

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

No.E(NG)II/2012/PO/NCR/13.

New Delhi, Dated: 13.03.2013.

**General Manager(P),
All Zonal Railways/PUs.**

Sub: Proposal for creation of non-gazetted posts.

In spite of clear-cut guidelines and instructions issued from time to time, by this Ministry, it has been noticed that a large number of proposals are received in this office which do not conform to these guidelines. This causes unnecessary delay in final disposal of the proposals.

2. With a view to enable this Ministry to examine each proposal in an effective manner, Board desires that strict observance of the following be made:

- i) Proposals complete in all respects, having details of staff requirement for each department separately should be submitted in Railway Board on quarterly basis i.e. in April, July, October and January. Piece-meal proposals will not be entertained.
- ii) The proposals should invariably be forwarded to this office through Personnel department of the Railway concerned.
- iii) Each proposal may be accompanied with detailed justification of posts required to be created which should have the personal approval of the General Manager of Railway.
- iv) Zonal railway's vacancy bank position along with the views of FA&CAO and details of money value required for each post proposed be included.
- v) The instructions contained in Board's letter dated 31.3.1987 (RBE-78/1987), dated 24.6.1991 (RBE-118/91) and dated 24.10.1991 may be followed before approaching Railway

Board for want of matching surrender from Board's vacancy bank.

- vi) The proposals having requirement of less than 100 nos. of posts in a particular department should be avoided and should be resolved locally by the railway by way of arranging money value from their vacancy bank.
 - vii) The check-list (copy enclosed) should invariably be part of the proposal sent to Railway Board and should be in conformity with the guidelines issued vide Board's letter No.E(MPP)/2008/1/94 dated 23.7.2009. While doing so, the stipulations made vide CRB's D.O. No.E(MPP)/2009/1/84 dated 03.02.2012 may be strictly adhered to.
3. Proposals so far sent to Board will be dealt as per the existing instructions. Henceforth, no proposal will be entertained unless reviewed as per Para 2 of this letter.

11/3/13
(**Harsha Dass**)
Director, Estt.(N)II,
Railway Board.

Copy to:

- (i) The General Secretary, AIRF, Room No. 253, Rail Bhawan, New Delhi (35 spares).
- (ii) The General Secretary, NFIR, Room No. 256-E, Rail Bhawan, New Delhi (35 spares).
- (iii) All Members of Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
- (iv) The Secretary General, FROA, Room No. 256-A, Railway Board (5 spares).
- (v) The Secretary, RBSS, Group 'A' Officers' Association.
- (vi) The President, Railway Board Class II Officers' Association.
- (vii) The Secretary General, IRPOF.
- (viii) The Secretary, Indian Railways Class II Officers' Association.
- (ix) The Secretary, Railways Board Ministerial Staff Association.
- (x) The President, Railway Board Class IV Officers' Association.
- (xi) The General Secretary, AIRPF Association.
- (xii) The General Secretary, All India SC & ST Railway Employees Association, Room No-7, Rail Bhawan, New Delhi.
- (xiii) Chief Commissioner for Railway Safety, Lucknow.
- (xiv) Chief Administrative Officer, RCF/Raebareli Project, Kishanganj, Delhi-7



for Secretary/Railway Board

Copy to: PS to MR, MSR (K) & MSR (A).

Copy to: PSO/Sr.PPS/PPSs/PSs/PA to:

CRB, FC, MS, ML, ME, MT, MM, DG/RPF, Secretary, DG/RHS.

AM(Comml), AM(CE), AM(C&IS), AM(Elect), AM(Budget), AM(Mech), AM(Plg), AM(PU), AM(Sig), AM(Store), AM(Traffic), AM(Works), AM(T&C), AM(Staff), AM(F), Adv.(Vig.), Adv.(IR), Adv(Infra), Adv(C), Adv(Project).

EDE(N), EDCE(G), EDF(E), ED(Safety), EDV(A), EDE(RRB), EDE(Sports), ED(E&R), EDE(GC), EDE(Res), EDH(P), ED(T&MPP), EDE, EDPC-I & II, EDF(BC), ED (ERP), Chairman/HRRC, JS, JS(G), JS(E), JS(C), DE(N)-II, Dir.(MPP), Dir. (P&A), DS(G), DF(E), DE(G), DE(GP), DE(LL), JDF(E), JDE(N)III, JDE(GC), JDE(W), JDE(Res)I, JDE(Rep), JDE(RRB), DDF(E) I & III, DDE (MPP), DDE (R)-II, DDE (LR)-I,II & III.

