

NORTH CENTRAL RAILWAY

NCRPS-6267/2024

Headquarters Office
Subedarganj, Prayagraj

No. 797-E/NCR/Policy/2024/Misc

Dated: .01.2024

All PHODs / CHODs, NCR HQ office, Prayagraj,
Divisional Railway Manager AGRA, JHANSI & PRAYAGRAJ,
CWM/JHS WS, CWM/ MLR WS, CWM/ RSK/STLI, CWM/CPOH Prayagraj,
Sr.DPO AGRA, JHANSI & PRAYAGRAJ, Dy.CPO/Const PRYJ, Dy.CPO/WS/JHS,
SPO/MLR, APO /RSK/STLI, CEE/WS/ JHS, Dy.CE/WS/JHS, Dy.CMM/GSD JHANSI,
Dy.CE/ Bridge Line JHANSI AGRA, Prayagraj, Dy.CE/ TMC Line JHANSI DyCE / CSP
Prayagraj, Staff Officer/RPF/NCR/HQ/Prayagraj. Dy.FA&CAO/G/NCR,
Principal- ETC/ Kanpur. Principal- IRTMTC / Prayagraj, Principal- CETA / Kanpur,
Principal- Supervisor Training Centre /Jhansi, Principal- Area Training Centre/Jhansi,
Principal- Transportation Training Centre, Subedarganj / Prayagraj, Principal- Basic Training
Centre, Loco/Jhansi, Principal- BTCC&W/Jhansi, Principal- BTC, Wagon Workshop/Jhansi,
Principal- C&W training Centre/ Kanpur, Principal- Permanent Way Training Centre/JHS,
Principal- Electric Training Centre/TRD/Jhansi.

Sub: Vigilance investigation into complaint for transfer of certain
Commercial Staff ignoring registration for own request transfer in
Jhansi Division.

Ref: Dy.CVO/Traffic/NCR's letter No. 2023/01/01590/C/V3/N/JHS
dated 11.01.2024.

Dy.CVO/Traffic vide SIV-2/2024 dated 11.01.2024 advised that, during Vigilance check
in the Jhansi Division it has been noticed that while downgrading the post provisions available
in the para 5.9 of Master Circular No. 37, issued by the Board vide letter No. E(NG)I-
2019/PM1/19/Master Circular dated 23.09.2019 has not been adhered.

**In this regard please strictly follow the guidelines issued by the Vigilance
Department vide SIV-2/2024 dated 11.01.2024.**

Policy Letter Circulated under NCRPS/NCRBE is also be available on website
www.ncr.indianrailways.gov.in (About us→Department→Personnel→NCR Policy Circulars).

DA: as above

(Jitendra Singh)
Digitally Signed by
APO/HQ
Jitendra Singh
for General Manager/P
Date: 22-01-2024 14:37:26
Reason: Approved

C/- Secretary to GM for kind information to General Manager.
C/- Secretary to AGM for kind information to AGM.
C/- All Personnel Officer in HQ.
C/- All Recognized Union and Associations.
C/- SWC for information in reference to SWC No.

17/01/24



North Central Railway

PCRB
16/11

CPO/A
Dy CPO/Hd

17/11/23

For Yd please

12/1/24

Office of the
General Manager,
Vigilance Department,
Subedarganj, Prayagraj.

Chas/Poling
Pl pickup
on file

Confidential

No. 2023/01/01590/C/V3/N/JHS

Date: 11.01.2024

SIV- 02 /2024

Principal Chief Personnel Officer
North Central Railway
Prayagraj

Sub: Investigation into Complaint regarding undue benefits to certain commercial staff/Inspector/Supervisor cadre in commercial department in Jhansi Division in transfer and posting, ignoring registration for own request transfer and in rotational transfer by CCI/MPP/JHS etc.

In connection with the above mentioned subject, a complaint on the above aspect was investigated in this office in which it was found that a priority list was maintained by the Personnel department in the Commercial department in Level-07(GP-4600) in which two staff in Level-7 have registered their names for their own request transfer to Jhansi(VGLJ). There was an existing vacancy in Level-7(GP-4600) in the Sr. DCM Office, Jhansi. As per rule, the registration of the staff having priority no. 1 should have been cleared. But in the said order, post of Level-7(GP-4600) in Sr DCM Office, Jhansi was downgraded and a staff of Level-6(GP-4200) was posted against the downgraded post by ignoring the registration of staff having priority no. 1 in GP-4600. During the investigation, it was found that such downgrading of the post was not in accordance with the provision of para 5.9 of Master Circular no. 37 issued by Railway Board vide letter no. E(NG)I-2019/PM1/19/Master Circular dated 23.09.2019. Since, the above circular is silent on the issue of the competency in implementing the provision of para 5.9 of the Master Circular. No. 37 and to avoid any misuse of the above provision, following system improvement is recommended-

In cases where the Executive decides to downgrade and operate the post in the lower grade on the ground that candidates with two years service in the immediate lower grade

not being available in terms of Para 5.9 of the Master Circular no. 37 issued vide Railway Board letter no. E(NG)I-2019/PM 1/19 dated 10.10.2019, the Executive shall record a reasoned proposal for such operation of the post in the lower grade which shall be approved by concerned authority as the case may be mentioned in Para 5.6 of the above circular which are as under-

- (a) DRM in case of Divisionally Controlled post;
- (b) A nominated SA Grade Officer of the concerned department in the case of post controlled by headquarters (standing nomination to be done by the PHOD of the Department; &
- (c) Respective SA Grade Controlling Officer in other cases.

