

Provided that the competent authority may, in any case in which he is satisfied that the extraordinary leave was taken on account of illness or for any other cause beyond the railway servant's control or for prosecuting higher scientific and technical studies, direct that extraordinary leave shall be counted for increments under clause (i) or (ii).

(ii) Clause (bb) shall be omitted.

(Railway Board's letter No. F(E)61-IC/1, dated 6-3-1962.)

Serial No. 1547.—Circular No. 839-E/28-IV(Eiv), dated 19-4-1962.

Sub.—Annual Increments to Trainee clerks in Establishments Branch—counting of period of Training.

A copy of the Railway Board's letter No. E(NG)62-IC1-1, dated 22-1-1962 together with a copy of their letter No. E(NG)57IC1/5, dated 8-1-1958 is forwarded for information and guidance.

Copy of Railway Board's letter No. E(NG)57IC1-5, dated 8-1-1958 to the General Managers, all Indian Railways, etc.

Sub.—Training facilities to new recruits in the Accounts Deptt. on Railways—Counting of period for increments.

Reference Railway Board's letter No. 53Acs, Insp./45, dated 11-4-1955. The Board have had under consideration the question as to whether the period of training for three months given to the new recruits to the Accounts Deptt. who are paid salary at the minimum of the time scale and the Dearness allowance but no other allowances should be counted for the purpose of increments or not. It has been decided that as a matter of rule the period of training should not be counted in the case of those recruits who are sent for training immediately after their appointment.

2. However, on certain Railways, owing to the difficulty of accommodation and dearth of suitable personnel for imparting training and in the exigency of service, the training scheme was implemented much after 11-4-1955, the date of issue of Board's letter referred to above, and the staff appointed after 11-4-1955 had been straightaway posted to the working post and then sent for training. The Board have decided as a special case, that in their case the period of training should count for increments.

(1) To Southern Railway. (2) To Western Railway. This disposes of (1) K.P. Taimni's D.O. No. HQA/106/TS, dated 13-2-1957 and (2) Shri S.G. Pothan's D.O. No. ADM/G/O/89/1136/188, dated 18-10-1957.

Copy of letter No. E(NG)62IC-1, dated 22-1-1962 from Asstt. Director, Establishment, Railway Board, New Delhi addressed to the General Managers, all Indian Railways, etc.

Sub.—Annual increments to trainee clerks in Establishment Branch—Counting of period of training.

The Board have decided that in the case of Establishment Trainee Clerks who were initially appointed against working posts and sent for training

subsequently, the period of their training should count for purposes of increments and the pay of the incumbents of the posts may be regularised with retrospective effect as was done in the case of Accounts Clerks Vide Board's letter No. E(NG)571C1-5, dated 8-1-1958.

The above orders will equally apply to future cases of similar nature also.

(This is in supersession of Board's letter No. E(NG)61-IC1-1, dated 20-2-1961 addressed to the Western Railway and connects that Railway's further letter No. E511/2, dated 23-8-1961).

Serial No. 1547-A.—Circular No. 803-E/O/5(Eiv), dated 19-4-1962.

Sub.—Continuance of the ban on creation of, and recruitment to, ministerial and other categories.

A copy of Railway Board's letter No. E(G)62EC2-2, dated 11-4-1962 is forwarded for information and necessary action.

Copy of Railway Boards' letter No. E(G)62EC2-2, dated 11-4-1962 to the General Managers, all Indian Railways and others.

Sub.—Continuance of the ban on creation of, and recruitment to, ministerial and other categories.

A reference is invited to Railway Board's wireless message of even number dated 8-2-1962 in which the ban imposed in Board's letter No. E(G)60-EC2-2, dated 6-2-1960, for a period of one year and extended in their letter No. E(G)-60EC2-17, dated 25-4-1961 for another year, was extended till further orders. It has now been decided that the ban may be extended for a further period of one year w.e.f. 6-2-1962.

2. This ban will be subject to the following relaxations as already permitted in earlier orders of the Board from time to time (summarised herein for the sake of completeness indicating in the margin the relevant references) and to the extent now further relaxed as in the paragraphs 4 & 5 below in the matter of filling sanctioned posts.

Board's letter No. E(G)60 EC2-2, of 6-2-1960 as clarified in Board's letter of 4-7-1960.

(1) The relaxation in regard to the creation of, and recruitment to, posts required for developmental schemes will also cover works for which sanctioned estimates exist and will apply to all categories of staff, (for example, Estimators, Draughtmen, Tracers and other ministerial staff and also Class IV staff), whether ministerial or otherwise, required for such scheme or works, if such new items of work cannot be handled by re-distribution of work amongst existing staff.

Do

(2) The ban will not apply to posts in Security Department (except ministerial posts and Class IV posts in offices).

Board's letter No. E(G)60 EC2-2, of 6-2-1960 as clarified in Board's letter of 4-7-1960. (3) Creation of additional posts and recruitment of staff in the case of operational categories will be permissible within the ceiling of the proportionate increase in traffic.

As clarified in Bd's letters No. E(G)60EC2-6, dated 29-4-1960 & 18-11-1960 to N. Rly. and letter of 31-12-60 to other Railways. (4) For the purpose of recruitment, to, and creation of, additional posts, repair and maintenance staff in Loco Sheds, as well as in Carriage and Wagon Depots, should be treated on the same lines as operational staff.

As clarified in Bd's letters No. E(G)60EC2-16, dated 9-12-1960 and No. E(G)61EC2-2, dated 24-3-1961. (5) The ban does not apply to posts and staff required for Flood Organisation on Railways, Compilation of Commodity wise Zonal Statistics, and also for the Workshop Production Control Organisation provided the additional posts in the case of this Organisation are created by surrender of existing vacancies.

