

भारत सरकार/**GOVERNMENT OF INDIA**  
रेल मंत्रालय/**MINISTRY OF RAILWAYS**  
रेलवे बोर्ड/**RAILWAY BOARD**

**No.2018/TransCell/S&T/EstablishmentMatters-Part(1) (eOff.No.3336455) Date: 28/12/2020**

The General Manager, All Indian Railways/PUs, NF(Con), CORE  
The DG/RDSO/Lucknow, DG/NAIR/Vadodara  
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Transfer of Establishment matters of Engineering (Civil Engineering)  
Units to Personnel Branch**


Human Resource Management System (HRMS) is being developed by Indian Railways. Eight modules have already been rolled out; others are under advance stage of development.

In order to expeditiously resolve the issues & grievances of employees, bring uniformity in field staff's personnel management, enable Engineering (Civil) officers to concentrate on track maintenance & track safety and deployment of HRMS over IR, Board (Member(Infra), Member(Fin.) and Chairman & CEO), in consultation with DG/HR, have approved the following:

1. Transfer the Establishment matters of Engineering discipline (Civil Engineering) to Personnel Branch on the lines of South Central Railway.
2. The modalities may be worked by the GMs/DRMs. A JPO may be issued on the Zone/Division for smooth and expeditious transition. JPO issued by Hyderabad and Secunderabad Divisions are placed at Annexure-I & II for ready reference.
3. Other extant instructions/guidelines issued from Board on the subject shall remain unchanged or as modified from time to time.

Kindly acknowledge and ensure compliance.

**Encl: as above.**

  
28.12.2020  
(Umesh Balonda)  
Executive Director/S&T  
Transformation Cell

**Copy: As per list attached.**

**Copy to:**


1. The ADAI (Railways), New Delhi
2. The Director of Audit, All Indian Railways
3. The Director, Indian Railway Institute of Civil Engineering, Pune.
4. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
5. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
6. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
7. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
8. The Director, Indian Railway Institute of Transport Management, Lucknow.
9. The Registrar, Railway Claims Tribunal, Delhi.
10. The General Secretary, IRCA, New Delhi.
11. The Chief Commissioner of Railway Safety, Lucknow.
12. The Secretary, Railway Rates Tribunal, Chennai.
13. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Gorakhpur, Guwahati, jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
14. Managing Director, CRIS, Chanakyapuri, New Delhi

**Copy to:**

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

**Copy to:**

1. PS to MR, MOS(R)
2. CRB, MF, M/Infra, M/T&RS, M/O&BD, SECY, DH/HR DG (RHS), DG (RPF)
3. All AMs, Principal Executive Director & Executive Directors of Railway Board

  
28.12.2020  
**(Umesh Balonda)**  
**Executive Director/S&T**  
**Transformation Cell**

SOUTH CENTRAL RAILWAY

Divisional Office,  
Personnel Department,  
Hyderabad Division,  
Date: 07.08.2017

No. SCR/P-HYB/Engineering/Re-org/2017.

JOINT PROCEDURAL ORDER/1/2017

Sub: - Transfer of Establishment matters from Engineering Department to Personnel Department in HYB Division - Reg.


\* \* \*

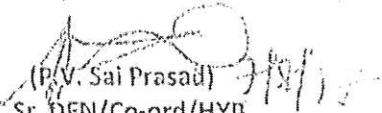
In order to streamline and maintain uniform policy for dealing of establishment matters in Engineering Department similar to that existing in other Divisions viz., BZA, GNT, GTL, Headquarters had advised Hyderabad Division under CPO/SC DO No SCR/P-HQ/ Re-Orgn/EM/Engg/HYB dated 10.07.2017, to transfer/take over establishment matters from Engineering Department to Personnel Department.

Accordingly, DRM has approved for shifting of Establishment duties, hitherto being done by Engineering Department under the control of Sr.DEN/HYB to the control of Sr.DPO/HYB.

