Government of India
Ministry of Railways
(Railway Board)

RBE. NO. 206 /2000

Dated 28. 11. 2000

No.E (MPP)/99/1/75

General Managers/OSDs
All Indian Railways and Production Units

Subject: Re-deployment of Surplus Staff--consolidated instructions regarding

Instructions issued from time to time on the above subject were consolidated in Master Circular No 22 titled "Absorption and Utilization of Surplus Staff" These instructions prescribe modalities for redeployment of surplus staff and envisage advance planning to identify areas of surplus and to arrange for their expeditious redeployment Despite these instructions, it is seen that large numbers of surplus staff remain against special supernumerary posts for long periods without being productively engaged In view of this, the issue of surrender of surplus posts and redeployment of surplus staff has been re-examined by the Board and, after careful consideration, the following instructions are being issued in partial modification of the existing instructions, wherever applicable.

I. Definitions

(a) **Surplus staff:**

1. Total or partial closure of activities,
2. Total or partial re-engineering of work processes/work methods,
3. Introduction of Modern Technology,
4. Outsourcing of some activity totally or partially.

(b) Accepting Department:

'Accepting Department' is the department or sub- department in which surplus staff are redeployed or are required to be redeployed on the basis of needs either against vacancies in categories where no surplus is likely to be generated in foreseeable future or against the established/accepted requirement of additional manpower likely to arise in near future as accepted by the Head of the Unit/Division/Zone.

II. Procedure for dealing with vacant surplus posts:

In amplification of Board's letter No E (NG) 11/84/RE/1/10 dated 21.4.89, following procedure should be followed.

In grades having an element of direct recruitment, vacant surplus posts falling within the direct recruitment quota should be surrendered and their money value credited to the Vacancy Bank.An indicative list of categories where element of direct recruitment exists may be seen at Annexure-I Against balance vacant surplus posts belonging to promotion quota in the direct recruitment grades as also vacant surplus posts in intermediate grades, an equal no of posts falling in direct recruitment quota in the immediate lower direct recruitment grade of Group 'C' or Group 'D', as the case may be, should be surrendered. However, if adequate number of vacant posts falling in direct recruitment quota are not available in the immediate lower grade as contemplated above, direct recruitment quota vacant posts in the still lower direct recruitment grade of Group 'C' or Group 'D' may be surrendered and money value credited to the Vacancy Bank. This process may be continued till an equal number of posts have been surrendered or the lowest grade of Group 'C' or Group 'D', as the case may be, is reached.

III. Procedure for dealing with manned surplus posts:

Manned surplus posts could either be in grades having an element of Direct Recruitment or in intermediate grades where no element of direct recruitment exists For either of the above situations, Railways should draw out a staff profile in respect of each surplus staff including their redeployment plan as shown in Annexure-II. Records as per Annexure-II should be maintained in separate sheets in respect of i) surplus staff in grades having element of direct recruitment and ii) surplus staff in intermediate grades. Thereafter, action as delineated below is to be taken

IV. Reployment of surplus staff retiring shortly:

All surplus staff irrespective of the grades, who are superannuating within the next three years (3-year period should be counted from the date of issue of these instructions in the case of those already declared surplus and from the date of staff being rendered surplus in future cases) should be redeployed at the same station in any department where vacancies exist and where they can be utilized gainfully, and the original posts surrendered and money value credited to the Vacancy Bank.Those of such staff who cannot be redeployed at the same station for any reason should be placed against 'special supernumerary' posts forthwith. On vacation of the special supernumerary posts by them in due course for any reasons such as retirement, etc., these posts are to be surrendered and money value credited to the Vacancy Bank.

V. Redeployment of surplus staff in grade 2550-3200(other than those covered under IV)

1. Surplus staff working in grade 2550-3200(RP) should be redeployed against vacant posts in the same grade in the accepting department without waiting for their re-training, their original posts surrendered and money value credited to the Vacancy Bank In case there is a training need the same should be met after redeployment.

2 While taking action as per 1 above, if a vacant post in the same grade is not available in the accepting department, the surplus staff should be redeployed in the accepting department along with the post, after the need for additional manpower/posts in near future has been established/accepted. On cessation of the need for additional manpower on creation of posts needed for additional work in due course, these transferred posts on vacation by the incumbents due to any reasons such as absorption against new creations, promotion, transfer, superannuation, etc are to be surrendered and money value credited to the Vacancy Bank

VI. Training of Surplus Staff:

Surplus staff other than those working in grades 2550-3200 who need be re-trained before redeployment should be booked for re-training within one month of their being declared surplus Skills for which they are to be trained should be identified based on the category in which they are to be re-deployed This would depend on their age profile, educational qualification, working capabilities and potential to acquire necessary skills, besides the need for additional manpower in various categories. Information as per Annexure-II would be of use for the purpose Duration of training should normally not exceed 90 days.

