Eastern Railway
(Personnel Department)
17 N. S. Road, Kolkata – 700 001

Serial Circular No. 263/2019

No. E.1023/0/Pt.X

Kolkata, Dated: 03/01/2020

All Concerned

(as per standard list)

Sub: Promotion of Non-Gazetted (Group C) staff to 'Selection posts' – Master Circular No.31

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A copy of updated Master Circular No. 31 on "**Promotion of Non-Gazetted (Group C) staff to 'Selection posts'**", received under cover Ministry of Railways (Railway Board)'s letter No.E(NG)1/2019/PM 1/20, dated 19/12/2019, is enclosed for information and guidance.

DA: As above.

03/01/2020

(D. Hansda)
Sr. Personnel Officer/RP
For Pr. Chief Personnel Officer
Phone No. 24112

03/01/2020

1 JAN 2020
17
General Manager's Office, E. Rly.

GM/Central Registry
17, N. S. Road,
Eastern Railway
Kolkata- 700 001
17
31-12-19

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

No.E(NG)1/2019/PM 1/20 New Delhi, dated: 19.12.2019

The General Managers,
All Zonal Railways &,
Production Units.

Sub: **Promotion of Non-Gazetted (Group 'C') staff to 'Selection posts'.**

Please find enclosed herewith a copy of updated Master Circular No.31 on the above subject for information and guidance.

DA : As above.

(D. Joseph)
Joint Director /Estt.(N)
Railway Board

No.E(NG)1/2019/PM 1/20 New Delhi, dated: 19.12.2019

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).
3. The General Secretary, AIRPFA, Room No.256-D, Rail Bhawan, New Delhi-110001.
4. The Secretary, RBSS Group 'A' Officers Association, Rail Bhawan, New Delhi.

...2/-

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

Master Circular No.31

No.E(NG)1/2019/PM 1/20 New Delhi, dated: 19.12.2019

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

Sub: **Promotion of Non-gazetted (Group 'C') staff to "Selection" posts - Master Circular.**

At present the orders relating to promotion of non-Gazetted (Group 'C') staff to selection posts are contained in Chapter-II-Section 'B' of IREM Vol.I, 1989 and also in a number of office circulars/letters issued from time to time and Master Circular No.31 issued in 1991. Updated Master Circular No.31, incorporating the provisions of instructions issued on the subject till date, is as follows:

2. Promotion:

(i) Promotion includes promotion from lower grade to higher grade, from one class to another class and from one group to another group. (Para 211 (1) of IREM Vol.I, 1989)

(ii) Declaration of posts as 'Selection' or 'Non-selection posts' – The posts are declared as 'selection' or 'non-selection' for the purpose of promotion by the Railway Board depending upon the requirement of the service.

(iii) A Railway servant may be promoted to fill any post whether a "Selection" post or a "Non-selection" post, only if he is considered fit to perform the duties attached to the post. The General Manager or the Head of Department or the Divisional Railway Manager may prescribe the passing of specified departmental or other tests as condition precedent to a Railway servant being considered fit to hold specified posts. Such rules should be published for the information of the staff concerned. (Para 213 of IREM Vol.I, 1989)

(iv) Unless specifically provided otherwise, promotion shall be made without any regard for communal or racial consideration.

2.1 Promotion of persons with disability:- There shall be no discrimination in the matter of promotion merely on ground of physical disability. This will apply to the categories of staff, who have been recruited from the open market against the vacancies reserved for recruitment of physically

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handicapped and the staff who acquire disability during service and are absorbed in suitable alternative employment as per provisions contained in Chapter-XIII of IREM Vol.I. Such staff will be considered for promotion in their turn based on their eligibility and suitability along with others in the selection/suitability/trade test, for promotion to higher grade post.

(Authority: Para 213A of IREM Vol.I, 1989, First Reprint Edition, 2009)

3. Selection Posts:

(i) There will be only two categories of posts-" Selection Posts" and "Non-selection posts".

(ii) "Selection posts" are posts, grades or classes which have been notified as such with the approval of the Railway Board. Selection post shall be filled by a positive act of selection made by Selection Boards, from amongst the staff eligible for selection. The positive act of selection shall consist of only written test to assess the professional ability of the candidates, for which reasonable advance notice should be sent, except in the case of selection for promotion to posts in the categories of Teachers, Law Assistants, Physiotherapists, Telephone Operators, Stenographers, Chief Typists, Protocol Inspectors, Receptionists, Publicity/Advertising Inspectors, Photographers/Cameramen and Hostel Superintendents, where the positive act of selection shall consist of both written test and viva-voce test. The staff in the immediate lower grade with a minimum of two years service in that grade only will be eligible for promotion, unless a longer length of service in the lower grade has been stipulated as a condition of eligibility for promotion in a particular category. The service for this purpose includes service, if any, rendered on ad-hoc basis followed by regular service without break. The condition of two years service should stand fulfilled at the time of actual promotion and not necessarily at the stage of consideration. If by virtue of the above rule, a junior is eligible for promotion, his senior will also be eligible for such promotion, even though he might not have put in a total service of two years, or more, (if stipulated in particular category in the lower grade).

(iii) Provided that the positive act of Selection for promotion to the post of Loco Pilot (Passenger) will consist of viva-voce only to assess the professional ability of the candidates, after passing the prescribed promotional course.
(Authority:-Railway Board's letter No.E(NG)I-2000/PM1/41 dated 07.08.03 and letter No.E(NG)I-2000/PM1/41 dated 12.09.05)

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(iv) The selection for promotion to a selection post shall be made primarily on the basis of merit. (Paras 211 and 215 of IREM-1989, E.48-RC1/18/3 dated 21.11.1953)

4. Authorities competent to appoint Selection Boards:

Selection Boards may be constituted under the orders of the General Manager or Head of the Department or other competent authority not lower than a Divisional Railway Manager/Additional Divisional Railway Manager/ Chief Works Manager. (Para 217(b) of IREM-1989)

5. Selection Board:

(a) Selection Boards shall consist of not less than three officers, one of whom should be a Personnel Officer and one of the Members should be from a Department other than that for which selection is held. The presence of a Personnel Officer in the Selection Boards along with two officers from the Department for which selection is held would meet the requirement of an officer being from a Department other than that for which selection is held.
(Railway Board's letter No. E(NG)I/95/PM 1/14 dated 03.03.1998)

(b) When a Selection Board consists of only three Officers, none of the members be directly subordinate to any other.

(c) For selection posts in Level-6 and above, the Selection Board will consist of officers of Junior Administrative Grade. For all other selection posts, the Selection Board will consist of officers not lower in rank than senior scale. In either case, except in the case of selection for Personnel Department, the Selection Board may include a Personnel Officer in the next lower rank who shall nevertheless be an equal member of the Selection Board.

(d) In situation where eligible officers in specified grade are not available in the unit concerned for selection committee formation, shortfall may be made good with Senior Scale officers for selection to the posts carrying Grade Pay Rs.4200 (Level-6) and above, and Junior Scale officers for selection to the posts carrying Grade Pay Rs.2800 (Level-5) and below, subject to the condition that none of the members will be subordinate to any other member of the selection board.
(Rly. Board's letter No.E(NG)I/2018/PM1/63 dated 30.11.2018)

(e) Every effort should be made to include a SC/ST officer on the Selection Board, whether of the same Department, if available or the other Department/Railway/Production Unit or a Non-Railway Department.
(Rly. Board's letter No.81/E(SCT)/15/32 dated 08.11.1981)

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(f) From out of the Members of the Selection Boards so nominated as referred to above, if none belongs to SC/ST categories, another officer of the same rank or lower in rank belonging to this category should be included in the Selection Boards, wherever and whenever the reserved community candidates are in the zone of consideration. In case any SC/ST officer is not available within the Department/ Railway, every effort should be made to find a SC/ST officer of appropriate rank from the nearby Zonal Railway or some other Railways or Production Units. If still such an officer is not available, efforts should be made to find an officer of appropriate level from the Department other than Railways.

(g) Despite all efforts, if it is still not possible to include a SC/ST officer in the Selection Board, whether by nomination or by co-option, the reason for the same should be recorded in writing by the Liaison Officer of the Department/Office concerned in the selection.

