

# INDIAN RAILWAY ESTABLISHMENT MANUAL (Vol-II)

|| [Index](#) || [Chapter 17](#) || [Chapter 18](#) || [Chapter 19](#) || [Chapter 20](#) ||  
|| [Chapter 21](#) || [Chapter 22](#) || [Chapter 23](#) || [Chapter 24](#) || [Chapter 25](#) || [Chapter 26](#) ||



**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

**INDIAN RAILWAY ESTABLISHMENT MANUAL**

**Volume II  
(Revised Edition-1990)**

**(Embodying All Correction Slips issued upto 8 ,dated 07.12.2000)**

## INDIAN RAILWAY ESTABLISHMENT Manual (Vol - II)

[|| Index ||](#) [Chapter 17](#) || [Chapter 18](#) || [Chapter 19](#) || [Chapter 20](#) || [Chapter 21](#) ||  
|| [Chapter 22](#) || [Chapter 23](#) || [Chapter 24](#) || [Chapter 25](#) || [Chapter 26](#) ||

### I REM VOL II CONTENTS

Chapter	Subject
<a href="#">XVII</a>	Railway quarters and Recovery of rent
<a href="#">XVIII</a>	Attachments of pay and Allowances for Debt.
<a href="#">XIX</a>	Apprentices
<a href="#">XX</a>	Casual labour
<a href="#">XI</a>	Use of Staff Cars
<a href="#">XXII</a>	Staff Welfare
<a href="#">XXIII</a>	CO-OPERATIVE SOCIETIES
<a href="#">XXIV</a>	GRANT-IN-AID
<a href="#">XXV</a>	Rules for the recognition of service Associations of Railway servants
<a href="#">XXVI</a>	Staff Councils and negotiating Machinery

[Top](#)

**CHAPTER XVII**  
**Railway quarters and Recovery of rent**

RULE NO.	SUBJECT
1701	When staff quarters may be provided.
1702	Liability to pay rent
1703	Exceptions
1704 1705	Classification of quarters
1706	Accommodation for Group <b>A</b> & <b>B</b> officers.
1707 1708 1709	Standard Rent.
1710	What the terms <b>Emoluments</b> means in the context of rent rules.
1711	Recovery of rent
1712	Recovery of rent in the case of Joint occupation of quarters.
1713	Occupation of higher or lower type of quarter.
1714	Responsibility of Railway servants for payment of rent.
1715	Levy of water charges
1716 1717 1718	Payment of taxes
1719 1720 1721 1722 1723 1724 1725	Remission of rent and waived of recoveries.

**Chapter-XVIII**  
**Attachments of pay and Allowances for Debt**

<b>RULE No.</b>	<b>SUBJECT</b>
<a href="#">1801.</a> <a href="#">1802.</a> <a href="#">1803.</a> <a href="#">1804.</a> <a href="#">1805.</a> <a href="#">1806.</a>	Extent of deduction.
<a href="#">1807.</a>	Procedure to be followed in Executive offices
<a href="#">1808.</a>	Court attachment against railway servants on leave out of India.
<a href="#">1809.</a>	Procedure in the case of Judgment.

**CHAPTER XIX**  
**Apprentices**

<b>RULE No.</b>	<b>SUBJECT</b>
<a href="#">1901.</a> <a href="#">1902.</a>	General
<a href="#">1903.</a>	Recruitment
<a href="#">1904.</a>	Training
<a href="#">1905.</a>	Stipend
<a href="#">1906.</a>	Allowance
<a href="#">1907.</a>	Travelling Allowance
<a href="#">1908.</a>	Leave
<a href="#">1909.</a>	Medical Attendance
<a href="#">1910.</a>	State Railway provident fund
<a href="#">1911.</a>	Agreement
<a href="#">1912.</a>	Date of posting of apprentices
<a href="#">1913.</a>	Termination of Apprenticeship
<a href="#">1914.</a>	Employment
<a href="#">1915.</a>	Applicability of provision of other Acts

**CHAPTER XX**  
**Casual labour**

<b>RULE No.</b>	<b>SUBJECT</b>
<a href="#">2001.</a>	Definition
<a href="#">2002.</a>	Entitlement and privileges admissible
<a href="#">2003.</a>	Break in service
<a href="#">2004.</a>	Notice of termination of service
<a href="#">2005.</a>	Entitlements and privilege admissible to casual labour who are treated as temporary.
<a href="#">2006.</a>	Absorption of Casual Labour in regular vacancies
<a href="#">2007.</a>	Employment of Casual labour in skilled categories

**CHAPTER XXI**  
**Use of Staff Cars**

RULE No.	SUBJECT
2101. 2102. 2103. 2104. 2105. 2106. 2107. 2108. 2109. 2110. 2111. 2112. 2113.	Rules regulating the use of Staff Car

**INDIAN RAILWAY ESTABLISHMENT Manual (Vol - II)**

|| Index || Chapter 17 || Chapter 18 || Chapter 19 || Chapter 20 || Chapter 21 ||  
|| **Chapter 22** || Chapter 23 || Chapter 24 || Chapter 25 || Chapter 26 ||

**Chapter-XXII  
Staff Welfare**

<b>RULE No.</b>	<b>SUBJECT</b>
2201.	Policy regarding railway schools
2202.	Authority Competent to incur expenditure
2203.	Grant- in-Aid to non-Railway Schools
2204. 2205.	Educational Assistance
2206.	Scholarship for technical education
2207.	Uniforms for Children in Schools.
2208. 2209. 2210.	Incidence of cost of maintenance and upkeep of Institute.
2211.	Accommodation for class IV staff of institutes
2212.	Organisation of institutes
2213.	Memberships
2214.	Sports Recreation Clubs and Associations
2215.	Swimming Pools
2216.	Children's Park, sewing and Knitting Centres
2217.	Rules
2218.	Mobile Libraries
2219. 2220. 2221. 2222. 2223. 2224. 2225.	Holiday Homes
2226.	Convalescent Homes
2227.	General
2227A.	Appointment of Scouts against cultural quota
2228.	Special leave and passes TA/DA
2229.	Provision of canteens as a statutory obligation
2230.	Provision of canteens other than as a statutory obligation
2231.	Principles governing the setting up of canteens
2232.	Canteens provided under the statute
2233.	Canteens provided other than under the statute.
2234.	Incidence of cost



<b>2235.</b>	Periodical check
<b>2236.</b>	Improvements in the working of Canteens
<b>2237.</b>	Quality and cost control
<b>2238.</b>	Employee's provident fund
<b>2239.</b>	Handicraft Centres
<b>2240.</b>	Vocational Training Centres
<b>2241.</b>	Allotment of Accommodation to Social Welfare Centres, Vocational Training Centres and Homeopathic dispensaries

[Top](#)

**CHAPTER XXIII  
Co-operative Societies**

Rule No.	Subject
2301.	Type of co-operative Societies
2302.	Encouragement to Co-operatives
2303. 2304.	Organization
2305.	Classification
2306.	Membership
2307.	Management
2308.	Taking part in the activities of consumer Co-operative Societies by a gazetted railway servant
2309.	Concessions
2310.	Subsidy
2311.	Procedure for payment of subsidy
2312.	Allocation of subsidy
2313.	Accommodation
2314.	Recovery of rent
2315.	Minor alteration to buildings
2316.	Lease of Railway land
2317.	Supply of equipment
2318.	Provision of Electric fans and Charges for electricity and water
2319.	Rules of procedure for Credit sale
2320.	Recovery of share money though salary bills
2321.	Passes, privilege Ticket orders and Special Casual Leave
2322.	Medical facilities
2323.	Bye laws
2324. 2325. 2326. 2327.	Guiding principles
2328.	Registration under Sales Tax Act
2329.	Dividend
2330.	Rebate
2331.	Restrictions regarding collection of minimum share capital
2332.	Audit
2333.	Progress Repot
2334.	Scale for paid Establishment
2335.	Training of staff
2336.	Quarters for staff
2337.	Deputation of Railway servants
2338.	Protective measures against defalcation and thefts
2339. 2340. 2341.	Co-operative credit Societies/Banks

2342.	
2343.	
2344.	Co-operative Housing Societies
2345.	Levy of Income Tax on Profits

[Top](#)

**CHAPTER XXIV**  
**Grants-in-Aid**

<b>Rule No.</b>	<b>Subject</b>
<a href="#">2401.</a> <a href="#">2402.</a> <a href="#">2403.</a>	General Guide Lines
<a href="#">2404.</a>	Educational Institutions
<a href="#">2405.</a>	Medical Institutions
<a href="#">2406.</a>	Railway Institutes and Clubs
<a href="#">2407.</a>	Railwaymen's Consumer Co-operative Societies
<a href="#">2408.</a> <a href="#">2409.</a> <a href="#">2410.</a>	Other Local Bodies

CHAPTER XXV

Rules for the Recognition of Service Associations of Railway Servants

Rule No.	Subject
2501. 2502. 2503. 2504. 2505. 2506. 2507. 2508. 2509.	Rules for the recognition of service Associations of Gazetted Railway servants. ♦
2510. 2511. 2512. 2513. 2514. 2515. 2516. 2517. 2518.	Rules for the recognition of associations of Non-gazetted Railway servants.
Part C	Conditions precedent to the recognition of a union by Railway Administration.

**CHAPTER XXVI**  
**Staff Councils and Negotiating Machinery**

Rule No.	Subject
2601.	Object
2602.	Power
2603.	Composition
2604.	Eligibility for election
2605.	Election
2606.	Meetings
2607. 2608.	Agenda
2609.	Absence from meetings
2610.	Filling of vacancies
2611. 2612. 2613. 2613A.	Minutes Subsidiary Rules
2614. 2615. 2616.	Negotiating machinery for dealing with disputes between Railway Labour and Railway Administration.

## CHAPTER XVII Railway quarters and Recovery of rent

**1701. When staff quarters may provided.** ♦ While residential quarters for railway servants may be provided by railways where conditions are such that private enterprise does not adequately meet the demand for housing the Railway servants or where it is necessary for special reasons to provide quarters for certain railway servant near to their work, no railway servant has any right to be provided with quarters.

**1702. Liability to pay rent.** ♦ Subject to what is provided in paragraph 1703, rent shall be charged for all quarters occupied by railway servants. In the case of group ♦D♦ staff, the recovery of rent, where due, will be made with effect from 1-10-60.

**1703. Exceptions** ♦ The following are exceptions to the provision of paragraph 1702 above:-

- (i) Non-gazetted railway servants who at any time in the course of their previous service, held in a substantive capacity a post which carried the privilege of rent free quarters or house allowance in lieu of free quarters will continue to enjoy this privilege, if in the course of their subsequent service, they hold (either in a substantive or officiating capacity) such a post, provided that rent for electric installations and fitting will continue to be charged to them at the rate of 6 % per annum on the total cost of such installations and fittings.
- (ii) Group 'D' staff who were appointed upto 30th June 1959 and in accordance with the extant practice of individual Railway Administrations concerned on that date, were not liable to be charged rent for quarters, when allotted, should continue to be exempted from payment of rent irrespective of whether they were actually occupying any quarters on that date or not. This concession will be admissible for so long as they are not promoted to 'C' posts.

**Note:-** 1. The expression "held in a substantive capacity" ♦ should be taken to mean that the railway servant should actually have worked in a post carrying the privilege of rent-free quarters and enjoyed, the concession before the relevant date and not merely held a lien on a post carrying that Benefit.

2. Railway servants, who before the introduction of these rules were enjoying the concession of rent-free quarters, but not an allowance in lieu thereof, should retain that concession only.

3. Such of those railway servants on the old E.B. and G.I.P. Railways who were given the benefit of rent-free quarters when they were officiating in the posts in the entitled categories on the date of introduction of the State Railway revised Rent Rules may, however, continue to enjoy this privilege.

4. The rent on electric installations and fittings is also recoverable from Group 'D' railway servants who are exempted from payment of rent for the quarter.

- (iii) Non-gazetted railway servants of the ex-States Railways. The non-gazetted railway servants, enjoying the privilege of rent-free quarters or house rent allowance in lieu thereof on ex- States Railways prior to the date of the Federal Financial Integration, are allowed to retain the privilege as a personal concession after that date, irrespective of their option for the existing scales of pay. Railway servant who held any post in a substantive -capacity which entitled them to this privilege on their ex-State Railway will continue to enjoy the privilege even on transfer to stations outside the jurisdiction of their original parent ex-State Railway provided they are posted against categories which carried the concession on their original ex-State Railway.
- (iv) Where hostel accommodations is provided for apprentice mechanics, train examiners etc. they should be allowed such accommodation rent-free.

**1704. Classification of quarters .** ♦ For the purpose of assessment of rent quarters should be divided into separate classes approximately according to the standard of accommodation approved for various classes of staff.

**1705.** The scale of accommodation and maximum cost for each class of quarters for non-gazetted establishment have been prescribed in Railway Board's letter No14/W2/21/46 dated 17.10.75 and 27.4.77.

**1706.** Accommodation for class groups A&B officers: - No expenditure should be incurred on building houses or on making alteration and/or additions to existing houses for officers without the specific and prior approval of the Railway Board except to the extent of expenditure not exceeding Rs. 5000 works (other than repairs and maintenance) in any one officer's bungalow provided the total amount on a Railway Administration does not exceed Rs. 1,50,000 in a financial year.

Note- The scale of accommodation and maximum cost of officers quarters are laid down in Board's letter No.74/W2/21/46 Dated 27.10.75 and 27-4-77.

**1707. (I) Standard Rent.** ♦ Standard rent has been fixed flat rates for each type of quarter throughout the Railway. Each group of railway quarters has been broad-banded in various sub groups and flat rates of rent fixed for each of them as laid in Railway Board letter No. F(X)1-87/11/6 dated 25-9-87.

- (ii) As regards sub-standard houses the existing assessed rent may be increased by 10% and rounded off to the next higher rupee.

(iii) Regarding leased accommodation persons occupying the same are required to pay standard rent at 7.5% of revised pay of the officer or actual rent paid to the house owner whichever is less.

(iv) The fiat rates of standard rent etc. stipulated at item (i), (ii) and (iii) above will be effective from 1.7.87.

(v) The periodical revision of standard rent will be under taken after every three years.

**1708.** It is permissible to pool the total cost of electric installations in all the quarters belonging to a class at each station and to adopt the average total cost for purpose of assessing rent on electric installations.

**1709.** When a building is partly used as a residence and partly as office for which no rent is payable, the cost of the portion occupied as residence should be separately estimated for the purpose of assessing *rent*. When separate accommodation is provided for the occupant and the use of part of his residence for office purposes is optional, no deduction from the rent is permissible on this account.

**1710.** What the term "emoluments" means in the context of rent rules. For the purpose of these rules the term "emoluments" will include: --

- (a) All allowances of the nature of pay including pension paid from Indian Revenues (Whether Railway Revenues or not). In the case of non-pensionable re-employed persons it includes pensionary equivalent of provident fund benefits.
- (b) Fees which are received in the form of a fixed addition to monthly pay and allowances as part of the authorized remuneration of a post.
- (c) compensatory allowances other than travelling allowances and uniform allowance granted to nurses.

In the case of a railway servant under suspension and in receipt of a subsistence grant "emoluments" mean the amount of subsistence grant received, provided that if such a railway servant is subsequently allowed to draw pay for the period of suspension, the difference between the rent recovered on the basis of the subsistence grant and the emoluments ultimately drawn should be recovered from him.

**Note: -**

- (1) The amount of pension to be taken into account will be the amount originally sanctioned i.e. before commutation if any, and will also include the pensionary equivalent of death-cum-retirement gratuity and other forms of retirement benefits, if any, for example Government contribution and special contribution to provident fund in the case of non-pensionable staff, commuted value of pension etc. However, pension drawn under the provisions of Chapter XVII of Indian Railways Establishment Code, Vol. II, and the Railway Services Extra-Ordinary Pension Rules, 1941, or compensation received under the Workmen's Compensation Act, 1923, as subsequently amended are not included under the term "emoluments" for the purpose of this rule.
- (2) Over time allowance paid to railway servants, which is not received in the shape of a fixed or consolidated addition to monthly pay and allowances as part of the authorized remuneration of their posts, should not be treated as part of "emoluments" for the purpose of this paragraph. Similarly, night duty allowance and children's education allowance will not also be treated as emoluments for this Para.
- (3) For the purpose of this paragraph, only that portion of the fees received by the railway servant, which he is allowed to retain under the rules will count as emoluments.
- (4) (i) Dearness pay will also be treated as part of the "emoluments" for the purposes of recovery of rent for quarters, provided that in the case of persons in occupation of quarters on 31st March 1953, only half the dearness pay should be treated as part of the "emoluments" until individual concerned:
  - (1) receives promotion to a higher post, or
  - (2) is allotted and occupies a quarter of a different class.
- (ii) if a railway servant is promoted to a higher post for a short period not exceeding 3 months, on reversion to post held by him on 31st March, 1953, or even to a lower post, the concession of treating only half the dearness pay as "emoluments" as defined in this paragraph, will be restored to him. In case he is reverted to a lower post from 1st April 1953 onwards, the concession, referred to above, will not be denied to him on his subsequent promotion to the post held by him on 31st March 1953. Grant of any special pay will be treated as promotion for the purpose of these orders.
- (iii) If a railway servant, occupying residence of a lower or higher class (than that to which he was entitled) on 31st March 1953, was allotted residence of his appropriate class or where a railway servant, occupying residence of his appropriate class, is allotted a lower class of residence at his own request on or after 1st April 1953, he should pay rent on full dearness pay.
- (iv) If a railway servant, occupying Government residence at one station on 31st March 1953 is transferred to another station on or after 1st April 1953 on subsequent allotment of Government accommodation at the new station he should be required to pay rent on full dearness pay.

**1711. Recovery of rent.** (a) The rent charged to a railway servant in respect of quarters supplied should not exceed 10 per cent of his/her monthly emoluments irrespective of the scales of pay allotted.

(b) Notwithstanding anything contained in sub-paragraph (a) Railway Administration may, by general or special order, provide for



charging a rent in excess of 10 per cent of the emoluments from a railway servant

- (i) Who, is not required or permitted to reside on duty at the station at which the residence is supplied to him, or
- (ii) Who, at his own request, is supplied with accommodation which exceeds that which is appropriate to his status, or
- (iii) Who is permitted to sublet the residence supplied to him, or
- (iv) Who sublet without permission the residence supplied to him, or
- (v) Who does not vacate the residence after the cancellation of the allotment.

**Note.** Rent will be recovered from such railway servants who sublet their quarters without permission of the competent authority at the rate of 7% per cent of the total outlay of the quarter including the cost of land.

**1712. Recovery of rent in the case of Joint occupation of Quarters.** (a) When a railway quarter is allotted to a railway servant (gazetted or non-gazetted) he will not transfer or sublet any portion of the same to any other person, whether a railway servant or an outsider, without first obtaining permission to do so from the Divisional Railway Manager or the Head of department. This permission shall as far as railway servants are concerned only be granted on the following conditions: -

- (i) No railway servant vacates a quarter for the express purpose of thus sharing another quarter;
- (ii) By this sharing, no other suitable, railway quarter, at the station, is rendered vacant;
- (iii) When a quarter is allotted to more than one railway servant, the assessed rent should be recovered proportionately on the basis of floor area occupied by each railway servant. The amount to be recovered from a railway servant should not, however, exceed 10 per cent of his emoluments or his share of the assessed rent, whichever is less. No share will be recoverable from the railway servant entitled to rent free quarters;
- (iv) The Financial Adviser and Chief Accounts officer should be informed of each case in which joint occupation is permitted under this paragraph.

(b) When outsiders are permitted to occupy the quarter jointly with railway servants, the railway servants will be considered as the occupiers of the quarter and shall pay the full standard rent of the quarter.

(c) Allottees of railway quarters may be permitted to take in sharers, irrespective of the pay drawn by them (allottees). In this respect no distinction need be made for any categories of staff.

**1713.** Occupation of higher or lower type of quarters. If railway servants are provided with accommodation equal to or superior to that to which they are entitled, they should pay the rent due for their appropriate type of quarters for which they are eligible. If group 'C' railway servants are allotted group 'D' Staff quarters, the standard rent on such quarters subject to the maximum of 10 per cent of pay of the railway servants, should be recovered. These quarters can be allotted to group 'C' railway servants only when there are no group 'D' railway servants at the station to occupy them and no group 'C' staff quarters are available.

**1714. Responsibility of railway servants for payment of rent.** Quarters are allotted under the rules made by the Railway Administration. Unless eligible for free quarters the incumbent of a post, whether permanent or temporary for which a quarter is allotted, should be held responsible for the prescribed rent during the period of his incumbency. When a railway servant holds temporary charge of a post in addition to his permanent post, he is liable only for the rent of the building allotted for the permanent post, or the rent of the building allotted for the other post, if he is permitted by the General manager to occupy it. A period, of exceeding one week, may be allowed for the occupation of an officer's bungalow specifically allotted to a post, at the time of change in tenancy.

**1715. Levy of water charges, etc.**-(i) When quarters are occupied jointly by officers, each officer will pay water charges individually and separately at the rate applicable to him, but if water charges for garden purposes are leviable, the recovery will be made only from the officer to whom the quarter is let and not from all.

(ii) When quarters are occupied jointly by an officer and an outsider, the outsider will pay the same amount of water charges as the officer himself pays.

**Note.** Rate of water charges and the procedure to be followed should be as laid down in Railway Board's letter No. F (X)II-54/TX33:2 dated 2.9.59 as amended from time to time.

**1716. Payment of taxes.** Non-gazetted railway servants are exempted from the payment of local taxes of leviable on railway buildings (as opposed to taxes of a personal nature leviable on railway servants such as Hassiyat tax, Circumstances and property tax, ect.) Whether the assessed are rendered by the railway or by a municipality or similarly other local bodies. This concession is also admissible to non-gazetted railway servants during the period they officiate as gazetted railway servants.

In regard to the conservancy services, rendered to non-gazetted railway servants by the Railways, the general rule to be followed should be that the tenant should pay for the services rendered inside the quarters. The rate of charge may, however, be fixed by each railway Administration as may be considered adequate. When conservancy services are rendered by the Railway Administration, inside individual quarter, the Railway servants including class IV railway servants occupying the railway quarters, should pay rate conservancy charges, irrespective of the fact whether they pay house rent or not.

Recovery of cess charges, in case of joint occupation by two or more railway servants, shall be made individually from each railway servants, according to his rate of pay. When quarters are occupied jointly by a railway servant and an outsider, the cess shall be recovered from the railway servant only.

**1717.** In the case of residential buildings occupied by gazetted railway servants, taxes, which are by local law, rule or custom ordinarily leviable on tenants, should be paid by the occupant during the term of his occupancy. If by local law, rule or custom the tax is chargeable to the owner, it will be payable by the railway and will be adjusted as part of the cost maintenance. Water and conservancy charges will be recovered in addition.

**1718.** The municipal taxes, assessed on the annual value of the residential buildings, in which office accommodation is also provided, or on the land appertaining to them, should be treated as separate from the rent. The officer, occupying the residential portion should pay the share of such tax, corresponding to the share of the rent payable by him and the Railway should be debited with the balance.

**1719. Remission of rent and waiver of recoveries.** subject to the proviso that exemption from payment of rent is restricted in individual cases to a maximum period of three months, the General Manager may exempt the incumbent of a post from occupying the quarter allotted to the post and from paying rent therefor in the following circumstances: -

- (i) When a railway servant is temporarily transferred to a post;
- (ii) When the quarter is subjected to extensive repairs, such as renewals of roofing, replacement of flooring or such other special works necessitating the vacation of the whole quarter.
- (iii) When a railway servant is required to vacate the quarter under medical advice on account of an infectious disease or epidemic.

In other cases, remissions of rent require the sanction of the Railway Board.

**1720.** When a non-gazetted railway servant, entitled to rent-free quarters or house allowance in lieu thereof, is appointed to officiate as a gazetted railway servant, he may be allowed, either total or partial, remission of rent of the railway quarter, if any, occupied by him or permitted to draw the house rent allowance, he was in receipt of, in full or in part, subject to the conditions specified by the government from time to time in this regard.

**Note.**

- (1) The term "emoluments" does not include a compensatory account of high cost of living.
- (2) The above concession is also admissible on confirmation as a gazetted railway servant.
- (3) The basic intention of this paragraph is that although promotion to a gazetted post entails liability to pay rent for one who was previously entitled to rent-free quarters, that liability should be reduced wholly or partially so as to leave the individual with a net increase in emoluments. It follows, therefore, that when a group 'C' railway servant who was occupying rent-free quarters, could not be provided with any quarters on promotion to group 'B' this benefit should be given to him in the shape of House rent Allowance partially or in full since every eligibility for rent-free quarters carries with it the eligibility for House Rent Allowance in lieu.

