Chapter -04
Factors influencing Employee Job Satisfaction in South Central Railway (SCR)

Introduction

With the passage of time and with the rapid expansion of railways, led to use the modern techniques to improve the quality of services offered by it to rail users. As a result, it had to employ more and more employees. As the time progressed, regulations relating to service matters and due to their growing consciousness of human rights, a lot of staff problems cropped up. Since, man power has been an important and active factor of production as well as an end in itself, it was considered necessary to form a separate section to streamline the management of service matters of employees to provide fair benefits and handle their grievances and problems humanly so as to draw out from them maximum participation for higher productivity and quality performance.

After regrouping of Indian Railways in 1951, it was considered necessary to standardise the establishment rules and regulations by making phenomenal and substantial changes therein. Accordingly, the establishment rules were tailored in tune in conformity with the democratic norms and constitutional provisions with which the interest of toiling rail workers were given to priority. Keeping pace with the growing demands at later stage, pay scales have been revised avoiding disparity in their wages, service conditions have been got liberalised protecting their legitimate claims. Various facilities, privileges have been granted to meet their urgencies, promotional avenues have been schematized to relieve them from frustration, various labour legislations have been implemented to guard them against hazards in work, negotiating and conciliatory machineries have been setup to maintain industrial peace, the scheme of participative management has been accepted to improve the efficiency and viability of the enterprise. Service conduct rules have been promulgated embodying a list of Do’s and Don’ts guiding their conduct and behaviour, discipline etc.

Appeal rules have been framed to foster a high sense of devotion and dedication to duty amongst themselves, close attention has been paid for judicious and expeditious redressal of their grievances, a wide range of well-designed welfare
programmes have been adopted to keep them happy and contended, productivity linked bonus scheme has been introduced to bring a big smile on their faces, post retirement benefits and social security measures have been extended on an extreme scale to enable the retired employees and their families to lead a happy and peaceful life and an annual “Pension Adult” has been introduced for quick payment of pending settlement dues and finalisation of disputed pension cases of retired persons relieving them from financial stringency\textsuperscript{76}.

4.1 Pay and Allowances

Even though Railway Board has powers to make the policy decisions independently remuneration policy of Railways has been based on the remuneration policy of the Government of India. Thus, the salary and allowances of Railway men are on par with Central Government employees revised from time to time on the lines of the recommendations of Central Pay Commissions. So for Sixth Central Pay Commission has been formed from 1946. Cost of living index has been one of the factors considered while fixing the wages by successive Pay Commissions. Salary of a Railway employee consists of pay and allowances. Allowances are calculated based on the pay and these allowances are meant to offset the rising cost of living/ special conditions necessitating some special allowances. Besides Productivity Linked Bonus is paid every year even though Indian Railways are not covered by the provisions of Payment of Bonus Act 1956\textsuperscript{77}.

4.2 Medical Facilities

With the object to provide quality health care through human approach using modern and cost effective techniques and technologies to keep the health complications away from railway employees and their families, well-equipped railway hospitals, dispensaries, health units, child welfare centres and family planning centres are functioning for free medical treatment all over the Indian Railways. Besides, there are specialized hospital for cancer at Varanasi, heart-diseases at Perambur, orthopaedics at Howrah, plastic surgery at Mumbai, macro and vascular unit at Delhi and Sanatoriums at different places.


\textsuperscript{77} www.indianrailwayemployee.com/content/pay-and-allowances-railway-employees.
4.3 Educational Facilities

To provide educational service to railway employee’s children, it has one Degree College at Lallaguda, Secunderabad, and 4 Junior Colleges at Secunderabad, Guntakal, Vijayawada and Kazipet. 14 High Schools in six Divisions, 2 Upper Primary Schools in Two Divisions, 9 Primary Schools in five Divisions, 22 Austerity type Primary Schools in five Divisions.

The South Central Railway provides education facilities to the Railway Employees’ Children.

(a) Scholarships were awarded for the study in degree courses in specified Technical/Management courses to the children of the Non-Gazetted Railway employees, whose basic pay does not exceed Rs. 15600/-p.m. Scholarships were awarded giving priority to the Group ‘D’ staff and SC and ST Candidates as per prescribed percentage, subject to availability of funds apart from this, ad hoc grants are awarded to wards of the Railway employees who are not covered under para supra. The amount of scholarships in both the cases of employees pursuing Diploma Courses Rs. 1200/- per annum.

(b) Ad hoc Grant for Non-Technical Education for Group ‘D’ Staff.

To encourage the Group ‘D’ staff in educating their children, a scheme is introduced to provide scholarships to wards of Group ‘D’ Railway employees who are studying Non-Technical Degree Courses i.e. B.A, B.Com. and B. Sc. The amount of grant is Rs.1000/- per annum.

(c) Grants to Railways Schools for Academic/Proficiency and Sports Prizes.

The South Central Railway provides grant with a view to inculcate a spirit of co-operation amongst the children of the Railway employees studying in Railway Schools, the Chairman of Divisional Staff Benefit Fund Committee sanctions annul grant to each school on pro-rata basis of Rs. 10/- per child to award proficiency prizes and sports prizes from the fund provided as per budget allotment for colleges at the rate of Rs.25 per child are provided to award proficiency prizes and sports prizes.
4.4 Workers Safety Measures

1. Issue of Safety Compendium: Comprehensive safety Compendium has been prepared for employee’s safety at work place and same has been displayed through display boards in workshops, sheds and carriage and wagon depots in vernacular language at prominent work places. Safety meetings are being conducted at unit levels to sensitize the staff on safety.

2. Technical Training to Staff on Safety at a Work Place: steps have been taken to ensure safe working environment for the staff at all the unit levels. Regular safety seminars, counseling sections and health campaigns are being conducted to update the safety consciousness as well as to sensitize on safety issues. In the year 2012, last six months more than ten safety/health counseling sessions were conducted by outside experts and doctors in various units.

3. Monthly Safety Review Meeting: in all diesel sheds monthly meeting on 28th day of the month are being organized to sensitize the staff on safety and locate potential hazard. In these meetings staff is encouraged to point out areas requiring attention. In these meetings review of complaints of previous meetings is also done. Representatives of trade unions also participated in this meeting.

4. Developed Video Film on Workers Safety and being shown on regular basis to staff at unit levels and also to running staff.

5. Twenty staff of ARMV was trained in Disaster management at FSTI/NISA/CISF Training Centre, Hyderabad (who is also training for NDRF teams). For three weeks during the month.

6. Two days practical training on rescue operation was conducted during the month of April 2012.

List of safety instructions for both RCD and ART staff Dos and Do not’s formats are being displayed in RCDs and ARTs in prominent places for the benefit of concerned staff.
4.5 Recreation Activities for Railway Employees

To motivate employees for good performance, Officers Clubs for recreation of Officers, Staff Institutes for recreation of Staff, Community halls for customary functions, holiday homes for pilgrimages/outings, rest houses for rest on short leave.

4.6 General Facilities

South Central Railway provides general facilities to its employees at subsidised rate for economically backward students, Cycle/Scooter/Car/Computer/House Loans, Privilege travel passes and concessional Privilege Ticket Orders, Canteens with nutritious food in all major centres of workforce. It is also providing Co-operative Schemes like Co-operative Societies for economical living, Cooperative Credit Societies for banking purpose, house building society for housing activities.

4.7 Recreation and Amusement

(a) Holiday Camps:

The South Central Railway provides the funds for conducting holiday campus every year for the children of railway employees at Zonal level as well as division/workshops level spiritually. In addition, one holiday camp for the railway employees at Zonal level, the South Central Railway conduct the holiday camps by various SBF Units on this railway, policy of visits at Agra, Mathura, New Delhi Chandigarh, Simla Zonal Camp for employees (for the Headquarters) and Eranakulam, Kanyakumari, Madurai, Kodaikanal and Chennai places for the children for employees-Zonal. For the Division/Unit Vise camp for employees at Madurai, Kodaikanal and Rameswaram from the Hyderabad Division. Madurai, Kodaikanal, Palani and Madras from the Secunderabad Division. Jaipur, Ajmer, Mt.Abu, Ahmedabad and Somanth for Guntur Division. Chennai, Rameswaram, Madurai, Kodaikanal and Kanyakumari from the Guntakal Division. Puri, Bhubaneswar and Vishakapantam from the Vijayawada Division. Mysore, Ooty and Bangalore from the Lallaguda. Ahamedabad, Mt.Abu Jaipur, Agra, from CRS/TPTY.
4.8 Cultural Activities

For promotion of fine arts and cultural activities, the SBF Committee considers and entertains the request for grants to cultural programmers. Applications for such grants should be submitted to the Divisional/Workshop SBF Committee who will award grants judiciously for promoting cultural activity. During the year 2009-10 was Rs. 1, 20,000. In the year 2010-11 (Data not available), in the year 2011-12 Rs. 3, 85,000, in the year 2012-13 Rs. 8,90,000.

4.9 Sports/Scouting Activities

The South Central Railway is also provides funds to conduct the sports/scouts activities in the zone. The amounts released by the board for the sports and scouts activities have been granted to the respective parent bodies, after duly ensuring that they have submitted the annual accounts of their organisation, duly audited.

4.10 Colony Care Committees

In terms of paras 2401 to 2404 of Indian Railways Establishment Manual Colony Care Committees consisting of supervisory staff of Engineering, Electrical, Medical Departments and one representative each from South Central Railway Employees’ Sangh (SCRE), SCRM Union and AISCSTREA have been set up at all the important stations to ensure the approach roads, Providing proper lighting and regular water supply, Petty repairs to Railway Quarters, Children’s Park, to ensure proper functioning of welfare centres for better utilisation the facilities viz., sports and library etc., and proper functioning of sanitation is considered under the colony care committee.

4.11 Staff Amenities

The South Central Railway improves the employee job satisfaction through the staff amenities like improvement of water supply, sanitation, fire fittings, hospitals and health units, schools and hostels.