(h) Inclusion of a SC/ST officer in the Selection Board is not necessary when only general candidates are in the zone of consideration to fill up unreserved vacancies.

(i) If for any reason where the selection Board cannot be constituted in this manner, the competent authority should make a report of the facts to the General Manager.

[No. E.53/PM1/10/3 dated 31.7.1954.
No. E.53/PM1/10/3 dated 27.9.1954.
No. E.53/PM1/10/3 dated 24.11.1954.
No. E(NG)62/PM1/40 dated 31.5/1.6.1962.
No. E(NG)I/70/RR1/30 dated 24.6.1971.
No. E(NG)I/73/PM1/100 dated 10.8.1973.
No. E(NG)I/76/PM1/214 dated 8.12.1976.
No. 81/E(SCT)15/32 dated 4.6.1981.
No. 81/E(SCT)15/32 dated 12.10.1981.
No. 81/E(SCT)15/32 dated 17.6.1982.
No. 81/E(SCT)15/32 dated 30.9.1983.
No. E(NG)I-87/PM1/6 dated 29.8.1988 (RBE 195/1988)
No. E(NG)I-87/PM1/6 dated 15.11.1989 (RBE 283/1989)
Para 218(e) of IREM 1989 Edition.]

6. Assessment of Vacancies:

(i) The assessment of vacancies for selection posts within the cadre will include the existing vacancies and those anticipated during the course of the next 15 months. All the vacancies, if any existing and reported upon by a construction organisation including Railway Electrification and other projects should also be taken into account.

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For Selection for ex-cadre posts actual vacancies plus those anticipated in the next two years should be taken into account.
(Rly. Board's letter No. E(NG)I/96/PM1/19 dated 21.10.1997)

(ii) The concept of anticipated vacancies referred to in (i) above should be deemed to connote the vacancies due to normal wastage (i.e. retirement or superannuation), likely acceptance of notice for voluntary retirement/resignation; the vacancies in the higher grade in the channel, the filling up of which will result in the need to make consequent appointment from the proposed panel, staff approved to go on deputation to other units, staff already empanelled for ex-cadre posting, creation of posts already sanctioned by the competent authority, and due to staff likely to go on transfer to other Railways/Divisions during the period under consideration.
(Authority:Rly. Board's letter No. E(NG)I/97/PM1/31 dated 17.02.1998)

7. Selection Procedure:

7.1 Eligibility conditions:

a) 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 belongs to reserved community or not. In the case of Safety categories the condition of two years service in the immediate lower grade will apply to promotion of group 'D' staff also.

b) Service for this purpose shall be the service actually 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.

c) The condition of two years minimum service has to be satisfied at the time of actual promotion. Thus, in the case of a "Selection Post", all employees who are regular in the relevant lower grade and come in the zone of consideration according to 3x formula can be considered according to the procedure laid down for selection 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 panels, which include names of candidates who have not completed two years of service in the lower grade at the time of the notification of the panel.

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d) 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.

e) 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.

f) If the posts are to be kept unfilled due to candidates with 2 years' service in the immediate lower grade not being available, the posts should be downgraded and operated in the lower grade.

g) Two years service condition in the immediate lower grade is also applicable to local officiating/ad-hoc promotions against short-term vacancies.

NOTE:

1. If by virtue of operation of the procedure laid down in (a) to (d) above, a junior is eligible for promotion to the relevant next higher grade, his senior also will be eligible for such promotion even though he might not have put in a total of two years service in the immediate lower grade.

2. In cases where selections could not be finalised on account of a Stay Order or Injunctions of the Court of Law, it is possible that regular promotions to the concerned grade cannot be made for a long period. In the meantime the staff concerned may become due for promotion to next higher grade but may not be eligible for that on account of non-fulfilment of 2 years service condition in the relevant lower grade. In such cases relaxation of the condition of two years service can be granted with the personal approval of :–

(i) Divisional Railway Manager 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 for the Department); and

(iii) Respective SA Grade controlling officer in other cases.

(h) In respect of categories of posts e.g. Inter Apprentices, Law Assistants, Welfare Inspectors, Vigilance Inspector etc. for which the mode of filling up the vacancies has been laid down by the Railway Board, permitting staff with prescribed qualifications and length of service requirement even from grades below the immediate lower grade the said instructions may continue to be followed

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notwithstanding the instructions regarding 2 years rule in the immediate lower grade.

(i) In addition to the above, the employees should also fulfil the educational qualifications etc. if any, prescribed for the post for which selection is held.

[E(NG)I/75/PM1/64 dated 6.6.1980,
E(NG)I/75/PM1/44 dated 31.5.1982,
E(NG)I/75/PM1/44 dated 21/22.9.1982,
E(NG)I/75/PM1/44 dated 26.05.1984,
E(NG)I/85/PM1/14 (RAEC-78) dt. 13.11.1985 (RBE 296/1985),
E(NG)I/85/PM 1/13 (RRC) dated 19.2.1987 (RBE 28/1987),
E(NG)I/85/PM 1/13 (RRC) dated 4.11.1987,
E(NG)I/85/PM 1/13 (RRC) dated 23.3.1989 (RBE 83/1989),
E(NG)I/85/PM1/13 (RRC) dated 13.2.1990 (RBE 29/1990),
and E(NG)I/83/PM7/23 dated 16.09.1983]

7.2 Number of candidates to be called for consideration for selection

(a) Eligible staff upto 3 times the number of staff to be empanelled will be called for the selection. The staff employed in the immediate lower grade on fortuitous basis will not be eligible for consideration.

(b) Persons who have expressed their unwillingness should not be reckoned for determining the zone of consideration and additional persons in lieu thereof may be called for the selection.

(c) If, a candidate without giving un-willingness, does not appear in the selection, he has to be taken in the reckoning and therefore, has to be called for supplementary selection. If he gives his unwillingness on a subsequent date after the selection has commenced, additional persons will not be called to compensate for him.
(Authority: Rly. Board's letter No. E(NG)I-99/PM1/15 dated 26.07.1999)

(d) In respect of general selection posts i.e. those outside the normal channel of promotion and which are filled from staff of different Departments/categories, all eligible volunteering employees irrespective of Departments in which they may be working should be called for consideration for selection without restricting the number as per 3x formula.

(e) General Manager may issue detailed instructions identifying posts as general selection post for information of all concerned.

[E(NG)I/68/PM1/1 dated 26.8.1968,
E(NG)I/81/PM1/282 dated 16.4.1982,
E(NG)I/75/PM1/44 dated 21.9.1982,

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E(NG)I/85/PM 1/13 (RRC) dated 4.11.1987
and E(NG)I/85/PM 1/13 (RRC) dated 23.3.1989 (RBE 83/1989)].

7.3 Selection Procedure:

(a) When a Selection post is to be filled, the authority empowered to constitute a Selection Board shall direct to the Board to assemble and make recommendations. It shall also nominate the officer who shall act as the Chairman of the Board. The responsibility for selection will be of all members.

(b) Selections are to be conducted on the basis of 100% objective type test/CBT, in terms of instructions contained in Railway Board's letter No.E(NG)I/2018/PM 1/4 dated 14.12.2018 read with letter of same number dated 14.06.2019, 01.08.2019, 28.08.2019 and 14.11.2019.

(c) Selections should be held annually. However, where holding of the next selection becomes necessary before a gap of one year on account of the panel getting exhausted, the earlier selection not throwing up adequate number for empanelment/promotion, etc., the same may be held after a minimum time gap of six months from the date of approval of the panel finalized as a result of the first selection. This condition of six months restriction between selections will not, however, apply to general selections which are conducted by calling options from serving employees fulfilling the prescribed eligibility conditions.

(Authority:-Rly. Board's letter No. E(NG)I-94/PM1/10 dated 04.07.1997 and 09.12.1998)

The programme of selections to be held in a year should be notified in advance, around July of the preceding year.

