

**MASTER CIRCULAR**  
**Master Circular No. 48**  
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The instructions issued by the Railway Board from time to time on the subject of Casual Labour, are contained in several letters. The Railway Board have now decided to consolidate the various instructions on the subject into a single body as a master circular, as below, for the information and guidance of all concerned.

**Definition :**

- 2. The term Casual Labour refers to Labour, whose employment is seasonal intermittent, sporadic or extends over short periods. Engagement of casual labour may be for a short duration on specific works or on Projects, till such time work is available. Labour of this kind is generally recruited from the nearest available source.**

(Ref: Board's letter No. E(NG)60 CL/13 dated 22.8.1962,  
E(NG)II/77/CL/46 dated 8.6.1981)

### Engagement of Casual Labour :

3. According to extant policy, the authorised strength of Casual Labour on a Railway both in the open line and in the Projects, (frozen as on 1.1.84 and) refixed as on 1.1.90, after taking into account factors like the number of posts created for decasualisation, reduction in gang strength due to modernisation of track and introduction of machine maintenance, reduction in Project Casual Labour etc, should not be exceeded and fresh candidates (fresh faces) should not be engaged from the open market. However, to meet emergent situations, the ban will not apply and fresh candidates from the open market if absolutely necessary, should be taken only with the prior personal approval of the General Manager.

3.1 The above stipulation equally applies to Project Casual Labour also and CAO(R)'s have also to take prior approval of General Manager before engaging "fresh faces."

3.2 Casual Labour who have worked on the open line/Project in the past and who, after discharge, have not been re-employed and are borne on the live register will be re-engaged first against the requirement in the order of priority on the basis of the total period of service prior to their discharge, in preference to candidates from the open market. Also the re-engagement of discharged Casual Labour, borne on the live register/supplementary casual labour register referred to in paras 7.8 and 7.9 of this circular against short term requirements as in emergencies or against requirements arising from the absorption of serving Casual Labour in regular Group 'D' posts, should have the prior personal approval of the General Manager. While seeking his approval for such re-engagement of discharged Casual Labour, the number required to be taken from the live register should also be put up to him. In case of engagement of Casual Labour for specific emergencies, like restoration of breach etc., the period of their engagement also should be mentioned along with the number to be taken.

[Ref: Board's letters No. E(NG)II/80/CL/5 dated 7.6.1984, 20.12.1984,  
E(NG)II/88/CL/34 dated 27.12.89,  
E(NG)II-88/CL/86 dated 08.12.88 (RBE 268/1988), 14.2.1990,  
E(NG)II/89/CL/1 dated 23.2.1990 (RBE 41/1990)  
and E(NG)II/89/CL/1 dated 25.10.1990 (RBE 188/1990)]

3.3 Subject to what has been mentioned in paras 3, 3.1 & 3.2 above, casual labour may be engaged only for the following types of work :

- a. Works of casual nature in the open line establishment, for which payment to the personnel engaged would be met from contingencies;
- b. Projects irrespective of duration, including execution and implementation of the expansion and modernisation projects;
- c. Seasonal labour sanctioned for specific works of less than 180 days' duration and seasonal labour for hot-weather establishment like water carrier/ Pankha puller engaged during summer for a period not exceeding 4 months.

[Ref: Board's letter No. [E\(NG\)II/77/CL/46](#) dated [8.6.1981](#) and [E\(NG\)II/78/CL/2](#) dated [22.11.1984](#)]

4. For purposes of applying the instructions contained in paras 3, 3.1 & 3.2 above, a project should be taken as construction of new lines, major bridges, restoration of dismantled lines and other major important open line works, like doubling, widening of tunnels etc., which are completed within a definite time limit. The GM/HODs concerned, in consultation with the FA& CAO, will decide whether a particular open line work is a Project or otherwise. If the through track renewals include replacement of lighter section of rails by a heavier section or increasing the density of sleepers or provision of additional depth of ballast etc., these should be treated as works leading to an improvement in the carrying capacity and as such, irrespective of any financial limit, should be treated as 'Project'. 'Casual renewals' or other 'through renewals', which do not lead to any improvement in the carrying capacity of a Railway will, however, not fall within the definition of 'Project'.

#### 4.1 Casual Labour should not be employed:

- a. For work on construction of wagons and similar other works of a regular nature. (Works of a regular nature cover Workshops, Loco Sheds, train lighting establishments, C&W Depots, Yards and Stations).
- b. For Civil Engineering, Signal and Bridge maintenance works, except for seasonal fluctuating works, casual and occasionally renewals;

(Ref: Board's letter No. [E\(NG\)II/74/CL/27](#) dated [20.06.1974](#))

- c. As trolleyman;
- d. In the Printing Presses; and
- e. In regular vacancies, whether permanent or temporary, and for performance of duties related to day-to-day administration.

**NOTE:** Casual labour may be engaged for loading/unloading operations at stations and Yards and also in unskilled categories for examining the wagons for water tight repairs during the monsoon season.

[Ref: Board's letter No. PC/RLT/72/89/3(i) dated 17.9.1973,  
E(NG)60 CL/13 dated 22.8.1962  
and E(NG)II/77/CL/46 dated 8.6.1981]

- 4.2 Casual labour should not be engaged in skilled and semi-skilled grades without trade test. Where a panel of trade tested candidates to be appointed as Casual Labour to cater to the needs on the open line is not available with the administration, casual labour may be engaged in Skilled/semi-skilled grades, without a trade test, but their suitability should be adjudged well before they attain temporary status. Such engagement in Skilled grades should have the personal approval of an authority not lower in rank than a Divisional Engineer. Also the number to be so engaged should be kept down to the absolute minimum.

[Ref: Board's letters No. E(NG)II/71/CL/83 dated 11.5.1973  
and E(NG)II/84/CL/58 dated 20.12.1985]

#### Age & Educational Qualification :

5. Candidates from the open market to be engaged as fresh casual labour should conform to the age limit laid down for regular recruitment to Group 'D' posts, Casual labour should, at the time of initial engagement, be below 28 years of age, relaxable by 5 years in the case of Sch. Castes and Sch. Tribes. They should not be retained beyond 58 years of age. Also they should possess the minimum educational qualification and other standards laid down for the particular department.

