

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

**RBE No. 177/2003**

**No. PC-III/2003/CRC/6 dated 09/10/2003**

**Subject :- Restructuring of certain Group 'C' & 'D' cadres.**

The Ministry of Railways have had under review cadres of certain Group 'C' & 'D' staff in consultation with the staff side with a view to strengthening and rationalising the staffing pattern on Railways. As a result of the review undertaken on the basis of functional, operational and administrative requirements, it has been decided with the approval of the President that the Group 'C' & 'D' categories of staff as indicated in the Annexures to this letter should be restructured in accordance with the revised percentages indicated therein. While implementing these orders the following detailed instructions should be strictly and carefully adhered to :

- Date of effect. 1.** This restructuring of cadres will be with reference to the sanctioned cadre strength as on the date following the date on which the cadres in the headquarter offices of new Zonal Railways/new Divisions are closed. The benefit of restructuring will be restricted to the persons who are working in a particular cadre on the cut-off date.  
**(hereinafter referred to as cut-off date)**
- Applicability to various 2.** These orders will be applicable on the regular cadres (excluding surplus & supernumerary posts) of the Open Line establishments including Workshops and Production Units. These orders will, however, not be applicable to staff of RDSO for which separate orders will be issued.  
**cadres**
- 2.1** These orders will not be applicable to ex-cadre & work-charged posts which will continue to be based on worth of charge.
- 2.2** These instructions will also not be applicable to construction Units and Projects, where posts are generally created on worth of charge basis, though those should broadly be conforming to these percentage distributions.
- Pay Fixation (Rule 1313 3.** Staff selected and posted against the additional higher grade posts as a result of restructuring will have their pay fixed under Rule 1313 (FR-22)(I)(a)(1)-RII on proforma basis w.e.f the cut-off date with the usual option for pay fixation as per extant rules. Actual payment based on the pay so fixed should be made from the date of taking over the charge of the higher grade post arising out of these restructuring orders. The benefit under this rule will, however, no longer be available in the case of movement from lower grade to higher grade in the non-functional situations where there is no change in, duties as in the case of movement from Goods Guards to Sr.Goods Guards and Goods Drivers to Sr. Goods Drivers etc. In the case of such movement, the pay will be fixed under Rule 1313 (FR 22) (I) (a) (2) - R-II. However, the benefit of fixation of pay under Rule 1313 (FR-22)(I)(a)(1) R- II will now be admissible in the cases of functional promotions such as promotion from Sr. Goods Guards to Passenger Guards and Sr. Goods Drivers to Passenger Drivers etc. though in identical scale of pay.  
**(FR 22) - R-II)**

Existing classification 4. and filling up of vacancies	The existing classification of the posts covered by these the orders as 'selection' and 'non-selection', as the case may be, remains unchanged. Action should be taken to position the employees on the basis of selection/ non-selection/ suitability/ Trade Test, as the case may be. However, the instructions contained in Para - 13.2 should be followed in case of placement of Supervisors (erstwhile Mistries) to grade Rs.5000-8000.
Minimum years of service in each grade	5. Extant instructions for D&A/Vigilance clearance will be applicable for effecting promotions under these orders with reference to the cut-off date.  While implementing the restructuring orders, instructions regarding minimum period of service for promotion issued from time to time should be followed. In other words, residency period prescribed for promotions to various categories should not be relaxed.
Basic functions, duties 7. and responsibilities	Since the cadres as detailed in the annexures to this letter are being restructured on functional operational and administrative considerations, the posts being placed in higher scales of pay as a result of restructuring should include the duties and responsibilities of greater importance.
Adjustment of excess 8. number of posts	If prior to issue of these instructions the number of posts existing in any grade in any particular cadre exceeds the number admissible on the revised percentages, the excess may be allowed to continue to be phased out progressively with the vacation of the posts by the existing incumbents.  9. While implementing these orders, specific instructions given in the foot-notes for the relevant categories in the enclosed annexures should be strictly and carefully adhered to.
Introduction of 10. Multiskilling - merger of i. SM/ASM + YM + TI ii. Personnel Welfare/ HOER Inspectors iii. ESM & MSM	The concept of Multi-skilling is to be introduced by merging the different categories as mentioned hereunder. While the revised percentage distribution of posts as indicated in the annexures to this letter should be implemented in the unified cadres based on the integrated seniority list, the duties, responsibilities and functions being performed by the employees of the respective cadres will be combined in a phased manner. Each member of the cadre will have to be equipped with necessary skills and functions through proper training and development. The categories indicated herein will be merged by integrating the seniority of the employees working in respective grades with reference to length of non-fortuitous service in the relevant grade keeping the inter-se seniority in the respective group intact.  10.1 The category of Station Masters/Assistant Station Masters, Yard Masters and Traffic Inspectors should be merged into one unified cadre of SM/ASM. The recruitment and promotion pattern as prescribed for the category of SMs/ASMs should be followed in the merged cadre. In the initial stage of the merger, efforts should be made to post the employees in the categories in which they have been working. Accordingly, while the staff belonging to the erstwhile three categories will be working and enjoying the

benefit of the unified cadre of SMs/ASMs, on their posting in the Yard, they will perform the duties of Yard Master retaining their designation as applicable to the category of Yard Master. Similarly, while performing the inspectorial job they will retain their designation as applicable to Traffic Inspectors. But at a later stage, when they are made fully equipped to discharge all the functions hitherto being discharged by SMs/ASMs, YMs & TIs, administration will have the flexibility to post a person as per the administrative requirement. While redefining the duties and functions, Railways may also review and rationalise the cadre keeping in view the administrative requirements.

10.2 The Personnel, Welfare and HOER Inspectors should be merged and a unified cadre of Personnel Inspectors introduced. After merger, 50% of the posts in the entry grade of the combined cadre viz Rs. 5000-8000 should be filled from amongst the optee Sr.Clerks of Personnel Department in grade Rs.4500-7000 with three years of service in the grade and the remaining 50% of the posts should be filled as per the instructions contained in Board's letter No. E(NG)I/2002/PM 4/1 dated 12.07.2002 (RBE 106/2002).

10.3 The categories of Electric Signal Maintainers (ESM) and Mechanical Signal Maintainers (MSM) should be merged and a unified cadre of Signal Maintainers introduced. The recruitment and promotion pattern as applicable to the Electric Signal Maintainers will be followed in the unified cadre of Signal Maintainers.

**Introduction of Direct recruitment**

- i. Ministerial Staff (excluding Accounts staff)
- ii. Personnel Inspectors
- iii. Depot Material Superintendents

The implementation of restructuring scheme in the categories of Ministerial staff, Personnel Inspectors and Depot Material Superintendents is subject to the introduction of direct recruitment in these categories. After implementation of the restructuring in accordance with the revised percentage distribution of posts indicated in the annexures enclosed, the vacancies arising in these categories on or after the cut-off date should be filled through direct recruitment in the manner indicated hereunder:-

11.1 An element of direct recruitment of graduates with not less than 50% marks shall now be introduced at the level of Office Superintendent GR. II in the pay scale Rs. 5500-9000 in the Ministerial categories (Establishment & other than Establishment but excluding Accounts) to the extent of 20% of the posts. The remaining 80% of the posts in grade Rs. 5500-9000 shall continue to be filled by promotion of staff from the lower grade Rs.5000-8000 as per the procedure in force

11.2 20% of the posts in grade Rs. 6500-10500 in the category of Personnel Inspectors shall be filled by direct recruitment from amongst the candidates possessing Bachelor degree with Postgraduate Diploma in Personnel Management, labour laws, etc. as mentioned in Board's letter No. E(NG)I/2002/PM 4/1 dated 12.07.2002 (RBE 106/2002). The remaining 80% of the posts shall continue to be filled by promotion of staff from the lower grade of Rs. 5500-9000 as per the procedure in force.

- 11.3 20% of the posts in grade Rs. 6500-10500 in the category of Depot Material Superintendents should be filled by direct recruitment from amongst the candidates possessing qualification of degree in Engineering in any discipline. The remaining 80% of the posts shall continue to be filled by promotion of staff from the lower grade of Rs. 5500-9000 as per procedure in force.

Gatemen (Engg.)

12. As a result of implementation of this restructuring, more number of additional posts will be available in the highest grade of this category. Henceforth, therefore, the posts of Gatemen (Engg.) should be operated in grade Rs. 2750-4400. In order to ensure the full availability of Gatemen (Engg.) and rotation of the existing staff specially those who are working, as such, for a long period, the Trackmen etc. at the time of their promotion to grade Rs. 2750-4400 should be posted as Gatemen (Engg.) subject to their fulfilling the requirement of prescribed medical standard and literacy level etc. as per extant instructions.

