

HANDBOOK

ON

STAFF BENEFIT FUND

AND

ESTABLISHMENT RULES

**PUBLISHED BY PERSONNEL DEPARTMENT
PUNE DIVISION, CENTRAL RAILWAY**

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* Staff Benefit Fund *

SN	Subject	Amount in Rs.
1	Scholarship for Technical Professional Course Education (Non-Gaz staff of Level-5 and above).	Rs.18000/-
2	Continuation Scholarship for Education / Professional Course (Non-Gaz staff of Level-5 and above).	Rs.18000/-
3	Special Education Allowance to Girl Child Up to Level-4 (Degree Diploma Professional).	Rs.18000/-
4	Special Education Allowance to Male Child Up to Level-4 (Degree Diploma Professional).	Rs.18000/-
5	<p>Woman Empowerment Activity Schemes</p> <ul style="list-style-type: none"> • Serving women employee of Level-1 • Serving women employee who have passed SSC • Handicap daughter of Rly Employee who has passed degree/diploma/professional course of 3/4 Yrs. Duration. 	<p>Rs.15000/-</p> <p>Rs.20000/-</p> <p>Rs.25000/-</p>

6	<p>Children / Employee Camp / Study Tour</p> <p>Employee Camp - Male employee age 45 above and female employee age 40 above</p> <p>Children Camp - Age 11 to 15 only (male & female)</p> <p>2 Study tour for Central Railway Employees Children / Employee will be conducted by HQ.</p>	-
7	Re-Imbursement of Artificial Limb for staff up to Level-7.	Rs. 30000/- per Artificial Limb
8	Assistance to Schooling wards of Deceased Employee for Staff Upto Level-7 (Up to HSC / 12th).	Rs.18000/- per year.
9	<ul style="list-style-type: none"> SSC with 90% more- A cash award subject to Maximum of 100 cases in Descending order of merit. 	Rs.9000/-
	<ul style="list-style-type: none"> HSC with 85% more- A cash award subject to Maximum of 100 cases in Descending order of merit. 	Rs.9000/-
	<ul style="list-style-type: none"> BA, B.Com and B.Sc with 65% & more - A cash award subject to Maximum of 25 cases in each Stream Descending order of Merit. 	Rs.9000/-

	<ul style="list-style-type: none"> MA, M.Com and M.Sc with 60% & more - A cash award subject to Maximum of 25 cases in each Stream Descending order of Merit. 	Rs.9000/-
10	Distress Fund for those who expired while in service working up to Level-7.	Rs.10000/-
11	<p>Maintenance Grant for Staff Up to Level-7.</p> <ul style="list-style-type: none"> (Cancer, HIV, Paralysis, kidney) For others (Minimum 30 days LWP). 	<p>Rs.15000/-</p> <p>Rs.10000/-</p>
12	Re-imburement of cost of Spectacles for staff upto Level-7. (once in three year)	Rs.2500/- or actual cost of Spectacles whichever is less
13	Re-imburement of cost of Dentures for Staff up to Level-7. (Once in whole service)	<p>Rs.7500/- (For half set)</p> <p>Rs.15000/- (For full set)</p>
14	Homeopathy and Ayurvedic Dispensary	Recommended for Employee and his family free of cost.

15	Financial Assistance to Special Child Deaf, Dumb, blind, mentally retarded and physically handicap (40% and above)	Rs.18000/- per child
16	For Non-gazetted employee after born of second girl child (within one year of born of second girl child) for operation of family planning.	Rs.25000/- (one time)

Welfare Section, Pune Division - 55710 / 55724
(Railway)

Note - Above all forms is available at Welfare section of Pune Division and also available on railkarmikseva website.

After filling of form to be submitted at Welfare section. Any other information please contact concerned Welfare Inspector.

