

Government of India (भारत सरकार)  
Ministry of Railways (रेल मंत्रालय)  
Railway Board (रेलवे बोर्ड)

No. 2018/TG-II/1010/16/NR

New Delhi, Dt. 01.11.2018.

The Principal Chief Commercial Managers,  
All Zonal Railways.

**Sub: Authority to permit transfer of Sahayak Badges.**

**Ref: Demands of coolies to authorised transfer of badge by Station Director.**

As regards authority to approve the transfer of badges at station level by Station Directors, Zonal Railways may like to decide upon the competent authority to permit such transfer of licenses as per their convenience whether at divisional commercial office or at Station level by Station Director.

2/11/18

(Samir Kumar)  
Director Traffic Commercial (General)  
Railway Board.

RJ Issue  
8-11-18



PUC at (S.No.01) is a representation, addressed to Station Director/NDLS from Sh. Kalu Ram Meena and six other coolies of NDLS, regarding provision of Medical facilities to coolies and certain other matters.

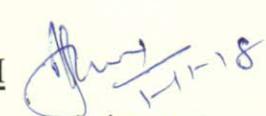
In this connection, it is submitted that Sahayaks (coolies/licensed porters) are only licensees who are granted license for carrying passengers luggage. They have to pay license fee and are entitled to charge portage at prescribed rates directly from the passengers. Since they are not railway employees, they are not entitled to the facilities available to railway employees including pension, accommodation, compassionate appointment etc. However, Government have taken a number of measures for the welfare of the Sahayaks.

As desired by DTC (G), comments on Item 01 & 02 are being obtained separately vide Notes place below for signature please and item 04 is being referred to Northern Railways for comments.

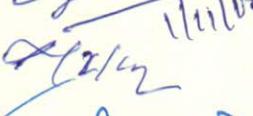
As regards handing over the work of transfer of Sahayak badge to SS/JAG grade officers of Zonal railways, as desired by DTC/G, a letter to all Zonal Railways is placed below for approval/signature pelase.

?  
Jawad

SO/TG-II  
01.11.2018

DDTC (G) III  11/11/18

DTC (G)  11/11/18

EDPM  11/11/18

AM/Coml.  11/11/18

EDPM  11/11/18

D T G S.  11/11/18

DRSCC PII  11/11/18

**Government of India  
Ministry of Railways  
(Railway Board)**

No. 2008/TG-II/1010/39

New Delhi, dt . 29 09.2008.

The General Managers (Commercial),  
All Zonal Railways.

**Commercial Circular No. 55/2008.**

Subject: Procedure for engagement of licensed porters .

Kindly refer to Board's letter No. 2006/TG-II/48/Policy/LP dt.22.12.2006 (Commercial Circular No. 109/2006) wherein instructions were issued regarding review, calling for applications through press notifications and members of selection committee for engagement of licensed porters. References have been received seeking clarification regarding the procedure, physical standards and the medical category under which licensed porters can be engaged.

The matter has been examined in Board's office and it has been decided that for engagement of licensed porters, the applications may be invited from those willing candidates who are local residents. The reservation for Scheduled Castes/Tribes, other backward classes etc may be followed as per the existing rules. The overall suitability of the applicant including his physical ability should be evaluated on the basis of the following parameters:

- (1) **Age Limit.** Proper weightage can be given to the applicants with lower age.
- (2) **Educational Qualification.** Some weightage can also be given to the applicants having basic educational qualification.
- (3) **Physical Ability Test.** A physical ability test may be prescribed for the applicants to carry a specific weight upto a certain distance. Weightage may be given as per physical ability shown by the applicants.

(4) **Antecedents.** The applicants having Scouts and Guides background and wards of railway employees/ ex-servicemen/ licensed porters can be given adequate weightage.

(5) **Additional parameters,** if any, as deemed fit by Railway, may also be included.

The evaluation sheet giving proper weightage to the above parameters of selection should be got approved by the Chief Commercial Managers of the railway. In order to avoid the complaints, this exercise should be undertaken before calling for applications for engagement of licensed porters. The numerical evaluation of the candidates should be done on the basis of the approved criteria and the candidates may be selected on merit so obtained. As regards the physical standard, a general medical certificate of his fitness may be obtained by the applicant from any qualified and registered MBBS doctor.

The guidelines framed by Northern Railway for engagement of licensed porters are enclosed herewith for guidance purpose. Similar guidelines may be framed and circulated to the divisions of your railway keeping in view the local conditions.

**Encl: One**



(Ravinesh Kumar)  
Director Traffic Commercial (G)  
Railway Board.

# उत्तर रेल्वे Northern Railway

**प्रधान कार्यालय** Headquarters Office  
**बडोदा हाउस** Baroda House,  
**नई दिल्ली 110 001** New Delhi 110 001

S0 No 43-AC/LP/Policy/2008

दिनांक dated: 16 / 7 / 2008

Divisional Railway Manager  
 Northern Railway  
 DRM Office  
 Delhi, Firozpur, Moradabad, Lucknow and Ambala

**Subject:** Filling up of vacancies of Licensed Porters (LP) arising out of their appointment as Gangman - detailed procedure thereof.

The terms and condition for the engagement of Licensed Porters have been laid down *vic* Railway Board letter number 2006/ TG-II/ 1010/ 48/ Policy/ LP dated 22.12.2006. The salient features of the policy are:

- Composition of Selection Committee consisting of two Junior Scale Officers, one each from Commercial and Personnel departments.
- Satisfaction of antecedents and physical fitness of the candidates to perform the duties of the licensed porters
- Invitation of application from the willing candidates through press notification.

The existing policy of engagement is broad in nature and hence it is desirable that certain general guidelines for the selection committee's internal use should be framed. Accordingly, the competent authority has approved the following guidelines which would be used for facilitating the process of engagement of licensed porters.

