containing details of opening balance, monthly contribution, contribution of Government and interest earned has to be given to the employee.

## **Exit from the scheme**

- Exit from the scheme will be on attaining 60 years from Tier I.
- On exit it is mandatory to invest 40% of pension wealth in an annuity (from IRDA regulated insurance company) which will provide pension for the lifetime of the employee and his/her dependant spouse/parents.
- For those who leave the scheme before attaining 60 years it is mandatory to invest 80% of the pension in such scheme.
- An annual statement containing details of opening balance, monthly contribution, contribution of Government and interest earned has to be given to the employee.

## **Management of the Pension Fund**

There will be a Central Record Keeping Agency and several Pension Fund Managers to offer 3 categories of funds to Railway employees. A,B, C based on the ratio of investment in fixed income instruments and equities.

- Pending formation of a regular Central Record Keeping Agency (CRA), Central Pension Accounting Officer will act as CRA.
- An independent Pension Fund Regulatory and Development Authority (PFRDA) will be set up. This authority will regulate and develop Pension market. As an interim measure and interim PFRDA has been set up by Ministry of Finance.



## **Other benefits to Railway employees joined after 1.1.2004**

- Existing provision of leave encashment will continue for NPS Railway employees also.
- Existing provision of Provident Fund and old pension scheme not available for Railway employees covered under NPS.

### **Entitlement of various types of Quarters :-**

| <b>Srl.<br/>No.</b> | <b>TypeDescription</b>                                                                                                         | <b>Type</b>    |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1                   | Staff with GP Rs. 1800/- (Level – 1 as per 7 <sup>th</sup> CPC)                                                                | Type - I       |
| 2                   | Staff with GP Rs. 1900/- (Level – 2 as per 7 <sup>th</sup> CPC) and upto GP Rs. 2400/- (Level -4 as per 7 <sup>th</sup> CPC)   | Type – II      |
| 3                   | Staff with GP more than Rs. 2400/- (Level -4 as per 7 <sup>th</sup> CPC) and upto 4200/- (Level -6 as per 7 <sup>th</sup> CPC) | Type – III     |
| 4                   | Staff with GP more than Rs. 4200/- (Level -6 as per 7 <sup>th</sup> CPC)                                                       | Type - IV      |
| 5                   | Gazetted officers with GP less than Rs. 6600/- (Level-11 as per 7 <sup>th</sup> CPC)                                           | Type – IV      |
| 6                   | Gazetted officers with GP Rs. 6600/- (Level-11 as per 7 <sup>th</sup> CPC)                                                     | Type – IV Spl. |
| 7                   | Gazetted officers with GP more than Rs. 6600/- (Level-11 as per 7 <sup>th</sup> CPC)                                           | Type - V       |

### **Grievance Redressal :-**

The following officers of KGPW/S personnel department may be consulted for any kind of personal/Pay related grievance.

| <b>Name</b>      | <b>Designation</b> | <b>Phone /Mob. No.</b>    |
|------------------|--------------------|---------------------------|
| Sri Raja (IRPS)  | WPO                | 9002081620<br>62750 (Rly) |
| Sri P. Mazumder  | APO(W)             | 9002081622<br>62752 (Rly) |
| Sri D. Choudhury | APO(G)             | 9002081621<br>62754 (Rly) |

### **To register a grievance through online :**

1. CPGRAM web portal link – **[pgportal.gov.in](http://pgportal.gov.in)**
2. Nivaran web portal link - **[nivaran.railnet.gov.in](http://nivaran.railnet.gov.in)**

