

EASTERN RAILWAY

No. E. 11 / 0 / Pt. IV

Kolkata, dated 02 / 04/2013.

ALL CONCERNED

Sub : Proposal for Creation of non- gazetted posts.

A copy of Railway Board's letter No E (NG) II/ 2012/PO/N C R/13 dated 13.03.2013 (RBE No. 22/2013) is forwarded herewith for information, guidance and immediate necessary action. Board's earlier letters dated 31.03.87 (RBE No. 78/1987) and 24.06.1991(RBE No. 118/91) as mentioned therein were circulated vide circular No. E - 11/O/Pt.-I dated 23.04.87 and No. E -171/O/Pt.-III dated 01.07.1991 respectively.

DA: As Above

(M C Ghoshdastidar)

Dy. Chief Personnel Officer/HQ
For Chief Personnel Officer

Copy of Railway Board's letter No E (NG) II/ 2012/PO/N C R/13 dated 13.03.2013 (RBE No. 22/2013) addressed to GMs, All Indian Railways and others.

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 proposal 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. 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.

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CHECK LIST FOR PROPOSAL FOR CREATION OF POSTS

Annexure to Railway Board's Letter No. E(MPP)2008/1/94 dated 23/12/2009

S.No.		
1.	Name of the Organisation/Railway/Unit	
2.	Proposal in Detail	Creation of ____ Gr. C and ____ Gr.D posts, comprising of ____ Safety posts, ____ Non Safety posts
3.	Indicate nature of activity in brief	
4.	Whether creation of post is for New asset or New Activity	Yes/No
5.	If proposal is for New Assets	Whether it is on Replacement/Additional Account
6.	Whether creation of post is for Expansion/Extension of service	Yes/No
7.	Money Value involved	Rs.
8.	Whether 1% reduction in Sanctioned Strength as per Corporate objective has been achieved	Yes / No
9.	What is the likely target of reduction by 31.3.2010 as per Corporate objectives	Gr.C ____; Gr.D ____
10.	When was the last creation done ?	DD/MM/YY
11.	How many posts were created last ?	Gr.C ____; Gr.D ____
12.	How was it funded ?	Railway Board's Vacancy Bank / Organisation/Railway/Unit own Vacancy Bank
13.	Money Value last given by the Organisation/Railway/Unit to Railway Board Vacancy Bank	Rs. ____ on DD/MM/YY
14.	Money Value available in Organisation/Railway/Unit's Vacancy bank	Rs. ____
15.	Details of vacancies in the Organisation/Railway/Unit as a whole	Gr.C ____; Gr.D ____
16.	Details of Non-safety/Non essential vacancies existing in the Organisation/Railway/Unit	Gr.C ____; Gr.D ____
17.	What is the Current Bench Marking of Activity Centre	____ MP Ratio
18.	What is the Bench marked Division/Unit of IR for the relevant activity. Give MPR	Division/Unit ____ MPR
19.	What is the IR Average for the relevant Activity Centre	IR MPR ____
20.	Net addition to Output to be indicated if these	

	posts are created as proposed	
21.	Yardstick existing for this activity in which posts are proposed to be created	
22.	How many Work Studies are pending acceptance on Organisation/Railway/Unit	
23.	Brief justification for the additional manpower taking into consideration of a. Economies of scale b. Up gradation of technology c. Change in practices	
24.	Have any posts been created to manage the requirement? Work Charged Posts or otherwise, redeployment etc. may be indicated	
25.	Any specific remarks in terms of orders from Court./Railway Board etc.	

Note : Please enter details applicable : write NA if it does not apply to you.

- 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 31.03.87 (RBE No. 78/1987), dated 24.06.1991 (RBE No. 118/91) and dated 24.10.1991 may be followed before approaching Railway 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 23.07.2009. While doing so, the stipulations made vide CRB's DO 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.

Index No.1018: Guideline on Policy of Proposal for Creation of non- gazetted posts sent to Railway Board.