Upgradation of the posts of Supervisor (erstwhile Mistries)

- 13(a) Subject to provisions of Para-13.2 below, all the posts of Supervisors (erstwhile Mistries) in grade Rs.4500-7000 + Rs. 100 Special Allowance (excluding Supervisors (P.Way) should enbloc be upgraded to the posts of Junior Engineer Gr. II in the pay scale of Rs. 5000-8000 and merged with the respective cadre of Technical Supervisors with its spread effect in higher grades Rs. 5500-9000, 6500-10500 & 7450-11500 as per the revised percentage distribution of posts prescribed for Technical Supervisors in these orders.
- 13(b) In case of Supervisor (P.Way), the posts being held by the erstwhile PWMs supervising more than one gang upto a maximum of 17.26% of the sanctioned cadre of PWMs shall be upgraded to and merged with the posts of Junior Engineer (P.Way) Gr. II in the pay scale of Rs. 5000-8000 with its spread effect in higher grades of JE-I, SE & SSE in grades Rs. 5500-9000, 6500-10500 & 7450-11500 respectively, as per the revised percentages prescribed for Technical Supervisors in these orders.
- 13.1 The financial implications involved in the upgradation covered by (a) & (b) above should be off set by surrender of posts of Supervisors of equivalent money value.
- 13.2 The placement of the existing incumbents will be regulated as per the procedure given below: -
- a. The existing regular incumbents of the posts of Supervisors (including Supervisors/P.Way to the extent of upgradation of posts) will be placed in grade Rs. 5000-8000 without subjecting them to normal selection procedure. Their suitability shall be adjudged by following modified selection procedure according to which the selection will be based on scrutiny of service records and confidential reports only.

The Supervisors (other than P.Way) who do not get promoted to grade Rs. 5000-8000 shall continue to hold the post in the existing grade Rs. 4500-7000 + Rs.100 SA as personal to them. To this extent,

the posts upgraded to grade Rs. 5000-8000 will be operated in the lower grade Rs. 4500-7000 + Rs.100 SA till the existing incumbents vacate the same by way of promotion, retirement etc. On vacation of the posts, the same shall automatically be operated in grade Rs. 5000-8000.

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| Specific provisions for Supervisor (P.Way) | <p>13.3 The remaining posts of Supervisors (P.Way), erstwhile PWMs which are not to be upgraded and shall continue to be operated in the existing scale of pay, should be redesignated as 'Track Supervisor.</p> <p>13.4 While the existing incumbents of the post of Supervisor (P.Way) redesignated as 'Track Supervisor' shall continue to draw the scale of pay Rs. 4500-7000 + Rs. 100 SA as personal to them the future incumbents to the post of 'Track Supervisor' will be in the pay scale of Rs. 4500-7000 without the Special Allowance of Rs. 100/-.</p> <p>13.5 The upgradation of posts of Supervisor (P.Way) as indicated herein above should not result in creation of posts of Trolleyman. In other words under no circumstances, additional posts of Trolleyman would be created.</p> |
| Provision of reservation.                  | <p>14. The existing instructions with regard to reservation of SC/ST wherever applicable will continue to apply.</p>  |
| Direct recruitment percentages             | <p>15. Direct recruitment percentages will not be applicable to the additional posts arising out of these restructuring orders as on the cut-off date. The direct recruitment percentage will apply for normal vacancies arising on or after the date following the cut-off date. Also the direct recruitment quota as on the date preceding the cut-off date will be maintained.</p>   |
| Pin pointing of posts                      | <p>16. The administration should take steps to pin-point the additional posts arising out, of this restructuring as per administrative requirements.</p>  |
| Refusal of promotion                       | <p>17. Such of the Staff as had refused promotion before issue of these orders and stand debarred for promotion may be considered for promotion, in relaxation of the extant provisions as a one time exception, if they indicate in writing that they are willing to be considered for such promotion against the vacancies existing on the cut-off date and arising due to restructuring on that date. This relaxation will not be applicable to vacancies arising after the cut-off date.</p>  |
| Matching Savings                           | <p>18. Entire scheme of restructuring is to be a self-financing and expenditure neutral proposition. Financial implications should be worked out taking into account the mid points of the scales of pay of the respective posts (mean of the minima &amp; maxima of the scale), existing number of posts and revised number of posts in the grade on the basis of the revised percentage distribution of posts. After working out the financial implications, the matching savings should be effected from the category itself. Wherever it is not possible to do so from the category itself, the matching savings should be arranged from the department at the divisional/ zonal level. But before restructuring the cadre as per the revised percentage distribution of</p>                        |

posts, matching savings will have to be ensured and if the Department/Railways are not able to provide the matching savings, the particular category/department will not be restructured. While effecting surrender of posts of equivalent financial value, the existing vacant posts available in the categories on the cut-off date should be considered for the purpose of off-setting the cost of restructuring/financial effects of restructuring. Board desire that the General Managers should ensure that the restructuring is implemented expeditiously with matching savings without any exception and difficulty. There would be no restructuring without matching savings by surrender of posts.

**Re-organisation of Zonal 19.  
Railways/ Divisions:**

Due to re-organisation of Zonal Railways/Divisions cadres are in a fluid situation. It may, therefore, take some time for the cadres in the headquarter offices of New Zones and New Divisions to stabilise. In the circumstances, new Zonal Railways are required to ensure that the staff transferred to headquarter offices of new Zonal Railways/new Divisions are not extended the double benefit of restructuring. In case an employee has been given the benefit of restructuring on the old (parent) railway in terms of these orders, he will not be allowed the benefit of restructuring again on the headquarter offices of new Zonal Railways/new Divisions. In other words, no railway servant will be considered for double promotion as a result of this restructuring.

**Annual review**

20. As per instructions contained in Board's letter No. PC-III/91/FP-2 dated 08.10.2002 (RBE 183/2002) , the Annual Reviews for gradewise percentage distribution of posts in force were to be conducted from 1.4.2003 taking into account the cadre strength as on 1.4.2003. It has now been decided that the next Annual Review will be undertaken from 1.4.2005 taking into account the cadre strength as on 1.4.2005. The Annual reviews, wherever conducted already as per instructions dated 08.10.2002 will not be undone.

## KEY FOR ANNEXURES

1. Annexure 'A'(i) Transportation Traffic Department.  
Annexure 'A'(ii) -do-
2. Annexure 'B' Transportation (Power) Department.
3. Annexure 'C' Traffic Commercial Department.
4. Annexure 'D' Medical Department.
5. Annexure 'E' Staff common to All Engineering Departments including Workshops - Technical Supervisors, Drawing & Design staff and Artisan staff.
6. Annexure 'F'(i) Accounts and cash & Pay Department.  
Annexure 'F'(ii) -do -
7. Annexure 'G' Signal & Telecommunication Department.
8. Annexure 'H' Civil Engineering Department (Trackman etc.), Mechanical Engineering Department (CMT).
9. Annexure 'I' Categories common to, more than one Department.
10. Annexure 'J' Stores, Personnel & Statistical Department and Hindi Staff
11. Annexure 'K' EDP Centre.

## ANNEXURE 'A' (i)

STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' & 'D' STAFF OF  
TRANSPORTATION TRAFFIC DEPARTMENT

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Station Masters/Assistant Station Masters	7450-11500		6.5
	6500-10500		22
	5500-9000		30
	5000-8000		33
	4500-7000		8.5
Train Clerks	5500-9000	20	30
	5000-8000	30	36
	4000-6000	25	17
	3050-4590	25	17
Traffic Controllers	7450-11500	30	37
	6500-10500	55	48
	5500-9000	15	15
Shunting Masters/Jamadars	5000-8000	25	50
	4000-6000	75	50
Pointsmen/Levermen/Shuntmen	3050-4590	75	83
	2650-4000	25	17
Cabinmen	4000-6000	25	50
	3050-4590	75	50

- Foot Note : The revised percentage distribution of posts will be made applicable in the unified cadre as per the provisions contained in Para -10. 1 of the covering letter.

