

RAILWAY ESTABLISHMENT RULES

Chapter No:-1 INTRODUCTION

The Ministry of Railways (Railway Board) is functioning under Railway Minister as Cabinet rank and he is associated with two Deputy Minister of Railway and Minister of States of Railway.

The Railway Board is the Chief Administrative and Executive Body assisting the Minister of Railways.

Que.:- When was the Railway Board formed and who are the main body?

Ans.: The railway Board was formed on **18 / 02 /1905**

The Main Body :-

1. Chairman of Railway Board.
2. Financial Commissioner Railways.
3. Railway Board Members:
 - a) Traffic.
 - b) Staff .
 - c) Mechanical Engineering.
 - d) Civil Engineering.
 - e) Electrical Engineering.

Que.:- What are the Attached offices of Railway Board?

1. The Research Design and Standard Organization (RDSO).
2. Office of the Railway Liaison Officer with Directorate General of Supplies and Disposal.
3. Railway Recruitment Board.
4. Railway Staff College, Varodara.
5. Indian Railway Institute of Civil Engineering, Pune.
6. The Institution of Railway Signal & Telecommunication Engineers, Secunderabad.
7. Indian Railway Institute of Electrical Engineering, Nasik.

The Railway Recruitment Boards are located in

Mumbai, Kolkata ,Chennai, Allahabad, Muzaffarpur , Gauhati, Danapur,Bhopal and Chandigarh.

RDSO is located in Lucknow..

Que.:- How many zones are working under Railway Board?

Ans: - There are 15 zones are working under Railway Board. The particular are as follows.

Sr. No.	Name of Zones	HQ.
1.	Southern Railways	Chennai
2.	Central Railway	Mumbai.CSTM
3.	Western Railway	Mumbai(Charchgata)
4.	Eastern Railway	Kolkata

5 Northern Railway New Delhi

Sr. No.	Name of Zones	HQ.
6	North Eastern Railway	Gorakhpur
7	North East Frontier Rly	Maligaon (Gauhati)
8	South Eastern Railway	Kolkata
9	South Central Railway	Secunderabad
10	North Central Railway	Alahabad
11	North Western Railway	Jaipur
12	South Western Railway	Bangalore
13	West Central Railway	Jabalpur
14	East Central Railway	Hajipur
15	East Cost Railway	Bhubaneshwar.

In order to discharge the Administrative function, each Zone up to Sr. no.9 is having a General Manager. Two additional General Managers, Senior Dy. General Managers, Dy. General Managers, Chief Public Relations Officer, Chief Planning Officer and Heads of Department for the following functions:

- a) **Operating** -- Chief Operating Manager..
- b) **Engineering** -- Chief Engineer.
- c) **Electrical**—Chief Electrical Engineer.
- d) **S & T**—Chief Signal & Telecommunication Engineer.
- e) **Mechanical**—Chief Mechanical Engineer.
- f) **Accounts**—Financial Adviser and Chief Account Officer.
- g) **Personnel**-- Chief Personnel Officer.
- h) **Stores** --Controller of Stores.
- i) **Medical** --Chief Medical Officer.
- j) **Security**--Chief Security Commissioner.

Que.:-What are the productive units and other organization working directly under railway board?

Ans.—Production Units:

1. **Chittaranjan Locomotive works** for manufacturing of Electric Locomotives. (CLW-Kolkata)
2. **Diesel locomotive works**, Varanasi, manufacturing Diesel locomotives. (DLW)
3. **Integral Coach Factory** at Perambur (Chennai) for manufacturing of Coaches, Electric multiple Units and goods stock.
4. **Wheel and Axle Plant** at Bangalore for manufacturing axles.
5. **Diesel Component Works** at Ptiala. (DCW)
6. **Rail Coach Factory** at Kapurthala. (RCF)
7. **Railway Electrification**, Allahabad. (CORE)

Other Organization:

1. Metro Railway at Calcutta.
2. Metropolitan Transport Projects, Mumbai Mass Rapid Transport System (MRTS) Delhi, Madras
3. Indian Railway Construction Company (IRCOM)

4. Rail India Technical and Economic Services.

Commissioner of Railway Safety:

It is an independent organization known as 'Commissioner of Railway Safety' functioning under the control of Ministry of Tourism and Civil Aviation.

Commissioners of Railway Safety.

- 1 CCRS- Lucknow.
- 2 CRS - Central Circle Mumbai.
- 3 CRS- Western Circle Mumbai.
- 4.CRS - Eastern Circle Kolkata.
- 5 CRS - Northern Circle ,Delhi.
- 6 CRS - Southern Circle,Banglore.

Duties of Commissioner of Railway Safety:

1. Inspection of New Railway lines.
2. Periodical inspection of Open Lines
3. Approval of New Work for commissioning.
4. Investigation into accidents.
5. General Advice on matters connects train operation.

Chapter 2. LEAVE RULES

Que. What are the types of leave rules.

Ans:- 1.Company Leave Rules. 2.Fundamental Leave Rules. 3.State Railway Leave Rule 4.Liberalised leave Rules,1949 Or Central Pay Commission Leave Rules.

Presently Liberalized leave Rules are only applicable.

Leave cannot be claimed as of right and leave of any kind may be refused or revoked by the authority component to grant it.

Que.6 What are the kinds of leave?

Ans. Kinds of Leaves.

1. Leave on average pay .
2. Leave on half average pay.
3. Commuted Leave.
4. Leave not due.
5. Extraordinary Leaves.
6. Maternity Leave.
7. Paternity Leave
8. Study Leave.
- 9 Hospital Leave
- 10 Special Disability Leave
11. Leave Preparatory to Retirement.
12. Leave Encashment.
13. Casual Leave
14. Spl.Casual Leave
15. Compensatory Casual Leave
- 16.Leave to Special Class Apprentices.
17. Leave to Apprentice Mechanics.
18. Leave to Trade Apprentices.

19. Leave to Other Apprentice.
20. Extraordinary Leave to Apprentices.
21. Leave to Workshop Staff.
22. Leave to Running Staff.

1) Average Leave.

No any Railway servant shall be granted leave of any kind for a continuous period of five years. Minimum leave of 180 days can be granted at a time at a time. Total number of average leave per year is **30 days** Teaching staff of Railway School shall not be entitled for average leave. Maximum number of 300 days leave can be accumulated.

2) Leave on Half Average Pay .

A Railway servant can availed 20 days leave per year on Half-Average pay, that to be producing medical certificate.

3) Leave without pay (leave not due).

4) Extra Ordinary Leave.

5) Maternity leave: A female servant including Apprentices with less than two serving children may be granted maternity leave for 135 days. This leave is eligible for those who are mis-carriage including abortion.

6) Paternity Leave: This leave is granted to Rly.servant including Apprentice with less than two serving children for 15 days during the confinement of his wife (or) before 135 days from the date of delivery.

[RBI's No. E((P & A) 1 / 97 /CPC /LE-6-dt. 8. 4. 99.]

7) Casual leave: Casual Leave is admissible to Rly. Staff in all groups. The C/Leave is granted to enable them to attend to sudden unforeseen needs / requirements. It is not treated as absent from duty and his pay is not terminated. If a Rly. Servant joined in Rly. in the middle of the year, he entitled to the full quantum of casual leave. There is no restriction to sanction full quantum of casual leave to those joining services in the second half of the year.

e.g. Example. If the Rly. Servant joined in Rly. service in the month of December, he will be entitled to take full of quantum of C / L

[RB's L.No. E(G) 56 LE 2 /91/3 of dt.5.10.56]

Casual leave, which was not availed in the calendar year , will lapse.

8) Extraordinary Leave: The Extraordinary Leave may be granted in to different occasions.

(a)When no other leave is admissible.

(b)When other leave is admissible. The Rly. Servant should give in writing for the granting of Extra ordinary leave. This leave is permissible only for Permanent staff. Extra ordinary leave on any one occasion in excess of the following limits.

3month without certificate. Staff who had completed 3 years of service can avail 6 months, which will be recommended by Med. certificate.

18-month leave who had completed one-year service for the following reasons.

TB on any part of the body by a qualified TB specialist.

Leprosy in a recognized leprosy institute recognized by state administrative medical officer concerned.

Cancer or mental illness in an institute.

9) Maternity Leave: -A female Rly. Servant those who are having less than two serving children can be granted maternity leave of 135 days w.e.f. 7.10.97. This also applicable to Apprentice Rly. servant also.

[RB's L.No. E((P & A) 1 / 94 /CPC /LE-6-dt.10.11.97].

Maternity Leave also granted to female servant for the case of miscarriage includes abortion, only after producing Medical Certificate from Medical Officer. The total leave to be granted should not exceed 45 days.

[RB's L.No. E(P&A) 1 / 94 /CPC /LE-6-dt.12.9.94].

Moreover Maternity leave also can be combined with leave of any kind. The above said maternity leave can not be debited against the leave account. Maternity leave also be granted to female Rly. servant of temporary status.

[R.B.'s L.No. E((P & A) 1 / 90 /CPC /LE-9-dt.25.6.91] Female Rly. Servant (even unmarried) also is granted maternity leave. Female Rly. Servant who had married a widower, such widower had children of former wife who was expired is also eligible for maternity leave who is having two serving children. First wife's children of the widower can not be taken into account for the female servant who had married a widower.

[RB's L.No. E((P & A) 1 / 98 /CPC /LEL-dt.5.10.99.]

10) Hospital Leave : hospital leave can granted to Group C and D staff while under treatment for illness or injuries if such illness or injury is directly due to risk incurred in the time of official duties. This leave may be granted after submission of Medical Certificate from an authorized Medical authority. He may be granted leave not more than 120 days of average pay and the remaining period may be given on half pay salary. Divisional Rly. Managers are empowered to relax provision in individual cases meriting sanction of hospital leave beyond 120 days. General Manager is empowered to grant hospital leave (unlimited) to any no of days.

Injured Rly. Servant injured on duty during 1985-93 where hospital leave was not granted beyond 120 days on full pay may be reviewed by the Administration and accordingly Hospital leave may be regularized by General Manager. The Hospital full average pay during the period 1985-93 (old Cases) may be regularized after getting personnel sanction of the G.M. with concurrence of the FA & CAO be debited against leave account. Hospital leave which may granted by GM is unlimited and cannot be debited against leave account. Hospital leave may be granted to the Rly. Servant who remains absent from duty for Amputation and Replacement of Artificial limbs or for obtaining spare limb.

Any Rly. servant who the Workman Compensation Act applies, the amount of leave salary payable during hospital leave shall be reduce by the amount of compensation payable under Sec.4 (1) (d). Compensation payable under cause (b) or (c) of Sec. 4(1), then hospital leaves salary to paid in full amount.

11) Special Disability Leave: The competent authority has to grant special disability leave to Rly. Servant whether temporary or permanent who is disabled by injury on duty. The period of such special leave should be certified by the Authorized Medical Attendants, and this leave should not be beyond 24 month in respect of one disability and this period will be counted as Duty. This leave can be combine with any leave. Leave salary during such leave shall for the 120 days of any kind, be equal to leave salary while on leave on average pay and and for the remaining period of any such leave, be equal to leave salary during Half Pay leave, provided the Rly. servant may at his option, may be allowed leave salary as for the period exceeding 120 days and without even the period of such leave shall be debited to his Half Pay Leave account. This provision be applied to Temporary servant also -who was injured on duty or becomes illness during the performance of Duty.

12) Leave Preparatory to Retirement: When a Railway servant is not interested of encashment of leave on average pay at his account at the time of Retirement can be permitted by the competent Authority to take leave preparatory to retirement to the extent of Average which should not exceed of 240 days together with Half Pay leave and this leave should be up to the date of Retirement including to the date of retirement .

13) Leave Encashment: An Encashment of leave Is one of the retirement benefits granted by the Government to their retiring employees. Under these scheme the benefit of encashment of unutilized leave on average pay, at the credit of employee at the time of retirement, shall be admissible subject to a maximum limit of 300 days w.e.f. 1.7.97 in respect of following categories.

- a) Retirement on attaining the age of superannuation b) cases where the service of a Rly. servant has been extended, in the interest of public service beyond the date of retirement on superannuation.
- c) At the time of Voluntary / Pre- Retirement or declared unfit.
- d) When a servant is terminated by Notice.
- e) In case of termination of re-employment after retirement..
- f) In the case of death of Rly. Servant in service, to the family of the deceased;
- g) In the case of leave preparatory to retirement
- h) In the case of transfer of Rly. Servant to an industrial establishment; and on absorption of a Rly. Servant in the Central Public Sector Undertakings.

Rly. Servant who resign or quit service also be entitled to cash equivalent in respect of leave on average pay on the date of cessation of service to the extent of half of such leave at his credit, subject to a maximum of 150 days.

[R.B's No.F (E) III/97/LE 1/8 of 10-11-97]

Encashment of ceiling on encashment of LAP from 240 days to 300 days -- Clarification regarding calculation of LAP for encashment on termination of re-employment:

With effect from 1.1.97 the encashment of LAP in respect of re-employment person on termination of there re-employment on or after 1-7-97 may be regulated as under :

- (1) Where Rly. Servant has availed of encashment for 240 days at the time of retirement, the cash equivalent in respect of leave on average pay (LAP) at his credit on the date of termination office re-employment shall be limited to the quantum of LAP earned by him from 1.7.97
- (2) Where a Rly. Servant has not availed of encashment for 240 days at the time of retirement the cash equivalent in respect of leave on average pay (LAP) at his credit on the date of termination of his re-employment shall be limited to the quantum of LAP earned by him from 1.7.97. onwards plus unavailed portion of the LAP (i.e. difference between 240 days and leave on average pay for which encashment has already been availed of).

In both above cases, the total quantum of leave on average pay already encashed at the time of retirement and allowed to be encashed as above shall not exceed 300 days.

[No.F(E)III/97/LE1/8 dated 30.10.98.]

Encashment Leave on half average pay (LHAP) on Superannuation .

W.e.f. 14 .7 .1982 the entire Leave on half average pay at the credit of Rly. Servant who retire on superannuation shall be allowed to be encashed subject to the condition that the pension and pension equivalent of the other retirement benefits shall be deducted from the amount payable as cash equivalent, as provided in Rule 550-B(i) of R..I. The encashment will be subject to the following conditions:

- (a) The benefit will be admissible in respect of past cases on receipt of applications to that effect from the pensioner concerned by the office.
- (b) In respect of future retiree the amount of encashment of leave on Half-Average Pay (HAP) will be calculated and paid together with Encashment of LAP.

- (c) Calculation of cash equivalent in respect of LHAP at the credit shall be made *mutatis mutandis I* in the manner given in Board's letter No. [F(E)III / 82 / LE1 / 2 dated 11-2-1983]. which is as under:-

Cash payment in lieu of half pay leave component.	Half Pay leaves salary <i>plus</i> DA if admissible <i>minus</i> pension, pension equivalent of gratuity and relief on pension if DA admissible on half pay leave	Number of days of half pay leave due on the date of retirement on superannuation
=	=	×
	30	

- (d) The amount so calculated shall be paid as one-time settlement.

[R.B's No..F(E)III/90/LE1/1 of dt. 20-05-1993]

Note: 1. There is no limit to the total number of LHAP that can be encashed on superannuation.

2. If the Rly. Servant already availed of LAP encashment up to 240 days for which DA would have been taken into account, he will not be entitled to DA on encashment of LHAP.

[R.B' No .F(E) III - 90 /LE/1 of 21.10.93.]

14) Special Leave:- Spl. Leave is granted to the Rly. Servant to cover there absence from duties on the following occasion :-

To attend work connected with running or administration of Railwaymen's Societies.

Under Family Welfare Program.

For participating sports.

Trade Union/Federation.

For Cultural activities like Drama and Musical competition.

Scout work.

Voluntary blood donation.

Chapter 3. ALLOWANCES

- 1) **Dearness Allowances.**
- 2) **Compensatory City Allowance.**
- 3) **House Rent Allowance.**
- 4) **Travelling Allowance.:-** Travelling allowance is granted on the % of absence from H.Q.
 - a) If absence does not exceed 6 hrs =30%
 - b) If absence from HQ 6-12 Hrs. =70%
 - c) If absence is above 12 Hrs. = 100%
- 5) **Running Allowances:** Running allowances are granted normally to non-gazetted employees for performance of duties directly connected with the charge of moving trains.

Loco staff (Diesel /Electric)

- a) Drivers including Motorman

Traffic.

- a) Guards

and Rail motor drivers.
 b) Shunters.
 c) Fireman, Electric Assistant.
 Diesel Assistant.

b) Asst. Guard
 Brakeman.

6) **Break Down Allowance** : Rly. Staff deputed for Break down duties are entitled :-

Unskilled worker)	2550 - 3200	Rs.40 PM
Khalasi ,Helper)	2650 - 4000	Rs.40 PM
Other D group)	2610 - 3540	
)	2650 - 4000	Rs.40 PM
Staff in scales and)	2750 - 4400	
Skilled Staff)	3050 - 4590	Rs.60/-PM
Technicians)	4000 - 6000	Rs.80/-PM.
Sr.Technicians)	4500 - 7000	
Supervisor)	4500 - 7000	Rs.100/-PM.
Jr.Engr. and)		
Staff in higher scales)		Rs.100/- PM.

7) **Night Patrolling Allowances**:-Night Patrolling allowances will be admissible only to the gangman (permanent) or casual labor with temporary status at the rate of Rs.1.50 per night w.e.f. 1.1.90 .

[R.B's No.E(P&A) 1/89/FE-4/1 of 25.4.1990.]

8) **Non practicing Allowances**: Railway Doctors is not supported to do private practicing . To compensate this Non practicing allowances, in Rly. is granting. Non practicing allowances is uniformly 25% of Basic Pay.

9) **Normal Holiday Allowance**:

10) **Night Duty Allowance**:

11) **Washing Allowance**: Washing Allowance is eligible for those who are provided with uniform (Group D Staff)(Rs. 15 P.M.)

[(R.B's No.P(E)/ 1/82/AL/29-1- of 31.3.1986.]

RPF are also eligible (Rs.10 /- per month)

Safaiwallas are also eligible for washing allowance.

12) **Nursing Allowances** : Rs.150/- 300 /- P.M.)

Uniform Allowances Rs.1500 /- to 3000/- 1 year.) 1.8.97.

Washing allowances Rs.75 /- 150/- P.M.)

Nursing allowances Rs.1600/- from 15.7.98.

[R.B's No.E(P&A) -1-98/AL/-1 of dt.17.9.98.]

It is also eligible -Public Health Nurses, Public Lady Health Visitors, Field Female workers.

13) **Handicapped Allowance**:- 5% or Rs.100 Behind

1)Blind Person

2)Orthopaedically handicapped person if 40% or 50% permanent partial disability of either upper or lower limbs or both upper limbs .

[R.B's No.PC-IV/86/IMP. AL/23 of 8.5.1987.]

Scheduled Tribes Area

1) PC - IV / 86 / IMP / AL /22 - 09 - 10 - 86.

2) PC - IV / 87 / IMP / AL /22 - 30 - 7 - 87 .

3) PC - IV / 88 / IMP / AL /22 - 26 - 2 - 86 .

4) PC - IV / 88 / IMP / AL /22	- 10 - 8 - 88 .
5) PC - IV / 90 / IMP / AL /22	- 23 - 11 - 90 .
6) F(E) 1 / 89 / AL /4 / 2	- 03 - 7 - 89 .
7) F(E) 1 / 98 / AL /4 / 2	- 17 - 4 - 98 .

Sanction Amt.

Bellow 3000	- Rs.40/-PM
3000 - 4499	- Rs 80/-
4500 - 5999	- Rs. 120 /-
6000 - 8999	- Rs. 160 /-
9000 - above	- Rs. 200 /-

14) **Teaching Allowances** 30 % of Basic pay.

ESM (S & T) are eligible for O. T.

[R.B's No.E(LL) 97/HER/23 DT. 1 . 4 . 98]

15) **Ghat Allowance:** Ghat Allowance is granted to only running staff.

Rs. 585 /- PM w.e.f. 1.4.98-30.9.98.

Rs. 612/- PM w.e.f. 1 .10 .98.

16) **Ration money Allowance :** Up to the grade of Inspector (Rs.6500 -10500) are entitled to Ration Money Allowance at the rate of Rs.612 -PM w.e.f.1.10 .98.

Extra duty allowance more than 9 hrs Rs.7.50 per day + 120/- PM (Ration Subsidy)

[R.B's No.E(P&A) 1.99/ALL/RPF/89/1 of 31.5.99.]

Exemption of fully income tax for ration money allowances.

[R.B's No.E(P&A) 1/98/ALL/RPF/1.4.98FE-4/1 of

Que.- What is the Interest Bearing Advance for purchase of

- 1) Conveyances, Cycle, two wheeler and Cars.
- 2) Construction/Purchase of House / flat.
- 3) Purchase of Personal computer.
- 4) Purchase of Table fans.
- 5) Purchase of Warm clothing.

Que.-What are the non-interest advances.

- 1) Advance on pay on transfer.
- 2) Advance of TA on tour/ transfer retirement.
- 3) Advance of deportation abroad / Returning India.
- 4) Advance of Leave salary.
- 5) Advance in the event of Natures calamity; flood/drought.
- 6) Advance of Law suits.
- 7) Advance for treatment of Cancer.
- 8) Festival Advance.
- 9) Advance for purchase of outfit for children.
- 10) Advance from PF(Temp. and final).

1.Advance for purchase of cycle :-

Advance payable to the employees whose basic pay does not Exceed Rs.5000/- and the amount to be sanctioned is Rs.1500/- and this should be repaid in 30 installments .For principles amount and after completion of principle Amount the interest 9% as on 1.4.93 and the total interest be recovered in or two installments.

2.Purchase of Motorcycle (Scooter / Moped):-

This advance is eligible for these employees drawing Basic Pay Rs.4500/- or above. Amount Rs.30000/- be sanctioned and this should be deducted in 70 installments. Also employees can be granted 2nd Advance Rs.24000/- for Purchase of motor cycle. Employees should provide Registration certificate.

Interest rate is 11.5% as on 1.4.93.

[RB's F(E)III Spl. 97/Adv. 2/2 of 26.12.97.]

3.Purchase of Motor Car :- Employees who are drawing basic pay or Rs.10500/- and above are eligible. For getting motor car advance of Rs.1,80,000/-which will be repayable in Two hundred month equal installments. The amount of Rs.1,60,000/- be granted to the employees who wish to purchase for second time.

4.Advance for Treatment of Cancer: This advance is only payable to the staff where the employee or his family member admitted in Recognized hospitals for Cancer. Amount is Rs.1000/-

5.Festival Advance :Non gazetted employees whose basic pay not exceeding Rs.8300/- may be granted F.A. Rs.1500/- that will be Repayable in TEN installments. Temporary employees are also eligible for Festival Advance.

6.Advance for purchase of Outfit for school going Children: - All non-gazetted employees are eligible for granting advance of one-month salary that will be recovered in 10 installments. For the purchase of outfit for children attending schools, the Schools approved by the General Manager at the beginning of each day.

7.Withdrawal from Provident Fund.:-

Temporary: - Temporary or final withdrawal.

1) For Medical Ground. -

Staff, Family members total amount in 24	3 months pay or 50% of (DEPENDENT) Installment.
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2) Marriage purpose:-

Self, children and Dependent	90% of the amount permissible relative if the amount is less than Rs.10000/- otherwise 6 months pay recovered in 60 installments.
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3) Education :

For children and Dependent	Rs1000/-in 24 installments
Gazette staff Non-Gazette.	Rs500/-

8.Purchase of Personal Computers:- Rly. Servants whose basic pay is Rs.10500/- or above be granted computer advance of Rs. 80,000/- which will be repayable in 150 installments. For purchase of computer in 2nd time is Rs.75000/-

9.Purchase of Table Fans :-For class 'D' staff are eligible to get table fans advance of Rs.1000/- which is repayable in TEN installments.

10.Purchase of Warm Clothing:-The employees groups C and D posted in Hill stations are eligible for this advance of Rs.1500/- repayable in 12 installments.

11.House Building Advance:- (Construction or purchasing of New home/flat).

The advance for purchase of plot also be granted.

Also for enlarging living accommodation in an existing House owned by an employee is also granted. The amount payable to the employee is 50 time of Basic pay. Also cost ceiling for the House Building advance is as follows :-

Upto Rs.2700/- (basic pay)	2.5 lakhs.
Rs.4500/-	4 --"---
Rs.4500/- add above	5 --"---

Repaying Capacity of Employee.

Length of service balance % of repay capacity.

20 yrs.	35% of B/Pay.
10 yrs. - 20 yrs.	40% ---"---
Within 10 yrs.	50% ---"---

Rate of Interest :-

Upto 50000	- 7.5 %
Upto 1.50000	- 9 %
Upto 5 lakhs	- 11 %
Upto 75 lakhs	- 12%

No. of installments of of principles amount = 180 Instal. No of installments of interest = 60 Instal.

