GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2013/TT-I/7/6/1

Rail Bhawan, New Delhi
Dated 21/01/2013

Chief Operations Managers
All Indian Railways (except KR)

Sub: Revision of designations of erstwhile Group D staff- suggestions

6th CPC in para 2.2.9 of its report has recommended that all the present employees belonging to Group D who possess the prescribed qualifications for entry level in in Group 'C', will be placed in Group 'C' running pay band w.e.f 1.1.2006. Other Group D employees, who do not possess the prescribed qualifications, are to be retrained and thereafter upgraded and placed in Group 'C' running pay band. Further, in para 3.7.9 of 6th CPC's report, it has also been mentioned that the job description of the Group D posts so upgraded and placed in Group C shall also be revised and re-defined with emphasis on multi-skilling so that a single employee is able to perform various jobs (Annexure-A).

Further, while issuing model recruitment rules for the erstwhile Group D staff, DoP&T in their OM dated 30-04-2010 has stated that designation of Multi-skilling staff may be adopted for some common categories of posts. For other categories of posts, a single designation for posts whose duties are similar in nature and where the officials can easily be switched from one task to another may be adopted. (Annexure-B)

Since all the pre-revised scale of Group D staff (Rs.2550-3200, 2610-3540 & 2650-4000) have been merged and placed in a single revised pay structure PB-1, Grade Pay Rs.1800 corresponding to pre-revised scale of Rs.2750-4400, revised designations for these staff on the Zonal Railways are to be issued in consonance with the recommendations of the 6th CPC.

A list of existing standard designations of erstwhile Group D staff of Operating department as available in Railway board is enclosed (Annexure-C). There is a likely hood of certain other non-standard designations in operation on the Zonal Railways.

Zonal railways may examine and suggest

i. Specific categories of erstwhile Group D staff which can be grouped together/broad banded for the purpose of multi-skilling and suggest revised designations for them
ii. Categories of erstwhile Group D staff where multi-skilling is not feasible, indicating reasons for the same along with the proposed revised designations for such staff.

The above details may be sent latest by 31st January, 2013.

21/1/2013

(R.Gopalakrishnan)
Director Traffic Trans.(POL)
Railway Board
dttpol@rb.railnet.gov.in

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	Category/Existing Designation	Pre-revised Pay Scale (Rs.)	Revised Pay Structure	specific categories of erstwhile Gr.'D' staff, which can be grouped together for the purpose of multi-skilling and proposed revised deignation for them.	Categories of erstwhile Gr. 'D' staff where multi-skilling is not feasible, indicating reasons for the same alongwith proposed revised designation for such staff.
1	**TRAFFIC TRANSPORTATION DEPARTMENT :**				
1.1	**Misc. Group 'D' Staff :**				
	Peon	2550-3200	PB-1, GP Rs.1800		
	Jamadar Peon/Duftary	2610-3540			
	Record Sorter	2650-4000			
	Sr.Record Sorter	**2750-4400**			
1.2	**Pointsman/Leverman/Shuntman**	**2750-4400**	PB-1, GP Rs.1800		
	Pointsman/Leverman/Shuntman	2650-4000			
1.3	**Cook (Running Rooms)**	**3050-4590**			
	Cook (Running Rooms)	2650-4000	PB-1, GP Rs.1800		
1.4	**Gatemen :**				
	Cabinmen/Trains Clerk	**3050-4590**			
	Gatemen (Traffic)	2610-3540	PB-1, GP Rs.1800		
1.5	Messenger/Sandeshvahak	2550-3200	PB-1, GP Rs.1800		
		2610-3540			
1.6	Porter	2550-3200	PB-1, GP Rs.1800		
	Sr.Porter	2610-3540			
	Trollymen	2610-3540	PB-1, GP Rs.1800		
		2650-4000			
		2750-4400			

Ann.-'B'

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No.AB-14017/6/2009-Estt (RR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 30th April 2010

OFFICE MEMORANDUM

Subject:- Model Recruitment Rules for Group 'C' posts in Pay Band-1, with Grade Pay of Rs.1800/- (pre-revised Group 'D' posts)

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The 6th CPC recommended that all Group 'D' posts in the Government will stand upgraded to Group 'C', Pay Band-1 with Grade Pay of Rs.1800, along with the incumbents (after suitable training, wherever required). The other recommendations of the Commission, in this regard include:

(i) There will be no further recruitment in Group 'D'.

(ii) The existing Group 'D' posts will be placed in Group 'C' Pay Band-1 with Grade Pay of Rs.1800.

(iii) The minimum qualification for appointment to this level will be either 10th pass or ITI equivalent

(iv) Multi- skilling, with one employee performing jobs hitherto performed by different Group 'D' employees.