The overall suitability of the applicant including his physical ability will be adjudged to carry out the job of a licensed porter. The applicants will be subjected to **two stages** of tests:

- 1) **Stage 1:** All applicants would be required to undertake a Physical Efficiency Test (PET), wherein, male applicants would be required to cover a distance of 1500 meters in 7 (seven) minutes and female applicants would be required to cover a distance of 400 meters in 3 (three) minutes.
- 2) **Stage 2:** Applicants, **who qualify Stage 1**, would be assessed under five heads each having a maximum of 20 points.

SN	Description	Limits	Points
1	Age Limit (Maximum Marks 20)	18 to 35 years	20
		36 to 42 years	18
		43 to 50 years	14
		51 years and above	10
2	Educational Qualification (Maximum Marks 20)	Class 8 <sup>th</sup> and above	20
		Less than class 8 <sup>th</sup>	18
		Illiterate	16
3	Physical Ability Test (40 kg weight to be carried for 200 meters on horizontal ground) (Maximum Marks 20)	40 seconds or less	20
		Upto 40 to 50 seconds	18
		Upto 51 to 60 seconds	16
		More than 60 seconds	0
4	Experience (Maximum Marks 20)	Working experience as porters in Hotels/ Airports/ Bus stand etc	20
		Labourer	18

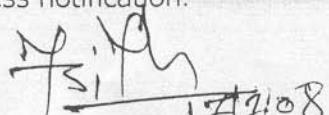
SN	Description	Limits	Points
5	Antecedents (Maximum Marks 20)	No experience	16
		Scouts and Guides	20
		<b>Wards</b> of Railway Employee or Ex. Serviceman or Licensed Porters	18
		Others	16

It is again reiterated that the guidelines mentioned above are strictly for internal use and for the guidance of the selection committee for the engagement of fresh Licensed Porters.

The instructions issued for keeping on hold the process of fresh engagement of Licensed Porter conveyed by this office letter of even no dated 26.05.2008 is hereby withdrawn. In addition, the process of temporary suspension of transfer of Licensed Porter's badges conveyed by this office letter no. 43-AC/ LP/ Policy/ 2003 dated 09.04.2008 is also withdrawn and divisions could consider the process of transfer of badges in terms of Board's letter no. 85/ TG-II/ 1010/ 8/ Licensed Badge/ Policy dated 09.12.1988.

A standard format of the press notifications for invitation of application for engagement of fresh Licensed Porters is enclosed. The terms & conditions of the working of Licensed Porters are under vetting of the Law & Personnel branch of HQ and will follow.

Divisions are directed to initiate the fresh selection process by suitable press notification.



(Capt J P Singh)  
Chief Commercial Manager (G)

Copy to

SR. Divl. Commr. Mangal, Delhi, Faizpur, Lucknow  
Moordabad & Ambala of Information & media section  
placed c ..

# NORTHERN RAILWAY

## REQUIREMENT OF LICENSED PORTERS AT ..... RAILWAY STATIONS

Sr. Divisional Commercial Manager, Northern Railway, ..... , for and on behalf of the President of India invites applications from able bodied persons to work as licensed porters at ..... station for issuing ..... number of licenses for permission to carry passenger luggage as licensed porters. It may be noted that licensed porters cannot claim any right for employment with Railways and the licensees can be revoked at any time by Railways if conditions so warrant.

The applicant should not be below the age of 18 years as on .....

The applicant should be sent on the prescribed format along with documents as required.

### IMPORTANT NOTE

1. The photo should be attested by Gazetted Officer or Headmaster of the school or Sarpanch or MLA or MP or Station Superintendent in-charge of nearest Railway Stations, with half signature on photo and half signature on the application form similarly for his/ her official stamp.
2. The application should be forwarded by Photo attesting authority with certificate as per item 8 of application format
3. The application complete in all respect should be sent by Registered Post with A/D to the Chief Office Superintendent, Commercial Branch, Divisional Railway Manager's Office, Northern Railway, ..... Division, on the prescribed Performa.
4. The applicant should also attach all relevant documents and Two self addressed envelop with Rs. 35/- postage stamp affixed on each envelop.
5. The last date for receiving application shall be ..... (upto 17.00 hrs.). The application received after ..... shall not be considered.
6. Incomplete application will be rejected out right and no documents will be accepted subsequently after the receipt of application in office. The applicant must write on the top of envelop in bold and capital letters "**APPLICATION FOR LICENCED PORTERS AT ..... STATION**"
7. Applicant may be subjected to suitable physical test to ascertain the physical ability to carry out the job of Licensed Porters.
8. Applicant should attach the proof of age, educational qualifications, experience in working as porters in Hotels/ Airports/ Bus stands etc, and proof of antecedents viz Scouts and Guides, Wards of Railway Employee or Ex. Serviceman or Licensed Porters.
9. Railway will not be responsible for any postal delay.

### Application Format For Licensed Porters At ..... Station

(To be submitted on plain paper or photocopy)

1. Name.....
2. Father's Name.....
3. Permanent Residence Address.....  
(Supporting documents to be attached).....
4. Date of Birth.....  
(Supporting documents to be attached).....
5. Fitness Certificate.....  
(Certificate by Registered Doctor).....
6. Character Certificate.....  
(Verification of character from police station where you are residing).....
7. I undertake that in the event of any information given above being found to be false or incorrect/ inaccurate in any respect the application shall be rejected without assigning any reason.

Applicant's passport  
size attested  
photograph with  
signature and stamp  
half on photo and half  
on application

Place

Signature of applicant

List of Enclosures:

- 1.....
- 2.....
- 3.....
- 4.....

