



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(R)MC-22/Surplus Staff

प्रधानकार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated: 16-09-2016

पी बी सी सं/ PBC No:125 / 2016

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,
etc.,

(As per mailing list -'A')


विषय/Sub: Redeployment of Surplus Staff of Cash & Pay Office.

A copy of Railway Board's letter No. 2006/AC-II/20/10(Pt)
dt. 19-08-2016 on the above subject is enclosed for information, guidance and
necessary action.

Railway Board's letters referred therein have been circulated as given
below :

Sl. No.	Railway Board Letter No.	Rly.Bd Date	PBC No.
1.	E(MPP)/99/1/75	28-11-2000	189 / 2000
2.	E(NG)II-84/RE-1/10	21-04-1989	Copy enclosed
3.	2000/AC-II/20/23 (Vol.I)	24-02-2015	22 / 2015
4.	2006/AC-II/20/10	20-09-2006	Copy enclosed

संलग्न/Encl: as above


(V.SRINIVASAN)
वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
कृते मुख्य कार्मिक अधिकारी
For Chief Personnel Officer

प्रतिलिपि/Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA

The Genl Secy / NFIR

Government of India
Ministry of Railways
(Railway Board)

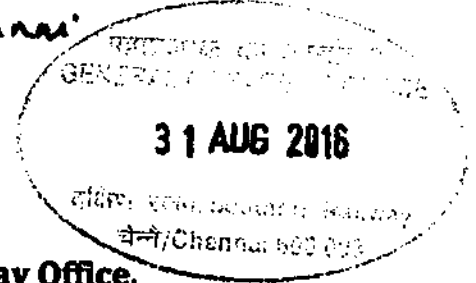
No. 2006/AC-II/20/10(Pt)

New Delhi

19-8-16

The General Manager | *Southern Rly. Chennai*
All Zonal Railways & Production Units

The FA&CAOs and CPOs
All Zonal Railways & Production Units



Sub:- Redeployment of surplus staff of Cash & Pay Office.

Please connect Board's letter no. E(NG)II-84/RE-1/10 dated 21/04/1989 and No. E(MPP)/99/1/75 dated 28/11/2000 which envisages that each Railway administration should draw an advance plan of action for identifying the areas, where surplus staff are likely to be generated. These instructions also provide that imparting proper training before redeploying surplus staff in a new Unit/Department should be given the highest priority and their absorption should have precedence over all other modes of recruitment so that the existing surplus staff can first be utilized at suitable locations, including places where additional posts are created for operation/maintenance of additional/new assets.

The matter regarding redeployment of surplus staff of Cash & Pay Department on the Railways has been under consideration of Board for quite some time and also discussed in PNM/AIRF meeting vide item no. 09/2015. The matter has been examined and it has been decided that the surplus staff of Cash & Pay Department may be redeployed as under:-

- (i) Appendix-2 IREM qualified Jr. Cashier, Cashier, Sr. Shroff, Sr. Cashier, Hd. Shroff, IOC/ADC & Divisional Cashier working in Grade Pay Rs. 2400/- to Grade Pay Rs. 4600/- who have been declared surplus, on their option may be considered for redeployment as Accounts Stock Verifier (ASV)/GP Rs. 4200/- subject to fulfillment of conditions laid down in Appendix-4 IREM and Board's letter no. 2000/AC-II/20/23(Vol-I) dated 16/09/2009.
- (ii) Appendix-2 IREM qualified Shroffs working in Grade Pay Rs 1900/- who have been declared surplus, may be considered for redeployment as Accounts Stock Verifier (ASV)/GP Rs. 4200/- subject to fulfillment of conditions laid down in Board's letter no. 2000/AC-II/20/23(Vol-I) dated 24/02/2015.
- (iii) Shroffs working in Grade Pay Rs. 1900/- who have been declared surplus, on their option may be considered for redeployment as Accounts Clerk Grade Pay Rs. 1900/-. However deployment of such staff should be made after imparting them proper training as is being imparted to Accounts Clerks at present, as per approved modules for Stage-wise Training of Gr. C & D (since upgraded to Gr. 'C') Staff of Accounts Department and instructions contained in Board's letter no. E(NG)/63/RR-1/10 dated 29/3/1963.
- (iv) Appendix-2 IREM qualified Cashiers & Shroffs working in Grade Pay Rs. 1900/-, 2400/- & Rs. 4200/- who have been declared surplus and willing to be absorbed