As clarified in Bd's letter No. E(G)60EC2-17, dated 25-4-61 and No. E(G)61EC2-2, dated 8-12-1961. (6) Creation of additional posts and recruitment against such posts, whether in ministerial categories or otherwise, be permitted for the operation, maintenance and administrative requirements of any new or additional assets brought into use, such as yards, stations, sheds, new lines, hospitals, dispensaries, etc. or for any specific new or additional service or activity, provided the Head of the Department/Divisional Superintendent is personally satisfied in consultation with the FA & CAO/D.A.O. that the creation of additional posts and/or recruitment is inescapable in the interest of work.

As clarified in Bd's letter No. E(G)61EC2-2, dated 10-10-1961. (7) Creation of posts, and recruitment against them in the case of typists and stenographers can be allowed wherever the General Manager considers that adequate justification exists.

As clarified in Bd's letter No. E(G)60EC2-2, dated 6-2-1960. II(1) Recruitment will proceed in accordance with requirements in regard to categories requiring regular training prior to posting in working posts, e.g. apprentices in technical categories, Assistant Station Masters, etc.

As notified in Bd's letter No. E(G)60EC2-6, dated 27-9-1960. (2) Recruitment is permissible against sanctioned posts of Stenographers and/or typists, where such recruitment is considered inescapable to keep work current.

(3) Recruitment is permissible:

(a) to posts of Hindi Translators and Hindi Typists;

Do.

(b) to posts in Railway Schools, and

(c) to posts in the Medical Department.

(4) Recruitment is permissible against vacancies resulting

As notified in Bd's letter No.
E(G)60EC2-6, dated
27-9-1960.

(a) from the transfer of staff to other Railway Administrations, including Railway Service Commissions, Construction Projects or Production Units, or transfers to posts of Stenographers and/or typists;

Do

(b) from the transfer of staff on deputation to Public Sector Undertakings or Departments outside Railways.

As clarified in Bd's letter No.
E(G)60EC2-9, dated
11-10-1960.

(5) Recruitment to non-ministerial categories which are not strictly classifiable as operational, against vacancies resulting from normal wastage is permissible provided that posts which have been lying vacant for more than six months are not filled.

As clarified in Bd's letter No.
E(G)60EC2-16, dated
19-5-1961.

(6) Recruitment upto 25% of the total number of additional workshop Accounts staff required, be permitted as a special case for the successful implementation of Incentive Scheme.

Applicable to CLW & ICF.
As clarified in Bd's letter
No. E(G)60EC2-16.

3. In the case of Chittaranjan Locomotive Works and Integral Coach Factory, it has been provided that additional technical posts as justified by the raising of their respective production targets may be created and filled, provided the cadre strength does not exceed the manpower estimated as required for the workload under incentive conditions of working, and the additional posts are filled by absorbing surplus personnel from Railways.

4. Further to the above relaxations, the Board now agree that ministerial posts lying vacant for less than 6 months on 1-1-1962 may be filled in relaxation of the ban. In other words, the cadre already reached on 31-12-1961 may be preserved without any further reductions, but there should be no attempt to work back to the strengths obtaining earlier.

5. As a further measure of relaxation, the Board agree that in the case of offices with relatively small clerical strength in the neighbourhood of 50 or so--the Railway Administrations may relax the ban to any greater extent than above (i.e. with reference to the position on 1-1-1962) as required in the interests of work, on the personal

sanction of the General Manager in consultation with the F.A. & C.A.O. This power may be delegated to the Chief Personnel Officers in the case of establishments having clerical strength of less than 5.

6. In respect of posts in Railway Workshops other than Chittaranjan Locomotive Works and Integral Coach Factory, the Board desire that the ban on creation of posts and on filling them through recruitment will continue as hitherto without any relaxation pending further consideration of the matter.

Serial No. 1548.—Circular No. 831-E/147-II(Eiv), dated 24-4-1962.

Sub.—Forwarding of applications from serving employees for posts outside Railways.

A copy of the Railway Board's letter No. E(NG)61RC1-14, dated 23-1-1962 is forwarded for information and guidance. The Board's letter of 21-1-1961 referred to therein was circulated under this office endorsement of even No. dated 18-3-1961.

Copy of letter No. E(NG)61RC1-14, dated 23-1-1962 from Asstt. Director, Establishment, Railway Board, New Delhi addressed to General Manager, all Indian Railways etc.

Sub.—Forwarding of Applications from serving Railway employees for posts outside the Railways.

Reference Board's letter No. E(NG)57RC1-56, dated 21-1-1961 laying down the policy instructions to be followed in the matter of forwarding of applications from Railway employees for posts outside the Railways. It has come to Board's notice that frequent requests for relaxation of these policy instructions particularly in respect of cost of training are being received in this Office. The Board desire to clarify that in future no such requests for the relaxation of the rules already framed for forwarding of applications for posts outside the Railways will be entertained and as such no applications need be forwarded to the Board for this purpose.

The above decision may, therefore, be brought to the notice of all concerned;

Serial No. 1549.—Circular No. 831-E/147-II(Eiv), dated 24-4-1962.

Sub.—Direct recruitment for Railways through Public Service Commission/RSC.

A copy of the Railway Board's letter No. E(NG)60RR1-5, dated 12-2-1962 is forwarded for information and guidance. The Board's letter of 7-2-1961 and 9-5-1961 referred to therein were circulated under this office endorsement of even Nos. dated 24-3-1961 and 14-6-1961 respectively.