The Establishment duties proposed to be taken over by Personnel Department are as follows:-

- 1) Personnel Department of the Division will post Personnel Clerks to the Unit/Units of Engineering Department to replace the existing Engineering Clerks so as to take over the day to day dealing of establishment matters.
- 2) The maintenance of Service Registers and Leave Charts which are being done in field units are now to be transferred to Sr.DPO's control and will be maintained by Personnel Department Clerk in the field units.
- 3) The Salary of all the staff pertaining to the Civil Engineering Department shall henceforth be processed by the staff of Personnel Department Clerk in the respective units.
- 4) Promotions/MACPS of all the staff of Civil Engineering Department of HYB Division including erstwhile Group 'D' shall also be processed by the respective staff of Personnel Department in the field units
- 5) 50% of vacant posts of ministerial cadre of Engineering Units will be transferred to Personnel Department to manage the establishment matters. As on date, there are 16 No. of ministerial posts vacant in Engineering Department. Out of which vacant posts of 1 Ch. OS, 6 OS posts and 1 Sr. Clerk post (Total 8 posts) have been identified for transfer to Personnel Department from Engineering Department.
- 6) Personnel Department Clerks will be posted at ADEN/SSE Offices to deal with all the establishment matters pertaining to that unit.

  
(P. Radha Krishna)  
Sr.DPO/HYB

  
(P.V. Sai Prasad)  
Sr. DEN/Co-ord/HYB



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For smooth transfer of above work, the following procedure shall be invariably followed by ADEN/All Engineering Supervisory officials under whom the establishment matter of the staff of Civil Engineering Department are being dealt till date.

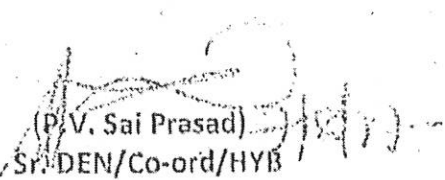
Nature of work	Procedure to be followed
SR & Leave Account	<ol style="list-style-type: none"><li>1. The SRs &amp; Leave Accounts of the staff shall be handed over duly updated attested/signed on last page of SR &amp; Leave account with PF No./PRAN No. of the employee concerned to Personnel Clerk.</li><li>2. Sanction of leave as per SOP will continue to be exercised by the concerned authorities at the unit level itself. The leave of other kinds i.e. Maternity, Paternity, CCL etc. shall also be sanctioned at the unit level itself as per SOP. However, all the sanctioned leave applications/sick certificates etc. shall invariably be handed over to the Personnel Department Clerk posted at the respective field Unit by 14<sup>th</sup> of every month.</li><li>3. The application for leave encashment shall be sanctioned at the unit level itself as per SOP &amp; rules in vogue. The said record shall be maintained meticulously by the respective Personnel Branch Clerk.</li></ol>
Drawal of Salaries	Salaries of all Engineering Staff hitherto drawn by Engineering Department will be drawn by Personnel Department w.e.f. 01.09.2017.
Promotions/ Transfers	<ol style="list-style-type: none"><li>1. All the promotion orders of erstwhile Gr D categories of Engg Department &amp; the Track Maintainers category will be issued by the respective Personnel Branch Clerk through the concerned Personnel Branch Cadre Officer w.e.f 01.09.2017.</li><li>2. The files pertaining to erstwhile Gr. D categories of Engg Department &amp; Track Maintainers category such as Unit wise Seniority lists, Incumbency lists, Roster Books, promotion correspondence files should be handed over to the respective Personnel Branch Clerk</li><li>3. The Inter Railway/Divisional/Mutual/Unit transfer applications received from the employees should be verified by the respective Personnel Branch Clerk and forwarded to Sr.DPO/HYB with the recommendations of controlling authority.</li><li>4. With regard to inter- unit transfer from one seniority unit to another within the jurisdiction of the ADEN are to be dealt by the Personnel clerk of that unit in consultation with ADEN.</li></ol>
Attendance particulars	Muster particulars of staff shall reach to Personnel Department Clerk available in field units by 14 <sup>th</sup> of every month along with the supporting documents viz. sanctioned leave applications, sick memos etc.
IPAS	The username and passwords of IPAS should be handed over to the Personnel Department clerk.
PF Applications	All the PF applications received shall be scrutinized by the unit in-charges/Personnel Department Clerk and forwarded within 3 working days for further processing with the certification that, PF applied is for genuine cause and the dependents mentioned therein are bonafide dependents as per Pass rules.

