

2. Add the following to para. 3(b) of Chapter XIV of the Indian Railway Establishment Manual :—

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| (14) Diesel Locomotive Works, Varanasi.   | N.E. Railway.    |
| (15) D.B.K. Railway Project, Waltair.   | S.E. Railway.    |
| (16) Railway Electrification, Calcutta.   | Eastern Railway. |
| (17) Advanced Permanent Way Training School, Poona.                                   | Central Railway. |
| (18) Indian Railway School of Signal and Telecommunication Engineering, Secunderabad. | Central Railway. |

(Railway Board's letter No. 65/H1/52, dated 2-3-1966).

**Serial No. 3375.—Circular No. 23-E/O-II(Eiv), dated 14-4-1966.**

**Sub.—Forms of service agreement for class III Staff.**

In partial supersession of the orders contained in this office letter No. 23-E/O-II(Eiv), dated 9-3-1965 it has been decided in consultation with Law Officer that before the agreement forms printed on blank papers are executed by the employee, the same should be sent to the respective authorities of the State Governments for Adhesive Stamps being affixed and impressed by the competent Stamp Authority and after the forms are received duly stamped, then the same should be executed by the Railway employees.

It is requested that the printing of service agreement forms on blank papers be now arranged at a very early date.

**Serial No. 3376.—Circular No. 743-E/42 (Eiv), dated 28-4-1966.**

**Sub.—Maintenance of files on Establishment matters.**

In this office Organisational Order No. 34, dated 29-5-1953 and letter No. 803-E/O/Eiv, dated 26-4-1956, it was pointed out that single file system on each subject should be introduced and all establishment matters pertaining to transfers, promotions, etc., be dealt with in 'P' Branch routing them through the Executive Officer wherever necessary. Instances have come to notice that duplicate files on establishment matters are being maintained by different branches in a office which is not in order. It is, therefore, desired that necessary directive may be issued to all the officers under you dealing with personnel matters that no duplicate files be opened or maintained by them on the subject except by 'P' Branch.

**Strict compliance of these orders may please be ensured.**