**1721.** (1). When a non-gazetted railway servant, who is not entitled to rent free quarters, or house allowance in lieu, is appointed to officiate in a gazetted post and is occupying a railway quarter, he may be allowed partial remission of rent as per condition specified by government in this regard from time to time.

(2) For this purpose if a group 'C' employee transferred from one unit to another of a railway is promoted to officiate in a Gazetted group 'B' post, the remission of rent due to him should be assessed on the basis of the rent payable by him as a non-gazetted employee in the original region, irrespective of whether or not his promotion to group 'B' entails a transfer to the other region.

**Note.-** The terms "substantive pay" "officiating pay" do not include compensatory allowances granted on account of the high cost of living.

- (1) The above concession is also admissible on confirmation as a gazetted railway servant.
- (2) For this purpose if a railway servant, while officiating in a non-gazetted post is appointed to officiate in a gazetted post the pay of the lower officiating post may be considered as substantive for the purpose of this paragraph provided he has completed three years in the lower officiating post.

**1722.** In cases in which there has been omission to recover rent due from a railway servant, the General Manager, or any lower authority to whom he may delegate powers in this respect, may waive recoveries in respect of all periods more than one year prior to the date on which the omission was discovered and intimated to the authority responsible for the recovery, provided the railway servant was in the reasonable belief that he was not liable to pay the rent in question. In respect of periods of not more than one year prior to the date of detection, recovery may be waived by the General Manager in the non-gazetted railway servant.

**1723.** General Managers are empowered to sanction at their discretion the occupation of quarters by non gazetted railway servants free of rent on occasions of temporary transfer from their headquarter in connection with troop traffic, accidents or any other emergent cause. Such sanction should, as a rule, be given only in the case of railway servants paying rent for their quarters at their home station during such temporary absence.

**1724.** The incumbent of a post, for whom a quarter has been provided may during the absence on leave, not exceeding four months in duration, be allowed by the General Manager or by any lower authority, not below the rank of Divisional superintendent or the Head of a Department to Whom the General Manager may delegate the power, to store, at his own risk, his furniture and other belongings, rent-free in the quarters he has been occupying provided that both the conditions specified below are fulfilled: -

- (a) The locum tenens does not require the residence and is exempted from the payment of the rent thereof under paragraph 1721 above, and
- (b) Arrangements cannot be made to allot or lease the house during his absence.

**1725.** (a) If a railway servant is temporarily transferred to another station for a period not exceeding four months, he may be permitted to retain his quarters at the original station, provided.

- (i) the locum tenens does not require the quarters, and
- (ii) the railway servant pays rent for the quarters, irrespective of the fact whether he was paying rent for the quarters or was entitled to rent free quarters before his transfer.

(b) If a railway servant occupies quarters at the new station also, he should pay rent for these quarters in addition, unless the post, to which he is transferred, carried the concession of rent-free quarters before the introduction of the revised rent rules and the railway servant is eligible to rent-free quarters.

(c) The ten percent limit, referred to in paragraph 1713, applies separately to the rent of the quarters at the old station and that at the new station.

## Chapter-XVIII Attachments of pay and Allowances for Debt

**1801. Extent of deductions** ♦ The extent to which the emoluments of a railway servant are exempt from attachment for debt is laid down in Section 60(1) of the civil Procedure Code, as amended from time to time.

**1802.** The emoluments of a railway servant, which do not exceed Rs. 400, are not attachable. Where the emoluments exceed Rs. 400, one third of the excess over Rs. 400, only is attachable. The maximum amount attachable by Civil Courts is calculated as follows.

**1803.** If the total gross emoluments earned by a railway servant are represented by X, and the allowances declared to be exempt from attachment (vide list below) and, if the railway servant is under suspension, any subsistence grant or allowance made to him, are represented by Y, the net amount attachable, if any, is-

$$\frac{X - Y}{3} \text{ 400}$$

(No. E (G) 74 LL- 2/47 of 20-4-77)

The list of allowances payable to a railway servant which are exempt from attachment by order of a court are:-

- (i) All kinds of travelling allowances;
- (ii) All kinds of conveyance allowances;
- (iii) All allowances granted for meeting the cost of uniforms and rations;
- (iv) All allowances granted as compensation for higher cost of living in localities  
Considered by Government to be expensive localities including hill stations;
- (v) All house- rent allowances;
- (vi) All allowances granted to provide relief against the increase in the cost of living;
- (vii) A foreign allowance or, in the case of diplomatic missions Frais-de-representation, assigned to officers serving in posts abroad;
- (viii) A Children's Education allowances allowed under the Office Memorandum No. 19(1)-Est. (Spl.),60 of the Government of India in the Ministry of Finance dated the 30th June 1963 as amended from time to time;
- (ix) All amounts paid by way of reimbursement of medical expenses;
- (x) Amount granted as interim relief on the basis of Interim Report of the III Pay Commission.

**1804.** In cases where the whole or any part of the portion of the attachable moiety has been under attachment, whether continuously or intermittently, for a total period of 24 months, such portion shall be exempt from attachment until the expiry of a further period of 12 months, and where such attachment has been made in execution of one and the same decree, shall after the attachment has continued for a total period of Twenty four months be finally exempt from attachment in execution of that decree.

**1805.** Deductions including those relating to subscriptions to funds recognised by Government, taxes on income and debt due to Government, should be made from the non-attachable portion of the pay and allowances of the railway servant concerned.

**1806.** The cost, if any, of remittance to a court of money realised under its attachment order, should be deducted from the amount realised, and the net amount remitted to the court.

**1807.** Procedure to be followed in Executive Offices. ♦ All prohibitory and attachment, orders Civil from courts attaching the Pay and allowances of railway servants are served in duplicate on the officers notified for this purpose by the Railway Board from time to time by designation under whose jurisdiction the railway servant is working. The checking clerk responsible for the purpose first verifies if the attachment order is acceptable or not, i.e., whether the railway servant against whom the order has been received is already paying some amount on account of another attachment order. Where the attachable moiety of a railway servant is already under attachment to the full extent, no deduction on account of subsequent attachment order, should be made and the attachment order cannot be accepted. In the salary is not attached to the maximum permissible limits, the order should be accepted. In the latter case, he should endorse accordingly on both the copies of the attachment orders and return the original, duly signed by the officer concerned with the preparation of the salary bill, to the court. Necessary particulars of the judgment-debtor, the court from which the attachment order has been received, the amount of the attachment order, etc., are then posted from the office copy, in the register of deductions for watching recovery. An advice for making necessary recoveries is then sent in duplicate to the bill preparing section of the railway servant concerned with a copy to the account officer concerned. Unaccepted attachment orders are returned to the courts in duplicate unacknowledged, explaining the reasons therefor under the signature of the officer on whom the attachment order has been served. In such cases, only a remark to the effect that the attachment order has been returned, is made in the Receipt Register under the signature of the Sub-Head. The amounts recovered month by month and

particulars of the pay bills in which recovery is effected are also noted in the register of deductions. The amounts recovered in the pay bills are shown as payable to the courts concerned in the summary of the pay bills for the guidance of the Pay Clerks. As soon as the full amount of the attachment order has been recovered, clear remarks indicating the full satisfaction of the decree should be made in the Register to avoid further recoveries being made on the same account.

**1808. Court attachment against railway servants on leave out of India.♦**

- (i) On receipt of advice from the personnel branch of an attachment order against a railway servant who is on leave and is drawing leave salary out of India, steps should be taken to specify in the original or the amended leave salary certificate, the amount that will have to be deducted from the leave salary in compliance with the attachment order. This will enable the proper disbursing authority to make the corresponding deductions in the monthly bills presented to him for payment. The authorities in India will be responsible for drawing the amount recoverable monthly in compliance with the attachment order and remitting it to the court concerned. This transaction should not, however, be carried through before the 10th of the month following that to which the portion of leave salary relates. The allocation of the amount so drawn should follow that of the leave salary as indicated in the leave salary certificate.
- (ii) In order to Ensure that the portion of leave salary required in India for compliance with an attachment order under the procedure indicated above, is not paid for any period beyond which it is due owing to death or any other case, the accounting authorities concerned should be instructed to intimate any such event immediately to the officer issuing the leave salary certificate by cable if an intimation sent in any other way is not likely to reach his destination before the 10th succeeding month.

**1809. Procedure in the case of judgment-debtor refusing to draw his pay and allowances or receive salary.♦** Cases may occur in which the judgment debtor does not sign the acquittance roll and intentionally allows his pay to remain undischarged, or the judgment-debtor being a gazetted railway servant, or not being a gazetted railway servant, but being permitted to draw his pay on a separate pay bill, may refrain from preparing his pay bill and drawing his pay regularly in order to evade payment on account of attachment order issued by a court of law. In such circumstances the head of the Office, or in the case of a gazetted railway servant, the Head of the Department concerned may draw the pay of the judgment-debtor in satisfaction of the attachment order subject to restrictions laid down in paragraph 1803, and have the amount remitted to the court concerned. The amount of pay drawn should be charged in the accounts, the particulars of the attachment order, being cited in the acquittance roll or the pay bill, as the case may be, as an authority for the charge, and the court receipts for the amount should be filed in the register of Deductions.



## CHPATER XIX Apprentices

**1901.** The rules applicable to apprentices other than those governed by the Apprentices Act, 1961, recruited on the railways are contained in the following paragraphs.

**1902.** An Apprentice means a person deputed for training in a trade or business with a view to employment in Government service, who draws a stipend at monthly rates from government during such training but is not employed in or against a substantive vacancy in the cadre of a department (Rule 103 (4) RI).

**1903. Recruitment** - Recruitment of Special Class Apprentices on the railways is made through the union Public service Commission. Recruitment of all other Apprentices (other than trade apprentices) is made through the Railway Recruitment Board. The rules regarding the recruitment of apprentices other than special class Apprentice on railways are contained in Section B of Chapter I.

**1904. Training** - Apprentices are required to under go a prescribed course of training and to pass such examinations as may be-laid down in their respective syllabi. They do not become eligible for appointment to working posts until they have successfully completed their training.

**1905. Stipend.-** (1) During the period of training apprentices are entitled to such stipend and allowances as may be prescribed for them from time to time.

(2) Permanent and temporary railway servants, who fulfill the terms and conditions of recruitment to various categories of apprentices as applicable to outsiders, may be allowed to compete for appointment as apprentices along with outsiders but no relaxation of educational qualifications will be made in their favour. Relaxation in respect of age may, however, be allowed upto a ceiling limit of 30 years. However, in posts for which a Degree or Diploma in the Engineering is prescribed as basic qualification, the upper age limit will be raised by 5 years. (Bd's No. E(NG) 141-73 RR 1-3 of 10/12-4-73). They will not be required to sever their connection with the railway before taking up the apprenticeship. Permanent Railway servants on appointment as apprentices in any category may be granted pay equivalent to the rate of stipend laid down for that particular category of Apprentices or their substantive pay as admissible to them from time to time whichever is higher. Temporary railway servants on appointment as apprentices in any category may be granted pay equivalent to the rate of stipend drawn by the Apprentices in their category. Both permanent and temporary railway servants appointed as apprentices will also be granted house rent and compensatory (city) allowances during the period of their apprenticeship on the basis of their pay as apprentices.

For this purpose, the place from where they proceeded on training should be treated as their headquarter. House rent allowance will be given even if they have been given Hostel accommodation at their place of training. This will be with reference to place from where he went on training. HRA with reference to place of training or 3/4th the normal rate may be given if they rent accommodation for their family at that place, if otherwise admissible.

(Bd's No. E (Trg) 1-67 TR1/144 Date 13.11.(68)

(3) Apprentices selected from amongst working Railway employees continue to remain railway servants during apprenticeship so long as they hold lien on a permanent or temporary post. If such apprentice is suspended during apprenticeship in terms of rule 1706-RI, he should be deemed to be reverted to his post and subsistence allowance paid to him as per rules applicable to such Railway servant.

(Bd's No. E(D&A)67 RG 6-5 dt 5.9.68).

**1906. Dearness allowance.-** Apprentices will be entitled to dearness allowance at the rates as applicable to their stipend.

**Note.** In the case of Apprentice Mechanics and Apprentice train Examiners, who are provided with free board and lodging, and, therefore, get a lower stipend, the dearness allowance should be granted on the basis of the full stipend irrespective of the fact that they are actually drawing a lower stipend.

**1907. Travelling Allowance.-** (i) Special Class Apprentice moving from one headquarter to another in connection with their training will only be eligible for daily allowance for the period covered by the journey and will not be granted either joining time or travelling allowance as on transfer, but in cases where they proceed from one station to another for training for a period not exceeding six week they will be treated as on tour. The eligibility of daily allowance in that case will, however, be subject to the provisions of rules 205 of the Indian Railway Establishment Code, Volume I.

**Note-** During their stay at the Railway Staff College, Baroda, Special Class Apprentices will be granted daily allowance at full rates for the entire period of their training at the college. The mess charges will be set off against the daily allowance so admissible and no adjustments either by recovery from or payment to the special class apprentice of the difference between the mess charges and the daily allowance will be made.

(ii) Apprentice mechanics may be granted travelling allowance applicable to the category to which they are apprentices in respect of the period of their absence from HQ in connection with their training provided they are required to undertake such journey as part of the

training and that free board is not provided.

**Note-** This concession is admissible only to such of the apprentice mechanics as are in receipt of the concession of free Board and lodging at their headquarter and are in receipt of stipends at the reduced rates. It is not admissible to those apprentices who are not in receipt of the concession of free board and lodging at their HQ.

**1908. Leave.-** (i) Special Class Apprentices may be granted leave on full stipend for a period not exceeding one month in any year of apprenticeship, provided that except on grounds of ill-health, the leave shall not be granted to an apprentice if it would interfere with his training. Leave in excess of one month in any year may be granted on grounds of ill-health and when the excess leave is so granted the apprentice should not be eligible for any stipend for the period in excess.

Apprentice Mechanics under training in workshops and other apprentices who are not governed by apprentices Act 1961, attached to the workshops and printing Presses who are at present getting only 15 paid holidays will in addition, be entitled to casual leave for 12 days in a calendar year.

(Bd,s No E(G)70 LE1-5PT. Dt 22.6.73)

(ii) Apprentice Mechanics in mechanical Workshops, may be granted leave on on full stipend for a period not exceeding 16 days and on half stipend on medical certificate for a period not exceeding 20 days in any year of of apprenticeship in terms of rules 533 of Indian Railway Estt. Code Volume I.

(iii) Apprentices under training for non-gaztted posts in all other departments who are posted to supervisory posts after training such as Apprentice Train Examiners, Apprentice Permanent Way Inspectors, Stores Apprentices, etc., may be granted leave like Apprentice Mechanics as in sub-paragraph (ii) above.

(iv) Trade apprentices may be granted leave on full stipend for a period not exceeding 12 days and leave on half stipend on medical certificate for a period not exceeding 15 days in any year of apprenticeship.

(v) Apprentices referred to in sub-paragraph (ii) and (iv) above may be granted by the General manager or the Head of the Department if the powers have been delegated to him, extraordinary leave(without stipend) under the rules applicable to temporary railway servants.

(vi) In all cases of absorption of the apprentices, referred to in sub-paragraph (ii) and (iv) above in service without a break, recalculation of leave shall be made immediately on absorption and not left over till the date of confirmation. In such case the entire service as apprentice shall be taken as one spell and recalculation made under the normal rules. the leave already taken during the period of apprenticeship shall be adjusted.

In the case of apprentices referred to in sub-paragraph (i) above the benefit of recalculation of leave shall be allowed from the commencement of their 5th year of service. The leave already taken during the period of apprenticeship (i.e. before the commencement of their 5th year of service) shall be adjusted.

(vii) Permanent railway servant, who take up apprenticeship, will continue to be eligible for earned leave under the rules applicable to them prior to their appointment as apprentices. The rate of leave salary will be regulated with reference to the rate of pay as apprentice.

(viii) Apprentices injured on duty are entitled to hospital leave.

**1909. Medical attendance.-** Special Class Apprentices and Apprentice Mechanics shall be entitled to free medical attendance and treatment at railway hospitals and dispensaries on the same scale as applicable to railway servants, in the categories for which they are apprentices. Medical attendance and treatment will be given to them to the extent facilities are available in railway hospitals or dispensaries and the scope of attendance and treatment shall not include reimbursement of medical expenses etc. as are admissible to railway servant under rules. Apprentices may be treated on the same basis as railway servants in the matter of recovery of diet-charges the stipend drawn by them being treated as pay for this purpose.

**1910. State Railway Provident Fund. ♦** (i) Permanent railway servants shall continue to be eligible to subscribe to the fund during the period of their apprenticeship under the terms applicable to them prior to their appointment as apprentices. The subscription to the provident fund will be regulated with reference to their rate of pay as apprentices.

(ii) Apprentices in all categories appointed to working posts after 15.11.57 will be governed by Pension Rules coupled with non-contributing State Railway Provident Fund Rules.

**1911. Agreement.-** Directly Recruited apprentices will be required to enter into an agreement to serve the full term of apprenticeship. Such agreement must be attested by the parents or guardian of the apprentice, if he is a minor.

(Bd♦s No. E(NG)II-69/AG/4 dt 21.11.70)

**1912. Date of Posting of Apprentices -** The apprentices should be absorbed in the working posts on the working day following the date of completion of the apprenticeship/ training period. The suitability of the apprentices for absorption against working post should be judged well in advance of the expiry of the apprenticeship/training period.

In case where there is delay in holding examinations, valuation of answer books, issue of office orders etc. owing to administrative

reasons, the period intervening the date of completion of the apprenticeship training period as extended period of training apprenticeship and the apprentices should be paid stipend for that. In no case an apprentice should be absorbed against a working post with retrospective effect.

(Bd's No. E(NG)II-67/AG1/4 Date 17.1.69)

**1913. Termination of Apprenticeship.** - Except as Otherwise provided in his service agreement the apprenticeship shall be liable to termination by the Railway Administration on one week's notice. However, if the Apprentice is one to whom the provisions of the Industrial Dispute Act, 1947, apply he shall be entitled to notice or Wages in lieu thereof in accordance with the provisions of that Act.

**1914. Employment.-** No guarantee or promise of employment can be given to an apprentice. But on the satisfactory completion of their training the apprentices will be considered for appointment to the post for which they are apprentices subject to the existence of vacancies. They will, however, be taken on probation for a period to be specified in each case.

**1915. Applicability of provisions of other Acts.** - Apprentices will be governed, by the provisions of workmen's Compensation Act, Factories Act, 1948 and Industrial Disputes Act, ,1947, as may be applicable in each case.



## CHAPTER XX Casual labour

**2001. (I) Definition of Casual labour** - Casual labour refers to labour whose employment is intermittent, Sporadic or extends over short period or continued from one work to another. Labour of this kind is normally recruited from the nearest available source. They are not ordinarily liable to transfer. The conditions applicable to permanent and temporary staff do not apply to casual labour.

Casual labour on Railway should ordinarily be employed only in the following types of cases.

**(a) Casual Labour (Open Line).**- Casual labour are primarily engaged to supplement the regular staff in work of seasonal or sporadic nature, which arises in the day to day working of the Railway system. This includes labour required for unloading and loading of materials, special repair and maintenance of tracks and other structures, supplying drinking water to passengers during summer months, (recoupment of man-days lost on account of absenteeism) patrolling of tracks, etc. casual labour so engaged in the operation and maintenance of railway system is referred to as open line casual labour, as distinct from project Casual Labour, described in para (b) infra.

**(b) Casual Labour (Project)**- Casual Labour are also engaged on Railways for execution of Railway projects, such as new lines, doubling, conversion, construction of building, track Renewals, Route Relay interlocking Railway Electrification, Setting up of new units etc. Casual Labour so engaged are referred to as ♦Project Casual Labour♦.

Such of those casual Labour engaged on open line (revenue) works, who continue to do the same work for which they were engaged or other work of the same type for more than 120 days without a break will be treated as temporary (i.e. given ♦temporary status♦) on completion of 120 days continuous employment.

Casual Labour on projects who have put in 180 days of continuous employment on works of the same type are entitled for 1/30th of the minimum of the appropriate scale of pay plus Dearness allowance.

Before giving regular scale of pay or 1/30th of the minimum of the scale plus Dearness Allowance on completion of 120 days or 180 days continuous employment as the case may be, a preliminary verification in regard to age and completion of requisite number of days of continuous service should be done by the assistant officer and the person should also be got medically examined and only if found fit he should be granted regular scales of pay.

(ii) Grant of temporary status to project casual labour is regulated by instructions separately issued by the Railway Board. As far as possible, casual labourers required for new projects must be taken from amongst those casual labourers. Who have worked on the open line/projects in the past in preference to outsiders.

(ii) Seasonal labour sanctioned for specific works of less than 120 days duration. If such labour is shifted from one work to another of the same type and the total continuous period of such work at any time is more than 120 days duration, they should be treated as temporary (i.e. granted ♦temporary status♦ after the expiry of 120 days continuous employment.

**Note (I)**- The term ♦same type of work♦ should not be too rigidly interpreted so as to cause undue hardship to casual labour by way of break in service because of a slight change in the type of work in the same unit. The term ♦same type of work♦ should be implemented in spirit as well as in letter and no casual labour should suffer in this matter by rigid interpretation of the term. The various types of work may be grouped as under:

- (a) **Track renewals and linking Ballasting**, re-sleepering, relaying, etc.
- (b) **Masonry and concrete work**: Work on buildings, bridges, quarter, platforms etc.
- (c) **Steel work**:- Erection of bridge girders, sheds, shelters, etc.
- (d) **Earth work**:- Foundation bank, platforms, etc.
- (e) All work, performed by the unskilled casual labour working under the same I.O.W., P.W. I. and Bridge inspector etc. should be treated as the same typed of work.
- (f) **S&T and electrification**- All casual labour employed by CTI. CSI should be treated as doing the same type of work.

**Note (2)**:- ♦Project for this purpose should be taken as construction of new lines, major bridges, restoration of dismantled lines, and other major important open line works like, doubling widening of tunnels, Route Relay Interlocking, Railway Electrification etc. which are completed within a definite time limit. The General Manager/Heads of Departments concerned, in consultation with the FA&CAO will decide whether a particular open work is a ♦Project♦ or not. If the through track renewals include replacement of lighter section of Rails by a heavier section or increasing density of sleepers or provision of additional depth of ballast etc., these should be treated as works leading to an improvement in the carrying capacity of the Railway and as such irrespective of any financial limit they should be treated as 'Project', 'Casual renewals' or other 'Through Renewals' which do not lead to any improvement in the carrying capacity of a railway will, however, not fall within the definition of a ♦Project♦. Similarly signaling works like Route Relay Unlocking. Multiple aspect signaling, etc., and electrical works like electrification, provision of additional sub stations etc. should be treated as projects.

**Note(3)**:- Labour employed against regular sanctioned posts, which are vacant whether permanent or temporary shall not be employed on Casual labour terms. Casual labour should not be employed for work on construction of wagons and similar other work of a regular nature. Works of a regular nature. Cover workshops, loco sheds, train lighting establishments, carriage and wagon depots, yards and

stations but exclude labour employed for loading and unloading. As regards civil engineering, signal and bridge maintenance, casual labour shall not be employed except for seasonal and fluctuating works, casual renewals and occasional renewals.

**Note (4).** On the open line, trolleyman should not be Casual labour.

**Note (5)** Casual labour should not be engaged in Railway printing press.

**Note (6)** Staff employed in unskilled categories for examining the wagons for water-right repairs during the monsoon season, for supplying water to passengers during hot weather, etc. should be treated as casual labour.

**Note (7).** Casual labour should not be employed/ retained in service beyond the age of 58 years.

**Note (8):-** Once an individual acquires temporary status after fulfilling the conditions indicated in para (i) or (iii) above, he retains that status so long as he is in continuous employment on the railways. In other works, even if he is transferred by the administration to work of a different nature, he does not lose the temporary status.

(2) Should it become necessary to engage additional casual labour, discharged casual labour, who have not been re-employed they will be re-engaged, against future requirement in the order of priority on the basis of total periods of service prior to their discharge. The intake of "fresh faces" as casual labour is not permitted except where prior personal approval of the General Manager has been obtained; the power to accord such approval cannot be delegated to a lower level. The extent instructions issued by the Railway Board from time to time for regulating and controlling the total strength of casual labour (including those with temporary status) should be rigidly followed.

