

MASTER CIRCULAR

Master Circular No. 16

Appointment on compassionate grounds - Master Circular

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At present, the orders relating to appointment on compassionate grounds are scattered in a number of office circulars/orders issued from time to time. The question of consolidation of these existing Orders/Circulars into one Master Circular has been under the consideration of the Ministry of Railways, Railway Board. They have now decided to issue a consolidated order on the subject of appointments on compassionate grounds as below for the information and guidance of all concerned.

I. CIRCUMSTANCES IN WHICH COMPASSIONATE APPOINTMENTS MAY BE MADE:

Appointments on compassionate grounds relate to the appointments made of dependents of Railway servants who lose their lives in the course of duty or die in harness otherwise while in service or are medically incapacitated/decategorised. The circumstances in which appointments on compassionate grounds may be made are as below:

- i. When Railway servants lose their lives in the course of duty or get so crippled that they cannot do any work (this also in the course of duty, for example, loco and traffic running staff in charge of trains involved in accidents),
- ii. When Railway employees die in harness while in service, before retirement.
- iii. When an employee's whereabouts are not known for a period of seven years and the settlement dues of the employees are or are not paid to the family on this account. This limit of seven years may be relaxed to three years on the merits of each case with the approval of the General Manager, subject to the condition that the services of the person appointed on compassionate grounds would be terminated in case the missing employee is traced subsequently.

Compassionate appointments in such cases may be delinked from the payment of settlement dues. In other words, compassionate appointments in such cases may not be denied or deferred only on the ground that settlement dues of missing employees are still to be paid to the person entitled to receive them.

[No. E(NG)II/81/RC-1/251 dated 6.2.1982 & 24.5.1982,
and No. E(NG)II/81/RC-1/251 dated 27.12.1983.]

- iv. When Railway employees become crippled while in service or develop serious ailments like heart disease, cancer, etc. or otherwise medically decategorised for the job they are holding and no alternative job of the same emoluments can be offered to them.
- v. Where, on being medically decategorised, a Railway employee is offered alternative employment on the same emoluments, but chooses to retire and requests for compassionate appointment, provided that if he has less than three years of service at the time of decategorisation, personal approval of the General Manager is to be obtained before the compassionate appointment is made.
- vi. For appointment of handicapped wards of railway employees on compassionate grounds, registration with special employment exchanges is not necessary and if the candidate claims physical handicap, this may be verified/established based on the general criteria circulated vide Annexure to Board's letter No. E(NG)III/77/RC-1/54 dated 08.01.1978 through competent Medical Officers.

[No. E (NG) II/82/RC-1/48 dated 19.10.1982]

- vii. In the case of a railway servant who is medically incapacitated or decategorised and retires from service and if compassionate appointment is otherwise permissible, such appointments may be offered also to the wife of the Railway servant subject to the following conditions:
 - a. Either the employee has no son or daughter or the son or daughter is a minor at the time the request for appointment is made.
 - b. In such cases the appointment will be approved personally by the Chief Personnel Officer; and
 - c. The Railway Administration has no practical difficulty in offering appointment in a post for which the candidate is eligible and suitable.

[No. E(NG)II/84/RC-1/105 dated 16.11.1984.]

- viii. There is no bar in giving appointment to the husband of a female railway employee on compassionate grounds in the circumstances in which such appointments are otherwise permissible.

[No. E(NG)II/82/RC-1/213 dated 17.1.1983.]

- ix. Normally only the father is taken to be the breadwinner of the family. In the event of both wife and husband are Railway Employees, on account of death of the husband employment is permissible to a ward but not on account of death of the wife.

[No. E(NG)II/86/RC-1/1/Policy dated 31.10.1986. (RBE 214/1986)]

Compassionate appointment is admissible in case of death of the mother or father, subject to the stipulation that only one compassionate appointment will be available either on the death of the husband or wife whichever event occurs first vide Railway Board's letter No. E(NG)II/86/RC-1/1 Policy, dated 02.06.1997(RBE 75/1997).

- x. Where the widow cannot take up employment, Railways can keep the "case for appointment on compassionate grounds open to enable consideration of appointment of a minor son when he attains majority, even though at the time of occurrence of the event making compassionate appointment permissible, there is a daughter who has attained majority and/or a major son who is already employed. This will be subject to the following conditions:
 - a. The minor son to be appointed will be attaining majority of age within a period of five years of the event of death which is the basis for appointment on compassionate grounds.

