

The procedure referred to above regarding submission of T.A. Bills by Class IV staff should be brought into force with immediate effect. It should however, be left to the discretion of the Class IV staff to follow either the procedure referred to above or the existing procedure whichever suits them. Instructions should also be issued to all the Station Masters/A.S.Ms. etc. that they must afford necessary facilities to the staff as and when such Class IV staff come to them for getting the date, train number and time of departure of train etc. entered in their T.A. Journals.

**Serial No. 3392.—Circular No. 839-E/28-IV (Eiv), dated 19-4-1966.**

**Sub.—**Reckoning of half-day leave without allowances for the grant of increment to Workshops staff.

A copy of Railway Board's letter No. E(NG)64/C-1/3, dated 1-3-1966 is forwarded for information and guidance.

*Copy of letter No. E(NG)64-IC-1/3 dated 1-3-1966 from Shri B.N. Soni Asstt. Director, Establishment, Railway Board, New Delhi to the General Managers all Indian Railways & CLW, DLW & ICF.*

**Sub.—**As above.

A question has been raised whether extraordinary leave taken by workshop staff counts for increments. In this connection, attention is invited to Rule 2022 (F.R. 26)R-II which applies to Workshop staff as well. Workshop staff, however lose proportionate wages under certain circumstances for the first or second half of the day, if they are permitted to come late during the first half or go early during any shift. Such periods of partial absence from work will continued to count for increments in terms of Railway Board's letter No. E-54/W-S/1/4, dated 24-2-1955 even if they are regularised by the grant of extraordinary leave for half a day on each occasion.

This has the sanction of the President.

**Serial No. 3393.—Circular No. 720-E/O-X (Pension), dated 23-4-1966.**

*Pension Circular 11/660*

**Sub.—**Liberalisation of the provisions of the Family Pension Scheme for Railway Employees 1964, in respect of families of Railway Employees who die while in service.

A copy of Railway Board's letter No. F(P)65-PN-1-41, dated 18-3-1966 on the above subject is forwarded for information and necessary action. Railway Board's letter No. F(P)65-PN-1/41, dated 24-2-1966 was circulated under this office letter No. 720-E/O-XI (Pension)1966, dated 10-3-1966.