ESTABLISHMENT RULES

Advice to Personnel Officers: Do your job diligently within the rules, keeping the organizational interest in mind, yet caring for the individual. But remember that what is done today becomes a precedent tomorrow. You would do well to remember the following adage; **“All bad precedents begin as justifiable measures”** **Julius**

1.1 7th CENTRAL PAY COMMISSION

Salient Features:

- Grade pay replaced by Pay Matrix. Fitment factor of 2.57 applied uniformly.
- The horizontal range of the Pay Matrix corresponds to functional role in the hierarchy.
- Vertical range denotes pay progression.
- Minimum Pay Rs.18,000/- Maximum pay Rs.2,25,000/-.
- Rate of annual increment: 3 percent.
- 2 dates of annual increments: 1st January or 1st July.
- Employee appointed/promoted between 2nd day of January and 1st day of July (both inclusive): 1st day of January.
- Employee appointed/promoted between 2nd day of July and 1st day of January (both inclusive): 1st day of July.

1.2 ALLOWANCES

1.2.1 New Allowances introduced by 7th CPC

SN	Name of the Allowance	Amount	RBE No.
1	Special Train Controllers	P 5000/- per month	86/2017

	Allowance		Dt.10.08.2017
2	Risk and Hardship Allowance to Track Maintainers-I, II, III and IV	P 2700/- p.m (Cell R3H2 of R&H Matrix)	86/2017 Dt.10.08.2017

1.2.2 Transport Allowance

Employees drawings pay in pay Level	Rates of Transport Allowance per month	
	Employees posted in the Cities as per Annexure-XIII	Employees posted at all other places
Level-9 and above	P 7200 + DA thereon	P 3600 + DA thereon
Level-3 to Level-8	P 3600 + DA thereon	P 1800 + DA thereon
1 and 2 (Pay below P24,200)	P 1350 + DA thereon	P 900 + DA thereon
1 and 2 (Pay of P24,200 & above)	P 3600 + DA thereon	P 1800 + DA thereon

- Double the normal rates for visually impaired, Deaf and Dumb/hearing impaired, spinal deformity or Orthopedically Handicapped employees which shall, in no case, be less than P2250/- per month plus D.A.

1.3 CHILDREN EDUCATION ALLOWANCE

- Reimbursement of Tuition Fee (CEA): P2250/- per month.
- Reimbursement of Hostel Subsidy: P6750/- per month.
- In respect of the eldest two surviving children for children from Nursery to 12th.

- Both Hostel subsidy and children education allowance cannot be availed concurrently.
- CEA/Hostel Subsidy for disabled children – double the normal rates.
- Upper age limit for disabled children is set at 22 years.

1.4 SOME OTHER ALLOWANCES

Name of the allowance	New rates as per MoF Resolution dated 06.07.2017	RBE No. & Date
Tenure Allowance to Officers posted in Railway Board and RDSO	10% of Basic pay subject to a ceiling of P 9000/-.	181/2017 & 182/2017 dt. 04.12.2017
Breakdown Allowance	P270/- to Level-1 P405/- to Level-2 and 3 P540/- to Level-4 and 5 P675/- to Level-6 and above	106/2017 dt. 30.08.2017
National Holiday Allowance	P384/- per day to Level-1 & 2 P477/- per day to Level-3 to 5 P630/- per day to Level-6 to 8 (limited to non-gazetted staff)	108/2017 dt. 30.08.2017
Special Allowance to Chief Safety Officers /Safety Officers	6% of Basic Pay	111/2017 dt. 30.08.2017
Children Education Allowance	CEA @ P2250/- p.m. Hostel Subsidy @ P 6750/- P.m.	147/2017 dt. 12.10.2017
Fixed Medical Allowance (FMA)	1000/- p.m.	75/2017 dt. 28.07.2017