[Ref: Board's letters No. E(NG)64 CL/25 dated 29.1.1966,  
E(NG)II/79/CL/5 dated 16.5.1979  
and E(NG)II/88/CL/34 dated 22.4.1988 (RBE 87/1988)]

#### SCREENING FOR ENGAGEMENT OF FRESH FACES :

6. Candidates to be engaged as casual labour fresh from the open market should be taken from lists, which should be prepared by each Division generally once a year, on receipt of the General Manager's sanction for the engagement of fresh Casual labour. Inclusion of names in the list should be based on screening by a committee of three officers, one of whom should be an officer of the Personnel Branch and another from the Department concerned. Further, one of the members on the Screening Committee should be from the SCs/STs and one from a minority community by co-opting a fourth officer, wherever necessary. The unit of recruitment should normally be the area of location of work where engagement of Casual Labour is necessary.

#### MEDICAL EXAMINATION/FITNESS

- 6.1 Before a candidate included in the list is engaged as a fresh Casual Labour, he should be examined for medical fitness for the category in which he is likely to be absorbed eventually.

[Ref: Board's letter No. [E\(NG\)II/88/CL/34 dated 22.4.1988](#) (RBE 87/1988)]

#### **SC/ST RESERVATION**

- 6.2 Percentages laid down in favour of Sch. Castes/Sch. Tribes for recruitment to Group 'D' categories on each Zonal Railway, Production Unit should be applied in the intake of Casual Labour both in the Open line and in the Projects. Similarly, while re-engaging casual labour based on their seniority according to the number of days of service in earlier spells, Sch. Castes/ Sch. Tribes should be engaged by going down the list, even if they had rendered lesser number of days of service so as to achieve the prescribed percentage of reservation.

[Ref: Board's letter No. [79-E\(SCT\)15/1 dated 10.3.1979](#),  
[80-E\(SCT\)15/15 dated 26.10.1981](#),  
[88-E\(SCT\)I/28/1 dated 4.10.1988](#) (RBE 228/1988)  
and [89-E\(SCT\)I/80/23 dated 11.12.1989](#) (RBE 304/1989)]

#### **EX-SERVICEMEN RESERVATION**

- 6.3 While engaging fresh faces as casual labour for works expected to last for some months, the orders regarding reservation for employment of Ex-servicemen should be followed in spirit, particularly where there is a large intake of personnel as in the case of new projects.

[Ref: Board's letter No. [E\(NG\)II/84/CL/92 dated 15.12.1984](#)]

- 6.4 In the matter of engagement of fresh Casual labour from the open market, except for the intake of Sch. Castes/Sch. Tribes according to the percentages prescribed, as mentioned in para 6.2 above and intake of ex-servicemen (6.3 above), no preferential treatment should be given to anyone including the sons/wards of serving or retired Railway servants.

[Ref: Board's letter No. [E\(NG\)II/89/CL/NR/27 dated 13.3.1990](#)]

- 6.5 The provision contained in paras 6 to 6.2 above will not, however, be applicable in the engagement of fresh casual labour needed in emergencies like flood relief work, accident relief and restoration of through communication etc.
- 6.6 In the matter of re-engagement of discharged Casual labour, the relevant provisions of the Industrial Disputes Act, 1947 and the rules framed thereunder should be kept in view, besides maintaining the

practice of displaying on the notice board about the availability of fresh employment to the discharged Casual Labour.

[Ref: Board's letter No. [E\(NG\)II/78/CL/2 dated 22.11.1984](#)]

- 6.7 At the time of re-engagement, the individual's casual labour card in regards to the entries about his past spells of service should be checked from the original paid vouchers to the extent possible. If the past service was in a different unit, the superior should get the entries in respect of service in that unit checked by making a written reference to that unit.

[Ref: Board's letter No. [E\(NG\)II/83/CL/74 dated 4.2.1984](#)]

**Status :**

7. Casual Labour, who continue to do the same work for which they were engaged initially on the open line or other work of the same type for more than 120 days without a break, will be treated as temporary, after expiry of 120 days of continuous employment. For this purpose, the term same type of work should not be too rigidly interpreted so as to cause undue suffering to Casual Labour by way of break in service because of a slight change in the type of work in the same unit. The term 'same type of work' should be interpreted in spirit as well as in letter and no casual labour should suffer in this matter. The various types of work, which may be considered as same type of work, may be grouped, as under:-
- a. Track renewals and linking - Ballasting re-sleepering, relaying etc;
  - b. Masonry and concrete work - work on buildings, bridges, quarters, platforms etc;
  - c. Steel work - Erection of Bridge girders, sheds, shelters etc;
  - d. Earthwork - Foundations, banks, platform etc;
  - e. Fitting, Smithy, Carpentry and such other artisan work and helpers; and
  - f. All work performed by the unskilled casual labour working under the same I.O.W., P.W.I. and Bridge Inspector etc., should be treated as doing the same type of work.

[Ref: Bd's letter No. [E\(NG\)II/71/CL/83 dated 11.5.1973](#) and [E\(NG\)II/77/CL/46 dated 8.6.1981](#)]

- 7.1 Casual labour engaged on seasonal specific works of less than 180 days' duration if shifted from one work to another of the same type (e.g. relaying) and the total continuous period of such work at any time is of more than 180 days' duration they should be treated as temporary after the expiry of 120 days of continuous employment.

[Ref: Bd's letter No. [E\(NG\)II/77/CL/46 dated 8.6.1981](#)]

**7.2 Casual water carriers employed during summer season are eligible for Temporary status on completion of 120 days of continuous employment. Continuous employment should be reckoned by counting the total number of days of continuous employment in various spells of engagement as water carrier in the past, commencing from the year 1985, provided the gap between any two spells has been caused due to the season being over or there being no work. Further, if a person engaged in the previous years is given an opportunity to work in the hot weather establishment in the subsequent year and he fails to avail the offer, he will have to start afresh, in the event of his engagement against in future.**

**[Ref: Board's letter No. [E\(NG\)II/77/CL/N/4](#) dated [24.7.1979](#), [E\(NG\)II/83/CL/117](#) dated [25.1.1985](#) (RBE 33/1985) and [10.12.1985](#)]**

**7.3 Casual Labour engaged on works which have been sanctioned upto the 31st March of the year should not be treated as having a break, if sanction to continue the works is given subsequently and the casual labour are engaged to finish the work.**

**[Ref: Board's letter No. [PC-72/RLT/69/3\(i\)](#) dated [12.7.1973](#)]**

**7.4 Casual Labour employed in Projects on the Railways (also known as Project Casual Labour) shall be treated as temporary on completion of 360 days of continuous employment. This will apply to:-**

- a. Casual Labour on Projects, who were in service as on 1.1.1981.
- b. Casual Labour on Projects, who though not in service on 1.1.1981, had been in service earlier and had been re-engaged after 1.1.1981 with continuous employment of 360 days or more to their credit prior to 1.1.1981 and
- c. Casual Labour on Projects, who though not in service on 1.1.1981 had on re-engagement after 1.1.1981, either completed or would complete the period of 360 days of continuous employment.