(d) In order to ensure that selections are conducted regularly and in time, the Railways are required to maintain a calendar which may contain the following: –

(i) Category and grade;
(ii) Date of issuing the notification;
(iii) Date of calling for service Records;
(iv) Date(s) of holding written examination (wherever written examination is part of selection);
(v) Date(s) of holding interview (s);
(vi) Date of submission of panel to the competent authority for approval; and
(vii) Date of notification of the panel.

(e) Before the Selection Board assembles to make the selection, the papers connected with the proposed selection, the names of the candidates to be considered, the confidential reports, if any on such

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candidates and other relevant data concerning them shall be circulated for the information of the members of the Board as also the qualifications prescribed for the particular post under consideration.

(f) The Selection Board will examine the service record and confidential reports (if kept) of the staff eligible. A single evaluation sheet should be prepared to assess the candidates under the different headings of personality, address, leadership etc. to be signed by all members of the Selection Board. Corrections in the evaluation sheet, if any, should be attested by all the members of the Selection Board. The members nominated on a Selection Board should be advised clearly that there should not be any cuttings and over writings in the proceedings of the Selection Board and serious objection of any cuttings and over-writing will be taken.
(Authority: Rly. Board's letter No. E(NG)I-99/PM1/15 dated 26.07.1999)

(g) It is the responsibility of the Personnel Department to provide for all relevant documents/ information including a planning sheet and a checklist in respect of each selection correctly and in time to the Members of the Selection Board to enable them to conduct the selection well in time without any delay.

(h) It is desirable to hold a Written Test (Objective type) to adjudge the professional ability as part of a selection in respect of all initial grade post in the different channels of promotions. Selection should be made primarily on the basis of overall merit. The written test is conducted to test the professional knowledge of the employee.

(i) Whenever a written test is held for promotion to the post classified as selection post in a category the question paper will be objective type as per instructions contained in Board's letter No. E(NG)I/2018/PM 1/4 dated 14.12.2018 read with clarificatory instructions of same circular dated 14.06.2019. The question paper for the written test should have practical bias i.e. it should be designed to test the ability of the candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge.
(Authority: Rly. Board's letter No. E(NG)I-2004/PM 1/25 dated 06.07.2005 - ACS No.173)

(j) Question papers are required to be prepared in bilingual form for all the departmental tests. The staff will have the option to write their answers in Hindi. This will, however, be subject to the condition that where necessary, knowledge of English may be tested separately to ensure that the employee would understand instructions relating to requirements of his job. Where, however, the competent authority considers that the knowledge of English is essential, which shall be in

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few cases, the authority may insist upon such test being conducted in English.

(k) Wherever written test is held as part of selection to adjudge the professional ability, question for about 10% of total marks allotted for written test should be set on official language policy and rules in consultation with Mukhya Raj Bhasha Adhikari. The questions on official language policy and the rules may not, however, be compulsory.

(l) Whenever written test is held as part of selection the subject of 'Passenger Amenities' should also as far as possible figure in the questions for written examination for promotion to the post of Inspectors etc. in categories of staff concerned with provision and maintenance of passenger amenities. The specific categories for this purpose may be laid down by the Zonal Railways.

(m) Use of Regional language in lieu of English may be permitted in all selections and suitability tests subject to the condition that where necessary, knowledge of English may be separately tested to ensure that the person would understand the instructions relating to the requirements of his job. The competent authority, may, however, insist upon such tests being conducted in English in these special cases, which should be few in number, where it is considered that knowledge of English would be essential.

The term 'Regional language' as used here means official language of the State in which the office where the employees concerned are working is located.

(n) The Railway administrations should ensure that there is no procedural irregularity whatsoever in the conduct of selections.

(o) The responsibility for selection will be collective on all Members of the Selection Board.

[No.E(NG)57/PM1/24 dated 8.10.1958.
No. E(NG)61/PM1/56 dated 3.1.1963.
No. E(NG)I/73/PM1/169 dated 26.9.1973.
No. E(NG)I/76/PM1/168 dated 3.9.1976.
No. E(NG)I/79/PM1/159 dated 22.6.1979.
No. HINDI 79/PL/14/8 dated 31.8.1981.
No. HINDI-81/OL-14/12 dated 14.1.1982
No. E(NG)I/83/PM1/65(PNM/NFIR) dated 17.4.1984.
No. E(NG)I/87/PM1/21 dated 14.12.1987 (RBE 307/1987).
No.E(NG)I/90/PM 1/41 dated 08.07.1992 (RBE 31/1992)
No. E(NG)I/68/PM1/60 dated 29.8.1968.
No. E(NG)I/67/PM1/212 dated 25.2.1971.
No. E(NG)I/79/PM1/320 dated 23.12.1979.
No. E(NG)I/87/PM1/18(AIRF) dated 22.7.1988 (RBE 157/1988).

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No. Hindi-87/OL1/10/3 dated 3.11.1988
No. E(NG)I/89/PM2/6 dated 31.1.1990]

(p) Detailed guidelines for Personnel Officers and Members of Selection Boards, constituted for conducting selection for promotion to posts classified as "selection" as contained in Railway Board's letter No.E(NG)I/98/PM 1/17 dated 20.10.1999 may also be referred to. (Railway Board's letter Nos. E(NG)I-99/PM1/15 dt. 26.7.99)

8. **Allotment of marks.**

Selection should be made primarily on the basis of overall merit, but for the guidance of selection Board the factors to be taken into account and their relative weight are laid down below:—

E(NG) I-69/PM 1-126 dated 18/9/69

	Factors/Headings	**Maximum Marks**	**Qualifying Marks**
(i)	Professional ability	50	30
(ii)	Record of service	30	-
(iii)	Seniority	20	-
	Total	100	60

(i) The item "record of service" should also take into consideration the performances of the employee in essential Training Schools/Institutes apart from examining CRs and other relevant records.
(Railway Board's letter No.E(NG) I-72/PM 1/192 dated 27.06.73)

(ii) Where minimum residency period for promotion to the next higher grade is two years and the ACR for the third year is not available, average marks of the last two ACRs be taken into account for the purpose of ACR for the third year, so that all eligible candidates having rendered minimum two years of service are considered for selection to the next higher grade.
(Authority:-Ministry of Railway's letter No.E(NG)1/2012/PM 1/5 dated 30.08.2013) – ACS No.226.

(iii) Candidates must obtain a minimum of 60% marks in professional ability and 60% marks of the aggregate for being placed on the panel. In a few cases where both written and oral tests are held for adjudging the professional ability, the written test should not be of less than 35% marks and the candidates must secure 60% marks in written test for the purpose of being called in viva-voce test.
[Authority:Rly.Board's letter Nos.E(NG)I/72/PM-1/158 dt. 12-12-73 & E(NG)I/83/PM 1/65 dt. 5-12-1984, E(NG)I-2000/PM1/41 dt.07.08.03 (ACS No.150), E(NG)l-2007/PM1/10 dt. 6.11.2007 (ACS No. 196)]

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(iv) The proviso in item (iii) above will not be applicable in respect of the ex-cadre posts where the employee retains his lien in the parent cadre and seeks advancement therein.
[Authority:Rly.Board's letter Nos.E(NG)1/98/PM1/11 dt. 16.11.98 (ACS No. 66) & E(NG)1/98/PM1/15 dt. 26.07.99 (ACS No. 84)]

(v) In the case of selection for promotion as Motorman, distribution of marks amongst various headings in lieu of headings appearing in the table at Para 8 above shall be as follows:-

	Factors/headings	Max. Marks	Qualifying Marks
(1)	Professional ability	50	30
(2)	Record of service	15	-
(3)	Seniority	15	-
(4)	Aptitude Test	20	Minimum cut off as may be decided by RDSO
	Total	100	60

(Authority: Railway Board's letter No.E(NG)1/2006/PM 1/4 dated 22.03.06 and 22.09.2006) - ACS No.188.

(vi) The importance of an adequate standard of professional ability and capacity to do the job must be kept in mind and a candidate who does not secure 60% marks in professional ability shall not be placed on the panel even if on the total marks secured, he qualifies for a place. Good work and a sense of public duty among the consciousness staff should be recognised by awarding more marks both for record of service and for professional ability.

