

It has been brought to the notice of the Administration by the Northern Railwaymen's Union that the above order are not being correctly followed by some of the Divisions/Workshop of this Railway in as much as the suspension period of the employee is being regularised as leave due without the consent of the employee concerned.

As the conversion of the suspension period into leave due without the consent of the employees concerned would cause infringement of the Code Rules, it must be ensured that there is no deviation in this respect and the periods of suspension are regularised as leave due only when the employees so desire.

Suitable instructions may please be issued in this respect.

**Serial No. 1574.—Circular No. 220-E/984Rectt., dated 10-5-1962.**

**Sub.—Revised Rules for the rectt. and training etc. of Civil (Eng.) Deptt. Tracers and D/Men.**

A copy of Railway Board's letter No. E(NG)62RC1/26, dated 9-4-1962 is forwarded for information and guidance.

*Copy of Railway Board's letter No. E(NG)62RC1/26, dated 9-4-1962 to the General Managers, all Indian Railways (Except S. Railway).*

**Sub.—Revised Rules for the rectt. and training etc. of Civil (Eng.) Deptt. Tracers and D/Men.**

The Board have decided to authorise you to relax, in individual cases, the condition of 5 years service prescribed in their letter No. E45/R2/3, dated 14-2-1955 for the promotion of Tracers as Assistant Draftsmen.

**Serial No. 1575.—Circular No. 39-E/48(Eiv), dated 22-5-1962.**

**Sub.—Grant of Compensatory (Construction/Survey) allowance to staff employed on Construction/Survey Projects.**

On a doubt having been raised by some Railway in regard to the interpretation of the term locally recruited staff occurring in para. 2 (e) of Board's letter No. E(G)57AL12-14, dated 8-5-1958, circulated under this office letter No. 39-E/48(Eiv), dated 20-11-1958, the Board have clarified that the intention is to treat only class IV staff recruited through the local Employment Exchanges etc. as "Locally recruited" for the grant of Compensatory (Construction/Survey) allowance in terms of their orders contained in their above quoted letter.

(Authority :—Railway Board's letter No. E(G)62AL12-4, dated 23-4-1962).

**Serial No. 1576.—Circular No. 561-E/85-148(Eiv), dated 21-5-1962.**

**Sub.—Representation from Typists.**

A copy of Railway Board's letter No. PC-61/PS-5/OS-7, dated 11-4-1962 addressed to G.M., E. Railway CCC etc. is reproduced below for information

and guidance:—

"Reference your letter No. AE/SPC/Upgrading/Typist, dated 7-2-1962. The Board have carefully considered the representations received from the Typists, but they regret they do not find any justification for revising the existing percentages prescribed for the various grades of Typists or for the grant of any operating allowance or incentives for high speed to them.

2. Your presumption that the posts of Head Typists in the authorised scale Rs. 210-380 should be created where the number of Typists supervised is 15 or more, irrespective of whether the Typing Sections on your Railway are centralised or not, is confirmed."

**Serial No. 1577.—Circular No. 384-E/O-II(Eiv), dated 16-5-1962.**

**Sub.—**Supply of copy of service book to a Railway servant on his quitting Government service.

A copy of Railway Board's letter No. E(G)61RT-1-6, dated 23-4-1962 is reproduced below for information and guidance:—

"A question has been raised whether it would be permissible to supply a certified copy of the Service Registers/Books maintained for Railway servants as per paras. 1931 to 1933-GI to the Railway servants who ask for it on quitting Government service by retirement/discharge or resignation.

After careful consideration, the Board have decided that in such cases, a certified copy of service register/book may be supplied to the Railway servant on payment of a copying fee of Rs. 5/-. The receipts on this account should be credited to "abstract Z 660" under Major Head LXIV—Indian Railways—Commercial Lines A—Revenue Receipts/LXV Indian Railways—Strategic Lines-A—Revenue-Receipts or to LXIV Indian Railways—Commercial Lines-B—other Miscellaneous Receipts/LXV Indian Railways—Strategic Lines-B—other Miscellaneous Receipts, depending upon whether the cost of such staff is chargeable to the Head of Account 83—Indian Railways—Commercial Lines-A—Working Expenses or 84—Indian Railways—Strategic Lines-A—Working Expenses, 83—Indian Railways—Commercial Lines-B—other Miscellaneous Expenditure/84 Indian Railways—Strategic lines-B—other Miscellaneous Expenditure as the case may be."

**Serial No. 1578.—Circular No. 5-E/11-II(Eiv), dated 22-5-1962.**

**Sub.—**Final withdrawal from provident fund to Central Government servants for house building purposes.

A copy of Railway Board's letter No. F(P)61PF1/4, dated 21-4-1962 together with a copy of its enclosure is forwarded for information and guidance.