EASTERN RAILWAY

(Personnel Department)
17, Netaji Subhas Road, Kolkata – 700001

Serial Circular No. 115/2025

No. PCPO/MPP/238/Pt. VIII

Kolkata, dated 24.09.2025

All Concerned

Sub: Yardsticks for Personnel Department

Subject above, the copy of Rly. Bd.'s letter, bearing No. E(MPP)2019/1/17/Yardsticks(Personnel) dated 22.09.2025 (RBE No. 98/2025) is circulated for information and necessary action.

DA: as above

24.9.25

(Sharmistha Das)
Asstt. Personnel Officer/HQ
for Principal Chief Personnel Officer

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

RBE No.98 /2025

No. E(MPP)2019/1/17/Yardsticks(Personnel) New Delhi, Dated, 22.09.2025

The General Managers,
All Indian Railways & Production Units

Sub: Yardsticks for Personnel Department.

The yardsticks of Ministerial staff (Jr. Clerk to Chief Office Superintendent) and Welfare Inspector categories of Personnel department have been reviewed by Board.

2. The revised yardsticks as approved by Board (CRB & CEO) are as under:

Unit	Yardstick for Ministerial staff	Yardstick for Welfare Inspector
Zonal HQ/PU	109 personnel per 3000 employees of Zonal HQ / PU	One Inspector per 200 employees of Zonal HQ /PU
Divisions / Workshops	94 personnel per 10,000 employees of the Division / Workshop	One Inspector per 1000 employees of the Division/ Workshop

Note:

i. This excludes CLA, Stenographers, Peon (General Assistants), School staff, Canteen Staff (wherever applicable).
ii. Staff strength in Zonal HQ includes staff of all departments working in Zonal HQ and staff of the units (such as Central Hospital, Schools, Training centres etc.) whose cadre is maintained at HQ.
iii. In case of less than 3000 staff in Zonal HQ/PU & 10,000 staff in Divisions/ workshops, no. of staff will remain as 109 in Zonal HQ/PU & 94 in Divisions/ workshops respectively.

3. The requirement of manpower should be reviewed based on the revised yardsticks and excess posts, if any, may be surrendered /redistributed positively through HRMS in the current financial year (i.e. FY 2025-26).

4. This supersedes all earlier instructions, if any, on the yardsticks for manpower in Personnel department for Ministerial staff, issued in the past.

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5. Any clarification/ query/ reference regarding revised yardsticks shall be made to MPP Directorate.

6. This issues with the concurrence of Finance Directorate & approval of Board (CRB & CEO), Ministry of Railways.

22/9/25

(Amit Singh Mehra)
Director (MPP)
Railway Board