(3) In those exceptional cases where engagement of fresh faces as casual labour is authorised personally by the General Manager, the procedure prescribed in regard to engagement of individuals as casual labour fresh face will be followed.

(4) The percentage of reservation for SC/ST laid down for group D categories should be followed for recruitment of casual labour, in the manner laid down in the instructions of the Board, except in the case of those who are required for emergencies like flood relief work, accident, restoration and relief etc.

(5) In order to provide documentary proof of service, a casual labour should be given a card. A person wanting to be appointed as a casual labour should be asked to supply to the administration two passport size copies of his photograph at the time of his engagement as casual labour. This photograph duly attested by the competent-authority should be pasted on his service card another copy is the casual labour register. Casual labour should be asked to deposit Re. 1/- towards the cost of service card. The following particulars should be indicated by concerned supervisory official in the service card.

- (1) Name of the employee (in Block letters).
- (2) Father's Name (in Block letters).
- (3) Date of birth.
- (4) Age at initial casual employment, year, month.
- (5) Personal mark/s of - identification.
- (6) Date of engagement.
- (7) Date of termination.
- (8) Nature of job on each occasion.
- (9) Signature of the Supervisor.
- (10) Name in full (In capital letters) & Designation of the supervisor.

**Note:-** These should be cross references to LTI Register/ CL Card Number. In cases of re-engagement as casual labour previous spell of employment be checked up by Supervisors concerned including checks from the original paid vouchers.

The service cards should be in the form of-a booklet and should have stiff card board binding. On page I on the left side detailed instructions should be printed for the guidance of casual labourers. These instructions should be in bilingual form both in English and Hindi In addition. Railways may add a local language of the area subjects to convenience. The service card should be machine numbered and account of service cards maintained in divisional office.

Casual labour engaged for short duration like a week or ten days for work of short duration or for emergencies like restoration of breaches etc., will not, however, be issued cards, nor their names entered in Casual Labour Register.

(6.1) Loss of the card should be reported to the nearest police station and a copy of FIR lodged with the police should be given to the Railway authorities on the basis of which a duplicate card may be issued on a charge of Rs. 2/-. The issuing authority should satisfy himself that the duplicate is being issued to the same person to whom the original was issued and failure on his part on this score would be punishable under D & A rules.

(6.2) Casual Labour Registers will be maintained in accordance with instructions in this regard issued from time to time by the Railway Board.

**2002. Entitlements and privileges admissible to Casual Labour.** Casual Labour are not eligible for any entitlement and privileges

other than those statutorily admissible under the various Acts, such as. Minimum Wage Act, Workmen's Compensation Act, etc. or those specifically sanctioned by the Railway Board from time to time.

**2003. Breaks in Service.** ♦ The following cases of absence will not be considered as breaks in service for the purpose of determining 120 or 180 days or 360 days (as the case may be) of continuous employment: ♦

- (a) The period of absence of a workman, who is under medical treatment in connection with injuries sustained on duty covered by provisions under the Workmen's Compensation Act.
- (b) Authorised absence not exceeding twenty days including three days unauthorized absence, for personal reasons. Absence of half a day should be reckoned as half a day only.
- (c) In the case of female casual labour, a period of absence of four weeks (in addition to 20 days authorised absence) may be allowed for maternity purposes.
- (d) On completion of works or for non-availability of further productive work, when casual labour on daily wages or in regular scale of pay or 1/30th of the minimum of the scale plus Dearness Allowance, is discontinued and employed later when work is available, such gaps in service will not count as breaks in service for the purpose of reckoning of continuous service of 120 days or 180 days or 360 days as the case may be. (This provision is effective from 2nd October, 1980).
- (e) Non-performance of work on days of rest given under the Hours of Employment Regulations or under the Minimum Wages (Central) Rules, 1950 and on days on which the establishment employing the labour remains closed, does not constitute a break nor will it be counted against the limit of twenty days referred to in (b) above.
- (f) The term "authorized absence" for this purpose covers permission granted by the supervisory official in charge to be away from work for the period specified.

**2004. Notice of Termination of service.** ♦ Except where notice is necessary under any statutory obligation, no notice is required for termination of service of casual labour. Their services will be deemed to have been terminated when they absent themselves or on the close of the day.

**Note-:** In the case of a Casual Labour who has obtained temporary status after completion of prescribed period of continuous employment, the period of notice will be determined by the rules applicable to temporary railway servants.

Casual labour should not be deliberately discharged with a view to causing an artificial break in their service. Where casual labourer have to be terminated due to non-availability of work for them the unit for their retrenchment will be that of an Inspector and Supervisor (as the case may be) in the case of casual labour on, the open time. For project casual labour on Zonal Railways, the unit for this purpose will be the Division-wise and Department-wise as per instructions issued by the Railway Board. Casual labour diverted from one unit to another will rank junior-most in the new unit.

**2005. Entitlements and Privileges admissible to Casual Labour who are treated as temporary (i.e. given temporary status) after the completion of 120 day or 360 days of continuous employment (as the case may be).** ♦ (a) Casual labour treated as temporary are entitled to the rights and benefits admissible to temporary railway servants as laid down in Chapter XX III of this Manual. The rights and privileges admissible to such labour also include the benefit of D&A Rules. However, their service prior to absorption in temporary/permanent/regular cadre after the required selection/ screening will not count for the purpose of seniority and the date of their regular appointment after screening/selection shall determine their seniority vis-a-vis other regular/temporary employees. This is however, subject to the provision that if the seniority of certain individual employees has already been determined in any other manner, either in pursuance of judicial decisions or otherwise, the seniority so determined shall not be altered.

Casual labour including Project casual labour shall be eligible to count only half the period of service rendered by them after attaining temporary status on completion of prescribed days of continuous employment and before regular absorption, as qualifying service for the purpose of pensionary benefits. This benefit will be admissible only after their absorption in regular employment. Such casual labour, who have attained temporary status, will also be entitled to carry forward the leave at their credit to new post on absorption in regular service. Daily rated casual labour will not be entitled to these benefits.

(b) Such casual labour who acquire temporary status, will not, however, be brought on to the permanent or regular establishment or treated as in regular employment on Railways until and unless they are selected through regular Selection Board for Group D Posts in the manner laid down from time to time. Subject to such orders as the Railway Board may issue from time to time, and subject to such exceptions and conditions like appointment on compassionate ground, quotas for handicapped and ex-serviceman etc. as may be specified in these orders they will have a prior claim over others to recruitment on a regular basis and they will be considered for regular employment without having to go through employment exchanges. Such of them who join as Casual labour before attaining the age of 28 years should be allowed relaxation of the maximum age limit prescribed for group D posts to the extent of their total service which may be either continuous or in broken periods.

(c) No temporary posts shall be created to accommodate such casual labour, who acquire temporary status, for the conferment of attendant benefits like regular scale of pay, increment etc. After absorption in regular employment, half of the service rendered after attaining temporary status by such persons before regular absorption against a regular/ temporary/ permanent post, will qualify for pensionary benefits, subject to the conditions prescribed in Railway Board's letter No. E(NG)11/78/CL/12 dated 14-10-80. (Letter No. E(NG) 11/85/CL/6 dated 28-11-86 in the case of Project casual labour).

(d) Casual labour who have acquired temporary status and have put in three years continuous service should be treated at par with temporary railway servants for purpose of festival advance/Flood Advance on the same conditions as ARE applicable to temporary railway servants for grant of such advance provided they furnish two sureties from permanent railway employees.



(e) Casual labour engaged on works, who attain temporary status on completion of 120 days continuous employment on the same type of work, should be treated as temporary employees for the purpose of hospital leave in terms of Rule 554-R-I (1985 Edition).

A casual labour who has attained temporary status and has been paid regular scale of pay, when re-engaged, after having been discharged earlier on completion of work or for non-availability of further productive work, may be started on the pay last down by him. (This shall be effective from 2nd October 1980).

**2006. Absorption of Casual Labour in regular vacancies.** Absorption of casual labour in regular Group D employment may be considered in accordance with instructions issued by the Railway Board from time to time. Such absorption is, however, not automatic but is subject, inter-alia, to availability of vacancies and suitability and eligibility of individual casual labour and rules regarding seniority unit method of absorption etc. decided by the Railway Administration.

(ii) (a) Casual Water men for summer season shall be eligible for temporary status on completions of 120 days of continuous employment.

(b) For this purpose, various spells of engagement as casual water man may be aggregated provided the gap between two spells of employment has been caused due to season being over and/or there being no work for them in such establishment provided further that if a person engaged in the previous years is given an opportunity to work in the same hot weather establishment in the subsequent year but he fails to avail of that opportunity, he will have to start afresh in the event of his being so engaged again in future seasons. These provisions are effective from the summer season of 1985. (E(NG)II/83/CL/117 dt. 25-1-85).

(iii) As long as it is established that a casual labour has been enrolled within the prescribed age limit, relaxation in upper age limit at the time of actual absorption should be automatic and guided by this factor. In old cases where the age limit was not observed, relaxation of age should be considered sympathetically. The DRMs may exercise such powers to grant relaxation in age limit.

**2007. Employment of Casual labour in skilled categories.** (1) Normally Casual labour should not be appointed in skilled categories without a trade test. A panel should be maintained by the open line to cater to the needs of the casual labour in semi-skilled and skilled categories. Where no panel of suitable candidates is available, engagement in semi-skilled or skilled categories may be done without trade test but it should be ensured that their suitability for semiskilled or skilled grade is adjudged well in time before they attain temporary status.

(Board's No. E(NG) II/CL/83 dt. 11-5-73)

(2) When casual labour are engaged in skilled categories, the relevant scale for the purpose of determining their wages (as per orders regulating wages of Casual labour) will be that applicable to skilled artisans. On attaining temporary status they shall be paid in that scale. Similarly for Project Casual Labour in skilled categories with 180 days continuous service, consolidated wages shall be at the minimum of the scale of pay applicable to artisans plus DA. Payment on this basis will be admissible however, from the date of passing prescribed trade test if the same is later than the date of attaining temporary status or date of completion of 180 days, as the case may be, from whichever date is later. No casual labour in skilled category can be engaged without the approval of an authority lower than a Divisional Engineer.

(Board's No E(NG)II/84/CL/58 of 20-12-85)

**Note-** Past cases decided otherwise than in term of the letters dated 26-12-85 cited above or in terms of final orders of a court of competent jurisdiction, shall not be re-opened. Where, however, a person was continuing as a casual labour in a skilled category on 20.12.85 (date of issue of the said letter) his case will be regulated prospectively in terms of the provisions of the said letter (dated 20-12-85).

(3) Casual labour engaged in work charged establishment of certain Departments who get promoted to semi-skilled, skilled and highly skilled categories due to non-availability of regular departmental candidates and continue to work as casual employees for a long period, can straightaway be absorbed in regular vacancies in skilled grades provided they have passed the requisite trade test, to the extent of 25% of the vacancies reserved for department promotion from the unskilled and semi-skilled categories. These orders also apply to the casual labour who are recruited directly in the skilled categories in work charged establishments after qualifying in the trade test.

(4) (a) Casual labour should be subjected to medical examination as early as possible and preferably before grant of temporary status, Continued retention in employment is subject to qualifying in the prescribed medical examination. When casual labour who have put in six years service, whether continuous or in broken periods, are included in a panel for appointment to Group D posts and are sent for medical examination for first appointment to regular service, the standard of medical examination should not be the one that is required for first appointment but should be the appropriate standard as prescribed for re-examination during service.

(b) Such of the Casual labour as are found, on, medical examination, unfit for me particular category for which they are sent for medical examination despite the relaxed standard prescribed for re-examination, may be considered for alternative category requiring a lower medical classification subject to their suitability for the alternative category being adjudged by the screening Committee, to the extent it is found possible to arrange absorption against alternative posts requiring lower medical- classification.

**CHAPTER XXI**  
**Use of Staff Cars**

**2101.** Rule regulating the use of staff cars by the officers in the Railway Board's Office and on the Railway are laid down in the following paragraphs.

**2102.** The following journeys shall be regarded as having been performed on duty:◆

- (i) Journeys between an officer's residence and the Railway station /aerodrome or between office and Railway station /aerodrome when proceeding on or returning from a tour whether at Headquarters or at out station.
- (ii) In the case of railway officers coming to Delhi on duty journeys between Railway Board's office or others places which they are required to visit on duty and the place where the officer stays;
- (iii) Journeys to attend ceremonies, receptions in an official capacity and official lunch given to distinguished visitors. When courtesy invitations are received and official etiquette requires the acceptance of such invitations, the use of staff car for such journeys may be authorized at the discretion of the General Manager.
- (iv) Journeys between an officer's residence and office when performed for official purposes outside normal office hours including Sundays and holidays.
- (v) To maintain a uniformity over all the railways-
  - (a) For the purposes of booking a staff car on duty from officer's office to residence and vice versa, a time gap of not less than one hour from opening and closing of office should be specified  
(No. E (G) 76 AL4-10 dt. 24-5-78).
  - (b) Journeys in official cases (subject to availability) between office and residence may treated as duty journeys in case of all officers in the senior administrative grade in the field in the grade of pay Rs. 5900-6700 and above. The level-II officers are also eligible for, this facility if they are to be treated as duty journeys in case of all Heads of Department in the field and are also in the above mentioned scale (s) of pay.  
However, the above is only a permissible provision and this by itself should not give rise to any fresh demands from Railway administrations for procurement of additional staff cars.  
(No. E(G)85 AL4-2 of 28-2-85, 13-5-85 and 25-4-86)
  - (c) Staff cars and other government vehicles are a government property and therefore these should not be garaged in officer's residence except where the residence may be located within the office complex as in certain construction office.  
(No; E (G) 76 AL4-10 dt. 24-5-78)
  - (d) ( i ),( ii ) and( iii ) deleted  
(Authority Railway Board letter No. E(G)98 LE-I/1 dated 6-11-98)

**2103.** No charges are recoverable from an officer for using a staff car on duty Journeys but an officer not using a staff car shall not be entitled to any taxi hire if not otherwise eligible under the normal rules.

**2104.** The officers using staff cars will not raw road mileage for such journeys and should invariably record a certificate whenever charging mileage allowance in the travelling allowance Bills whether or not staff car was used by them.

**2105.** The use of staff cars is also permitted for non duty purposes subject to the following conditions: -

- (a) Duty journeys will have preference over non duty journeys;
- (b) The use of staff cars will not be permissible for private pleasure trips and for journeys to places of public amusement, entertainment etc.
- (c) The charges for the use of staff car will be P\*◆◆◆.per K.M., the mileage being calculated from the garage (or the point from which the car is obtained) to the point at which it is released plus the distance from the latter point to the garage or office, as the case may be. When more than one officer performs the same journey in the staff car charge at the rate of\*.....:.... Paise a K.M. Will be recovered from each of the officers separately.

\*To be determined by the administration in consultation with the Financial Advisor and Chief Accounts Officer.

**2106.** Charges at the rate of 1.75 per Km for small staff cars of not more than 18 horse-power by Royal Automobile Club rating and at a rate of Rs. 2.45 per Km for big staff cars of more than 18 horse-power will be charged for the use of staff cars on non-duty Journeys. Charges at this rate would be recoverable for distance covered by a staff car from the time it leaves office/garage till it returns to office/garage. In addition detention charge @ Rs. 2 per hour will be leviable if the staff car is detailed for non-duty purposes.

**2107.** While it is open to Railway Administrations to frame detailed rules keeping in view the local conditions, it is imperative that staff cars should be placed under the control of an officer not below the rank of Assistant Secretary who will act as controlling officer in respect of the staff car. He will be responsible for the proper use, care and maintenance of the staff car and will regulate its journeys generally in accordance with these rules.

**2108.** The Controlling Officer will maintain: -

(a) A log book showing the movements of the vehicle in respect of all journeys (both on duty and otherwise) as also empty journeys from the garage to the office at the commencement of the day or back to the garage at the end of the day or when going to fetch an officer or returning after leaving an officer etc.

(b) A register showing spare parts and other equipment of the vehicle should be checked and countersigned by the controlling officer monthly. This monthly certificate of the controlling officer after taking inventory of the equipment should record either that there are no shortages or damages of equipment or that recovery should not be made from any particular person for any shortages or damage noticed.

(c) A register showing repairs, servicing, replacement of parts etc., together with the dates on which such repairs, servicing or replacement are done. Particulars of bills, if any, from an outside party received and transmitted to the Account Officer should be recorded against each such item of repairs or servicing as far as possible and also any other items of expenditure met from imprest cash or receipts from non-duty journeys of the car.

Drawal of petrol or engine oil from the stock or a petrol station should be covered by an authority issued by the controlling Officer and a monthly memo of adjustment should be prepared and transmitted to the account officer concerned.

**2109.** The controlling Officer will have the vehicle tested every six months regarding fitness for journeys and place a report on record and also submit a half-yearly report on the expenditure incurred on the car. The controlling officer when vacating the post on transfer, leave etc., will also ensure that the vehicle is handed over to his successor with complete equipment and have the fact mentioned in the handing over report.

**2110.** Officers may not drive the staff car.

**2111.** In the event of an accident, a report by telephone should be immediately made to the Controlling officer and an account of the accident sent later in writing.

**2112.** (1) If the car is used before or after normal duty hours or on Sundays and closed holidays for non-duty journeys, an extra charge at the rate of \*₹. per hour or fraction of an hour should be levied.

\*To be determined by the administration in consultation with the Financial Advisor and Chief Accounts Officer.

(2) However, staff cars may not be used for private purposes. Only service vehicles may be permitted for non-duty purposes in emergencies when no other alternate mode of transport is available. Such a permission must be given in writing by controlling officer of the vehicle.

(Riy. Bd's letter No. E(G)79AL4-13 dt. 26.10.70 & 8-1-80)

Use of Staff cars for non-duty purpose by senior Railway officials where the overall reduced limit of consumption of petrol in areas where no suitable alternative mode of transport is available may be permitted. Such permission should be given personally in writing by the officer controlling the vehicle.

(3) In the light of difficulties being experienced by the Railway employees posted in far off localities/ remote areas as well as the practice being followed in defense service Establishments it has been decided that the use of government service vehicles for transporting children of Railway employees to school on payment may be allowed wherever there is genuine hardships on transport or where there is service disruption of transportation arrangements made by the school authorities themselves. Such use may be permitted ensuring that the government work does not suffer on this account.

The facility should be sanctioned by the general Manager personally with the concurrence of FA & CAO and power should not be delegated to any lower authority.

The charges for the purpose may be settled by the General Managers in consultation with FA & CAOs.

Buses/Vehicles for the exclusive needs of transportation of children to schools may not be normally justified but the exceptional cases of stations where there is total absence of any public transport system, General Manager may consider such facilities under DF-Staff Welfare, when the facility is not exclusive to any particular group, but to the generality of the railway population involved. These powers may be exercised by General Managers personally but sparingly and always with the concurrence of FA & CAO.

(No. E (G) 83 AL4-5 dt. 15-3-85)

**2113.** The Controlling Officer will be personally responsible for the proper and prompt recovery of charges and for their accountal to Government.





## Chapter-XXII Staff Welfare

### Section A

#### Schooling facilities and educational assistance for the children of Railway servants

**2201. Policy regarding Railway Schools** .- Education being the concern of State Governments, the policy of the Railway Ministry is not to enter the field except to the limited extent indicated below:◆:

(a) Provision of facilities in railway colonies to the extent that the State Governments or other educational organisations are not willing to provide them. Elementary education and, where no high schools are available in the neighborhood, education up to the High school should be deemed as an inescapable responsibility in railway colonies, if the only alternative is to let the children of railway workers be without any educational facilities.

(b) Where railway servants are posted in out of the way places, some provision should be made for getting their children educated in High Schools and colleges.

**2202. Authority competent to incur expenditure** :- All expenditure on schools, otherwise than provide for in the rules requires the sanction of the Railway Board.

**2203. Grants-in-aid to non- railway schools:-** General managers may, in consultation with the financial adviser and chief account officers, sanction grants-in-aid to non-railway school in accordance with paragraph 2404 of Chapter XXIV.

**2204. Educational Assistance-** Railway servants with not less than 3 years service shall be eligible for assistance for the education of their children in accordance with the instructions contained in Railway Board's letter No. E (W) 84-ED1-1 dated 4.10.85 as modified in Railway Board's letter no.FC IV/86/Imp/AL-2 dated 14.1.88 which are as follows:

(1) **Application-** These orders shall apply to Railway servants including those on deputation to the Railways whose pay is debitible to Railway Revenues but shall not apply to:

- (a) civil servants;
- (b) persons in casual or daily rates or ad-hoc or part-time employment;
- (c) persons paid from contingencies;
- (d) Persons employed on contract except where the contract provided otherwise and.
- (e) India-Based Railway staff serving in Missions abroad and receiving educational assistance under the Indian Foreign service (Pay, Leave, Compensatory allowances and other conditions of service) Rules. 1961.

(2) Those orders shall also apply to Railway servants on deputation to State Governments or on foreign service, provided necessary provision in regard to the drawal of educational assistance under those orders from such State Government or foreign employers is expressly made in the terms of deputation or foreign service.

(3) **Definitions** .- In these orders, unless the context otherwise requires: -

- (a) 'Child' means a child of a Railway servant and includes a step-child and an adopted child, who is wholly dependent on the Railway servant;
- (b) Railway means the Zonal Railway administrations on open lines and Production Unit including ◆ other Organisations set up directly under the administrative control of the Ministry of Railways;◆◆
- (c) Head of office means a gazetted officer declared as such under rule 4 of the delegation of Financial power Rules, 1978 and included such other authority or person, whom the competent authority may, by order, specify as head of office; .
- (d) Higher Secondary or Senior Secondary Classes mean classes XI and XII and include classes upto the equivalent of XII Class under the 10+2+3 scheme like pre-university class or the first year class of an Intermediate College, a technical college or a Poly- technical provided the child has passed the Secondary or equivalent but not Higher Secondary Examination before Joining such class;
- (e) 'Pay' means pay, as defined in the Fundamental Rules, viz. pay drawn monthly by a Railway servant, including special pay, personal pay or other emoluments which may be specially classed as pay by the President:

Provided that in the case of a Railway servant who has selected to retain the scale of pay which prevailed prior to 1st January, 1973 such pay together with dearness pay, dearness allowance and interim reliefs as admissible on that day at the rates in force on 31st December, 1972 shall be treated as pay.

Provided further, that in respect of a re-employed pensioner, pay means pay drawn by him in the post to which he is re-employed plus pension (including pension equivalent of gratuity and /or other retirement benefits but excluding temporary relief in pension.)



- (f) ♦Primary classes♦ mean classes I to V but does not include kindergarden or nursery classes;
- (g) ♦Recognized School♦ means a school or any educational institution whether in receipt of Government aid or not, recognized by the Central or State Government or Union Territory Administration or by a university or a recognised educational authority having jurisdiction over the area where the institution is situated. For the purpose of these orders education up to the senior level shall be treated as school education;
- (h) ♦Secondary Classes♦ mean Classes VI to X;
- (i) ♦Tuition Fee♦ means tuition fee payable and actually paid and includes:-
- (i) Science Fee if not charged separately.  
(Authority Railway Board letter No. E(W)98ED2-6 dated 9.9.98)
  - (ii) Laboratory fee, in case Science fee is not separately charged,
  - (iii) Special fee, charged for agriculture as an elective additional subject, and
  - (iv) Any fee charged for subjects like music which are taught as part of the regular school curriculum or subject requiring practical work under the programme of work experience:

Provided that if tuition fee charged from a science student is higher than charged from a non-science student, science fee, though separately charged, shall not be included in tuition fee for the purpose of these orders.

Explanation:- ♦Tuition fee♦ does not, however, include ♦

- (i) Domestic Science Fund charges,
- (ii) Library fee.
- (iii) Games fee,
- (iv) admission fee, and
- (v) Extra- curricular activity fee.

