MARGDARSHIKA

मार्गदर्शिका

An initiative by Personnel department

CHAKRADHARPUR DIVISION

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ABOUT RAILWAY

Indian Railways have been the prime movers to the nation and have the distinction of being one of the largest railway systems in the world under a single management. Railways being the more energy efficient mode of transport are ideally suited for movement of bulk commodities and for long distance travel. As compared to road transport, the railways have a number of intrinsic advantages. Railways are five to six times more energy efficient, four times more efficient in land use and significantly superior from the standpoints or environment impact and safety. Indian Railways, therefore, rightly occupy pride of place in the growth and development of the nation.

Railways have to perform the dual role of commercial organization and vehicle for fulfillment of social obligations. In national emergency, railways have been in the forefront in rushing relief material to disaster stricken regions.

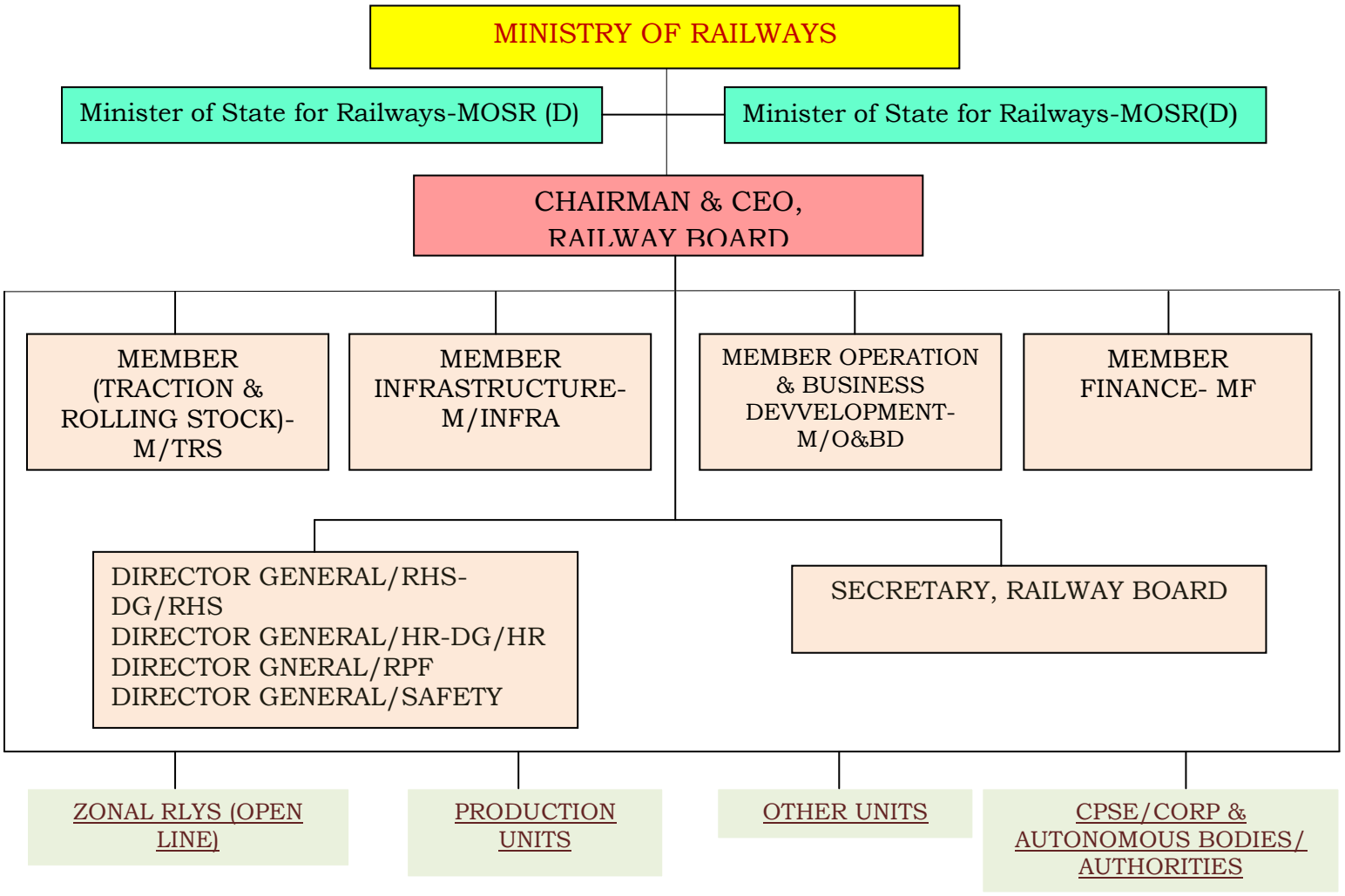
India is a land of diverse culture and Indian Railways play a key role in not only meeting the transport needs of the country, but also in binding together dispersed areas and promoting national integration. Truly, Indian Railways have emerged as the sinews of the Indian economy and have reached out to bring together the great Indian family.

Railway Board

The apex management organization is the Railway Board, also called the Ministry of Railways. The board is headed by a Chairman-cum-CEO who reports to the Minister of Railways. The board has four members viz Member/TRS, Member/Infra, Member/O&BD and Member/Finance.

Other members include DG/RHS, DG/HR, DG/RPF & DG/Safety and Secretary/Rly Board who report directly to the Chairman-cum-CEO/Railway Board.

ORGANISATION STRUCTURE OF INDIAN RAILWAYS



GENERAL MANAGERS	GENERAL MANAGERS	GENERAL MANAGERS	
1. CENTRAL 2. EASTERN 3. EAST CENTRAL 4. EAST COAST 5. NORTHERN 6. NORTH CENTRAL 7. NORTH EASTERN 8. NORTHEAST FRONTIER 9. NORTH WESTERN 10. SOUTHERN 11. SOUTH CENTRAL 12. SOUTH EASTERN 13. SOUTH EAST CENTRAL 14. SOUTH WESTERN 15. WESTERN 16. WEST CENTRAL 17. METRO	CHITTRANJAN LOCOMOTIVE WORKS BANARAS LOCOMOTIVE WORKS INTEGRAL COACH FACTORY RAIL COACH FACTORY KAPURTHALA RAIL WHEEL FACTORY YELAHANKA MODERN COACH FACTORY, RAE BARELI	CENRAL ORGANIZATION FOR RAILWAY ELECTRIFICATION NF RAILWAY (CONSTRUCTION)	1. BCL 2. BSCL 3. BWEL 4. CONCOR 5. DFCCIL 6. IRCON 7. IRCTC 8. IRFC 9. KMRCL 10. KRCL 11. MRVC 12. RCIL 13. RITES 14. RVNL 15. CRIS 16. RLDA
	CAO (R)	**CAO (R)**	
	DIESEL LOCO MODERNIZATION WORKS RAIL WHEEL PLANT, BELA	CENTRAL ORGANIZATION FOR MODERNISATION OF WORKSHOPS (COFMOW) INDIAN RAILWAY ORGANIZATION FOR ALTERNATE FULES (IROAF)	
		DIRECTOR GENERAL	
		NATIONAL ACADEMY OF INDIAN RAILWAYS VADODARA DG & EX-OFFICIO GM, RDSO, LUCKNOW	

Facts about Railway

- The first train in the world was run between Stockton & Darlington in England in 1825.
- In India, the first train ran on 16th April, 1853 from Boribunder to Thane followed by the second from Howrah to Hooghly on 15th August, 1854.
- Bori Bunder, located in Mumbai was the first railway station in India It was built by the Great Indian Peninsular Railway. This station was rebuilt as Victoria Terminus later in 1888, named after Queen Victoria. Now renamed as CSTM.
- The first electric train in India ran on 3 February 1925, between Bombay Victoria Terminal and Kurla Harbour.
- IRs fastest train is the Vande Bharat Express which attained a top speed of 180 kmph during its trial run.
- IR's fastest operating train is the Gatiman Express from Delhi to Jhansi which runs at a speed up to 160 kmph.
- The longest journey on the IR is from Dibrugarhto–Kanyakumari a distance of about 4,273kms covered by Vivek Express in about 82 hrs 50 mins.
- The longest railway platform in the world is at Gorakhpur. The length is 4,483 ft.
- Vembanad Rail Bridge length of 4.62 km in Kerala is the longest railway bridge.
- Bogibeel Bridge is the longest rail-road bridge over the Brahmaputra river of 4.94 kilometers,
- The 10.96 kms long PirPanjal tunnel of Udhampur - Baramulla rail link is India's longest railway tunnel in Jammu & Kashmir.
- Darjeeling Himalayan Railway has been bestowed the status of a 'World Heritage Site'.
- Venkatanarasimharajuvariipeta in Andhra Pradesh is the station with the longest name (29 letters). Locals usually add the prefix 'Sri' before the name, making it longer by 3 letters.
- 'Ib Railway station' in Odisha has the shortest name of all stations in the entire Indian Railways network. The station derives its name from the Ib river, which is a tributary of Mahanadi.
- Mettupalayam Ooty Nilgiri Passenger train is the slowest train in India, running at a speed of 10 kmph. The train covers 46 km in about 5 hours, which is due to operating in a hilly area. The scenic view offered makes up for the speed of the train.
- The Indian Railways' track is spread across a massive 115,000 km, making it the largest rail network in Asia and the world's second largest network operated under a single management. The entire track covers a route length of 67,368 km. The full track length of Indian Railways can circle the equator 1.5 times.

Indian Railways are the largest and most fantastic system in the world and biggest organization in our country. The statistics as on December'2021 are as under:

No. of Trains per day	21,648
No. of Passenger Trains per day	13,169
No. of Passengers carried per day	23,140,000
No. of Employees	1,308,000
Route Kilometer	67,956
No. of Railway Station	7,349

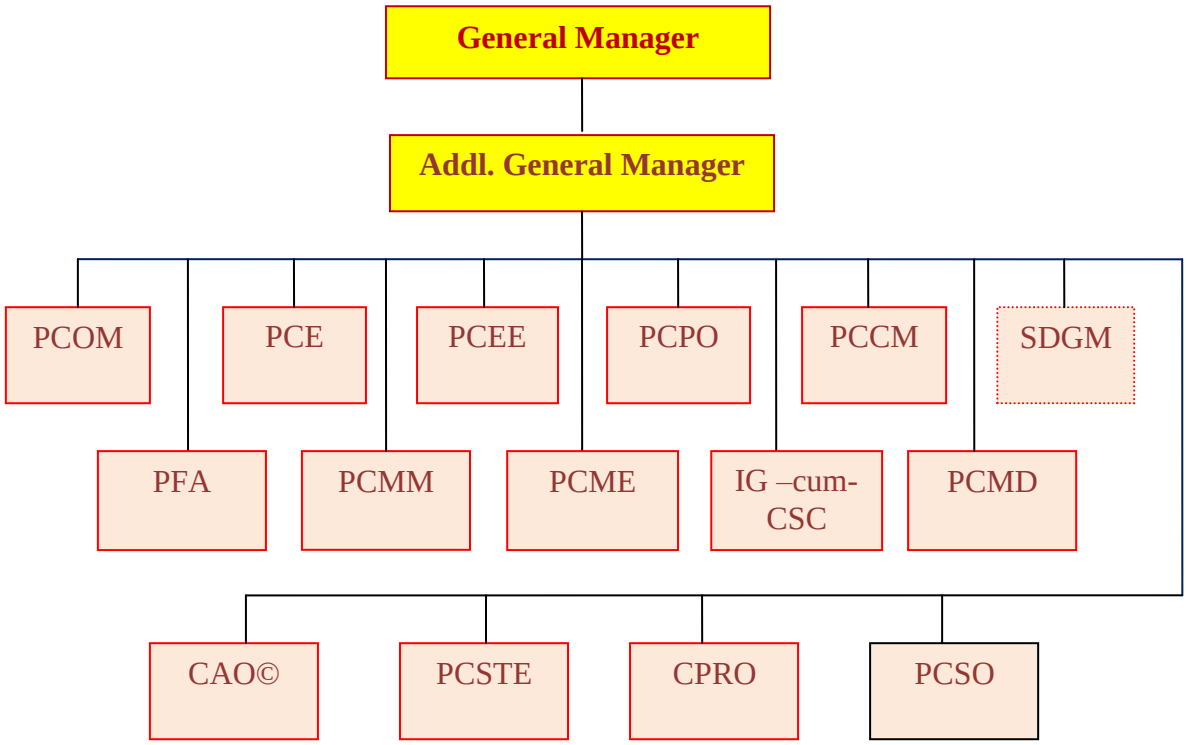
Zonal Railways:

The General Managers of the zonal railways and the production units report to the board. A vast rail system as India's, the 3rd largest in the world, has been managed at a regional level. Indian Railways has divided itself into 16 zonal railways. Each zone, headed by a General Manager, is semi-autonomous and this creates a matrix organization where the functional branches are under dual control viz. Operational Control at Zonal level, Functional Policy &Guidance from the Railway Board.

For administrative purposes, Indian Railways is divided into sixteen zones.

Sl. No.	Name of Railway	Abbr.	Date of Formation	Head quarter	Divisions
1	Northern	NR	14.04.1952	New Delhi	Delhi, Ambala, Firozpur, Lucknow, Moradabad
2	North Eastern	NER	14.04.1952	Gorakhpur	Izzatnagar, Lucknow, Varanasi
3	North Eastern Frontier	NFR	15.01.1958	Maligaon	Alipurduar, Katihar, Lumding, Rangia, Tinsukia
4	Eastern	ER	14.04.1952	Kolkata	Malda, Howrah, Sealdah, Asansol
5	South Eastern	SER	01.08.1955	Kolkata	Adra, Chakradharpur, Kharagpur, Ranchi
6	South Central	SCR	02.10.1966	Secunderabad	Secunderabad, Hyderabad, Guntakal, Guntur, Nanded, Vijayawada
7	Southern	SR	14.04.1951	Chennai	Chennai, Madurai, Palghat, Tiruchchirapalli, Trivandrum, Salem
8	Central	CR	05.11.1951	Mumbai (CST)	Mumbai, Bhusawal, Pune, Solapur, Nagpur
9	Western	WR	05.11.1951	Mumbai (CG)	Mumbai Central, Baroda, Ratlam, Ahmedabad, Rajkot, Bhavnagar
10	South Western	SWR	01.04.2003	Hubli	Hubli, Bangalore, Mysore
11	North Western	NWR	01.10.2002	Jaipur	Jaipur, Ajmer, Bikaner, Jodhpur
12	West Central	WCR	01.04.2003	Jabalpur	Jabalpur, Bhopal, Kota
13	North Central	NCR	01.04.2003	Allahabad	Allahabad, Agra, Jhansi
14	South East Central	SECR	01.04.2003	Bilaspur	Bilaspur, Raipur, Nagpur
15	East Coast	ECoR	01.04.2003	Bhubaneswar	Khurda Road, Sambalpur, Visakhapatnam, Raygada(New),
16	East Central	ECR	01.10.2002	Hajipur	Danapur, Dhanbad, Mughalsarai, Samastipur, Sonpur

ZONAL ORGANISATION STRUCTURE



Abbreviations:-

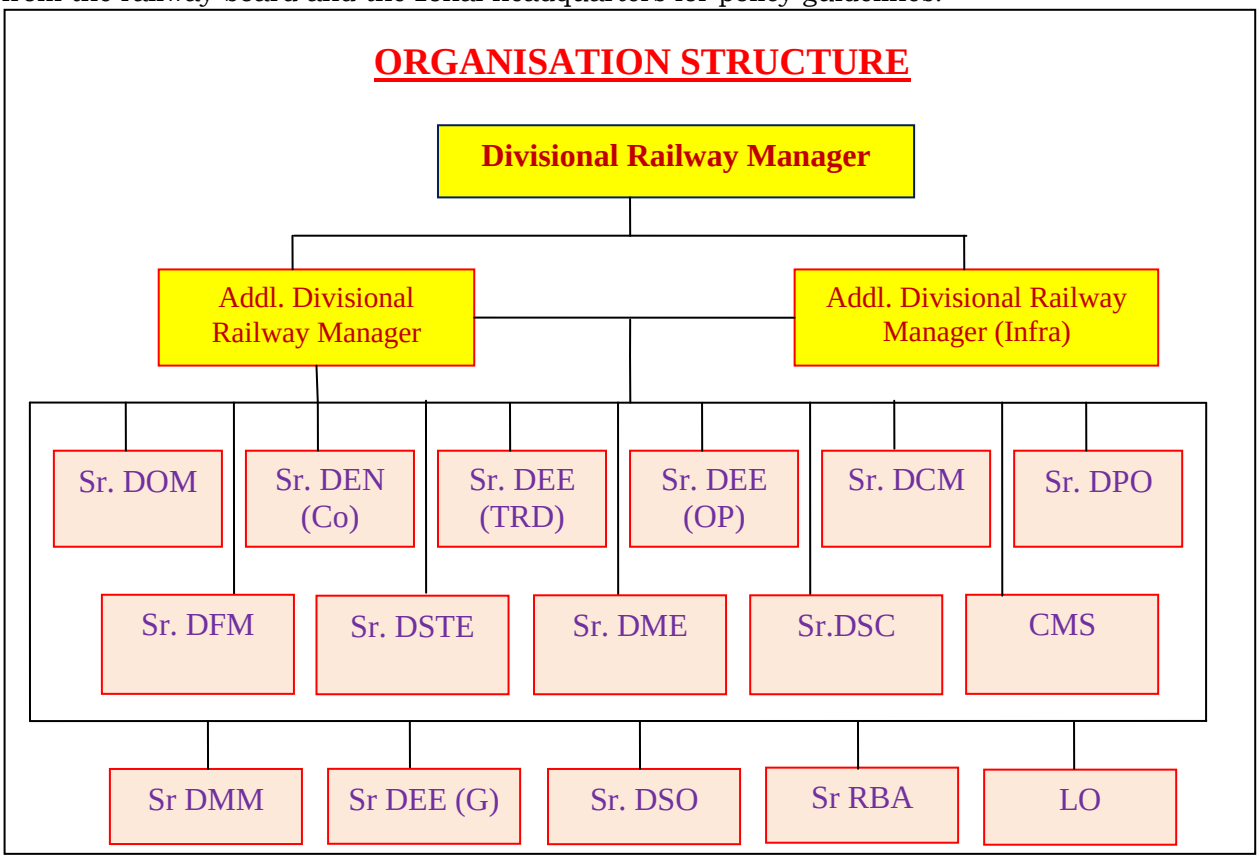
PCOM – Principal Chief Operation Manager	PCE – Principal Chief Engineer
PCEE – Principal Chief Electrical Engineer	PCPO – Principal Chief Personnel Officer
PCCM – Principal Chief Commercial Manager	SDGM – Senior Deputy General Manager
PCMM – Principal Chief Materials Manager	PCME – Principal Chief Mechanical Engineer
IG-cum-CSC – Inspector General -cum-Chief Security Commissioner	PCMD – Principal Chief Medical Director
CAO© – Chief Administrative Officer (Construction)	PCSTE – Principal Chief Signal & Telecom Engineer
CPRO – Chief Public Relation Officer	PCSO – Principal Chief Safety Officer
PFA – Principal Financial Adviser	

Earlier South Eastern Railway was known as Bengal Nagpur Railway (BNR) and was extended from Kolkata to Nagpur on the west and to Vishakapatnam in the south consisting Nagpur, Bilaspur, Chakradharpur, Adra, Kharagpur, Khurda and Waltiar Divisions. After trifurcation in 01-04-2003, it is limited with Chakradharpur, Adra, Kharagpur and Ranchi (New) Division.

DIVISIONAL ORGANISATION

The Divisional Railway Manager (DRM) heads the organization at the division level. There are currently 67 divisions on the system nationwide. The divisions are primarily involved with train running but may have loco sheds (repair shops for locomotives), coaching depots (repair home bases for passenger trains) and wagon depots (repair and maintenance points for freight stock).

