

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.

Copy to "G" Br. and ERBIII Branch of Railway Board's office for information and guidance in continuation of Board's endorsement No. E(G)60ELI-1 dated 13-12-1961.

*Copy of O.M. No. F3(1)/62-Elec., dated 17-2-1962 from the Ministry of Law addressed to Ministries of Government of India.*

**Sub.—General Elections, 1962—Procedure for submission and payment of travelling allowance bills of the Central Government Servants employed on election duties.**

In partial modification of the instructions contained in this Ministry's Office Memorandum No. F3(1)/62-Elec., dated 18-1-1962 the undersigned is directed to state that the travelling allowance bills of the Central Government servants performing election duties in connection with the General Elections, 1962, in the State of Orissa shall be countersigned by the District Election Officer concerned. The Ministry of Home Affairs etc. are requested that they may bring this to the notice of the heads of all their attached and subordinate offices located in the State of Orissa.

*Copy of O.M. No. F3(1)/62-Elec., dated 18-1-1962 from the Ministry of Law addressed to all the Ministries of the Government of India.*

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

As the Ministry of Home Affairs etc., are aware the General Elections are due to be held in February, 1962. A large number of Central Government servants will have to perform the duties of presiding and polling officers and other similar election duties in connection with the Elections. Accordingly, it is considered necessary to prescribe the procedure for the payment of travelling allowance bills of such personnel.

2. The entire expenditure in connection with the conduct of elections to the House of the People and State Legislative Assemblies is incurred initially by the State Governments who recover the Government of India's share in such expenditure later. The share of the Government of India in its turn is met from the budget grants of this Ministry. Further, the expenditure incurred on the payment of travelling allowance to the presiding officers etc., in connection with the General Elections and bye-elections is debitable to the Election Budget as opposed to the Budgets of the Departments in which the persons concerned might be working. All bills for the payment of travelling allowance to such personnel (including bills for the grant of advance of travelling allowance), are therefore, payable by the State Governments concerned and the expenditure is adjusted against their Election grants. The bills in this respect would, therefore, be submitted to the Chief Electoral Officers of the State Governments concerned who will countersign the bills and arrange for their payment. The travelling allowance bills of the Central Government servants deputed for election duties in the Union Territories of Delhi, Himachal Pradesh, Manipur and Tripura should similarly be submitted to the Chief Electoral Officers of those Territories for countersignatures and payment. The expenditure in this case is, however, debited direct to the grants of this Ministry under the account head 25-General Administrative Elections—Other Election Charges.

3. It is added that the Chief Electoral Officers may delegate their power to countersign the travelling allowance bills to the Returning Officers concerned wherever it is considered necessary by them.

4. It is requested that the procedure mentioned in para. 2 above may be brought to the notice of the heads of all attached and subordinate offices under the Ministry of Home Affairs etc.

*Copy of letter No. 61-G 405, dated 7-3-1962 from Beli Ram, Under Secretary, Railway Board; Ministry of Railways, New Delhi, addressed to the General Managers, Northern, Central, Western, Eastern, and North Eastern Railways and others.*

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

A copy of Ministry of Law's letter No. F3(1)/62Elec., dated 24-1-1962 on the above subject is forwarded herewith for information and guidance.

*Copy of letter No. F31-(1)/62-Elec., dated 24-1-1962 from the Ministry of Law, to the Ministry of Railways (Railway Board) and others.*

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

Sir,

With reference to your telegram No. E.1262/CEO, dated 22-1-1962, I am directed to state that the Government of India have no objection to the travelling allowance bills of the Central Government servants performing election duties in connection with the Third General Elections, 1962, being countersigned by the respective controlling officers on the basis of the certificates issued by the Returning Officers concerned.

**Serial No. 1532.—Circular No. 39-E/81(Eiv), dated 5-4-1962.**

**Sub.—Out-turn allowance to Tele-printer Operators.**

The sanction of the General Manager is hereby communicated to the following circuits as already declared as out-turn allowance circuits vide this office letter No. 39-E/81(Eiv), dated 4-7-1960 being continued to be treated as out-turn allowance circuits for a further period of 18 months :—

(i) Delhi-Allahabad.

(ii) Delhi-Jhansi and

(iii) Allahabad-Howrah.

2. The General Manager has been pleased to declare the following new circuits as "Out-turn allowance" circuits for 18 months from the date of issue of this letter or the date of introduction of teleprinter circuits whichever is later :—

(i) Delhi-Ambala Cant.

(ii) Delhi-Bombay and

(iii) Delhi-Calcutta.