

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) 641C1-4, 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.

As regards second point relating to the obtaining of collective options from the concerned staff at the beginning of the year for the conversion of unpaid holidays into L.A.P. or L.H.A.P., the Board feel that this is a local problem and should be decided locally in any manner the administration deems fit.

Copy of letter No. E-511/O, dated 24th April, 1964 from the General Manager, Eastern Railway Calcutta, addressed to the Secretary (E), Railway Board, Ministry of Railways, Government, of India, New Delhi.

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

Attention is invited to the para 1 (ii) of Board's letter No. E(NG)63/C1/2, dated 1-7-1963 in which it has been decided that unpaid holidays being analogous to extraordinary leave, should not be counted towards increments unless such unpaid holidays are converted into LAP or LHAP, in which case it would automatically, count for increment under Rule 2022 (F.R.26) (b)-R11.

It is presumed that the necessity for converting an unpaid holiday into LAP or LHAP will not arise in cases where an employee has been booked to work on an unpaid holiday and allowed overtime. As he is on duty on that day (even though he may not draw wages but only overtime) it should automatically count for increment. This may please be confirmed. In this connection it is stated that prior to the issue of Board's letter No. E(NG)63/C1/2 dated 1st July, 1963, it was the practice on this Railway that the unpaid holidays during which the workshop staff were booked to work overtime, were allowed to be counted towards increment.

In para 1 (i) of Board's letter, referred to above, it has been decided that unpaid holidays may be converted in leave due if a request to this effect is made by the Railway Servant concerned. As each and every worker would like to have the unpaid holidays converted into leave due and also with a view to minimize the clerical work involved, it is suggested, at the beginning of each year, a collective option may be obtained from all the workers to the effect that the unpaid holidays allowed may be converted into leave due. It is also possible that some of the workers may forget to make the request and the lapse on their part would result in date of increment being deferred unnecessarily. The procedure suggested may, therefore, kindly be approved by the Railway Board.

Serial No. 2783.—

INDIAN RAILWAYS ESTABLISHMENT MANUAL

Chapter XVI

Advance Correction Slip No. 122. I. para. 30 (3).

Substitute the following for the first sentence of this paragraph :—

“ In the cases mentioned vide sub-paragraphs (4 to 7) below, the concession will be subject to the essential condition that the subscriber has either less than ten years service before superannuation or has completed twenty years service (including broken periods of service, if any), whichever is earlier”.

(Railway Board's letter No. F(P)62PF-1/13, dated 13-11-1964).