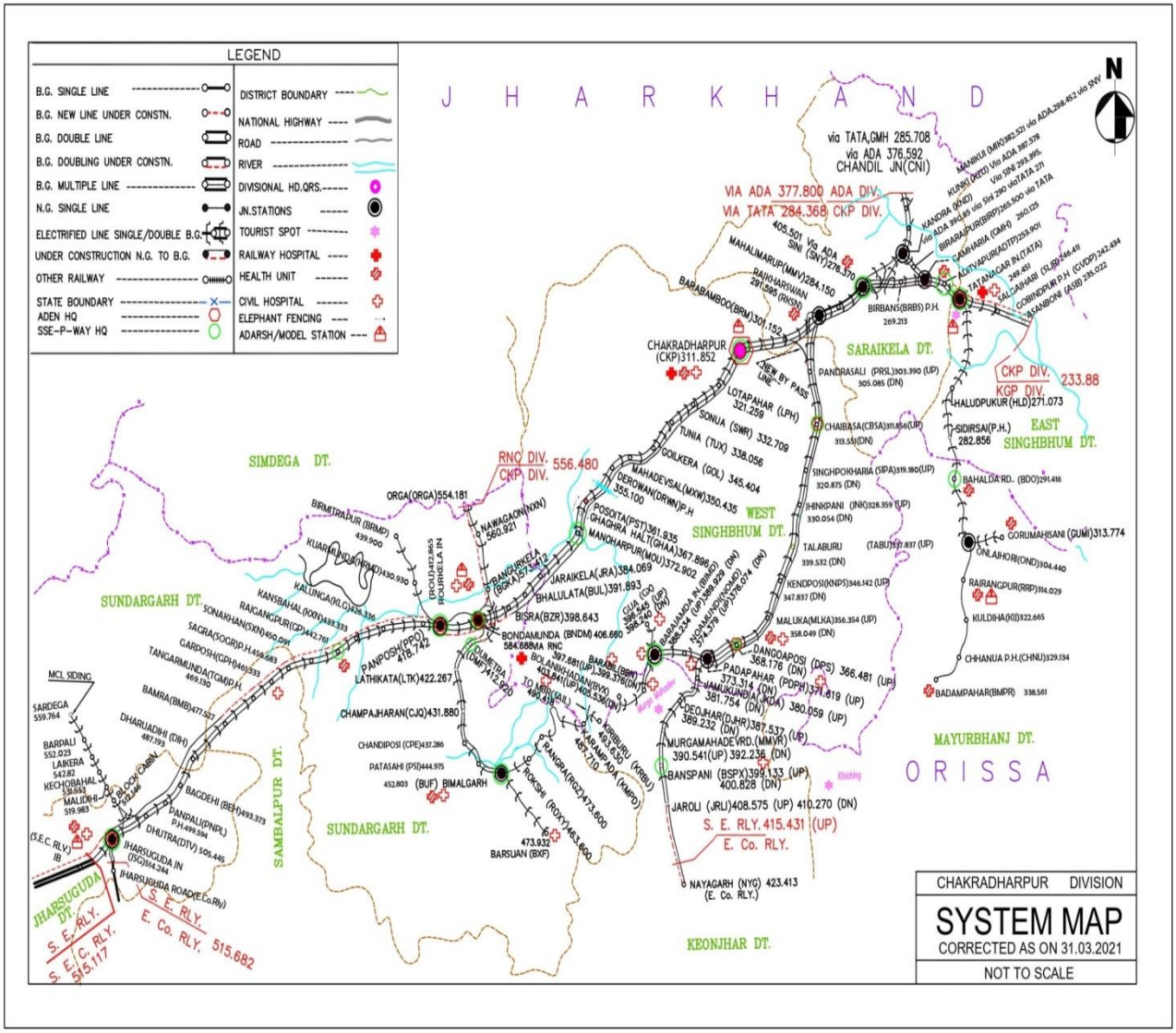
Each Division has all the functional (both line and staff) organizations. The heads of these functional groups report to the DRM for administrative purposes but rely on guidance from the railway board and the zonal headquarters for policy guidelines.



Abbreviations:-

Sr. DOM – Senior Divisional Operation Manager	Sr. DEN (Co) – Senior Divisional Engineer (Co-ordination)
Sr. DEE (TRD) – Senior Divisional Electrical Engineer (Traction)	Sr. DEE (OP) – Senior Divisional Electrical Engineer (Operation)
Sr. DCM – Senior Divisional Commercial Manager	Sr. DPO – Senior Divisional Personnel Officer
Sr. DFM – Senior Divisional Finance Manager	Sr. DSTE – Senior Divisional Signal & Telecom Engineer
Sr. DMM – Senior Divisional Materials Manager	Sr. DME – Senior Divisional Mechanical Engineer
Sr. SC – Senior Security Commissioner	CMS – Chief Medical Superintendent
Sr. DEE (G) – Senior Divisional Electrical Engineer (General)	Sr. DSO - Senior Divisional Safety Officer
Sr. RBA – Senior Rajbhasa Adhikari	LO – Law Officer

CHAKRADHARPUR DIVISION AT A GLANCE



Facts about CHAKRADHARPUR Division:-

- Chakradharpur division is located on the Howrah-Mumbai arm of the golden quadrilateral of the Indian Railways and plays a vital role on the South Eastern Railway.
- The divisional headquarter is located in sub-divisional headquarter of Porahat Sub-division of West Singhbhum district of Jharkhand. The division is located in the picturesque forest of famous dense Saranda jungle.
- The division serves the mineral and industrially rich areas of Jharkhand and Orissa. It is spread over East and West Singhbhum, Saraikela-Kharsawan of Jharkhand and Jharsuguda, Keonjhar, Sundargarh and Mayurbhanj districts of Orissa. In this division lies the main corridor of freight and passenger traffic between eastern and western parts of the country.

- Chakradharpur division is the third highest freight loading division in Indian Railways.
- Division consists of the following sections:-

- CHAKRADHARPUR-JHARSUGUDA (CKP-JSG)
- CHAKRADHARPUR-ASANBONI (CKP – ASB)
- TATANAGAR – BADAMPAHAR-GURUMAHISINI (TATA-BMPR-GUMI)
- SINI – MANIKUI (SNY-MIK)
- RAJKHARSAWN-BOLANI-GUA-BARBIL (RKSN-BYX-GUA-BBN)
- DANGOAPOSI – JAROLI (DPS-JRLI)
- BONDAMUNDA-BARSUAN-KIRIBURU (BNDM-BXF-KRBU)
- BONDAMUNDA-NUAGAON (BNDM-NXN)
- ROURKELA-BIRMITRAPUR (ROU-BRMP)
- DHUTRA-SARDEGA (DTV-MFSJ)

IMPORTANT MILESTONE AT A GLANCE

1887	Bengal-Nagpur Railway (BNR) formed.
1890	Chakradharpur to Goilkera line commissioned.
1891	Goilkera to Jharsuguda line commissioned.
1898	Chakulia to Sini line commissioned.
1924	Rajkharsawan –Dangoaposi line commissioned.
1925	Dongoaposi-Gua line commissioned.
1926	Barajamda-Barbil line commissioned.
1926	Rourkela-Birmitrapur line commissioned.
1960	Bondamunda-Barsuan-Kiriburu line commissioned.
1962	Electric Loco Shed established at TATA.
1962	Diesel Loco Shed established at BNDM.
1962	Electrification of RKSN-DPS-GX
1962	Electrification of CKP-ROU.
1969	Electrification of ROU-JSG.
1988	Change of jurisdiction after Sambalpur Division.
2000	Electrification of BNDM-BUF-BXF-RGZ.
2001	Electrification of RGZ-KRBU
2002	Change of jurisdiction after Ranchi Division.
2012	BJMD-BBN Double line commissioned.
2012	DMF-LTK Double line commissioned.
2013	LTK-CJQ Double line commissioned.
2013	MMV-RKSN 3rd line commissioned.
2015	PSJ-BUF Double line commissioned.
2015	JSG-JSGR Double line commissioned.
2015	SNY-MMV 3rd line commissioned.
2015	RKSN-PRSL 3rd line commissioned.
2016	GMH-SNY 3rd line commissioned.
2016	PRSL-JNK 3rd line commissioned.
2016	PST-MOU (RVNL) 3rd line commissioned
2017	ADTP-GMH 3rd line commissioned.
2018	SWR-GOL 3rd line commissioned.
2018	GOL-PST (RVNL) 3rd line commissioned.
2018	MOU-JRA 3rd line commissioned.
2018	JNK-KNPS 3rd line commissioned.

2018 MLKA-DPS 3rd line commissioned.
2018 JSG-Sardega line commissioned.
2019 RKSN-CKP 3rd line commissioned.
2019 KNPS-MLKA 3rd line commissioned.
2019 CJQ-PSJ 3rd line commissioned.
2019 JRA-BZR 3rd line commissioned.
2019 RKSN(West Outer)-CKP 3rd line commissioned.
2020 RKSN-RKSN(West Outer) 3rd line commissioned.
2020 CKP-SWR 3rd line commissioned.
2020 CKP-SWR 3rd line commissioned.
2020 DTV-JSG Goods 3rd line commissioned.
2021 BZR-BNDM 3rd line commissioned.

STAFF STRENGTH

The strength of the Division
Group A 76
Group B 50
Group C 19931
Group D 3563
TOTAL 23620
Contract Medical Practitioner – 12 Doctors
Contract Homeopathy Doctor – 03 Doctors

INFRASTRUCTURE MAINTENANCE FACILITIES

Electric Loco Shed TATA
Electric Loco Shed BNDM
Electric Loco Shed ROU
Diesel Loco Shed BNDM
TXR depot TATA, ADTP, DPS, CKP, BNDM, ROU, JSG
Coaching depot TATA, ROU, JSG
ROH depot TATA, ADTP, BNDM

TRAINING INSTITUTES

ELTC/TATA
CTRC/TATA
CTRC/ROU
ESTC/ROU
TRD TRAINING/CKP
ENGG TRAINING CENTRE/CKP
TRAFFIC TRAINING CENTRE/CKP

MAJOR LOADING POINTS

IRON ORE : JARULI, BANSPANI, DEOJHAR, MURGAMAHADEV ROAD, GUA, BOLANI, BARBIL, BARAJAMDA, NOAMUNDI, MANOHARPUR, CHANDIPOSH, PATASAHI, BIMALGARH, BARSUAN, RANGRA, KARAMPADA, KIRIBURU, MEGAHATABURU, GURUMAHISANI, BADAMPAHAR.

SPONGE IRON : ROURKELA, BARBIL, MURGAMAHADEV ROAD.

CEMENT : DHUTRA, RAJGANGPUR, JHINKPANI, TATANAGAR.

DOLOMITE : BIRMITRAPUR, SONAKHAN

CLINKER : RAJGANGPUR, JCP TATA

FINISHED STEEL : ROURKELA, TATANAGAR

COAL : MCL

CONTAINER SERVICE : TATANAGAR, ROURKELA, JHARSUGUDA, BARBIL, MURGAMAHADEV ROAD.

ACCIDENT RELIEF TRAIN (ART)
TATANAGAR Class-B
CHAKRADHARPUR Class-A
DONGOAPOSI Class-B
BONDAMUNDA Class-A (BEMCO)
JHARSUGUDA Tool Van (BEMCO)

ARME
TATANAGAR Scale-I
CHAKRADHARPUR SPARMV
DANGOAPOSI Scale-I
BONDAMUNDA Scale-I
JHARSUGUDA Tool Van (BEMCO)

PLACES OF INDUSTRIAL AND COMMERCIAL IMPORTANCE

TATANAGAR	Tata Iron & Steel Company Tata Power Nuvuco Cement IOC Tata
GAMHARIA	Usha Martin TAYO Gamharia
KANDRA	Adhunik Steel & Power Ltd.
MANIKUI	Bihar Sponge Iron Ltd.
ROURKELA	Steel Authority of India Ltd.
RAJGANGPUR	Dalmia Cement Bharat Ltd.
DHUTRA	Ultra Tech Cement Ltd.
JHARSUGUDA	Food Corporation of India, CONCOR
JHINKPANI	ACC Cement Ltd.

RAILWAY QUARTERS:

Complete CKP Division

Type-I	Type-II	Type-III	Type-IV	Type-V	Total
7483	5168	578	208	38	13475

- Major Settlements: CKP, TATA, BNDM, ROU, JSG, ADTP, DPS.

- Places of Tourist importance :-Hirni Water Falls
  PanchGagh Water Falls
  Dassam Falls
  Jubilee Park, Jamshedpur

- Railway Institutes for staff are available at CKP, SINI, ADTP, TATA, DPS, BNDM, ROU & JSG.

- RECREATION CLUB:-
  - Personnel Branch Recreation Club
  - Railway Officers' Club
  - Accounts Recreation Club
- Community Hall - Mahatma Gandhi Sabhagar at CKP

- **Railway Schools** :-

Institute	Medium	Stream	Class	
			From	To
SER/MHSS (EM)/CKP	English	Science, Arts, Commerce	I	XII
MHSS/BNDM	English	Science, Arts, Commerce	1	XII
Inter College / SINI	English	Science, Arts, Commerce	I	XII
MHS/JSG	English		I	X

Section-wise details of Station

CHAKRADHARPUR-JHARSUGUDA (CKP-JSG)

Sl. No.	Station	Station code	Sl. No.	Station	Station code	Sl. No.	Station	Station code
1	Chakradharpur	CKP	11	Bhalulata	BUL	21	Garpos	GPH
2	Lotapahar	LPH	12	Bisra	BZR	22	Tangarmunda	TGM
3	Sonua	SWR	13	Bondamunda	BNDM	23	Bamra	BMB
4	Tunia	TUX	14	Rourkela	ROU	24	Dharuadihi	DIH
5	Goilkera	GOL	15	Panposh	PPO	25	Bagdihi	BEH
6	Mahadevshal	MXW	16	Kalunga	KLG	326	Panpali	PNPL
7	Derowan	DRWN	17	Kansbahal	KXN	27	Dhutra	DTV
8	Posoita	PST	18	Rajgangpuar	GP	28	Jharsuguda	JSG
9	Manoharpur	MOU	19	Sonakhan	SXN			
10	Jeraikela	JRA	20	Sagara	SOGR			

CHAKRADHARPUR-ASANBONI (CKP – ASB)

Sl. No.	Station	Station code	Sl. No.	Station	Station code
1	Chakradharpur	CKP	6	Gamharia	GMH
2	Badabambo	BMB	7	Adityapur	ADTP
3	Rajkharsawan	RKSN	8	Tatanagar	TATA
4	Sini	SNY	9	Salgajhudi	SLJR
5	Birbans	BRBS	10	Asanboni	ASB

TATANAGAR – BADAMPAHAR-GURUMAHISINI (TATA-BMPR-GUMI)

Sl. No.	Station	Station code	Sl. No.	Station	Station code
1	Tatanagar	TATA	5 A	Gurumahisini	GUMI
2	Haludpukur	HLD	6	Rairangpur	RRP
3	Sidhirsai	SDHS	7	Kuldiha	KIJ
4	Bahalda Rd	BDO	8	Chhanua	CHHU
5	Aunlajori	OND	9	Badampahar	BMPR

SINI – MANIKUI (SNY-MIK)

Sl. No.	Station	Station code	Sl. No.	Station	Station code
1	SINI	SNY	3	Kunki	KUZ
2	Kandra	KND	4	Manikui	MIK

RAJKHARSAWN-BOLANI-GUA-BARBIL (RKSN-BYX-GUA-BBN)

Sl. No.	Station	Station code	Sl. No.	Station	Station code	Sl. No.	Station	Station code
1	Rajkharwasn	RKSN	6	Talaburu	TABU	11	Badajamda	BJMD
2	Pandrasali	PRSL	7	Kenposi	KNPS	11 A	Bolani	BYX
3	Chaibasa	CBSA	8	Maluka	MLKA	11 B	Gua	GUA
4	Sipa	SIPA	9	Dangoaposi	DPS	11 C	Barbil	BBN
5	Jhinkpani	JNK	10	Padapahad	PDPH			

DANGOAPOSI – JAROLI (DPS-JRLI)

Sl. No.	Station	Station code	Sl. No.	Station	Station code	Sl. No.	Station	Station code
1	Dangoaposi	DPS	4	Deojhar	DJHR	7	Jaroli	JRLI
2	Padapahad	PDPH	5	Murgamahadev	MMVR			
3	Jamkundia	JKDA	6	Banspani	BSPX			

BONDAMUNDA-BARSUAN-KIRIBURU (BNDM-BXF-KRBU)

Sl. No.	Station	Station code	Sl. No.	Station	Station code	Sl. No.	Station	Station code
1	Bondamunda	BNDM	6	Patasahi	PSJ	10	Karampada	KMPD
2	Dumetra	DMF	7	Bimalgarh	BUF	11	Kiriburu	KRBU
3	Lathikata	LTK	7 A	Barsuan	BXF	12	Meghataburu	
4	Champajharan	CJQ	8	Roxy	ROXY			
5	Chandiposh	CPE	9	Rangra	RGZ			

BONDAMUNDA-NUAGAON (BNDM-NXN)

Sl. No.	Station	Station code	Sl. No.	Station	Station code	Sl. No.	Station	Station code
1	Bondamunda	BNDM	2	Bangurkela	BGKA	3	Nuagaon	NXN

ROURKELA-BIRMITRAPUR (ROU-BRMP)

Sl. No.	Station	Station code	Sl. No.	Station	Station code	Sl. No.	Station	Station code
1	Rourkela	Rou	2	Kuarmunda	KRMD	3	Birmitrapur	BRMP

DHUTRA-SARDEGA (DTV-MFSJ)

Sl. No.	Station	Station code	Sl. No.	Station	Station code
1	Dhutra	DTV	5	Laikera	LIK
2	MCL Block cabin	MCLB	6	Barpali	BRBC
3	Malidihi	MIDH	7	Sardega	MFSJ
4	Kechobahal	KOBL			

ROLE OF PERSONNEL DEPARTMENT

With over 13.6 Lakh employees, Indian Railways is one of the largest employer not only in India, but also in the world. The workforce of IR is a varied mass of people from the Gangman/Khalasi at one end to Chairman-cum-CEO, Railway Board at the apex level. The task of the personnel department of Railways is to manage and look after the welfare of this large mass of employees and their families.

Functions of Personnel Department

- Man Power Planning.
- Recruitment.
- Training and Development.
- Placement.
- Transfer.
- Performance Appraisal
- Promotions and Demotions.
- Guidance on Disciplinary matters.
- Wage and Salary administrations.
- Settling Industrial Disputes.
- Grievance Redressal.
- Incentives and Financial aids.
- Settlement and Pension.
- Arranging Post retirement benefits and Grievance Redressal of Pensioners.
- Setting up and maintenance of Welfare Activities.

Role of Personnel Manager

- Personnel manager take care of the human factor striving to get the best result from workers by developing their capabilities.
- Personnel manager will relieve the departmental officers from the task of management of employees of his department to the extent possible so that he can concentrate the functioning of his department.
- However the department officer will have the main say in the placement of workers to ensure better utilization, economy and efficiency.
- Personnel officer will also be receptive to suggestions given by departmental officer on transfer to maintain efficiency and discipline.
- Although Departmental officers are relieved of Personnel work to a great extent after setting up the Personnel Department, they should also maintain a close touch with their department employees, receive grievances on personnel matters and arrange to dispose of the same with the help of personnel officer duly keeping in view the rules and regulations laid down.
- Personnel officers are also Welfare Officers who will co-ordinate various Welfare activities such as Sports activities, management of Holiday Homes, Institute, Co-operative societies, Canteens etc.
- Personnel officer should see that legitimate interests of the workers are protected.
- Personnel officer should take utmost care in maintaining industrial peace, keeping good relations with trade unions and help in maintaining congenial atmosphere for smooth working.
- Productivity depends on technological factors and job performance. Job performance is based morale and motivation to work. Motivation of workers can be judged by their attitude towards the objectives of the organization.
- Management should be vigilant towards the attitude of the workers and should analyze the causes for negative approach of the workers in their performance. Management has to analyses and diagnoses the needs of the workers for the purpose of achieving organizational objectives by maintaining close contact with the workers.
- Generally personnel department's role is to communicate and implement policies. They play an important role by providing the required expertise in maintaining industrial relations by laisoning with the technical executives.
-

HRMS
(Human Resource Management System)

Indian Railways have introduced HRMS for effective HR management and to facilitate safe and efficient storage of employee data. With the help of HRMS, an HR representative can easily process employee information on the system without wasting much time doing the paperwork. In addition, the software system is an efficient way to store and recall employee data as and when required.

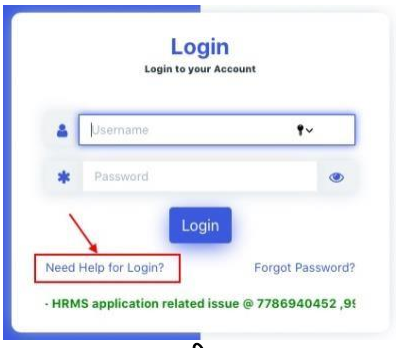
The HRMS is still in its initial stages with gradual roll out of different modules. Once fully implemented, HRMS would eliminate the tedious paperwork and other employee record-keeping activities such as employment history, education qualification, training certification, compensation and benefits, and personal identification proof. The HRMS helps to store all data in the system efficiently, safely and securely so that the data can be retrieved for administrative purposes.

HRMS Guidelines for Railway Employees
रेलवे कर्मचारियों के लिए एच. आर. एम. एस. दिशार्निदेश

HRMS Website

https://hrms.indianrail.gov.in/HRMS

Know your HRMS ID !



