

SUB: P.WAY, ESTABLISHMENT,ACCOUNTS,STORES &RAJBHASHA

Duration: 74 Sessions = 148 Periods

Sub Discipline - ESTABLISHMENT

(Lessons: 13 Sessions:14)

Lesson-XVI: Leave Rules Session-48:Various types of Leaves, Eligibility etc.

Various types of Leaves

- Q. By which Leave rules Rly. Employees are governed ?
Ans. Rly. employees are governed by “Liberalized Leave Rules” (LLR) also known as CPC (Central Pay Commission) Leave Rules.
- Q. When these rules came into existence ?
Ans. Since 1st February, 1949.
- Q. What kind of Leave are admissible ?
Ans. The following kinds of Leave are admissible:-
- I. LAP (Leave on Average pay)**
 - II. LHAP (Leave on Half Average pay)**
 - III. Commuted Leave**
 - IV. C.L. (Casual Leave)**
 - V. S.C.L. (Special Casual Leave)**
 - VI. Compensatory Casual Leave**
 - VII. Extra ordinary Leave**
 - VIII. Leave not due**
 - IX. Maternity Leave**
 - X. Hospital Leave**
 - XI. Special Disability Leave**
 - XII. Study Leave**

I. LAP (LEAVE ON AVERAGE PAY)

- Q How much LAP is admissible in a Calendar year ?**
Ans. 30 days to all Railway servants except employees serving in a Railway School.
- Q. Whether L.A.P. is credited in advance ?
Ans. Yes.
- Q. How L.A.P. is credited to leave A/c ?
Ans. In two installments in a calendar year, on 1st day of January and on 1st day of July @ of 15 days each.
- Q. How many L.A.P.’s are credited in the half year of appointment, retirement, removal and dismissed or death in service ?
Ans. At the rate of 2.1/2 days per month.
- Q. Upto what extent L.A.P. can be accumulated ?
Ans. Upto 300 days, thereafter it will Lapse.
- Q. Whether L.A.P. can be prefixed or suffixed to holidays ?
Ans. Yes.

II. LAP (LEAVE ON HALF AVERAGE PAY)

- Q. How much L.H.A.P. is admissible in each completed year of service ?
Ans. 20 days.
- Q. How L.H.A.P. is credited ?
Ans. In two installments of 10 days each on 1st Jan. and 1st July every year.
- Q. How much L.H.A.P. can be granted in the half year of appointment, retirement, removal, dismissal or death ?

Ans. At the rate of 5/3 days for each completed month of service.

III. COMMUTED LEAVE

Q. What is Commuted leave ?

Ans. Commuted leave is a leave granted on Medical Certificate not exceeding half the amount of leave on half average pay.

IV. CASUAL LEAVE (C.L.)

Q. What is Casual leave ?

Ans. Casual leave is a leave admissible to Railway Servants in all groups (i.e. A.B.C.&D) and is granted to enable them to attend sudden/unforeseen needs/requirements.

Q. Whether it is a recorded Leave ?

Ans. No

Q. Whether C.L. may be prefixed or suffixed ?

Ans. Yes

Q. Whether Sundays, Holidays, Closed days and Weekly offs falling within C.L., will count as C.L. ?

Ans. No

Q. Whether C.L. can be combined with any other leave ?

Ans. No except Compensatory C.L. to Group 'C' & 'D' Staff.

Q. Whether C.L. can be granted for half day ?

Ans. Yes.

V. SPECIAL CASUAL LEAVE (S.C.L.)

Q. For what purposes Special Casual leave is Granted ?

Ans. Special Casual leave is Granted for the following purposes:-

- (i) For participation in sports events/Tournaments of National and International importance.
- (ii) For Scouting work.
- (iii) For participation in Cultural activities like Dramas & Music Competitions.
- (iv) For attending meeting of Unions/Federations.
- (v) For attending meetings of Technical/Scientific Institutions.
- (vi) For attending meetings/conferences of medical institutions by Doctors.
- (vii) For attending Republic Day parade.
- (viii) For attending Courts as Jurors or Assessors.
- (ix) For attend to work connected with running/administration of Rly. men's co-operative Societies.
- (x) For attending to work connected with running/administration of Rly. men's co-operative Societies
.For attending Annual Training Camp of Territorial Army.
- (xi) For appearing as Defence Helper in departmental enquiries.
- (xii) For casting vote in elections of Lok Sabha or Assemblies to employees residing at a place where the date of polling is different from that at the place working.
- (xiii) For voluntary donation of blood.
- (xiv) For promoting small family norms under the Family Welfare programme
- (xv) For unavoidable absence due to Bandhs, Curfew, dis-location of train services or other disturbances.

Q. Upto what extent Special Casual leave can be granted?

Ans. It may be sanctioned to the extent of actual time Spent in the events subject to a maximum of 30 days in a calendar year to be extended upto 90 days by G.M. in case of participation in sports events of national and international importance.

VI. COMPENSATORY CASUAL LEAVE (C.C.L.)

Q. What is C.C.L.?

Ans. C.C.L. is a Leave granted to the Ministerial Staff and Group 'D' Staff in offices, excepting supervisors for attending office on Sundays, Closed days, weekly offs and holidays.

Q. Whether C.C.L. can be prefixed or suffixed with C.L., Sundays and holidays?

Ans. During which period C.C.L. can be availed?

Q. How many C.C.L.'s can be availed at one time?

Ans. Three

VII. EXTRA ORDINARY LEAVE (E.O.L.)

Q. Under what circumstance. E.O. is granted?

Ans. E.O.L is granted under the following special circumstances:-

(i) When no other leave is admissible.

(ii) When other leave is admissible, but the employee applies in writing for the grant of such Leave.

Q. To what extent E.O.L. is granted to Permanent or Temporary Employees?

Ans. (i) To Permanent employees Upto a maximum of 5 years in one spell together with all kinds of leave

(ii) To Temporary employees Upto 3 months without Medical Certificate upto 6 months with medical Certificate. Upto 18 months for treatment of cancer, Mental illness, T.B. Leprosy.

Q. Whether E.O.L. can be combined with any other leave.

Ans. Yes, except C.L.

Q. Whether Leave salary is admissible during E.O.L.?

Ans. No

VIII. LEAVE NOT DUE

Q. What is leave not due?

Ans. It is leave on half average pay granted in advance of earning on medical Certificate with prospect to returning on duty after availing leave.

Q. To who is granted?

Ans. To both permanent & temporary employees, except teaching staff.

Q. What is the Quantum of Leave?

Ans. 360 days maximum to Permanent employees during entire service and 360 days to Temporary Railway employees suffering from T.B., Cancer, Mental ailment and Leprosy.

IX. MATERNITY LEAVE

Q. Who are eligible for grant of Maternity Leave ?

Ans. Female Railway employees, including apprentices with less than two survive Children.

Q. What is the Quantum of leave ?

Ans. (i) 180 days from the date of commencement.

(ii) 6 weeks in case of mis-carriage including abortion. Total period restricted to 45 days in the entire service.

(iii) In further continuation, leave may also be granted (including commuted leave upto 60 days and leave not due) upto a maximum of 1 year, if applied for without production of medical certificate.

(iv) In further continuation also, Leave may be granted for illness of female employee and also in case of illness of newly born child beyond one year.

(v) A male Railway Servants (including an apprentice) with less than two surviving children is also eligible for Maternity Leave for a period of 15 days during the confinement of his wife.

Q. Whether Maternity Leave is a recorded Leave?

Ans. No

Q. Whether it may be combined with any other leave?

Ans. Yes.

Q. Whether it is granted to Female Casual labour with temporary status?

Ans. Yes.

X. PATERNITY LEAVE

Q. Who are eligible for grant of Paternity Leave?

Ans. A male Railway Servants (including an apprentice) with less than two surviving children is eligible for Paternity Leave for a period of 15 days during the confinement of his wife.

Q. Whether Paternity Leave is a recorded Leave?

Ans. No

Q. Whether it may be combined with any other leave?

Ans. Yes.

Q. Whether it is granted to Male Casual labour with temporary status?

Ans. Yes.

XI. HOSPITAL LEAVE

Q. Under what circumstances Hospital Leave is granted?

Ans. It is admissible to the Group 'C' or 'D' employees while under treatment for illness or injuries met directly due to risks incurred in the course of official duties even if injuries incurred due to carelessness of employee.

Q. Upto what extent leave is admissible?

Ans. May be granted for such period, as the authority granting if considers necessary and certified by the authorized medical attendant.

Q. Whether there is any maximum limit?

Ans. No, the amount of leave granted by G.M. is un-limited.

Q. Whether it may be combined with any other leave?

Ans. Yes, provided on combination, the total period of Leave does not exceed 28 months.

Q. What leave salary is payable during leave?

Ans. Equal to leave salary on Average pay for the first 120 days and equal to leave salary on Half Average pay for remaining period.