#### General Conditions-

- (4) **Eligibility-** (i) Subject to the Provisions of sub clauses 9(11) to (24) below, the concessions of Educational Allowance, reimbursement of tuition fee and Hostel Subsidy will apply to all Railway servants without any pay limit from 1.12.1987.
- (ii) The concession will be available up to three children as at present to children born up to the date of issue of these orders, viz., 14-1-88 and shall be restricted to only two children born thereafter.
- (iii) Subject to the provisions of orders 23 to 26, a Railway servant shall be eligible to the payment of hostel subsidy, irrespective of the pay drawn by him.
- Provided that the assistance mentioned in orders (i) to (iii) above will be admissible only if the children of the Railway servant study in a recognized school.
- (5) (i) In case both wife and husband are Railway servants and are governed by the provision of these orders, the children's educational allowance or reimbursement of tuition fee or subsidy for purchase of books or hostel subsidy, as the case may be shall be admissible to one of them only.
- (ii) In case the wife or husband of a Railway servant is employed outside the Railways, the servant shall be eligible to draw the allowance or reimbursement or subsidy under these orders, only if his or her spouse is not entitled to the benefit of any such allowance or reimbursement or subsidy from his/her employer and a declaration to that effect shall be obtained from the Railway servant.
- (6) (i) The children's educational allowance or the reimbursement of tuition fees or subsidy for purchase of books or hostel subsidy shall be admissible to a Railway servant while he /she is on duty or is under suspension or is on leave (including extraordinary leave).
- Provided that during any period which is treated as ♦dies non♦ the Railway servant shall not be eligible for the allowance/reimbursement/subsidy for the period.
- Explanation:-** In the case of a Railway servant under suspension or on leave, the pay admissible to him at the time he was placed under suspension or he proceeded on leave shall be taken as 'pay' for the purpose of these orders.
- (ii) If a Railway servant died or ceases to be in service by reason of retirement, resignation, discharge, dismissal or removal from service in the course of an academic year, the allowance or reimbursement of hostel subsidy shall be admissible till the end of the academic year in which the event takes place.
- (7) Children's educational allowance, reimbursement of tuition fee or hostel subsidy shall be admissible only in respect of children between the age limits of 5 and 20 years. A Railway servant shall not be eligible to draw children's educational allowance, reimbursement of tuition fee or hostel subsidy for a child for more than two academic years in the same class.
- (8) Assistance under these orders shall be admissible to the Railway servant up to three children as at present, to children born up to 14-1-88 and shall be restricted to only two children born thereafter.
- Provided that where a Railway servant claims children's educational allowance in respect of some of the children and Hostel subsidy in respect of other children, the total number of children in respect of whom allowance or subsidy is drawn shall not exceed three or two as the case may be.

- (9) The Children's educational allowance, reimbursement of tuition fee or hostel subsidy, as the case may be, shall be admissible to a Railway servant in respect of a child only if the child attends the school regularly,  
Provided that no such allowance, reimbursement or subsidy shall be admissible in any case where the period of absence from the school without proper leave exceeds one month notwithstanding that the name of the child remains on the rolls of the school.
- (10) The Children's educational allowance, reimbursement of tuition fee, or hostel subsidy, as the case may be, shall be admissible to a railway servant in respect of his children regardless of the fact that any scholarship is received provided that if free ship is awarded, reimbursement of tuition fee/hostel subsidy shall be admissible only to the extent of fees actually paid.

#### **Children's Educational Allowance:-**

- (11) (i) A Railway servant is eligible to draw children's educational allowance when he is compelled to send his child to a school away from the station at which he is posted and/or residing owing to the absence of a school of the requisite standard at that station.
- (ii) Notwithstanding anything in order (1) above a Railway servant who, on the 31st October, 1973, was drawing the allowance in accordance with the orders then in force in respect of his child, shall continue to be eligible to draw such allowance so long as that child continues to study at the same place or within the same district, as on the said date.
- (iii) For the Purpose of this order, the following schools shall not be deemed to be schools of the requisite standard:
- (a) In so far as an Anglo Indian child is concerned, a school not run by the Anglo Indian community or a school not affiliated to the Council for Indian School Certificate Examination or the Indian Council Secondary Education.
- (b) A school run by a body of certain religious persuasion which the child is prevented by the tenets of his religious persuasion from attending due to religious instructions being compulsorily imparted in such a school and
- (c) A school where teaching is conducted in a language different from the language of the child.

Explanation: - I.- The language of the child will be medium of instructions in the school where the child was getting education earlier and in the case of a child admitted in a school for the first time the mother tongue of the child by birth or by adoption.

Explanation II:-The admissibility of children's education allowance will have to be determined with reference to the standard of the school viz. Primary, Secondary or Higher Secondary or Senior Secondary and the medium of instruction and the language of the child and not to the absence of any particular subject in a particular tuition.

- (12) The allowance shall be admissible to a Railway servant at a station. Where there is no school of the requisite standard, only if the nearest school of such standard is so situated, that there is no convenient, train or bus service to take the child from his residence near the time of the opening of the school and bring him back not too long after the school is closed for the day and the journey by such train/bus service takes more than an hour.
- (13) If a Railway servant is transferred from a station where there is no school of the requisite standard to a station where there is such school and if he was in receipt of the allowance at the former station in respect of any child, he shall continue to remain eligible for such allowance as long as the child continues to study in the same school.  
(Authority Railway Board letter No. E(W)98ED2-6 dated 9.9.98)
- (14) If a child of a Railway servant is denied admission to a school of the 'requisite standard' at the station at which the Railway servant is posted and/or residing because of there being no vacancy, or for any other reasons and the child is, compelled to attend a school away from the Railway servant's place of posting and/or residence, the Railway servant shall be entitled to the allowance as if there were no school of the requisite standard at that station.

Explanation. ♦The availability of a vacancy in a school shall be determined with reference to the position existing at the time of the admission of the child in the school whether it be at the start or in the middle of the session, in consultation with competent educational authorities of the area and not on the basis of the certificate of the school authorities.

- (15) A Railway servant in receipt of the allowance shall continue to be eligible to draw such allowance during any period, not exceeding four months.
- (i) When he may go and stay with the child in respect of whom the allowance is drawn while on leave or during suspension or temporary transfer;
- (ii) When the child comes to live with the Railway servant provided it is certified by a registered medical practitioner that the child is forced to remain away from studies due to illness; and
- (iii) When the child may come to live with the Railway servant during vacation, provided the child continues to be on the rolls of the school.
- (16) The allowance shall be admissible to a Railway servant at the following rates:  
Primary, Secondary, Higher Secondary and Senior Secondary classes.} Rs. 100/- per child.  
(Authority Railway Board letter No. E(W)98ED2-6 dated 9.9.98)
- (17) (i) The allowance shall be admissible to a Railway servant throughout the year notwithstanding that no tuition fee is paid during the vacation.

- (ii) In the case of a child who is successful at the final secondary /higher secondary / senior secondary examination, the allowance shall be admissible to the Railway servant up to the end of the month in which the examinations is completed or up to the end of the month up to which the school fee are charged, whichever is later.
- (iii) In the case of a child who fails in the final secondary/higher secondary/senior secondary examination but resumes his studies, the allowance shall admissible to the Railway servant for the period of vacation intervening provided that fees are paid for the period of vacation.

#### Reimbursement of Tuition:

- (18) A Railway servant shall be eligible to the reimbursement of tuition fee payable and actually paid in respect of his child provided that no children's educational allowance under these orders is admissible to him.
- (19) The tuition fee payable and actually paid in by a Railway servant in respect of his child may be reimbursed, subject to the following limits;

Class I to X	:	Rs. 40/- per month per child
Class XI to XII	:	Rs 50/- per month per child.
Class I to X in respect of physically handicapped or mentally retarded children	:	Rs 100/- per month per child.
Science Fee, if charged separately will be reimbursable in addition to tuition fee in respect of children studying in Class IX to XII and offering science subjects.	:	Rs. 10/- p.m.

(Authority Railway Board letter No. E(W)98ED2-6 dated 9.9.98)

- (20) The reimbursement of tuition fee charged by a college run by a University or affiliated to a University for Pre-University/first year class of an Intermediate College or of a Technical college of first year class of Polytechnic or for a correspondence course shall however, be reimbursed in full subject to their being restricted to the rates prescribed by Government colleges for corresponding classes.

"In cases where minimum qualifications for admission in the two years Diploma course in Polytechnics is 10th class of the revised pattern of education and the students joins the polytechnic. After passing, 10th class of the revised pattern of education, the reimbursement of tuition fees shall also be allowed for the 1st and II year classes of the above course."

- (21) Notwithstanding anything to the contrary in these orders, tuition fee payable and paid in respect of a physically handicapped or a mentally retarded child of a Railway servant shall be reimbursement subject to the following conditions:

Reimbursement of Tuition Fee in case of physically handicapped/mentally retarded child of a Government servant shall be permitted even if the institution in which the child studying is not recognised by the Central/State Government or Union Territory Administration, as the case may be.

(Authority Railway Board letter No. E(W)98ED2-6 dated 9.9.98)

#### Hostel Subsidy

- (22) A Railway servant shall be eligible to the grant of a subsidy at the rate of Rs. 300/- per month per child if because of his transfer he is obliged to keep his children in the hostel of a residential school away from the station at which he is posted and/or is residing.

(Authority Railway Board letter No. E(W)98ED2-6 dated 9.9.98)

- (23) The hostel subsidy shall be payable up to 10 plus 2 stage in States and Union Territories, where the pattern of 10 plus 2 plus 3 has been adopted and up to Higher Secondary and Senior Secondary stage in other States and Union territories irrespective of the fact that the children study in a Kendriya Vidyalaya or any other recognized school.

- (24) (a) The hostel subsidy shall not be admissible in respect of a child for whom children's educational allowance is drawn by a Government servant.

(b) A Railway employee who is transferred to a station but who, due to genuine personal reasons does not admit the child immediately in a hostel but admits him/her later will also be eligible for the grant of hostel subsidy from the actual date of admission of the child in the hostel, subject to the fulfillment of all other conditions laid down herein.

#### Procedure for Payment of Children's educational allowance, Reimbursement Tuition of fees and hostel subsidy.

**2205.** (1) A Railway servant, claiming children's educational allowance, reimbursement of tuition fees or hostel subsidy shall furnish a certificate in the prescribed from 1, 2 & 3 or 6 & 7, as the case may be, to the Head of Office at the time of preferring his initial claim and there after in the months of March and July every year. Where the Government servant. is himself the Head of the Office, he shall furnish certificate to the next higher authority.

(2) The Head of office in regard to officers working in his office and the next higher authority in regard to the Head of Office shall, after making such enquiry as may be considered necessary, issue a certificate indicating the amount of allowance admissible to the Railway servant, on the basis of which the allowance shall be drawn by the drawing and disburse officer:

Provided that in the case of Children's educational allowance it shall be permissible for the allowance being drawn on provisional basis, pending verification as above; for short periods not exceeding three months, subject to an undertaking being obtained from the Government servant that if, as a result of verification, it is established that a school of the requisite standard and does exist at the station of posting/residence or near such station as referred to in order 12, he shall refund the allowance paid to him.

Provided further that the Head of office or the next higher authority, as the case may be, may at his discretion, make enquiry at periodic intervals regarding admissibility of assistance under these orders.

(3) The drawing and disbursing officer shall certify on the Pay Bill that the certificate as mentioned, in order 27 in respect of the Railway servants covered by the pay bill have been obtained.

(4) A Railway servant transferred from one station to another shall furnish a fresh certificate at the new station in case he continues to be eligible to draw children's educational allowance or hostel subsidy. FORM 1 (Para 26)

**Children's educational allowance**

1. Certified that my child/children mentioned below in respect of whom children's educational allowance is claimed is/are wholly dependent upon me and I am compelled to send my child/children, away from the place of my posting/residence due to non-availability of the school of the requisite standard at the station of my posting/residence or due to non-availability of a vacancy in such a school at the station of my posting/residence.

Name of the child	Date of Birth	School/college in which studying location there of and residence of the child	The place where the Government Servant is residing	Class in which the child is studying	Monthly educational allowance admissible	Amount of allowance claimed for the period from  July 20..... to Feb 20..... Mar.20..... to June 20.....
1	2	3	4	5	6	7
1.						
2.						
3.						

2. Certified that my child/children in respect of whom children's educational allowance is claimed is/ are studying in the schools mentioned in column (2) which is/are recognised school (s) (Not applicable to schools run by the Central Government/ State Government/ Union Territory Administration Municipal Corporation / Municipal Committee/ Panchayat Samiti / Zilla Parishad).

**3. Certified that;**

- (i) My wife/husband is / is not a Central Government Servant.
- (ii) My wife/husband is a Central Government servant and that her/his, pay does not exceed Rs. 1200 p.m. but she/he will not claim children's educational allowance in respect of our child/ children.
- (iii) My wife/husband is employed with .... \*.....she/he is/is not entitled to children's educational allowance in respect of our child/children.  
\*Employer other than Central Government to be mentioned

4. Certified that during the, period covered by the claim the child/children attended the school regularly and did not absent himself /herself/ themselves from the school without proper leave for a period exceeding one month.

5. Certified that the child/children has / have been not studying in the same class for more than two academic years.

6. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

Date .....

(Signature of the Railway Servant)

Place of Posting .....

Name in Block Letters.....

Designation & Office.....

(Strike out whatever is not applicable)

\*Employer other than Central Government to be mentioned



**Reimbursement of Tuition Fee**

Name of the Child	Date of birth	School in which studying	Class in which studying	Monthly tuition fees actual payable	Tuition fee actually paid from July 20toFeb20	Amount of reimbursement claimed
					Mar20toJune 20	
1	2	3	4	5	6	7
1.						
2.						
3.						

2. Certified that the tuition fee indicated against the child/each of the children had actually been paid by me vide certificate (s) from the institution(s) attached.

3. Certified that:

- (i) My wife/husband is/is not a Central Government servant.
- (ii) My wife/ husband is a Central Government servant and her/his pay does not exceed Rs.1200/- but she/he will not claim reimbursement of tuition fee in respect of our child/children.
- (iii) My wife/husband is employed with \*.....she/he is/ is not entitled to reimbursement of tuition fees in respect of our child/children.

\*Employer other than Central Government to be mentioned.

4. Certified that during the period covered by this claim, the child /children attended the school(s) regularly and did not absent himself /herself /themselves from the school(s) without proper leave for a period of exceeding one month.

5. Certified that the child/children mentioned has/ have not been studying in the same class for more than two years.

6. Certified that I or my wife/husband have/has or I not claimed and will not claim the children's educational allowance in respect of the children mentioned above.

7. In the event of any change in the particular given above which effect by eligibility for Reimbursement of tuition fees, I undertake to intimate the same promptly and also to refund excess payments, if any made.

Dated .....

(Signature of the Railway Servant)  
Name in Block Letters.....  
Designation & Office.....

(Strike out what is not applicable)

**FORM 3  
(Para 26)**

◆◆◆◆◆ school/College (name and location of the Institution)

Certified that Shri/ Kumari .....son/daughter of Shri/smt.....Passed out from Class.....in..... He/she had paid tuition fees for the period from August/April to.....as per details given below:

- 1. Tuition fees.
- 2. Science fees.
- 3. Music fees.
- 4.◆◆◆◆.
- 5.◆..◆◆◆◆.

\*Certified that Shri/ kumari◆◆◆◆◆.is at present a student of class◆◆◆◆◆.since ◆◆◆◆◆.and had paid tuition fees for the period from July to February March◆◆◆...../June..... ◆◆◆as per details given below:

- 1. Tuition fees.
- 2. Science fees.
- 3. Music fees.
- 4.◆◆◆◆.
- 5.◆..◆◆◆◆.

\*Certified that this is a school/college run by Central Government/state Government/Union Territory Administration /Municipal

Corporation/Municipal Committee/Panchyat Samiti/Zilla Parishad.

\*Certified that this is a school/college recognised by the education authorities of ..... State/Union territory Administration .

Dated.....

Principal/Head master/Head Mistress

(Stamp of the Institution)

\*(Strike out whatever is not applicable)

**Note 1.** Certificate from the Head of the institution should be furnished in the month of April and August every year covering the period as shown below:

**Month of the Certificate**

**Period to be covered by the Certificate**

April

August of the preceding year to March of the current year.

August

April to July of current year.

**Note 2.**-If the student has been continuously studying in the same class during the periods August to March / April to July the first part of the certificate will not be necessary.

**Hostel Subsidy**

1. Certified that my child Shri/Kumari ..... is studying in ..... was admitted (Name of the school) to hostel of the school on ..... 20 .....  
(Certificate from the Head of the School attached).
2. Certified that
  - (a) My wife/ husband is /is not in Government service is /is not drawing Hostel subsidy in respect of my child/children.
  - (b) The total number of children in respect of whom the hostel subsidy and children's educational allowance have been claimed does not exceed three.
3. I undertake to inform my employer forthwith in the event of my withdrawing the child, from the hostel and also in the event of there being any change the particulars mentioned earlier.

(Signature of the Government servant)  
Name in block letters....  
Designation & Office.....  
Dated.....

**FORM 5**

**Hostel Subsidy**

..... School (Name of the School and place)

1. Name of boarder.....
2. Name of Parent.....
3. Class to which admitted.....
4. Date of admission in the hostel.....
5. Period during the year for which the child would continue to stay in the hostel.....

From

To

- (a)
- (b)
- (c)
- (d)

Dated.....

Principal/ Head Master/ Head Mistress

(Stamp of the School)

dependent brothers and sisters of railways servants is as follows: ♦The employees of non-Railway Departments who are on deputation to Railway may not be considered eligible for grant of scholarship for education of their children ♦

- (i) The term ♦"technical education" will mean education in pure sciences (leading up to a degree in science) or in applied sciences (leading up to a degree or diploma in Medicine and the various branches Engineering). It will exclude subjects commonly included in Arts courses in colleges and other educational institutions. The diploma courses referred to here are not necessarily those that are equivalent to a degree. Diploma of all kinds given in various branches of technical education, will fall within the scope of the scheme.
- (ii) The cost of these scholarships will be borne by the staff Benefit Fund.
- (iii) The value of scholarship will be related to the approximate estimated cost of education in the educational institutions offering technical education. The cost of education is taken to mean the fees including fees for laboratory, field training and crafts, books and equipment necessary for the prosecution of the studies and any compulsory expenditure on account of participation in games, sports etc. It will exclude the cost of personal clothing except uniforms where such are compulsory. The purpose is to ensure that appreciable financial assistance is given to the railway servant albeid not relieving him entirely of the burden of education.
- (iv) The value of the scholarship will vary from Rs. 15/- to Rs. 50/- per month which may be increased to Rs. 70/- in deserving cases but only in respect of students of degree courses in Medicine or Engineering. The actual amount of scholarship to be awarded for the various courses of technical education will be determined ♦ by the staff Benefit Fund Committee.

**Note:- 1. A ♦"deserving case"** is one wherein the Railway servant, whose child or dependent goes in for a degree course in medicine or Engineering, is not in a position to meet the expenditure involved even after the grant of the usual limit of Rs. 50/- per month and the student himself is promising.

(2) Before a technical scholarship is granted, it should be ensured that the student who is sanctioned the scholarship is not in receipt of any other financial assistance from the institution where he may be studying or; from any other source. For this purpose the wards of Railway employees will be required to produce ♦ a certificate from their respective school/ Institution that they are not in receipt of any scholarship from that School/Institution or any other source alongwith their application for claiming scholarship from the Railway Staff Benefit Fund.

The following priorities have been laid down for the guidance of the SBF Committee for the allotment of scholarships:

- (a) Highest priority to be given to applicants studying for Degree courses in. Medicine including Homeopathy and Ayurveda system of medicine. Pharmacy and various branches of Engineering, Computer Science, Architecture and Environment Planning Bachelor of Veterinary Science and Animal Husbandry and B.Sc. (Agri ♦ culture), B. Pharma of Hamdard College, Delhi.
- (b) Second priority for diploma courses in Medicine including Homeopathy, Ayurvedic systems of medicine, Pharmacy and Engineering, Computer Sciences, Architec ♦ ture and Environment Planning.
- (c) Third priority to be given to applicants studying for Degree courses in pure scienc ♦ es, if the quota of scholarship to a Railway is not fully availed or by (a) and (b) categories above.  
(Board's Nos. E(W)85 FU1-4 dt. 19-11:1985. E (W) 84 FU 1-12 dt. 11-2-1985, E(W) 74 WE 8.2. dt. 12.3.1975, E(W) 66 WE 8-8 dt. 16-1-1967 and E.(W) 64 a WE 8.12 dt. 28-12-64.)
- (v) The total number of scholarships to be awarded to the Railway servants will be as fixed by the Railway Board from time to time.
- (vi) Scholarships will be available to children and dependent brothers and sisters of non- gazetted railway servant whose, pay does not exceed Rs. 695/- P.M.  
E (W) 74 WL.81 dt; 8-1-1974).

**Note:-** In the case of running staff 50% of pay on account of running allowance may be added to the pay for the purpose of determining eligibility of their children /wards for the award of scholarships.

- (vii) Scholarship will be payable on the basis of the scholarstic record of the students up to the stage of admission to the particular institution or class from which technical education begins. In the case of a student already studying in a technical institution, the scholarship will be paid on his scholastic record in his institution being satisfactory.
- (viii) As an encouragement a minimum of one scholarship in each Administration will be reserved for the children of the Class IV Railway servants. If, however, no applications from the class IV Railway servants are forthcoming the scholarship may not be permitted to lapse but may be awarded to other deserving candidates.
- (ix) The following percentages of scholarships may be reserved for being granted to the children of scheduled Castes and Scheduled Tribes employees :-

Scheduled Castes	12 .5%
Scheduled Tribes	5%

- (x) Scholarships will be payable from the date of their award until completion of the degree or diploma course but in the event, of failure at any the intermediate examinations, the scholarships will be discontinued.

**Note (1)** in the case requisite number of children of Scheduled Caste and Scheduled Tribe employees are not forthcoming to avail of the above percentages of scholarships, the scholarships should be thrown open to other candidates and should not be allowed to lapse.

(2) A scholarship granted in favour of a child of the serving railway servant should continue until the child completes the course of study for which the scholarship was granted and it should not be affected by the .death, invalidation or retirement on superannuation of the

railway servant. When, however, a Railway servant resigns from service he would lose the scholarship sanctioned to his child.

(3) A scholarship for study granted to the child/ward of a non-gazetted railway servant will not be withdrawn merely because the railway servant is subsequently promoted to officiate in a gazetted post, provided the student remains otherwise eligible for the same. When, however, the Railway servant is confirmed in the gazetted post, the scholarship should, merely be discontinued and no recovery should be made in respect of the period from the date of confirmation to the date of issue of the Notification of confirmation.

- (xi) The criteria for dependency of brothers and sisters of railway employees for the purpose of award of technical scholarships should be determined by the Railway administrations according to the merits of each case, the decision being left to the Staff Benefit Fund Committee or the scholarship sub-committee, if any.
- (xii) These scholarships should not be given to students undergoing post-graduate courses, the scholarship being essentially intended to enable railway servants to give their children/wards of a reasonable- University education- a degree in technical subjects. If, however, the quota of scholarships is found to be unfilled for want of suitable candidates, a student going in for post-graduate may be granted a scholarship. The children of railway employees undergoing Courses in Bachelor of veterinary science and Animal Husbandry and B.Sc. (Agriculture) may be treated at par for the degree courses in Medicine and Engineering respectively for the purpose of grant of technical scholarships.
- (xiii) Normally scholarships for technical education of the children/wards of railway employees are payable from the date of their award until completion of the degree or diploma course and in the event of a failure at any of the intermediate examination the scholarship is to be discontinued. In the case of candidates granted scholarships for Medical degree/diploma course degree/diploma course and Engineering degree/diploma course only, if a candidate fails at one intermediate examination, he may, as a special concession, be considered eligible for the benefit of the scholarship from the date he qualifies in examination at the second attempt. However, in cases where one/two failure do not entail detention in the same class and the candidate is allowed to continue studies in the next higher class, the technical scholarships granted to candidates may be continued. A second failure at the same intermediate examination or at a subsequent intermediate stage of the course should entail withdrawal of the scholarship altogether. In respect of courses other than Medical and Engineering degree/diploma even one failure should render the candidate ineligible for the scholarship thereafter. Scholarships may be granted to the child/eligible ward of an employees who failed but passed in the second attempt after the retirement of the employee.

**Note:-** Scholarship once granted should not be withdrawn on account of the pay of the railway servant exceeding the limit of Rs. 695/- at any stage before the completion of the diploma or degree course if otherwise entitled to it.

- (xiv) Training in the Training ship "Dufferin" and Marine Engineering Course conducted by the Directorate of Engineering Marine Training Calcutta, should be considered as Engineering Courses for the purpose of grant of technical scholarships to children/wards of railway employees.
- (xv) In the event of an employee granted a scholarship, under these Rules being transferred to another Railway Administration, the scholarship for the technical education of his child/ward should continue to be met by the staff Benefit Fund of the transferring Railway till the course of study is completed, if it is not forfeited otherwise.