To Know your HRMS ID

- **Open HRMS Log-In screen**
- **Select-Need help for Log-In**
- **Enter your 11 digit Employee No. (PF No.)**
- **Click- GO to view HRMS details**

अपनी ए. च. आर. एम. एस. आईडी जानने के लिए

- ए. च. आर. एम. एस. लॉग इन स्क्रीन खोलें
- चुनें- लॉग इन के लिए मदद चाहिए
- अपनी 11 अंकों का कर्मचारी नंबर (पीएफ नंबर) दर्ज करें
- क्लिक करें - ए. च. आर. एम. एस.विवरण देखने के लिए जाएं

How to Login?

- **Log-In to HRMS Website- Enter your HRMS ID and Password**
- **Default Password- Test@123**

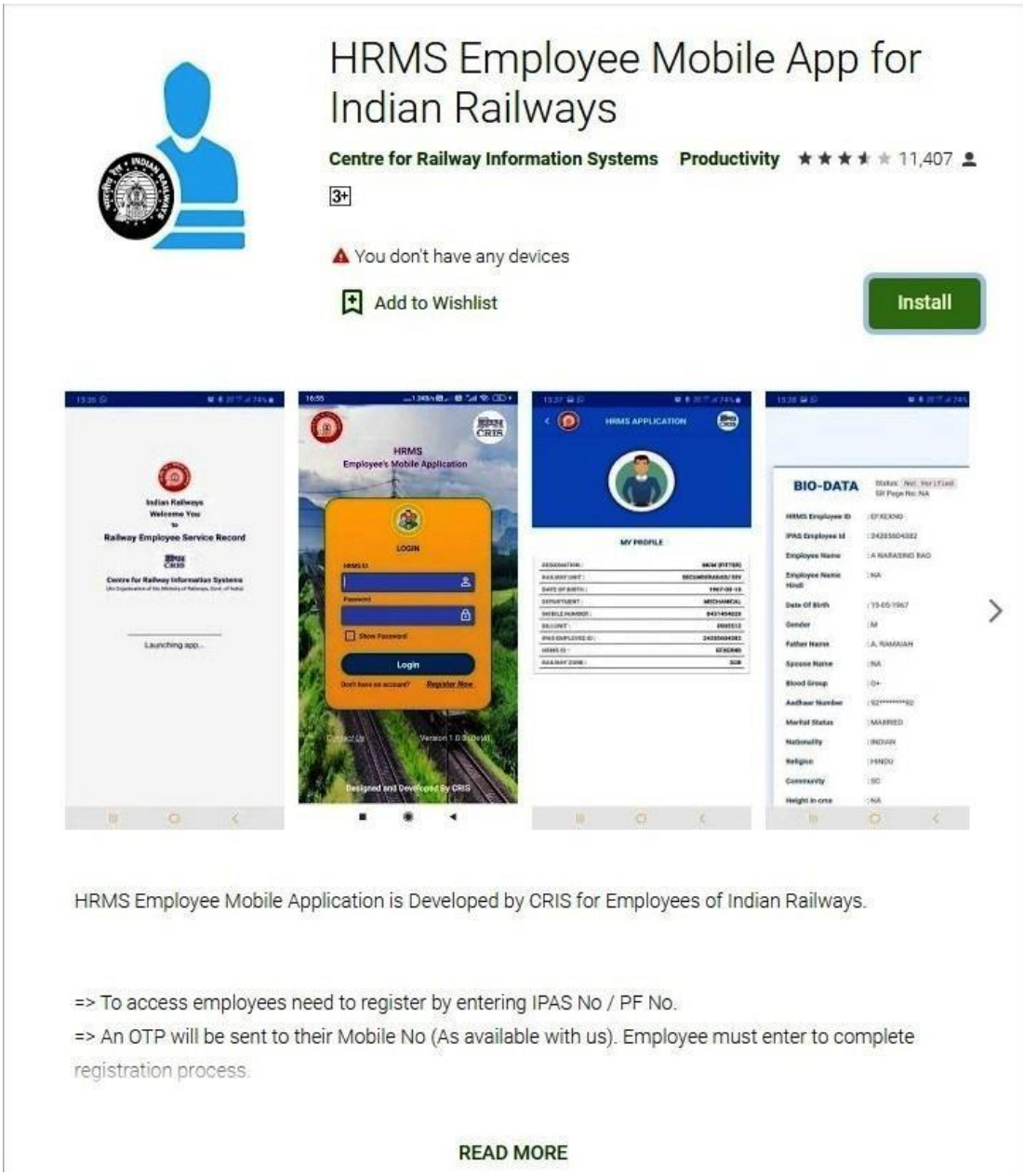
- ए. च. आर. एम. एस. वेबसाइट पर लॉग इन करें – अपना ए. च. आर. एम. एस. आईडी और पासवर्ड दर्ज करें
- डिफॉल्ट पासवर्ड – टेस्ट @123

Forgot Your Password!

- **Open HRMS Log-In Screen**
- **Select "Forgot Password"**
- **Enter your 06 digit HRMS ID**
- **Click- Send OTP**
- **Enter 05 digits OTP received in your register mobile**
- **Click Password Reset**
- **Set New Password and Confirm**

- ए. च. आर. एम. एस. लॉग - इन स्क्रीन खोलें
- पासवर्ड भूल गए चुनें
- अपना 06 अंकों का एचआरएमएस आईडी दर्ज करें
- क्लिक करें - ओ. टी. पी. भेजें
- अपने रजिस्टर मोबाइल में प्राप्त 05 अंकों का ओटीपी दर्ज करें
- पासवर्ड रीसेट पर क्लिक करें
- नया पासवर्ड सेट करें और पुष्टि करें

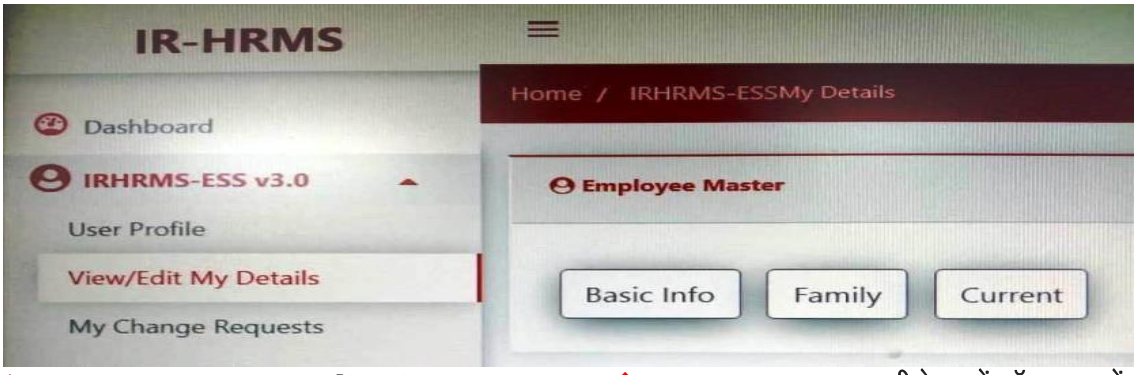
Mobile Apps – Keeping ESS Handy…



- **Mobile Apps is available to keep Employee Self Service handy**
- **Besides Android, to be also made available on iOS platform**
- **https://play.google.com/store/apps/details?id=in.co.org.cris.hrmsMobileApplication.free**

Need to update your personal data?
ESS – Employee Self Service is there for help you!!

Raising a Change Request by Employee



- **Log-In to HRMS Application**
- **Select- IRHRMS ESS**
- **Select- View/Edit my details**
- **Select- Required tab for correction and click on "GO" to view details**
- **Click on 'Raise Change Request'**
- **Type the reason for correction**
- **Click on check box of the right side of the field**
- **Make the correction which required**
- **Upload the required documents**
- **Click on SUBMIT button**
- **Once request is submitted a unique Change Request ID is generated by system for future reference**
- **Employee can track status of their Change Request Summary report under ESS menu**
- **Note- Upload documents in PDF format less than 2 MB and photos in JPG format**

- ए. च. आर. एम. एस. एप्लीकेशन में लॉग इन करें
- चुनें – IRHRMS-ESS
- चुनें – मेरे विवरण देखें संपादित करें
- चयन करें सुधार के लिए आवश्यक टैब और विवरण देखने के लिए 'Go' पर क्लिक करें
- बदलाव अनुरोध बढाएं पर क्लिक करें
- सुधार का कारण लिखें
- फील्ड के दाईं ओर के चेक बॉक्स पर क्लिक करें
- आवश्यक सुधार करें
- आवश्यक दस्तावेज अपलोड करें
- सबमिट बटन पर क्लिक करें
- एक बार अनुरोध सबमिट करने के बाद भविष्य के संदर्भ के लिए सिस्टम द्वारा एक अद्वितिय परिवर्तन अनुरोध आईडी तैयार की जाती है
- कर्मचारी ईएसएस मेनु के तहत अपने परिवर्तन अनुरोध सारांश रिपोर्ट की स्थिति को ट्रैक कर सकते हैं
- नोट – 2एमबी से कम के पीडीएफ प्रारूप में फोटो अपलोड करें

Want to apply for instant PF – Loan!!

- **Go to Loan and Advances**
- **My PF Loan Applications menu**
- **Click on "New Application" Button.**
- **Employee's basic, bank details, last PF loan details and PF balance are shown.**
- **Select- Withdrawal type**
- **Select- Withdrawal reason**
- **Enter- Application amount**
- **Enter- No of installment (If temporary loan applied)**
- **Enter- Remarks**

NOTE – Upload documents if required

- **To view Status**
- **Select – Loan & Advance**
- **Select – My PF Application**
- **View 'Current Status' in the details against your application No.**

- ऋण और अग्रिम पर जाएं
- मेरा पीएफ ऋण आवेदन मेनु
- नया आवेदन बटन पर क्लिक करें
- कर्मचारी का मूल, बैंक विवरण, अंतिम पीएफ ऋण विवरण और पीएफ बैलेंस दिखाया गया है
- चयन करें – निकासी का प्रकार
- चयन करें – निकासी का कारण
- दर्ज करें – आवेदन राशि
- दर्ज करें – किस्त की संख्या (यदि अस्थायी ऋण लागू हो)
- दर्ज करें – टिप्पणी

नोट - यदि आवश्यक हो तो दस्तावेज अपलोड करें

- स्थिति देखने के लिए
- चुनें - ऋण और अग्रिम
- चयन करें – मेरा पीएफ आवेदन
- अपने आवेदन संख्या के सामने विवरण में वर्तमान स्थिति देखें

Make a Tour!!
Apply for your e-PASS/PTO

➢ **Family declaration by Employee**

- **Select – Pass**
- **Select – Family declaration**
- **Select- Click on for Pass option to each member of family and submit**
- **Select- Pass Set list'**
- **Select- Confirm if manual pass availed entry details are correct**

➢ **APPLY New Pass Application**

- **Select – Pass Set List**
- **Select – Type for Pass ---> GO**
- **Select- On available passes 'Full Set' Or 'Half Set'**
- **Select- New Application**
- **Enter Journey details From/To Station and Break journey**
- **Select – Member to be included and submit for checking of Pass Clerk and Pass Issuing Authority.**

➢ **To view issued Pass/PTO**

- **Select – My issued passes to view PASS and PTOs.**

➢ कर्मचारी द्वारा पारिवारिक घोषणा

- चुनें – पास
- चयन करें – पारिवारिक घोषणा
- चुनें – परिवार के प्रत्येक सदस्य को पास विकल्प के लिए क्लिक करें और सबमिट करें
- चयन करें – पास सेट सूची
- चयन करें – पुष्टि करें कि क्या मैनुअल पास प्राप्त किए गए प्रवेश विवरण सही हैं

➢ नया पास आवेदन लागू करें

- चयन करें – पास सेट सूची
- चुनें – पास के लिए टाइप करें ––GO
- चुनें – उपलब्ध पासों पर – पूर्ण सेट या आधा सेट
- चुनें – नया आवेदन
- यात्रा विवरण दर्ज करें फॉर्म / टू स्टेशन और ब्रेक यात्रा
- चयन करें – सदस्य शामिल किया जाना है और पास क्लर्क और पास जारी करने वाले प्राधिकारी की जांच के लिए जमा करें

➢ जारी किए गए पास/पीटीओ देखने के लिए

- पास और पीटीओ देखने के लिए - मेरे जारी किए गए पास चुनें

Initiate your career progression report……
e-APAR!!

Employee Role (E)

- **Role of Employee serving in Level- 6 & above**

- **Click on APAR → go to "Self-Appraisal"**
- **Fill the relevant columns**
- **Submit the Self-Appraisal**
- **Note- Any employee if unable to see personal data, and then please contact your concern bill clerk.**

- लेवल – 6 और उससे उपर के कर्मचारियों की भूमिका

- एपीआर पर क्लिक करें → स्व-मूल्यांकन पर जाएं
- प्रासंगिक कॉलक भरें
- स्व-मूल्यांकन सबमिट करें
- नोट - यदि कोई कर्मचारी व्यक्तिगत डेटा नहीं देख पाता है, तो कृप्या अपने संबंधित बिल क्लर्क से संपर्क करें

Administrative Follow-up

- **Role of Service Record Dealing Clerk (DC)**

- **Click on APAR → Click on " Personal Data"**
- **All the data would have been pre-populated, blank data may be filled and submitted**

- सर्विस रिकॉर्ड डीलिंग क्लर्क (डीसी) की भूमिका

- एपीएआर पर क्लिक करें →"व्यक्तिगत डेटा" पर क्लिक करें
- सभी डेटा पहले से भरे हुए होंगे, खाली डेटा भरकर सबमिट किया जा सकता है

- **Role of Reporting officer**

- **Click on APAR- Change the Role to "RE"**
- **Select an employee from the dropdown**
- **Fill all the relevant details in 'Assessment by Reporting Officer'**
- **Submit with DSC**

- रिपोर्टिंग अधिकारी की भूमिका

- एपीआर पर क्लिक करें - भूमिका को "आरई" में बदलें
- ड्रॉपडाउन से एक कर्मचारी का चयन करें
- 'रिपोर्टिंग अधिकारी द्वारा मूल्यांकन' में सभी प्रासंगिक विवरण भरें
- डीएससी के साथ जमा करें

- **Role of Reviewing Officer**

- **Click on APAR- Change the Role to "RV"**

- समीक्षा अधिकारी की भूमिका

- एपीआर पर क्लिक करें - भूमिका को "आरवी" में बदलें
- ड्रॉपडाउन से एक कर्मचारी का चयन करें

- **Select an employee from the dropdown**
- **Fill all the relevant details**
- **Submit with DSC**
  - **Role of Accepting Officer**
- **Click on APAR- Change the Role to "AC"**
- **Fill all the relevant details Submit with DSC**
- **Generate Digitally signed PDF**
  - **Role of Reporting Officer – II (RES)**
- **Click on APAR- Change the Role to "RES"**
- **Select an employee from the dropdown**
- **Select- Section II**
- **Fill all the relevant details**
- **Submit with DSC**
  - **Reviewing- II (RVS)**
- **Click on APAR- Change the Role to "RES"**
- **Select an employee from the dropdown**
- **Select- Section II**
- **Fill all the relevant details**
- **Submit with DSC**

- सभी प्रासंगिक विवरण भरें
- डीएससी के साथ जमा करें

  - स्वीकार करने वाले अधिकारी की भूमिका
- एपीआर पर क्लिक करें - भूमिका का "एसी" में बदलें
- सभी प्रासंगिक विवरण भरें
- डीएससी के साथ जमा करें
- डिजिटली हस्ताक्षरित पीडीएफ जेनरेट करें
  - रिपोर्टिंग अधिकारी की भूमिका II (आरईएस)
- एपीआर पर क्लिक करें - भूमिका का "आरईएस" में बदलें
- ड्रॉपडाउन से एक कर्मचारी का चयन करें - चुनें -अनुभाग II
- सभी प्रासंगिक विवरण भरें
- डीएससी के साथ जमा करें

  - समीक्षा करना -II (आरवीएस)
- एपीआर पर क्लिक करें - भूमिका को "आरईएस" में बदलें
- ड्रॉपडाउन से एक कर्मचारी का चयन करें - चुनें -अनुभाग II
- सभी प्रासंगिक विवरण भरें
- डीएससी के साथ जमा करें

- Note: Employees may please not to share their HRMS password and OTP to unauthorized persons. It is advisable to change the password frequently.

PASS RULES

The Privileges granted for traveling by Rail in the form of Pass without actual payment of Railway fare & concession Ticket like PTO (Privilege Ticket Order), CTO (Concessional Ticket Order) etc. with paying concessional payment of Railway fare.(i.e. 1/3rd of the actual fare)

Kinds of passes:

a) **Duty Pass** – For the purpose of performing official duty at outstation or on transfer from one station to other.
b) **Privilege Pass**–For the purpose of travel from any station to any station with family or without family.
c) **Special Pass** – Issued on special occasion to Railway employee as well as outsiders. (For medical treatment, Sports, Scouts & Guides, Cultural activities, Court attendance, Disciplinary Enquiry, Various committee)

Class of Accommodation:

Group	Pay Level	Class of Pass	No. of Set/ Year	PTO / Year
A (Gazetted)	-	I A	6	4
B (Gazetted)	-	I A	6	4
(Non – Gazetted) C &erstwhile D	Level – 6 & above	I	3	4
	Level – 5	IIA	3	4
	Level – 1 to 4	IIA	1	0
		II	2	4

NOTE:

1) Non-gazetted staff & apprentices will get one set of privilege pass per year up to 5th year of service.
2) Pass & PTO holders are exempted from payment of Reservation Charges and super-fast train charges.
3) Pass is admissible of any number of family members which includes wife/husbands and children.
4) Maximum number of dependents can be included in the family is two. But when dependent is included the maximum number of persons allowed in privilege pass is restricted to five.
5) 2 sets of PTOs are reduced for availing the benefit of widow passes.

A. Each employee invariably has to submit declaration of family composition and dependent relatives in the prescribed form (Annexure -1) for issue of Passes & PTOs.
Family comprises of spouse, sons below the age of 21 years, student or invalid sons above 21 years, unmarried daughters, widowed/divorced daughters (wholly dependent on employee).

B. **Dependents** are widow mother, unmarried / divorced or widow sister (when father is not alive), brother under 21 years of age, married divorced / widow daughter (wholly dependent on employee), stepsons and unmarried stepdaughters.

C. **Attendants**: Each first Class – A, metal pass and 1st Class covers one attendant in 2nd Class. Attendant means a person employed on a salary in the personal service of the employee on a whole time basis and not part time servant.

D. **Apprentices**: The trainees and apprentices are also eligible to get the passes as per eligibility. The pass may not be issued to the families of the Apprentices. Special Class Apprentices are eligible for 2 sets of pass per year for themselves.

E. **Availability:** Passes are valid for 5 months from date of issue for two journeys as well as for single journey. PTOs are valid for 5 months only. Year ending passes may be issued within 5 months of the following year.

F. **Break Journey**: Pass holder can include any number of stations en-route for break journey in the pass. In addition, an unscheduled break journey can be made and endorsed by SM/TC on the pass.

G. **Passes by Shortest route**: Normally passes are issued by shortest route but,
   a. if two alternative routes are available, the pass may be issued by either route irrespective of the distance;
   b. if longer route is quicker, passes may be issued by quicker route;
   c. Passes may be issued for longer route, if the distance does not exceed the distance via shortest route by more than 15 per cent. Double journey over portion may also be permitted subject to the restriction of 15% in order to take advantage of terminal facilities.

H. **Misuse of Passes**: Railway servants are held responsible for any breach of pass rules by their family members or dependent relatives and are liable to action under the rules.

I. **Loss of Passes**: The following penalties will be imposed for loss of passes.
   a) Duty Card Pass:- 1st class : Rs.35/-, 2nd class : Rs.12.50, Trolley pass : Rs.50/-
   b) Duty Cheque Pass:- 1st class : Rs.10/-, 2nd class : Rs.5/-
   c) Privilege Pass:- 1st class : Rs.10/-, 2nd class : Rs.5/-

J. **School Passes**: A school pass may be issued to the son or daughter of a railway servant who is a bona-fide student of any recognized educational institution.

K. **Post-Retirement Complimentary Passes**: A post-retirement complimentary pass may be issued to a railway servant after retirement or after he ceases to be a railway servant.

