



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(R)532/Promotions/GAZ/Vol.II

प्रधानकार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated: 27-12-2018

आर बी ई सं/RBE No. 192 / 2018

पी बी सी सं/ PBC No.271 / 2018

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:Grant of Non-functional scale of Group 'B' Officers of
Organized Services on 100% basis after completion of 4
years of regular service – Procedure reg.

A copy of Railway Board letter No.E(GP) 2003/2/22 dated
12-12-2018 (RBE No. 192 / 2018) alongwith Annexure I & II on the above
subject is enclosed for information, guidance and necessary action.

Extract of Railway Boards letter dated 09-12-2018, 16-06-2003 and
03-09-2004 referred therein is enclosed for reference.

(V.SRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/नियम

Senior Personnel Officer/Rules

For Principal Chief Personnel Officer

संलग्न/Encl: as above

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. E(GP) 2003/2/22

New Delhi, dated : 12.12.2018

**The General Managers,
All Indian Railways and Production Units**

Sub: Grant of Non-functional scale to Group 'B' Officers of Organised Services on 100% basis after completion of 4 years of regular service – Procedure reg.

Ref: Board's letter nos. E(GP)98/2/82 dated 09.12.98 and E(GP)2003/2/22 dated 16.06.2003 & 03.09.2004.

In terms of Ministry of Railways' Notification No. PC-VII/2017/RSRP/1 dated 08.03.2018; the higher scale of Level 10 has to be operated to the extent of 100% of the Group 'B' officers on roll including Group 'B' officers officiating in Level 11 on ad hoc basis after completion of 4 years of regular service in the respective grades in Organised Departments.

2 In this regard a few references have been received from Zonal Railways wherein they have sought clarifications with regard to the procedure to be followed in the cases of pay fixation of officials working in Senior Scale adhoc, application of reservation rules, date of assessment of these vacancies etc. Accordingly, Board has decided to clarify that following procedure should be adopted for placement of these officers in the higher scale:

3. **Procedure for placement of Group 'B' officers in the higher scale:**

3.1 All Group 'B' officers with minimum of four years regular service in Level 9 in Accounts Department and Level 8 in other organised Departments shall be eligible for consideration for grant of higher Group 'B' Non-Functional Upgradation scale of Level 10.

3.2 The Group 'B' officers who are officiating in Senior Scale, after having been found suitable by the Committee of HODs as per extant procedure, shall be granted Non-functional upgradation in Level-10 w.e.f. 08.03.2018, subject to completion of four years service in Group 'B' in level-8 in respect of Non-accounts department and in level-

9 in respect of Accounts Department. On grant of Non-functional scale in Level-10, such officers would continue to officiate in Level-11.

3.3 The General Manager will constitute a Committee for this purpose, which will consist of 3 Heads of Department including the PCPO/CPO, the HOD of the concerned Department and another HOD. If none of the Committee members belongs to SC/ST, a fourth officer belonging to SC/ST, not below JAG, may be co-opted as a member of the Committee.

3.4 The same procedure for assessment of suitability, as has been prescribed for ad-hoc promotion of Group 'B' officers to Senior Scale, will be adopted by the Committee for placement of Group 'B' officers in the higher Group 'B' Scale of Level-10, i.e. the Committee may assess the fitness of the officer based on his performance as reflected in his APARs for the preceding 5 years period. The Committee should categorize the officers as 'Fit' or 'Not Yet Fit' on the basis of overall assessment of the Reports and not merely on the basis of grading/fitness assigned in the Reports. Those categorized as 'Fit' should be placed in the higher scale of pay in the order of their Seniority.

3.5 The recommendations of the Committee will be submitted to the General Manager for approval and placement in the higher scale will be ordered accordingly.

4. As the higher scale of Level-10 has now been extended to 100% of the Group 'B' officers on roll, reservation rules are not attracted.