House Rent Allowance	24% of Basic Pay for Class-X Cities 16% of Basic Pay for Class-Y Cities 08% of Basic Pay for Class-X Cities	71/2017 dt. 19.07.2017
Non-Practising Allowance (NPA)	20% of Basic Pay	82/2017 dt. 04.08.2017
Nursing Allowance	P7200/- per month	166/2017 dt. 13.11.2017
Training Allowance	24% of Basic Pay to Faculty for Group A Officers 12% of Basic Pay to Faculty in other Training Establishment	145/2017 dt. 06.10.2017
Dress Allowance	20000/- per annum to Officers of RPF/RPSF 10000/- per annum to PBOR of RPF and Station Master 5000/- per annum to other categories of staff who were supplied uniforms and are required to wear them regularly 1800 per month to Nurses	141/2017 dt. 03.10.2017
Hospital Patient Care Allowance & Patient Care Allowance	4100/- for Level-8 and below 5300/- for Level-9 and above	15/2018 dt. 30.01.2018

1.5 DEARNESS ALLOWANCE RATES

Month / Year	DA Rates (% of basic pay)
01/2017	04%
07/2017	05%
01/2018	07%
07/2018	09%
01/2019	12%
07/2019	17%
01/2020	
07/2020	

1.6 LIST OF ALLOWANCES WHICH INCREASE BY 25% WHEN DA RATES GOES UP BY 50%

- 1) Special Train Controllers Allowance
- 2) Break Down Allowance
- 3) Children Education Allowance
- 4) Constant Attendant Allowance (Pensioners)
- 5) Cycle Maintenance Allowance
- 6) Conveyance Allowance
- 7) Daily Allowance on Tour
- 8) Mileage for Road Journey by Taxi/Own Car/Auto Rikshaw/Own Scooter/Bi-cycle etc. and the rates of transportation of household effects on transfer.
- 9) National Holiday Allowance
- 10) Health and Malaria Allowance
- 11) Nursing Allowance
- 12) Post Graduate Allowance and Annual Allowance – Doctors.
- 13) Project Allowance & compensatory (Construction / Survey) Allowance

- 14) Children Education Allowance and Hostel Subsidy
- 15) Special Allowance for child care for women with disabilities.
- 16) Special Allowance to certain categories of staff (viz. Sr.Scale/JAG & SAG Officers entrusted with Admn. Control of Hindi works, Health and Malaria Insp. Comml. Staff In-charge of Flag station, Teachers doing Library work, Announcers, Train Supdt. /Dy.TS of Rajdhani Exp. Etc.)
- 17) Special LC Gate Allowance
- 18) Special Compensatory (Schedule Tribal Area) Allowance
- 19) Special Compensatory (Remote Locality) Allowance
- 20) Special Compensatory (Bad Climate) Allowance
- 21) Dress Allowance
- 22) Deputation (Duty) Allowance
- 23) Risk and Hardship to Track Maintainers and Fire-Fighting staff in Railways
- 24) Hospital Patient Care Allowance/Patient Care Allowance to eligible Gr.C &D (Non-Ministerial) Railway employees working in Railways Hospitals & Health Units Clinics.
- 25) Rates of Kilometerage Allowance & Allowance in lieu of Kilometerage (ALK).
- 26) Allowance in lieu of Running facilities, shunting Duty allowance, Trip Allowance & Commercial Duty Allowance to Running Staff.
- 27) Special Allowance to staff working in Central Ticket checking squad.

1.7 ENTITLEMENTS AND BENEFITS

Different kinds of Leave

Casual Leave	In a calendar year is 8 days for office & workshop staff and 10 days for Open line staff. (Rule 236 of IREC Vol.I 2008 edition)
Special Casual Leave	For Railways Co-operative societies. For family welfare programme For sports event