**2207. Uniforms for children in school** (i) Uniforms of a simple style on a modest scale, and at low cost, may be supplied at the cost of Railway Revenues to the children of Railway employees drawing pay (including 50% of pay on account of running allowance or 25% of pay on account of running allowance in cases of staff governed by Authorised Scales of pay if, any, plus dearness pay, if any) upto Rs. 1400/- per month studying in:

- (1) Railway Primary Schools, Primary Classes of Railway Middle & High/Higher Secondary Schools, and
- (2) Primary classes of non-railway schools managed by staff themselves subject to the following conditions: -
  - (a) the school should be situated in Railway Colonies;
  - (b) these schools should be well established and recognised by the Education Department of the state Government: and
  - (c) Uniforms should be worn by all students (i.e. children of both railway men and non- railway men) in primary classes.

(ii) Children of Railway employees drawing pay above Rs. 1400/- per month studying in primary classes of schools referred to at (i) above may also be supplied with uniforms and the cost thereof recovered from the pay of employees concerned subject to the fulfillment of the provisions of section II of the payment of Wages Act, 1936. Deduction on account of supply of uniforms in such circumstances is covered by the item use of Railway schools which has been authorized by the Central Government to be regarded as amenities and services under section 7(2) (e) of the Payment of Wages Act, 1936.

(iii) Non-Railway men will have to provided uniforms at their own cost to their children studying in primary classes of schools as at (i) above.

(ii) Three sets of uniforms, each consisting of a white shirt/blouse(cotton) and a pair of blue shorts/skirt(cotton) should be supplied to children at all places. In winter areas, a pull-over in navy blue full sleeved of indigenous wool of average quality may be given as an extra garment to each child once in two years. These uniforms are not required to be taken back when the children leave the school due to transfer of their parents or otherwise.



## Chapter-XXII Staff Welfare

### SECTION B Railway Institutes and clubs

**2208. Incidence of cost of maintenance and upkeep of Institutes-** A Railway Institute should be looked upon as a club provided by the Railway, rent free, for the benefit of its employees. As a general principle, therefore, the Railway should provide everything which a landlord ordinarily would and the Institute should pay for all that a tenant would usually be liable.

**2209. (i) The Railway Administration will bear -**

(a) The first cost of the Building including the cost of electric installations (which include electric Fans) with necessary furniture, roads, fences, tennis courts and other playgrounds. Wherever possible a garden will also be provided;

**Note-:** The terms ♦furniture♦ is not intended to include billiard tables, pianos and pictures. It includes lamps other than billiard table lamps and locks and keys of almirahs and book-boxes.

(b) The cost of maintenance and alterations except as provided in sub-paragraph (ii) below.

In the case of tennis courts and other play-grounds the Railway administration will bear only the cost of ordinary engineering repairs.

The expenditure incurred by the Railway Administration will be allocated in accordance with the rules and orders on the subject.

(ii) The Institute funds will bear -

- (a) The cost of rolling, watering, grass-cutting and other maintenance charge of play-grounds, other than engineering repairs;
- (b) The cost of maintenance of its gardens and ornamental grounds;
- (c) The cost of maintenance and renewal, whether partial or complete, of electric installations (which include electric fans) payable at a flat rate of 5 per cent per annum on the capital cost of the installations;
- (d) The cost of electric current consumed and hire of meter;
- (e) The occupier's share of municipal taxes for specific direct services rendered to an institute by a municipality such as conservancy, water and the like taxes as distinct from taxes of a general.
- (f) Water charges calculated at so much per tap, each Railway Administration fixing its own scale of charges.

In cases where large quantities of water are supplied by the Railway Administrations, as in the case of swimming baths, the actual cost of water supplied should be recovered.

**Note:** No charges for supply of water to swimming baths should be recovered in case where waste water from such baths is utilised for definite railway purpose e.g.; flushing of sewers and watering of grounds, etc.

**2210. (i)** No rent is recoverable in the case of Railway buildings used as officers club provided conditions stipulated in para 1942-E are fulfilled.

(ii) No rent is recoverable in the case of officers clubs if the buildings are specially constructed against amounts specifically sanctioned by the Railway Board.

(iii) No rent is recoverable in the case of clubs, if additional Expenditure is incurred in covering an existing building into a club or providing ancillaries to make it suitable as a club, if the expenditure is incurred with the specific approval of the Railway Board.

(iv) No rent is recoverable in the case of clubs where the building is erected by the club at its costs on Railway land.

**2211. Accommodation for Class IV Staff of Institutes.-** The Class IV Staff employed in Railway Institutes may be given residential accommodation free of rent provided that such accommodation is either part and parcel of the Institute building and its recognised out-houses, or is not required for any other railway purpose or cannot be rented to outsiders and would otherwise lie vacant.

**2212. Organisation of the Institutes.♦** The Institutes may be organised as Senior and Junior Institutes and should cover as wide a range of staff as possible. Separate institutes for the artisan class may be considered where there are considerable numbers.

**2213. Membership-** The membership will be optional.

**2214. Sports, Recreation Clubs and Associations.** ♦ The growth of these clubs should be encouraged, the aim being to induce the greatest number of railway servants to participate in healthy physical exercises, rather than to encourage individual prowess directed only to record-breaking.

**2215. Swimming Pools.-** These can be attached to institutes or Sports Clubs or organised as a separate amenity provided it can be foreseen with reasonable certainty that the need will continue.

**2216. Children's parks sewing and knitting centres.-** A children's park should be provided in all institutes where there is a demand and where there are good prospects of the facilities being, availed of by the children of the railway servants. There should also be a provision in the Institute Rules for the use of the premises by ladies as sewing and knitting centers. This aspect of Institutes activities should be actively promoted.

**2217. Rules.-** The General Managers may frame rules to suit local requirements of the Railway Administrations and other circumstances of the place.

While laying rules for use of Railway premises/institutes, Clubs etc., among other things specific mention of the following must be made:

- (i) The holding of meeting on railway land by recognised unions ♦ no political subject should be discussed in the meetings.
- (ii) Prohibiting the grant of permission to unrecognized unions for holding their meeting on Railway land/premises.
- (iii) Restriction on the use of any railway land for holding election meetings and/or public meet ♦ ings.

(Bd's No. E(W) 86-151-2 dt. 3-6-86).

**2218. Mobile Libraries.** ♦ (a) Mobile Libraries are intended to supply reading material to the staff posted at wayside stations, where there are hardly any other amenities. Mobile Libraries stocked with adequate number of books may be set up either attached to the existing institutes or independently.

(b) Incidence of-cost ♦

- (i) The cost of conversion of stock for use as Mobile Library and the hauling charges there of shall be met from Railway Revenues.
- (ii) Where the Mobile Libraries are set up independently, cost of staff shall be charged to the Railway Revenues and where the Mobile Libraries are attached to the Institutes the cost of staff shall be borne by the Staff Benefit Fund.
- (iii) Cost of books shall be met from the Staff Benefit Fund.

## SECTION C Holiday Homes

**2219.** Holiday Homes have been. Established as a measure of amenity to staff.

**2220.** The broad principles which Railway Admi ♦ nistrations should follow in the setting up and run ♦ ning of Holiday Homes for non-gazetted staff are as follows: ♦

- (i) No large-scale outlay on the construction or the acquiring-of fresh buildings should be issued without the Railway Board's prior approval. As far as possible fairly large buildings should be hired from any available source at suitable stations and sites, or made available from any surplus buildings which it may be possible for Railway to make available after effecting necessary initial rehabilitation and alterations. Railway administrations are authorized to incur outlay in this connection not exceeding Rs.10Lakh(Ruppees Ten lakh only) for each Railway as a whole in a year, or if a building is hired to incur recurring charges not exceeding Rs.5,000/- (Rupees five thousand only.) per month as rent in each case. The terms of hire should be such as not to involve the Railway in long-term, or indefinite liability beyond one or two years on each occasion. The incurrence of expenditure, etc., will be subject to the usual rules regarding prior financial concurrence.

**(Authority Railway Board letter No. E(W)2000/WE-2/2 dated 7.12.2000)**

- (ii) Two types of accommodation-one higher and the other lower- should be provided in the holiday Homes.
- (iii) Necessary essential equipment such as utensils, furniture and recreational facilities etc., should be provided. Its cost should be included while applying the limit of Rs.10Lakh(Ruppees Ten lakh only). referred to in sub-paragraph (i) above.

**(Authority Railway Board letter No. E(W)2000/WE-2/2 dated 7.12.2000)**

- (iv) Running expenses, viz., providing a chowkidar cum-mail and /or a Janitor according to the needs of each case, electricity charges, etc., may be incurred and provided for in the revenue budget.
- (v) Where separate Convalescent Homes are set up, a performa account of the. Expenditure should be kept as in the case of Holiday Homes for judging the financial implications of the scheme.

- (vi) The approval of the Rly. Board will be necessary to the location of a Holiday Home and when the expenditure is to exceed the limits referred to in sub-paragraph (i) above.
- (vii) There is no objection to a Railway having a Holiday Home for its staff at a place outside its jurisdiction but the Holiday Home will be in charge of the Railway that serves the area.

**2221.** The use of Holiday Homes set up by a particular Railway may be allowed to the staff of the other Indian Railways, provided it is possible to do so after meeting the demands from the staff of the home Railway.

**2222.** The staff of the Railway Board's office and its attached and subordinate offices and of Indian Railway Conference Association, Chittaranjan Locomotive works, Integral Coach Factory and Diesel Locomotive Works who have no Holiday Homes of their own, will be eligible for making use of the Holiday Homes of any Railway and should be treated at par with the staff of each Railway for the purpose of allotment of accommodation in the Holiday Homes set up by the Railway concerned.

**2223.** Staff who are allotted accommodation in a Holiday Home should not be refused leave except in very emergent cases.

**2224.** (i) The Charges for occupation of the Holiday Homes are as follows:

#### Charges Per Suite Per Day

##### Serving Employees

(a) Gazetted Officers	Rs.25
(b) Group 'C'	Rs.12
(c) Group 'D'	Rs.05

##### Retired Employees

(a) Officers above JAG	Rs.75
(b) Officer upto and inclusive of JAG	Rs.35
(c) Group 'C'	Rs.25
(d) Group 'D'	Rs.12

Para-2224(ii) : As far as possible, Group-D staff, both serving and retired, should be provided the lowest type of accommodation; where such accommodation is not available, they may be provided the next type of accommodation at charges applicable to the lower type of accommodation.

**(Authority Railway Board letter No. E(W)2000/WE-2/2 dated 7.12.2000)**

**2225.** A Performa account should be maintained to judge the financial implications of the scheme, and an annual statement showing the non-recurring outlay as well as the running expenditure and income from the Holiday Homes should be furnished by each Railway to the Railway Board as soon as the year's accounts are closed.

### SECTION D Convalescent Homes

**2226.** (i) To enable Class III and Class IV staff who do not normally have the means to go for a change of climate at their own expense while they are convalescing, Convalescent Homes are set up on Railways. If Holiday Homes already exist at places which are suitable for the purpose of being used, as convalescent Homes from the climatic point of view a portion of the Holiday Homes may be utilised as Convalescent Homes. If, however, the Holiday Homes are being adequately patronised, a portion thereof should not be utilised as convalescent Home, without expanding or supplementing it. The intention is that each Railway should have a Convalescent Home so that the convalescing railway servant are treated separately from the holiday makers, but at the same time the latter are not deprived of the facility because of a portion of the Holiday Home being utilised as a convalescent Homes Where separate Convalescent Home are proposed to be provided, the general rules already framed for Holiday Homes will apply except that Railway Board's prior approval will be necessary for the setting up of a separate convalescent Home.

(ii) Medical facilities should be provided at these convalescent Homes. At a station where there is a railway doctor, he should be deputed to attend to the convalescent Home. Otherwise the nearest railway doctor should attend the Home twice a week.

(iii) Charges as for Holiday Homes as per paragraph 2224 should be recovered from the occupants convalescent Homes. There is, however, no objection if the occupation is allowed free and necessary charge are recovered from the Staff Benefit Fund.

(iv) Where separate Convalescent Homes are set up, a Performa account of the expenditure should be kept as in the case of Holiday Homes for judging the financial implications of the scheme.

### SECTION E Scouts and Guides

**2227.** The scouting organisation on the Railway is a Separate State Association on each Railway as a branch of the Bharat Scouts and Guides on conditions similar to those applicable to other State Associations directly under the Bharat Scouts and Guides.

**2227A. Appointment of scouts against Cultural quota.**- General Managers may recruit not more than 2 persons per Division in Group D (Class IV) posts in unskilled or semi-skilled category subject to the candidate fulfilling such qualification as may be prescribed by the Railway Administration in consultation with State Chief Commissioner of Scouts & Guides. The minimum qualification should however preferably be a presidents scout besides other educational/technical qualification and experience, if any. This will be prescribed for each post. The power to recruit in their respective Division can be delegated by the General Manager to the Divisional Railway Manager.

While filling up the vacancies in Scouts/Guides cells, preference should always be given to person who have sufficient experiences and training in this field.

(No. E(W) 11-84/RR2/1 dt.14.9.84)

**2228. Special leave and passes/TA/DA-** (i) Railway servants, including Apprentices and Trainees, who are Scouts/Guides of the Railway State Associations may be granted special casual leave limited to 30 days in a calendar year for attending training camps or rallies or when engaged under instructions from their scouting authorities, on scouting duties whether in or outside India, provided that this is done without detriment to their Railway duties.

Special Casual leave may be permitted to be combined with Casual Leave or recorded leave when sanctioned on Scouting dates. However, when regular leave is granted in combination with special casual leave, casual leave will not be granted in combination.

E(W) 80 WE6-2 dt. 5-1-83)

(ii) Special passes will be issued to Railway servants in the above connection and also be their bonafids family members who are appointed as office bearers of Rly. State Associations or who enroll themselves as rovers, rangers, cubs, scouts and guides as laid down in Chapter XV.

- (1) Special Complimentary passes not exceeding 3 sets per year to the retired Railway employees on recommendation of CPO and the Railway State Chief Commissioner for Scouts & Guides from the station of/nearest their residence to the station of nearest training camp and back subject to the following conditions.
    - (i) He/she had been an office-bearer of the Railway Scouting organisation or had been an active worker for at least five years assisting Railway administration in Organising training camps or imparting training etc.
    - (ii) He/she would at least be a president Scout/Guide or Himalayan Wood badge holder; and
    - (iii) A certificate is given by Railway' State Chief Commissioner that the presence of the retired railway official concerned is absolutely essential and no suitable person of his/her qualification or calibre is available for imparting training to railway employees.
  - (2) These passes are given with a specific purpose of utilising their services for imparting training in the scouts/Guides of the Railway.
  - (3) These powers given to General Managers/ Addl. General Managers are not delegatable further.
- (E(W) 84 P55-18/I Dt.28.1-85).

(iii) Concession of special casual leave and free passes referred to in (i) and (ii) above may also be granted to those Railway servants who join the Railway wing of the National Fellowship of the Former Scouts and Guides as and when they are called to perform scouting duties.

(iv) TA/DA as on tour at the rates appropriate to the pay of the employee subject to a maximum of 15 days in a calendar year may be paid to Scouters/ Guiders/Adult Leaders/Commissioners /Rover/Rangers for the following activities :

- (i) When deputed to attend Training Camps/ Courses organised by the State/District Scouts Associations, Himalayan Woodbadge Training Courses etc. for imparting training to children, Scouts/Guides/Rovers/ Rangers.
- (ii) When deputed to assist a Railway administration in supplementing Railway's efforts during Melas, Festival, Accidents, Natural Calamities like Floods, Cyclones, breaches, etc.
- (iii) Scouts/ Guides officials deputed to attend meetings the State/National body;. And
- (iv) Railway employees who are deputed to import training or organise major Scouts/Guides events. Such as rallies, jambories, conferences etc; at the state or National levels.

The expenditure on TA/DA for scouting activities will be met from Revenue.

Scouting being a welfare activity, grants are made from the SBF for this purpose. So the maximum expenditure on TA/DA for scouting activities should be proportionate to this grant. For this, Railway may fix a ceiling on expenditure towards TA/DA for scouting activities taking into account the amount of grant sanctioned from SBF for scouting purposes every year.

Grant of 15 days TA/DA for specific scouting activities is within the limit of 30 days special casual leave and that the total period spent by employee on this account should not exceed 30 days.

(NO. E(W)80WE6-1 DT 27.9.82 AND 7.5.83 and E (W)84 WE6-7 DT 16.10.84)



## SECTION F

### Rules regarding statutory and Non-Salutatory (reconised) canteens on Indian Railways

The Hon'ble Supreme Courts judgments dated 22.10.1980 and 27.2.1990 treating canteen employees as Railway servants w.e.f. 22.10.1980 (in respect of employees of Statutory and 11 Delhi based Non- Statutory (erecognised) subsidised canteens ) and w.e.f. 1.4.1990 ( in respect of employees of remaining Non-Statutory(recognised) subsidised canteens) have necessitated thorough revision of provisions contained in paras 2229 to 2237 of Indian Railway establishment Manual (Volume II 1990 Edition). These paras have been accordingly revised. Para 2236 relating to ' Employees Provident Fund' has been deleted and substituted by new para regarding ' Model Canteens' . The chapter thus revised containing paras 2229 to 2238 reads follows: -

**2229. Provisions of Canteens as a statutory obligation-** The provisions of section 46 of the factories Act, 1948 impose statutory obligation on the Railway Administrations to provide and maintain canteens in Railway Establishments, which are governed by the Factories Act and employ more than 250 persons.

Under sub-section 2 of the above Act, State Governments are empowered to frame rules regarding the constitution of Managing committees of canteens falling within the purview of the factories Act and representation of workers in the management thereof. As these rules have statutory force, Railway Administrations should strictly adhere to these rules in implementing the provisions of the Act in so far as they apply to staff employed in Railway Establishments Governed by the factories Act.

(Authority Railway Board letter No.. E(W) 92 CN1-16 dated 2.12.93)

**2230. Provision of Canteens other than as a statutory obligation-** In addition to provision of Canteens as statutory requirement under the Factories Act, 1948, the Railway Administrations may open canteens in establishments not governed by the Act, as necessary, as per provisions contained in Rule-2231 below.

(Authority Railway Board letter No.. E(W) 97 CN1-15 dated 16.11.99)

**2231. Principles governing the setting up of canteens-** The following guiding Principles have been laid down for the setting up of the canteens: -

(i) Canteens should be opened at points where considerable bodies of labour are concentrated such as workshops, sheds, yards, large stations etc. Tiffin rooms may be provided where the strength of the staff is not less than 25 but is less than 100 and a regular canteen provided where the strength of the staff is 100 or more. This scale is only for general guidance. Any scheme for the provisions of new canteens in accordance with this scale should be submitted to the Board for approval indicating financial implications duly vetted by the F.A. & C.A.O.

(ii) Canteens should be self-supporting and sale prices should be adjusted from time to time with reference to the cost of procurement of consumable including gas etc. , running expenses and taking the year as whole, should be worked on a "no loss," no profit" basis.

(iii) They should not involve loss in working hours i.e. light refreshment should go to the worker and not to the worker to the refreshments; while in the case of more elaborate meals, these must be consumed outside working hours;

(iv) Commodities sold should be wholesome and cheap.

(Authority Railway Board letter No.. E(W) 92 CN1-16 dated 2.12.93)

#### Management of Canteens

**2232. Canteens provided under the statute.** ♦ The staff served by Canteens should be actively associated in the management. For this purpose, a Committee of management of staff should be formed in accordance with the rules framed by the State Government concerned in this regard to help in the day-to-day working of the canteen. However, the Committee will have purely advisory functions. The administrations can constitute a staff Committee for the management of the canteens, but the legal responsibility for the proper management rests not with the Committee but solely with the Railway Administration.

(Authority Railway Board letter No. E(W) 97 CN1-15 dated 16.11.99)

**2233. Canteen provided otherwise than under the statute-**

(i) These canteens should be run by a Committee of Management to be formed for the purpose.

(Authority Railway Board letter No.. E(W) 97 CN1-15 dated 16.11.99)

(ii) The Committee of Management should consist of the duly elected representatives of the staff for whose benefit the canteen is run, and a representative of the Railway Administration to be nominated either as a Chairman or Secretary or as Member of the Committee. If, however, the Chairman or the Secretary or the Member nominated by the Railway Administration on the Committee feels that any particular decision of the Committee is likely to effect the interests of the Railway administration in its capacity as the owner of the premises and of the furniture , equipments, etc. or is likely to be considerable harm to the staff, he should bring this to the notice of the Administration and should inform the committee that he has done so in which case no action will be taken on that particular decision of the committee till the General Manager has recorded his decision thereon.

(Authority Railway Board letter No. E(W) 92 CN1-16 dated 2.12.93 & E(W) 97 CN1-15 dated 16.11.99)

(iii) deleted

(iv) deleted

(Authority Railway Board letter No. E(W) 92 CN1-16 dated 2.12.93 & E(W) 97 CN1-15 dated 16.11.99)

(v) Before opening a canteen, the Railway Administration should make a self - contain proposal with the necessary justification and bare minimum compliment of staff required , to the Railway board for their consideration and approval.

(Authority Railway Board letter No.. E(W) 92 CN1-16 dated 2.12.93)

**2234. Incidence of cost.**- When it is proposed to open a canteen as outlined in the above paragraphs the incidence of cost shall be as under:

(1) Canteens provided otherwise than under the factories Act, 1948.

(a) The Railway Administration may provide necessary the necessary accommodation gas equipment, sanitary and electric installations, furniture and cooking utensils, electricity and water.

(b) The canteen accounts should be debited with the cost of working and running the canteen including cost of crockery, cutlery, service, etc. required for the canteen.

(c) UNIFORMS:

Keeping in view the sanitary conditions and tidy appearance of the canteen staff in general and bearers in particular, the uniform shall be supplied by the Railway Administration at the following scales to the categories indicated below:.

CAREGORY	ITEM OF UNIFORMS	COLOUR/QUALITY	FREQUENCY
1	2	3	4
Bearers	i) Trousers ii) Coat (Style 3-s and 16- 2) iii) Jersey iv) Shoes	White/Terrycot White/Terrycot Navy blue/Woollen White/Canvas	2 sets every year. 2 set every year. Same as prescribed for other categories of staff under Dress Regulations. 2pairs every year.
Halwais, Cooks, Asstt. Halwais/ Cooks/ Helpers/ coffee/ tea/ makers and Washboys.	i) Trousers ii) Bushshirts (half sleeve) (Styles 4-s amd 14-s) iii) Jersey iv) Shoes	Grey/Drill } Grey/Cellular } Navy blue/Woollen White/Canvas	3(Three)sets every year. Same as prescribed for other categories of staff under Dress Regulations. One pairs every year.
weepers	i) Trousers ii) Bush shirts(half sleeve) (Styles 4-s and 14-s) iii) Jersey iv) Shoes	Khaki/Drill } Khaki/cellular} Navy blue/Woollen White/Canvas	3 sets every year Same as prescribed for other categories of staff under Dress Regulations. One pair every year.

**NOTE:** (1) the shoes will be given to the existing canteen staff as a personal concession till such time a decision is taken by the Board, on entitlement to foot wear for various categories of staff including canteen staff.

(2) One or two sets of common size gum boots may be kept in the canteen for use of Wash boys. Turbans may be supplied to Sikh



employees. Bearers deputed for serving at meetings may be supplied three sets of uniforms per year.

(3) The scale of supply in respect of Woollen jerseys supplied to all the categories of staff specified in these orders would be the same as prescribed for other categories entitled to jerseys, i.e., once in four years in the case of the areas classified as ♦Summer and winter♦, ♦very cold♦ and ♦winter only♦.

(No. E(W) 90UN1-7 dated 22.5.1992 and 25.8.1992)

**NOTE:** The Railway Administration should improve the working efficiency and may effect suitable upward revision of tariff to match with the additional financial burden on cost of materials etc.

(Authority Railway Board letter No. E(W) 92 CN1-16 dated 2.12.93 & E(W) 97 CN1-15 dated 16.11.99)

(2) Canteens provided under the Factories Act 1948-

Besides the facilities mentioned in item 1(a) above, the Administration will have to meet statutory obligations, in respect of the expenditure on providing and maintaining canteens, arising from the provision of the factories Act and the rules framed by the state Government there under.

**Note** ♦ Expenditure on account of the following items is to be met by the Administration and is not to be taken into account in fixing the cost of meals:

- (a) the cost of utensils including cooking vessels, plates, glasses and other articles which would be necessary to serve the meals to the workmen;
- (b) the cost of furniture;
- (c) the cost of coal, fuel including cooking gas and electricity.