8. The applicant is known to the undersigned and it is forwarded for consideration by Railways.

Signature and Name and  
Stamp of attesting authority

**FORM 1-A\***  
**MEDICAL CERTIFICATE**

[See Rule 5(1), 3(), 7, 10(a), 14(d) and 18(d)]

1. Name of the Applicant .....  
.....

2. Identification marks (1).....  
(2).....

3. (a) Does the applicant to the best of your judgement suffer from any defect of vision ? Is so, has it been corrected by suitable spectacles ? Yes/No.
- (b) Can be applicant to the best of your judgement, readily distinguish the pigmentary colours, red and green ? Yes/No
- (c) In your opinion, is he able to distinguish with his eye sight at a distance of 25 metres in good day light a motor car number plate Yes/No
- (d) In your opinion, does the applicant suffer from a degree of deafness which would prevent his hearing the ordinary sound signals ? Yes/No
- (e) In your opinion, does the applicant suffer from night blindness ? Yes/No
- (f) Has the applicant any defect or deformity or loss of member which would interfere with the efficient performance of his duties as a driver ? Is so give your reasons in details Yes/No.

(g) \_\_\_\_\_

**OPTIONAL**

Blood Group and RH factor of the applicant (if the applicant so desires that the information may be noted in his driving licence)

(a) Blood Group \_\_\_\_\_ (b) RH factor \_\_\_\_\_

Declaration made by the applicant in Form-I as to his physical fitness is attached.

P.T.O.

**CALL LETTER**  
(To be Filled by Office Staff)  
(To be submitted on plain paper or photocopy)

1. Name.....
2. Father's Name.....
3. Permanent Residence Address.....
4. Address of correspondence.....
5. Date of Birth.....
6. Roll Number.....
7. Date of Interview/ physical ability test.....
8. Time.....
9. Place of interview/ physical ability test.....

Applicant's passport  
size attested  
photograph will be  
pasted here by the  
applicant while  
sending application

**ACKNOWLEDGEMENT SLIP**  
(To be filled by Applicant)

Name.....  
Father's Name.....  
Address.....

(to be filled by Office staff)  
Registered at Serial Number  
Date

(Signature & Designation)

## **CERTIFICATE OF MEDICAL FITNESS**

I Certify that :

- (i) I have personally examined the applicant, Shri/Smt. Km \_\_\_\_\_
- 
- (ii) That while examining the applicant I have directed special attention to his/her distant vision.
- (iii) While examining the applicant I have directed special attention to his/her hearing ability, the condition of the arms, legs, hands and joint of both extremities of the applicants ; &
- (iv) I have personally examined the applicant for reaction time, side vision and glare recovery, (applicable in case of persons applying for a licence to drive goods carriage carrying goods of dangerous or hazardous nature to human life).
- \* And, therefore I certify that to the best of my judgement, he/she is medically fit/not fit to hold a driving licence.
- \* The applicant is not medically fit to hold a licence for the following reasons :
- 
- \* Strike out which is inapplicable

Signature

1. Name and designation of the Medical Officer/Practitioner

(Seal)

2. Registration Number of Medical Officer

Date : \_\_\_\_\_

Signature of thumbs impression of the candidate

Note : The Medical Officer shall affix his signature over the photograph in such a manner that part of his signature is upon the photograph affixed and part on the certificate.

- \* This certificate is not required if the application is for licence to drive private (non-transport) vehicles except, if the applicant had any physical disability which may cause danger to the public or if the holder of licence is beyond 40 years of age on the date of application for renewal.

**GOVERNMENT OF INDIA (भारत सरकार)**  
**MINISTRY OF RAILWAYS (रेल मंत्रालय)**  
**RAILWAY BOARD (रेलवे बोर्ड)**

**No. 2019/TG-II/1010/9/Uniforms**

**New Delhi, Dt. 07.3.2019.**

The General Managers  
All Indian Railways.

**COMMERCIAL CIRCULAR NO.16/2019.**

**Sub: Facilities for Sahayaks (Licensed Porters)-uniforms.**

It has been decided that in supersession of previous orders on the subject, three (03) red shirts and one (01) woollen shirt should be supplied to the Sahayaks every year.

This issues with the approval of Board (MT, FC, CRB).

Zones are advised to ensure the above under intimation to this office.

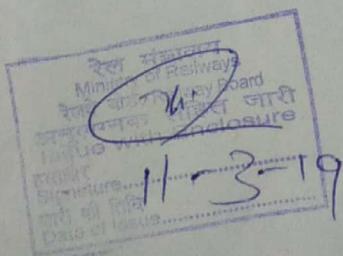
Pls see  
11/3/2019

OIC

✓  
Neeraj Sharma

(Neeraj Sharma)  
Executive Director Passenger Marketing  
Railway Board.

**Copy to: The Principal Chief Commercial Managers, All Indian Railways.**



NO.E(W)95SC2-28

New Delhi, dated 13.7.95

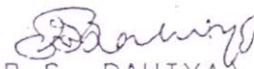
The General Managers  
All Indian Railways &  
Production Units & RDSO.

Sub: Extension of free educational facilities  
to the wards of Licenced Porters in the  
schools run by the Railways/Railwaymen,  
Organisations/Mahila Samities.

Consequent upon the announcement made by Hon'ble Minister of Railways in the Budget Speech for the year 1995-96, it has been decided that free educational facilities should be extended to the wards of Licenced Porters in the schools run by Railways and Railwaymen's Organisations/Mahila Samities. This should be given wide publicity among the Licenced Porters so that they can avail of this facility.

2. The schools run by Mahila Samities and Railwaymen's Organisations should be suitably advised in the matter. It may happen that these schools may have to incur some expenditure in imparting free education to wards of Licenced Porters. In such cases, the schools may be suitably compensated by grants-in-aid as provided under the Rules.

3. Receipt of this letter may please be acknowledged.

  
(B.S. DAHIYA)  
DY. DIRECTOR/ESTT. (WELFARE)  
RAILWAY BOARD

Government of India  
Ministry of Railways  
Railway Board

No. 84/TGII/1010/23/RRC

New Delhi, dt. 29-10-84

30

The General Managers,  
All Indian Railways,

Sub:- Graded system of punishments to  
licensed porters.

\*\*\*\*\*

The Railway Reforms Committee in part XVII  
of their report on Commercial Affairs have made the  
following recommendation.