XI. SPECIAL DIS-ABILITY LEAVE

Q. What is special dis-ability leave?

Ans. The leave is granted when an employee is disabled by injury inflicted intentionally in consequence of due performance of his official duty or official position.

Q. To whom admissible?

Ans. Both to permanent and temporary employees.

Q. What is Quantum of Leave?

Ans. As certified by authorized Medical Attendant.

Q. Whether there is any maximum limit?

Ans. Yes, Shall in no case exceed 24 months in respect of one dis-ability.

Q. Whether this Leave may be combined with any other leave?

Ans. Yes.

Q. What Leave salary is granted during Leave?

Ans. For the first 120 days, equal to leave salary on Average Pay-for the remaining period equal to leave salary on Half Average Pay.

Q. Whether in the case of employees governed by W.C. Act, the amount of leave salary shall be reduced by the amount of compensation payable?

Ans. Yes.

XII. STUDY LEAVE

Q. Under what circumstances study Leave is Granted?

Ans. This may be granted for study in following cases:-

- (i) To undergo a special course of study consisting of higher studies of Technical subject having a direct and close connection with the sphere of his/her duty in or outside India.
- (ii) For a course of training or study tour certified to be of definite advantage to Govt. and related to sphere of duty.
- (iii) For study, not closely or directly connected with the work of railway employee but which is capable of widening his/her mind and improve his/her abilities as civil servant.
- (iv) For pursuing a course of Post Graduate study in Medical Science in India by Medical Officers if it shall be valuable in increasing efficiency of medical officer in performance of his/her duties.
- (v) For post Graduate study in Medical Science outside India if Director General Railway Board certifies such study will be valuable in increasing the efficiency of such Medical Officer in performance of his/her duty.

XIII. EX-INDIA LEAVE

Q. What is Ex-India Leave?

Ans. Ex-India leave is an authorized leave which can be availed out of India.

Absence beyond 5 years

Q. How is the period of absence beyond 5 years to be regularized?

Ans. In case a Railway Employee remain away from work beyond 5 years it becomes an unauthorized absence, since rules permit authorized absence upto 5 years. Regularization of period of absence beyond 5 years has to be regularized by Railway Board. Every Railway Employee become liable for action under D&AR for any unauthorized absence.

Sub Discipline - ESTABLISHMENT

(Lessons: 13 Sessions:14)

Lesson-XVII: Pass Rules Session-49: Various types of passes, Eligibility etc.

Pass Rules

Eligibility for Various Types of Passes:

- | | |
|---|-----------------------------|
| (1) Group A&B (Gazzated) | First Class A |
| (2) Group B (Non Gazzated) &Group C | |
| (a) Those appointed prior to 01-08-69 | |
| (i) Employees drawing Pay of Rs 5000/-or more in the scales the maximum of which is 6000/- | First Class |
| (ii) All other employees | Second/sleeper class |
| (b) Those appointed from to 01-08-69 to 31-03-87 | |
| (i) Employees drawing Pay of Rs 5375/-or more in the scales the maximum of which is 7000/-or more | First Class |
| (ii) All other employees | Second/sleeper class |

Eligibility for Various Type of Passes:

- | | |
|--|-----------------------------|
| (c) Those appointed from 01-04-87 to 01-02-99 | |
| (i) Employees drawing Pay of Rs 7250/-or more | First Class |
| (ii) The employees in the scales, the Minimum of which is 6500/- | First Class |
| (iii) All other employees | Second/sleeper class |
| (d) Those appointed after 01-02-99 | |
| (i) Employees in the scales the minimum of which is 6500/- | First class |
| (ii) Employees drawing Pay of Rs 7600/-& above | First Class |
| (iii) In the Scales of 5000-8000/5500-9000, Pay>7250<7600/ | Second Class A |
| (iv) All other employees | Second/sleeper class |
| (3) All Group D Employees: | Second/Sleeper class |
| Note: The second class A pass holders can travel by 3 rd AC. | |

Definition of the Family:

As per the pass rules, the family consists of the following members.

- (1) Husband/wife of the employee.
- (2) Son below 21 years of age &fully dependent on the employee.
- (3) Son above 21 years of age if he is studying in a recognized institute or he is doing research without Scholarship or he is working as a trainee under a chartered accountant or he is disabled as per the medical certificate given by the doctor.
- (4) Unmarried daughter of any age
- (5) Widow daughter if dependent on the employee
- (6) Divorce daughter if dependent on the employee.

Definition of dependents

As per the pass rules the dependent members are.

If father of the employee is not alive:

- (1) Mother including divorce mother
- (2) Unmarried/widow sister
- (3) Brother/step brother below 21 years of age if he is living with the employee &dependant on the employee.
- (4) Disabled brother of any age.
- (5) Brother studying in the recognized Institute.

(6) Divorcee sister if dependent on the employee.

Note: A person will be treated as dependent if his total earnings from all the sources are less than 15% of the emoluments of the employee.

Definition of the attendant:

Any person who is in personal service of the employee.

Some of the serving & Retired employees have a misconception that they can take any known person/relative as an attendant. This has been clarified by the Board.

The attendant can travel in second class along with the employee. In case the attendant can not travel in the same train such as Rajdhani/ shatabdi, then separate pass in second class can be issued to the attendant.

Definition of the guardian:

The meaning of the guardian should not be taken in legal terms.

Any adult family member/relative/paid nurse/ governance/attendant can be guardian of a child to accompany him. If no body from the above is available then the pass of the guardian can be issued to any other person with the approval of G M.

Type of passes:

- (1) Duty pass
- (2) Privilege pass
- (3) School pass
- (4) Post retirement Pass
- (5) Residential card pass
- (6) Special pass

Duty Passes:

These passes are issued to the Railway servants to travel on duty. These can be in the form of

- (1) Metal pass
- (2) card pass
- (3) check pass

Card pass:

It is given to the employees who are required to travel frequently. It is issued for travel over a certain period of time say 01 year. It can be renewed every year if required. Its availability should be limited to that area in which the frequent travel is required. Photograph should be pasted on the card pass.

Check duty pass:

It is given to the employees for general travel on duty. The availability of check pass should be enough to cover the duty period.

Transfer & Kit pass:

Check pass is given to the employees & his family for travel on transfer to new place of posting. Separate passes can be issued for the employee & his family if the family travel afterwards. The transfer pass is given of the same class as the privilege pass.

Kit pass is given for carrying house holds/car e. t. c.

Privilege pass:

(A) Gazatted officers: 6 sets of passes in a year.

Staff: 1 set of pass up to 5 years service & 3 sets of pass after 5 years service.

P T Os:

(A) 4 sets of P T Os in a year to all the employees.

School pass:

School pass is issued to the children of the employee studying at some other station. These are issued on the basis of the certificate issued by recognized schools. In a year, 6 one sided passes can be issued for the student. These are issued if there is a leave of at least 03 days in the school or school is suddenly closed due to other reasons.

The school pass is issued from the station where the school is situated to the HQ of the employee or from the school to that station other than the HQ of the employee where any one of the parent stays due to some reasons or from the school to some other station provided the distance of that station is less than the residence of father/mother & it is beneficial to employee.

Post retirement passes:

Residential card passes:

This pass is issued to the employees who live away from their work place. These are issued for those sections where this facility was provided prior to 14-01-1953.

Special passes:

- (1) For medical treatment: If the medical facilities are not available at the station where the staff is posted, then a pass shall be issued to him for a station where the medical facilities are available.
- (2) For Taking Part in the sports: These passes are issued to the players for taking part in the sporting events organized by Railway Board & other recognized sporting events.
- (3) For the scouting activities: These passes are issued to the staff who are office bearers of scouting association or rovers or rangers or cubs or bulbul or scout or guide for taking part in the camps etc.
- (4) Settlement pass: On retirement the employee issued a pass for journey from the station of his retirement to the station where the employee has settled. In case of death of the employee, this pass is given to the widow.
- (5) For attending the courts as a witness the passes are given to the employees.
- (6) Passes to suspended employees: If the suspended employee has been given permission to leave the H Q then passes can be issued as follows
 - (a) Group A & B officers: 3 sets of his privilege passes, if the officer has already taken 3 sets then –NIL.
 - (b) Group C & D staff: 1 set of his privilege passes, if the staff has only one set in his account then –NIL.
- (7) P T O s to the suspended employees: 3 sets to all category of the employees. the PTOs already availed to be deducted from these 3 sets.
- (8) Powers to issue passes to the suspended employees
 - (a) Group A & B officers: General Manager
 - (a) Group C & D staff: DRM or Dy HOD
- (9) School passes are not affected by suspension.
- (10) Passes to the physically challenged employees: The pass is issued along with an attendant.

Punishment for misuse of Pass/PTO:

Misuse of pass: The misuse of pass/PTO is a severe offence. Necessary charge sheet shall be issued & action shall be initiated against the employee for imposing a suitable punishment commensurate with the offence.