**2235. Periodical Check-** The equipment made over by the Railway to the managing committee will be subject to periodical verification by the Railway and any shortage found will have to be made good by the managing committee as a part of the working expenses of the canteen.

**2236. Improvements in the working of canteens-** With a view to effecting improvements in the working of canteens and also their cleanliness and attractiveness, the following steps may be taken, namely-

- (i) As far as possible marble chop floors and mosaic dados for walls should be provided in the canteens, and the layout of the kitchens and the serving counters therein should be devised in such a way as to make the canteens look more attractive.
- (ii) The successful functioning of the canteen to a large measure depends on its cleanliness and attractiveness. It is, therefore necessary to impress upon the staff concerned the need for maintaining a high standard of aesthetic appeal in respect of the canteens.
- (iii) The president of the canteen committee should constantly watch the customers needs and introduce reforms in consultation with the canteen committee, which would make the canteen more attractive and useful.

**2237. Quality and cost control** ♦ Necessary arrangement should be made to ensure adequate control over quality and cost of the foodstuffs served in the canteen and also over the cost of canteen establishment.

**2238. Model Canteens:** The canteen in DCW, Patiala which is equipped with modern furniture, equipments and other infrastructural facilities should be taken as a model canteen for modernisation of the canteens on Indian Railways. To begin with, the Railways were advised to select one workshop canteen for effecting necessary improvements. However, it was further decided that all other remaining canteens should also be improved on the same lines in a progressive manner. The Railways where selected workshop canteens have not been fully modernised should bring about the necessary improvements immediately. The modernisation of the remaining canteens should also be undertaken in phases. The Engineering, Electrical, Personnel and Mechanical Engineering officials who have not visited the DCW, Patiala to assess the model canteen may do so immediately.

(Authority: Railway Board's letter No. E(W)92CN1-16 dated 2-12-1993)

## **SECTION ♦ G**

### **Handicraft Centres and Vocation Training Centres**

**2239. Handicraft Centres.** ♦ (i) Handicraft Centres should be set up for the benefit of the families of the Railway men for imparting training to women members of Railway men families in handicrafts such as weaving, knitting, spinning tailoring of garments, etc. during their spare time with the object of helping them in learning some trade to augment the family income.

(ii) Expenditure on this scheme should be met from the staff benefit fund.

(iii) Accommodation for Handicraft Centres should be provided in spare Railway buildings free of rent. No new building for this purpose should be constructed without prior approval of the Railway Board.

(iv) Charges for electricity and water consumed by the Handicraft Centres located in Railway buildings should be borne by the Railway Revenues Where the Handicraft Centres are housed in a Railway institute, these charges should be borne by the Institutes.

(v) Railway Administrations should patronise and encourage the Handicraft Centres by placing orders for the supply and fabrication of articles required by Railways.

**2240. Vocational Training Centres.** ♦ Vocational training Centres should be established at suitable places where classes should be held in the evening to impart ♦

- (i) (a) the technical training to unskilled and semi-skilled workmen during their off duty hours for improving their future prospects; and  
(b) Vocational training to children of Railway employees.
- (ii) Classes should be held separately for Railway employees and their children on alternate days of the week.
- (iii) Outsiders should not be admitted in the Training Centres. Dependants of Railway employees will be eligible for admission and for this purpose, eligibility may be extended to those members of Railway employees families who are eligible for privilege passes.
- (iv) A Committee for management of Technical Training Centres should be formed at stations where the Centres are established, which should consist of ♦
  - (a) An Engineer (Civil, Mechanical Electrical or Signal), preferably in the senior scale and headquartered at the centre where the training centre is opened to function as Chairman of the Managing Committee. The nomination should be ex-officio and should be made by the General manager;
  - (b) An Inspector or other senior class III official to be nominated ex-officio by the General Manager;
  - (c) Two representatives elected by the Area staff council in which the training centre is situated. Where Area Staff Councils have departmental jurisdiction, the number of representatives may be increased to three, the manner of election to be decided by the General Manager;
  - (d) Two representatives to be elected by the staff of the station where the training centre is situated ; and
  - (e) The Welfare Inspector of the section concerned, who will also act as Secretary.

The Committee will enroll candidates for training, appoint instructors, maintain accounts be responsible for the maintenance of tools, equipment and plants and will generally manage the centre.

- (v) The training must be restricted to the simple trades. The students must be trained as carpenters or as fitters. They should at the same time be given basic technical training which would enable them to be receptive to the instructions in the more difficult trades that they will be given if and when they are later recruited for such training as Trade Apprentices or considered if already in service for promotion in the normal course. Theoretical instruction in arithmetic and mensuration and in reading of drawings should also be given to those who are literate.
- (vi) A normal fee of Re. 1/- per mensem may be charged from each candidate.
- (vii) No preference in employment or promotion is to be given to persons who have received training at these centres as it would be against the constitution. The purpose of the Centres is to provide technical training which would be an asset to the students of the Centre the possession of which is likely to place them at an advantage vis-♦-vis others who do not have this asset and also make them technical minded.
- (viii) For the efficient running of the training centres competent supervisors and even artisans may be engaged as Instructors on payment of suitable honorarium. There is no objection engaging retired employees for the purpose.
- (ix) Children of Railway employee who successfully complete the training Course in the vocational Training Centres may be given a certificate in the following form: -

.....♦♦♦♦♦♦♦♦♦♦Railway Vocational Training Centre.....♦♦♦♦♦♦♦♦♦♦.

This is to certify that Shri♦♦♦♦♦♦♦♦♦♦:.....♦♦♦♦♦♦♦♦♦♦son of Shri♦♦♦♦♦♦♦♦♦♦.has been given training in the  
.....♦♦♦♦♦♦♦♦♦♦Trade at the Vocational Training Centre.....♦♦♦♦♦♦♦♦♦♦. ♦♦♦♦♦♦♦♦♦♦ and passed the examination held  
(Name of the station)  
on..... Station

Dated

Secretary,  
Vocational Training Centre-♦♦♦♦♦♦♦♦♦♦  
(Name of the station)

Chairman  
Vocational Training Centre♦♦♦♦♦♦♦♦♦♦.  
(Name of the station)

**2241. Allotment of accommodation to social Welfare centres, Vocational Training Centres and Homoeopathic Dispensaries-**  
The organisations wherever set up on Railway may be provided with accommodation and facilities as under: -

- (i) Spare Railway building may be allotted to these organisations on a nominal fee of Rs. 20/- per annum
- (ii) No new buildings should be constructed for these purposes without the approval of the Railway Board.
- (iii) Electricity and water charge should be borne by these Centres and Homeopathic Dispensaries.
- (iv) The cost of any equipment required for Homeopathic Dispensaries and Vocational training centres should be borne by

the staff benefit fund of the respective Railway/Production units.

(v) Social Welfare Centres should bear the cost of equipment etc., on a self-supporting basis.

[Top](#)

## CHAPTER XXIII Co-operative Societies

**2301. Types of Co-operative Societies.** ♦ The following types of co-operative societies are functioning on the Railways: -

- (1) Consumer co-operative Societies
- (2) Co- operative credit Societies and Banks.
- (3) Co-operative Housing Societies.

**2302. Encouragement to co-operatives.-** Government policy is directed towards encouraging co-operative movement on Indian Railways.

### CONSUMER CO- OPERATIVE SOCIETIES (OR CO-OPERATIVE STORES)

**2303. Organisation:-** consumer co-operative societies referred to in this Chapter mean retail societies which provide for the needs of their members.

The work relating to organisation, supervision routine inspection, etc., of consumer co-operative societies and giving guidance to them and developing their activities is the responsibility of the Railway Administrations. This work will be under the overall control of the Chief Personnel Officers at the headquarters and they will ensure necessary co-ordination in the divisions through the Divisional Personnel officers who in turn should keep a close watch on the work of the welfare inspectors one of whose essential duties will be to look after the co-operative societies. The welfare Inspectors should be given training in the principles and practice of 'Co-operation' by the co-operative inspectors attached to the railways according to the syllabus approved by the Railway Board. The welfare inspectors should associate themselves with the co-operative inspector during the latter's visit to the societies and learn as much as possible from him of the technique of organisation, supervision, etc., of consumer societies and acquaint themselves with the type of work that is required to be done by them. One welfare inspector should be placed in charge of each centre for attending to all the items of work relating to that particular society. The welfare inspectors should submit to the chief Personnel Officers through the Divisional Personnel Officer monthly report showing the work actually done by them in connection with the organisation development etc., of the co-operative Societies.

Railway Administrations should submit to the Railway Board a quarterly report in form No. 79 of appendix 9 about the progress made in developing co-operative activity by the welfare. Inspectors. These reports should be for the quarters ending 31st March, 30th June, 30th September and 31st December of each year and should be submitted within a month from the close of the quarter.

**2304.** There should normally be only one co- operative store functioning at a junction station between two or more railways to be established under the auspices of the railway working the station who should bear all debits on-account of grant of subsidy. To open branches of the main store, accommodation may be provided by the other railways, for whose staff, branches are proposed to be opened. In case a non-railway building is rented for the main store or a branch, the cost of rent will be borne by the working railway under whose auspices the main store is established .

**2305. Classification:-** The consumer co-operative societies should be classified as follows: -

- (1) Small co-operative stores- with a membership below one thousand;
- (2) Big co-operative stores- with a membership of one thousand and above.  
The area of operation of each store will be fixed on the following principles: -
  - (a) Competition between different stores should be avoided, i.e. the jurisdiction of one society should not overlap with that of the other;
  - (b) A small store will generally have an area of operation covering a radius of about 32 Kms and minimum of six hundred railway servants residing therein;
  - (c) the area of operation of the stores must lie within the territorial boundary of the State in which the head office is situated.

**2306. Membership-** (1) membership shall be open to all serving railway servants. A Railway servant desiring to become a member shall be required to purchase at least one share. The value of each share shall not be less than Rs. 10. They should also pay an admission fee of 50 Paise or Re. 1, as may be provided in the bye-laws of the -society.

(2) Retired or ex-Railway servants should not be permitted to become members or to continue as such beyond a limited period.

(3) Relatives and nominees of retired railway servants should not be allowed to derive any benefit of membership and their share money should not be accepted but refunded, if necessary.

**2307. Management -** Railway co-operative societies shall be managed as under: ♦



- (1) The Management of the societies will be carried on through a management committee which will be formed from amongst the shareholders of the society;
- (2) The society will appoint a paid secretary who should supervise subject to the control of the managing committee, the day to day working of the staff and organise the business of the society;
- (3) The managing committee may appoint sub-committees for supervising different activities of the society;
- (4) Subcommittees so appointed may be delegated final powers in certain matters but policy decisions taken by them must be confirmed by managing committees; and
- (5) The supreme authority must vest in the general body of shareholders;

**2308. Taking part in the activities of Consumer Co-operative Societies by gazetted railway servants.** ♦ Gazetted Railway servants can become members of consumer societies and also be elected as office-bearers but they should not become ex-officio office-bearers unless the Railway Board so approve.

**Note-** In respect of Railway men's consumer Co-operative societies made eligible for financial assistance referred to in items (i) and (ii) of para 2309 below, the above provisions will not apply and in that case the General manager (or officer to whom the General manager delegates his powers in this respect) would nominate on the managing committee of the Railway men's Consumer Co-operative society Concerned, gazetted officers as official representatives upto one third of the strength of the Managing Committee or three Directors, whichever is less.

**2309. Concessions:-** The following concessions are granted to these societies:-

- (i) Grant of Matching share capital contribution upto Rs. 2,500 (Per society) in the case of those Railway men's consumer co-operative Societies which have started functioning on and after 1.9.1963 as also in the case of dormant societies which ceased to function for want of finances and in the opinion of the Railway Administration, could be revived by the grant of this concession. The power to sanction this rests with the General Managers which may be re delegated by them to Chief Personnel Officers but not to any authority lower than him.  
(NO. 63/E (Coop)/40/26 Pt.dt.5.6.69)
- (ii) Grant of interest-bearing repayable working capital loan upto Rs. Rs. 10,000 per society to such of the Railway men's Consumer Co-operative Societies which, for want of finances, are either not functioning progressively or cannot expand their scope of activity and take up additional activities like the opening of fair price shops. The actual amount of capital loan, however, should be determined with specific reference to the actual need of the society. Co-operative Societies having more than one fair price shop may, however be granted working capital loan @ Rs. 10,000 per fair price shop instead of Rs. 10,000 for the society as a whole. The power to sanction this loan is delegated to the General Manager subject to: (i) provision of funds by Railway administration for the allotment of which the Board should be approached in advance; (ii) fulfillment of conditions by the Railway consumer co-op. Stores as laid down in para 2308 above and (iii) the powers delegated may be re-delegated to Chief Personnel Officers but not to any authority lower than him.  
  
As to the authorities empowered to execute agreement form on behalf of the president of India for grant of interest bearing loan, para 16 of Part XVIII of the revised notification relating to the execution of contracts etc. issued by the Ministry of Law on 1.2.66 circulated to the Railways etc. vide Board's letter No. E(X)II-62/CNT-1 dt. 25.2.65 may be referred to.  
(NO. 63/E(Coop)/40/26 dt.. 1.2.65, 64/E/(Coop)/14/7 Pt. dt. 28.3.66, 63/E(Coop)/ 40/26/Pt. dt.5.6.69 and 74/E(Coop) 14/9/ dt. 6.8.74)
- (iii) Subsidy amounting to not more than half the administrative and establishment charges for the first three years, irrespective of whether the financial results of working of the society reveal a net profit or not, subject to the condition that the state co-operative Department concerned certifies that the society is functioning properly;
- (iv) Subsidy amounting to not more than half the administrative and establishment charges incurred in respect of fair price shop section in the case of the Railway men's Consumer co-operative- Societies which were in existence for more than 3 years from the date they started fair price shops section subject to the proviso that the concession will not be for more than 3 years from the date of starting fair price shop.
- (v) (a) Provision of suitable accommodation on payment of nominal rent of Re. 1 p.a. (plus actual municipal taxes) should be charged from such of the Railway men's consumer co-operative societies, which run fair price shops.  
(b) Rent to be charged from such of the Rail men's consumer Co-operative Societies, which do not run fair price shops should be only the out of pocket expenses in the way of maintenance charges and municipal taxes but should not include any element of depreciation and of interest. In this case rent calculated at the above rates should be recovered in terms of para 1960-E.No. 63/E(Coop)/40/25 dt.30-3.64)
- (vi) provision of one ceiling fan for the society free of cost;
- (vii) Supply of water and electricity at concessional rates;
- (viii) Recovery of dues on account of credit sales from the salary bills of railway servants;
- (ix) Recovery of share money in lumpsum or by installments from salary bills of Railway servants;
- (x) Special passes and special casual leave to the members of the managing committee for attending meetings of the committee or board of directors or a sub-committee;
- (xi) Privilege passes and privilege ticket orders to the employees of the societies;
- (xii) Medical facilities to the staff of the societies.



All reasonable assistance should be afforded in the matter of giving quarters to the staff of the Railwaymen's Consumer Co-operative stores (including the fair price shops run by them) wherever it is considered absolutely essential and where the towns and villages are situated far away from the railway colonies, reasonable rent i.e., as for outsiders being recovered when ever feasible to spare quarter.

**Note-** The concessions of additional subsidy and nominal rent of Re. 1/- P.M. to the Railwaymen's Consumer Co-operative Societies, are intended to be allowed to such of the societies which continue to trade in the items of commodities normally covered by the fair price shop scheme for supply to their members and other railway employees even during the period when the fair price shop sections are temporarily closed down during a year according to the policy of the State Governments. Such broken periods should be reckoned for the purpose of granting additional subsidy for the maximum period of 3 years and that the broken periods wherein the consumer Co-operative Societies do not effect sales of the items normally covered by the fair price shops scheme should be excluded for this purpose.

**2310. Subsidy-** For the purpose of calculating the amount of subsidy to the consumer co-operative societies the following items shall be included:-

**Establishment Charges:**

- (a) Pay and allowances of the staff, including monthly allowances to the secretary and other office bearers, as also society's contribution to a duly constituted employees provident Fund, if any, subject to the following exceptions:-
  - (i) cost of staff appointed for maintaining the accounts of credit given to members by way of credit sales; and
  - (ii) honoraria which shall be paid out of the net profits after the end of the year;
- (b) travelling allowance to staff and office-bearers;
- (c) contingent expenses claimed by the staff and office-bearers by way of conveyance charges. If any;
- (d) sitting fee, if any, paid to members of the managing committee or those of the Board for attending meeting of the managing committee or board of directors;

**Administrative Charges**

- (e) Rates and taxes excluding charges on account of water and electricity; This does not include sales tax, transport charges, insurance premia, purchase of stationery and books, printing of forms, postal expenses and audit fees etc. and municipal tax payable on the building owned by such a co-operative society shall also be excluded.

**Note-** (1) All consumer co-operative societies registered after 12th August 1949 despite the fact that they were working as unregistered organisations prior to that date, should be considered eligible for the subsidy provided they fulfill other conditions.

(2) No subsidy will be paid societies towards the rent that will be borne by them with effect from 1st October 1958.

(3) Any subsidy, grant in aid etc. which for all intents and purposes is an income of Railway men's consumer co-operative society should be taken into account for accounting purposes and shown in the annual profit and loss accounts separately for their relevant period.

(No. E(Coop)/55 Taxes/1 dt. 16.3.1956 & 65/E (Coop)/34/1 dt. 19.9.1967)

**2311. Procedure for payment of subsidy-** (i) The following procedure is prescribed for expediting the payment of subsidy shortly after the close of each quarter of the year, i.e. ending 30th September, 31st December, 31st March and 30th June the consumer co-operative societies should, in the first instance, make an application in Form No. 80 of appendix 9, to the General Manager, through the respective Registrar of co-operative societies, giving therein the different items as laid down in paragraph 2310. The registrar of Co-operative Societies, while forwarding the application of the society to the General Manager of the railway will attach a certificate in form No. 81 (Section A) of appendix 9 as to whether the society has been working properly or not. If the claim is supported by the Registrar of Co-operative Societies which shall include a certificate signed by an Assistant Registrar, Deputy Registrar or Joint Registrar on behalf of the Registrar, the papers should be passed on to the Co-operative inspector attached to the railway who will visit the society shortly there after, scrutinise each item carefully with the vouchers and see whether these are in order in the event of an item, the claim for which is not covered by the "Railway Board's instructions referred to above, it should, for the time being, be excluded though the matter can be settled later by making a reference to the Railway Board. The papers along with the inspector's certificate in Form No. 81 (Section B) of Appendix 9 should be passed on to the financial Adviser and Chief Account Officer for payment without further scrutiny. In case the Registrar does not give a certificate of satisfactory working, the society's claim should be rejected and the society informed accordingly.

(ii) However, for payment of subsidy in terms of para 2309 (iv), production or a certificate of the Registrar of Co-operative Societies is not necessary. Instead, Co-operative /Welfare Inspector, in addition to giving a certificate in Form No. 81 (Section B) should also give a certificate will be countersigned by the officer under whose signature the subsidy, bill is drawn. In the certificate to be recorded in Form No. 81 (Section B) the following may be added at the end.

To the best of my knowledge and belief, there is no reasonable suspicion of corrupt practices in the working of the above Railway men's Consumer Co-operative society.

(No. 64/E (Coop)/9/6 dt. 1-5-67)

**2312. Allocation of subsidy-** The expenditure incurred in connection with the grant of subsidy should be booked under the sub-detailed head J.421-subsidy to Co-operative stores.

**2313. Accommodation:-** Where convenient suitable existing premises may be offered to the consumer Co-operative societies on rent. If these are not available accommodation may be taken ensuring that the rent is reasonable and the accommodation is not excessive. If neither of the courses is feasible, new building may be constructed with Railway Board's sanction. The buildings should be so designed as to admit of their conversion into staff quarters later, if necessary. In the newly established railway colonies, it should be possible to provide accommodation to consumer co-operative societies, where provision for construction of a market exists; where however, a market is not provided the construction of building for allotment to the society on a reasonable rent should be dealt with separately for each case on merits and with the prior approval of the Railway Board.

**2314. Recovery of rent:-** Railway men's Consumer Co-op. Societies as well as any agency authorised by state Govts. to run fair price shop will be charged nominal rent of Re. 1/- per annum (Plus actual municipal taxes) which also includes the rent of electrical installations provided in the building so licensed. In the case of Railway men's consumer Co-op. Societies which do not run fair price shops, the rent to be charged should only cover maintenance charges @ 2.5% per annum on the capital cost w.e.f. 23-5-66. Municipal and other taxes payable under local laws are to be recovered in addition in case of Railway buildings, constructed after 26.5.50. the service charges paid to the local bodies in lieu of municipal taxes should be recovered from the societies allotted with such accommodation. The rent will be recovered from the existing as well as from the new societies whether they are housed in railway buildings which are already available in buildings which are specifically for the purpose as under:

#### Rent Payable

During the first year from 1st Oct. 1958 or the date of inauguration of the Society whichever is later.

		Nil.
Do.	Second year	one-fourth
Do.	Third year	Half rent
Do.	Fourth year	Three-fourths rent
Do.	Fifth year: onwards	Full rent.

**2315. Minor alterations to buildings:-** Minor structural alterations may be carried out by the railways to buildings allotted to consumer societies so as to make them suitable for locating their shops.

**2316. Lease of Railway land:-** Land, in surplus to railway, requirements may be licensed on nominal rent to the consumer co-operative societies for the purpose of construction of their own buildings subject to the condition laid down in paragraph 819, of the Indian Railway Code for the Engineering Department. The licence should include provision for resuming the land at short notice not exceeding a month. The buildings that may be put-up by the societies on railway land should be according to specification approved by the Railway Administration concerned so that such buildings may be utilised for staff quarters later.

**2317. Supply of equipment:-** No. equipment should be supplied to co-operative stores free of cost.

**2318. Provision of Electric fans and charges for electricity and water:-** The co-operative stores should not be charged for electrical installations and fittings as the rent for the accommodation covers the cost of electrification also. The expenditure for electrification should be met from the funds provided for staff amenities. Ceiling fans may be provided free of cost at not more than one in number per store, additions being paid for by the society concerned. The rate for consumption of electricity should be fixed on the same basis as for railway institutes.

**2319. Rules of procedure for credit sales:-** (1) The consumer co-operative societies should encourage cash sales. If, however, credit sales are to be introduced, there should be provision in the bye-laws on the lines mentioned below: ♦

- (i) The sales should generally be in cash; where however, credit sales are to be introduced the society may, subject to the restrictions that may be prescribed in this behalf, allow at any one time the purchase of consumer goods on credit only up to the maximum value of the share subscribed by a railway servant even if not fully paid up plus the actual amount of the purchase deposits, if any at his credit provided that he executes an agreement or an authority in favour of the Railway Administration to deduct from his monthly pay the amount due from him on account of the sales on credit.
- (ii) The society shall pay to the Railway Administration from time to time the fee levied by the latter for the recovery of its dues from the salary bills of the member;
- (iii) Every society shall obtain the approval of the Ministry of labour under Section 7(2)(i) of the Payment of Wages Act, 1936, before introducing credit sales, in respect of the staff governed by that Act. The amount of credit sales should not exceed the limit prescribed by that ministry under the Payment of Wages Act.

**Note:-** No. Amendments to the bye laws which would infringe the provisions of the Payment of Wages Act, 1936 shall be made without the prior approval of the Central Government.

- (2) The various restrictions that may be imposed on the society in respect of credit sales by Railway Administrations are:-
  - (i) The credit sales to the extent of full value of shares subscribed, plus the amount of purchase deposits may be allowed, in the case of those societies which are in a sound financial position and have surplus funds at their disposal and are not indebted to their members or non-members in the shape of loans or deposits etc.
  - (ii) The limit of restricted credits to the extent of 50% of the value of the share or shares subscribed by a member

plus the amount of purchase deposits, if any at his credit, should be applied in all other cases.

- (3) After the necessary approval has been obtained, the society shall obtain in duplicate, an agreement in Form No. 82 from its members and furnish one copy of it to the Railway Administration.
- (4) Refreshments viz. tea, coffee, cooked meals, etc., served from canteens or any tea stall, etc., managed by the society, should be paid for in cash by the railway servants and no credit sales should be permitted in such cases.
- (5) Societies which are selling goods on credit and have not fallen in line with the above instructions will not be afforded the facility of recovery of their dues through salary bills.
- (6) No recovery of dues will be made if credit sales have been based on purchase deposits, since the dues in question can be set off by the co-operative societies against the deposits at the credit of any particular member.
- (7) The following procedure will be observed in connection with recovery of credit sale dues:-
  - (i) Every society should prepare in triplicate a list as in Form No. 83 of its member making credit purchases, and forward it in duplicate to the respective Pay Bill section of the Railway administration not later than the 20th of each month which would, in turn, make the deduction from the salary bills in hand and pass one copy to the Accounts office for taking further action. The Accounts office will pass the bill and arrange to send a cheque for the consolidated amount to the society together with that copy of the list. The society should, on receipt of the cheque arrange to pass credit entries in respect of the recoveries.
  - (ii) The Railway Administration will try to expedite the despatch of the recovered amount which should as far as possible be done within 30 days of receipt of the society's demand.

