



दक्षिण रेलवे/ **SOUTHERN RAILWAY**

No.P(R)220/P/Vol.VI

प्रधान कार्यालय/ Headquarters Office  
कार्मिक शाखा/ Personnel Branch  
चेन्नै/Chennai - 600 003  
दि./ Dated: 21-11-2018

पी बी सी सं/ PBC No: 236 / 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: Tenure of Deputation of Non-Gazetted staff of Railways in  
Railway PSUs and autonomous bodies – Guidelines  
Regarding.

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A copy of Railway Board's letter No. E(NG)I-2018/DP/25 dated  
30-10-2018 on the above subject is enclosed for information, guidance and  
necessary action.

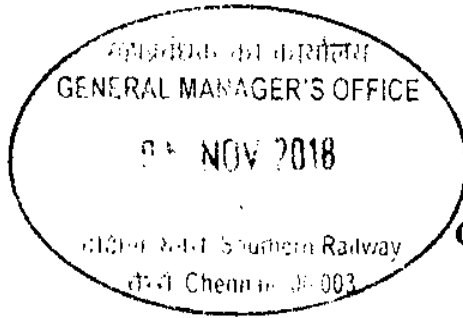
(V.SRINIVASAN)

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(NG)I-2018/DP/25

New Delhi, dated 20.10.2018

The General Managers (P)  
All Zonal Railways & Production Units

The CMDs/MDs,  
PSUs & NHRCL,  
MD, CRIS, New Delhi.  
The Vice Chairman, RLDA, New Delhi.

**Sub: Tenure of Deputation of Non Gazetted staff of Railways in  
Railway PSUs and autonomous bodies – Guidelines  
Regarding.**

In terms of extant policy framed by Department of Personnel & Training (DOP&T) and Ministry of Railways has issued guidelines/ directives mentioned below from time to time against retention/overstay of officers beyond their sanctioned deputation tenures.

- Deputationist officer would be deemed to have been relieved on the date of expiry of deputation period, unless the competent authority has extended the period of deputation, in writing, prior to the date of its expiry.
- In the event of the officer overstaying for any reason whatsoever, he is liable to disciplinary action and other adverse Civil/Service consequence which would include that the period of unauthorized overstay shall not count against service for the purpose of pension and that any increment due during the period of unauthorized overstay shall be deferred, with cumulative effect, till the date of which the officer rejoins his parent cadre.

2. Despite the above, there are a number of Non-gazetted staff who are continuing in the PSUs beyond the approved tenure as normal practice. Many a time, the organizations do not spare the officers/staff upon completion of their sanctioned tenures. Besides the extension proposals are also forwarded very late sometimes, incomplete or without the required papers/documents taking the approval of competent authority for granted. It is also pointed out here that not receiving of NOC from the parent Railway is not a valid ground for retention of staff. **This has been viewed seriously by the Board.**

3. Pursuant to the instructions dated 26.06.2018 issued by Department of Personnel and Training (DOP&T) and Board's letter No. 2018/E(O)II/41/7 dated 10.08.2018, all the PSUs have been advised to provide for an initial deputation tenure of five years for all Non gazetted Railway servants working with the PSUs, autonomous bodies under the aegis of Ministry of Railways in the relevant Recruitment Rules by suitably amending the RRs wherever necessary. Thus the initial tenure of deputation of five years will also help the organizations plan the requirement of officers on deputation for their projects requiring longer gestation period as well as to seek replacement in time.

4. Considering the above, CMD/MD/VC of PSUs/Autonomous bodies are requested to personally monitor the tenure of deputationist so that there are no instances of overstay while on deputation. It may also be ensured that proposals seeking extension in tenure of deputation of Non-gazetted staff beyond permissible limit meeting the criteria of exceptional/extra ordinary situations impinging on public interest are forwarded to Ministry of Railway six months before the expiry of sanctioned tenure of deputation.

5. Railways are therefore also advised to keep a close watch on staff deputed to other organizations and ensure reporting back of their employees well within the approved term of deputation. For this purpose, the probable date of their return back to parent Railway may be indicated in relieving order itself.



(M.K.Meena)

**Deputy Director Estt.(N)  
Railway Board.**

Copy to:-

1. PSs to MR, MOS(S), MOS(G), OSD/MR, EDPGs to MR, MOS(G), MOS(S).
2. PSOs/PPSs to CRB, FC, MT, ME, MRS, MTR, MS, DG/Pers., DG/S&T, DG/RS, DG/RHS, DG/RPF and Secretary, Railway Board.
3. EDE(N), EDF(E), F(E)II, ERB-II Branches of Railway Board.