Recommendation No. 47

" A graded system of punishments should be  
introduced in respect of defaulting station  
porters

1. For the first justified complaint, a warning  
should be given. For successive complaints,  
more deterrent punishment should be awarded.
2. During three months, if the complaints  
exceed five, the licensee should be revoked."

Board have accepted the above recommendation.  
Instructions may be issued to all concerned for compliance.  
Board also desire that the SMs/SSs and inspecting officers  
should pay specific attention to the working of the station  
porters and erring persons should be suitably taken up to  
ensure proper quality of service to passengers.

*Lalve Dev Raj*  
Jt. Director-Traffic Commn(G)  
Railway Board.

Office

Government of India (Bharat Sarkar)  
Ministry of Railways (Rail Mantralaya)  
(Railway Board)

No. 2006/TGII/1010/48/Policy/LP

New Delhi, dt. 22.12.2006

The General Managers,  
All Indian Railways.

Commercial Circular No. 109/2006

Sub : Members of Selection Board for filling up of the vacancies of licensed porters - reg.

Instructions were issued vide Board's letter No. 73/TG.II/1010/56 dt. 7.6.1974 regarding constitution of a Selection Committee for filling up the vacancies of licensed porters. Board have now decided that the Selection Committee for filling up the vacancies of licensed porters would comprise of two Junior Scale Officers one each from Commercial and Personnel Departments. The committee shall satisfy itself about the antecedents and physical fitness of the candidates to perform the duties of licensed porter. The selection will be done on the basis of the recommendations of the Selection Committee.

In order to ensure that the passengers do not find any difficulty in securing the services of licensed porters, railways should review the strength of the licensed porters at various stations on the basis of the traffic handled at the station and the requirement of the passengers. On the basis of the above assessment, if the number of licensed porters are considered inadequate at a particular station, Railways may initiate the process of engaging additional licensed porters. For this purpose, applications from the willing candidates may be called for through Press Notifications.

Kindly acknowledge the receipt.

  
(Ravinesh Kumar)  
Director, Traffic Comml. (G)  
Railway Board.

Copy to : F (E) II (with two spare copies) and F(E) I Branches, Railway Board.

Government of India  
Ministry of Railways  
Railway Board

No.2018/H-1/2/9/Licensed Porter

New Delhi, dated 9.03.2019

General Managers,  
All Indian Railways/PUs,  
DG/RDSO, Lucknow & CAO (R), Patiala.

Sub:-Medical facilities to Licensed Sahayak (earlier designated as Licensed Porters).

Ref:- (1) Para 618 of IRMM-2000.

- (2) Board's letters no. 69/TGII/1010/29/SG/R-42&43 dated 26.08.1969, & 03.03.1976.
- (3) Board's letter no. TC-II/1010/24 dated 21.10.1971.
- (4) Board's letter no. 66/H(FP/6)74 Part-II dated 28.05.1973.
- (5) Board's letter no. 73/H/6-1/24 dated 01.10.1973.
- (6) Board's letter no. 95/H/6-1/17 dated 21.06.1995.

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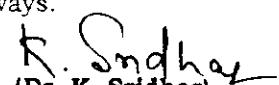
Provisions for providing medical facilities to certain extent to Licensed Sahayak (earlier designated as Licensed Porters) have been made from time to time. However, the issue of providing comprehensive medical facilities to them and their family members at par with Railway servants and their families as defined in Pass Rule, has been engaging attention of Ministry of Railways for some time.

The matter has been examined in consultation with Finance Dte. in the Ministry of Railways.

Now, in supersession of all previous instructions issued from time to time, it has been decided with the approval of the President that :-

- (a) Medical facilities to Licensed Sahayaks and their family members shall be extended at par with Railway employees and family members as defined in Railway Medical Rules at the Railway Hospitals/Railway Health Units where Licensed Sahayak is presently working including for referral to other Railway Health Units/ Railway Hospitals but not to private hospitals empanelled with Railways. However, those Licensed Sahayaks who are registered with Ayushman Bharat Pradhan Mantri Jan Arogaya Yojna will get medical facilities in Railway Hospitals/ Railway Health Units and Railways will raise debit to Ayushman Department (National Health Agency). Those Licensed Sahayaks who are not registered with Ayushman Bharat Pradhan Mantri Jan Arogaya Yojna will continue to get Health benefits as mentioned above.
- (b) Detailed modalities and guidelines alongwith Advance correction slip to Para 601 & 618 of IRMM-2000 will follow.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

  
(Dr. K. Sridhar)  
Executive Director Health (G)  
Railway Board

No.2018/H-1/2/9/Licensed Porter

New Delhi, dated 9.03.2019

Copy forwarded to:-

1. The Principal Financial Adviser, All Indian Railways/PUs.
2. The PCMDs/CMOs/CMSs, All Indian Railways/PUs.
3. The Principal Chief Personnel Officers, All Indian Railways/PUs.

No.2018/H-1/2/9/Licensed Porter

New Delhi, dated 9.03.2019

Copy forwarded to:-

1. The Principal Director of Audit, All Indian Railways/PUs.
2. The Dy. CAG of India (Railways), Room No. 224, Rail Bhavan, New Delhi.

  
For Financial Commissioner/Railways

Copy to: as per standard mailing list.

No. 2018/H-1/2/9/Licensed Porter

New Delhi, Dated 09.03.2019

**Copy to:-**

1. The General Secretary, AIRF, Room No.253, Rail Bhawan, New Delhi.
2. The General Secretary, NFIR, Room No.256-E, Rail Bhawan New Delhi.
3. All Members of Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozshah Road, New Delhi.
4. The Secretary General, FROA & IRPOA, Room No.256-A & 268, Railway Board.
5. The General Secretary, All India RPF Association, Room No.256-D, Rail Bhawan, New Delhi.
6. The Secretary, RBSS Group 'A' Officers Association, Room No.256-D, Rail Bhawan, New Delhi.
7. The Secretary, RBSS Group 'B' Officers Association, Rail Bhawan, New Delhi.
8. The Secretary, RBMSA, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Group 'D' Employees Association, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan, New Delhi.
11. The General Secretary, All India SC/ST Railway Employees Association, Room No.8 Ground Floor, Rail Bhawan, New Delhi.
12. General Secretary, Retired Railway Employees Welfare Association (Regd.), 490A/16, Gurudwara Road, Gurgaon.