## ANNEXURE 'A' (ii)

STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' & 'D' STAFF OF  
TRANSPORTATION TRAFFIC DEPARTMENT

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Mail Guards	5500-9000	100	100
Passenger Guards	5500-9000	20	27
	5000-8000	80	73
Goods Guards	5000-8000	20	27
	4500-7000	80	73
Assistant Guard/ Brakesman	4000-6000	20	27
	3050-4590	80	73
Group 'D' Staff Traffic	2610-3540	65	77
	2550-3200	35	23
Cooks (Mechanical / Traffic Running Rooms)	4000-6000	15	27
	3050-4590	45	46
	2650-4000	40	27

## ANNEXURE 'B'

STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' & 'D' STAFF OF  
TRANSPORTATION (POWER) DEPARTMENT

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Mail Drivers (Superfast, Mail & Express Trains only)	6000-9800	100	100
Passenger Drivers / Motormen (All Passenger Trains & EMU service only)	6000-9800	20	27
	5500-9000	80	73
Goods Driver (All Goods Trains)	5500-9000	20	27
	5000-8000	80	73
Shunting Drivers	5000-8000	20	27
	4000-6000	80	73
Diesel Assistants/ Electric Assistants	4000-6000	20	27
	3050-4590	80	73
Loco Running Supervisor	7450-11500		65
	6500-10500		35

## ANNEXURE 'C'

STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' & 'D' STAFF OF COMMERCIAL  
DEPARTMENT

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Commercial Clerks including Weigh Bridge Clerks	6500-10500	8	12
	5500-9000	12	18
	5000-8000	25	25
	4000-6000	35	28
	3200-4900	20	17
Ticket Checking Staff	6500-10500	8	12
	5500-9000	12	18
	5000-8000	25	25
	4000-6000	35	28
	3050-4590	20	17
Enquiry cum Reservation Clerks (ECRC)	6500-10500	8	12
	5500-9000	12	18
	5000-8000	40	35
	4500-7000	40	35
Commercial Inspectors, Commercial/ Claim/ Rates/ R&D/ Marketing Inspectors	7450-11500	30	30
	6500-10500	30	32
	5500-9000	15	13
	5000-8000	25	25
Legal Staff	7450-11500	70	75
	6500-10500	30	25
Group 'D' Staff - Commercial	2610-3510	65	77
	2550-3200	35	23

## STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' &amp; 'D' STAFF OF MEDICAL DEPARTMENT

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Chemists/ Lab. Supdts	7450-11500	5	9
	6500-10500	15	25
	5500-9000	45	36
	5000-8000	35	30
Pharmacists	7450-11500	5	10
	6500-10500	5	10
	5500-9000	30	35
	5000-8000	30	25
	4500-7000	30	20
Nurses	7450-11500	5	10
	6500-10500	30	35
	5500-9000	35	35
	5000-8000	30	25
X-Ray	5500-9000	15	24
	5000-8000	15	28
	4500-7000	50	33
	4000-6000	20	15
Cooks (Medical)	5000-8000	5	9
	4000-6000	20	31
	3050-4590	35	30
	2650-4000	40	30
Hospital and Conservancy Staff (Medical)	2750-4400	5	15
	2650-4000	15	30
	2610-3540	45	30
	2550-3200	35	25
Hospital Attendants/ Ayahs	2650-4000	35	44
	2610-3540	40	39
	2550-3200	25	17

## ANNEXURE 'E'

STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' & 'D' STAFF COMMON TO ALL  
ENGINEERING DEPARTMENTS INCLUDING WORKSHOP

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Technical Supervisors	7450-11500	17	18
	6500-10500	28	29
	5500-9000	25	24
	5000-8000	30	29
Artisan Staff	5000-8000	5	8
	4500-7000	35	41
	4000-6000	30	26
	3050-4590	30	25
Artisan Helpers (Including C&W Safaiwalas)	2650-4000	80	87
	2550-3200	20	13
Drawing/ Design Staff	7450-11500	4.5	15
	6500-10500	35.5	30
	5500-9000	20	25
	5000-8000	30	30**
	4000-6000	10* * to be surrendered (Grade to be abolished)	

## Foot Note :-

\*\* These percentages will be with reference to the cadre strength as on cut-of-date. The percentage of 30 in the grade Rs. 5000-8000 shall be reached when all posts in grade Rs. 4000-6000 have been worked off as per the procedure outlined in Board's letter No. PC-V/97/I/31/3 dated 28.9.1998 (RBE 223/1998) & 26.4.2000 (RBE 79/2000).

## ANNEXURE 'F' (i)

STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' STAFF OF ACCOUNTS & CASH  
& PAY DEPARTMENT

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Stock Verifiers	6500-10500	20	35
	5500-9000	80	65
Finger Print Examiners	6500-10500	15	25
	5500-9000	50	50
	5000-8000	35	25
Cashiers (Non - Supervisory)	5500-9000	20	35
	5000-8000	60	50
	4000-6000	20	15
Shroffs	5000-8000	25	39
	4000-6000	40	38
	3050-4590	35	23

**STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' STAFF OF ACCOUNTS & CASH  
& PAY DEPARTMENT**

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

**Restructuring of Cadre of Cashier (Supervisors)**

Railways	Existing Strength		Total	Restructured Strength		
	Rs. 6500-10500	Rs. 5500-9000		Rs. 6500-10500	Rs. 5500-9000	Total
Central Railway	15	4	19	16	3	19
Eastern Railway	15	8	23	18	5	23
Northern Railway	18	15	33	23	10	33
North Eastern Railway	8	9	17	11	6	17
Northeast Frontier Railway	10	4	14	11	3	14
Southern Railway	13	18	31	19	12	31
South Central Railway	15	9	24	18	6	24
South Eastern Railway	20	14	34	25	9	34
Western Railway	11	4	15	12	3	15
North West Railway	8	7	15	10	5	15
East Central Railway	8	5	13	10	3	13
<b>Total</b>	<b>141</b>	<b>97</b>	<b>238</b>	<b>173</b>	<b>65</b>	<b>238</b>

**ANNEXURE-G**

**STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' STAFF OF SIGNAL & TELECOMMUNICATION DEPARTMENT**

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Signal Maintainers*/ TCMs/ WTM's	5000-8000	10	16
	4500-7000	50	53
	4000-6000	25	20
	3050-4590	15	11
Telephone Operators	6500-10500	4	8
	5500-9000	11	21
	5000-8000	25	28
	4000-6000	35	26
	3050-4590	25	17
Cipher Operators	5500-9000	50	65
	5000-8000	50	35

- Foot Note : The revised percentage distribution of posts will be made applicable in the unified cadre as per the provisions contained in Para -10. 3 of the covering letter.

**STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' STAFF OF CIVIL/  
MECHANICAL ENGINEERING DEPARTMENT**

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Trackmen/ Trollymen (Including S&T Trollymen)/ Gatemen/ Watchmen	2750-4400	20	42
	2650-4000	55	40
	2610-3540	25	18
CMT	7450-11500	30	37
	6500-10500	30	33
	5500-9000	25	20
	5000-8000	15	10
Malis*	2650-4000		65
	2550-3200		35

- **Foot Note :**

\* Malis working in various departments should be placed under the control of Civil Engineering Department.

**STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' & 'D' STAFF COMMON TO  
MORE THAN ONE DEPARTMENTS**

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Ministerial Staff (Estt. and other than Estt. Excluding Accounts Staff)	7450-11500	2	4
	6500-10500	6	8
	5500-9000	12	16
	5000-8000	25	29
	4500-7000	35	23
	3050-4590	20	20
Typists	6500-10500	8	12
	5500-9000	12	16
	5000-8000	25	29
	4500-7000	35	23
	3050-4590	20	20
Record Sorter/ Lifters/ Suppliers/ Finders	2750-4400		50
	2650-4000		50
Packers	2750-4400		50
	2650-4000		50
Misc. Group 'D' Staff	2610-3540	65	77
	2550-3200	35	23
Safaiwalas (Excluding Hospital and Conservancy Staff & C&W Safaiwalas)	2650-4000	20	45
	2610-3540	45	30
	2550-3200	35	25
Peons/ Jamadar Peons ( All Departments)	2610-3540	40	55
	2550-3200	60	45

- **Foot Note :** Board's letter No. E(NG)II/92/CD/1 dated 17.7.1992 (RBE 118/1992) should be kept in view while restructuring the cadre of Typists.

**STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' STAFF OF STORES,  
PERSONNEL & STATISTICAL DEPARTMENT**

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Depot Material Superintendents (Erstwhile Ward Keeping Staff)	7450-11500	5	10
	6500-10500	20	30
	5500-9000	35	30
	5000-8000	40	30
Personnel Inspectors*	7450-11500	5	10
	6500-10500	30	40
	5500-9000	40	30
	5000-8000	25	20
Statistical / Publicity Inspectors	6500-10500	35	50
	5500-9000	40	30
	5000-8000	25	20
Hindi Staff	6500-10500	14	25
	5000-8000	21	30
	4500-7000	65	45

- Foot Note : The revised percentage distribution of posts will be made applicable in the unified cadre as per the provisions contained in Para -10. 2 of the covering letter.

