

The Board's letters dated 8-7-1960, 24-9-1960 and 17-10-1960 referred to therein were circulated under this office endorsements No. 831-E/28-III-(Eiv), dated 3-9-1960, 25-10-1960 and 25-11-1960 respectively.

The effect of the Railway Board's above decision would be that the necessary certificate that the railway servant in such cases is likely to return to duty on the same post will be required to be recorded by the leave sanctioning authority when no officiating arrangements are made at the time of grant of maternity leave and by the authority competent to fill that post where officiating arrangements are made when the railway servant proceeds on this leave.

**Serial No. 1304.—Circular No. 39-E/O/4(Eiv), dated 13-9-1961.**

**Sub.—Deputation abroad—Treatment of transit time and grant of travelling allowance when leave is taken in conjunction with the deputation period.**

A copy of the Railway Board's letter No. F(E)60-DE/3, dated 24-7-1961 is forwarded for information and guidance.

*Copy of Railway Board letter No. F(E)60-DE/3, dated 24-7-1961 to the General Managers, all Indian Railways etc.*

**Sub.—Deputation abroad—Treatment of transit and grant of travelling allowance when leave is taken in conjunction with the deputation period.**

The position regarding the grant of travelling allowance passage to Railway servants, who are sent on deputation abroad and who take leave either in India or abroad—immediately before, during or immediately after a period of deputation (including deputation-cum-special leave) has been considered and, in supersession of the earlier orders in this regard, the President is pleased to decide as follows :—

**A—Leave availed of in India**

(i) Leave of any kind taken in India, whether immediately before the commencement of the period of deputation or immediately on return to India at the end of such deputation, will have no effect on the deputed Railway servants title to passage and normal transit time pay in respect of the portions of journeys undertaken during the period of deputation as admissible to him. In such cases, if the leave is taken immediately before the commencement of the deputation, the period of deputation subject to the provisions of sub-para. (ii) below, will be deemed to commence from the date on which the Railway servant embarks on his journey from the last sea/air port in India. Similarly, if the leave is taken immediately at the end of deputation, the period of deputation subject to the provisions of sub-para. (ii) below, will be deemed to end on the date on which the Railway servant disembarks at the first sea/air port on arrival in India.

(ii) If the leave taken in India in conjunction with the period of deputation is of the nature of leave on average pay for a period not exceeding 120 days or four months as the case may be, the normal time taken by the Railway Servant

on his journey from the place where he was spending his leave to the sea/air port of embarkation limited to the normal time taken on the journey from his headquarters in India to the port of embarkation or the normal time taken on the journey from the port of disembarkation to his headquarters may, under the orders of the authority competent to sanction the deputation, be treated as transit time and included in the period of his deputation. In cases of leave not exceeding 120 days/four months irrespective of the nature of leave he may also be granted travelling allowance for his journeys in India if such journeys really arise out of and are incidental to his deputation abroad, travelling allowance being allowed from the place where the Railway Servant was spending his leave to the port of embarkation or from his normal headquarters to the port of disembarkation, whichever is less, in the case of outward journeys and from the port of disembarkation in India to the normal headquarters in the case of return journeys.

N.B.—The provisions of sub-para. (ii) above will not be applicable in the cases of leave exceeding 120 days/four months.

#### **B—Leave availed of out-side India.**

(i) In case leave is taken abroad before, during or at the end of the period of deputation on medical ground or in order to spend profitably a period of enforced halt due to unavoidable waiting for a passage, such leave will have no adverse effect on the Railway servants' title to normal transit time pay and passage. The period of leave itself should, of course, not be treated as part of the period of deputation and no daily allowance, travelling allowance or other concessions will be admissible during such leave.

(ii) A Railway servant, who has proceeded abroad on deputation, may, the exigencies of public service permitting, be granted a short-spell leave abroad for personal reasons at the commencement, during or at the end of his assignment abroad without affecting his title to the normal transit time pay and passage to and from as admissible under the rules. Such leave should not, however, exceed 50 % of the actual period of duty performed/to be performed outside India (excluding the transit time from India to the country of deputation and back and enforced halts, if any) or a fortnight, whichever is less. The Railway servant will not be granted any daily allowance or travelling allowance or any other concession during such period of leave.

2. Cases involving grant of leave in excess of the limits indicated above may be referred to the Railway Board.

3. The orders contained in the Ministry of Finance Office Memorandum No. F20-(17)-E.II(A)/57, dated the 4-6-1957 (copy enclosed for ready reference) regarding grant of casual leave during the period of deputation abroad, will, however, continue to apply mutatis mutandis to Railway servants, sent abroad on deputation.

4. These orders will take effect from the date of issue of this letter and past cases otherwise decided need not be reopened.

*Copy of Office Memorandum No. F20(17)-E.II.A/57, dated the 4-6-1957 from Ministry of Finance to all Ministries, etc.*

#### **Sub.—Casual leave during a period of deputation abroad.**

The undersigned is directed to state that a question has been raised whether casual leave can be sanctioned during a period of deputation abroad and to add that it has been decided that there should be no objection to the grant of casual

leave in exceptional circumstances by a competent authority to an officer on deputation abroad subject to the following conditions:—

- (i) The Grant of casual leave should not have the effect of extending the period of deputation ;
- (ii) In countries where all inclusive rates of halting allowances have been prescribed, the allowances shall not be payable on the days when the officer is on casual leave. In countries where split rates have been introduced cash allowance shall not be payable to the officer on days when he is on casual leave. The officer will besides in respect of those days be called upon to pay for the cost of accommodation rented for him by the Mission concerned.

**Serial No. 1305.—Circular No. 769-E/O-VI (Eiv), dated 13-9-1961.**

**Sub .—Compulsory subscribers to S.R.P.F.**

A copy of Railway Board's letter No. F(P)60PF-1/27, dated 14/16-8-1961 is reproduced below for information and guidance :—

“ In terms of rule 1304 RI, all railway servants, except those mentioned therein, are required to subscribe to the S.R.P.F. on completion of one year's service, or from the date of confirmation whichever is earlier. The President, in exercise of the powers conferred under proviso to Article 309 of the Constitution, is pleased to decide that a temporary Railway servant shall subscribe to the fund from the first of the month following that in which he completes one year's service; for example, if a temporary Railway servant completes one year's continuous service on a date in August, his first, subscription will be recovered from his pay of September, paid in October.

Code amendment will be carried out in due course.”

**Serial No. 1306.—Circular No. 145-E/O-I (Eiv), dated 14-9-1961.**

**Sub.—Procedure of making representations regarding grievances of staff.**

The Railway Board have from time to time issued instructions regarding inappropriateness of individual members of Railway staff addressing representations directly to the Railway Board or higher authorities. The Board have further observed that the tendency on the part of the Railway employees to represent their grievances through their wives and parents to the Railway Board and even higher authorities is growing. They desire that the attention of the Railway staff should also be drawn to the inappropriateness of sending representations through wives and parents and to the need for addressing their representations themselves to the appropriate authorities through the prescribed channels.

All concerned may please be asked to advise the staff employed under them accordingly. This will also be published in the Railway Gazette.

(Authority:—Railway Board's letter No. E(Rep)61AE1-31, dated 22-7-1961).