Punishment for loss of Pass/PTO:

- (1) For Railway employees:
 - (a) Duty/residential card pass
 - First class/first class A/white pass Rs 35/-
 - Second class Rs 12.50/-
 - Trolley pass Rs 50/-
 - (b) Duty check pass/privilege pass
 - First class/first class A/white pass Rs 10/-

Second class: Rs 5/-

Punishment for loss of Pass/PTO:

(2) For non-Railway employees/non Railway organizations/ Honarium individual passes.

(a) Card pass

First class Rs 150/-

Second class Rs75/-

(b) Duty check pass

First class: full fare but Maximum of Rs 50/-& minimum of Rs 10/-

Second class: full fare but maximum of Rs 30/-& minimum of Rs 5/-

Punishment for loss of Pass/PTO:

(3) For G R P/P&T/Railway Magistrate:

(a) First class/first class A/white pass Rs 35/-

(b) Second class Rs12.50/-

Punishment for loss of Pass/PTO:

(4) Post retirement cheque pass:

(a) First class/first class A/white pass Rs 25/-

(b) Second class Rs 10/-

(5) For not putting dates on privilege/duty cheque pass after commencement of journey:

(a) First class/first class A/white pass Rs 25/-

(b) Second class Rs10/-

Sub Discipline - ESTABLISHMENT

(Lessons: 13 Sessions:14)

Lesson- XVIII:P.L. Bonus & GIS Session-50: Terms of Payments PLB, GIS Monthly subscription, Payment at retirement.

Scheme of Productivity Linked Bonus:

The scheme for the grant of productivity linked bonus to Railway Employees which has been introduced in 1979 is briefly stated as under:

- (1) **Applicability:** The Scheme shall cover all employees in service on or after 1.4.79 as stated below:
- (a) All Railway servants excluding Railway Protection Force and Railway Protection Special Force.
 - (b) Casual labour with temporary status and substitutes with not less than 120 days continuous service.
 - (c) Casual labour on daily wages employed in projects who have completed 180 days continuous service.

Group Insurance Scheme

The existing Insurance Scheme as mentioned above has been replaced by a new Group Insurance Scheme for the regular employees of the Central Government. The scheme is wholly contributory and self financing. It came into force w.e.f. 01.01.82. It has become compulsory for the employees who enter into Central Government service after 01.11.80 and will be optional for the employees already in service on 01.11.80. If any employee wanted to opt out of the scheme, he was allowed to exercise an option to the effect upto 31.12.1980. Those who are willing to be governed by this scheme need not exercise any option. The employees who have opted out of the new scheme will continue under the existing Insurance Scheme as mentioned above.

Note: According to Fifth Pay Commission report the rates of monthly subscription and amount insured are as under:

	Monthly Subscription	Amount insured
Group 'D'	Rs. 30/-	Rs. 30,000/-
Group 'C'	Rs. 60/-	Rs. 60,000/-
Group 'B'	Rs. 120/-	Rs. 1,20,000/-
Group 'A'	Rs. 240/-	Rs. 2,40,000/-

Sub Discipline - ESTABLISHMENT

(Lessons: 13 Sessions:14)

Lesson-XIX:Allowances & Overtime Session-51: Various Types of Allowances & Eligibility

1.8.3 Overtime:

The overtime allowance shall be paid at the rate of 1½ times the ordinary rate of pay in cases where overtime worked is within the limits of rostered hours and statutory hours. But where the overtime is worked beyond the statutory limits, payment shall be made at two times the ordinary rate.

Various Types of Allowances:

1. Dearness Allowance.
2. Compensatory City Allowance.
3. House Rent Allowance.
4. Washing Allowance.
5. Over time Allowance.
6. Night Duty Allowance.
7. National Holiday Allowance.
8. Nursing Staff Allowance.
9. Non Practicing Allowance.
10. Daily Allowance
11. Transfer Allowance
12. Conveyance Allowance
13. Allowance in lieu of kilometerage.
14. Breach of Rest Allowance
15. Out Station Detention Allowance
16. Accident Allowance
17. Outstation (Reliving) Allowance
18. Officiating Allowance
19. Breakdown Allowance
20. Special Allowance to Gate man
21. Extra Duty Allowance
22. Teaching Allowance

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Sub Discipline - ESTABLISHMENT

(Lessons: 13 Sessions:14)

Lesson-XX: P.F. Session-52: Meaning, Rate, Withdrawal

Provident Fund:

Provident Fund:

Provident Fund means a fund in which the subscription of the employees are received and held on their accounts along with the interest accruing on such subscription.

Every Railway employee on completion of one year's service is entitled to joint the Provident Fund, and a P.F. Account number is allotted to him by the Chief Accounts Officer. It has been made compulsory for every Government servant to contribute to a General Provident Fund except those employees who are re-employed after final retirement from Government service and also those employees whose services were pensionable even before 16.11.57, the date of introduction of Pension scheme of the Railways.

A Railway servant who is subscribing to the S.R.P.F. (non-contributory) shall be exempted from making any subscription to the state Railway Provident Fund during the last 3 months of the service. The discontinuance of the subscription would be compulsory and non optional. (R.B. No. F(E) III-85/PF/1/13 of 7.7.86 (N.R. S. N. 9024)

Special Contribution to Provident Fund:

Admissibility – Formerly this used to be “Gratuity” which meant a gift given to an employee as a reward for satisfactory and faithful service ‘Gratuity’ being attachable could be a cause of inconvenience to the employees, as such it was decided to rename it ‘Special Contribution to Provident Fund’. Assets of provident fund are not attachable under the P.F. Act.

Sub Discipline - ESTABLISHMENT

(Lessons: 13 Sessions:14)

Lesson-XXI: Pension Rules Session-53: Pension Rules.

Pension Scheme:

Kinds of Pension: Pension is divided into two categories i.e. Ordinary Pension and extraordinary Pension.

Ordinary Pension – It is further divided into four classes viz –

- (a) **Compensation Pension** - This pension is granted to those employees who are discharged from service on account of abolition of the posts held by them and failure of the administration to provide other suitable jobs of more or less equal status and emoluments.
- (b) **Invalid Pension** – This is granted to those employees who are found unfit for further service on account of some physical or mental infirmity. If however the unfitness is directly due to the irregular or intemperate habits, no pension will be granted.
- (c) **Superannuation Pension** – This is granted to the employees when they attain the age of superannuation i.e. the age of retirement.
- (d) **Retiring Pension** – This is granted to the employees who retire on completion of 20 years of satisfactory service either at their own option or on the orders of administration. Three month's notice for such retirement is necessary.

Extraordinary Pension:

This pension is granted to an employee who is injured and to his family when he is killed or succumbs to the injuries sustained while in the proper execution of his duty.

Sub Discipline - ESTABLISHMENT
(Lessons: 13 Sessions:14)
Lesson-XXII:DCRG Session-54: Amount of DCRG, Emoluments.

Death-Cum-Retirement Gratuity

Amount of D.C.R.G. – This gratuity will be paid to the pensionable employees, on their retirement, or to their families in the event of their death while in service. This will be granted in addition to the ordinary gratuity or monthly pension that may be admissible to the employee under the rules. The rate of death-cum-retirement gratuity is one-fourth of the monthly emoluments for each completed six monthly period of qualifying service subject a maximum of 16½, times of the emoluments. The amount of D.C.R.G. shall not exceed Rs. 10 lakh. In the event of death of an employee while in service the gratuity will be subject to the following minima:

1. If death occurs in the first year of service two months' emoluments.
2. If death occurs after completion of first year service but before completion of five years service six months' emoluments.
3. If death occurs on or after 5 years of service but less than 20 years 12 months' emoluments.
4. If death occurs on or after 20 years of service half of monthly emoluments for every completed 6 monthly period of qualifying service subject to a maximum of 33 times provided that amount of death gratuity shall in no case exceed Rupees 10 lakh.

Note: There will be no ceiling of reckonable emoluments for calculating gratuity.

Sub Discipline - ESTABLISHMENT
(Lessons: 13 Sessions:14)
Lesson-XXIII: D&A Rules Session-55: Minor Penalties.

D & A R (1968), H.O.E.R. AND ACTS

1. Penalties:

Two groups of penalties are laid down under rule 6 of D&AR 1968 viz major and minor penalties.

1.1 Minor Penalty:

Are those where a Simple procedure is followed as laid down in the D&AR 1968 except where with holding of increment with cumulative effect for any period or with holding of increment exceeding 3 years without cumulative effect or effecting the pensionary benefits adversely, an inquiry.

1.1.1 Minor Penalties:

- i) **Censure** - Though this is one of the lightest punishments and there is no loss to the employee yet it can affect his merit when considering his suitability for higher promotion.
- ii) **With-holding of promotion for a specified period** – This penalty should be imposed only when an employee is due promotion in near future.

- iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Govt. by negligence or breach of orders.
- a) With-holding of privilege passes or PTOs or both
- b) Reduction to a lower stage in the time scale of pay by one stage for a period not exceeding 3 years, without cumulative effect & not adversely affecting the pension.
- iv) Withholding of increments of pay for a specified period with further directions as whether on the expiry of such period, this will or will not have the effect of postponing the future increments of his pay.

Sub Discipline - ESTABLISHMENT

(Lessons: 13 Sessions:14)

Lesson-XXIII: D&A Rules Session-56: Major Penalties

1.2 Major Penalty:

Major penalties are those where a detailed procedure as laid down in article 311 of the constitution of India is a must to be followed.

1.2.1 Major Penalties:

- i) Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.
- ii) Reduction to a lower time scale of pay, grade, post or service with or without further directions regarding conditions of restoration to the grade, post or service from which the railway servant was reduced and his seniority and pay on such restoration to that grade, post or service.
- iii) **Compulsory retirement** – This penalty should be imposed on an employee when it is felt that the employee should not be retained in service any more and where the gravity of offence is such that it does not warrant removal or dismissal from service. In case of compulsory retirement the employee loses his job only and also does not place any bar on future employment in Govt. service.
- iv) **Removal from Service** – This shall not be a disqualification for future employment under the government or railway administration.
- v) **Dismissal from service** – Shall ordinarily be a disqualification for future employment under the government or railway administration.

Sub Discipline - ESTABLISHMENT

(Lessons: 13 Sessions:14)

Lesson-XXIV: Service Conduct Rules Session-57: Explanation and understanding of different Conduct rules.

Railway Service Conduct Rules:

1. **Short Title** –These rules may be called the Railway Services (Conduct) Rules, 1966 and come into force at once.
2. **Definitions** – In these rules, unless the context otherwise requires:
 - i) gazetted officers holding posts in the Railway Board, the President;
 - ii) other gazetted officers, the Railway Board;
 - iii) Non-gazetted officers in the Railway Board, the secretary, Railway Board.
 - iv) Other non-gazetted officers in offices directly under the administrative control of the Railway Board, the Heads of the officers concerned; and
 - v) Other non-gazetted officers, the General Managers of the Railway Administrations concerned.
3. **General – (1)** Every Railway servant shall at all times:
 - i) maintain absolute integrity;
 - ii) maintain devotion to duty; and
 - iii) do nothing which is unbecoming of a Railway servant.
2. (i) Every Railway servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Railway servants for the time being under his control and authority;
- (ii) Every Railway servant shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in the best judgment except when he is acting under the direction of his official superior.
- (iii) The direction of the official superior shall ordinarily be in writing, and where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter, and
- (iv) A Railway servant who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible whereupon it shall be the duty of the official superior to confirm the direction in writing.
3. Promptness and Courtesy.
4. Observance of Government policies.
5. Prohibition of sexual harassment of working women.
6. Employment of Near Relatives of Railway servants in Private Undertaking enjoying Government Patronage.
7. Taking Part in Politics and Elections.
8. Joining Associations or Union by Railways Servants.
9. Demonstration.
10. Connection with Press or other Media.
11. Criticism of Government
12. Evidence before Committee or any other Authority.
13. Unauthorized Communication of Information.
14. **Subscription** – No Railway servant shall except with the previous sanction of the Government or of the competent authority ask for or accept contributions to or otherwise associate himself with the raising of any funds of other collections in cash or in kind pursuance of any object whatsoever.
15. **Gifts** – Save as otherwise provided in these rules, no Railway servant shall accept or permit any member of his family or any person acting on his behalf to accept any gift.
16. Dowry.

17. Public Demonstrations in honour of Railway servants.
18. Private trade or Employment.
19. Sub-letting and vacation of Govt. accommodation/
20. Investment, Lending and Borrowing.
21. Insolvency and Habitual Indebtedness.
22. Movable, Immovable and Valuable Property.
23. Vindication of Acts and Character of Railway servants.
24. Canvassing of Non-official or other Influence.
25. Restriction regarding Marriage.
26. Consumption of Intoxicating Drinks and Drugs.
27. Prohibition regarding employment of children below 14 years of age.
28. Interpretation.
29. Delegation of Powers.
30. Repeal and Saving.
31. Obligations to abide by all Administrative Instructions.

Sub Discipline - ESTABLISHMENT
(Lessons: 13 Sessions: 14)
Lesson- XXV: Session-58: Manpower Planning & Training Welfare Measures in
Railways, PNM, JCM & PREM.

Death-Cum-Retirement Gratuity

Amount of D.C.R.G. – This gratuity will be paid to the pensionable employees, on their retirement, or to their families in the event of their death while in service. This will be granted in addition to the ordinary gratuity or monthly pension that may be admissible to the employee under the rules. The rate of death-cum-retirement gratuity is one-fourth of the monthly emoluments for each completed six monthly period of qualifying service subject a maximum of 16½, times of the emoluments. The amount of D.C.R.G. shall not exceed Rs. 10 lakh w.e.f. 01.04.96. In the event of death of an employee while in service the gratuity will be subject to the following minima:

1. If death occurs in the first year of service two months' emoluments.
2. If death occurs after completion of first year service but before completion of five years service six months' emoluments.
3. If death occurs on or after 5 years of service but less than 20 years 12 months' emoluments.
4. If death occurs on or after 20 years of service half of monthly emoluments for every completed 6 monthly period of qualifying service subject to a maximum of 33 times provided that amount of death gratuity shall in no case exceed Rupees 10 lakh.

Note: There will be no ceiling of reckonable emoluments for calculating gratuity.

Sub Discipline - ESTABLISHMENT

(Lessons: 13 Sessions:14)

Lesson-XXVI: Objectives and understanding of Various Acts Session-59: Minimum Wages Act, Factory Act, Industrial Dispute Act, Contractor Labour Act& Workmen Compensation Act.

1.9 Payment of Wages Act (P.W.A.):

The payment of wages act provides the following -

- Payment of wages promptly and at regular intervals.
- Specifies the deductions which can be made.
- Fixes the wage period within which payment must be made.
- Furnishes the summary of earned wages and unpaid wages.

1.9.1 Other Special Features:

- | | | |
|-------------------------|---|--|
| • Applicability | - | Drawing salary upto Rs. 6500 |
| • Wages | - | All remunerations including salary and allowances. |
| • Wage period | > | One month |
| • Time for payment | < | 1000 employees – within 7 days. |
| | > | 1000 employees – within 10 days |
| • Form of payment | > | Coins, notes, cheque, M.O., D.D. |
| • Authorised deductions | - | Fines, absence, damage,, House rent, Electricity, loans, lawn charges, I.T. charges, P.F., G.I.S. etc. |

1.10 Minimum Wages Act (MWM):

The minimum wages act provides the following-

- To secure minimum rates of wages
- To prevent exploitation of unorganized labour.
- Prompt payment of wages & overtime.
- Specifies deductions.

1.11.1 Applicability:

This shall be applicable to departmental or contractor's labour. It shall not be applicable to the staff working on time scale and governed under HOER.

Rostered duty hours –

Maximum working hours –

1.12 Workman's Compensation Act (WCA):

Workmen's compensation act of 1923 is meant for the following –

- To provide for the payment of compensation by certain employers to their workmen in case of accident involving injuries and their dependents in case of accidents resulting in death of the worker.
- To set up special machinery to deal with the claims falling under this act.
- To ensure precision in the validity of claims for compensation.

1.12.1 Application:

- (i) The act should be confined to industries which are more or less organized.
- (ii) The only workman whose occupation is hazardous should be included.

1.12.2 Workmen:

Includes a person who is a railway employee not employed in any administrative, divisional or sub-divisional office of a railway & not employed in any such capacity as specified in Schedule II. This will not include a person whose employment is of casual nature and who is employed for work not connected with employer's trade.

1.12.3 Disablement:

Disablement may be of following three types –

(i) Temporary partial disablement

Means such disablement which reduces temporarily, earning capacity of a workman in any employment in which he was engaged at the time of accident resulting in disablement.

(ii) Permanent Partial Disablement:

Means such disablement which permanently reduces the earning capacity of a workman in every employment, which he was capable of undertaking at the time of accident resulting in the disablement.

(iii) Total disablement:

Not only reduces the earning capacity of a workman but incapacitates him from all work which he was capable of performing at the time of accident.