(vii) The names of selected candidates should be arranged in order of seniority. (Rly.Board's letter No.E(NG) 1/76 PM 1-142 dated 25-7-79 & 30-10-79)

(viii) For general posts, i.e., those outside the normal channel of promotion for which candidates are called from different categories whether in the same department or from different departments and where zone of consideration is not confined to three times the number of staff to be empanelled, the selection procedure should be as under:-
(Authority: Railway Board's letter No.E(NG)I-2008/PM7/4 SLP dated 19 .06.2009) — ACS No.209

(a) All eligible staff irrespective of the department in which they may be working who satisfy the prescribed conditions of eligibility and volunteer for the post should be subjected to selection which should consist of a written test consisting of objective type test/CBT and in a few cases viva-voce test also as indicated in para 3(ii) above. The various factors of selection and their relative weight will be as indicated below:- **(ACS No. 66 &152)**

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Factors/headings		Maximum Marks	Qualifying Marks
(1)	Professional ability	50	30
(2)	Record of service	30	-
	Total	80	48

NOTE:-

(i) The assessment under heading (2) above will be governed by the provisions contained in para 8(i) above.

(ii) In the case of selection for promotion to the post of Assistant Loco Pilots (Diesel/Electric) and ASMs, the distribution of marks amongst various headings in lieu of headings in the table below clause (a) of para 8(a) above shall be as follows:-(ACS No. 149 &183)

	Factors/headings	Maximum Marks	Qualifying Marks
(1)	Professional ability	50	30
(2)	Record of service	30	-
(3)	Aptitude Test	20	Minimum cut off as may be decided by RDSO
	TOTAL	100	60

(Authority: Rly. Board letter No.(E(NG)I2002/PM1/31 dated 22.08.03) & (E(NG)I-2006/PM1/4 dated 22.03.06)

(iii) In a few cases where both written test and viva-voce test are held to assess the professional ability of the candidates, all those who secure not less than 60% marks in the written test should be called for viva-voce test.
(Authority: Railway Board letter No.(E(NG)I-200/PM1/41 dated 07.08.03 – ACS No.150)

(b) However, in the case of SC/ST employees 50%marks in Professional ability and 50% in aggregate (excluding marks for seniority) for non-safety categories and 60% marks in professional ability and 60% marks in aggregate (excluding marks for seniority) for safety categories would be required for enabling them to be empanelled.

(c) Thus, an employee belonging to general community must get 30 marks out of 50 for professional ability and overall 60 marks out of 100, both for safety and non-safety category where as it would be sufficient for an SC/ST employee if he gets 30 marks out of 50 for professional ability with an aggregate of 51 marks out of a total of 85 marks in the case of safety categories and 25 marks out of a total of 50 marks in Professional ability with an aggregate of 43 marks out of a total of 85 in the case of non-safety categories for becoming eligible to be empanelled.

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(d) The names of the employees selected for empanelment in the aforesaid manner should be arranged in the order of seniority.

(e) Moderation by way of awarding grace marks to candidates should not be resorted to without the authority of the Selection Board.

(f) No grace marks should be awarded in individual cases.

(g) While awarding marks under the category of Record of "Service", the performance of the employees in the Zonal and other Training Institutions should also be kept in view in addition to CRs.

[No.E.48-RC1/18/3 dated 21.11.1953,
No. E(NG)57/PM1/24 dated 8.10.1958,
No. E(NG)57/PM1/24 dated 17.3.1959,
No. E(NG)62/PM1/22 dated 5.11.1964,
No. E(NG)I/69/PM1/126 dated 18.9.1969,
No. E(NG)I/70/PM1/22 dated 21.2.1970,
No. E(NG)I/70/PM1/22 dated 28.8.1970,
No. E(NG)I/67/PM1/212 dated 25.2.1971,
No. E(NG)I/72/PM1/142 dated 27.6.1973,
No. E(NG)I/72/PM1/158 dated 12.12.1973,
No. E(NG)I/76/PM1/142 dated 25.7.1979,
No. E(NG)I/79/PM1/275 dated 17.10.1979,
No. E(NG)I/76/PM1/142 dated 27/30.10.1979,
No. E(NG)I/83/PM1/65(PNM/NFIR) dated 5.12.1984,
No. E(NG)I/84/PM1/6 dated 30.3.1985 (RBE 95/1985)
No. E(NG)I/83/PM1/65 dated 28.1.1988 (RBE 21/1988).
No. E(SCT)/68/CM15/10 dated 13.7.1970,
No. E(SCT)/71/CM15/37 dated 30.7.1971,
No. E(NG)I/72/PM1/158 dated 16.4.1974.]

SELECTION OF PERSONS ON DEPUTATION ABROAD.

(a) The panel should be finalized without waiting for the employees who are on deputation abroad. On return of the employee from abroad, if it is found that any one junior to him has been promoted on the basis of a selection in which he was not called because of his being abroad, he may be considered in the next selection and if selected, his seniority may be adjusted vis-a-vis his juniors. In case such an employee is declared outstanding in the next selection, he should be interpolated in the previous panel in accordance with the seniority and gradation in the subsequent selection.

(Railway Board's letter No.E(NG) I/77/PM 1-269 dated 03-05-1980)

10. (i) The final panel should be drawn up in the order of merit based on aggregate marks of 'Professional ability' and 'Record of service'. However, a candidate must secure a minimum of 60% marks in 'Professional ability' and 60% marks

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in the aggregate, for being placed on the panel. There will be no classification of candidates as 'Outstanding'.
(Authority:- Railway Board's letter No. E (NG)I/2008/PM 7/4 SLP dated 19.06.2009) — ACS No.209
(Para No.219(g), (i) and (j), corrected as per ACS Nos. 46, 66, 84, 111,149,150,153,171,183, 186 and 209)

(ii) In order to make the Departmental Selections more transparent and foolproof, the following steps may be taken:
(a) Scrupulously follow the instructions contained in Board's letter No. E(NG)I-98/PM 1/17 dated 20.10.1999 read with other instructions issued on this subject from time to time;
(b) Obtain a specific acknowledgement from the Selection Committee Members that they have gone through these instructions and have followed these in the particular selection for which the proceedings are being drawn.
(Authority:Rly. Board's letter No.E(NG)I/2012/PM1/15 dated 18.06.2013)

(iii) The list will be put up to the competent authority for approval. Where the competent authority does not accept the recommendations of a Selection Board, the case could be referred to the General Manager, who may constitute a fresh Selection Board at a higher level, or issue such other orders as he considers appropriate.

(iv) After the competent authority has accepted the recommendations of the Selection Board, the names of candidates selected will be notified to the candidates.
(Railway Board's letter No.E(NG)I/1967/ PM 1/47 dated 05.02.1969)

(v) The names of selected employees, who retire before notification of the panel, should be included in the panel.
(Railway Board's letter No.E(NG)I/90/PM 8/6 dated 01.12.1993)

Before making actual promotion, the promoting authority will have to obtain Vigilance/D&A clearance of those already selected for promotion.

[E.48-RC1/18/3 dated 21.11.1953,
E(NG)57/PM1/24 dated 8.10.1958,
E(NG)62/PM1/91 dated 10.7.1964,
E(NG)I/71/PM1/83 dated 16.6.1971,
E(NG)I/72/PM1/211 dated 14.12.1972,
E(NG)I/80/PM1/188 dated 31.12.1980,
E(NG)I/83/PM1/67 dated 27.2.1986 (RBE 45/1986) and
E(D&A)88 RG 6/21 dated 21.9.1988 (RBE 211/1988)].

11. **Supplementary Selection:**

(i) There should normally be only one supplementary selection in the following circumstances: –
(a) Late receipt of the intimation of the selection by the employee;

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(b) Administration's failure to release the employee in time for the selection;

(c) Due to sickness of the employee, (for this, the employee should produce a medical certificate from a Railway Doctor. For employees who reside beyond the jurisdiction of the Railway Medical Officer, certificate from a private Medical Practitioner may be accepted at the discretion of the competent authority. However, certificate from the Private Medical Practitioners will be acceptable only in the case of initial selection and not supplementary selection).

(ii) In rare cases, however, a second supplementary selection may be held with the personal approval of the C.P.O. or DRM on merits of each case.

