

WELCOME TO KGP DIVISION/S.E.RAILWAY

**CONGRATULATIONS FOR JOINING IN THE MOST PRESTIGIOUS
FAMILY OF INDIAN RAILWAY.**

This booklet is the out come of an attempt to present a compilation in a nutshell of benefits/ facilities available in Railway to the new entrants in Railway service. This will be specially benefited the staff at their early stage in Railway service. This booklet is designed to give a bird's eye-view of the Leave Rules, Pass/PTO Rules, Medical facilities, Education facilities, Railway Accommodation facilities, Transfer policy, training facilities, Redresal of grievances, Railway services conduct rules, Retirement facilities and career advancement.

However, if any doubt arise, for details concerned Serial/Rules to be referred to. The staff are requested to look for further guidance in to the various codes, manuals, circulars and other references as issued from time to time.

Sr. DPO/KGP

A DIGEST ON LEAVE RULES

Railway Servants are entitled to various kind of leave but the leave cannot be claimed as a matter of right. In the exigency of service, it may be refused.

- (1) **LAP:** It is accountable recorded leave with full pay. This leave will be credited with 30 days leave in a year, once on 1st January and again on 1st July @ 15 days on each occasion. Credit of LAP will be made @ 2 ½ days per month. Maximum accumulation at a time is 300+15 days. Encashment of unutilized leave is permissible on retirement/death of an employee maximum 300 days and on resignation maximum 150 days. LAP can be granted maximum 180 days at a time.
- (2) **LHAP:** It is accountable recorded leave with half pay credited to each employee after completion of each calendar year @ 20 days for each calendar year, having no maximum limit. LHAP can be corrected into full pay on medical grounds and also for approved course of study. The leave so converted is called “Commutated Leave”. In case of grant of ‘Commutated Leave’, twice the amount of such leave is debited against the half pay leave due. LHAP/commuted leave is not admissible to school teaching staff.
- (3) **MATERNITY LEAVE:** It is applicable to female employee having less than two surviving children. It is granted for a period of 135 days on full pay not debit to leave account, from the date of its commencement and can be combined with any other leave. This is also admissible in the case of abortion/mis-carriage to the extent of 45 days in the entire service.
- (4) **PATERNITY LEAVE:** A male Railway Servant with less than 2 (Two) surviving children may be granted paternity leave for a period of 15 days not debit to leave account within 06 months from the date of delivery.
- (5) **LEAVE NOT DUE:** It is an advance leave equivalent to half pay granted to a Railway servant who has no other leave at his credit but in need of financial condition due to self sickness as certified by Railway doctor. It may be granted 90 days at a time and maximum 360 days in entire service. It may be sanctioned by the competent authority if there is sufficient scope to recover the same in future. It is also not admissible to school teaching staff.
- (6) **HOSPITAL LEAVE:** It is granted to the non-gazetted Railway Servants except peon and office staff when they are under medical treatment for injuries sustained while on duty, not debit to leave account with no limit with the sanction of GM. But when it is combined with any other kind of leave maximum 28 months
- (7) **SPECIAL DISABILITY LEAVE:** It is granted to a Railway servant who is disabled by injury caused or inflicted during the course of performance of his official duties. It is not debit to leave account subject to ceiling limit of 24 months. First 120 days full pay and thereafter half pay.
- (8) **STUDY LEAVE:** A maximum period of 24 months in entire service may be granted as study leave for an approved course of study to a Railway servant who has completed 5 years continuous regular service, not debit to leave account.
- (9) **EXTRAORDINARY LEAVE:** This leave may be granted in Special circumstances when no other leave is admissible or the Railway servant applies in writing for the grant of such leave. No leave salary is drawn in such cases. In case of permanent staff, it may be granted to 05 years at a time.

- (10) **CASUAL LEAVE:** It is not a recognized form of leave and can be taken for ½ days also. It cannot be combined with any other kind of leave. Holidays, Rest days falling within the spell of casual leave do not count as casual leave. Railway servants who are entitled to avail all public holidays are entitled to 08 days casual leave in a calendar year and others 10 days in a calendar year. Casual leave, if not availed during a calendar year, will lapse.
- (11) **SPECIAL CASUAL LEAVE:** This leave may be granted for caused of special circumstances i.e. on account of Scout/Guides, Union activities, sports and Blood Donation etc.
- (12) **LEAVE TO APPRENTICES:** Full stipend for a period of not exceeding 16 days and on half stipend on medical certificate for a period not exceeding 20 days in any year of apprenticeship.