- b. Where there is more than one minor son, it is only the eldest minor son who should be considered for appointment when he attains majority and not any of the minor sons.
- c. Further in such cases, the competent authority should be satisfied about the bonafides of the request of the widow or if there is no surviving widow, of the family, that appointment should be given to a minor son (when he attains majority) instead of a daughter or an employed son who is already a major.

[No. E(NG)II/84/RC-1/172 dated 1.3.1985. (RBE 65/1985)]

II.

- a. In a case where a railway servant is declared unfit for all posts in terms of para 512 (ii) of the Medical Manual and is retired from railway service, compassionate appointment to the ward of such a Railway servant would not be admissible.
- b. In all cases of persons being declared unfit on account of malingering, medical unfitness papers should invariably carry an endorsement that he was declared unfit under para 512 (ii) of the Indian Railway Medical Manual.

[No. E(NG)II/86/RC-1/20 dated 24.6.1987. (RBE 165/1987) and 7.8.1987.]

- c. When any compassionate appointment is made as Junior Accounts Assistants, the Railway Administrations should invariably include a clause in the relevant appointment letter about passing Appendix II Examination within three years as per normal rules, failing which the person so appointed on compassionate grounds would be reverted to Clerk Grade II.

[No. E(NG)II/88/RC-1/141 dated 8.3.1990.]

III. PERSONS ELIGIBLE TO BE APPOINTED ON COMPASSIONATE GROUNDS:

Son/ daughter/ widow/ widower of the employees are eligible to be appointed on compassionate grounds in the circumstances in which such appointments are permissible. Where the widow cannot take up employment and the sons/daughters are minor, the case may be kept pending till the first son/daughter becomes a major i.e. attains the age of 18 years, subject to time limits as provided under Para (V) of the Circular. The benefit of compassionate appointments may also be extended to a "near relative/ adopted son/ daughter". The eligibility of a near relative/adopted son/daughter to such appointments will be subject to the following conditions:

a. NEAR RELATIVE:

- i. Such appointment is not permissible where the railway employee who has died in harness has left behind only the widow, with no son/daughter to be supported by her.
- ii. The son or daughter of the employee or ex-employee is a minor one and the widow cannot take up employment.
- iii. A clear certificate should be forthcoming from the widow that the "near relative" will act as the bread-winner of the family.
- iv. If the family certifies at a later date that the "near relative", who was appointed on compassionate grounds, refuses to support the family, the services of that employee are liable to be terminated

- v. Once a "near relative" is appointed on compassionate grounds, no further appointment shall be given later to a son, or daughter or the widow of the employee, on compassionate grounds.
- vi. The appointment of the "near relative" shall not be considered, if a son or daughter, or the widow herself is already working and is earning.

A blood relation who is considered to be a bread-winner of the family can be considered as "near relative" for the purpose of appointment on compassionate grounds.

[No. E(NG)III/78/RC-1/1 dated 03.02.1981,
No. E(NG)II/88/RC-1/1/Policy dated 12.2.1990.]

b. ADOPTED SONS AND ADOPTED DAUGHTERS

- i. There is satisfactory proof of adoption valid legally;
- ii. The adoption is legally recognised under the personal law governing the Railway servant;
- iii. The legal adoption process has been completed and has become valid before the date of death/medical decategorisation medical incapacitation (as the case may be) of the ex-employee.

[No. E(NG)II/86/RC-1/1/Policy dated 20.5.1988. (RBE 106/1988)]

IV.

A brother-in-law (wife's brother) would not come within the categories of persons eligible for compassionate appointment. Similarly a son-in-law also is not eligible for appointment on compassionate grounds.

[No. E(NG)II/87/RC-1/152 dated 19.10.1987.
and No. E(NG)III/78/RC-1/1 dated 03.02.1981]

V. TIME LIMIT FOR MAKING COMPASSIONATE APPOINTMENTS:

- a. Normally all appointments on compassionate grounds should be made within a period of five years from the date of occurrence of the event entitling the eligible person to be appointed on this ground. This period of five years may be relaxed by the General Manager, subject to the following conditions:
 - i. The powers shall be exercised personally by the General Manager. It shall not be delegated to a lower authority.
 - ii. The case should not be more than ten years old as reckoned from the date of death.
 - iii. The widow of the deceased employee should not have remarried.
 - iv. The benefit of compassionate appointment should not have been given at any time to any other member of the family or to a near relative of the deceased employee.
 - v. The circumstances of the case should be such as to warrant relaxation of the time limit of five years.
 - vi. The reasons for relaxing the time limit should be placed on record.
 - vii. The request for compassionate appointment should have been received by the Railway Administration as soon as the son/ daughter to be considered for compassionate appointment has become a major, say within a maximum period of one year.