[RB No .F(E)F(E)SPL.97.ADV.3/6 - 29.12.97]

Non Interest bearing advance

1) Advance pay on Transfer :-

When an employee got transferred from one station to another in the interest of administration, which will not be on MUTUAL TRANSFER or transfer on OWN Request may be granted one month salary advance which should be repayable in THREE monthly installments.

- 2) **Advance TA on Tour :-** When Rly.employee is advised by administration to attend tour in the interior, they are eligible to claim TA advance which will not be exceeding 30 days for expenses occurred during tour.
- 3) **Advance on proceeding on deportation/ Returned to India :-** When A Rly. employees are advised to proceed on deportation to out of India for a period less than one month, may be granted one month salary in advance that will be repayable in Three monthly installments.
- 4) **Advance of leave salary:** When a Rly. Servant going on leave up to one month (not exceeding one month) may be granted one month advance salary after deduction of normal deduction such as *P.F.*, *HRA*, *I/Tax* and recovery of advances.
- 5) **Advance in the event of Natural Calamity:** -Floods, draughts, etc. This advance is payable to non-gazetted Rly. Employees, whose property (movable or immovable) had been damaged due to natural calamity, may be granted one-month pay, which will be repaid in three installments.

Temporary Withdrawal: - Temporary withdrawal can be obtained for the following purposes.

1)For passage (2) House Building (3) For opening a BookStall for unemployed graduate son.

Final Withdrawal: -The final withdrawal can be permitted who has completed 15 years of service and can be granted for the following purposes: -

1. Medical ground (15 years of service)
2. Marriage purpose.
3. Education purpose.(Once in 6month in a year)
4. For purchasing of consumer item.
5. House Building.
6. Funeral purpose.
7. Booking of motor car.(Basic pay Rs.10500/- and above or motor cycle).
8. For repair to car.

A new advance shall not be granted until atleast 50 % of the last advance is repaid.

Pay Scale of Artisan Staff has been revised as under: As per R.B's No.PC-V/97/R.II/17 of 24.11.98.The Revised scale of artisan staff are as under.

<i>Sr.No</i>	<i>Category</i>	<i>Existing Pay Scale</i>	<i>Revised</i>
1	Skilled Artasian III	3050 – 4590	3050 - 4590
2	Skilled Artisan - II	4000 – 6000	4000 - 6000
3	Skilled Artisan - I		4500 - 7000
4	Mistry	4500 – 7000	4500 - 7000 + 100/-
5	MCM(Master - Craftsman)	4500 – 7000	5000 - 8000

MCM comes under artisan category.

Chapter 4. HOURS OF EMPLOYMENT REGULATION ACT

The hours of employment regulation act implemented in the year of 1956.

These rules are not applicable to those who are governed by other act such as Factory Act, Mines Act and Merchant Shipping Act i.e. those employed in workshops or on the ferries.

Based on Geneva & Washington Conventions sponsored by International Labour Organization, amended, the Indian Rlys. Act.1890 in the year 1930 in order to regulate the Hours of Employment, period of rest and payment of overtime to various categories of Rly. Servants. The employees were not satisfied with the Act of 1930 and agitated and as a result Justice Rajadhayaksha amended the Act in 1956. This effects are known as HOER.

As per HOER Rly. servants are classified as :-

- 1) **Intensive category.**
- 2) **Continuous category.**
- 3) **Essentially Intermittent and**
- 4) **Excluded category.**

Intensive Category :- Section controller, Signalers, Telephone & Wireless Operators, Librarians.

Essentially Intermittent:- Waiting Room Bearers, Gatemen Safaiwala

Excluded Category :- Caretakers, of Rest houses, stenos, Matrons, Sisters, IO, Asst. Surgeons, Mid wife and supervisory staff.

Continuous :- Clerical staff, staff of Locos, Drivers & Guards, TTE .

If Rest is suspended temporarily it can be granted within 15 days in intensive category ,other are within one month.

FACTORYES ACT -1948

This factories Act comes into effect in the year 1949.(1.4.1949). The worker in the factory are regulates by this Act.It regulates the various obligations that an 'occupier' has to fulfill in regard to health, safety, medical care and welfare of his workers working in a factory. It also regulate the hours of week, minimum period of rest and leave, and make provision of extra wages in case of there employment beyond the prescribed duty hours with Health, Welfare, Safety, Hours of Employment Leave and Overtime.

Factory:- It is a place where more than working through out the year the factory should be registered with State Govt. and Licensee obtained .

Occupier:- It means the person who controls over the affairs of factory and in Rly. occupier is appointed by Ministry of Rlys.

Worker :- The person employed in a factory.

Manufacturing Operation/Process - For making, repairing,packing, oiling, washing and cleaning.

Inspection :- It will be done by factory inspector appointed by the State Govt.

Health : Employer should ensure cleanliness, standard of ventilation, reasonable temp., sufficient light and water.

Safety :- Management, must ensure safety devices, safe working of lifts, hoists , cranes and fencing of machinery.

House of work :- No woman will work between 7 PM to 6 A.M. in a factory. 48 hours in a week as well as 9 hours per day be maintained.

Rest Day :- If a worker works continuously for 6 days, he is eligible for one day Rest. If the rest was not given on 7th day, the rest can be granted on 11th Day. Rest of employees who comes under Factory Act can be given in three day advance or three days after proper rest. Normally the rest will be on Sundays. No woman worker should work let. 7PM to 6 A.M. Children below 15 years is not permitted to work in factory or workshop.

Chapter 6. PASS RULES

Que:-What are the kinds of passes issuing to Rly. Employees ?

- a) **Duty pass.**
- b) **Privilege pass**
- c) **School pass**
- d) **Post Retirement Pass**
- e) **Residential Card pass**
- f) **Special pass.**

School Passes:

School passes are to be issued to the dependant of Railway employees (each student) on producing of a Bonafide certificate from the Recognised Institution where the student is studying away from the Head Quarters of the Railway Servant.

The Dependant of the Railway Employees who are in receipt of stipend or merit scholarships will not be admissible for school passes, if they are above 21 years.

[RBS No, E(W)85 PS-5-1/8-11-9-1985]

Passes are issued to students between the place where the parent is residing to school/college and back

during when recognised vacations, provided the vacation period is not less than 3 consecutive days and also during the closer of the institutions due to unforeseen circumstances.

Three full sets or 6 half sets of passes are eligible in a Calendar year. The passes issued should be debited under the heading "On School Account". A parent or guarding may be included in school pass in which a girl student of any age or a boy under the age of 15 years, but not above 18 years age. For return journey for parents or guardian or paid Nurse to the station from which journey is commenced, a separate pass may be issued in the class, which is eligible. If guardian be an attendant only II pass to be issued.

Class of Privilege Pass :-

- 1) Group A & B gazetted - 1st class A.
 - 2) Non gazetted group B & C
- a) For those Rly. servant appointed before 1.8.1969.

Drawing pay Rs.5000/- or above. provided the employees in a scale of which is Maximum Rs.6000/- or above.

- b) For those appointed during 1.8.1969 to 31.3.1987

Those who are drawing basic pay of Rs.5375/- or above, provided they will be having Max. scale of Rs.7000/- or above.

- c) For those appointed during 1.4.1987 to 1.2.1999

Those who are drawing basic pay of Rs.7250/- or above, provided their minimum pay should be Rs.6500/-

- d) For those appointed after 1.2.1999.

For those who are having minimum basic of Rs.6500/- and above and also servants who are drawing basic pay Rs.7600/- & above.

Post Retirement Privilege Pass :-

- 1) For Gazetted Staff :- Group A & B.

Between 20-to 25 Years -2 sets of passes per years.

More than 25 years -3 sets per year.

2) For Group C :-

Less than 20-yr. service -1 set of pass.

More than 25 yr. service - 2 set of pass

For self-wife and children only.

3) For class IV (Group D) :-

Not less than 25 yr. service -1 set per year.

Complimentary passes-

This pass would be issued to the widow of Rly. servant who was / is in service on or after 12.3.1987 are eligible and also eligible complimentary pass. Only one pass for every two years.

Que.- What are the special passes ?

- a) On Medical ground.
- b) On sports account.
- c) For scouting activities.
- d) For attending courts.
- e) Physical handicapped persons.
- f) Staff of Rly Co-op. Societies /banks.
- g) Pass to attend S.B.F. Meetings.
- h) Passes to Rly Staff under suspension.

Passes to handicapped servants.

- 1) If suppose one blind Rly. Servant travels alone, one attendant in the same class should be allowed.
- 2) Wheel chair and tricycles be allowed on privilege pass.

Physically handicapped servants are eligible for first class pass for the following conditions with one escorts that should be recommended by DMO

- 1) Not having one or two hand.
- 2) Not having one leg above or below the knee levels.
- 3) Not having both the legs and using artificial legs.
- 4) Lost function of legs and has to walk with support of hands

[R.B's No.E(w)/82 -PS5-1 of 5.9.83.]

Physically handicapped Rly. Servant after getting recommendation of Head of the Orthopedics Dept. of Rly or Govt. hospitals to those orthopedically handicapped person if 40% or 50% permanent partial disability of either upper or lower limbs or upper or both lower limbs together will get Rs100/- Allow./ Ex.. or 5% of the basic pay . Also above said staff are eligible for FRC.

[R.B's L.No.PC -IV /86/IMP/AL/23 of 8.5.87.]

Passes to Staff of Rly. Co-operative Societies bank and SBF.

Up to two years - NIL.

Upto 20 years - One set.

More than 20 years - Two sets.

Passes of Rly Saff (Under Suspension):- Passes are eligible to Rly. staff who are under suspension. Licensed porters working in Rly. station may be granted one complimentary cheque pass for self-only.

Chapter7. DISCIPLINE AND APPEAL RULES-1968

The Discipline and appeal Rule Which are called "Railway Servants (Discipline And Appeal) Rules , 1968 " apply to all Railway servants except casual labour , member's of All India Service and members of Railway Protection Force.

1.Appointing Authority :-

The authority empowered to make appointed to the service of which the Railway servant is :

2.Disciplinary Authority :-

The competent authority to impose penalty as per the schedule in normal course and in case of imposing major penalties, such authority would be the Appointing Authority.

3.Suspension

Suspension is not a penalty. It means suspension of official activities. During suspension period Rly. servant can be avail privilege pass also.

4.Competent authority to suspend :-

1) A senior supervisor incharge in the Gr.Rs.1400-2300 (RS) and above (Rs.5000-8000) can suspend group D & C servant, provided he should intimate assistant officer or Divisional Officer within 24 hours in the case of group C staff. Moreover if the employees pay is above Rs.1540/- Sr. Supervisor in the Gr. Rs.5000-8000 cannot suspend the Rly. servant.

2) Assistant officer (Junior Scale and Group B) may suspend group C & D to those pay drawing RS.1800/- and below.

3) A Sr. scale officer and Asstt. Officer can suspend any Group D & C staff in the grade Rs.1600-2660..

4) Asset. Officer and above can suspend any group C & D staff.

Que:-What are the types of penalties ?

Minor Penalties:

- 1) Censure;
- 2) With holding of promotion for specified period.
- 3) Recovery from his pay ,any loss caused by him to the Rly.
 - a) Withholding of privilege passes or PTOs. or both.
 - b) Reduction to a lower stage for a period not exceeding 3-years without cumulative effect and not affecting pension.
- 4) Withholding of promotion for specified period , with further direction as to whether or the expiry of such period this will or will not have effect the postponing the future increments of his pay.

Major Penalties:-

- 5) Reduction to the lower stage in the time scale of pay for the specified period ,with further direction as whether on the expiry of such period, the reduction will or will not have the effect of postponing the future promotion.

- 6) Reduction to the lower time-scale of pay, grade post or service with or without further direction regarding condition of restoration to the grade or post or service from which the Rly. Servant was reduced and his seniority and pay on such restoration to the grade, post or service.
- 7) Compulsory Retirement.
- 8) Removal from service which is not be a disqualification for future employment .
- 9) Dismissal from service which is disqualification for future service.

Authority to institute proceedings:-

- a) For imposing a Minor penalty (1) to (4) of rule 6 an authority competent, under scheduled of Disciplinary powers, can imposed any of the penalties.
- b) For imposition of Major penalty (5) to (9) of rule 6 an authority competent, under scheduled of Disciplinary powers, can institute Disciplinary proceeding against Rly. Staff.

PROCEDURE OF IMPOSING PENALTIES :

- 1) No order of imposing penalties in clauses V to IX of Rule 6 should be made without an INQUIRY.
- 2) The Disciplinary Authority should chargesheet and deliver or cause to be delivered to a Rly. Servant a copy of article of charged framed against the staff, statement of imputation of misconduct or misbehavior and a list of documents and witnesses by which each article of charges is proposed to be sustained and should require the Rly. servant to submit a written statement of his defense with in 10 days.
- 3) The Rly. Servant has to submit with a written statement of his defense, a list of witnesses to be examined. The authority should furnish him with a copy of each of such statement as early as possible. After receipt of written statement of Defense the Disciplinary Authority can decide with the Inquiry. It may itself inquire into such of the article of charges as or not admitted or he should appoint a Board of Inquiry or Inquiry authority.
- 4) Disciplinary authority itself inquire into the article of charges or appoint a Board of Inquiry or any other Inquiring Authority for holding an inquiry, into such charge, it may, by order in writing, appoint a Rly. Servant who is known as Presiding officer to be present in the case in support of articles in charge.
- 5) The Railway should give in writing regarding his defense's (Assistance Rly.Employee) name. The ARE should be a Rly employee or Retired employee or official of a retired Trade employee. The ARE should not be legal practitioner .
- 6) Union official can't be an ARE unless he has been worked in a Recognized Union for atleast one year.
- 7) On the fixed date of inquiry, the disciplinary authority shall produce the oral and documentary evidence by which Articles of charge are proposed to be proved.
- 8) The Presiding Officer shall examine the witnesses . And may be cross-examined on behalf of Rly. Servant, for when the case of Disciplinary Authority is closed, the Rly. Servant shall be required to state his defense orally or in writing. The witnesses produced by the Rly servant shall then be examined or on behalf of him and shall be cross-examined by the Presiding Officer.
- 9) The inquiry authority may, after the completion of the production of the evidence, hear the Presiding Officer, if any and the Rly. Servant, or permit them to file written briefs of their respective cases, if they so desire.
- 10) After the conclusion of inquiry, a report shall be prepared by the inquiry authority. Taking into the consideration of this report, if the Disciplinary authority is of opinion that any of the penalties specified in clause V to IX of rule 6 (MAJOR PENALTIES) should be imposed on Rly. Servant, it shall make an order imposing such penalty and it shall not be necessary to give the Rly. Servant any opportunity of making Representation.

11) The orders made by the Disciplinary Authority shall be communicated to Rly. Servant who also be supplied with a copy of report of inquiry and a copy of its finding of the Disciplinary Authority together with brief reason for its disagreement.

Chapter 8. PROVIDENT FUND

Provident Fund is governed by the Provident Act, 1925 and it means that a fund in which the subscriptions of the employees are deposited against their accounts including interest accruing thereon.

In Railway there are two categories of funds, viz.-

- (a) State Railway Provident Fund 'Contributory'
- (b) State Railway Provident Fund 'Non-contributory'.

Fund under (a) above is applicable to all railway employees those were appointed prior to 16.11.57 and not opted for Pension scheme and also those who are in service as on 1.1.1986 and have opted out of pension scheme.

In regard to (b) above, all -

- (i) Non-pensionable Railway employees who were in service on 15.11.1957 and who elect to come on pension scheme.
- (ii) Persons entering railway service on or after 16.11.1957 except those whose terms of appointment provided to the contrary; and
- (iii) CPF beneficiaries in service on 1.1.1986 should be demand to have come over to pension scheme on that date, unless they specifically opt out to continue under CPF scheme.

All railway employees except those who are re-employed after final retirement, shall subscribe to the fund, in accordance with the rules, from the first of the month following that in which they complete one year's continuous service, or from the date of confirmation whichever is earlier.

With effect from 1.3.1992, the amount of subscriber's emoluments for that month in the case of SRF (Non-contributory) Staff and 10% i.e. one tenth o the subscriber's emoluments in the case of SRPF (Contributory) Staff.

Provided that: - In the case of a person on leave other than leave without pay, the subscription to the State Railway Provident Fund shall be one twelfth (if governed by SRPE/Contributory Scheme) of the officiating/substantive pay (including overseas pay, special pay if it forms part of the scale of pay of the post, personnel pay and dearness pay) admissible to the Railway servant from time to time, in the post which he would have held but for being on leave. In the case of Running Staff one twelfth (if governed by SRPF/Non-contributory Scheme) and one tenth (if governed by SRPF/contributory scheme) of 55% of the basic pay shall also be added to the subscription referred to above. No subscription shall be recovered during the leave without pay. It should be recovered in whole of rupee and the fraction of a rupee shall be rounded off to the next higher rupees i.e. fifty paise and above being rounded off to the next higher rupee and below fifty paise ignored.

[R.B's No.F(E)III/93/PFI/4 of 30.12.1993]

Subscriptions to Provident Fund during the last three months of service is compulsory exempted.

[R.B's No.F(E)III-85-PF I/13 of 7.7.1986]

Government Contribution :

In the Provident Fund account of staff governed by State Railway Provident Fund 'Contributory ', at the end of each half year, that is on 31st March and 30th September, a

contribution will be made from revenue which shall be equal to subscription paid by the subscriber, shall be credited, on his being confirmed with retrospective effect. Such contribution is known as government contribution, or Bonus.

Voluntary Contribution (VPF):

All compulsory subscribers may subscribe voluntary to the State Railway Provident Fund at time during the financial year at fixed rates in whole rupees subject to the condition that the rates so fixed shall not exceed the emoluments after making necessary deductions due to Government. This amount of such subscription will be in addition to the normal subscription payable in the case of compulsory subscribers. This subscription may be reduced once at any time during the course of the year, enhanced twice during the course of the year or reduced and enhanced as said.

Interest:

An interest shall be paid to the credit of the account of a subscriber at the rate as may be determined for each year according to the method of calculation prescribed from time by the President, it shall be credited with effect from 31st March of each year in the following manner:

- a) On the amount at the credit of a subscriber on the 31st March of the preceding year, less an amount withdrawn during the current year interest for twelve months;
- b) On sums withdrawn during the current year, interest from the 1st April of the current year up to the last day of the month preceding the month of withdrawal;
- c) On sums withdrawn during the current year (ninety- percent withdrawal) interest from 1st April of the current year up to date of tender of payment;
- d) On sums credited to the subscriber's account after 31st March of preceding year-interest from the date of deposit up to the 31st March of the current year; and
- e) Interest on the Arrears or Provident Fund Subscription Credited to the P.F. Account will accrue from 1.11.97.

[Authority: F (E) III/98/PFI/3, Dt. 23.3.1998]

When the amount standing at the credit of a subscriber has become payable interest shall be credited up to the date of tender of payment or up to the end of the sixth month after the month in which the amount become payable, whichever is earlier. Payment of interest on fund balance beyond a period of 6 month may be authorised by FA & CAO up to a period of one year and the General Manager up to a period. After he has personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber and in every such case the administrative delay involved in the matter shall be fully investigated and the action taken, if any, required.

The accumulations at the credit of the subscribers to State Railway Provident Fund for the financial year beginning on 1.4.99 shall continue to carry interest @ of 12% p.a.

[R.B.'s No.F(E)III/99/PF1/2, dated 9.7.99]

Incentive Bonus:

Under the incentive scheme, any subscriber to State Railway Provident Fund who has not withdrawn any amount from his provident fund account during the preceding three years shall be entire balance (including voluntary PF) at his credit on the last day of the year. The balance on which bonus is to be calculated is the balance on the last day of the last year of the three year period after crediting interest for the said last year. In case of those governed by SRPF (Count) Rules, the balance representing only subscriber's portion including VPF shall be taken into account.

Withdrawal and advances from Provident Fund:

Please see Chapter for Advances.

Deposit Link Insurance Scheme:

This scheme was introduced to provide social security to the families of Railway employees while death in service (if death occurred after 8.1.1975) which provide an insurance cover to the subscriber without payment of any premium. This scheme is applicable to all Railway employees irrespective of fact whether SRPF optee or pension optee.

On the death of a subscriber to SRPF, the person entitled to receive the amount standing to the credit of the average balance in the account during the three years immediately preceding the death of such subscriber subject to a maximum of Rs.60,000.

Rule"(2) (1) (a) - The balance at the credit of such subscriber shall not at any time during the three years preceding the month of death have fallen below the limits of:

i) Rs.25,000 in case of a subscriber holding a post in the scale of pay the maximum of which is Rs.12,000 or more ;

ii) Rs. 15,000 in case of a subscriber holding a post in the scale of pay the maximum of which is Rs.9,000 or more but less than Rs.12,000.

iii) Rs.10,000 in case of a subscriber holding a post in the scale of pay the maximum of which is Rs.3,5000 or more but less than Rs.9,000

iv) Rs. 6,000 in case of a subscriber holding a post in the scale of pay the maximum of which is less than Rs.3, 500;

[No.E(W)97/WE-I/13, dt. 20.10.1998;]

Provided that the subscriber has put in at least 5 years' service at the time of his/her death.

The average balance shall be worked out on the basis of the balance at the credit of the subscriber at the end of each of the 36 months preceding the month in which the death occurs.

[R.B's No.(W)WEL-23 dated 18.4.1990]

i)The benefit can be given to member of the family only by R.B's No.(E) 76 WE 1-14 of 31-3-77

ii) The amount of Deposit Link Insurance Benefit is also payable to the nominated major son without insisting on the provision of para 943

(ii) R-1 after duly satisfying about the bona fides of claimant.

iii) Additional benefit under DLI scheme, does not enjoy immunity from court attachment.

iv) DLI should be treated as insurance money so far income tax is concerned and is not to be treated at par with SC to PF. It means it is not taxable.

v) Government dues can be recovered from Government contribution hence Govt. dues can be recovered from this additional benefit.

[R.B's No.E(W)75 WEI-1 dt.21.7.1976]

vi) Payment of DLI to the family of missing subscriber shall be made only after a lapse of 7 years. In case under facts and circumstances there is sufficient proof of death, the payment may not be delayed.

[R.B's No.E(W)97/WE-1-13 of 1.4.98]

vii) Suicide shall be considered and treated as death the benefit of DLI shall be accorded to the successor of the deceased.

[R.B's No.E(W)97WE-I-13 of 1.4.98]

Special Contribution to Provident Fund (SC to PF):

This amount is paid at the discretion of Government as a reward for good, efficient and faithful service to permanent non- pensionable Railway employees and it cannot be claimed as a right. Hence it is not admissible to the railway employees who have been dismissed or removed by reason of any misconduct. When retirement is due permanent physical or mental incapacity or abolition of appointment if other suitable appointment cannot be found for him, then the controlling office may order the payment of Special Contribution to PF without recording the certificate of good, efficient and faithful service.

[R.B's No.F(E) III-80/Bn I/9 dated 18.11.1980]

In the event of death of Railway employee, it is payable to widow/widows/widower or dependent children, parents, brothers and sisters. In case of minor or lunatic for whom a natural guardian is not available and Guardian under the Guardian and Wards Act, 1890 or a manager under the Indian Lunacy Act. 1912, has been appointed, the payment shall be made to a person, authorised by law to receive the payment on behalf of minor or lunatic. The person who has produced guardianship certificate has to execute an indemnity bond signed by two sureties agreeing to indemnify the Railway against any subsequent which might arise.

The Special Contribution of PF is calculated at half a month's salary for each completed year of service subject to a maximum of 16 1/2 month's pay.

If the service falls short of 15 years it shall be paid on the above rates subject to a maximum of six month's pay.

If the subscriber dies while in service, the controlling officer may, in addition to contribution by Govt., direct a special contribution to be made to the subscriber's PF account in the manner prescribed above as if the subscriber had, on the date of his/her death service on retirement on account of permanent incapacity provided that the special contribution so credited shall not be less than the following.

- | | |
|--|---|
| a) If subscriber had not completed one years service | The amount by which Government contribution along with interest at his credit falls short of two months' pay. |
| b) Completed one year but not 5 year's service. | The amount by which Govt. contribution along with interest at his credit falls short of six months' pay. |
| c) Completed 5 years or more. | Twelve months' pay |

Payment of P.F. dues and Special Contribution to P.F. :

1. Own and Government Contribution -

Normally the amount standing at the credit of subscriber is payable in accordance with nomination executed. Where no nomination subsists the amount should be paid :-

- a) In equal share to surviving wife/wives and children to the deceased sons who are members of the family of deceased subscriber.
- b) Sons and sons of deceased sons who have attained legal majority and married daughters a married daughter of the deceased sons whose husbands are alive are not entitled for any share. One share of the pre-deceased son would be paid in equal shares to his wife and children.
- c) In case where the only survivors are the major sons or married daughters then both of them would be paid in equal shares subject to production of legal documents.
- d) In case posthumous child is brought to the notice, his share would be retained and if child is born alive, the payment would be arranged to him as in case of minor child, otherwise his share would be distributed equally to others,
- e) In the absence of valid nomination if no member of the family survives then the amount due could be paid to a person: -

i) Who is appearing a Accounts Officer to be entitled to receive when the amount does not exceed rupees ten thousand; and

ii) Who produce Probate or Letter or Administration or succession certificate when amount exceed rupees ten thousand.