**7.5 Temporary status on these casual labour would be conferred as shown below:-**

- |              | <b>Length of Service Date from which would be (i.e. continuous employment) treated as temporary</b> |
|--------------|---|
| <b>(i)</b>   | <b>Those, who had completed five from 1.1.1981 years as on 1.1.1981</b>                             |
| <b>(ii)</b>  | <b>Those, who had completed three from 1.1.1982 years but less than five years as on 1.1.1981</b>   |
| <b>(iii)</b> | <b>Those, who had completed 360 days from 1.1.1983 but less than three years as on 1.1.1981</b>     |
| <b>(iv)</b>  | <b>Those who complete 360 days after from 1.1.1984 or date on</b>                                   |

**1.1.1981**

which 360 days of continuous employment is completed, whichever is later.

**NOTE: (i) Continuous employment would mean continuous engagement on the same work or the same type of work as explained in the earlier paragraphs.**

**[Ref: Board's letters No. E(NG)II/84/CL/41 dated 1.6.1984, 25.6.1984 and 11.9.1986 (RBE 167/1986)]**

**(ii) Year for the purpose of determining the extent of service should be taken as equivalent to 365 days i.e. 5 years/3 years should be equivalent to 1825 days (5 x 365)/1095 days (3 x 365).**

**[Ref: Board's letter No. E(NG)II/84/CL/41 dated 27.7.1984]**

**7.6 For purposes of implementing the scheme, each Zonal Railway should prepare a list showing the Project Casual Labour for each Division on the basis of length of service, as explained in para 5.2.1 of Board's letter No. E(NG)II/84/CL/41 dated 11.9.1986 (RBE 167/1986) and thereafter prepare a consolidated list as on 1.4.1985 covering all Project casual Labour in employment on the Zonal Railway/Construction organisation at any time from 1.1.1981 onwards. The list so prepared will form the basis for conferment of temporary status and also for any subsequent engagement/re-engagement/discharge.**

**7.7 The provisions of the scheme as given in para 7.4 above, would also apply to Project casual labour, who had worked as such prior to 1.1.1981 and also, after discharge due to completion of work of want of further work had not been re-engaged after 1.1.1981 provided such labour having submitted written representations by 31st March, 1987, alongwith documentary proof of their earlier engagement i.e. the following:**

- a. Name**
- b. Father's name,**
- c. Date of birth,**
- d. Permanent address.**
- e. Educational qualification.**
- f. Personal marks of identification,**
- g. Name of office/deptt. and the place where initially engaged.**
- h. Reasons for discharge;**
- i. Where and how employed after discharged;**
- j. Attested copy of photograph and L.T.I. &**
- k. Any other proof of having worked as Project casual Labour on the Railway.**



**7.8** The applications received from the Project casual Labour referred to in para 7.7 above, by 31.03.1987 should, subject to verification in regard to their genuineness by a Committee of officers on each Division (Committee to be of the same composition as constituted for regular appointment to Gr. 'D' posts), be included in a supplementary list drawn division/deptt. wise. The names of the persons included in such lists should also be entered in a separate register, called the Supplementary casual labour register, according to the total length of service to their credit. Their cases should be considered for re-engagement in the respective unit of seniority, as may be required, after the list of Project casual Labour referred to in para 7.6 is exhausted. For purpose of grant of temporary status, service as Project casual Labour, already rendered by them will be taken into account, as and when re-engaged. For absorption in regular employment it is only the service, which they render, after re-engagement that will be taken into account. Before re-engagement they should be subject to medical examination to determine their fitness for employment on the Railways, having regard to the fact that they had not been working on the Railways for a number of years.

[Ref: Bd's letters No. [E\(NG\)II/84/CL/41](#) dated [2.3.1987](#) (RBE 39/1987) and [21.10.1987](#)]

**7.9** Open line Casual Labour, who were discharged prior to 1.1.1981 for want of work or due to completion of work and not re-engaged thereafter are also eligible to the benefit of consideration, as extended vide paras 7.7 & 7.8 above, to similarly placed Project Casual Labour, subject to their having submitted applications providing the necessary information, by 31.3.1987 and the applications, after verification, have been found to be genuine. Such casual labour, however, will be eligible to be considered for engagement only on the seniority unit in which they were initially engaged.

(Ref: Board's letter No. [E\(NG\)II/78/CL/2](#) dated [4.3.1987](#) (RBE 43/1987) and [21.10.1987](#))

**7.10** If a Casual Labour retrenched on completion of work or for want of work does not accept the offer made or turn up for work when offer is made on availability of fresh work, he loses the benefit of the previous spell of engagement as casual labour and his services will start afresh when engaged.

[Ref: Board's letter No. [E\(NG\)II/80/CL/25](#) dated [2.4.1981](#)]

**7.11** When an individual engaged as Casual Labour acquires temporary status he retains that status, so long as he is in continuous employment, even if he is transferred to a work of a different nature.

[Ref: Board's letter No. [E\(NG\)II/77/CL/46](#) dated [8.6.1981](#)]

**7.12 No deliberate break should be caused in the service of casual labour, when work for their continued service is available.**

**[Ref: Board's letter No. [E\(NG\)II/80/CL/25 dated 21.10.1980](#)]**

**Continuous employment :**

- 8. Prior to 21.10.1980, discharge of casual labour either in the open line or in the Project due to completion of work or non-availability of further productive work was treated as constituting an interruption for purposes of reckoning continuous employment. From 21.10.1980, such a discharge on account of completion of work or non-availability of further productive work does not constitute an interruption of continuous employment. Where a casual Labour has been discharged on and from 21.10.1980 in the above mentioned circumstances and reengaged later, when work is available the previous spell of service will be reckoned as continuous with the subsequent spell of service, to determine the eligibility for being treated as temporary. Gaps to be condoned are not subject to any time limit.**