5. **Seniority for purpose of absorption in Group 'A'/Junior Scale and ad hoc promotion to Senior Scale:**

5.1 The Officers, even after their placement in higher scale of Level-10, will be classified as Group 'B' only.

5.2 For the purpose of promotion to Group 'A'/Junior Scale, the placement of officers in the higher scale of Level-10 may not be given any weightage, as is the position in the case of Group 'B' officers who are placed in the Senior Scale of Level-11 on ad hoc basis. All the Group 'B' officers, whether in Level -8 (Level-9 in Accounts Department) or in Level-10 may be arranged in the order of their original seniority in Group 'B' for the purpose of consideration for promotion to Group 'A'/Junior Scale or for promotion on ad hoc basis to Senior Scale. Similarly, the residency period should remain as per extant rules regarding non-fortuitous service in Group 'B' irrespective of whether the officer is in Level-8 (Level-9 in Accounts Department) or in Level-10.

6. The Non-functional upgradation shall be done on the same lines as brought out above with effect from the date of notification i.e. 08.03.2018 and thereafter w.e.f. 1st January and 1st July of subsequent years.

7. Further, for consideration of officers for placement in the higher Group 'B' scale of Level-10, the senior Group 'B' officer should be deemed to have rendered the service put in by his immediate junior, and if that happens to be 4 years or more, he should be considered for placement in the higher Group 'B' scale of Level-10.

8. **Pay fixation on grant of Non-functional upgradation.**

8.1 On grant of Non-functional upgradation in Level-10, Pay of Group 'B' officers, working in Level-8 and 9, shall be fixed as per provision of RS(RP) Rules, 2016. Illustration in this regard is enclosed as **Annexure-I**.

8.2 On grant of Non-functional upgradation in Level-10, pay of such Group 'B' officers already officiating in Level-11 shall be regulated as per illustration in this regard enclosed as **Annexure-II**.

8.3 Benefit of Rule 1313 I(a)(i) of R-II shall be applicable on grant of Non-functional upgradation. Date of annual increment shall be regulated by provisions of Rule 10 of RS(RP) Rules, 2016.

9. Necessary action may accordingly be taken urgently. Please acknowledge receipt.

M. Saluja
12/12/18
(Meenakshi Saluja)
Dy. Director, ESTT. (GP)-III
Railway Board

- (a) **Fixation of pay on Non-Functional Upgradation from Level-8 to Level-10 with effect from 08.03.2018 and thereafter with effect from 1st January and 1st July of subsequent years (applicable for Non-Accounts Department Officers).**

| | | | | | |
|----|---|-----------|------------|-------|-------------|
| 1. | Level in the revised pay structure : Level 8 | Pay Band | 9300-34800 | | 15600-39100 |
| 2. | Basic Pay in Level-8 : 55200 | Grade Pay | 4800 | 5400 | 5400 |
| | | Levels | 8 | 9 | 10 |
| 3. | Granted Non-Functional Upgradation in Level-10 | 1 | 47600 | 53100 | 56100 |
| | | 2 | 49000 | 54700 | 57800 |
| | | 3 | 50500 | 56300 | 59500 |
| 4. | Pay after giving one increment in Level 8 : 56900 | 4 | 52000 | 58000 | 61300 |
| | | 5 | 53600 | 59700 | 63100 |
| | | 6 | 55200 | 61500 | 65000 |
| | | 7 | 56900 | 63300 | 67000 |
| 5. | Pay in the upgraded Level i.e. Level 10 : 57800 (either equal to or next higher to 56900 in Level-10) | 8 | 58600 | 65200 | 69000 |