1.13 Important Points to be Taken Care of In D & AR Cases:

- SF-5 prepared by Executive is to be got vetted from APO's.
- Normally in cases of bribery, punishment of removal/dismissal from service should be imposed and if it is not done so, the reasons should be recorded.
- In accident cases due to carelessness, there is a collision between trains, staff responsible should generally be awarded punishment of removal/dismissal and if it is not done so the reasons to be recorded.
- Similarly, passing signals in danger warrants major penalty and if it is not done so the reasons to be recorded.
- Group 'C' & 'D' staff found responsible for unauthorized possession of Government/Railway land and subsequent construction of residential building on it to be awarded major penalty.
- The punishment of WIT/WIP have no effect on seniority unless specifically ordered in punishment.
- If it is decided not to take further action, the decision should be conveyed to delinquent employee within a period of two months.
- Service Book should be consulted before passing orders regarding WIT/QIP as WIT/WIP at the maximum of scale becomes infructuous.
- Since the enquiry is a must before imposing penalties of WIT for more than 3 years of WIP for any period or if the penalty of WIT is likely to effect adversely the pension, it should be ensured before awarding WIT for less than 3 years also that the employee is not due retirement during the currency of WIT.
- Stoppage of post retirement complimentary passes is not a recognized penalty under D&AR.
- Temporary status Casual Labour/Substitutes are also governed by D&AR.
- Orders for issue of show cause notice intimating the nature of punishment has been dispensed with.
- In case if any employee reports for duty after absence of more than 90 days. He should not be put back to duty.
- In case of suspension the charge sheet should be issued within 3 months & if not, reasons for suspension are communicated on expiry of 3 months.
- It is the responsibility of the employee to inform the administration regarding his arrest or conviction failing which this concealment in itself well be good and sufficient cause to initiate disciplinary action.

Sub Discipline - ESTABLISHMENT

(Lessons: 13 Sessions:14)

Lesson-XXVII: HOER Session-60: Classification and Duty roster

1.8 Hours of Employment Rules (H.O.E.R.):

In order to regulate the hours of employment and periodic rest to the railway employees, the rules were incorporated in the Indian Railway Act by an amendment in 1930 & hours of employment rules were issued finally in 1961.

1.8.1. Application:

“Hours of employment” means the time during which an employee is at the disposal of the employer. This includes effective or continuous work and periods of inaction when the worker must be present on duty, although not exercising physical activity always. It does not include the recognized intervals. These rules are applicable to all the staff except-

- (i) Categories of staff governed by the factories act, the Indian Mines Act or the Indian Shipping Act.
- (ii) R.P.F. staff.

1.8.2 Classification:

The railway employees are classified in the following 4 categories –

- (i) **Intensive** – Only that staff is declared as “Intensive” whose work is of strenuous nature involving continuous concentration of mind or hard manual labour with little or no periods of relaxation. The statutory hours of duty for his category are 45 hours a week on the average in any month where as rostered duty hours are 42 and they must have a minimum of 30 consecutive hours of rest in a week.
- (ii) **Essentially Intermittent** – The staff whose daily hours of duty include periods of in-action aggregating to 6 hours or more (including one such period of < one hour and two such periods of < ½ an hour each) during which although they are required to be on duty but not called upon to display either physical activity or sustained attentions, are declared as essentially intermittent such as waiting room bearers, sweepers, bhistees etc. The statutory hours of duty for E.1. staff are 75 hours in a week where as rostered duty hours are 72. They must avail a minimum of 24 consecutive hours of rest including a full night.
- (iii) **Excluded** – A railway employee is said to be in excluded category if he belongs to anyone of the following category-
 - Staff of Railway schools imparting technical training or academic education.
 - Certain staff of medical department such as assist. Surgeons, matrons, sister incharge mid-wives etc.
 - Staff employed in confidential capacity.
 - Armed guards
 - Supervisory staff such as inspectors, superintendents foremen, chargemen etc.For excluded staff no statutory limit for the hours of employment has been seen prescribed but duty of Railway administration is to see that employees do not come across with unreasonable conditions.
- (iv) **Continuous** – The employees who are neither classified as intensive nor essentially intermittent nor excluded are classified as continuous such as guards, drivers, T.T.Es, Clerks, typist, Gangmen etc. Statutory hours of working for this category are 54 in a week on average in a month where as rostered hours of duty are 48. The staff must be allowed a rest 30 consecutive hours each week.

Sub Discipline –ESTABLISHMENT,ACCOUNTS,STORES &RAJBHASHA
(Lessons: 13 Sessions:14)
Lesson–XXVIII: Awards Session-61: Different Awards.

Award:

Policy of recognizing the services of the railway employees for their outstanding performance on the Railways is already in vogue. For this purpose a number of schemes have been introduced from time to time in the various fields of railway working. The General Managers have also been delegated powers to grant awards to the Railway employees (upto Senior scales) to the extent of Rs. 2000/- in each case. Award for meritorious services have also been extended to the officers upto the level of H.O.Ds and recommendations made by the General Manager for such awards from J.A. grade officers and above are considered by the Department of Railways, so as to facilitate such awards being granted at the central function to be organized under the auspices of the Boards. The Railway employees are also eligible for consideration for awards under “Prime Minister’s “Shram Award” scheme for awards to workmen in recognition of their outstanding contribution towards the production and for showing exemplary zeal and enthusiasm in their duties. (R.B. No. E(G)86-AWI-23 of 31.7.86 (N.R. S. No. 9028).

Sub Discipline - Accounts
(Lessons: 3 Sessions:6)

Lesson–XXIX: Estimates Session-62: Definition & Necessity of Estimates.

Estimate:

It a statement prepared to give an idea of expenditure to be incurred on a work in order to obtain sanction of competent authority and to see that work is financially justified.

Types of Estimates:

(i) Abstract Estimate:

Is prepared for obtaining administrative approval to form a reasonably accurate idea of the probable expenditure and to gauge adequately the financial prospect of the proposal. It avoids the expense and delay in preparing estimates in detail at a stage when the necessity or the general desirability of the works proposed has not been decided by the competent authority.

(ii) Detailed Estimate:

On receipt of administrative approval for a project, detailed estimate for various works should be prepared and submitted for obtaining technical sanction of the competent authority. It should be prepared in sufficient detail to ensure that abstract estimate sanctioned by the competent authority is not likely to be exceeded. No work should be commenced till a detailed estimate is sanctioned & adequate funds are allotted.

(iii) Supplementary estimate:

Is prepared for new items of works which ought to have been included in the main estimate already sanctioned. This is prepared in the same form and same degree of detail as the main estimate and for all purposes should be treated as part of the main estimate.

(iv) Revised Estimate:

As soon as it becomes apparent that there is increase in rate or change in quantity due to change in design and expenditure is likely to be exceed the amount provided in the detailed/construction estimate, a revised estimate for whole work is prepared in the same form & same degree of detail as the main estimate. Comparative statement of excess & saving under each sub head is prepared and submitted for the sanction of the competent authority.

(v) Project Abstract Estimate:

The abstract estimate of a construction project should be submitted for the approval of the Railway Board accompanied by the expenditure involved the major item of works such as land acquisition, preliminary survey, structural Engineering Works, major/minor bridges, tunnels, P.Way etc.

(vi) Construction Estimate:

When it is decided to under take the execution of works, a final location survey is done and based on this survey detailed estimates are prepared. These detailed estimates are collectively called the Construction Estimate.

(vii) Completion Estimate:

It is prepared in supersession of a construction estimate showing the following particulars:

- Amount of sanctioned estimate
- Actual expenditure of all works.
- Commitments on that date.
- Anticipated further outlay.
- Total estimated cost.
- Difference between the sanctioned estimate and estimated cost.

Sub Discipline - Accounts

(Lessons: 3 Sessions:6)

Lesson-XXX: Tenders Session-65:Power for Invitation of tenders & NIT.

Contract Management & Estimates:

1. Main Components of the Contracts:

The contract system includes the following:

- Pre Tender Planning
- Invitation of Tenders
- Submission of Tender
- Opening of Tenders
- Preparation of Briefing Note and Tender Committee
- Consideration of Tenders & Award of Contract

1.1 Pre Tender Planning: Shall be based on the following –

(i) Decision of the form of Tender –

Depending upon the scope and nature of work, urgency, completion period, availability of local contractors and approved list of tenderers a decision is required to be taken for the form of tender. These tenders may be either:

- (a) Open tender
- (b) Limited tender
- (c) Single tender

(a) **Open Tender:** In case of open tenders wide publicity is made through the news papers by sending to various Govt. Offices and tenders invited in the most open public manner. Publicity is also made through (CPRO PRO (Public Relation Officer)). Open tenders may also be invited in the event of insufficient response from limited tenderers, work is of special nature, non availability of experienced contractor or ring formation is suspected and to test the market rate periodically.

(b) **Limited Tender:** These tenders are invited from the contractors borne on approved list to save time, for carrying out the works of smaller value upto the value of Rs. 1 crore Min. number of tenderers on the approved list should not be less than 10.

(c) **Single Tender:** In special circumstances the offer is taken from single firm after recording reasons, prior finance concurrence & approval of competent authority & approval of competent authority and not exercised in routine works. This may be invited in the following situations:

- Accident/Derailments/Breaches involving dislocation of traffic.
- When the work is of specialized nature or inescapable situation.

Power for inviting single tender rest with GM only on the recommendation of Principal Chief Engineer with finance concurrence.