L. **Widow Passes**: 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.

LEAVE RULES

Leaves admissible to Railway servant is governed by Liberalized Leave Rule 1949 or CPC Leave Rules effective from 01.02.1949.

a) **Casual Leave**: It is granted for unforeseen causalities or for private and personal work. It is not considered as absence from duty. As such, there is no reduction of privilege while on casual leave. Public Holidays including Sunday, Closed Saturdays and weekly off falling, within a spell of casual leave will not count as casual leave. It will not be combined with any other leave. Casual leave if not availed during the calendar year will lapse with the close of the year. Half day's casual leave may also be granted for which the lunch break will be considered as dividing line.
Admissibility: 8 days (Head Office – where 5 days working per week) / 10 days (Field Units – where 6 days working per week.)
Compensatory Casual Leave: This leave is granted to compensate Railway servant who are required attending office on Sundays or Holidays. This is granted only to ministerial staff & Class – IV employees in the office. Supervisory staff is not entitled to this leave. This leave can be availed within 30 days of the day in lieu of which it is claimed. Not more than 3 days of such leave can be availed at a time. It can be suffixed or prefixed to CL, Rest day & Holidays.
Special Casual Leave: Railway employees with disabilities as defined in the Persons with Disabilities (Equal Opportunities, Protection of Rights and FU!I Participation) Act, 1995 may be granted Special Casual Leave (SCL) for 4 days in a calendar year for specific requirements relating to the disability of the official.

b) **Leave on Average Pay**: LAP is earned at the rate of 30 days in a year and credited in advance in two spell each of 15 days on 1st January & 1st July each year. 15 days credit will be kept separate to first adjust LAP who's Leave at credit is in between 285 – 300. The balance of leave of each half year will be carried forward subject to 300 days (Max). The procedure for debiting 1/10th of the Extraordinary leave (LWP) availed during the previous half year to leave account is adopted w.e.f. 1.7.1999. New entrants will be given credit of 2 ½ days per month of the half year in which they join. The maximum limit of availing LAP at a time is 180 days. Staff in Railway School are not entitle for LAP. Workshop staff may be allowed to take half day LAP. Prefixing & Suffixing of holidays to leave shall be allowed automatically if specifically not withheld due to administrative reason.
Leave encashment: Maximum 10 days of LAP can be encashed in the block period of 2 years starting from 1.9.2008 to 31.8.2010 and subsequent period for the purpose of LTC. Balance of at least 30 LAP should be available at the credit of the Railway employee after taking into account the LAP encashed and LAP taken for this purpose. Total LAP encashed during the total career of a Railway Employee should not exceed 60 days. In order to claim encashment of LAP, Railway employees are required to avail leave, including casual leave and avail Privilege Pass/PTO.

c) **Leave on Half Average Pay**: LHAP is earned at the rate of 20 days in a year and credited in advance in two spell each of 10 days on 1st January & 1st July each year. It can be accumulated without any limit. New entrants will be given credit of 2 ½ days per month of the half year in which they join. The maximum limit of availing LAP at a time is 24 months. During LHAP, the salary payable will be half of the substantive pay. But, when commuted then it will be full substantive pay. On commutation, twice the No. of days will be debited from the LHAP. Staff in Railway School is entitled for 10 days LHAP per year.

d) **Commuted Leave**: LHAP can be converted into half the period of such LAP on medical grounds. The leave so converted is called Commuted Leave. LHAP to the extent of 180 days (max.) shall be allowed to be commuted during entire service period for an approved course of study.

e) **Extra Ordinary Leave:** EOL is granted to an employee when no other kind leave is due to him. No leave salary is admissible to the employee during such leave. This leave is not debited to the leave account. Maximum period of EOL that can be granted at a time is 5 years inclusive of other leave. EOL granted on medical certificate will count as qualifying service for pension in all cases.

f) **Leave Not Due**: A permanent Railway employee may be granted LND on LHAP for a period not exceeding 360 days in all, out of which not more than 90 days at a time and 180 days in all on medical grounds except in case of leave preparatory to retirement. This leave is granted in advance of its being earned and debited against the LHAP to be earned on resumption to duty.

g) **Maternity Leave**: It is granted to a female Railway employee for a period of 180 days on full pay. This is not allowed to women employees having 2 children. This leave is not debited to the leave account of the employee.

h) **Paternity Leave**: A male Railway servant (including an apprentice) with less than two surviving children may be granted Paternity leave for a period of 15 days during the confinement of his wife. This leave is not debited to the leave account of the employee. The leave has to be availed within 180 days of child birth.

i) **Child Adoptive Leave**: It is granted to adoptive mothers working on Rly with fewer than two surviving children for a period of 180 days on full pay on adoption of a child up to one year of age on the line of maternity leaves. This leave is not debited to the leave account of the employee.

j) **Hospital Leave & Special Disability Leave**: Omitted and replaced with Work Related Illness and Injury Leave (henceforth called as WRIIL) to a Railway servant (whether permanent or temporary), who suffers from illness or injury that is attributable to or aggravated in the performance of his/her official duties or in consequence of his/her official position subject to the provisions contained in Rule 521 of these rules on different conditions.

k) **Child Care Leave** : For women employees having minor children(below 18 years) or disabled siblings (40% disability) of any age can be granted Child Care Leave for taking care up to 2 eldest surviving children for 2 years (730 days) during entire service. Leave salary will be equal to the pay drawn before going on leave will be paid.

l) **Study Leave**: For higher studies in subjects having direct bearing on one's sphere of duties Study Leave up to 12 months at a time and 24 months in entire service career, not debit able to his leave account may be sanctioned on his filling in a Requisite Bond. The total period of Study leave including any other leave is 36 months.

m) **Leave admissible to Apprentices and Probationers**:

   i) Apprentice Mechanics in workshop in a year: Full stipend = 16 days, Half stipend = 20 on medical ground.
   ii) Trade Apprentice in a year: Full stipend = 12 days, Half stipend = 15 on medical ground.
   iii) Apprentices of all other departments, such as Train Examiners, Apprentice JE / SE etc., Probationers e.g., ASM, Commercial Clerks who are trained for employment in Cl. III posts are eligible to get leave as admissible to Apprentice Mechanics.
   iv) The apprentices who are earmarked for posting as skilled workmen may be granted leave as admissible to Trade Apprentice.
   v) Special Class Apprentices: One month leave per year.

n) Leave cannot be claimed as a matter of right. The right to grant or refuse vests on the authority competent to sanction leave. The leave usually commences on the day charge is handed over and ends on the day the charge is taken over again. It should be planned for sanction of leave to applicant staff by turn keeping view various priorities of staff and work. Normally leave should not be refused. Going on leave is beneficial both to employee and organization since it refreshes the staff.

HOLIDAY HOMES

Indian Railways have established a large number of holiday homes throughout the country for benefit of their serving and retired employees and families. The list of holiday homes, giving details of accommodation available and address for application is given below:

LOCATION		No. of Suits				Address of Application	Remarks
		Gr. A	Gr. B	GR. C	Gr. D		
Central Railway							
1	Matheran	4				Sr.DEN, CST Mumbai	
				9		DRM(W), CST Mumbai	
2	Lonavala			3		DRM(W), CST Mumbai	
				4		PA/ DRM, CST Mumbai	
3	Igatpuri			2		DRM(W), CST Mumbai	
4	Mahabaleswar	4				DGM(G)	
				16		PA/DRM	
5	Pandharpur			2		DRM(P), Solapur	
6	Dadar			6		DRM(W), CST Mumbai	
Eastern Railway							
7	BaidyanathDham			6		CPO, E.Rly, Kolkata	
8	Puri	2		10		CPO, E.Rly, Kolkata	
9	Darjeeling	3		4		CPO, E.Rly, Kolkata	
10	Nainital	4		7		CPO, E.Rly, Kolkata	
11	Haridwar	3		6		CPO, E.Rly, Kolkata	
Northern Railway							
12	Shimla	7		13	2	AEN/NR/Ambla	
		2	1	4	1	Secy/ Railway Board	
13	Barog		2	2		AEN/NR/Ambla	
14	BaijnathPaprola		2	2		IOW/Palampur	
15	Manali	3	2			DRM/FZR	
			1			Secy/ Railway Board	
16	Haridwar			2		DRM/NR/Moradabad	
17	Nainital	2		2	1	Secy/ Railway Board	
18	Mussoorie	2		2*		DSE ©, Moradabad	* 4 bed dormitories
19	Badrinath	2		2		DSE ©, Moradabad	
N. E. Railway							
20	Nainital	14		10		DGM/G, APO(W), Sr.DEN/IZN	
21	Ranikhet	2		2		Sr.DEN/IZN	
22	Varanasi			3		Sr.DEN/NER/Varanashi	
23	Allahabad City			3		AEN, APO(W)/ SER/ BSB	
N. F. Railway							
24	Shillong	3		4		Sr.DEN/NFR/PNO	
25	Kurseong	3		10*		AEN/NFR/Silguri Jn.	* 10 bed dormitories
26	Darjeeling (Craigment)	2				Secy/GM/NFR/MLG	
27	Darjeeling			4		Secy/GM/NFR/MLG	
28	Nainital	1		1		Secy/GM/NFR/MLG	

LOCATION		No. of Suits				Address of Application	Remarks
		Gr. A	Gr. B	Gr. C	Gr. D		
Southern Railway							
29	Madurai			5		DPO/SR/MDU	
30	Courtallam	2		6		DPO/SR/MDU	
31	Rameswaram			2		DPO/SR/MDU	
32	Palani			2		DPO/SR/MDU	
33	Kanyakumari	6		4		Sr.DPO/TVC	
34	Coonoor			4		DPO/SR/PGT	
35	Udagamandalam (Ooty)			8		DPO/SR/PGT	
South Central Railway							
36	Kolva Beach (Vascodagama)	2		2		Sr.DPO/SCR/Hubli	
37	Tirupati (Rly. Station)	6		9		Sr.DPO/SCR/GTL	
38	Aurangabad (Rly. Station)	2		2		Sr.DPO/HYB	
South Eastern Railway							
39	Puri			8		Dy.CPO(W)/GRC	
40	Darjeeling			4		Dy.CPO(W)/GRC	
41	Ranchi			4		Dy.CPO(W)/GRC	
42	Digha	4		2 +4*		DGM(G) / * DPO/KGP	* 4 bed dormitories
East Coast Railway							
43	Araku	2		6*		Sr.DEN(Co)/ * Sr.DPO/VSKP	* 6 bed dormitories
Western Railway							
44	Agra (Idgha)			4		DRM(E)/Kota	
45	Pali Hill, Bandra (Mumbai)			8	2	DRM(E)/ Mumbai Central	
46	Lonavala			2		DRM(E)/ Mumbai Central	
47	Udaipur			14+2		DRM(E)/Ajmer,SPO(W)/CCG(2)	
48	Mount Abu	4		13+2		PA/CE(3)/DRM/AII(1+13),SPO(W)/CCG(2)	
49	Verawal (Gujurat)			4		DRM(E)/ Bhavnagar	
50	Dwaraka (Gujurat)			3+1		DRM(E)/ Rajkot,SPO(W)/CCG(1)	
51	Gholvad	3				DRM/Mumbai Central	
Convalscent Home							
52	Bandra			2	1	SPO/W/CCG	
North Western Railway							
53	Jaipur			4		DRM(E)/Jaipur	
Western Central Railway							
54	Pachmarhi			3		Sr.DPO/Jabalpur	
South Western Railway							
55	Mysore (Rly Stn.)			5		DPO/Mysore	
South East Central Railway							
56	Amarkantak			4		Dy. CPO/HQ/SECR – 02 Nos. Sr. DPO/BSP – 02 Nos.	

I.C.F.					
56	Udagamandalam (Ooty)		4	Welfare Officer/I.C.F.	
LOCATION		No. of Suits		Address of Application	Remarks
		Gr. A / Gr. B	GR. C / Gr. D		
R.C.F.					
57	Patni Top	2	4	Dy GM/G/RCF	
C.L.W.					
58	Puri		2	CPO/CLW/CRJ	
D.L.W.					
59	Nainital	1		Secy to GM/DLW	
60	Puri	1	1	Secy to GM/DLW	

Lodging charges to be recovered per day: Gr. A&B =Rs. 25/-, Gr. C = Rs.12/-

The Holiday Homes at the following locations are available from SBF Grant in South Eastern Railway:

LOCATION		No. of Suits		Address of Application	Remarks
		Gr. A / Gr. B	GR. C / Gr. D		
South Eastern Railway					
1	Gangtok		2	Dy.CPO(W)/GRC	
2	Dadar, Mumbai		2	Dy.CPO(W)/GRC	
3	New Delhi		2	Dy.CPO(W)/GRC	

MEDICAL FACILITIES

Eligibility for free Medical Treatment in Rly. Hospitals:

- All Rly employees;
- Families of all Rly. Employees;
- Employed spouse of Rly servants;
- Step-children over 21 years residing with & wholly dependent on Rly. Employees;
- Act apprentices who come within ' Family' of employees;
- Staff of Institutes, Clubs, Statutory Canteens;
- Servants of Railway employees – only outdoor Treatment, Casual labour, Licensed Porters, Staff of Co-operatives, Canteens;
- Contractors labour if no hospital exists on payment.

Authorized Medical Officer:

DMO/AMO for Gazetted Officers and AMO for Non-Gazetted employees shall be the authorized Medical Officers. Medical attendance includes indoor & outdoor treatment including special examination. In case an attendance is required by the employee at home, the doctor will attend on payment of nominal fees as prescribed.

Identity Cards:

Each employee will be given an Index Card and an Identity Card which he will present to the doctor on his first visit. The doctor will keep the Index Card, give it proper number and give the same number on Identity Card. The patient will receive treatment in future on the basis of this Identity Card. Identity Card shall bear an attested photograph of employee and all the members of his family and of Red Colour. The new Identity Card can be issued on payment of Rs.10/- for loss or defacement. This card facilitates Railway employee and their families to avail medical treatment at other Railway Hospitals also. On transfer, the index card can be collected from the AMO and carry along with the employee for deposit at new Railway Hospital.

In addition to the above Health cards for Drivers are also issued.

Unified Medical Identity Card (UMID), a smart health card system for individual beneficiary, is introduced in Indian Railways. The employee / Pensioner can generate their UMID card online following the Step.

Access – Registration - Initiate Application - Download Medical Identity Card

Web Application URL: digitalir.in/umid
Mobile application @ (Google Play Store)

Medical Certificate:

The Railway servant falling ill should be report to the Railway doctor. Railway doctor, if feels that Railway servant is sick, may issue 'Sick Certificate' which should be submitted to the immediate Supervisor without delay. The Railway Medical Certificates shall tantamount to an application for leave on medical certificate. A 'sick' employee cannot leave headquarter without the permission of the doctor. The railway employee on report sick, shall not permitted to resume duty unless produces 'Fit for duty' certificate issued by Railway doctor.

A Railway servant residing beyond the jurisdiction of a Railway doctor may take treatment by a Registered Medical Practitioner. In such case, he has to submit unfit sick certificate immediately and submit monthly progress report in case sickness beyond one month to office / subordinate In charge. The PMC submitted may be accepted unless there is doubt. In this case also the railway employee has to produces 'Fit for duty' certificate issued by Railway doctor for resuming duty even if declared fit by the Private Doctor.

When the Railway servant remained on medical leave up to and including 3 days duration and report back for duty with a fitness certificate from the Private Medical Practitioner, he may be allowed to join duty without obtaining fitness certificate from the Railway Medical Officer, subject to the condition that the employee furnished declaration that he had not suffered during this period from any eye disease.

Re-imbursement of Medical Expenses:

When employees or their family members are referred to a Hospital by Railway Medical Authority, the expenses incurred by the employee are reimbursed on production of bills / receipts countersigned by the Superintendent of the Hospital as per procedure laid down.

For undergoing Family Welfare Measures:

Employee within reproductive age group having not more than 2 children may be granted personal pay equal to an increment if he or his spouse undergoes an operation for sterilization. The increment will not be absorbed in future increase of pay.

Medical Facilities: Medical facilities to the dependents& family members of Railway employee who dies in harness will continue to be given till the time of filling up the forms for settlement dues. One month's pay will be recovered from the settlement dues (on written option only) to provide medical facilities to the family members from Railway Hospitals/Health Units.

Periodical Medical Examination:

Medical Category	Periodicity
A – 1, A – 2, A – 3	Every 4 years up to the age of 45 years and there after every two years till the age of 55 years and then annually.
B – 1, B – 2	At the age of 45, 50 and 55 years
C – 1, C – 2	No re-examination, but may be sent for special medical examination, if necessary

No. of Hospitals & Health Units at Chakradharpur Division

Sl. No.	Hospitals/Health Units	Location/Place	No. of Beds
1.	Divisional Hospital	Chakradharpur	100
2.	Sub-Divisional Hospital	TATA	55
3.		BNDM	65
4.	Health Unit	Chakradharpur -Loco	Nil
5.		TATA-Loco	Nil
6.		Adityapur	Emergency Beds - 01
7.		Rourkela	Emergency Beds -02
8.		SINI	Emergency Beds - 02
9.		Raj-Kharsawan	Nil
10.		Dangoaposi	Emergency Beds -03
11.		Bimalgarh	Emergency Beds -01
12.		Jharsuguda	Emergency Beds -02

Tie-up with Govt./Private Hospitals for Referral of Patients in Emergency

Sl. No.	Govt./Private Hospitals	Location
1.	TATA Motors Hospital	TATANAGAR
2.	Brahmananda Narayana Multi Speciality Hospital	TATANAGAR
3.	Meditrina Hospital	TATANAGAR (ADTP)
4.	Meherbai Tata Memorial Hospital (Cancer)	TATANAGAR
5.	Ispat General Hospital (IGH)	ROURKELA
6.	Community Welfare Society Hospital	JAGDA/ROURKELA
7.	TISCO Hospital	JODA
8.	TISCO Hospital	NOAMUNDI
9.	SAIL Hospital	KIRIBURU

WELFARE MEASURE

Welfare is based on the social responsibility of organizations for the employees who work for them and their families. This is because employees spend the better part of their life in working of organizations and even their personal problems tend to arise out of work and the tension created by it. It is the responsibility of the organization to look after its employees even outside the working time and ensure that the employees are enabled to resolve personal and family problems.

Secondly even motivation and productivity at work will suffer if the employee's personal and family problems haunt him at work. Welfare includes such activities as private advice on any type of personal problem, assistance with problems of health and sickness, special responsibilities for young people elderly, and retired staff and provision of sports and social facilities. Welfare activities like Medical Assistances, Assistances for education of children of employees, Sports and recreational facilities, holiday Homes are available in the Railways.

A grievance is a feeling of being dealt in unfair way. It may be expressed or unventilated. The dissatisfaction may be brought to the knowledge of administration through Supervisor-in-charge, sectional S&WI by way of representation or recording in the register meant for the same available at the work spot. General grievances may be represented by Unions. Tenable grievances are – transfer, promotion, seniority, selection, pay fixation, arrears of pay and allowances which should be redressed within least possible time frame.

In addition to the above, grievance camp is also organized at various stations for collection & redressal of grievances. Grievance can be lodged online at the Nivaran portal http://www.nivaran.railnet.gov.in/nivaran/NivaranHomeIndex.seam.

Pradhan Mantri Suraksha Bima Yojana (PMSBY): All individual (single or joint) bank account holders in the 18-70 year age group are eligible to join PMSBY, an accident insurance scheme. Under PMSBY, the risk coverage available is Rs. 2 lakh for accidental death and permanent total disability, and Rs. 1 lakh for permanent partial disability. PMSBY offers a one-year accidental death and disability cover, at a premium of Rs. 12 per annum per member and will be deducted from his bank account through an 'auto debit' facility in one installment on or before June 1 every year.

Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY): The PMJJBY is available to people in the age group of 18 to 50 years having a bank account who give their consent to join / enable auto-debit. The life cover of Rs. 2 lakhs in case of death of the insured, due to any reason shall be for the one year period stretching from 1st June to 31st May and will be renewable. The premium is Rs. 330 per annum which is to be auto-debited in one installment from the subscriber's bank account.

Compassionate Ground Appointment: As per rules appointment on compassionate grounds is offered to the widow/widower/eligible ward on the death of the employee. The competent authority will consider the case on merits and offer compassionate appointment to the widow/widower/eligible ward of the deceased.

Staff Benefit Fund: Financial assistance on following welfare purpose are granted to the staff.

a. Grant for Technical Education of wards
b. Funeral Assistance to family
c. Monthly Grant to employee on LWP suffering from TB/Leprosy/Cancer/Renal Failure / Paralysis
d. Improvement of Canteen

Railway Quarters: Railway Quarters are available at major settlement and way side stations for the staff to stay. The eligibility of Quarter admissible is as under:

Pay Scale Range	Quarter Type
Level – 1	I
Level – 2 to 4	II
Level – 5 , 6	III
Level – 7 and above (NG)	IV

Staff in pay scale Level – 1 can be considered for allotment of Type – II Quarter where no eligible staff applied for the same.

Retention of Railway Quarters: The family of an allottee railway employee who dies while in service will be permitted to retain the railway quarter on the request to the quarters controlling authority for a period of twenty four months on payment of normal rent/flat rate of license fee/rent from the date immediately after the date of death of an employee. Where the deceased staff/officer or his/her dependents owns a house at the place of posting in such cases retention of Railway quarter shall however be permitted only for a period of 12 months. Death Gratuity will not be released to the family till the Railway quarter in occupation is vacated. In case the railway quarter is retained beyond the permissible period damages rates will be recovered.