- (b) **Fixation of pay on Non-Functional Upgradation from Level-9 to Level-10 with effect from 08.03.2018 and thereafter with effect from 1st January and 1st July of subsequent years (applicable for Account Department Officers).**

| | | | | | |
|----|---|-----------|------------|-------|-------------|
| 1. | Level in the revised pay structure : Level 9 | Pay Band | 9300-34800 | | 15600-39100 |
| 2. | Basic Pay in Level 9 : 59700 | Grade Pay | 4800 | 5400 | 5400 |
| | | Levels | 8 | 9 | 10 |
| 3. | Granted Non-Functional Upgradation in Level-10 | 1 | 47600 | 53100 | 56100 |
| | | 2 | 49000 | 54700 | 57800 |
| | | 3 | 50500 | 56300 | 59500 |
| 4. | Pay after giving one increment in Level 9 : 61500 | 4 | 52000 | 58000 | 61300 |
| | | 5 | 53600 | 59700 | 63100 |
| | | 6 | 55200 | 61500 | 65000 |
| | | 7 | 56900 | 63300 | 67000 |
| 5. | Pay in the upgraded Level i.e. Level 10 : 63100 (either equal to or next higher to 61500 in Level-10) | 8 | 58600 | 65200 | 69000 |

Annexure-II

Fixation of Pay on grant of Non functional Upgradation from Level 8 to Level 10 in respect of officials officiating in Sr. Scale (level 11) prior to Grant of NFU : Representative illustration.

| S.No. | Details | Date | Pay fixed in the Scale/Level | GP/Level |
|-------|---|------------|------------------------------|----------|
| 1 | Date of promotion to Group 'B' | 08.03.2014 | 25730 | GP-4800 |
| 2 | Pay as on 01.01.16 (in 6th CPC) | 01.01.2016 | 27310 | GP-4800 |
| 3 | Pay on fixation in 7th CPC | 01.01.2016 | 72100 | Level 8 |
| 4 | Date of promotion to adhoc Sr. Scale* | 09.03.2017 | 78500 | Level 11 |
| 5 | Notional pay as on 01.01.2018 had the officer not been promoted to adhoc Sr. Scale & continued in Level-8 | 01.01.2018 | 76500 | Level 8 |
| 6 | Pay due to grant of NFU in Level-10 on 08.03.2018 based on (5) above (Actual Pay) | 08.03.2018 | 80000 | Level 10 |
| 7 | Pay on refixation in Sr. Scale (in Level-11) after grant of NFU w.e.f 08.03.2018* | 08.03.2018 | 80900 | Level 11 |

*While fixing the pay in Senior Scale promotional benefit has been accorded as admissible.

* *On grant of NFU w.e.f 08.03.2018, pay of the employees shall notionally be fixed in Level 10 at Rs. 80000, thereafter the pay in Level 11 will be refixed at 80,900 in Level 11. The provisions of FR 22 (I)(a)(i) i.e. Rule 1313(I)(a)(i) of IREC Vol.II would continue to be applicable on grant of NFU.

** In respect of Accounts Department Officers, similar procedure may be followed for fixation of Pay on grant of Non functional Upgradation from Level 9 to Level 10 in respect of officials officiating in Sr. Scale (level 11) prior to grant of NFU.

*** If the employee in this illustration is drawing more pay than that computed due to fixation at Rs. 80900, the higher pay of that employee in such circumstances shall be protected as 'Personal Pay' till the date it is adjusted by the next increment.

R.F.E. No. 278/98

Subject : Upgradation of 80% of posts of Assistant Accounts Officers— Group B— Procedure for allotment of the higher scale.

[No. H/CP/98/282 dated 9.12.98]

Revised pay scale of Rs. 8000-13500 has been allotted to 80% of the Group B posts of Assistant Accounts Officers vide Notifications No. PC-V/97/1/EC/1 (Pt. I) dated 5.2.1998 and 9.2.1998. The Board have now decided that the following procedure should be adopted for placement of the officers in the higher scale.

2. Procedure for the placement in higher scale

2.1 AAOs with minimum of three years regular service in scale Rs. 7500-12000, including that in the corresponding pre-revised scales, will be eligible for consideration for placement in the higher scale of Rs. 8000-13500.

