

dated 18-11-1961 is sent herewith for information. The orders contained therein do not apply to the Railway Officers while on tour in India.

Copy of Ministry of External Affairs letter No. F1(1)FD/60(EAI/61/166), dated 26-9-1961, to all Heads of Indian Mission/Posts abroad, copy to all Ministries, etc.

Sub.—Grant of daily allowance for stay at the Outstation.

In supersession of all previous orders on the above subject, I am directed to state that the President is pleased to decide that when an officer proceeds on tour to a station outside a radius of 10 miles from his Headquarters spends a night/nights in transit and thereafter stays for fractions of a day at the outstation, he will be entitled to daily allowance as follows for his stay at the outstations:—

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|---|---------------------------------|
| (i) If the stay at the outstation does not exceed 6 hours. | Nil |
| (ii) If the stay exceeds 6 hours but does not exceed 12 hours | One third daily allowance. |
| (iii) If the stay exceeds 12 hours | ... Two thirds daily allowance. |

2. For the purpose of the admissibility of daily allowance as above, the "stay" of an officer at the outstation shall be held to commence at the time of disembarkation from the plane, steamer, railway etc. to the time of his embarkation on the plane, steamer, railway, etc.

3. These orders take effect from the date of issue of this letter.

Serial No. 1530.—Circular No. 52-E/O-Part VII (EVI, D & A), dated 4-4-1962.

Sub.—Rules regulating disciplines and rights of non-Gazetted Railway Servants—Procedure for imposition of penalties.

The words "or otherwise" appearing in eleventh line of para. 1 of this office letter No. 52-E/O-Part VII (EVI, D & A) of 23-1-1962 (copy enclosed) may be deleted. The effect of this would be that disciplinary action against the staff mentioned in that letter for offences not relating to their day to day departmental work will be the concern of the Personnel Officers as laid down in this office letter No. 803-(E/O(Eiv), dated 26-4-1956 copy sent herewith.

2. It may also be clarified that action against the staff employed on line for different irregularities in departmental working will continue to be taken in the relevant file of the Branch concerned *as hitherto* and the orders issued in this office letter dated 23-1-1962 pertaining to the ministerial staff employed in Headquarters or Divisional Offices, etc. do not in any way change this procedure.

Copy of General Manager (P) N. Railway letter No. 52-E/O-Part VII (EVI D & A), dated 23-1-1962 referred to above.

Sub.—Rules regulating disciplines and rights of Non-Gazetted Railway Servants—Procedure for imposition of penalties.

In partial modification of the instructions issued in this office letter No. 52-E/O/VI(Eiv), dated 4-2-1959, it has been decided that with immediate effect

staff whether ministerial, non-ministerial or Class VI employed in a Department/Branch in the Headquarters or Divisional Office or in the Workshop Offices in which Assistant Personnel Officers are posted, shall be under the control of the Executive Officer of the Department concerned for the purpose of action under Discipline and Appeal Rules irrespective of such an action being connected with their normal duties. The staff will be taken up by the appropriate authority in the respective Department/Branch as per delegation given in Annexure II to Railway Board's letter No. E(D&A) 57RC6-13, dated 15-6-1961, circulated vide this office letter No. 52-E/O/26, dated 17-7-1961, appeals being permissible to the next higher authority in that Department.

ACTION WILL BE PROGRESSED AND finalized in the personal files of the staff which will be put up by the Personnel Branch/Section concerned direct to the Officer of the Department competent to take action under these rules. Whether the punishment proposed to be inflicted on the staff is one of dismissal/removal/compulsory retirement from service/reduction to a lower service grade or post etc., it is desirable that the charge-sheet, including show cause notice, as be prepared by the Executive authority should be got vetted by the Assistant Personnel Officer concerned (and Assistant Secretary (G) in respect of Class IV staff employed in this office, before these are actually issued.

The Executive authority awarding the punishment will satisfy that it has been recorded by the Personnel Branch in the service sheet/service card of the employes concerned.

This has the approval of the General Manager.

Copy of General Manager (P) N. Railway letter No. 803-E/O(Eiv), dated 26-4-1956 referred to above.

Sub.—Personnel Organisation.

The question of laying down the functions and responsibilities of the Personnel Officers at the various levels and the nature and degree of consultation in Personnel matters, which should be necessary with the Departmental Officers concerned has been under examination. It has been decided that the Personnel Officers should deal with the cases in respect of the following matters entirely on their own initiative without consultation with the Branch Officers to the extent indicated against each:—

- (i) *Grant of Short Leave.*—Where it is a question of Short Leave, a reference to the Departmental Officer is unnecessary and the Personnel Officers may grant Short Leave (other than Casual Leave) to class IV and to Junior Class III staff on their own.
- (ii) *Appeals against Postings and Transfers.*—Such appeals should be referred to the Departmental Officers only if the appeals involve any aspect of departmental work. Others, relating to grounds of personal inconvenience etc. should be disposed of by the Personnel Officers only.
- (iii) *Initial appointment after training.*—First postings of trainees from the Railway Training Schools should be made by the Personnel Officers and not by the Departmental Officers as is the practice hitherto.
- (iv) *Overstayal of Leave.*—Cases of overstayal of leave by staff should be disposed of by the Personnel Officers without any reference to the

Departmental Officers and the concurrence of the Departmental Officers to the action proposed to be taken by the Personnel Officers should be necessary only if the staff involved is in a senior grade or the action contemplated is of the nature for which even in the normal course a consultation with the Departmental Officer would be called upon, such as under Disciplinary Rules.

2. In general, all work which is purely of establishment nature, such as of fixation and dispute about seniority, complaints about payment of wages and wrong fixation of pay, complaints about supersession by juniors, offences committed by staff which are unrelated to their Departmental work, representations from staff about their pay scales, etc., and representations in the matter of allotment of quarters and such other facilities, should be purely the concern of the Personnel Officers, and should not normally be referred to the Departmental Officers. In all other matters, such as transfers, promotions, grant of long leave, complaints about channel of promotion etc., the Departmental Officers must predominantly figure. The Organisation of the Personnel work on a Divisionalised Railway should be based on these principles and it should be the over-riding concern that any aspect, which concerns the advancement of an employee in Service in his Department, must continue to remain a primary concern of the Departmental Officers. Apart from this, all policy matters relating to the Personnel work must be the sole charge of the Personnel Officers.

Sd/-
for General Manager (P).

Serial No. 1531.—Circular No. 39-E/O-V(Eiv), dated 5-4-1962.

Sub.—General Elections, 1962—Procedure for submission and payment of Travelling allowance bills of the Central Government servants.

Copies of the following Railway Board's letters together with their enclosures are sent herewith for information and guidance.

1. Railway Board's letter No. E(G)62EL1-1, dated 6-3-1962.
2. Railway Board's letter No. 61-G405, dated 7-3-1962.

Railway Board's letter dated 13-12-1961 referred to in their letter dated 6-3-1962 was circulated under this office letter No. 200-E/O-II/EVA, dated 5-1-1962.

Copy of letter No. E(G)62EL1-1, dated 6-3-1962 from Asstt. Director (E), Railway Board, Ministry of Railways, New Delhi addressed to the General Managers all Indian Railways including C.L.W. and others.

Sub.—General Elections 1962—Procedure for submission and payment of Travelling allowance bills of Central Government servants who may function as Presiding and Polling Officers or perform other similar election duties during the General Elections, 1962.

In continuation of Board's letter of even No. dated 13-12-1961, a copy each of O.M. No F3/(1)/62-Elect., dated 18-1-1962, and 17-2-1962 received from the Ministry of Law is sent herewith for information and necessary action.