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y of Railway Board's letter No.E(NG)58RC1/150 dated 21.11.1961
addressed to the General Managers of all Indian Railways etc.etc.

Sub:- Recruitment and training of Apprentices/
Trainees-Repeat Courses-Stipends.

The Railway Board have had under consideration the question of providing repeat courses to the Apprentices/trainees who fail to complete the prescribed training satisfactorily. After a careful examination, they have decided that the undermentioned instructions should be followed by all Railways uniformly:-

- (i) Stipend should be withheld when an extension/ a repeat course is considered necessary at the end of prescribed period of training for the reasons that the Apprentices has failed to complete the prescribed training satisfactorily. The stipend need not, however, be withheld at an intermediate stage but it should be considered on individual merits whether the Apprentice should continue to receive training or be discharged.
- (ii) So far as the persons recruited as trainees in the categories of Signallers, Commercial Clerks, Ticket Collectors, Accounts Clerks, Tracers, Guards etc. are concerned, if the existing terms of appointment do not allow stoppage of stipend/pay for the extended period of training, the services of such of the trainees as do not complete the prescribed period of training satisfactorily should be terminated in accordance with the terms of appointment for example by giving 14 days' notice. After the termination of their services, they will cease to be Railway servants. If the Railway Administration desire to give a repeat course to such trainees as have ceased to be Railway servants, this should be done by the competent authority, ~~xxxxxxx~~ and in individual cases, such trainees may be asked whether they are willing to have a repeat course without stipend, which should be arranged by the Railway Admn.

As regards future trainees in the above categories, it should be prescribed in the terms of appointment that a repeat course, if considered necessary by the Administration, shall be given without stipend or any other remuneration.

- (iii) Scheduled Caste/Tribe Apprentices/Trainees may be given a second chance with stipend/pay and the third chance, if considered necessary, without stipend/pay.

- (iv) The Apprentices/trainees for whom repeat course is given, will rank junior to those passing in their first attempt. Such of the Trainees/Apprentices, who fail in the initial training and who will be given repeat course without stipend, will be governed by the terms and conditions as given in Annexure 'A' to this letter. These conditions should be incorporated in the formal agreements in the case of Apprentices and in the offers of appointment in the case of trainees..

The grant of stipend/pay during the second chance of training in item(iii) above has the sanction of the President.

Please acknowledge receipt of this letter.

ANNEXURE 'A'

Terms and conditions for Trainees/Apprentices who fail in initial training and for whom repeat course may be arranged at the discretion of the Railway Administration.

A. TRAINEES :

1. No premium will be charged from such trainee/trainees.
2. No remuneration in the shape of stipend, salary or allowance of any kind will be paid to such trainees/trainees by the Railway Administration. No P.T.Os or passes will be issued to him/them.
3. The trainee/trainees will have to conform to all the general rules and regulations of discipline and conduct of the Railway Administration.
4. The trainee/trainees will be under the control and discipline of the Railway Administration concerned.
5. The trainee/trainees will indemnify the Railway Administrations for any loss or damage to the equipment and fitting that may be caused by him/them during the course of the training.