**STATEMENT REGARDING RESTRUCTURING OF GROUP 'C' STAFF OF EDP CENTRES**

Annexure to Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
EDP Staff	6500-10500	8	11
	5500-9000	12	17
	5000-8000	25	35
	4500-7000	55	37
Console Operators	6500-10500	60	73
	5500-9000	40	27

Corrigendum vide Railway Board's letter No. PC-III/2003/CRC/6 dated 19.11.2003 (RBE 199/2003).

Revision of %age in certain cases and change to other paras vide Railway board's letter No. PC-III/2003/CRC/6 dated 6.1.2004 (RBE 5/2004)

Cadre of Cashier (Supervisors) on Northern Railway revised vide Railway Board's letter No. PC-III/2003/CRC/6/Pt., dated 23.01.04 ( RBE No. 21/2004).

Clarification vide Railway Board's letter No. PC-III/2004/CRC/7 dated 6.4.2004 (RBE 78/2004).

Clarification in case of Sr. Trackman/ Trolleyman/ Gateman/ Watchman vide Railway Board's letter No. PC-IV/93/JCM/DC/3 dated 20.4.2004 (RBE 89/2004).

Benefit of upgradation/ promotion on "as is where is basis" for the time being and allowed to join the pin-pointed post ay the new station within six months vide Railway Board's letter No. PC-III/2004/CRC/13 dated 28.6.2004 (RBE 139/2004).

Clarifications vide Railway Board's letter No. PC-III/2004/CRC/13 dated 17.06.2004 (RBE 131/2004).

Clarification for cadre of Typists vide Railway Board's letter No. PC-III/2004/CRC/9 dated 9.9.2004 (RBE 198/2004).

Correction vide Railway Board's letter No. PC-III/2004/CRC/16 dated 15.7.2004 (RBE 155/2004)

Clarification for medical classification of SMs/ ASMs, YMs & TIs vide Railway Board's letter No. PC-III/2003/CRC/6, dated 15/19.7.2004 (RBE 154/2004).

Revised percentage distribution in the category of Hospital Attendants/ Ayahs Vide Railway Board's letter No. PC-III/2003/CRC/6 dated 10.12.2004 (RBE 252/2004)

While crediting money value in the Railways/Railway Board's Vacancy Banks, it may be ensured that surrenders made to the extent of providing matching money value for restructuring are not credited to the vacancy Bank vide Railway Board's letter No. E(MPP)2004/1/98 dated 10.2.2005 (RBE 26/2005).

LDCE instead of direct recruitment in Category of OS-II and Personnel Inspector Gr. I vide Railway Board's letter No. E(NG)I-2005/PM1/20 dated 7.6.2005 (RBE 102/2005).

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

**RBE No. 106/2002**

**No. E(NG)I-2002/PM4/1 dated 12/07/2002**

**Subject :- Filling up the post of Welfare Inspector, Gr. III in  
the pay scale of Rs. 5000-8000 - qualifications  
etc., for.**

Instructions have been issued from time to time regarding the eligibility criteria and the procedure for filling up the post of Welfare Inspectors, Gr. III in the pay scale of Rs. 5000-8000. Pursuant to discussions held on 7-8/3/97 in the PNM-AIRF, consolidated instructions on the subject were issued vide Board's letter No. E(NG)I-96/PM4/13 dated 25.4.97 (RBE 58/1997). However, subsequent to the issue of the consolidated instructions, further instructions on the subject have been issued vide Board's letter No. E(NG)I-96/PM4/13 dated 19-1-98 (RBE 16/1998), 9-9-98 (RBE 205/1998), 24-8-99 (RBE 215/1999), 14-7-2000 (RBE 119/2000) and letter of even number dated 13-3-2002. A Copy of the last letter which addressed only to Southern Railway, is enclosed. While some of the instructions in these letters are clarificatory in nature, some have the effect of modification/ negation of the earlier instructions. It has, therefore, been decided to consolidate and issue these instructions afresh as in the following paragraphs.

**2. Eligibility Criteria:-**

**2.1 The following staff will be considered eligible to volunteer for appearing in the selection for promotion to the post of Welfare Inspector Gr. III in the pay scale of Rs. 5000-8000.**

- i. Group 'C' staff in possession of any of the following qualifications irrespective of the grade or length of service or other educational qualifications.**
  - a. Diploma in Labour Welfare/Social Welfare;**
  - b. Diploma in Labour Laws.**
  - c. LLB with paper(s) in Labour Laws.**
  - d. Post Graduate Diploma in Personnel Management awarded by an institution recognised by the Government of India, and**
  - e. MBA with paper(s) in Personnel Management awarded by an institution recognised by the Government of India.**

**Provided that staff working in grade Rs. 5000-8000 or above on regular basis will not be eligible to appear in the aforesaid selection.**

**Provided further that eligibility of staff in possession of qualification as mentioned above will also be subject to the condition that they have successfully completed the probation the respective grade.**

- ii. Group 'D' staff who have completed at least 7 years' service in Group 'D' and are in possession of any of the qualifications mentioned in (i) above.**
- iii. Staff in the grades next below the grade of Welfare Inspector i.e., those in grades Rs. 4500-7000 and Rs. 4000-6000 with 5 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 5 years service together in these grades.**

- iv. Staff in the grades Rs. 4500-7000 and Rs. 4000-6000 who are Graduate irrespective of the length of service in these grades provided the staff concerned have successfully completed the probation in the respective grades.
- v. Staff in grades lower than the grade next below the grade of Welfare Inspector i.e., Those in grades Rs. 3200-4900 and 3050-4590 who are Graduates and who have completed not less than 7 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 7 years Service together in these grades.

### **3. Procedure for holding selection and empanelment.**

**3.1 All staff who satisfy the conditions prescribed above would be subjected to a selection which will consist of a Written Test and an Oral Test and final panel drawn up as per procedure prescribed in para 219(j) of the Indian Railway Establishment Manual, Vol.I (1989 Edition) as amended vide ACS No. 66 issued under Board's letter No. E(NG)I/98/PM1/11 dated 16-11-98 (RBE 263/1998).**

**Copy of Board's letter No. E(NG)I-2002/PM4/1 dt. 13-3-2002 addressed to Southern Railway.**

**Sub: Eligibility for promotion to the post of Welfare Inspectors in scale Rs. 5000-8000.**

**Reference:- Southern Railway's letter No. P(GS) 608/XII/1/Vol.XI dt. 18-1-2002 on the above subject.**

The matter has been considered by the Board and the points raised in the Railway's letter under reference are clarified as under :

	Points raised	Clarification
(i)	Whether the eligibility condition that staff in grade(s) Rs. 4500-7000 and Rs. 4000-6000 with less than 5 years service in the grade(s), but having the qualification of graduation, is applicable to staff in all categories in general or only to the Ministerial staff in the grade(s)	The condition applies to staff in all categories in general and is not confined to Ministerial staff in the grade(s)
(ii)	Whether the employees possessing any of the qualifications enumerated in para 1(i) of Board's letter dt. 24-5-66 and those in grade(s) Rs. 4500-7000 and Rs. 4000-6000 with less than 5 years service in the grade(s) but having the qualification of graduation as per para 1(ii) of Board's letter ibid as clarified vide their letter dated 14-7-2000 should be considered eligible on their having completed probation in the respective grade in which they are working at the time volunteering for the selection or on completion of probation in the recruitment grade.	There cannot be a straight answer to this query as the same will differ from case to case. For example, a Group 'C' employee who has been promoted from Group 'D' and possesses any of the qualifications enumerated in para 1(i) of Board's letter No. <u>E(NG)65/PM1/37 dt. 24-5-66</u> will be eligible to appear in the selection for promotion as Welfare Inspector if he has completed probation on promotion to Group 'C' post or has completed 7 years total service including service in Group 'D'. On the other hand, an employee promoted as Sr. clerk in the pay scale of Rs. 4500-7000 and who possesses any of the qualifications enumerated in para 1(i) of Board's letter dt. 24-5-66 will be eligible even without completing the probation on promotion as Sr.Clerk. But if his claim for consideration is based on the qualification of graduation as per 1(ii) of Board's letter ibid as clarified/amplified he will be eligible only if he has either completed probation on promotion as Sr. clerk or has rendered 7 years total service together in grades Rs. 3050-4590 and Rs. 4500-7000.  However, an employee who has been directly recruited in the grade in which he is working at the time of his volunteering for the selection will be eligible only completion of probation in that grade.
(iii)	Whether an employee fulfilling any of the qualifications enumerated in para 1(i) of Board's letter dt. 24-5-66 and working in grades equivalent to or higher than the grade of Welfare Inspector, viz. Rs. 5000-8000 will be eligible to appear in the selection.	Only the staff in grade(s) below the grade of Welfare Inspector viz. Rs. 5000-8000 will be considered eligible. In other words staff working in grade Rs. 5000-8000 or above are not eligible.

