

Filling up posts of Loco Inspectors

One of the zonal Railways has brought to notice of the Board that the clarification contained in this office letter No.E(P&A)IIRS-24 dated 1-12-2005 has led to a situation where medically decategorised drivers have become eligible to be absorbed as Loco Inspectors with out undergoing the selection process prescribed for this post where as the medically fit drivers have to undergo the selection process.

The matter has been examined in detailed by the Railway Board and it is revealed tat it is not in the administrative interest to absorb medically decategorised drivers as Loco Inspectors with out their under going the prescribed selection process. The Instructions contained in the letter Dated 1-12-2005 ibid are, there fore , with drawn with immediate effect. It has also been decided that henceforth, drivers medically decategorised upto the level A3 shall have to undergo the selection process prescribed for the loco inspectors, as applicable to the medically fit drivers. In such cases, there would not be any necessity of going through the process of screening committee applicable under the scheme of absorption in alternative employment of medically decategorised staff. It has further been decided that selections in process, if any, for the post of Loco Inspector in terms of the instructions contained in the letter dated 1-12-2005 would require to be conducted afresh in accordance with these revised instructions.

No.E(NG)I-2001/PM7/17

Dated 23-1-2007

Counting of officiating period towards two year residency period for promotion of Loco pilots (Goods/Passenger)

In terms of instructions contained in this Ministry's letter of even number dated 29-11-2004 GMs are empowered to relax the two year residency period in the case promotion of Loco Pilots(Goods) to Loco Pilot (Passenger) and Loco Pilots (Mail/Express) wherever such relaxation is found to be inescapable in the interest of administration, subject to condition of fulfillment of one years service in the immediate lower grade or a foot plate experience of 40000Kms whichever is later.

The staff side in the forum of DC-JCM have requests that day to day officiating service of Loco Pilots may also be counted towards two years residency period prescribed for promotion to higher grades. The matter has been carefully considered by this Ministry after taking into consideration the views expressed by the staff side. It has been decided that the officiating period may be allowed to be counted towards minimum residency period for promotion of Loco Pilots from one grade to another subject to the following conditions.

- Officiating period of not less than 30 days duration of working at a stretch as (a) Loco Pilots (Goods) for promotion as Loco Pilots (Passenger) and (b) as Loco Pilots (Passenger) for promotion as Loco Pilots (Mail/Express) will only be allowed to be taken into account.
- Officiating period as per (i) above will be totaled for preceding 4 years at the time of promotion.

- The person must be working in their relevant feeder grade on regular basis.
- Promotion will be in order of seniority after selection or non selection, as the case may be even if junior, by virtue of his having worked on officiating basis as above completes the prescribed residency period earlier than his seniors(s).
- The existing classification as selection or non-selection and the prescribed selection procedure in vogue will remain unchanged.
- Since the position regarding officiating arrangement varies from one Division to Another the GM will continue to have the discretionary powers to relax the condition of two years service condition I terms of this Ministry's letter of even number dated 29-11-2004 referred to in the opening paragraph. In such cases the Minimum residency period of one year regular service with out including officiating periods, or a foot plate experience of 40,000Kms whichever is later will continue to be insisted upon.

No.E (NG) I – 2000 /PM 1 / 41

Dated 23-2-2007

**Procedure for holding selections for promotion to posts classified as 'Selection'
Selection on the basis of viva-voce for Motorman and Passenger Guard.**

As the Railways are aware, instructions for elimination of viva-voce in departmental selections, except in the categories of Law Assistants, Physiotherapists, Telephone operators and Teachers, where viva-vice along with written test continues to form the part of selection process, were issued vide this Ministry's letter of even numbers dt. 7-8-2003. Further vide this Ministry's letter of even number dt. 12-9-2005 eight more categories viz. Instructors in Zonal Training Schools etc., Stenographers, Chief typists, Protocol Inspectors, Receptionists, Publicity / Advertising Inspectors, Photographers/Cameraman, Hostel Superintendents were added to the list of above four categories where viva-voce is to be conducted in addition to the written test. Apart from this in view of the difficulties being faced by the Zonal Railways conducting selections for promotion as Passenger Drivers { re-designated as Loco Pilot (Passenger)}, in terms of revised procedure as contained in this Ministry's letter dt. 7-8-2003 and demands raised by the Federations the Zonal Railways were allowed to conduct selection for promotion as Loco Pilot (Passenger) on the basis of viva-voce only after passing the prescribed promotional course vide this Ministry's letter No. E(NG)I-2003/PM7/10 dt. 6-9-2005.