The welfare activities which are available in the Railway:-

a) **Schooling facility**:
There are Railway Schools at TATA, CKP, SINI, BNDM & JSG. In addition to the above, State /Central Government and renowned private schools are also available provided schools in various stations over CKP Division. Some good schools available at within the divisions are:

1) Kendriya Vidyalaya / CKP, TATA, BNDM, JSG & DPS.
2) DAV School, TATA, ROU,
3) DPS (Delhi Public School)/TATA& ROU

b) **Educational Assistance**:
This includes Children's Educational Assistance, Tuition Fee and Hostel subsidy only.
c) Railway Subsidized Hostel
d) Hospital
e) Railway Institutes
f) Clubs
g) Holiday Homes
h) Canteens
i) Handicraft Centre
j) Co-operative Society

PAY BILLS AND ALLOWANCES

Wage Period:
All salary and wage bills are for a period of one month. For the connivance of arranging internal checks and payments to all staff, pay bills are grouped into a single wage periods.

Batch	Wage Period	Actual Attendance	Payment Date
1st	01-31	01 - 10	30th / 31st

1) **PAY**: The Basic Pay is granted as per scale fixed at the minimum. On completion of at least 6 month of continuous service, annual increment is granted as a matter of course unless withheld by a specific order. The annual increment is granted on 1st January for those promotion / increment falls between 2nd January to 1st July and on 1st July for those promotion / increment falls between 2nd July to 1st January.

2) **Dearness Allowance**: It is granted to compensate the high cost of living based on rise in price index. It is calculated based on the Basic + DP.

Date of effect	Rate of DA	Date of effect	Rate of DA	Date of effect	Rate of DA
01.01.2016	0%	01.01.2018	7%	01.01.2020	-
01.07.2016	2%	01.07.2018	9%	01.07.2020	-
01.01.2017	4%	01.01.2019	12%	01.01.2021	28%
01.07.2017	5%	01.07.2019	17%	01.07.2021	31%

3) **House Rent Allowance**: Admissible as per classification of cities.

Classification of cities / towns	Rates of HRA
x	27% of actual Basic pay drawn
y	18% of actual Basic pay drawn
z	9% of actual Basic pay drawn

HRA is admissible to employees' headquarters within the limits of qualified area. A certificate by the employee that he is incurring, some expenditure on rent has to be furnished.

Those for whom Railway accommodation is specifically earmarked or whose occupation of quarter is essential for easy accessibility during emergencies etc. will not entitled HRA.

4) **Transport Allowance**: (effective from 1stJuly, 2017)

Pay Scale Range	A - Kolkata	Other
Level – 1, 2 (Basic < 24200/-)	1350 + DA	900 + DA
Level – 1, 2 (Basic >= 24200/-)	3600 + DA	1800 + DA
Level – 3 to 8	3600 + DA	1800 + DA
Level – 9 to 14	7200 + DA	3600 + DA

TPA is not admissible to those employees who have been provided with facility of Government transport. It will not be admissible during absence from duty exceeding 30days due to leave/Tour/Training. TPA double the normal rate per month shall be granted to the Railway employees who are blind or are orthopedically handicapped with disability of lower extremities& Hearing Disability.

5) **Night Duty Allowance**: Night Duty Allowance is granted to certain specified staff for actual performance of duty between 22.00 hrs to 6.00 hrs. Each hour in this period weighted equal to 10 minutes. The benefit of this allowance is granted to Non-Gazetted Railway servants:

6) **Daily/Traveling Allowance**: The rate of daily allowance admissible on tour or halt is as under:-

Pay Range	All City
Level – 1 to 5	500
Level – 6 to 8	800
Level – 9 to 11	900
Level – 12 to 13	1000
Level – 14	1200

Percentage of TA admissible:-

Period	Absence from HQ	Stay at localities
Up to 6 hours	30%	30%
Between 6 – 12 hours	70%	70%
Above 12 Hours	100%	100%

7) **Traveling / Mileage Allowance**: It is admissible only for journey by road. It is calculated by the shortest route or by the cheapest of such routes as may be equally short. A railway servant is required to travel by the class of accommodation for which traveling allowance is admissible to him.

Pay Range	Entitlement
Level - 14 and above	Actual fare by any type of public bus including air condition bus; or at prescribed rates for AC taxi / ordinary taxi / auto rickshaw / own scooter / motor cycle.
Level – 6 to 13	Actual fare by any type of public bus or at prescribed rates for ordinary taxi / auto rickshaw / own scooter / motor cycle.
Level – 4 to 5	Actual fare by any type of public bus or at prescribed rates for ordinary taxi / auto rickshaw / own scooter / motor cycle.
Level – 3 and below	Actual fare by any type of public bus or at prescribed rates for auto rickshaw / own scooter / motor cycle.

The rate where no specific rates have been prescribed:

i) For journey performed in own car / taxi : Rs. 24 per Km
ii) For journey performed in auto rickshaw / own scooter : Rs. 12 per Km

8) **Conveyance Allowance**: Whenever a gazetted or non-gazetted railway servant undertakes journey on duty within 8 Km, from his duty he is eligible to get Conveyance Allowance. The rate of conveyance allowance admissible is at per with the prescribed by state government otherwise at the following rate where no specific rates have been prescribed:

i) For journey performed in own car / taxi : Rs. 24 per Km
ii) For journey performed in auto rickshaw / own scooter : Rs. 12 per Km

9) **Uniform Allowance**:

Staff Category	Amount
Matron / Nursing staff / mid wives & health visitors	7200 Per month

10) **Dress Allowance**:

Staff Category	Amount
Officers of RPF/RPSF	20000 Per Annum
Personnel Below Officer rank of RPF, Station Master	10000 Per Annum
Other categories of staff who are entitled for uniform Track man, Running staff, Car Drivers, MTS, Canteen staff	5000 per Annum

11) **Children Education Allowance**:

The amount for reimbursement of Children Education allowance will be Rs.2250/-per month (fixed) per child irrespective of the actual expenses incurred by the Govt. Servant (For eldest two children) for education from Nursery to Class - XII. The amount of ceiling of hostel subsidy is Rs.6750/- or actual expenditure, whichever is lower, per month per child (For eldest two children).

The reimbursement of Children Education Allowance for Divyaang children of government employees shall be payable at double the normal rates of CEA prescribed above i.e. Rs.4500/- per month (fixed).

The Hostel Subsidy and Children Education Allowance can be claimed concurrently.

12) **Composite Transfer Grant:**

A Railway servant will be entitled to Composite Transfer on Transfer/Retirement at the rate of 80 % of the one month's pay drawn at the time Transfer/Retirement if the distance is beyond 20 Km. One third of the CTG (1/3rd of 80% of Basic pay) is admissible in case of transfer within 20 Km where change of residence is involved.

Composite Transfer Grant will not be admissible if the transfer has been ordered at the request of a Railway employee.

In addition to CTG, Transportation of personnel effect is admissible at the following rate:

Level – 6 and above	Rs. 50 per Km
Level – 5	Rs. 25 per Km
Level – 4 and below	Rs. 15 per Km

13) **Hospital Patient Care Allowance**:
Hospital Patient Care Allowance (HPCA)/Patient Care Allowance (PCA) shall be admissible only to existing eligible Group 'C' and 'D' (Non-Ministerial) Railway employees at the rate of Rs.4100 for level 8 and below and Rs.5300 for level 9 and above.

14) **Risk & Hardship Allowance**: Risk and Hardship Allowance is granted to Track Maintainers - I, II, III & IV of Indian Railways at the rate Rs. 2700 for Level 8 and below and Rs. 3400 for Level 9 and above.

15) **Special Level Crossing Allowance**: Special Level Crossing (LC) Gate Allowance to Track Maintainers deployed for manning any of the Engineering Gates is admissible at the rate Rs. 1000 per month up to level 8 and Rs.1200/- per month for level 9 and above.

16) **Running Allowance**: The allowances admissible to running staff are Kilometrage Allowance (KMA), Allowance in lieu of Kilometrage (ALK), Running Room Allowance (Full,

No cook), Breach of Rest Allowance (BRA), Outstation Detention Allowance (OSDA), Trip Allowance etc.

17) **Breakdown Allowance**: Breakdown means an accident which requires the attendance of a breakdown train or engine with special staff and equipment. The staffs utilized for breakdown duties are nominated and they are eligible to get BDA at the following rate.

Category	Scale	Rate per month
Unskilled workers Khalasi Helper Other Gr. D staff	Level - 1	270
Skilled worked Technician - III	Level – 2 & 3	405
Technician – II & I	Level – 4 & 5	540
Sr Technician JE &Staff in higher grade	Level – 6 & above	675

18) **National Holiday Allowance**: It is admissible when one works on a National Holiday and paid to the non-gazetted staff those are entitled for NHA.

Pay Range	Amount per day
Level – 1 & 2	384
Level – 3 to 5	477
Level – 6 to 8	630

19) **Battery Allowance**: A monthly allowance is granted to Drivers & Guards towards procurement of dry cells Rs. 80/- Per month.

20) **Productivity Linked Bonus**: Railway also grants Bonus to the non-gazetted employees who worked in the last financial year a share on the profit.

21) **Provident Fund**: It is a fund in which the subscription of the employees are received and held on their accounts along with the interest accruing on such subscription. The staff who is appointed prior to 01.01.2004, on completion of one year's service is entitled to join PF & a PF Account No. is allotted by Accounts Officer. It has been made compulsory for every Government servant to contribute a General Provident Fund. A Railway servant is exempted from making any subscription to PF during last 3 months. The rate of contribution is 8 % of pay i.e. one-twelfth of the pay drawn in a month and deducted through pay sheet. In addition to compulsory deduction, the employee, if desires, may also make extra contribution to PF voluntarily.

Staff appointed after 01.01.2004 is coming under the preview of New Pension Scheme. This is considered to be Contributory Provident Fund. The Government also contributes the same amount equal to the subscription deducted from the staff. The staff on join in Railway has to furnish details as per Proforma in Annexure – I and PRAN Number is allotted by NSDL. The contribution to NPS is deducted from next month of appointment. The rate of contribution is 10% of emoluments (Pay + DA) per month. At present, there is provision of Voluntary deposit or Withdrawal from NPS. Following are the conditions of Conditional Withdrawal:

1. Subscriber should be in NPS at least for 3 years
2. Withdrawal amount will not exceed 25% of the contributions made by the Subscriber
3. Withdrawal can happen maximum of three times during the entire tenure of subscription.
4. Withdrawal is allowed only against the specified reasons, for example;
    a. Higher education of children
    b. Marriage of children
    c. For the purchase/construction of residential house (in specified conditions)
    d. For treatment of Critical illnesses

Details available at NSDL web site https://www.npscra.nsdl.co.in

22) **G.I.S.**: The Group Insurance Scheme came into force w.e.f. 1.1.82. The subscription id partly credited to Insurance Fund & partly to Saving Fund. During the intermediary period, only premium to cover Insurance is recovered. Full subscription is recovered from 1st January of the succeeding year in which the employee joins service.

Group	Subscription Per month	Intermediary Period	Insured Amount
A	120	36	1,20,000
B	60	18	60,000
C	30	9	30,000
D	15	5	15,000

23) **Professional Tax**: Deducted from monthly salary at the rate specified for West Bengal.

Monthly Total Wages	Rate
Up to Rs.10000	Nil
Rs.10001 – 15000	110
Rs.15001 – 25000	130
Rs.25001 – 40000	150
Rs.40001 and above	200

24) **Bank Payment**: There are adequate banking facilities available at various stations. It is mandatory on the part the new entertain to receive payment through bank since given consent at the time of appoint which is a part of acceptance in the offer of appoint letter. Banks also provide additional facilities under **RSP (Railway Salary Package)** scheme to the Account holders.

25) **Other Allowance to RPF staff**: RPF staff is eligible to get Ration money at a specified rate per month.

26) **Overtime Allowance**: The staff who are required to work for more than the ceiling limit of Hours of employment, shall get overtime allowance for the period worked beyond the prescribed limit. The overtime allowance is paid @ 1.5 times the ordinary rate of pay for OT worked within the limit of roster and statutory hours. OT beyond statutory limit is paid @ twice the ordinary rate.

Category	Roster Hour	Statutory Hour	Weekly Rest
Intensive	42	45	30
Continuous	48	54	30
Essential Intermittent	72	75	24
Excluded	No limit		

27) **Transfer**: Transfer of service can be done on

a) **Administrative ground** – Rotational transfer after every 4 years in case of working in sensitive posts, Vigilance recommendation, Exigency of service.

b) **On Request** – On spouse ground, Physically Handicapped, Care giver to disabled child, Sickness. The seniority will be at the bottom in the Recruitment grade.

c) **Mutual exchange** –In case of Mutual Transfer both the employees should be in the same cadre and same post & grade. In case of intermediate grade, both should be of same community. The seniority of the junior of them will be retained. Request for backtracking of mutual transfer shall not be entertained.

The position of all inter-Division & intra-Division transfers cases are made available through Rail Net. The eligibility for Inter-Railway transfer is minimum 5(Five) years of service including training period. Online monitoring of transfer case as well as searching out a suitable mutual partner for transfer can be made through web link http://comptran.railnet.gov.in/comptran

28) **Joining Time**: 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. 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. The joining time is allowed with reference to the distance between the old headquarters and the new headquarters by direct route.

Distance	Joining time admissible
Within same Municipality Area	1 day
1000 Kms. or less	10 days
More than 1000 Kms	12 days
More than 2000 Kms.	15 days

29) **Application for RRB**: The limit for forwarding application for appearing in competitive examination is restricted to four in a year. However, applications of Rly servants forwarded in response to UPSC, LDCE & RRB may not be counted against prescribed limit of four opportunities in a year.

30) **Forwarding of application to another post in railway service or outside the Railways**: Permission to a railway servant to submit an application for a post, to appear for an examination for a post, or to transfer his services to another post in railway service or in another office or Department under the Government of India or under a State Government shall not ordinarily be refused unless the head of the office or department in which he is employed considers that the grant of permission would not be consistent with the interests of the public service.

31) **Nomination**: A railway servant shall, on his initial confirmation in a service or post, make a nomination in the prescribed forms conferring on one or more persons the right to receive PF, GIS, DCRG payable in the event of death, under rule. Such nominations can be modified by the staff at any subsequent time.

32) **Promotion**: There is Avenue of Promotion for all categories for advancement of staff from Gr. D to Gr. C & Gr. C to Gr. B and there on. Promotion includes from the lower grade to higher grade, from one Group to another Group. The promotion is given on found suitable for the post by means of Selection / Suitability test / Trade Test. Suitability can be judges by way of written and / or viva voice test.

33) **Fixation of Pay**: The pay of the fresh recruits is fixed at the entry pay in the pay level as follows depending on the post.

Pay Level	1	2	3	4	5	6	7
Entry Pay	18000	19900	21700	25500	29200	35400	44900

The pay is increase to the next stage of the pay in the same pay level annually by grant of increment.
On promotion to higher pay level, the initial pay in the higher post should be fixed at the stage above the notional pay arrived at by increasing the pay in respect of the lower post by an increment at the stage, at which such pay has accrued.

The Govt. servant promoted to a higher post, on regular basis, gets an **option** to be exercised for fixation of pay in the higher post as under for benefit.

a. Either initial pay may be fixed In the higher post straightaway from the date of promotion; or
b. pay on promotion may be fixed at the stage of time scale of the new post above the pay in the lower post from which he is promoted, which may be fixed on the date of accrual of next increment in the time scale of the pay of the lower post.

The option should be exercised by the Govt. Servant within one month from the date of promotion,

Date of Increment	Promotion Date	Pay after increment in lower post	Option for Fixation Date
1st July	2nd January – 30th June	More than entry pay of higher post	1st July (Option – B)
	2nd January – 30th June	Less than entry pay of higher post	On Promotion Date
	1st July – 1st January		On Promotion Date
1st January	2nd July – 31st December	More than entry pay of higher post	1st July (Option – B)
	2nd July – 31st December	Less than entry pay of higher post	On Promotion Date
	1st January – 1st July		On Promotion Date

34) **Territorial Army**: It is an auxiliary force comprising of civilians to imbibe military discipline amongst them. All able bodied railway men (except RPF) may be called upon to join it. The T.A. personnel will be required to attend an annual Training Camp for one month and embodiments as and when required.

35) **Rajbhasha**: Hindi is given reorganization as official language w.e.f.26.01.1965. Rajbhasha / Official Language Act, 1963 is made effective for use in official purposes of the Union by the Official Languages (Use For Official Purposes of the Union) Rules, 1976. The State of Jharkhand & Bihar comes under Region 'A' & West Bengal comes under Region 'C'. There are various incentives for acquiring proficiency in Hindi to promote use of Hindi as official Language. The staff on passing the Hindi, the Hindi Typing and the Hindi Stenography examination is entitled to receive personal pay equal to one increment for 12 month.

INCOME TAX

The payment which is taken into consideration for calculation of income tax is as under:

Income Amount: Pay + DA + HRA + Overtime +Bonus – P.Tax – Interest on HBA

Tax Rebate: PF + GIS + LIC + Principal HBA + any instruments with rebate under Sec. 80

Taxable Income: Income Amount - Tax Rebate (max. Limit of Rs.1, 50,000) as admissible

Total Tax payable: Tax on Taxable Income (As per notification)+ Con. cess there on.

EXISTING TAX SLABS		
Old Tax Regime (With deduction and exemption)	Total Income	New Tax Regime (Without deduction and exemption)
Nil	Up to Rs. 2.5 Lakh	Nil
5 per cent	From 2,50,000 to 5 Lakh	5 per cent
20 per cent	• From 5,00,000 to 7.5 Lakh • From 7,50,001 to 10 Lakh	10 per cent 15 per cent
30 per cent	• From 10,00,001 to 12.5 Lakh • From 12,50,001 to 15 Lakh • From 15,00,001 to above	20 per cent 25 per cent 30 per cent

House Rent Allowance is exempted to the extent of the following – (if the employee is living in a rented house)

a) The actual amount of HRA received; or
b) The actual expenditure incurred in payment of rent in excess of 1/10th of the salary due for the relevant period; or
c) Where such accommodation is situated in Mumbai, Kolkata, Delhi or Chennai, 50% of the salary due to the employee for the relevant period; or
d) Where such accommodation is situated in any other place, 40% of the salary due to the employee for the relevant period.

Whichever is the least.

- Salary for this purpose is pay plus DA.
- If an employee lives in his own house, in a house where does not pay any rent (e.g. residing with parents) or pays rent not exceeding 10% of salary, no exemption is available, and the entire amount of HRA drawn by him is taxable.

A person whose total income exceeds the maximum amount not chargeable to tax has to open P.A.N. or Permanent Account Number allotted by the Income Tax Assessing Officer. The PAN number should be informed to the Bill preparing unit for furnishing while submitting quarterly Income tax return. A declaration of proposed savings other than salary to be made during the financial year should be informed latest by 31st March of each year. This will facilitate deduction of income tax monthly from salary on projected income. The detailed deposits as intimated earlier should be confirmed by 15th January of following year for assessing tax. In the event of non-deduction of tax proportionately, interest as per extend rule of Income Tax to be charged from the staff concerned.

LOANS AND ADVANCES

Various Advances and Recovery there of

1) Interest bearing Advances.

Sl. No.	Occasion	Max. amount can be sanction	Max. No. of installment for recovery
1	Construction / Purchase of house / flat	34 x Basic pay 2500000(Max)	20yrs
2	Purchase Computer	50000	150

2) Non-Interest bearing Advances.

Sl. No.	Occasion	Max. amount can be sanction	Max. No. of installment for recovery
1	Proceed aboard on deputation / return to India	Actual Travel cost	3
2	Treatment of Cancer	As admissible	2
3	TA on Tour / Transfer / Retirement	As admissible	31st March
4	T.A. Personnel	One month's Pay	3
5	P. F. Advances (Temporary/Permanent)	As admissible	

Staff joined Railway on or after 01.01.2004 comes under New Pension Scheme and not eligible for withdrawal from P.F.

1) Temporary Withdrawal from P.F.

Sl. No.	Occasion	Max. amount can be sanction	Max. No. of installment for recovery
1	On Medical Grounds	3 month's pay or 50% which is less	24
2	Marriage / Betrothal		
a)	Male (Ordy)	3 month's Pay	60
b)	Male (Special)	6 month's Pay	60
c)	Female (Ordy)	6 month's Pay	60
d)	Female (Special) - daughter	15 month's Pay	60
3	Education		
a)	Aboard	3 month's Pay	24
b)	In India	1.5 month's Pay	24
c)	Ordinary	500	24
4	Passage (Aboard)	Actual Cost	24
5	House Building		
a)	Ordinary	3 month's Pay	60
b)	Special	6 month's Pay or 50% which is less	60
6	Opening Book Stall	3000	24
7	Pilgrimage	3 month's Pay	24

2) Final Withdrawal from P.F.