[R.B's No.D(E)III-88/PN I/42 st.20.10.89]

f) In cases where only minor children are left, the following procedure may be adopted :-

i) Minor children means a son has not attained the age of 18 years and a daughter who has not attained the age of 21 years or married whichever is earlier. For such children a legal guardian is necessary to receive the payment.

ii) In case of Hindu, the mother is a natural guardian, and in case of Mohammedan, the paternal grandfather is natural guardian. In the case of Christian and others would be governed by Indian Succession Act, 1925 and based on Succession Certificates payment would be made.

iii) In case where no natural guardian of such minor/minors exists, the payment can be made to any other person on his execution of an Indemnity Bond on stamped paper with two solvent sureties. In all other cases, the payment on behalf of minors would be made only to the legal guardian appointment by Civil Courts of Competent jurisdiction.

II. Special Contribution to Provident Fund:

The amount is paid on the discretion of Govt. as a reward for good, efficient and faithful service to permanent non-pensionable Railway employees and it cannot be claimed as a right. Hence it is not admissible to the Railway servants who have been dismissed or removed by reason of any misconduct. When retirement is due to permanent physical or mental incapacity or abolition of appointment, if other suitable appointment cannot be found for him, then the controlling Officer may order the payment of Special Contribution to P.F. without recording the certificate of good, effect and faithful service.

[R.B's No.F(E)III-80/PN I/9 of 18.11.80]

In the event of death of Railway Servant, it is payable to widow/widows Children or dependent brothers sisters and parents. In case Minor or Lunatic for whom a natural guardian is not available and guardian under Guardian & Wards Act, 1980, or a Manager under Indian Lunacy Act, 1912 has been appointed the payment shall be made to a person, authorised by Law to receive the payment on behalf of the minor or lunatic. The person who has produced guardianship certificate has to execute an Indemnity Bond signed by two sureties agreeing to indemnify the Railway against any subsequent claims which might be arise.

Break in service:

A break in service of a subscriber shall, unless condoned under the provision of rules, entail forfeiture of his service before the break for the purpose of calculating special contribution admissible. The President may condone any break or deficiency in the service of subscriber for the purpose of these rules :

In case of Group A & B Railway employees, the Railway Board and in case of Group C & D Railway servants the controlling authority, or when the break does not exceed twelve months in all a head of department or Divisional Railway Manager may condone the break in service, the period being treated as 'dies non'.

Provided that -----

i) The break was not due to dismissal or to participation in a strike declared to be illegal under any law for the time being in force, or

ii) The break was due to the resignation by the subscriber in circumstance beyond his control, or

- iii) when the break was between one period of temporary service and another or between temporary service and permanent service, the total service, permanent and temporary, rendered or likely to be rendered up to the date of superannuation, by the subscriber is not less than thirty years.

The conditions mentioned in clauses (ii) & (iii) above, may, in special case, be relaxed by the Railway Board or in respect of Group C & D subscriber by the Controlling Officer or General Manager.

Nomination :

1. A subscriber shall, at the time of joining fund, make a nomination and may distribute the amount that may stand to his credit in the fund amongst his nominees at his own discretion, in the nomination. Such nomination can be cancelled by a subscriber by sending a notice in writing.
2. On the marriage or re-marriage of a subscriber who is not a Hindu, Muslim, Buddhist or any other person exempted from the operation of the Indian Succession Act, 1925, any nomination already made by shall forthwith become null and void.
3. The amount standing at the credit of fund is payable (in case of death of subscriber while in service) in accordance with nomination executed. Where no nomination subsists, the amount shall be payable in equal shares to surviving wife/wives, children or widow/widows and children of deceased sons who are the members of the family of deceased subscriber.
4. Sons and sons of deceased sons who have attained legal majority and married daughters and married daughters of deceased sons whose husbands are alive shall not be entitled any share. One share of predeceased son shall be paid in equal share to his wife and children.
5. Where the only survivors are the major sons or married daughter then both of them shall be paid in equal shares subject to the production of legal documents.
6. Where a posthumous child is brought to notice, his share would be retained and if child is born alive, the payment would be arranged to him as in the case of minor child, otherwise his share would be distributed among others equally.
7. In the absence of valid nomination if no member of the family survive, the dues shall be payable to a person :
 - i) Who is appearing to Accounts Officer to be entitled to receive when the amount does not exceed ten thousand rupees.
 - ii) Who produces probate or letter of Administration or succession certificate when the amount exceeds ten thousand rupees.

[R.B's No.F(E)III 88/PNI/42 dated 20.10.]
8. In case of minor or Lunatic for whom a natural guardian is not available and Guardian under Guardian and Ward Act, 1890 or a manager under Indian Lunacy Act 1912, has been appointed the payment shall be made to person, authorised by Law to receive the payment on behalf of the minor or lunatic. The person who has produced Guardianship Certificate has to execute Indemnity Bond signed by two sureties agreeing to indemnify the Railway against any subsequent claims, which might arise.

In case of Hindu the mother is natural guardian and in case of Muslims paternal father is a natural guardian. In case Christian and other would be governed by Indian Succession Act, 1925 and based on Succession Certificate payment would be made.
9. Nominations are allowed for enabling the nominee to receive the following payments :
 - (a) Provident Fund dues,
 - (b) Death Gratuity
 - (c) Benefits under Central Government Employees Insurance Scheme and
 - (d) Life-time arrears of pensions.

Nominations in the case of Life-time arrears of pensions are to be filled before the retirement along with the application for pension. Form in this connection has been circulated vide Railway Board's letter No.F(E) III PN 1/25 of 21-11-1983. Such nominations can also be modified by the pensioners with the respective disbursing authorities at any subsequent time.

Deductions :

No deduction should be made from subscriber's contribution and interest thereon. The amount of contribution made from Railway revenues, i.e., Government contribution or bonus can be withheld, if the subscriber has been dismissed from the service for grave misconduct; provided that if the order of dismissal is subsequently cancelled, the amount so deducted shall be replaced at his credit; if subscriber resigns his employment under the Government within five years of the commencement thereof otherwise than by reason of superannuation, or declaration of competent medical authority that he is unfit for further service; Government contribution cannot be withheld in the cases of removal from service whatever the reasons for such removal may be.

Government contribution may be postponed for a period of 6 months, whether the commercial debits are involved. So as to enable the recovery of sum intimated by the controlling officer, provided the deduction does not exceed 10 percent of the contribution made from railway revenues [Please see page 383 also]

[R.B's No. of 17,11.87]

The amount of house building advance with interest there on falls due for payment shall be deducted by the Controlling Officer.

No order regarding the withholding or deductions from the amount of Government Contribution to provident fund shall be made unless the Railway servant has been given a reasonable opportunity for making a representation in the matter. [944 - RI]

Annual Statement of Account (PF Slip) :

As soon as possible after the close of each financial year the Accounts Officer shall send to each subscriber a statement of his account in the fund showing the opening balance at the beginning of the year, the total amount credited or debited during the year, the total amount of interest credited at the end of year, closing balance at the end of the year and the amount of incentive bonus, if any.

The subscribers should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Accounts Officer within three months of the receipt of Statement.

Chapter 9. RETIREMENT

Retirement means, the Railway servant ceasing to be in service. The date of retirement will be based on the date of birth of railway servant recorded in the Service Register/Record or Classified List of Gazetted Establishment. A railway servant whose date of birth is the first of a month, shall retire from service on the afternoon of the last day of the preceding month, on attaining the age of sixty years, as the case may be. The various nodes by which the service of railway servant may come to an end are :-

- a) Normal retirement on Superannuation.
- b) Retirement due to medical invalidation.

- c) Premature retirement ordered in the public interest, and
- d) Premature/Voluntary retirement on his/her own option.

Normal Retirement :

(i) Every railway servant shall retire from service on attaining Superannuation i.e. the age of 60 years from 13.5.1998.

(ii) Railway servant in Group ' D' service or post who, prior to 1st December, 1962 was entitled to serve up to the age of 60 years, shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 years.

[R.B's No.E(P&A)I79/RT/9 of 8.6.79 and E(P&A)I 82 / RT / 16 of 8.12.1982 and No. E(P&A)I-98/RT-6 of 14.5.1998]

(iii) Principals, Vice-Principals, School Teachers, Laboratory Assistant Librarians working in the Railway Schools and colleges who has joined service prior to 1-4-1989 shall retire from service on the afternoon of the last day of the month in which they attain the age of 60 years.

[R.B's No.E(P&A)I/83/RT/20 of 9.5.84 and 6.4.89]

Competent authority may a Railway servant under suspension to continue in service beyond the date of his retirement in which case he shall not be permitted to retire from service and shall be retained in service till such time as required by that authority. Such decisions shall be taken, on the merits of each case and only in those cases where the prospect of dismissal is nearly certain and there is likely of denying the employee Government contribution, S.C. to P.F/Retirement Gratuity.

Medical Invalidation :

Railway servants, both permanent and temporary, who are declared medically unfit for service in the post held by them, but are declared fit for service in the posts which fall in a lower medical category are eligible to be continued in service in the posts requiring a lower medical standard. However, where in the case of temporary employees becoming medically decategorised on account of circumstances not arising out of and in the course of employment alternative employment is not found within the period of leave/extenuation of leave/extraordinary leave granted to railway servants as admissible under the rules, the employees should be discharged from service. In cases, where the offer of alternative employment has been refused the railway servants concerned should retired. [304 RI]

Premature Retirement :

Premature retirement means the retirement of an employee ahead of attaining the age of superannuation either on his or her own volition or as a result of an order passed by the competent authority in public interest. This is distinct from voluntary retirement sought by the railway servant and compulsory retirement ordered as a penalty, under the Railway Discipline and Appeal Rules.

The appointing authority has the right to retire in the public interest a railway servant, falling in one or the other of the following categories, from the service by given him/her a notice of not less than three months in writing or by giving him/her pay and allowances in lieu thereof :

- (a) A railway servant in Group A or B service or post working in a substantive or temporary capacity who has entered Government service before the age of thirty five years, after he has attained the age of fifty years;
- (b) Group A & B Railway servants who has entered service after the age of fifty five years, after attaining the age of fifty five years.
- (c) Railway servants belonging to Group "C" AND "D" after their attaining the age of fifty five years.
- (d) Pensionable Railway servants after their completing thirty years of qualifying service; and

(e) Non-pensionable railway servants after their completing thirty years of service.

Railway servants have also a reciprocal right to seek premature retirement from service by giving in writing a notice of not less than three months to the appropriate authority on the same terms as set out in above para.

An order requiring/permitting a pensionable railway servant to retire on completion of thirty years of qualifying service should as a rule, not be issued until after the act of completion of thirty years of qualifying service by the railway servant has been verified in consultation with the concerned Accounts Officer.

It is open to the appropriate authority to without permission to a Railway servant under suspension, who seeks to retire prematurely by giving the requisite notice. The appropriate authority has also the right to refuse permission even if the Railway servant is placed under suspension after he has given the notice for retirement, but such right shall be exercised by the said authority before the expiry of the period of the notice given.

No formal order of acceptance of the notice of premature retirement sought by the Railway servant, is necessary and the Railway servant will be deemed to have retired automatically at the end of the notice period of three months. In case of Railway servant under suspension, while the appointing authority has, no doubt, the power to without permission, failure to communicate to the Railway servant concerned, withhold permission for them to retire will lead to their automatic retirement on the expiry of notice period.

[R.B's No.E(P&A)I-81/RT/4 of 1.6.81 and E(P&A)I-83/RT/11 of 3.1.83]

The notice of three months to retire a Railway servant can be given while the Railway servant is on leave including extra-ordinary leave.

[R.B's No. PC-67/RT/9 of 8.9.67]

Voluntary Retirement :

1. A. Railway servant may retire voluntarily after a minimum qualifying service of 20 years. In such case the weightage of maximum period of five years shall be granted as an addition to qualifying service.
2. For voluntary retirement, a notice of three months in writing or three months' pay and allowances in lieu of such notice shall be given.
3. While granting proportionate pension/ Special Contribution to Provident Fund to a Railway servant retiring voluntarily under the scheme, weightage up to five years shall be given as an addition to the qualifying service (irrespective of whether governed by pension rules or SRPF rules) rendered by him. The grant of weightage up to 5 years will, however, be subject to the conditions that the total qualifying service rendered by Railway servant does not in any case exceeds 33 years and it does not take him beyond the date of superannuation.

The weightage shall be an addition to qualifying service and it will not entitle the Railway servant to any notional fixation of pay for the purpose of calculating pension, gratuity and other retirement benefits based on actual emoluments. The weightage shall count for post retirement passes.

[R.B's No.E(P&A)I-77/RT/46 of 9.11.1977 and 9.11.1983]

4. A notice less than three months may also be accepted by the appointing authority in deserving cases, and when such less than three months notice is accepted in the case of pensionable railway employees, it should be on the specific condition that the Railway servant shall not apply for commutation of a part of his pension before the expiry of the period of notice of three months.
5. Officers seeking voluntary retirement for joining Central Administrative Tribunals, would be entitled for 5 years weightage subject to the conditions that

qualifying service does not exceed 33 years and it does not take him beyond the date of superannuation.

[R.B's No. E(P&A) I-94/RT-8 of 8.5.1995]

Chapter10. PENSION

Extent of application :

All Railway servants who were in service on 15.11.1957 who elect to come on these rules; persons entering Railway service on or after 16.11.1957 except those whose terms of appointment provide to the contrary and all CPF beneficiaries in Service in 1.1.1986 should be deemed to have come to pension scheme unless they specifically opt out to continue under the CPF Scheme.

Classification of Pension :

(a) Superannuation Pension -

Superannuation pension is granted to a Railway servant entitled or compelled by rules to retirement i.e. at the age of 60 years from 13.5.98.

[R.B's No.E(P&A)I-98/RT-6 of 14.5.98;]

(b) Retiring Pension -

This pension is granted to a Railway servant who is found unfit for further any service on account of physical or mental infirmity. If, however, the unfitness is directly due to irregular or intemperate habits, no pension shall be granted.

(c) Compensation Pension -

This pension is granted to an employee discharged from service owing to abolition of a permanent post unless he is appointed to an other wing to abolition of a permanent post unless he is appointed to an other post the conditions of which are deemed to be atleast equal to that of his old post.

Pension admissibility comprises of elements, viz.

(a) The service gratuity, &

(b) Pension.

The service gratuity for qualifying service less than ten years shall be calculated at uniform rate of half month's emoluments for every completed six monthly period of service instead of at the rates specified in the Table below the relevant provisions of MRPR, 1950.

Pension shall be calculated at 50% of average emoluments in all case (Whether superannuation, Retiring, Invalid of Compensation pension), subject to a minimum of Rs. 1275/- and maximum upto 50% of the highest pay in the Railways. The highest pay in the Railways is Rs. 26,000/- since 1.1.96. The above percentage is for 33 years qualifying service. Where the qualifying service is less than 33 years the same may be granted proportionally, i.e. pension worked out divided by 33 and multiplied by the qualifying service

rendered by the employee. the amount of pension finally calculated should be rounded off to next higher rupee.

[R.B's No.(.) of B No.F(E)III-97/PNI/22 of 5.11.97]

Average Emoluments :

The terms "Emoluments" for the purpose of calculating the various pensionary benefits other than Retirement/Death Gratuity shall mean basic pay as defined in Rule 1303 (I) RII (FR9) (21) (I) which the Railway servant was receiving immediately before his retirement or on the date of his death.

In the case of Retirement/Death Gratuity, Dearness Allowance admissible on the date of retirement/death shall also be treated as emoluments, along with the emoluments as defined under Rules 1303 (I) RII (Ferry) (21) (I)

[R.B's No.F(E)III-97/PNI/22 of 5.11.97]

Average emoluments shall be determined with reference to emoluments drawn by a Railway servant during the last ten months of his service. Average emoluments calculated with reference to the position of the employees during last ten months if he quitted service or after 1.3.1976 and includes running allowance of 55% in the case of running staff and non-practicing allowance incase of Doctors.

If during last 10 months of service, a Railway servant is absent from duty or on extraordinary leave (without salary) or has been under suspension, the period whereof does not count as qualifying service, the aforesaid period of leave or suspension should be disregarded, an equal period before 10 months, being included.

The stagnation increment should be treated as pay for calculating average emoluments.

[R.B's No. PC-IV/87/Increment/3 of 25.9.90]

With effect from 1.4.95, the charged allowance, which is actually in the nature of pay restricted under Ferry-35, should be reckoned as pay and will count as pay for the purposes of pension, gratuity as well as for leave salary. However, for calculating average emoluments in the case of retired employee who has drawn charged allowance prior to 1.4.95 and whose retirement date falls after 1.4.95, this allowance shall be included in pay.

[R.B's No. F(E)III/94/PNI/26 of 23.6.95]

Last Emoluments :

Last pay means basis pay as define in Rule 1303 (I) RII(FR9) (21) (a) (I) which the Railway servant was receiving before retirement/death and includes Running Allowance in case of running staff and non practicing allowance in case of Doctors and there is no ceiling limit for the purpose of these rules.

Qualifying Service :

Qualifying service includes the period of permanent, temporary or officiating service without interruption by confirmation in the same or other post excluding leave without pay other than covered by medical certificate, apprentice / under-age service, suspension treated other than duty / strike, substitute service first 6 months, suspension period and candidate service on stipend plus weightage (due to medical unfitness for certain categories), and monthly rates service less half of this service.

All periods of leave with leave salary and extraordinary leave granted on medical certificate, take up to the date of superannuation or the date of extension of service, if any, count as qualifying service. Extraordinary leave other than covered under the medical certificate may also be allowed to count for pensionary benefits at the discretion of competent authority if -

(i) It is taken due to the inability of the person concerned to join or rejoin duty due to civil commotion or a natural calamity if he has, no other leave, due.

(ii) it is taken for higher scientific and technical studies.

Extraordinary leave granted on or after 18.2.1986 in the above-mentioned circumstances shall automatically count as qualifying service for pension and increments.

[R.B's No.F(E)III/86/PNI/21 of 9.1.87]

For the purpose of pension, qualifying service is considered in terms of completed six monthly period. In calculating the length of qualifying service, fraction of a year equal to three months and above shall be treated as a completed half year and reckoned as qualifying service for determining amount of pension

[R.B's No.F(E)III/79-PNI/10 of 25.8.1983]

With effect from 22.12.1983, Group C and D employees who are required to undertake Departmental Training relating to job before they are put on regular employment, even though during the training, they are in receipt of normal allowances and not given the scale of pay, training period may be treated as qualifying service for pension, if the training is followed immediately by appointment.

[R.B's No.F(E)III-79-PNI/20 of 17.4.1984 and 13.10.1986]

In case the trainee fails to complete the training period in one attempt, the benefit of initial training period to qualify for pension in the event of the trainee's failure in the initial course but passing the repeat course subject to the condition that the period of interruption between the initial training period and repeat course as well as the entire period of repeat course will be treated as dies-non in such cases, is allowed.

[R.B's No. F(E)III/79/PN-I/20 of 14.3.1995.]

The Officers/Servicemen exercising option for counting of Military Service as qualifying service shall be required to refund the benefits in accordance with Rule 34(I) of Railway Service (Pension) Rules, 1993 along with interest as detailed in Railway Board's letter No. F(E)III/94/PNI/28 of 1.11.94]

[R.B's No.F(E)III/88/PNI/15 of 25.1.95]

Commutation of Pension :

A Railway servant shall be entitled to commute for a lumpsum payment upto 40% of his pension. An employee who on superannuation/retiring compensation or on voluntary retirement(i.e. before next birth date) shall not be subjected to do medical examination for the purpose of payment of commuted value.

A Railway servant retiring from Railway service on absorption in or under a corporation or company or body, the period of one year for the purpose of commutation of a portion of pension without medical examination, shall be reckoned from the date of issue of Government orders and not from the date of actual retirement. In case, where departmental or judicial proceedings have been instituted against a railway servant, the period of one year for commutation of pension shall reckon from the date orders issued on the conclusion of the proceedings provided that such employee on the conclusion of proceedings is granted pension in whole or part thereof.

[R.B's No. F(E) III/76 PNI/7 of 11.2.1981]

In case the Railway servant is on deputation to Public Sector Undertaking and has permanently been absorbed there he will be granted Retiring Pension. Such employees are not entitled for commutation of full pension.

[R.B's No.F(E)III 95/PN I/19 of 10.7.95]

Pensioners who have commuted full pension in the past are also entitled the benefit so far it related to restoration of 1/3rd of the commuted pension. The procedure to be followed in such case is detailed in Boards letter No.F(E)III 96/PNI/9 of 25.10.96, RBE 103/96 and dated 18.8.98; RBE 185/98.

Those who on absorption in or under a Corporation or Company or Body elect the alternative of receiving the DCRG and lump sum in lieu of pension, will be subject to medical examination even though they apply within one year of date of retirement/absorption etc..

[R.B's No. F(E)76 - PN I/24, dated 4.1.1979]

Applications for commutation of pension can be made even before retirement, to be submitted alongwith pension papers for authorisation along with pension payment order for the employees retiring on superannuation pension only. Such applications should be made in new prescribed form for the purpose at least three months in advance. These rules do not apply to the employees who desire to receive commutation value at cash office by cheque in which case the existing procedure is applicable.

[R.B's No.F(E) III-761/24, dated 8.8.1983]

If a Railway pensioner dies on or after a date on which the commutation becomes absolute but before receiving the commutation value the same is payable to his legal heirs. With a view to simplify the procedure the Board have conveyed President's sanction that while making application for commutation of pension either :

(i) without Medical examination admissible in terms of R.B's No. F(E)III-76/PNI/24, dated 27.1.1978 & 4.1.1979; or

(ii) with Medical examination as permissible under Rule 2906 RII (Para 1205 MRPR); or

(iii)provisional pension sanctioned on account of non-availability of service records; or

(iv) any omission/deficiency therein as the case may be shall also make nomination in the Performa attached to BD's letter by conferring on one or more persons the rights to receive the commuted value of the pension in case the applicant dies without receiving the commuted value on or after the date on which the commutation becomes absolute.

[R.B's No.F(E)III-85-PNI/15, dated 19.8.1985]

Commutation Table at each Birth Year of Age

[R.B's No.FE/III/71/PN/1/10, dated 23.6.1971] (Rule 9,27(7), 29(5), 30(1) & 2 of Commutation of Pension Rules, 1993]

Commutation Table

Age	Purchase value	Age	Purchase value
32	17.46 x 12 = 209.52	53	12.35 x 12=148.20
33	17.29 x 12 = 207.48	54	12.05 x 12=144.60
34	17.11 x 12 = 205.32	55	11.73 x 12=140.76
35	16.92 x 12 = 203.05	56	11.42 x 12=137.04
36	16.72 x 12 = 200.64	57	11.10 x 12=133.04
37	16.52 x 12 = 198.24	58	10.46 x 12=129.36
38	16.31 x 12 = 195.72	59	10.78 x 12=125.52
39	16.09 x 12 = 193.08	60	10.13 x 12=121.56
40	15.87 x 12 = 190.44	61	9.81 x 12=117.72
41	15.87 x 12 = 187.68	62	9.48 x 12=113.76
42	15.40 x 12 = 184.80	63	9.15 x 12=109.80
43	15.15 x 12 = 181.80	64	8.82x 12=105.84
44	14.90 x 12 = 178.80	65	8.50x 12=102.00
45	14.64 x 12 = 175.68	66	8.17 x 12= 98.04
46	14.37 x 12 = 172.44	67	7.85 x 12= 94.20
47	14.10 x 12 = 169.20	68	7.53 x 12= 90.36
48	13.82 x 12 = 165.84	69	7.22 x 12= 86.64

Age	Purchase value	Age	Purchase value
49	13.54 x 12 = 162.48	70	6.91 x 12 = 82.92
50	13.25 x 12 = 159.00	71	6.60 x 12 = 79.20

51	$12.95 \times 12 = 155.40$	72	$6.30 \times 12 = 75.60$
52.	$12.66 \times 12 = 151.92$	73	$6.01 \times 12 = 72.12$

A Railway servant while making application for commutation may also nomination one or more persons he right to receive the commuted value of pension, in case the applicant dies without receiving the commuted value on or after the date on which commutation becomes absolute. In the absence of nomination, the commuted value is payable to the heirs of applicant in the manner indicated in para 702(I) & (ii) of MRPR (as in the Caw of Death Gratuity),

In cases, where the nomination has not been or the amount is not payable because the Claimant is not a member of the family, the same has to be released on basis of Legal Heir Certificate.