(v) Common Designation for these posts.

2. Model Recruitment Rules (Annex-I) have been framed keeping in view the recommendations of the Pay Commission. All the Ministries/ Departments are requested to amend the Recruitment Rules for the erstwhile Group' D' posts as per the Model RRs and the recommendations of the Pay Commission.

3. Powers for framing/ amendment of RRs for Group 'C' posts have already been delegated to Ministries/ Departments. Therefore the RRs may be framed accordingly, in consultation with Ministry of Law without further reference to this Department. This Department needs to be consulted only if any deviations from the model RRs are proposed.

(.....2/-)

4. Ministries/ Departments may adopt the designation of **MULTI-TASKING STAFF** for some common categories of posts in the secretariat offices. Annex-II indicates the categories of erstwhile Group 'D' posts which may be given this designation and illustrative list of duties attached to these posts. For other categories of posts, Ministries/ Departments may adopt single designation for posts whose duties are similar in nature and where the officials can easily be switched from one task to another. In all cases it may be ensured that:

a) The posts are classified as Group 'C'

b) The posts are placed in Pay Band-1 with Grade Pay of Rs.1800.

c) The minimum qualification for appointment is prescribed as 10th pass. Where technical qualifications are considered necessary, ITI in the relevant subject may be prescribed as the minimum qualification.

5. Ministry of Home affairs etc. are requested to bring the contents of this O.M to the notice of all their Attached/ Subordinate Offices. The autonomous/ statutory bodies may adopt the same with the approval of the competent authority as per their rules/ statutes.

6. Hindi version follows.

(J.A. Vaidyanathan)
Deputy Secretary to the Government of India
Tel. 2309 2112

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

DOP&T O.M. No. No.AB-14017/6/2009-Estt (RR) dated 30-04-2010

ANNEX-I

Model Recruitment Rules for the posts which were in Group 'D' Scales prior to Sixth Pay Commission and which have been placed in Group 'C'- Pay Band – 1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/-

1.	Name of Post	¶¶ (To be indicated by the Ministry/Department/Organization concerned)
2.	Number of Post	(number) * (year of framing) *Subject to variation dependent on workload
3.	Classification	General Central Service Group 'C' Non-Gazetted, Non-Ministerial
4	Pay Band and Grade Pay	Pay Band – 1 (Rs. 5200-20200) + Grade Pay Rs. 1800/-
5	Whether selection post or non selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972	Not applicable
7	Age limit for direct recruitment	Between 18 and 25 years of age Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahual & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep). In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.

¶¶ (Designation of **MULTI-TASKING STAFF** may be adopted for some of the more common categories as indicated in Annex II).

8	Educational and other qualifications required for direct recruits	Matriculation or equivalent pass OR ITI pass* *May be adopted as per special requirements of the post, if any
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment whethe4r by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	By direct recruitment.
12	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13	If DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

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DOP&T O.M. No. No.AB-14017/6/2009-Estt (RR) dated 30-04-2010

ANNEX-II

DESIGNATION AND INDICATIVE LIST OF DUTIES

(Erstwhile Group 'D' posts of Peon, Daftary, Jamadar, Junior Gestetner Operator, Farash, Chowkidar, Safaiwala, Mali etc)

New suggested designation: MULTI-TASKING STAFF

The duties would broadly include:

a) Physical Maintenance of records of the Section.

b) General cleanliness & upkeep of the Section/ Unit.

c) Carrying of files & other papers within the building.

d) Photocopying, sending of FAX etc.

e) Other non-clerical work in the Section/ Unit.

f) Assisting in routine office work like diary, despatch etc., including on computer

g) Delivering of dak (outside the building).

h) Watch & ward duties.

i) Opening & closing of rooms.

j) Cleaning of rooms.

k) Dusting of furniture etc.

l) Cleaning of building, fixtures etc.

m) Work related to his ITI qualifications, if it exists.

n) Driving of vehicles, if in possession of valid driving licence.

o) Upkeep of parks, lawns, potted plants etc.

p) Any other work assigned by the superior authority.

NOTE: The above list of duties is only illustrative and not exhaustive. Ministries/ Departments may add to the list, duties of similar nature ordinarily performed by officials at this level.