**[Ref: Board's letters No. [E\(NG\)II/80/CL/25 dated 21.10.1980, 2.4.1981, 8.9.1983 and 14.5.1984](#)]**

- 8.1 Service rendered by a casual labour in one unit will not count, if he joins another seniority unit after completion of work in the former unit, for purposes of reckoning continuous service towards eligibility for Temporary status.**

**[Ref: Board's letter No. [E\(NG\)II/80/CL/25 dated 2.4.1981](#)]**

- 8.2 Absence of the following nature will not constitute an interruption or break for purposes of determining the continuous employment:**

- a. Period of absence of a workman who is under medical treatment in connection with injuries sustained on duty, covered by the provisions under the W.C. Act;**
- b. Authorised absence not exceeding 20 days in the case of open line casual labour inclusive of a period of 3 days of unauthorised absence for personal reasons;**
- c. Authorised absence not exceeding 30 days with effect from 1.10.1988 in the case of Project Casual Labour inclusive of three days of unauthorised absence for personal reasons; (upto 30.09.1988, the limit was only 20 days).**
- d. In the case of female casual Labour a period of absence of 4 weeks for maternity purposes, in addition to the authorised period of absence;**
- e. Period of extra-ordinary absence if any, when kept under medical observation - such period being reckoned against the number of days of authorised absence allowed. In cases,**

where the authorities are forced to inevitably detain casual Labour for medical observation, even beyond the period of authorised absence, in individual cases, the absence in excess of the authorised period may, on merits of each case, be treated as a authorised absence in excess of the permissible period, such excess not constituting a break;

- f. Days of rest given under the Hours of Employment regulation or under the provisions of the Minimum Wages (Central) Rules.
- g. Days on which the establishment employing the casual Labour remains closed.

**NOTE:** (1) Days of rest, days on which the establishment remains closed would not count against the limit of 20 days/30 days of authorised absence.

(2) Authorised absence covers permission granted by the supervisory official in charge, to be away from work for the period specified.

(3) Absence of half-a-day should be reckoned as half-a-day only.

[Ref: Board's letters No. E(NG)II/71/CL/12 dated 15.05.1971,  
E(NG)II/71/CL/83 dated 11.5.1973,  
E(NG)II/76/CL/116 dated 21.3.1977,  
E(NG)II/79/CL/26 dated 28.7.1979,  
E(NG)II/80/CL/19 dated 31.1.1981,  
E(NG)II/81/LG-2/28 dated 15.1.1982  
and E(NG)II/88/CL/18 dated 1.11.1988 (RBE 251/1988)]

#### Wages :

9. Casual Labour employed on the Railways belong to either of the following categories, for purposes of payment of wages:

- a. Labour governed by the Minimum Wages Act (Central); and
- b. Labour not governed by the Minimum Wages Act.

9.1 Casual Labour, who are engaged in the following scheduled employments on the Railways are governed by the Minimum Wages Act (Central):

- a. Construction or maintenance of roads or in building operations including Permanent Way, Docks, Wharfs, Jetties, Bridges, Tunnels, Overhead Tanks, electric lines and wires in buildings, fixing up of poles etc;
- b. Stone breaking, stone crushing;
- c. Maintenance of buildings;
- d. Loading and unloading in the Railway Goods Sheds; and

**e. Ash-pit cleaning.**

[Ref: Board's letters No. [E\(LL\)72/AT/MW/1-2 dated 17.7.1973](#) and [24.12.1973](#)]

**9.2 Casual Labour governed by the Minimum Wages Act (Central) should be paid -**

- i. A daily rate ascertained from the local authority or the State Govt. concerned where necessary; or**
- ii. If such a rate is not available, a daily wage at  $\frac{1}{30}$ th of the minimum of the scale of pay plus D.A. as may be applicable to the corresponding categories of Railway servants; and**
- iii. If either of the rates as at (i) and (ii) above happens to be lower than the minimum wages fixed under the Minimum Wages Act (Central) then at the rate(s) fixed by the appropriate authority under the Act.**

**Note:- The rates prescribed by the State Govts. under the Minimum Wages Act legislated by the respective States will not apply.**

**9.3 Casual Labour not governed by the Minimum Wages Act (Central) should be paid on daily rates which should be ascertained from the local authorities or the State Governments concerned.**

**9.4 (i) Where there are Municipalities, which have fixed local rates, the rates fixed by them should be adopted.**

**Note:- If a casual labour is working within a Municipal area and if the local Municipality has given a rate for the locality, payment should be at the rate given by the Municipality and not at a rate prevailing in the neighbouring locality.**

[Ref: Board's letter No. [PC-72/RLT/69/3\(ii\) dated 17.9.1973](#)]

**(ii) Where the Municipalities, though existing have not fixed any rate, or where the Municipalities do not exist, the rate fixed by the other local authorities such as, the District Magistrate, District Collector, Dy. Commissioner or the State Govt. should be adopted.**

**(iii) Where two different rates are operative one fixed by the Municipality and the other fixed by the local civil authorities the higher of the two rates should be adopted.**

[Ref: Board's letters No. [PC-76/RLT/69/7 dated 21.8.1976](#) and [PC-75/RLT/69/7 dated 13.7.1977](#)]

**9.5 Where such local rates are either not available or are not ascertained or cannot be ascertained for a period of more than 18 months the Casual Labour should be paid at the rate of  $\frac{1}{30}$ th of the minimum of**

the time scale of pay plus Dearness allowance thereon as payable to a corresponding category of Railway servant.

[Ref: Board's letter No. [PC-72/RLT/69/3](#) dated [19.11.1973](#)]

9.6 To ensure than the rates fixed by the local authorities from time to time are not lost sight of, a review of the rates adopted by the Railway should be undertaken annually, after ascertaining the rates from the local authorities/ State Government. Rates as fixed or revised by the local authorities/State Govt. should be adopted promptly for remunerating the casual Labour on the Railways and in any case within three months from the date of such fixation/revision by the local authorities. If due to unavoidable factors/ reasons, more than 3 months' time is taken on the Railways to revise or refix the wages, the same at the revised rates should be paid from the date, immediately following the prescribed three months' limit.

[Ref: Board's letters No. [PC-72/RLT/69/3\(ii\)](#) dated [17.9.1973](#) and [E\(NG\)II/81/CL/9](#) dated [21.2.1982](#)]

9.7 For specialised labour employed as Earth moving Plant Drivers, Mechanics, Drivers, Riveters, Dolly men, Heaters, Bridge Serangs, Bridge Khalasis for whom local rates are not available and it is also not possible to engage them at the daily rate derived from the minimum of the appropriate scale of pay plus dearness allowance, special rates may be sanctioned by the G.M. in consultation with the FA&CAO.

