

South-eastern	Garden Reach (H.Q.) Kharagpur. Adra. Chakradharpur. Bilaspur. Nainpur. Waltair. Khurda Road.
Western	Jagjivan Ram Hospital. Bombay (H.Q.) Pratapnagar Ratlam. Kota. Jaipur. Ajmer. Rajkot. Bhavnagar Para.

Serial No. 3390.—Circular No. 831-E/351(Eiv), dated 20-4-1966.

Sub.—Seniority, confirmation and promotion of Railway servants during their absence on military service in the present emergency.

A copy of Railway Board's letter No. E(NG)66CN5/3, dated 5-3-1966 is forwarded for information and guidance. Board's letter dated 28-1-1963 referred to therein was circulated under this office letter No. 831-E/351 (Eiv), dated 5-2-1963 (Serial No. 1938).

Copy of Railway Board's letter No. E(NG)66CN5/4, dated 5-3-1966 addressed to the General Managers, all Indian Railways, CLW, DLW, and ICF and others.

Sub.—As above.

Reference Board's letter No. E(NG)62DP1/9 (E), dated 28-1-1963. The Board have decided that the following procedure should be adopted in respect of seniority, confirmation and promotion of Railway servants who are permitted to take up Military service during the present emergency:—

(I) *Seniority.*—In the case of Railway servants, who are permitted to take up military service during the present emergency, the period spent in Military service/training will be counted towards seniority in their Railway posts. If such a Railway servant is promoted to a higher post in his parent department/office during his absence on military service, his military service from the date of such promotion will count for seniority in the higher post.

Where a minimum period of Railway service is prescribed either for the purpose of confirmation or promotion, the period of satisfactory military service/training of a Railway servant will be counted towards the prescribed minimum service.

(II) *Confirmation.*—(a) Temporary/Officiating Railway servants would be eligible for confirmation in their Railway posts, while they are away on military service.

(b) In cases where passing of any departmental examination(s) is not a condition precedent to confirmation in the Railway post, Railway servant should be considered for confirmation in his turn. For this purpose, a report on his work and conduct may also be obtained from the military authorities, if considered necessary. So long as the military service is satisfactory, the report should not be given any undue weight since it may not have direct relevance to confirmation in the Railway post. The examination of the Military report should primarily be done with reference to the qualities, etc., required for the Railway post. If on the basis of the record for the period up to the date of his relief for taking up military service and after considering the report of the military authorities, where necessary, the competent authority consider him fit for confirmation, then he should be confirmed in the Railway post from the date he would have been so confirmed, had he not proceeded on military service.

(c) Where the decision to confirm a Railway servant in this turn, during his absence on military service, cannot be taken at the appropriate time and an assessment of his performance after his reversion to the parent department/office is considered necessary for the purpose, a permanent vacancy in the grade concerned should be kept reserved for him. On reversion from military service, if he is adjudged fit for confirmation, within one year from such reversion, then he should be confirmed in that vacancy from the date he would have been so confirmed in his turn, if he had not proceeded on military service.

(d) The procedure set out at (b) & (c) above will also apply to cases where passing of any departmental examination(s) is a condition precedent to confirmation and the Railway servant concerned has already passed such examination (s) before joining military service.

(e) In cases where passing of any departmental examination (s) is a condition precedent to confirmation, a Railway servant, who had not already passed the prescribed examination (s) before taking up military service should not be confirmed in the Railway post while he is away on military service. In order to safeguard his interest, a permanent vacancy in the grade concerned should be kept reserved for him. On reversion from military service he should be required to pass the prescribed examination (s). For this purpose he should be allowed to take as many chances as he might have missed because of joining military service. If he passes the examination (s) within those chances and he is otherwise eligible, and is considered fit for confirmation then he should be confirmed in the Railway post from the date he would have been so confirmed if he had passed the examination (s) in corresponding chance but for his taking up military service.

(f) The above procedure will apply also to persons recruited on probation against permanent Railway posts or who are appointed to officiate in higher posts and are permitted to take up military service during their officiating period.

(III) *Promotion*—(a) As already provided in Board's letter No. E(NG)62-DP1/9 (E), dated 28-1-1963 and 13-2-1964 respectively, regarding lien, all Railway servants, whether permanent or temporary, will be eligible for proforma promotion in their parent department/office during their absence on military service.

(b) (i) Where promotion is to be made on the basis of seniority-cum-suitability, the case of a Railway servant should be considered by the competent authority in his turn on the lines of the procedure set out in paragraph (II) (b) above.

III (b) (ii) In case the promotion is to be made on the basis of a selection, which is held in the absence of a Railway servant on Military service due to his non-release etc. by Military authorities, the person who occupies the last position on the panel of candidates declared successful in such a selection should be clearly told that his selection is provisional pending assessment of the Railway Servant on Military service, for that post. On return from Military service, the Railway servant concerned will have to appear before the selection Board and if selected, his name will be interpolated in the panel of candidate already selected reverting if necessary the last man on the panel who had been promoted provisionally. This last man may change from time to time according to the position of vacancies.