E(P&A)I&II, E(G), E(NG)I, E(Trg), E(MPP), F(E)I&II, A/C-III, ERB-I, II, III, IV, V & VI, E(Rep)I, II & III, E(Sports), E(W) Sec(E), FE(Spl), E(RRB), PC-III, IV, V & VI, E(SCT)I&II, E(GR) I & II, E(GC), E(GP), PR, E(D&A), E(Co-op), Code Revision Cell/ Branches of Railway Board

CHECK LIST FOR PROPOSAL FOR CREATION OF POSTS

Annexure to Railway Board's Letter No. E(MPP)2008/1/94 dated 23/12/2009

S.No.		
1.	Name of the Organisation/Railway/Unit	
2.	Proposal in Detail	Creation of ____ Gr. C and ____ Gr.D posts, comprising of ____ Safety posts, ____ Non Safety posts
3.	Indicate nature of activity in brief	
4.	Whether creation of post is for New asset or New Activity	Yes/No
5.	If proposal is for New Assets	Whether it is on Replacement/Additional Account
6.	Whether creation of post is for Expansion/Extension of service	Yes/No
7.	Money Value involved	Rs
8.	Whether 1% reduction in Sanctioned Strength as per Corporate objective has been achieved	Yes / No
9.	What is the likely target of reduction by 31.3.2010 as per Corporate objectives	Gr.C ____; Gr.D ____
10.	When was the last creation done ?	DD/MM/YY
11.	How many posts were created last ?	Gr.C ____ ; Gr.D ____
12.	How was it funded ?	Railway Board's Vacancy Bank / Organisation/Railway/Unit own Vacancy Bank
13.	Money Value last given by the Organisation/Railway/Unit to Railway Board Vacancy Bank	Rs. ____ on DD/MM/YY
14.	Money Value available in Organisation/Railway/Unit's Vacancy bank	Rs. ____
15.	Details of vacancies in the Organisation/Railway/Unit as a whole	Gr.C ____ ; Gr.D ____
16.	Details of Non-safety/Non essential vacancies existing in the Organisation/Railway/Unit	Gr.C ____ ; Gr.D ____
17.	What is the Current Bench Marking of Activity Centre	____ MP Ratio
18.	What is the Bench marked Division/Unit of IR for the relevant activity. Give MPR	Division/Unit ____ MPR
19.	What is the IR Average for the relevant Activity Centre	IR MPR ____
20.	Net addition to Output to be indicated if these	

	posts are created as proposed	
21.	Yardstick existing for this activity in which posts are proposed to be created	
22.	How many Work Studies are pending acceptance on Organisation/Railway/Unit	
23.	Brief justification for the additional manpower taking into consideration of <ul style="list-style-type: none"> a. Economies of scale b. Up gradation of technology c. Change in practices 	
24.	Have any posts been created to manage the requirement? Work Charged Posts or otherwise, redeployment etc. may be indicated	
25.	Any specific remarks in terms of orders from Court /Railway Board etc.	

Note : Please enter details applicable : write NA if it does not apply to you.



सत्यमेव जयते

Ragini Yechuri
ED(Trg.&MPP)

भारत सरकार
रेलवे विभाग, (एनई डी)
एनई डी-950 009
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

D.O.No.E(MPP)2008/1/94

New Delhi, dt.13.7.09

Dear Dr. Bankar,

Sub: Proposals for creation of posts.

Proposals are being received in the Railway Board from the Zonal Railways for providing money value to create posts for new assets, services and activities. The requirement of staff for additional work is appreciated but there is a need to keep the staff strength within control to ensure that Indian Railways remain a financially viable organization.

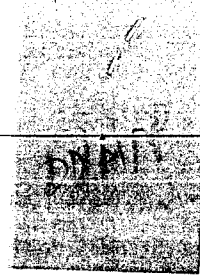
Before sending any proposal for additional posts on your Railway, it is requested that the following possibilities for surrender of posts be considered :

- i) Elimination of activity;
- ii) Multi-skilling;
- iii) Outsourcing;
- iv) Upgradation of technology and introduction of IT;
- v) Application of yardstick and benchmarking; and
- vi) Review of Work Study done.

