

MASTER CIRCULAR

Master Circular No. 34

Seniority of Non-Gazetted staff

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XV. General.

At present the orders relating to the subject "seniority of non-gazetted staff" are contained in [Chapter-3](#) of IREM-1989 and various letters/circulars issued from time to time by the Ministry of Railways (Railway Board). The question of issuing consolidated instructions on the subject has been engaging the attention of the Ministry of Railways for quite some time. They have now decided to issue the consolidated instructions on the subject of "Seniority of non-Gazetted staff" in the form of a Master Circular as below for the information and guidance of all concerned.

I. General Principle of Seniority:

- 2 The seniority among the incumbents of a post in a grade, unless specifically stated otherwise, is governed by the date of appointment to the grade. The grant of pay higher than initial Pay does not, as a rule, confer on a railway employee seniority above those who are already appointed against regular posts.

- 2.1 The criterion for determination of relative seniority of non-Gazetted, staff in posts, which are partially filled by promotion and partially by direct recruitment, should be the date of regular promotion after due process in the case of a promotee and the date of joining the working post after due process in the case of a direct recruit - subject to maintenance of inter-se-seniority of promotees and direct recruits among themselves. When the dates of entry into a grade of promoted railway servants and direct recruits are the same, they should be put in alternate positions, the promotees being senior to the direct recruits, maintaining inter-se-seniority of each group.

- 2.2 Subject to what has been stated in paragraphs 2.1, 3, 4, 5 and 6, when the dates of appointment to the grade are the same, the dates of entry into the grade next below it shall determine seniority. If those dates also coincide, then the dates of entry into each of the lower grades in order down to the lowest grade in the channel of promotion shall determine seniority. If these dates are also identical, then the relative date of birth shall determine seniority, the older person being the senior.

- 2.3 A Railway employee, once promoted against a vacancy which is non-fortuitous, should generally be considered senior in that grade to all others who are subsequently promoted, unless otherwise specified.
- 2.5 Staff employed in train passing/train operation duties are to be absorbed in alternate category not involving train passing and train operation duties if they fail to pass the periodical refresher course even in the second attempt. However, they are allowed to undertake further refresher course at an interval of a minimum period of six months, and they are reabsorbed in original category on occurrence of the first vacancy if they pass the refresher course. In such a case, the employee should lose seniority by the number of places from his original position equivalent to the number of persons promoted during the interval between his absorption in an alternate category and his eventual re-absorption in the original category. For instance, if an employee holds the 15th position originally and during his absence in an alternate category, 3 persons have been promoted, he would, on re-absorption in the original category, rank as 18th in the seniority list.
- 2.6 The quota fixed for direct recruitment will be relevant only at the recruitment stage and will have no relevance for fixation of seniority which will be assigned by application of normal rules. Where quota fixed for direct recruits in a particular year is not fulfilled on account of non-availability of candidates, the short fall may be made good in the following year without giving retrospective benefit for purposes of seniority.
- 2.7 In case the training period of a direct recruit is curtailed in the exigencies of the service, the date of joining the working post in case of such a direct recruit, for purpose of seniority, shall be the date he would have normally come to a working post after completion of the prescribed period of training.

[[E. 53 Col/8/3 dated 21.11.1953](#),
[E. 53/SR 6/21/3 dated 8.3.1954](#), [2.8.1954](#), [12.8.1954](#), [13.8.1954](#), [24.9.1954](#),
[E\(NG\)60/SR 6/2 dated 15.9.1960](#),
[E\(NG\)53/SR 6/7 dated 6.2.1961](#),
[E\(NG\)60/SR 6/2 dated 16.11.1961](#),
[E\(NG\)62/SR 6/35 dated 12.3.1963](#),
[E\(NG\)67/SR 6/35 dated 24.11.1967](#),
[E\(NG\)I/80/SR 6/4 dated 4.2.1981](#),
[E\(NG\)I-78 SR 6-42 dated 7.4.1982](#)
 and Paras [302](#) & [314](#) of IREM, 1989]

3. (a) Candidates who are sent for initial training to training schools will rank in seniority in the relevant grade in the order of merit obtained at the examination held at the end of the training period before being posted against working posts.
- (b) In the case of candidates who do not have to undergo any training in training school, the seniority should be determined on the basis of the merit order assigned by the Railway Recruitment Board or other recruiting authority."

[No. [E\(NG\)I/94/SR6/12, dated 24.11.1994](#)]

The seniority of candidates recruited through the Railway Recruitment Board (previously called Railway Service Commission) or by any other recruiting agency should be determined as under : -

- a. Candidates who are sent for initial training to training institutions will rank in seniority in the relevant grade based on the order of merit obtained at the examination held at the end of the training period before being posted to a working post; and
- b. Candidates who do not have to undergo any initial training, the seniority should be determined on the basis of merit order assigned to them by the Railway Recruitment Board (previously Railway Service Commission) or other recruiting agency.

[[E\(NG\)57/SR 6/2 dated 25.4.1957](#) and [Para 303](#) of IREM-1989]

4. When two or more candidates are declared to be of equal merit at one and the same examination/selection, their relative seniority is determined by the date of birth - the older being the senior.

[E56 (Manual/111), [Para 304](#) of IREM-1989).

5. When, however, a candidate whose seniority is to be determined under para 3 & 4 above, cannot join duty within a reasonable time after the receipt of the order of

appointment, the appointing authority may determine the seniority by placing him/her below all the candidates selected at the same examination/selection who have joined within the period allowed for reporting to duty or even below the candidates selected at subsequent examination/selection who have joined before him/her.

([Para 305](#) of IREM-1989).

6. Candidates selected for appointment at an earlier selection shall be senior to those selected later, irrespective of the date of posting, except in the cases coming under para 5 above.

([Para 306](#) of IREM-1989).

7. Probationary Period

When confirmation follows a specified probationary period, if any, without break, the date of appointment to the grade is reckoned from the date of commencement of such probationary period.

([Para 307](#) of IREM-1989)

- 7.1 When a probationary period is followed by an extended probationary period and confirmation follows such extension without break, the date of appointment to the grade or post, unless otherwise stated, should be reckoned from a date later than the commencement of the probationary period, to the extent of the extension of the probationary period. In cases where probationary period is not extended and staff are confirmed at the end of such period the date of appointment to the grade or post will be that on which the employee was sent to the training school for initial training or the date of joining the working post whichever is earlier.

8. Departmental Examination/Trade Test.

Where the passing of a departmental examination or trade test has been prescribed as a condition precedent to the promotion to a particular non-selection post, the relative seniority of the railway servants passing the examination/test in their due turn and on the same date or different dates which are treated as one continuous examination, as the case may be, shall be determined with reference to their substantive or basic seniority.

([Para 315](#) - IREM 1989)

- 8.1 A railway servant who, for reasons beyond his control, is unable to appear in the examination/ test in his turn alongwith others, shall be given the examination/ test immediately he is available and if he passes the same, he shall be entitled for promotion to the post as if he had passed the examination/test in his turn.

NOTE: -

1. The expression 'reasons beyond his control' appearing above should be interpreted to include the following:
 - i. Sickness of the railway servant supported by the medical certificate of the authorised medical attendant;
 - ii. Sickness of the members of a railway servant's family supported by the medical certificate of the authorised attendant, so serious that the railway servant could not be reasonably expected to take the test;
 - iii. Proved non-receipt of intimation of the examination/ test owing to being on leave or on duty elsewhere than at the headquarters or for any other reasons acceptable to the administration; and
 - iv. Administration not relieving the railway servant for such examination or test.
2. This will not apply to departmental examination prescribed in App. 2 & 3 IREM.

([Para 316](#) IREM 1989)

(Paras [306](#), [307](#), [308](#), [315](#), and [316](#) of IREM, 1989).

II. Seniority of staff who seek transfer of their own accord.

9. In cases where a Railway servant is transferred from one Railway to another on his/her own request, the transferred Railway servant should be placed below all existing confirmed as well as officiating and temporary railway servants in the relevant grade in the promotion group in the new establishment irrespective of his/her date of confirmation or length of service of officiating or temporary service.

9.1 The above principle is also applicable equally for transfer on request from one cadre /Division to another cadre/Division on the same Railway.

9.2 The above principle is not applicable to staff transferred from one seniority unit to another within the same Railway on mutual exchange,

9.3 The expression "relevant grade" referred to in para 9 above applies to grades where there is an element of direct recruitment.

9.4 No such transfer should be allowed in the intermediate grades in which all posts are filled entirely by promotion of staff from the lower grades and there is no element of direct recruitment.

[[E\(54\)/SR 6/24/3 dated 16.11.1954](#),
[E. 53/SR 6/21/3 dated 17.11.1954, 8.12.1954](#),
[E. 55/SR 6/6/3 dated 19.5.1955](#),
[E. 55/SR 6/16/3 dated 27.2.1956](#),
[E. 53/SR 6/21/3 dated 22.8.1955](#),
[E\(NG\)55/SR 6/56 dated 17.10.1956](#),
[E\(NG\)65 SR 6-31 dated 30.9.1965, 8.12.1965, 29.1.1966, 1.4.1966, 1.12.1966](#),
[E\(NG\)I/69/SR 6/15 dated 24.6.1969](#)
and [E\(NG\)I/85/SR 6/14 dated 21.1.1986](#) (RBE 16/1986)]

III. Transfer on Mutual exchange.

10 In the case of mutual exchange, the senior of the two employees will be given the place of seniority vacated by the other person. The junior will be allowed to retain his/her former seniority and shall be filled into the seniority below the persons having the same seniority.

[[E\(NG\)61/SR 6/30 dated 13.11.1961](#), [Para 230](#) of R.II]

IV. Transfer on mutual exchange of qualified and non-qualified Accounts Clerk.

11. The unqualified clerk will retain the seniority he/ she held in the old office or will take the seniority of the qualified clerk with whom he/she has exchanged, whichever is lower.

11.1 The qualified Accounts Clerk will retain the lower of the two seniorities indicated below : -

- a. Seniority he/she held in the old office or the seniority of the unqualified Clerk with whom he has exchanged in the new office, whichever is lower; or
- b. He/She should be placed below all the qualified clerks Grade-II in the new Unit (both permanent and temporary).

11.2 Mutual transfer of such employees, who are not on par in the matter of eligibility for promotion should, as far as possible, be avoided.

[[E\(NG\)63/SR 6/17 dated 27.9.1963](#)]

V. Transfer in the Administrative interest.

12. Where staff are transferred in the Administrative interest from one seniority unit to another, their seniority position in the new Unit is to be protected. Such transfers are to be made only when they are absolutely essential.

[[E\(NG\)I-68 SR6/28 dated 25.1.1969](#)]

VI. Seniority for promotion as Section Officer (Accounts) Inspectors of Station or Stores Accounts:

13. Seniority for promotion to the rank of Section Officer (Accounts) or Inspector of Station or Stores Accounts should count entirely according to the date of passing the examination qualifying for promotion to those ranks. Candidates who pass the examination in a particular year are ipso facto senior to those who qualify in subsequent years irrespective of their relative seniority before passing the examination. In the case of staff of ex-Company Railways who are exempted from passing the examination, the date on which they are declared fit for promotion to the rank of Section Officer (Accounts) or Inspectors should be considered as the date of their passing. On receipt of the result of above examination each railway administration should immediately hold a selection test of the candidates declared successful along with any eligible ex-Company or ex-State Railway staff, who may be asked to appear before the selection board in accordance with the procedure laid down by the Railway Board from time to time. While the selection board will determine in the case of the ex-Company or ex-State Railway staff, their suitability for promotion as Section Officer (Accounts)/ Inspector before placing them on the panel, no candidate who has qualified in the said examination will be declared ineligible for promotion as a Section Officer (Accounts)/ Inspector, the selection board only assigning a suitable place to each such candidate in the order of merit. The staff placed on the panel in any year will rank senior to those empanelled in subsequent years.

13.1 Directly recruited Section Officer (Accounts)/Cost Accountants and Inspectors of Station Accounts, if any, should be assigned a position on the proforma panel of these categories as soon as they are given charge of working posts after completion of the prescribed training. They should be placed below the last man officiating against a non-fortuitous vacancy in these categories of a Section Officer (Accounts). In case more than one direct recruit has to be assigned a position, their inter-se-seniority should be with reference to the position assigned to them by the Railway Recruitment Board. They will retain their seniority thus allotted subject to their passing Appendix-3 (IREM) examination within the prescribed period, except in the case of Cost Accountant who are not required to pass such an examination. In the event of any directly recruited Section Officer (Accounts) not passing the examination within the prescribed period, he is liable to be discharged. In case, however, a further chance is given, the question of his retaining his original seniority will be considered on the merit of each case. Such cases should be referred to the Railway Board for decision.

([Para 317](#) IREM-1989).

VII. [Seniority of Accounts Clerks on promotion as Junior Accounts Assistant in Accounts Department.](#)

14. The seniority of Junior Accounts Assistant is to be determined with reference to the date of promotion of a promotee and with reference to date of appointment of a direct recruit; directly recruited Junior Accounts Assistants, passing Appendix-2 (IREM) Examination within extended period of probation losing seniority to other persons of his/her batch but not to promotees.

[[E\(NG\)I/65/SR 6/26 dated 23.8.1965](#),
[E\(NG\)I/ 69/PM 1/20 dated 25.7.1969](#),
[E\(NG\)I/78/ PM 1/304 dated 5.1.1979](#),
[PC-III/78/UPG/8 dt.16.05.1980](#)
and [Para 318](#) IREM-1989]

VIII. [Seniority of staff appointed against compassionate grounds, sports, cultural quotas etc.](#)

15. Seniority of such staff, will be reckoned from the date of their regular appointment in service.

15.1 When screened and absorbed in regular posts, substitutes and casual labour will count their seniority from the date of regular absorption.

15.2 For the purpose of screening, however, their seniority will count on the basis of total number of days put in by them as casual labour.

[[E\(NG\)II/83/CL/SC/9 dated 7.5.1983](#),
[E\(NG\)I/69/SR 6/25 dated 1.11.1969](#)
and [E\(NG\)I/80/SR 6/21 dated 5/8.7.1980](#)]

IX. [Seniority of staff working in Survey/Construction Projects and open line.](#)

16. There should be a combined cadre comprising the staff in the open line as well as in the Survey and Construction Projects to ensure that there is no disparity in the prospects of promotion between the open line staff and Construction staff. There is, however, no objection to allow to the staff in Survey & Construction Projects, promotions to one grade higher than on the open line in the exigencies of work. This benefit shall not be taken into consideration for any purpose including eligibility for selection to Group 'B' posts.

16.1 In merging the cadre, the staff in Survey & Construction shall be assigned seniority which they would have got on open line but for working in Survey & Construction Project.

16.2 The above benefits are not applicable to local recruits appointed on the Survey & Construction Projects without the agency of Railway Recruitment Board (previously Railway Service Commission).