	<p>Meeting of Trade Union/Federations Voluntary donation of blood. Cultural Activities (Blood Donation-Rule 609 (4) of IREC Vol.I 2008 edition (RBE No.90/2010)).</p>
Leave on Average Pay (LAP)	<p>30 days ALP in a calendar year credited on the 1st day of January and July Maximum limit of 315 days. (Rule 523 of IREC Vol.I2008 edition)</p>
Leave on Half Average Pay (LHAP)	<p>20 days in respect of each completed year of service. (Rule 526 of IREC Vol.I2008 edition)</p>
Commutated Leave	<p>May be granted on medical certificate. Maximum of 180 days for an approved course of study. Commuted leave may be granted at the request of the Railway servant even when on Average Pay is due to him. (Rule 527 of IREC Vol.I 2008 edition)</p>
Leave Not Due	<p>a) Limited to the leave on Half-Average Pay, the employee is likely to earn thereafter. b) During the entire service maximum of 360 days on medical certificate. c) Shall be debited against the Half Pay leave the employees is likely to earn subsequently. (Rule 528 of IREC Vol.I 2008 edition)</p>
Hospital Leave	<p>Granted to other than in Gr. 'A' & 'B' under treatment, if illness or injury is in the course of official duties. (Rule 554 of IREC Vol.I 2008 edition)</p>
Special	<p>Injury caused in performance of Official</p>

Disability Leave	Duties. (Rule 553 of IREC Vol.I 2008 edition)
Study Leave	Granted to Railway servant who has rendered not less than 5 years regular continuous service including the period of Probation. (Appendix 'V' of Study leave Rules of IREC Vol. I 2008 edition). RBE No. 06/20112).
Extra Ordinary Leave	Granted when no other leave is admissible, all kinds of leave combined shall not exceed 5 years in one spell. (Rule 530 of IREC Vol.I 2008 edition)
Maternity Leave	A Female railway servant with less than two surviving children for a period of 180 days. Maternity Leave on account of miss-carriage/abortion is restricted to 45 days in the entire carrier of female railway servant. (Rule 551(A) of IREC Vol.I 2008 edition) RBE no. 166/2009 & 57/11.
Paternity Leave	To a male railway servant with less than surviving children for a period of 15 days may be taken during the confinement of his wife i.e. up to 15 days before or up to 6 months from the date of delivery of child. The male railway servant with less than two surviving children, on valid adoption of a child below the age of 1 year, may be sanctioned paternity leave for a period of 15 days within a period of six months from the date of valid adoption.

	(Rule 551(A) of IREC Vol.I 2008 edition) RBE No.166/2009 & 57/11.
Child Adoption Leave	For 180 days to the female railway servant on adoption of a child up to one year of age. (Rule 551(C) of IREC Vol.I 2008 edition) (RBE NO.166/2009)
Child care Leave	Women employees having minor children (Upto 22 years if the children are disabled) for a maximum period of two years (i.e. 730 days) during entire service. (Rule 55 of IREC Vol.I 2008 edition) (RBE No.144/2010 & 57/11)

1.8 ENCASHMENT OF LEAVE WHILE IN SERVICE: Upto 10 days at the time of availing of passes/PTOs for a maximum of 60 days in the entire career. Restricted Holiday can be prefixed or suffixed to regular leave or casual leave.

1.9 REVISED PAY LIMITS FOR ENTITLEMENT OF PASSES IN VII CPC:

SN	Category	Privilege Pass & Retirement Complementary Passes	Type of Duty Pass
For Gazetted			
1.	Gr. 'A' & 'B' (Gazetted) Officers	1 st Class 'A'	Bronze Pass / 1 st Class 'A'

For Non-Gazetted Employees			
1	In pay Level-6 & above	1 st Class	1 st Class
2	In pay Level-5	2 nd Class 'A'	2 nd Class 'A'
3	In pay Level-2 to 4	Second/Sleeper Class	2 nd Class 'A'
4	Employees in Pay Level-1	Second/Sleeper Class	Second/Sleeper Class
(as per Railway Boards letter no. E(W)2016/PS5-1/8 dated 31.01.2019)			