Radha Krishna  
Sr.DPO/HYB

(P.V. Sai Prasad)  
Sr.DEN/Co-ord/HYB

Claims for TA and other allowances	<ol style="list-style-type: none"> <li>1. The TA/OTA Journals duly completed in all respects shall reach the respective Personnel Department clerk by 5<sup>th</sup> of every month failing which, drawal of the same will not be affected in the salaries of that month.</li> <li>2. The claims for Children Education Allowance (reimbursement of Tuition Fees) shall be dealt by the respective Personnel Department clerk.</li> </ol>
Passes & PTOs	<ol style="list-style-type: none"> <li>1. Issues of Passes/PTOs etc and its accountal will continue to be done at unit level itself by the Personnel Department Clerk concerned.</li> <li>2. Similarly, the copios of the Family Composition Certifications (FCCs) submitted by all the employees should be maintained by the Personnel Clerk.</li> </ol>
SAVE Position	The SAVE position of the unit with clear break-up of Permanent/Temporary/Work Charged with the currency of the posts shall be furnished every month by the Personnel Clerk duly getting attested by respective Unit Supervisor by the 1 <sup>st</sup> working day of the month.
LARSGESS	The applications under LARSGESS received from the employees shall be forwarded duly verifying the details and certifying their eligibility as per rules by the Personnel Clerk concerned duly getting attested by respective Unit Supervisor along with date.
MACPS	Henceforth, financial up-gradations under MACPS to the eligible employees as and when they are due will be processed at Sr.DPO/HYB's office. However, respective Personnel Clerks of the unit will submit all necessary papers along with the statement in proforma to Divisional Office.
Death/Medical unfitness/De-categorization	In the event of Death/Medical unfitness/De-categorization of the employee units should advise the same to Sr.DPO/HYB immediately for taking further follow up action in the matter. Accordingly, cases will be considered for CG/Redeployment as per eligibility under extant rules. The creation of Spl supernumerary post shall be initiated by the Personnel department clerk of the unit.
Miscellaneous	<ol style="list-style-type: none"> <li>1. The units shall approach Sr.DPO/HYB for any clarification pertaining to rules on establishment matters.</li> <li>2. Till this process of switchover gets streamlined, to avoid hardships to the staff, Engg. Department may render assistance to the Personnel Clerk by continuing assistance through literate staff.</li> <li>3. Implementation of transfer/taking over of establishment matters from Engg. Deptt., by Personnel Deptt will be w.e.f., 01.09.2017.</li> <li>4. To implement this scheme, Personnel Clerks shall be posted/deployed by Personnel Department in all the ADEN/SSE Units.</li> <li>5. The services of present dealing staff of Engineering Department will be utilized whenever required for a period of 3 months from 01.09.2017 to stabilize/streamline the working module.</li> </ol>
Settlement dues	In case of settlement cases, all the relevant aspects shall be verified by the Personnel Department clerk at the field unit meticulously before submission to the Settlement section of Sr.DPO/O/HYB. Settlement cases of all Engineering Units will be processed by Personnel Department.
Programme	To ensure smooth takeover of establishment matters duly verifying SR/LR/Seniority Lists/Rosters etc, APOs shall visit all the field units, shortly, along with the team of staff.

  
 . Radha Krishna)  
 Sr.DPO/HYB

  
 (P.V. Sai Prasad)  
 Sr. DEN/Co-ord/HYB



## SOUTH CENTRAL RAILWAY



Office of the  
Divl.Rly.Manager,Personnel  
Branch, 4th Floor,  
Sanchalan Bhavan,  
Secunderabad

NoSCR/P-SC/W3/EE/Re-Org/2017

Date: 4.05.2018

**JOINT PROCEDURAL ORDER/2018**

**Sub: Transfer of Establishment matters from Engineering Department  
to Personnel Department on SC Division - Reg.**

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In order to streamline and maintain uniform policy in dealing with establishment matters in Engineering Department similar to that existing in other Divisions viz., BZA, GNT and GTL, Headquarters had advised Secunderabad Division under CPO/SC's D.O.No. SCR/P-HQ/Re-Orgn/EM/Engg/SC dated 28.11.2017 to transfer/take over establishment matters from Engineering Department to Personnel Department.

Accordingly, DRM has approved for shifting of Establishment duties, hitherto being done by Engineering Department under the control of Sr.DEN/Co-ord/SC to the control of Sr.DPO/SC.