  
**For Secretary, Railway Board**

**Copy to:- 1. F(E) Special Branch.**

**2. PSO to CRB, FC, MS, ME, MT, ML, MM Railway Board, OSD to MR.**

**भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड) (RAILWAY BOARD)**

No. E(W)2019/PS5-6/6

New Delhi, dated 08.03.2019

The General Managers (P)  
All Zonal Railways & PUs.

**Sub:** Enhancement of the number of Privilege Ticket Order (PTO) and extension of validity of 'Complimentary Admin' Cheque Pass admissible to Sahayaks (Licensed Porters).

**Ref:** (i) Board's letter No. E(W)2004/PS5-6/74 dated 01.09.2004.  
(ii) Board's letters No. E(W)96/PS5-6/58 dated 17.03.1999 & 07.07.1997.

The extant facilities of one Set 'Complimentary Admin' Cheque Pass and one Set PTO being issued to Sahayaks, who are duly registered and authorized by the Railway administrative to work as Sahayak (Licensed Porter) at Railway Stations, in terms of Board's letters cited under reference have been reviewed and the Ministry of Railways have now decided to enhance the facilities as follows:-

Facility	Class	No. of Sets in a Calendar year	Validity of Pass/PTO
Privilege Ticket Order (PTO) for self & spouse of Sahayak.	Second/Sleeper	Two	5 months
'Complimentary Admin' Cheque Pass for self & spouse of Sahayak.	Second/Sleeper	One	5 months

2. The 'Complimentary Admin' Cheque Pass/PTO will be issued for travel from the station of working of the Sahayak to any Station in India and back. Break journey will be allowed as per rules applicable to Second/Sleeper Class ticket holders. The Pass/PTO will be issued by the respective Railway Station Director/Station Master under whose administrative control the Sahayak is working. Full details of passes issued to the Sahayaks including name, badge number, identity card number, date of issue of pass, station from and to, signature of the concerned Sahayak etc. will be maintained by the respective Stations. It will also be ensured that this facility is not granted more than admissible and a monthly return indicating complete details of Passes/PTOs issued will be furnished to the respective DRM's office by the Station Directors/Station Masters.

3. While travelling on the authority of the 'Complimentary Admin' Cheque Pass/PTO, the holder must carry the Identity Card issued by the Railway and produce the same on demand. The Pass/PTO shall bear an endorsement to the effect that the Pass/PTO shall be valid subject to the production of the Identity Card.

4. It should be made clear to the Sahayaks at the time of issue of Pass/PTO that misuse of the facility will render them liable for cancellation of the license.

5. Necessary instructions may be issued to all concerned, including PRSs, immediately. Strict vigil may be kept to prevent misuse of this facility, through checks by Ticket Checking staff. Inspecting officials of Personnel, Accounts and Commercial Departments should also check the relevant records at the Stations and scrutinize monthly returns in DRM's office.

6. This issues with the concurrence of Finance Directorate of Ministry of Railways.

*V. Muralidharan*  
(V. Muralidharan)  
Dy. Director Estt. (Welfare)-I  
Railway Board

No. E(W)2019/PS5-6/6

New Delhi, dated 08.03.2019

Copy to :-

The Deputy Comptroller and Auditor General of India (Railways), Room No. 224,  
Rail Bhavan, New Delhi.

*F.C.R.*

for Financial Commissioner/Railways

Copy forwarded to:-

- |                         |   |
|-------------------------|---|
| (i) EDPM, Railway Board | : For information and communicating the details of this facility to CRIS, PRS, ticket checking staff and field units. |
| (ii) Director (GA)      | : For information.  |

Government of India  
Ministry of Railways  
(Railway Board)

No. 2008/TG-II/1010/39

New Delhi, dt . 29 09.2008.

The General Managers (Commercial),  
All Zonal Railways.

**Commercial Circular No. 55/2008.**

Subject: Procedure for engagement of licensed porters .

Kindly refer to Board's letter No. 2006/TG-II/48/Policy/LP dt.22.12.2006 (Commercial Circular No. 109/2006) wherein instructions were issued regarding review, calling for applications through press notifications and members of selection committee for engagement of licensed porters. References have been received seeking clarification regarding the procedure, physical standards and the medical category under which licensed porters can be engaged.

The matter has been examined in Board's office and it has been decided that for engagement of licensed porters, the applications may be invited from those willing candidates who are local residents. The reservation for Scheduled Castes/Tribes, other backward classes etc may be followed as per the existing rules. The overall suitability of the applicant including his physical ability should be evaluated on the basis of the following parameters:

- (1) **Age Limit.** Proper weightage can be given to the applicants with lower age.
- (2) **Educational Qualification.** Some weightage can also be given to the applicants having basic educational qualification.
- (3) **Physical Ability Test.** A physical ability test may be prescribed for the applicants to carry a specific weight upto a certain distance. Weightage may be given as per physical ability shown by the applicants.

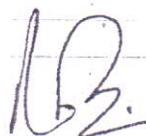
(4) **Antecedents.** The applicants having Scouts and Guides background and wards of railway employees/ ex-servicemen/ licensed porters can be given adequate weightage.

(5) **Additional parameters,** if any, as deemed fit by Railway, may also be included.

The evaluation sheet giving proper weightage to the above parameters of selection should be got approved by the Chief Commercial Managers of the railway. In order to avoid the complaints, this exercise should be undertaken before calling for applications for engagement of licensed porters. The numerical evaluation of the candidates should be done on the basis of the approved criteria and the candidates may be selected on merit so obtained. As regards the physical standard, a general medical certificate of his fitness may be obtained by the applicant from any qualified and registered MBBS doctor.