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

**RBE No. 183/2002**

**No. PC-III/91/FP-2 dated 08/10/2002**

**Subject :- Annual Reviews for percentage distribution of  
posts in Group 'C' & 'D' categories on Railways**

In terms of instructions contained in Board's letter of even number dated 31.5.2002 (RBE 78/2002) the Annual Reviews for Grade-wise percentage distribution of posts in force were restored w.e.f 01.04.2002.

On representations from both the Federations, the matter has been reviewed and it has now been decided that the instructions contained in Board's letter of even number dated 31.05.2002 may be kept in abeyance till 31.03.2003. The Annual Reviews will now be conducted w.e.f 01.04.2003 taking into account the cadre strength as on 14.04.2003.

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

**RBE No. 5/2004**

**No. PC-III/2003/CRC/6 dated 06/01/2004**

**Subject :- Restructuring of certain Group 'C' & 'D' cadres.**

PC-III/05

Reference this Ministry's letter of even number dated 9.10.2003 (RBE 177/2003) on the above subject.

2. Pursuant to the discussions held with the Staff side, Ministry of Railways have, with the approval of the President in partial modification of orders contained in this Ministry's letter, of even number dated 9.10.2003 (RBE 177/2003) decided the following:

- i. Percentage distribution of posts in the categories of Shunting Drivers and 'Diesel Assistants/ Electrical Assistants should be revised from the existing 20:80 to the ratio of 30:70.
- ii. Percentage distribution of the posts for the category of Technical Supervisors for the cadres where 'Mistries' posts are not existing should be revised from the existing 17:28:25:30 to the ratio of 21:29:24:26.

2.1. Accordingly, the relevant entries in Annexure 'B' & 'E' attached to the Board's restructuring order of even number dated 9.10.2003 (RBE 177/2003) should be substituted by the following;

**ANNEXURE - 'B'**

CATEGORY	GRADE (Rs.)	EXISTING %AGE	REVISED %AGE
Shunting Drivers	5000-8000	20	30
	4000-6000	80	70
Diesel Assistants/ Electrical Assistants	4000-6000	20	30
	3050-4590	80	70

**ANNEXURE - "E"**

CATEGORY	GRADE (Rs.)	EXISTING %AGE	REVISED %AGE
Technical Supervisors (for cadres where posts of Supervisors (erstwhile Mistry) are available)	7450-11500	17	18
	6500-10500	28	29
	5500-9000	25	24
	5000-8000	30	29
Technical Supervisors (for cadres where posts of Supervisors (erstwhile Mistry) are not available)	7450-11500	17	21
	6500-10500	28	29
	5500-9000	25	24
	5000-8000	30	26

3. It has also been decided to substitute the provisions in respect of the following appearing as items 1, 3, 4 & 6 of Boards letter of even number dated 09.10.2003 as indicated hereinunder:

- Date of effect            1    This restructuring of cadres will be with reference to the sanctioned cadre strength as on 01.11.2003. The staff who will be placed in higher grades as a result of implementation of these orders will draw pay in higher grades w. e. f 01.11.2003.
- Pay Fixation (Rule 3  
1313 (FR-22)-R-II)    3    Staff selected and posted against the additional higher grade posts as a result of restructuring will have their pay fixed under Rule 1313 (FR-22 (I)(a)(1)- R-II) w.e.f 1.11.2003 with the usual option for pay fixation as per extant rules. The benefit under this rule will, however, no longer be available in the case of movement from lower grade to higher grade in the non-functional situations where there is no change in duties and responsibilities e.g, as in the case of movement from Goods Guard to Sr. Goods Guard and Goods Driver to Sr. Goods Driver etc. In Case of such movement the pay will be fixed under Rule 1313 (FR-22 (I)(a)(2)- R-II). However the benefit of fixation of pay under Rule 1313 (FR-22 (I)(a)(1)- R-II) will now be admissible in the case of functional promotions such as promotion from Sr. Goods Guards to Passenger Guard and Sr. Goods Driver to Passenger Driver etc. though in identical scale of pay.
- Existing classification and filling up of vacancies    4    The existing classification of the posts covered by the these orders as 'selection' and 'non-selection', as the case may be, remains unchanged. However, for the purpose of implementation of these orders, if an individual Railway servant becomes due for promotion to a post classified as a 'selection' post, the existing selection procedure will stand modified in such a case to the extent that the selection will be based only on scrutiny of service records and confidential reports without holding any written and / or viva-voce test. Naturally under this procedure the categorization as 'outstanding' will not figure in the panels. This modified selection procedure has been decided upon by the Ministry of Railways as a one time exception by special dispensation, in view of the numbers involved, with the objective of expediting the implementation of these orders. Similarly for posts classified as 'non-selection' at the time of this restructuring the promotion will be based only on scrutiny of service records and confidential reports. In the case of Artisan staff, the benefit of restructuring under these orders will be extended on passing the requisite Trade Test. However, in case of placement of Supervisors (erstwhile Mistries) to grade Rs.5000-8000 the instructions contained in Para-13.2 should be followed.
- 4.1 Normal vacancies existing on 01.11.2003 except direct recruitment quota and those arising on that date from this cadre restructuring including chain/resultant vacancies should be filled in the following sequence:
- i. From panels approved on or before 01.11.2003 and current on that date;
  - ii. and the balance in the manner indicated in para 4 above
- 4.2 Such selections which have not been finalised by 01.11.2003 should be cancelled/abandoned.
- 4.3 All vacancies arising from 02.11.2003 will be filled by normal selection procedure.

- 4.4 All vacancies arising out of the restructuring should be filled up by senior employees who should be given benefit of the promotion w.e.f 1.11.2003 whereas for the normal vacancies existing on 01.11.2003 junior employees should be posted by modified selection procedure but they will get promotion and higher pay from the date of taking over the posts as per normal rules. Thus the special benefit of the promotion w.e.f 01.11.2003 is available only for vacancies arising out of restructuring and for other vacancies the normal rules of prospective promotion from the date of filling up of vacancy will apply.
- 4.5 In cases where percentages have been reduced in the lower grade and no new post becomes available as a result of restructuring, the existing vacancies on 01.11.2003 should be filled up by normal selection procedure.
- 4.6 Employees who retire/resign in between the period from 01.11.2003 i.e. the date of effect of this restructuring to the date of actual implementation of these orders, will be eligible for the fixation benefits and arrears under these orders w.e.f 01.11.2003.

Minimum years of service in each grade

While implementing the restructuring orders, instructions regarding minimum period of service for promotion issued from time to time should be followed. However, while considering any relaxation in the residency period prescribed for promotions to various categories, General Managers would personally ensure that the safety aspect of Railways is not compromised.

Clarification vide Railway Board's letter No. PC-III/2004/CRC/7 dated 6.4.2004 (RBE 78/2004).

Status of selections finalised between 01.11.2003 and 06.1.2004. Para 4.1 & 4.2 modified vide Railway Board's letter No. PC-III/2004/CRC/3 dated 3.6.2004 (RBE 114/2004).

Benefit of promotion against chain/resultant vacancies should also be given w.e.f 1.11.2003, if the same would arise purely due to the above restructuring. vide Railway Board's letter No. PC-III/2004/CRC/15 dated 23.7.2004 (RBE 165/2004).

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

**RBE No. 21/2004**

**No. PC-III/2003/CRC/6/Pt. dated 23/01/2004**

**Subject :- Restructuring of certain Group "C" & "D" Cadres.**

**PC-III/6**

Reference this Ministry's letter No. PC-III/2003/CRC/6, dated 09.10.2003 (RBE 177/2003) on the above subject.

2. The cadre of Cashier (Supervisors) on Northern Railway was restructured taking into account the cadre strength in grade Rs.6500-10500 and Rs.5500-9000 as 33 as shown in Annexure-"F (ii)" attached to Board's restructuring orders No. PC-III/2003/CRC/6, dated 09.10.2003 (RBE 177/2003).