4.12 Retirement Benefits

Retirement benefits provided by the SCR to its employees, the various type of retirement, they are Voluntary Retirement One who completes 20 years of service can retire voluntarily with bonus benefits. Normal Retirement on completion of 60 years of age, other than Normal Retirement like Death, Medical De-categorisation and Missing. Benefits after retirement, Monthly Pension at 50 percent of average
emoluments drawn during the last 10 months/Family Pension at 30 percent of last pay drawn for those completing 33 years of qualifying service, Retirement/Death Gratuity for its employees, Commutation of Pension to the maximum extent of 40% of monthly pension, Leave encashment Insurance amount to be claimed by the matured insurance schemes and Provident fund, Post Retirement/Widow Complimentary yearly passes for free travel on Railway Network, Kit Pass, Transfer Pass, Transfer Grant, Packing Allowance and Travelling Allowance, Compassionate Appointment in case of death/missing. Railway Employees Liberalized Health Scheme for medical assistance on par with serving employees.

4.13 The Three new E-smart initiatives to benefit the Serving and Retired Employees

South Central Railway is strongly committed to leverage Information Technology (IT) to provide improved services to various stakeholders in a transparent and convenient way. Some of the IT-enabled services being provided by Railways include-Short Message Service (SMS)- based Passenger Complaint/Suggestion System on SCR (SPCSS); Display of GPS based live information on train running through LED boards at stations and the recently launched Android app-HYLITES (Hyderabad Live Train Enquiry System). Taking this process forward, SCR launched three new Web/SMS based I.T enabled services towards meeting the needs of the SCR staff-both serving and retired inaugurated by the General Manager these three services on March 21st, 2014 at Rail Nilayam, Secunderabad. These services are:

- MY PASS (online application for complimentary passes for retired staff of headquarters): this is the first-of-its-kind online programme aimed to serve the retired employees based at SCR headquarters. It enables them to apply for their post retirement complimentary passes online. The retired employees can conveniently apply for the passes through the internet by logging on to SCR Website. The option of delivering the complementary pass at the residence of the retired employees will also be enabled shortly. This module reflects the care being shown by SCR towards its retired employees as it provides them the facility of seeking a pass for the comfort of their family.

- NIVARAN (Online/SMS based grievance redressal): This is an Online/SMS based grievance redressal system for all serving employees including running staff of SCR. The staff can submit their grievances through the ‘NIVARAN’
option on the home page of SCR Website or through SMS to an exclusive mobile set for this purpose. A registration number is generated for each grievance and communicated to the applicant as text message to his/her mobile for reference and subsequent follow up. Feedback is also given through SMS alerts and further details can be accessed through NIVARAN portal. If the reply is not satisfactory, the employee can click on ‘dislike’ option and his/her grievance will be revisited and taken up again.

- **ComPTran (Common Portal for Transfers):** This is a common portal for issues pertaining to the aspect of mutual transfer of 12 lakh employees of Indian Railways, which can be accessed through SCR Website. The employees can seek a posting of their choice by opting for mutual transfer with other colleague staff. ComPTran is designed to help the employees to find a suitable partner and register for mutual transfer; monitor progress of request for transfer and also to make an online request for normal transfer. To access this facility, the employee has to register/update their data, search the database of the other employees seeking mutual transfers and respond to the suitable one. Status can also be checked with regard to response for a request submitted by the employee.

    All the three E-smart modules are developed in house- by the officials of personnel branch without incurring any cost. These will benefit around one lakh of serving and retired employees. These smart initiatives will empower the employees and greatly enhance transparency in the system of addressing staff related issues.

4.14 **Railway Housing Facility**

South Central Railway made provisions for railway quarters at or near by railway stations as far as possible for housing their employees. Some quarters at all stations are earmarked for being allotted to the staff who are required to remain close to the site of their working places and allotments of these quarters are made to such categories of staff on their posting at such places/establishment. (Non acceptance of allotment of such earmarked quarters by the staff concerned may be allowed only when another employee of the same category is willing to occupy same if it is considered by the administration it will not affect the working in time of

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emergencies). A general list of the rest of the quarters, department-wise are maintained and the staff applying for allotment of quarters are given such allotment on priority basis from among those who apply for same and whose names are maintained in the general waiting list. There is however reservations for allotment of quarters in type one and two for SC/ST communities in places where the numbers of quarters are fifty or more to the extent of ten percent of the quarters. Two waiting lists are to be maintained, one general waiting list and another waiting list for SC/ST communities. The senior SC/ST employees who are covered in the general list will be given allotment from the general pool quota.

The special list for the ten percent quota will become operative if the accommodation provided on the general list falls short of this percentage. The vacancies becoming available in ten percent quota will be allotted in the ratio of 2:1 SC and ST employees respectively. There is also a provision for allotment of quarters on out of turn basis. The out of turn allotments are made, to staff on medical grounds of the staff themselves, staff appointed on compassionate grounds or in cases were close relations like sons/daughters remaining in the quarters allotted to their parents on their getting appointments in railways when the allottee retires from service, handicapped staff and staff belonging to SC/ST communities. All these cases are examined by Quarters Allotment Housing Committee and allotments are made on the basis of their recommendations. No railway servant has any right to be provided with quarters.

Housing Committee in a Division Consists of Senior Divisional Engineer/Divisional Engineer, Senior Divisional Personnel Officer/Divisional Personnel Officer and one of each from all India Railway Federation and NFIR affiliate unions as members.

There are different types of railway quarters viz. type I, II, III, IV, V and VI and railways employees will be allotted the quarters according to the entitlements based on the scale of pay they are in receipt of. Standard rent has been fixed at flat rates for each type of quarters throughout the Indian Railways but as the range of plinth area under each of existing quarters varies widely, each group of railway quarters has been broad banded in various sub-groups and flat rates fixed for each of them. (Such revised rate was first introduced in 1987s, and later increased from time to time). Accordingly, rent will be realized at such rate from the allottees subject to a maximum of 10% of their monthly emoluments.
4.15 Training Programmes

The training programs for employees at the South Central Railway to promote skills and knowledge among the employees to improve the quality of services and performers, the various training methods have been adopted in SCR like, initial training at recruitment stage, Promotional Training, Prescribed Technical Skill upgradation Training, Periodical Training related to safety, punctuality, publicity, passenger amenities and customer care, special training courses, First Aid Training courses or conducted to enhance the skills and knowledge of its employees in the organisation.

The SCR has Departmental Staff Training Institutions located at various parts of South Central Zone. They are Zonal Training Centre, Zonal Signal and Telecommunication Training centre at Moula-Ali, Zonal Electrical Training centre, Supervisor Training centre at Lallaguda, Zonal Civil Engineering Training centre at Kachiguda, Electric Traction Training centre at Vijayawada, Diesel Traction Training centre at Guntakal, Basic Training centres in each Division and Workshop for technical staff.

4.16 Overtime

The overtime which is payable under the railway rules in certain cases irrespective of the fact whether it is otherwise payable under HOER (Hours of Employment Regulations) or not, is called departmental overtime. It is admissible to Charge men, Assistant Charge men, etc., in Loco Sheds, Workshops, Printing Presses, etc., (classified under HOER as Supervisor) for working on Sundays and holidays.

4.17 Appointment on Compassionate Grounds

Appointment of dependents of railway servants is made on compassionate ground either on their death while in service or on their being crippled as a result of accidents or on their being medically invalid or suffering with terminal disease or their being absconded and their whereabouts are not known for period of seven years.

4.18 Industrial Relations in Railways

Industrial Relations are maintained through direct contact with employees by Officers and Welfare Inspectors. The Periodical negotiations and participation in Management with the recognised Labour Organisation called South Central Railway Employees’ Sangh and Mazdoor Union at Zonal, Divisional and Workshops level. The Receipt of Memoranda from OBC/SC/ST Welfare Associations in Zonal,
Divisional and Workshops level. It gives opportunities to the employees to Participate in Management with Promotee Officers Association, Participation of Railway Employees in Management (PREM).

4.19 Computerisation

The SCR is moving towards modernization, transparency in functioning, delivers promptly and effective service to its internal customers, who are none other than the employees of the railway itself, has computerised its various activities. The salary payments of all the employees throughout the railway have been computerised. The computerised pay slips given to the employees show details of pay, allowances and deductions. All Divisions of the SCR have computerised different activities like seniority lists of the employees, handling of the grievances of the employees, details pertaining to the appointments made/being made, pensions and terminal benefits of the employees etc.

4.20 Railway Women’s Welfare Organisation

The South Central Railway Women’s Welfare Organisation (SCRWWO) has been formed mainly to supplement efforts of the Railway Administration in arranging relief to the distressed staff and to extend the assistance to the needy employees and their offspring. Wives of Railway Employees are eligible to become members of this organisation. Various schemes undertaken by SCRWWO inter alia include: Technical assistance in functioning of 66 Handicraft centres to augment Railway Staff family income through tailoring, embroidery work etc. Vocational Training Centre at nominal fee, Ashakiran for mentally retarded/handicapped children, Arogya Niketan to extend helping hand to chronic patients, Athmabala – Widow Welfare scheme by which Rs.1000/- is being given to meet immediate relief to the deceased families of Group D employees, Jagruthi – Financial aid to Adult Literacy centres. The Cr-ches to take care of children of working women in SCR

Drawing inspiration from its motto. An immortal Vedic Hymn, Railway Women’s Welfare Organisation was formed on Indian Railways by a group of highly motivated and committed female members of Railway men with the aim and object to-promote, encourage and co-ordinate the welfare activities for an all round improvement of railway employees and their families.
The organisation has, over the years, been rendering yeomen service voluntarily in providing socio-economic relief and service to the needy people in general and railway families in particular. It has a fine record of multifaced philanthropic activation of human distress caused by natural calamities; rehabilitation of physically handicapped persons, afflicted abandoned ladies and oppressed widows of late lamented railwaymen; substantial contributions for national causes by donating to Railway Minister’s Welfare and Relief Fund and Prime Minister’s Fund; generous donations either in cash or kind to Associations for blinds, Leprosy Missions, Spastic Society in India, Railway hospitals, Blood Banks, Eye Camps, Schools. Asylums for orphans and destitute, Staff canteens, Bharat Scouts and Guides and many other charitable establishments; incentives of National Saving Certificates to encourages “Small Family Norm”; financial assistance to the school going physically handicapped/mentally retarded children; scholarships to scholastic abilities; running of nursery, primary and adult literacy classes; vocational schemes, libraries and book banks; and monetary aid in deserving cases to the railway families in matters of health, education and compelling social obligations.