(c) The procedure at (b) (i) above will also apply to cases where passing of any departmental examination (s) is a condition precedent to promotion to the grade concerned and a Railway servant had passed such examination (s) before proceeding on military service.

(d) In the cases referred to at (b) (i) and (c) above, if the decision to promote a Railway servant in his turn cannot be taken at the appropriate time and an assessment of his performance after reversion to the parent department/office is considered necessary for the purpose, he should not be promoted during his absence on military service. On reversion from military service, if he is adjudged fit for promotion within one year of such reversion, then he should be promoted to the grade concerned from the date he would have been so promoted in his turn, had he not proceeded on military service. To provide for such promotions, the required number of persons promoted provisionally to that grade should be kept on an officiating basis, if necessary, so that they could be reverted in the event of promotion of the persons returning from military service.

(e) In cases where the passing of any departmental examination (s) is a condition precedent to promotion, a Railway servant who had not already passed such examination (s) before taking up military service, should not be promoted while he is away on such service. On reversion from military service he should be allowed to take as many chances to pass the prescribed examination (s) as he might have missed because of joining military service. If he passes the examination (s) in one of these chances he should be promoted with retrospective effect from the date he would have been so promoted if he has passed the examinations in the *Corresponding chance* that he could have otherwise availed himself of, but for his joining military service. To provide for such promotions, a sufficient number of persons promoted to the grade concerned should be kept on an officiating basis, if necessary, so that they could be reverted in the event of promotion of the persons returning from military service.

(f) In cases where Railway servants are eligible for promotion in their parent department/office through competitive examinations, which are limited to departmental candidates only, a Railway servant who was eligible to take such an examination before taking up military service or who became eligible to take such examination while away on military service should, on his reversion from such service, be allowed as many chances to compete at such an examination as would have been available to him but for his joining military service and given the necessary age and length of service relaxations for this purpose.

If he completes successfully at the first/second/third available opportunity, he would be deemed to have passed the examination at the first/second/third occasion he would have appeared had he not joined military service and should be assigned rank at the bottom of the corresponding Select List and should be promoted retrospectively with effect from the date from which he would have been promoted on the basis of such rank.

For the purposes of reckoning the available opportunity an examination notified within three months from the date of joining the Railway post by the servant after return from military service may be ignored unless he actually appears at it.

Where the names of two or more Railway servants are so added to the same Select List, there *inter se* ranking will be in the order of their merit at the competitive examination if they are selected for inclusion in the Select List on the result of the same competitive examination. If, however, names of two or more Railway servant are added to the same Select List on the basis of different examinations, there *inter se* ranking should be determined under the normal rules.

(g) Railway servants who on reversion from military service are promoted to higher posts in their parent department office with retrospective effect from earlier dates, will be eligible for the difference between the Railway pay and allowances and the military pay and allowances, where the former are higher, as a result of such promotion and also for the arrears of pay and allowances for the periods intervening between their reversion from military service and actual promotion in their parent department/office provided that all the conditions precedent to the grant of benefit under the next below rule are fulfilled to the extent necessary.

2. The instructions contained in this letter will apply *mutatis mutandis* to Railway servants who are members of the Territorial Army/Auxiliary Air Force and are called up for Military Service during the present emergency.

Serial No. 3391.—Circular No. 839-E/O-IV (Eiv), dated 18-4-1966.

Sub.—T.A. Bills of Class IV staff.

With a view to afford assistance to Class IV staff in filling up T.A. Journal forms, the Railway Board have decided that T.A. Journal forms, should be given in advance to Class IV staff whenever they have to go out on tour so that they could get the entries made on the days they go out either by the Station Master or by their immediate superior. At the end of the month they should put their signatures or thumb impression on the journal and submit it to the authority concerned.

The effect of these orders will be that as and when a Class IV illiterate employee commences his journey he should get the date, train number and time of departure of train entered in the T.A. Journal by his immediate superior or by the S.M./ASM. of the starting station. The entry will be made under the signatures and designation of the official concerned. Likewise on termination of the journey the employee will get the date, train number and time of arrival of train entered in the same T.A. Journal by the S.M./A.S.M. or the subordinate incharge under whom he is deputed for duty. The same process will continue for each spell of duty and after the close of the month T.A. Journal will be submitted by the employee to the supervisor under whom he is employed. The ultimate responsibility for the correctness of entries in the T.A. Journal will rest with the employee concerned. The Station Masters/A.S.M. or the subordinate Incharge shall record entries in T.A. Journals at the instance and according to what is stated by the employee concerned. Of course the verification of the journeys performed on official duty will be by the Immediate Superior of the employee concerned.