

Serial No 25 /2016

EASTERN RAILWAY

NO E.487/0/ Pt. - IV.

Kolkata, dated 03/03/2016

ALL CONCERNED

Sub:-	Duty hours for staff working in General Stores Department.
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The following copy of Board's letter No E (LL) 2015/ HER/9 dated 23.02.2016 on the above subject is forwarded herewith for information guidance and necessary action. Board's earlier letter No. PC-59/HW-1/1 dated 27.04.1960 is also enclosed. Board's another letter dated 09.08.2005 mentioned therein was circulated under this office serial circular No. 116 (09)/2005.

(K.K. Murmu)

Astt. Personnel Officer/ Ruling & Bill
for CHIEF PERSONNEL OFFICER

DA: As above

Copy of Railway Boards letter No E (LL) 2015/ HER/9 dated 23.02.2016 addressed to G.M. All India Railway and others.

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It has come to the notice that non-ministerial staff of General Stores Depots on various Railways are observing different number of duty hours and seeking parity with ministerial staff, against the prescribed duty hours for various categories of staff, given in Board's letter No. E(LL)/2001/HER/9 dated 09.08.2005.

The matter has been examined in consultation with the Stores Directorate of Railway Board. In respect of non-ministerial staff, who are governed by HOER, it is clarified that in terms of Board's letter dated 09.08.2005 *ibid*, once a post is classified as 'Continuous' the standard hours of duty for the post are 48 hours in a week. Further under Rule 3 of Railway Servants (Hours of Work and Period of Rest) Rules, 2005, the Head of the Railway Administration is the prescribed authority to decide the classification / Working hours of the railway servants and this classification in turn automatically defines number of hours of work in a week.

In respect of the ministerial staff it is clarified that they would continue to observe duty hours as per existing instructions issued vide Board's letter No. PC-59/HW-1/1 dated 27.4.1960 (copy enclosed).

Zonal Railways are advised to keep the above rules in view and review the situation on their jurisdiction and correct the aberrations if any.

This disposes Western Railway's letter No. E/HER/487/Misc/383 dated 24.08.2015 and 19.11.2015.

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Copy of Railway Board's letter No. PC-59/HW-1/1 dated 27.04.60

Sub:- Working hours of clerical staff in offices other than District/Divisional and Headquarter offices

Reference Railway Board's letter of even number dated 28.12.59.

2. The Board have decided that the working hours of clerical staff in offices other than District/Divisional and Headquarter offices on the Railways, whose hours of work were more or less the same as those of the clerical staff in the District/Divisional and Headquarter offices up to 31st December 1959, should be suitably increased so that their total hours of work per month in future are more or less the same as those of the clerical staff in the District/Divisional and Headquarter offices as fixed from 1st January 1960. These offices should not, however, be closed on last Saturday of the month.

3. In certain establishments clerical and other staff work together, for instance in shops, sheds and stations. The Board consider that such clerical staff may, if necessary, be required to work the same hours as the other staff in the establishment concerned when the duties of the clerks are such that their presence through out is necessary for efficient working of the other staff.

4. Board desired that working hours of clerical staff working elsewhere than in District/Divisional and Headquarter offices may be suitably adjusted in the light of the above.