[R.B's No.F(E)III 85-PN-1/15 of 19.8.1985; F (E)III/88/PNI/28 of 1.11.1988]

Example : An employee wishes to commute his 40% of pension at the age of 59 years and his pension is fixed Rs.1800/-p.m. 40% pension comes to Rs. 720/- and the purchase value against age of 60 years the next birth date in the above table is Rs.121.56. Hence the commutation value would be $121.56 + Rs.87,524$.

After commutation of maximum 40% of pension, the employee would be entitled for residual pension plus dearness relief on original pension i.e. in this case the employee would get Rs.1080 plus dearness relief on Rs.1800. The employee has to appear for Medical Examination as he has completed one year after retirement.

Note : The amount of personal pension will not be taken into account for the purpose of determining the commuted value and relief on pension.

[R.B's No.PC/III/85/DP/I 27.6.1985]

Implementation of the recommendation of Fifth Pay Commission relating to commutation of pension :

Points	Decision/Clarification
(1) Whether a post 1.1.1996 retiree has to apply afresh for commutation of his pension upto 40% ?	Yes
(2) Whether 40% commutation should be allowed after medical examination, if applied after one year of retirement and what will be the commutation factor for revised commutation?	In case the retired Railway servant has availed of the benefit of commutation of pension not exceeding 1/3rd of his pension within one year of retirement, he may allowed the benefit of commutation of pension upto 40% w.r.t. age next birthday,as on date,without medical examination. In case the retired Railway servant had not availed of the communication upto 1/3 rd within one year of retirement, he 40%w.r.t. age next birth day, as on date, after medical examination. The pensioners who have already undergone medical examination in the latter case need not be medically examined again for this purpose.
(3) Date from which	Reduction in pension on

reduction in pension will take effect ?	account of additional commutation of pension will be in two stages as per the provisions contained in rule 7 of Railway Services (Commutation of Pension) Rules, 1993..
(4) What will be the date of restoration	The commuted portion of pension shall be restored

Points	Decision/Clarification
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of additional commutation of pension ?	after 15 years from the respective dates of commutation as provided in Board's letter No.F(E)III/76/PNI/7 dt. 15.9.80. Necessary endorsement should be made in the PPO.
(5) Whether pensioners retired on or after 1.1.1996 and had retained pre-revised scales will also be eligible for 40% of commutation of pension ?	Yes.
(6) Whether the family can be given the benefit of 40% commutation if a pensioner dies before exercising his option.	No.

2. In regard to point (2) clarified as above, it is stated that in the case of post 1.1.1996 pensioners who have opted for commutation of an additional fraction of pension upto 40% over and above fraction of pension already commuted and where medical examination was not involved, the commutation became absolute on the date on which the application form was received by the Head of Office and that date should be reference to age next birthday. In cases where medical examination was involved, the commutation became absolute on the date on which the medical authority signed the medical report and that date should be the base date for determining the commutation factor with reference to age next birthday. Accordingly, in all those cases where commutation of additional fraction of revised pension upto 40% has time been allowed by taking the same commutation factor as was admissible at the time of original commutation of a fraction of the pre-revised pension without regard to the date of receipt of application for the same, and where commutation factor undergoes a change in terms of the clarifications given here-in-above the commutation value may be recalculated and recoveries, thereof, if any, made from the pensioner.

3. As regards points (3) & (4), it is clarified that the reduction in pension shall be in two stages -

(i) from the original date commutation upto 33.33% of pre-revised pension & (ii) from the date of payment of difference between the commuted value of pre-revised pension upto 33.33% and the commuted value determined with reference to revised pension, as also commuted value of a fraction beyond 33.33% but up to 40% of the revised pension. The respective date of the reduction in pension and the amount of pension so reduced as well as the corresponding dates of the restoration after 15 years from the dates of reduction, should be endorsed in the Pension Payment Order. Where further reduction in pension on account of payment of enhanced commutation value of a fraction up to 33.33% of revised pension as also payment of commutation value of an additional fraction up to 40% of revised pension, has been effected from the original date of commutation of a fraction of pre-revised pension, the recoveries made from the dues of the pensioners on this account at that time should be refunded to the pensioners.

4. It shall be the responsibility of the Head of Office to adhere to the decision/clarifications given as above in order that the additional commutation value is recalculated and excess amount paid is recovered or adjusted against the amount due for refund to the pensioner on account for change in date of reduction of revised/additional commutation of pension and endorsements in all these respect including the respective dates of reduction in pension and the corresponding dates of restoration of reduced amount of pension, are made in the revised Pension Payment Order.

[No.F(E)III/97/PNI/22; dt.8.10.1998, RBE 207/98]

Restoration of Commuted portion of Pension :

It has been decided that only such Central Government pensioners who have commuted a portion of their pension and on 1.4.1985 or thereafter have completed or will complete 15 years from their respective dates of retirement will have their commuted portion of pension restored.

[R.B's No.F(E)III/87/PNI/7 of 26.3.1987]

Pensioners would be entitled to have the commuted portion of pension restored to them on the expiry of 15 years from the date of retirement only if the commutation was simultaneous is subsequent to the date of retirement thereby causing a time-gap between these two events, this restoration would take place only on the expiry of 15 years from the date of commutation and not from the date of retirement.

[R.B's No.F(E)III/87/PWI/7 of 26.10.90]

[Dept. of Pension and PW.No. 34/2/86. P.& P.W.(G) of 23.1.1989]

Family Pension :

In case of Railway servants who entered in service on or after 1.1.64 or having entered in service prior to 1.1.64 has opted for or is deemed to have opted for Family Pension Scheme, 1964, the family pension is sanctioned to the widow/widower and if there is no widow/widower, is payable to minor children of Railway servant. It can be granted only if the Railway servant.

(a) dies while in service on or after 1.1.64,

(b) retired on or after 1.1.64 and at the time of death he was in receipt of ordinary pension, and

(c) families of Railway servants governed by pension scheme who retired or died before 1.1.64 or otherwise not covered by the family pension scheme. In such cases payment of pension shall be effective from 22.9.1977.

[R.B's No.F(E) III-85 PNI/19 of 26.7.1985]

Family Pension shall be calculated at a uniform rate of 30% of the basic pay in all cases and shall be subject to a minimum of Rs.1275/- p.m. and a maximum of 30% of the highest pay in Railways. (The highest pay in the Government is Rs. 30,000/- since 1.1.96)

In case of Railway employee who dies after having put in not less than seven years' continuous service, the amount of family pension will be at the rate of 50% of pay last drawn or employees ordinary pension subject to a maximum of ----

- (a) one and half times the pension admissible as per the limit laid down above in the case of families entitled to compensation under the Workmen's Compensation Act, and
- (b) twice the pension admissible as per limit laid down above in case of families not entitled to the Workmen's Compensation Act.

[R.B's No.F(E)III/99/PNI/5, dated 15.3.99;Bahri's 49/99]

The family pension will be admissible only one person at a time to the following family members :

- (a) Wife in case of male Railway servant,
- (b) husband in case of female Railway servant,
- (c) minor sons,
- (d) unmarried, widowed/divorce daughters, and
- (e) Parents.

If wife/husband is alive, the family pension shall be granted in favor of wife/husband, as the case may be and the children shall not be eligible. The eligible male/female children (including male and female children suffering from disorder or disability of mind) of the deceased Railway employee or pensioner will be entitled to the family pension in order of their birth irrespective of the sex of the child and the younger of them will not be eligible for family pension unless the elder above him or her becomes ineligible for the grant of family pension. The children irrespective of sex will be eligible for family pension up to the age of 25 years, excepting those suffering from disorder of disability of mind who would be eligible for life time.

Family pension payable to a son be stopped when he attains the age of 25 years and in the case of a daughter when she attains the age of 25 years or when she gets married whichever is earlier.

[R.B's No. F(E)III/85/PNI/19 of 14.5.93]

For the purpose of Family Pension, the definition shall also include, the parents who were wholly dependent on the Railway servant when he/she was alive provided the deceased employee had left behind neither a widow nor a child. In case, where family pension is granted to widowed/divorced daughters, it may be stopped when she attains the age of 25 years.

Parents shall be eligible for family pension with effect from 1.1.98. Widow/widower, son, daughter, or widowed /divorced daughter will have prior claim to family pension Wherever family pension admissible to parents, the mother will receive the pension first and after her death father will receive.

[R.B's No.F(E)III/98/PNI/4 of 9.9.99]

The income criteria for grant of family pension in respect parents and widowed/divorced daughters will be that their earning is not more than Rs.2550/- per month. The parents will get family pension at the rate of 30% of basic pay of the deceased employee subject to a minimum of Rs.1275/- per month. They also will have to produce an annual certificate to the effect that their earning is not more than 2550 per month. Family pension to the widowed/divorced daughters will be admissible till they attain the age of 25 years or upto the date of her marriage which over is earlier.

Family pension in respect of sons/daughter (including widowed/divorced daughters) will be subject to the condition that the payment should be discontinued/not admissible when the eligible son/daughter starts earning a sum of Rs.2550/- per months from employment in Govt., the private sector, self employment etc. It is also admissible till he/she attains 25 years of age or upto date of her/his marriage whichever is earlier.

There is no change in the provisions about admissibility of family pension in respect of sons/daughters suffering from any disorder or disability of mind or who is physically crippled or disabled.

Family pension to parents and widowed/divorced daughters will be admissible w.e.f. 1.1.98 subject to fulfillment of other conditions.

The case where family pension has already been granted to sons/daughters after 1.1.98 before issue of these instructions without imposition of earning condition need not be reopened.

[R.B's No.F(E)III/98(PNI)4 of 27.4.98]

In cases, where the family pension payable to the twin children, the same will be payable to such twin children in equal shares. In the event of any of such children ceasing to be eligible for family pension, his/her share family pension will not lapse but will become payable to the other such children and when both such children become ineligible for family pension, the family pension will become payable to the next eligible single child or twin as the case may be.

[R.B's No.F(E) III/85/PN-I/19 of 25.3.1991]

Family pension is first granted to widow/widower and then children and no other member is eligible except that the authority competent to sanction pension in a suitable case for reasons to be recorded in writing, orders, that the minor children in preference to the widower who is judicially separated, should be paid.

[R.B's No.F(E)III-7-PNI/36 of 2.2.1972]

After the children cease to be eligible for family pension the same shall be authorised to the Judicially separated spouse of the deceased Railway servant(Judgement of Kerala High Court)

[G.I.D.P. & W NO. 1/6/98-P & P W(E) of 5.7.99]

At present the cases, for grant of family pension to the eligible family members of employees who have suddenly disappeared (absconded or missing) and whose whereabouts are not known, are delayed considerably due to the facts that in normal course unless a period of seven have elapsed since the date of disappearance of the employee, he cannot be deemed to be dead and the retirement benefits cannot be paid to the family. This principle is based on section 108 of the Indian Evidence Act which provides that when the question is whether the man is alive or dead and it is proved that he has not been heard of for seven year by those who would naturally have heard of him if he had been alive, the burden of proving that he is alive is shifted to the person who affirms it.

Withholding of the benefits, due to the family has been causing a great deal of hardship to the families, therefore, the following course of action should be taken in such cases.

- (a) When a employee disappears leaving his family, the family can be paid in the first instance the amount of salary due, leave Encashment due and the amount of Provident Fund pertaining to his own subscription in SRPF having regard to the nomination made by the employee
- (b) After elapse of one year period, other benefits such as Retirement Death Gratuity/Family Pension in respect of pensionary staff and Government contribution/SC to P.F. in respect of staff governed by SRPF (Contributory) Rules may be granted to the family subject to the fulfillment of conditions prescribed.

One year will be reckoned from the date first information report lodged with police and the period of one year after which the benefits of family pension and gratuity will also reckoned from this date.

[R.B's No.F(E)III/86/PNI/77 of 23.7.91]

The family pension, which in pursuance of these orders, will continue to be sanctioned and paid one year after the date of lodging the FIR will accrue from the date of lodging the FIR or expiry of leave of the employee who has disappeared whichever is later. When

sanction for family pension is issued the payment of pension from the date of accrual may be authorised, after obtaining the usual indemnity bond.

[R.B's No.F(E)III/86/PN-I/17 of 21.1.1994]

The Indemnity Bond shall be obtained from the family members of the disappeared employee/pensioner in the formats prescribed separately for the employee and pensioner.

[R.B's No.F(E)III/86/PN-1/17 of 27.3.1991]

The payment of family pension is to be made after expiry of one year from the date the first information report regarding the missing person is lodged with the police and the arrears of family pension shall also be payable from the date the pensioner is reported missing. However, before making payment, it is to be ensured that the payment of employee's pension to the pensioner has been discontinued from the date he has been reported missing. These rules are applicable to the Railway servant and also Railway pensioner.

[R.B's No. F(E)III/86/PNI/17 of 16.1.92]

The above benefits may be sanctioned after observing the following formalities :

- (a) The family must lodge a report with the concerned police station and obtain a report that the employee has not been traced after all efforts had been made by the police.
- (b) An Indemnity Bond should be taken from the nominee/dependents of the employees that all payments will be adjusted against the payments due to the employee in case he appears on the scene and make any claim.

[R.B's No.F(E)III-86/PN-1/17 of 19.9.1986]

[No.F(E)III/98/PN-1/4 of 11.5.1989]

The benefit of family pension shall also be admissible to the post-retiral (married after retirement) spouses from the date following the date of death of the pensioner.

[R.B's No.F(E)III/89/PN-1/7 of 23.1.1991]

The following procedure may be followed for endorsement of family pension entitlement of post-retiral spouse in the pension payment order of Railway pensioners;

(i)As and when a pensioner marries or remarries after retirement, he shall intimate the event to the Head of Office who processed his pension papers at the time of his retirement. He shall also furnish along with his application, an attested copy of the marriage certificate from Registrar/Gram Panchayat/District Magistrate in respect of his post-retirement marriage.

(ii)The Head of the Office on receipt of the application mentioned above and after due verification where necessary forward the papers to the Accounts Officer who will in turn arrange to forward these papers to the PPO issuing FA & CAO for issue of corrigendum PPO. While forwarding the papers to the Accounts Officer, the provision of clause 801(10) of MRPR as amended

vide Board's letter No. F(E)III/89/PNI/27 of 18.9.92 shall be kept in mind. When the pensioner does not have any child or children from his previous spouse marriage, if any, the post retiral spouse shall be eligible for full family pension. Where the pensioner has any eligible child or children from an other wife who is not alive, the family pension to the post-retiral spouse and the child/children from the previous marriage will be authorised in terms of para 801 (10) as amended vide Board's letter No.F(E)III/89/PNI/27 02 18.9.92.

(iii)The corrigendum PPO shall be forwarded by the Accounts Officer to the concerned pension disbursing agencies through FA & CAO. A copy of the corrigendum PPO shall also be endorsed to the pensioner.

(iv)As far as children, including those born after retirement are concerned, a fresh PPO will be issued as and when the turn of each child for receipt of family pension is reached as at present.

[R.B's.No.87/AC-II/21/33 of 29.9.1993]

In case son/daughter is invalid or physically crippled or disabled and unable to earn he/she will be entitled for family pension for life time, provided they produce the required certificate, once in three years and fulfil other conditions such as started earning and in case

of daughter not yet married. This certificate shall be evidenced by Medical Officer not below the rank of Divisional Medical Officer. The condition of disability manifest before the retirement or death has been withdrawn. Pension is admissible to such children whether born before or after retirement from the marriage that took place even after retirement of railway servants.

[R.B's No.F(E)III/86PNI/22 of 29.5.89 & 15.5.90]

Family Pension where more than one claimant :

It is payable as under -

(i) Where the deceased Railway servant or pensioner is survived by more than one widow, the pension will be paid to them in equal shares. On the death of a widow here share of the pension will become payable to her eligible minor child.

Provided that if the widow is not survived by any child, her share of the family pension shall not lapse but shall be payable to the other widows in equal shares, or if there is only one such other widow, full pension shall be payable to her.

(ii) Where the deceased Railway servant is survived by a widow but has left behind eligible child or children from other wife who is not alive, the eligible child or children shall be entitled to the share of family pension which the mother would have received if she had been alive at the time of death of Railway servant or pensioner.

Provided that on the share of family pension payable to such a child or children or to a widows ceasing to be payable, such share or shares shall not lapse but shall be payable to the other widow or widow or the other child or children otherwise eligible, in equal shares, or if there is only one widow or child, in full, to such widow or child.

[R.B's No.F(E)iii-89/PN_I/27 of 21.7.1992]

(iii) Where the deceased Railway servant or pensioner is survived by a widow but has left behind child or children from a divorced wife or wives such child or children if they satisfy other conditions of eligibility for the payment of family pension, shall be entitled to the share of family pension which the mother would have received at the time of death of the Railway servant or pensioner had she not been divorced.(w.e.f. 7.10.89).

Provided that on the share or shares of family pension payable to such a child or children or to a widow or widows ceasing to be payable, such share or shares shall not lapse but shall be payable to the other widow or widows and or to other child or children otherwise eligible, in equal shares, or if there is only one widow or child, in full, to such widow or child.

(iv) Except as provided in clause (i), (ii) & (iii) of sub-para, pension awarded under the scheme will not be payable, to more than one member of family at the same time. It will be payable first to widow widower and thereafter to minor children.

[R.B's No.F(E)III/89/PN-I/27 of 18.9.1992]

The family pension entitlements of the absorbed Railway employees I the Public Sector Undertaking Autonomous Bodies, shall be regulated as under :-

(i) The absorbed employees shall have an option to be governed either by the family pension scheme for Railways employees or by that of the P.S.Us./Autonomous Bodies but not for both. However, the benefit for family pension scheme for Railway employees will be available only to such of the absorbed employees who are permanent and have qualifying service of not less than ten years, and

(ii) The liability of the Railways in this regard will be frozen as on the date of permanent absorption of the individual employee; that is to say, the amount of family pension payable will be calculated with reference to the pay drawn and the rules in force on the date of permanent absorption.

The absorbed employees who opt for the Railway family pension scheme will have to seek exemption from the operation of the provisions of "The Employees Family Pension Scheme", 1971 under section 17 (IC) of the "Employees" Provident Fund and Miscellaneous Provisions Act, 1952, wherever necessary. For this purpose, the concerned employees should submit a formal application for employers i.e., the concerned P.S.U.s./Autonomous Bodies.

The other terms and conditions stipulated in the various letters on the subject, which have not been modified will continue to be operative. These orders shall take effect from 22.1.90.

The Railway employees absorbed in P.S.U.s./Autonomous Bodies and who are in service on this date will be eligible to exercise the option for being governed by Family Pension Scheme for the Railway employees. The option shall be exercised within in a period of six months from the date of issue of this letter. Option once exercised shall be final.

[R.B's No.F(E)III-90/PN-I/8 of 21.2.1990]

(1) The existing terms and conditions of absorption of permanent Railway servants in :-

(i) Central Public Sector Undertaking/Central Autonomous Bodies are regulated by the instruction in Board's letter No. F(E) III/86/PNI/5 of 16.4.86 and F(E) III/84/PNI/4 of 25.6.87, and

(ii) State Public Sector Undertaking/State Autonomous Bodies/ Joint Sector Undertaking are regulated by the instructions contained in board's letter No. .F(E) III /92 / PNI /25 of 16.3.93..

(2) Permanent Railway servant who have rendered not less than 10 years qualifying service under the Railways prior to their absorption and who have opted to receive pro-rata pensionary benefits for the service rendered under the Railways are entitled to exercise on of the following two options :

(a) To draw pro-rata monthly pension and death-cum retirement gratuity as admissible under the relevant rules;

(OR)

(b) Pro-rata gratuity and lump sum amount in lieu of pension.

The existing terms and conditions had been reviewed and decided to modify to the extent as indicated below:

(a) The existing facility of receiving capitalised value equivalent to 100% commutation of pension on absorption is withdrawn.

(b) The existing facility to draw pro-rata monthly pension from the date of absorption (with option to commute 1/3rd pension wherever admissible) shall continue to exist.

The above decision shall take effect from 10.7.1995

Grant of Pro-rata retirement benefits to the permanent Central Government/Railways employees who are absorbed in the Nationalised Banks, General Insurance Corporations and its subsidiaries, are not entitled to count the service rendered in Government/Railways for the purpose of pension on absorption. Similarly, Central Government/Railways employees who have rendered service in Nationalised Banks including the Reserve Bank of India and the State Bank and its subsidiaries as well as other financial institutions including life Insurance Corporation of India/General Insurance Corporation prior to their appointment in Central Government/Railways are also not entitled to count such service for the pensionary benefits under Central Government/Railways. They are, however free to seek terminal benefits as admissible under the relevant rules from the concerned Nationalised Banks etc.

[R.B's No.F(E)III/95/PNI/14 of 4.9.95]

In the case of mad, lunatic, idiot and insane pensioners, when any sum is payable in respect of pay, pension, gratuity or similar allowance to any person certified by a Magistrate to be such, the Government Officer under whose authority such sum would be payable may pay so much of amount as he thinks fit to person having charge of such pension and may pay the balance amount, if any, of such part thereof as he thinks on him, for the maintenance of such members of his family as are dependents on him, for the maintenance of such members of his family as are dependent on him, for maintenance.

[R.B's No.99/AC-II-21/25 of 20.9.94]

Pension admissibility contains:-
A) Service Gratuity and Pension.

Calculation of Pension:-

Basic pay on 1.6.97 = 5600 /-

Pay on 1.6.98 = 5750/-

Calculation as follows .

(1 - 3 - 98 -- 1 - 12 - 98)

(5600 x 3 + (5750 x 7)) ÷ 10 = 5705/-

If employees completed 33 years of service .

PENSION = (5705 x 50) ÷ 100 = 2853 /-

If employees completed 30 years of service .

PENSION = (5705 x 30) ÷ 33 = 2594 /-

GRATUITY PAYMENTS

There are types of gratuity such as Retirement Gratuity and Death Gratuity.

Retirement Gratuity : The Rly. Servant who had completed minimum 5 years of qualifying service, the retirement gratuity should be paid equal to 1/4th of its emolument for every completed Six-month period.

(e.g.) Rly. Servant who has completed 5 years of service .

1) Emoluments means = basic pay + DA (20% as on the 16.9.93) for staff.

2) Emoluments for running staff = basic Pay + 55% Running allowance + DA.

Rly. Servant completed 5 years of service

Emoluments (Basic Pay+DA) x 5 x 2

Retirement Gratuity = -----

4

Emoluments

= ----- x Every six monthly period completed

4

The retirement gratuity will be of a maximum of 16 ½ times of the emolument. The maximum ceiling limit of Retirement gratuity will not exceed 3.5 lakhs .

Death Gratuity:- All the Rly. Servant permanent or temporary who were expired while in service, the Death gratuity is payable in the following rates.

1) Less than one year service = 2 times of emoluments.

2) Upto 5 years = 6 times of emoluments.

3) Upto 20 years = 12 times of emoluments.

4) More than 20 years = Half emoluments for every 6 monthly period of qualifying service and to a max. of 16 ½ times of emoluments.

Death / Retirement Gratuity should be paid all members of the family eligible in equal shares.

a) Wife or wives in the case of male servant.

b) Husband in case of Female servant.

c) Sons

d) Unmarried / widow daughters. Including Step and Adopted Children. Children of pre-deceased son.

e) Father,

f) Mother,

g) Brother below the age of 18 years and unmarried or widow sisters (including stepbrother and sister).

- h) Married daughter.
- i) Children.

Calculation of Gratuity:

Basic Pay = 5750 /- + DA 1265 /- = 7015 /- (Emoluments)

For 33 years of service = $(7015 \times 66 \times 1) \div 4 = 115748/-$

For 25 years of service = $(7015 \times 50 \times 1) \div 4 = 87688 /-$

For 22.5 years of service = $(7015 \times 45 \times 1) \div 4 = 78919 /-$

Expired in service:

For 33 years of service = $(7015 \times 66 \times 1) \div 2 = 115748/-$

For 25 years of service = $(7015 \times 50 \times 1) \div 2 = 87688/-$

For 22.5 years of service = $(7015 \times 45 \times 1) \div 2 = 78919/-$

For 8 years of service = $7015 \times 12 = 84180 /-$

VOLUNTARY RETIREMENT.

A Rly. Servant is permissible to take voluntary Retirement after a minimum qualifying service of 20 years.

In the case of Rly. Servant will be given weightage of Max. 5 years.

Rly. Servant, who seeks V/Retirement, he should give an application in writing before three-month. The weightage given to Rly. Servant is not for calculation of pension.

Chapter 11. Staff Welfare

Que.-What do you mean by staff welfare ?

Indian Railway or any Rly. is being run on Commercial basis. Since being a government undertaking it is the moral duties of the government to fulfil social obligation towards its employees in order to a good human relations between the employees and the employer. The social obligations is known as staff welfare.

Que:-Who is looking after the staff welfare ?

Above all the personnel functions staff welfare is also key functions of Personnel Management. Chief Personnel Officer is the key part of management in Head quarter of any & Zonal Rly. and he is assisted by a Personnel Officer (Labour & Welfare) is posted and assisted by Welfare Inspector, Co. Operative Inspector and Personnel Inspector.

