

MASTER CIRCULAR

Master Circular No. 1

Scout Activities on the Indian Railways

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MASTER CIRCULAR No. 1

COMPENDIUM ON SCOUT ACTIVITIES ON THE INDIAN RAILWAYS

Subject : Scout activities on the Indian Railways

E(W)90-WE6-6.C, dated 20.08.1990

At present, the orders relating to "Scouting activities on the Indian Railway" 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 consideration of the Ministry of Railways. They have now decided to issue a consolidated order on the subject as below for the information and guidance of all concerned.

2. The Chairman, Railway Board in his D.O. of 11.01.1990 to all General Managers observed on the importance and relevance of scout activities on the Indian Railways as under:

"The Scouts and Guides movement, which is a world wide one, aims at building character and inculcating a sense of discipline in those who join the organisation. These, in fact, are the very qualities expected of those engaged in public service, but are sadly lacking now-a-days, both among public servants and among the public. A large number of Railway staff come in contact with public. Their courteous behaviour towards the users and uprightness in

dealings will go a long way in building the Railway's image. As such, those who have gone through the scout movement are likely to prove more effective as Railway-men in the day-to-day discharge of their duties".

- 3 In order to give impetus to the Scouts and Guides Movement on the Indian Railways, the Ministry of Railways (Railway Board) have given/ provided the following concessions/facilities:

Leave:

- (a) Grant of Special Casual Leave to Railway servants including Apprentices and trainees, who are Boy Scouts or Rover Scouts for attending training camps or rallies or when engaged under instructions from their scout authorities, etc. within the country or outside India, within the prescribed limit of 30 days in a calendar year.

5926F dated 23.11.1940
E(W)57WE6-30 dated 22.11.1957
E(W)58WE6-6 dated 23.05.1958

- (b) In respect of Leader Trainers/Assistant Leader Trainees whose services are utilised for imparting training to scouts/guides may be granted Special Casual Leave to the extent of 45 days in a calendar year. In case leave in a calendar year is required beyond his ceiling limit of 45 days, the same should be referred to the Railway Board

E(W) 86WE6-3 dated 04.12.1986

- (c) Period of absence of Railway employees on account of injuries sustained by them while on Special Casual Leave granted for scouting duties for which they are required to be hospitalised also regularised as Special Casual Leave within the overall limit of 30 days/45 days, as the case may be, in a calendar year as per (a) and (b) above respectively.

E(W)83SP1-4 dated 12.08.1983

- (d) Special Casual Leave is permitted to be combined with Casual Leave or recorded leave on scout duties but when regular leave is sanctioned in combination with Special Casual Leave, Casual Leave cannot be combined.

E(W)80WE6-2 dated 05.01.1983

Passes:

- (e) Free Special Passes are issued to scouts/guides on scouting duties for their journey by Rail.

5926F dated 23.11.1940
E(W)57WE6-30 dated 22.11.1957

- (f) Special Passes are issued to the bonafide family members of Railway employees who are appointed as office bearers of the State Association and also to those who enroll themselves as Rovers, Rangers, Cubs, Bulbuls, Scouts and Guides. These are issued for attending training camps or rallies or when engaged on other scouting activities. Such passes are also issued over Railways other than Home Railway when camps, rallies, etc. are arranged at places served by other Railways.

E(W)57WE6-13 dated 14.12.1957

- (g) The passes issued should be of the same class to which the employee concerned is normally entitled to.

E(W)57WE6-13 dated 14.12.1957

- (h) Commissioners of Scouts and Guides when required to travel on scout duties are eligible for the concession of First Class Passes regardless of their entitlement in their individual capacity.

E(W)65WE6-23 dated 26.04.1966

- (i) Railways have powers to issue First Class Special Complementary Cheque Passes not exceeding three sets per year to the retired Railway employees on the recommendations of the CPO and the Railway State Chief Commissioners for Scouts and Guides from the station of/nearest their residence to the stations of/nearest the training camps and back subject to fulfilling the following conditions:

- (i) He/she had been an office bearer of the Railway Scout. Organisation or had been an active worker for a period of atleast five years assisting Railway Administration in organizing training camps or imparting training etc.;
- (ii) He/she would be atleast a President Scout/Guide or Himalayan Wood Badge Holder; and
- (iii) A certificate is given by the Railway State Chief Commissioner that the presence of the retired Railway official concerned is absolutely essential and no suitable person of his/her qualifications or calibre is available for imparting training to Railway employees.

Note: These powers are to be exercised only by the General Managers/Additional General Managers and not to be re-delegated.