The organisation provides part time work and remuneration to the needy female family members of low paid railway men in the form of stitching and knitting of garments, running of flour mills, masala grinding centers, food preservation centres, tailoring and embroidery classes, handicraft centres, typewriting institutes and crèches for the babies of working mothers. Many of our railway men wives have been able to take advantage of these facilities to augment their family income.

The organisation organises cultural evenings culminated into a variety of entertainment programmes. Arts and crafts exhibitions, various talent competitions, elevating and enlightening talks and seminars on different subjects of educative, reformative and creative value from time to time in a befitting manner. Demonstrations on preparing special dishes and other household work are given periodically for domestic economy. Special drive on Jeevan Hariyali is launched in Railway schools, colonies, hospitals, institutes, recreation clubs, station, canteens, etc., to clean the surroundings and to develop civic consciousness amongst its users. Van Mahotsav is solemnly observed every year. Children’s day is celebrated every year on an austerity basis. Beside organising various competition and cultural shows for railway children on this joyous occasion, fruits, toys and nutritious foods are distributed among sick children admitted as indoor patients in Railway hospitals.
So finance for all its welfare activities and charitable causes, funds are raised entirely through voluntary efforts like holding charity shows, musical concerts, carnivals and raffle draws, handicraft melas, jumble sales donations from business homes during fund raising campaigns at regular intervals.

Thus, the organisation on wide to foster and promote a spirit of belongingness. Friendship, social relations, cultural renaissance and development of arts and crafts amongst the railway employees and their families. Dedicated to the service of humanity, the organisation which has already carved a niche for itself, always strives relentlessly to widen further their activities having many ambitious plans and programmes in hand to bring a big smile on the faces of many more suffering and oppressed Railway families. The laudable multifarious socio-welfare activities of Railway Women’s welfare organisation has brought laurels of appreciation from the well meaning people not only from Rail-Parivar but also civil population flying the railway flag high.

4.21 Railway Minister’s Welfare and Relief Fund

Railway Minister’s Welfare and Relief fund is intended to extend financial assistance to the serving railway servants and their families in case of the premature death while in service. The fund is administered by a managing committee functioning in railway Board.

Normally, the relief is given in the following type of cases on the approval of the Railway Minister-

i. **Premature death of non-gazetted employees**- A maximum of Rs. 5,000 provided that the staff is not covered by Workmen’s Compensation Act or any other obligation as also where the compassionate appointment to the wide/dependent could not be given due to one or another reason, within a reasonable time.

ii. **Employees murdered, killed or died in accident** – A maximum of Rs.10,000 provided no compensation is payable under the Workmen’s Compensation Act or other statutory obligation.

iii. **Self sickness of employees or their dependents** – A maximum of Rs. 5,000 provided to the employee being on LWP for at least three months in self sickness.
iv. **Handicapped non-gazetted employees** - A maximum of Rs.5,000 for the purchase of motorized equipment who lost both legs provided no relief is admissible from Staff Benefit Fund.

v. **Natural calamity-hit employees** – A maximum of Rs. 1,00,000 to railway administration upon the calamity such as damages by cyclone flood, earthquake, etc., on the merit of each case.

### 4.22 Husband and Wife both in employment:

Where husband and wife both are employed either on the same or separate department, the instructions regarding their eligibility of various facilities of railway service, are as under –

i. **Posting** – where both are railway servants or one of them is working under Central/State Government or all –India Services, both of them should be posted together at the same station as far as possible.

ii. **Medical facilities** – The spouse of a railway servant, i.e., entitled to railway medical facilities, but re-imbursement of medical charges shall be claimed by only one of them.

iii. **Passes and POTs** – When both are railway servants, passes may be granted to both of them on each other’s account. Children are permitted in passes on both the father’s and mother’s account.

iv. **Family Pension** – Family Pension can be granted to the survivor in addition to his/her own pay or pension but dearness relief could be granted either on pay or on one pension, as the case may be. In case of both are dead, the eligible children shall be entitled to get family pension for both of them.

v. **Transfer Grant** – Where both are transferred from the same station to the same new station together at the same time or within six months of each other, only one can claim the transfer grant, etc., and not both of them.

vi. **Allotment of Railway Quarter** – Only one railway quarter can be allotted to them, unless they have been judicially separated.

vii. **House Rent Allowance** – While, hiring accommodation allotted to spouse, HRA is not permissible. Also, where an accommodation has been allotted to the spouse, the other will not claim HRA even if he resides separately.
viii. **House Building Advance** – Where both are eligible, only one of them can avail the facility. However, for determining cost ceiling limit, the pay of both shall be taken together.

ix. **Educational Assistance** – Where both are railway servants or one of them is a Central/State Government servant, only one of them shall be eligible to enjoy the facility. In case one of them employed in private organisation such facility is not available there, the benefit could be given to the railway servant.

x. **Hostel Subsidy** – Hostel subsidy will be admissible to either husband or wife where both of them are the government servants.

xi. **Re-imbursement of Tuition Fee** – Where both are in Central Government service, re-imbursement of tuition fee will be admissible in respect of one of them only.

xii. **Issue of School pass** – School Passes shall be issued against the account of either of the two.

**Dispatch section** – the letters, officer orders, circulars, etc., received from dispatch are checked up as far as address, date and signature concerned and then sorted out and kept in the pigeon holes separately meant for the propose. Wireless messages are kept separately. These are packed up properly in envelops after entering the number, date and address, etc., in the delivery books. The local dak are sent out to the concerned addresses through peons whilst the dak addressed to divisions and extra-divisions, are dispatched through line dak.

4.23 **Productivity Linked Bonus (PLB) Scheme:**

The scheme for the grant of Productivity Linked Bonus to railway employees has been introduced in the year 1979 to provide substantial motivation towards achieving higher productivity by way of increased output by the employees and improved quality of service. The actual performance done shall be the basis of productivity and productivity linked bonus. The number of days for which the bonus will be paid for a year will be as announced by the Ministry of Railways.

The scheme will apply to – (i) all railway servants excluding railway Protection Force; (ii) Casual labour having temporary status and substitute with not less than 120 days continuous service; and (iii) Casual labour on daily wages employed in projects who have completed 180 day’s continuous service.
All group ‘B’ (non-Gazetted) ‘C’ and ‘D’ railway employees (excluding RPF/RPSF personal) without any ceiling on wages are eligible. However Group ‘B’, ‘C’ and ‘D’ employees drawing wages more than Rs.2,500 per month. Productivity Linked Bonus will be calculated as if their wages are Rs. 2,500 per month. In the case of running staff the terms pay shall include 30% of pay constituting the pay element. Pay will include dearness allowance or additional dearness allowance. For the purpose of calculations of wages per day, wages drawn including leave salary.

The productivity shall be determined solely on the bases of Revenue Traffic Tonne kilometers achieved each year as derived from the relevant audited statement of statistics of Indian railways. The actual performance done shall be the basis of productivity and productivity linked bonus.

The number of days for which the bonus will be paid for a year will be as announced by the Ministry of Railways.

Productivity linked bonus for each financial year covered by this scheme shall be paid by 31st day of October of the succeeding financial year.

4.24 Incentive Bonus Scheme:

Incentive may be defined as an expected reward inciting to action and strengthen the desire to attain a desired end. Incentives are mainly of two types financial or non-financial. The former is generally regarded as more effective than the latter. Financial incentives can be offered to the workers to ensure quickened work and quality performance. Financial incentive can be either in the form of making ‘Payment by result’ or a ‘Bonus system of payment’. Financial incentive can be either in the form of making ‘Payment by result’ or ‘a Bonus system of payment’.

i. Payment of result – A rate per piece is fixed and the workman is paid on the basis of total number of pieces produced. If the total amount thus earned by workman is more than the month’s wages, the difference is his profit.

ii. Bonus system of payment – A bonus is given for a work which is completed in less than the time allowed for it. The time thus saved by a workman is converted into money values at the rate per hour per day depending upon his wages. Thus, the workman earns the “Profit” by getting the payment for the total time “Saved” by him.

An incentive scheme was initially introduced in Chittaranjan Lacomotive Work. The introduction of the scheme gave encouraging results with the result it was
extended later to other railway workshops and production units on Indian Railways. The salient features of this scheme are as under-

i. Time is the yardstick for measuring the work and productivity.

ii. The ‘allowed time’ for each operations fixed after a detailed time study and includes allowances for fatigue, general handling, etc., and an extra allowance to enable a workman of average ability to earn 33 1/3 per cent over and above his basic wages.

iii. The difference between the ‘time allowed’ and the ‘time taken’ constitutes the ‘time saved or lost’ for direct workers which is evaluated at standard hourly rate prescribed by the Railway Board for different categories of staff to arrive at the amount of profit or loss.

iv. The ceiling limit on profit is fixed at fifty percent of standard basic wages.

v. Essential indirect workers and supervisors up to the level of charge men participate in the incentive bonus scheme subject to their earning being restricted to eighty per cent of the average percentage of profit earned by direct worker. Mistries get hundred per cent of the average percentage of profit earned by direct workers.

vi. The basic wages of all workers and supervisors are guaranteed irrespective of the result of working on incentive scheme but losses sustained in any particular month are adjusted against the profits of the same month.

vii. The administration reserves the right to vary the ‘allowed time’ of improved machine tools are utilized or other time saving devices are introduced and also if there is any error in computation or in printing.

Incentive schemes have also been introduced for such other small groups of staff as those engaged in wireless operations and punching operations.

Hourly rates of incentive bonus have revised and accordingly it has been decided that ad-hoc onetime payment in lieu of arrears of incentive bonus shall be made at the rates prescribed for the purpose.

**Incentive Bonus Scheme for P.F. Subscribers:**

An incentive bonus scheme has been introduced for railway servants who do not withdraw any amount from their Provident fund account during the preceding three years will be entitled to get bonus at the rate of one per cent on the balance of his own contribution including voluntary contribution adding the interest at his credit on the last date of the last year.
4.25 Workers’ Education Scheme:

The Government of India, Ministry of Labour and Employment has sponsored a scheme of workers’ education and entrusted its administration to an autonomous body known as the Central Board of Workers’ Education which consists of representative of National Unions and Federations of Labour, Educational Authorities and Government of India in the Ministry of Labour and Employment.

