



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(R)524/P/CRC/2013

प्रधान कार्यालय/Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/ Chennai - 600 003
दि./ Dated: 12-11-2013

पी वी सी सं/ PBC No. 141 / 2013


All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Wokshops / other Units, etc.,
(As per mailing list -'A')

विषय/Sub: Joint Procedure Order on Cadre Restructuring 2013.

A copy of Joint Procedure Order on Cadre Restructuring of Group 'C' posts dated 12-11-2013 is enclosed for information, guidance and necessary action.

Railway Board's orders on Cadre Restructuring of certain Group 'C' posts has been circulated as PBC No. 121 / 2013 dt. 10-10-2013.

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

SOUTHERN RAILWAY

Headquarters' Office
Personnel Branch
Chennai : 600 003
Dated :12 -11-2013

No.P(R)524/P/CRC/2013

JOINT PROCEDURE ORDER

The following guidelines are issued for the implementation of Orders on cadre restructuring.

1. Board have issued orders on Cadre Restructuring and the same was circulated as PBC No. 121 / 2013 dated 10-10-2013.

2. DATE OF EFFECT

The restructuring of the cadres will be with reference to the sanctioned cadre strength as on 01-11-2013. The staff who will be placed in higher grade pay against vacancies arising out of restructuring as a result of implementation of these orders will draw pay in higher grades w.e.f. 01-11-2013. The benefit of restructuring will be restricted to the persons who are working in a particular cadre as on the cut-off-date i.e., 01-11-2013

3. NOMINATION OF OFFICERS

- 1) In this regard as far as Headquarters are concerned, SPO/Rules and Sr.AFA/Establishment are nominated to co-ordinate.
- 2) Similarly the Divisions can nominate DPO/APO and DFM/ADFM for co-ordination.
- 3) As regards Extra-Divisions, the Personnel Officer in-charge of that Unit will co-ordinate with the Accounts Officer to be nominated by the Associate Accounts, FA&CAO/W&S/PER. Where there is no Personnel Officer, the unit in-charge will co-ordinate with Associate Accounts.

4. APPLICABILITY

These orders will be applicable to the categories mentioned in Annexure A to H of Board's letter dated 08-10-2013.

These orders will be applicable to the permanent regular cadres of the open line establishments including workshops.

Only those temporary posts which are in operation for at least 3 years are to be taken into account, subject to the certification that they are meant for regular activities which will continue.

Not Applicable to

These orders will not be applicable to Ex-cadre, Work-charged posts, and posts in Construction Units, Projects and Surplus /Supernumerary posts.

5. PROCEDURE

- 5.1 Sanctioned cadre strength as on 01-11-2013 should be taken.
- 5.2 Direct recruitment percentages will not be applicable to the additional posts arising out of these restructuring orders as on the date of effect. The direct recruitment percentage will apply for normal vacancies existing on 1.11.2013 and those arising on or after the date following the date of effect i.e. 1-11-2013.
- 5.3 Normal vacancies existing on 01-11-2013 (except direct recruitment quota) and those arising out of this cadre restructuring including chain / resultant vacancies should be filled in the following sequence.
 - a) From panels/select lists approved on or before 01-11-2013 and current on that date.
 - b) And the balance in the manner indicated at Para 5.5, by modified selection procedure of scrutiny of service records and confidential reports for both selection and non-selection posts. In the case of Artizan staff, the benefit of restructuring under these orders will be extended only on passing the requisite Trade Test. Such selections which have not been finalised by 01-11-2013 should be cancelled / abandoned.
- 5.4 All vacancies arising from 02-11-2013 will be filled by normal selection procedure.
- 5.5 All vacancies (including chain/resultant vacancies) arising purely due to this cadre restructuring should be filled up by senior employees who should be given benefit of the promotion w.e.f. 01-11-2013 whereas for the normal vacancies existing on 01-11-2013, junior employees should be posted by modified selection procedure but they will get promotion and higher pay from the date of taking over the posts as per normal rules. Thus the special benefit of the promotion w.e.f. 01-11-2013 is available only for vacancies arising out of cadre restructuring and for other vacancies, the normal rules of prospective promotion from the date of filling up of vacancy will apply.
- 5.6 In cases where percentages have been reduced in the lower grade and no additional post becomes available as a result of restructuring, the

existing vacancies on 01-11-2013 should be filled up by normal selection procedure.