In divisional levels this is functioning under the guidance of Sr. DPO., DPO and APOs. and Welfare Inspector, / Personnel Inspector and Co. Op. Inspectors and working directly under Asstt. Personnel Officer in the divisional level. There is a separate Personnel officer attached to workshop also.

Que.-What are the Activities of the staff welfare organization.?

1. Provision of Rly. institutes & clubs.
2. Provision of schooling facilities.
3. Grant of AIDs.
4. Educational assistance.
5. Provision of Holiday homes.
6. Scouts & Guides.
7. Provision of Canteens.

8. Handicraft Centers/ and vocational Training Centers.
9. Provision of Co-operative Societies.
10. Mobile libraries.
11. Medical facilities.
12. Staff Benefit Fund.

Que.-What are the duties of Welfare Inspectors ?

- 1) It is the duties of Personnel/Welfare Inspector to contact labors in the work place at least once in a week to get the grievances of the staff and to be solved after contacting required officer.
 - 2) It is the duty of W.I. to educate the labors about their rights.
 - 3) Has to explain about various staff welfare schemas and also help them to improve their living conditions as well as working systems.
 - 4) To supervise various welfare activities such as Co-operative societies, Canteens, Child Welfare Sports activities, welfare centers, Adult Education and to conduct holiday camps.
 - 5) To help labors by means of medical helps and to arrange Medical camps
 - 6) To visit Rly. Colonies and inspect sanitation, water problems, light facilities and also maintenance of Rly. Qtrs.
 - 7) To help Retiring staff in getting retirement, settlements, Pension.
 - 8) To help and solve all the matters of staff benefit fund.
 - 9) To inspect stations, Sheds.
 - 10) To arrange Drama, shows.
- Film shows regarding staff welfare.

Que.-What are the duties of Personnel Inspectors ?

- 1) He should inspect all the Registers of Overtime, Hours of Employment Regulations, and Rosters.
- 2) In PNM meeting they should assist D.P.O. in all means.
- 3) They should ensure of names of staff retiring are published.
- 4) To attend courts.
- 5) To assist Personnel Officers.

Railway Institutes & Clubs :

All working employees are entitled to become a Member of a Institute. It may be provided as Sr. or Junior institute and should cover large number of members. If there are more members there can be separate institutes for Artisans staff. Swimming Pool can be attached to the Institute or Clubs and also children's park should be provided in all institutes. The administration will bear the first cost of the building, cost of Electrical installations, with furniture, roads, fences, tennis courts and play grounds. There should be elected body for each institutes and it should be observed by Welfare Inspector.

Educational Assistance Reimbursement of Tuition Fees and Hostel subsidy :-

The Rly. Servant with out with not less than 3 year's service is eligible for the assistance for education of the children. "(Rly. service Educational Assistance) order 1988". This order was implemented on 1.10.1988.

The educational assistance is eligible for those children are studying away the station at where he posted or residing , where there is no school at the required standard is not available at the station. Children studying upto XII are eligible for the Allowance Rs. 100 P.M.

[RB's No. E(W)/83 AL.12-8 of 6.2.84.]

Reimbursement of Tuition Fee :

Revised Rate w.e.f. 1.8.1997

- 1) Upto X Std- Rs.40/-PM.

- 2) XI to XII -Rs.50/-PM.
- 3) Class I to XII physically handicapped- Rs.100/- PM.

Hostel subsidy :-

A Rly. servant shall be eligible of a Hostel subsidy at the rate of Rs.300/- P.M. per child if because of his transfer he is compelled to keep the children in the hostel of a school way from the station where he is posted or residing.

If a Rly servant is getting educational allowance so he is not eligible for Hostel subsidy. For Hostel subsidy age limit is 54 yrs - 20 yrs. only.

Assistance are available to those who are having 3 children, who were born upto 31.12.1987 and is allowance only for two who were born after 31.12.1987

[RB No. E(W)/98/Ed-2/8-9.9.98.]

Provision of Holiday Homes :

Holiday homes of higher type and lower types are established by Rly. charges for serving Rly. staff.

- 1) Group A & B staff -Rs. 10/- per suit per day
- 2) Group C staff -Rs. 5/- per day
- 3) Group D -Rs.2/- per day

For retired Rly. servants :-

Group D - Rs 5/- per day
 Group C - Rs 10 " "
 Officers - Rs.15 " "

[RB No.. E(W)/87-WE-2-4-27-7-1988.]

Supply of Uniforms to Primary school Children :-

Three sets of terricot uniform in lieu of 3 sets of Khadi uniform are eligible to the students studying in Rly. Primary School.

The pay limit for the supply of concession of supply of school uniform to the students studying in Rly. school is raised to Rs.500 /- P.M. Rate of uniform is Rs.135/-per set.

Rly. servants including Trainees, and Apprentices who are joined in scouts/guides of Rly. State Associations may be granted 30 days Spl. casual leave in a calendar year for attending Training Camps or rallies. No. TA/DA are eligible for those attending camps.

Provision of Canteens :-

Types of Canteens :-

- a) Statutory (b) Non Statutory

a) Statutory Canteens : The provision of section 46 of the factory act 1948 Rly. administration should set up Rly. Canteen, which are governed by Factory Act and employees should more than 250 members. such canteens are to be strictly adhered to the Rules framed by State Govt. (Sec.2) of the Act to constitute Managing Committee of Canteen that also some representation from workers.

b)Non Statutory :- The Administration should take steps to develop Canteens by encouraging co-operative basis. If the Canteen is run by Co-operative Society there should over all control of Rly. administration. There should be an elected body consists of Chairman, Secretary and a Managing Committee

Loans for the initial capital may be sanctioned from the Staff Benefit Fund and the loan should be repaid in Installments.

Que.:-Where are Canteens to be provided ?

- a) Canteens should be provided at the places where large no. of Rly. Staff are working such as workshop, sheds, large station and yards.

- b) If Rly. staff where the strength is below 25, Tiffins should be provided. The Regular Canteen can be provided where more than 100 staff or more.
- c) For providing of new canteens, should get approval from Rly.

Handicraft Centers/Vocation Training Center :-

Handicraft Centers are to be provided for the benefit of Women members of Rly. family in handicraft such as weaving, knitting, spinning and tailoring of garments during their spare time in order to learn the trade.

- a) The expenditure for the schemes should be not from FBF.
- b) Accommodation should be provided in spare Rly. building free of Rent.
- c) The charges for electricity and should be met by Rly. and if Institute governs the Center, this institute will bear the cost.
- d) Rly. Administration should encourage such centers by placing orders for supply and fabrication of articles required by Rly.

VOCATIONAL TRAINING CENTER.

This center can be provided where suitable spaces is there to conduct classes to unskilled ,skilled Rly. workers and also wards of Rly. Servant.

The technical training center classes should be separately be conducted for Rly. employee and children of Rly. employee including dependents.

Outsiders are not permitted to attend the said classes.

Railway employees are not permitted on duty hours.

The welfare Inspector will be nominated as Secretary of the above said Training Centers.

There would not be any prefer in promotion for the above said Training Centers.

Efficient Sr. Supervisors and Artisan staff can be permitted to conduct classes as instructors on payment of Honorarium.

Co-operative Society :

Que.-What are the type of societies ?

- 1) Consumer Co-operative Society.
- 2) Co-operative Credit Society and Bank.
- 3) Co-operative Housing Society.

CONSUMMERS CO.OPERATIVE SOCIETY

This society is nothing but a Retail Shop to provide consumers items at reasonable prices at minimum profit. This society would be controlled by Chief Personnel Officers at Head Qtrs. levels as well Sr. Divl. Personnel Officers at Divisional levels and will be assisted by Asst. Personnel Officer and Welfare Inspector. It is the duty of Welfare Inspector to report Monthly Report to Chief Personnel Officer through D.P.O.

Que.-What are the provisions done by Rly ?

- 1) If the Rly. Co-operative societies are running as FAIR PRICE SHOP,(Rationing items), the Rent will be charged on nominal rent of Rs.one per month (Plus actual Municipal Taxes).
- 2) It is the duty of Administration to provide Electrification and water connections.
- 3) The Electrical charges and water charges are only on concessional rates.
- 4) Special passes and Spl. Casual leaves are permissible for managing committee.
- 5) Rly. should provide land for constructing in Co-operative Society.

The Rlys. are to provide grant for matching share capitals upto Rs.2500/- Also to provide Finance Assistance upto Rs.10,000/- to each society on Interest bearing scheme and would be repayable by society.

Membership :- Retired Rly. servants or Ex.Rly. servants should not be permitted or continue beyond the limited period. Only serving Rly. servants will be eligible to become members after purchasing a share or more of Rs.10/- each share.

Management :- Till the share holders should by means of conducting elections, to elect one Chairman, Secretary and Treasurers and Board of Directors. The Co-operative Society will be observed by Co-operative Registrar.

STAFF BENEFIT FUND :-

The staff benefit fund consists of a Committee at the h.q.'s level.

- 1) Chairman - C.P.O
- 2) Members - C.M.O. , Dy. GM, 12 selected members from the Union.
- 3) Secretary - Labour Welfare/Personnel Officer.

Distribution of Fund:-

- 1) To aid education of staff and children.
- 2) Relief of distress among the staff and family members.
- 3) Recreation and Amusement of staff and their children.
- 4) For the following purposes the staff Benefit Fund are being utilized :

I) Education :-

- 1) For Technical education, Engineering, Medical and Scientific courses.
- 2) Assistance to those who are doing chartered Accountancy and Cost Accountancy.
- 3) For operating vocational Training Centers.
- 4) Scholarships on merit and technical courses.
- 5) Assistance to Dumb and blind children.

II) Recreation:-

- 1) Loan to Canteen.
 - 2) Mid day meals to children in Primary schools.
 - 3) Supply of Uniforms to Primary School children of Rly. Schools.
 - 4) Supply of books to Rly.hospitals for indoor patients.
 - 5) Grant to Institutes, sports club, children camp, and Cultural activities.
- Recreation Centers and Mahila Samities.

III) Sickness and Distress Relief :-

- 1) For funerals expenses for low paid staff.
- 2) Assistance to those who are suffering from TB, Cancer, mental disease, when they are on leaves without pay.
- 3) For purchase of artificial limbs, spectacles.
- 4) Running homeopathic dispensaries.
- 5) Distress due to natural calamities.
- 6) Provision of Library and mobile library.
- 7) Railway reading rooms.

Chapter 12. SAFETY CATEGORIES

Staff under safety categories in.

A) Operating dept .

- 1) Transportation inspectors.
- 2) ASMs/Cabin ASM/Station supdtt./SMS/Dy.SS/.
- 3) Guards
- 4) Yard Masters/AYMs/Yard Foremen.
- 5) Switchmen and Shunting Jamadars.
- 6) Section controllers/Dy.chief controllers/ chief controller
- 7) Safety controllers/Safety inspector.

B) Engineering Department :

- 1) Bridge inspectors.
- 2) Permanent way inspectors
- 3) Asst. Foreman cum Operator (Plasmatic Tie Tamping).
- 4) Operator- Cum Chargeman (Tie Tamping).
- 5) Section Mate,Keyman , P.Way Mistry.
- 6) Asst. Shop Supdtt. (Bridge workshop)

C) Signal & Telecommunication :-

- 1) Signal Inspectors
- 2) ESM and Mistries
- 3) Asst. Shop Supdtt. (Axle counter production and Inspection)
(Production & overhauling of relays)
(Tokenless block instrument testing)
- 4) Relay inspectors.

A) **MECHNICAL 7 ELECTRICAL DEPTT.**

- 1) Drivers/Asstt.Drivers/Diesel Asst./Motorman.
Tower wagon driver/Motor Trolley driver.
- 2) Loco Foreman / Asstt.Locoforeman / Elec.Foreman Asst. shop
Supdtt.Chargeman.
(OHE-S/Stn/Remote Control - Loco Train Lighting - Air-
conditioning(Coach)Mech, Asstt. Mech.Foreman/Chargeman,Loco-EMU-
Running Sheds.
- 3) Carriage / Wagon foreman
- 5) Loco Inspectors/Driving Instructors.
- 6) Train Examiners.
- 7) Shunters.
- 8) Carriage and wagon inspector.
- 9) Power controllers (Traction - Traction Loco Controller - Traction SS - Operators).
- 10) Traction Foreman.
- 11) Engine Examiners / Lubricating Supervisor.
- 12) Boiler Inspector - Boiler Foreman.
- 13) Asst. Shop Supditt. Train Lighting & Air conditioning.
- 14) Safety inspectors.

15) Laboratory Supdtt.

16) Loco fitters (All Deptts) & Welders.

Reservation post for Handicapped persons :-

3% of total vacancies would be reserved for handicapped persons. This category includes Deaf, Blind, and Orthopaedically handicapped persons. 1% of the vacancy is reserved for each of these category.

Physically handicapped persons who are SC/ST, Ex.Serviceman - or dependents of those killed in action should be given special preference in C & D ground.

[RB NO. E(NG)/111/77/RC/54 - 8.1.78.]

Spl. Concession for Handicapped Persons.

1. Age relaxation upto 10 years/Extra 5 years for SC/ST persons.
2. Only pass in SSC will do instead of minimum 50% in the normal cases.
3. Exemption from payment of application and Exam. fees.
4. Exempt from Medical Examinations.
5. Exempt from typing qualification for appointment to clerical post if they are found otherwise qualified and are certified and are unable to type.

Nominated Category for Handicapped Persons :-

Administration : Office Clerks, Typists. Steno-Peons and
Safaiwala.

Operating/Commercial - Telegraph Signalers, Commercial
Clerks.

Cooks, Bearers-Indicator Boys.

Waterman - Waiting Room Bearer and Running room
attendants.

Mechanics - Coreman-Trimeers, Tracers-Machine
Operators,

Pump drivers.-_

Engineering - Tracers - Painters.

Reservation quotas of Ex-Serviceman :-

20% quota reserved for group "D".

10% quota reserved for group "C".

Upper age limit for their recruitment for Apprentice is 40.

Reservation of sport persons :-

30% of the total vacancy is reserved for sport persons in group "C" and the respect of group "D". The total recruitment quota for recruitment of sports persons would be as per advertisement.

Recruitment of Ex-servicemen against vacancy in-group "C" post will be centralized in H. Qtr. Office in respect of each Zonal Rlys. The recruitment would be done by only one Rly. Recruitment Board for each of the zonal railways.

Chapter13. Special Pay

Special pay for announcing work :-Spl. pay would be eligible for those who are doing announcing work in addition to their normal duties. Rs.100/- PM./

a) Spl. pay are entitled for full time announcers Rs. 100/-
(1.8.1997)

- 1) Spl. pay of Rs....PM to Gateman of Engg.deptt.
- 2) Spl. pay of Rs....PM to PWI Gr.III.

- Spl. pay is entitled Rs.200/- PM.
- 3) Health inspectors Rs.200/- PM
 - 4) Instructors in Training schools - Rs.15% of Basic pay.
 - 5) Teachers doing library work - Rs.140.PM.
 - 6) Clerks doing library work - RS.140 PM.
 - 7) CTIs/TTRs in flying squads. - Rs. 100/- PM.
 - 8) Train Supdtt. - Rs.300/- PM.

Special pay to power controllers / Crew controllers :-

With effect from 1.8.97 Power controllers and crew controllers are entitled for Spl. pay of Rs.450/ PM.

[RB No.E(P&A)11/98/FE-2/7.9.3.99]

Chapter 14. APPOINTMENTS

On compassionate ground :-

The following posts are exclusively reserved for appointment on compassionate ground for the widows.

- a) Water woman.
- b) Retiring room attendants.
- c) Cinder Picking woman.
- d) Sweeper woman.
- e) C & W Khalasis.
- f) Ayah and female sanitary cleaner in hospitals and schools.
- g) Khalasis in PWI & IOW.

Que.-What is the educational qualification required for compassionate ground appointment ?.

For group "D" post, minimum qualification is 8th Std. for Son. For widows no restriction of education qualification.

Woman posted in the PWI dept. should be posted in the gangs, which are located in the station limit or yards.

For compassionate group appointments for group C post the qualification should be judged and recorded by the screening committee. Final offer of appointments will however be subjected to availability of vacancies, passing of Medical exam. and production of necessary certificates.

Appointments on compassionate ground are offered in the following types of cases.

- 1) Dependents of Rly employees who are in harness, as a result of Rly. accident.
- 2) Dependents of Rly. employees who die or permanently crippled in the course of duty.
- 3) Dependents of Rly. employees who die in harness while in service before retirement or medically incapacitated.
- 4) Dependents of RLY. employees whose whereabouts are not known for a period of 7 years and the settlement dues are paid to the family on this account.
- 5) Dependents of Rly. employees who was developed serious diseases like heart disease of cancer as well as medically unfit for any cadre of post.

Casual laborers could also be given appointments on compassionate ground but they should be offered as casual labor only.

For appointment In-Group 'C' post suitability test (Written test and Viva-voce) should be completed in one day only.

Appointment on compassionate ground to the adopted son/Daughters is in be legible in the following conditions :-

- 1) The satisfactory legal adoption proof should be submitted.
- 2) The adoption must be reconigised.
- 3) The legal adoption process should be completed and should be proper valid before the death or medically unfit

[RB.NO.E(NG)11 86/RG-1/1 policy dt. 20.5.1988.]

Compassionate appointments in the case of missing Railway employees. Conditions for compassionate appointments.

- 1) FIR should be lodged in the police station in the case of missing Rly.employees and if the missing employee is traceable and the competent authority should feel the case is genuine.
- 2) The length or remaining service is more than two years and should not committed any fraud or joined any terrorist.
- 3) Appointment in the case of missing employee should not be a matter of right, and subjected to fulfillment of all conditions including availability of vacancy.
- 4) Police investigation proof should be submitted and the decision would be considered on GM level only.
- 5) The service of widow/ward should be terminated in the case when missing RLY. employee becomes available.
- 6) The above will be applicable to the wards/widow of casual labor of temporary status.

A bother-in-law (Wife's brother) or a son-in-law are not eligible for appointment on compassionate ground.

Authority competent to make appointment on compassionate ground.

The General Manager is having the power to appoint on compassionate ground. However GM re-delegate this power to DRM and HOD's of different units.

In the cases of appointments in-group 'C' posts, the power may be exercised by the CPO in consultation with the Head of Dept. concerned.

For group D posts DRM can make such appointments.

Chapter 15. MEDICAL TREATMENT

Que.-What are the Institutions identified which are having facilities for specialties treatment?

A) By pass coronary surgery :-

- 1) SRLY H.Q. Hospital - Perambur (Madras).
- 2) Christian Med.Collage and Hospitals - Vellore-Tamil Nadu.
- 3) KEM Hospital - Bombay.
- 4) Jaslok Hospital.
- 5) Bombay Hospital.
- 6) Kasturba Hospital - Bhopal.
- 7) ShreeChitra Tirunal Institute of Medical Sciences and

Technology -Trivendrum.

B) Kidney Transport :-

- 1) Christian Medical college -Velour.
- 2) All India Institute of Medical Science - New Delhi.
- 3) Post Graduate Institute - Chandigarh.
- 4) Jaslok Hospital - Bombay

C) Blood Cancer :-

- 1) S.Rly. H.Q. Hospital - Perambur - Madras.
- 2) Christian Medical Collage - Velour.
- 3) KEM Hospital - Bombay
- 4) All India Medical Institute & Science - New Delhi
- 5) Bombay Hospital.
- 6) G.B. Gant Hospital - New Delhi.
- 7) Shree Chitra Tirnual Institute of Medical Science - Trivendrum.
- 8) Postgraduate institute - Chandigarh.
- 9) SSKM & Hospital - Calcutta.
- 10) Samaritan Hospital - Alwaye - Kerala.
- 11) Kasturba Hospital - Bhopal.
- 12) N.M. Wadia Institute of Cardiology - Pune.

Family members eligible for medical treatment .

- 1) Wife of a RLY. employee whether serving or not serving.
- 2) Husband of a RLY. employee.
- 3) Sons upto the age of 21 years.
- 4) Unmarried daughters (no age limit)
- 5) Married daughters under 18 yrs.
- 6) Widowed daughters (no age limit).
- 7) Step sons - Stepdaughters, Mother and stepmother, unmarried widowed sisters if father is not alive.

Medical treatment facilities would be available free of charge to all the RLY. employees, and their family members and dependents relatives for all groups (ABCD). whether they are permanent or even temporary.

Medical treatment can be available to the staff of Consumer Co-operative society, Staff Benefit Fund Committee, RLY. Institute, RLY. officers club and Station committee.

The family members of the above said quasi organization would be available only out door facilities. Also apprentices in RLY. are also eligible for free of charge medical facilities (only employees).

Govt. RLY. Police staff are eligible free of charge medical facilities indoor as well as outdoor.

All casual laborers are eligible for free medical facilities.

Contractors laborers are eligible for free medical treatment, but not their members.

RLY. contractors and their staff are not eligible for free medical treatment.

Licensed Porters (only for self) are eligible for free medical treatment. (out door treatment) but the routine laboratory and x-ray Examination they will be charged.

When a Licensed porter got injured while working they will be permitted as Indoor patients, after on certification from StationMaster. The dist charges will not be available. Even bonafide licensed porter will be issued Medical Identity card mentioning the names of family members such as wife and dependents. But he should handover medical identity card whenever he got transfer or terminated from service.

REIMBURSEMENT :-

In an emergency an RLY. employees has to go for treatment to a government hospital or a recognised hospitals or dispensary, without prior consultation with the authorized medical attendant, the reimbursement of the expenses incurred, to the extent other wise permissible, will be permitted. This circumstance should be examined carefully by the competent Med. authority. Only GM/AGM and upto Rs. 50,000/- in each case would sanction the reimbursement of the medical expenses, which were incurred in emergency without proper prior commission as well as reference from authorized medical attendant.

The Reimbursement upto Rs.3000/- in the event of special laboratory tests in private institutions, for which tests facilities are not exist in the Rly. hospitals, provided this test would be permitted, after advance of authorized medical attendant. These powers would be exercised by CMS personally and no lower level officer can be permitted to sanction the amount.

The GM could sanction advance payment upto the reimbursable portion of the anticipated cost the treatment or upto one lakh which is less on the recommendation of C.M.D. and concurrence would be made by FA & CAO/DRMs of the division could be sanctioned advance payment subject to the limitation stipulated with the concurrence of divisional finance after recommendation of Sr.MS/CMS in charge of Divisional Hospitals.

Medical treatment facility of retired employees. There are also schemes for/employees/retired.

- 1) Retired employees contributory scheme - Introduced in 1966.
- 2) Retired employee liberalized health scheme - Introduced in 1986.

The retired employees contributory scheme are limited to out door treatment only at any of the nominated hospitals. They will be given the following facilities :-

- 1) Free medicines in the case of outdoor patients.
- 2) Routine examining of blood and stools.
- 3) For indoor treatment they will be charged at a rate of 10% of the charges laid down to outsiders.

The charges are as follows w.e.f. 1.1.2000.

Group D - Rs.9/- per month- Advance payment for 6 months or 1 years.

C - Rs. 18/- per month.

B - Rs.27/- per month.

A - Rs.36/- per month.

Chapter 16. INDUSTRIAL RELATIONS

Industrial Relations have assumed a great importance because of its far-reaching consequences on production, productivity and economy of the country. Indian Railways are a labour intensive industry having a work force of nearly 16 lakhs employees. The output of this large work force depends directly on the degree of industrial peace prevailing. This to optimise the output of the work force, industrial peace is very essential.

In order to achieve optimum productivity, every organisation has to avoid any dispute with its employees or resolve it as early as possible.

Two Federations of Union viz. All Indian Railwaymen's

Federation (AIRF) and 'National Federation of Indian Railwaymen'(NFIR) have been Recognised by the Ministry of Railways. All the Railway units of the Unions affiliated to these Federations have also been given recognition.

With a view to maintain contact with the labour, to resolve disputes and differences between labour and management and to maintain healthy industrial relations, the Railway Board have set up Machinery to have a periodical dialogue with both the Recognised Federations which is called 'Permanent Negotiating Machinery'.

PERMANENT NEGOTISTING MACHINERY

Que.: When was PNM was formed ?

It was formed in the year 1951 and was founded by Shri V.V.Giri, when Shri Lal Bahadur Shastri was a Rly. Minister. To solve the problems of differences arises between Labors (organized) and the administration, the Machinery was formed.

There are 3 tier systems arranged to conduct Machinery and they are :-

- 1) Rly. Level.
- 2) Railway Board level.
- 3) Ad.hoc Tribunal levels.

Railway level :

Under the Rly.level there are four committee

- 1) H.Q. levels.
- 2) Divisional levels.
- 3) Stores.
- 4) Workshop.

In H.Q. levels GM will be the Chairman, Personnel Officer (L&W) will be the secretary. Duration of meeting will be once in 3 months 3 meetings will be conducted separately with Two recognized unions (NRMU & CRMS).