The objectives of the scheme are as under-

i. To create, over a period of time, well-informed, constructive, enlightened and responsible industrial labour force, capable of organising and running trade unions on sound lines.

ii. To develop leadership from the rank and file, promote the growth of democratic process and tradition on trade union organisation and administration.

iii. To equip organised labour to take its place in a democratic society and to fulfill effectively its social and economic functions and responsibilities.

iv. To promote among workers a greater understanding of the problems of their economic environment and their privileges and obligations as union members, officials and as citizens.

The scheme is divided into three stages-

i. The first stage consists of the training of an adequate number of organizers for field work, known as ‘Teacher-Administrator’. These are of two kinds-

ii. Some are recruited directly and trained by the central board for workers education and are employed for conducting worker teachers courses under their auspices.

iii. The rest are those who are nominees of different trade unions but are trained by the central board.

iv. In second stage, they are taken into the service of the central board, posted to different centres and entrusted with the work of training of three months duration in batches of twenty five persons. The workers so trained are known as “Worker-Teachers”. This training is a continuous process, each centre turning out about seventy five to one hundred trained worker-teachers annually.
v. The third stage commences when the trained “worker teachers” revert to their factories, etc., after the completion of their training and start conducting programmes, under the auspices of the board for the rank and file of the workers largely outside the working hours. They are assisted in the work by the teacher-administrators by close supervision, demonstration and advice.

The board pays the worker teachers a monthly honorarium at the rate fixed for their work. The operations of the board are being financed by grants in aid from the central government. The period which may be spent by the railway servant under training should be treated as duty for all purposes. The staff should be treated as having been transferred from their headquarters to the place of training.

The candidates appearing for interview for the selection of worker teacher will be treated as on duty. They will be given duty passes and D.A. as per rules. The railway servants who are selected for the training of worker teachers should be promptly relieved for training unless there are exceptional circumstances for not doing so.

The syllabus of the training is as follows-

a. Five year plan
b. General Labour Problems
c. Wages
d. Productivity
e. Discipline
f. Participative management
g. Trade Union
h. Industrial Relations
i. Social Security
j. Co-operative Movement
k. Labour Legislations
l. Labour Statistics
m. Employment and Training
n. Industrial Sociology and
o. General
4.26 Delegation of Power:

As for as the railways are concerned all the functions and powers of the central government are delegated to the railway board which is the supreme authority for the day to day administration of the railway. The railway board, then have to delegate their certain powers to the general manager of zonal railways and production unit who exercise their powers through delegation to their subordinate officers. There are certain powers which the general manager has personally to exercise.

The statement of schedule of power contains the powers of officers at different levels. The powers set out in the various schedules appended to different subjects on establishment matters, viz., Appointment, Selection, the railway servants (Discipline and Appeals) Rules, Conduct Rule, Retirement, etc., are exercised subject to the observance of the canons of financial property and the provision of relevant code rules and orders issued by the railway board and general manager from time to time.

4.27 Central Administrative Tribunal:

Central administrative tribunal formed on 1sr day of November, 1985 with a view to have expeditious disposal of personal matters simple procedure cheaper and quicker system and early judgment. It applies to all civil servants except Armed Forces, Supreme Court, High Court and person governed by the Industrial Disputes act in respect of matters governed by the said act.

The tribunal is having its principal bench at Delhi and other benches one each at places where there is a seating of High Court. It is headed by a chairman who is/was a judge of a high court. Each bench has at least one judicial member and one administrative member on it. The tribunal has jurisdiction, authority and powers of all courts except Supreme Court and high courts. It shall not be bound by the Indian penal code procedure but have the same powers as civil court for summoning witness discovery of documents, evidence on affidavits and renewing of its own decisions.

An employee who is aggrieved by the administrative orders and decisions can only after exhausting the departmental remedies file an original application for justice accompanied with a draft for Rs.50 only. The employee concerned may appear himself before the court or through a legal practitioner. Decision of each bench shall be treated as final. In case of any difference the chairman may appoint a larger bench for deciding the issue which shall be binding.
The aggrieved party will be entitled to move the high court under article 226/227 of the constitution and from the decision of the division bench of the high court the aggrieved party could move to the Supreme Court under article 136 of the constitution of India.

4.28. Pension Adalat:

Pension adalat for the employees on the redressal of grievances of retired Staff by a Single High Level Officer Committee on 15th December every year. Well-trained Ministerial Staff in Personnel Department in each Division, opened Grievance Cell, in each Division headed by Divisional Personnel Officer, Divisional Railway Manager, Line Inspector, General Manager’s Annual Line Inspector, Memorandums received during Departmental Officer’s Inspection, Welfare Inspectors personal contact scheme-every employee will be contacted once in a year, Memorandums directly received by General Manager, PHODs, DRM, Branch Officers every day from 16hrs to 17 hrs.

Railway administration has introduced annual “Pension Adalat” on the 1st day of August, 1986 in order to make an expeditious payment of settlement dues and quick disposal of disputed pension cases. The following instructions have been issued by the railway board to make a success of pension adalats-

i. All officers dealing with pension cases should be present with relevant records so that decisions are not postponed for the sake of records.

ii. Such meetings are not to take up policy matters and should deal with specific grievances of the individual pensioner when represented personally.

iii. Cases involving purely legal points, e.g., succession certificates, etc., cannot be taken up.

iv. Pensioners should send their grievances a week in advance of the date of pension adalat.

v. To get the feeling of personal attention and a quick on spot redressal of the grievances, the pensioner should attend the pension adalat in person or through their family representatives.

vi. Pension adalats should be held on the divisions also once in three months apart from at head quarters.
The following guidelines have been issued by the railway board to follow for holding the pension adalats-

i. Pension adalat should be held on 15th day of December each year. In case 15th December is a holiday, the first working day after that day should be fixed for holding the pension adalat.

ii. Wide publicity should be made well in advance to enable the pensioners to send their cases in time for consideration in such adalats.
   a. The notice for holding of pension adalatas indicating date, venue, time of adalats and the name of officer to whom the grievances have to be submitted should be issued by the first week of August every year.
   b. Last date for submission of grievances by pensioner should be indicated at 31st October every year in the aforesaid notification.

iii. The representation of pensioners may be acknowledged indicating the date, venue and the time of pension adalat.

iv. The pension adalat should be conducted at the level of General Manager/Aditional General Manager, CPO, FA+CAO and DRM/ADRM besides other officers of personnel. Account and other department concerned. The representative of Bank/other pension disbursing authorities also be co-opted on the Pension Adalat.

v. The representative of the Standing Committee of voluntary agencies and the recognised Trade Unions may also be invited to attend the Pension Adalat.

vi. It should be ensured that all the cases which are tenable, are settled at the time of pension Adalat, itself, but in case where it is not possible to settle the same on the spot, it should be settled and finalised and within a period of three months from the date of holding the Pension Adalat.

vii. In those cases of grievances, which are not tenable, the pensioner may suitably be advised to give in writing.

viii. In those cases of grievances, which are not tenable, the pensioner may suitably be advised to give in writing.

ix. After holding Pension Adalat, the requisite details should be furnished in the prescribed proforma to Railway Board by 31st January every year.
4.29 Railway Labour Tribunal

Railway Labour Tribunal was established in January, 1969 by the Central Government to adjudicate upon the demands of NFIR in regard to which agreement between the NFIR and Railway Board could not be arrived at under Permanent Negotiating Machinery. Salient features of the recommendations made by the Tribunal are given briefly as under:

i) Night Duty Allowance
   Night duty allowance should be granted to all non-gazetted staff who are booked to work at night between 22 hours to 06 hours.

ii) Workshop Staff
    Trade tests should be conducted at regular intervals. Basic Tradesmen should be promoted as skilled workers, if found fit. If an unskilled or semiskilled worker has stagnated in a scale for more than 12 years, he should be given an increment every three years thereafter. Mistries supervising the work of highly skilled Grade I, should be given a higher grade and those who are holding independent charge of a section should be upgraded to chargeman ‘A’. Foreman should be re-designated as shop-superintendent and granted a special pay. Foreman ‘B’ should be upgrade to Foreman ‘A’.

iii) Casual Labour
    Casual labour should not be appointed for regular open line work and they should be paid at local rates. Where local rates are not available, they should be paid at the rate of 1/30th of the minimum of the scale of pay plus dearness allowance thereon. The same principle will also apply in case of casual labour governed by the Minimum Wages Act. Those working in projects for more than six months should be given 1/3th of minimum of the scale of pay if it is higher than the local rate. The period of maximum service for earning temporary status for casual labour employed other than in projects should be fixed at four months.

iv) Hours of Employment Regulations
    ‘C’ class Gatemen, Saloon Attendant, care-taker of Rest Houses and Reservoirs, etc., and Bungalow Peons should be classified as ‘Essentially
intermittent’ standard hours of employment for ‘continuous’ and ‘Essentially intermittent’ should be fixed at 8 hours (daily) and 48 hours (weekly). The time normal duty hours and this will be within the statutory limits of employment for each classification. Hours of work for essentially intermittent staff may be increased by 2 hours per day and 12 hours per week in addition to the standard hours of work except in cases of
(a) E.I. Staff posted at road side stations who are provided with quarters within 0.5 kms, from their places of duty and
(b) ‘C’ class Gateman, Saloon Attendants, Care-taker of Rest Houses, etc., who are to be reclassified as E.I. and for whom additional duties of 4 hours per day and 24 hours per week may be fixed.

v) Overtime Allowance
Overtime Allowance to staff will be admissible at 1 ½ time of the ordinary rate of pay for work done beyond rostered hours but not exceeding statutory limits. In case the work is done beyond the statutory limits the overtime allowance will be twice the ordinary rate. All time spent by staff for travelling spare on duty should be considered as period of duty except when a worker is provided with the facility of crew rest van and when a worker does not travel on any day beyond a radius of 8 kms. From their place of duty.

vi) Hours of work and Gazetted holidays for clerical staff in subordinate offices. The disparity in hours of work and holiday entitlements should be shared equitably by the staff of the field and the non-field offices as a whole by rotational transfer.

vii) Scale pay: Guards and Drivers who are working inter-divisional and long distance passenger trains with total run of not less than 250 kms. For each run should be given scales of pay for Guards Grade ‘A’ and Drivers Grade ‘A’ Scale of pay of Gangmates and Keymen of Civil Engineering department should be revised from Rs. 75-110 (AS) to Rs. 105-135 (AS) and from Rs. 95 (AS) to RS. 75-110 (AS) respectively.
**4.30 Foreign Service Contribution**

Foreign Service means a service in which railway employees receive substantive pay from a source other than the Consolidated Fund of India or any State or Union territory.