Note: Global tenders are invited to make purchases from outside the country. Railway Board officers and the officers above GM are entitled to invite these tenders.

(ii) Fixation of Earnest money, Security deposit and Performance guarantee:

(a) **Earnest Money –** Tenderer is asked to deposit earnest money with the tender for due performance and to keep the offer valid till date as specified in the tender and not resile from the work and modify terms & conditions. The amount of earnest money deposited should be sufficiently large to be a security against loss in the event of contractor failing to undertake the contract or to furnish the require security within the appointed time after the acceptance of tender or until such time as the sums due to him form a sufficient guarantee as the case may be. The earnest money of unsuccessful tenderer should be return as early as possible on finalization of tenders. The earnest money shall be deposited.

- (i) A 2% of the estimated tender value for the works costing upto Rs. 25 crore, rounded of to the nearest multiple of Rs. 10 & shall be applicable for all modes of tendering.
- (ii) For works estimated to cost Rs. 23 crore – Rs. 50 lacs 1% of the excess of estimated cost beyond Rs. 25 crore.

Form of Earnest Money: - Earnest money may be accepted in the forms of cash NSCs, 10 or 12 years National Defence Certificates. A deposit in post office saving bank, National Defence Bonds. IRFC Bonds, Govt. Securities at 5% below the market value & deposit receipts or demand drafts of Nationalized Bank with the concurrence of RBI.

(b) **Security Deposit –** If the tender is accepted, the earnest money deposited by the contractor with his tender shall be retained by the Railways as part of security for

the due and faithful fulfillment of contract by contractor. The balance amount of SD may be deposited by tenderer in cash or may be recovered from the on account bills. In case of defaulting contractor the railway may retain amount due for payment to the tenderer not more than 10% of the total value of contract. The rate/mode of recovery for SD value shall be as under:

- (i) SD for each work should be 5% of the contract value.
- (ii) Rate of recovery should be @ 10% from on account bills till full SD value is recovered and no other form of recovery like bank guarantee, fix deposits etc. shall be accepted.

SD shall be return to the tenderer after physical completion of the work as certified by the authority competent to sign the contract. If this authority is of the rank lower than JA grade, then concerning JA grade officer will issue the certificate after ensuring that all the contractual obligations have been fulfilled by the contractor and nothing is due on the part of contractor against the concerning contract. An unconditional “No claim certificate” shall be obtained from the tenderer before releasing the security deposit.

(c) Performance Guarantee –

- (i) The successful bidder should give a performance guarantee in the form of an irrevocable bank guarantee amounting to 5% of the contract value.
- (ii) The performance guarantee should be furnished by the tenderer after the issue of acceptance letter but before signing of the agreement preferably within a period of 15 days.
- (iii) Performance guarantee shall be released after satisfactory completion of the work and maintenance period is over. Procedure for release as in case of security deposit shall be followed.
- (iv) Performance guarantee payable by the tenderer may be in any of the form of cash, irrevocable bank guarantee, a deposit in post office saving bank. NSC's 10 or 12 year National Defence Certificates Bonds, Guarantee bonds, deposit receipts, pay orders and demand drafts of any Nationalized Bank, Government securities & UTI certificates 5% below market value FDR In favour of FA&CAO(C) free from encumbrance may also be accepted.

(iii) Preparation of Tender Documents:

The officials should visit the site and carry out detailed survey & assess the availability of material and other infrastructure facilities for smooth running of contract and to minimize problems at later stage. Preparation of tender documents before invitation of tenders is a must. These documents are given as below.

- (a) Framing of tender schedule:
 - (i) Choice of items and their description
 - Covered by SOR
 - Not covered by SOR
 - (ii) Estimation of quantity under each item – To be preceded by effective site investigation, detailed design & drawings.
 - (iii) Estimation of unit rates for NS items
- (b) Incorporation of Slandered/Special specification.
- (c) Incorporation of period of completion.
- (d) Incorporation of special of completion – Need, Items, Price variation clause. Advance, Quality & Progress.

Sub Discipline - Accounts

(Lessons: 3 Sessions:6)

Lesson-XXXI: Railway BudgetSession-66: Parliamentary Control over Railway Finance, Public Accountability, Canons of financial Propriety.

Parliamentary Control over Railway Finance:

The Parliamentary control over Railway finance is exercised by the following Committee either before the submission of demands to Parliament for voting or after the expenditure is incurred and the annual accounts are closed as indicated.

(i) Railway Convention Committee:

Based on the recommendation of Acworth Committee in 1920-21, a convention commonly known as 'Separation Convention' was adopted by a resolution on 20th September 1924 under which this Committee was formed, for periodical examination of Railway finance and working and also to review the rate of dividend payable by the railway to General Revenue. This Committee normally meets after every five years to review the Railway finance and recommend the changes to be made in railway finance.

(ii) Estimates Committee:

This is a Parliamentary Committee for examination of such of the estimates as it may deem fit or are specially referred to it by Parliament or the Speaker. This committee has:

- (a) To report what economies, improvements in organization, efficiency or administrative reform, consistent with the policy under – laying the estimates may be effected:
- (b) To suggest alternative policies in order to bring about efficient, and economy in administration:
- (c) To examine whether the money is well laid out within the limits on policy implied in the estimates: and
- (d) To suggest the form in which the estimates shall be presented to Parliament.

There are maximum 30 members and are elected by the Lok Sabha every year. No Minister is elected.

(iii) Discussion of Railway Budget:

During the period of discussion of Railway Budget, any member of Parliament may ask a question for the purpose of obtaining information on a matter of public importance with the special cognizance of Minister to whom it is addressed. They raise questions of various kinds viz., starred questions, unstarred questions and short notice question in Lok Sabha and Rajya Sabha and the Railway Minister has to answer these suitably.

(iv) National Railway Users Consultative (Council:

To secure better representation of railway Users and afford more frequent opportunities for Consultation between railways and Railway Users on matter relating to the service rendered by Railway a National Railway Users consultative Council was formed in 1953. The members of the Council hold office for a period not exceeding two years. The Council consists of about 70 persons appointed by the Minister of railways from various Ministries including Ministry of Railways, Committee, organizations and eminent persons who take interest in railway problems. The council meets at least once a year. The Minister of railways will preside at the meeting of Council.

The Council have to consider:

- (a) such matters relating to the services and facilities provided by Railways
- (b) matters within the scope of the function of Zonal Committees as are referred to it: and
- (c) questions relating to staff discipline and appointments will not be brought before Council.

(v) Committee on Subordinate Legislation:

Committee on Subordinate Legislation, which scrutinizes and report to Parliament that the Powers to make regulations, rules, sub rules, bye-laws etc., conferred by the Constitution or delegated by Parliament are being properly exercised.

(vi) Committee on Government Assurances:

Committee on Government Assurances, which scrutinizes whether the assurances, promises, undertakings, given by Ministers from time to time, on the floor of the Lok Sabha and Rajya Sabha have been implemented within the minimum time.

(vii) Public Accounts Committee:

Public Accounts Committee, which examines the accounts of sum granted by Parliament for expenditure, to satisfy:

- (a) that the money shown in the accounts as having been disbursed were legally available for and applicable to the service or purpose to which they have been charged;
- (b) that the expenditure conforms to the authority which governs it; and
- (c) that every re-appropriation has been made in accordance with the provisions made in the behalf under rules framed by Competent authority,

This Committee consists of not more than 22 members to be elected by both the Houses of Parliament every year from amongst their members according to the principle of proportional representation by means of the single transferable vote. A Minister is not elected and if a member, after his election of Committee is appointed as Minister he shall cease to be a member of Committee from the date of such appointment.

The term of office of member of the Committee shall not exceed one year. The Chairman of the Committee is appointed by the Speaker from the members and if Dy. Speaker is a member, he shall be appointed as Chairman. The Committee has its own programme and procedure. The Committee takes up examination of the Audit Report and Appropriation accounts after they have been duly placed before the Parliament with the approval of the President.

(viii) Member of Parliament:

In addition, any member of Parliament may address the Ministry of Railways, or a Railway Administration, on any matter concerning Railway working. Members may also ask questions in both the Houses of Parliament on issues connected with Railway working.

Public Accountability

Public accountability, may be defined as to how Government of India is accountable to people. From the very fact that the Parliament itself, having been elected by the people, representing whole of the country, is accountable to the problems faced by public. The Railway Minister, one of the members of Parliament is accountable to people, for all problems concerning Railways.

Any Member of Parliament may also ask question, for the purpose of obtaining information on the matters of public importance within the special sphere of Railway Minister to whom it is addressed for which he and the management under his control are responsible to answer to the satisfaction of the House.

Further the powers of approval or vote of action, policies, general and specific, policy direction rest with Railway Minister. All projects and development are included in programmes with his approval. Responsibilities of co-ordination, planning activities and the demand of finance on Railway rest with him. Thus the Railway Minister is the main instrument of controlling Railway Management and working of Railways and through him Railway Management is accountable to public.