The above delegation of powers is current upto 31.03.1992.

[No. E(NG)II/84/ RC-1/26 dated 18.04.1985 (RBE 112/1985) and E(NG)II/84/RC-1/26 dated 18.4.1990. (RBE 68/1990)]

- b. Where death occurred more than 10 years back and also in cases where death took place between 5-10 years back but the conditions stipulated in para V (a) above are not fulfilled, a compassionate appointment is not within the competency of the General Manager except in the case of loss of life in course of duty or getting crippled in the course of duty. However, in such cases, if compassionate appointment is otherwise admissible and if after careful examination of the case it is found that there are special features or circumstances justifying relaxation of time limit as also criteria, the cases could be considered by the Railway Administration for approaching the Railway Board for relaxation of as a special case. Such a reference to the Railway Board should be made by the Railway Administration only with the personal approval of the General Manager.

[No. E(NG)II/87/RC-1/57 dated 21.8.1987. (RBE 218/1987)]

VI. QUALIFICATION AND CONDITIONS TO BE FULFILLED:

- a. Normally the persons seeking appointment on compassionate grounds should fulfil the conditions of eligibility regarding age and educational qualifications prescribed for appointment to the posts or grade concerned. However, the upper age limit may be freely relaxed on merits of the cases. The lower age limit of 18 years normally required for appointment in Government may also be relaxed upto one year with the personal approval of the General Manager. Relaxation of the lower age limit beyond one year will require the approval of the Ministry of Railways. In making appointments on compassionate grounds, Divisional Railway Managers may relax age limit in the case of appointment to Group 'D' posts.

[No. E(NG)III/79/RC-1/47 dated 29.11.1979.]

- b. The educational qualifications prescribed for the post to be offered should not be relaxed. However, if on the merits of an individual case, the General Manager feels that such a relaxation of the minimum educational qualifications is absolutely necessary, such cases may be referred to the Ministry of Railways. The Railway Board will consider these cases on merits subject to the stipulation that the candidate shall acquire the requisite qualification within a prescribed time limit. Such case will carry the following stipulations, in the offer of appointment:
- i. The period to be allowed for acquiring the qualification will be two years.
 - ii. Such a person will not be confirmed in service till he acquires the qualification.
 - iii. He will not be eligible for promotion till such time he acquires the qualification.
 - iv. If any junior is promoted before the senior compassionate appointee acquires the qualification, such promotion of the junior will be treated as regular. In other words, the compassionate appointee will lose seniority in the higher grade to such of his juniors as may have been promoted to the next higher grade, before he acquires the prescribed qualification.

[No. E(NG)II/80/RC-1/4 (KW) dated 22.02.1989]

However, in the cases of following posts in Group 'D' exclusively reserved for compassionate appointments for widows, the minimum educational qualifications prescribed may not be insisted upon:

- a. Water Women.
- b. Retiring Room Attendants.
- c. Cinder Picking Women.
- d. Sweeper Women.
- e. C&W Khalasis (For Waste Packing only)
- f. Ayah and female sanitary cleaner in Railway Hospitals, Railway Schools.
- g. Khalasis attached to sub-divisional officers of AEN, PWI and IOW, and a percentage of vacancies of Office Peons may be reserved for them.

[No. E(NG)III/86/RC-1/1/Policy dated 25.03.1986 (RBE 66/1986)]

VII. GRADES IN WHICH APPOINTMENTS CAN BE MADE ON COMPASSIONATE GROUNDS:

- a. ### For compassionate appointment to the Non - Technical popular categories the minimum of 50% marks in Matriculation need not be insisted upon and candidates possessing a pass in Matriculation may also be appointed on compassionate grounds provided the other prescribed conditions are satisfied in their case.

[Authority: Railway Board's Letter No. E(NG)II/82/RSC-25 dated 6.5.1982]

added vide Supplementary Circular No. 7 issued under Railway Board's letter No. E(NG)II/91/RC-1/117(MC) dated 30.9.1992. (RBE 164/1992)

- aa In regard to appointments on compassionate grounds to the categories of Assistant Station Masters, Guards, Senior Clerks, Enquiry-cum-Reservation Clerks etc., the minimum qualifications of University Degree should be insisted upon. These appointments are within the Zonal Powers.