1.10 List of Holiday Homes on Central Railways.

Location	No of suites		Competent Authority / Official with Telephone No.
	Ga z	Non-Gaz	
Central Railway			
Mahabaleshwar	3	-	DGM/AS(G), GM's office/Central Railway, Rly : 54008, 54027 Fax: 022 22624555, 22697114
	-	2	CPO(W), GM's office/Central Railway, CST, Mumbai - 400 001 Rly : 54072, 54057 Tel: 022 22754072, 22754057
	-	5	APO (W) Pune, DRM's Office, Pune - 411001

			Rly : 55710, 55706
Matheran	1	-	DGM/AS(G), GM's office/Central Railway, CST, Mumbai - 400 001 Rly : 54008, 54027 Fax: 022 22624555, 22697114
	3	-	DRM(W), DRM's Office, CST, Mumbai - 400 001 Rly: 55310
	-	4	APO(W), DRM's Office, CST, Mumbai - 400 001 Rly: 55723, 55704 P&T : 022-22695624, 22620992
Lonawala	1	-	DGM/AS(G), GM's office/Central Railway, CST, Mumbai - 400 001 Rly : 54008, 54027 Fax: 022 22624555, 22697114
	4	-	DRM(W), DRM's Office, CST, Mumbai - 400 001 Rly: 55310
	-	7	APO(W), DRM's Office, CST, Mumbai - 400 001 Rly: 55723, 55704 P&T : 022-22695624, 22620992
Igatpuri	2	-	DRM(W), DRM's Office, CST, Mumbai - 400 001

			Rly: 55310
	-	2	APO(W), DRM's Office, CST, Mumbai - 400 001 Rly: 55723, 55704 P&T : 022- 22695624, 22620992
Dadar	-	6	APO(W), DRM's Office, CST, Mumbai - 400 001 Rly: 55723, 55704 P&T : 022- 22695624, 22620992
Nainital	2	-	DGM/AS(G), GM's office/Central Railway, CST, Mumbai - 400 001 Rly : 54008, 54027 Fax: 022 22624555, 22697114
Pandharpur	1	-	APO(W), DRM's Office, Solapur Rly : 55733, 55704
	-	1	Station Manager, Pandharpur Railway Station, PIN-413304

1.11 Settlement Benefits Monetary Benefits:

Pension	:	50% of Average emoluments or 50% of Last pay drawn whichever is more beneficial to him/her										
Commutation of Pension	:	40% of Basic Pension X 12 X 8.194										
Residual Pension	:	Pension – Commuted Pension										
Retirement Gratuity	:	(Pay+DA) X Q.S./2, Not exceeding 33 years of Q.S. subject to a maximum of 10 lakhs.										
Death Gratuity	:	<p>In case of Death while in service</p> <table border="1"> <thead> <tr> <th>Period of Q.S. (In year)</th> <th>NO. of times of emoluments (Pay+DA)</th> </tr> </thead> <tbody> <tr> <td><1</td> <td>2 times</td> </tr> <tr> <td>>1 but <5</td> <td>6 times</td> </tr> <tr> <td>>5 but <20</td> <td>12 times</td> </tr> <tr> <td>>=</td> <td>Half of Q.S. (Maximum 33 Yrs.)</td> </tr> </tbody> </table>	Period of Q.S. (In year)	NO. of times of emoluments (Pay+DA)	<1	2 times	>1 but <5	6 times	>5 but <20	12 times	>=	Half of Q.S. (Maximum 33 Yrs.)
Period of Q.S. (In year)	NO. of times of emoluments (Pay+DA)											
<1	2 times											
>1 but <5	6 times											
>5 but <20	12 times											
>=	Half of Q.S. (Maximum 33 Yrs.)											
Group Insurance Scheme	:	An amount to the portion of subscription credited to the fund & interest thereon on the basis on the basis of table issued by Rly. Bd every year.										
Encashment of Leave	:	(Pay+DA) X LAP available subject the maximum limit of 300 days. In case of less than 300 days LAP then the balance will be covered by LHAP.										