From your Railway, proposals have been received for creation of 93 posts for ELS/ET, 167 posts for ELS/NKJ and 1196 posts for CRWS, Bhopal. Keeping in view the above spirit, you are requested to send the following information at the earliest for a better appreciation of the proposal :

- i) A detailed justification of the proposal duly vetted by Associate Finance and approved by the General Manager;
- ii) Existing strength and vacancies of Group 'C' & 'D' staff in that category;
- iii) Benchmarking standard of your Railway as compared with IR average and IR minimal;
- iv) Existing Money Value in Vacancy Bank of your Railway ;
- v) Number of posts created along with category in which created from the Vacancy Bank in the last four years ;
- vi) Reasons as to why posts can not be created on 1:1 basis under the Railway's own powers delegated vide letter No.E(MPP)2003/1/88 dt.5.4.2006.

...2/-



The above information may please be sent to the Board's office under the signatures of an officer not lower than the rank of SAG.

With best wishes,

Yours sincerely,

Ragini Yechury
(Ragini Yechury)

Dr. P.L. Bankar
Chief Personnel Officer
West Central Railway
Jabalpur.



VINAY MITTAL

भारतीय रेलवे बोर्ड
एड
प्रधान प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
नई दिल्ली-110 001
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
NEW DELHI-110001

3rd February, 2012

D.O.No. E(MPP)/2009/1/84

My dear Bharthuar,

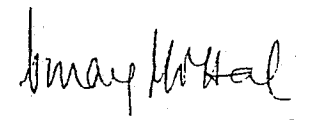
I have carefully perused the contents of your letter in response to my D.O. letter of even number dated 18.10.2011 and I find that there are a large number of vacancies on your Railway, which have been in existence for years without any material input.

A number of these vacancies are in the non-safety and non-essential categories and an indicative list of such categories and the vacancies compiled based on the BOS 2010 for your Railway is enclosed herewith. These vacant posts which are lying unfilled for years and for which no indents or minimal indents have been placed can be used either as matching surrender or on 1:1 basis, for creation of much needed posts like gatemen etc.

I would, therefore, like you to have these vacant posts particularly in the non safety and non essential categories reviewed including those posts mentioned in the enclosed list and send me the result of your review by 20.02.2012. Further, in the wake of vacancies as per the indicative list enclosed as also work study reports pertaining to your Railway, there should be no occasion for Zonal Railways in seeking money value from Railway Board's vacancy bank.

With best wishes,

Yours sincerely,


(Vinay Mittal)

Encl: As above

Shri V. Bharthuar,
General Manager,
East Central Railway,
Hajipur

P.E. No. 100/91

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

New Delhi, dated 24.10.91.

NO.E (NS) II/91/PC/Genl/2

The General Managers (P),
All Zonal Railways including Production Units.

Sub:- Creation of non-gazetted posts.

Attention is invited to this Office letter of even number dated 24th June, 1991 wherein it was advised that General Managers are empowered to create non-gazetted posts with matching surrenders, in consultation with their F.A. & CAO, for new assets/new organisations and proposal for all other posts (including operational posts, posts required to meet statutory requirements as also those required for ~~operational posts~~ which could not be created by the railways within the powers, should be referred to Railway Board, offering equivalent matching surrenders. The need for creating posts with matching surrenders only, has been emphasised with a view to contain man-power which is inescapable in the present day context.

2. In so far as Production Units are concerned, some of these, like ICF, DLW and CLW have been in existence for more than a decade and over the passage of time, in these production units as well some pockets of redundant activities/surpluses would have generated, like in Zonal Railways, which need to be identified and surpluses redeployed wherever required. These Production Units should, therefore, make concerted effort to critically review the manpower requirement with a view to identify pockets of surpluses and resort to creation of fresh posts only with matching surrenders, wherever found inescapable.

3. Having regard to the fact that it may not always be possible for Production Units to offer matching surrenders, with a view to achieve corporate objective, it has been considered necessary to club the Production Units with the adjoining Zonal Railways as indicated below, who will provide matching surrenders wherever required by the Production Units.

PRODUCTION UNITS

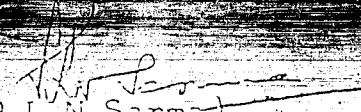
ZONAL RAILWAYS

C.L.W.	>	Eastern
D.L.W.	>	North Eastern
ICF & W&AP	>	Southern
RCF & DCW	>	Northern
Metro Railway (Revenue posts only)	>	South Eastern

4. In future, GMs Production Units will create posts under their own powers, with matching surrenders only, being provided by either Production Unit itself or by the concerned Zonal Railways, as indicated above.