3. Northern Railway vide their letter no. 85/Admn./CP/B/21, dated 14.10.03 has now intimated that while sending the information regarding sanctioned strength of cashier (Supervisors), the posts of Divisional Cashier (Pay) were erroneously intimated due to clerical error and confusion arising on account of transfer of posts to various Railways. Board has, therefore, been requested that the restructuring may be finalised taking into account the sanctioned strength as 35 instead of 33.

4. The matter was considered and it has been decided that the relevant entries in respect of Northern Railway as shown in Board's restructuring orders dated 09.10.2003 (RBE No. 177/2003) should be amended and read as under:-

Railways	Existing Strength		Total	Restructured Strength		Total
	6500-10500	5500-9000		6500-10500	5500-9000	
Northern Rly.	20	15	35	25	10	35

5. It is also advised in this context that the Railway Administration should be careful while sending information to Board and such lapses should not recur in future.

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

**RBE No. 78/2004**

**No. PC-III/2004/CRC/7 dated 06/04/2004**

**Subject :- Restructuring of certain Group 'C' & 'D' cadres.**

**PC-III/8**

Please refer to this Ministry's letters No. PC-III/2003/CRC/6 dated 09.10.2003 (RBE 177/2003) & 06.01.2004 (RBE 5/2004) and PC-III/2003/CRC/7 dated 03.03.2004 (applicable to RDSO only) on above above subject.

2. ICF have raised doubts regarding the modified selection procedure as detailed in para 4 of Board's letter dated 06.01.2004 (RBE 5/2004) and have sought further elaboration of this aspect. The issue has been examined and it is clarified that the existing selection procedure should be modified to the extent that the selection will be based only on scrutiny of service records and confidential reports without holding any written and/ or viva-voce. In this procedure, the Selection Board is supposed to consider the claims of the eligible staff one by one in order of their seniority. It will scrutinise the service records and confidential reports of staff beyond the number equal to the number of posts calculated in terms of Para 4.1 of Boards' restructuring order dated 06.1.2004 only to the extent the number of staff is found unsuitable for promotion. Further, while implementing the restructuring on the basis of the above procedure, instructions contained in Board's letter No. E(NG)I-92/CR/3 dated 08.10.93 (RBE 151/1993) should be kept in view.

3. Railways were also advised vide para 3 of Board's letter dated 06.01.2004 (RBE 5/2004) that benefit under Rule 1313 (FR-22) (I) (a) (1) R-II will no longer be available in the case of movement from lower grade to higher grade in the non-functional situations where there is no change in duties and responsibilities e.g. in the case of movement from Goods Guards to Sr. Goods Guards and Goods Drivers to Sr. Goods Drivers etc. In the case of such movement, the pay will be fixed under Rule 1313 (FR-22) (I) (a) (2) R-II and the benefit of fixation under Rule 1313 (FR-22) (I) (a) (1) R-II will now be admissible on functional promotion though in identical scale. Railways are further advised that where an employee has already got the benefit of fixation under Rule 1313 (FR-22) (I) (a) (1) R-II on non-functional movement under the earlier scheme in vogue prior to implementation of above restructuring orders, such an employee will not be entitled to fixation again under the above rule on functional promotion in identical scale under the new scheme. It is to be ensured that no employee gets benefit of fixation under Rule 1313 (FR-22) (I) (a) (1) R-II twice on such type of movement.

4. The words "pirvahna ³ivaVut´ ivaBaaga" appearing in annexure 'B' ³ivaVut´ of the Hindi version of the Board's letter No. PC-III/2003/CRC/6 dated 09.10.2003 (RBE 177/2003) may be corrected to read as pirvahna ³pavar´ ivaBaaga .

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

**RBE No. 89/2004**

**No. PC-IV/93/JCM/DC/3` dated 20/04/2004**

**Subject :- Fixation of pay under Rule 1313 FR22(I)(a)(1) -  
R-II (erstwhile FR 22 C) on promotion from one  
post to another carrying identical scales of pay**

In pursuance of restructuring of certain Gr. 'C' & 'D' cadres on the Railways in terms of Board's letter No. PC-III/91/CRC/1 dated 27.1.93 (RBE 19/1993), 20% posts of certain categories (viz. Drivers, Guards, Gangman ( since re-designated as Trackman) Trolleyman/ Gateman/ Watchman etc.) were placed in higher scale equivalent to that of their promotional post, without any corresponding change/ increase in the basic duties and responsibilities attached with these posts. On placement in such higher scale without assumption of duties/ responsibilities of greater importance, the staff was allowed fixation of pay under Rule 1313 FR22(I)(a)(1) R-II (erstwhile FR 22 C). Under extant Rules, such staff placed in higher scale was not entitled to fixation of pay under above rule, when they were subsequently promoted to functionally superior post in identical scale of pay but with identifiably superior duties/ responsibilities. Vide Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003 (RBE 177/2003) (para 3), the procedure for fixation of pay in such cases has been rationalised in the category of Guards and Drivers. Now, in the situation of placement in non-functional higher scale, the pay is to be fixed under Rule 1313 FR22(I)(a)(2) R-II. However, when the concerned staff is subsequently promoted on functional basis though in identical scale, the pay will be fixed under Rule 1313 FR22(I)(a)(1) R-II.

2. the question of fixation of pay in situation of placement of Sr. Trackman/ Trolleyman/ Gateman/ Watchman (scale Rs. 2650-4000) in higher scale of these posts (viz. scale Rs. 2750-4400) and then promotion to functionally superior post of Keyman in identical scale (Rs. 2750-4400) was also under consideration of the Ministry of Railways. It has now been decided in consultation with the recognised federations that henceforth when Sr. Trackman/ Trolleyman/ Gateman/ Watchman (scale Rs. 2650-4000) are placed in higher scale of Rs. 2750-4400, their pay would be fixed under Rule 1313 FR22(I)(a)(2) R-II but on functional promotion as Keyman though in identical scale Rs. 2750-4400, the pay would be fixed under Rule 1313 FR22(I)(a)(1). While doing so, it is to be ensured that a person who has already got the benefit of fixation under Rule 1313 FR22(I)(a)(1) R-II on his placement in higher scale Rs. 2750-4400 of Sr. Trackman/ Trolleyman/ Gateman/ Watchman under Erstwhile system does not get benefit of fixation under above rule again on promotion as Keyman, as per the revised scheme. The intention is that no employee gets fixation under Rule 1313 FR22(I)(a)(1) R-II twice on such type of movement.

3. These orders take effect from the date of issue.

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

**RBE No. 139/2004**

**No. PC-III/2004/CRC/13 dated 28/06/2004**

**Subject :- Restructuring of certain Group 'C' & 'D' cadres.**

It has been represented by the Staff Federations to the Railway Board that certain difficulties are being face in expeditious implementation of the restructuring of certain Group 'C' & 'D' categories in terms of Board's letter No. PC-III/2003/CRC/6 dated 9.10.2003 (RBE 177/2003) due to pinpointing of additional posts arising out of restructuring.

2. The issue has been considered by the Ministry of Railways (Railway Board) and it has been decided that in those cases where due to pin-pointing of posts staff is required to join duties in the upgraded posts at a different station, such staff may be allowed the benefit of upgradation/ promotion on "as is where is basis" for the time being and allowed to join the pin-pointed post ay the new station within six months time from the date of issue of promotion order, subject to the satisfaction of HOD on merit in each case.

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

**RBE No. 131/2004**

**No. PC-III/2004/CRC/13 dated 17/06/2004**

**Subject :- Restructuring of certain Group 'C' & 'D' cadres.**

Please refer to this Ministry's letter No. PC-III/2003/CRC/6 dated 9.10.2003 (RBE 177/2003), PC-III/2000/CRC/1 (RPF/RPSF) dated 19.11.2003 (RBE 200/2003) & PC-III/2003/CRC/7 dated 04.12.2003 ( applicable to RDSO only) on the above subject. Doubts have been raised by some of the Zonal Railways on certain issues. The Ministry of Railways ( Railway Board) have considered the matter and following clarifications are issued:-

Item	Point of doubt	Clarification
1.	Whether the supernumerary posts created on account of re-organisation of the zones were to be adjusted first when additional posts arose on account of higher percentage in the higher level grade?	All supernumerary posts should be set off first before effecting any promotions from the lower grades to the higher grades.
2.	Whether percentage distribution as per the orders of cadre restructuring are to be based on the final cadre position or based on the existing cadre. The higher grade posts may be worked out and the required surrender is to be effected in the lowest grades.	The required matching surrender, based on the existing number of posts should be worked out and the surrender effecting in such a manner that the final cadre position results in the specified percentage distribution between grades.
3.	Whether temporary posts are to be taken into account for the purpose of percentage distribution or not.	Only those temporary posts which are in operation for atleast three years may be taken into account for the purpose of applying revised percentage.