[No. E(NG)II/82/RSC-25 dated 6.5.1982]

- b. All appointments on compassionate grounds should be made only in the recruitment grades like office clerks, commercial clerks, Assistant Station Masters, etc. No appointment should be made on compassionate grounds in an intermediate grade i.e. one, which is filled purely by promotion. Appointments on Compassionate grounds are also not normally permissible in the category of Traffic Apprentices/Commercial Apprentices (Grade Rs. 1600-2660) and Engineering Graduate Apprentices (Grade Rs. 2000-3200) because direct recruitment in these grades is proportionately very limited.
- c. However, if in any rare and exceptional case, where the circumstances are particularly distressing and fixation of pay at a higher stage than that normally admissible under the Rules is considered justified, the Railway may approach Railway Board giving full details in the prescribed proforma for approval. In no case should pay be fixed at any higher stage in such case without Board's prior approval.

[No. E(NG)II/83/RC-1/68 dated 7.12.1983]

VIII. PROCEDURE TO BE FOLLOWED BEFORE MAKING COMPASSIONATE APPOINTMENTS:

- a. The candidates applying for appointments on compassionate grounds should be subjected to suitability test by a committee of three Senior Scale Officers one of whom should be a Personnel Officer. The suitability of those proposed to be appointed on compassionate grounds should be properly assessed by a strict test. In case the candidate has the necessary minimum qualifications for employment in a Group 'C' post, his suitability for all types of Group 'C' posts in the order of suitability, should be judged and recorded by the screening committee, which should also clearly indicate the categories for which the candidate has not been considered suitable. Final offer of appointment will, however, be subject to the availability of vacancies, passing of medical examination, production of necessary certificates etc.

[No. E(NG)II/88/ RC-1/1/Policy dated 02.11.1989 (RBE 274/1989)]

- b. It is not necessary that the ward of a Group 'D' employee should be appointed on a Group 'D' post only. If such a ward possesses the required qualification prescribed for Group 'C' posts and is also adjudged suitable for the post, he should be considered for such Group 'C' posts.

[No. E(NG)II/84/RC-1/174 dated 25.06.1985 (RBE 184/1985)]

IX. AUTHORITY COMPETENT TO MAKE APPOINTMENTS ON COMPASSIONATE GROUNDS:

The power to make compassionate appointments is vested in the General Manager. The General Manager may, however, re-delegate this power to the Divisional Railway Manager and also to Heads of Extra Divisional Units, who are in Level-1 subject to such control, as he may like to impose on the exercise of power by those authorities.

[No. E(NG)III/78/RC-1/1 dated 07.04.1983.]

In the cases of appointments of Group 'C' posts the powers may be exercised by the Chief Personnel Officer in consultation with the Heads of Departments concerned. In the cases of Group 'D' posts the powers to make such appointments should be delegated to the Divisional Railway Managers.

[No. E(NG)III/78/RC-1/1 dated 30.4.1979]

General Managers may also exercise powers in regard to appointment of dependents of Gazetted Officers on compassionate grounds provided the appointments are made in the recruitment grades viz. Office Clerk, Ticket Collectors, Commercial Clerks, etc. etc.

[No. E(NG)III/78/RC-1/1 dated 27.5.1983]

X. PRIORITIES TO BE OBSERVED IN MAKING APPOINTMENTS ON COMPASSIONATE GROUNDS:

- a. The following should be the order of priority to be followed while making appointments on compassionate grounds:
 - i. Dependents of employees who die or are permanently crippled in the course of duty.
 - ii. Dependents of employees who die in harness as a result of Railway or other accidents when off duty.

- iii. Dependents of employees who:
 - a. Die in service or are totally incapacitated while in service irrespective of the period of service left to reach the age of superannuation or of earning retirement benefits in full, or
 - b. are medically decategorised with less than 30 years of qualifying service for pensionary benefits/30 years of service for SC to PF.
- iv. Dependents of employees who are medically decategorised with 30 years or more of qualifying service for pensionary benefits/30 years of service for SC to PF.

[No. E(NG)II/84/RC-1/51 dated 19.9.1984]

