

RB/Estt. No. 191/2004

GOVERNMENT OF INDIA/BHARAT SARKAR  
MINISTRY OF RAILWAYS/RAIL MANTRALAYA  
(RAILWAY BOARD)

No. E(NG)/2004/PM1/19

Dated 27.08.2004

The General Managers(P),  
All Indian Railways & PUs

**Sub: Ex-cadre posts in Group 'C' & 'D' – Procedure for filling up – Observance of tenure regarding.**

As the Railways are aware certain posts have been declared as ex-cadre and procedure for filling up the same including duration of tenure, has been prescribed by the Board. These posts include the posts in Production Control Organisation (PCO) in Workshops and Faculty Members in Training Centres. However, it has come to the notice of the Board that Railways themselves operate certain posts as ex-cadre without prescribing a proper procedure for filling up the same. This gives rise to complaints and at times even allegations of favouritism crop up.

2. The matter has been considered by the Board. It has been decided to lay down the following guidelines:-

- (i) Posts should be operated as ex-cadre only when it is inescapable in the exigency of service and with personal approval of CPO in consultation with FA & CAO.
- (ii) Posts which should normally form part of the existing cadre should not be operated as ex-cadre.
- (iii) A comprehensive procedure regarding the method of filling up the ex-cadre post indicating the designation, scale of pay, staff eligible for manning the posts, qualifications, tenure, etc. should be prescribed and the post filled up on a regular basis duly following the procedure so prescribed.
- (iv) In no case an ex-cadre post should be operated/filled without prescribing the method of filling up the same incorporating the relevant provisions as mentioned.

- (v) While prescribing the method for filling up an ex-cadre post care should be taken to ensure that it does not contain any provision which is inconsistent with or contrary to any provision/instructions laid down by the Board, e.g. the extant procedure *inter alia* requires that for each promotion a person should render a minimum of two years service in the immediate lower grade in which he should be working on a regular basis.
- (vi) In order to ensure that the staff selected for ex-cadre posts do not lose touch with the working of his parent post/cadre a reasonable tenure say not exceeding five years only be prescribed.
- (vii) Once the procedure for filling up the ex-cadre post has been prescribed there should be no deviation therefrom.

3. CPOs and the HODs concerned should ensure that the above instructions are strictly adhered to.

Please acknowledge receipt.

*J.S. Gusain*

(J.S. Gusain)  
Director Establishment (N)  
Railway Board  
New Delhi. Dated 27-08-2004

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Copy forwarded to:-

1. The General Secretary, All Indian Railwaymen's Federation, Room No.253, Rail Bhavan, New Delhi (35 copies).
2. The General Secretary, National Federation of Indian Railwaymen, Room No.253, Rail Bhavan, New Delhi (35 copies).
3. All Members, Departmental Council and National Council and Secretary, Staff Side National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
4. The Secretary General, Federation of Railway Officers Association, Room No.253, Rail Bhavan, New Delhi (5 spares).