Pursuant to the proposals received from some of the Zonal Railways for conducting selections on the basis of skill test in a few categories instead of written test as indicated in the extant procedure as mentioned above and reiteration of demand by the Staff in the DC-JCM for restoring the status quo ante in the categories where the earlier selection procedure consisted of only viva-voce, the matter has again been considered by the Board and it has been decided that like the special selection procedure prescribed for promotion to the post of Loco Pilot (Passenger) the selection for promotion from the post of Goods Guard to Passenger Guard and for promotion as Motorman may also be done on the basis of viva-voce only after passing the prescribed mandatory promotional courses.

The revised selection procedure in the above two categories will be applicable to selections notified on or after the date of issue of this letter.

All the remaining provisions as mentioned in this Ministry's earlier letters of even number dt. 7-8-2003 and 12-9-2005 read with ACS Nos. 150 and 177 issued there-under respectively will remain unaltered.

Accordingly the Indian Railway Establishment Manual, Volume I, 1989 is also amended as per ACS No. 191 enclosed

No. PC-V/2002/I/6/2

Dated 1-5-2007

Anomaly in fixation of pay of Loco Running Supervisors

Reference has been received from some Railways regarding anomaly in pay of senior Loco supervisory staff promoted directly from the post of Goods Driver drawing less pay than junior Loco Supervisory staff promoted through an intermediary post of Sr. Goods Driver.

In terms of Ministry of Railways letter No. PC- III/91/CRC/1 dated 27-1-1993, while restructuring, the category of Goods Driver was bifurcated into two different pay scales and an element of Sr. Goods Driver with 20% posts was introduced. The anomaly has arisen due to the fact that the senior Loco Supervisor has been promoted directly from the post of Goods Driver whereas the junior Loco Supervisor has been promoted first to the post of Sr. Goods Driver and owing to his drawing pay in a higher pay scale gets fixed at a higher stage in the grade of Loco Supervisor in the pay scale of Rs.6500-10500.

In terms of Ministry of Railways' letter No.PC-III/91/CRC/1 dated 27-1-1993, while restructuring, the category of Goods Driver was bifurcated into two different pay scales and an element of Sr. Goods Driver with 20% posts was introduced. The anomaly has arisen due to the fact that the senior Loco Supervisor has been promoted directly from the post of Goods Driver whereas the junior Loco Supervisor has been promoted first to the post of Sr. Goods Driver and owing to his drawing pay in a higher pay scale gets fixed at a higher stage in the grade of Loco Supervisor in the pay scale of Rs. 6500-10500.

In order to remove anomaly, it has been decided that in such cases the pay of the senior employee in the higher grade may be stepped up to make it equal to the pay of the junior person, subject to the fulfillment of the following conditions.

- The scale of pay of the lower post (ordinary grade) and higher post in which both junior and senior are entitled to draw pay should be identical.

- The senior employee should have been eligible for appointment to Selection Grade (introduced later) but for his working in the higher post on or before the date on which the junior was appointed to the selection grade.
- The junior person should not have drawn more pay than the senior by virtue of fixation of pay under the normal rules or any advance increment granted to him in the lower post, and the anomaly should be directly as a result of the junior person holding Selection Grade at the time of his promotion to the higher post.

The stepping up should be done with effect from the date of promotion of the junior employee to the higher grade. Fixation of pay would be done in accordance with the above provisions and next increment of the senior employee would accrue on completion of twelve months from the date of re-fixation of pay.

This has the approval of the Finance Directorate of the Ministry of Railways.

This disposes off Southern Railway's letter No. P(S)524/IV/LRS/VPC/Vol.II dated 3-7-2006.

No. 86/Safety-1/24/19

Dated 15-06-2007

Replacement of guard's line boxes with briefcase/suitcase.

Policy for replacement of guard's line boxes with briefcase was issued vide Board's letter No.2003/TT(I)/51/2 dated June 2006. In view of the implementation problems pointed out during PNM Discussions with NFIR, AIRF in the matter, it has been decided by the Board(MT,MS&FC) to initially try the scheme on trial basis as indicated below.

1. The scheme shall be tried for a period of one year covering guards of Mail/express and passenger trains only.
2. The Guards shall be given the option to switch over to the briefcase/suitcase or alternatively continue with the existing system of line boxes.
3. The Guards shall procure briefcase/suitcase of appropriate size and choice capable of accommodating the personal equipments of the guards as already stated in the above letter dated June 2006.
4. Those who opt for the briefcase scheme shall be given a lump sum allowance of Rs5000/- in the first year and on being extended further, Rs 3000/- in subsequent years.
5. Payments shall be both for the purchase and towards maintenance/replacement charges arising out of wear & tear of the briefcases/suitcases.
6. Having opted for the briefcases/suitcases, the Guards shall not be entitled the services of box porters.
7. The Division will closely monitor the implementation of the scheme lobby-wise, in terms of operational ease and resultant savings and keep the Board apprised.
8. Wide publicity may be given to this scheme.