(iii) Members of the Supplementary Selection Board should, as far as possible, be the same as for the main selection.

(iv) Normally, supplementary selection should be held within about 4 weeks from the date of the main selection. The date of supplementary selection may also be notified along with the notification for the main selection (with a gap of 3 or 4 weeks from the date of main selection) to avoid delays in holding supplementary selection.

[E.54/PM1/19/3 dated 4.4.1955,
E.56/PM1/19/3 dated 9.7.1956,
E(NG)I/76/PM1/168 dated 3.9.1976,
E(NG)I/80/PM1/188 dated 31.12.1980,
E(NG)I/87/PM1/18(AIRF) dated 27.6.1988 (RBE 144/1988),
E(NG)I/87/PM1/18(AIRF) dated 22.7.1988 (RBE 157/1988).
E(NG)I/87/PM1/14(AIRF) dated 10.5.1989 (RBE 125/1989)].

12. **Currency of the Panel**

The currency of the panel shall be two years from the date of approval of the same by the competent authority or till it is exhausted whichever is earlier. In working out the period of two years as the maximum life of the panel, the period/covered by Stay Order of the court, if any, should be excluded.

13. **Amendment to and representation against panel:**

(i) A panel once approved should not be normally cancelled. If after the formation and announcement of the panel, procedural irregularities or other defects are found and it is considered necessary to cancel or amend such a panel, this should be done after obtaining the approval of the authority next higher than the one who approved the panel.

(ii) Representations, if any, against a panel should be submitted to the competent authority within a period of two months from the date of announcement of the panel. However, the authority that approved the panel or higher authority may use his discretion and take such action as is considered necessary if he is satisfied that an irregularity has occurred and on that account some staff have been put to hardship.

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[E(NG)I/68/PM1/60 dated 29.8.1968 and
E(NG)I/67/PM1/41 dated 5.2.1969]

(iii) Where a selection panel has been approved by ADRM in the division a proposal for modification of panel may be approved by DRM as the authority next higher than the one that approved the panel.

(iv) Where a selection panel has been approved by DRM in the Division/HOD in the Zonal Headquarter, a proposal for modification of panel may be approved by CHOD/PHOD as the authority next higher than the one that approved the panel.
(Authority: Rly. Board's letter No.E(NG)I/2018/PM1/62 dated 27.11.2018)

(v) Whenever selection proceedings are required to be cancelled after declaration of result due to procedural irregularities/malpractices, due notice should be given to the candidates declared selected.
(Rly.Board's letter No.E(NG)I/2019/PM 4/13 dated 11.11.2019)

14. **Promotion after empanelment:**

(i) An employee who once officiates against a non-fortuitous vacancy in his turn on the panel whether against a leave vacancy, deputation or temporary transfer of another employee vacating the post, shall not be required to appear again for a fresh selection. However, if such an employee refuses to move out on promotion in a regular vacancy he should be debarred for a period of one year. At the end of that period, if he still refuses promotion, he should be subjected to a fresh selection notwithstanding the fact that he has officiated against a non-fortuitous short-term vacancy as per his panel position.

(ii) In case an employee lower in the panel has officiated whereas one higher in the panel has not officiated for reasons beyond his control such as sickness, non-release by the Administration, the latter employee will not be required to appear for fresh selection. If however the senior employee does not officiate for reasons of his own, this would imply refusal of promotion. In that case the next junior is the rightful person to be promoted and the senior employee will not be entitled to protection in such cases.

(iii) Once an employee has been placed on the panel there should be no question of denying the promotion simply because of subsequent adverse Confidential Reports. It is open to Administration to take suitable action to remove the name of the employee from the panel in the event of deterioration of his work after promotion.

[E(NG)62/PM1/91 dated 10.7.1964,
E(NG)62/PM1/91 dated 9.8.1965,
E(NG)62/PM1/91 dated 9.3.1967,
E(NG)I/71/PM1/106 dated 15.12.1971,
E(NG)I/72/PM1/211 dated 14.12.1972,
E(NG)I/77/PM1/269 dated 3.5.1980,

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E(D&A)65 RG 6/24 dated 9.6.1965,
E(D&A)61 RG 6/20 dated 30.5.1966 and
E(D&A)85 RG 6/9 dated 20.04.1985].

15. **Automatic empanelment: –**

(i) A Railway employee selected for a higher grade selection post without having been selected for an intermediate grade selection post, if in the same avenue of promotion, should be treated as automatically selected for the latter post, provided that the original Group 'C' post, the Intermediate Group 'C' selection post and his/her present Group 'C' post are all in the same avenue of promotion and none of them is a general post for which several categories of staff are eligible.

(ii) Provided that the benefit of pro-forma promotion in the Intermediate Skilled Grade to an Artisan in the skilled grade selected as Intermediate Apprentice for absorption as Junior Engineer Gr. II in Level-6, by the process of Limited Departmental Competitive Examination and undergoing Training/Apprenticeship, will be due with reference to actual date of promotion of his immediate junior, only, if he passes the prescribed trade test for which he may be called as per seniority in the relevant skilled grade.
(Railway Board's letter No. E(NG)I-97/PM7/ dt. 10.6.1999)

(iii) However, in the case of employees of Personnel Branch, Personnel Inspectors/Welfare Inspectors as well as staff of Law Branch and Law Assistants when selected as APO/Assistant Law Officer respectively should automatically be placed in the intermediate – selection posts in Group 'C' in their respective cadre. The post of APO/LO will continue to be general posts and this benefit of automatic empanelment in the intermediate grade selection posts will not accrue to staff of other departments/categories.

[E(NG)56/PM1/36 dated 6.9.1956,
E(NG)56/PM1/36 dated 22.1.1960,
E(NG)61/PM1/40 dated 28.9.1961and
E(NG)62/PM1/91 dated 30.11.1962]

16. **Removal of the name or reversion of an employee from the panel: –**

(i) The name of an employee who has been promoted by virtue of his position on a panel should not be removed from the panel (while the panel lasts).

(ii) If a Railway employee, whose name is on a panel, is considered unsuitable for promotion even before he is promoted, his name should be removed from the panel but before this is done, the reason for such action should be communicated to him and he should be given an opportunity to explain his case. In such cases: –

(a) The power to remove the name from the panel should be exercised by an authority next above the one which approved the panel; and

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(b) The Railway employee will have a right of appeal against dis-empanelment to the next higher authority.

The question of taking action as indicated at (a) and (b) above will obviously arise only when panel is current.

(iii) However, a person promoted on the basis of his empanelment cannot be reverted for unsatisfactory work after 18 months without following the procedure prescribed in the Discipline and Appeal Rule:

Note: – General Managers may, however, in very special circumstances revert, an employee regularly officiating in higher post, in relaxation of the above mentioned time limit of 18 months, in exercise of their personal judgments.

17. The following procedure has been evolved for effecting reversion of such a person on account of unsatisfactory performance, such unsatisfactory performance being judged from: –

(i) The annual C.R. of the employee, if already written and
(ii) By calling for a special report on his performance if his C.R. has not been written.
(iii) Reversion should take place only after the incumbent has been warned for unsatisfactory performance and after having watched his subsequent performance after warning.
(iv) Decision for such a reversion, should be taken at level of DRM in the Division for divisionally controlled posts and the Head of the Department concerned for the Headquarters controlled posts. The case where such an action is taken, the concerned Railway employee will have to appear at subsequent selection after the currency of the panel has expired.

Note: –

(a) The procedure indicated in sub-paragraphs 16(iii) and 17 will be applicable to those employees who have acquired the prescriptive right to the officiating by virtue of their empanelment.
(b) The said procedure does not apply to those employees officiating on a stop-gap arrangement on an adhoc basis and also to those cases where the employees duly selected have to be reverted after a lapse of 18 months because of the cancellation of the selection proceedings or due to change in the panel position consequent on the rectification of mistake in seniority etc.