The inter-se-seniority of locally recruited staff as in the Survey & Construction Projects may be maintained in the absorbing department irrespective of the date of their physical absorption provided: -

- a. They had been found suitable after prescribed screening for absorption; and
- b. There has been no specific selection at which their earlier seniority has been disturbed.

16.3 In cases, however, where the staff continued to serve in the Survey & Construction Projects at their own request, this benefit would not be admissible.

[[E\(NG\)65/RE 1/8 dated 15.4.1965](#),
[E\(NG\)63/RE 1/32 dated 20.12.1965](#),
[E\(NG\)I-70/SR 6/43 dated 13.3.1972 & 17.8.1972](#)
and [E\(NG\)I/72/RE 1/41 dated 27.11.1973](#)]

X. Seniority of medically de-categorised staff.

17. The medically de-categorised staff absorbed in alternative post, whether in the same or other cadres, should be allowed seniority in the grade of absorption with reference to the length of service rendered in the equivalent or corresponding grade, irrespective of the rate of pay fixed in the grade of absorption. The staff who are in grade higher than the grade of absorption at the time of medical decategorisation total service in the equivalent and higher grade is to be taken into account. This is subject to the proviso that if a medically decategorised employee happens to be absorbed in the cadre, from which he/she was originally promoted, he/she will not be placed above his/her erstwhile seniors in the grade of absorption.

17.1 While absorbing the medically decategorised running staff in alternative posts, a percentage of basic pay representing the pay element in running allowance, as decided by the Government through administrative instructions from time to time, should be added to the minimum as well as maximum of the scale of pay for purposes of identifying 'equivalent' posts and their seniority should then be fixed in the equivalent absorbing posts.

17.2 In the case of staff who are not required to undergo periodical medical examination but who on their own accord request for change of category on grounds of health and are recommended change of occupation by the medical authority, their change will be treated as transfer on own request and dealt with as per para 9.

17.3 Staff, who come on transfer to another unit accepting bottom seniority and later got medically decategorised, will get the benefit of only the service in the new unit for determination of seniority after de-categorisation.

17.4 Sometimes due to vacancies not being available in equivalent grades, a medically decategorised employee has to be offered absorption in lower grade. In some cases such employees refuse lower grade in the hope of vacancies in the higher grades materialising. It is open to such staff to accept appointment in lower grade with the request that if a vacancy in a grade equivalent to what he had held before decategorisation occurs in the same cadre, he should be considered eligible for the same in preference to a junior medically decategorised employee. While the employee could be expected to put in an application when this contingency happens, it is also necessary for the administration suo moto, when considering a subsequently decategorised employee for absorption in a cadre, to look into cases where senior decategorised employees might have been absorbed

in lower grades in the same cadre during previous three years and initiate a review (Cases decided before 11/4/1975 need not be reopened unless there are very exceptional circumstances).

- 17.5 As a result of the review referred to in para 17.4 above, the junior employee already absorbed and working in a higher grade should not be displaced to make room for the senior. The senior may be promoted against the next vacancy arising in the grade and relative seniority in the grade refixed taking into account the position before medical decategorisation.
- 17.6 When a junior has already been absorbed in an equivalent grade but a senior gets medically decategorised during the next three year period and has necessarily to be absorbed in the same cadre as the junior employee, but no vacancy in a similar grade is available he/she may be provisionally absorbed in a lower grade with the understanding that the next vacancy occurring in the higher grade would be given to him/her. On such a vacancy occurring and his/her being posted therein, seniority should be recasted as referred to in para 17.5 above.
- 17.7 There may be cases, where a senior employee was absorbed in a grade taking into account his/her position before decategorisation and a junior got promoted subsequently to a higher grade but ultimately gets medically decategorised and becomes eligible for alternative employment in a higher grade. It is not the intention that such cases, which happened because of the efflux of time, should be reviewed.
- 17.8 Medically unfitted direct recruits offered alternative employment should be placed at the bottom of the existing panel of the new category but should take precedence over candidates who are offered appointment in that category from subsequent panels.

[[E. 55/SR 6/15/3 dated 22.10.1956](#),
[E\(NG\)56 SR 6-15 dated 14.3.1957](#),
[E\(NG\)63 SR 6-31 dated 26.8.1964](#),
[E\(NG\)I/68/SR 6/32 dated 26.10.1971](#),
[E\(NG\)II-73 RE 3/16 dated 11.4.1975](#),
[E\(NG\)I-76 SR6/37 dated 18.9.1976](#),
[E\(NG\)I-71 SR 6/39 dated 31.5.1977](#),
[E\(NG\)I-78 SR 6/6 dated 11.1.1979](#),
[E\(NG\)II/77/RE 3/2 dated 2.9.1977](#),
[E\(NG\)I/80/SR 6/83 dated 5.3.1981](#),
[Para 313 \(a\) \(iii\) and Para 313 \(b\) of IREM 1989](#)).

XI. Seniority of staff who are originally medically decategorised but subsequently declared fit.

18. Employees who properly appeal within the time limit laid down for appeal or whose appeal is entertained in a reasonable period within the time limit and get declared fit should not lose their seniority or their claims for consideration for promotion in the original category.

- 18.1 In regard to other employees, whether they are those who preferred delayed appeals and are declared fit or such as those who took treatment and consequently declared fit, while they should be permitted to be reposted to their original category, their seniority, if they were formerly confirmed or deemed to be confirmed in their grades in which they were, would be affected to the extent of any employee who may have been confirmed or deemed to be confirmed before their re-absorption into the original category. If, however, they are only officiating in the original category, their seniority, on restoration, should be below the staff confirmed till then but need not be affected vis-à-vis their original juniors who happen to be still officiating.

[[E\(NG\)55/SR 6/15 dated 30.6.1959, 25.8.1959](#)
and [E\(NG\)64 SR 6/31 dated 18.3.1964](#)]

XII. Seniority of staff on promotion – Selection & Non-Selection posts.

19. In the case of selection posts, employees selected for empanelment should be arranged in the order of their seniority, but those classified as outstanding will be placed at the higher positions in the panel, as would be admissible to them by way of superseding not more than 50% of the number of their seniors in the field of eligibility.

- 19.1 (a) Promotion to non-selection posts shall be on the basis of seniority-cum-

suitability, suitability being judged by the authority competent to fill the post, by oral and/or written test or a departmental examination or a trade test or by scrutiny of record of service as considered necessary. The only exception to this would be in cases where for administrative convenience, which should be recorded in writing, the competent authority considers it necessary to appoint a railway servant other than the senior-most suitable railway servant to officiate purely in ad hoc capacity in a short term vacancy not exceeding two months as a rule and four months in any case. This will, however, not give the junior railway servant any advantage not otherwise due to him and will not confer him any right to continue in that post in preference to his seniors who are found suitable. A railway servant, once promoted in his turn after being found suitable against a vacancy which is non-fortuitous, should be considered as senior in that grade to all others who are subsequently promoted after being found suitable.

- (b) An employee who qualifies in an earlier test and gets promoted in a non-fortuitous vacancy but reverts to the lower grade before a subsequent test is held, will rank senior to all others who qualify in the subsequent test. Those who have either officiated in fortuitous vacancies or did not officiate at all, will not be given any protection for seniority on subsequent promotion.

19.2 An employee who could not appear for selection/suitability test on account of reasons beyond his/her control, such as, sickness, non-receipt of information in time, etc., he/she should be given a supplementary selection/test within a reasonable period and being found suitable he/she should be assigned proforma seniority position vis-à-vis his/her juniors promoted earlier.

19.3 In case an employee lower in the panel has officiated whereas one higher has not officiated for reasons beyond his/her control, such as sickness, non-release by the Administration in time etc. the later employee will not lose his/her seniority. However, if the senior employee had not officiated for his own reason, then he/she will not be entitled for protection of his/her seniority.

19.4 An employee who could not be considered for selection/suitability test on account of his/her being away on deputation abroad, on return if it is found that a junior to him/her has been promoted on the basis of a selection/suitability test in which he/she was not called for, he/she may be considered in the next selection/suitability test and if selected, his/her seniority may be adjusted vis-à-vis his/her juniors in the previous panel.

19.4. In the case of a selection post, if an employee as referred to above, is classified as 'outstanding' he/she should be interpolated in the previous panel in accordance with the seniority and gradation in the subsequent selection.

19.5 Effect of refusal of promotion: -

a. **Selection Posts:** - The employee refusing promotion expressly or otherwise is debarred for further promotion for one year but he is allowed to be retained at the same station on the same post for one year. If the employee again refuses the promotion, his name will be deleted from the panel. He will have to appear again in the selection notwithstanding the fact that he in the mean time has officiated non-fortuitously against short term vacancy based on his panel position. Seniority will be assigned as from the date of effect of promotion and he will be junior to all the persons promoted earlier to him from the same panel irrespective of his panel position. He will, however, not lose seniority to another employee promoted to the same promotion category during the one year of penalty as a result of fresh selection subsequently held.

b. **Non-selection post:** Such an employee should be debarred for promotion for one year but not transferred away from the station for one year if unavoidable domestic reasons exist. He should be further debarred for promotion for one year if he refuses promotion again. On refusal of promotion for the second attempt, the administration can, transfer him to out station in the same grade and the employee has to appear for a suitability test when his turn for promotion comes. He will rank junior to all the employees promoted during the period he was allowed to refuse promotion irrespective of his relative seniority. He will not, however, lose seniority to another employee promoted to the same category during one year period of penalty as a result of fresh suitability test subsequently held.

19.6 Administration can entertain request from employees for postponement of promotion for very short periods on account of great domestic difficulties or other humanitarian considerations. The employee concerned will be promoted

after the period provided there is a vacancy and he will take his seniority from the date of promotion.

- 19.7 In case of Section Officer (Accounts) Inspector of Station/Stores Accounts who refuse promotion their panel position is maintained for that particular year i.e. they do not lose seniority.

[[E. 54/PM 1/19/3 dated 4.4.1955](#),
[E\(NG\)62/PM 1/91 dated 9.8.1965](#),
[E\(NG\)I/72/PM1/211 dated 14.12.1972](#),
[E\(NG\)I/76/PM1/168 dated 3.9.1976](#),
[E\(NG\)I/76/PM1/142 dated 25.7.1979](#), [27/30.10.1979](#),
[E\(NG\)I/77/PM1/269 dated 3.5.1980](#)
and [E\(NG\)I/80/PM1/188 dated 31.12.1980](#)]

XIII. Erroneous Promotions:

20. Sometimes due to Administrative error, staff are over-looked for promotion to higher grades. This could be either on account of wrong assignment of relative seniority of the eligible staff or full facts not being placed before the Selection Board. Broadly, there can be two types: -

- a. Where a person has not been promoted at all because of administrative error; and
- b. where a person has been promoted but not on the date from which he would have been promoted but for the administrative error.

20.1 Each such case should be dealt with on merits. Staff who have not been promoted on administrative error, should on promotion, be assigned correct seniority vis-à-vis their juniors already working, irrespective of the date of promotion.

20.2 The orders of notification, promotion or appointment of a Railway employee in a substantive or officiating capacity to a post is latter found to be erroneous on the basis of facts, should be cancelled and the Railway servant should immediately be brought to the position which he would have held but for the incorrect order of promotion on appointment, following the procedure stipulated for the same.

20.3 Service rendered by the Railway servant concerned in the post to which he was promoted wrongly should not be reckoned for purpose of increment or for any other purpose in that grade.

20.4 Any consequential promotions/appointments made as a result of the erroneous promotion will also be required to be regulated on the lines indicated above.

[[E\(NG\)63/PM 1/43 dated 6.9.1963](#)
and [E\(NG\)63/PM 1/92 dated 15/17.9.1964](#)]

XIV. Seniority of staff rendered surplus.

21. When redeploying the surplus staff to other units/departments, which constitute a different seniority unit, the following methods could be adopted: -

- i. If only a small number of staff are being rendered surplus and they have to be transferred to various Units of other departments against vacancies of duly sanctioned posts, they can be suitably adjusted in these Units with their full seniority and merging their seniority in the respective Units;
- ii. When a large number of staff are being transferred to new units that are being set up, they should be given their full seniority. No minimum educational qualifications should be prescribed. It should be sufficient if they pass the re-training/conversion training tests at the end of their training, subject of course their medical fitness;
- iii. Whenever a large number of staff have to be transferred to existing unit against vacancies or additional sanctioned posts, the views of the Unions may be taken as to whether the seniority of the staff being shifted should be kept separate against the "special supernumerary" posts, so that their promotional prospects are kept separate and identical to what they would have achieved in the old Unit and it does not jeopardise the prospects of the staff in the units in which they are being inducted. In such cases, the application of percentage distribution of posts would be separate for the existing cadre posts and the surplus staff who have been brought into the cadre, the later being controlled by the percentage as applicable

in their previous cadre. However, as and when there is wastage through retirement, promotion etc., in the seniority unit of shifted staff charged against "Special supernumerary" posts in the direct recruitment grades, the direct recruitment quota of the same should be merged with the existing cadre seniority of that unit, i.e. the unit to which they had been redeployed on being surplus

- 21.1 In cases, where the seniority of surplus staff is maintained separately, there could be cases where the few staff, who are left behind in the old seniority unit continue to get their promotion as per their seniority alongwith the other staff transferred to the new unit. To this extent it may happen that in some cases, where the number of higher grade posts may have to be operated in excess of the percentage laid down to avoid transferring the staff left behind. However, it should be ensured that the total number of posts in each grade of the old unit, taking into account those both left being and transferred to the new Units, should not exceed the original sanction.

[[E\(NG\)II/84/RE 1/10 dated 21.4.1989](#) (RBE 106/1989)]

22. Effect of reduction in pay or grade as measure of penalty on seniority:

- i. **Reduction to a lower stage in the time-scale.** Reduction in pay, as distinct from reduction from a higher grade or class to a lower grade or class, does not affect a railway servants' position on the seniority list. The authority ordering reduction should invariably state the period for which it shall be effective and whether, on restoration, the period of reduction shall operate to postpone his future increments and, if so, to what extent.
- ii. **Reduction to a lower service, grade or post, or to a lower time-scale.**
 - a. Where the the order imposing penalty for reduction doesn't specify the period of reduction and there is coupled with it an order declaring the railway servant permanently unfit for promotion, the question of re-promotion or determination of seniority will obviously not arise.
 - b. Where the period of reduction is not specified in the order imposing the penalty of reduction, the railway servant should be deemed to be reduced for an indefinite period, i.e. till such date as, on the basis of his performance subsequent to the order of reduction, he may be considered fit for promotion. On re-promotion, the seniority of such a railway servant should be determined by the date of re-promotion. In all such cases, the person loses his original seniority in the higher service, grade or post in entirety. On re-promotion, the seniority of such a railway servant should be determined by the date of re-promotion without regard to the service rendered by him in such service, grade or post prior to his reduction.
 - c. In cases where the penalty of reduction to a lower service, grade or post or lower time scale is for a specified period, the employee concerned should be re-promoted automatically to the post from which he was reduced. The seniority in the original service, grade or post or time scale should be fixed in such cases as follows: -
 - i. In cases where the reduction is not to operate to postpone future increments, the seniority of the railway servant should be fixed in the higher service, grade or post or the higher time scale at which it would have been but for his reduction.
 - ii. Where the reduction is to operate to postpone future increments, the seniority of the railway servant should be fixed by giving credit for the period of service rendered by him in the higher service, grade or post in higher time-scale prior to his reduction.
 - d. When a railway servant is reduced from a higher grade, or class to a lower grade, whether for a specified period or indefinitely, his seniority in the lower grade shall be fixed with reference in his position which he would have been entitled to but for his promotion to the higher grade or class from which he is reduced.