5.7 If prior to issue of these instructions the number of posts existing in any grade in any particular cadre exceeds the number admissible on the revised percentages, the excess may be allowed to continue to be phased out progressively with the vacation of the posts by the existing incumbents.

5.8 Employees who retire/resign or expire in between the period from the date of effect of these orders to the date of actual implementation of these orders, will be eligible for the fixation benefits and arrears under these orders w.e.f. 01-11-2013, if they are otherwise eligible for the said benefit.

N.B. However the retired employees who are required to be fitted against the normal vacancies, which will be of prospective effect, need not be considered.

5.9 Extant instructions for D&A/Vigilance clearance will be applicable for effecting promotions under these orders with reference to date of effect of these orders.

5.10 Minimum years of service in each Grade.

While implementing the restructuring orders, instructions regarding minimum period of service required for promotion issued from time to time should be followed.

If at all any relaxation of residency period is felt necessary, proposals seeking GM's personal approval, duly approved by DRM/CWM, may be sent to HQrs.

However, while considering any relaxation in the residency period prescribed for promotions to various categories, General Managers would personally ensure that the safety aspect of Railways is not compromised.

5.11 Provision of Reservation

The existing instructions with regard to reservation of SC/ST wherever applicable will continue to apply.

5.12 Pay Fixation

The pay of the staff promoted against the additional higher grade posts as a result of restructuring (including chain / resultant vacancies) will be fixed as per Rule 13 of RS (RP) Rules 2008 with the benefit of one increment at 3% of basic pay with the usual option for pay fixation as per extant rules.

5.13 Pin-pointing of Posts

The administration should take steps to pin-point the additional posts arising out of this restructuring as per administrative requirements. However, in those cases where due to pin-pointing of posts, staff is required to join duties in the upgraded posts at a different station, such staff may be allowed the benefit of upgradation / promotion on "as is where is basis" for the time being and allowed to join the pin-pointed post at the new station within six months time from the date of issue of promotion order, subject to the satisfaction of HOD on merit in each case.

5.14 Refusal of promotion

Such of the staff as had refused promotion before issue of these orders and stand debarred for promotion may be considered for promotion, in relaxation of the extant provisions as a one time exception, if they indicate in writing that they are willing to be considered for such promotion against the vacancies existing on 01-11-2013 and arising due to restructuring on the date. This relaxation will not be applicable to vacancies arising after the date of effect i.e. 01-11-2013.

6. MATCHING SAVINGS

6.1 Entire scheme of restructuring is to be a self-financing and expenditure neutral proposition. The procedure regarding offering of matching surrender in order to effect restructuring orders has been elaborately discussed under para 12 of Board's letter dated 08-10-2013

6.2 Financial implications should be worked out taking into account the revised Basic Pay (including the Grade Pay) corresponding to the midpoint of the pre-revised pay scales in respect of each post as listed in the fitment table circulated vide Railway Board's letter No.PC-VI/2008/RSRP/1 dated 11-09-2008 and 12-09-2008, along with the Dearness Allowance as applicable on date of effect of these orders.

In respect of merged grades, the average of the pay arrived at in respect of each of the grades as above may be taken into account for the money value of the total posts in the merged grade prior to and after restructuring (as illustrated in Annexure-A).