Sl. No.	Occasion	Max. amount can be sanction
1	On Medical Grounds After completion of 15 Years	6 month's pay or 50% which is less
2	Marriage / Betrothal	
a)	Male (Ordy)	3 month's Pay
b)	Male (Special)	6 month's Pay
c)	Female (Ordy)	6 month's Pay
d)	Female (Special) - daughter	15 month's Pay
3	Education (Twice in financial Yr)	
a)	Aboard	3 month's Pay
b)	In India	1.5 month's Pay
3A	Purchase TV,VCR,VCP, Washing Machine, Cooking range, Geyser, Computer, Refrigerator	6 month's pay or 50% which is less
4 a)	House Building	Actual Cost or amount at credit which is less
b)	Site	Actual Cost or 50% at the credit which is less
c)	Reconstruction	Actual Cost or 10000/- which is less
5	Funeral Expanses	500/-
6	Car	
a)	Booking	10000/-
b)	Purchase	110000/- or 50% at the credit which is less
c)	Repairing	10000/- /- or 1/3rd of the credit which is less
7	Motor Cycle	20000/-
8	Acquisition of Farm land	Actual Cost
9	Pilgrimage	3 month's Pay

D & A RULES

Discipline is important in any organized activity. It induces team work, cooperation and influences productivity. Absence of discipline may mean inefficiency and even chaos. Supervisors and Managers have an important role in maintaining or distributing discipline.

Constitutional Provision:

Article 310 accepts the principle that Central Government employees hold their positions during the 'pleasure' of the President, who is in control of their discipline. Under Article 311(1) no civil servant shall be removed or dismissed from service by an authority subordinate to the authority who appointed him. As per Article 311(2) no civil servant shall be removed or dismissed from service or reduces in rank without an inquiry in which he is informed of the charges against him and is given a reasonable opportunity to be heard about those charges. The article brings up the concepts of 'Appointing Authority' and 'Reasonable opportunity'.

Principles of Natural Justice:

Principles of Natural Justice are the principle which lay down and elaborate the reasonable opportunity which should be given to the charged employee.

- A punishment should be imposed only after a complete and systematic inquiry.
- Before imposing a penalty charges should be proved and also the exact dose of punishment.

- No body can be a judge in his own cause.
- None should be condemned without being heard.
- All decisions should be made in good faith.
- The hearing must be impartial.
- Reasonable opportunity should be given to defend the case.
- Reasons for decisions should be made known to the accused.
- The charges should be intimated in advance.
- Justice should not only be done, it should also appear to have been done.

The Railway Servants Discipline & Appeal Rules, 1968 have came into effect from 1.10.1968 and applicable to every Railway Servants except (i) any member of All India Services, (ii) Any member of the Railway Protection Force, (iii) Any person in casual employment.

Penalties under D & A Rules can be imposed upon the Railway servants by the competent authority for good & sufficient reasons are:-

- **MINOR PENALTIES:**
  - Censure.
  - Withholding of promotion for prescribed period.
  - Recovery from pay of the whole or part of any pecuniary loss caused to the Railway Administration by his negligence, etc.
    - Withholding of passes or PTOs or both.
    - Reduction to lower stage in time-scale for not more than 3 years without cumulative effect and not affecting adversely his retirement dues.
  - Withholding of increments (with or without cumulative effect).

- **MAJOR PENALTIES:**
  - Reduction to lower stage.
  - Reduction to a lower time – scale, grade, post or service.
  - Compulsory retirement.
  - Removal.
  - Dismissal.

- **Standardized Forms** in D&A Rule: - Suspension: SF-1, Deem Suspension: SF-2, Non-engagement certificate: SF-3, Revocation: SF-4, Major Penalty Charge Sheet: SF-5, Minor Penalty Charge sheet: SF-11

THE RAILWAY SERVICE CONDUCT RULES

The conduct rules prescribes the standard of conduct expected of every Railway servant and members of their family.

- Every Railway Servant at all-time shall
  - (i) maintain absolute integrity;
  - (ii) maintain devotion to duty; and
  - (iii) do nothing which is unbecoming of a railway servant.
-
  - (i) Every Railway Servant holding a supervisory post shall take possible steps to ensure the integrity and devotion to duty of all Railway servants for the time being under his control and authority;
  - (ii) Every Railway Servant shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in the best judgment except when he is acting under the direction of his superior;
  - (iii) The direction of the official superior shall ordinarily be in writing, and where issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter; and
  - (iv)A Railway Servant who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible whereupon it shall be the duty of official superior to confirm the direction in writing.
- **Promptness and Courtesy** : No Railway servants shall –
  - (i) in the performance of his official duties act in a discourteous manner;
  - (ii) in his official dealing with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of work assigned to him.
- **Observance of Government policies** : Every Railway servants shall, at all times –
  - (i) act in accordance with the Government policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage;
  - (ii) observe the Government policies regarding prevention of crime against woman.
- **Prohibition of sexual harassment of working women** :–
  - No Railway servants shall indulge in any act of sexual harassment of any woman at her work place.
  - Every Railway servant who is in-charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.
  - Sexual harassment includes such unwelcome sexually determine behavior, whether directly or otherwise as:-
    - physical contact and advances;
    - demand or request for sexual favours;
    - sexually coloured remarks;
    - showing any pornography; or
    - any other unwelcome physical verbal or non-verbal conduct of a sexual nature.
- **No Railway Servant should do the followings as a part of conduct Rules**.
  - Employment of near relatives of Rly servants in private undertaking enjoying Government Patronage.
  - Take part in political& Elections.
  - Joining of Association or Unions whose activities are prejudicial to the interests of the sovereignty & integrity of India or public order or morality.
  - Connection with Press or other Media
  - Criticize Government policy or specified Acts.

- ❖ Evidence before Committee or any other Authority
- ❖ Unauthorized Communication of official information.
- ❖ Collection of Subscription
- ❖ Accept Gifts beyond permissible limit without permission.
- ❖ Give or accept dowry.
- ❖ Public demonstration in honour of Railway servants
- ❖ Undertake private trade or employment.
- ❖ Subletting and vacation of Govt. accommodation.
- ❖ Investment, lending and Borrowing money.
- ❖ Insolvency & Habitual indebtedness.
- ❖ Acquire or dispose immovable and movable property beyond permissible limit without permission.
- ❖ Vindication of Acts & character of Railway servant.
- ❖ Canvass of Non-Official or political influence for his service.
- ❖ Restriction regarding marriage - Bigamous marriage.
- ❖ Consumption of intoxicating drinks and drugs.
- ❖ Prohibition regarding employment of children below 14 years of age.
- ❖ Theft or pilferages of Railway Property.

- ➢ **Railway Servant shall**:-
  - ▪ Wear the badge and uniform, if prescribed and be neat and tidy in his appearance while on duty.
  - ▪ Be prompt, civil, courteous.
  - ▪ Not solicit or accept illegal gratification.
  - ▪ Give all reasonable assistance and be careful to give correct information to the public; and
  - ▪ When asked, give his name and designation without hesitation.
  - ▪ Railway Servant when on duty and in contact with public or in uniform shall not indulge in smoking on platform.

RETIREMENT BENEFITS

The benefits admissible to an employee on Superannuation, Voluntary Retirement, Death and Resignation from Railway service as under.

(i) On Superannuation / Voluntary Retirement

1. Provident Fund (PF)
2. Retirement Gratuity
3. Commutation of Pension (Optional)at the rate of relevant factor applicable on next birthday
4. Group Insurance (GIS)
5. Leave Encashment
6. Composite Transfer Grant
7. Post Retirement Complimentary Passes
8. Railway Employees Liberalised Health Scheme (RELHS)
9. Gold Plated Silver Medal

(ii) On Resignation

1. Provident Fund (PF)
2. Group Insurance (GIS)
3. Leave Encashment - 50% of balance LAP (maximum up to 150 days)

(iii) On Death

1. Provident Fund (PF)
2. Death Gratuity
3. Group Insurance (GIS)
4. DLI (Deposit Linked Insurance Scheme)
5. Leave Encashment
6. Composite Transfer Grant
7. Widow Passes
8. Railway Employees Liberalised Health Scheme (RELHS)

(iv) On Removal/ Dismissal

1. Provident Fund
2. Group Insurance
3. Compassionate Allowance/Grant (If sanctioned – to the extent of a maximum 2/3rd of Pension/Gratuity) as decided by disciplinary authority.

Note:

1. Commutation of pension in case of compulsory Retirement shall be subject to medical examination.
2. Post Retirement Complimentary Passes shall not be issued to those Railway Servants who are dismissed from service or removed from service on or after 26.10.2005.
3. Post Retirement Complimentary Passes shall not be issued to those Railway Servants on whom penalty of cent per cent cut in Pension and Gratuity has been imposed on or after 26.10.2005.
4. Post Retirement Complimentary Passes shall be issued to those Railway Servants who are dismissed or removed from service on or after 26.10.05 but are granted Compassionate Allowance in terms of Rule 65 of RS (Pension) Rules 1993.These passes shall be issued from the date of Granting of Compassionate Allowance.

5. Fixed Medical Allowance @ Rs. 1000/- per Month is admissible to the Railway pensioner/family pensioners who are residing beyond 2.5 KMs from the

nearest Railway Hospital / Health unit if they do not avail OPD facility at Railway Hospital / Health units. This fixed medical allowance is given to meet the day to day medical expenses.

Pension:

(a) A Railway Servant has rendered the minimum qualifying service of 20 years, pension shall be 50% of the last emoluments or average emolument received during the last 10 months whichever is beneficial to him.

(b) After completion of 10 years' service, 50% of last Pay is admissible as Pension.

Death Cum Retirement Gratuity (DCRG): DCRG will be given on the basis of completed qualifying service up to 33 years. For this ¼ of wage for each completed 06 monthly periods, up to maximum 33 years (66 six monthly periods) service subject to ceiling of 20,00,000/-. In case of death, the amount will be enhanced as shown in subsequent pages.

Family Pension: 30% of last Basic Pay subject to minimum of 9000/- + DR. In case of death, 50% of last pay drawn or twice the normal family pension + DR whichever is less for ten years.

Commutation of Pension: 40% of pension (optional) can be commuted. The commutation of pension is restored after 15 years.

Leave Encashment: Leave will be encashed up to maximum of 300 days LAP. In case, LAP is less than 300 days, then LHAP will be encashed up to that limit by which LAP is lesser than 300 days.

Quantum of Pension/Family pension shall be increased on attaining the age as under:

Age of Pensioner / Family Pensioner	Additional Quantum of Pension / Family Pension
From 80 years to less than 85 years	20% of revised Basic Family Pension
From 85 years to less than 90 years	30% of revised Basic Family Pension
From 90 years to less than 95 years	40% of revised Basic Family Pension
From 95 years to less than 100 years	50% of revised Basic Family Pension
100 years or more	100% of revised Basic Family Pension

WORKMEN'S COMPENSATION ACT: The act regulates the payment of compensation to certain class of workers for injuries/death caused due to accidents, arising out of and in the course of employment.

Circumstances under which compensation is payable

1. Where a personal injury caused to workmen is lasting a period of more than 3 days.
2. The injury is caused as a result of accident.
3. The accident has arisen out of and in the course of employment (out of refers to the place of accident and in the course of refers to the time of accident).
4. Injury has resulted in disablement or death.

Circumstances under which compensation is not payable

1. In respect of any injury, which does not result in the total or partial disablement of workmen for a period, exceeding 3 days.
   In respect of any injury (excluding death) caused by accident which is directly attributable to :

a. The influence of Drink or Drug at the time of the accidents.
b. Willful removal or disregard of safety appliances.
c. Willful disobedience of safety instructions.

Note:

1. Aggregate of the relief/ex-gratia compensation paid through different sources of workmen compensation, viz. compensation under ECA, compensation under Section 124 of the Railways Act, 1989 as applicable, etc. is subject to the ceiling of Rs. 20 lakh.
2. The provisions of the Act would also be applicable to pre-working post trainee through Railway Recruitment Board or compassionate ground and Apprentices selected under Apprenticeship Act, 1961

Ex-gratia Compensation:

1. An amount of Rs.15000/- was paid to the family of Railway employees who die in harness in the performance of their bonafide official duties under various circumstances on the spot.
2. The families of Railway employees who die in harness in the performance of their bonafide official duties under various circumstances is paid ex-gratia lump sum compensation of Rs. 25 lakh in addition to the compensation under Workmen's Compensation Act.

EMPLOYEES' CHARTER

SN	I T E M	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 DRM	Same Day (If DRM is not available, then interview will be with ADRM concerned.)	
3	Compassionate Appointment.	Cases Approved at Divisional Level	90 Days
		Cases Requiring Approval from HQ.	60 Days in Division + 30 Days in HQ.
4	Payment of Settlement Dues	Superannuation: On date of retirement	
		VRS/Death/Resignation : 60 Days (for non-disputed cases only)	
5	Promotion through Selections and Suitability	Within one year of issue of previous panel	
6	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)	
7	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.	
8	a) Approval of various types of Advances /Loans b) Disbursal of Advances/Loans & Arrears after approval	Administrative Sanction within 7 Working Days. With salary in the next billing cycle (as applicable).	
9	P.F. Withdrawal	Administrative approval of competent authority within 7 working days of receipt of application. Disbursal to be done within 7 days from the date of approval.	
10	Issue of P.F. Statement	Same Day	
11	Viewing of Service Record.	Once a year	
12	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	
13	Disposal of D&AR Cases	Major – **150 Days ,** Minor - **31 Days**	
14	Issue of Pass/PTO	1 Working Day	
15	Sanction & Payment of CTG/OT/TA	Sanction within 45 Working Days from date of receipt of claim from employee Disbursal to be done with salary in the next billing cycle (as applicable).	
17	Disposal of Leave applications	a) Casual Leave: 1 Working Day b) LAP/Maternity Leave/Paternity Leave: 7 Working Days c) Ex –India:30 Working Days	
18	Issue of Seniority List	Once Every Year	

EXPECTIONS FROM RAILWAYMEN

Indian Railway Organization came into being in 1853. It has been an old and well set organization with its set of rules and regulations, traditions and work systems. It has always endeavored to be a modern organization going for new technologies as the Corporate Objectives reveal. Naturally, it relies upon its great and vast family of railway men so as to achieve the objectives.

The organization has its expectations from the employees based on the duties assigned, the code of conduct and discipline laid down and the traditions built over the yester years.

The Indian Railways are lucky to have a base of dedicated workers in various units and the two Federations of workers' Unions. Even before the enactment of Trade Union Act, 1926 the Railway Unions had built up a sound relationship and now have permanent negotiating machinery with the management, typical to the Railway organization only.

There are work systems, developed over the years, which operate in the organization. Where some people do not work properly, the systems and the dedicated workers play their part and the wheels move on …. But the problem arises when in a particular unit or area of activity; the systems fail to work for obvious reasons, known to all of us.

The general expectation from a Government sector Service Department is that it should give a reasonable appropriate service for the money paid, if not model service. People have their own expectation from Railway men. The concentration should be given on the following areas.

1. Civil and polite behavior with customers;
2. Performance of duties in a professional manner;
3. A jihad against corrupt practice;
4. Ensuring amenities to customers;
5. Ensuring Safe travel.

BIBLIOGRAPHY

To gather knowledge about working of various departments in Indian Railways, Rules and Regulations are detailed through Manuals, Codes and Circulars. These Manuals, Codes and Circulars are available online. The websites are detailed below.

http://www.indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,5,377

http://10.50.19.111/IRESTT/

https://ser.indianrailways.gov.in

APPENDIX

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Form No. 6 (Pension / NPS)

Statement showing the details of the members of the family for the purpose of
Family Pension Scheme – 1964 / Appointed on or after 01.01.2004

Name (In Block Letters) : _____

Father's / Husband's Name : _____

Designation: _____, Branch: _____, Office: _____

Date of Birth: _____, Date of Appointment: _____

Details of Family

(Passport size photograph of each Family member should be pasted against their name)

Srl No	NAME	Relationship with the Railway Servant	Date of Birth (in Christian era) & Ref,	Identification Marks (Two Nos.)	Passport size Photograph
1					
2					
3					
4					
5					

I do hereby declare that the particulars given above are true and correct to the best of my belief and knowledge and I will be liable for Disciplinary action under RS (D&A) Rules 1968 for any particulars found false later on as well as I will be responsible for its consequences.

I also declare that I have not violated Rule – 21 of RSCR – 1966 in regards to marriage.

* (Strike out where it is not applicable)

Station:

Dated:

Signature of the Employee

Full name (In Block Letter):

Countersigned

Designation:

Office/Deptt.:

EMP No. / PRAN No.

WITNESS

Signature with Date

Name (In Block letter)

Designation:

Office/Deptt.:

DECLARATION OF SPOUSE

I do hereby declare that the particulars furnished above by my Husband / Wife are true and correct to the best of my belief and knowledge.

Dated:

Signature/ LTI of Spouse

WITNESS

Signature with Date

Name (In Block letter)

Designation

Office/Deptt.:

Name of the Spouse:

(In Block Letter):

Signature of the Employee:

Name (In Block letter)

Designation:

Countersigned

Office/Deptt.:

EMP No. / PRAN No.

Station: Chakradharpur

Date:

Head of Office / Accounts Officer

SOUTH EASTERN RAILWAY

COMBINED NOMINATION FORM FOR PROVIDENT FUND, CGEGIS & DCRG

DEPARTMENT:_____ STATION:_____

PROVIDENT FUND NO.: BILL UNIT NO.:

I,Sri/ Smt/ Kum._____hereby direct that the amount at my credit in my account of the State Railway Provident Fund, any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme 1980, any Gratuity that may be sanctioned by the Government in the event of my death while in service and the right to receive any gratuity which having become admissible to me on retirement and remain unpaid at my death may be paid to the followingnominees.

	Name &Address ofthe Nominee (s)	Nominee (s) Relationship	Age of nominee	Amou nt or share tobep aidto each	Contingencies onthehappenin g of whichshall the nominationbec ome invalid	Name., Address &Relationship of the person, if any on whom the right of the nominee is conferred in the event of his predeceasingthe subscriber
PF						
CGEGIS						
DCRG						

This nomination supersedes the nomination, if any, made by me earlier which stands cancelled.

Note: The nominees for the receipt of amount under CGEGIS and DCRG are member/members of my family.

Whether Depositor is married or unmarried: [ ]

Witness to Signature with Date:

1 Signature:
Name
Designation:
P F No.

2 Signature:
Name
Designation:
P F No.

Signature of the Railway Employee

1 NAMEIN BLOCKLETTERS:
2 P F No.
3 Post held:
4 Department:
5 Station:
6 Date:

SIGNATURE OF THE CONTROLLING OFFICER WITH DESIGNATION & SEAL

FORM - I

Form for giving intimation or seeking previous sanction under Rule 18(2) of the CCS (Conduct) Rules, 1964, for transaction in respect of immovable property.

1	Name and Designation.	
2	Scale of Pay and Present Pay	
3	Purpose of application – sanction for transaction / prior intimation of transaction	
4	Whether property is being acquired or disposed of	
5	Probable date of acquisition / disposal of property.	
6	Mode of acquisition / disposal.	
7 (a)	Full details about location, viz., Municipal No., Street / Village, Taluk, District and State in which situated.	
(b)	Description of the property, in the case of cultivable land, dry or irrigated land.	
(c)	Whether free hold or lease hold.	
(d)	Whether the applicant's interest in the property is in full or in part (in case of partial interest, the extent of such interest must be indicated).	
(e)	In case the transaction is not exclusively in the name of the Govt. servant, particulars of membership and share of each member.	
8	Sale or purchase price of the property (market value in the case of gifts).	
9	In case of acquisition, source or sources from which financed / proposed to be financed. (a) Personal Savings. (b) Other source giving details.	
10	In the case of disposal of property, was requisite sanction / intimation obtained / given for its acquisition (copy of the sanction / acknowledgement should be attached).	
11 (a)	Name and address of the party with whom the transaction is proposed to be made.	

(b)	Is the party related to the Applicant? If so, state the relationship.	
(c)	Did the applicant have any dealings with the party in his official capacity, at any time, or is the applicant is likely to have any dealings with him in the near future?	
(d)	How the transaction arranged? (whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given).	
12	In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964.	
13	Any other relevant fact which the applicant may like to mention.	

DECLARATION

I, _____ hereby declare that the particulars given above are true. I request that I may be given permission to acquire / dispose of property as described above from / to the party whose name is mentioned in item 11 above.

OR

I, _____ hereby intimate the proposed acquisition / disposal of property by me as detailed above. I declare that the particulars given above are true.

