

In cases where the railway servant makes any such will or deed, he should intimate the fact in writing to the Head of Office who should keep a note in the Service Book of the railway servant. In the absence of such a declaration the presumption would be that there is no such will or deed and the payment of gratuity can be made strictly according to the order of preference given in sub-para (1) above.

712. The amount of gratuity payable to a temporary railway servant or to his family in the event of his death may be determined on the basis of the entries made in his Service Book and drawn without a formal application or Accounts report just as pay claims in pay bill forms.

713. The non-service staff appointed on the personal staff of Minister (s) Deputy Ministers *i.e.* the staff appointed at the discretion of the Minister(s) Deputy Ministers and who on the date of their appointment are not already in Govt. Service will be treated as purely temporary employees for the purpose of the benefits admissible under this section.

Serial No. 2781.—Circular No. 220-E/190-V (Eiv), dated 11-12-1964.

Sub.—Recruitment of Works Mistries.

Ref. Letter No. 561-E/P1/W/64/33, dated 30-6-1964.

The point raised in your letter quoted above in the context of qualifications laid down for local recruitment of Works Mistries in this office letter No. 220-E/190-III A (Eiv), dated 1-4-1961 (Serial No. 1117), has been examined. It is clarified that the term experience as Works Mistry in Civil Engineering Works refers to experience in such capacity either in Civil Engineering Works in the Railways/any other Government Department, or a certificate from the approved contractor of Railway/Public Works Department of the Government, for the periods specified therein or total periods taken together.

Serial No. 2782.—Circular No. 839E/28-IV (Eiv), dated 12-12-1964

Sub.—Counting of unpaid holidays as duty for the purpose of increments.

A copy of Railway Board's letter No. E(NG) 641C-1-4, dated 23-10-1964 alongwith a copy of G.M., E. Railway's letter No. E511/O, dated 24-4-1964, is forwarded for information and guidance.

Copy of Railway Board's letter No. E(NG) 641C-1-4, dated 23-10-1964 addressed to the General Manager, Eastern Railway, Calcutta and copy forwarded to the General Managers, all Indian Railways (Except Eastern Railway) etc.

Sub.—Counting of unpaid holidays as duty for the purpose of increments.

Reference your letter No. E-511/O, dated 24th April, 1964 on the subject noted above. The point raised in your aforesaid letter have been examined and the Board have decided that if the staff are booked on an unpaid holiday, the staff concerned should be paid wages and the over-time payments in terms of the Board's letter No. E49CPC/129, dated 10-10-1949 for that day just like any other working day and the day should count for increment. The question of converting that day into leave due does not arise.