A railway servant when transferred to a foreign service and receives his pay from non-railway sources. Contribution towards the (i) cost of his pension, or (ii) Cost of Government contribution to his credit in a Provident fund, as the case may be; and (iii) cost of level salary must be paid by the foreign employer to the general revenue on behalf of the transeree. In case the foreign employer does not pay such contributions, the railway servant himself shall pay the same failing which he will have no right to count his foreign service towards pension and leave salary in parent department.

Pension contribution and leave salary contribution are designed to secure to the transeree the right to pension and leave on the scale on which he would have received from the parent employer but for his transfer to Foreign Service. The contributions are called Foreign Service contributions. The rates of Foreign Service contributions will be as fixed by the Government.

**4.31 Forwarding of Application by Railway Administration**

The application submitted by serving railway servants through proper channel for employment outside the railway, shall normally be forwarded by railway administration. Only four opportunities will be given in a year for employee to apply to posts in Government Department/Public Sector undertaking/Autonomous Bodies except where withholding of any such application is considered necessary. There will be no restriction for applications for the posts in response to Union Public Service Commission advertisements.

The rules for forwarding such applications are summarised below

(i) The employees, who have received no training at railway’s expense, should be permitted to apply for posts outside the railways.

(ii) Application from employees trained at railway’s expense should not be forwarded until they have served for five year in working posts.

(iii) Technical staff trained for one year or more at railway’s expense will not be permitted to apply for non-technical posts.
(iv) Staff trained abroad for more than three months at railway’s expense or under any scholarship scheme will not be permitted to apply for outside posts until they put in five years service after their return.

(v) Apprentices who have received training at railway’s expense should not be permitted to apply for outside posts until they put specified years of service in terms of their agreement.

Note: The term ‘trained at railway expense’ does not apply to staff who are given non-technical training, i.e., ‘in-service training’ or are appointed on probation.

(vi) When the employees apply to Union Public Service Commission or the State Service Commission or other public undertakings, the aforesaid restrictions will not apply provided the employees agreed to refund the cost of training when leaving railway service on selection.

(vii) Staff in the Civil Engineering Department who are likely to become surplus, may be allowed to apply for outside railway without having to refund the cost of training.

(viii) Non-gazetted staff who have received “induction course” may be exempted from refunding the cost of training in the event of their selection under the Central/State Government or in Public Enterprises or Autonomous Body.

(ix) Railway servants desiring to apply for a post in a private concern must first offer to resign/retire from railway service.

(x) Application from employees submitted for employment elsewhere otherwise then in response to advertisement or circulars inviting applications, should not be forwarded.

(xi) Applications of an employee for posts outside the railways, should not be forwarded-

(a) When he is under suspension; or

(b) When disciplinary proceedings are contemplated against him; or

(c) When prima-facie case has been made out although formal charge sheet has not been issued to him; or

(d) When undergoing penalty of withholding of increment or reduction.
Where the case against the employee is only at the stage of investigation and no prima-facie case has been established, his application may be forwarded stipulating that the controlling authority reserves the right not to relieve the employee if necessary.

xii. Application for SC/ST employees are to be forwarded as a rule.

xiii. Where applications are submitted for posts advertised by the union public service commission, these should be submitted to the head quarters office-

a) Fifteen days before the target date fixed for posts for which the applications are required to be forwarded through the railway board as these are required to reach the board’s office at seven days before the closing date.

b) Seven days before the last fixed in all other cases.

c) Where copies of applications are submitted in advance by the candidates, the applications submitted through proper channel are required to be with the various service commissions within a fortnight of the closing date and periods specified in items (a) and (b) above are accordingly adjustable in such cases.

xiv. Applications from staff below administrative rank may be forwarded by the general manager or by a lower authority to which he may delegate the powers but where the lower authority decides to withhold the applications of a railway servant, this should be done only with applications from administrative officers shall be forwarded to the railway board for disposal.

xv. In taking the decision to withhold the application for employment outside the railways the following factors should be taken into consideration-

a. The officer concerned is engaged on important time bound projects and the work would be certainly dislocated if he is relieved.

b. The government servant has acquired some specialization at government expenses and he has signed a bond for serving the government for a specific period.

c. Government servant is under suspension or is facing departmental proceedings or court prosecution.

d. Government servant is applying for a post which is equivalent in status and rank.
4.32 Performance Appraisal and Confidential Report:

Performance appraisal is a systematic evaluation of an employee’s job performance in terms of the requirements of the job and potential for development. It is formal administrative activity that determines the extent to which an employee is making a performance contribution during a specified time period of service. It focuses in the most objective manner possible on the basic qualities and potentiality of the employee concerned.

On South Central Railway, performance of railway servant is evaluated in the form of Confidential Report. All gazetted officers and those Group C employees who are in two grades below the selection grade enjoy the privilege of being confidentially reported with regard to his/her ability, efficiency, conduct, behaviour, integrity, tact, temper, attendance, discipline and supervision, etc., he/she generally brings into play in his/her sphere of official work. It is written by the officer/supervisor under whom the official concerned is working and submitted for the period ending 31st March every year. The report for the railway servants working in scale Rs.5,500-9,000 and above is initiated by a gazette officer whilst for those working in scale below Rs. 5,500-9,000, it is initiated by supervisors working in grade Rs. 2,000-3,200 (RPS) and above.

Confidential reports are not written for the following railway servants-

i. Group ‘D’ railway servants;

ii. Group ‘C’ railway servants in the initial recruitment grade of Rs 950-1,500 (RPD).

iii. Group ‘C’ Railway servants whose initial grade is higher than the grade is Rs. 950-1,500 (RPS) provided the next higher grade for them is a non-selection grade, except in the case of skilled grades I and II Artisan staff for whom Confidential Report shall be written for those in two grades below the selection grade.

Confidential report is prepared in the prescribed format divided in two sections - section I and section II.

Section I is used for all staff and is further divided into four parts as under-

i. Part I is for personal data of the employee concerned.

ii. Part II is for self-appraisal. Before the confidential report is initiated, every employee working in grade 5,500-9,000 and above shall furnish a brief
description of his duties and a resume of work done by him during the period
for which confidential report on him is written, bringing out the special
achievements or short fall in achievements, if any, together with the reasons
therefor.

iii. Part III is to be filled up by reporting authority who was, during the period for
which the confidential report is written, immediately, superior to the employee
concerned. The reporting authority shall give his assessment about the
employee regarding his ability for work, conduct, supervision, manner, tact,
temper, integrity, attitude to SC/ST. superiors, equals and subordinates, etc.
Commendations and special aptitude of the employees shall also be recorded.
In assessing the quality of service the accepted expressions are ‘Outstanding ‘,
‘very Good’, Good’, ‘Average’, and ‘below average’. The reporting authority
has the responsibility to decide regarding making a mention in the report about
warning, admonition, displeasure, reprimand administered to the employee
concerned for inefficient working /act of omission or commission depending
upon the position while writing the report, whether the concerned employee’s
performance, after warning/reprimand, has improved and is satisfactory.

iv. Part IV is to be filled up by the reviewing authority who was during the period
for which the report is written, immediate superior to the reporting authority or
such other authority specifically empowered. He should clearly express his
agreement or disagreement with the report remarks of reporting authority. If
he is not satisfied with the report of reposting authority he shall record a
remark to that effect in this part.

Section II is used for the employees in grade Rs. 5,500-9,000 (RPB) and above
wherein the reporting authority shall give his assessment about the employee based on
actual performance and record. The reporting authority shall then submit the report to
reviewing authority who will make his own assessment and make changes, if
necessary.

The confidential report shall be finally put up to the accepting authority for its
acceptance.

Any remark which reflects on the performance or basic qualities or potential
of an employee is treated as ‘Adverse Remarks”, where the confidential report of an
employee contains an adverse remark, it shall be communicated to him in writing.
The employee concerned may represent to the accepting authority against the adverse
remark communicated to him. The accepting authority shall consider the representation and pass orders either rejecting the representation or toning down the adverse remarks or expunging the adverse remarks.

Confidential report is an assessment on the working aspects of a railway servant for advancement in service career. It forms an important document for various purposes in service period like selection, promotion, placement, deputation, training, career planning. E, B, crossing, etc. it serves as a guide to the successive officers as it gives a general appreciation of character, conduct, tact, temper, integrity and other catching qualities of the employee. On the other hand, it gives an opportunity to the employee to review his own performance through self-appraisal. It acts as a lesson to him for improving his performance in his official activities.

‘Fee’ means a recurring or non-recurring payment to a railway servant from a source other than the consolidated fund of India or of a state or of a Union territory whether made directly to a railway servant or indirectly through the intermediary of Government. It does not include-

i. Unearned income such as income from property dividends and interest on securities; and

ii. Income from literacy, culture, sports artistic, scientific or technological efforts if such efforts are not aided by the knowledge acquired by the government servant in the course of his service.

A railway servant cannot undertake any work other than his official duties without permission of the railway administration. A competent authority may permit an employee to undertake any work and receive remuneration for the same if it is satisfied that this can be done without detriment to his official duties. No permission is, however, necessary for works of purely literary, artistic, cultural or scientific character, nor to receive any fee for these.

Whenever permission is granted to a railway servant to accept fee for a work, one-third of such fee in excess of Rs. 1,500 (if non-recurring) and of Rs. 520 a year (if recurring) shall be credited to railway revenue unless otherwise ordered.