- b. For the proper enforcement of priorities, separate lists should be maintained in each office, for the categories indicated above, the date of priority being from the date of eligibility. All appointments should be made strictly in this order. Where, for any special reasons, it is felt necessary to depart from the priority list, the sanction of the next higher authority (Chief Personnel Officer for appointments to Group 'C' posts) must be obtained giving details for ignoring the priority and the list of persons being put back in priority list. Such cases should, however, be rare.
- c. Where a candidate for compassionate appointment is eligible and is also adjudged suitable for a post in Group 'C' but for want of a vacancy in Group 'C', he is offered appointment in Group 'D', which he accepts, his case may be considered for appointment in a Group 'C' post as soon as suitable vacancy arises therein. Such a candidate will have preference for appointment in a vacancy in Group 'C' occurring later, over a candidate in the same priority group, found suitable for such a post at any subsequent date under the same approving authority. In such cases, a specific record, with the approval of the competent authority should be kept to the effect that the candidate was selected for a Group 'C' post but appointed to a Group 'D' post for want of a vacancy in Group 'C' because the candidate needs employment immediately and that he will be considered for a vacancy in Group 'C' as early as possible when a vacancy arises therein subject to his being found medically fit for the post for which he is considered.
- d. A time limit of one month should be observed within which appointments should be given in priority (i) cases and three months in cases relating to priority (ii), (iii) and (iv) subject to vacancies being available.

[No. E(NG)III/78/RC-1/1 dated 07.04.1983.]

XI. COMPASSIONATE APPOINTMENTS OF THE WARD/WIDOW OF CASUAL LABOUR:

- a. The General Managers have powers to consider and decide requests for appointment on compassionate grounds of the wards/ widow of a casual labour who dies due to accident while on duty provided the casual labourer concerned is eligible for compensation under the Workmen's Compensation Act, 1923. Such appointments should be as casual labour (fresh face) or substitute.
- b. Similar consideration may also be shown to a ward/widow of a casual labourer with temporary status at the discretion of the General Manager.
- c. This power should be exercised by the General Manager personally and should not be delegated to any authority. This power should be exercised judiciously keeping in view the particular need to contain the total casual labour force.

[No. E(NG)II/84/CL/28 dated 04.05.1984,
31.12.1986 (RBE 256/1986), 13.3.1987 and 6.12.1989]

XII.

- a. When offering appointment on compassionate grounds to a widow, son, daughter, etc. it need not be checked whether another son, daughter is already working; but in no case should there be more than one appointment against one death/medical incapacitation. For example, it should not be permitted where the family wants another son or daughter to be employed in lieu or in addition to an appointment already made on compassionate grounds.
- b. ### Once an appointment on compassionate grounds of the wards/widow, etc. has been made in a particular category/grade, no change of category/grade is subsequently permissible on the same compassionate grounds, subject, however, to the provisions in para X (c) above."

amended vide Railway Board's letter No. E(NG)II/92/RC-1/117 dated 24.11.1992. (RBE 199/1992).

Once an appointment on compassionate grounds of the wards/widow, etc. has been made in a particular category/grade, no change of category/grade is subsequently permissible, subject to the provisions in para X (c) above.

[No. E(NG)III/78/RC-1/1 dated 07.04.1983.]

XIII. RELAXATION:

Wherever any deviation from the above provisions is sought to be made in individual cases of merit, the prior approval of the Ministry of Railways should be obtained and in such cases, personal approval of the General Manager should be indicated in the references. Detailed particulars are to be furnished in the prescribed proforma.

[No. E(NG)III/87/RC-1/143 dated 19.04.1988 (RBE 80/1988) & 7.8.1990.]

XIV. GENERAL:

- a. While referring to this circular, the original letters referred to herein should be read for a proper appreciation. This circular is only a consolidation of the instructions issued so far and should not be treated as substitution to the originals. In case of doubt, the original circular should be relied upon as authority.
- b. The instructions contained in the original circulars referred to have only prospective effect from the date of issue unless specifically indicated otherwise in the concerned circulars. For dealing with old cases, the instructions in force at the relevant time should be referred to, and
- c. If any circular on the subject, which has not been superseded, has not been taken into consideration while preparing this consolidated letter, the said circular, which has been missed through oversight, should be treated as valid and operative. Such a missing circular, if any, may be brought to the notice of the Railway Board.

LIST OF CIRCULARS FROM WHICH CONSOLIDATION HAS BEEN MADE

1. No. E(NG)III/78/RC-1/1 dated 30.4.1979.
2. No. E(NG)III/79/RC-1/47 dated 29.11.1979.
3. No. E(NG)III/78/RC-1/1 dated 25.8.1980.