9.8 In special cases, where justified, the G.M./CAO(R) may, in consultation with the FA&CAO fix a rate for casual Labour governed by Minimum Wages Act or otherwise upto  $33\frac{1}{3}\%$  in excess of the rate prescribed in the M.W. Act or the rate prescribed by the local authority. General Managers are also empowered to enhance the rate of Casual Labour governed by Minimum Wages Act, even in excess of  $33\frac{1}{3}\%$  of rates fixed under the Act. Such excess, should not, however, exceed the rate prevalent in the same locality for similar labour who are not governed by the local authority. Where a still higher rate is considered necessary the proposal should be referred to the Railway Board with full justification therefore.

[Ref: Board's letter No. [E\(NG\)66 CL/21](#) dated [1.2.1967](#) and [E\(NG\)67 CL/42](#) dated [4.2.1970](#)]

9.9 Powers to fix wages with reference to the daily rate derived from the minimum of the appropriate scale of pay plus dearness allowance, in the cases where the local rate is not available, may be exercised by the Head of the Deptt. concerned, in consultation with the FA&CAO.

[Ref: Board's letter No. [E\(NG\)66 CL/21](#) dated [20.2.1967](#)]

**9.10 Casual Labour governed by the provisions of Hours of Employment Regulations are eligible for wages for the day of periodic rest, if such a day is preceded for followed by a day/days of absence authorised or unauthorised.**

**[Ref: Board's letter No. [E\(LWA\)69/HER/42 dated 26.5.1973](#)]**

**9.11 Casual Labour not governed by the provisions of M.W. Act, 1948, and who do not work on the days preceding and following the day of rest are not entitled to the wages for the day of periodic rest.**

**[Ref: Board's letter No. [E\(LWA\)67/HER/25 dated 14.5.1968](#)]**

**9.12 Casual Labour, whose periodic rest day falls on a National holiday will be allowed one day's extra wages if they are not allowed to avail an alternative holiday.**

**[Ref: Board's letter No. [E\(L\)66 HL 1/12 dated 30.12.1966](#)]**

**9.13 Casual Labour employed on break-down duties are eligible for free food, higher rate(s) of wages, which may be fixed depending upon the circumstances, as also TA/DA if otherwise admissible under the rules as for regular Railway servants.**

**[Ref: Board's letter No. [E\(NG\)II/69/CL/1 dated 1.3.1971](#)]**

**9.14 Casual Labour who have worked in the first half of the day, but did not turn up for work in the second half due to unavoidable circumstances, should be paid wages for half-a-day for which they had actually worked.**

**[Ref: Board's letter No. [E\(NG\)63/CL/4 dated 29.10.1962](#)]**

**9.15 Casual Labour engaged in scheduled employments on the Railways (M.W. Act (Central) should be issued wage slips, as provided in Rule 26 (2) of the Minimum Wages (Central) Rules, 1950, before the disbursement of wages. This is a statutory obligation on the part of the employer. Similarly wage sheets for such labour should be maintained.**

**[Ref Board's letter No. [E\(LWA\)66 AT/MW/1-14 dated 21.12.1966](#) and [E\(LL\)71/AT/MW/1-1 dated 18.7.1974](#)]**

**9.16 Irrespective of whether a Casual Labour is a male or female, wages and other benefits admissible should be allowed without discrimination.**

**[Ref: Board's letter No. [E\(NG\)II/83/CL/107 dated 4.6.1984](#)]**

Remuneration in the regular scale of pay :

**10. Casual Labour, whether in the open line or engaged in Projects, who have attained temporary status are entitled to the regular time scale of pay with the benefit of annual increment, D.A., HRA and CCA, wherever applicable as per rules.**

**10.1 Casual Labour engaged in Projects, on completion of 180 days of continued employment are eligible to be treated as monthly rated workers and should be paid consolidated wages at the rate of the minimum scale of pay i.e., equal to the minimum of the scale of pay plus Dearness allowance thereon, without however, the benefit in increments.**

**Note:- Till they complete 120 days of continuous service in the case of open line Casual Labour and 180 days in the case of Project Casual Labour payment would be at daily rates.**

[Ref: Board's letter No. [E\(NG\)II/82/LG 5/4 dated 6.6.1983](#)]

**10.2 Before, however, allowing the benefits referred to in paras 10 and 10.1 above, a preliminary verification in regard to age and completion of the requisite number of days of continuous service should be made by an Asstt. Officer.**

[Ref: Board's letter No. [E\(NG\)II/77/CL/46 dated 8.6.1981](#)]

**10.3 Casual Labour, who have attained temporary status and have been paid in the regular time scale of pay, when reemployed, after having been discharged either on completion of work or for non-availability of further productive work, are eligible to be started on the pay last drawn by them, provided the services were put in after 21.10.1980.**

[Ref: Board's letter No. [E\(NG\)II/77/CL/46 dated 18.11.1981 & 12.01.1983](#)]

**10.4 In the case of open line, Casual Labour engaged in Skilled categories, the relevant scale for purposes of determining their wages on attainment of temporary status will be that applicable to Skilled artisans. Similarly, Project casual Labour engaged in Skilled categories will be eligible to draw, on completion of 180 days of continuous employment, consolidated wages equal to the minimum of the relevant scale of pay applicable to skilled artisans plus D.A. thereon. Payment in or with reference to the scale will, however, be admissible in individual cases, only from the date an individual casual Labour engaged in a skilled category has passed the prescribed trade test, if the same happens to be later than the date of attaining Temporary status/date of completion of 180 days of continuous employment, as the case may be.**

[Ref: Board's letter No. [E\(NG\)II/84/CL/58 dated 20.12.1985](#)]

## Entitlements and Privileges :

**11. Casual Labour are not entitled to any privileges other than those statutorily admissible under the Labour Laws such as Minimum Wages Act, W.C. Act., I.D. Act etc., or those specifically sanctioned by the Board from time to time.**

**11.1 Casual Labour, who have attained temporary status are eligible for all the rights and benefits admissible to Temporary Railway servants, as laid down in Chapter XXIII of the Indian Railways Estt. Manual, (1968 Edition) { [Chapter XX IREM Vol. II 1990](#) } including the benefit of application of the Railway Servants Discipline & Appeal Rules. The entitlements and privileges admissible/allowed to the Casual Labour are as follows:-**