VII. Redeployment of surplus staff working in grades having an element of direct recruitment (other than the grade 2550-3200)

1. Surplus staff should be posted against vacant direct recruitment quota posts in the same grade in accepting department after re-training, as necessary.

2. In the event of direct recruitment vacancies in the same grade not being available as per 1 above, the surplus staff should be re-deployed in the accepting department along with the post, after the need for additional manpower in near future has been established/accepted On cessation of the need for additional manpower on creation of posts needed for additional work in due course, these transferred posts on vacation by the incumbents due to any reason are to be surrendered and money value credited to the Vacancy Bank Till then an equal number of vacant posts in any of the next available direct recruitment grades where vacancies exist, should be frozen. This may be restored after the surrender of transferred posts.

3. The entire process of re-deployment of surplus staff working against posts having an element of direct recruitment should be finalized within four months from the date an incumbent is declared surplus.

VIII. Re-deployment of surplus staff working in intermediate grades:

1 Surplus staff in intermediate grades should be transferred /re-deployed in the accepting department along with the post, after training as necessary, on establishment/acceptance of the need for additional manpower

2 While issuing orders as above, an equal number of vacant posts of the accepting department in the immediate lower direct recruitment grade should be frozen

temporarily, to be restored on vacation of the higher grade posts by the re-deployed staff due to any reason. On such vacation these posts may be surrendered and money value credited to the vacancy bank.

3 In case vacant posts in immediate lower direct recruitment grade are not available in the accepting department, even next to next direct recruitment grade vacant posts may be located and frozen. If no vacant posts are available in any of the lower direct recruitment grades, the transferred/re-deployed posts shall be surrendered as and when they are vacated by the re-deployed staff due to any reason in due course, and money value credited to the Vacancy Bank.

4 The process of re-deployment of surplus staff working against intermediate grade posts should be finalized preferably within six months from the date an incumbent is declared surplus.

IX. Procedure for dealing with surplus staff found unfit for re-deployment:

The cases of surplus staffs who are found unfit for re-deployment even after re-training because of their inability to pick up new skills should be reviewed quarterly by the Head of the Division/Workshop and half yearly by the General Manager. Possibilities of further training to make them fit for re-deployment at a later stage or of their taking voluntary retirement may also be pursued with them. Till they retire/take voluntary retirement, they should be placed against special supernumerary posts, and as and when they vacate these posts due to any reason, the same should be surrendered and money value credited to Vacancy Bank.

X. Seniority of surplus staff on re-deployment

1. The seniority of surplus staff re-deployed in the accepting department will continue to be guided by the extant instructions on the subject. Reference in this connection may be made to the Railway Board's letter No.E (NG) II-84/RE-1/10 dated 21 4 1989.

2. Surplus staff willing to go on bottom seniority against direct recruitment grades in other departments should be first absorbed against direct recruitment vacancies subject to their suitability and medical fitness as required, before fresh recruitment is done.

XI. Other related instructions:

1 Instructions already exist regarding the need for consultation with recognized unions in cases where large numbers of surplus staff are involved and where promotion prospects are likely to be affected in any way. It would be necessary to take the recognized unions into confidence so that the process of re-deployment is expeditiously completed within the time limits indicated herein. Preferences of surplus staff for posting on re-deployment should also be considered to the extent possible within the framework of these instructions.

2 Other related instructions such as relaxation of educational qualifications for re-deployment of surplus staff, etc. already issued, which do not come into conflict with these instructions, will continue to hold good.

XII. Retention of Railway Quarters by the surplus staff:

Surplus staff when transferred to a new station involving change of residence may be permitted to retain railway quarters, if any, allotted to them at the previous station, for a maximum period of two years or till allotment of railway quarters at the new station on payment of normal license fee/charges, whichever is earlier.

Receipt of this letter may be acknowledged and early action taken to re-deploy surplus staff expeditiously in the light of these instructions

DA: Two Annextures

28/11/2000
(HULAS SINGH)
DIRECTOR (MPP)/RAILWAY BOARD

New Delhi Dated Nov. 2000

No. (MPP) 99/1/75

Copy to:

1) General Manager, Railway Electrification/Allahabad
2) General Manager/Metro/ Calcutta
3) Director General/RDSO/Lucknow
4) Director General, Railway Staff College, Vadodara
5) Director,IRMEE/Jamalpur
6) Director, IRICEN/Pune
7) Director,IRISET/Secunderabad
8) Director,IRREEN/Nasik

28/11/2000
(HULAS SINGH)
DIRECTOR (MPP)/RAILWAY BOARD

New Delhi dated Nov.2000

No. E (MPP) 99/1/75

Copy to

1) General Secretary, AIRF, 4 State Entry Road, New Delhi (with 35 spares)
2) General Secretary, NFIR, 3 Chelmsford Road, New Delhi (with 35 spares)
3) Secretary General, FROA, Room No.256-A, Rail Bhavan, New Delhi (with 5 spares)
4) Secretary General, IRPOF, Room No 268, Rail Bhavan, New Delhi (with 5 spares)
5) All members of Departmental Council/National Council and Secretary staff side

for Secretary Railway Board

Copy to
Sr.PPS/PPS to CRB, FC, ME, MM, ML, MS, MT
All Additional Members/OSDs, Adv. (IR), EDE (N), ED (TRG. & MPP), EDE, DDE (LR) I, E (LR) I, E (LR) II, E (NG) I, E (NG) II, E (G).