4. No. E(NG)III/78/RC-1/1 dated 03.02.1981
5. No. E(NG)II/81/RC-1/251 dated 6.2.1982.
6. No. E(NG)II/82/RSC-25 dated 6.5.1982.
7. No. E(NG)II/81/RC-1/251 dated 24.5.1982.
8. No. E(NG)II/82/RC-1/108 dated 18.9.1982.
9. No. E(NG)II/82/RC-1/213 dated 17.1.1983.
10. No. E(NG)III/78/RC-1/1 dated 07.04.1983.
11. No. E(NG)III/78/RC-1/1 dated 27.5.1983.
12. No. E(NG)III/78/RC-1/1 dated 3.9.1983.
13. No. E(NG)II/83/RC-1/77 dated 8.9.1983.
14. No. E(NG)III/78/RC-1/1 dated 28.9.1983.
15. No. E(NG)II/83/RC-1/68 dated 7.12.1983.
16. No. E(NG)II/81/RC-1/251 dated 27.12.1983.
17. No. E(NG)II/84/RC-1/1/Policy dated 31.3.1984.
18. No. E(NG)II/84/CL/28 dated 04.05.1984
19. No. E(NG)II/84/RC-1/51 dated 19.9.1984.
20. No. E(NG)II/84/RC-1/105 dated 16.11.1984.
21. No. E(NG)II/84/RC-1/172 dated 1.3.1985. (RBE 65/1985)
22. No. E(NG)II/84/ RC-1/26 dated 18.04.1985 (RBE 112/1985)
23. No. E(NG)II/84/RC-1/174 dated 25.06.1985 (RBE 184/1985)
24. No. E(NG)II/86/RC-1/1/Policy dated 25.03.1986 (RBE 66/1986)
25. No. E(NG)II/86/RC-1/1/Policy dated 31.10.1986. (RBE 214/1986)
26. No. E(NG)II/84/CL/28 dated 31.12.1986 (RBE 256/1986)
27. No. E(NG)II/84/CL/28 dated 13.3.1987.
28. No. E(NG)II/86/RC-1/20 dated 24.6.1987. (RBE 165/1987)
29. No. E(NG)II/86/RC-1/20 dated 7.8.1987.
30. No. E(NG)II/87/RC-1/57 dated 21.8.1987. (RBE 218/1987)
31. No. E(NG)II/87/RC-1/152 dated 19.10.1987.
32. No. E(NG)III/87/RC-1/143 dated 19.04.1988 (RBE 80/1988)
33. No. E(NG)II/84/ RC-1/26 dated 21.04.1988 (RBE 81/1988)
34. No. E(NG)II/86/RC-1/1/Policy dated 20.5.1988. (RBE 106/1988)
35. No. E(NG)II/89/RC3/2 dated 22.02.1989 (RBE 58/1989)
36. No. E(NG)II/87/RC-1/143 dated 28.04.1989 (RBE 115/1989)
37. No. E(NG)II/84/ RC-1/26 dated 03.05.1989 (RBE 118/1989)
38. No. E(NG)II/88/ RC-1/1/Policy dated 02.11.1989 (RBE 274/1989)
39. No. E(NG)II/84/CL/28 dated 6.12.1989.
40. No. E(NG)II/88/RC-1/1/Policy dated 12.2.1990.
41. No. E(NG)II/88/RC-1/141 dated 8.3.1990.
42. No. E(NG)II/84/RC-1/26 dated 18.4.1990. (RBE 68/1990)
43. No. E(NG)III/87/RC-1/143 dated 7.8.1990.

Orders issued subsequently & Supplementary circulars

1. Supplementary Circular No. 1 - Delegation of powers - E(NG)II/88/RC-1/1/Policy dated 6.2.1991 (RBE 30/1991).
2. Supplementary Circular No. 2 - Medically Decategorised staff - E(NG)II/90/RC-143 dated 25.2.1991 (RBE 37/1991).
3. Supplementary Circular No. 3 - Word "Strict test" deleted & Appointment of near relative - E(NG)II/88/RC-1/1/Policy dated 16.5.1991 (RBE 102/1991).