Provident Fund	:	Amount available in PF Account + Interest thereof.
Family Pension (IN the event of Death of Pensioner)	:	50% of Last Pay Drawn up to 7 years or 67 years of age whichever is earlier. Thereafter 30% of last pay drawn by the pensioner subject to a minimum of 3500/-, + DR as admissible form time to time.

Other Benefits

Transfer Grant	:	Without availing VPU – 100% If VPU is availed (80%) IF VPU is without carrying car – 75%
Kit Pass	:	Two wagons by Goods Trains and one motor wagon (Four Wheeler) or one motor and parcel van (8 wheeler) by passenger Train or one motorwagon (four wheeler) & one wagon by Goods Train and a pass or carrying a dog.
Post Retirement Passes	:	3 sets for Gazetted 2 sets for Group C staff 1 set for Group D staff With Railway service of 20 years or more.
Medical facilities	:	Admission for self, Spouse, widowed mother and dependent children for outdoor and indoor treatment under RELHS-1997.
Quarters	:	Retention for four months on normal rent and further four months on sickness/education account on payment of special license fee i.e. double the normal rent or double the

		flat rate of license fee.
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1.12 Quarter Retention Rules:

Permanent Transfer	:	a) On payment of normal rent for a period of 2 months. b) On payment of double the assessed rent for a period of 6 months or more on the grounds of sickness and till the completion of the current academic session on education grounds which include last paper of Annual Examinations plus 15 days time.
Temporary Transfer (4 months)	:	Full period on payment of normal rent (not more than 8 months)
Retirement / Voluntary Retirement	:	6 Months on payment of normal rent.
Resignation/removal / Dismissal	:	1 (one) month only on payment of normal rates.
Death	:	24 months on payment of normal rent (12 months, if the deceased employee or his/her dependents own a house at the place of posting.
Missing	:	The family of a missing railway employee may be permitted to retain the quarter for a period of one year on payment of normal rent from the date of lodging FIR and for a further period of one year on normal rent on certification by the police authorities that the employee is

		not traceable.
Leave including EOL	:	Not more than 129 days on payment of normal rent subject to condition that the employee is likely to be posted back to the old station back to the old station after leave.
Leave on medical ground LPR (Leave preparatory to Retirement)	:	Full period on payment of normal rent. Full period on payment of normal subject to a maximum of 180 days.
Deputation to another Ministry	:	2 months on payment of normal rent.
Deputation – PSUs etc. (established for more than 5 years)	:	Newly formed PSUs – 2 months on normal rent chargeable from the date the employee join public sector unit. 2 months on normal rent. On request by employee the period can be extended with Boards approval from time to time for a period of 5 years form the date of incorporation of the PSU on payment by the PSU an amount equal to the HRS admissible to the employee plus the normal rent prescribed by Board from time to time.
Training	:	For the period of training on payment of normal rent.

1.13TA Rates as per 7th CPC:

7 th CPC	:	Daily Allowance / Entitlement*
Level-14 and above	:	Rs.1200
Level-12 & 13	:	Rs.1000
Level-09 to 11	:	Rs.900
Level-06 to 08	:	Rs.800
Level-5 and below	:	Rs.500

*these daily allowance rates will go up by 25% every time DA goes up by 50%

1.14 Travelling Allowance entitlements on Transfer- Composite Transfer and Packing Grant:

Case	:	CTG Applicable
Transfer involving a change of station located at a distance of or more than 20 KM from each other	:	CTG to be paid @ 80% of last months Basic pay NPA not to be included as part of Basic Pay for determining CTG.
Transfer to station less than 20KMs from old station and of transfer within same day	:	1/3 rd of CTG admissible, provided a change in residence is actually involved.
Transfer of Husband and Wife	:	50% of CTG applicable to the spouse transferred later if such transfer takes place after 60 days of transfer of the spouse.