**11.2 Casual labour, who have attained temporary status are entitled**

- a. To be paid in regular scale of pay plus Dearness Allowance, HRA and CCA wherever admissible, with annual increments;
- b. To contribute to the S.R.P.F.,
- c. To count half of the service rendered (i) in the case of open line casual labour after 1.1.1961 (after attaining temporary status) and (ii) in the case of Project causal labour (after attaining Temporary status) after 1.1.1981, towards qualifying service for pensionary benefits on their eventual absorption in a regular post;

[Ref: Board's letter No. [E\(NG\)II/78/CL/12](#) dated [14/16.10.1980](#), [E\(NG\)II/85/CL/6](#) dated [28.11.1986](#) and [19.5.1987](#)]

### **11.3 Leave :**

Temporary Railway servants are entitled practically to the same leave facilities as are admissible to permanent Railway servants and the leave earned by the casual Labour after attaining temporary status and which is at their credit on the date of their absorption in a regular post will be carried forward to the new post.

[Ref: Board's letter No. [E\(NG\)II/83/CL/SC/9](#) dated [7.5.1983](#)]

### **11.4 Advances :**

Casual Labour, who have attained Temporary status and have put in three years of continuous service, are eligible to be granted Festival Advance/ Flood Advance, on the same conditions as are applied to the temporary Railway Servants for the grant of such advance, subject however, to the condition that they furnish two sureties from permanent Railway servants.



[Ref: Board's letter No. [E\(NG\)II/78/CL/14 dated 22.11.1978](#) and [27.12.1978](#)]

### **11.5 Passes & PTO's**

Casual Labour with Temporary status also are eligible to the privilege of passes and PTO's till absorption. Also the continuous service rendered by them after attaining temporary status will count for the purpose of post-retirement passes.

[Board's letter No. [E\(NG\)64 CL/25 dated 29.1.1966](#)]

Normally casual labours are recruited locally. But in situations when local recruitment is not possible due to non-availability and the labour are recruited away from the site, passes may be issued for the individuals (not to the family members) on recruitment as also at the time of their discharge.

[Board's letter No. [E\(NG\)60/CL/13/ dated 29.11.1962](#)]

- a. Since Casual labours have not been absorbed against regular posts, they are not entitled to the benefit of widow/widower passes.
- b. Casual labour are entitled to get 6 sets of PTO instead of 4 sets till their absorption.

[Authority Board's letter No. [E\(W\)85PSS-8/2 dated 12.12.1989](#) (RBE 308/1989)]

### **11.6 Hospital Leave:**

Hospital leave in terms of Rule 753-R.I (19710/ [Rule 554 RI \(1985\)](#) will be admissible to casual labour, who have attained temporary status, as allowed to temporary Railway Servants.

[Ref : Board's letter No. [E\(NG\)II/78/CL/8 dated 7.8.1978](#)]

### **11.7 Incentive under F.W. Programme:**

Casual labour who have become entitled to payment in regular time scale of pay are eligible to the grant of incentive increment for following the small family norms under the Family Welfare Scheme.

[Ref: Board's letters No. [80/H/FW/7/1 dated 7.2.1980](#), [80/H/FW/7/1 dated 30.12.1984](#) and [3.8.1985](#)]

Daily rated casual labour, both male and female, are eligible for wages for the days of absence due to the following:

1. Vasectomy operation - Male - For a maximum of six working days.
2. Non-puerperal Tubectomy - Female - For a maximum of fourteen working days.

### 3. Insertion of I.U.D - Female - For one working day.

Benefit will be admissible only to those, who have been in continuous employment for at least three months, before undergoing sterilisation operation/ I.U.D. insertion and who are likely to continue thereafter for atleast three months. Full wages should be claimed for the days of absence, subject to the maximum limit prescribed and debited to contingencies under the grant provided by the Min. of Health, Govt. of India. For those not fulfilling the conditions relating to the extent of service prescribed, payment of the normal compensation money will only be admissible.

[Ref: Board's letters No. [66/H\(FW\)/6/74](#) dated [15.3.1972](#) and [78/H \(FW\)/9/5](#) dated [15.2.1979](#)]

Further, when admitted as indoor patient in the hospital for post vasectomy complications, free diet is admissible.

[Ref: Board's letter No. [65/H\(FP\)/6/74](#) dated [7.6.1973](#)]

#### 11.8 Relaxation in age limit for direct recruitment in Group 'C' Posts.

Casual Labour/Substitutes who have put in 3 years (at one stretch or in broken periods) are granted age relaxation upto the period service put in as Casual Labour/Substitutes subject to the age relaxation limit 40 years in the case of general candidates and 45 years in the case of SC/ST not being exceeded.

(Ref: Board's letters No. [E\(NG\)II/75/CL/85](#) dated [03.01.1976](#) and [E\(NG\)II/79/CL/17](#) dated [28.04.1979](#) and [E\(NG\)II/91/CL/71](#) dated [25.07.1991](#) (RBE 134/1991)

#### 11.9 Productivity Linked Bonus

Casual Labour who have attained temporary status and Project casual labour on completion of not less than 180 days of continuous service are eligible to be paid Productivity linked bonus.

[Ref: Board's letter No. [E\(P&A\)II/79/PLB/1](#) dated [24.1.1980](#)]

However, Casual labour entitled to Productivity linked bonus as per orders in force, but injured on duty and placed on sick list and paid half-monthly payment as applicable under the Workman's compensation Act, 1965 are not entitled to be paid the Productivity linked bonus.

[Ref: Board's letter No. [E\(P&A\)II/82/1/PLB/6](#) dated [10.1.1984](#)]

#### 11.10 Holidays:

Casual Labour with temporary status is eligible for fifteen days of casual leave in a calendar year besides nine holidays effective from 1.1.80 inclusive of the three National holidays. Prior to 1.1.1980, they were entitled to only three National holidays.

[Ref: Board's letters No. [E\(LR\)III/78/HL I/4 dated 22.5.1979](#) and [23.2.1980](#)]

Casual Labour engaged in Projects, who are treated as monthly rated workers and paid consolidated wages equivalent to the minimum of the time scale of pay plus Dearness allowance thereon, are entitled, on completion of 180 days of continuous service to nine holidays in a calendar year, inclusive of three National holidays.