Station _____ Signature _____

Date _____ Designation _____

Note:- (1) In the above form, different portions may be used according to requirement.
(2) Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

FORM - II

Form for giving intimation or seeking previous sanction under Rule 18(2) of the CCS (Conduct) Rules, 1964, for transaction in respect of movable property.

1	Name and Designation of the Govt. servant.	
2	Scale of Pay and Present Pay	
3	Purpose of application – sanction for transaction / intimation of transaction	
4	Whether property is being acquired or disposed of	
5 (a)	Probable date of acquisition / disposal of property.	
(b)	If the property is already acquired / disposed of – actual date of transaction.	
6 (a)	Description of property (e.g. Car and Scooter, Motor cycle / Refrigerator / Radio / Radio gram / Jewellery / Loans / Insurance notices etc.)	
(b)	Make, Model (and also registration No. in case of vehicles) where necessary.	
7	Mode of acquisition / disposal / purchase /sale / gift / mortgage / lease or otherwise.	
8	Sale / purchase price of the property (market value in the case of gifts).	
9	In case of acquisition, source or sources from which financed / proposed to be financed. (c) Personal Savings. (d) Other source giving details.	
10	In the case of disposal of property, was requisite sanction / intimation obtained / given for its acquisition (copy of the sanction / acknowledgement should be attached).	
11 (a)	Name and address of the party with whom the transaction is proposed to be made / has been made.	
(b)	Is the party related to the Applicant? If so, state the relationship.	
(c)	Did the applicant have any dealings with the party in his official capacity, at any time, or is the applicant is likely to have any dealings with him in the near future?	
(d)	Nature of officiating dealing with the party.	
(e)	How the transaction arranged?	

	(whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given).	
12	In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964.	
13	Any other relevant fact which the applicant may like to mention.	

DECLARATION

I, _____ hereby declare that the particulars given above are true. I request that I may be given permission to acquire / dispose of property as described above from / to the party whose name is mentioned in item 11 above.

OR

I, _____ hereby intimate the proposed acquisition / disposal of property by me as detailed above. I declare that the particulars given above are true.

Station _____ Signature _____

Date _____ Designation _____

Note:- (1) In the above form, different portions may be used according to requirement.
(2) Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

FORM – I

(Form of report / application for permission to the prescribed authority for the building of or addition to a house under Rule 18 of the CCS (Conduct) Rules, 1964 (E (D&A) 76 GS-1-2 dt. 30-4-76, EstSrl No. 166/79).

Sir,

This is to report to you that I propose to build a house / to make an addition to my house. This is to request that permission may be granted to me for the building of a house / the addition to the house.

The estimated cost of the land and materials for the construction / extension is given below:

1	Name and Designation.	
2	Scale of Pay and Present Pay	
3	Purpose of application – build a house / to make an addition to house	
	LAND	
(1)	Location (Survey, Numbers, Village, District and State)	
(2)	Area	
(3)	Cost	
	BUILDING MATERIALS ETC.	
(1)	Bricks (Rate/Quantity/cost)	
(2)	Cement (Rate/Quantity/cost)	
(3)	Iron and Steel (Rate/Quantity/cost)	
(4)	Timber (Rate/Quantity/cost)	
(5)	Sanitary Fittings (Cost)	
(6)	Electrical Fittings (Cost)	
(7)	Any other Special Fittings (Cost)	
(8)	Labour Charges	
(9)	Other Charges, if any	
	TOTAL COST OF LAND AND BUILDING	

*2 The construction will be supervised by myself / The construction will be done by _____. I do not have any official dealings with the contractor, nor did I have

any official dealing with him in the past. I have/had official dealing with the contractor and the nature of my dealing with him is/was as under:

1. <u>The cost of the proposed construction will be met as under:-</u>

AMOUNT

(1) Own Savings

(2) Loan / Advances with Details

(3) Other sources with details

Yours Faithfully

Station _____ Signature _____

Date _____ Designation _____

* Strike out portions not applicable.
@ Enter the name and place of business of the contractor.

FROM – II

(Form of report to the prescribed authority after completion of the building of a house under Rule 18 of the CCS (Conduct) Rules, 1964 (E (D&A) 76 GS-1-2 dt. 30-4-76,EstSrl No. 166/79).

Sir,

In letter _____ dated _____ Permission was granted to me in Order No. _____, Dated _____. I had reported that I proposed to build a house / for the building of a house. The above house has since been Completed and I enclose a Valuation Report, duly certified by (A firm of Civil Engineers or a Civil Engineer of repute) _____.

2. The cost of construction indicated in the enclosed valuation report was finsnced as under:-

AMOUNT

(1) Own Savings

(2) Loan / Advances with Details

Yours Faithfully

Station _____ Signature _____

Date _____ Designation _____

(Note – Variation, if any, between the figures given above and figures given in Form I, may be explained suitably)

VALUATION REPORT

I/We hereby certify that I/We have valued House (Here enter details of the house) _____ construction by Shri/Smt (here enter name etc of the Govt servant) _____ _____ and I/We give below the value at which we estimate the cost of the house, under the following headings:-

	BUILDING MATERIALS ETC.	
1.	Bricks (Rate/Quantity/cost)	
2.	Cement (Rate/Quantity/cost)	
3.	Iron and Steel (Rate/Quantity/cost)	
4.	Timber (Rate/Quantity/cost)	
5.	Sanitary Fittings (Cost)	
6.	Electrical Fittings (Cost)	
7.	Any other Special Fittings (Cost)	
8.	Labour Charges	
9.	Other Charges, if any	
	TOTAL COST OF THE BUILDING	

Date _____

_____

Signature of the Valuation authority

S. E. Railway

Cash Receipt_____ paid into Divisional Cashier at _____

To be filled in by the remitter		Amount Rs.	To be filled in by the Deptt./ Office Station Master/Cashier.
Name (or designation) and address of the person on whose behalf money is paid	Full particulars of their remittance and as authority (if any)		Name of the A/C Misc. cash or Sundry cash.

Rupees (in words)_____

_____

- Here state the name of the authority who has asked the amount to be deposited, the Name of the office to which the amount is creditable and the purpose for which deposited and quote also the reference of the letter No., Bill No., letter No. of P.F.A/Cs No. for which the amount is deposited.

SIGNATURE OF THE REMITTER.

APPLICATION FORM FOR (I) INTER RAILWAY, (II) INTER DIVISIONAL, (III) INTER DEPARTMENTAL <u>TRANSFER ONE WAY TRANSFER ON BOTTOM SENIORITY</u>

(Note: This form may be filled in Triplicate in case of application for Inter Divisional/Departmental Transfer and in Quadruplicate in case of Inter-Railway Transfer along with ANNESURE-I.)

I hereby declare that I am making this request under the Rule 229/231 with the condition of Rule 226 and Note under this Rule of IREC Vol.I and also Para 312 of IREM Vol-I regarding assignment of bottom seniority in recruitment grade on transfer and Administrative instructions issued / modified from time to

1	Name (In Block Letters)	:	Paste Photo duly attested by Supervisory Official
2	Present designation & Scale	:	
3	Substantive designation & Scale	:	
4	Date of Birth	:	
5	Date of initial appointment	:	
6	Post, Grade & scale in which appointed	:	
7	Mode of Initial Appointment	:	
8	Category	:	
9	Employee/Ticket No	:	
10	Community	:	
11	Educational qualification	:	
12	Railway /Division/ Unit in which working	:	
13	Date of Promotion to Present Grade (Not ACP/MACP)	:	
14	Existing Medical Classification	:	
15	Transfer sought to which Railway / Division / Workshop / Department	:	
16	Name of the Post	:	
17	Scale & Grade of the post	:	
18	Type of Transfer	:	GENERAL / SPOUSE ACCOUNT
19	State your compelling & special reason	:	
20	Whether availed IDT/IDMT/IRMT earlier (If yes, give details)	:	
21	Present Residential Address	:	

time. I also understand that mere acceptance of the Division / Railway is not final in the process of transfer and my relieving to Division / Railway is subject to the availability of reliever on replacement in my place. In the event consideration of my request, I will not claim any undue benefits, which are against the IREC/IREM/Board's instruction/ Instructions.

Date : **Signature of the Applicant**

FOR OFFICE USE ONLY

22.**FOR OFFICE OF THE IMMEDIATE SUPERVISOR**

Remarks of immediate supervisors : _____
Forwarding File No. : _____
Date forwarded to Branch Officer : _____

Forwarded to : _____

Office Stamp

Signature : _____
Name : _____
Designation : _____

Date:

Note: Forward all the three copies to the controlling authority.

23.**FOR OFFICE OF THE BRANCH OFFICER**

(i) Remarks of the Branch Officer regarding relief of Employee on acceptance of Transfer by received end. :
(ii) Objections against transfer, if any :
(iii) Remarks on DAR / SPE / Vig. Proceedings pending, if any :
(iv) Forwarding File No. and Date of forwarded to Personnel Branch :

Forwarded to_____

Office Stamp

Signature : _____
Name : _____
Designation : _____

Date:

24.**FOR OFFICE OF THE PERSONNEL BRANCH**

1. All columns are filled.
2. DRM/ADRM approval is obtained after the approval of Branch Officer.
3. Column No. 23 filled and signed by Branch Officer only.
4. Certified that service particulars furnished by the employee in application have been verified with Service Record and found correct.
5. Attested copies of Service Register and Leave Record are enclosed for forwarding to receiving Division/ Railway.
6. The employee is free from DAR / SPE / Vig., if any
7. This employee is undergoing / not undergoing effective penalty. If undergoing, give particulars.
8. The One way Transfer requested has been registered and uploaded in the COMPTRAN PORTAL and ID No. is generated.
9. COMPTRAN ID No.

Office Stamp

Signature :
Name :
Date: Designation :

DECLARATION OF THE EMPLOYEE WHO SEEKS ON REQUEST TRANSFER UNDER RULE 226,229/231 of IREC-Vol-I & PARA 312 OF IREM – Vol I

(Separate declaration to be executed by both the employees with the application)

Photo must be attested by Branch Officer

1. **Name (in block letters)** :
2. **Date of birth** :
3. **Educational Qualification** :
4. **Community** :
5. **PF No.** :
6. **Staff/Ticket No.** :
7. **Designation** :
8. **Level** :
9. **Category** :
10. **Department** :
11. **Unit office in which working** :
12. **Division** :
13. **Railway** :
14. **Date of promotion in present Grade:**
15. **Mutual Transfer sought with the Employee of:**
    a. Name (in block letters) :
    b. PF No. :
    c. Staff/Ticket No. :
    d. Designation :
    e. Category :
    f. Department :
    g. Unit office in which working :
    h. Division :
    i. Railway :
    j. Level :

DECLARATION

I hereby declare that I am working in pay level _____ in the post of _____ which belongs to_____ category and I am making this request for mutual transfer with the employee mentioned under the Rule 229 / 231 of IREC Vol. I with the condition of Rule 226 of IREC Vol.I and also para - 312 of IREM Vol- I. Further, I declare that I have read and understood the contents of RBE 107 and 134 of 2007 in regard to the mutual transfer. In the event of consideration of my request, I will not claim any undue benefits, which are against the Indian Railway Establishment Code/Indian Railway Establishment Manual/Railway Board's provisions/Instructions.

Signature of the Applicant

FORM-D

DECLARATION

I, Sri/Smt_____designation_____ Office_____do hereby declare that I am eager for my transfer to_____Division of _____Railway being arranged on the basis of own request / mutual transfer and express the following:-

1. a) I shall abide by and accept the seniority as admissible under the rules for own request/mutual transfer;

   b) I shall accept bottom seniority under the rules as the transfer sought for is at my own request;

2. I shall accept posting at any station/office/unit/Division of the Railway to which I shall be transferred:
3. I am aware that I am neither entitled to transfer passes nor TA/DA at joining time;
4. I shall not claim for allotment of Railway quarters on out of turn basis;
5. I shall deposit security money as and when required for the post to which I am seeking transfer;
6. I shall comply with the rules and regulations connected with the duties of the post to which I am seeking transfer;
7. I shall not seek a re-transfer to my original department;
8. I shall undertake Initial/refresher course and first-aid training etc. as required under rules.

Signature:_____

Full Name:_____

Designation:_____

Station:_____

Date:_____

Declaration given in my presence:

Witness:

Signature:_____

Full Name:_____

Designation:_____

APPLICATION FORM FOR (i) INTER – DIVISIONAL (ii) INTER – RAILWAY MUTUAL TRANSFERS

(**Note:** This form may be filled in triplicate in case of Inter-Divisional mutual transfers and in quadruplicate in the case of Inter-Railway Mutual transfers along with Annexure I & II) Designation/Office seal

Photo of Employee No.1 and it shall be attested by immediate supervisory official

Desig./,Office seal

Photo of Employee No.2 and it shall be attested by immediate supervisory official

Desig./,Office seal

Sl No	Particulars	Employee .No. One	Employee .No. Two
1	Name of the employee (in Capital letters)		
2	Date of birth		
3	Educational Qualification		
4	Community		
5	Existing Medical Clarification		
6	PF No		
7	Staff/Ticket No.		
8	Designation/ Name of Post Presently held		
9	Category		
10	Division/ Unit/Office & Railway in which the employee is working		
11	Pay Level		
12	Substantive Grade Pay (not MACP)		
13	Date of regular promotion to the grade (if promoted)		
14	Date of Initial Appointment		
15	Mode of Initial Appointment		
16	Post of Initial Appointment		
17	Grade Pay of Initial Appointment		
18	Date of Confirmation		
19	Compelling reason for seeking Mutual transfer		
20	Whether availed IDT/IRT/ IDMT/ IRMT Earlier? If yes, give particulars		
21	Residential Address		

FOR OFFICE USEONLY

22. FOR OFFICE OF THE IMMEDIATE SUPERVISOR

	For employee No.1	For employee No.2
Remarks of the immediate Supervisor		
Declaration	I have hereby identified the employee's photo affixed at page 1 and attested	I have hereby identified the employee's photo affixed at page 1 and attested
Signature		
Date		
Designation **With seal**		

Note: All the three/four copies to be signed by both the supervisory official before submitting to the any one of the supervisory official to forward 3 or 4 copies to its end to initiate the process of transfer by controlling Divisional/Depot/Workshop Personnel Branch Officer)

23. FOR THE USE OF OFFICE OF THE BRANCH OFFICER AT INITIAINGEND:

i. Remarks of the Branch officer regarding relief of Employee on acceptance of Mutual Transfer by received end:

ii. Objections against this transfer if any:

iii. Remarks on DAR/VIG/Criminal case if any:

Signature :

Name :

Office seal

Designation:

(Note: The concerned Branch Officer alone should sign with designation seal)

24. <u>FOR THE USE OF OFFFICE OF THE PERSONNEL/ESTIBLISHMENT BRANCH AT INITIATING DIVISION:</u>

1. All the columns from 1 to 23 are filled.
2. Approval of DRM/ADRM of this Division of this Railway is obtained after the approval of Branch Officer.
3. Item No.23 filled and signed by Branch Officer concerned of thisDivision/Railway.
4. Certified that service particulars furnished by the employee of this Division of Railway in application have been verified with Service Registers and other Records and found correct.
5. Attested copies of Service Register and Leave chart/book of the employee of this Division of this Railway are enclosed herewith for forwarding to other Division/Railway.
6. The employee is free from DAR/VIG./Criminalcases.
7. (a).This employee of this Division/Railway is undergoing/not undergoing effective penalty (b).If undergoing; give particulars
8. This Mutual Transfer request has been registered and uploaded in the COMPTRON PORTAL and ID No. is generated.
9. COMPTRON IDNo. [ ]

Signature:

Name:

Designation:

Office seal

Forwarded to: With letter No. Dated:

(Note:-Incomplete application shall not be forwarded to other Division in case of IDMT and to Headquarters office in case of IRMT)

DECLARATION OF THE EMPLOYEE WHO SEEKS MUTUAL TRANSFER UNDER Rule 230 of IREC-Vol-I & PARA 310 OF IREM – Vol I

(Separate declaration to be executed by both the employees with the application)

Photo must be attested by BranchOfficer

1. **Name (in block letters)** :
2. **Date of birth** :
3. **Educational Qualification** :
4. **Community** :
5. **PF No.** :
6. **Staff/Ticket No.** :
7. **Designation** :
8. **Level** :
9. **Category** :
10. **Department** :
11. **Unit office in which working** :
12. **Division** :
13. **Railway** :
14. **Date of promotion in present Grade:**
15. **Mutual Transfer sought with the Employee of:**
    a. Name (in block letters) :
    b. PF No. :
    c. Staff/Ticket No. :
    d. Designation :
    e. Category :
    f. Department :
    g. Unit office in which working :
    h. Division :
    i. Railway :
    j. Level :

DECLARATION

I hereby declare that I am working in pay level _____ in the post of _____ which belongs to_____ category and I am making this request for mutual transfer with the employee mentioned under the Rule 230 of IREC Vol. I with the condition of Rule 226 of IREC Vol.I and also para - 310 of IREM Vol- I. Further, I declare that I have read and understood the contents of RBE 107 and 134 of 2007 in regard to the mutual transfer. In the event of consideration of my request, I will not claim any undue benefits, which are against the Indian Railway Establishment Code/Indian Railway Establishment Manual/Railway Board's provisions/Instructions.

Signature of the Applicant

UNDERTAKING

We, the undersigned, hereby declare that we are making this request under the rule 230 of IREC Vol.I with the condition of Rule 226 and Note under this Rule of IREC Vol.1 and also Para 310 of IREM Vol-I regarding assigning of seniority etc., and other Administrative instructions issued/modified from time to time. Further we declare that we have read and understood the contents of RBE 107and 134 of 2007 in regard to the mutual request transfer. We also understood that acceptance of the Divisional/Railway is not final in the process of transfer and reliving to Division/Railway is subject to the availability of replacement in place of the one of us to be relived at first. In the event of consideration of our request, we will not tender unwillingness nor claim any undue benefits, which are against the Indian Railway Establishment Code/Indian Railway Establishment Manual/Railway Board's provisions/Instructions.

Date:	**Signature of the employee No.1**	**Signature of the employee No.2**

Declaration Form for drawl of House Rent Allowance

1. I certify that I have applied for the Govt. accommodation in accordance with the prescribed procedure, but have not been provided with Govt. accommodation, have refused the allotment of Govt. accommodation during the period in respect of which the allowance is claimed.
2. I certify that I am residing in a house hired / owned by me /my wife / husband / son / Daughter / father / a Hindu undivided family in which I am a co-partner.
3. I certify that I am incurring some expenditure on contributing towards rent.

   Or

   I certify that the rental value of the house owned by me / owned by Hindu undivided family in which I am a co-partner and in which I am residing is ascertainable in the manner specified in para – 6 of Railway Board letter No. PC – 66/HRA/1/01, dated 06.07.1967. I certify that I am paying / contributing towards house property.
4. I certify that I am not sharing accommodation allotted to my parent (child) by the Govt. and autonomous public undertaking of semi Govt. organization such as municipality, port trust etc. allotted rent free to another Govt. servant.
5. I certify that my husband / wife / children / parents who is / are having accommodation with me / allotted to another employee of the Railway / Central / State Govt. / Autonomous public undertaking or semi – Govt. organization like municipality, port trust etc. is / not in receipt of house rent allowance from the Railway / Central / State Govt. / Autonomous public undertaking or semi – Govt. organization like municipality, port trust etc.
6. I also cerify that my wife / husband has not been allotted accommodation at the same station by the Central Govt./ Railway / State Govt. / Autonomous public undertaking or semi – Govt. organization like municipality, port trust etc.

1	Name	
2	Designation	
3	Present Scale	
4	Essential / Non – Essential	
5	Initial Appoint Capacity & Date	
6	In case of non-availability of suitable Railway Quarter, whether willing to accept lower type.	

Date Signature:

No. …… Date ……

Forwarded to the Sr. DPO / CKP certified that the declaration furnished by the employee is correct. He is eligible for grant of HRA as admissible from the date of application which may be drawn in his favour.

Signature of the Branch
Officer
With stamp

NEW PENSION SCHEME

ANNEXURE – I

(Details to be furnished by the Railway Servant)

1	Name of the Railway Servant (In Block letters)	:	
2	Designation	:	
3	Name of Ministry / Department	:	Ministry of Railways
4	Scale of Pay	:	
5	Date of birth	:	
6	Date of joining service	:	
7	Pay	:	
8	Office Address of the Employee	:	
9	Home Address with PIN Code	:	
10	Date of Retirement	:	
11	Nominee for accumulations under Pension Account	:	

Sl. No.	*Name of Nominee(s)*	*Age / Date of birth*	*Percentage of share payable*	*Relationship with Railway servant*
1				
2				
3				
4				
5				
6				

……..