5. Wherever posts are required to be created at the Railway Board level, such proposals will also be sent by the Production Units alongwith matching surrenders for consideration and further processing. In exceptional cases, however, where it is not possible to offer matching surrenders both by the Production Units and the concerned Zonal Railways, such proposal may be sent to the Board together with certificates from General Manager Production Unit and the General Manager of concerned Zonal Railways indicating the inability of the Production Units/Railway to offer matching surrenders. In such cases, the position of the surplus bank on the Zonal railways shall also be indicated by the Railways in the certificate annexed with the proposal.

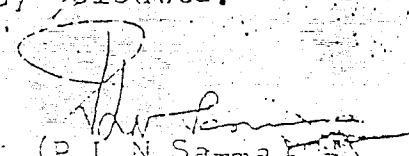
6. Kindly acknowledge receipt and ensure compliance.


(P.L.N. Sarma)
Dy. Director Establishment (N)
Railway Board.

No. E (NG) II/91/PO/Gen1/2

New Delhi, dated 24.10.91.

Copy to: FA & CAO, All Zonal Railways and GLW, DLI, ICE,
W&AP, RCF, DCW, & Metro Railway Calcutta.


(P.L.N. Sarma)
Dy. Director Establishment (N)
Railway Board.

GOVERNMENT OF INDIA
 MINISTRY OF RAILWAYS
 (RAILWAY BOARD)

NO. E(NG)II/91/PO/Genl./2

New Delhi dated 24.6.91

The General Manager,
 All Indian Railways/
 Production Units.

Sub:- Proposals for creation of non-gazetted posts.

Several proposals are being received from the Railways for creation of non-gazetted posts, mostly without offering matching surrender. As you are aware, in terms of extant ban orders, while no ban is operative for posts required for plan activities/construction etc., for non-plan activities chargeable to revenue posts can be created only for new assets/new organisations.

2. General Managers are empowered to create non-gazetted posts with matching surrender, in consultation with their FA & CAG ~~new assets/new organisations. All other posts including operational posts, posts required to meet statutory requirements as also those required for Vigilance and Security organisations etc. cannot be created by the Railway and these only need be referred to Railway Board for creation.~~

3. As a corporate objective with a view to contain man power, it has been decided not to consider any proposal for creation of posts without matching surrender. With the upgradation of technology and changes in working pattern, it should not be difficult for Railways to offer matching surrender for creation of posts. Railways should therefore make a concerted effort to contain manpower by critically reviewing each proposal and creating posts only with matching surrender where found inescapable.

4. Accordingly, all proposals, hitherto sent by Zonal Railways and pending in Board's office are therefore being treated as withdrawn by the Railways, with the direction that these may be reviewed critically and posts which are essentially required may be created under your powers with matching surrenders. In future proposals where creation of posts is possible within powers of GMs, should be processed at Zonal Railway level itself, offering suitable matching surrender. Proposals relating to creation of posts for operation and statutory requirements, as also those required for Vigilance & Security Organisations, need be referred to Railway Board. These proposals also, should invariably be accompanied by matching surrender. No proposal for creation of posts in categories other than those mentioned above need be processed at all.

5. It has been noted that proposals received from Railways for creation of additional posts contain a casual statement to the effect that matching surrender is not available. In rare cases of proposals sent in future to Board for creation of posts

without offering matching surrender, the balance in the surplus staff-bank maintained at Zonal Headquarter level should be specifically indicated, duly certified by the officer maintaining the surplus staff-bank.

6. Please also note that in future, proposals are sent to Board for creation of posts only after these have been critically scrutinised at the level of General Manager and the justification accepted by him. This should invariably be mentioned in the proposal sent to Board.

7. Please acknowledge receipt.

Sd/-
(P.L.N. Sarma)
Deputy Director Establishment/N
Railway Board

NO. E(MG)II/91/PO/Genl/2
New Delhi dated 24.6.91

Copy forwarded to:- FA & CAOs, All Indian Railways.

Sd/-
(P.L.N. Sarma)
Deputy Director Establishment/N
Railway Board

E(NG)II/84/REL/10

New Delhi, dated 31-3-1987

General Managers,
Indian Railways
including Production Units.