❖ You may also lodge your grievance to the Following sectional Ch. S&WI/S&WIs:-

| <b>Sri No</b> | <b>Name</b>          | <b>Section</b>                              | <b>Contact No.</b> |
|---------------|----------------------|---------------------------------------------|--------------------|
| 1             | Sri H.C. Rao         | Carriage                                    | 9002081627         |
| 2             | Sri R. K. Mondal     | Wagon                                       | 9002081625         |
| 3             | Sri Abhijit Roy      | Prod & ERS/POH & CMT                        | 9002081624         |
| 4             | Sri B.N. Chakraborty | Central grievance Cell                      | 7001012410         |
| 5             | Sri Vinod Lal        | Diesel POH, Time Office, WPO & CWM's Office | 8617015120         |
| 6             | Sri A. Dewakar Rao   | Electrical & Accounts                       | 9932661675         |
| 7             | Sri B. Bandopadhyay  | Settlement                                  | 9002081623         |
| 8             | Sri Sanjeeb Kr Dey   | STC                                         | 9002081626         |
| 9             | Sri S.S. Singh       | General Store/KGP                           | 9002081767         |



# Calendar 2019

| January   |    |    |    |    |    |    | February |    |    |    |    |    |    | March    |    |    |    |    |    |    | April    |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|           |    | 1  | 2  | 3  | 4  | 5  |          |    |    |    |    | 1  | 2  |          |    |    |    |    | 1  | 2  |          | 1  | 2  | 3  | 4  | 5  | 6  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 | 3        | 4  | 5  | 6  | 7  | 8  | 9  | 3        | 4  | 5  | 6  | 7  | 8  | 9  | 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 | 10       | 11 | 12 | 13 | 14 | 15 | 16 | 10       | 11 | 12 | 13 | 14 | 15 | 16 | 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 | 17       | 18 | 19 | 20 | 21 | 22 | 23 | 17       | 18 | 19 | 20 | 21 | 22 | 23 | 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 27        | 28 | 29 | 30 | 31 |    |    | 24       | 25 | 26 | 27 | 28 |    |    | 24       | 25 | 26 | 27 | 28 | 29 | 30 | 28       | 29 | 30 |    |    |    |    |
|           |    |    |    |    |    |    |          |    |    |    |    |    |    | 31       |    |    |    |    |    |    |          |    |    |    |    |    |    |
| May       |    |    |    |    |    |    | June     |    |    |    |    |    |    | July     |    |    |    |    |    |    | August   |    |    |    |    |    |    |
| Su        | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|           |    |    | 1  | 2  | 3  | 4  |          |    |    |    |    |    | 1  |          | 1  | 2  | 3  | 4  | 5  | 6  |          |    |    |    | 1  | 2  | 3  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 | 2        | 3  | 4  | 5  | 6  | 7  | 8  | 7        | 8  | 9  | 10 | 11 | 12 | 13 | 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 | 9        | 10 | 11 | 12 | 13 | 14 | 15 | 14       | 15 | 16 | 17 | 18 | 19 | 20 | 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 | 16       | 17 | 18 | 19 | 20 | 21 | 22 | 21       | 22 | 23 | 24 | 25 | 26 | 27 | 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 26        | 27 | 28 | 29 | 30 | 31 |    | 23       | 24 | 25 | 26 | 27 | 28 | 29 | 28       | 29 | 30 | 31 |    |    |    | 25       | 26 | 27 | 28 | 29 | 30 | 31 |
|           |    |    |    |    |    |    | 30       |    |    |    |    |    |    |          |    |    |    |    |    |    |          |    |    |    |    |    |    |
| September |    |    |    |    |    |    | October  |    |    |    |    |    |    | November |    |    |    |    |    |    | December |    |    |    |    |    |    |
| Su        | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |          |    | 1  | 2  | 3  | 4  | 5  |          |    |    |    |    | 1  | 2  | 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 | 6        | 7  | 8  | 9  | 10 | 11 | 12 | 3        | 4  | 5  | 6  | 7  | 8  | 9  | 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 | 13       | 14 | 15 | 16 | 17 | 18 | 19 | 10       | 11 | 12 | 13 | 14 | 15 | 16 | 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 | 20       | 21 | 22 | 23 | 24 | 25 | 26 | 17       | 18 | 19 | 20 | 21 | 22 | 23 | 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    | 27       | 28 | 29 | 30 | 31 |    |    | 24       | 25 | 26 | 27 | 28 | 29 | 30 | 29       | 30 | 31 |    |    |    |    |

THANK  
YOU