[Ref: Board's letter No. [E\(NG\)II/82/LG 5/4 dated 6.6.1983](#)]

Where due to compulsions of work, such Casual Labour is required to work on National holidays, they are eligible to be paid monetary compensation (National holiday allowance) as per the rate(s) in force from time to time, subject to their satisfying the prescribed conditions.

[Ref: Board's letter No. [E\(NG\)II/76/CL/63 dated 22.1.1977](#)]

Casual Labour engaged on daily rate of pay are entitled to three National holidays only, provided they are in service on the day preceding the National holiday and are also in service on the day following the National holiday. In case the following day happens to fall on the periodic day of rest, they should be in service on the next working day. The National holidays should be treated as paid holidays.

[Ref: Board's letter No. [E\(LL\)62 HL 1/3 dated 17.1.1964](#)]

On the day of polling during elections to the Lok Sabha/State Legislature, Casual Labour should be given facilities for casting votes but they are not entitled to a paid holiday.

[Ref: Board's letter No. [E\(L\)67 HL/3 dated 27.4.1967](#)]

#### **11.11 Compassionate engagement of wards:**

If a Casual labour dies, due to accident while on duty, the General Manager may consider requests from his (deceased C.L.) ward for engagement as a Casual Labour or as a Substitutes, provided the casual labour concerned is eligible for compensation under the Workmen's Compensation Act, 1923. The power in this behalf should be exercised by the G.M. personally and should not be delegated lower down.

[Ref: Board's letter No. [E\(NG\)II/84/CL/28 dated 4.5.1984](#)]

The General Manager may also exercise his personal discretionary power in the case of death of a Casual labour with temporary status dying in harness i.e. during the employment with the Railways, other than the cases of death due to accident, for engaging a suitable and eligible ward of the deceased. This engagement will be as a Casual labour or as a Substitute only. The General Manager is required to exercise the powers personally in this behalf in a judicious manner taking into account the features of the cases i.e. whether they constitute to extreme hardship meriting special consideration.

(Ref: Board's letters No. [E\(NG\)II/84/CL/28](#) dated [31.12.1986](#) (RBE 256/1986) [6.12.1989](#) & [06.12.1990](#) (RBE 233/1990)]

#### **11.12 MATERNITY LEAVE**

Female casual Labour with temporary status will be entitled to all benefits of maternity leave irrespective of their length of temporary status service, as admissible to female temporary Railway servants under [Rule 551-RI](#), effective from 25.6.1991.

[Ref: Board's letter No. [E\(P&A\)I-90/CPC/LE-9](#) dated [25.6.1991](#)( RBE 119/1991)]

Female casual labour without temporary statuses are, however, not entitled to the grant of maternity leave. In their case a period of 4 weeks may be allowed as authorised absence for maternity purposes in addition to other normal absence periods permissible.

[Ref: Board's letter No. [E\(NG\)II/77/CL/1](#) dated [30.4.1977](#) and [E\(NG\)II/89/CL/SE/41](#) dated [28.9.1989](#)]

#### **11.13 Compensation for temporary disablements**

11.13.1 Casual labour including daily rates labour, who suffer temporary disablement on duty are eligible to be paid half-monthly payment as compensation at the rates prescribed in the Workmen's Compensation Act.

[Ref: Board's letter No. [E\(NG\)II/77/CL/2](#) dated [8.11.1978](#)]

11.13.2 GMs are empowered to sanction the cost of/supply of artificial limbs to such casual labour not on temporary status who are involved in accidents arising out of duty/in the course of duty. This power cannot be delegated further.

[Ref: Board's letter No. [70/H/9/25](#) dated [28.11.1970](#)]

#### **11.14 Grant of Daily Allowance**

Casual Labour, wherever have to be unavoidably sent on duty out of their Hqrs station to a place more than 8 KMs. away from Hqrs. station are entitled to be paid Daily allowance as per rules, at the

rates specified from time to time. The instructions linking the rates of daily allowance with the classification of cities for grant of CCA is applicable to casual labour also.

[Ref: Board's letter No. [E\(NG\)II/80/CL/22](#) dated [28.10.1981](#)  
[E\(NG\)II/86/CL/34](#) dated [20.1.1987](#) (S C Rly)  
and Board's letter No. [E\(NG\)II/78/CL/29](#) dated [21.09.1978](#)]

#### **11.15 Educational Assistance:**

Casual labours with temporary status, who have put in not less than 3 years service are entitled for educational assistance.

[Ref: Board's letter No. [E\(W\)90-EDI-8](#) dated [04.02.1991](#)]

#### **11.16 Night Duty Remuneration :**

Casual Labour engaged on night duty will be eligible for additional remuneration, for each hour of night duty performed between 22.00 hrs. and 6.00 hrs. at 2% (two percent) of the daily wages per each hours of night work. For this purpose 30 minutes and above will be rounded off to one hour and less than 30 minutes will be ignored.

[Ref: Board's letter No. [E\(NG\)II/80/CL/18](#) dated [29.7.1983](#) and [7.10.1983](#)]

#### **Seniority :**

12. Service prior to absorption in the regular cadre will not count for seniority, which will be determined on the basis of their regular appointment after due screening/selection vis-à-vis other regular Railway servants, subject to the provision that if the seniority of certain individual Railway servants has already been determined in any other manner pursuant to Judicial decision or otherwise, the same shall not be altered.

(Ref: Board's letter No. [E\(NG\)II/83/CL/SC/9](#) dated [7.5.1983](#) and Para 2511(a) of IREM)

#### **Medical facilities :**

13. All Casual Labour, whether employed in open line or Project are eligible for medical facilities for self only in the out-patient departments.