The establishment duties proposed to be taken over by Personnel Department are as follows:

- 1) Personnel Department of the Division will post Personnel Clerks to the Units of Engineering Department to replace the existing Engineering Clerks so as to take over and deal with day to day establishment matters.
- 2) The maintenance of Service Registers and Leave Charts which are being done in filed units are now to be transferred to Sr.DPO's control and will be maintained by Personnel Department Clerk in the field units duly reporting to the SSE in-charge/ADENS.
- 3) The Salary of all the staff pertaining to the Civil Engineering Department shall henceforth be processed by the staff of Personnel Department Clerk in the respective units.
- 4) Promotions/MACPS of all the staff of Civil Engineering Department of SC Division including erstwhile Group 'D' shall also be processed by the respective staff of Personnel Department in field units.
- 5) Personnel Department Clerks will be posted at ADEN/SSE offices to deal with all the establishment matters pertaining to that unit as against the posts transferred from Engineering Department to Personnel Department
- 6) All the Personnel Clerks posted in the Engineering Units are under the Control of the Personnel Officer looking after the Engineering establishment and initiation of DAR, APARs will be done by the Officer concerned.
- 7) For undertaking tasks related to establishment of Track Maintainers/Artisans/Khalasis of Engineering units comprising 6807 employees i.e. Bills and Cadre Work, a total of 30 permanent posts (CH.OS:1,OS:27,Sr.Clerks:1,Jr.Clerk:1) are transferred to Personnel Branch/Department from EEngineering Branch/Department (PWI/IOW Unit-wise Distribution placed at Annexure 'A')
- 8) Options will be called for from the existing ministerial staff those who are dealing with Establishment matters in Engineering Units on the Division and their seniority will be interpolated as per extant rules.
- 9) Intra unit request transfers will be registered in Sr.DPO's office and processed from time to time and transfer orders will be issued with the approval of competent authority.

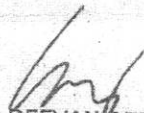
(C.N. DEEVA REDDY)  
Sr.DPO/SC

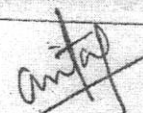
(AMIT AGARWAL)  
Sr.DEN/CO-ORD/SC



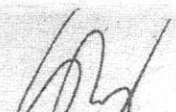
For smooth transfer of above work, the following procedure shall be invariably followed by ADEN/All Engineering Supervisory Officials under whom the establishment matter of the staff of Civil Engineering Department are being dealt till date.

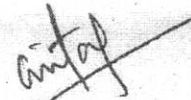
S.No.	Nature of Work	Procedure to be followed
1	SR & Leave Account	7. The SR & Leave Accounts of the Staff shall be handed over duly updated attested/signed on last page of SR & Leave account with PF No./ PRAN No. of the employee concerned to Personnel Clerk. Also Proper Qualifying Service is to be got certified by the Accounts Department.
		8. Sanction of Leave as per SOP will continue to be exercised by the concerned authorities at the unit level itself. The leave of other kinds i.e. Maternity, Paternity, CCL etc., shall also be sanctioned at the unit level itself as per SOP. However all the sanctioned leave applications/ sick certificates etc. shall invariably be handed over to the Personnel Department Clerk posted at the respective field Unit by 14 <sup>th</sup> of every month.
		9. The application for leave encashment shall be sanctioned at the unit level itself as per SOP & rules in vogue. The said record shall be maintained meticulously by the respective Personnel Branch Clerk.
2	Drawal of Salaries	Salaries of all Engineering Staff hitherto drawn by Engineering Department will be drawn by Personnel Department w.e.f. <b>01.12.2017</b> . The salary bill so prepared shall be signed by the SSE/ADEN concerned and submit to APO/Bills for counter signature.
3	Promotions/Transfers	9. All the promotion proposals shall be prepared at unit level and the file to be submitted to the Personnel Officer/Engg duly signed by the SSE/ADENs concerned for further course of action. On obtaining the approval of the competent authority, orders of erstwhile Gr 'D' categories of Engineering Department & the Track Maintainers category will be issued by the respective Personnel Branch Clerk through the concerned Personnel Branch cadre Officer w.e.f. <b>01.12.2017</b>
		10. The files pertaining to erstwhile Gr 'D' categories of Engineering Department and Track Maintainers category such as Unit wise seniority lists, Incumbency lists, Roster Books, Promotion correspondence files should be handed over to the respective Personnel Branch Clerk duly updated.
		11. The Inter Railway/Divisional/Mutual/Unit transfer applications received from the employees should be verified by the respective Personnel Branch Clerk and forwarded to Sr.DPO/SC with the recommendations of controlling authority.
		12. With regard to Inter-Unit transfer from one seniority unit to another within the jurisdiction of ADEN are to be dealt by the Personnel Clerk of that unit in consultation with ADEN.
4	Attendance particulars	Muster particulars of staff shall reach Personnel Department Clerk available in field unit by 14 <sup>th</sup> of every month along with the supporting documents viz., sanctioned leave applications, sick memos etc.
5	IPAS	The username and passwords of IPAS should be handed over to the Personnel Department Clerk. Also, the Personnel Clerk may be provided the Computer System together with Printer.
6	PF Applications	All the PF applications received shall be scrutinized by the unit In-charges/Personnel Department Clerk and forwarded within 3 working days for further processing with the certification that, PF applied is for genuine cause and the dependents mentioned therein are bonafide dependents as per Pass rules.