The guidelines framed by Northern Railway for engagement of licensed porters are enclosed herewith for guidance purpose. Similar guidelines may be framed and circulated to the divisions of your railway keeping in view the local conditions.

**Encl: One**



(Ravinesh Kumar)  
Director Traffic Commercial (G)  
Railway Board.

# रेलवे नियम Northern Railway

प्रादेश कार्यालय Headquarters Office  
 बड़ा हाउस Baroda House,  
 नई दिल्ली 110 001 New Delhi 110 001

मा) No. 43-AC/LP/Policy/2008

दिनांक dated: 16 / 7 / 2008

Divisional Railway Manager  
 Northern Railway  
 DRM Office  
 Delhi, Firozpur, Moradabad, Lucknow and Ambala

**Subject:** Filling up of vacancies of Licensed Porters (LP) arising out of their appointment as Gangman – detailed procedure thereof.

The terms and condition for the engagement of Licensed Porters have been laid down via Railway Board letter number 2006/ TG-II/ 1010/ 48/ Policy/ LP dated 22.12.2006. The salient features of the policy are:

- Composition of Selection Committee consisting of two Junior Scale Officers, one each from Commercial and Personnel departments.
- Satisfaction of antecedents and physical fitness of the candidates to perform the duties of the licensed porters
- Invitation of application from the willing candidates through press notification.

The existing policy of engagement is broad in nature and hence it is desirable that certain general guidelines for the selection committee's internal use should be framed. Accordingly, the competent authority has approved the following guidelines which would be used for facilitating the process of engagement of licensed porters.

The overall suitability of the applicant including his physical ability will be adjudged to carry out the job of a licensed porter. The applicants will be subjected to **two stages** of tests:

- 1) **Stage 1:** All applicants would be required to undertake a Physical Efficiency Test (PET), wherein, male applicants would be required to cover a distance of 1500 meters in 7 (seven) minutes and female applicants would be required to cover a distance of 400 meters in 3 (three) minutes.
- 2) **Stage 2:** Applicants, who qualify Stage 1, would be assessed under five heads each having a maximum of 20 points.

SN	Description	Limits	Points
1	Age Limit (Maximum Marks 20)	18 to 35 years 36 to 42 years 43 to 50 years 51 years and above	20 18 14 10
2	Educational Qualification (Maximum Marks 20)	Class 8 <sup>th</sup> and above Less than class 8 <sup>th</sup> Illiterate	20 18 10
3	Physical Ability Test (40 kg weight to be carried for 200 meters on horizontal ground) (Maximum Marks 20)	40 seconds or less Upto 40 to 50 seconds Upto 51 to 60 seconds More than 60 seconds	20 18 10 0
4	Experience (Maximum Marks 20)	Working experience as porters in Hotels/ Airports/ Bus stand etc. Labourer	20 10

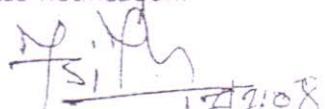
Sl.	Description	Limits	Points
5	Antecedents (Maximum Marks 20)	No experience Scouts and Guides <b>Wards</b> of Railway Employee or Ex. Serviceman or Licensed Porters Others	16 20 18 16

It is again reiterated that the guidelines mentioned above are strictly for internal use and for the guidance of the selection committee for the engagement of fresh Licensed Porters.

The instruction's issued for keeping on hold the process of fresh engagement of Licensed Porter conveyed by this office letter of even no dated 26.05.2008 is hereby withdrawn. In addition, the process of temporary suspension of transfer of Licensed Porter's badges conveyed by this office letter no. 43-AC/ LP/ Policy/ 2003 dated 09.04.2008 is also withdrawn and divisions could consider the process of transfer of badges in terms of Board's letter no. 85/ TG-II/ 1010/ 8/ Licensed Badge/ Policy dated 09.12.1988.

A standard format of the press notifications for invitation of application for engagement of fresh Licensed Porters is enclosed. The terms & conditions of the working of Licensed Porters are under vetting of the Law & Personnel branch of HQ and will follow.

Divisions are directed to initiate the fresh selection process by suitable press notification.



17/10/08  
 (Capt J P Singh)  
 Chief Commercial Manager (G)

Copy to

SR. Dirct. Commt. Manager, Delhi Division, Lucknow  
 Headquarter & Ambala of Information & Media  
 places.

The Northern Railway Board, through its General Manager, invites application from eligible persons to work as licensed porters at ..... station for issuing tickets and for permission to carry passenger luggage as licensed porters. It may be noted that licensed porters do not claim any right for employment with Railways and the licensees can be revoked at any time by Railways if conditions so warrant.

The applicant should not be below the age of 18 years as on .....

The applicant should be sent on the prescribed format along with documents as required.

**IMPORTANT NOTE**

1. The photo should be attested by Gazetted Officer or Headmaster of the school or Sarpanch or MLA or MP or Station Superintendent in-charge of nearest Railway Stations, with half signature on photo and half signature on the application form similarly for his/ her official stamp.
2. The application should be forwarded by Photo/attesting authority with certificate as per item 8 of application format.
3. The application complete in all respect should be sent by Registered Post with A/D to the Chief Office Superintendent Commercial Branch, Divisional Railway Manager's Office, Northern Railway, ..... Division, on the prescribed Performa.
4. The applicant should also attach all relevant documents and Two self addressed envelop with Rs. 35/- postage stamp affixed on each envelop.
5. The last date for receiving application shall be ..... (upto 17.00 hrs.). The application received after ..... shall not be considered.
6. Incomplete application will be rejected outright; and no documents will be accepted subsequently after the receipt of application in office. The applicant must write on the top of envelop in bold and capital letters "APPLICATION FOR LICENCED PORTERS AT ..... STATION"
7. Applicant may be subjected to suitable physical test to ascertain the physical ability to carry out the job of Licensed Porters.
8. Applicant should attach the proof of age, educational qualifications, experience in working as porters in Hotels/ Airports/ Bus stands etc, and proof of antecedents viz Scouts and Guides, Wards of Railway Employee or Ex-Serviceman or Licensed Porters.
9. Railway will not be responsible for any postal delay.