in Accounts department as Jr. Accounts Assistant/Grade Pay Rs. 2800/- may be absorbed as per their option in terms of Board's letter no. 2006/AC-II/20/10 dated 20/09/2006 and para 171 (4) of IREM respectively.


- (v) All out efforts should be made to accommodate Appendix-2 IREM qualified Cashiers & Shroffs etc viz Shroff, Jr. Shroff, Sr. Shroff, Hd. Shroff, Jr. Cashier, Cashier, Sr. Cashier, IOC/ADC and Divisional Cashiers who have been declared surplus, to be absorbed in Accounts department against existing vacancies. Appendix-2/IREM qualified and Non Appendix-2 IREM qualified Cashiers & Shroffs not opting for redeployment as Accounts Stock Verifier (ASV)/GP Rs. 4200/- or absorption in Accounts department as Junior Accounts Assistant/Grade Pay Rs. 2800/- & Accounts Clerks/Grade Pay Rs. 1900/-, may be redeployed in other departments, in consultation with Personnel Branch as per the instructions contained in Board's letter no. E(NG)II-84/RE-1/10 dated 21/04/1989 and E(MPP)/99/1/75 dated 28/11/2000 and subsequent instructions issued on the subject from time to time.
- (vi) Seniority of staff rendered surplus when redeployed to other Unit/Department may be decided in terms of Board's letter no. E(NG)II-84/RE-1/10 dated 21/04/1989 and subsequent instructions issued on the subject from time to time and as mentioned in Board's letter no. E(MPP)/99/1/75 dated 28/11/2000.
- (vii) The Ministerial staff working in Cash & Pay department, even though are controlled by CPO, action for their redeployment in Accounts/Other departments may be taken as per instructions indicated above.

This issues in consultation with Establishment & Management Services Directorates of Railway Board.

These instructions will take effect from the date of issue of the letter

Hindi version will follow.

Please acknowledge receipt.


19/08/16

(Amitesh Kumar Sinha)
Director Finance/CCA
Railway Board

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

RBE No. 106/1989

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

**Subject :- Absorption/utilisation
of surplus staff.**

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

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

- i. Suitable advance planning should be done to identify areas in which the staff are likely to be rendered surplus. At such places the surplus posts, which are lying vacant, should not be filled up and surrendered as "vacancies" to the "bank of surplus posts". Appropriate Schemes for providing training in alternative jobs as required, should be developed and planned at the time of advance planning itself so that these surplus staff can be suitably and quickly re-deployed in other areas, where there are additional requirements of staff for operation and maintenance of additional/new assets.**
- ii. As soon as the posts are identified as surplus, a formal office order should be issued immediately surrendering surplus posts. Where the posts were not vacant and staff are working against them, "Special Supernumerary" posts in the same grade should be created. Simultaneously they should be credited as "Special Supernumerary" posts to the "bank of surplus posts" and maintained in the respective billing units. However, the question of creating "Special Supernumerary" posts would not arise to the extent the surplus staff are transferred and posted against the vacancies in the same or other departments. Such**

posts will be directly credited as vacancies to the "bank of surplus posts".