Trade apprentices may be granted leave on full stipend for a period not exceeding 12 days and leave on medical certificate for a period not exceeding 15 days in year of apprenticeship

PASSES & PTOS

Railway employees are getting the privilege of free Passes according to their entitlement for themselves and their families/dependants enabling them to travel by train from any station to any station on Indian Railways.

1. **Gazetted Officers:** 06 sets of Passes per year.
2. **Non-Gazetted Staff:** 01 set of Passes during the 1st to 5th year of service and thereafter 03 sets of passes per year.
3. **Apprentices:** 01set of passes per year for self only during the apprenticeship period.

P.T.O.s: 04 sets of PTOs per year, which can be exchanged for a ticket on payment of one-third of the actual fare.

The staff appointed after 01.02.1999 are entitled to passes as under:-

SI No.	Category	Class of Privilege Pass/PTO
1.	Gr- 'A' & 'B' (Gazetted)	1 st Class 'A'
2.	Non-Gazetted Gr-'B' & Gr-'C' employees (a) Employees appointed after 01.02.1999 (i) Staff in pay scale minimum of which is Rs. 6500/- or above or drawing pay of Rs. 7500/- or above (ii) Staff in Scale Rs. 5000-8000/- & 500-9000/- and drawing pay Rs. 7250/- or above but less than Rs. 7600/- (iii) Other staff	1 st Class II Class 'A' (Entitled to travel in 3AC in trains other than Rajdhani & Satabdi Exp.) II Sleeper Class
3.	Gr-'D'	II Sleeper Class

Maximum 05 persons including 02 dependants can be included in a Pass/PTO. But there is no restriction when Pass/PTO is issued only in favour of the employee himself and his/her family.

Period of availability of Passes/PTOs: 03 months for single journey Passes /04 months for returned journey passes and 03 months for PTOs

Apart from the privilege passes, there are other several passes also.

MEDICAL FACILITIES

There is a network of over 122 Railway Hospitals and 670 Health Units throughout the country where serving as well as retired Railway employee and their families/dependants get medical services free of cost.

Re-imburement of the cost of treatment, which an employee may have to incur for treatment, in certain recognized hospitals.

Assistance is provided for artificial limbs, hearing aids etc.

There are a number of Ayurvedic and Homeopathic dispensaries, which are financed from staff benefit fund.

Under RELH Scheme, retired employees may avail the above benefits at par with serving employee by making one time payment of last pay.

EDUCATION FACILITIES

A number of schools are run for the benefit of the wards of Railway employees.

Assistance in the form of children education allowance, Hostel subsidy and reimbursement of tuition fee is available.

RAILWAY QUARTER FACILITIES

Staff are provided with Rly Qrs. on the basis of length of service. A good No. of Qrs. are earmarked for staff of essential categories. Quota for SC/ST is also earmarked.

TRANSFER POLICY

Staff may be transferred to anywhere under the jurisdiction of Indian Railway on administrative interest.

Staff seeking own request Inter-Railway Transfer should put in 05 yers service.

Staff may apply for mutual transfer.

All transfer requests are registered in priority register.