The aforesaid rule shall not apply in the following cases-

i. Fees received by railway servants from universities and other statutory bodies like the institute of chartered accountants and from autonomous bodies which are financed by government grants for their services connected with the examinations conducted by the bodies or for delivering lectures;
ii. Fees received by railway servants for similar services from public sector
undertaking/enterprises, even though they are not examining bodies;

iii. Income derived by railway servants from sale or royalties of a book written by
him with the aid of the knowledge acquired by him, if such book is not mere
compilation of government railway rules. Regulations and procedures but it
reveals the author’s scholarly study of the subject; and

iv. Fees received by railway servants for services to any of the following bodies-
a. Railway Staff Benefit Fund Committee
b. Railway Institutes
c. Railway sports club and Athletic Associations.
d. Railway Child Welfare Associations.
e. Railway Employees Co-Operative Societies/Stores.
f. Bharat Scouts and Guides Association on Railway.
g. Railway Settlement, Notified Area Committee. Etc.
h. Officers’ Clubs and Messes.
i. Any university or other examining body.
j. Another Government.

v Fees received by railway servants for writing of reports, papers, etc., on
selected subjects aided by knowledge acquired during service, for international
bodies like the U.N.O., U.N.E.S.C.O., etc.

vi Fees received by railway servants in the form of travelling, conveyance, daily
or subsistence allowance, etc., provided the amount is not a source of profit.

vii Income derived by railway servants from exploitation of patent or invention
taken out by him with the permission of competent authority.

viii Income received by railways servant from books, articles, papers and lectures
on literary, cultural, artistic, technological and scientific subjects including
management sciences.

ix Income received by railway servant from occasional participation in sports,
games, athletic activities as players, referees, umpires or team managers.

x Payment received by railway servants which do not require prior permission
of the competent authority.

As regards professional attendance of Railway Medical Officers and their acceptance
of fees, the same can be classified as under-
(i) Cases where attendance will be treated as professional, prior permission of the government for attending to the patient will not be necessary and the fees charged will be credited in full to the railway revenue.

(ii) Cases where attendance will be treated as professional, no prior permission of the Government for attending to the patient need to be obtained and the fees realised will be retained in full by the railway doctor.

(iii) Cases where attendance will be treated as professional, prior permission of the government for attending to the patient will not be needed and the fees accepted should be shared between the railway doctor and railway administration in the proportion of 2:3.

The General Manager may permit a Gazetted officer to undertake work and/or receive fee either recurring or non-recurring from private source not exceeding Rs.5,000 in each individual case.

4.33 Honorarium:

Honorarium means a recurring or non recurring payment granted to railway servants from the Consolidated Fund of India or State or of a Union territory as remuneration for special work of an occasional or intermittent in character involving extra labour or of such special merit as to justify a special reward. This is granted by the competent authority from the railway revenue. The reasons for the grant of honorarium has to be concurred in by the Finance except in cases which are covered by general orders.

This is granted by the competent authority from the railway revenue. The reasons for the grant of honorarium has to be concurred in by the Finance except in cases which are covered by general orders.

Honorarium may be granted at the rates prescribed for the purpose for various types of cases such as-

(i) When a Railway officer is appointed as Arbitrator in a dispute of other than his own department in which the Railway administration is a party’

(ii) When railway officers and senior subordinates, other than those who are the staff of Railway Training Centres/Schools, deliver lectures, set question paper and evaluate answer books;
(iii) When Railway Medical officers are invited to deliver lectures to the railway doctors attending refresher courses’
(iv) When railway doctors or lady lecturers deliver lectures in First-Aid to railway employees and their families;
(v) When officers of the Railways or Central/State Government or reputed invitees/academicians deliver lectures to gazetted officers at RSC/IRISET/IRICEN, etc., or to Non-gazetted staff in ZTS etc.;
(vi) When officers or invitees set question papers or evaluate answer books for Group ‘B’ selection or competitive examination limited to departmental;
(vii) When railway servants are deputed for the purpose of invigilation/supervision of various examinations conducted by the Railway Recruitment Board or examining officers are engaged to set question papers and evaluate answer books;
(viii) When high dignitaries including railway officers, officers of Central/State Government and private individuals are invited to preside over, inaugurate or conduct seminars/symposia/training classes;
(ix) When the procedure as prescribed in the Mechanical Code is followed for payment of wages to workers by boxes and payment clerks, supervisory staff of executive departments including Bridge Inspectors, charge men, Train Examiners, etc., are utilised for boxing of wages or for the work connected therewith;
(x) When railway servant undertake motivational work relating to Family Planning Programme;
(xi) When Nucleus cipher operators are regularly used in the Nucleus cipher offices or who are trained and kept reserve to meet the emergency and not put to regular cipher work;
(xii) When retired railway servants are invited to deliver lecturer on rules and regulations to Personnel and Accounts staff;
(xiii) When typists are booked to perform special work in addition to their normal work;
(xiv) When Group ‘D’ staff performs the duties of Gestetner operator during the absence of the regular operator being on leave; and
(xv) When Group ‘D’ staff are booked to work as Dispatch Riders/Staff car Drivers in the absence of regular drivers for short periods.

General Manager has power to grant honorarium up to Rs.5,000 in a year in each case of non-gazzetted staff and up to Rs.10,000 in a year in each case of Gazzetted staff. In case of recurring honorarium these limits apply to the total of the recurring payment made to an individual in a year. Railway Board may sanction payment honorarium up to a maximum of Rs.5,000 in each case either to a gazzetted or a non-gazzetted railway servant.

4.34 Lumpsum Incentive:

‘Incentive’ means a stimulus to action. It is a system of payment of reward, concession, etc., to incite the workers for harder work or a particular choice of work.

The railway administration has introduced one time lump sum incentive scheme for railway servants for acquiring higher professional qualifications provided such higher qualifications are acquired by them after entering railway service and fully at their own cost. The scheme is as under-

1. Group ‘C’ Employees:

(i) Technical Departments-
   a) An incentive of Rs.4,000 to technical staff on Passing Part (I) or ‘A’ or Intermediate or pre-final examination of AMIE.
   b) An incentive of Rs.6,000 to technical staff on Passing Part (II) or ‘B’ or final examination of AMIE.
   c) An incentive of Rs.10,000 to technical staff on acquiring B.E/B.Tech. Degree directly.

(ii) Account Department-
   a) An incentive of Rs.4,000 to Account staff on Passing Part (I) or ‘A’ or Intermediate or pre-final examination of ICWA or AICA.
   b) An incentive of Rs.6,000 to Account staff on Passing Part (II) or ‘B’ or final examination of ICWA or AICA.

(iii) Stores Department:
   a) An incentive of Rs.4,000 to stores staff on acquiring Diploma in Engineering or Passing AMIE ‘A’ or studentship course in Material Management of Indian Institute of Material Management.
b) An incentive of Rs.6,000 to stores staff on acquiring AMIE ‘B’ or Graduate Diploma in Material Management from Indian Institute of Material Management.

c) An incentive of Rs.10,000 to stores staff on acquiring of Degree in Engineering directly.

(iv) **Personal Department:**
An incentive of Rs.4,000 to Personnel staff on acquiring Post Graduate Diploma in Personnel Management or Industrial Relations conducted by a recognised university or any other recognised institution.

(v) **Chemist and Metallurgical Organisation**-
An incentive of Rs.10,000 to the chemists in railway laboratories and Research Assistants doing metallurgical work if they were possessing a Degree in chemistry at the time of recruitment and pass examination equivalent to a Degree in Metallurgy.

2. **Group ‘B’ officers**-

  (i) Group ‘B’ officers of Technical Departments should be granted an incentive of Rs.10,000 on Passing Part II of AMIE examination.

  (ii) Group ‘B’ officers of Accounts Department should be granted incentives of Rs.4,000 on Passing Part I or Intermediate examination of ICWA or AICA and Rs. 10,000 on passing final examination of ICWA or AICA.

  (iii) Group ‘B’ officers of T (T) and C should be granted an incentive of Rs.4,000 on acquiring Diploma in Marketing and Business Development and/or Transport Economics.

  (iv) Group ‘B’ officers of Personnel Department should be granted an incentive of Rs.4,000 on acquiring Post-Graduate Diploma in Personnel Management or Industrial Relations.

  (v) Group ‘B’ officers of RBSS only should be granted incentives of Rs.4,000 on passing Intermediate Examination of the Institute of Company Secretaries of India and Rs.10,000 on passing final Examination of the Company Secretaries of India.

**Conditions:**

1) An individual should not get incentive for acquiring more than one qualification throughout his service career.
2) Employees who acquire higher qualifications by taking study leave will not be eligible for such incentive.
3) Incentive payment should not be given for possession of higher qualification at the entry stage.
4) No incentive would be admissible if an appointment is made in relaxation of the educational qualification.
5) The qualification should have been acquired from a recognised university/institution.
6) The offers who avail of the incentive should remain in service for period of at least three years after getting payment.

Table No. 4.01 Difference between Fee and Honorarium

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<thead>
<tr>
<th>Fee</th>
<th>Honorarium</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Railways servants may accept fees from outside source for performing services of special merit with the permission of the administration.</td>
<td>Railway servants may be paid honorarium as a remuneration for work performed which is occasional or intermittent in character from the revenue of the railway.</td>
</tr>
<tr>
<td>2. No such provision applies to this.</td>
<td>The reasons for the grant of honorarium has to be concurred in by the Finance.</td>
</tr>
<tr>
<td>3. Prior permission of the administration is necessary in certain cases for receiving it.</td>
<td>No such permission is required.</td>
</tr>
<tr>
<td>4. In certain cases 1/3rd of the amount in excess of Rs. 500 (if non-recurring) or Rs. 250 (if recurring) per year, shall be credited to Railway Revenue.</td>
<td>Nothing to be credited to Railway Revenue.</td>
</tr>
<tr>
<td>5. Some examples of fee- A) received for cultural, literary, artistic or scientific efforts. B) unearned income from property, dividends, interest on securities. C) doctors accepting payment for professional attendance.</td>
<td>Some examples of honorarium A) appointment of an officer as a Arbitrator where railway is a party. B) Delivering lectures, setting question papers and evaluating answer books. C) invigilation, supervision, etc. in examinations conducted by Railway Recruitment Board.</td>
</tr>
</tbody>
</table>
4.35 Premium, Reward and Award:

Premium and Reward: Railway servants are entitled to accept the following premiums and rewards without the permission of the Railway administration.

1. Any premium awarded for an essay or plan in a public competition;
2. Any reward paid for arresting any criminal or for information or special service in connection with the administration of justice;
3. Any reward payable in accordance with the provision of any act or regulation or rules framed there under;
4. Any reward sanctioned for services in connection with the administration of the customs and exercise law; and
5. Any fees payable to a railway servant for duties which he is required to perform in his official capacity under any special or local laws or by order of government.

Award:

The policy of recognizing the services of the railway servants for their outstanding performance on the railways and granting them awards has been in practice for pretty a long time. For this purpose, a number of schemes have been introduced in the various fields of railway. The general managers are empowered to grant rewards to the railway servants for their meritorious service up to Rs. 2000 in each case and officers above Junior Administrative grade to the extent of Rs. 3000 in each case.