- iii. The surrendered posts should be struck off from the relevant cadre registers, scale check registers and other records based on the formal orders issued.
- iv. The incumbents borne against these "Special Supernumerary" posts should be re-deployed quickly against other posts by retraining as necessary.
- v. The "Special Supernumerary" posts shall be personal to each incumbent and are to be surrendered as soon as the incumbent is absorbed in some other duly sanctioned posts or retires or vacates it for any other reason.
- vi. When these "Special Supernumerary" posts are thus surrendered, they should be credited as vacancies in the "bank of surplus posts" and can be utilised as matching surrenders for creation of additional posts for maintenance and operation of additional/new assets. The surrendering of "Special Supernumerary" posts for crediting them as vacancies in the bank and utilising them for creation of additional posts for accommodating surplus staff against them can be simultaneous also.
- vii. The staff, who cannot be immediately absorbed after retraining, where necessary, against other duly sanctioned posts should be allowed to continue against "Special Supernumerary" posts in the same grade in which the incumbents were working and they will continue to have their lien in their old cadre posts, so as to keep their promotional prospects intact. The Railways should set up suitable machinery to review the utilisation/ re-deployment of staff being borne against "Special Supernumerary" posts.
- viii. Whenever a fairly large number of staff are likely to be rendered surplus in a particular location, the recognised unions should be advised in time, as far as possible, and their views regarding their re-deployment taken into account to the extent possible so that the surplus staff are fully utilised and re-deployed quickly.

2. Even though the above instructions have been in force for quite some time and different Railways have been adopting different practices for re-deployment of surplus staff, it has been found that on some Railways in certain pockets the surplus staff continued to remain without proper re-deployment. Further both the Federations have represented to the Board that no advance planning is being done by the Railway for identifying the areas, where surplus staff are likely, to the generated and recognised unions are also not being advised regarding the date by which they are likely to be rendered surplus and the modalities of their training and re-deployment. The subject has been discussed in the recent PNM meetings held with NFIR and AIRF. In the light of

these discussions, the following broad guidelines, are, once again, reiterated to the Railways, particularly in the context of large scale electrification and consequent surrender of steam/diesel posts:-

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

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

- i. If only a small number of staff are being rendered surplus and they have to be transferred to various units of other departments against vacancies of duly sanctioned posts, they can be suitably adjusted in these units with their full seniority and merging their seniority in the respective units.
- ii. When a large number of staff are being rendered surplus and they are being transferred to new units that are being set up like traction rolling stock, overhead equipment, new

electric loco sheds etc., they should be given their full seniority and there should be no difficulty in re-deploying the staff with suitable retraining in identical scales and suitable trades. No minimum educational qualifications should be prescribed and the sole criterion would be their ability to absorb re-training/conversion training and pass the necessary tests at the end of training period and of course, medical fitness.

- iii. Whenever a large number of staff have to be transferred to existing units against vacancies or additional sanctioned posts, the views of the unions may be taken as to whether the seniority of the staff being shifted should be kept separate against the "Special Supernumerary" posts, so that their promotional prospects are kept separate and identical to what they would have achieved in the old unit and it does not jeopardise the promotional prospects of the staff in the units in which they are being inducted. In such cases, the application of percentage distribution of posts would be separate for the existing cadre posts and the surplus staff who have been brought into that cadre, the latter being controlled by the percentages as applicable to their previous cadre. However, as and when there is wastage through retirement, promotion, etc. in the seniority unit of shifted staff charged against "Supernumerary posts" in the direct recruitment grades, the direct recruitment quota of the same should be merged with the existing cadre seniority of that unit, i.e., the unit to which they had been re-deployed on becoming surplus.

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

5. Normally, the junior most of the employees should be rendered surplus, irrespective of the manner in which they had entered the grade. However, where staff give their willingness to go on bottom seniority in recruitment grades to other departments, such volunteers should be given preference depending upon the availability of vacancies in the other cadre and their suitability, including medical fitness.