- 6.3 After working out the financial implications, the matching savings should be effected from the category itself. Wherever it is not possible to do so from the category itself, the matching savings should be arranged from the Department at the Divisional/Zonal level. But before restructuring the cadre as per the revised percentage distribution of posts, matching savings will have to be ensured and if the Department/Railways are not able to provide the matching savings, the particular Category/Department will not be restructured. While effecting surrender of posts of equivalent financial value the existing vacant post available in the categories on the date of effect should be considered for the purpose of off-setting the cost of restructuring / financial effects of restructuring.
- 6.4 For the purpose of matching saving, the posts can be classified as under:
- a) Posts controlled by H.Qrs.
 - b) Posts controlled by Division / Extra-Division / Units.
 - c) Posts partially controlled by H.Qrs., & partially by Divisions / Extra Divisions.
- a) **Posts Controlled by H.Qrs.** For the posts totally controlled by and operated at Headquarters the matching surrender will be offered by cadre officers in Headquarters in consultation with the HODs/PHODs.
- b) **For the posts totally controlled by the Division / Extra-Division,** the matching surrender should be ensured by the concerned DRM/CWM/Extra-Divisional Officer.
- c) **Posts partially controlled by HQrs., & partially by Divisions / Extra-Divisions:** - Though in some categories posts are partially controlled by Headquarters on all Railway basis and partially by Divisions/Extra-Divisions, most of these posts are operated at Divisions/Extra-Divisions /Field units. Therefore the respective Divisions / Extra-Divisions / Units should arrange for matching savings / surrender of post under advice to Headquarters. For this purpose, the unit will work out the revised percentage for the total number of posts operated in the category, work out the additional financial implication and offer matching saving/surrender.
- 6.5 The proposal for cadre restructure sent to Accounts (for vetting of the sanctioned strength, revised distribution of posts etc.) should invariably indicate the proposed matching surrender of posts to the extent of the increased money value.
- 6.6 The Surrender Memorandum which is issued as part of cadre restructuring

exercise should specifically indicate under the caption surrender of posts for implementing cadre restructuring, the details of the posts surrendered. The posts surrendered under MPP should not be taken as matching surrender for the purpose of implementation of orders on Cadre restructuring.

All efforts should be taken to implement the cadre restructuring orders as per the time schedule annexed to these instructions (Annexure-B). The Service Register and Confidential Reports of all staff and other records should be kept ready in order to implement the restructuring orders.

DRM's / ADRM's / Extra Divisional heads may review the progress of implementing cadre restructuring orders in the weekly meetings.

6.7 Matching Savings / Surrenders / Money Value

Consequent to the restructuring of cadre in respect of each post as listed in the fitment table with reference to Railway Board letter dated 11/12-09-2008 & also for merged grades, surrenders will have to be worked out by Personnel Branch concerned with the existing book of sanctions duly vetted by the Associate Finance.

Thereafter it should be ensured that the office memorandum is issued with reference to the pay fixation vetted by Associate Accounts. The pay fixation charts for claiming of pay and allowances should be generated through PRIME.


Sr.AFA/Establishment


SPO/Rules

ANNEXURE - A

Calculation for arriving at the Matching surrenderer for effecting Cadre Restructuring Orders for PB/PER Unit Ministerial cadre as on 01.11.2013														
Post	Pre Revised Scale	Max	Avg	Pay in VI PC	DA @ 90%	Money Value	Money value for 1 post	No. of Posts available		Money Value for the existing sanc. Posts	Money Value for the revised sanc. Posts	Diff	Matching surrenderer Identified	M Value
								Ex	Revised					
Ch.OS	7450	11500	9475	17630 +4600	20007	42237	40508	5	21	607620	850668	243048	1	40508
OS/I	6500	10500	8500	15810 +4600	18369	38779		10		(40508*15)	(40508*21)			
OS/II	5500	9000	7250	13490 + 4200	15921	33611		19		1743174	1904579	161405		
Hd Clerk	5000	8000	6500	12090 + 4200	14661	30951	32281	35	59	(32281x54)	(32281x59)		2	64562
Sr.Clerk	4500	7000	5750	10700 + 2800	12150	25650	25650	28	17	718200	436050	282150	0	0
Jr. Clerk	3050	4590	3820	7110 + 1900	8109	17119	17119	14	14	239666	239666	0	1	17119
								111	111	3308660	3430963	122303	4	122189

Percentage of reduction

3.60

Annexure-B**TIME SCHEDULE**

Sl. No.	EVENT	Post Controlled	
		Wholly by HQ / Division / Extra Divn	Partially by HQ & Partially by Divn/Extra Divn
1.	Submission of proposal to Accounts for vetting of sanctioned strength as on 01-11-2013 respective units duly indicating Matching Surrender.	20-11-2013	From respective Unit to HQrs by 20-11-2013 From CPO to FA&CAO by 25-11-2013
2.	Certification of sanctioned strength by Accounts	29-11-2013	29-11-2013
3.	Communicating the revised percentage distribution of posts	02-12-2013	02-12-2013
4.	Conducting TT/forming of panel by modified Selection procedure	27-12-2013	27-12-2013
5.	Implementing the Cadre Restructuring Order.	31-12-2013	31-12-2013