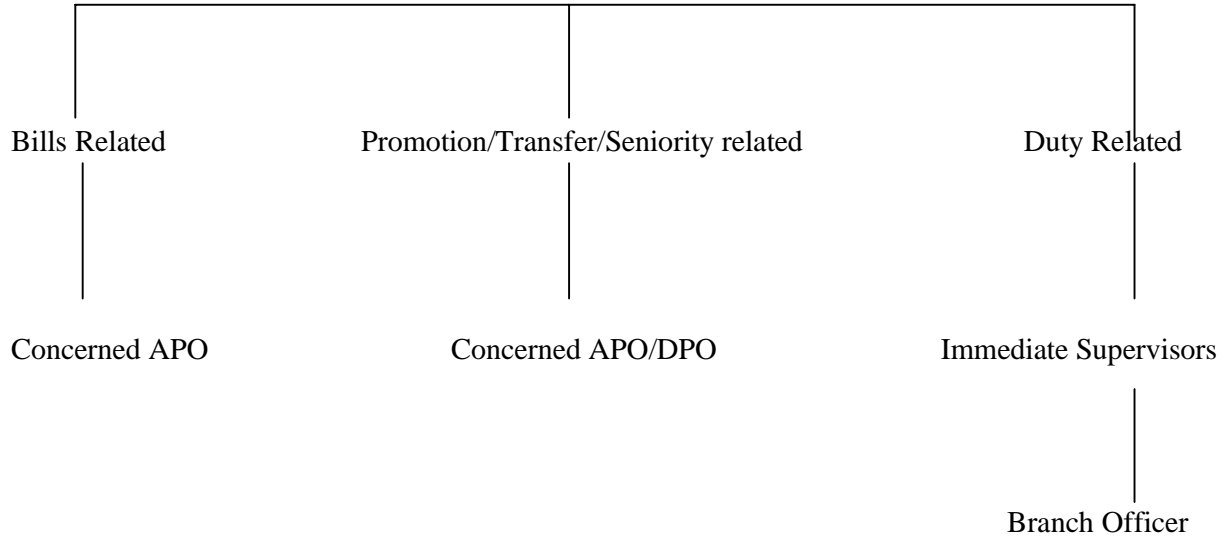
TRAINING FACILITIES

Staff development programme for Gr-'D' employees has been introduced. The two days training programme lays emphasis on courtesy, etiquette, behavior, self-development of staff, entrepreneurship, belongingness to the organization etc. At regular intervals, staff are imparted training in Zonal Training Institute, STCS, Technical Training Institutes with modern training aids to ensure best utilization of assets and to understand global changes.

REDRESAL OF GRIEVANCES

Before representing to the formal fora, staff grievances may be redressed/decided as under: -

GRIEVANCES



RAILWAY SERVICES (CONDUCT) RULES

In a nut shell, every Railway servant shall at all times: -

- (i) Maintain absolute integrity;
- (ii) maintain devotion to duty;
- (iii) do nothing which is unbecoming of a Railway servant.

Violation of the above is liable to attract D & A action against the employee in terms of RS. (D & A) Rules-1968.

RETIREMENT FACILITIES

On attaining the age of superannuation i.e. 60 years, staff will retire from Rly service. The provisions of Railway services (Pension) Rules, 1993 are no more applicable to new entrants to Railway services w.e.f. 01.02.2004. New entrants to Rly. Service w.e.f. 01.02.2004 will come under new restructured defined contribution pension system. The monthly contribution will be 10% of the salary and DA to be paid by the employee and matched by the Central Government.

- (i) It is mandatory to invest 40% of pension wealth to purchase an annuity at the time of retirement which should provide for pension for lifetime to the employee and his/her dependant parents and spouse.
- (ii) A lump-sum of the remaining pension wealth.
- (iii) Composite Transfer Grant for change of residence.
- (iv) Encashment for unutilized leave (max. 300 days LAP)
- (v) GIS payment
- (vi) Complimentary Passes
- (vii) Medical facilities under RELH scheme.

What is important for you?

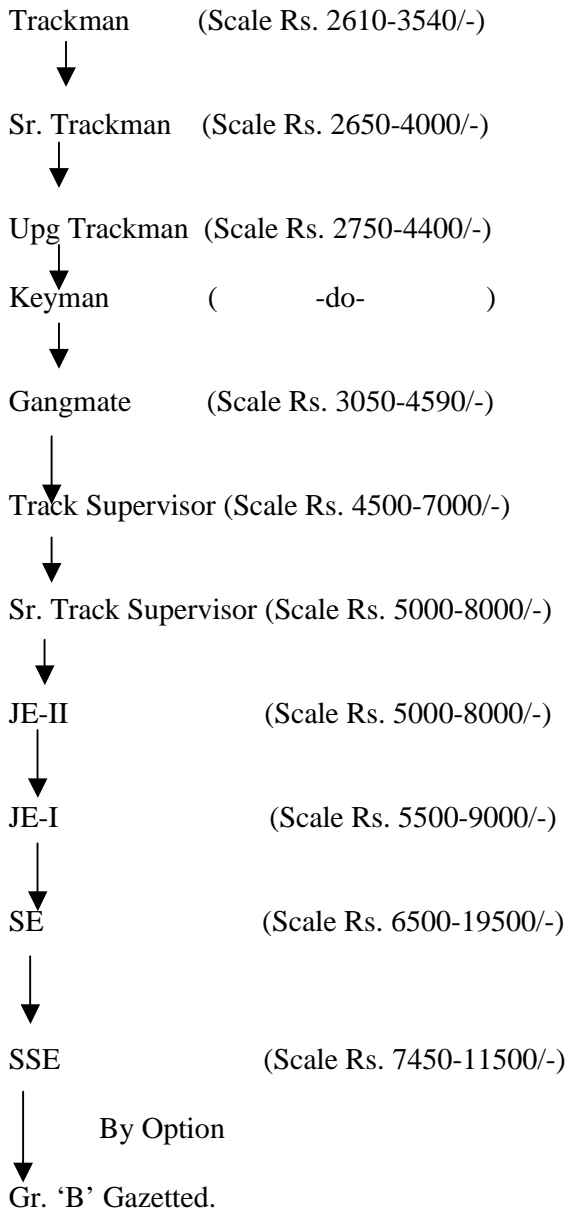
- (1) Ensure 1st page of service record has been filled up correctly.
- (2) Submit your nomination to unit In-charges/Personnel Inspectors as soon as you join Railway service and get acknowledged copy of the same.
Change the nomination immediately, when you feel so or in the event of your change of marital status.
- (3) Submit your Pass declaration to unit In-charges immediately on joining railway service.
- (4) Get your medical card from unit in-charge.