[E(D&A)61 RG 6/20 dated 30.5.1966,
E(D&A)65 RG 6/24 dated 9.6.1965,
E(D&A)65 RG 6/24 dated 15.01.1966,
E(NG)I/82/PM1/68 dated 28.4.1982,
E(D&A)85 RG 6/9 dated 20.04.1985
and E(D&A)65 RG 6/24 dated 22.11.1966]

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18. **Effects of Refusal of Promotions:**

(i) The following principles may be followed in respect of staff that refuses promotion on transfer from one station to another:–

(a) The employee concerned should give in writing his refusal to accept promotion accepting the condition that he would not be eligible for promotion to that post for a period of one year. Employee who refuses promotion for a year on account of unavoidable domestic reasons should not be transferred for that year.

(b) At the end of the one year period, if the employee still refuses promotion, his name will be removed from the panel and he will be required to appear again for selection to that post. In such cases, the Railway Administration can transfer the employee in the same grade should they consider it necessary to do so.

(c) An employee who refuses promotion on transfer will not lose seniority to another employee promoted to the same promotion category during the one-year penalty as a result of fresh selection subsequently held.

(d) It is left to the Administration to entertain requests from employees for postponement of promotion for a very short period on account of grave domestic difficulties or other humanitarian considerations. The employees concerned should be promoted after that period if there is a vacancy. They will take their seniority only from the date of their promotion.

(ii) Staff promoted at the same station cannot decline such promotion. Refusal to accept the promotion in the higher grade, whether on short term or long term basis should be treated as refusal of duty entailing action under Discipline & Appeal Rules against the recalcitrant staff. However, action under Discipline and Appeal Rules for good and sufficient reasons may be initiated for refusal of ad hoc promotion only in those cases where such refusal affects train operations. Other conditions like debarment for one year as specified in Railway Board's instructions would apply.

(iii) It is for the competent authority to decide in which cases D&A action is necessary and in which cases the difficulties or reasons given by the employee concerned are genuine. In the latter type of cases, the competent authority can always accept the request of the staff and allow them to continue in the existing grade.

(iv) If the employee refuses promotion and the currency of the panel lapses, he has to appear a fresh for selection. He cannot be promoted subsequently on the basis of the previous lapsed panel in spite of his non-fortuitous promotion, if any, against a short-term vacancy.

(v) In the case of an employee who neither gives the refusal in writing nor joins duty on being promoted, it should be treated as refusal of promotion and action taken accordingly.

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(vi) Refusal of promotion has relevance to a particular grade at any station and not to a particular post at a particular station.

19. Refusal of promotion as Section Officer (Accounts)/Inspector of Stores Accounts/Travelling Inspector of Accounts by empanelled appendix III qualified staff will be regulated as follows :-

(i) The concerned staff should be debarred for promotion for one year, on each occasion they refuse promotion;

(ii) They should be considered for promotion only against the vacancy becoming available after expiry of one year; and

(iii) They will get seniority only from the date of promotion. In other words, they will be placed junior to all those promoted during the period of debarment from the same panel as also from the subsequent panel(s).

(Rly. Board's letter No.E(NG)I/91/PM 9/7 dated 13.2.92 - ACS No.06)

20. Penalty for refusal of promotion applies to cases of seeking of reversion in the grade after being once promoted.

[E(NG)64/PM1/66 dated 21.1.1965,
E(NG)64/PM1/66 dated 10.01.1966,
E(NG)66/PM1/66 dated 14.10.1966
E(NG)64/PM1/66 dated 4.5.1969,
E(NG)I/71/PM1/269 dated 15.12.1971,
E(NG)I/73/PM1/120 dated 2.2.1974,
E(NG)I/73/PM1/120 dated 04.09.1974,
E(NG)I/73/PM1/120 dated 11.9.1974,
E(NG)I/79/PM1/147 dated 31.1.1981,
E(NG)I/80/PM1/133 dated 5.7.1980 and
E(NG)I/88/PM1/6 dated 19.12.1989 (RBE 311/1989)].

21. **Ad-hoc Promotions: –**

(i) Government is averse to making ad hoc promotions and continuing the same for a long time, which results in hardship to the employees when reverted.

(ii) Normally ad-hoc promotion should not be made in vacancies of regular nature. In any case such arrangements should not be allowed to last beyond 3 to 4 months except in exceptional circumstances like Stay Orders from the Court etc.

When ad-hoc promotions are found inescapable in selection posts in the exigency of service, the same should be ordered only from amongst the senior-most eligible staff strictly in accordance with the existing guidelines. As per rule, a junior should not be promoted ignoring his senior unless the competent authority ordering the ad-hoc promotion, considers him unsuitable.

(iii) Adhoc arrangements should normally lapse after 4 months. Further continuance can only be ordered by the CPO personally who should

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determine the reasons for non-finalisation of selection and then authorise extension for the ad hoc promotions for a minimum period so that selection committee can finalise the panels. Delays in forming panels must be explained and put up for GM's perusal and acceptance.

(iv) FA&CAO should not clear the pay of such promotions beyond 3 months unless such sanction has the personal approval of the CPO.

(v) Where it is absolutely necessary to fill up a post on ad hoc basis, then the senior most person available in the seniority list should normally be promoted unless the authority ordering the promotion considers him unsuitable; exception may be made in cases where change of station is involved and short term promotions involving transfer is not desirable.

(vi) In no case second adhoc promotion should be allowed under any circumstances.

(vii) Some of the situations, which may lead to ad hoc promotions, are illustrated below: –

(a) Due to absence of a panel;

(b) Revision of Recruitment/Promotion Rules is under process or is contemplated; and

(c) Revision of seniority list.

Reg. (a) As indicated above the ad hoc promotion should not be for more than 3 to 4 months. Any extension should have the personal approval of the CPO and every effort should be made to finalise the selection.

When ad-hoc promotions are made in such a case, the notification for promotion should clearly specify that the employee concerned has not been selected for regular promotion and that this temporary promotion gives him no right for regular promotion and that his promotion is provisional for the purpose of drawing pay.

Reg. (b) Generally Rules are brought into effect prospectively. Hence posts are to be filled by holding selections in accordance with the eligibility conditions prescribed in the Recruitment Rules in-force at the point of time.

Reg. (c) Wherever the seniority is under dispute, selections may be made with reference to the existing seniority when the cases are pending before the Court of Law/Tribunal, selection may be finalised with the existing seniority list but while making promotion it may be mentioned in the order of promotion, that the promotions are provisional subject to the final order of the Court/Tribunal.

[E.55/PM1/19/3 dated 11.06.1955,
E(NG)I/73/PM1/222 dated 23.2.1974,
E(NG)I/79/PM1/105 dated 26.4.1979,
E(NG)I/80/PM1/125 dated 11/14.8.1980,
E(NG)I/85/PM 5/3 dated 28.08.1985,
and E(NG)I/86/PM1/10 dated 14.12.1989 (RBE 309/1989)]

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22. **Promotion Courses:**

(i) Railway may prescribe requisite promotional courses passing of which should be pre-condition for further promotion to a grade in a cadre.

(ii) When employees are booked for promotional course, they should be relieved immediately.

(iii) No exemption should be given from passing a prescribed promotional course.

(iv) In case of posts for which 'Promotional Course' has been prescribed as a pre-requisite condition to promotion, the employee may be allowed to avail of three chances to pass the course at the cost of the Administration. More chances, if any allowed should be at the cost of the employee himself.
[E(NG)I/76/PM1/219 dated 31.05.1977.]

(v) Pre-promotional/promotional courses made mandatory for promotion to 18 safety categories list Annexed to Boards letter No. E(MPP)/99/19/1/53 dated 25.02.2002.

23. **Erroneous Promotion:**

I. Sometimes due to administrative errors, the staff is over-looked for promotion to higher grades. This could either be on account of wrong assignment of relative seniority of the eligible staff or full facts not being placed before the competent authority at the time of ordering promotion or some other reasons. Broadly, loss of seniority due to the administrative errors can be of two types:—

(i) Where a person has not been promoted at all because of administrative error, and

(ii) Where a person has been promoted but not on the date from which he would have been promoted but for the administrative error.

Each such case should be dealt with on its merits. The staff, who have lost promotion on account of administrative error should on promotion be assigned correct seniority vis-à-vis their juniors already promoted, irrespective of the date of promotion. Pay in the higher grade on promotion may be fixed proforma at the proper time. The enhanced pay may be allowed from the date of actual promotion. No arrears on this account shall be payable as he did not actually shoulder the duties and responsibilities of the higher posts.