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8	Educational and other qualifications required for direct recruits	Matriculation or equivalent pass OR ITI pass* *May be adopted as per special requirements of the post, if any
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment whethe4r by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	By direct recruitment.
12	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
13	If DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated)
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

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3.2.9 The posts of Secretary to Government of India/equivalent and Cabinet Secretary/equivalent are proposed to be kept in distinct pay bands. While a separate running pay band, designated as -1S scale, is being recommended for posts belonging to Group 'D', however, the same shall not be counted for any purpose as no future recruitment is to be made in this grade and all the present employees belonging to Group 'D' who possess the prescribed qualifications for entry level in Group 'C', will be placed in the Group 'C' running pay band straight away with effect from 1.1.2006. Other Group 'D' employees, who do not possess the prescribed qualifications, are to be retrained and thereafter upgraded and placed in the Group 'C' running pay band. Till such time they are retrained and are redeployed, they will be placed in the –1S scale. The Commission clarifies that –1S pay scale is not a regular or a permanent pay scale. Insofar as the present employees are concerned, the scale will operate only till the time all the existing Group 'D' staff is placed in the Group 'C' running pay band. The exact mechanism for placing Group 'D' staff in the revised Group 'C' running pay band has been discussed in detail in Chapter 3.7 relating to Group D staff. Group 'D' employees who are not placed in the Group 'C' pay band straightaway will be given the band after their retraining without any loss of seniority vis-à-vis those in Group 'D' who possessed higher qualifications, redeployed and were placed in the Group 'C' running pay band with effect from 1.1.2006. The retraining will also emphasize the multi-skilling of these employees so that one single employee is able to perform multiple jobs that hitherto were being done by many employees. This will ensure that higher scale of pay does not place any additional pecuniary burden on the Government. Ansari Report on restructuring of Group D posts in Railways also recommends such a mechanism where many Group D posts are to be upgraded with higher skills so that the number of employees required to do the job gets reduced.

3.7.9 Functioning of the Government has become more complex. It, therefore, needs people with greater skills. The Government need not employ fifth or eighth class pass people when the need of the hour is to have multi-skilled employees who can perform a variety of jobs. Maximum number of employees in Group D are employed in Ministry of Railways. In a study conducted by the Ministry of Railways (Ansari Report), it has been pointed out that most of the jobs being done by Group D staff have actually become skilled. The Report, therefore, recommends upgrading these jobs by way of employing lesser number of more skilled workers without any additional financial repercussions. These recommendations are justified and need to be acted upon. The Commission has, in chapter 2.2, recommended that all Group D pay scales in the Government will stand upgraded to Group C along with the incumbents (after suitable retraining, wherever required) with no further recruitment taking place in any of the existing Group D posts. The minimum grade in which all future recruitments takes place will be the PB-1 (Group C) pay band of Rs.4860-20200 with the grade pay of Rs.1800. The recruitment in this grade will be from amongst candidates possessing minimum qualifications of either 10 or ITI or equivalent. Insofar as the present incumbents in the 4 existing Group D pay scales are concerned, their salaries will be fixed as under:-

i) Initially, all Group D employees shall be placed in the -1S pay scale with appropriate grade pay. The Commission would like to reiterate that –1S pay scale is not a regular pay scale. This pay scale has been devised mainly for the purpose of initial fixation of pay of the Group D employees who had already been recruited on a regular basis as on the date of implementation of this recommendation by the Government.

ii) Thereafter, such of those Group D employees as already possess the revised minimum qualifications prescribed for entry into the Group C pay band along with a grade pay of Rs.1800 would be placed in that grade (i.e. pay band of Rs.4860-20200 along with a grade pay of Rs.1800) with effect from 1.1.2006. No fitment benefit would be given again for this fixation. The Commission has devised a fitment table (Table 3.7.1) for this fixation. All fixations should be done accordingly.

iii) Such of those existing Group D employees who do not possess the minimum qualifications prescribed would need to be retrained. The training package would need to be evolved separately for each of the individual Ministry/Department/Organisation keeping in view their specific needs. Job description of the Group D posts so upgraded and placed in Group C shall also be revised and re-defined with emphasis on multi skilling so that a single employee is able to perform various jobs. After retraining with emphasis on multi-skilling, the Group D staff will be placed in the Pay Band PB-1 of Rs.4860-20200 with the grade pay of Rs.1800. Once placed in the PB-1 Pay Band, this category of Group D staff will regain their seniority vis-à-vis the other category of Group D staff that already possessed the minimum prescribed qualifications and were, therefore, placed in the PB-1 Pay Band immediately.

iv) Inter-se seniority of all the employees in erstwhile Group D will be fully maintained with Group D employee in a higher Fifth CPC pay scale being placed higher vis-à-vis an employee in a lower pay scale. Within the same prerevised pay scale, the seniority will be fixed on the basis of date on which the person came to be placed in that pay scale.

[illegible] be devised by individual departments for the erstwhile Group D posts placed in the PB-1