**Application Format For Licensed Porters At ..... Station**

(To be submitted on plain paper or photocopy)

1. Name .....
2. Father's Name .....
3. Permanent Residence Address .....
- (Supporting documents to be attached) .....
4. Date of Birth .....
- (Supporting documents to be attached) .....
5. Fitness Certificate .....
- (Certificate by Registered Doctor) .....
- b. Character Certificate .....
- (Verification of character from police station where you are residing) .....
7. I undertake that in the event of any information given above being found to be false or incorrect/ inaccurate in any respect the application shall be rejected without assigning any reason.

Applicant's passport size attested photograph with signature and stamp half on photo and half on application
--

Place

Signature of applicant

List of Enclosures:

- 1 .....
- 2 .....
- 3 .....
- 4 .....

8. The applicant is known to the undersigned and it is forwarded for consideration by Railways.

Signature and Name and  
Stamp of attesting authority.

**FORM I-A\***  
**MEDICAL CERTIFICATE**

[Sec Rule 5(1), 3(), 7, 10(a), 14(d) and 18(d)]

1. Name of the Applicant .....  
.....
2. Identification marks (1).....  
(2).....
3. (a) Does the applicant to the best of your judgement suffer from any defect of vision ? Is so, has it been corrected by suitable spectacles ? Yes/No.
- (b) Can be applicant to the best of your judgement, readily distinguish the pigmentary colours, red and green ? Yes/No
- (c) In your opinion, is he able to distinguish with his eye sight at a distance of 25 metres in good day light a motor car number plate Yes/No
- (d) In your opinion, does the applicant suffer from a degree of deafness which would prevent his hearing the ordinary sound signals ? Yes/No
- (e) In your opinion, does the applicant suffer from night blindness ? Yes/No
- (f) Has the applicant any defect or deformity or loss of member which would interfere with the efficient performance of his duties as a driver ? Is so give your reasons in details Yes/No.
- 

(g) \_\_\_\_\_  
\_\_\_\_\_

---

**OPTIONAL**

Blood Group and RH factor of the applicant (if the applicant so desires that the information may be noted in his driving licence)

(a) Blood Group \_\_\_\_\_ (b) RH factor \_\_\_\_\_

Declaration made by the applicant in Form-I as to his physical fitness is attached.

P.T.O.

## CERTIFICATE OF MEDICAL FITNESS

I Certify that :

- (i) I have personally examined the applicant, Shri/Smt. Km \_\_\_\_\_
- 
- (ii) That while examining the applicant I have directed special attention to his/her distant vision.
- (iii) While examining the applicant I have directed special attention to his/her hearing ability, the condition of the arms, legs, hands and joint of both extremities of the applicants ; &
- (iv) I have personally examined the applicant for reaction time, side vision and glare recovery, (applicable in case of persons applying for a licence to drive goods carriage carrying goods of dangerous or hazardous nature to human life).
- \* And, therefore I certify that to the best of my judgement, he/she is medically fit/not fit to hold a driving licence.
- \* The applicant is not medically fit to hold a licence for the following reasons :
- 
- \* Strike out which is inapplicable

Signature

1. Name and designation of the Medical Officer/Practitioner

(Seal)

2. Registration Number of Medical Officer

Date : \_\_\_\_\_

Signature of thumbs impression of the candidate

Note : The Medical Officer shall affix his signature over the photograph in such a manner that part of the his signature is upon the photograph affixed and part on the certificate.

- \* This certificate is not required if the application is for licence to drive private (non-transport) vehicles except, if the applicant had any physical disability which may cause danger to the public or if the holder of licence is beyond 40 years of age on the date of application for renewal.

The General Managers (Commercial)  
All Zonal Railways.

Commercial Circular No. 58

### **Sub:- Procedure for engagement of licensed porters.**

Kindly refer to Board's letter of even No. dated 29.09.2008 (Commercial Circular No.55) on the above subject. Certain clarifications have been sought in regard to the pregnant women candidates appearing for physical ability test for licensed porter.

It has been decided as under:

- 1) The pregnant women candidates appearing for physical ability test for licensed porters are to be treated as temporary unfit and given an opportunity to present themselves at a later date after being certified as fit to carry heavy loads by a Govt. Doctor.
  - 2) Ladies working as Licensed Porters may be debarred from working during the period they are in family way till such time, they are given clearance by a Govt Doctor for lifting of heavy loads. However, it must be clearly noted that for the period the pregnant ladies are debarred from working, they are not entitled to any compensation in this regard.

Kindly acknowledge the receipt of this letter.

Reference No.	14
Date	11-11-1944
Priority	URGENT
Subject	Re: Application for Passport
Enclosure	1
Signature	[Signature]
Date of Issue	11-11-1944

(V. K. Sharma)

**Director Traffic Commercial/G  
Railway Board.**

License porter785

Government of India  
Ministry of Railways  
(Railway Board)

No.2009//TG-II/1010/59

New Delhi, dt. 29 .10.2009.

The General Managers (Commercial)  
All Zonal Railways.

Commercial Circular No. 62/2009

Sub: - Transfer of badges of licensed porters.

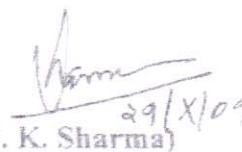
Kindly refer to Board's letter no. 85/TG-II/1010/08/Licensed badge/ policy dated 09.12.1988 whereby instructions were issued regarding transfer of badge of licensed porters.

Board have reviewed the instructions contained in letter quoted above.

It has now been decided that the transfer of badge of deceased/medically unfit licensed porter is permitted in favour of son/adopted son, daughter/ adopted daughter, wife/husband (as the case may be) or near relative that includes brother/ brother's son or wife's brother only.