II. In pursuance of Rule 1326 - R.II, 1987 Edition, the following provisions shall govern the pay and increments of the Railway servant whose promotions or appointments in a substantive or officiating capacity to a post is later found to be erroneous on the basis of facts—

(a) The orders of notification of promotion or appointment of a railway servant should be cancelled as soon as it is brought to the notice of

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the appointing authority that such a promotion or appointment has resulted from a factual error and the railway servant concerned, should, immediately on such cancellation, be brought to the position which he would have held but for the incorrect orders of promotion or appointment.

In the case, however, of a railway servant, who has been erroneously promoted and appointed to a post in a substantive capacity, procedure prescribed in Board's letter No. E5O/RCI/16/3 dated 23/07/1954 for rescinding the irregular confirmation of a railway servant should be followed/and only thereafter the railway servant concerned should be brought down to the position which he would have held but for the erroneous promotion/appointment by the issue of orders as mentioned above. Service rendered by the Railway servant concerned in the post to which he was wrongly promoted/ appointed, as a result of the error should not be reckoned for the purpose of increments or for any other purpose in that grade/post to which he would not normally be entitled but for the erroneous promotion/appointment.

(b) Any consequential promotion or appointments of other railway servants made on the basis of the incorrect promotion or appointment of a particular railway servant will also be regarded as erroneous and such cases also will be regulated on the lines indicated in the preceding paragraph.

(c) Except where the appointing authority is the Railway Board or the President, the question whether promotion/appointment of a particular railway servant to a post was erroneous or not should be decided by an authority next higher than the appointing authority in accordance with the established principles governing promotions/appointments. Where the appointing authority is the Railway Board or the President, the decision should rest with the President and shall be final.

(d) Cases of erroneous promotion/appointment in a substantive or officiating capacity should be viewed with serious concern, and suitable disciplinary action should be taken against the officers and staff responsible for such erroneous promotion or appointment. The orders re-fixing the pay should be issued expressly under Rule 2027A-R.II (Fifth Reprint) 1974, renumbered as Rule-1327- R II (2nd Reprint, 2005) –

(Authority: Board's letter No. 2016/CR/IREM Volume-I /Corrigendum dated 19.07.2016) - Corrigendum.

24. **Procedure and guidelines to be followed in the case of promotion of Railway employees who are under suspension or against whom departmental proceedings/prosecutions have been initiated or whose conduct is under investigation -** It is contained in the following letters issued by Railway Board, which may be referred to:-

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(i) E(D&A)1992/RG 6-149(A) dated 21.01.1993
(ii) E(D&A)2001/RG 6-39(Pt) dated 17.07.2007
(iii) E(D&A)2003/RG 6-14 dated 29.07.2003
(iv) E(D&A)2003/RG 6-15 dated 07.05.2004
(v) E(D&A)2005/RG 6-5 dated 25.06.2005
(vi) E(D&A)2004/RG 6-52 dated 22.02.2005
(vii) E(D&A)2004/RG 6-37 dated 29.07.2005

25. **Diversion of unfilled vacancies to LDCE/GDCE or DR Quota -**
Wherever the vacancies remain unfilled in Promotion Quota, the same may be carried forward to LDCE/GDCE, if any, and unfilled vacancies of LDCE/ GDCE may be carried forward to direct recruitment quota to next year/next selection. In case there is no LDCE/GDCE for that post, the unfilled vacancies may be diverted to direct recruitment quota of the upcoming year.
(Authority: Board's letter No.E (NG)I-2010/PM 1/16 dated 10.09.2014) ACS No.227

26. In addition to what has been indicated in this circular in respect of SC/ST candidates, other instructions prescribed in the "Brochure on reservation for SC/ST" concerning promotion would also be applicable.

27. **General:**
(a) While referring to this Circular, the original letters referred to herein should be read for a proper appreciation. This circular is only a consolidation of the instructions issued so far and should not be treated as a substitution to the originals. In case of doubt, the original circular should be relied upon as authority.
(b) The instructions contained in the original circulars referred to have only prospective effect from the date of issue unless specifically indicated otherwise in the concerned circular. For dealing with old cases, the instructions in-force at the relevant time should be referred to; and
(c) If any circular on the subject, which has not been superseded, has not been taken into consideration while preparing this consolidated letter, the said circular, which has been missed through oversight, should be treated as valid and operative. Such a missing circular, if any, may be brought to the notice of the Railway Board.

(D. Joseph)
Jt. Director Estt.(N)
Railway Board

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The consolidation has been made from the following circulars/letters:

1. No.E.48-RC1/18/3 dated 21.11.1953.
2. No.E.53/PM1/10/3 dated 31.7.1954.
3. No.E.54/PM1/19/3 dated 4.4.1955.
4. No.E.56/PM1/19/3 dated 9.7.1956.
5. No.E.53/PM1/10/3 dated 27.9.1954.
6. No.E.53/PM1/10/3 dated 24.11.1954.
7. No.E.53/PM1/10/3 dated 2.4.1955.
8. No.E(NG)56/PM1/36 dated 6.9.1956.
9. No.E(NG)56/PM1/36 dated 18.11.1956.
10. No.E(NG)57/PM1/24 dated 8.10.1958.
11. No.E(NG)57/PM1/24 dated 17.3.1959.
12. No.E(NG)56/PM1/36 dated 22.1.1960.
13. No.E(NG)I/68/PM1/192 dated 30.4.1969.
14. No.E(NG)61/PM1/40 dated 28.9.1961.
15. No.E(NG)62/PM1/40 dated 1.6.1962.
16. No.E(NG)62/PM1/91 dated 30.11.1962.
17. No.E(NG)61/PM1/56 dated 3.1.1963.
18. No.E(NG)62/PM1/91 dated 12.3.1963.
19. No.E(NG)62/PM1/22 dated 27.5.1963.
20. No.E(NG)62/PM1/91 dated 18.6.1963.
21. No.E(NG)63/PM1/43 dated 6.9.1963.
22. No.E(NG)62/PM1/91 dated 10.7.1964.
23. No.E(NG)63/PM1/82 dated 17.9.1964.
24. No.E(NG)62/PM1/22 dated 5.11.1964.
25. No.E(NG)64/PM1/66 dated 21.1.1965.
26. No.E(D&A)65 RG 6/24 dated 9.6.1965.
27. No.E(NG)62/PM1/91 dated 9.3.1967.
28. No.E(NG)62/PM1/91 dated 9.8.1965.
29. No.E(D&A)61 RG 6/20 dated 30.5.1966.
30. No.E(NG)66/PM1/66 dated 14.10.1966.
31. No.E(NG)I/68/PM1/1 dated 26.8.1968.
32. No.E(NG)I/68/PM1/60 dated 29.8.1968.
33. No.E(NG)I/68/PM1/192 dated 13.11.1968.
34. No.E(NG)I/67/PM1/41 dated 5.2.1969.
35. No.E(NG)64/PM1/66 dated 4.5.1969.
36. No.E(NG)I/69/PM1/126 dated 18.9.1969.
37. No.E(NG)I/68/PM1/118 dated 25.9.1969.
38. No.E(NG)I/70/PM1/22 dated 21.2.1970.
39. No.E(NG)I/69/PM1/200 dated 18.3.1970.
40. No.E(NG)I/70/PM1/80 dated 14.5.1970.
41. No.E(SCT)/68/CM15/10 dated 13.7.1970.
42. No.E(NG)I/70/PM1/22 dated 28.8.1970.
43. No.E(NG)I/67/PM1/212 dated 25.2.1971.
44. No.E(NG)I/71/PM1/83 dated 16.6.1971.
45. No.E(NG)I/70/RR1/30 dated 24.6.1971.