E(W)84PS5-1 811 dated 22.01.1985

TA/DA to Railway employees on Scouting duties :

- (j) TA/DA as on tour at the rates appropriate to the pay of employees subject to a maximum of 15 days in a calendar year paid to scouts/ guides/adult leaders/ commissioners/ rovers/ rangers for the following activities:
- (a) When deputed to attend training camps/courses organised by the State/Distt. Scout Associations, Himalayan Wood Badge Training Courses or for imparting training to children, Scouts/Guides/Rovers/Rangers.
- (b) When deputed to assist the Railway Administration in supplementing Railways' efforts during Melas, Festivals, Accidents, Natural Calamities like floods, cyclones, breaches, etc.
- (c) Scouts/Guides officials who are deputed to attend meetings of the State/National Body; and
- (d) Railway employees who are deputed to impart training or organise major scout/ guide events, such as rallies, jam-borettes, conferences, etc. at the State or National levels.

Note: 1 The expenditure on TA/DA is to be met from Revenue.
2. Grant of 15 days TA/DA should be within the ceiling of 30 days/45 days of Special Casual Leave.

E(W)80WE6-1	dated	27.09.1982
E(W)80WE6-1	dated	07.05.1983
E(W)84-WE6-7 dated 16.10.1984		

Recruitment:

- (k) Special quota for recruitment of Scouts and Guides against Cultural-cum-Scouts and Guides quota has been fixed by the Railway Board as under:
 Group 'C' : Four per year per Railway.
 One per year per Production Unit.
 Group 'D': Not more than two per Division per year.

E(WG)III-79/RR1/25	dated	25.08.1980
E(NG)-84/RR2/I	dated	14.09.1984
E(NG)I 1-881 RR211 dated 05.06.1989		

- 4 The annual per capita contribution from Staff Benefit Fund for scout activities has been increased from Re. 0.75 to Re. 1.00. The expenditure on scout activities in Railway schools also should be met out of the contribution of Staff Benefit Fund of the respective Railways. Allotment of funds for promotion of scout activities will be made by the Ministry of Railways in consultation with the apex body viz. the Railways Scouts and Guides Boards.

E(W)86/FU1-1	dated	14.05.1987
E(W)64-WE6122	dated	27.07.1965
E(W)82 WE 6-2 dated 28.01.1984		

- 5 In view of the purely non-commercial nature of activities of the Bharat Scouts and Guides organisation and the need to encourage the Scouts and Guides movement, it has been decided by the Railway Board to charge a nominal licence fee of Rs. 101- per annum only in respect of building/ structure licensed to the Bharat Scouts and Guides organisation.

[88-LM\(B\)3/38/Scouts dated 18.12.1989](#)

- 6 Ministry of Railways have also decided that when a Railway employee acquires any qualification in the field of scouting, a suitable entry should be made in his Service Record.

[E\(NG\)I-88/CR/4 dated 12.05.1989](#) (RBE 136/1989)

7. The Ministry of Railways (Railway Board) have set up an Apex Body called the Railways Scouts and Guides Board consisting of
1. Chairman : Advisor (Staff), Railway Board.
 2. Vice-Chairman : Executive Director, Estt. Railway Board.
 3. Treasurer : Joint Director, Finance (Estt.) Railway Board.
 4. Secretary : Joint Director, Estt. (Welfare), Railway Board.

Note: The Chairman of the apex body shall invite one of the Railway State Chief Commissioners for Scouts and Guides as may be nominated by the General Council (consisting of the apex body and the Railway State Chief Commissioners Scouts and Guides) as a special invitee to attend the meeting of the apex body also known as the Managing Committee of the Railways Scouts and Guides Board.

8. Objectives of the Apex Body :

- (i) to have a general review of the progress of scouring movement on the Indian Railways ;
- (ii) call for periodical reports from the scouting organisations covering organisational aspects, service and training; and
- (iii) oversee that the grants from the Staff Benefit Fund are properly and purposefully utilised.

9 General:

- (i) Scouts and Guides should be encouraged to adopt a village near their place of work for imparting training/undertaking work on adult literacy, hygiene, civic, sense, etc., including organising entertainment programmes for the benefit of local population.

No. [E\(W\)86 WE 6-8 dated 07.05.1986](#)

- (ii) Scout and Guide activities should be encouraged in Railway schools, particularly Primary and Middle schools etc. to inculcate the spirit of selfless service and self-discipline amongst the children.

[E\(W\)84-SC-2/10 dated 19.09.1988](#)

- (iii) training institutes, the activities of the Railway Scout Organisations should be highlighted so that the employees may be induced to take interest in such activities.

[E\(W\)88WE6-5 dated 16.05.1988](#) (RBE 102/1988)

[E\(W\)88WE6-5 dated 09.09.1988](#) (RBE 201/1988)

- 10 (i) While referring to the synopsis as above, the original circulars referred to should be read for proper appreciation. The synopsis given in the Master Circulars should be construed only as a key to the original circular and not as a substitution. In case of any doubt, the original circular(s), referred to in the Master Circulars, will be relied upon as authority.
- (ii) It should be noted that the orders/instructions issued under the various circulars have only prospective effect from the date of issue of the relevant original letters), unless specifically stated otherwise in the concerned letter. Hence, for dealing with old cases, the instructions in force at the relevant time have to be referred.
- (iii) Though all efforts have been taken to include all the relevant circulars on the subject, if any circular, which has not been superseded, happens to be omitted, that circular, which has been omitted through oversight, will still hold the field. Anyone coming across such a circular may bring it to the notice of the Railway Board for suitable action for issuing a Supplementary Circular."