The Railways are owned and managed by Government of India. The Railway Management is therefore accountable to the Parliament for the efficient operation of this vital transport system in the country. The annual revenue budget of the Railways is based on specific performance/targets for movement of freight and passenger traffic, and comprises the estimated amount of money required to be spent to achieve the specified targets. The annual works budget

provides for additions, restoration and replacement of assets to enable the railways to progressively increase their capacity for meeting the transport needs. Parliamentary financial control is designed to keep a watch over the performance of managers entrusted with handling and disposal of public funds. The budget grants voted by Parliament and the appropriations sanctioned by the President are thus the limits upto which expenditure can be incurred by the Central Government during a financial year on the specific purposes for which the grant and appropriations have been obtained. While it is the duty of the Railway Board as the controlling authority in respect of the total amount of each Grant voted by Parliament and appropriations sanctioned by the President, to watch the progress of expenditure and to restrict the aggregate expenditure within the amount of grant or appropriation placed at their disposal, it is the responsibility of the individual Railway Administrations to exercise similar control over the allotments made to them.

Sub Discipline - Accounts

(Lessons: 3 Sessions:6)

Lesson-XXXI: Railway Budget Session-67: Railway Budget, Budgetary Terms, Budgetary Cycle, Demand of Grants, Expenditure classification, Works Programme

BUDGET

Introduction:

Before 1924 the Railway Finance was merged in the General Finance of Government of India. In order to relieve the General Finance from violent fluctuations caused by incorporation of Railway Estimates and to enable railways to carry out a continuous policy based on the necessity of making fair and definite return to General Revenue and also with a view to introduce flexibility in the administration of Railway Finance in build up railway resources, to have provisions to equalize dividend, a committee known as Acworth Committee was appointed. This committee have recommended for separation of railway Finance from the General Finance in 1920-21. Based on the recommendation of Acworth Committee, a convention commonly known as 'Separation Convention' was adopted by a resolution on 20th September 1924 under which the railway Finance was separated from General Finance subject to periodical revision. This Convention Committee normally meets after every five years to review the Railway Finance.

Definition:

A statement of estimated annual receipt and expenditure whether on Capital of Revenue account of Central Government is prepared by the railway Board (Based on individual Railways estimated receipt and demands for expenditure) and laid before the Parliament. In other words it can be said that under Article 112 of Constitution of India, the President will call upon a statement from railways showing the estimated income and out-lay amount that has to cross the Consolidated Fund of India. These statements are known as 'Budget;.

Consolidated Fund of India:

Under article 226 of the Constitution of India, a Consolidated Fund is defined as reservoir to which all the Government earnings flow (credited) and from which the expenditure of Government when so authorized by the Parliament is made (debited). Central Government is having Consolidated Fund of India, whereas the State Governments are having Consolidated Fund of States and Union territories are having Consolidated Fund of Union territories.

Authorized Expenditure (Appropriation Bills)

Under article 114(1) of Indian Constitution, after the Budget is voted by the Parliament and appropriations sanctioned by the President an Appropriation Bill is passed. It becomes Appropriation Act and this Act authorizes Government to withdraw money from Consolidated Fund of India to the extent sanctioned for incurring expenditure. It should be borne in mind that

though the expenditure is voted by Parliament and Appropriations sanctioned by President, the amount cannot be drawn from Consolidated. Fund until it is authorized by the act Similarly, all the Railway earnings and receipts should be deposited to this fund excepting those authorized such as causing infringement of any Law or Act and normally station earnings cannot be utilized for any other purpose.

Expenditure:

The expenditure is divided into two classes viz. Voted and Charged.

Voted expenditure is that for which the provision of funds is subject to the Vote of Parliament.

Charged expenditure is such class of expenditure for which the President accords sanction. This generally covers the following types of expenditure:

- (1) Interest, sinking fund charges and redemption charges on loans and debts.
- (2) Salary, allowances and pensions payable to or in respect of Comptroller and Auditor General of India.
- (3) Any sums required to satisfy any judgment, decree or award of any court or arbitral tribunal.
- (4) Any other expenditure declared by the Constitution of India or by Parliament by law to be so charged.

The proposal of railway in respect of amount required to meet the expenditure of the year is submitted in the shape of demands when presented to the Parliament and after the vote of Parliament is obtained, the same very demands are known as Grants.

The Budget is presented to Parliament under following demands:

Demands for Grants				
S. No.	Group	Demand No.	Name of demand	Classification
1.	Policy formation and services common to all railways	1	Railway Board	
		2	Research Audit and Misc. Establishment	
2.	General Superintendence and services on railway	3	General Superintendence	'A'
3.	Repairs and Maintenance	4	Repairs and Maintenance of Way and Works.	'B'
		5	Repairs and the Maintenance of motive powers	'C'
		6	Repairs and Maintenance of Carriage and Wagons	'D'
		7	Repairs and Maintenance of Plant and Equipment	'E'
4.	Operation	8	Operating Expenses Rolling Stock and Equipment.	'F'
		9	Operating Expenses Traffic	'G'
		10	Operating Expenses Fuel	'H'
5.	Staff Welfare Retirement Benefits and Misc.	11	Staff Welfare and Amenities + Payment of Medical Staff.	'J'
		12	Misc. working Expenses + Payment of RPF Suspense.	'K'
		13	PF pension and other Retirement benefits.	'L'
6.	Railway Funds and Payment to General Revenue	14	Appropriation to Funds.	'M'
		15	Dividend to General Revenues, Repayment of Loan taken from General	

		Revenues, and Amortization of over Capitalization.	
7	Works Expenditure	16 Assets – Acquisition and Replacement (Accident compensation will however be shown under Demand No. 12.)	Capital DRF, DF, OLWR

Note: Expenditure on Medial Department is charged to Abstract (J) and cost of security Department (RPF) is charged to Abstract (K).

The Budget Estimates are prepared by Railway Administration for the following, and the figures are shown in thousands of rupees:

- (a) Earning Estimates (Receipts)
- (b) Revenue Budget (demand Nos. 3 to 14)
- (c) Capital Budget (demand No. 16)
 - (i) Woks Programme.
 - (ii) Rolling Stock Programme
 - (iii) Stores Transactions (demand 16, Cap. 7100)
 - (iv) Workshop Manufacturing Suspense
- (d) Civil Grants.

Sub Discipline - Store (Lessons: 1 Sessions:3)

Lesson-XXXII: Introduction to Engg. Stores& Inventory Control

Session-68: Stock heads of Accounts, Disposal of released and surplus materials.

Stores

1.1 Necessity:

Stores are required to carryout the day to day repairs of track, buildings or structures. Subordinate incharge is the custodian of stores, its proper accountal and submission of returns etc.

1.2 Classification of Stores:

Stores are broadly classified in following three categories –

- (i) **Imprest stores**
- (ii) **Surplus stores**
- (iii) **Charged off stores**

1.2.1 Imprest Stores:

These are the items kept as standing advance for the purpose of meeting day to day requirement for repairs, maintenance and operation of rolling stock including consumable stores such as cotton waste, oils and grease etc. are termed as imprest stores so long as they are under the control of executive units. Normally after assessing the monthly requirement of consumption three months quantity is sanctioned by their controlling heads and the same may be drawn from stores depot.

Imprest stores may be –

- (a) P. Way
- (b) Other than P. Way – Include rail clusters, emergency girders, pipes, specials (water supply fittings) cement etc.

1.2.1.1 Special Features of Imprest Stores:

- Scale of imprest stores is fixed by Chief Engineer in consultation with the Divisional Engineer of the section, keeping in view the track/building structure.
- Stores are stacked separately and displayed by a board.
- Stores should not be transferred to other stock holder unless permitted by Divisional Engineer in case of emergency.

1.2.1.2 Submission of Returns:

Returns shall be submitted every quarterly i.e. ending March, June, Sept. & Dec. by 5th of the following month. Returns ending Sept. & March are designated as half year ending returns in which the return shall be submitted for all the items whatever are born on imprest ledger irrespective of the fact whether transaction has been done or not where as in case of quarter ending returns i.e. ending June, Dec., return shall be submitted in favour of only those items in which the transaction has been made. The return shall be prepared by the stock holder counter signed by ADEN of the sub-division and submitted in the division in two copies. Out of which one copy of the return will be submitted to DEN/Sr.DEN of the section and another copy to store depot where posting shall be done in the ledger of stock holder through ledger cards and recoupment of the material shall be effected through the stores van or wagons obtained from the operating department.

1.2.2 Surplus Stores:

Stores which are surplus to our requirements and include materials received from renewals, replacements or from dismantled works. Surplus stores should be kept as minimum as possible by returning all second hand serviceable material o DS-8.