([Para 322](#) of IREM 1989).

23. Permission to railway servants to pursue seniority list:

- a. Railway servants may be permitted to see the seniority lists in which their names are placed, or if this cannot conveniently be arranged, they may be informed, on request, of their place on the seniority list.
- b. Staff concerned may be allowed to represent about the assignment of their seniority position within a period of one year after the publishing of the seniority list. No cases for revision in seniority lists should be entertained beyond this period.

([Para 321 IREM 1989](#)).

XV. General:

- a. While referring to this Circular, the original letters referred to herein should be read for a proper appreciation. This Circular is only a consolidation of the instructions issued so far and should not be treated as a substitution to the originals. In case of doubt, the original circular should be relied upon as authority.
- b. The instructions contained in the original circulars referred to have only prospective effect from the date of issue unless specifically indicated otherwise in the concerned circular. For dealing with old cases, the instructions in force at the relevant time should be referred to; and
- c. If any circular on the subject, which has not been superseded, has not been taken into consideration while preparing this consolidated letter, the said circular, which has been missed through oversight should be treated as valid and operative. Such a missing circular, if any, may be brought to the notice of the Railway Board.

The consolidation has been made from the following original letters

1. No. [E. 53 Col/8/3 dated 21.11.1953](#)
2. No. [E. 53/SR 6/21/3 dated 8.3.1954](#)
3. No. [E. 54/SR 6/21/3 dated 2.8.1954](#)
4. No. [E. 54/SR 6/21/3 dated 12.8.1954](#)
5. No. [E. 54/SR 6/21/3 dated 13.8.1954](#)
6. No. [E. 54/SR 6/21/3 dated 24.9.1954](#)
7. No. [E\(54\)/SR 6/24/3 dated 16.11.1954](#)
8. No. [E. 53/SR 6/21/3 dated 17.11.1954](#)
9. No. [E. 53/SR 6/21/3 dated 8.12.1954](#)
10. No. [E. 55/SR 6/6/3 dated 19.5.1955](#)
11. No. [E. 53/SR 6/21/3 dated 22.8.1955](#)
12. No. [E. 54/PM 1/19/3 dated 4.4.1955](#)
13. No. [E. 55/SR 6/16/3 dated 27.2.1956](#)
14. No. [E\(NG\)56/PM1/36 dated 6.9.1956](#)
15. No. [E\(NG\)55/SR 6/56 dated 17.10.1956](#)
16. No. [E. 55/SR 6/15/3 dated 22.10.1956](#)
17. No. [E. 55/SR 6/15/3 dated 18.11.1956](#)
18. No. [E\(NG\)56 SR 6-15 dated 14.3.1957](#)
19. No. [E\(NG\)57/SR 6/2 dated 25.4.1957](#)
20. No. [E\(NG\)57/RE 1/17 dated 2.11.1957](#)
21. No. [E\(NG\)55/SR 6/15 dated 30.6.1959](#)
22. No. [E\(NG\)55/SR 6/15 dated 25.8.1959](#)
23. No. [E\(NG\)56/PM1/36 dated 22.1.1960](#)
24. No. [E\(NG\)60/SR 6/2 dated 15.9.1960](#)
25. No. [E\(NG\)57/RE 1/17 dated 13.1.1961](#)
26. No. [E\(NG\)53/SR 6/7 dated 6.2.1961](#)
27. No. [E\(NG\)59/SR 6/3 dated 24.8.1961](#)
28. No. [E\(NG\)59/SR 6/3 dated 9.9.1961](#)
29. No. [E\(NG\)I/61/PM 1/5 dated 28.9.1961](#)
30. No. [E\(NG\)59/SR 6/3 dated 9.10.1961](#)
31. No. [E\(NG\)64/SR 6/16 dated 31.10.1961](#)

32. No. [E\(NG\)61/SR 6/30 dated 13.11.1961](#)
33. No. [E\(NG\)60/SR 6/2 dated 16.11.1961](#)
34. No. [E\(NG\)62/PM 1/42 dated 30.11.1962](#)
35. No. [E\(NG\)62/SR 6/35 dated 12.3.1963](#)
36. No. [E\(NG\)63/PM 1/9 dated 23.3.1963](#)
37. No. [E\(NG\)63/PM 1/43 dated 6.9.1963](#)
38. No. [E\(NG\)63/SR 6/17 dated 27.9.1963](#)
39. No. [E\(NG\)64 SR 6/31 dated 18.3.1964](#)
40. No. [E\(NG\)63 SR 6-31 dated 26.8.1964](#)
41. No. [E\(NG\)63/PM 1/92 dated 15/17.9.1964](#)
42. No. [E\(NG\)65/RE 1/8 dated 15.4.1965](#)
43. No. [E\(NG\)64/PM 1/66 dated 21.7.1965](#)
44. No. [E\(NG\)62/PM 1/91 dated 9.8.1965](#)
45. No. [E\(NG\)I/65/SR 6/26 dated 23.8.1965](#)
46. No. [E\(NG\)65 SR 6-31 dated 30.9.1965](#)
47. No. [E\(NG\)65 SR 6-31 dated 8.12.1965](#)
48. No. [E\(NG\)63/RE 1/32 dated 20.12.1965](#)
49. No. [E\(NG\)65 SR 6-31 dated 29.1.1966](#)
50. No. [E\(NG\)65 SR 6-31 dated 1.4.1966](#)
51. No. [E\(NG\)64/PM 1/66 dated 14.10.1966](#)
52. No. [E\(NG\)I/65/SR 6/31 dated 1.12.1966](#)
53. No. [E\(NG\)67/SR 6/35 dated 24.11.1967](#)
54. No. [E\(NG\)I-68 SR6/28 dated 25.1.1969](#)
55. No. [E\(NG\)64/PM1/66 dated 4.5.1969](#)
56. No. [E\(NG\)I/69/SR 6/15 dated 24.6.1969](#)
57. No. [E\(NG\)I/69/SR 6/25 dated 1.11.1969](#)
58. No. [E\(NG\)I/68/SR 6/32 dated 26.10.1971](#)
59. No. [E\(NG\)I-70/SR 6/43 dated 13.3.1972](#)
60. No. [E\(NG\)I/70/SR 6/43 dated 17.8.1972](#)
61. No. [E\(NG\)I/72/PM1/211 dated 14.12.1972](#)
62. No. [E\(NG\)I/72/RE 1/41 dated 27.11.1973](#)
63. No. [E\(NG\)I/73/PM1/120 dated 2.2.1974](#)
64. No. [E\(NG\)I/73/PM1/120 dated 4.9.1974](#)
65. No. [E\(NG\)I/74/RE 1/2 dated 1.2.1975](#)
66. No. [E\(NG\)I/73/RE 1/2 dated 1.2.1975](#)
67. No. [E\(NG\)II-73 RE 3/16 dated 11.4.1975](#)
68. No. [E\(NG\)I/74/RE 1/2 dated 14.7.1976](#)
69. No. [E\(NG\)I/76/PM1/168 dated 3.9.1976](#)
70. No. [E\(NG\)I-76 SR 6/37 dated 18.9.1976](#)
71. No. [E\(NG\)I/76/SR 6/18 dated 31.5.1977](#)
72. No. [E\(NG\)I-71 SR 6/39 dated 31.5.1977](#)
73. No. [E\(NG\)II/74/RE 1/2 dated 15.12.1977](#)
74. No. [E\(NG\)I-78 SR 6/6 dated 11.1.1979](#)
75. No. [E\(NG\)I/76/PM1/142 dated 25.7.1979](#)
76. No. [E\(NG\)I/76/PM1/142 dated 27/30.10.1979](#)
77. No. [E\(NG\)I/77/PM1/269 dated 3.5.1980](#)
78. No. [E\(NG\)I/80/SR 6/21 dated 5/8.7.1980](#)
79. No. [E\(NG\)I/80/PM1/133 dated 5.7.1980](#)
80. No. [E\(NG\)I/80/PM1/188 dated 31.12.1980](#)
81. No. [E\(NG\)I/79/PM1/147 dated 31.1.1981](#)
82. No. [E\(NG\)I/80/SR 6/4 dated 4.2.1981](#)
83. No. [E\(NG\)I/80/SR 6/107 dated 3.11.1981](#)
84. No. [E\(NG\)II/81/RE1/5 dated 15.1.1982](#)

85. No. [E\(NG\)I/82/SR 6/1 dated 18.1.1982](#)
86. No. [E\(NG\)I-78 SR 6-42 dated 7.4.1982](#)
87. No. [E\(NG\)II/84/RE 1/10 dated 26.10.1984](#)
88. No. [E\(NG\)II/84/RE1/10 dated 9.4.1985](#) (RBE 101/1985)
89. No. [E\(NG\)I/85/SR 6/14 dated 21.1.1986](#) (RBE 16/1986)
90. No. [E\(NG\)II/84/RE1/10 dated 31.3.1987](#) (RBE 78/1987)
91. No. [E\(NG\)II/84/RE 1/10 dated 21.4.1989](#) (RBE 106/1989)
92. No. [E\(NG\)I/88/PM1/6 dated 19.12.1989](#) (RBE 311/1989)

Supplementary Circulars and Subsequent Orders

Supplementary Circular No. 1 - Revision of Para 3 - No. [E\(NG\)I/94/SR6/12 dated 24.11.1994](#) (RBE 107/1994).

CHAPTER III
RULES REGULATING SENIORITY OF RAILWAY SERVANTS SECTION 'A'
NON-GAZETTED

RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :

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309. SENIORITY ON PROMOTION.

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311. TRANSFER IN THE INTEREST OF ADMINISTRATION.

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319. SENIORITY ON PROMOTION TO NON-SELECTION POSTS.

319-A

320. RELATIVE SENIORITY OF EMPLOYEES IN AN INTERMEDIATE GRADE BELONGING TO DIFFERENT SENIORITY UNITS APPEARING FOR A SELECTION / NON-SELECTION POST IN HIGHER GRADE.

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323. Staff directly recruited on the Locomotive Component Works.

324. Staff Directly Recruited in the Diesel Locomotive Works.

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327. General

RULES REGULATING SENIORITY OF NON-GAZETTED RAILWAY SERVANTS

301. General :- The rules contained in this Chapter lay down the General principles that may be followed for determining the seniority of non-gazetted railway servants on railway administration, except that for purpose of determining the seniority and promotion of non-gazetted employees of the Diesel Locomotive Works the rules contained in paragraphs **324** to **328** of this chapter shall be followed.

Note - Such of the rules in this Chapter as are not already extent shall apply from such dates as may be fixed by the railway administrations. The seniority of the staff already determined under the extent rules or orders of the respective railway administrations shall not be altered.

302. Seniority in the initial recruitment grades - Unless specifically stated otherwise, the

seniority among the incumbents of a post in a grade is governed by the date of appointment to that grade. The grant of higher pay than the initial pay should not, as a rule, confer on railway servant seniority above those who are already appointed against regular posts. In categories of post partially filled by direct recruitment and partially by promotion, the criterion for determination of seniority should be the date of regular promotion after due promotion in the case of promotees and the date of joining the working post after the due process in the case of direct recruits, subject to maintenance of inter-se seniority of promotees and direct recruits among themselves. When the dates of entry in to a grade of promoted railway servants and direct recruits are the same they should be put in alternate positions, the promotees being senior to the direct recruits, maintaining inter-se seniority of each group.

Note -

- i. ** In the case of training period of a direct recruit is curtailed in the exigencies of service, the dates of joining the working post in case of such a direct recruit shall be date he would have normally come to a working post after completion of the prescribed period of training.

(E(NG)I-78-SR-6-42 dated 07.04.1982 ACS. 132)

** Renumbered vide Advance Correction Slip No. 2 issued under Railway Board's Letter No. [E\(NG\)I/89/SR6/35 dated 23.8.91](#).

- ii. The provision contained in Note (i) above will also apply to the Inter Apprentices and departmentally selected candidates against the quota prescribed in certain categories to be filled by Limited Departmental Competitive Examination (such as 10% in the case of Traffic and Commercial Apprentices)."

[Authority :- Railway Board's letter No. [E\(NG\)I/89/SR6/35 dated 23.8.91](#)]

** Note (ii) Inserted vide Advance Correction Slip No. 2 issued under Railway Board's Letter No. [E\(NG\)I/89/SR6/35 dated 23.8.91](#).

303. The seniority of the candidates recruited through the Railway Recruitment Board or by any other recruitment authority should be determined as under –

- a. **{Candidates who are sent for initial training to Training Schools will rank in seniority in the relevant grade in the order of merit obtained in the examination held at the end of the training period before being posted against working post. Those who join the subsequent courses and those who pass the examination in subsequent chances will rank junior to those who had passed the examination. In case, however, persons belonging to the same RRB panel are sent for initial training in batches due to administrative reasons and not because of reasons attributable to the candidates, the inter-se seniority will be regulated batch wise provided persons higher up in the panel of the RRB not sent for training in the appropriate batch (as per seniority) due to administrative reasons shall be clubbed along with the candidates who took the training in the appropriate batch for the purpose of regulating the inter-se seniority provided such persons pass the examination at the end of the training in the first attempt.}

[Authority: Railway Board's letter No. [E\(NG\)I/89/SR6/32\(PNM\) dated 19.03.1993](#) (RBE 47/1993)]

** Substituted vide Advance Correction Slip No. 9 circulated vide Railway Board's letter No. [E\(NG\)I/89/SR6/32\(PNM\) dated 19.03.1993](#) (RBE 47/1993).

- b. In the case of candidate who do not have to undergo any training in training school, the seniority should be determined on the basis of the merit order assigned by Railway Recruitment Board or other recruiting authority.

304. When two or more candidates are declared to be of equal merit at one and the same examination/selection, their relative seniority is determined by the date of birth, the older candidate being the senior.

305. When, however, a candidate whose seniority is to be determined under paragraphs [303](#) and [304](#) above cannot join duty within a reasonable {reasonable} time after the receipt of orders of appointment, the appointing authority may determine his seniority by placing him below all the candidates selected at the same examination/selection, who have joined within the period allowed for reporting to duty or even below candidates selected at subsequent examination/selection before him.

