GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.E(MPP)96/1/15. New Delhi, dated 21.3.97

The General Manager

Central Railway, Bombay.
Eastern Railway, Calcutta.
Northern Railway, New Delhi.
North Eastern Rly., Gorakhpur.
Northeast Frontier Rly., Guwahati.
Southern Railway, Madras.
South Central Rly., Secunderabad.
South Eastern Rly., Calcutta.
Western Railway, Bombay.

CLW, Chittaranjan.
DLW, Varanasi.
ICF, Perambur.
RCF, Kapurthala.
W&AP, Bangalore.

The Chief Administrative Officer,
DCW, Patiala.

OSD, East Coast Rly., Bhubaneshwar.
OSD, East Central Rly., Hajipur.
OSD, North Central Railway, Allahabad.
OSD, North Western Rly., Jaipur.
OSD, South Western Rly., Bangalore.
OSD, West Central Rly., Jabalpur.

Sub:- Procedure relating to surrender of posts and crediting to surplus Bank.

Attention of Rly. Administration is drawn to Board's letter No.E(NG)II/84/RE1/10 dated 31.3.87 wherein the methodology to be adopted in maintaining the account in the bank of surplus posts was laid down and since then Railways have evoloved their own procedures for actual processing of surrender of surplus posts.

NFIR in its recent meeting with Board, has brought out that surrender of posts was taking unusually long time on some of the Railways and there was a need to streamline the procedures to avoid delays.

.....2/-

In the light of the deliberations held with NFIR, and subsequent examination of the matter the following guidelines are being issued for strict compliance by the Railways and Production Units.

1) Action to credit to the Bank the value of surplus posts being surrendered should be completed within 30 days of the proposal of surrender having been approved by the DRM/CWM/HOD as the case may be;

2) Posts which have been earmarked to be kept frozen either based on Board's instructions or locally by the Railway Administration, should be reviewed by the Railway Administration within one year of being frozen and such of these posts which are not required, based on the review undertaken, should be surrendered and credited to the Bank of Surplus posts (also called Vacancy Bank).

3) For the purpose of working out the monetary value of the posts being surrendered, only the Mean Pay of the post and the corresponding Dearness Allowance should be taken into account.

4) While dealing with proposals for creation of posts it has been observed that normally annual financial value is taken into account. It would be appropriate if credit to the bank on account of surrender of posts are also worked on annual basis. However it is understood that some Railways are maintaining savings on monthly basis. While there is no objection in such practice being continued, it should be ensured that on such Railways credits and debits both are maintained on monthly basis.

.....3/-

(36)

Please ensure that while crediting 5% of the amount to Railway Board's Vacancy Bank, in terms of the existing instructions, it should be clearly mentioned if the amount is based on annual or monthly value of posts to ensure correct accountal in Board's office.

Kindly acknowledge receipt of this letter.

(R.R. Prasad)
Jt.Dir. (MPP)
Railway Board.

No.E(MPP)96/1/15. New Delhi, dated 21.3.97

Copy with 25 spares to:-

1. The General Secretary, ATRF, 4 State Entry Road, New Delhi.

2. The General Secretary, NFIR, 3 Chelmsford Road, New Delhi.

3 The General Secretary All Railways Staff Side National Council JCM, Rouse Avenue, New Delhi

for Secretary, Railway Board.