The item "4.3 such selections which have not been finalized by 05.01,2004 should be cancelled /abandoned" appearing under para 2 of Board's letter No. PC-III/2004/CRC/3 dated 03.06.2004 (RBE 114/2004) (English version) may be corrected to read as "4.2. Such selections which have not been finalized by 05.01.2004 should be cancelled/abandoned."

Para (ii) & (iii) revised vide Railway Board's letter No. PC-III/2004/CRC/13 dated 24.8.2004 (RBE 187/2004).

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

**RBE No. 198/2004**

**No. PC-III/2004/CRC/9 dated 09/09/2004**

**Subject :- Restructuring of certain Group 'C' & 'D' cadres.**

Please refer to this Ministry's letter No. PC-III/2003/CRC/6 dated 09.10.2003 (RBE 177/2003), as amended from time to time. As per Annexure-I of above letter the category of Typists is to be restructured according to the following %age distribution:

CATEGORY	GRADE Rs.	EXISTING %AGE	REVISED %AGE
Typists	6500-10500	8	12
	5500-9000	12	16
	5000-8000	25	29
	4500-7000	35	23
	3050-4590	20	20

It is also provided in the footnote that Board's letter No. E(NG)II/92/CD/1 dated 17.07.1992 (RBE 118/1992) should be kept in view while restructuring the cadre of Typists.

2. Feedback received from various Railways indicates that in pursuance instructions contained In Board's letter dated 17.07.92, the posts of Typists in lowest grade(s) have been phased out or are about to be phased out. As such on applying the %age distribution as prescribed in Board's letter dated 09.10.2003 (RBE 177/2003), while posts in higher grade(s) are getting reduced, there is fresh creation of posts in lowest grade(s). As such, the Railways have sought for guidelines from Railway Board on the Issue.

3. The matter has been examined and it has been decided that Restructuring of Typists may be allowed on the basis of Inter-grade ratios (per the prescribed percentage distribution) limited to only those grades which are under operation in the cadre on the Railway. For example, if there are only four higher grades available on a Railway, sanctioned strength should be distributed in these four grades in the ratio of 12:16:29:23. If there are only three higher grades in operation then the distribution may be allowed in these grades in the ratio of 12: 16: 29. The lowest grade(s) which has/ have substantially been phased out (say to the extent of more than half of the original strength), may be ignored and restructuring may be effected in the higher grades, as per the prescribed ratios, with reference to the combined sanctioned strength of these higher grades only. A few illustrations are also given in the annexure to this.

Grade	Revised %age distribution w.e.f 1.11.2003	Example I		Example II		Example III		Example IV	
		Existing Strength	Existing Strength	Existing Strength	Based on inter-grade ratio in 3 higher grades	Existing Strength	Based on inter-grade ratio in 3 higher grades	Existing Strength	Based on inter-grade ratio in 4 higher grades
6500-10500	12	7	$12/80*72 = 10.8 = 11$	6	$12/57*27 = 5.68 = 6$	8	$12/57*45 = 9.47 = 9$	13	$12/80*115 = 17.25 = 17$
5500-9000	16	11	$16/80*72 = 14.4 = 14$	8	$16/57*27 = 7.57 = 7$	12	$16/57*45 = 12.63 = 13$	21	$16/80*115 = 23 = 23$
5000-8000	29	23	$29/80*72 = 26.1 = 26$	13	$29/57*27 = 13.74 = 14$	25	$29/57*45 = 22.89 = 23$	41	$29/80*115 = 41.68 = 42$
4500-7000	23	31	$23/80*72 = 20.7 = 21$	00	00	6	6 (Kept unchanged as the grade is to be ignored)	40	$23/80*115 = 33.06 = 33$
3050-4590	20	00		00	00	00		1	(1Kept unchanged as the grade is to be ignored)
	100%	72	72	27	27	51	45+6 = 51	116	115+1 = 116

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

RBE No. 155/2004

No. PC-III/2004/CRC/16 dated 15/07/2004

**Subject :- Restructuring of certain Group 'C' & 'D' cadres.**

**Reference : Board's letters of even number dated 9.10.2003  
(RBE 177/2003) & 6.1.2004 (RBE 5/2004)**

As per para 10 of this Ministry's letter of even number dated 9.10.2003 (RBE 177/2003) on the above subject, the concept of Multi-skilling has been introduced by merging different categories viz. SM/ ASM with Yard Masters & Traffic Inspectors, Personnel Inspectors with Welfare Inspectors & HOER Inspectors and ESM with MSM. The revised percentages are to be made applicable in the unified cadre. However, a suggestion has been received from a few Railways for implementing the revised percentages before merging the cadres.

The matter has been considered by the Ministry of Railways (Railway Board) duly keeping in view the position of implementation of restructuring on Zonal Railways and other ) relevant factors and It has been decided that no change is warranted in the existing instruction.

3. Certain discrepancies have come to notice in the existing para 11 and para 15 of this Ministry's letter of even number dated 9.10.2003 (RBE 177/2003). Ministry of Railways (Railway Board) have decided with the approval of the President that the existing para 11 and para 15 may now be read as under:

Para No.	Existing Para	Modified Para
11	The Implementation of restructuring scheme in the categories of Ministerial Staff, Personnel Inspectors and Depot Material Superintendents is subject to the Introduction of direct recruitment in these categories. After Implementation of the restructuring in accordance with the revised percentage distribution of posts indicated in the annexures enclosed, the vacancies arising in these categories on or after the cut-off date should be filled through direct recruitment in the manner indicated hereunder:	After Implementation of the restructuring in accordance with the revised percentage distribution of posts indicated in the Annexures enclosed, the vacancies arising in these categories after the cut-off date should be filled in the manner indicated hereunder:
15	Direct recruitment percentages will not be applicable to the additional posts arising out of these restructuring orders as on the cut-off date. The direct recruitment percentage will apply for normal vacancies arising on or after the date following the cut-off date. Also the direct recruitment quota as on the date preceding the cut-off date will be maintained.	Direct recruitment percentages will not be applicable to the additional posts arising out of these restructuring orders as on the cut-off date. The direct recruitment quota as existing prior to the cut-off date in certain categories will continue to be maintained.

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

RBE No. 154/2004

No. PC-III/2003/CRC/6 dated 19/07/2004

**Subject :- Restructuring of certain Gr. 'C' & 'D' cadres -  
Merger of cadres of SMs/ASMs, TIs and YMs.**

Reference para 10.1 of this Ministry's letter of even number dated 9.10.2003 (RBE 177/2003) on the above subject.

2. One of the Railways has brought to this Ministry's notice that medical classification for SM/ASM, YM & TI being different, there will be difficulty in posting a person in the unified cadre from lower medical category to a category having higher medical category. For instance a TI cannot be posted as ASM/SM i.e. from A3 medical classification to A2 medical classification.

3. It has been clearly indicated in para 10.1 of this Ministry's letter *ibid* that in the initial stage of merger, efforts will be made to post the employees in the categories in which they have been working. This will not therefore pose any difficulty on account of different medical classification. But at later stage, when they are made fully equipped to discharge all the functions hitherto being discharged by SMs/ ASMs, YMs and TIs, administration will have the flexibility to post a person as per the administrative requirement. At this stage, however, while ordering posting, it will have to be ensured that the staff fulfill the medical standards prescribed for that particular post/category. In any case, since in future the recruitment and promotion pattern of SMs/ ASMs will be applicable to merged cadre of SMs/ASMs, TIs & YMs, the medical classification of SMs/ ASMs will be followed. The problem of medical classification will thus be taken care of automatically.

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

RBE No. 252/2004

No. PC-III/2003/CRC/6 dated 10/12/2004

**Subject :- Restructuring of certain Group 'C' & 'D' cadres  
CORRIGENDUM**

Please refer to Annexure 'D' of this Ministry's letter of even number, dated 9.10.2003 (Bahri S 17712003, p. 207) on the above subject.

**Subject:**

Please refer to Annexure 'D' of this Ministry's letter of even number dated 9.10.2003 (RBE 177/2003) on the above subject.