306. Candidates selected for appointment at an earlier selection shall be senior to those selected later irrespective of the dates of posting except in the case by paragraph [305](#) above.

307. When confirmation follows a specified probationary period if any, without break, the date of appointment to the grade is reckoned from the date of commencement of such probationary period.

308. When a probationary period is followed by an extended probationary period and confirmation follows such extension without break, the date of appointment to grade or post, unless otherwise stated, should be reckoned from a date later than the commencement of the probationary period, to the extent of the extension of the probationary period. In cases where probationary period is not extended and staff are confirmed at the end of such period the date of appointment to the grade or post will be that on which the employee was sent to the training school for the initial training or the date of joining the working post whichever is earlier.

309. SENIORITY ON PROMOTION. - Paragraph [306](#) above applies equally to seniority in promotion vacancies in one and the same category due allowance being made for delay, if any, in joining the new posts in the exigencies of service.

310. MUTUAL EXCHANGE — Railway servants transferred on mutual exchange from one cadre of a division, office or railway to the corresponding cadre of division, office or railway shall **retain take** their seniority on the basis of the date of promotion to the grade or take the seniority of the railway servants with whom they have exchanged, whichever of the two may be lower.

Corrected vide Railway Board's letter No. [E\(NG\)I-98/SR 6/25, dated 14.12.1998](#) (RBE 284/1998).

311. TRANSFER IN THE INTEREST OF ADMINISTRATION. - Seniority of railway servants on transfer from one cadre to another in the interest of the administration is regulated by the date of promotion/ date of appointment to the grade as the case may be.

312. TRANSFER ON REQUEST. - The seniority of railway servants transferred at their own request from one railway to another should be allotted below that of the existing confirmed, temporary and officiating railway servants in the relevant grade in the promotion group in the new establishment irrespective of the date of confirmation or length of officiating or temporary service of the transferred railway servants.

Note : -

- i. This applies also to cases of transfer on request from one cadre/division to another cadre/division on the same railway.

[Rly. Bd. No. E(NG)I-85 SR 6/14 of 21.01.1986].

- ii. **{The expression "relevant grade" applies to grades where there is an element of direct recruitment. Transfer on request from Railway employees working in such grades may be accepted provided they fulfil the educational qualification laid down for direct recruitment to the post. No such transfers should be allowed in the intermediate grades in which all the posts are filled entirely by promotion of staff from the lower grade(s) and there is no element of direct recruitment.}

[Authority: Ministry of Railway's letter No. E(NG)I-99/TR/15, dated 08.02.2000 (RBE 24/2000)]

** Substituted vide Advance Correction Slip No. 95 issued under Railway Board's Letter No. [E\(NG\)I-99/TR/15, dated 08.02.2000](#) (RBE 24/2000).

313. MEDICALLY UNFITTED RAILWAY SERVANTS :-

a.

- i. Medically decategorised staff may, as far as possible, be absorbed in such alternative posts which should broadly be in allied categories and where their background and experience in earlier posts could be utilised. For example, traffic running and operating staff need not necessarily be absorbed in the ticket checking cadre alone but they could also be absorbed in other commercial, station or yard category.
- ii. The medically decategorised staff absorbed in alternative posts, whether in the same or other cadre, should be allowed seniority in the grade of absorption with reference to the length of service rendered in the equivalent or corresponding grade, irrespective of the rate of pay fixed in the grade of absorption under the extant rules. In the case of staff who are in grade higher than the grade of absorption at the time of medical decategorisation, total service in the equivalent and higher grade is to be taken into account.

Provided that if a medically decategorised employee happens to be absorbed in the cadre from which he was originally promoted, he will not be placed above his erstwhile seniors in the grade of absorption.

- iii. While absorbing the medically decategorised Running Staff in alternative posts, a percentage of basic pay representing the pay element in Running Allowance, as decided by the Government through administrative instructions from time to time, should be added to the minimum as well as maximum of the scale of pay for purposes of identifying 'equivalent' posts and their seniority should then be fixed in the equivalent absorbing posts.

[No. E(NG)11/77/RE-3-2 of 2.9.1977
and E(NG)1-80-SR-6/83 of 5.3.1981]

- b. Railway servants whose services were terminated either because of the maximum limit of all leave including extraordinary leave having been exceeded or the medical authorities could not recommend the grant of extraordinary leave in the case of tuberculosis, pleurisy and leprosy patients and are re-employed in railway service after being declared fit to work by the medical authority should take their seniority below all permanent railway servants on the date of their re-employment provided they were permanent before medical unfitness or would have been confirmed in the meantime. Railway servants who were officiating or temporary at the time of medical unfitness or would not have been confirmed in the meantime should be placed below the officiating temporary employees as the case may be on the date of their re-employment.
- c. Seniority of medically unfitted staff mentioned in sub-para (a) above, on restoration to their original posts should be determined as under: —
 - i. Railway servants who properly appeal within the time limit laid down for appeals or whose appeal is entertained in a reasonable period waiving the time limit and get declared fit, should not lose their seniority or their claim for consideration for promotion for which they were eligible in the original category in which they were employed.
 - ii. Seniority of railway servants who prefer delayed appeals and are declared fit or who take treatment and consequently get declared fit, if they were formerly confirmed in the grades in which they were, would be affected to the extent of any persons who may have been confirmed before their re-absorption into the original category. If, however, they were only officiating in the original category, then their seniority should be below the staff confirmed till then, but need not be affected vis-a-vis their original juniors who happen to be till officiating.
- d. In the case of staff coming to a new unit on own request by accepting bottom seniority and then getting medically decategorised, provision of sub-para (a) (ii) above will be applicable only to the extent of service in the new unit.

[No. E(NG)1-71 SR6/39 dated 31.5.1977]

- e. In the case of staff who are not required to undergo periodical Medical examination but who of their own accord request for change of category on grounds of health, and are recommended change of occupation by the medical authority, their change will be treated as transfer on own request and dealt with as per [para 312](#).

[No. E(NG)1-76 SE 6/37, dated 18.9.1976]

313A: Assignment of seniority to redeployed surplus staff : The surplus employees are not entitled for benefit of the past service rendered in the previous unit/department for the purpose of their seniority in the new unit/department. Such employees are to be treated as fresh entrants in the matter of their seniority, promotions etc.

Note I: When two or more surplus employees of a particular grade in a unit/department are selected on different dates for absorption in a grade in another unit/department, their inter-se seniority in the latter unit/department will be same as in their previous unit/department provided that –

- i. No direct recruit has been selected for appointment to that grade in between these dates; and
- ii. No promotee has been approved for appointment to that grade between these dates.

Note II: When two or more surplus employees of a particular grade in a unit/department are simultaneously selected for redeployment in another unit/department in a grade, their inter-se seniority in the particular grade, on redeployment in the latter unit/department, would be the same as in their previous unit/department.

(Authority: Ministry of Railway's letter No. [E\(NG\)I-2000/SR6/28 dated 25.5.2004](#))

Inserted under Railway Board's letter No. [E\(NG\)I-2000/SR6/23 dated 25.5.2004](#) (RBE 105/2004)

314. Seniority when date of appointment to a grade is the same.— Subject to what has been stated in paragraphs [302](#), [303](#), [304](#), [305](#) & [306](#), when the dates of appointment to the grade are the same, the dates of entry into the grade next below it shall determine seniority. If those dates also coincide then the dates of entry into each of the lower grades in order down to the lowest grade in the channel of promotion shall determine seniority. If these dates are also identical, then the relative date of birth shall determine seniority, the older person being the senior.

315. DEPARTMENTAL EXAMINATION/TRADE TEST - Subject to what is stated in [paragraphs 316, 317](#) and [320](#) below, where the passing of a departmental examination or trade test has been prescribed as a condition precedent to the promotion to a particular non-selection post, the relative seniority of the railway servants passing the examination/test in their due turn and on the same date or different dates which are treated as one continuous examination, as the case may be, shall be determined with reference to their substantive or basic seniority.

316. A railway servant who, for reasons beyond his control is unable to appear in the examination/ test in his turn along with others, shall be given the examination/ test immediately he is available and if passes the same, he shall be entitled for promotion to the post as if he had passed the examination/ test in his turn.

Note :-

1. The expression 'reasons beyond his control' appearing above should be interpreted to include the following:
 - i. Sickness of the railway servant supported by the medical certificate of the authorised medical attendant;
 - ii. Sickness of the members of a railway servant's family supported by the medical certificate of the authorised medical attendant, so serious that the railway servant could not be reasonably expected to take the test;
 - iii. Proved non-receipt of intimation of the examination/test owing to being on leave or on duty elsewhere than at the at the headquarters or for any other reason acceptable to the administration; and
 - iv. Administration not relieving the railway servant for such examination or test.
2. This will not apply to departmental examination prescribed in [App. 2 & 3](#) – IREM.

317. SENIORITY FOR PROMOTION AS SECTION OFFICER (ACCOUNTS) INSPECTORS OF STATION OR STORES ACCOUNTS :-

- a. Seniority for promotion to the rank of Section Officer (Accounts) or Inspector of Station or Stores Accounts should count entirely according to the date of passing the examination qualifying for promotion to those ranks. Candidates who pass the examination in a particular year are ipso facto senior to those who qualify in subsequent years irrespective of their relative seniority before passing the examination. In the case of staff of ex-Company Railways, who are exempted from passing the examination, the date on which

they are declared fit for promotion to the rank of Section Officer (Accounts) or Inspector should be considered as the date of their passing. On receipt of the result of the above examination each railway administration should immediately hold a selection test of the candidates declared successful along with any eligible ex-Company or ex-State Railway staff, who may be asked to appear before the selection board in accordance with the procedure laid down by the Railway Board from time to time. While the selection board will determine in the case of the ex-Company or ex-State Railway staff, their suitability for promotion as Section Officer (Accounts)/Inspector before placing them on the panel, no candidate who has qualified in the said examination will be declared ineligible for promotion as a Section Officer (Accounts)/ Inspector, the selection board only assigning a suitable place to each such candidate in order of merit. The staff placed on the panel in any year will rank senior to those empanelled in subsequent years.

- b. Directly recruited Section Officer (Accounts)/Cost Accountants and Inspectors of Station Accounts, if any, should be assigned a position on the proforma panel of these categories as soon as they are given charge of working posts after completion of the prescribed training. They should be placed below the last man officiating against a non-fortuitous vacancy in these categories of a Section Officer (Accounts). In case more than one direct recruit has to be assigned a position, their inter-se seniority should be with reference to the position assigned to them by the Railway Recruitment Board. They will retain their seniority thus allotted subject so their passing [Appendix 3](#) (IREM) examination within the prescribed period, except in the case of Cost Accountant who are not required to pass such an examination. In the event of any directly recruited Section Officer (Accounts) not passing the examination within the prescribed period, he is liable to be discharged. In case, however, a further chance is given, the question of his retaining his original seniority will be considered on the merit of the each case. Such cases should be referred to the Railway Board for decision.

318. SENIORITY OF ACCOUNTS CLERKS ON PROMOTION TO JUNIOR ACCOUNTS ASSISTANT IN ACCOUNTS DEPARTMENT.

The seniority of Junior Accounts Assistant is to be determined with reference to the date of promotion of the promotee and with reference to date of appointment of a direct recruit; directly recruited Junior Accounts Assistants, passing [Appendix 2](#) (IREM) examination within extended period of probation losing seniority to other persons of his/her batch but not to promotees.

[E(NG)I-65 SR 6/26 dt. 23.8.1965;
E(NG)I-69 PM 1/20 dt. 25.7.1969,
E(NG)I-78-PM 1/304, dt. 5.1.1979
and PC-III-78/UPG/8 dt. 16.5.1980]

319. SENIORITY ON PROMOTION TO NON-SELECTION POSTS

- a. Promotion to non-selection posts shall be on the basis of seniority-cum-suitability, suitability being judged by the authority competent to fill the post, by oral and/or written test or a departmental examination or a trade test or by scrutiny of record of service as considered necessary. The only exception would be in cases where for administrative convenience, which should be recorded in writing, the competent authority considers it necessary to appoint a railway servant other than the senior-most suitable railway servant to officiate purely in ad hoc capacity in a short term vacancy not exceeding two months as a rule and four months in any case. This will, however, not give the junior railway servant any advantage not otherwise due to him and will not confer on him any right to continue in that post in preference to his senior who are found suitable. A railway servant, once promoted in his turn after found suitable against a vacancy, which is non-fortuitous, should be considered as senior in that grade to all others who are subsequently promoted after being found suitable. The suitability of a railway servant for promotion should be judged on the date of the vacancy in the higher grade or as close to it as possible.
- b. An employee who qualifies in an earlier test and gets promoted in a non-fortuitous vacancy but reverts to the lower grade before a subsequent test is held will rank senior to all others who qualify in the subsequent test. Those who have either officiated in fortuitous vacancies or did not officiate at all will not be given any protection for seniority on subsequent promotion.

319A. Deleted

Para 319A deleted vide Advance Correction Slip No. 131 issued vide Railway Board's Letter No. [E\(NG\)I-97/SR-6/3 Vol.III dated 8.3.2002](#) (RBE 33/2002)

320. RELATIVE SENIORITY OF EMPLOYEES IN AN INTERMEDIATE GRADE BELONGING TO DIFFERENT SENIORITY UNITS APPEARING FOR A SELECTION / NON-SELECTION POST IN HIGHER GRADE.

When a post (selection as well as non-selection) is filled by considering staff of different seniority units, the total length of continuous service in the same or equivalent grade held by the employees shall be the determining factor for assigning inter-seniority irrespective of the date of confirmation of an employee with lesser length of continuous service as compared to another unconfirmed employee with longer length of continuous service. This is subject to the proviso that only non-fortuitous service should be taken into account for this purpose.

Note: - Non-fortuitous service means the service rendered after the date of regular promotion after due process.

321. PERMISSION TO RAILWAY SERVANTS TO PERUSE SENIORITY LIST :-

- a. Railway servants may be permitted to see the seniority lists in which their names are placed, or if this cannot conveniently be arranged, they may be informed, on request, of their place on the seniority list.
- b. Staff concerned may be allowed to represent about the assignment of their seniority position within a period of one year after the publishing of the seniority list. No cases for revision in seniority lists should be entertained beyond this period.

