

not, therefore, be dealt with under Rule 1721-RI of the revised D & A Rules. Since these employees are under your administrative control so long as they work on your Railway, they should be treated in the same way as other employees of your Railway for disciplinary purposes. This office should, however, be kept informed about the action taken in such cases, since they hold administrative lien on posts in this office.

Copy of letter No. 52-E/O/26(Evl D & A), dated 24-3-1962 from General Manager, N. Rly. to Secretary, Establishment, Railway Board.

Sub.--Revised Discipline and Appeal Rules.

Ref.—Railway Board's letter No. E(D & A)57RG6-83, dated 15-6-1961.

Rule 1721 of the revised Discipline and Appeal Rules introduced vide Board's letter quoted above lays down the procedure to be followed in cases of Disciplinary proceedings against Government Servants whose services have been borrowed from the Central or State Governments.

A doubt has arisen whether the cases of railway servants holding administrative lien on temporary posts in the Board's Office and who are at present employed on the Railways with the approval of Railway Board, should for the purpose of disciplinary action for the offences committed on the railways be dealt with under the provisions of rules *ibid*.

As the position is not very clear, it is requested that Board's orders in this respect may kindly be obtained and communicated to this office very early to enable pending cases being dealt with accordingly.

Serial No. 1582.—Circular No. 433-E/45(Eiv), dated 21-5-1962.

Sub.—Maintenance of Leave Accounts and service records.

In partial modification of the orders contained in para. 2 (ii) of this office letter No. 384-E/O(Eiv), dated 28-9-1957 on the subject noted above, it has been decided that only the current sheet of Leave Account shall be placed along with the service records/register and the previous sheet if any be kept separately to avoid any wear and tear of Service Book on account of its becoming bulky. The new sheet of Leave Account should bear the last entry from the previous leave account sheet and should be attested by a gazetted officer. The new leave account sheet should also indicate the number of the previous leave account sheets and the place where they have been kept separately under safe custody.

Where the leave to class IV staff is sanctioned by subordinate incharge, the Leave Accounts will continue to be maintained in terms of the orders contained in this office letter No. 384-E/O(Eiv), dated 29/30-1-1958.

Serial No. 1583.—Circular No. 831-E/46-III-A(Eiv), dated 18-5-1962.

Sub.—Reservation for members of Scheduled Castes in posts filled by selection.

It has come to notice that in certain selection posts, the scheduled castes employees were not considered in the selection on the ground that there was a

single post in those particular selection grades, and until such isolated posts were grouped with other cadres in a similar grade, the selection of Scheduled caste candidates against the said isolated posts would mean 100% reservation for them. The authority quoted for such an interpretation was para. 15 of the Railway Board's letter No. E-50/CMI/7/3, dated 18-6-1953, copy circulated under this office letter No. 831-E/46-II(Eiv), dated 25-7-1953. It may be pointed out that these orders are applicable in respect of direct recruitment categories only and do not apply to filling of posts in selection grades. The roster as prescribed in item (i) of this office letter No. 831-E/46-III(Eiv), dated 5-9-1961 for filling selection posts has to be observed with retrospective effect and necessary adjustments made, where ever needed.

It may please be ensured that these orders are complied with.
Please acknowledge receipt.

Serial No. 1534.—Circular No. 831-E/25-II(Eiv), dated 21-5-1962.

Sub.—Confirmation of staff.

The question of confirmation of an employee in the post held by him in officiating capacity who is awarded the punishment of W.I.T/W.I.P. from a date prior to the date the punishment is actually awarded or enforced has been under examination. It has been decided that the employee should be confirmed in his officiating appointment after the punishment is over provided he is otherwise held to be suitable. There is, however, no objection to his being confirmed with retrospective effect from the date he would have been confirmed had he not been awarded the said punishment.

2. It may be noted that the issue of charge sheet for proposed penalty of W.I.T. or W.I.P. should not withhold the confirmation of the employee in an existing vacancy if he is otherwise held to be suitable.

3. This disposes of D.S., FZR's letter No. 831-E/24-P1(b), dated 18-3-1959.

Serial No. 1535.—Circular No. 542-E/19(Eiv), dated 22-5-1962.

Sub.—Revision of the yard stick for sanction of Clerical posts.

A copy of Railway Board's letter No. E(NG)61PO2-31, dated 21-4-1962 is reproduced below for information and necessary action :—

"The Board have had under consideration the question of revising the present yard stick for the sanction of clerical posts on Railways consequent on the curtailment of casual leave and abolition of the half holidays on Saturdays etc. and have decided that for the present although the existing posts need not be reduced due to increase in working hours, this factor should be kept in view while considering proposals for creation of additional posts before a reference is made to the Board for relaxation of the ban."

2. This may please be connected with your reply to this office letter No. 542-E/91(Eiv), dated 21-3-1961.