

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).

Advance Correction Slip No. 123. II. para 30 (4).

(a) *Delete* the words "not more than 12 months before/the date of receipt of application for withdrawal" appearing in the 4th and 5th lines of clause (a) of this sub-para.

(b) *Substitute* the following as item (iii) of clause (b) of this sub-para re-numbering the existing item (iii) as item (iv) :—

"(iii) in the case of a subscriber who has availed himself of an advance for house building purposes under the scheme of the Ministry of Works and Housing or has been allowed any assistance in this regard from any other Government source, the sum withdrawn under this clause together with the amount of advance taken under the aforesaid scheme or the assistance taken from any other Government source shall not exceed rupees seventy-five thousand or five years' pay, whichever is less".

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

Advance Correction Slip No. 124 III. para 30 (4-A).

*Substitute* the following for this paragraph :—

"(4-A) Railway servants who have availed themselves of an advance under the scheme of the Ministry of Works and Housing for house-building purposes or have been allowed any assistance in this regard from any other Government source, shall be eligible for the grant of withdrawal under sub-paragraph (4) and also for the purpose of repayment of any loan taken under the aforesaid scheme subject to the limit specified in clause (b) of that para. In the case of withdrawals for the repayment of loans, where the amount sanctioned is less than the loan taken under the above scheme for house-building purposes, the provisions of clause (g) of sub-paragraph 4 will not be enforced since it is already provided in that scheme that the house for the construction of which a loan is taken should be mortgaged to Government. However, where such loan is completely repaid at any time during the service of the Railway servant concerned, the provisions of clause (g) of sub-paragraph (4) shall become operative and the authorities competent to sanction final withdrawal should ensure that these provisions are invariably complied with, as and when necessary".

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

Advance Correction Slip No. 125.

IV. Para 30 (5). *Delete* the words "provided that the loan was taken not more than 12 months before the date of receipt of the said application" appearing in the 4th, 5th and 6th lines of clause (a) of this (sub) para.

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

Advance Correction Slip No. 126.

V. Para. 30 (7). *Delete* the word "dependent" occurring between the words 'his' and 'children' in clause (i) of this (sub) para.

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