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

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

Government of India
Ministry of Railways
(Railway Board)

RBA No. 45/2006

No. 2006/AC-II/20/10

20-09-06

General Managers,
(All Zonal Railways)

Sub:- Promotional prospects of the staff of Cash & Pay department-allowing Cashiers & Shroffs to appear in Appendix-2 (IREM) & Appendix -3 (IREM) examination.

The demand for permitting Cashiers/Shroffs to appear in App-2 (IREM) & App-3 (IREM) examinations and their absorption in Accounts cadre has been under Board's consideration for quite some time. The matter has since been considered and it has now been decided to allow Cashiers/Shroffs to appear in the above examinations with the following conditions:-

- (i) Jr. Cashiers in the grade Rs. 4000-6000 and Shroffs and Sr. Shroffs in the grade Rs. 3050-4590 and Rs. 4000-6000 respectively willing to appear in Appendix 2 (IREM) examination should have put in minimum one year of service in Cash & Pay department and have acquired reasonable practical knowledge of working of Accounts office. Only three chances will be available to them to appear in the above examination and the extra chance given to the Clerical staff will not be available to them. They shall have to undergo the prescribed pre-exam training arranged for the candidates appearing in this examination to make themselves familiar with the course content and the working of the Accounts department. If on passing Appendix-2 (IREM) examination, they do not get a chance to be promoted as Jr. Accounts Assistant (Grade Rs. 4500-7000) before being promoted to grade higher than grade of Jr. Accounts Assistants in their own line, while their eligibility for appearing in Appendix-3 IREM will remain intact, they will not be considered eligible for being posted as JAA as the same would amount to reversion to lower grade. However individual requests for reversion to lower grade to seek promotion as JAA shall be considered and decided by FA&CAO personally.
- (ii) Cashiers/Shroffs working in the grades Rs. 5000-8000 and above shall also be permitted to appear in Appendix-2 IREM examination only to establish their eligibility to appear in Appendix-3 IREM exam. They shall have to undergo the prescribed pre-exam training arranged for the candidates appearing in this examination to make themselves familiar with the course content and the working of the Accounts department. On passing Appendix-3 (IREM) examination they may seek promotion as SO(A/cs)/TIA/ISA (grade Rs. 6500-10500). In such cases also, the individual requests for reversion to lower grade to seek promotion as JAA shall be considered and decided by FA&CAO personally.
- (iii) Jr. Cashiers in the grade Rs. 4000-6000 and Shroffs in the grades Rs. 3050-4590 and Sr. Shroffs in grade Rs. 4000-6000 respectively shall be eligible for promotion as JAA in grade Rs. 4500-7000 against promotion quota along-with Accounts Clerks and as per order in App-2 panel(s). The order of placement in the panel of Appendix -2 (IREM) examination amongst those passing in the same year shall be determined by their basic seniority with reference to the grade in which they are working on regular basis.
- (iv) Jr. Cashiers/Cashiers/Shroffs/Sr. Shroffs etc who desire to appear in App-3 (IREM) examination should have put in atleast 5 years of service in Cash & Pay office and should not only have passed App-2 (IREM) examination but should also have gathered sufficient practical knowledge of the work done in Accounts office. The number of chances and other conditions

Shriyati T. Kishor
14/9/06

for Appendix -3 (IREM) examination as prescribed in Appendix -3 (IREM) are equally applicable to them.

- (v) The order of placement of Appendix -3 (IREM) qualified staff will be determined by their basic seniority with reference to the grade in which they are working on regular basis in the Accounts cadre and the staff who pass the examination in an earlier year will be enbloc senior to those who qualify in subsequent years. Cashiers/Shroffs who continue to remain/progress in their own cadre after passing Appendix-2 (IREM) examination shall be placed in the Appendix-3 (IREM) panel of the relevant year based on their notional seniority in the Accounts cadre as Jr. Accounts Assistants assuming their option therefor as on the date of announcement of results of Appendix-3 (IREM) examination.

Shivaji Rakshit
(Shivaji Rakshit)
Executive Director Accounts
Railway Board