In divisional levels, DRM will be the Chairman and Sr. DPO will the secretary. Once in a Month (Main and Review will be separately).

In stores levels, DCOS and APO(Stores) as well as Dy. CME and Personnel Officer - workshop will be the Chairman and secretary.

Railway Board Level :-

Meeting will be conducted separately with AIRF as well as NFIR. with RLY. Board once in 3 months. There will be no limit for subjects as well as no. of union members. It should be decided by Dy. Director(Estt.).Staff Member be Chairman. Dy.Director (Estt) be Secretary.

The Tribunal Level :-

Cases in which agreement is not reached between the Federation and the Railway Board and the matters are of sufficient importance, are referred to an ad hoc Railway Tribunal composed of, representative from the Railway Administration and labour presided over by the neutral Chairmen.

Joint Consultative Machinery :-

With the view to have harmonious relation between the Government (Employer) and its employee in the matter of common concern , a machinery has been established which is known as "Joint Consultative Machinery (JCM) " It may discuss matters relating to conditions of services , welfare of the employees, and improvements of efficiency and standard of work. JCM works on three tiers, viz. National Council, Departmental Council and the Regional Council.

National Council: National Council deals with matters affecting all Central Government employees (including railwaymen) such as remuneration, dearness allowance and pay of certain common categories. National Council is headed by the Cabinet Secretary and consists of members from official side as well as from staff side.

Departmental Council: Departmental Council deals with matters affecting the staff in a particular Ministry. The Departmental Council on Railways is headed by Member Staff consisting of members from official side as well as members from both the Federations.

Matters, which remain, unsolved at the National Council or the Departmental Council are referred to Compulsory Arbitration from each Council independently. Recommendations of the Board of Arbitration are binding on both sides.

PAYMENT OF WAGES ACT 1936

This act aims for securing prompted regular payment of wages without any arbitrary deductions to certain class of persons employed in Industrial Establishment including railways either directly or through a sub contractor, by a person fulfilling agreement with Rly. and employing or having employed 20 or more persons on any day of the proceeding 12 months. It applies to employees whose wages are less than 1600 per month.

Wages means all remuneration's capable of being expressed, in terms of money, which would be, payable to the employed person upon fulfillment of the contract expressed and implied :-

The employer shall fix wage period, which shall not exceed one month in any case.

- a) The wages should be paid in working day.
- b) All the wages to be paid in current coins and currency notes but not in kind .
- c) The wages should be paid where less than 1000 persons within 7 days of the expiry of wage period.
- d) Where more than 1000 persons, are there it should be before the expiry of 10th Day.
- e) When the employment is terminated by employer he shall be paid before the expiry of the 2nd day after termination.

Factories Act 1948 :-

Factories act was been given with effect from 1.4.49. It regularizes the labor in factories and also regulates the various obligations that on "Occupies" has to fulfil in connection with Health, welfare, safety, hours of employment, leave overtime, rest for workers working in a factory. This Act applies to All Rly. workshops and production units, but does not extend to Locosheds and C & W departments. No woman worker should be permitted to work between 7 P.M. to 6 A.M. Children below 15 Yrs. should not be employed in a factory or workshop.

Factory:- It is a place where manufacturing operations are carried out with or power, where on 10 more workers are working any day the proceeding 12 months and any part of which manufacturing process is being carried out with the aid of power or any premises where on 20 or more workers are working on any day proceeding 12 months.

The factory should be registered with state Govt. and license obtained. "Occupies" means the person who has ultimate contract over the affairs of factory and in case where such affairs are entrusted to a manager such manager shall be demand as occupier.

In Rly. occupier shall be appointed by central Govt. (Member of RLY.)

Factories Act -1948 (Some Definitions)

Worker :- Who is a person employed in a factory of any kind of work.

Manufacturing operation/process :- Means any process for making, altering, repairing, ornamenting, finishing, packing, oiling washing, cleaning, breaking up.

Inspection : Inspections are made by inspectors appointed by state Govt. It is the duty of the inspection to make attentions of the health safety welfare rest, holidays, OT, manufacture of book and forms.

Hours of Work : 48 Hrs. is a week, 9 Hrs. per day . O.T. should be paid twice his ordering rate of wages and not more there 60 Hrs. in a Quarter.

Rest Day : If a workers worker continuously for 6 days shall be entitled Rest for one day. If Rest cannot be given then 11th Day must be granted Rest. Rest can be granted 3 days in advance or 3 days later. Normally rest is on Sunday.

Notice Board Display :

- 1) Specially No. of workers working
- 2) Notice of Rest day.
- 3) Notice of Holiday and cancellation if any
- 4) Duty rosters
- 5) Abstract Act
- 6) Notice for payment
- 7) Name and address of Inspection and Doctor.

Minimum Wages Act 1948 :

This act aims securing minimum rates of wages is those categories of employment whose wages are low, in order to prevent exploitation of unorganized labor. If applied to persons engaged on schedule employment on specified class of work is respect of which minimum wages have been fixed. So far Rly are concerned this act applies to workmen employed.

- 1) On road constructions and Building.
- 2) In stone breaking.
- 3) In loading and unloading.
- 4) Casual labor employed in PWI.

Central Govt. Ministry of Labor fixes minimum wages admissible to workers in the various locations.

- 5) Method of Payment : 1) Monthly
2) 7th day
3) 10th day

Workmen's Compensation Act 1923

This Act is enforced with effect from 1.7.1924 and under this Act, an employer is liable to discharge his liability to a workman or his dependents, as the case may be, for accident arising out of and with course of his employment on account of either death or disablement. Whether permanent total or parties or temporary.

The Act was amended in the year 1984 and came into force from 1.7.84. It provides substantial enhancement of compensation payable to workmen in the care of death or disability caused by accident or an occupational disease and also provides for the payment of Compensation in terms of percentage of monthly wage linked to the age of workman at the time that disablement or death bared on the rates specified. The limit on monthly salary for entitlement has also been removed. Also Rly men engaged to supervise workmen are covered under this provision.

Application :- It is applicable to RLY. Servants including causes labor and also labor employed by the contractors for carrying out works but excluding those employed in the administrative, District, and divisional offices and those mentioned in schedule II of the act and will not also apply to the staff in foreign territories.

Hours of Employment Regulations Says If 'REST' due is suspended temporarily, The Rest in lieu may be granted within 14 Days for incentive category staff and with is one month to other categories of staff.

The following cases are excluded for the payment of compensation:

- 1) Injury does not result in total or partial disablement for the period not exceeding three days.

- 2) Workman having been at the time of accident under the influence of drink or drug.
- 3) Willful disobedience of workman in order expressly given, or to a rule expressly framed for the purposes of securing Safety and not used Safety Devices.

There are four schedules appended under this Act :-

Schedule I -This schedule indicates the percentage of loss of earning capacity of a workman for the various types of injuries, deemed result is permanent total and partial disablement and accordingly the payments of compensation is arranged on the certification of Railway Doctor.

Schedule II -This schedule indicates the list of persons who are included in the category of workman and entitles for the payment of compensation under the Act.

Schedule III-This schedule indicates the list of occupational diseases.

Schedule IV-This schedule indicates the amount of compensation payable to workman, in the event of death, permanent total disablement and half monthly payment of compensation for temporary disablement on the basis of monthly wages .

Railway Doctor would indicate the percentage of payment for permanent disablement.

Trade Union Act 1926 :-

- 1) The trade union act was passed in 1926 and implemented from 1.6.1927.
- 2) Any seven or more persons can form an association .
- 3) Union may raise fund on only voluntary basis to promote social activity.

Que.-What are the factors for the growth of union?

- a) Due to First World War economic condition gone downwards.
- b) Due to growth of many leaders and social reformers.
- c) Due to International Labour office in India.
- d) Success of Russian Revolutions.

Industrial Disputes Act - 1947

This is a comprehensive law for the investigation and settlement of industrial disputes and cover all RLY. workmen other than those employed in supervisory capacity whose wages exceeds 1600 Per month. An industrial dispute under this act means any dispute or difference between employers and employees and between employers and workmen or between workmen to workmen which is connected with the employment or non employment or the terms of employment or with the condition of labor, of any person. Among other matters, this act deals with reference of industrial disputes or Arbitration or Tribunals, Strikes, and Lockouts, Conditions of employment of the workmen.

Industrial Disputes Act :-

Under this act, the following authorities have been set up for the investigation and settlement of industrial disputes.

- 1) Works Committee :- Where one hundred or more workmen are employed, in any industrial belt, such committee consisted of equal representative of workers and management.
- 2) Conciliation officer :- He is appointed in order to Mediate in and promotes the settlement of industrial dispute. _
- 3) A Board of Conciliation : A Board of Conciliation may also be constituted if occasion arises, for promoting and settlement of Industrial dispute.
- 4) A Court of Enquiry : -
- 5) Tribunal :-
- 6) Lockout :-The Notice for strike or Lockout should be given in advance before 6 weeks as well as.

Chapter 17. UNIONS

Formation of Union in India :

SORABJI SHAPURJI started first Labor Agitation in Bombay in 1875. Between 1882 and 1890 about 25 strikes were in Madras and Bombay. "Bombay Millhand Association" a Labour movement was started by N.M. LOKHANDEY in 1890. In 1891 Fact. Act was passed. From 1904-1911 a Common Society of Railwaymen of India and Burma formed. Mr.P.B. Wadia who was a worker in Madras Textile Mill formed MADRAS LABOUR UNION in MDRAS (Choolie) in 1918.

In 1917 Miss. Ansuiya Surabaya had organized workers and strike in Ahemedabad.

In 1920 Mahatma Gandhi formed Spinning and Weavers Association at Ahemedabad. In the same year 1920 Mr.MILLER formed Association of Railway worker in Punjab.

In 1920 Lala Lajpat Raj formed All India Trade Union Congress.

In 1922 All India Railwaymen Federation was formed.

In 1926 government passed Trade Union Act.

In 1946 Indian National Trade Union Congress was formed.

In 1954 NRMU was formed.

Que.:What are the facilities given to Union by Railway?

- 1) Railway Membership or Representatives in Staff benefit fund committee who are nominated by recognized Union.
- 2) Railway provide land for building or accommodation and also provide telephone.
- 3) Sanctioning permission after application to hold meeting in Rly. ground.
- 4) Space for Notice Board in Railway premises.
- 5) Supply of copies of Railway board letters.
- 6) Special Casual leave and passes to attend meetings.
- 7) Issues Card pass to office bearers of unions.
- 8) Union office bearers would not be transferred until and unless two months notice.
- 9) Collection of subscriptions of Unions on payment Day,
20 yard away from pay counters.

ADVANTAGES OF UNION

- 1) A boon to a working class.
- 2) Through Union improvements in working conditions.
- 3) This can brings out industrial peace.

Que. :- What are the Unions in India ?

- B) All Indian Trade Union Congress (AITUC) (By Communist)
- C) Indian National Trade Union Congress . (INTUC) (By Congress)
- D) Hind Majdoor Sabha (Socialist)
- E) Bhartiya Majdoor Sangh (Jansangh)
- F) United Trade Union (Communist.)
- G) Central India Trade Union.

- H) All India Railwaymen's Federation.
- I) National Federation of Indian Railwaymen.
- J) Bharatiya Railway Mazdoor Sangh.

Que.-What are the unions in Railways?

- 1) National Railway Mazdoor Sangh.
- 2) Central Railway Mazdoor Sangh
- 3) Madhya Railway Karmachari Sangh.

Trade Union Act - 1926 (Amended 1947) - A trade union is a Continuous association of wage earners for the purpose of maintaining and improving the condition of workers and their lives.

In the year 1875 Sorabji Shapurje Stated a Labour agitation in Bombay against appalling condition of workers especially women and children in factories. Between 1882 to 1890 about 25 strikes were recorded in Madras and Bombay alone. In 1890 N. M. Lokhandey had started Labour Movement in India and formed "Bombay Millhand Association". He had also started English News Paper known as "Deen Bandhu".

In 1918 P.B. Wadia had started Labour Movement in Choolce in Madras. He was working in Buckingham and Karnatic Mill as a worker. He was removed from service for his participating in political affair. The name of the union was kept. "MADRAS LABOUR UNION" Within one year, the union had its four Branches and members gone to 20000.

Trade Union Act 1926 (Amended - 1947) - In 1917 Miss Ansuiya Sarabhai a Social Worker had organised workers and strike at Ahmedabad.

In 1920 Mahatma Gandhi had founded Spinning and Weavers Association at Ahmedabad Textile Mill. From here the Labour took good turn.

In 1920 Mr. Miller had formed 'Association Railway worker in Punjab.'

In 1920 All India Trade Union Congress was formed and founded by Lala Lajpat Raj.

In 1926 Trade Union Act was passed by the Govt. and prior to this Unions were not recognised. In 1940 Govt. instituted an Inquiry in regard to all India Trade Union Congress in order to know the activities of the Union.

In 1946 India National Trade Union Congress was formed.

- 1) In 1922 all India Railway men Federation was founded _

Factors Responsible for the growth of trade union :

- 1) Economic condition due to 1st world war.
- 2) Many soldiers returned home and needed jobs.
- 3) Due to growth of labour leaders and social reforms
- 4) Due to international labor office in India.
- 5) Success of Russian revolution.

Salient Feature of Trade union Act 1926.

- 1. This Act was passed in 1926 and implemented on 1-6- 1927
- 2. Any seven or more can form an association and get registration.
- 3. The Registrar can withdraw or cancel the registration of Unions.
- 3. Legal protection can be given to the union office bearers against criminal proceeding but that must be for union work only.
- 4. The union may raise separate funds other than subscriptions on purely voluntary basis for promotion of social or political interest.
- 5. Unions are to define their aim and objects for its constitution and maintain and get Audit accounts.

6. The registrar can inspect the accounts and the Union Books at any time.
7. If a Union indulges in unfair practices, go for irregular strike, submit false statement - punishment would be total withdraws of recognition.
8. If employer interferes in the working of union, influences against the union, discriminates with any officer of the union, Refuses to Negotiate or Deny Privileges to unions, he is liable to be find Rs. 1000.

Participation of Labour in Management :

In order to have better and systematic participation of LABOUR in management for improvement in working of Railway system and appropriate changes for improving efficiency and viability, A corporate Enterprise Group was set up at central level in the Ministry of Railways in 1972. Specially to provide a free flow and exchange of ideas on the running and slopping of the enterprise of railway.

This group consists of Chairman, Members and secretary of RLY Board on Hand and in other side three representatives each per AIRE, NIFR and one representative from representative of the Officers Federations .

- 1) Functioning of Rly and exchange of data and Idea for improving efficiency.
- 2) Investment Program Housing and welfare.
- 3) Use of Technology.

Staff matters including those, which can from with in the purview of PNM, JCM are not to be discounted by ECG.

Corporate Enterprise has also been set up on Zonal Railways from 15.7.77.

Official side GM(chairman) + CPO (Secy.)

Staff side AIRF, NFIR and officers once in two months.

Staff Councils :The staff councils are the bodies organized by RLY on territorial basis. It is formed to maintain good relations and co-operations between Rly administration and all groups of Non gazetted employees.

- 1) Central staff council
- 2) Divisional staff council at divisional HQ level and at workshop.
- 3) Area staff council (or) station committee on selected stations.

Central staff council: - The council consists of one elected member from each divisional committee and equal no of the members nominated by GM and one of the members will be nominated by GM as Chairman, the sectary (P.O. LABOUR) This meeting will be continued quarterly.

Divisional Staff Council :- Five members are nominated by DRM and equal no of elected members representing the employees of various departments. One of the nominated member would be Chairman. All non-gazetted employees those are having minimum 3 years service shall be eligible for election and the employees minimum one-year service can vote. Period of elected members is only 3 years.

Function of Divisional Staff Council :

- 1) Staff can bring questions in connection with this conditions of service.
- 2) Matters of Common interest may be discussed in order to improving effecting.
- 3) Staff councils function on various welfare committees and advise all welfare activities.

Election: - Election to Staff Council shall be held once in two or three years and by Ballot. Apprentice are not eligible for content as will for voting

Chapter 18. Railways Claims Tribunal (RCT)

The Railways Claims Tribunal set by central Govt. to exercise the jurisdiction, powers and authority conferred on it under the Railway Tribunal Act- 1987, and effective from 8.11.1989.

It consists of a Chairman, four Vice chairmen and such number of judicial members and technical members as central Govt., the Jurisdiction power and Authority of Claims Tribunals may be exercised by Benches. The chairman holds the office for 5 years or till he attains the age of 65 years. There are 19 Benches.

All claims for payment of compensation against railway arising out of provisions under section 82 A of Indian Railway Act. 1890. are filed in such courts of Tribunal. The tribunal shall have for the purpose of discharging its functions under the Railway Claims Tribunal Act., the same powers as are vested in a Civil Court under the code of Civil Procedure, 1908 .

While trying such suits the applicants have to submit applications along with fee as prescribed in schedule II for cases.

- 1) Claims pertaining to loss, destruction, damage, deterioration or non-delivery of goods and animals.
- 2) Refund of fare and freight for goods and animals.
- 3) Compensation payable under Railway act, to passengers for injuries caused in Railway accidents.

National Railway User's Committee (NRUC).

The committee was formed in 1953 to secure better representation of Railway users and more frequent opportunities for consultation between Rly and Rly users on matters related to the service provided by Railways. The council holds the office for the period not exceeding two years. It consists of two members appointed by the Ministry of Railways. From Chamber of Commerce, Traveling Public Retired Railway Officer, various Ministry is having concern with Railway working. The Ministry of State, Deputy Minister will refer as Chairman, and the Railway Minister will preside at the meeting of Councils.

Railway Traffic Enquiry Committee (RETC):

The Committee consists of the Chairman and two Members to make an examination of the structure of fair and freight, The charges for the public tariff including post office and military tariff.

1. The structure of fare rates and other charges for public tariff carried by passenger train and goods train.
2. The structure and other charges for post office mails and military traffic.
3. Other matters connected with the rationalisation and simplification of fair and freight structure on Indian Railways.

Railway Recruitment Board.

Railway Board has set up various RRB's on Indian Railways to catch the needs of Zonal Railways for recruitment of Group C posts. except those mentioned in Recruitment and Training. Recruitment by Zonal Railways.

RRB is placed under the control of Chairman (Senior Administrative Grade) who is associated by members and secretary to manage the function smoothly.

It is the duty of the Zonal Railways to assess in advance, the requirement of staff in coming years, by locating vacancies, planning for replacement and to place advance indent on RRBs. After getting such indents from Zonal Railways the function of RRB starts.

Function Of RRB

1. To scrutinise the indents and arrange for publication of vacancies in leading News papers

2. To Contact specialist / Professors for setting Question papers.
3. To arrange printing Question papers.
4. To contact educational institutions for examination.
5. To contact Railway Official for arranging persons for supervision.
6. To allot Roll Number to candidates.
7. To send call letters for written examination.
8. To visit computer center for valuation of answer book.
9. To frame the result and send the list of successful candidates along with required documents to Zonal Railways.

Chapter 18. Rajbhasha or Official language Act.-1963.

An act to provide for the languages which may be use for the official purpose of union, for transaction of business in Parliament, for central and state acts and for certain purposes in High Court be it enacted by parliament in the year of the Republic of India. This act may be called the official language act. This was come into effect on the 26th Jan. of 1965. In the meanline English language shall be used for Purpose of Communication between union and state which had not adopted Hindi as its Official language. Both Hindi and English shall be used for all Documents. Any employee may submit application either Hindi or English. An employee applied an application it shall give reply in Hindi.

All manuals, codes and other procedure literature relating to the central Govt. offices shall be provided in Hindi and English.

All nameplates, sign boards, letterheads to be use in Central Govt. shall be in Hindi or English.

Incentive to promote Rajbhasha.

Persons pay, equal in amount to one increment for a period of 12 months would be payable to the central Govt. employees, on passing the Hindi, Hindi Typing or Hindi Stenography exams of the Hindi Teaching Scheme, subject to full fill the following conditions.

1. Pragma Exam. a. Passing Mark for Non-gazetted
b. 60 % and above for gazetted .
2. Praveen Exam. 55% as above Non-gazetted.
3 > 60% For Gazetted Officer.
- 4 4. Prabodh Exam . Only Non-gazetted staff eligible
for passed pay whose score more
than 55%
5. Hindi Typing. Both are eligible
6. Steno graphy . Passing for Non -gazetted more
than 90% for gazetted.

Lump sum award also eligible to those passed the Exams of the Hindi Teaching Scheme. through their own effect that organization should be a Recognized are ;

- 5 1) Prabodh - RS. 250
- 6 2) Praveen - RS. 250
- 7 3) Pragma - RS. 300
- 8 4) Hindi Typing - RS. 150
- 9 5) Steno - RS. 300
- 10 6) Passed through.
- 11 voluntary Hindi
- 12 organization - RS . 300

13 Awards for Noting and Drafting in Hindi :

Cash awards with the recommendations of the assessment committee to those who have written not less than 500,000 words in Hindi in a year. Also they would be issued letter of Appreciation Certificate.

The completes belong to Non Hindi speaking states would be given additional weigh of 20 %.

Collective Cash Awards :- The departments, which had done more usage of Hindi language, would be given award independent. Department were Rs. 5000, 3000 & 2000.

Amount of Compensation Payable :

1) Where Death results from the injury.

An amount equal to 40% of monthly wages of the deceased workman.

i.e. 40% of monthly wages X Relevant factor

OR

Amount Rs 25000, which is more.

2) Permanent total Disablement Results from the injury.

Amount equal to 50% of the monthly wages of the injured workman multiplied by the relevant factors

OR

Amount Rs.24000/- which ever is more.

Duties of Supervisors in case of Injuries:

- 1) First of all he should render First Aid and their call the Doctor.
 - 2) Give All Concerned Messages including Associated Accounts Officer with in 48 Hrs.
 - 3) Take Two Eye witness/Statements where possible.
 - 4) Prepare Accident Report indicating small diagram.
 - 5) Get MEDICAL Report on Injury.
 - 6) GET POLICE Report.
 - 7) Take Down the Particulars of Leave taken during Last 12 months.
 - 8) Wages calculation.
 - 9) Finding of Enquiry.
-

Chapter19. Recruitment, Training and Development.

Revised Procedure for Absorption of disabled / medically decategorised staff in Alternative Employment:

1. **Procedure for dectegorisation:** A Rly. Servant who fails in a vision test or otherwise by virtue of disability acquired during service becomes physically incapable of performing the duties of the post which he occupies should not be dispensed with or reduced in rank, but should be shifted to some other post with the same pay scale and service benefits.
2. **Classification of Rly. Servants declared medically unfit:** Rly. Servants acquiring disability during service and declared medically unfit are divisible into two groups:-

- i) Those completely disabled for further service in any post in the railway , i.e. those who can not be declared fit even in the 'C' medical category ; and
- ii) Those disabled /incapable for further service in the post they are holding but declared fit in a lower medical category and eligible for retention in service in posts corresponding to this lower medical category.

3. The Rly. Servants both in group (I) and group (ii) above cease to perform the duties of the post they are holding from the date they are declared medically unfit for the present post. If such a Rly. Servant can not be immediately adjusted against or absorbed in any suitable alternative post he may be kept on a special supernumerary post in the grade in which the concerned employee working on regular basis before being declared medically unfit pending location of suitable alternative employment for him with the same pay scale and service benefits; efforts to locate suitable alternative employment starting immediately. The special super supernumerary post so created will stand abolished as soon as the alternative employment is located.

4 Disabled Medically decategorised staff to be absorbed in pots they can adequately fill:-In the matter of absorption of disabled / medically decategorised staff in alternative posts, Railway administration should take care to ensure that the alternative employment offered is only in posts which the staff can adequately fill and as far as possible should broadly be in allied categories where their background and experience in earlier posts could be utilized. While finding alternative post for absorption of disabled medically decategorised staff the Railway Administration should ensure that the interests of other staff in other staff in service are not adversely affected and no reservation of any officiating Railway servant is made to absorb the disabled / medically decategorised Rly. Servant not only within the Unit / Division or Department, but in other Unit / Division or Department.

4. Absorption in posts identified for employment of physically handicapped persons / creation of supernumerary posts. - The Rely. Servants falling in group (I) mentioned in para 2 above i.e. those who are declared unfit even for the lowest medical category, may be absorbed in a post / category identified suitable for employment of physically handicapped persons and fresh recruitment to that post / category from open market from amongst physically handicapped withheld. In case the alternative post is not carrying the requisite pay scale, a supernumerary post may be created in appropriate scale of pay and the employee adjusted against the same keeping the lower grade post vacant by withholding fresh recruitment thereto. The supernumerary post so created to accommodate disabled /medically incapacitated employee shall stand abolished as soon as a suitable post in the appropriate scale is found for the Rly. Servant concerned or the post is vacated by him for other reason, whichever is earlier.