The railway servants are also eligible for consideration for awards under “Prime Minister’s Shram Award” scheme in recognition of their outstanding contribution towards the production and for showing exemplary zeal and enthusiasm in their duties.

With a view to inculcate a spirit of competitiveness and safety consciousness amongst the railway servants, awards for accident free records have been introduced by the Ministry of Railways. The periodicity of such awards has been kept in the following three stages-
Table No. 4.02 Service and Awards

<table>
<thead>
<tr>
<th>Unbroken accident free service</th>
<th>Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 10 years</td>
<td>Certificate + Rs.1,000</td>
</tr>
<tr>
<td>2. 20 years</td>
<td>Certificate + Rs.2,000</td>
</tr>
<tr>
<td>3. On retirement</td>
<td>Certificate + Rs.5,000</td>
</tr>
</tbody>
</table>

Awards are to be given to the railway servants in the selected/entitled categories on completing the following minimum number of years of service:

1. Award for unbroken accident free service for ten years will be given to those who have completed ten years of service in the categories eligible for the award.

2. Award for unbroken accident free service for twenty years will be given to those who have served in the eligible categories for at least fifteen years.

3. Award for accident free service on retirement will be given to those who have rendered minimum service for twenty years in the eligible categories.

Conditions for the grant of award:

1. Grants from the fund is restricted to cases of an exceptionally deserving character where the family is left in indigent circumstances.

2. The deceased officer must have been a meritorious public servant. Usually, meritorious services give special claim for consideration.

3. Death due to or accelerated by special devotion to duty establishes a claim for consideration.

4. In ordinary cases preference will be given to the dependents of officers who have put in long years of service.

5. Award will not ordinarily be made from the fund to the families of retired government servants but cases in which the death of a government servant occurred within six months of retirement or where the government servant has been totally/permanently disabled can be considered.

6. No family pension will be granted from the fund. In exceptional cases suitable recurring grants may be sanctioned for a limited period as assistance towards a special needs. Such as expenditure on the education of minor children. These recurring grants will be subject to such conditions as the committee...
may impose to satisfy itself regarding the continuance of the need, utilisation of the amount, etc.

7. Lumpsum grants in excess of Rs. 1,000 will not be made save in very exceptional circumstances. The total benefit payable in any individual case (lump sum and recurring) should not normally exceed Rs. 10,000 or a year’s pay, whichever is less. The precise amount will be fixed according to the needs to each case as assessed by the committee.

8. Application for the grant of an award is required to be submitted in the prescribed form through the administration under which the deceased was working. No application will be considered which is not submitted to the Ministry concerned of the Government of India within one year of the death of the government servant, unless their submission is sufficiently explained. The applications should be strictly screened by the Head of the Department and will be forwarded to the Committee.

9. The decision of the committee on all matters relating to the fund will be final.

10. After the committee’s decision has been obtained by the ministry of finance, this would be conveyed to the administrative ministry/department. Thereafter the ministry/department would issue an expenditure sanction for payment out of the fund.

11. All awards from the fund will be purely ex-gratia.

4.36 Re-imbursement:

1. **Re-imbursement of Tuition Fee**- All the railway servants are eligible to claim re-imbursement of tuition fees paid by them in respect of their dependent children including step and adopted children for their education in Middle, High or Higher Secondary Schools.

   The term “Tuition Fees” includes fee charged for subjects which are taught as subjects in the regular school curriculum. Accordingly, fees charged for science, agriculture and music in cases where taught as a subject of the school curriculum, are re-imburseable.

   a) Re-imbursement of tuition fee is admissible to the following

      1. All railway servants on duty; on deputation to recognized union; under suspension and including extraordinary leave or LPR;
2. Casual labour on putting in four months’ service and attaining temporary status; and
3. Re-employed railway servants.

If any railway servant dies or ceases to be in railway employment in the middle of an academic year, the concession will be admissible only till the end of the month in which the event takes place.

Where both husband and wife are in central government service, this benefit will be admissible in respect of one of them only. In case a government servants wife or husband is employed outside the central government and is entitled to the facility of re-imbursement of tuition fees in respect of her/his children from that employer, the concession to the government servant will be correspondingly reduced.

2. Re-imbursement of tuition fee is also permissible in the following cases-
   a) For children studying in correspondence courses conducted by universities and state Educational authorities;
   b) For children studying in primary schools in classes which correspond to middle classes;
   c) For children studying in 1st year after passing the high schools;
   d) For children studying in 1st year class of the polytechnics after passing high school.

3. Re-imbursement of tuition fee will be made to all railway servants without any pay limit. Tuition fee payable and actually paid for children may be reimbursed for more than two academic years in the same class, subject to the following limits.

**Table No. 4.03 Reimbursement of Tuition Fee**

<table>
<thead>
<tr>
<th>Class</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Classes I to X</td>
<td>Rs. 40 per month per child.</td>
</tr>
<tr>
<td>b) Classes XI and XII</td>
<td>Rs. 50 per month per child.</td>
</tr>
<tr>
<td>c) Classes I to XII for physically handicapped and mentally retarded children.</td>
<td>Rs. 100 per month per child.</td>
</tr>
</tbody>
</table>
Science fee up to the limit of Rs. 10 per month will be re-imbursement in addition to the tuition fee for children studying in classes IX to XII, if offered science subject.

4. Re-imbursement of fees may be made on the strength of a certificate from the head of the school. The claim for the re-imbursement shall be made in the form prescribed for the purpose and shall be claimed in arrears and not in advance.

5. Re-imbursement of fees is not permissible in the following cases-
   a) In respect of children for whom educational assistance is claimed;
   b) In respect of children who are in receipt of any government or non-government scholarship except to the extent the scholarship amount falls short of the tuition fee paid and admissible;
   c) In respect of married daughter although below 18 years of age.

2. Re-imbursement of Medical Expenses-

All railway servants are entitled to re-imbursement of medical expenses incurred by them under the following circumstances and conditions-

i) Re-imbursement of medical expenditure incurred by a railway servant for his own treatment will not be admissible unless the authorized medical attendant is consulted first and the employee proceeds further in accordance with his advice.

ii) Consent of the authorized medical attendant is not necessary in the case of family members and dependent relatives when undergoing treatment at one of the recognized hospitals. In such cases, the counter signature of bills by the superintendent or head of such hospital will be necessary for re-imbursement.

iii) Wherein an emergent circumstance, a railway servant has to go in a government recognised hospital or in a dispensary run by a philanthropic organisation without taking permission in advance of authorize medical attendant for getting treatment including confinement in case of a female railway servant, ex-post facto approval of the medical authority may be given for re-imbursement of medical expenses incurred to the extent admissible. In such cases re-imbursement up to Rs. 50,000 in each case should be made by general Manager/Assistant General Manager.
iv) If it is considered by the authorized medical attendant that a railway servant, who owing to remoteness of a suitable hospital or severity of illness cannot be given treatment in a hospital, may get treatment at his residence. A family member of a railway servant may also get treatment at residence if it is certified by the authorized medical attendant that it is unsafe to remove the patient to a hospital. The expenses incurred by the railway servant for such items and services as would have been admissible to him and for payment of fees. If any, to the authorized medical attendant will be reimbursed.

v) Re-imbursement of medical expenses incurred as out-door patient in railway health unit/dispensary or at a government and other recognised institution is also permitted.

vi) Re-imbursement of cost of medicines which are neither stocked nor available in railway medical institution ordinarily but are purchased from market is also permitted.

vii) When special investigations (laboratory tests, etc.) are got done from non-recognised institutions on the advice of the authorized medical attendant in the absence of such facilities in railway hospital, Re-imbursement of the claim up to Rs. 10,000 may be decided by the chief medical director in consultation with FA+CAO.

viii) Re-imbursement of expenses in regard to cat-scan up to Rs. 2,000 in each case is permissible if done in government hospital only. Re-imbursement of 50% of the cost of C.T. scan done in non-government and non-railway hospitals to the beneficiaries of Railway Employees Liberalised Health Scheme (RELHS) provided that the rates therefore are lower than or equal to the rates chargeable in government hospitals/colleges, to which authorized medical attendant would normally refer such cases, shall be made.

ix) Re-imbursement of all charges except for diet and special nursing care is admissible for operation in a government or a recognised hospital if referred by the authorized railway medical officer.

x) As a rule, re-imbursement of cost of medical treatment incurred abroad should not be allowed. In exceptional cases, however, necessitating treatment of a kind yet to be widely established in the country, where
railway employees, on medical advice, choose to go on their own, re-
imbursement should be authorized by the ministry of railways, but should 
be limited to the expenditure that would have been incurred had such 
treatment been received in India in a government hospital or a recognised 
hospital.

All claims for re-imbursement of medical charges should invariably be 
preferred within six months from the date of completion of treatment as shown in 
the prescribed forms accompanied by the document as indicated in those forms.

3. Re-imbursement of Legal Expenses-

A railway servant may be involved in legal proceedings in the following types 
of cases for the acts having been done either-

i) In the execution or performance of the official duty; or

ii) Not in the execution of official duty, but by virtue of, or having connection 
    with, the official position; or

iii) Other than those mentioned in items (i) and (ii) above.

In case the legal proceedings has been instituted against a railway servant in 
respect of either his official duty or his official position falling under item (i) and 
(ii) above, he should report to the administration about the fact of his involvement 
in such a case and should make his own arrangement to contest the case to defend 
himself. In such proceedings, the government may undertake the defence of the 
railway servant, should it be considered in public interest. But, if the railway 
servant proposes to conduct his defence himself, the question of re-imbursement 
of reasonable costs may be considered by the administration in case the 
proceedings conclude in his favour and the court has full vindicated his acts.

If the legal proceedings are initiated by the government. The government will 
not give any assistance to the railway servant for his defence. In case, however, 
the proceedings conclude in his favour, the government may consider his claim 
for re-imbursement of the whole or any reasonable proportion of the expense 
incurred by him.

If the legal proceedings have been initiated by the railway servant himself on 
his being required by the government to vindicate his official position, the 
government will consider the question of re-imbursement of expenses on the 
conclusion of proceedings in favour of the railway servant.
If a railway servant is involved in legal proceedings in cases falling under item (iii) above in which he may be guilty of bribery, illegal gratification, corruption, etc., accepted or committed not by virtue of his official position but in his private dealings, the question of re-imbursement shall not arise in such cases.