**2320. Recovery of share money through salary bills.** ♦ Deduction on account of share money in one lump or in instalments through salary bills can be permitted only in the case of those organisations which have been registered under the co-operative Societies Act of the respective States and if the deductions have been otherwise authorised under the payment of wages Act, 1936.

The following procedure will be observed in this connection: ♦

- (i) the consent of the railway servant who desires to pay the value of share/shares purchased by him through his salary bill be obtained by the society in Form No: 84 of Appendix 9 in duplicate. One copy of the form will be furnished to the Railway Administration (bill preparing section) along with the first recovery list and the other copy will be kept by the society:
- (ii) The society should prepare in triplicate a list of recoveries in Form No.85 of Appendix 9 and forward it in duplicate to the respective bill preparing section of the Railway Administration which will make the deductions from the salary bills of the Railway servants concerned and pass on one copy and the recovery list along with the bills (after filling in Column 6) to the Accounts Office. The Accounts Office will pass the bill and arrange to send a cheque for the consolidated amount to the society together with that copy of the recovery list. The society on receipt of the cheque and the recovery list will arrange to check the correctness of the recoveries and make necessary entries in the register maintained for this purpose.

## CHAPTER XXIII Co-operative Societies

**2321. Passes, Privilege Ticket Orders and Special Casual leave:-** (i) Special casual leave and special passes over the home and foreign lines are admissible to such railway servants as are members of managing committees of the consumer cooperative societies for attending the meetings of the managing committees including those of board of directors and sub-committees of the co-operative societies but not for attending meeting of the shareholders whether general, annual, ordinary or extra-ordinary. Special passes should not, however, be granted to the railway servants connected with the management of consumer co-operative societies organised at different centres on the railways, for going out to make purchases from the wholesale markets.

Railway employees who are managing committee member and office bearers of the Railway men's Credit /Consumer/Housing Co-operative Societies and are posted outside the Headquarters of the societies when attending the Managing Committees, including those of Board of Directors and sub-committees of the Co-operative Societies may be allowed Special Casual leave upto a maximum of 15 days in a calendar year plus the minimum period required for the journeys to attend such meetings.

This is applicable to Railway servants who being members of the managing Committees of the Co-operative societies, have to remain absent from their duties on occasions enumerated below : ♦

- (a) to attend court in connection with co-operative matter;
  - (b) to contact and settle matters with Registrar or other State officials at the instance of the Railway Administration;
  - (c) to attend any special meeting which may be convened by the Railway Administration; and ;
  - (d) to contact civil authorities for lifting of the weekly quota of fair price shops etc.
- (ii) Privilege passes and privilege ticket orders that may be issued to the staff of the consumer co-operative stores are detailed in Railway servants (Pass) Rules, 1986.
  - (iii) Not more than one duty card pass may be granted to each retail society for its salesmen or managers where mobile van service is operated or up to places where sales depots or branches are located.

**Note:-** In the case of Co-operative Credit Societies/Banks, special casual leave may be allowed as per actual requirements upto a maximum of 30 days in a calendar year. This increased limit would be applicable for attending meetings of the Managing committees and the Board of Directors but not for meeting of the sub-committees.

(No. E (G)70 LEI/2 dt. 3-9-71)

**2322. Medical facilities** ♦ Free medical facilities as out-patients and in-door treatment as available in railway hospitals and dispensaries may be given to the staff of the consumer co-operative societies but at per capita basis in the case of members of their families, the per capita charge, being calculated on the basis of total expenditure on medical services incurred on railway servant and their families during the previous financial year.

**2323. Bye-law:-** The co-operative societies shall adopt the model bye-laws framed by the Railway Board in consultation with the Registrars of Co-operative Societies concerned, copies of which shall be obtainable from the Railway Administration or Co-operative Departments of the States.

### Guiding Principles

**2324.** (i) The societies should not incur expenditure which is not in the interest of promotion of their stated objects and for the purpose set forth in the bye-laws particularly in view of the large number of concessions made to enable them to stand on their feet. The societies should, therefore, avoid all wasteful and unauthorized expenditure, e.g. making contributions to labour organisations or political bodies, giving farewell parties to outsiders ♦s etc.

(ii) With a view to strengthening their financial position, the consumer co-operative societies on railways should invest at least one-third of the reserve fund outside their business in Government securities or other approved forms of investment permitted by the rules framed under the Co-operative Societies Act.

(iii) In organising and running the societies, the following points need to be borne in mind:

- (a) They should not proliferate into number of branches organised as ♦one-stop shopping facilities for the whole range of consumer needs."
- (b) A judicious selection should be made of items to be sold with emphasis on high-margin goods.
- (c) Close and constant watch should be kept on overheads which if unchecked, could erode into available margins, which are already low.



- (d) Maximum and minimum levels of stock should be prescribed in order to prevent over or under buying .
- (e) There should be a properly organised system of purchases based on reliable commercial intelligence and adequate expertise, a check on incoming material as regards quantity and quality and prompt, and effective system of stores accounting to keep a watch on inventories.
- (f) There should be a system of concurrent accounting and effective internal audit for detection as well as deterrence of mistakes and frauds.
- (g) A well defined budget should be prepared for setting up standards of performance.
- (h) There should be an experienced and alert management with a clear chart of responsibilities; who would be capable of inspiring confidence and enthusiasm and ensuring effective supervision at the floor and departmental level. This required that management should be entrusted to men of integrity and proven experience in the line.

(No. 70/E(Coop)/.9/ 15-dt. 1-7-1970)

**2325.** The societies should not be allowed to bid at auction sales of lost and unclaimed property on railways nor should they be permitted to work as supply contractors for railways requirements. There is however, no objection to such co-operative societies as have acquired a certain amount of stability and are in a position to offer service in an efficient manner, being permitted to supply provisions, groceries, cereals, pulses etc., to the railway catering establishment and canteens and they should be considered along with other purely on the basis of competitive prices and quality of material.

**2326.** The system of selling goods through an outside agency should be discouraged as also the practice of employment of private agents on payments of commission to conduct the business of consumer societies. If any society functions in contravention of the above policy its recognition should be withdrawn and all facilities to it stopped.

**2327.** The consumer co-operative societies shall purchase and sell as far as possible, store of established quality e.g. Agmark edible oil and ghee etc.

**2328. Registration under sales Tax Act.-** The societies should get themselves registered under the respective Sales Tax Acts and the tax should be recovered from the purchasers or included in the selling price and paid to the respective state Government in accordance with the law and practice of the state concerned.

**2329. Divident.♦** A consumer society may not declare a dividend when it has sustained a loss in its working for a particular year.

**2330. Rebate.♦** The net profit earned by the society in any year shall be disposed of in accordance with the bye laws of the society. The society shall maintain a proper, and correct account of purchases made by every member and at the end of the year, consolidate the total amount of purchases in each cases . This account shall be utilised for calculating the share of rebate earned by the member on the purchases he makes. Rebate shall be paid after the audited financial statements are passed by general meeting and only if there is a surplus left after making allocations to reserve fund, dividend etc., in accordance with the bye laws. If the dividend or rebate is not claimed for 3 years from the date it becomes due, it shall be forfeited to the reserve fund of the society. Rebate shall be paid at higher rate on cash purchases than on purchases made on credit.

**2331. Restrictions regarding collection of minimum share capital:-** No. restriction other than what may have been fixed statutorily or through executive instructions by the state Governments need be imposed by the railways on the consumer 'co-operative societies regarding the collection of minimum shares capital before the societies are recognised by the Railway Administration.

**2332. Audit-** (i) The audit of consumer co-operative societies should be done by the State Co-operative Departments. Normally, the audit should be completed within six months of the close of the co-operative year ending 30th June. The Railway Administrations should keep a watch on the progress in auditing the societies and where necessary approach the registrars of Co-operative Societies concerned for arranging timely audit. Any case of undue delay in completing the audit of societies should be brought to the notice of the Railway Board.

(ii) In order to assist the auditors in the timely completion of audit, the railways should impress on the societies the need to keep their accounts up-to-date and to close them soon after the close of the co-operative year. They should also ensure through the agency of the welfare Organisation, including the Personnel Officers that the societies have done so and have kept their accounts ready for check by the auditors.

(iii) Soon after the receipt of the audit report in each case, the Railway Administration should obtain two copies of the audited balance sheets and other final accounts (viz, statements of receipts and disbursements, trading and profit and loss accounts) from the societies concerned so as to facilitate a comparative study of the progress made by the societies during each year. One copy of these statements should also be submitted to the Railway Board for their information.

(iv) The welfare Inspectors should check up during their visits to the societies whether the audit has been completed and audit reports received by the societies. If so, they should arrange for submission of the copies of the reports to the Railway Administrations on the spot. If not, they should meet the Assistant Registrar/ Auditor, and arrange for the timely completion of audit.

**2333. Progress Reports♦** The co-operative inspectors as well as the consumer co-operative societies should furnish their reports in regard to the organisation .and registration of new societies and supervision of the copies of the existing societies as the case may be to the Railway Administration concerned, who should prepare monthly reports in form No.86 of Appendix 9 on the basis of the above information and furnish the same to the Railway Board together with their own remarks about the general progress made by the consumer co-operative societies by the 10th of the month following that to which the report pertained.



**2334. Scale for paid establishment :-** Standards to be followed ordinarily as regards the optimum size of the cooperative stores and the managerial personnel to be employed in each case are given below:-

- (i) A small store having a membership of at least three hundred but not exceeding one thousand, can be managed by a secretary-cum-manager with a committee of management for exercising supervision and deciding policy matters;
- (ii) The bigger stores having a membership of over one thousand may require the services of a secretary and a manager to assist the governing body in managing the stores. The need for this will depend on the volume of business, the location of the clientele etc. If branches have to be opened at stations other than the headquarters, of the stores, staff for such branches will naturally have to be found separately. The emphasis should, however, be on economy in expenditure.

**2335. Training of staff.** (i) Staff employed as managers and accountants should be got properly trained in the Co-operative Training Institute run by the Co-operative Department of the State in which the society is located. The cost of the training should either be borne by the employee himself or by society concerned and the railways will not incur any expenditure on that account except in the matter of giving free passes to the employees. For this purpose, one set of passes of appropriate class should be issued either to the manager or the accountant of each society per year from the place of working up to the training centre and return.

(ii) With a view to disseminating knowledge to the members of the Managing Committee of the Railwaymen's consumer Co-operative societies and free flow of ideas of what is happening in one part of the country to such co-operative in other parts, Railway Administration should conduct Co-operative Work-shops at the divisional or headquarters level under advice to the Railway Board. Where it is decided to conduct a seminar on a state-wise basis, members of the managing Committee of a Co-operative society located in the contiguous area but on a different railway may be invited by mutual consent of the concerned Railways.

Attendance in such workshop/meetings/seminars etc. organised by Railway Administrations is obligatory on the part of the railway employees and their absence from duty for the purpose would be treated on tour.

(No. 67/E (Coop)/23/I. pt. dt. 27-10-67:/E(Coop)/23/I. pt. dt 31.8.68: 67/E/(Coop)/23/1. pt. dt. 16.9.68.)

**2336. Quarters for staff.** Wherever quarters are provided to the employees of the consumer co-operative societies rent shall be recovered in accordance with the provisions of paragraphs 1961 of the Indian Railway Code of the Engineering Department. (Revised Edition 1982).

**2337. Deputation of Railway servants.** prior approval of the competent authority has to be taken whenever any railway servant is sent on deputation to work as paid secretary, manager, accountant etc., of a Co-operative store. The railway servant placed on deputation with a co-operative store will be on the usual "Foreign Service" terms and the requisite contributions towards leave, pension, provident fund, bonus, gratuity etc., will be paid by the co-operative societies concerned to the Railway Administration.

**Note-** The above provisions are also applicable in the case of railway servants to railway employees Co-operative credit, societies/Banks and paid secretaries or managers.

**2338. Protective measures against defalcation and thefts:-** (1) Defalcation- The following measures shall inter alia be taken to check defalcation of money in Co-operative stores:-

- (i) Adequate security from the societies' staff handling cash and property should be obtained;
- (ii) Proper accounts should be maintained from day to day and examined in the monthly meetings of the managing committee of the societies;
- (iii) Once a week or fortnight, proper accounts should be obtained by the managing committees from the directors or office bearers who have taken advances for making purchases of stocks.

**(2) Thefts.** Co-operative societies should make adequate arrangements for watch and ward by appointing a night watchman whose work should be supervised and checked by the office bearers periodically. Where the doors and windows of buildings provided by the Railway Administration require repairs or replacement, the matter should be brought to the notice of the administration without delay.

#### Co-operative Credit Societies /Banks

**2339.** The main object of Co-operative Credit societies is to encourage habit of thrift among members rather than provided loans to them at reasonable rate of interest. The rates of subscription recoverable from subscribers every month, rate of interest on the subscription, withdrawal of sum from compulsory thrift deposit, re-admission of a member of a Co-operative Credit Society, penal rate of interest in case of compulsory monthly subscription falling in arrears, deduction of amount due to a Society from the subscription at the time of making an advance from the compulsory deposit etc; should be as per bye-laws of respective registered Co-operative Credit societies /Banks

**2340.** The following facilities are extended, to co-operative credit societies and banks-

- (i) recovery of loans, bank deposits, and compulsory thrift deposits through the salary bills of the staff concerned;
- (ii) privilege passes and privilege ticket order for the employees of the societies available over both home and foreign lines as per scale laid down in Railway Servants (Pass) Rules 1986.
- (iii) special casual leave and passes for members of the managing committee to attend meetings as laid down in paragraph 2921;

- (iv) provision of accommodation at reasonable rent in railway premises in accordance with the provision contained in para 1960 of the code of Engineering Department (Revised edition of 1982);
- (v) free publication of their notices in the weekly gazettes;
- (vi) medical facilities in railway hospitals and health units to the staff and to the members of their families at a per capital charge, calculated on the basis of total expenditure on medical services incurred on the railway servants and their families during the previous financial year.

**2341.** Co-operative credit societies/banks should pay for railway accommodation under extent orders, as well as per for telephones, electricity, water, etc.

**2342.** In regard to the services rendered under item (i) of paragraph 2340, the Co-operative credit societies and banks will pay for such recoveries as are made from the salaries /wages of railway servants concerned towards repayment of loans including interest thereon only and not in respect of deposits and mutual retirement benefit funds etc. For this purpose, the following standardised basis of charges has been laid down.

**Societies/ Banks -**

(i) Having working capital of Rs. 2 lakhs and above;	25 Paise per hundred rupees of loans recovered or fraction thereof.
(ii) Having working capital of less than Rs. 2 lakhs	6 Paise per hundred rupees of loans recovered or fraction thereof.

**Note:-** Monthly bills should be prepared against the societies concerned for the work done for them. These recoveries can, however, be waived in respect of those societies which setup a welfare fund in accordance with the rules framed for the purpose.

**2343.** Prior sanction of the Railway Board should be taken if any credit society is to be organised on the Railways.

**2344.** Co-operative Housing societies:-Railway servants whose income range between Rs. 701 and 1500 p.m. or Co-operative Housing Societies consisting of such Railway servants are eligible for loan under the low Income Group Housing Scheme for construction of houses. These loans will be available to them through the Head of Department. Not more than one loan or advance can be obtained by Railway servants from any Govt. source. In order that Railway servants might take advantage under either of these schemes, it would be desirable for Co-operative Housing Societies to acquire suitable land and allot it to members after development. In this connection, the Societies might also take the help of state Governments which have been advised by the Central Government to try to arrange, where possible, to acquire suitable sites and sell them after development to intending builders.

F. NO. 86/CR/IREM/Ch. XXIX

MISCELLANEOUS

**2345. Levy of income tax on profit:-** (i) No tax is payable on the profits and gains of business carried by Railway men's Co-operative Credit societies /Banks as they are engaged in providing credit facilities to their members.

(ii) (a) Consumer Co-operative Societies will have to pay income tax in respect of their profits and gains of business which is in excess of Rs. 40,000 in any years.

(b) Where a Consumer Co-operative Society makes bulk purchases of commodities which it sells to its members the rebate passed on to the members on the value of purchases made by them during a year will be treated as deferred discounts and allowed as a deduction in computing the taxable income.

(Authority◆Board's letter No. 87/E(Co-op)25/2 dt. 5.1.89)

CHAPTER XXIV  
Grants-in-Aid

2401. Grants-In-aid or contributions are generally paid to the following kinds of institutions viz: ♦

- (i) Educational and Medical Institutions;
- (ii) Railway Institutes and Sports Clubs;
- (iii) Railway co-operative Societies;
- (iv) Other local bodies or institutions, e.g., Chambers of Commerce, Indian Institute of Engineers, &c.

2402. The powers to sanction grants-in-aid or contributions are exercised by the authorities to whom such powers may have been delegated by the President from time to time. The following instructions may be followed by the sanctioning authorities in the matter of according sanctions for grants-in-aid: --

- (a) Every order sanctioning the grant should specify clearly the object for which it is given, the recurring or non-recurring nature of the grants, the conditions, attached and the time limit within which the grant is to be spent;
- (b) Before a grant is paid to the Railway Institutes or Sports Club or the Railwaymen's Consumer Co-operative Societies, the sanctioning authority should see that an audited statement of accounts of the institution concerned has been received and that the grant-in-aid is justified by the financial position of the institution concerned, and that any previous grant was spent for the purpose for which it was intended. In the case of Railway men's Consumer Co-operative Society a certificate by the Registrar of Co-operative Societies concerned as to the satisfactory working of the Society would be a pre-requisite to the payment of subsidy.

2403. Recurring grant exceeding Rs.1 lakh per annum and non-recurring grants exceeding Rs. 5 lakh should be sanctioned subject to the specific condition that the accounts of the institution receiving the grant will be subject to test check by the Railway Accounts Department, and the Comptroller and Auditor- General will also have the right to test audit, at his discretion, the accounts of the institutions to ensure that the grants are utilised for the purpose for which they are sanctioned.

2404. **Educational Institutions:** ♦(a) Grants-in-aid to non-railway schools may be sanctioned by the General Managers in consultation with their financial Adviser and chief Accounts officers subject to the following being taken into account: ♦

- (1) Total number of students in the school.
- (2) The school must have children and wards of Railway servants at least to the extent of 1/3rd of the pupils on its rolls or 100 pupils whichever is less.
- (3) The schools should be fully recognised for all purposes by the State Government concerned in accordance with their educational code, and should be in receipt of the full grant-in-aid as admissible under the Educational code.
- (4) A grant may be sanctioned only to such schools as are not able to balance their budget. The actual deficit and reasons for it should be looked into.
- (5) It should be checked whether efforts have been made by the school to obtain additional assistance from the State Govt. and if so with what results.
- (6) The amount hitherto granted from Railway revenues and the basis for it.
- (7) The amount proposed to be granted from Railway revenues and the basis for it.
- (8) The amount of grant-in-aid may be fixed on ad hoc manner lent in no circumstances should exceed the amount due on the basis of average "loss" per child (including both children of Railway employees and their wards) nor should it exceed Rs. 8, Rs, 12, Rs.16 per pupil per month respectively from primary, Middle and Secondary/Senior Secondary Classes.

(No. E(W)78 SC 2-1 dt- 17-9-84)

**(Authority Railway Board letter No. E(W)98ED2-9 dated 04.12.1998 )**

(9) The sanction should be on an annual basis and no element of non-recurring cost should be allowed.

Note-: (1) The grants- in-aid already being paid to non-railway schools will, however, continue to be paid so long as there is no substantial change in the circumstances. As the per capita grant is automatically modified by the fall or rise in the number of children of railway servants, no further revision will ordinarily be required in such cases unless there is a substantial change in the other factors which were taken into account in deciding the rate of the per capita grant.

(2) Non-Railway Schools (English Medium) catering to the needs of the children and wards of Railway employees may continue to be paid grants-in-aid as a measure of staff welfare even after 26-1-1960 by the General Managers in consultation with their Financial adviser and Chief Accounts Officers subject to the general principle referred to above, If there are any cases where the existing grants sanctioned before 26.1.60 are in excess may be withdrawn over a period of three years from 15-2-62 in equal steps so as to minimise dislocation and inconvenience.

**(b) Privately managed schools run by Railwaymen in Railway Colonies:-**

(1) In the event of need arising for additional school in the Railway colonies, Railway men should themselves organise and manage such schools as far as possible. For this purpose Railway Administrations may render suitable assistance to the managements. The nature of such assistance may be as follows: -

Non- recurring -

(i) Railway men proposing to expand the existing school building or constructing new ones may be asked to raise some portion of the



sum required for the purpose so that they may have a financial stake in the venture, financial assistance from the Railway being in the nature of a subsidy. Railway land where it can be spared may be licensed and spare Railway buildings may be leased on nominal rent. No compensation will be payable for any structures erected by the Licencee on the land, if the Railway terminates the licence.

- (ii) Furniture and equipment may also be purchased from Railway Revenues and donated to the private schools run by the railway men. The expenditure to be incurred, on this account may be equal to the amount proposed to be spent by the school for this purpose, subject to the condition that it does not exceed 50% of the amount that would have been spent by the Railway if the school had been established as a railway school.

**Recurring-** The recurring assistance in the form of grant to these privately managed schools shall be in terms of clause (1) to (9) of sub-para (a) above. The condition that the school should be in receipt of full grant-in-aid from the State Government need not be insisted upon in making a recommendation to the Railway Board in case the school satisfies all other condition for assistance from the Railway.

- (2) Before granting any assistance to a school a committee shall be formed of railways servants concerned who would be responsible for managing the affairs. For this purpose following steps shall be taken by the Railway Administrations: -
- (i) Railway administration shall be represented on the Managing Committee of each school run by the railway men. As far as possible a Railway official shall be the Chairman of the Managing Committee, subject to the rules, if any, framed by the Education Department of the State Government in this regard;
- (ii) In sanctioning the grants the Railway administration shall indicate to the school authorities the condition stipulated in para 2071-GI and keep in view the provision of para 2072-GI for conducting checks as and when necessary;
- (iii) These school should be regularly visited/inspected by the Education Officer/Railway official on the same lines as the Railway managed school and any short-comings reported by these officials should be brought to the notice of the Managing Committee of the school so that these could be removed. In the event of the Managing Committee not being amenable to the advice of the Railway administration in the affairs of the school, it shall be open to the administration to withhold temporarily or permanently all subsidies, grants and aids.

**2405. Medical Institutions-** (a) The grant depends on the average number of railway patients getting benefit from that institution in a year, the per capita cost of medicines based on the actual expenditure of the institution over all the patients treated and the amount proposed to be recovered from the Railway administration.

- (b) In the case of Tuberculosis Sanatoria, where beds are reserved for the use of railway servants and their families, the Railway's share of expenditure is based on the average actual cost incurred during the preceding two or three years on the maintenance of beds, diet provided and ordinary medical and nursing attention. In some cases it may also include the cost of special drugs. The Railway's share of expenditure is subject to Railway Board's approval.

**2406. Railway Institutes and Clubs.** ♦ Maximum limits have been laid down for the expenditure which may be incurred in any financial year by the Railway Administrations. If, in any, year, the actual expenditure exceeds these limits the excess should be reported to the Railway Board. These monetary limits have been fixed with particular reference to the total number of Railway servants on each Institute or club is generally based on the financial position of the Institute, as certified by the Accounts authorities.

**2407. Railway men's Consumers Cooperative Societies.** ♦ A subsidy amounting to not more than half the administrative and establishment charges incurred by the Society for the first three years is paid by the Railway Administration subject to the condition that the Co-operative department of the State concerned certifies that the Society is working satisfactorily. Such a society is eligible for the subsidy during the first three years, irrespective of the fact whether they work at a profit or loss. The different items that may be included in the Administrative and establishment charges for the purpose of determining the amount of subsidy to be granted to these institutions are enumerated in Chapter XXIII.

**2408. Other Local Bodies etc.** ♦ The grant is not subject to any general conditions but is governed by the special requirements of each case. This grant should, however, be non-recurring and subject to the following general conditions, viz.