5. Step to be taken for finding alternative employment Leave:-

- (1) With the view to determine the categories in which the disabled/medically decategorised Rly. Servant is suitable for absorption; a committee should examine him. The committee may consist of two or three officers / posted at the headquarters of the officers under whom the disabled/medically decategorised Rly. Servant was working, the Rly. Servant immediate officer being one of the member of the committee. After the committee has been examined the Rly. Servant and determined his suitability for certain categories of posts, the officer under whom the Rly. Servant was working will proceed to take further action to find suitable alternative employment for him.
- (2) The officer concerned will prepare a list of vacancies within his jurisdiction in the categories for which the disabled/medically incapacitated Rly. Servant has been found suitable and a post with some scale of pay as was attached to the post he was holding on regular basis before being declared medically unfit will be offered to him.

- (3) It will be the responsibility primarily of the officer under whom the concerned Rly. Servant was directly working to find suitable alternative employment for him. This will be done first by trying to find alternative employment in the officer's own unit /division, office, workshop etc. and a register with the details as mentioned in sub para (6) below will be maintained for this purpose.
- (4) If there is no immediate prospect of employment in his own unit /division, office etc., the name of the Rly. Servant with particular given in sub para (6) below will be circulated to all other offices or establishment where suitable employment is likely to be found.
- (5) Nothing in the previous paragraph, however, debars a Rly. Servant from applying for a particular post for which he is likely to be deemed suitable and it is known to be vacant under any officer. Such an application must be addressed through the immediate officer of the Rly. Servant concerned and must contain full particulars of his service and must be forwarded to the officer to whom addressed or to the authority competent to make the appointment. The result of the application must be intimated to the Rly. Servant.
- (6) A register containing the names of all Rly. Servant declared medically unfit and to be absorbed in alternative post will be maintained by Headquarters, Divisional and other extra-Divisional offices. These registers will contain not only the names of the staff of the particular division, etc., but also the names notified to the unit Officer concerned by other units/offices. This will not, however, absolve officers under whom the Rly. Servant was last working from continuing their efforts to find suitable employment for the disabled / medically decategorised employee. The particulars required to be maintained in registers and notified to other offices in accordance with the instructions above are as follows:-
- (i) Serial number.
 - (ii) Date on which incapacitated.
 - (iii) Name and Father's name.
 - (iv) Post last held on regular basis with scale of Pay and rate of pay.
 - (v) Educational qualification:-If no educational qualifications, then general remarks regarding knowledge of English, regional language etc.
 - (vi) Medical category in which placed.
 - (vii) Details of special supernumerary post till absorption in alternative appointment.(para 1303)
 - (viii) Date from which absorbed in alternative appointment.
 - (ix) Nature and category of alternative appointment.
 - (x) Scale of pay of the alternative post and the pay fixed at.
 - (xi) Details of supernumerary posts if any after absorption in Alternative appointment.(para 1305)
 - (xii) Remarks.
- (7) If and when a Rly. Servant is absorbed in an alternative post intimation will be sent by the officer under whom he was previously working to all other officers to whom his name was notified. His name will be deleted from the registers.
- (8) Before any post is filled or a promotion is ordered, officers concerned will refer to their registers satisfy themselves that no disabled medically incapacitated Rly. Servant who is suitable for the post is available. If any such disabled / medically incapacitated employee is available, he will be given preference over all categories of staff for appointment.
6. **Element of Running Allowance to be recorded while finding alternative post to disabled medically decategorised running staff:-**In order to determine the same scale of pay for the propose of absorbing a medically decategorised running staff in the alternative employment, an amount equal to such percentage of pay in lieu of running allowance as may be in force may be added to the minimum and maximum of the scale of Pay of the running staff. If the scale of pay so arrived at is not identical with the scale of pay already existing, the same may be replaced by the equivalent existing scale of pay.

7. **Fixation of Pay:-** The pay of the disabled / medically decategorised Rly. Servants will be fixed on absorption in an alternative post at a stage corresponding to the pay previously drawn in the post held by them on regular basis before acquiring disability / medically decategorisation. For running staff, the fixation will be based on the basic pay plus a percentage of their basic pay, representing the pay element of running allowance as may be in the force. If the basic pay so arrived at does not corresponding to any stage in the absorbing grade the pay may be fixed at the stage just below and the difference allowed as Personal pay to be absorbed in future increase in pay. Similarly if the Pay so arrived at exceeds the maximum of the absorbing grade, the Pay may be fixed at the maximum and the difference may be allowed as personal pay to be absorbed in future increments /increases in pay. Other allowances such as Dearness Allowance, City Compensatory Allowance and House Rent Allowance should be allowed on pay plus personal pay, if any, in the absorbing grade.
8. **Benefit of past service to allowed:-**A disabled/medically de-categorized Rly. Servant absorbed in alternative post will for all-purpose have his past service treated as continuous with that in the alternative post.
9. **Fixation of seniority of disabled/medically de-categorised staff absorbed in alternative employment:** -The disabled/medically de-categorised staff absorbed in alternative post should be allowed seniority in the grade of absorption with reference to the length of service rendered on non declared medically unfit. This is subjected to the proviso that if a disabled/medically de-categorised employee happens to be absorbed in the cadre from which he was originally promoted will not be placed above his erstwhile seniors in the grade of absorption.
10. **The staff** who get their cases recommended for a change of category on medical grounds will not get the benefit of these rule, but will be treated as staff transferred on their own request.

[Section 47 (1) of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 and Board's Letter No.E (NG) I/96/RE3/9(1) and (2) dated 29.4.1999;]

Procedure for deservation of post:

As a general rule the vacancies meant for SC/ST should be filled up by SC/ST candidate and when such candidate is available the vacancies may be got deserved after following the procedure on the subject and then the vacancies may be filled up from another candidates.

Except in Group 'A' and Group 'B' the quota temporarily deserved shall be treated as arrears quota to be carried forward in the subsequent effective three years ignoring the year in which there is no promotion / selection. During the next three years all attempts should be made to fill the vacancies and if no candidate is available even in the next effective three years, the vacancies may be filled in by ST and vice versa. Such interchange in case of Group 'A' & 'B' where no carried forward is applicable should be done in the first year, in the case of group 'B' posts filled by LDCE, the quota will as usual.

Before asking for de reservation it should be ensured that in case of direct recruitment, wide publicity in the newspapers and also to organisation of SC/ST is given and all relaxation and concession available to the SC/ST candidates has been applied.

Power to deserve a vacancy rests with the Railway Board except in technical and Operating categories where GM may give temporary de reservation and quarterly report to submit to Railway Board. Similarly in case of workshop categories de reservation may be accorded by the head of workshop and similar report submitted to Railway Board.

For de reservation of Group 'B' prior permission of Ministry of Home, Department of Personnel is to be taken through Railway Board.

Filling up of reserved post due to non availability of SC/ST candidates -

Ad-hoc promotions: -

In case where de-reservation is absolutely necessary and justified on the ground of safety of train operations, achievement of production target etc., proposals for de reservation may be submitted to board for consideration. The Board on merit as per extent procedure will consider such proposals. However, before proposing any de-reservation the following positive steps will be required to be taken to fill up reserved vacancies by the reserved candidates.

- (i) Considering the possibility of direct recruitment are permissible in the grade in which promotion are required to be made in terms of Railway Boards letter No. 90E(SCT) I/25/23 dated 29.11.90.
- (ii) Where direct recruitment is not permissible, the possibility of down grading the post and filling up the same promotion may be considered. If it is not feasible, it may also be examined whether such down graded posts can be filled up by direct recruitment if it is permissible.
- (iii) In exercise of powers delegated to G.M. vide Board's letter No E(NG)I-94/PM I/717 dated 11.11.94 , the possibility of relaxation the condition of two years minimum service in the existing grade to one year in non-running category posts may be considered, so that the Scheduled Castes/Scheduled Tribes may be allowed to be promoted under these delegated powers.

Besides, where the work, is of such imported /urgent nature that the reserved posts cannot be kept vacant. Zonal Railways/ Production Units may consider ad-hoc promotions for specific periods in accordance with Board's instructions on the subjects with the personnel approval of the GM, subject to the fulfillment of the following conditions.

- (i) The ad-hoc arrangement is absolutely necessary and justified on the ground of safety of train operations, achievement target etc.
- (ii) Any extension of the period of ad-hoc arrangement against reserved post will also required GM's personal approval.
- (iii) The ad-hoc arrangement will be stop gap arrangement and will not be allowed to continue for unduly long duration.

[RB'S No.99-E (SCT) 1/25/10, dated 11.5.99]

Application on Compassionate Grounds:

Appointment on Compassionate ground is **those appointments**, which can be made to the dependents of Rly. Servants who lose their lives in the course of duty or die in harness or become crippled while in service or medically incapacitated or decategorised for the post holding or due to sickness like heart trouble or such diseases where no alternative appointment on reasonable emolument could be offered. Compassionate appointment is offered in the following type of cases.

- (i) Dependents of the employee who die or permanently crippled in the course of duty;
- (ii) Dependents of the employees who die in harness as a result of Railway accidents while off duty.
- (iii) Dependents of the employees who dies in harness while in service before retirement or medically incapacitated;
- (iv) Dependents of the employees whose whereabouts are not known for a period of seven years and the settlement dues of the employee are paid to the family on this account;
- (v) Dependents of the employees who develop serious ailments like heart diseases, cancers or medically decategorised where no alternative job of the same emoluments could be offered to them.

Note: Medically decategorised non-Gazetted staff should be absorbed in suitable alternative posts in a regular cadre only and not in tenure posts.[R.B's No.E(NG) 1/88/RE-3/1 of 11.4.88.]

Son/Daughter /widow/widower of the employees are eligible for appointment on compassionate grounds:

In the case candidate has the necessary minimum qualification for employment in a group 'C' post , his suitability, for all types of Group 'C' posts , in order of suitability, should be judged and recorded by the screening committee, which should also clearly indicate the categories for which the candidate has not been considered suitable. Final offer of appointment will, however , be subject to availability of vacancies, passing of medical examination, production of necessary certificate etc.

[R.B's No.E(NG) II/88/RC-1/1 Policy of 2-11-89.]

Normally only the father is taken to be breadwinner of the family. Where both husband and wife are Railway Employee, consequent upon the death of husband appointment on compassionate ground is admissible to a ward but not on account of death of wife. In such cases, only one compassionate appointment is admissible.

This has been modified to the extent that compassionate appointment is admissible in case of death of the mother or father, subject to a stipulation that compassionate appointment will be available either on the death of the husband or wife whichever event occurs first.

Rib's no. (NG) II 86 /RC - 1 /1 Policy of 31.10.86 and rib's no. (NG) II /86 /RC- 1/1 Policy of 2.6.97]

Rly. Employee dying in harness leaving more than one widow along with children born to the second wife, the appointment on compassionate ground to the 2nd widow and her children not to be considered unless administration has permitted the 2nd marriage, taking in to account the personal law. Second marriage is not permissible is invariably specified in the terms and conditions advised in the offer of initial appointment.

[R.B's No.E(NG)II/91/RC/ - 1/36 of 2-1-92]

Where the widow cannot take up employment Railway can keep the case for appointment on compassionate grounds open to enable consideration of appointment of a minor when he attains majority, even though at the time of occurrence of the event making compassionate appointment permissible, there is a daughter who has attained majority and / or a major son who is already employed. This will be subject to the following conditions:-

- (a) The minor son to be appointed will be attaining majority of age within a period of five years of the event of death which is the basis for appointment for compassionate ground.
- (b) Where there is more than one minor sons, it is the only eldest minor son who should be considered for appointment when he attend majority and not any of the minor sons.
- (c) Further in such cases , the competent authority should be satisfied about the bona fides of the request of the widow or if there is no surviving widow of the family, that appointment should be given to the minor son (When he attains majority) instead of daughter or an employed son who is already major.

[R.B's No.E(NG) II/84/RC-1/172 of 1-3-85]

For recruitment in Group 'D' the following posts of appointment on compassionate grounds are exclusively reserved for widows and in respect of these posts minimum educational qualification as now prescribed will not be insisted upon.

- (a) Water woman
- (b) Retiring room attendants
- (c) Cinder picking woman
- (d) Sweeper woman
- (e) C & W Khalasis(For picking west only)
- (f) Ayah and female sanitary cleaner in Hospital and Schools

- (g) Khalasis attached to Sub-divisional offices of AEN, PWI and IOW.
[R.B's No.E(NG)III/86/RC-1/1/ Policy of 25-3-86.]

Note:- (1) Women appointment on compassionate in permanent Way Gangs, Are to be posted only in the Gangs that are located within the Station limits or in the Yards. The papers for appointments of women in Permanent Way Gangs are to be put up to the competent authority for approval through Senior Divisional Engineer (Co - ordination) of the Division, who will ensure that there are only a limited number of women in each Gang. and also that it should be made clear to the women posted in the Gang that they would have to do the normal Gang work.

[R.B's No.E(NG) II/RC-1/139/ of 21.10.97.]

- (1) For appointments of widows on compassionate ground, educational qualification need not be insisted upon the Group 'D' post that has been exclusively reserved for them.

[R.B's No.E(NG) II/98/RC-1/39 of 4.3.99]

Normally, the appointment on compassionate grounds should made within one month for item no(I) and within three month for others, but all out efforts should be made to offer appointments as early as possible. A period of 5 years from the date of occurrence of event is prescribed as period of eligibility of entitlement of appointments on compassionate ground which may be relaxed up to 20 years with the approval of General Manager. In all cases of death of an employee while in service and in cases where the widow cannot take up employment and sons/daughter are minor, the case may be kept pending till the first son or daughter becomes major. Compassionate appointments, as permissible under the extent instruction, could be approved by the G.M. even beyond the limit of 5 years and up to the 10 years, subject to the following conditions:

- (a) The powers shall be exercised personally by the G.M. and shall not be delegated;
- (b) The cases should not be more than 15 years old from the date of the death.
- (c) The widow of the deceased employee should not have re-married;
- (d) The benefit of compassionate appointment should not have been given at any time to any member of the family or to a near relative of the deceased employee.
- (e) The circumstances of the case should be such as to warrant relaxation of the time limit.
- (f) The pre-season for relaxing the time limit should be placed o records;
- (g) Th e request for the compassionate appointment should have been received by the Railway administration as soon as the first child or, wherever the family desires for some satisfactory reasons, the first son/daughter to be considered for appointment, become a major. The G.M. will, however have the power to relax this period up to a maximum of two years of attaining majority by the candidate, with the educational qualification for the purpose of appointment being taken as that acquired at the time of attaining majority.
- (h) Wherever the individual cases of merit, it is consider that justification exists for extending consideration to cases falling beyond the above limit i.e. where death took place above the 20 years ago and where the application for appointment are made for other than first child/first son/first daughter, the prior approval of the Ministry of Railways should be obtained by forwarding a detail proposal with specific justification and personal recommendation of the G.M. in the prescribed Performa, circulated *vide* R.B's No.E(NG)II/87/RC-1/143 of 19.4.88.
- (i) A SL/II Class Special pass may be granted to the wards of Rly. employees called for appearing in the test/interview, for the first time, for adjudging their suitability for appointment on compassionate grounds in death cases, from the places of residence to the nearest station of the place, where test/interview is held, and back. No such pass shall be issued if the candidate fails in the test/interview in the first attempt and is call again to appear.

[R.B's No.E(W)99 PS5-8/9 of 18.10.99]

Relaxation of minimum educational qualification:

Normally the educational qualification prescribed for the post to be offered should not be any case be relaxed. However if the merits of the individual case the GM feels that such a relaxation of a educational qualification is absolutely necessary, then such cases may be referred to the Ministry of Railways, with the stipulation that the candidate has to acquire qualification with the prescribed time limit.

In order that the employees may acquire the qualification required within least possible time and they do not take it for granted that extension of time will be given, and eventually they will be retained in service albeit in the lower grade, following stipulation should be made in case where educational qualification may be relaxed:

- (a) The period to be allowed for acquiring the qualification will be two years.
- (b) Such a person will not be confirmed in service till he acquires the qualification.
- (c) He will not eligible for promotion till such time he acquire the qualification.
- (d) If any junior is promoted before the senior compassionate appointee acquires the qualification such promotion will be treated as regular.

While processing the proposals for relaxation of educational qualification and issuing of offer of appointment the above mention instruction may be kept in view.

[R.B's No.E(NG)II/80/RC-1/4(KW) of 22-2-1989]

Note: For compassionate appointment to the Non-Technical Popular categories the minimum of 50% marks in matriculation need not be insisted upon and candidate possessing a pass in the matriculation may also be appointed on compassionate grounds provided the other prescribed conditions are satisfied in their cases.

[R.B's No.E(NG)II/91/RC-1/117 of 30.9.1992]

Dependent of Rly. Employee:

Rail shall consider the cases of dependent of Rly. employees dying or getting medically decategorised as bachelor / spinster for appointment on compassionate ground subject to the condition that the candidate proposed for appointment is shown as dependent on the ex-employee as per Pass Rules. Such appointments will also be subject to the fulfillment of all the conditions contained in the extent instruction governing appointment on compassionate ground.

The genuineness of the claim of dependency may also be verified from Ration Card and also by deputing Welfare Inspector.

[R.B's No.E(NG)II/88/RC-1/Policy of 4-9-96 and RBE 66/97 and 21.1.98]

Note: The provision for the appointment of near relative has been deleted vide Board's No.E(NG)II-88/RCI/1 of 13.12.95.]

Eligibility: 1. Dependent members of the family covered under pass rule are eligible

2. In cases there are daughters who have attain majority/major son who is employed and if widow cannot take up appointment it may be kept pending till minor attains the age of majority and if there is no other son/daughter the major if so desires could be appointed provided he resigns the job he had and otherwise major daughter could be given appointment.

3. Casual labours could also be given appointment on compassionate grounds but offer as casual labour only.

For recruitment on compassionate grounds as suitability test is to be held for judging the suitability of applicant, the standard for the same need not be rigid. It should only be ensured that person concerned would be in a position to discharge the duties of the post offered to him. If the ward possesses the prescribed minimum educational qualification, he should be considered for appointment in Group 'C' post for which he may be suitable and eligible and if unsuitable for Group 'C' one post should be considered for another alternative Group 'C' post. It is not necessary that the ward of Group 'D' should be appointed for Group 'D'. If he is eligible and suitable for Group 'C' he may be given appointment in Group 'C' only.

[R.B's No.E(G)82/EC2(Lt. IV) of 27-6-1985]

Appointment on compassionate grounds suitability test for Grade 'C' posts:

The suitability test should be completed on a single day i.e. written test and viva-voce should hold on the same day to avoid inconvenience to the candidates.

[R.B's No.E(NG)II/98/RC-1/58(Policy),of 26.7.98]

An adopted son, adopted daughter shall also be eligible to be considered for appointments on compassionate grounds in cases all the following condition are satisfied:

- (a) There is satisfactory proof of adoption valid legally;
- (b) The adoption is legally recognized under the personal law governing the Rly. Servant;
- (c) The legal adoption process has been completed and has become valid before the death of death/medically decategorisation/medical incapacitation of the ex employee.

[R.B's No.E(NG)II 86/RC - 1/141 of 20-5-1988]

In case, the appointment on compassionate grounds is made as a Junior Accounts Assistance and a clause of passing Appendix - II examination within three years is included in the appointment letter as per normal rules, failing which the employee so appointed would be reverted as junior clerk in Grade II.

[R.B's No.E(NG)II 88/RC-1/141 of 8-3-1990]

While appointing on compassionate grounds, a suitability test is conducted by a committee consisting of three Senior Scale Officers, one from Personal branch and the other two from other departments, one preferably from the department where the employee has to be absorbed.

In exceptional cases where circumstance warrant additional chance being given, the competent authority may consider the request for allowing candidates to reappear in the suitability test, duly taking onto account the merits of each individual case.

[R.B's No.E(NG)II/99/RC-1/Gen./3/PNM-AIRF,of 28-4-99]

Appointment on compassionate grounds beyond 10 years, and also in the case where death took place between 5-10 years but the conditions stipulated are not fulfilled, the compassionate appointment is not within the competency of the GM except in the case of loosing life in the course of duty or getting crippled in the course of duty. Such cases after careful examination of the case Railway Board shall be approached for relaxation of the time limit.

[R.B's No.E(NG)II-87/RC-1/57 of 21-8-1987]

Note: "Para three of Railway Board letter no E (NG) II-87/RC-1/57 of 21-8-1987 stipulates that whether death occurred more than 10 years back and also in the cases where death took place between 5 & 10 years back but the condition stipulated in the Boards letter date 18-4-85 & 18-4-90 are not fulfilled, if compassionate appointment is otherwise admissible and if after careful examination of the case it is found that there are special features or circumstances justifying relaxation of time limit, the cases should be considered by Railway Administrations for approaching the Railway Board for relaxation of time limit as a special case, the reference being made by the Railway Administration to Railway Board should have the personal approval of the GM. Therefore Board desire to reiterate the extent instruction contained in Board's letter of 21-8-87 for strict compliance.

[R.B's No.E(NG)II/93/RC-1/157 of 17-6-94]

GM should exercise his personal discretionary power for giving appointment on compassionate grounds, as a casual labour or substitute of the ward of casual labourer who dies due to accident while on duty, provided the casual labour concerned is eligible for compensation under the Workman's Compensation Act, 1923. This power shall not be re-delegated to the lower authority.

[R.B's No.E(NG)II/86/RC-1/20 of 4-5-84 & 31-12-86]

Where a Rly. Servant is declared unfit for all post in terms of para 512 (ii) of the medical manual and is retired from Railway service, compassionate appointment to the ward of such a Rly. Servant would not be admissible.

[R.B's No.E(NG)II/86/RC-1/20 of 24-6-87]

Where the employee choose to recruitment even though a suitable employment is found for him. The compassionate appointment of an eligible ward of the employee, can be given by the competent authority, if so requested by him, provided that if the employee has less than 3 years before superannuation at the time of unfitness/ decategorisation, personal approval of General Manager has to be obtained. Three years shall be reckoned from the date of medical unfitness / decategorisation of the employees for consideration the candidate for appointment on compassionate grounds.

[R.B's No.E(NG)III 78/RC-1/1 of 3.9.83 & E(NG) II/90/RC-143 of 25.2.91]

Compassionate Appointment in the cases of missing Rly. employees:

Attention is invited to the instruction contain in this Ministry's letter No. E(NG) II/81/RC-1/251 dated 6.2.82, 24.5.28 & 21.12.83 on the above mention subject.

In super-session on existing instruction on the subject . It has been decided as under :-

- (i) A request to grant the benefit of compassionate appointment can be considered after a laps of at least two years from the date from which the Rly. employee has been missing provided that an FIR has been lodge and the missing person is not traceable, and the competent authority feels that the case is genuine;
- (ii) This benefit will not be applicable to the case of Rly. employee :-
 - (a) Who had less than two years to retire on the date from which has been missing ; or
 - (b) Who is suspected to have committed fraud, suspected to have joined any terrorist organisation or suspected to have gone abroad .
- (iii) Compassionate appointment in the case of a missing Rly. employee also could not be a matter of right and will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the such existing scheme.
- (iv) While considering such a request the result of police investigation should also be taken into consideration.
- (v) A decision on any request for compassionate appointment covered by these general instructions should be taken only at the level of the GM on the Railways.
- (vi) The service of the wards/widows will be terminated in the case the missing Rly. employee become available subsequently.
- (vii) The compassionate appointment may be de-linked from the payment of settlement dues i.e. compassionate appointment in such cases may not be denied or deferred only on the ground that settlement dues of the missing employee are still to be paid to the person entitled to receive them.

The above will also be applicable to the wards/widows of the casual labour (temporary status) who are found missing. The other conditions contain in **Board's Letter No. E(NG)II/96/RC-1/85 of 17.10.97 (RBE 137/97)**, will however continue to apply in such cases.

[No. E(NG)II/97/RC-1/210 of 26.7.98]

For appointment of handicapped wards of Rly. employee on compassionate grounds, registration with special employment exchange is not necessary and if the candidate claims physical handicapped this may be verified / established based on the general criteria circulated under **R.B's No.E(NG)III/77PRE-1/54 of 8-1-78** through competent medical officers.

[R.B's No.E(NG)II/82/RC-1?48 of 18.10.82]

In the case of a railway servant who is medically incapacitated or decategorised and retires from service and is compassionate appointments is otherwise permissible, such appointments may be offered also to the wife of the railway servant subject to the following conditions :-

- (a) Either the employee has no son or daughter or the son or daughter is minor at the time of the request for appointment is made.

- (b) In such cases the appointment will be approved personally by the Chief Personnel Officer and.
- (c) The railway administration has no practical difficulty in offering appointment in a post for which the candidate is eligible and suitable.

[R.B's No. E(NG)II/84/RC - 1/105 of 16.1.84]

There is no bar in giving appointment to the husband of a female railway employee on the compassionate grounds in the circumstances in which appointments are otherwise permissible.