2.2 The Group B Officers who are officiating in Senior Scale, after having been found suitable by the Committee of HODs as per extant procedure, will be straightaway placed in the higher Group B scale of pay of Rs. 8000-13500.

2.3. Placement in the remaining posts, if any, which have been allotted the higher scale of Rs. 8000-13500 will be made by adopting the principle of seniority-cum-fitness in the following manner :

2.3.1. All the Group B officers who fulfil the minimum eligibility condition of 3 years regular services, excluding the officers who are straightaway placed in the higher scale as per para 2.2 above, will be considered for placement in the higher scale by a Committee of HODs.

2.3.2. The General Manager will constitute the Committee for the purpose which will consist of FA&CAO, CPO and one other HOD. If none of the members of the Committee belong to SC/ST, and officer belonging to SC/ST, not below JAG, may be co-opted as member of the Committee.

2.3.3. The same procedure for assessment of suitable officers has been prescribed for *ad hoc* promotion of Group B officers to Senior Scale, will be adopted by the Committee for placement in the higher Group B scale of Rs. 8000-13500, i.e. the Committee may assess the fitness of the officer based on his performance as reflected in his Confidential Reports for the preceding 5 years period. The Committee should categorise the officers as 'Fit' or 'Not yet Fit' on the basis of overall assessment from the Reports and not merely on the basis of grading/fitness assigned in the Reports. These categorised as 'Fit' should be placed in the higher scale of pay in the order of their seniority upto the number of posts in the higher scale which are required to be filled.

2.3.1. The recommendations of the Committee will be submitted to the General Manager for approval and placement in the higher scale will be ordered accordingly.

2.4. The placement in scale Rs. 8000-13500, as per paras 2.2 and 2.3 above, will be effective from 1.1.1996, as specified in the amendment to the RS (RP) Rules 1997, vide Notification dated 5.2.1998 mentioned above.

2.5. The designation of Group B Officers in scale Rs. 7500-12000 will be Assistant Accounts Officers and of those in scale Rs. 8000-13500 will be Accounts Officers.

3. Fixation of pay in the higher scale

3.1. The pay of the Accounts Officers placed in Scale Rs. 8000-13500 may be fixed in the higher scale w.e.f. 1.1.1996 applying principles of FR 22(C) (Rule 1316 of R-II).

3.2. For those who are officiating in Senior Scale with Grade pay, the pay may be fixed in Scale Rs. 3000-4500/Rs. 10000-15200, after first fixing the pay in Scale Rs. 8000-13500.

3.3. Once the Accounts Officers who are placed in the higher scale are absorbed in the Group A/Junior Scale of IRAS (the scale of pay of which is also Rs. 8000-13500), refixation of pay in Senior Scale, if already officiating therein, may not be done.

4. Seniority for purposes of absorption in Group A/Junior Scale and *ad hoc* promotion to Senior Scale.

4.1. The Accounts Officers even after their placement in Scale Rs. 8000-13500 will be classified as Group B only.

4.2. For the purpose of promotion to Group A/Junior Scale of IRAS, the placement of officers in the higher scale of Rs. 8000-13500 may not be given any weightage, as is in the case of Group B officers who are placed in the Senior Scale of Rs. 10000-15200 on *ad hoc* basis. All the Group B Officers whether in Scale Rs. 7500-12000 or in scale Rs. 8000-13500 may be arranged in the order of their original seniority in Group B for the purpose of consideration for promotion to Group A/Junior Scale of IRAS or for promotion on *ad hoc* basis to Senior Scale. Similarly, the eligibility condition should remain as minimum 3 years non-fortuitous service in Group B irrespective of whether the officer is in scale Rs. 7500-12000 or in scale Rs. 8000-13500. This will be in tune with the declaration in the Explanatory Memorandum to the RS (RP) Amendment Rules, 1997 which states that the retrospective effect (from 1.1.1996) being given to these rules will not affect adversely any employee to whom these rules apply. In case seniority is to be redrawn on the basis of placement in the higher scale of pay w.e.f. 1.1.96 it may adversely affect the officers who are already promoted to Group A/Junior scale of IRAS or who are already officiating in Senior Scale on *ad hoc* basis.