All claims for re-imbursement of legal expenses should be forwarded to the railway board and orders for such re-imbursement will be issued by them in consultation with the union public service commission, where necessary. Normally, re-imbursement of the fees of only one (or the senior counsel) should be considered. The fees should consist of professional charges only and should ordinarily exclude other charges such as Travelling allowance, clerkage, etc. The General Manager may frame subsidiary rules prescribing the procedure to be followed by a railway servant in arranging for his defence. Failure to observe this procedure may result in the re-imbursement of the legal expenses incurred by him being withheld.

4.37 Social Security measures on Indian Railways:

Human beings are full of risks and uncertainties. Human beings are often faced with certain risks unforeseen and unknown. Social security is the security furnished by the society through appropriate organisation against the risks to which its members are exposed. In India, where the income of the working class population are so slender that the possibility of saving in case of future chances of emergency is almost nil, the importance of social security can well be emphasized. The scheme of social security has, in its framework, the objectives to prevent or cure disease to support the workers when unable to earn and to restore him to gainful activity. In short, social security is to provide against contingencies of life as the workers have no reserves to support themselves if any calamity be falls.

The scheme of social security has also been implemented on Indian Railways and quite a few measures that have been adopted to protect the retired railway servants against the common risks of life are the following-

1. **Provident Fund:**

   The total amount standing at the credit of a railway servant in his Provident Fund account is payable to him/her on termination of his/her service or to the nominee on his/her death while in service.
2. **Death-cum-Retirement Gratuity:**

   Retirement gratuity is payable to a railway servant in case of his retirement after completion of five years qualifying service, to the extent of $16\frac{1}{2}$ times of emoluments or Rs. 35,000 whichever is less. Death gratuity is payable to the family of a railway servant on his death while in service at the prescribed rate.

3. **Group Insurance Amount:**

   A railway servant, on his retirement, is entitled to get 68.75% of the amount deposited by him/her under group insurance scheme, with interest thereon. In case of premature death while in service, an additional payment from insurance fund will be made for an insurance cover of Rs. 15,000/-, 60,000/-, 1,20,000/- and 3,40,000/- to the families of Group ‘D’, ‘C’, ‘B’, and ‘A’ railway servants, respectively.

4. **Deposit Linked Insurance Amount:**

   In case of death of a serving railway servant, an additional amount equal to the average balance in his provident fund account, will be payable to his/her family provided his provident fund balance should not have fallen short of specified amount for the purpose, during the previous three years prior to his/her death.

5. **Leave Encashment:**

   A lump sum cash, equivalent to leave salary for the period of LAP at credit at the time of retirement, is payable to a railway servant on his/her retirement or to his/her family in case of his death while in service subject to a maximum of 30 days.

6. **Compensation:**

   A railway servant who is governed by the workmen’s compensation act shall be paid compensation at the rate prescribed for the purpose, in case of injury caused owing to accident ‘arising out of’ and ‘in the course of his employment’ as a result he dies or becomes disabled for a period of three days or for such death/disability caused due to any occupational disease.

7. **Pension:**

   Pension is an assured monthly payment payable to a railway servant who retires from service after rendering ten years of qualifying service and satisfying relevant conditions. It is calculated at the rate of 50% of average
emoluments drawn during the last ten months, and is admissible to minimum of Rs. 1,275 per month with dearness relief thereon.

8. **Family Pension:**
This is paid monthly to the family of a pensionable railway servant in case of his/her death either in service or after retirement on or after 1.1.1964. It is admissible at the prescribed rate subject to a minimum of Rs. 1,275 per month plus dearness relief thereon.

9. **Ex-gratia Grant:**
An ex-gratia payment of Rs.605 plus dearness relief thereon, is payable to the families of deceased C.P.F. beneficiaries, who had retired from service prior to 1.1.1986 or who died while in service prior to 1.1.1986. This is effective from 1.1.1986 or from the date following the date of death of the deceased railway servant, whichever is later.

10. **Extraordinary Pension:**
This is granted to a railway servant who is not governed by the workmen’s compensation act and who is injury sustained while in the proper execution of his duty, at the prescribed rate.

11. **Pensionary Award:**
Railway servants who are governed by the workmen’s compensation act and who are invalidated out of service or the families of those who die, while performing their duties, as a result of action against extremists/anti-social elements or enemy action in international war or border skirmishes, will be paid the pensionary award at the rate prescribed for the purpose.

12. **Medical Facilities:**
(i) Facilities of medical treatment is extended to a retired railway servant or in case of his/her death to his/her consort and children under the Railway Employees Liberalised Health Scheme.
(ii) A fixed medical allowance of Rs. 100 per month is admissible to pensioners/family pensioners for the OPD treatment where the Railway or CGHS Health unit facilities are not available.

13. **Travel Concession:**
(i) Retired railway servants are entitled to post-retirement passes for free travel on Indian Railways till death as prescribed under the rules.
(ii) Half the number of complimentary passes are admissible to the widows of such railway servants who were in service as on 12.3.1987 in the same class to which her husband was entitled to travel on Indian Railways.

(iii) The widows of such railway servants who were in service prior to 12.3.1987 will also become entitled on a token deposit of Rs.250 per month being notional value of two sets of P.T.Os.

14. Residential Accommodation:

(i) A retired railway servant or his/her family in case of his/her death while in service, can retain the railway quarter for a specific period on payment as prescribed for the purpose.

(ii) Son/daughter or wife/husband can be allotted the railway quarter on out-of-turn basis, if his/her is a railway servant and was sharing accommodation for at least six month before retirement.

15. Compassionate Appointment:

Appointment of dependents of railway servants is made on compassionate ground either on their death while in service or on their being crippled as a result of accidents or on their being medically invalid or suffering with terminal disease or their being absconded and their whereabouts are not known for a period of seven years.

16. Confidential, Secret and Top Secret:

‘Confidential’ marking is reserved for papers containing information the unauthorized disclosure of which while not endangering national security would be prejudicial to the interests of the nation, any government activity or individual or would cause administrative embarrassment or difficulty or be of an advantage to the foreign nations.

‘Secret’ marking is reserved for papers containing information(s), the unauthorized disclosure of which would endanger national security, cause serious injury to the interests or prestige of the nation or serious embarrassment to government or would be of great advantage to foreign nation(s).

‘Top-Secret’ grading is reserved for papers containing information(s) of such a vital nature that, for reasons of national security, it must not be disclosed to any one for whom it is not essential to have knowledge of it for the proper performance of his/her duty. Such papers include references to current or future
military operations, impending movements or dispositions of armed forces, shaping of secret methods of war, matters of high international and internal political policy, ciphers and reports derived from secret sources of intelligence.

**Territorial Army:**

The Territorial Army Act was passed by Parliament in 1948 and the raising of this auxiliary force was undertaken in 1949 comprising of civilians to imbibe military discipline among them. Except Railway Police Force personnel, all able bodied railway men of age group between 18 to 35 years can be enrolled as Territorial Army Personnel.

**Objectives of Territorial Army-**

(i) To relieve civil army to stock duties and support civil power;
(ii) To provide coast defence and Anti-Air Craft units;
(iii) To provide units for regular army, when required.

**Territorial Army- Camps-**

T.A. Camps are necessary. T.A. personnel must be spared when a call is received for embodiment of training camp. None can be absent on any cause for more than two consecutive camps. In case of officers, general manager permission subject to report being sent to railway board is necessary.

**Filling up Vacancies-**

Vacancies of staff sent for T.A. may be filled up by officiating promotion or engaging substitutes in lowest grades.

**Travelling Allowance-**

T.A. personnel when called for training will be entitled to the same travelling allowance for journey from and to camps as is normally admissible to other railway servants.

**Medical Facilities-**

Railway servants enrolled/commissioned in the T.A. will be entitled to treatment by Military Medical Services during the periods of training courses of instruction and embodiment.

**Suspension-**

A staff as long as a railway servant is under suspension, he can be called upon either for T.A. training or for military duty.

**Facilities-**

Various facilities that are available to railway T.A. personnel:-
(i) Absence during annual training camps will be treated as Special Casual Leave.

(ii) Absence for interviews, medical examinations, ceremonial parades, voluntary training, etc., will be treated as duty.

(iii) Duty passes may be issued to cover journey from and to stations while going for annual training camps.

An extra set of passes non-debitable to their Pass Account, for self and family may be issued from Head Quarter to place where they want to leave their family.

A Kit Pass may also be issued if he vacates the railway quarter.

(iv) Proforma promotion under Next Below Rule will be given counting the period spent on T.A. duty as service outside the ordinary line. They will also be entitled to seniority for higher posts. Cases where when orders, were issued and the staff was on T.A. duty and, none of his juniors was promoted, even then he must be given higher pay provided-

a) The post was kept vacant; and

b) On return from T.A. he straight away joins higher post.

(v) Railway servants drawing special pay/personal pay, when deputed to attend camp/embodiment shall be continued to be paid if it is certified that would have continued to draw it but for being sent on T.A. duty.

(vi) While considering for promotion within T.A. ranks, 25% service in Railway T.A. units should be added to railway service.

(vii) When embodied in aid of civil power, they will be entitled to avail the facility of joining time as admissible; joining time is admissible as under railway rules and unavailed portion may be credited to LAP. In case of joining training camps, joining time of three days before and after the camp is allowed.

(viii) During camps and embodiment, the T.A. personnels are entitled to additional pay and other benefits.

(ix) An entry in Service Record regarding T.A. service will be made and brought to the notice of Selection Board.

(x) T.A. personnel will get free ration and lodging facility during camps and embodiment.

(xi) On joining T.A. various cash awards will be given at the rates prescribed for the purpose.

(xii) Grievances of T.A. staff are looked after promptly.
(xiii) Non-essential staff may be treated as “Essential” for allotment of quarters, those recommended by commanding officers may be allotted ‘out-of-turn’ quarters.

(xiv) Existing facilities of telephone, accommodation, station of posting, seniority, etc., are not disturbed during absence of T.A. duty.

(xv) Besides above, various decorations and medals are given which are recognised by the railway by paying awards.

Thus, apart from the opportunity it offers to civilians to imbibe military discipline and acquire proficiency in various trades, this organisation develops their physique and self-confidence, widens their general out-look, prepares them for service of the country in an emergency and also brings in additional income for them.