4. Clarification - E(NG)II/91/RC-1/20 dated 18.6.1991 (RBE 114/1991).
5. Supplementary Circular No. 4 - Clarifications - E(NG)II/91/RC-1/65/Policy dated 7.8.1991 (RBE 143/1991).
6. Identification of suitable jobs for women - E(NG)II/90/RC-1/90 dated 6.9.1991 (RBE 160/1991).
7. Supplementary Circular No. 5 - Second widow and her wards - E(NG)II/91/RC-1/136 dated 2.1.1992 (RBE 1/1992).
8. Supplementary Circular No. 6 - Relaxation of Time limit - E(NG)II/84/RC-1/26 dated 15.6.1992 (RBE 96/1992).
9. Supplementary Circular No. 7 - Minimum educational qualifications - E(NG)II/91/RC-1/117(MC) dated 30.9.1992. (RBE 164/1992)
10. Supplementary Circular No. 8 - Change of Category - E(NG)II/92/RC-1/117 dated 24.11.1992 (RBE 199/1992).
11. Supplementary Circular No. 9 - Widows/ Wards of Substitutes - E(NG)II/93/SB/5 dated 07.10.1993 (RBE 147/1993).
12. Supplementary Circular No. 10 - Typing Skill for Ministerial cadre - E(NG)II/94/RC-1/35 dated 20.5.1994 (RBE 40/1994).
13. Relaxation of time limit - E(NG)II/93/RC-1/157 dated 17.6.1994 (RBE 47/1994).
14. Supplementary Circular No. 11 - Relaxation of time limit, Delegation of powers - E(NG)II/84/RC-1/26 dated 2.8.1994 (RBE 64/1994).
15. Supplementary Circular No. 12 - Time limit for appointment - E(NG)II/84/RC-1/26 dated 22.12.1994 (RBE 100/1994).
16. Supplementary Circular No. 13 - Guidance - Checklist - E(NG)II/98/RC-1/112 dated 22.11.1994 (RBE 101/1994).
17. Supplementary Circular No. 14 - Medical Decategorised staff - E(NG)II/95/RC-1/94 dated 22.9.1995 (RBE 107/1995).
18. Supplementary Circular No. 15 - Time limit for appointment - E(NG)II/84/RC-1/26 dated 6.10.1995 (RBE 114/1995).
19. Supplementary Circular No. 16 - Appointment of near relatives deleted - E(NG)II/88/RC-1/1 /Policy dated 13.12.1995 (RBE 137/1995).
20. Supplementary Circular No. 17 - Employees dying as bachelors - E(NG)II/88/RC-1/Policy dated 4.9.1996 (RBE 79/1996).
21. Supplementary Circular No. 18 - Relaxation of time limit - E(NG)II/96/RC-1/48 dated 4.12.1996 (RBE 121/1996).
22. Supplementary Circular No. 19 - Adopted sons/daughters - E(NG)II/86/RC-1/Policy dated 11.12.1996 (RBE 125/1996).
23. Supplementary Circular No. 20 - Medical Decategorised staff - E(NG)II/96/RC-1/116 JCM/DC dated 6.1.1997 (RBE 2/1997).
24. Supplementary Circular No. 21 - Casual labour with temporary Status - E(NG)II/96/RC-1/96 dated 14.3.1997 (RBE 39/1997).
25. Supplementary Circular No. 22 - Casual labour with temporary Status - E(NG)II/97/RC-1/122 dated 1.4.1997 (RBE 47/1997).
26. Supplementary Circular No. 23 - Employees dying as bachelors - E(NG)II/88/RC-1/1/Policy dated 2.5.1997 (RBE 66/1997).
27. Supplementary Circular No. 24 - Typing Skill for Ministerial cadre - E(NG)II/94/RC-1/35 dated 12.5.1997 (RBE 69/1997).
28. Supplementary Circular No. 25 - Event of death of husband and wife (both are Railway Employees) - E(NG)II/86/RC-1/1/ Policy dated 02.06.1997 (RBE 75/1997).
29. Supplementary Circular No. 27 - Women in P. Way gangs - E(NG)II/97/RC-1/117 dated 21.10.1997 (RBE 129/1997).
30. Supplementary Circular No. 28 - Compassionate appointment to the wards/widows of Casual Labourers (temporary status) found missing - E(NG)II/96/RC-1/85 dated 17.10.1997 (RBE 137/1997)
31. Supplementary Circular No. 28 - Employees dying as bachelors - E(NG)II/98/RC-1/1 (Policy) dated 21.1.1998 (RBE 17/1998).

