

Serial No. 1322.—Circular No. 358-E/O/1(Eiv), dated 5-10-1961.

Sub.—Grant of Casual leave to Doctors.

It has been decided by the Railway Board that doctors attached to out-patient department in hospitals and dispensaries should be given 15 days casual leave and may be permitted to prefix and/or suffix gazetted holidays and restricted holidays where it is possible for the Administration to do so. (Authority :—Rly. Board letter No. PC-60/LE-7-1, dated 27-7-1961).

2. Doctors employed in indoor department will continue to have 15 days casual leave and like those employed in outdoor department may be allowed to affix holidays where it is possible to permit.

3. D.M.Os including Medical Supdt., Central Hospital and A.M.O.s will in the matter of grant of leave be treated like Divisional Officer.

Serial No. 1323.—Circular No. 23-E/O-II(Eiv), dated 23-10-1961.

Sub.—Execution of Service Agreement form by Ty. Employees.

The Railway Board vide their letter No. F (E)54/PA1/1, dated 11-1-1960 copy circulated under this office letter No. 23-E/O/3(Eiv), dated 18-3-1961 introduced joining report form embodying the conditions of service, for being filled in by temporary railway servants on first appointment to service. Hitherto, the temporary railway servants were required to fill a form of declaration W.W. 87 on a stamped paper like other service agreements. On a question having been raised whether with the introduction of the joining report form, the ty. railway servants should still fill in the declaration form viz., WW 87 and, if not, should the joining report be on a stamped paper or otherwise, the Railway Board have clarified that there is no need to get the declaration form viz. W.W. 87 filled in and that the joining report form is not required to be signed on a stamped paper.

(Authority :—Railway Board's letter No. F(E)54/PA-1/1, dated 30-8-1961).

Serial No. 1324.—Circular No. 560-E/O-II(Eiv), dated 29-9-1961.

Sub.—Grading of officers for the purpose of Sea-travel.

A copy of Railway Board letter No. F(E)60-IFS/9, dated 6-9-1961 together with its enclosure is forwarded for information and guidance.

The Board's letter dated 9-11-1960 referred to therein was circulated under this office endorsement No. 560-E/O-II (Eiv), dated 12-12-1960.

Copy of Railway Board's letter No. F(E)60-IFS/9, dated 6-9-1961 to the General Managers, all Indian Railways, etc.

Sub.—Grading of officers for the purpose of Sea-travel.

In continuation of this office letter of even number dated 9-11-1960, a copy of the Ministry of External Affairs letter No. F. 34/5/GA/60, (EAI/61/1/127), dated 2-8-1961 is sent herewith for information and guidance.

Copy of letter No. F.34/5/GA/60 (EAI/61/1/127), dated 2-8-1961 from Ministry of External Affairs, New Delhi, addressed to all Indian Missions and Posts abroad, and copy to Ministry of Finance, New Delhi, etc.

Sub.—Grading of officers of I.F.S. (A) and (B) and other officers and staff under the administrative control of the Ministry of External Affairs for purposes of sea travel.

I am directed to refer to this Ministry's letter No. F.34 (5)-GA/60 (EAI/60 1/91), dated the 19th May, 1960 and to say that the President is pleased to decide that the annexure enclosed therewith may please be substituted by the enclosed annexure. The classification now prescribed will be effective from 6th April, 1961 in respect of passages booked from London and from 28th June, 1961 in respect of passages booked from Bombay.

2. The President is also pleased to decide that in respect of officials mentioned at item (vii) of the annexure. Tourist class "B" Grade passages may be booked in cases where the official is accompanied either by his wife only or wife and a child in order to enable them to travel in a single cabin. This concession will be admissible from the date of issue of this letter.

ANNEXURE

Classification for purposes of sea travel out of India.

<i>Class of officer</i>	<i>Class of sea-passage admissible</i>	<i>Remarks.</i>
(i) Officers in Grade I & II of First Class "A" grade IFS (A) and officers of analogous status.	cabins that for the officer and his wife with attached bath. Children cabins will be adjacent.	
(ii) Officers in Grade III & IV of I.F.S. (A) and officers of analogous status and officers in Grade V of I.F.S. (A) who are Heads of Missions or Posts.	First Class 'A' Grade cabins that for the officers and his wife with attached bath. Children's cabins will be adjacent.	In case where a separate bath has to be arranged, the total for cabin and bath should not exceed £ 232.
(iii) Counsellors and First Secretaries.	First Class 'B' Grade (£ 179).	
(iv) Second and Third Secretaries.	First Class 'D' to 'C'	(£ 149 to £ 163)
(v) Registrars IFS(B) Grade II.	First 'E' to 'D'	(£ 137 to £ 149)

<i>Class of officer</i>	<i>Class of sea-passage admissible</i>	<i>Remarks</i>
(vi) Registrars/Section Officers IFS(B) Grade III Cypher Superintendents and Pri- vate Secretaries.	Tourist 'A' (£ 109)	The Ministry of E.A. are emp- owered to in- crease the ceiling by 10% depend- ing upon the availability of passages i.e., £ 120.
(vii) Assistants/Personal Assis- tants, Stenographers, S.A.S. Accountants & Clerks.	Tourist "E" £ 93.	Do i.e. upto £ 101.
(viii) Class IV Government ser- vants.	Lowest Class berthed or bunked from G to E.	
(ix) Domestic servants whose passages are met by Govt.	(a) When not accom- panying the officer- Lowest class berthed or bunked from G to E. (b) When accompany- ing the officer-mo- netary ceiling upto 10%.	

Note —(i) The higher grade passage may only be utilised, if passages by the lower grade are not available and it is certified by the Ministry Head of Mission that the higher grade passages are more economical to the Government

Serial No. 1325.—Circular No. 5-E/O/4(Eiv), dated 12-10-1961.

Sub.—Grant of Festival advance to non-gazetted railway servants.

A copy of Railway Board's letter No. E(LWA)61 AT-22, dated 6-9-1961, is reproduced below for information and guidance :—

"Reference Railway Board's letter No. E(LWA)61AT8-1, dated 10-4-1961. Complaints were made at the last PNM meeting held at Board level that festival advances were being given even to staff who did not need them and recoveries are effected even if one does not actually receive the advance. The Board desire that it should be ensured that advances are sanctioned only to such of the staff who specifically ask for them. It should also be scrupulously ensured that in cases where the advance is sanctioned but payment is not made due to one reason or the other, no recoveries are made."

2. The Board's letter dated 10-4-1961 referred to was circulated under his office endorsement No. 5-E/O/4(Eiv), dated 3-6-1961.