The other conditions mentioned in Board's letter no. 85/TG-II/1010/08/ Licensed badge/policy, dated 09.12.1988 would remain unchanged.

Please acknowledge receipt of this letter.

  
29/X/09  
(V. K. Sharma)  
Director Traffic Commercial(G)  
Railway Board.

**GOVERNMENT OF INDIA (भारत सरकार)**  
**MINISTRY OF RAILWAYS (रेल मंत्रालय)**  
**RAILWAY BOARD (रेलवे बोर्ड)**

No. 2019/TG-II/1010/7 Rest Shelters/Policy

New Delhi, Dt. 07.3.2019.

The General Managers  
All Indian Railways.

**COMMERCIAL CIRCULAR NO.15/2019 .**

**Sub: Facilities for Sahayaks (Licensed Porters).**

It has been decided to provide following additional facilities for Sahayaks:-

1. Sahayaks' rest room shall be progressively provided at all stations having strength of 50 and more Sahayaks.
2. Sahayaks' rest room shall be provided with TV, RO water, Barrack beds.
3. Pathways for trolleys/hand barrows shall be constructed at major stations to facilitate smooth movement of these trolleys/hand barrows.

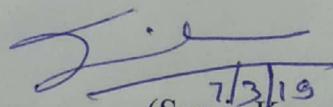
This issue with the approval of Board (MT, FC, CRB).

Zones are advised to ensure the above under intimation to this office.

Pls see  
7/3/2019

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7/3/19

(Samir Kumar)  
Director Traffic Commercial (General)  
Railway Board.

**Copy to: The Principle Chief Commercial Managers, All Indian Railways.**

**Government of India (Bharat Sarkar)**  
**Ministry of Railways (Rail Mantralaya)**  
**Railway Board.**

No.2016/TG-II/1010/8/Sahayak

New Delhi, dt. 16.1.2017.

✓**General Managers,**  
**All Indian Railways.**

**Sub: Modifying the nomenclature for licensed porters (Coolies) as Sahayak.**

Consequent upon the announcement made by Hon'ble Minister of Railways during the Budget Speech for the year 2016-17, it has been decided that all licensed porters (coolies) in Indian railways henceforth will be called as a "**Sahayak**".

Board, therefore, desire that Zonal railways should modify the nomenclature from Licensed Porters (Coolies) to **Sahayak** in future and necessary instruction accordingly be issued to all concerned.

Please acknowledge receipt and ensure compliance.

*A KJ 16/01/17*

(Amit Kumar Jain)  
**Director Traffic Comml. (General)**  
**Railway Board.**

✓**Copy to CCM/All Zonal Railways.**

Government of India (भारत सरकार)  
Ministry of Railways (रेल मंत्रालय)  
Railway Board (रेलवे बोर्ड)

No. 2018/TG-II/1010/13/Porterage Rates.

New Delhi, Dt. 10.9.2018.

The General Managers,  
All Indian Railway.

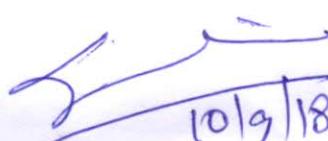
Sub: Revision of Porterage Rates.

Kindly refer to Board's letter No. 83/TG-II/1010/30/Policy, Dated 22.7.1985 wherein instruction were issued to all Zonal Railways asking them to review and if necessary, revise the porterage rates every alternate year in the month of June under intimation to Board's office. Recently several representatives of Sahayaks have requested for revision of porterage charges in view of increasing inflation. It is being advised that Zones may review the porterage charge and revise wherever felt necessary.

A compliance report be sent to Board's office.

Pls issue  
SAC  
10/9/2018

OIC

  
(Samir Kumar)  
Director Traffic Commercial (General)  
Railway Board.



**Government of India (Bharat Sarkar)**  
**Ministry of Railways (Rail Mantralaya)**  
**Railway Board.**

No.2016/TG-II/1010/8/Sahayak

New Delhi, dt. 16.1.2017.

✓**General Managers,**  
**All Indian Railways.**

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Please acknowledge receipt and ensure compliance.

*A KJ 16/01/17*

(Amit Kumar Jain)  
**Director Traffic Comml. (General)**  
**Railway Board.**

✓**Copy to CCM/All Zonal Railways.**

Government of India  
Ministry of Railways  
(Railway Board)

No.2009/TG-II/1010/59

New Delhi, dt. 29.10.2009.

The General Managers (Commercial)  
All Zonal Railways.

Commercial Circular No. 62/2009

**Sub: - Transfer of badges of licensed porters.**

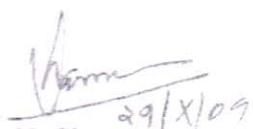
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The other conditions mentioned in Board's letter no. 85/TG-II/1010/08/Licensed badge/policy, dated 09.12.1988 would remain unchanged.

Please acknowledge receipt of this letter.

  
29/X/09  
(V. K. Sharma)  
Director Traffic Commercial(G)  
Railway Board.

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. 70/TG-IV/6 SE/7

New Delhi Dt 30.7.97

The Chief Commercial Manager,  
South Eastern Railway,  
Calcutta.

Sub: Utilisation of licensed porters for  
railway parcel handling work.

\*\*\*\*\*

Kindly refer to your letter No. 2218/WAT/Pt dated 10.6.97 requesting the Board to grant post facto sanction for engaging the licensed porters for 8 hours a day for handling the Railway parcels, consequent to the judgement of High Court/AP on W.P No. 13364/94.

The matter has been examined in Board's office in the light of court judgements on similar cases and their implications. It has been decided, in supersession to the Board's instructions of even No. dated 26.9.70, that the licensed porters should not be utilised for parcel handling work as they are granted licenses for carrying passengers' luggage only. In case they are to be used for handling parcels they should surrender their coolie licenses.

  
(P.S.Nerwal)  
Director, Traffic/General  
Railway Board.

Copy to: CCM/All Indian Railways.  
Hindi version will follow.

\*\*\*\*\*