	No CTG applicable if both transfers ordered within 60 days existing rules shall continue to be applicable in case of transfer after 6 months or more.
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1.15 Discipline and Appeal (D&A) Rules:

List of Penalties under Rule 6 of RS/9 (D&A) Rule, 1968

Minor Penalties:	
(i)	Censure
(ii)	Withholding of his promotion for a specified period
(iii)	Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Govt. of Rly Admin by negligence or breach of orders
(iv)	(a) Withholding of the privilege passes or P.T.Os or both
	(b) Reduction to a lower stage in the time scale of pay by one staff for period not exceeding three years without cumulative effect and not adversely affecting his pension.
(v)	Withholding or increments of pay for a specified period with further directions as to whether on the expiry of such period this will or will not have the effect of postponing the future increments of his pay.
Minor Penalties:	
(i)	Save as provided for in clause (iii-b) reduction to a lower stage in the time scale of pay for a specified

	period with further directions as to whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.
(ii)	Reduction to a lower scale of pay, grade, post or service, with or without further directions regarding conditions of restoration to the grade or post or service from which the Railway servant was reduced and his seniority and pay on such restoration to that grade, post or service.
(iii)	Compulsory Retirement.
(iv)	Removal from service which shall not be a disqualification for future employment under the Government or Railway Administration.
(v)	Dismissal from service which shall ordinarily be a disqualification for future employment under the Government or Railway Administration.

1.16 SOP in DAR for Non-Gazetted staff:

Authorities Competent	To Impose Penalties
Senior Supervisors in-charge with pay in Level-6 & above (described as supervisors in-charge by the Rly Admn. for this purpose	All staff who are three pay levels below and lower than the disciplinary authority for punishments (i) to (iv) above.
Assistant Officers (Jr.Scale & Gr. B) Gazetted	All staff with pay Level up to & including (Level-4 for punishments (i) to (v) above and suspension.
	Also for penalties specified in item (vi), all staff with GP

	up to & including 1650/-.
Sr. Scale Officers and Assistant Officers (Jr.Scale & Group 'B') Gazetted) holding independent charge	All staff with pay level up to & including Level-5 for all penalties specified above.
JAG Officers & Sr.Scale Officer holding independent charge or in-charge of a department in the division	All classes of non-gazetted staff for all penalties specified above.
ADRM in relation to department attached to them or DRM	All classes of non-gazetted staff for all penalties specified above.
SAG officers in the zonal Railways HQ in PB-4 with pay Level-14 including PHOD in PB-14 with GP12000/-	All classes of non-gazetted staff for all penalties specified above.

1.17 DAR Time Schedule:

SN	Disciplinary Proceedings	Time Laid down
1.	Inspection of documents & Reply to charge sheet days.	20 + 10 = 30 days.
2	Enquiry should be completed and report submit by I.O.	60 days.
3	Issue of Punishment Notice by D.A.	20 Days.
4	Appeal	45 days
5	Revision Petition	45 days
6	Enhancement of Punishment	6 months
7	Reduction / confirms / set aside	1 year.

1.18 List of Standard Form of DAR:

a)	SF-1	Suspension Rule 5 (1)*
b)	SF-2	Deemed Suspension Rule 5(2)*
c)	SF-3	Certified by suspended official
d)	SF-4	Revocation of suspension Rule 5 (5) (c)*
e)	SF-5	Major Penalty Charge-Sheet Rule 9*
f)	SF-6	Refusing permission to inspect documents Rule 9(16)
g)	SF-7	Appointment of Inquiry Officer Rule 9 (2)
h)	SF-8	Nomination of Presiding Officer (Sub Rule 9 (iv) (c).
i)	SF-9	Cancelled
j)	SF-10	Disciplinary Action in common proceedings Rule 13*
k)	SF-10A	Appointment of Inquiry Authority in common proceedings Rule 13.
l)	SF10B	Appointment of Presenting Officer in common proceedings Rule 13.
m)	SF-11	Minor Penalty Charge-Sheet Rule 11
n)	SF-11A	Initiation of Minor Penalty proceedings (in case where DA decide to hold the enquiry Rule 11(1) (b)/11 (2).
*RS (D&A) Rules 1968		