The existing percentage distribution as shown in the category of Hospital Attendants/ Ayahs may be read as under:

Category	Grade (Rs.)	Existing %age	Revised %age
Hospital Attendants/ Ayahs	2,650-4,000	25	44
	2,610-3,540	40	39
	2,550-3,200	35	17

The revised percentage distribution remains unchanged.

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

**RBE No. 26/2005**

**No. E(MPP)2004/1/98 dated 10/02/2005**

**Subject :- Money value to be credited in the Railway Board  
Vacancy Bank.**

Attention is drawn to Board's letter No. PC-III/2003/CRC/6 dated 09.10.2003 (RBE No.177/2003) wherein it has been stated that the scheme of restructuring is to be a self-financing and expenditure neutral proposition. While crediting money value in the Railways/Railway Board's Vacancy Banks, it may be ensured that surrenders made to the extent of providing matching money value for restructuring are not credited to the vacancy Bank.

This has the concurrence of the associate finance of the Ministry of Railways.

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

**RBE No. 102/2005**

**No. E(NG)I-2005/PM1/20 dated 17/06/2005**

**Subject :- Introduction of LDCE quota in the categories of OS-II scale Rs. 5500-9000 and Personnel Inspector scale Rs. 6500-10500.**

In terms of para 11 of instructions contained in this Ministry's letter No. PC-III/2003/CRC/6 dated 09.10.2003 (RBE 177/2003), an element of direct recruitment to the extent of 20% of the posts in the categories of Office Superintendent (OS) Gr. II in the pay scale of Rs. 5500-9000, Personnel Inspector (PI) in the pay scale of Rs. 6500-10500 and Depot Material Superintendent (DMS) in the pay scale of Rs. 6500-10500, has been introduced to be filled through Railway Recruitment Boards. The staff side in the PNM-NFIR and PNM-AIRF as also in the DC-JCM have represented that orders for direct recruitment quota as introduced in the above categories may be revised. A suggestion has also been made that instead of direct recruitment the posts may be filled by LDCE.

2. The matter has been reviewed by the Ministry of Railways. In order to motivate the serving graduates amongst ministerial staff at various levels in the Railways, it has been decided to do away with direct recruitment as introduced in the categories of OS-II in the pay scale of Rs. 5500-9000 and Personnel Inspectors (PI) in the pay scale of Rs. 6500-10500 and in lieu introduce a Limited Departmental Competitive Examination (LDCE) quota to the extent of 20% of posts in these categories. However, direct recruitment of Graduates at the level of Sr. Clerk in grade Rs. 4500-7000 in Ministerial Cadre will continue.

3. The LDCE as introduced above in the categories of OS-II and PI will be governed by the following conditions: -

**I. Eligibility Criteria**

- i. Office Supdt. Gr II :- Serving ministerial staff of all departments (except Accounts & RPF) possessing the qualification of graduation and fulfilling the following conditions will be eligible to volunteer to appear in the LDCE :-

Seven years' regular service as Clerk in the pay scale of Rs. 3050-4590 and Sr. Clerk in the pay scale of Rs. 4500-7000 put together

OR

Three years regular service as Sr. Clerk in the pay scale of Rs. 4500-7000.

OR

Three years' regular service as Sr. Clerk in the pay scale of Rs. 4500-7000 and Head Clerk in the pay scale of Rs.5000-8000 put together.

- ii. Personnel Inspectors (PI) the pay scale of Rs. 6500-10500 :- Serving Graduate Personnel Inspectors with a minimum of three regular service in grades Rs. 5000-8000 and Rs. 5500-9000 put together Will be eligible to appear in the LDCE.

## **II. The Procedure for holding LDCE**

- i. The examination should be held combined for all departments for a Zonal Railway/PU by Railway Recruitment Boards catering to Zonal Rlys./ PUs as nominated for conducting GDCE vide this Ministry's letter No. E(RRB)2001/25/31 dated 8.8.2003. For this purpose, the Zonal Railway/PU should club vacancies of all Deptts./ units against this quota and forward applications of eligible employees to RRB concerned as per procedure already being followed by them for GDCE.**
- ii. The selection shall consist of a written examination and assessment of service record. While 85% weightage will be given to the performance in the written examination, 15% weightage will be given to service records.**
- iii. There will be one question paper each for OS-II examination and PI examination. It should be of a standard as for direct recruitment to equivalent level of posts. The syllabus for examinations for these posts is also enclosed as Annexure I (for OS II) and Annexure II (for PI).**
- iv. The selection shall be based entirely on merit with reference to marks obtained by the candidates in the written examination and service records. Subject to usual relaxation for SC/ST staff those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel. Further, the service records of only those candidates who secure a minimum of 60% marks in the written examination shall be assessed.**
- v. Based on (iv) above the RRB will furnish the panel of successful candidates in order of merit, equal to the number of total vacancies intimated by the Zonal Railway/PU concerned. While it will be preferable to post the successful candidates in their respective Departments/ Units, there is no bar to their being posted elsewhere if the number of successful candidates does not match the number of already assessed vacancies in the respective Deptt./ Unit.**

**4. Training of the successful candidates:- All such persons who are selected as OS-II or PI against LDCE quota will be required to undergo three months training in a Personnel Training School followed by 15 days tour to other Zonal Railways/PUs etc. All such candidates will have to successfully complete the training/Course before they are put on a working post, for which a prescribed examination at the end of the training course will be conducted. Exact modalities of the training etc. will follow.**

Enclosure to Ministry of Railway's Letter No. E(NG)I-2005/PM1/20 dated 17.6.2005

**Syllabus for the post of OS Gr-II**

1. Officer procedure.
  - a. Dak handling.
  - b. Maintenance of files.
  - c. Record keeping.
  - d. Maintenance of statistics.
2. Writing skill.
  - a. Letter/DO writing.
  - b. Notifications.
  - c. Note writing.
  - d. Speaking orders.
3. Award of works in works programme.
4. Procedure for stores procurement.
5. Railway Organizational structure.
6. Railway Housing (Rly. Qtrs. Allotment) Policy.
7. Uniform policy.
8. Booking of Running staff and non running traveling staff.
9. Discipline & Appeal rules and Conduct Rules.
10. Recognition of Trade Unions. Facilities to office bearers of recognized unions/Associations. Dealing with unrecognized unions/Associations.
11. Medical examination and facilities available to Railway employees.
12. Audit and Accounts narrative report. Draft Paras and their disposal.
13. Cansons of financial propriety.
14. Classification of demands of grants.
15. Man-Power Planning
  - o Vacancy Bank register.
  - o Creation of Posts.
  - o Bench Marking.
  - o Supernumerary posts.
  - o Redeployment of surplus staff.
16. Pay and allowances.
17. Pass Rules.
18. Leave Rules.
19. Railway Pension Rules.
20. General Conditions of service.
21. Hours of Employment Regulations.

**Note:** Questions set in the paper will be normally to assess the writing and analytical power of the Candidates w.r.t. various topics as above which circumscribe various ministerial staff. Efforts should be not to tilt the balance in favour of one particular discipline.

**Syllabus for the post of Personnel Inspector Gr. I**

1. Writing skills.
2. RLT Award & Hours of Employment regulations.
3. Welfare activities for Railway employees:
  - a. Staff Benefit Fund.
  - b. School policy on railways.
  - c. Cultural activities.
  - d. Recreation Centres and Clubs.
  - e. Handicraft Centres.
  - f. Canteens.
  - g. Co-operative Stores/societies.
  - h. Sports activities.
  - i. Scouts & guides.
  - j. Holiday Homes.
4. Employment on Compassionate Grounds.
5. Medical examination of Railways employees, Medical decategorisation and absorption of medically decategorised staff.
6. Loans and Advances available to Railway employees.
7. Man-power planning
  - a. Vacancy Bank Register.
  - b. Bench- Marking.
  - c. Creation of posts.
  - d. Supernumerary posts.
  - e. Redeployment of surplus staff.
8. Uniform Policy.
  - a. Eligibility of staff.
  - b. Periodicity of supply of uniform.
  - c. Procedure for change in classification.
9. Pay & allowances.
10. Pass Rules.
11. Railway Pension Rules.
12. Leave Rules.
13. Grievances Redressal Machinery .
14. Recognition of Trade Unions, Permanent Negotiation Machinery, Dealing with unrecognized Unions/ Associations, Facilities to Office bearers of Recognized Unions/Associations.
15. General Conditions of service.
16. RELHS.

**Note: Questions set in the paper will be normally to assess the writing and analytical power of the Candidates w.r.t various topics as above.**