1.2.2.1 Submission of Returns:

Returns shall be submitted every quarterly but the return shall be submitted to the divisional authorities in 3 copies duly signed by ADEN of the sub Divisional out of which one copy will be submitted to DEN/Sr. DEN of the section, another copy to store depot and 3rd copy to track supply officer (T.S.O).

1.2.3 Charged Off Stores:

These are the stores which have been charged to the final heads of revenue working expenses but still in the custody of that department and will be issued to the consuming subordinates as and when required. Charged off stores are classified as below.

1.2.3.1 Consumable Stores:

Cotton waste, K. Oil, soap, duster etc. are classified as consumable stores. Monthly scale of consumption is fixed by DEN of the section with the approval of C.E. Return for consumable stores to be submitted half yearly.

1.2.3.2 Petty Stores:

Building material such as ballast, bricks, surkhi, lime, sand cement etc. are classified as petty stores to carryout day-to-day repairs. No. scale is fixed for building material required for maintenance.

1.2.3.3. Material at site stores (MAS):

Stores which are obtained for specific work are classified as MAS stores. These are requisitioned by DEN of the section and supply of material is taken directly at/near the site. These stores are kept outside the account of any other category of stores. The left over material is transferred else where and taken into account. Returns for MAS stores shall be submitted quarterly.

1.2.3.4 Tools & Plants:

Scale of T&P is fixed by the Chief Engineer in consultation with DEN of the section. A total requirement of subordinate's labour and a small reserve will form the basis for scale. Return of the T&P shall be submitted in the division by the close of financial year every year in the month of April. If replacement of worn out, damaged or lost articles is required a requisition for the same shall be submitted to the division with an explanation of the circumstances in which the replacement is applied for.

1.3 Dead Stock:

All the furniture & plant of office and rest house under the control of a subordinate is categorized as dead stock. The items should be numbered and a brief description written in dead stock register to avoid replacement. All the items of dead stock should be verified by stock should be verified by stock holder every year where as 20% items of dead stock shall be checked by ADEN every year Dead stock return shall be submitted to Divisional Engineer in the month of April each year.

Sub Discipline - Store

(Lessons: 1 Sessions:3)

Lesson-XXXII: Introduction to Engg. Stores& Inventory Control

Session-69: Indenting procedure, Issue note and Write-off statement.

2.1 Issue Note:

This form is used when some material is issued to some other stock holder. It is prepared in 5 copies, original copy is kept as office copy, and four copies are given with material to the receiving authority. Consignee will send 2nd & 3rd copy duly verified to the issuing authority. Consigner will send the verified copy to DAO and consignee will also send 4th copy of issue note to D.A.O. keeping the 5th copy as o/c.

2.2 Pairing of Issue Note:

Pairing is done by Accounts department after receiving the copy of the issue note from indenter as well as from issuing authority, if tallied will be filed otherwise query will be done from the issuing authority.

2.3 Red Issue Note:

When any material which is booked either by passenger or goods train, is lost due to some theft, the consignee will inform the Station Master regarding the less quantity received. In case the material lost is traced out in due course it will be given to the consignee otherwise red issue note for the quantity which is lost or short will be given to Station Master of delivery station or traffic staff. Material is then written off after conducting the enquiry by stores & traffic department.

2.4 Numerical Ledger:

Due to computerization of stores accounting of ordinary stores have been reclassified on the basis of trade group and end use, now to save clerical man hours and to have error free accounting system, stores have been codified with 8 digits. The first two digits denotes major group, next two digits denote their sub group, next three digits relates to a particular item & last one is called 'check digit'.

2.5 Engineering Plant Reserve:

The purpose of engineering plant reserve is to avoid losses from forced sales of serviceable and useful plant left over from special works. The plant and machinery such

as welding machine, truck, Jeep, boiler, compressor etc. Whatever has been purchased against sanctioned estimated works is disposed of and completion report is drawn. Since its value obtained will be far less, such material is sent to general store (without DS-8). A committee of 3 persons is nominated by Chief Engineer to inspect the plant and valuation is done. Now this assessed depreciated value is credited to previous work in which these were procured and CR is drawn. Depreciated value and cost of repair shall be the value of plant which will be debited to the work going to be undertaken.

Sub Discipline - Store

(Lessons: 1 Sessions:3)

Lesson-XXXII: Introduction to Engg. Stores& Inventory Control

Session-70: Stock verification and Inventory Control Technique..

3.1 Stock Verification:

Stores are verified by stock verifiers of the accounts department as per programme decided jointly by officers of engineering & accounts department, besides the surprise verification by inspecting officials of engineering, vigilance department etc..

3.2 Object of Stock Verification:

- Updating of ledgers
- Material as available on ground should tally with the book balance.
- Not only the numbers but also the material on ground should tally with the specification & description shown in numerical ledger.
- To know the shortage and excess of material.
- To check the standard of upkeeping of stores.
- To check the material which is not in use for long time.
- Whether quantity of T&P is as per scale.

3.3 Frequency of Stock Verification:

The stores shall be verified as per following frequency –

Material at site (MAS)	→	Once a year
Imprest stores	→	Once in 2 years
T & P	→	Once in 3 years

3.4 Departmental Stock Verification:

Each stock holder is supposed to do the verification of his store once in 6 months at his own accord. He may do so by verifying certain items every month provided the whole stock is verified during 6 months i.e. prior to April and October every year before submitting the half yearly returns. The ADEN's verification of stock with stock holder should be confined to important items of charged off stores, surplus stores and the items which are liable to deteriorate in addition to imprest stores.

3.5 Overhauling of Stock:

After completion of stock verification, ledgers of stock holders are scrutinized by Inspector of stores &Accounts (I.S.A). It is seen that stores indented & supplied by stores are properly accounted. Stock sheets having irregularity if any is submitted to Accounts Officer, then he takes up the matter with controlling officer.

3.6 Stock Sheet:

If the physical balance or stock agrees with the book balance, no stock sheet need be prepared. The official concern will merely make an entry in the ledger card bin card to show that the physical balances agree with the book balances. The entry should be initialed by the official making the entry & the official incharge of the ledger section. In case of access shortage of stock the official should prepare department stock verification sheet on form no. 1260-S. Stock sheet for irregularities if any is prepared in 4 copies. Original copy is sent to Accounts Officer. Explanation of the stock holder is recorded on 2nd & 3rd copy and submitted to Divisional Engineer/Sr. Divisional Engineer who retains 3rd copy and forwards 2nd copy to Accounts Officer for further action. 4th copy is kept as office copy by stock verifier.

4.1 Stock and Non-stock Items:

4.1.1 Stock Items:

Stock items are those items which have regular turnover and required in day-to-day working frequently & atleast 2 times in a year. Annual consumption is likely to be more than Rs. 2000. As regards the procurement of stock items, the demand is sent by consignee, items are recognized by P.L. Number.

4.1.2 Non-Stock Items:

Non stock items are those items which do not have regular turn over, not required frequently. These items are planned by the users department. The requirement with complete specification, detailed description of items is submitted to their feeding stores depot on requisition form No. S-3102. One requisition is prepared for one item only in duplicate. Carbon copy is kept by indenting officer.

As the procurement of items always take some time, advanced planning should be done. The demand is sent by consignee, last purchase particulars if any are given on requisition, the items are procured as per details given by consignee.

5.1 Inventory Control:

In Railways the demands are mainly for-

- (i) Maintenance activities.
- (ii) Production activities in Railway Workshops
- (iii) For projects or works

Materials required by Railways are manufactured for the specific use of Railways & not normally required by other users hence sufficient time is required by the manufacturer to produce the items on receipt of contract and if not possible to procure these items as & when required. Any failure to supply the vital items immediately on demand brings the Railway operation to a stand still. Also it is not advisable to procure items in bulk which will result in blocking of large capital. Hence there is no need for inventory control to maintain lowest levels of stocks with highest service levels. Inventory control also aims at reducing the inventory carrying cost which comprises:-

- Cost of physical storage of inventory
- Interest on money locked up in inventory
- Opportunity cost – the capital could have been used in profitable way but blocked in inventory.
- Obsolescence & depreciation.
- Cost involved in stock verification
- Pilferage and other losses.

Sub Discipline - Medical Awareness Programme

(Lessons: 1 Sessions:2)

Lesson-XXXIII: Medical Awareness Programme Session-71: Family Welfare, AIDS, Family Management & First Aid..

Sub Discipline - Medical Awareness Programme

(Lessons: 1 Sessions:2)

Lesson-XXXIII: Medical Awareness Programme. Session-72: Stress Management & Disaster Management.

Sub Discipline - Rajbhasha

(Lessons: 1 Sessions:2)

Lesson-XXXIV: Rajbhasha Session-73: Constitutional Provisions, Official Language Act 1963, Official Language Rules 1976.

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Sub Discipline - Rajbhasha

(Lessons: 1 Sessions:2)

Lesson-XXXIV: Rajbhasha Session-74: Policy Guidelines & Instructions.

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