



**SOUTHERN RAILWAY**

No.P(R)135/P/Posts

Headquarters Office  
Personnel Branch  
Chennai - 600 003  
Dated: 23-04-2013

**RBE No. 22/2013**

**PBC No: 38 / 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' )

Sub: Proposal for creation of non-gazetted posts.

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A copy of Railway Board's letter No.E(NG)II/2012/PO/NCR/13 dated  
13-03-2013 on the above subject is enclosed for information, guidance and  
necessary action.

M. \_\_\_\_\_

(M.SRINIVASALU)<sup>23/4/13</sup>

Asst.Personnel Officer / Rules  
for Chief Personnel Officer

Encl: as above

Copy to : The Genl.Secy. SRMU  
The Genl.Secy. DREU  
The Genl.Secy. AISCSTREA  
The Genl.Secy. AIOBCREA

**RBE No.- 22/2013**

**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), SR**  
**All Zonal Railways/PUs.**

महाप्रबंधक का कार्यालय  
GENERAL MANAGER'S OFFICE

20 MAR 2013

दक्षिण रेलवे/Southern Railway  
चेन्नई/Chennai-600 003

**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

-: 2 :-

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.

*Hd 1/3/13*  
**(Harsha Dass)**  
Director, Estt.(N)II,  
Railway Board.