This has the approval of SDGM.



(Dr. Jitendra Kumar)
Dy CVO/Traffic
For GM/Vigilance

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

No.E(NG)I-2019/PM 1/19

New Delhi, dated October 10, 2019

**The General Managers,
All Zonal Railways &
Production Units.**
(as per standard mailing list)

**Sub: Promotion of Non-gazetted (Group 'C') staff to Non-selection
posts - Policy & Procedure (Master Circular No.37).**

Please find enclosed herewith a copy of updated Master Circular No.37 on the above
subject for information and guidance.

DA : As above.



**(P.M.Meena)
Dy. Director -II/E(NG)I
Railway Board**

No.E(NG)I-2019/PM 1/19

New Delhi, dated October 10, 2019

Copy forwarded to:-

1. The General Secretary, AIRF, Room No.253, Rail Bhawan, New Delhi (35 copies).
2. The General Secretary, NFIR, Room No.256-E, Rail Bhawan, New Delhi (35 copies).
3. All Members/Departmental Council & National Council & Secretary/Staff Side,
National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).



for Secretary/Railway Board

1. The Secretary General, FROA, Room No.256-A, Rail Bhawan, New Delhi (5 spares).
2. The Secretary General, IRPOA, Room No.268, Rail Bhawan, New Delhi (5 spares).

(ii) If, sufficient number of suitable candidates are not available further candidates to meet the shortfall may be called up in continuation and so on, but the whole process should be completed within six months. If this period is exceeded, it will be treated as a fresh suitability test and those who failed in the earlier test should be eligible for reconsideration.

(iii) Where non-selection posts are filled from different categories of staff, no hard and fast limits need be prescribed as to the number of the candidates to be admitted from each eligible category. In cases, where posts are to be filled on the quota basis, it should be ensured that each category is adequately represented within the overall number of candidates called up. Employees passing the suitability test should only be placed in the select list. Employees not qualifying in the test should not be taken merely to make up the quota fixed.

5. **Eligibility Conditions (condition of the minimum two years service in the immediate lower grade)**

- 5.1 The minimum period of service for eligibility for promotion within Group 'C' should be two years in the immediate lower grade irrespective of whether the employees belong to reserved community or not.
- 5.2 Service for this purpose shall be the service rendered on regular basis. Service rendered on ad-hoc basis shall, however, be taken into account for this purpose if it is followed by regularisation without break.
- 5.3 The condition of two years minimum service has to be satisfied at the time the promotion is actually made. Thus employees who are regular in the relevant lower grade can be considered according to the procedure laid down but a person, who is empanelled, can actually be promoted only when he completes two years service in the immediate lower grade. Accordingly, a suitable note to this effect should be inserted in all suitability lists which included names of candidates who have not completed two years of service in the lower grade at the time suitability was adjudged.
- 5.4 Where longer length of service in the lower grade has been stipulated as a condition of eligibility for promotion in any particular category, the same will continue to apply.
- 5.5 If by virtue of operation of the above, a junior is eligible for promotion to the relevant next higher grade, his/her senior also will be eligible for promotion even though he/she might not have put in a total of two years service in the immediate lower grade.
- 5.6 In cases where promotion could not be made on account of a Stay Order or injunction of the Court of Law and the employees in the meantime becomes due for promotion to higher grade but could not be promoted on account of

non-fulfilment of two years service in the immediate lower grade, relaxation can be granted in such cases with the personal approval of:-

- (i) DRM in the case of Divisionally controlled posts;
- (ii) A nominated SA Grade Officer of the concerned Department in the case of posts controlled by the headquarters (standing nomination to be done by the PHOD of the Department); &
- (iii) Respective SA Grade Controlling Officer in other cases.

- 5.7 In addition to the above, the employees should also fulfil the educational qualifications etc. and any other condition wherever prescribed for the post for which suitability test is held.
- 5.8 If a person is selected for and appointed in another cadre to a post in the same grade as that held by him in his parent cadre and he has to seek further promotion in the new cadre, he has to render two years service in the new cadre before being promoted therein.
- 5.9 If the post is to be kept unfilled due to candidates with two years service in the immediate lower grade not being available, the posts should be downgraded and operated in the lower grade.
- 5.10 Two years service condition in the immediate lower grade is also applicable to local officiating/ ad hoc promotions against short terms vacancies.

[No.E(NG)I/75/PM1/44 dated 31.05.1982, 22.09.1982 & 26.05.1984, No.E(NG)I/85/PM1/14 (RAEC-78) dated 13.11.1985 (RBE 296/1985), E(NG)I/85/PM1/13(RRC) dated 19.02.1987 (RBE 28/1987), 04.11.1987, 23.03.1989 (RBE 83/1989) and 13.02.1990 (RBE 20/1990)].

6. **Suitability test, Number to be called, Continuation/Supplementary test, interval between two suitability tests etc :-**

- 6.1 Suitability test should be held after a gap of not less than one year. All eligible staff, including those who failed in the earlier test should be called. Period of one year is reckoned from the date of announcement of results. The number of eligible staff called for consideration should be as per Para 4(i) above.
- 6.2 An employee who has passed a suitability test once need not be called for the test again and should be eligible for promotion as and when vacancy arises.
- 6.3 An employee failing in a suitability test should be considered only for a fresh suitability test after a lapse of one year and not in a supplementary suitability test or suitability test held in continuation of the earlier one which has to be done within six months.