1.19 Charter of commitments on various matters –Time line thereof.

SN	Item	Time Line
1	Redressal / disposal of staff grievance representation received in different portals like single window cell, CPGRAM, Nivaran (including cases of re-fixation, seniority, MACP, Arrears, promotions etc.	30 working days from receipt of applications.
2	Personal interview with DRM.	Same day (If DRM is not available, then interview will be ADRM concerned).
3	Compassionate Appointment	Cases approved at Divisional Level-90 days.
		Case requiring approval from HQ.- 60 days in Division + 30 days in HQ.
4	Payments of settlement dues	Superannuation – On day of Retirement.
		VRS/Death/Resignation – 60 days (for non disputed cases only)
5	Promotions through selection and suitability	Within one year of issue of previous panel.
6	NOC for own request transfer including mutual	Disposal of application within 15 working days of receipt (Either forwarding of application

	transfer	or rejection of case).
7	Sending call letters to candidates selected through RRB and RRC. Including verification of panel from RRB/RRC.	Within 30 working days of operation of panel.
8	a) Approval of various types of advances / Loans b) Disbursal of Advances / Loans & Arrears after approval.	Administrative sanction within 7 working days. With salary in the next billing cycle (as applicable)
9	P.F. Withdrawal	Administrative approval of competent authority within 7 working days of receipt of application. Disbursal to be done within 7 days from the date of approval.
10	Issue of P.F. Statement	Same day.
11	Viewing of Service records	Once a year.
12	NOC for higher Education, Property Transportation, Passport, Deputation.	14 working days from receipt of application where vigilance clearance is not required & 30 days in other cases.
13	Disposal of D&AR cases	Major – 150 days Minor – 31 days
14	Issue of Pass / PTO	1 working day.
15	Sanction & Payment of CTG / OT / TA	Sanction within 45 working days from date of receipt of claim from employee.

		Disbursal to be done with salary in the next billing cycle (as applicable)	
16	Provision of essential Amenities for staff.	Provision of ladies toilet and changing room in offices where there are more than 5 female employee working	By March 2018
		Whitewashing of office building (including station)	Every year
		Filtered water for identified /nominated offices	Within 60 days of issue of charter
		Fans and desert coolers in identified / nominated offices	Within 60 days of issue of charter
		Provision of PC & Internet connectivity as per stipulated norms	Within 6 months of issue of charter
17	Disposal of Leave application	a) Casual Leave – 1 working day b) LAP/Maternity Leave / Paternity Leave – 7 working days c) Ex. India – 30 working days.	
18	Issue of Seniority List	Once Every Year	

1.20 Staff & Welfare Inspectors on Pune Division

SN	Name	Designation	Mobile
1	Shri S. D. Khandekar	Ch.S&WI	7219613613
2	Smt. Rohini Ukirde	Ch.S&WI	7219613615
3	Shri Rakesh Prasad	Ch.S&WI	7219613616
4	Smt. Supriya Sawant	Ch.S&WI	7219613617
5	Shri S. V. Barpute	Ch.S&WI	7219613618
6	Shri Subrat Rath	Ch.S&WI	7219613619
7	Shri D. T. Kamble	S&WI	7219613620
8	Shri Dhiraj Pangarkar	S&WI	7219613612
9	Smt. Sunetra Rane	S&WI	7219613613
10	Shri Ravindra S. Lavale	S&WI	7219613621
11	Shri T. S. Meena	S&WI	7219613611
12	Ms. Manisha Budhiwant	S&WI	7219613622

DISCLAIMER

Handbook is prepared based on provisions in manuals/circulars issued by Railway Board time to time. There will be possibilities of amendments in the rules in future. Hence while going through please refer to latest circulars/amendments issued by Railway Board time to time. This is for reference only.