LIST OF CIRCULARS FROM WHICH CONSOLIDATION HAS BEEN MADE

No. 5926-8 dated 23.11.1940	Rover Scouts
No. E(W)57-WE6/30 dated 22.11.1957	Special Casual leave
No. E(W)57-WE6/15 dated 14.12.1957	Special Passes
No. E(W)58-WE6/6 dated 24.05.1958	Special Casual Leave
No. E(W)64-WE6/22 dated 27.07.1965	Scout Guide activities in Railway schools

No. E(W)65-WE6/23 dated 26.04.1966	Issue of passes
No. E(NG)III-79/RR1/25 dated 25.08.1980	Appointment on Railways
No. E(W)80-WE6/1 dated 27.09.1982	TA/DA for Scout Activities
No. E(W)80-WE6/2 dated 05.01.1983	Special Casual Leave
No. E(W)80-WE6/1 dated 07.05.1983	TA/DA for Scout activities
No. E(W)82-WE6-2 dated 21.07.1983	Apex body for Scouting activities.
No. E(W)83SP1-4 dated 12.08.1983	Special Casual leave
No. E(W)82WE62 dated 28.01.1984	Regulation of Scouting activities
No. E(NG)II 84/RR2/1 dated 14.09.1984	Recruitment against cultural and scouts quota
No. E(W)84WE6/7 dated 16.10.1984	TA/DA for scout activities
No. E(W)84PS5/18/1 dated 22.01.1985	Passes after retirement
No. E(W)86WE6/8 dated 07.05.1986	Adoption of village for service
No. E(W)86WE6/3 dated 04.12.1986	Special casual leave
No. E(W)86FU1/1 dated 14.05.1987	Contribution to staff benefit fund
No. E(W)88WE6/5 dated 16.05.1988 (RBE 102/1988)	Highlighting scout activities at training centres.
No. E(NG)II/86/RR-2/3 dated 26.05.1988	Appointment on Railways - guidelines
No. E(W)88WE6/5 dated 09.09.1988 (RBE 201/1988)	Highlighting scout activities at training centres.
No. E(W)84SC2/10 dated 19.09.1988	Co-curricular activities in Schools
No. E(W)82 SC 2-47 dated 28.03.1989	Scholl uniform of same pattern as that of scouts
No. E(NG)V88/CR/4 dated 12.05.1989 (RBE 136/1989)	Entry in Service Record
No. E(NG)II-88/RR2/1 dated 05.06.1989	Recruitment against cultural and scouts quota
No. E(W)88WE6-1 dated 21.08.1989	Facilities for training centres
No. 88/LM(B)/3/38/Scouts dated 18.12.1989	Buildings for scout activities
No. E(W) 89 WE 6-15 dated 11.1.90	Encouragement for Scouting activities.

Supplementary Circulars and subsequent letters

Supplementary Circular No. 1 - Scout activities on Indian Railways - Railway Board's letter No. [E\(W\)90 WE 6-6, dated 10.6.92](#) (RBE 95/92).

Supplementary Circular No. 2 - Scout activities on Indian Railways - Railway Board's letter No. [E\(W\)90 WE 6-6, dated 24.7.1992](#) (RBE 122/92).

Supplementary Circular No. 3 - Staff Benefit Fund-Grant for Scouting activities on the Railways - Railway Board's letter No. [E\(W\)92 WE 6-1, dated 16.12.1992](#) (RBE 216/92)

Supplementary Circular No. 4 - Purchase of Railway Scrap by Railway Scouts & Guides Organisations - Railway Board's letter No. [E\(W\)92 WE 6-1, dated 16.12.1992](#) (RBE 218/92)

Supplementary Circular No. 5 - Basic Course in Scouts & Guides for Primary School teachers. - No. [E\(W\)92 WE 6-1, dated 18.01.1993](#) (RBE 7/1993)

Supplementary Circular No. 6 - Issue of Cheque passes to retired Railway employees associated with Bharat Scouts and Guides for imparting training to Scouts and Guides - No. [E\(W\)92WE6-1 dated 18.01.1993](#) (RBE 8/1993).

Supplementary Circular no. 7 vide Railway Board's letter no. [E\(W\)92 WP 6-1 dated 20.01.1993](#) (RBE 16/1993)

Procedure for recruitment against Scouts and Guides Quota - Railway Board's letter No. [E\(NG\)II/99/RR-2/3, dated 4.5.2000](#) (RBE 82/2000).