ANNEXURE-I

Department wise, grade-wise, indicative list of categories where element of Direct Recruitment exists.

Accounts/Personnel:

Grade:	2550-3200	Group D entry point.
	3050-4590	Group C entry point for Accounts clerical, Ministerial, Cash office posts
	4000-6000	80% DR in the Category of Junior Accounts Assts.
	4500-7000	20% DR in the Category of Sr. Clerks.

Technical departments: (include Civil, Elect, Mech., S&T, Stores)

Grade:	2550-3200	Group D entry point. (2610-3540 for Gangman)
	3050-4590	Entry point for Technicians Entry point for Non Technical posts.
	4000-6000	Certain % for ESMs.
	4500-7000	Entry point for P.Way Supervisors.
	5000-8000	Entry point for Diploma holders as Jr. Engg. Gr.-II and Asstt. Stores Keepers.
	6500-10500	Entry point for Graduate Engineers.

Traffic/Commercial department:

Grade:	2550-3200	Entry point for Group D.
	3050-4590	Entry point Ministerial Staff/TCs
	3200-4900	Entry point for Commercial clerks.
	4500-7000	Entry point for ASMs, ECRCs, Guards & Ministerial staff.
	5500-9000	Entry point for Traffic Apprentices/Commercial Apprentices.

Medical Department:

Grade:	2550-3200	Entry point for Group 'D'
	3050-4590	Entry point for Ministerial staff/Lab Asstts.
	4000-6000	Entry point for Radiographers etc.
	4500-7000	Entry point for Pharmacists.
	5000-8000	Entry point for Staff Nurse/ recruitment Grade for Lab. Superintendent Grade-III
	5500-9000	Entry point for Health and Malaria Inspector.

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SURPLUS STAFF PROFILE AND THEIR RE-DEPLOYMENT PLANS

Department: **Name of the Activity Centre:** Annexure-II

S NO	Name of staff	Present Designation	Scale of Pay	Total Gross Pay	Date of Birth	Date of 1st Appt on Rly	Educational or Technical Qualification	Date of Retirement	Total length of service in years	If Rly Qrts Give details
1	2	3	4	5	6	7	8	9	10	11

Options for posting(if any exercised) Indicate name of Dept and post	Indicate re-deployability against column 13			14,15,16 belo	For re-training indicate training plans against columns 18,19,20 21				
	Name of Dept	Fit without training	Fit after re-training	Unfit for re-deployment	Category for posting	Type of Reqd Re-training	Name of Trg. Centre	Duration of proposed trg	Date on wh ich available for posting
12	13	14	15	16	17	18	19	20	21

Note :
To be filled in separate sheets for surplus staff in grades having element of direct recruitment and for surplus staff in Intermediate grades

फालतू कर्मचारियों का विवरण और उन्हें अन्य स्थानों पर लगाए जाने की योजना

						कार्यकलाप का नाम.				अनुबंध-II
अनु सं	डाकघरों का नाम	मंजूरित पदनाम	कार्यालय	पूरा करवाने वाला	अवर की तारीख	रिक्त के बारे में सूचित की तारीख	संक्षेपक अवधि समाप्त होगी	सेवानिवृत्ति की तारीख	सेवा की कुल अवधि (वर्ष में)	क्या रेलवे पास/टिकट है या उसका विवरण
1	2	3	4	5	6	7	8	9	10	11

भत्ते का विकल्प (यदि कोई दिया गया हो) या विकल्प का मामला और पद संबंधित	यदि कॉलम 12 या 13,16 में अन्य स्थानों पर लगाए जाने प्रस्तावित होने वाले कर्मचारी के विवरण				पुन: प्रशिक्षण के लिए कॉलम 18,19,20,21 में प्रशिक्षण संबंधित ब्यौरे					
	नियोक्ता का नाम	प्रशिक्षण के लिए की योग्यता	पुन: प्रशिक्षण के बाद अन्य स्थान पर लगाए जाने के लिए अपेक्षित	तैनाती का ब्यौरा	किस स्तर का पुन: प्रशिक्षण दिया जाना है	प्रशिक्षण पैकेज का नाम	प्रस्तावित प्रशिक्षण की अवधि	जिस तकनीक को सीखने के लए उपलब्ध है		
12	13	14	15	16	17	18	19	20	21	

कृपया नोट करें
यदि कर्मी के मामले जहां सेवा में फालतू कर्मचारियों और व्यवसायी सेवा में फालतू कर्मचारियों के लिए अलग-अलग नोटिस दिए जाने हैं