[R.B's No.E(NG)II/82/RC-1/213 of 17.1.83]

In case of persons being declared unfit on account of malingering, medical unfitness papers should invariably carry an endorsement that he was declared unfit under para 512(ii) of the Indian Railway Medical Manual.

[R.B's No. E(NG)II/86/RC-1/20 of 7.8.87]

A brother - in - law (wife's brother) would not come within the categories of persons eligible for appointment. Similarly, a Son-in-law also is not eligible for appointment on compassionate grounds.

[R.B's No. E(NG)II/87/RC-I/152 of 19-10-87 and E(NG)III/78/RC-I/I of 3.2.81.]

Authority competent to make appointments on compassionate Grounds :

The power to make compassionate appointments is vested in the General Manager. The General Manager, may, however, redelegate this power to the Divisional Railway Manager and also Heads of Extra Divisional Units, who are in level I subject to such control as may like to impose on the exercise of power by those authorities.

[R.B's No. E(NG)III/78/RC-I/1 of 7.4.83]

In the cases of appointments of Group 'C' post the powers may be exercised by the Chief Personnel Officer in consultation with the Head of Department concerned. In the cases of Group 'D' posts the power to make such appointments should be delegated to the Divisional Railway Managers.

[R.B's No.E(NG)III/78/RC-I/I of 30.4.79]

General Manager may also exercise powers in regard to appointment of the Gazetted Officers on compassionate grounds provided the appointments are made in the recruitment grades viz. Office Clerks, Ticket Collectors, Commercial Clerks etc.

[R.B's No. E(NG)III/78/RC-I/I of 27.5.83]

Priorities in making appointments on Compassionate Grounds :

(a) The following should be order of priority to be followed while making appointments on compassionate grounds :-

- (i) Dependents of employees who die or are permanently crippled in the course of duty.
- (ii) Dependents of employees who die in harness as a result of Railway or other accidents when off duty.
- (iii) Dependents of employees who
 - (a) die in service or are totally incapacitated while in service irrespective of the period of service left to reach the age of superannuation or of earning retirement benefits in full, or
 - (b) are medically decategorised with less than 30 years of qualifying service for pensioner benefits/30 years service of service for SC to PF.
- (iii) Dependents of employees who are medically decategorised with 30 years or more of qualifying service for pensioner benefits/30 years of service for SC to PF.

(b) For the proper enforcement of priorities, separate lists should be maintained in each officer, for the categories indicated above, the date of priority being from the date of eligibility. All appointments should be made strictly in this order. Where, for any special reasons, it is felt necessary to depart from the priority list, the sanction of next higher authority (Chief Personnel Officer for appointments to Group 'C' posts) must be obtained

giving details for ignoring the priority and the list of persons being put back in priority list. Such cases should, however, be rare.

(c) Where a candidate for compassionate appointment is eligible and is also adjudged suitable for a post in Group 'C' but for want of vacancy in Group 'C' he offered an appointment in a Group 'D' which he accepts, his case may be considered for appointment in a Group 'C' post as soon as suitable vacancy arises therein. Such a candidate will have performance for appointment in a vacancy in Group 'C' occurring later over a candidate in the same priority group, found suitable for such a post at any subsequent date under the same approval of the competent authority should be kept to the effect that the candidate was selected for a Group 'C' post but appointment to a Group 'D' post for want of vacancy in Group 'C' as early as possible when a vacancy arises therein subject to his being found medically fit for the post for which he is considered.

(d) At time limit of one month should be observed within which appointment should be given in priority (I) cases and three months in cases relating to priority (ii) & (iii) & (iv) subject to the vacancies being available.

[R.B's No.E(NG)III/78/RC-I/I of 7.4.83]

Wards / Widow of Casual labour :-

Casual labour who dies due to accident while on duty provided the casual labourer concerned for compensation under Workmen's Compensation Act, wards/widows of such casual labourers could be given appointment as casual labour (fresh face) or substitute by the General Manager. This includes casual labour having temporary status.

[R.B's No.E(NG)III/84/COLOUR/28 of 4.5.84, 31.12.86 & 6.12.89]

Instructions for appointment on compassionate Grounds :

The very purpose of compassionate appointment is to provide immediate financial assistance to the bereaved family and if the offer of appointment is delayed, the object of the scheme is defeated. It is therefore, necessary that concerted efforts should be made by the Administration to ensure that compassionate

appointment cases are processed at the earliest so that eligible and suitable candidates get appointment early. The following directives of Railway Board should be followed scrupulously :-

(i) Railway Administrations/Production Units, should ensure that proper guidance is given to the family/applicants regarding the formalities to be completed for compassionate appointment.

(ii) A brochure given an outline of the procedure including a check list of all documents to be attached to the application for compassionate appointment should be prepared by each Railway /Production Unit.

(iii) A register should be maintained by the Welfare wing in each Division Unit. Containing detailed particulars of the deceased employees including the date on which the children of the deceased would attain the age of majority. One column in the register should invariably indicate the file number opened for the case.

(iv) The Welfare wing should intimate the widow/the family enclosing a copy of the brochure and bringing out among other things that in case the appointment is sought for the son/daughter who is minor at the time of death of the employee, the application for appointment must be submitted immediately after the candidate attains the age of majority and, in case well within the prescribed time limit for submitting application after attaining the age of majority is raised to two years)

[R.B's No.E(NG)II/92/RC-I/112 of 22.11.1994]

(v) DRM/HOD/CWM have been delegated powers to consider cases, of compassionate appointment of first son or first daughter provided the case is not more than 20 years of

employee's demise and application has been made within 2 years of attainment of majority of the candidate.

[RBE-300/99 dated 30.11.1999]

Recruitment Rules for Canteen Employees (Statuary and non-statutory) Canteen Railway Production Units :

Pursuant to the judgment of the Supreme Court dated 27.2.90, Ministry of Railways have decided that the canteen employees, where statutory or non-statutory treated as Railway servants, are to be governed by the following rules:

(i) there should be common seniority for statutory and non-statutory (recognised) canteen employees taking each Production Unit as one unit.

(ii) In respect of Zonal Railways, a Division/ Workshops should be taken as a unit of seniority for regulating recruitment/promotion of canteen employees.

(iii) the canteen employees as a whole, should be divided into 4 distinct groups keeping in view the identical nature of work being performed by them as detailed in Annexure_I.

(iv) AVC in respect of Staff belonging to these 4 groups maybe finalised by concerned Zonal Railway Administration/Production Units in consultation with recognised unions.

[R.B's No.E(NG)II/90/RR-1/12 of 27.5.92]

(v) The cadre of Canteen staff shall consist of the Group. as indicated at item 48 in the Miscellaneous Chapter. The pay scales existing under IV CPC structure, the replacement scales, the equivalent revised scales, and the percentage distribution of sports in various grades shall be as indicated in the item 48 of Misc. Chapter.

(vi) The number of posts to be operated in the scales, as indicated above, will be with reference to the sanctioned cadre strength as on 10.5.98. The staff who are placed in scales higher than the scales allotted to them, as a result of these order will draw pay in the respective higher grade with effect from 10.5.98.

(vii) These are applicable to regular cadres of Canteen staff in Open Line including Workshop and Production Units and will include post of rest givers and leave reserve, and will not be applicable to ex-cadre, work-charged posts and Construction Units and Projects.

(viii) Staff selected and posted I higher-grade posts will have their pay fixed under Rule 1313 (R11)[Ferry-22-1 (a) (I) with usual option for pay fixation.

(ix) The normal minimum eligibility condition of 2 years' service in the immediate lower grade, will apply.

[R.B's No.PC-V/98/1/11/18(B) of 10.5.98, Bahri's 99/98]

Chapter 20. All Concerned [Mumbai Division.]

No:- BB/P/606/QR/Fousing.

Date 27.10.87

SUB: Allotment of Railway Quarters to non-gazetted staff- Constitution of UnitHousing

Committee on Mumbai Division.

In suppression of all previous orders, the following guidelines are issued for the functioning of Unit Housing Committee at Bombay VT, Kasara, Igatpuri, Neral, Lonavla, Pune Kurla, Kalyan and Parcel for non Gezatted Staff for which the Housing Committees on Mumbai Division are hereby constituted with effect from the date to be notified separately.

1. The Chairman / Senior Supervisor who is authorized to allot to a quarters with the consent of Housing Committee in his jurisdictions as mentioned above, one member from each of the recognized Union will act as a member of the unit housing Committee in a particular given jurisdiction. It should be ensured that atleast one member belong to SC/ST Community. If none of the members on the Committee belong to any one of the reserved group, the Chairman may nominator a 5th member form SC/ST Community from his jurisdiction (as per allotment zone).

2. The Unit Housing Committee for the Administrative pool of Bombay shall consist of DPO as Chairman with one representative of each Union as mentioned above and Shri P.D. Koli, APO (Leave&W) representing the reserved class (SC/ST).

3. The Chairman will maintain separate registers for each pool showing separately "essential", "non-essential" categories for original allotments of quarters as well as change of quarters within the pool. Unit Housing Committee will not grant request for change of quarters from one pool to another pool (interchange of pool). The register should be updated every month taking into account the allotments already made. These registers should be produced at the time of unit Housing Committee meeting and the signature of the nominated members obtained during every meeting . Separate register. Should be maintained for Class III and Class IV staff. The allotment of quarters belonging to Running staff will be made on the basis of seniority-cum-registration as shown in Annexure 'A". Pool Holders should identify the pool to which a particular quarter belongs on receipt of the vacant list from IOW before allotment.

4. The Committee will allot the quarters to the staff strictly as per the registration of the staff. In case, if there are suggestions for "out of turn" allotment of quarters because of local circumstances, the case will be put up the DRM by the Committee through DPO.

5. All the subordinates who are allotting quarters at present should allot the quarters as suggested by the quarter Committees. Registration of quarters with the subordinates will continue to be made by them. When representatives of each Station Master, IOW, PWI, Loco Foreman and other subordinates should come with their records to quarter committee and show the quarters vacant committee will allot the quarters to the staff of the subordinates.

6. The Chairman and the members of the Unit Housing Committee will be fully responsible to ensure that the extant orders of allotment to non-gazette staff are correctly followed and also to comply with any special instructions including out of turn allotment communicated by the Divisional Railway Manager. In terms of extant instructions (Board's letter dated 22-8-86) separate waiting list have to be maintained for General and SC/ST employees for allotment against 10 % quota for Type I & II and 5% in Type III & IV the SC/ST employees who are senior enough and are covered in general list in their turn will be given allotment from the general pool The special list will be operated only if the accommodation provided from the general list falls short of this percentage.

7. While deciding allotment the earliest registration will be considered first where it is for the original allotment or the change of accommodation.

8. The staff attached to brake down duties should be given preference for allotment of quarters who are required to be called out at any time in case of emergencies. It is therefore imperative that nomination of the break down staff should be done only from amongst those who are in occupation of railway quarters nearby so that there may not be any occasions for out of turn allotment under this pretext.

9. Under no circumstances, class IV th quarters be allotted to class III staff without Specific order of Divisional Office. In case Class IV th quarters remain vacant without any request for occupation such case should be referred to Divisional office.

10. In case of promotion of staff from Class IV to Class III or from lower grade to higher grade within Class III, the employee can register for higher type of quarter according to his entitlement after materialisation of his promotion. Staff promoted from Class IV to Class III will have to register their name afresh, as they will loose their turn on promotion.

11. Meetings should be held atleast once in a month on a predetermined date if not often. When the chairman is on leave or otherwise absent, he will nomination an officer who will hold the meeting. Similarly, if for any reason one or both the nominated Union representations are not in a position to attend the meeting, another office bearer of the same organisation at the same station may be deputed along with authority letter by the Chairman/secretary. In case Union representatives do not attend the meeting on the nominated day, the meeting should be held by the Chairman and allotment completed.

12. All the allotments as a result of the meeting should be issued in an office order as per Annexure "B" copied to the Divisional Headquarters for information. If any specific remarks are expressed by the Union representatives, which could not be complied with by the Chairman, the same may also be forwarded to the Divisional Headquarters for information. However, allotment of the quarters need not pend for any reply from the divisional Headquarters. The Chairman of the Housing Committee should hence make sure that the allotment is made correctly in accordance with the extant orders.

13. The Unit Housing Committee will, not allot out of turn allotment on compassionate grounds, father to son basis, Handicapped ground, Medical ground and also sports account etc. All such cases should be forwarded with recommendations to the DPO for disposal by the controlling officer or Chairman unit Housing Committee. Such allotments of quarters will be made by D.R.M.. either on his own motion or otherwise.

14. Request for mutual exchange in the same pool and the same type of quarter with allotment zone can be considered by the Unit Housing Committee, provided the incumbents are entitled for the quarters involved, one or both of the requesters are not under orders of transfer or retiring within a period of one year from the date of request. Any mutual requests involving interchange of pool should be forwarded to DPO for disposal.

15. All respective IOW's should advise the Chairman in writing the date of vacation of quarter every month in first, week indicating the pool to which it belongs.

16. Quarters are earmarked for the specific categories and should normally be allotted by designation. However, in case the previous incumbent is permitted to retain the quarters then the new incumbent can register himself for a quarter may also apply for out of turn allotment which will be considered by Divisional Headquarters on Merit.

17. Registration of quarter should be obtained from employees on the prescribed form as per Annexure 'C'. The employees in their own interest should submit the applications in person to the Chairman. The Chairman in turn shall arrange for an acknowledgement on the application as per Annexure 'D' and register the application immediately to the date of submission and not the date mentioned in the application. If more than one employee simultaneously turn up for registration of same category of accommodation then the registration will be done according to their seniority.

18. The Executive Branch Officer, Senior Subordinate controlling the employees who are staying in Railway Quarters will advise the Chairman the date of retirement of the employee

concerned. The employee should ask for retention of quarters, if he is interested in staying in the quarters after his superannuation or cessation of service, in terms of extant instructions. It should be recommended by the Unit Housing Committee and forwarded to DRM for sanction. In all cases of unauthorised occupation of quarters action should be initiated by the Chairman in co-ordination with the Estate Supervisor of the DRM's Office for initiating eviction proceedings against the concerned railway servant. The Chairman shall also organise surprise checks frequently of the quarters occupied by a Committee consisting of IOW concerned, EF concerned, a representative of RPF, a representative of CRMs, a representative from NRMU in his allotment zone for checking unauthorised occupation/subletting etc.

19. The permission for sharing accommodation will be granted only by the Divisional Office.

20. The retention and allotment Zones of running staff and other categories of staff shall be continued unchanged.

21. An up-to-date list of quarters belonging to each pool under the control of each Chairman Unit Housing Committee along with the register particulars of the staff waiting for quarters will be handed over to Chairman from Divisional Office, by the OS (P) Qrs. and thereafter it shall be the responsibility of the Chairman to update and allot the same in terms of instructions contained above.

22. A copy of the allotment letters as well as vacation memo with the date of occupation and the date of vacation as the case may be should be endorsed to the IOW/Elect. Foreman, OS(P) Quarters concerned, Bill Section preparing the paysheet, controlling Unit of Personnel Branch of DRM's Office, quarter section and Sr. DAO BB.

23. Presently senior subordinates are allotting Class IV Quarters to their staff like SMs of way side stations PWIs controlling gang staff quarters, LFs and IOWs for their respective group 'D' Staff. However, the allotment will be made only after the approval by the nominated committee.

24. With the setting up of Unit Housing Committees, the Chairman shall arrange for updating and further registration or requests. At the time of the meeting of the Unit Housing Committee the respective pool holder should present his record of registration and the IOW the list of vacant quarters indicating the Unit to which it belongs. The Quarter Committee shall allot it to the senior most registered employee as per turn, taking into account requests, mutual exchange etc.

Allotment of Railway Quarters :

Reservation for allotment of quarters for SC/ST .

10% of total Qtrs. of Type I and II where no of quarters are more than 50 and 5% of Type III and IV Qtrs. A special waiting list should be maintained for the purpose allotment qtrs. for SC/ST employees. If the SC/ST employees who are senior enough and are covered to the general waiting list they will be allotted from the general quota. The special list would be operated only if the accommodation provided in the general list falls short of this percentage. The 10% and 5% quota would be shared as 2:1 ratio for SC/ST employees.

[RB'S No. E(G) 70 QR 1/6 of 27.7.1992]

How Out of turn allotment of Rly Qtrs. be allotted :

The out of turn of allotment of Railway Quarters would be done in the following cases.

- 1) Staff appointed on compassionate ground when the employee was already occupied Railway Qtr. while in service.
- 2) Son/Daughter or wife of a Railway employee who are in Railway service when the employee retires.
- 3) On Medical ground getting certificate from competent Medical Officer.
- 4) Staff belonging SC/ST communities.
- 5) Handicapped employees.
- 6) Sport persons.

The above cases would be allotted by Quarter allotment Committee and would be allotted after the Recommendations.

Subletting of Railway Quarters :No Railway employees are permitted to sublet the Railway Qtrs. The staff violating the orders would be charged market rent or the penal rent after the finalisation of DAR-inquiry.

[RB'S No. E(G) 79/RN-2-117-9-4-1980]

How is Damage Rent Rates for unauthorised Occupation of Rly Qtrs.

In terms of Railway Boards No. F(X)T/72/RN3/1 of Dt. 23.9.1976 MARKET RENT is to be recovered at 5 times, 4 times, 3 times and 2 times of the Assured rent or 10% of the Emoluments. Whichever is higher depending upon the classification of CITY/TOWN. The above said instruction had been withdrawn under Rly.No.dt. 1.4.1989 and hereafter DAMAGE RATES for Unauthorised Occupation of Rly Qtrs. should be recovered at the following rates **w.e.f. 1.11.1997**

Type of Qtrs. Revised Rates per Sq. Meter of plinth area per

Month w.e.f. 1.11.97

Class A City Class B Class C & Others

CLASS I to IV **Rs. 49** **Rs 37** **Rs.33**

CLASS V and **Rs. 72** **Rs.54** **Rs.48**

above This order of rates would be in force for a period of two years or till further orders.

Old Cases **Rs.42** **Rs.32** **Rs. 28**

Upto 31.10.97 **Rs.60** **Rs.45** **Rs.40**

[RB'S No. F(X) 1-97/11/5 30.12.97]

Regularisation of allotment of Railway Qtrs. in the name of eligible dependent of Railway employees who retires or dies while in service.

The requests from eligible dependents of deceased Railway employee who are appointed on compassionate grounds and retired Railway employees may be allowed by the competent authorities on the Railway as under.

When a Railway servant who has been allotted Railway Qtrs. retires from service or dies while in service, his/her son, daughter, wife, husband or father may be allotted Railway Qtr. on out of turn basis provided that the said relation was a Railway employee eligible for Rly Qtrs. and had been sharing Accommodation with the retiring or deceased Railway employee for at least six months before the date retirement or death and had not claimed any HRA during the period. The same Qtr. may be regularised in the name of eligible relation if he/she was eligible for the QTR of that type or higher type. In other cases eligible below type can be allotted.

Retention of Railway Qtrs.:

- 1) Suppose a Railway staff got transfer from one place to another. Which essentially required change of Residence. May permit to Retain the Qtr for a period two months on payment of Normal Rent.

On employees own request to detain the Qtr or education or sickness after application he may further permitted to retain the Qtr for six months after paying double rent.

Further detention of Rly Qtr up to the end children's Current Academic session after payment of Special Rent, staff who were posted for Training institute may permitted to Retain the for a period of two years on normal rent.

The rent charges to a Railway Servant in respect of Rly Qtr. supplied should not exceed 10% of his/her monthly emoluments in respect of pay allotted.

However the Administration may charge a Rent in Excess of 10% the Emoluments from a Railway Servant under the following circumstances.

- 1) Who is not required or permitted to reside on duty at the station at which the residence is supplied to him.
- 2) Who at his own request, is supplied with Accommodation which exceeds that which is appropriate to his status.
- 3) Who is permitted to sublet the residence.
- 4) Who sublet without permission.
- 5) Who does not vacate the residence after the cancellation of the allotment.

Retention of Rly Qtr by Apprentices:

A Servicing Railway employee who was selected as an Apprentice either departmentally or through RRB he is permitted to retain the Railway Qtrs. during his training period.

On Temporary Transfer:

During the entire period of temporary transfer staff permitted to Retain the Qtr or Normal Rent. Mostly for four months. If temporary transfer is converted into permanent he is permitted to retain the Qtr for further period as admissible on permanent transfer (i.e. Two months period on the date of permanent on Normal Rent and further Six months on education or self or family member on double rent after producing school certificate or Medical certificate).

Officers or staff proceeding abroad through RITES-IRCON may be permitted to Retain the Qtr. for two months only on recovery of rent at damage rate.

On Training:

A Railway staff who was deputed for Training in any Railway or non-Railway training institute or to attend seminar conference may be permitted to Retain Railway Quarters on payment of Normal Rent. An employee deputed for training in Abroad under any aided Scheme may be permitted to retain Qtr. on normal rate.

On Leave Including Extraordinary Leave :

A Railway employee who is on leave not exceeding 120 days after sanctioning of leave certificate can Retain the Railway Quarter on Normal Rent.

On Retirement:

When a Railway was retired in normal case or voluntary the employee can be retain the Railway Quarter for 4 months on Normal rent, and on children's education or sickness of the employee he can retain the railway quarter for another 4 months on double rent.

On Death:

When a Railway employee who expired while in service, the family of Railway employee can be Retain the quarter for 24 months or normal rent w.e.f. 22.1.99.

RB'S No. E(G)98 QR-1-11-22-1-99 on Missing Railway Employee:

When a Railway employee was found missing while in service, the family of the Railway can retain the Railway Quarter from the date the FIR lodged for one year on Normal Rent. If after loding FIR upto one year if the employee is not traceable he can retain Railway quarter for another 4 months as the case of retired employee in Normal Rent.

RB'S No. E(G) 96CRI-36 of 29.1.1997**Recovery of Rent from other Organisation**

1) Railwaymen's_ consumer's Co-operative Societies which do not RUN FAIR PRICE shops the RENT to be charged should only cover Maintenance charges at 2 % per Annum on the capital cost plus Muncipal and other Taxes payable under Local laws.

- 1) During First year - Nil
- 2) During 2nd year and 3rd year –1/4th Rent
- 3) During 3rd year- 1/2 Rent
- 4) During 4th year - 3/4th Rent
- 5) During 5th year - Full Rent

2) Welfare Organisation

A Uniform rate of Rs. 100/- should be charged for Accommodations allotted for Handicraft center.

Homeopathic Dispensaries

Vocational Training Center

Social Welfare Centers

Staff Canteens

Bharat Scout and Guides

Private Managed Schools in Railway Colony

Temple Committee.

Recovery of Electrical Charges :

- 1) Staff and Teachers of Kendriya Vidyalayas Govt. Schools Departments occupying Railway Quarters may be charged at the rates applicable to Railway staff.
- 2) Railway Institutes, community Hall, Recognised Union Officers, and other Associations may also charged at the rates applicable to Railway employees SUBJECT TO MAXIMUM LIMIT of Consumption decided by CEE.Excess consumption over the limit should be charged at OUTSIDERS Rates.

[RB'S NO. 93 Elec(G) 150/1 of 13.12.1993]

Standard Rent of Railway Quarters w.e.f. 1.7.97

[RB'S No. F(X)-95/11/2 27.2.97]

Type	Sq. Mtr.	Rate
Type I All Group 'D' Staff	Up to 25	Rs. 26
	25 - 30	Rs. 32
	30 - 35	Rs 38
	Above 35	Rs. 42
Type II Group 'C' Staff	Up to 45	Rs. 52
	45 - 50	Rs. 59
	50 - 55	Rs 65
	Above 55	Rs. 71
Type III Group 'C' Staff	Up to 60	Rs. 80
	60 -65	Rs. 86
	65- 70	Rs 92
	Above 70	Rs. 100
Type IV Group 'C' Staff	Up to 80	Rs. 114
	80 - 90	Rs. 127
	90 - 100	Rs 140
	100 -120	Rs. 165
	Above 120	Rs. 210
Type	Sq. Mtr.	Rate
Type V Sr. Scale Officers	Up to 150	Rs. 260
	150 - 200	Rs. 325
	200 - 250	Rs 460
	250 - 300	Rs. 525
	300 - 350	Rs. 650
Above 350	Rs. 780	

DAMAGE RENT W.E.F. 1.11.1997

RB'S No. F(X) 1-97/11/5 of 30.12.1997

Revised rates per Sq.Mtr of Plinth Area 1.11.97

Type	Class-A	Class-B	Class-C
I TO IV	Rs. 49	Rs. 37	Rs. 33
V & Above	Rs. 72	Rs. 54	Rs. 48

Type (Old Cases Upto 31.10.97)

Type I TO V	Rs. 42	Rs. 32	Rs. 28
Above Type V	Rs. 60	Rs. 45	Rs. 4

[RB'S NO.F(X)1-97/11/5-Of 30.12.97 (NEW RAISED W.E.F.1.11.97]

[F(X)1-93/11/2 dt.21.12.95 Old Rates Upto 31.10.97]