322. EFFECT OF REDUCTION IN PAY OR GRADE :-

- i. **Reduction to a lower stage in the time-scale.** Reduction in pay, as distinct from reductions from a higher grade or class to a lower grade or class, does not affect a railway servant's position on the seniority list. The authority ordering reduction should invariably state the period for which it shall be effective and whether, on restoration, the period of reduction shall operate to postpone his future increments and, if so, to what extent.
- ii. **Reduction to a lower service, grade or post, or to a lower time-scale.**
 - a. Where the order imposing penalty for reduction does not specify the period of reduction and there is coupled with it an order declaring the railway servant permanently unfit for promotion, the question of re-promotion or determination of seniority will obviously not arise.
 - b. Where the period of reduction is not specified in the order imposing the penalty of reduction, the railway servant should be deemed to be reduced for an indefinite period, i.e., till such date as, on the basis of his performance subsequent to the order of reduction, he may be considered fit for promotion. On re-promotion, the seniority of such a railway servant should be determined by the date of re-promotion. In all such cases, the person loses his original seniority in the higher service, grade or post in entirety. On re-promotion, the seniority of such a railway servant should be determined by the date of re-promotion without regard to the service rendered by him in such service, grade or post prior to his reduction.
 - c. In cases where the penalty of reduction to a lower service, grade or post or lower time-scale is for a specified period, the employee concerned should be re-promoted automatically to the post from which he was reduced. The seniority in the original service, grade or post or time-scale should be fixed in such cases as follows: —
 - i. In cases where the reduction is not to operate to postpone future increments, the seniority of the railway servant should be fixed in the higher service, grade or post or the higher time-scale at which it would have been but for his reduction.
 - ii. Where the reduction is to operate to postpone future increments, the seniority of the railway servant should be fixed by giving credit for the period of service rendered by him in the higher service, grade or post in higher time-scale prior to his reduction.
 - d. When a railway servant is reduced from a higher grade, or class to a lower grade, whether for a specified period or indefinitely, his seniority in the lower grade shall be fixed with reference to his position which he would have been entitled to but for his promotion to the higher grade or class from which he is reduced.

323. Staff directly recruited on the Locomotive Component Works

All persons who were directly recruited in the Locomotive Component Works shall be deemed to have been transferred to the Diesel Locomotive Works on 1.8.1961, the date on which the Diesel Locomotive Works was set up. The grade held by them as on 1.8.1961 and the length of non-fortuitous service in that grade shall be the basis for fixing their relative seniority in the Diesel Locomotive Works on that date.

324. Staff Directly Recruited in the Diesel Locomotive Works

Trainees and Apprentices who were undergoing their training/apprenticeship on the date of formation of the Diesel Locomotive Works shall be deemed to have been taken as such and shall be assigned seniority on completion of their training and absorption in a working post based on the merit list drawn at the time of completion of the training/apprenticeship.

Persons other than Trainees and Apprentices who have been directly recruited in the Diesel Locomotive Works from a panel of an earlier date shall be senior to those recruited from a panel of a later date, and in the case of recruitment from the same panel, seniority shall be determined on the basis of the position of the persons in the panel arranged in order of merit. In the case of Trainees and Apprentices, seniority shall be determined on the basis of the merit list at the time of completion of the training.

325. Staff Transferred from Railways or Production Units

1. Persons who have been transferred to the Locomotive Component Works shall be deemed to have been transferred to the Diesel Locomotive Works on 1.8.1961 in the grade which would have been held by them on their parent Railway but for such transfer, the length of non-fortuitous service held by them on that date in that grade shall determine their relative seniority.
2. Persons who have been transferred to the Diesel Locomotive Works from a Railway/ Production Unit on or after 1.8.1961 but upto 1.4.1965 in the case of ministerial staff and upto 1.1.1969 in the case of technical and non-ministerial staff shall be deemed to have been transferred in the grade held by them on their parent Railway/ Production Unit on the date of transfer and will be assigned seniority in the Diesel Locomotive Works on the basis of length of non-fortuitous service rendered by them in that grade.

326. Staff Transferred from Construction/Project

1. Persons who have been transferred from a Construction/ Project to the Locomotive Components/ Diesel Locomotive Works and who have a lien on a post on the Railway/ Production Unit shall be assigned relative seniority on the basis of the position held by them in their parent Railway/ Production Unit on the date of transfer in the same manner as indicated in [Rule 325](#) above.
2. Persons who have been transferred from a Construction/ Project to the Locomotive Component/ Diesel Locomotive Works and who do not hold any lien on any Railway/ Production Unit shall be deemed to have been transferred in the lowest grade in a category in which direct recruitment is possible under the rules on the date of joining the Locomotive Component Works/ Diesel Locomotive Work. They shall, thereafter, be dealt with in the manner as persons directly recruited on the Locomotive Component Works/ Diesel Locomotive Works, vide [Rules 323](#) and [324](#) above.

327. General

1. In cases where a change of trade or category has been allowed by the competent authority in the Diesel Locomotive Works, seniority of such staff shall be determined with reference to the changed category/trade.
2. Selections and promotions made in the Diesel Locomotive Works from 1.8.1961 upto the date of notification of these rules shall not be valid.
3. In the case of posts filled by seniority-cum-suitability, if a person has passed the suitability test, he shall be deemed to be suitable for the higher grade post and it shall not be necessary to subject him to a fresh suitability test, including a trade test. If the revised seniority position assigned to him does not entitle him for promotion to the higher grade, he will be eligible for promotion only in his turn but he will not be required to pass the suitability test/trade test.
4. After staffs are assigned position in the seniority list as on 1.8.1961 or on a subsequent date on which he had been appointed/transferred to the Diesel Locomotive Works, they

shall be considered for promotion to the higher grades. These promotions will be made annually with reference to the staff in position in the Diesel Locomotive Works as on 31st December of the previous year i.e. promotions will be made in 1962 with reference to the staff in position on and to the 31st December, 1981{1961} and so on. In ordering these promotions, the quota for promotion wherever prescribed with reference to the total number of vacancies shall be filled up by promotions from amongst such staff who were working in Diesel Locomotive Works on the crucial date and who fulfil the prescribed qualifications.

In regard to the Accounts Department, promotions will be made in accordance with the rules prescribed in the Indian Railway Establishment Manual for that Department.

For purposes of ordering promotions including determination of the number of posts in each grade and their distribution trade-wise and Division-Wise, the decision of the Diesel Locomotive Works Administration shall be final.

5. Staff will be required to put in a minimum length of service in a particular grade before they can be considered eligible for promotion to the next higher grade, in respect of technical and non-ministerial staff including artisans, it shall be two years in each grade and in the case of ministerial staff 5 years in each grade. This requirement is in addition to any other conditions of eligibility that may be prescribed under the rules for such promotion.
6. In the case of selection of skilled artisans for intermediate Apprentice Mechanics, the minimum qualification of three years service will be waived until 1.1.1969. Persons selected as Intermediate Apprentice Mechanics will be deemed to come to a working post as Chagemen Grade 'C' after 2 ½ years from the date of assumed selection.
7. Protection of pay : If any railway servant in Diesel Locomotive Works officiated continuously for 18 months in a particular grade on the date the seniority rules come into force and if as a result of revised seniority assigned in terms of these rules he cannot continue in the same grade, the rate of pay drawn on the date the seniority rules come into force shall be protected by re-fixing his pay in the lower grade to which he may be reverted and treating the difference as personal pay to be absorbed in future increments or future promotions. For reckoning the period of 18 months of service in a grade, service performed in a still higher grade during which he would have continued in the lower grade but for such officiating shall also count as service in the lower grade.
8. In respect of vacancies that occur on or after 1.4.1965 in the case of ministerial staff and 1.1.1969 for others, normal rules for making promotion and assigning seniority shall apply.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 53 Col/8/3 dated 21/11/1953

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 54/SR 6/21/3 dated 18/03/1954

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 54/SR 6/21/3 dated 02/08/1954

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 54/SR 6/21/3 dated 12/08/1954

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 54/SR 6/21/3 dated 13/08/1954

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 54/SR 6/21/3 dated 24/09/1954

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)60/SR 6/2 dated 15/09/1960

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)53/SR 6/7 dated 06/02/1961

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)60/SR 6/2 dated 16/11/1961

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)62/SR 6/35 dated 12/03/1963

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)67/SR 6/35 dated 24/11/1967

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/80/SR 6/4 dated 04/02/1981

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I-78 SR 6-42 dated 07/04/1982

Subject :- Rules regulating seniority of non-gazetted Railway servants.

The Ministry of Railways are pleased to direct that the Indian Railway Establishment Manual (Second Edition) may be amended as in the advance copy of Correction Slip No. 132 sent herewith.

Indian Railway Establishment Manual
Advance Correction Slip No. 132.

Chapter III - Rules regulating seniority of non-gazetted Railway servants.

Add the following as note (ii) below Rule 302 renumbering the existing note as note (i).

In case the training period of a direct recruit is curtailed in the exigencies of service, the date of joining the working post in case of such a direct recruit shall be the date he would have normally come to a working post after completion of the prescribed period of training.

[Authority: Ministry of Railways (Railway Board's) letter No. E(NG)I-78 SR 6-42 dated 07.04.1982]

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 302

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 302. Seniority in the initial recruitment grades.**

302. Seniority in the initial recruitment grades - Unless specifically stated otherwise, the seniority among the incumbents of a post in a grade is governed by the date of appointment to that grade. The grant of higher pay than the initial pay should not, as a rule, confer on railway servant seniority above those who are already appointed against regular posts. In categories of post partially filled by direct recruitment and partially by promotion, the criterion for determination of seniority should be the date of regular promotion after due promotion in the case of promotees and the date of joining the working post after the due process in the case of direct recruits, subject to maintenance of inter-se seniority of promotees and direct recruits among themselves. When the dates of entry in to a grade of promoted railway servants and direct recruits are the same they should be put in alternate positions, the promotees being senior to the direct recruits, maintaining inter-se seniority of each group.

Note -

- i. ** In the case of training period of a direct recruit is curtailed in the exigencies of service, the dates of joining the working post in case of such a direct recruit shall be date he would have normally come to a working post after completion of the prescribed period of training.

(E(NG)I-78-SR-6-42 dated 07.04.1982 ACS. 132)

** Renumbered vide Advance Correction Slip No. 2 issued under Railway Board's Letter No. [E\(NG\)I/89/SR6/35 dated 23.8.91](#).

- ii. The provision contained in Note (i) above will also apply to the Inter Apprentices and departmentally selected candidates against the quota prescribed in certain categories to be filled by Limited Departmental Competitive Examination (such as 10% in the case of Traffic and Commercial Apprentices)."

[Authority :- Railway Board's letter No. [E\(NG\)I/89/SR6/35 dated 23.8.91](#)]

** Note (ii) Inserted vide Advance Correction Slip No. 2 issued under Railway Board's Letter No. [E\(NG\)I/89/SR6/35 dated 23.8.91](#).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 314

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 314. Seniority when date of appointment to a grade is the same.**

314. Seniority when date of appointment to a grade is the same.— Subject to what has been stated in paragraphs [302](#), [303](#), [304](#), [305](#) & [306](#), when the dates of appointment to the grade are the same, the dates of entry into the grade next below it shall determine seniority. If those dates also coincide then the dates of entry into each of the lower grades in order down to the lowest grade in the channel of promotion shall determine seniority. If these dates are also identical, then the relative date of birth shall determine seniority, the older person being the senior.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 107/1994

No. E(NG)I/94/SR6/12 dated 24/11/1994

Subject :- Rules regulating seniority of non-gazetted Railway Servants — Master Circular on Seniority reg.

(Supplementary Circular No. 1 to [Master Circular No. 34](#))

Ministry of Railways are pleased to direct that Para 3 of the [Master Circular No. 34](#) on Seniority of Non-gazetted staff issued under Board's letter No. [E\(NG\)I/90/SR6/51 dated 10.09.1991](#) may be read as under:—

"3 (a) Candidates who are sent for initial training to training schools will rank in seniority in the relevant grade in the order of merit obtained at the examination held at the end of the training period before being posted against working posts.

(b) In the case of candidates who do not have to undergo any training in training school, the seniority should be determined on the basis of the merit order assigned by the Railway Recruitment Board or other recruiting authority."

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)57/SR 6/2 dated 25/04/1957

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 303

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 303**

303. The seniority of the candidates recruited through the Railway Recruitment Board or by any other recruitment authority should be determined as under –

- a. ****{Candidates who are sent for initial training to Training Schools will rank in seniority in the relevant grade in the order of merit obtained in the examination held at the end of the training period before being posted against working post. Those who join the subsequent courses and those who pass the examination in subsequent chances will rank junior to those who had passed the examination. In case, however, persons belonging to the same RRB panel are sent for initial training in batches due to administrative reasons and not because of reasons attributable to the candidates, the inter-se seniority will be regulated batch wise provided persons higher up in the panel of the RRB not sent for training in the appropriate batch (as per seniority) due to administrative reasons shall be clubbed along with the candidates who took the training in the appropriate batch for the purpose of regulating the inter-se seniority provided such persons pass the examination at the end of the training in the first attempt.}**

[Authority: Railway Board's letter No. [E\(NG\)I/89/SR6/32\(PNM\) dated 19.03.1993](#) (RBE 47/1993)]

**** Substituted vide Advance Correction Slip No. 9 circulated vide Railway Board's letter No. [E\(NG\)I/89/SR6/32\(PNM\) dated 19.03.1993](#) (RBE 47/1993).**

- b. **In the case of candidate who do not have to undergo any training in training school, the seniority should be determined on the basis of the merit order assigned by Railway Recruitment Board or other recruiting authority.**

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 304

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 304**

304. When two or more candidates are declared to be of equal merit at one and the same examination/selection, their relative seniority is determined by the date of birth, the older candidate being the senior.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 305

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 305**

305. When, however, a candidate whose seniority is to be determined under paragraphs [303](#) and [304](#) above cannot join duty within a responsible {reasonable} time after the receipt of orders of appointment, the appointing authority may determine his seniority by placing him below all the candidates selected at the same examination/selection, who have joined within the period allowed for reporting to duty or even below candidates selected at subsequent examination/selection before him.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 306

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 306**

306. Candidates selected for appointment at an earlier selection shall be senior to those selected later irrespective of the dates of posting except in the case by paragraph [305](#) above.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 307

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 307**

307. When confirmation follows a specified probationary period if any, without break, the date of appointment to the grade is reckoned from the date of commencement of such probationary period.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 315

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 315. DEPARTMENTAL EXAMINATION/TRADE TEST.**

315. DEPARTMENTAL EXAMINATION/TRADE TEST - Subject to what is stated in [paragraphs 316, 317 and 320](#) below, where the passing of a departmental examination or trade test has been prescribed as a condition precedent to the promotion to a particular non-selection post, the relative seniority of the railway servants passing the examination/test in their due turn and on the same date or different dates which are treated as one continuous examination, as the case may be, shall be determined with reference to their substantive or basic seniority.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

IREM Vol. I - CHAPTER III - Para 316

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 316.**

316. A railway servant who, for reasons beyond his control is unable to appear in the examination/ test in his turn along with others, shall be given the examination/ test immediately he is available and if passes the same, he shall be entitled for promotion to the post as if he had passed the examination/ test in his turn.