5. Necessary action may accordingly be taken urgently.

R.B.E. No. 196/2004

Subject : Upgradation of 80% of Group 'B' posts of all major departments (other than Accounts Department)—Procedure for allotment of the higher scale.

Reference : Railway Board's letters No. E(GP)2003/2/22, dated 16.6.2003 (*Bahri's 93/2003, p. 122*), and 22.3.2004 (*Bahri's RBE 196/2004*),
[No. E(GP)2003/2/22, dated 3.9.2004.]

Para 5.1 of Board's letter of even number dated 16.6.2003 (*Bahri's 93/2003, p. 122*) was modified *vide* Board's letter of even number dated 22.3.2004, keeping in view the corrections to Indian Railway Establishment Code Vol-II under Advance Correction Slip No. 14 & 15, issued under Board's letter No. F(E)II/89/FR-1/1, dated 12.12.1991 (*Bahri's 198/1991, p. 254*).

2. However, since there has been a typographical error in the provisions quoted in Board's letter dated 22.3.2004 and the Advance Correction Slip No. 14 has also not been specified, the said letter may be treated as cancelled.

3. Para 5.1 of Board's letter of even number dated 16.6.2003 may be substituted with the following :—

5.1. The pay of the Group 'B' Officers placed in scale Rs. 8,000-13,500 may be fixed in the higher scale w.e.f. 25.4.2003 in terms of Rule, 1313(I)(a)(1) as corrected in Advance Correction Slip No. 14 circulated under Ministry of Railway's letter No. F(E)II/89/FR-1/1, dated 12.12.1991.

R.B.E. No. 93/2003

Subject : Upgradation of 80% of Group 'B' posts of all major departments (other than Accounts Department)—Procedure for allotment of the higher scale.

[No. E(GP)2003/2/22, dated 16.6.2003.]

Attention is invited to Ministry of Railways' Notification No. PC-V/97/1/EC/1 (Pt. 1) dated 5.2.1998, read with further notifications dated 9.2.1998, 24.1.2001 and 18.6.2002 regarding allotment of higher pay scale of Rs. 8,000-13,500 to 80% of Group 'B' officers on roll of Accounts Department. Instructions were also issued under Railway Board's letter No. E(GP)98/2/82, dated 9.12.1998 (Bahri's 278/1998, p. 304), 1.7.1999 (Bahri's 157/1999, p. 157) and 23.4.2001 (Bahri's 70/2001, p. 72) regarding the procedure to be adopted for placement of Group 'B' officers against the higher pay scale of Rs. 8,000-13,500.

2.0. Revised pay scale of Rs. 8,000-13,500 has now been allotted to 80% of the Group 'B' officers on roll of all the other Organized Services also (i.e. other than Accounts Department), vide Gazetted Notification No. PC-V/97/1/EC/1 (Group 'B'), dated 25.4.2003, circulated under Railway Board's letter No. PC-V/97/1/EC/1 (Group 'B') (RBE No. 72/2003), dated 30.4.2003.

3.0. The Board has decided that the following procedure should be adopted for placement of the officers in the higher scale in these departments, fixation of pay etc.

4.0. Procedure for the placement in the higher scale for vacancies as on 25.4.2003

4.1. Group 'B' officers with minimum of three years regular service in scale Rs. 7,500-12,000, will be eligible for consideration for placement in the higher scale of Rs. 8,000-13,500.

4.2. The Group 'B' officers who are officiating in Senior Scale, after having been found suitable by the Committee of HODs as per extant procedure, will be straightforward placed in the higher Group 'B' scale of pay of Rs. 8,000-13,500, w.e.f. 25.4.2003.