- (i) That the grant will be spent on the object for which sanctioned within a reasonable time if no time-limit has been fixed by the sanctioning authority;
- (ii) That any portion of the grant, which is not ultimately required for expenditure upon that object, shall be surrendered to Government; and
- (iii) That the authority, sanctioning the grant reserves the right to arrange for the inspection of the records of the recipient institution.

**Note.** ♦ The expression "reasonable time" occurring in item (i) above should in actual practice ordinarily be interpreted to mean one year from the date of issue of the letter sanctioning the grant.

**2409.** The sanctioning authority should also take into account the under mentioned conditions: ♦

- (i) It should be ensured by issue of a certificate that the conditions precedent to the grant have been fulfilled. For this purpose target, dates should be prescribed for submission of audited statements of accounts by the grantee institutions etc. to the sanctioning authority. In every case of grant made for specific purposes a certificate of its actual utilisation should be furnished by the sanctioning authority to the FA. & C.A.O. within a date stipulated for the purpose.
- (ii) Grants may be sanctioned to meet the requirements of a year even extending beyond the financial year, but only so much of the grant should be paid during the financial year as is likely to be expended during that year. The amount remaining unspent at the end of the year in such case need not be refunded at the close of the financial year. In such cases sanctions should be so drafted that they may not lapse at the close of the financial year. Immediately on the expiry of one year from the date of the sanction, any unspent balance there of should be duly surrendered to the sanctioning authority as required in paragraph 2408. (ii). However, in respect of sanctions which require the grant to be utilised during a financial year, the unspent balance thereof should never the less be surrendered to the sanctioning authority at the end of the financial year or may be adjusted, by the sanctioning authority against the next year's grant, if any. It should be clearly stated in each sanction letter that the unspent balance of the previous grant has either been surrendered to Government or that it has been taken into account in sanctioning the subsequent grant.
- (iii) Grants-in-aid to small institutions, which are entirely mainly fed by recurring grants and which are likely to utilise the entire grant by the close of the financial year and would not thus have sufficient funds to cover their expenses at the beginning of the next financial year, pending receipt of fresh grants, should be paid, during the financial year, if necessary, in three installments, viz., first one in April itself, the second one sometime during May to September and the final one during October or later so as to ensure even flow of funds at their disposal during the year. In the case of these institutions, submission of audited statements of accounts required in

terms of paragraph 2402(b) above need not be insisted upon for sanctioning payment of the first two installments of the grant, if such statements are not ready. However, such statements of accounts in respect of the previous financial year should, as required in para 2402 (b) above be called for while sanctioning the final installment unless the institution concerned has been specifically exempted from furnishing them.

**2410.** With a view to avoiding irregularities and double payments, etc., the following instructions should be strictly observed by the sanctioning authority in connection with sanction and payment of grants- in-aid to public bodies or institutions: -

- (a) Once a grant-in-aid has been sanctioned, it is the responsibility of the grantee to prepare and submit the bill in the prescribed form to the countersigning authority for signature and the Accounts Officer for payment. In no case therefore, should the office of sanctioning authority do this work on behalf of the grantee. There is, however, no objection to the grantee being guided in the preparation of the bill, such guidance being restricted to the supply of blank form and indication of the particulars to be filled in.
- (b) Before a bill is accepted, it should be particularly seen that the conditions if any, attached to the grant have been accepted by the grantee without any reservation.
- (c) A register of grants in Form No. 87 of Appendix. 9 should be maintained. Columns (1) to (V) of the Register should be filled in simultaneously with the issue of the order sanctioning each grant and attested by the Section Officer concerned. The serial numbers should be recorded on the body of the original sanction letter at the time the item is entered in the Register, as under: --

"Noted at Serial No..... in the Register of grants◆"

Columns (VI) and (VII) should be filled in and attested by the Section Officer concerned as soon as the bill is received from the grantee. The bill should then be submitted to the countersigning authority with the Register for countersigning the bill and for giving his dated initials in Column (VIII) of the Register.



CHAPTER XXV  
Rules for the Recognition of Service Associations of Railway Servants

PART A

Rules for the recognition of Service Associations of gazetted railway servants

2501. Government is prepared to accord official recognition to associations of its gazetted railway servants which comply with the conditions set out below.
2502. The association must ordinarily consist of a distinct class of Gazetted Railway servants and must not be formed on the basis of any caste, tribe or religious denomination or of any group within or section of such caste, tribe or religious denomination.
2503. Every gazetted Railway servant of the same class must be eligible for membership of the association.
2504. No persons who are not gazetted railway servants of the class concerned shall be elected as members or office bearers of the Association.
2505. Representations from such associations, whether made orally by deputation, or presented in writing may be received by Government officers notwithstanding anything contained in the rules relating to the submission of petitions by railway servants.

Provided that-

- (a) No representation or deputation will be received except in connection with a matter which is, or raises questions which are, of common interest to the class represented by the association; and
- (b) Nothing in these instructions affects the discretion the President, the Railway Board or any Officer of Government to receive or not to receive a deputation from any association.
2506. Recognition is accorded for the purpose of enabling the gazetted railway servants to communicate their needs to Government or to Government officers, and it may be withdrawn by Government if an association adopts other methods of ventilating those needs.
2507. Government may require the regular submission for its information, of copies of the rules of the association and the annual statement of its accounts and of lists of its members
2508. Government may specify the channel through which representations from the association shall be submitted and the authority by whom deputations may be received.
2509. The officer, who is empowered to grant leave to a gazetted railway servant will, so far as is possible, grant casual leave to a gazetted railway servant who is a representative of a recognised association to attend duly constituted meetings of the association. The grant of such leave will be subject to the exigencies of the service, of which the officer in question shall be the sole judge.

PART B

Rules for the recognition of association of non-gazetted railway servants

2510. Government is prepared to accord official recognition to associations of its industrial employees. The grant and continuance of recognition rests in the discretion of Government, but recognition when granted will not be withdrawn without due cause and without giving an opportunity, to the association to show cause against such withdrawal.

**NOTE.** ♦ The term "industrial employees" includes railway servants.

2511. Notwithstanding anything contained in the rules relating to the submission of petitions by railway servants, representations from recognised associations whether made orally by deputation, or presented in writing may be received by Government officers, subject to the observance of Rule 2506 and to such further restrictions as may be imposed by a department of Government in respect of representations which raise no question of common interest to the class represented by the association.
2512. Recognition will not ordinarily be granted or continued to any association unless it complies with the following conditions. ♦
- (i) it must consist of a distinct class of Railway servants and must not be formed on the basis of any caste, tribe or religious denomination or of any group within or section of such caste, tribe or religious denomination;
- (ii) all railway servants of the same class must be eligible for membership;
- (iii) it must be registered under the Indian Trade Unions Act.

**Note.** ♦ For the purpose of condition (i) above, gazetted and non-gazetted ranks are considered separate and distinct classes and as such it is not permissible for a gazetted railway servant to join an Association, of the non-gazetted railway servants, i.e., a Railway Union. When a non-gazetted rank railway servant is promoted to gazetted either in an officiating or permanent capacity he should as a rule resign his membership of the Union to which he belonged while in non-gazetted service. If, however, the officer concerned satisfies the General Manager or the Chief Administrative Officer, as the case may be, that by such resignation he will lose financially or otherwise under any beneficent scheme organised by the unions concerned, such as death, accident insurance, etc., he may be permitted to continue as member but not as office bearer or representative of the Union. The responsibility for satisfying the General Manager or the Chief Administrative Office in this respect will rest with the officer concerned.

2513. Government may require the regular submission of copies of the rules of any recognised association, of its annual accounts and of

its list of members.

- 2514.** No recognised association shall maintain a political fund except with the general or special sanction of Government, and subject to such conditions as Government may impose.
- 2515.** Government may specify the channel through which representations from recognised associations shall be submitted and the authority by whom deputation may be received.
- 2516.** The officer who is empowered to grant leave to a railway servant will, so far as is possible, grant casual leave to a railway servant who is a representative of a recognised association to attend duly constituted meetings of the association. The grant of such leave will be subject to the exigencies of the service, or which the officer in question shall be the sole judge.
- Note.** The Unions and their Branches should not correspond with the Railway Board direct and such references should be appropriately addressed to the authorities of the Railways concerned
- 2517.** Government may delegate any of its powers under the preceding rules to any authority subordinate to it.
- 2518.** These rules supersede all previous rule, in respect of all associations to which they are applicable.

### PART C

#### Conditions precedent to the recognition of a Union by a Railway Administration

- (1) That the Union is registered under the Indian Trade Unions Act, 1926 (XVI of 1926).
- (2) That the Union agree that all representations from them must be through the Central Executive Committee to the General Manager and representations from branches of the Union must also be made only through the Central Executive Committee. It will however, be open to the Railway Administration by agreement with the Union to arrange for matters relating exclusively to one department to be referred direct to the head of that department and for matters of purely local interest to be referred by a branch of the Union to a Divisional or District Officer for discussion.
- (3) That the Union agrees that Leave. Passes and Privilege Ticket Orders admissible under the rules to a railway servant will be allowed to him for attending meetings or conducting the affairs of the Union, at the convenience of the Administration. Special passes and special casual leave will be allowed to members of any delegation called to interview the head of the Administration: the casual leave and passes in the latter case not counting against the annual casual leave and privilege passes admissible to the railway servant under the rules. Special passes to Union officials (whether outsiders or railway servants) available over the Home line only may also be allowed to enable them to attend union meetings subject to a maximum number of passes per annum as prescribed by the competent authority from time to time, for a certain number of the officials of each Union, such number being fixed by the Railway Administration. Railway servants when granted these special passes as Union officials will be allowed special casual leave also.

**Note-**The pass issued under this rule will be of the 2<sup>nd</sup> class or above. The President of a recognised union may be issued a 1st Class pass at the discretion of the General Manager or the Chief Administrative officer.

First Class Passes available over Home Line only may, however, be given at the discretion of the General Managers to the Presidents of recognised Unions, who are not railway servants.

- (4)** That the rules of the Union, subject to such modifications as may be mutually agreed between the Administration and the Union, shall be as follows:
- (1) The name of the Trade Union is.....hereinafter referred to as the Union.
  - (2) The headquarters of the Union are at.....
- The objects of the Union are as defined in or permissible under the Indian Trade Union Act, 1926.
- (3)
  - (4) The supreme government of the Union vests in the general body of the members of the Union and is to be exercised in the manner hereinafter prescribed.
- (5)** The general body of the members of the Union shall comprise:-
- (i) The annual general meeting.
  - (ii) Any other general meeting convened and constituted in the manner prescribed for the annual general meeting.

**Note:-** Where it is not practicable to arrange for a General meeting to be convened for the discussion and disposal of any definite issue, the point may be referred to all the members of the Union for balloting in the manner hereinafter prescribed. Any question relating to the withdrawal of labour must invariably be submitted for balloting.

#### **(6) Annual General Meeting**

- The annual general meeting shall be held as soon as practicable after the completion of the annual auditing of the accounts.
- (a)
  - (b) Notice of the date, time and place of the annual, general meeting shall be given by the General Secretary at least a fortnight before the date fixed for the meeting by the distribution of handbills and the pasting up of notice in the Central and Branch offices of the union. Such notices shall also contain particulars of the business to be transacted at the meeting. Similar notices may also be published in the Press.
  - (c) The office-bearers, i.e., the members of the Central Executive Committee of the Union and delegates elected at a meeting of the branch from each branch at the rate of one delegate for every members or part thereof shall constitute the annual general meeting of the union. Such delegates shall also represent their respective branches at any other general meeting of the Union. Such delegates shall also represent their- respective branches at any other general meeting of the union. Such delegates shall also represent their respective branches at any other general meeting of the Union during the succeeding

TOP

twelve months or till such time not exceeding fifteen months, from the date of the last general election.

(d) A general meeting other than the annual general meeting may be convened whenever the Central Executive Committee deems it necessary and must be so convened on receipt of a requisition signed by ten per cent of the members of the Union.

(7) **Ballotting** ♦ When it is decided by the Central Executive Committee that a ballot of the members shall be taken notice thereof shall be given in the manner prescribed for the annual general meeting. The procedure for taking the ballot shall be prescribed by the committee according to the circumstances of each case, provided that the arrangements prescribed ensure secrecy and facility for voting for all members. When such ballot is in connection with a proposal for the Withdrawal of labour, no action shall be taken on the proposal unless there is a three-fourths majority in support of it, and provided further that the total number of votes recorded at the ballot is not less than fifty-one per cent of the number of members in the union .

(8) Branches of the union may be opened as and when considered necessary by the Central Executive Committee who shall prescribe the rules for the establishment and conduct of such branches consistent with the rules applicable for the supreme government of the Union.

(9) Subject to the control of the general body of members there shall be a Central Executive committee at the headquarters of (a) the Union for the general management of the affairs of the union constituted as follows: ♦

(i) The President of the Union.

(ii) Not more than two Vice-Presidents.

(iii) The General Secretary.

(iv) An Assistant Secretary or a Joint General Secretary.

(v) The Treasurer.

(vi) The Branch Secretary of each of the branch of the Union.

(vii) A representative elected by each branch for every ..... members or part thereof of the said branch.

(b) The powers of the Central Executive Committee, with regard to the general management of the affairs of the Union, shall include the right of suspending or removing from the Union any office-bearer or member thereof provided that ♦

(i) The matter has been specifically included in the agenda for the meeting of the Committee, and

(ii) The decision for suspension or removal is arrived at by a three-fourth majority of those present at the meeting.

A person so suspended or removed shall have the right of appeal to a general meeting whose decision shall be final.

(10) a) Subject to the provisions of Section 22 of the Indian Trade Unions Act, 1926, persons holding the offices referred to in Clauses (i) to (v) of Rule 9 (a) need not necessarily be railway servants. They shall be elected at the annual general meeting and shall ordinarily hold office for one year or until the next annual general meeting.

(b) Office-bearers and representatives under clauses (vi) and (vii) of Rule 9(a) shall be elected from those ordinary members of the union who have attained the age of twenty one years.

#### (11) Quorum for meetings

(a) The quorum for a meeting of the Central Executive Committee shall be thirty percent cent of the number constituting the committee.

(b) The quorum for a general meeting shall be twenty per cent of the total number of delegates elected to represent branches at such a meeting.

#### (12) Accounts

(a) The purposes for which the general funds of the Union shall be applicable are those prescribed in section 15 of the Indian Trade Unions Act 1926.

(b) The responsibility for the safe custody of the moneys of the Union shall vest in the Central Executive Committee. The funds shall, if not invested in trustee securities, be deposited in one of the Scheduled Banks or in the Post Office Savings Bank. If deposited in a Scheduled Bank, they may be withdrawn therefrom as required by cheques signed by the Treasurer and either the President or the General Secretary.

(c) The accounts shall be maintained and audited by a qualified person, in the manner prescribed by the Indian Trade Union Act, 1926.

(d) The accounts of the Union shall be open for inspection during the office hours of the Union on not less than seven days notice given in writing by any member or officer of the Union or by any person deputed for this purpose by the Railway Administration. Copies of the annual accounts and of the annual report of the Union will be submitted to the Railway Administration.

#### (13) Membership

(a) All servants of the ♦♦♦♦..railway shall be entitled to become ordinary members of the union on their signing an agreement to the effect that they will abide by the rules of the Union and on payment of the subscription due Under the rules. The rate of subscription shall be as follows-

(b) An ordinary member of the Union shall cease to be a member if his subscription to the union is in arrears for more than three months from the end of the period to which such subscription relates, or when he ceases to be a servant of the.. ..... railway.

(c) The Central executive Committee shall have the power to refuse admission as a member to any railway servant without assigning any reason,, but such person may appeal to a general meeting of the Union within a period of six months from the date on which he was advised of this refusal.

(d) The register of members, both ordinary and honorary, shall be open for inspection during the office hours of the union on not less than seven days' notice given in writing by any member or officer of the Union or by any person deputed for this purpose by the Railway Administration.

(14) Subject to the provisions of section 22 of the Indian Trade Unions Act, 1926, the Central Executive Committee shall have power to admit, in the interests of the union, as an honorary member any person who is not a railway servant, provided he is selected to hold one of the offices referred to in Clauses (i) to (v) of Rule 9(a).

(15) **Iteration of rules and dissolution of union. -**

The rules of the Union may be amended, varied or rescinded, and the Union may be dissolved on a decision taken by a three fourths majority at a general meeting called for the purpose. The general meeting shall arrange for the purpose. The general meeting shall arrange for the proper disposal of the assets and liabilities of the Union when the dissolution of the Union has been registered.



**CHAPTER XXVI  
STAFF COUNCILS AND NEGOTIATING MACHINERY**

- 2601. Object.-** The object of creating these Councils is to maintain good relations and a spirit of co-operation between the Administration and all classes of non-gazetted staff by providing a means whereby :-
- (a) Staff can bring questions in connection with their conditions of service to the notice of the administration;
  - (b) Matters of common interest connected with working of the undertaking may be discussed with a view to improving efficiency; and
  - (c) The councils may function as welfare committees and advise on all welfare activities.
- The councils are not to be mere forums for ventilating grievances of the staff. Discussions should be encouraged on various phases of the railway operations and methods of work with which the staff are intimately concerned and on suggestions to improve efficiency all round.
- 2602. Powers**
- (a) Cases of disciplinary action, transfers and other such matters pertaining to individual railway servants, which do not involve any general principle, shall not be discussed at the meetings.
  - (b) Staff councils will discuss only matters pertaining to the staff served by them. Where the matters raised at a certain level are matters of policy beyond the scope of the officers on the staff Council they should be referred for discussion at the Board's level.
- 2603. Composition-** Staff Councils shall consist of (a) Elected members, (b) Nominated members, (c) Presidents nominated by General Managers or Chief Administrative officers and (d) Members co-opted ad-hoc.
- (a) Elected members will be drawn from as wide a range of different categories of non-gazetted staff as possible according to schedule drawn up by the General Manager or Chief Administrative Officer. Class IV and workshop staff (Where special workshop Councils do not exist) should be well provided for.
  - (b) Nominated members will be gazetted or non-gazetted staff. They will be nominated by the General Manager or Chief Administrative officer or such other officer as he may detail in this behalf.
  - (c) Presidents, who will be gazetted railway servants, will be nominated by the General Manager or Chief Administrative officer.,
  - (d) Co-opted members will be gazetted or non-gazetted railway servants nominated as the General Manager or Chief Administrative officer or other officer detailed by him in this behalf may direct, and as may be required from time to time, when specific matters on which their advice will be of value, are under discussion.
- 2604. Eligibility for election** All non-gazetted staff excluding apprentices with more than three years continuous service will be eligible for election to staff Councils.
- 2605. Election.-**Elections to the Staff Council will be held once in two or three years and by ballot. The franchise should include all non-gazetted railway servants excluding apprentices. Each railway servant will vote for a member of his category.
- 2606. Meetings.-** Meeting of staff Councils shall not be held more often than once every two months or less often than once every four months.
- 2607. Agenda.-**Draft resolutions for inclusion in the agenda shall be sent by the members of the Council to the Secretary so as to reach him at least ten days before the date of the meeting. The agenda for the meeting shall be circulated by the Secretary of the Council at least seven days before the date of the meeting. The Secretary of the Council shall intimate to the members of the Council the date fixed for the meeting, at least fifteen days in advance.
- 2608. The quorum** for all Council meetings will be one-third of the total number of members.
- 2609. Absence from meetings.-** A member not attending a Council meeting on three successive occasions. Without good and sufficient reasons, may be expelled from the council, by the members passing a resolution to the effect. The Council shall be the sole judge as to whether the reasons advanced by the members, if any, are good and sufficient. The absence on account of leave, sickness or not being spared due to pressure of work, will be regarded as good and sufficient reasons.
- 2610. Filling of Vacancies.-** Vacancies caused during the period of tenure of a Council, shall be filled by bye- election or fresh nominations as will be necessary.
- 2611. Minutes-** Resolutions passed by the Council will be drawn in the form of minutes and entered in the Minutes Book. Copies thereof shall be circulated by the Secretary of the Council to each member and to the staff Council (s).
- 2612.** When action is required to be taken by any staff Council on the resolutions passed, the President of the Council shall indicate what action on the items is required to be taken thereon.
- 2613.** At each meeting, the Secretary shall place before the Council the decisions given by the various departmental officers received after the date of the last meeting on the items of the preceding meetings. Numbers of the resolutions in all these meetings not finally disposed of shall be mentioned as outstanding items. The Council shall consider whether any of the outstanding items should be dropped or whether action should be pursued and in what way in respect of other items.
- 2613A Subsidiary Rules:** The General Manager will, if required, draw-up subsidiary rules in regard to matters laid down in these rules and also in regard to details of procedure so long as these are not inconsistent with any of the rule made by the President or



the Ministry of Railways.

(Authority Railway Board letter No. E(LR)/93/NM1-1 dated 26.2.1993)

## SECTION II

Negotiating machinery for dealing with disputes between Railway Labour and

### Railway Administrations

- 2614.** The permanent negotiating machinery will maintain contact with labour and resolve disputes and differences which may arise between them and the Administration.
- 2615.** The machinery is to work, in three tiers, viz.
- (i) **The Railway level.** - In this the recognised union will have access to District or Divisional Officers and subsequently to officers at the Headquarters including the General Manager.
  - (ii) **The Railway Board level.** In cases where matters are not settled at Railway level, they will be taken up by the Federations with the Railway Board.
  - (iii) **The Tribunal level** -In cases in which agreement is not reached between the Federation and the Railway Board and the matters are of sufficient importance, reference will be made to an ad hoc Railway Tribunal composed of representatives of the Railway Administration and labour presided over by a neutral chairman.
- 2616.** The following detailed procedure is laid down for the working of the machinery referred to above:--
- (i) At the district or divisional level the district or Divisional Officers should meet the branches of the recognised Unions which may be established in the districts or divisions at least once in two months and oftener if necessary. Each workshop will be considered as a district. The particular branches which should meet the District or Divisional Officers as prescribed above should be agreed upon between the General Manager and the Union. In the Divisional pattern of working, the Divisional representatives of a union, who shall represent all the branches of the union in the Division should be enabled to meet the Divisional Superintendent, who may or may not be assisted by the branch officers. The detailed procedure of arranging these meetings would be agreed upon with the Union, but this should include a provision that the branch should supply in sufficient time before the meeting the subjects which it proposes to raise at the meeting with complete memoranda setting out its points of view.
  - (ii) At the Railway Headquarters, the General Manager or the Assistant/Deputy General Manager in charge of staff will meet the Unions at least once a quarter and oftener if necessary.
  - (iii) All disciplinary matters and subjects like promotion, transfer etc. of individual members of the staff which do not involve any general principle will be excluded from the scope of the discussions at all these level except at the discretion of the officer concerned. Where however unions have been given certain privilege in these matters these will not ordinarily be curtailed.
  - (iv) At the district or divisional and railway levels, subject will comprise of those which are within the powers of the officers concerned.
  - (v) Question concerning pay scales, allowances, etc., will only be discussed between the Federation and the Railway Board and not at lower level.
  - (vi) At the centre, negotiations will be between the Railway Board and the Federation and for this purpose, there will be quarterly meetings between the Railway Board and the Federation.
  - (vii) When a matter which is raised for discussion at the district or divisional level is not settled by agreement, it may be raised at the railway level for further negotiation. Similarly, a matter not settled at the Railway level may be brought by the Federation to the Railway Board for discussion.
  - (viii) All subjects brought up for discussion at the various levels should be disposed of as expeditiously as possible. Brief minutes of discussion indicating the decision arrived at should be sent to unions concerned for their information.
  - (ix) If, after discussion between the Railway Board and the Federation, agreement is not reached on any matters of importance, such matters may be referred to an ad-hoc Railway Tribunal which will be set up for dealing with them at the centre. This tribunal will consist of an equal number of representative of Railway labour and the Railway Administration with a neutral Chairman. The Tribunal will be enabled to make such investigation, as they deem necessary before they give their decision.
  - (x) It would be open to Government of accept, reject or modify the decision of the Tribunal and where the matters in dispute affect the workers under Ministries other than the Railway Ministry, those Ministries will be consulted as to-
    - (i) whether they have any objection to the disputes being referred to the Railway Tribunal, or
    - (ii) Whether they would like the dispute to be referred to an ad-hoc commission on which they will also be represented.
  - (xi) On matters which have Been settled by agreement or in which Government or in which Government ultimately accept the decision of the Tribunal, it will not be open to the Federation to raise the same issue again for a. period of two years. In those cases in which Government have rejected or modified the decision of the Tribunal, the issue may be raised at the end of one year.