Note :-

- 1. The expression 'reasons beyond his control' appearing above should be interpreted to include the following:**
 - i. Sickness of the railway servant supported by the medical certificate of the authorised medical attendant;**
 - ii. Sickness of the members of a railway servant's family supported by the medical certificate of the authorised medical attendant, so serious that the railway servant could not be reasonably expected to take the test;**
 - iii. Proved non-receipt of intimation of the examination/test owing to being on leave or on duty elsewhere than at the at the headquarters or for any other reason acceptable to the administration; and**
 - iv. Administration not relieving the railway servant for such examination or test.**
- 2. This will not apply to departmental examination prescribed in [App. 2](#) & [3](#) – IREM.**

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

IREM Vol. I - CHAPTER III - Para 308

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 308**

308. When a probationary period is followed by an extended probationary period and confirmation follows such extension without break, the date of appointment to grade or post, unless otherwise stated, should be reckoned from a date later than the commencement of the probationary period, to the extent of the extension of the probationary period. In cases where probationary period is not extended and staff are confirmed at the end of such period the date of appointment to the grade or post will be that on which the employee was sent to the training school for the initial training or the date of joining the working post whichever is earlier.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(54)/SR 6/24/3 dated 16/11/1954

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 53/SR 6/21/3 dated 17/11/1954

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 53/SR 6/21/3 dated 08/12/1954

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 55/SR 6/6/3 dated 19/05/1955

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 55/SR 6/16/3 dated 27/02/1956

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 53/SR 6/21/3 dated 22/08/1955

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)55/SR 6/56 dated 17/10/1956

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)65 SR 6-31 dated 30/09/1965

**Subject :- Seniority of staff on transfer from one Division to another on a Railway
or from one Railway to another on personal request**

Reference Railway Board's letter No. E 55 SR6/6/3 dated 19.05.1955 and para 12 of Chapter III of the Indian Railway Establishment Manual. It has been represented to the Board that the Railway employees working in the intermediate grades are not permitted to seek transfer to other Divisions on a particular Railway or from one Railway to another on grounds of personal convenience and if such transfers are permitted, they are allowed seniority in the lowest grade. The Board have considered the matter and observe that there should be no objection to such transfers being allowed in posts in grades, which are filled partly by direct recruitment and partly by promotion of staff from ranks, provided the Railway employees seeking transfer on request fulfill the educational qualifications laid down for direct recruitment. Such employees on transfer could be set off against the posts reserved for direct recruitment.

2. An advance copy of correction slip to the Indian Railway Establishment Manual is sent herewith for information and guidance.

Indian Railway Establishment Manual
Correction Slip No.
Chapter III

Rule 12. Add the following as Note 2 below this Para and existing Note be renumbered as Note 1:

"The expression 'relevant grade' applies to grades where there is an element of direct recruitment. Transfer on request from Railway employees working in such grades may be accepted provided they fulfill the educational qualifications laid down for direct recruitment."

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)65 SR6-31 dated 08/12/1965

**Subject :- Seniority of staff on transfer from one Division to another on a Railway
from one Railway to another on personal request**

Reference Board's letter No. E55SR6/6/3 dated 19.05.1955 and para 12 of Chapter III of the Indian Railway Establishment Manual. It has been brought to the notice of the Board that on one of the Railways an employee holding a permanent post in grade Rs. 110-180 (AS) and officiating in the next higher grade Rs. 130-300 (AS) applied for transfer to another Railway on grounds of personal convenience. After the transfer was agreed to, the Railway Administration to which he was transferred decided to place him below all confirmed and temporary staff working in the initial recruitment grade Rs. 110-180 (AS). On the other hand, the practice obtaining on the Railway from where he was transferred was to place such an employee below all permanent and officiating employees in the grade in which transferred. The different practices obtaining on the two Railways resulted in a representation from the employee concerned for granting him seniority position in the officiating grade. The Board have considered the matter at great length and observe that it was wrong on the part of the transferring Railway in not making it clear to the employee that he would be transferred in the initial grade post and that his officiating position in the higher grade would not be taken into account for future advancement. They desire that whenever any employee applies for transfer on personal convenience from one Railway to the other the position about the determination of seniority in the relevant grade should be made very clear to him.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)65 SR 6-31 dated 29/01/1966

**Subject :- Seniority of staff on transfer from one Division to another on a Railway
or from one Railway to another on personal request.**

Reference Board's letter of even number [dated 30.09.1965](#) on the above subject. It is further clarified that inter-Railway or Inter-Divisional transfers on Personal request should not be allowed in such intermediate grades where there is no element of direct recruitment, all posts in such grades being filled entirely by promotion of staff in the lower grade (s).

The advance copy of correction slip to the Indian Railway Establishment Manual issued under Board's letter [dated 30.09.1965](#) referred to above may be substituted by the advance copy of correction slip (No. 138) sent herewith.

Indian Railway Establishment Manual
Correction Slip No. 138
Chapter III

Rule 12. Add the following as Note 2 below this Para and; existing Note be renumbered as Note I:

"The expression 'relevant grade' applies to grades where there is an element of direct recruitment. Transfer on request from Railway employees working in such grades may be accepted provided they fulfill the educational qualifications laid down for direct recruitment. No such transfers should be allowed in the intermediate grades in which all the posts are filled entirely by promotion of staff from the lower grade (s) and there is no element of direct recruitment".

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)65 SR 6-31 dated 01/04/1966

**Subject :- Seniority of staff on transfer from one Division to another on a Railway
from one Railway to another on personal request.**

Reference Board's letter No. [E\(NG\)65 SR 6-31 dated 29.01.1966](#). The Board have reconsidered the matter and have decided that it is not necessary for the staff, seeking transfers in intermediate grades from one Railway to another or from one Division to another on a particular Railway on personal request, to possess the educational qualifications laid down for direct recruitment. You may accordingly permit transfers being made.

2. Note (2) to para 12 of Chapter III of the Indian Railway Establishment Manual as introduced vide C.S. No. 138 may please be revised as in the advance C. S. sent herewith.

Indian Railway s Establishment Manual
Advance C. S. No. 140
Chapter III

Rule 12. Note (2) below this Rule as introduced vide Advance Correction Slip No. 138 may be substituted as under:-

"The expression 'relevant grade' applies to grades where there is an element of direct recruitment. Transfers on request from Railway employees working in such grades may be accepted in such grades. No such transfers should be allowed in the intermediate grades in which all the posts are filled entirely by promotion of staff from the lower grade (s) and there is no element of direct recruitment".

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/65/SR 6/31 dated 01/12/1966

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/69/SR 6/15 dated 24/06/1969

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 16/1986

No. E(NG)I/85/SR 6/14 dated 21/01/1986

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)61/SR 6/30 dated 13/11/1961

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REC Vol. I - Cheptar 2 - Rule 230

Subject :- GENERAL CONDITIONS OF SERVICE - 230. Transfer on mutual exchange.

230. Transfer on mutual exchange. - In case of mutual exchange, the senior or the two employees will be given the place of seniority vacated by the other person. The junior will be allowed to retain his former seniority and shall be fitted into the seniority below the persons having the same seniority.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)63/SR 6/17 dated 27/09/1963

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I-68 SR6/28 dated 25/01/1969

Subject :- Transfer of Railway employees from one Seniority Unit to another on administrative grounds.

It has been represented to the Board that in certain cases transfers are made by the Administration from one Seniority Unit to another in the interest of the Administration, and as a result thereof, the chances of promotion of the staff in the lower grades in the unit to which persons have been transferred have been adversely affected.

2. The Board have carefully considered this and observe that transfers from one Seniority Unit to another generally pertain to inter-divisional transfers which are effected very rarely and in public interest only, e.g. in cases where the conduct of an employee is under investigation or where in the interest of Administration, it is considered that the employee should be kept another station. Since these men are transferred to another Unit in the administrative interest, they are given protection of their seniority in the new unit. The Board observe that while such cases are few and far between, it is necessary to ensure that such cases are carefully scrutinised with a view to avoiding hardship to staff awaiting promotion in the Unit to which the men are transferred. Such transfers should be made only when they are absolutely inescapable. In cases where an enquiry is pending against an employee, the investigation should be processed expeditiously and the matter finalised as early as possible so that the employee can be retransferred to his original unit as soon as possible.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 220/2001

No. F(E)III/98/PN1/4 dated 07/11/2001

Subject :- CORRIGENDUM - Divorced / Widowed Daughter

Reference: Railway Board's letter of even number dt.[20.08.2001](#) (RBE 158/2001).

The date 24.4.1998 appearing in second line of para 2 of the above referred letter dt.20.8.2001 may be read as 27.04.1998.

This also disposes of Eastern Railway's letter No. 787/0/Pen/Pt.XIX dt.12.9.2001.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/65/SR 6/26 dated 23/08/1965

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/69/PM 1/20 dated 25/07/1969

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/78/PM 1/304 dated 05/01/1979

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. PC-III/78/UPG/8 dated 16/05/1980

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 318

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 318. SENIORITY OF ACCOUNTS CLERKS ON PROMOTION TO
JUNIOR ACCOUNTS ASSISTANT IN ACCOUNTS DEPARTMENT.**

**318. SENIORITY OF ACCOUNTS CLERKS ON PROMOTION TO JUNIOR ACCOUNTS ASSISTANT IN
ACCOUNTS DEPARTMENT.**

The seniority of Junior Accounts Assistant is to be determined with reference to the date of promotion of the promotee and with reference to date of appointment of a direct recruit; directly recruited Junior Accounts Assistants, passing [Appendix 2](#) (IREM) examination within extended period of probation losing seniority to other persons of his/her batch but not to promotees.

[E(NG)I-65 SR 6/26 dt. 23.8.1965;
E(NG)I-69 PM 1/20 dt. 25.7.1969,
E(NG)I-78-PM 1/304, dt. 5.1.1979
and PC-III-78/UPG/8 dt. 16.5.1980]

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II/83/CL/SC/9 dated 07/05/1983

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/69/SR 6/25 dated 01/11/1969

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/80/SR 6/21 dated 08/07/1980

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)65/RE 1/8 dated 15/04/1965

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)63/RE 1/32 dated 20/12/1965

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I-70/SR6/43 dated 13/03/1972

**Subject :- Seniority of staff in Construction & Survey Department vis-à-vis in
regular Department - Civil Engineering.**

Reference correspondence resting with your replies to Board's letter of even number dated 15.04.1971. The Board have considered the matter and decided that there should be a combined cadre comprising the staff in the open line as well as in the Survey & Construction to ensure that there is no disparity in the prospects of promotion between the Open Line staff and the Construction staff. There is, however, no objection to allow to the staff in the Survey & Construction Department, promotions to one grade higher than on the Open Line, in the exigencies of work. This benefit of one grade higher shall not be taken into consideration for any purpose including eligibility for selection to Class II posts.

The Board desire that the Railways who follow a different practice may revise their procedure in terms of the decisions contained in paragraph I above in two phases so as to ensure complete implementation of these orders within a period of two years. In merging the cadre, the staff in the Survey and Construction shall be assigned seniority, which they would have got on the Open Line but for working in Survey & Construction.

(This also disposes of Western Railway's letter No. EP. 1030/10/1 dated 05.02.1972).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/70/SR 6/43 dated 17/08/1972

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/72/RE 1/41 dated 27/11/1973

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 55/SR 6/15/3 dated 22/10/1956

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)56 SR 6-15 dated 14/03/1957

Subject :- Determination of seniority of medically unfitted staff absorbed in other departments.

Reference Railway Board's letter No. E 55 SR 6/15/3 (NG) dated 22.10.1956. The Board have considered the matter further and have decided that for the purpose of determining the seniority of the medically unfitted staff who are absorbed in other alternative posts, whether in the same department or other departments, the term "the same rate of pay in the grade on the date of absorption" used in the above letter should be the basic pay in the relevant grade, exclusive of the element of running allowance. However for the purpose of fixation of pay in the case of the running staff, 50% of pay as representing the running allowance will continue to be allowed, under the extant orders. These orders will have retrospective effect from 22.10.1956.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)63 SR 6-31 dated 26/08/1964

Subject :- Seniority of medically incapacitated staff in alternative posts.

Reference Board's letters Nos. E 55 SR 6/15/2 (NG) dated 22.10.1956 and [E\(NG\)65 SR 6-15 dated 14.03.1957](#). The Board have reviewed the present practice obtaining on different railways in regard to the absorption of medically decategorised staff in alternative categories whether in the same of other Department. They have decided hereafter the under mentioned procedure should be followed: —

- i. Medically decategorised staff, may as far as possible, be absorbed in such alternative posts which should broadly be in allied categories and where their background and experience in earlier posts could be utilised. For example Traffic running and Operating staff need not necessarily be absorbed in the Ticket Checking Cadre alone but they could also be absorbed in other Commercial, Station or Yard Categories.
- ii. The medically decategorised staff absorbed in alternative posts, whether in the same or other cadres, should be allowed seniority in grade of absorption with reference to the length of service rendered in the equivalent or corresponding grade, irrespective of the rate of pay fixed in the grade of absorption under the extant rules. In the case of staffs who are in grade higher than the grade of absorption at the lime of medical decategorisation, total service in the equivalent and higher grade is to be taken into account.

This is subject to the provision that if a medically decategorised employee happens to be absorbed in the cadre from which he was originally promoted he will not be placed above his erstwhile seniors in the grade of absorption.

2. The Board have also decided that the above procedure should be given prospective effect and seniority of medically decategorised staff absorbed in alternative categories during the period from 22.10.56 to the dale of issue of this letter in accordance with the procedure outlined in their letters referred to in para 1 above should not be disturbed.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/68/SR 6/32 dated 26/10/1971

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II-73 RE3/16 dated 11/04/1975

Subject :- Relative position of medically decategorised staff absorbed in alternative posts in the same cadre.

It has been brought to the notice of the Board that cases arise where junior running staff on being declared medically unfit is absorbed in a higher scale in a cadre where their erstwhile seniors have been absorbed earlier under similar circumstances against lower grade posts. The Railway Board have considered the matter and are of the view that in the matter of absorption of medically decategorised staff care has to be exercised to ensure that when more than one medically decategorised staff from the same cadre are absorbed in alternative employment in the same seniority unit or cadre, as far as possible the case of any senior who of necessity was absorbed in a lower post should be reviewed and efforts made to adjust the senior against the higher post and the junior taken only Lower down either in the same grade or Lower grade.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I-76 SR6/37 dated 18/09/1976

Subject :- Seniority of medically incapacitated staff absorbed in alternative posts.

Reference: Board's letter No. [E\(NG\)63 SR6-31 dated 26.08.1964.](#)

In Board's letter referred to above it had been indicated that medically decategorised staff absorbed in alternative posts should be allowed seniority in the grade of absorption with reference to the length of service rendered in the equivalent or corresponding grade, irrespective of rate of pay fixed in the grade of absorption and in the case of staff who are in grade higher than the grade of absorption at the time of medical decategorisation, total service in the equivalent and higher grade is to be taken into account.

2. A doubt has arisen whether these orders will apply in the case of staff who are not required to undergo periodical medical test but who of their own accord request for change of category on grounds of health and are recommended a change of occupation by the medical authorities.

3. The Board wish to clarify that their orders of 1964, referred to above will not apply to staff who get their cases recommended for a change in category on medical grounds. They will be governed by the same rules as staff transfers at their own request.