Date …….. Signature of Railway servant

APPLICATION FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE / HOSTEL SUBSIDY

FOR THE ACADEMING YEAR -

I hereby apply for the reimbursement of Children Education Allowance for my child/children and relevant particulars are furnished below:-

1	NAME OF THE EMPLOYEE	:				
2	P F NO. / EMPLOYEE NO.	:				
3	DESIGNATION	:				
4	OFFICE & BILL UNIT NO.	:				
5	PARTICULARS OF THE CHILDREN		CHILD – 1		CHILD – 2	
6	NAME OF THE STUDENT	:				
7	DATE OF BIRTH	:				
8	CLASS IN WHICH STUDIED IN THE PREVIOUS ACADEMIC YEAR	:				
9	NAME & ADDRESS OF THE SCHOOL	:				
10	NATURE OF CLAIM	:	EDUCATIONAL ALLOWANCE		EDUCATIONAL ALLOWANCE	
			HOSTEL SUBSIDY		HOSTEL SUBSIDY	
			DISABLED CHILD		DISABLED CHILD	
11	ENCLOSURE	:	1. Certificate in Original from Head of the institution / school duly signed with seal. 2. Disability certificate if the claim is for Disabled Child.			

Certified that (Tick whichever is applicable)

☐ My child / children mentioned above in respect of whom reimbursement of Educational expanses claimed is / are wholly dependent on me.

☐ My spouse is not a Central Government employee.

☐ My spouse is a Central Government employee and that he / she will not claim re-imbursement of education expanse in respect of my ward / wards.

☐ The Residential educational institute is located beyond 50 Km from my residence for which Hostel Subsidy is claimed.

☐ My child / children in respect of whom reimbursement of Educational expanses claimed is / are studying in a recognized institution / school.

1. I hereby declare that the reimbursement of Children Educational Allowance has not been claimed in respect of child / children by a person other than me.
2. I hereby declare that the reimbursement of Children Educational Allowance is claimed for my eldest 2 (two) surviving children only.

I hereby declare that the particulars furnished above are correct and true to the best of my knowledge. I am aware that, if any information furnished above is found to be incorrect, I am liable for disciplinary action,Signature:

Name:

Date

CERTIFICATE BY THE SUPERVISOR

Forwarded to Bill Complying officer for necessary action. The names of the child / children mentioned above are verified with the official record and found correct. The children are two eldest surviving children as declared by the employee.

Date:**Signature of Sr. Sub-ordinate**

with office seal and stamp

BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

This is to certify that Master/Baby/Mr./Miss …… Roll No…… Admission No…… son of Sri/Smt…… is a bonafide student of this school and studied in Class …….. during the financial year …… and as per School records his/her date of birth is …… (In words) …… ……

This is to also certify that the above named child had studied in this school in the previous academic year……

He / She bears a good moral character.

** During the year Master/Baby/Mr./Miss…… had resided in the residential complex (Hostel) of the school and paid an amount of Rs……..…… toward boarding and lodging in the residential complex.

This Institution / School is affiliated recognized by …… …….. and the affiliation / recognition Number is……

Dated:
Place:

Signature Head of the
Institution/School
(with Stamp and seal)

** (Strike out it is not applicable)

Application for Change of Bank for drawing Salary

1	Employee No. (P.F. No.)	
2	NAME	
3	Designation & Station	
4	Department	
5	Existing Salary drawing Bank with Branch Name	
6	Account No.(Old)	
7	Proposed Salary drawing Bank with Branch Name (Attach Xerox copy of Pass Book)	
8	Account No.(New)	
9	IFSC Code	
10	MICR Code	
11	Reason for Change of Bank	
12	Original No Objection Certificate from Existing Bank attached	Yes / No
13	Month from which changes to be made	

Declaration

I, Sri _____, do here by declare that I have submitted the above No Dues Certificate, dt._____, issued by _____ Bank, Branch _____ which certifies no outstanding loan from the Bank. In case, the said No Dues Certificate is found to be false or fabricated, I am liable to be taken up under D&A rules.

I also declare that the purpose of change of Salary Account is neither to commit any kind of financial fraud on the Bank nor to evade repayment of loan to the Bank in which I am having Salary Account at present.

Date:_____ **Signature of the Applicant**

Forwarded to Sr. DPO/CKP for consideration please.

Supervisor (In-Charge)

Approved for change of Bank as applied for. This declaration should be preserved in Service Record.

APO/CKP

Annexure 'B'

SOUTH EASTERN RAILWAY
DECLARATION FORM FOR PASS& PTO
(TO BE FILLED BY THE EMPLOYEE)

Employee No _____ Bill Unit No:_____

Name of the Employee: _____ Designation:_____

Marital status:_____ Single/Married/Divorce/Widow/Widower

Department: _____ Working Unit:_____

Place of working: _____ Rate of Pay:_____

Scale of Pay:_____ Date of Appointment:_____

Date of Birth: _____ Class of Pass & PTO entitled:_____

Family dependent member for whom Passes & PTOs are admissible in terms of IRCA Pass Rule.

Srl. No	Name	Relationship	Sex	Date of Birth	Aadhar Number

I certify that the above entries are correct
Encl:_____

Date:_____

_____ _____
Signature of the Sub-Ordinate I / C with Office Seal

Signature of the Employee

Forwarded to _____(PASS Section) for information and necessary action please.

Signature of the Head of the Department

SOUTH EASTERN RAILWAY

This application should reach the Pass Issuing Office at least …… days before the pass is required for use.

Department: …… Office: ……

Application for ……Class Duty/School/Privilege/Complimentary Pass over Home/Foreign line.

1. Name of the Applicant (in Block Letter): ……..…….....

Ticket No. ……..……

2. Designation: …… 3. Department: …… 4. Rate of Pay: ……. P.M.

5. (a) Date of Appointment ……(b) Whether Service continuous ..……

Outward Journey	**Return Journey**
6. From ……..…… Station	10. From ……..…… Station
To …..……..…… Station	To …..……..…… Station
Via ……	Via ……
7. Break Journey at ……..……	11. Break Journey at ……..……
…….....	……..... .....
8. Available from ……..…	12. Available from ……..…
To ……..……	To ……..……
9. Persons for whom pass is required	13. Persons for whom pass is required
(a) Self	(a) Self
(b) Family Members Age	(b) Family Members Age
(i) ……..……	(i) ……..……
(ii) . ..……	(ii) . …. … … … … … ……. … … …
(iii) ……	(iii) ……
(iv) … … … … … … … … … … … … …	(iv) … … … … … … … … … … … … …
(c) Dependent Relatives Age	(c) Dependent Relatives Age
(i) ……..……	(i) ……..……
(ii) . ..……	(ii) . …. … … … … … ……. … … …
(iii) ……	(iii) ……..……
(iv) ……	(iv) ……..……

14. I certify that the dependent relatives to be included in the pass are members of my household, entirely dependent on me for their means of subsistence and residing with me.

15. I am aware of the penalties to which I am liable for the misuse of passes.

Station : ……..

Dated …… **Signature or LTI of Applicant**

State in case of mother, If widow and in the case of sister, if widow or unmarried and of brother if under 21 years. Also state whether father is alive or not.

No. …… Date. ……

Forwarded to ……for compliance. The above entries have been duly checked.

The application has taken* …… Local ……Foreign sets of Privilege / School / Complimentary pass during the current year and has been sanctioned leave from ……to …….

Sanctioned

Office …… Station ……

Signature …… Signature ……..……..

Designation …… Designation ……..……

Date ……

Received...,,,,,,,,,,,,,,,, Class Pass No. ....., dated.....

……..

Signature or LTI of recipient

APPLICATION FOR PRIVILEGE TICKET ORDER

I hereby apply for single/return journey tickets as below subject to the Railway's regulations and conditions relating to privilege tickets and declare that it is / there are for use of the person/persons mentioned below, and I hereby agree to indemnify the Railways over whose lines the same is/are available against any claims made upon them by, or on behalf of any person using each tickets.

Description of Person for whom tickets are required	Age	No.ofTkts required	
Full Tickets All over 12 years &Half Tickets All over 3 years and under 12 years		Full	Half

1 Self
2 Wife/Husband
3 Mother or step mother widowed.
4 Sister or step sister unmarried/widowed.
5 Daughter or Step daughter or adopted daughter unmarried / married under 18 years or widowed.
6 Sons or step sons or Adopted sons under 21 years / over 21 years attending school / college or invalid.
7 Brothers or step Brothers under 21 years / over 21 years attending school / college or invalid.
8 Nurse or Governess or Guardian.
9 Attendant employee on regular basis in the personal service (in 2nd class).

Class to which entitled Outward Journey From …….. To……

Railway Route Inward Journey From ……..

To……..

Date from which required ……..

CERTIFICATE

I certify that the relatives for whom privilege ticket(s) are required is/are residing with and wholly dependent upon me and no brother of mine is obtaining privilege ticket orders for the relatives. MY FATHER IS NOT ALIVE.

Station employed at …… Signature of the applicant……..

Dated …… Name ……

Designation ……

Date of Appointment ……

T. No. ……Rate of Pay ……. p.m.

We certify that to our knowledge, the parties for whom privilege ticket orders are required, are as described above.

1. 2.

Signature …… Signature ……

Designation …… Designation ……

Department …… Department ……

(Application for Monthly and Weekend CTO)

To

……

……

Sir,

I beg to apply for a monthly CTO/Weekend CTO for my own journey/for the journey of my student son/daughter available between …… (Station) and…… (Station) over S.E. Rly./E.Rly.which is the nearest Railway station from my residence.

I hereby declare that

(1) I am not provided with Rly. Quarter/I refused Rly. Quarter which was allotted to me/ I surrendered Railway quarter which was allotted to me.

(2) I am, therefore, living at …… near …… Railway station over S. E. Rly./E. Rly. and daily attending office from my residence which is about …… KM from my headquarters.

(3) I am unmarried/married/widow/widower and my family in full is residing at my permanent home station (as recorded in my service sheet) which is about …….. KM from my headquarter and I am living here alone. I have to visit my home to look after my family in weekend.

(4) As there is no School/College near my residence, I got admitted my son/daughter in the School/College at …… at …… Railway station …… (nearest Railway station) which is the nearest available College/School of requisite standard from my residence. I enclose herewith a College/School certificate.

(5) My son/daughter for whom this concession order is sought for is residing with me and he/she is attending his/her College/School from my residence. He/She is not enjoying any student monthly concession which is available from the College/School.

(N.B.: To be scored out which is not applicable)

I solemnly declare that the above statements are correct.

Yours faithfully,

Dated:…….. ……

Signature of the Applicant

Name:

Designation / Section:

Forwarding Officer

APPLICATION FOR SCHOOL PRIVILEGE CARD PASS

1. Name of the applicant :
2. Designation &Stn. :
3. Basic Pay with Scale :
4. Class of Card Pass applied for :
5. School Privilege Card Pass required for (with the actual age as per school certificate)
6. Available between stations :
7. Convenient trains for the student :
8. Whether renewal of fresh :
9. If renewal state the old card pass No. :
10. Old card pass returned to H.Qrs. with letter No. & date :
11. Name of the School/College :
12. Declaration of the applicant :

I hereby declare that Sri/Km …….. is my son/daughter and he/she resides with me at my residence and the Card Pass is required for his/her attending School/College, which is the nearest available School/College of requisite standard, where the student could get admission.

Enclo: School/College certificate
In original

……..
Signature of the applicant
Designation……..
Office ……..

No…… Date ……

Forwarded in original to …… . for necessary action.

Forwarding Officer

SCHOOL/COLLEGE CERTIFICATE FORM

This is to certify that Sri/Smt…….. Son/daughter of Sri/Smt…… aged……. years……months is a bonafide student of class…… of this School/College/University …… for the session…… He is getting/not getting any Stipend/Scholarship other than on merit/means basis.

School/College/University will be closed from…… to ……. on account of ……vacation/holidays.

The School/College/University is recognized by/affiliated to ……...

……..

(N.B. starting and closing of the Session must be mentioned for College student)

Dated…… ……..

Signature of Principal/Head Master/
Head Mistress

Seal of School/College/University

I certify that the above named is my son/daughter and proceedings to …… to see his/her…… at ……

Signature of employee ……
Designation ……
Office……
Date……

Note: Portions not required should be scored out. Any alterations must be attested by the signatory otherwise the certificate will not be accepted.

LEAVE APPLICATION FORM

Department …… Office ……

1. Applicant's Name in full …… …… ……
2. Designation and Rate of Pay ……..
3. Length of Service ……
4. The date of attending the age of 55 years ……..
   The date of attending the age of 60years ……..
5. Nature and period of leave applied for and date from which required ……
   ……..……
   ……..
6. Purpose for which leave required……..……..…
   ……..……
7. Extension of leave (if any) and period……...……..……
   ……..……..……..……
8. If on medical ground, is medical certificate submitted by Railway Medical Officer / Registered qualified Private Practitioner?
   ……..……..……..……
9. Address while on Leave ……..
   ……..……
   ……..……
10. Pay / leave salary may (i) be remitted by Money Order to the above address at my cost, (ii) be paid to (Name) ……
    Designation ……...…… Station …… on production of written authority from me and the life certificate (iii) await my return.
    Note:- Item (iii) is tenable in case of leave for one month or less. Authority under item (ii) may only be given in favour of another Railway Servant.

Date …… 202…. Signature or L.T.I. of applicant

APPLICATION FOR ACCOMODATION IN THE S. E. RAILWAY HOLIDAY HOME AT PURI / RANCHI / DARJEELING / DIGHA / ARAKU

1. Name in full (Block Letters) …… ……. …….
2. a) Designation ……

   b) Section …… c) Rly. Telephone No.……

   d) Basic Pay …….. e) Bill Unit ……..

   f) Office / Section …… g) Date of superannuation ..……..

   h) Bill Complying Officer ……
3. Period from which leave has been sanctioned ……
4. Holiday Home last availed on ……
5. Accommodation is required from …… To ……..
6. Please have contact with the dealing assistant in Welfare Section within seven (7) days from the date of submission of the application positively.
7. Particulars of a family members to accompany the applicant:

Sl. No.	NAME	Relationship	Age

To: The CPO (Welfare) / S.E. Railway, GRC Kolkata – 43
The Sr. DPO / S.E. Railway / CKP, Sr. DPO / E. Co. Railway / VSKP
(Through Proper Channel)

Request to allot me one Unit in the Holiday Home at Puri / Ranchi/ Darjeeling / Digha / Araku for the bonafide use of self and family as particulars furnished against Item No. 7 of the above proforma. Rules and condition regarding occupation of the Holiday Home has been read by / explained to me and I agree to abide by them.

I also certify that either myself or any members of my family who will be accompanying to the Holiday Home is not suffering from any infectious disease. Family members will be only those for whom Pass / PTOs are admissible.

I agree to pay to the authority concerned the prescribed charges in advance.

And hereby authorize my Bill Complying Officer to recover from salary the cost of breakages or loses of equipment in the room allotted for my use during my / our stay in Holiday Home.

Signature or L.T.I. of applicant

No. …… Date …… 20….

Forwarded to the Dy. CPO (W) / S.E. Railway / GRC, Sr. DPO / S.E. Railway / CKP, Sr. DPO / E. Co. Railway / VSKP for information and necessary action please.

DEPARTMENTAL OFFICER

PROFORMA FOR THE GRANT OF "COMPOSITE TRANSFER GRANT"
(TO BE SUBMITTED IN DUPLICATE)

1.	Name of the Officer	
2.	Designation	
3.	Employee No.	
4.	Date of Appointment	
5.	Date of Birth	
6.	Date of Retirement	
7.	Rate of Pay	
8.	Date of Release from the Old Station (Please indicate the previous place of posting.)	
9.	Date of reporting with Station in CKP Division	
10.	Date of shifting the personal effects	
11.	Whether VPU 8 Wheeler is utilized for shifting the personal effects	
12.	Whether CAR was carried in the VPU or not.	
13.	Details of Kit Pass, If any availed & issued (State the Railway)	
14.	Whether the personal effects are shifted by Road, if so, furnish the details. Enclose Transport Cash Memo.	Yes/No. If yes, furnish the details. From: _____ To: _____ Distance = _____ Km, Cash Memo No. _____, dt. _____
15.	Railway Quarter No, Station and Date of Vacation	
16.	Present Address:	
17.	Whether on Retirement A/c or on Transfer A/c.	
18.	Name of Bank, IFSC No. and Account No.	

I certify that the particulars furnished above are correct. I also certify that the claim is due to change of residence. I am aware that in case of any information being found false in future, I am liable to be taken up under D&A Rules.

Date: **Signature of the Officer**

No. _____ Date: _____

Forwarded to DRM (P)/CKP for further necessary action.

Signature of the Controlling Officer/Supervisor

FORM FOR SEEKING 'NO OBJECTION CERTIFICATE' FROM EMPLOYER FOR PASSPORT/VISA

1	Name (in Block Letters)		
2	Father's Name		
3	Spouse's Name		
4	Present Designation		
5	Presently station at which posted		
6	Division/Headquarters		
7	P. F. No.		
8	Identity Card No.		
9	Whether Permanent/Temporary/Quasi permanent employee		
10	Date of joining Railway Service(Permanent)		
11	Date of joining in the present post		
12	Scale of Pay		
13	Grade Pay		
14	Present Pay with NPA		
15	Bill Unit No.		
16	Present Residential Address		
17	Residing since		
18	Permanent Residential Address		
19	Name(s) & age(s) of dependent family members and his/her/their relationship with the applicant, if required		
20	Fresh Passport or Renewal		
21	If renewal/Visa, Passport No.		
	Passport issued by		
	Place of issue		
	Date of Issue of Passport		
	Date of expiry of Passport		
22	**Visa Applicant must fill up the following columns**		
(i)	Name of foreign countries to be visited		
(ii)	Period of stay Abroad		
(iii)	Purpose of visit		
(iv)	Name, address and relationship of family members/person with whom the applicant is likely to visit abroad		
(v)	Estimated Expenditure(travel, Boarding, Lodging, Visa, Misc. etc.) for visit abroad		
(vi)	Source of Fund of total estimated expenditure		
23	Whether copy of Pay Slip enclosed(Yes/No)		
24	Whether copy of Identity Card enclosed(Yes/No)		
25	Whether 3 copies of Passport size photograph (3.5cm x 3 cm.) enclosed		
26	In case of gift as interpreted in Rule 13 of RSCR or sponsorship, requisite documents submitted or not		
27	Any other relevant fact which the applicant may like to mention		

DECLARATION

I.....do hereby declare that the information furnished above are correct in all respect. If in future any information is found false/wrong, I shall be solely responsible for my wrong information and liable for disciplinary action.

I ..... further declare that while on ex. India, I will not take any service or accept any employment without obtaining the previous sanction of the President as laid down in Rules 509 of Indian Railways Establishment code volume-I nor I will engage in any business, profession or vocation without prior sanction and that I will not extent Ex. India leave from abroad. I am fully aware of the consequences arising out of this sanction and/or absence after the expiry of the leave.

Dated:

Place: .....

Signature of the Applicant

Designation:

Signature & Designation of immediate superior

Submitted to Personnel Branch/HQ/Divn./Units

..... RAILWAY CM257

RESERVATION/CANCELLATION REQUISITION FORM

If you are a Medical Practitioner Please tick ( ) in Box (You could be of help in an emergency) Dr. ☐

If you want Sr. Citizen concession, please write Yes/No in box (if yes, please carry a proof of age during the journey to avoid inconvenience of penal charging under extant Railway Rules) ☐

Do you want to be upgraded without any extra charge? Write Yes/No in the box. (If this option is not exercised, full fare paying passengers may be upgraded automatically) ☐

Train No & Name _____ Date of journey_____

Class _____ No of Berth/Seat_____

Station from _____ To _____

Boarding at _____ Reservation upto _____

S.No.	Name in Block letter(not more than 15 chars)	Sex (M/F)	Age	Concession/Travel Authority No.	Choice if any
1					Lower/Upper berth
2					
3					Veg./Non-veg. Meal for Rajdhani/ Shatabdi Express Only
4					
5					
6					

CHILDREN BELOW 5 YEARS (FOR WHOM TICKET IS NOT TO BE ISSUED)

S.No.	Name in Block Letters	Sex	Age		

ONWARD/RETURN JOURNEY DETAILS

Train No. & Name_____ Date _____

Class _____ Station from:_____ To_____

Name of applicant _____

Full Address _____ **Signature of the Applicant**

Telephone No., if any _____ Date _____Time _____

FOR OFFICE USE ONLY

S.No. of Requistion_____ PNR No._____

Berth/Seat No._____ Amount collected _____

Signature of Reservation Clerk

Note : 1.Maximum permissible passengers is 6 per requisition.

2. One person can give one requisition form at a time.

3. Please check your ticket and balance amount before leaving the window.

4. Forms not properly filled or in illegible forms shall not be entertained.

5. Choice is subject to availability

मंडल रेल प्रबंधक
का कार्यालय
OFFICE OF THE
DIVISIONAL RAILWAY MANAGER