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

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Attention of the Railway Administrations is invited to the instructions issued by this Ministry, from time to time on the subject as stated in the margin. The Ministry of Railways have been considering and laying down the methodology to be adopted for maintaining the account in the bank of surplus posts. They have now decided as under :-

(N)

- I/ (i) The bank of surplus posts will be operative from 1.4.87 and earlier bank net credit may be added as an opening balance of the new account as on that date.
- II/ (ii) All posts (excluding posts which were/are created for specific short term purpose, e.g. those created for summer rush), identified as surplus and surrendered on or after 1.4.87 will be credited to this bank.
- (iii) Matching surrender already reckoned for creation of posts after 1.4.87 (including opening balance from previous balances) and such surrenders to be made in future, will be debited to the balance in this bank.
- (iv) The account in this bank will be maintained department-wise and grade-wise, though for matching surrender posts can be drawn from this bank irrespective of the department to which they pertain.
- (v) The account of the bank will be maintained by the CPLO or CPO (as per practice of each individual railway) under the overall supervision of the Additional General Manager (Exp. Control). In every proposal for creation of posts, the CPLO/CPO will indicate the availability of surplus posts in this bank.

The para regarding surplus staff to be included in the PCDO from General Manager as per extant instructions, should be brief

contd.....

- : 2 : -

and should indicate the posts surrendered in the period and re-created from matching surrenders in the bank, as also showing the balance at credit in the surplus bank.

3. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

4. Hindi version will follow.

(Signature)
31.3.87

(M. KUJUR)
DEPUTY DIRECTOR ESTABLISHMENT (N)
RAILWAY BOARD.

NO.E (NG)II/84/RE1/10

New Delhi, dated 31-3-1987

Copy to

- 1. The Chief Planning Officers, Zonal Railways.
- 2. The Chief Mechanical Engineers, Production Units.

(Signature)
31.3.87

(M. KUJUR)
DEPUTY DIRECTOR ESTABLISHMENT (N)
RAILWAY BOARD.

Copy to : DSS to CRB, MM and Adviser (IR)

E/DE Sr. PA to Director/RRE (imp) with 5 spares, DE, DE (N), DE (T&MPP),

JDE (N), JDF (E), JDEB (FR), DDE (G)
E (NG)I, E (G), F (E)I and F (E)Spl. Branches / Railway Bd.

(DDECG) with 5 spares

AD*



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

No. E(MPP)2012/1/10

RBE No. 147/2012
New Delhi, Dated: 28.12.2012

The General Manager (P)
All Indian Railways &
Production Units
CORE/Allahabad
CAO/COFMOW
Metro Railway/Kolkata

Director General
RSC/Vadodara
RDSO/Lucknow

Sub: Rightsizing – Policy on Creation of Posts

AIRF and NFIR during the PREM meeting have expressed apprehensions on creation of posts with reference to Board's letter dated 04.09.2012 (RBE 96/2012).

It is clarified that the Railway can create posts with matching saving only, on account of new organization and new assets like new trains, new locos, extra coaches, etc. as per Board's letter No.E(G)76 EC 2-7 dated 17.11.79 read with Board's letter's No.E(G)82 EC 2-2 dated 12.07.1984 and E(NG)II/91/PO/Gen/72 dated 24.06.1991 respectively. Board's letter No.E(G)2003 EC 2-3 dated 31.10.2003 deals with creation of posts for maintenance of rakes for new trains on matching savings basis failing which by debits from the vacancy bank, to be set off firsts by future credits. Board have further permitted DRM's to create posts in safety and operational categories on 1:1 basis for new assets as envisaged in Board's letter No. E(MPP)2003/1/88 dated 05.04.2006 with the approval of the General Manager.

Kindly acknowledge receipt.

(R.R. Prasad)
Executive Director (Trg. & MPP)
Railway Board

No. E(MPP)2012/1/10

New Delhi, Dated: 28.12.2012

Copy to:

1. The General Secretary, AIRF, 4, State Entry Road, New Delhi, with 35 spares.
2. The General Secretary, NFIR, 3 Chelmsford Road, New Delhi, with 35 spares.
3. The Secretary General FROA, Room No.256-A Rail Bhavan New Delhi with 5 spares.
4. The Secretary General, IRPOF, Room No.268 Rail Bhavan New Delhi with 5 spares.
5. All Members, Departmental Council and Secretary Staff side National Council 13-C, Ferozeshah Road, New Delhi with 90 spares
6. The General Secretary, AIRPF Association, Room No,256-D Rail Bhavan New Delhi with 5 spares.
7. General Secretary, All India Scheduled Castes & Scheduled Tribes Railways Employees Association, 171/B-3 Basant Lane Railway Colony New Delhi (15 copies)

For Secretary/Railway Board

Contd/.....2