4. These orders will come into force with immediate effect. Past cases need not be re-opened.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I-71 SR6/39 dated 31/05/1977

Subject :- Seniority of medically decategorised staff in alternative posts.

The question of seniority of staff who come on transfer to another unit accepting bottom seniority and later get medically decategorised, has been reviewed by the Board who have decided to cancel their letter No. [E\(NG\)I-68 SR6/32 dated 20.10.1971](#) according to which in the alternative posts their seniority would be determined ignoring the fact that they had foregone their seniority earlier. In such cases the intention of the Board is that the provision of Board's letter No. [E\(NG\)63 SR6/ 31 dated 26.08.1964](#) will be applied only in so far as their service in the new seniority unit is concerned, i.e., they will get the benefit of only the service in the new unit for determination of seniority after decategorisation.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I-78 SR 6/6 dated 11/01/1979

Subject :- Relative position of medically decategorised staff absorbed in alternative posts in the same cadre.

In a P.N.M. Meeting held by the Railway Board with the A.I.R.F. I on 16/17.08.1978, the question of absorption of medically decategorised staff was discussed, particularly cases where senior employees might have got decategorised earlier but had to be absorbed in lower grades while junior employees who get decategorised later when vacancies are available in equivalent grades get the benefit of higher grades. The Board agreed that the principles to be followed in such cases would be clearly enunciated.

The Board desire that the following principles should be followed in absorption in alternative categories after medical decategorisation:-

1. Quite often it happens that due to vacancies not being available in equivalent grades a medically decategorised employee has to be offered absorption in a lower grade. In some cases such employees refuse the lower grades in the hope of vacancies in higher grades materialising. It should be open in such cases for an employee to accept a lower grade with a request that if a vacancy in a grade equivalent to what he held before decategorisation occurs in the same cadre he should be considered eligible for the same in preference to a junior medically decategorised employee. While the employee can be expected to put in an application when this contingency happens, it is also necessary for the administration suo-moto, when considering a subsequently decategorised employee for absorption in a cadre, to look into cases where senior decategorised employees may have been absorbed in lower grades in the same cadre during previous three years and initiate a review. In this connection, attention is invited to Board's letter No. [E\(NG\)II-73RE3/16 dated 11.04.1975](#) desiring such a review. Cases decided before the date of that letter i.e. 11.4.1975 need not be reopened unless there are very exceptional circumstances.
2. It is also not the intention that even after review the junior employee already absorbed and working in a higher grade should be displaced to make room for the senior. The senior may be promoted against the next vacancy arising in the grade and relative seniority in that grade refixed taking into account the position before medical decategorisation.
3. Where a junior has already been absorbed in an equivalent grade but a senior gets medically decategorised during the next three years period and has necessarily to be considered for absorption in the same cadre but no vacancy in a similar grade is available, he may be provisionally absorbed in a lower grade with the understanding that the next vacancy occurring in the higher grade would be given to him. On such vacancy occurring and his being posted therein, seniority should be recast as per para (2) above. "
4. There will be cases where a senior employee was absorbed in a grade taking into account his position before decategorisation and a junior subsequently got promoted to a higher grade but ultimately gets medically decategorised and becomes eligible for alternative employment in a higher grade. It is not the intention that such cases, which happened because of the efflux of time, should be reviewed.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II/77/RE 3-2 dated 02/09/1977

Subject :- Absorption of medically incapacitated staff in alternative employment.

In Board's letter No. [E\(NG\)II/69/RE3/5 dated 18.12.1969](#) it was laid down that medically incapacitated staff should not be absorbed in higher scales and that in the case of running staff the comparison should be made between the scales of pay only and the element of Running Allowance should not be taken into account. The Board have reconsidered the matter and it has now been decided that 30% should be added to the minimum as well as maximum of the scale of pay of the running staff for purposes of identifying "equivalent" posts

2. Past cases decided otherwise need not be re-opened.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/80/SR 6/83 dated 05/03/1981

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 313

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 313. MEDICALLY UNFITTED RAILWAY SERVANTS**

313. MEDICALLY UNFITTED RAILWAY SERVANTS :-

a.

- i. Medically decategorised staff may, as far as possible, be absorbed in such alternative posts which should broadly be in allied categories and where their background and experience in earlier posts could be utilised. For example, traffic running and operating staff need not necessarily be absorbed in the ticket checking cadre alone but they could also be absorbed in other commercial, station or yard category.
- ii. The medically decategorised staff absorbed in alternative posts, whether in the same or other cadre, should be allowed seniority in the grade of absorption with reference to the length of service rendered in the equivalent or corresponding grade, irrespective of the rate of pay fixed in the grade of absorption under the extant rules. In the case of staff who are in grade higher than the grade of absorption at the time of medical decategorisation, total service in the equivalent and higher grade is to be taken into account.

Provided that if a medically decategorised employee happens to be absorbed in the cadre from which he was originally promoted, he will not be placed above his erstwhile seniors in the grade of absorption.

- iii. While absorbing the medically decategorised Running Staff in alternative posts, a percentage of basic pay representing the pay element in Running Allowance, as decided by the Government through administrative instructions from time to time, should be added to the minimum as well as maximum of the scale of pay for purposes of identifying 'equivalent' posts and their seniority should then be fixed in the equivalent absorbing posts.

[No. E(NG)II/77/RE-3-2 of 2.9.1977
and E(NG)I-80-SR-6/83 of 5.3.1981]

- b. Railway servants whose services were terminated either because of the maximum limit of all leave including extraordinary leave having been exceeded or the medical authorities could not recommend the grant of extraordinary leave in the case of tuberculosis, pleurisy and leprosy patients and are re-employed in railway service after being declared fit to work by the medical authority should take their seniority below all permanent railway servants on the date of their re-employment provided they were permanent before medical unfitness or would have been confirmed in the meantime. Railway servants who were officiating or temporary at the time of medical unfitness or would not have been confirmed in the meantime should be placed below the officiating temporary employees as the case may be on the date of their re-employment.
- c. Seniority of medically unfitted staff mentioned in sub-para (a) above, on restoration to their original posts should be determined as under: —
 - i. Railway servants who properly appeal within the time limit laid down for appeals or whose appeal is entertained in a reasonable period waiving the time limit and get declared fit, should not lose their seniority or their claim for consideration for promotion for which they were eligible in the original category in which they were employed.
 - ii. Seniority of railway servants who prefer delayed appeals and are declared fit or who take treatment and consequently get declared fit, if they were formerly confirmed in the grades in which they were, would be affected to the extent of any persons who may have been confirmed before their re-absorption into the original category. If, however, they were only officiating in the original category, then their seniority should be below the staff confirmed till then, but need not be affected vis-a-vis their original juniors who happen to be till officiating.
- d. In the case of staff coming to a new unit on own request by accepting bottom seniority and then getting medically decategorised, provision of sub-para (a) (ii) above will be

applicable only to the extent of service in the new unit.

[No. E(NG)I-71 SR6/39 dated 31.5.1977)

- e. In the case of staff who are not required to undergo periodical Medical examination but who of their own accord request for change of category on grounds of health, and are recommended change of occupation by the medical authority, their change will be treated as transfer on own request and dealt with as per [para 312](#).

[No. E(NG)I-76 SE 6/37, dated 18.9.1976]

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)55/SR 6/15 dated 30/06/1959

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)55/SR 6/15 dated 25/08/1959

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)64 SR 6/31 dated 18/03/1964

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(W)88 ED 1-12/Vol.I dated 05/07/1989

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)62/PM1/91 dated 09/08/1965

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/72/PM1/211 dated 14/12/1972

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/76/PM1/168 dated 03/09/1976

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/76/PM1/142 dated 25/07/1979

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/76/PM1/142 dated 30/10/1979

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/77/PM1/269 dated 03/05/1980

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/80/PM1/188 dated 31/12/1980

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)63/PM 1/43 dated 06/09/1963

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)63/PM 1/92 dated 17/09/1964

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 106/1989

No. E(NG)-II/84/RE-1/10 dated 21/04/1989

Subject :- Absorption/utilisation of surplus staff.

Reference: Board's letter No. [E\(NG\)II-81/RE-1/5, dated 15.01.1982](#) and No. [E\(NG\)II-84/RE-1/10 dated 26.10.1984](#), No. [E\(NG\)II-84/RE-1/10 dated 09.04.1985](#) (RBE 101/1985), No. [E\(NG\) II-84/RE-1/10 dated 26.7.1985](#) (RBE 216/1985), No. E(NG)II-84/RE-1/10 dated 11.09.1985 and No. [E\(NG\)II-84/RE-1/10 dated 31.3.1987](#) (RBE 78/87).

Consequent on the change of traction and the full or partial closure of steam loco sheds, marshalling yards, goods sheds and other redundant assets, certain guidelines have already been issued from time to time regarding the absorption and utilisation of surplus staff. These are broadly indicated below: -

- i. Suitable advance planning should be done to identify areas in which the staff are likely to be rendered surplus. At such places the surplus posts, which are lying vacant, should not be Filled up and surrendered as "vacancies" to the "bank of surplus posts". Appropriate Schemes for providing training in alternative jobs as required, should be developed and planned at the time of advance planning itself so that these surplus staff can be suitably and quickly re-deployed in other areas, where there are additional requirements of staff for operation and maintenance of additional/new assets.
- ii. As soon as the posts are identified as surplus, a formal office order should be issued immediately surrendering surplus posts. Where the posts were not vacant and staff are working against them, "Special Supernumerary" posts in the same grade should be created. Simultaneously they should be credited as "Special Supernumerary" posts to the "bank of surplus posts" and maintained in the respective billing units. However, the question of creating "Special Supernumerary" posts would not arise to the extent the surplus staff are transferred and posted against the vacancies in the same or other departments. Such posts will be directly credited as vacancies to the "bank of surplus posts".
- iii. The surrendered posts should be struck off from the relevant cadre registers, scale check registers and other records based on the formal orders issued.
- iv. The incumbents borne against these "Special Supernumerary" posts should be re-deployed quickly against other posts by retraining as necessary.
- v. The "Special Supernumerary" posts shall be personal to each incumbent and are to be surrendered as soon as the incumbent is absorbed in some other duly sanctioned posts or retires or vacates it for any other reason.
- vi. When these "Special Supernumerary" posts are thus surrendered, they should be credited as vacancies in the "bank of surplus posts" and can be utilised as matching surrenders for creation of additional posts for maintenance and operation of additional/new assets. The surrendering of "Special Supernumerary" posts for crediting them as vacancies in the bank and utilising them for creation of additional posts for accommodating surplus staff against them can be simultaneous also.
- vii. The staff, who cannot be immediately absorbed after retraining, where necessary, against other duly sanctioned posts should be allowed to continue against "Special Supernumerary" posts in the same grade in which the incumbents were working and they will continue to have their lien in their old cadre posts, so as to keep their promotional prospects intact. The Railways should set up suitable machinery to review the utilisation/ re-deployment of staff being borne against "Special Supernumerary" posts.
- viii. Whenever a fairly large number of staff are likely to be rendered surplus in a particular location, the recognised unions should be advised in time, as far as possible, and their views regarding their re-deployment taken into account to the extent possible so that the surplus staff are fully utilised and re-deployed quickly.

2. Even though the above instructions have been in force for quite some time and different Railways have been adopting different practices for re-deployment of surplus staff, it has been found that on some Railways in certain pockets the surplus staff continued to remain without

proper re-deployment. Further both the Federations have represented to the Board that no advance planning is being done by the Railway for identifying the areas, where surplus staff are likely, to the generated and recognised unions are also not being advised regarding the date by which they are likely to be rendered surplus and the modalities of their training and re-deployment. The subject has been discussed in the recent PNM meetings held with NFIR and AIRF. In the light of these discussions, the following broad guidelines, are, once again, reiterated to the Railways, particularly in the context of large scale electrification and consequent surrender of steam/ diesel posts:-

- i. Each Railway Administration should draw an advance plan of action for identifying the areas, where surplus staff are likely to be generated and advise the recognised unions in time, as far as possible about the same giving details of the staff likely to be rendered surplus.
- ii. No new activity should be started at the location where the staff are likely to be rendered surplus, for accommodating them at the same place, without the prior approval/sanction of the Railway Board. Where special circumstances warrant the same, suitable proposals should be sent well in time to the Board with the personal approval of the General Manager, Board expect that such cases will be few and far between. In no case Board's approval should be assumed.
- iii. Utilisation and re-deployment of surplus staff by re-training, if necessary, should be given the highest priority and their absorption will have precedence over all other modes of recruitment, including screening of casual labour and direct recruitment for filling up the vacancies, so that the existing surplus staff can be first utilised at suitable locations, including places, where additional posts are created for operation/maintenance of additional/ new assets. Advance planning and obtaining the views of the Unions as far as possible in time, regarding re-deployment of all staff is very essential, particularly when large number of staff are likely to be rendered surplus at a particular location.
- iv. There shall be no recruitment in those categories in which posts are likely to be rendered surplus and the categories in which surplus staff are likely to be redeployed. Surplus staff can be absorbed in the existing vacancies or against new posts, which are duly sanctioned for operation/maintenance of additional assets/ new assets.

3. When re-deploying the surplus staff to other units/Deptts, which constitute a different seniority unit, the following methods can be adopted: -

- i. If only a small number of staff are being rendered surplus and they have to be transferred to various units of other departments against vacancies of duly sanctioned posts, they can be suitably adjusted in these units with their full seniority and merging their seniority in the respective units.
- ii. When a large number of staff are being rendered surplus and they are being transferred to new units that are being set up like traction rolling stock, overhead equipment, new electric loco sheds etc., they should be given their full seniority and there should be no difficulty in re-deploying the staff with suitable retraining in identical scales and suitable trades. No minimum educational qualifications should be prescribed and the sole criterion would be their ability to absorb re-training/conversion training and pass the necessary tests at the end of training period and of course, medical fitness.
- iii. Whenever a large number of staff have to be transferred to existing units against vacancies or additional sanctioned posts, the views of the unions may be taken as to whether the seniority of the staff being shifted should be kept separate against the "Special Supernumerary" posts, so that their promotional prospects are kept separate and identical to what they would have achieved in the old unit and it does not jeopardise the promotional prospects of the staff in the units in which they are being inducted. In such cases, the application of percentage distribution of posts would be separate for the existing cadre posts and the surplus staff who have been brought into that cadre, the latter being controlled by the percentages as applicable to their previous cadre. However, as and when there is wastage through retirement, promotion, etc. in the seniority unit of shifted staff charged against "Supernumerary posts" in the direct recruitment grades, the direct recruitment quota of the same should be merged with the existing cadre seniority of that unit, i.e., the unit to which they had been re-deployed on becoming surplus.