This is issued with the concurrence of the Finance Directorate of the Ministry of Railways.

No.E(G)2005 HOI/19

Dated 31.10.2007

Grant of Officiating pay to the staff who shoulder higher Responsibilities

The staff side had raised a demand in the forum of JCM/DC for grant of officiating pay in higher grade to such of the staff as are deployed for discharging the responsibilities of higher grade posts but are denied officiating pay on the ground of non-availability of higher grade posts.

The matter was examined by the Board and since the conditions stipulated for payment of special pay/officiating pay, honorarium etc. are not fulfilled in the situation mentioned above, it was not found feasible to agree to the demand of the staff side. However, instructions were issued vide Board's letter of even number dated 13.12.2006 to effect that when staff in the lower grade are made to shoulder responsibility of higher grade posts, they may be compensated momentarily by grant of suitable awards, as deemed fit, by the General Managers under their powers depending upon the circumstances and the extend of work involved.

This matter was discussed further in the JCM/DC meeting held on 24th/25th May 2007 when it was decided that instructions on grant of officiating pay when shouldering higher responsibilities will reiterated.

Accordingly, in cases where staff in lower grades are made to shoulder responsibilities of higher grade posts, where the posts are actually not in existence, it is reiterated that the instructions contained in Board's letter dated 13.12.2006 *ibid* should be complied with. However, in cases where staff working in lower grades are made shoulder responsibility of higher grade sanctioned posts, such staff would be eligible for officiating pay in terms of instruction contained in Board's letter No.F(E)II/ 89/FR1/1 dated 12.12.91, which are hereby reiterated for strict compliance.

No. E(NG)I-2006/PM1/32

Dated 07.11.2007

Procedure for conducting selections for promotion to the posts classified as "Selection" – Qualifying Marks in written tests.

In terms of extant procedure contained in note (ii) below para 219(g) of IREM Vol.I, 1989 a candidate has to secure a minimum of 60% marks in the professional ability and 60% marks in aggregate for being empanelled for promotion within Group 'C'. The professional ability consists of written test in most of the cases OR written test plus viva-voce in a few cases and viva voce alone in few others. A candidate has to secure 60% marks in the written test for being called for viva voce or for his service record etc. being assessed.

The Staff Side in the forum of DC-JCM have pointed out that on certain Railways securing 60% marks is insisted on separately in respect of each part of a question paper set for the written exams. It has been requested that Zonal Railways may be directed not to insist on securing 60% marks separately in each part of a question paper set for written exams. As part of selections for promotions within Group 'C'

The information regarding the practices being followed by Zonal Railways & Production Units reveals that there is no uniformity in this regard. As a result while some Railways are insisting on securing 60% marks separately in each part of paper of written examination while others are insisting on securing of 60% marks in aggregate irrespective of number of parts/papers written exams consists of. The matter has been considered carefully by this Ministry . It has been decided that in the written examination candidates should be required to secure 60% marks in each paper, if the written exams consists of more than one paper and not in each part of the question paper if the question paper consists of parts.

No.E(NG)I-2007/TR/26

Dated 04.12.2007

It has been brought to the notice of this Ministry that the requests for mutual transfer of employees are not being processed/implemented by authorities concerned in the Railways/Divisions/Units and even after such transfers are accepted, the same are not implemented for the reason that one Railway/Division/Unit wait for the other Railway Divisions/Unit to relieve the employee first. This leads to avoidable staff grievance and representations.

The Ministry have taken a serious view of the matter in as much as mutual transfer on the one hand enable transfer of an employee to a place of his choice with no or minimum loss of seniority and on the other since such transfers are on one basis in the same grade, the Railway/Division/Unit get the replacement simultaneously. Therefore , the Ministry of Railways desire that:-

- The request for mutual transfer should be processed/accepted as soon as they are received subject to fulfillment to prescribed conditions; and
- Once the transfers are accepted, the employees concerned should be relieved immediately without waiting for the other unit to relieve the employee first.

It has also been decided that it should be the responsibility of concerned Head of Department of concerned Railway under whom the staff is working to ensure compliance of above decision in each and every case of mutual transfer.