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46. No.E(SCT)/71/CM15/37 dated 30.7.1971.
47. No.E(NG)I/71/PM1/269 dated 15.12.1971.
48. No.E(NG)I/68/PM1/192 dated 5.1.1972.
49. No.E(NG)I/72/PM1/211 dated 14.12.1972.
50. No.E(NG)I/72/PM1/142 dated 27.6.1973.
51. No.E(NG)I/73/PM1/100 dated 10.8.1973.
52. No.E(NG)I/73/PM1/169 dated 26.9.1973.
53. No.E(NG)I/72/PM1/158 dated 12.12.1973.
54. No.E(NG)I/73/PM1/294 dated 11.1.1974.
55. No.E(NG)I/73/PM1/120 dated 2.2.1974.
56. No.E(NG)I/73/PM1/222 dated 23.2.1974.
57. No.E(NG)I/72/PM1/158 dated 16.4.1974.
58. No.E(NG)I/73/PM1/120 dated 11.9.1974.
59. No.E(NG)I/75/PM1/76 dated 13.6.1975.
60. No.E(NG)I/76/PM1/168 dated 3.9.1976.
61. No.E(NG)I/76/PM1/214 dated 8.12.1976.
62. No.E(NG)I/76/PM1/219 dated 19.11.1977.
63. No.E(NG)I/76/PM1/168 dated 31.8.1978.
64. No.E(NG)I/79/PM1/105 dated 26.4.1979.
65. No.E(NG)I/79/PM1/159 dated 22.6.1979.
66. No.E(NG)I/76/PM1/142 dated 25.7.1979.
67. No.E(NG)I/79/PM1/275 dated 17.10.1979.
68. No.E(NG)I/76/PM1/142 dated 30.10.1979.
69. No.E(NG)I/79/PM1/320 dated 23.12.1979.
70. No.E(NG)I/80/PM1/185 dated 14.8.1980.
71. No.E(NG)I/77/PM1/269 dated 3.5.1980.
72. No.E(NG)I/75/PM1/64 dated 6.6.1980.
73. No.E(NG)I/80/PM1/133 dated 5.7.1980.
74. No.E(NG)I/80/PM1/188 dated 31.12.1980.
75. No.E(NG)I/79/PM1/147 dated 31.1.1981.
76. No.81/E(SCT)15/32 dated 4.6.1981.
77. No.HINDI 79/PL/14/8 dated 31.8.1981.
78. No.81/E(SCT)15/32 dated 12.10.1981.
79. No.E(NG)I/81/PM1/282 dated 16.4.1982.
80. No.E(NG)I/82/PM1/68 dated 28.4.1982.
81. No.E(NG)I/75/PM1/44 dated 31.5.1982.
82. No.81/E(SCT)15/32 dated 17.6.1982.
83. No.E(NG)I/82/PM1/114 dated 22.6.1982.
84. No.E(NG)I/75/PM1/44 dated 21.9.1982.
85. No.E(NG)I/80/PM1/21 dated 25.1.1983.
86. No.81/E(SCT)15/32 dated 30.9.1983.
87. No.E(NG)I/75/PM1/44 dated 26.05.1984.
88. No.83/E(SCT)15/32 dated 3.8.1984.
89. No.E(NG)I/83/PM1/65(PNM/NFIR) dated 5.12.1984.
90. No.E(NG)I/83/PM1/65(PNM/NFIR) dated 17.4.1984.
91. No.E(NG)I/84/PM1/6 dated 30.3.1985 (RBE 95/1985)

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92. No.E(NG)I/84/PM1/43 dated 12.9.1985 (RBE 266/1985).
93. No.E(NG)I/85/PM1/14(RAEC-78) dtd 13.11.85(RBE 296/1985)
94. No.E(NG)I/83/PM1/67 dated 27.2.1986 (RBE 45/1986).
95. No.E(NG)I/85/PM 1/13 (RRC) dated 19.2.1987 (RBE 28/1987)
96. No.E(NG)I/87/PM1/4 dated 18.8.1987 (RBE 213/1987).
97. No.E(NG)I/85/PM 1/13 (RRC) dated 4.11.1987
98. No.E(NG)I/87/PM1/21 dated 14.12.1987 (RBE 307/1987).
99. No.E(NG)I/83/PM1/65 dated 28.1.1988 (RBE 21/1988).
100. No.E(NG)I/87/PM1/18(AIRF) dtd 27.6.1988 (RBE 144/1988).
101. No.E(NG)I/87/PM1/18(AIRF) dtd 22.7.1988 (RBE 157/1988).
102. No.E(NG)I-87/PM1/6 dated 29.8.1988 (RBE 195/1988)
103. No.E(D&A)88 RG 6/21 dated 21.9.1988 (RBE 211/1988).
104. No.E(NG)I/85/PM 1/13 (RRC) dated 23.3.1989 (RBE 83/1989).
105. No.E(NG)I/87/PM1/14/AIRF dated 10.5.1989 (RBE 125/1989).
106. No.E(NG)I-87/PM1/6 dated 15.11.1989 (RBE 283/1989)
107. No.E(NG)I/86/PM1/10 dated 14.12.1989 (RBE 309/1989).
108. No.E(NG)I/88/PM1/6 dated 19.12.1989 (RBE 311/1989).
109. No.E(NG)I/89/PM2/6 dated 31.1.1990.
110. No.E(NG)I/85/PM1/13(RRC) dated 13.2.1990 (RBE 29/1990).
111. Paras of IREM 1989 Edition.
112. No.E(NG)I-2000/PM1/41 dated 07.08.03
113. No.E(NG)I-2000/PM1/41 dated 12.09.05
114. No.E(NG)I/95/PM 1/14 dated 03.03.1998.
115. No.E(NG)I/95/PM1/14 dated 03.03.1998 & 15.03.1999.
116. No.E(NG)I/96/PM1/19 dated 21.10.1997.
117. No.E(NG)I/97/PM1/31 dated 17.02.1998.
118. No.E(NG)I/2018/PM 1/4 dated 14.12.2018 dated 14.06.2019, 01.08.2019 & 28.08.2019.
119. No.E(NG)I-94/PM1/10 dated 04.07.1997 & 09.12.1998.
120. No.E(NG)I-99/PM1/15 dated 26.07.1999.
121. No.E(NG)I/2018/PM 1/4 dated 14.12.2018 & dated 14.06.2019.
122. No.E(NG)I-2004/PM 1/25 dated 06.07.2005 – (ACS No.173).
123. No.E(NG)1/2012/PM 1/5 dated 30.08.2013 – (ACS No.226).
124. No.E(NG)I-2000/PM1/41 dated 07.08.03 – (ACS No.150).
125. No.E(NG)l-2007/PM1/10 dated 6.11.2007 – (ACS No.196).
126. No.E(NG)1/98/PM1/15 dated 26.07.99 – (ACS No.84).
127. No:E(NG)1/2006/PM 1/4 dtd. 22.03.06 & 22.09.2006 – (ACS No.188).
128. No.E(NG)l-2008/PM7/4 SLP dated 19.06.2009 – (ACS No.209).
129. No.(E(NG)I2002/PM1/31 dated 22.08.03.
130. No.(E(NG)I-2006/PM1/4 dated 22.03.06.
131. No.(E(NG)I-200/PM1/41 dated 07.08.03 – (ACS No.150).
132. No.E(NG)II/2018/PM 1/62 dated 27.11.2018.
133. No.E(NG)I-97/PM7/ dated 10.6.99.
134. No.2016/CR/IREM Volume-I /Corrigendum dated 19.07.2016.
135. No.E(D&A)1992/RG 6-149(A) dated 21.01.1993.
136. No.E(D&A)2001/RG 6-39(Pt) dated 17.07.2007.

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137. No.E(D&A)2003/RG 6-14 dated 29.07.2003.
138. No.E(D&A)2003/RG 6-15 dated 07.05.2004.
139. No.E(D&A)2005/RG 6-5 dated 25.06.2005.
140. No.E(D&A)2004/RG 6-52 dated 22.02.2005.
141. No.E(D&A)2004/RG 6-37 dated 29.07.2005.
142. No.E (NG)I-2010/PM 1/16 dated 10.09.2014 - (ACS No.227).
143. No.E(NG)I/2018/PM 1/63 dated 30.11.2018.
144. No.E(NG)I/2019/PM 4/13 dated 11.11.2019.

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