32. Supplementary Circular No. 29 - Missing Railway Employees - E(NG)II/97/RC-1/210 dated 26.7.1998 (RBE 164/1998).
33. Supplementary Circular No. 30 - Suitability test for Group 'C' - E(NG)II/98/RC-1/58 (Policy) dated 29.7.1998 (RBE 158/1998).
34. Supplementary Circular No. 31 - Time limit - E(NG)II/84/RC-1/26 dated 10.8.1998. (RBE 169/1998).
35. Supplementary Circular No. 32 - Minimum educational qualifications - E(NG)II/98/RC-1/139 dated 4.3.1999 (RBE 35/1999).
36. Supplementary Circular No. 33 - Suitability test - Extra Chance - E(NG)II/99/RC-1/Gen/3 PNM-AIRF dated 28.04.1999 (RBE 84/1999).
37. Supplementary Circular No. 34 - Minimum educational qualifications - E(NG)II/99/RC-1/SC/8 dated 29.7.1999 (RBE 166/1999).
38. Supplementary Circular No. 35 - Group 'D' - Minimum educational qualifications - waiver - E(NG)II/99/RC-1/Genl. 8/ JCM/DC dated 29.7.1999 (RBE 177/1999).
39. Supplementary Circular No. 37 - compassionate appointments in workshops - to the wards/ widows of the employees of that workshops only - No.E(NG)II/99/RC-1/Gen./13 dated 06.09.1999 (RBE 226/1999).
40. Supplementary Circular No. 38 - Delegation of powers - E(NG)II/99/RC-1/Genl./23 dated 30.11.1999. (RBE 300/1999).
41. Supplementary Circular No. 39 - Medically decategorised/ invalidated employees E(NG)II/95/RC-1/94 dated 18.01.2000 (RBE 8/2000).
42. Supplementary Circular No. 40 - Acquisition of higher educational qualifications - E(NG)II/99/RC-1/Gen. 9/JCM-DC dated 15.02.2000 (RBE 20/2000).
43. Supplementary Circular No. 41 - Minimum educational qualifications - for skilled artisans E(NG)II/2000/RC-1/Gen/16/JCM/DC dated 19.06.2000 (RBE 113/2000).
44. Supplementary Circular No. 42 - Minimum educational qualifications - Group 'D' E(NG)II/99/RC-1/SC/8 dated 01.08.2000 (RBE 140/2000).
45. Supplementary Circular No. 43 - Delegation of powers E(NG)II/98/RC-1/64 dated 28.07.2000 (RBE 144/2000).
46. Supplementary Circular No. 44 - Termination of service - E(NG)II/99/RC-1/Genl./19 dated 22.08.2000 (RBE 153/2000).
47. Supplementary Circular No. 45 - Cases of Medical decategorisation - E(NG)II/95/RC-1/94 dated 10.11.2000 (RBE 193/2000).
48. Supplementary Circular No. 46 - Minimum educational qualifications - E(NG)II/99/RC-1/139 dated 20.11.2000. (RBE 200/2000)
49. Supplementary Circular No. 47 - Medical decategorisation/ invalidation and missing husband and wife (both are Railway employees) - E(NG)II/86/RC-1/1/ Policy Dated 27.02.2001 (RBE 44/2001)
50. Supplementary Circular No. 48 - Delegation of Powers - Missing Railway Employees - E(NG)-II/99/RC-1/SC-12, dated 7.3.2001. (RBE46/2001)
51. Supplementary Circular No. 49 - Total medical incapacitation/medical decategorisation - E(NG)II/95/RC-1/94 dated 11.4.2001(RBE 72/2001)
52. Supplementary Circular No. 50 - Suitability test for Group 'C' - E(NG)II/2001/RC-1/Gen/11 dt. 21.9.2001 (RBE 192/2001).
53. Supplementary Circular No. 51 - Divorced/widowed daughter - E(NG)II/2001/RC-1/ER/5 dated 21.11.2001 (RBE 224/2001).
54. Supplementary Circular No. 51 - Medical decategorisation/ invalidation - hardship due to Railway Board's order dated 29.04.1999 (RBE 86/1999) - E(NG)-II/2000/RC-1/Genl.17 dated 6.3.2002 (RBE 31/2002)
55. Supplementary Circular No. 52 - Termination of service - E(NG)II/99/RC-1/Genl./19 dated 8.4.2002 (RBE 44/2002)
56. Supplementary Circular No. 53 - Divorced/widowed daughter. E(NG)II/2002/RC-1/Genl./5 dated 19.07.2002 (RBE No. 118/2002)
57. Supplementary Circular No. 54 - Letter dated 22.11.1994 should be strictly adhered to E(NG)II/98/RC-1/64 Pt. dated 30.7.2002 (RBE 126/2002)

58. **Supplementary Circular No. 55 65 - Workshops controlled by Mechanical Directorate - E(NG)II/99/RC-1/Gen/13 dated 5.2.2003 (RBE 26/2003)**
59. **Supplementary circular No. 56 - Acquisition of higher qualification - No. E(NG)II/2003/RC-1/Gen./4 dated 2.4.2004 (RBE 75/2004)**
60. **Supplementary Circular No. 57 - Compassionate appointment to the Wards of Medically decategorised staff – Relaxation of cut off period. - No. E(NG)II/2000/RC-1/Gen./17 dated 26.5.2004 (RBE 106/2004).**