4.3. Placement in the remaining posts, if any, which have been allotted the higher scale of Rs. 8,000-13,500 will be made by adopting the principle of seniority-cum-fitness in the following manner :

(i) All the Group 'B' officers who fulfil the minimum eligibility condition of 3 years of regular service in Group 'B', excluding the officers who are straightforward placed in the higher scale as per para 4.2 above, will be considered for placement in the higher scale by a committee of HODs.

(ii) The General Manager will constitute the Committee for this purpose, which will consist of 3 Heads of Department including the CPO, the HOD of the concerned Department and one other HOD. If none of the members of the Committee belong to SC/ST, a fourth officer belonging to SC/ST, not below JAG, may be co-opted as a member of the Committee.

(iii) The same procedure for assessment of suitability, as has been prescribed for the promotion of Group 'B' officers to Senior Scale, will be adopted by the Committee for placement of Group 'B' officers in the higher Group 'B' scale of Rs. 8,000-13,500, i.e. the Committee may assess the fitness of the officer based on his performance as reflected in his Confidential Reports for the preceding 5 year period. The Committee should categorize the officers as 'Fit' or 'Not Yet Fit' on the basis of overall assessment from the Reports and not merely on the basis of grading/fitness assigned in the Reports. Those categorized as 'Fit' should be placed in the higher scale of pay in the order of their Seniority, upto the number of posts in the higher scale which are required to be filled.

(iv) The recommendations of the Committee will be submitted to the General Manager for approval and placement in the higher scale will be ordered accordingly.

4.4. The placement in scale Rs. 8,000-13,500, as per paras 4.2 and 4.3 above, will be effective from 25.4.2003, the date of effect of the notification.

4.5. Reservation for SC/ST as per normal rules shall apply for placement of officers in the higher scale of Rs. 8,000-13,500.

5.0. Fixation of pay in the higher scale

5.1. The pay of the Group 'B' Officers placed in scale Rs. 8,000-13,500 may be fixed in the higher scale w.e.f. 25.4.2003, by applying the principle of FR 22(C) (Rule 1316 of R-1

5.2. For those who are officiating in Senior Scale with Grade pay, the pay may be fixed in Scale Rs. 10,000-15,200, after first fixing the pay in scale Rs. 8,000-13,500.

5.3. Once the Group 'B' officers who are placed in the higher scale are absorbed in the Group 'A'/Junior Scale of the respective organized service, (the scale of pay of which also Rs. 8,000-13,500), relaxation of pay in the Senior Scale, if already officiating there, may not be done.

6.0. Seniority for purpose of absorption in Group 'A'/Junior Scale and *ad hoc* promotion to Senior Scale

6.1. The Officers, even after their placement in scale Rs. 8,000-13,500, will be classified as Group 'B' only.

6.2. For the purpose of promotion to Group 'A'/Junior scale, the placement of officers in the higher scale of Rs. 8,000-13,500 may not be given any weightage, as is the position in the case of group 'B' officers who are placed in the Senior Scale of Rs. 10,000-15,200 or *ad hoc* basis. All the Group 'B' Officers, whether in Scale Rs. 7,500-12,000 or in scale Rs. 8,000-13,500 may be considered in the order of their original seniority in Group 'B' if the purpose of consideration for promotion to Group 'A'/Junior Scale or for promotion *ad hoc* basis to Senior Scale. Similarly, the eligibility condition should remain as minimum 3 years non-fortuitous service in Group 'B' irrespective of whether the officer is in the scale Rs. 7,500-12,000 or in the scale Rs. 8,000-13,500.

7.0. For the year 2004 and subsequent years the selection will be done on the same lines as brought out above with reference to the vacancies as on 1st January and 1st July of each year.

8.0. Necessary action may accordingly be taken urgently.