4. In cases where the seniority of surplus staff is maintained separately, there could be cases where the few staff, who are left behind in the old seniority unit continue to get their promotion as per their seniority along with the other staff transferred to the new unit. To this extent it may happen that in some cases, where the number of higher-grade posts may have to be operated in excess of the percentages laid down so as to avoid transferring the staff left behind in the old unit. However, it shall be ensured that the total number of posts in each grade of the old unit, taking into account those both left behind and transferred to the new unit, shall not exceed the original sanction.

5. Normally, the junior most of the employees should be rendered surplus, irrespective of the manner in which they had entered the grade. However, where staff give their willingness to go

on bottom seniority in recruitment grades to other departments, such volunteers should be given preference depending upon the availability of vacancies in the other cadre and their suitability, including medical fitness.

6. This issue with the concurrence of the Finance Directorate of the Ministry of Railways.

Clarifications vide Railway Board's letter No. [E\(NG\)11/94/RE-1/21, dated 28.09.1995](#) (RBE 110/1995).

Revised instructions for Re-deployment of surplus staff vide Railway Board's letter No. [E\(MPP\)/99/1/75 dated 28.11.2000](#) (RBE 206/2000)

Revised instructions for fixation of Seniority vide Railway Board's letter No. [E\(NG\)I-2000/SR6/23 dated 25.5.2004](#) (RBE 105/2004)

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 322

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 322. EFFECT OF REDUCTION IN PAY OR GRADE.**

322. EFFECT OF REDUCTION IN PAY OR GRADE :-

- i. Reduction to a lower stage in the time-scale.** Reduction in pay, as distinct from reductions from a higher grade or class to a lower grade or class, does not affect a railway servant's position on the seniority list. The authority ordering reduction should invariably state the period for which it shall be effective and whether, on restoration, the period of reduction shall operate to postpone his future increments and, if so, to what extent.
- ii. Reduction to a lower service, grade or post, or to a lower time-scale.**
 - a.** Where the order imposing penalty for reduction does not specify the period of reduction and there is coupled with it an order declaring the railway servant permanently unfit for promotion, the question of re-promotion or determination of seniority will obviously not arise.
 - b.** Where the period of reduction is not specified in the order imposing the penalty of reduction, the railway servant should be deemed to be reduced for an indefinite period, i.e., till such date as, on the basis of his performance subsequent to the order of reduction, he may be considered fit for promotion. On re-promotion, the seniority of such a railway servant should be determined by the date of re-promotion. In all such cases, the person loses his original seniority in the higher service, grade or post in entirety. On re-promotion, the seniority of such a railway servant should be determined by the date of re-promotion without regard to the service rendered by him in such service, grade or post prior to his reduction.
 - c.** In cases where the penalty of reduction to a lower service, grade or post or lower time-scale is for a specified period, the employee concerned should be re-promoted automatically to the post from which he was reduced. The seniority in the original service, grade or post or time-scale should be fixed in such cases as follows: —
 - i.** In cases where the reduction is not to operate to postpone future increments, the seniority of the railway servant should be fixed in the higher service, grade or post or the higher time-scale at which it would have been but for his reduction.
 - ii.** Where the reduction is to operate to postpone future increments, the seniority of the railway servant should be fixed by giving credit for the period of service rendered by him in the higher service, grade or post in higher time-scale prior to his reduction.
 - d.** When a railway servant is reduced from a higher grade, or class to a lower grade, whether for a specified period or indefinitely, his seniority in the lower grade shall be fixed with reference to his position which he would have been entitled to but for his promotion to the higher grade or class from which he is reduced.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

I REM Vol. I - CHAPTER III - Para 321

**Subject :- RULES REGULATING SENIORITY OF RAILWAY SERVANTS - SECTION-A :
NON-GAZETTED - 321. PERMISSION TO RAILWAY SERVANTS TO PERUSE
SENIORITY LIST.**

321. PERMISSION TO RAILWAY SERVANTS TO PERUSE SENIORITY LIST :-

- a. Railway servants may be permitted to see the seniority lists in which their names are placed, or if this cannot conveniently be arranged, they may be informed, on request, of their place on the seniority list.
- b. Staff concerned may be allowed to represent about the assignment of their seniority position within a period of one year after the publishing of the seniority list. No cases for revision in seniority lists should be entertained beyond this period.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)56/PM1/36 dated 06/09/1956

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E. 55/SR 6/15/3 dated 18/11/1956

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)57/RE 1/17 dated 02/11/1957

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)56/PM1/36 dated 22/01/1960

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)57/RE 1/17 dated 13/01/1961

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)59/SR 6/3 dated 24/08/1961

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)59/SR 6/3 dated 09/09/1961

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/61/PM 1/5 dated 28/09/1961

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)59/SR 6/3 dated 09/10/1961

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)64/SR 6/16 dated 31/10/1961

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)62/PM 1/42 dated 30/11/1962

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)63/PM 1/9 dated 23/03/1963

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)64/PM 1/66 dated 21/07/1965

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)64/PM 1/66 dated 14/10/1966

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)64/PM1/66 dated 04/05/1969

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/73/PM1/120 dated 02/02/1974

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/73/PM1/120 dated 04/09/1974

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/74/RE 1/2 dated 01/02/1975

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/73/RE 1/2 dated 01/02/1975

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/74/RE 1/2 dated 14/07/1976

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/76/SR 6/18 dated 31/05/1977

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II/74/RE 1/2 dated 15/12/1977

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/80/PM1/133 dated 05/07/1980

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/79/PM1/147 dated 31/01/1981

Subject :-

Partial modification vide Railway Board's letter No. [E\(NG\)I/88/PM1/6 dated 19.12.1989](#) (RBE 311/1989).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/80/SR 6/107 dated 03/11/1981

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II/81/RE1/5 dated 15/01/1982

Subject :- Absorption of surplus staff.

Consequent upon the full or partial closing down of steam loco Sheds, marshalling Yards and such other redundant assets and no account of retiring/putting on GRS a large number of steam locos there is need to issue uniform guidelines for utilisation/ absorption of surplus staff. The matter was also discussed at length with the General Managers at the time of Works Programme Meetings. Accordingly, following procedure is prescribed for immediate implementation.

1. Every Railway should set up a standing task force if not already done, for identifying the areas of reduction in activity. This task force would be responsible for identifying and isolating the posts which are surplus to the requirements of the work load, in consultation with the concerned Departments.
 2. Formal Office orders should be issued immediately, surrendering the surplus posts, and transferring the same to the category of "Special Supernumerary" posts in the same grade to be maintained for the respective bill units. The incumbents against these posts should be redeployed against other 'live' posts as far and as early as possible. The surrender of posts should be reflected in the relevant cadre register, scale check registers and other relevant records.
 3. The junior most of the employees should be rendered surplus employees irrespective of the manner in which they entered the grade.
 4. There should be no recruitment in those categories in which posts have been declared surplus, to enable re-deployment/absorption of surplus personnel without delay. Surplus staff can be deployed either in the existing vacancies in identical posts or against new posts, which might be created for new activities.
 5. Those staff who cannot be immediately absorbed may be allowed to continue against the "Special Supernumerary" posts in the same grade in which the incumbents were working.
 6. Special Supernumerary post shall be personal to each incumbent and are to be surrendered as soon as the incumbent is either absorbed in some other post or retires or vacates it for any other reason.
 7. The staff retained against "Special Supernumerary" posts will continue to draw their pay and increments on due dates against these posts and permanent staff will also have their liens against such posts.
 8. The staff working against "Special Supernumerary" posts may be deployed for special jobs of temporary or occasional nature such as special repairs to rolling stock, modification to rolling stock, special ticket checking drives etc.
 9. Appropriate schemes for providing training in alternate skills should be developed and implemented locally within the existing resources for conversion of such staff borne against such "Special Supernumerary" posts.
- II. The identification of existing surplus posts should be completed within one month if not done already. The task teams should be directed to identify all future surpluses as soon as any decision is taken to reduce an activity and continuous efforts should be made to redeploys the surplus staff in accordance with the guidelines given above.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)I/82/SR 6/1 dated 18/01/1982

Subject :-

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. E(NG)II/84/RE 1/10 dated 26/10/1984

Subject :- Absorption of surplus staff.

Reference instructions contained in Railway Ministry's letter No. [E\(NG\)II/81/RE1/5 dated 15.01.1982](#) laying down the modalities for dealing with the cases of staff rendered surplus consequent upon the full or partial closing down of Steam Loco Sheds, Marshalling Wards and other redundant assets, etc. Attention is also invited to the instructions issued recently under Railway Ministry's letter No. [E\(G\)82 EC 2-2 dated 12.07.1984](#) clarifying the position about the orders banning creation of posts on the Railways. The latter inter alia enjoin that in processing proposals for creation of new posts, it should be verified whether surplus staff who can be deployed against additional requirements are available and if so, have them so deployed.

The matter has been further considered. It has been decided that a 'Bank of surplus posts' should be maintained by each Railway Department-wise and grade-wise so that it may be easy to locate the surpluses wherever available and to re-deploy them to the maximum extent possible.

The Railway Ministry also reiterate the importance of keeping Special Supernumerary posts as a separate group in accordance with the instructions dated [15.01.1982](#) referred to and of working them/canceling them off as and when the incumbents vacate them. The unit Accounts Officers may be asked to keep a close and concurrent/continuing watch on this aspect.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 101/1985

No. E(NG)II/84/RE1/10 dated 09/04/1985

Subject :- Surplus staff - Maintenance of bank of surplus posts.

As Railways are aware, instructions have been issued by this Ministry, from time to time, regarding maintaining a record of posts rendered surplus, In this Ministry's letter No. [E\(NG\)II/81/RE1/5 dated 15.01.1982](#) detailed instructions were given regarding accountal of posts rendered surplus and absorption of surplus staff. It was, inter-alia, laid down therein that those surplus staff who cannot be absorbed immediately may be allowed to continue against Special Supernumerary posts in the same grade in which the incumbents were working. The General Managers of Zonal Railways were also separately requested to include a paragraph in their PCDOs on the subject of surplus staff. Attention, in this connection, is invited to Secretary, Railway Board's D.O. of even number dated 18.02.1985.

Further, in the detailed instructions issued in this Ministry's letter No. [E\(G\)82 EC 2-2 dated 12.07.1984](#) regarding ban on creation of posts, it was specifically laid down that to enable the Railways to locate staff surpluses, a cell should be carved out of the existing Work Study Units and the same entrusted with the specific task of carrying out studies with a view to locating surpluses. The surplus posts thus identified are to be utilised as a set off against requirements for creation of new posts. Railways were advised further in this Ministry's letter of even number dated [26.10.1984](#) that a "bank of surplus posts" should be maintained by each Railways department-wise and grade-wise.

The Ministry of Railways consider it important that the bank of surplus posts should be streamlined and effectively utilised if not already being done so on the Zonal Railways. It is clarified in this context that for purpose of matching surrender for creation of posts, the surplus posts to be set off against new creations need not necessarily have to be in the same Department. Any surplus posts of equivalent value available in the surplus bank or otherwise could be used. The objective is to achieve in a purposeful manner economy in staff costs and contain the total staff strength.

The proposals received from Railways, from time to time, for sanction of new posts, are generally on the basis that there are no surplus posts available. This perhaps does not reflect the correct position, as the surplus Bank has not been effectively set up and operated.

The Ministry therefore, would be reiterate that the maintenance of the surplus bank should be one of the principal responsibilities of the Addl. General Manager (Exp. Control) and it should be for him to ensure that an appropriate paragraph on the functioning of their surplus Bank is invariably included in the PCDOs, as already mentioned in Secretary's D. O. dated 18.02.1985, cited above.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 78/1987

No. E(NG)II/84/RE1/10 dated 31/03/1987

Subject :- Surplus staff - maintenance of bank of surplus posts.

Attention of the Railway Administrations is invited to the instructions issued by this Ministry, from time to time on the subject as stated in letter Nos. [E\(NG\)II/81/RE 1/5 dated 15.01.1982](#) and No. [E\(NG\)II 84/RE 1/10 dated 26.10.1984](#), No. E(NG)II 84/RE 1/10 dated 18.02.1985, No. [E\(NG\)II 84/RE 1/10 dated 9.4.1985](#) (RBE 101/1985) and No. [E\(NG\)II 84/RE 1/10 dated 26.7.1985](#) (RBE 216/85). The Ministry of Railways have been considering and laying down the methodology to be adopted in maintaining the account in the bank of surplus posts. They have now decided as under: -

- i. The bank of surplus posts will be operative from 01.04.1987 and earlier bank net credit may be added as an opening balance of the new account as on that date.
 - ii. All posts (excluding posts which were/are created for specific short term purpose, e.g. those created for summer rush), identified as surplus and surrendered on or after 1.4.1987 will be credited to this bank.
 - iii. Matching surrender already reckoned for creation of posts after 1.4.1987 (including opening balance from previous balances) and such surrenders to be made in future, will be debited to the balance in this bank.
 - iv. The account in this bank will be maintained department-wise and grade-wise, though for matching surrender posts can be drawn from this bank irrespective of the department to which they pertain.
 - v. The account of the bank will be maintained by the CPLO or CPO (as per practice of each individual Railway) under the overall supervision of the Additional General Manager (Exp. Control). In every proposal for creation of posts, the CPLO/CPO will indicate the availability of surplus posts in this bank.
2. The para regarding surplus staff to be included in the PCDO from General Manager as per extant instructions, should be brief and should indicate the posts surrendered in the period and posts re-created from matching surrenders in the bank, as also showing the balance at credit in the surplus bank.
3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

RBE No. 311/1989

No. E(NG)I/88/PM1/6 dated 19/12/1989

Subject :- Effect of refusal of ad hoc promotions.

**Reference :- Board's letters No. [E\(NG\)I/73/PM1/120, dated 2.2.1974](#) and
[E\(NG\)I/79/PM1/147, dated 31.1.1981](#).**

As the Railway Administrations are aware, in terms of Board's orders referred to above, Railway employees promoted at the same station cannot decline such promotion, whether it is on long term basis or to cater to the needs of absence for short periods. The refusal to officiate in the higher grade in such cases is to be treated as refusal of duty and necessary action taken against the staff concerned under the D&A Rules.

2. In the JCM/DC Meeting held on 28/29.6.1989, the Staff Side raised a demand that the staff refusing ad hoc promotion in such cases should not be taken up under the D&A Rules. During discussion in the said meeting of the Department Council, the Staff Side suggested that if their demand cannot be agreed to as such, clarificatory instructions may be issued, that D&AR proceedings, for refusal of ad hoc promotions, shall be confined to those cases where such refusal affects train operations.

3. The matter has been reviewed in the light of discussions held in JCM/DC Meeting. It has now been decided by the Board in modification of their letter No. [E\(NG\)I/79/PM1/147, dated 31.1.1981](#), that D&A Proceedings based on good and sufficient reasons may be initiated for refusal of ad hoc promotions at the same station, only in those cases where such refusal affects train operations. However, other conditions, specified in Board's orders quoted above like debarment for such promotions for one year etc, would continue to apply.