  
(C.N. DEEVAN REDDY)  
Sr.DPO/SC

  
(AMIT AGARWAL)  
Sr.DEN/CO-ORD/SC

S.No.	Nature of Work	Procedure to be followed
7	Claims for TA and other allowances	1. The TA/OTA Journals duly completed in all respects shall reach the respective Personnel Department Clerk by 5 <sup>th</sup> of every month failing which drawal of the same will not be affected in the salaries of that month. 2. The claim for Children's Education Allowance (reimbursement of Tuition Fees) shall be dealt by the respective Personnel Department Clerk.
8	Passes & PTOs	1. Issue of Passes/PTOs etc and its accountal will continue to be done at Unit level itself by the Engineering Department Clerk concerned 2. Similarly, the copies of the Family Composition Certifications (FCCs) submitted by all the employees should be maintained by the Engineering Clerk.
9	SAVE Position	The SAVE position of the unit with clear break-up of Permanent/Temporary/Work Charged with the currency of the posts shall be furnished every month by the Personnel Clerk to the Personnel Officer/Engg duly getting attested by respective Unit Supervisor.
10	LARSGESS	The applications under LARSGESS received from the employees shall be forwarded duly verifying the details and certifying their eligibility as per rules by the Personnel Clerk concerned duly getting attested by respective Unit Supervisor along with date.
11	MACPS	Henceforth, financial up-gradations under MACPS to the eligible employees as and when they are due will be processed at Sr.DPO/SC's office. However, respective Personnel Clerks of the unit will submit all necessary papers along with the statement in proforma to Divisional Office.
12	Death/Medical Unfitness/ De-categorization	In the event of Death/Medical unfitness/De-categorization of the employees, units should advise the same to Sr.DPO/SC immediately for taking further follow up action in the matter. Accordingly, cases will be considered for CG/deployment as per eligibility under extant rules. The creation of Special Supernumerary post shall be initiated by the Personnel Department Clerk of the unit.
13	Miscellaneous	1. The units shall approach Sr.DPO/SC for any clarification pertaining to rules on establishment matters. 2. Till this process of switchover gets streamlined, to avoid hardships to the staff, Engineering Department may render assistance to the Personnel Clerk by continuing assistance through literate staff. 3. Implementation of transfer/taking over of establishment matters from Engineering Department by Personnel Department will be <b>w.e.f 01.12.2017</b> 4. To implement this scheme, Personnel Clerks shall be posted/deployed by Personnel Department in all the ADEN/SSE units. 5. The services of present dealing staff of Engineering Department will be utilized whenever required for a period of 3 months from 01.12.2017 to stabilize/streamline the working module.
14	Settlement Dues	In case of settlement cases, all the relevant aspects shall be verified by the Personnel Department Clerk at the field unit meticulously before submission to the Settlement section of Sr.DPO/O/SC. Settlement cases of all Engineering Units shall be processed by Personnel Department.
15	Programme	To ensure smooth takeover of establishment matters duly verifying SR/LLR/Seniority Lists/Rosters etc., Personnel Officers shall visit all the field units, shortly along with the team of staff.

  
(C.N. DEEVAN REDDY)  
Sr.DPO/SC

  
(AMIT AGARWAL)  
Sr.DEN/CO-ORD/SC