Most important for an employee is his career advancement. Here an out line of career advancement is drawn out to give some light but for details concerned Serials/Rules to be referred to: -

Gr. D AVC:

If you are Trackman then this is how your progress.

Engineering Department



However any other department then

Helper-II (Scale Rs. 2550-3200/-)



Helper -I (Scale Rs. 2610-3540/-)



Tech-III (Scale Rs. 3050-4590/-)



Tech-II (Scale Rs. 4000-6000/-)



Tech-I (Scale Rs. 4500-7000/-)



Sr. Technician (Scale Rs. 5000-8000/-)



JE-II (Scale Rs. 5000-8000/-)



JE-I (Scale Rs. 5500-9000/-)



SE (Scale Rs. 6500-10500/-)



SSE (Scale Rs. 7450-11500/-)



By Option

Gazetted Gr. 'B'

FREQUENTLY ASKED QUESTION

1. Can I take leave any time?

Leave is not a matter of right. It has to be applied for and sanctioned.

2. How many days leave can I apply for at a time?

There is no limit, however it has to be of a reasonable time.

3. How can I extent my leave?

By submitting application with sufficient reason.

4. Can I take leave on medical ground?

By producing medical certificate from Authorized Medical Practitioner but during the PMC ban period by producing sick certificate from Railway Medical Practitioner.

5. What is PMC & RMC?

PMC is sick certificate issued by Private Medical Practitioner.

RMC is sick certificate issued by Railway Medical Practitioner.

6. What happens if I avail more leave than is due to me?

No payment will be made for that period.

7. Will you show me how to give my pass declaration?

Fill up the declaration form as given below and submit to the Unit In-charges.

DECLARATION FORMAT FOR PASS & PTO

(TO BE FILLED BY THE EMPLOYEE)

P.F. Number: _____ **Bill Unit No:** _____

Name of the employee. _____ **Designation:** _____

Marital statue: _____ (M-Married, U-Unmarried, Divorced,
W-Widow/Widower)

Department: _____

Rate of Pay: _____

Date of Appointment: _____

**Family & dependent members for whom Passes & PTOs are admissible in terms
IRCA Pass Rule.**

Sl.No	Name	Relationship	Sex	Date of Birth

Signature of the employee

Forwarded to _____ **(Pass Section)** _____ **for**
information and necessary action please.

Signature of Subordinate with office seal

8. Who can be counted as dependents for Pass and medical facility ?

The term 'dependent relatives' includes the following for getting the pass and medical facilities

(a) Mother or step mother, if widow (b) unmarried or widowed sister or step-sister provided father is not alive (c) brothers or step-brothers under 21 years of age provided father is not alive (d) married daughters/step-daughters whose husbands are missing for a period of at least seven years(on production of an affidavit) provided they reside with and are wholly dependent on the employees. The age restriction as in clause (c) above will not apply to bonafide students of recognized Educational Institutions and also to invalid brothers or step-brothers on appropriate certification. A dependent relative to a Railway servant shall be deemed to be wholly dependent on Railway servant only if his/her income from all sources does not exceed Rs. 1500/- + DP+DA or 15 % of the par of the Railway servant whichever is more.

9. What is no hospital is there at the place I am posted ?

You will immediately report to Unit In-charge who in turn will inform you about the visiting days of the line doctor.