[Ref: Board's letter No. [E\(NG\)II/77/CL/2](#) dated [3.5.1978](#)]

**13.1 In certain special circumstances as mentioned below, casual labour (and not their family members) may also be given free indoor medical treatment facilities.**

- a. When they sustain injuries in accident cases, as specifically provided for in the relevant Acts for e.g., in Workmen's Compensation Act; and**
- b. When they are employed at sites not within easy reach of non-Railway medical facilities or when such facilities, though available are grossly inadequate.**

**In special cases, when the patient is confined to bed, medical attendance and treatment may be given at the residence also.**

**[Ref: Board's letter No. [E\(NG\)II/77/CL/46 dated 18.11.1981](#)]**

#### **Supply of Uniforms :**

- 14. Casual labour as have completed one year of continuous service after attaining temporary at status are eligible to the supply of Uniforms, if they are working in categories eligible for the supply, e.g., Gangmen attached to mechanised maintenance).**

**[Ref: Board's letter No. [E\(W\)87 UN 1/14 dated 26.7.1990](#)]**

#### **Working hours and Periodic rest :**

- 15. All Casual labour is entitled to a weekly day of rest with pay. For purposes of hours of work, periods of rest and payment of overtime allowance etc., their classification would follow the category in which they are employed and will be regulated in accordance with the Hours of Employment regulations. Such of those as are governed by the Minimum Wages Act will be governed by the provisions of the Act and the rules framed there under.**

**[Ref: Board's letter No. [E\(NG\)60 CL/13 dated 22.8.1962, 1.9.1962](#) and [E\(NG\)II/76/CL/116 dated 21.3.1977](#)]**

**Casual labour who are governed by the Minimum Wages Act are entitled to a weekly day of rest after they have worked in the scheduled employment under the same employer for a continuous period of not less than 6 days.**

**[Ref: Board's letter No. [E\(Trq.\)68 Adj/29 dated 17.12.1963](#)]**

**However, for a period of five years from 15.5.1985 the provisions of Sections 13 & 14 of the minimum Wages Act relating to hours of work and overtime will not apply to the daily rated casual labour on the Railways**

engaged in the Constructions or maintenance of Permanent Way, subject to the condition that the exempted casual labour are governed by the Hours of Employment Regulations, 1961.

[Ref: Board's letter No. [E\(LL\)84/AT/MW/1-5 dated 7.6.1985](#) (RBE 159/1985)]

Records/Registers :

16.

**(a) Service Card:**

This is commonly referred to as the Casual labour Card and should be in the form of booklet (like a passport book of the size 4" to 6") with a stiff card board binding. Every individual engaged as Casual labour should, on his appointment be given the casual labour card, which should be retained by him as documentary proof of his service. The card should contain the following:-

- i. Page 1 on the left side should carry instructions for the guidance of casual labour. The instructions should be in bilingual form, both in Hindi and in English. In addition, instructions may also be given in a local language of the area, if convenient.
- ii. A machine-number on the card.

(An account of the Casual labour cards should be maintained in the Divisional office indicating the particular field unit to which a card has been issued and the worker in whose favour it has been issued).

- iii. Information indicating
  1. Name of the individual (in block letters)
  2. Father's name
  3. Date of birth
  4. Age at initial casual employment - Year and month
  5. Personal mark(s) of identification
  6. Date of engagement
  7. Date of termination
  8. Nature of job on each occasion
  9. Signature of the Superior
  10. Name in full (Capital letters) & Design. of Supervisor

For purpose of providing a Card, each individual before his engagement as casual labour, should deposit a sum of Rupee One and also copy of his photograph in passport size. The photo, after attestation by the competent authority, should be pasted in the space provided for the purpose in the Casual Labour card.

The casual labour card will be an accepted document of identification of the casual labour at all times for all purposes. It should not be lost. In the

event of loss, a report should be lodged by the concerned casual labour with the nearest Police station and a copy of the FIR should be given to the Railway. A duplicate card may be issued thereafter on a charge of Rupees Two. The issuing authority should ensure that the duplicate card is issued to the same person to whom the original was issued. Any failure in this regard is liable to render the Railway servant concerned for action under the D&A Rules.

The casual labour card, after preparation will be in the custody of the Supervisor in charge of the unit and will be given to the casual labour at the time of discharge/ retrenchment. Whenever taken back/re-engaged, the card should be taken back from them and after entering the date of re-engagement, the Supervisor in charge should retain the same in his custody. When casual labour attain temporary status, their casual labour cards should be secured with the Service Book opened for the respective individuals. Entries of service in the card, under each subordinate should be made without fail before discharge. Periods of authorised absence, not constituting a break in continuity for purposes of conferring temporary status, should be shown as service.

Officers of the Personnel Branch and officers of the employing department should conduct test checks regularly to guard against malpractices in the preparation and issue of cards like forging of signatures, issue of bogus cards, making unauthorised or fictitious entries of past service etc. Similarly before re-engaging any individual as casual labour on the basis of his claim of previous engagement as per casual labour card, the employing supervisor should satisfy himself that the card produced is genuine.

Casual labour card need not be prepared and issued to the casual labour, who are engaged for a very limited period, say a week or ten days or a fortnight for work during emergencies like restoration of breaches, flood relief, accident relief operations etc.

(Ref: Board's letters No. [E\(NG\)63 CL/42](#) dated [24.3.1964](#),  
[E\(NG\)II/71/CL/5](#) dated [30.11.1971](#),  
[E\(NG\)II/78/CL/30](#) dated [13.9.1978](#),  
[E\(NG\)II/79/CL/7](#) dated [13.3.1979](#),  
[E\(NG\)II/83/CL/74](#) dated [4.2.1984](#),  
[E\(NG\)II/80/CL/5](#) dated [10.12.1984](#)  
and [E\(NG\)II/84/CL/24](#) dated [24.9.1987](#)]

#### **(b) Service book**

This will be opened alongwith leave account for every individual casual labour on his/her attaining temporary status. Besides containing the bio-data and other relevant details of service rendered as casual labour, the service book should also carry a reference at the top to the LTI register number, live register number and the casual labour card number of the individual concerned. The service book should be maintained thereafter just as it is done in respect of regular Railway servants.



[Ref: Board's letter No. [E\(NG\)II/89/CL/1 dated 23.2.1990](#) (RBE 41/1990)]

**(c) Left hand Thumb Impression Register**

In each unit of engagement of Casual Labour, a register of specimen thumb impression of each casual labour should be maintained, providing for the following:

1. Sl. No
2. Name & Designation
3. Father's name
4. Permanent home/residential address
5. Rate of pay
6. Date of appointment
7. Age of appointment / D O B
8. Date of final discharge/date of absorption
9. Date of first working as C.L./attaining temporary status
10. Whether SC/ST/Ex. Serviceman
11. Casual Labour Card No
12. Service Register number (in the case of those with temporary status),
13. Live register No.
14. Rolled thumb impression of the casual labour with attestation of the appointing authority.

Entries should be made only once and in a running order based on the date of engagement. The thumb impression should be got examined by the Finger Print Examiner in due course of time.

[Ref: Board's letters No. [E\(G\)63 FR 1/1 dated 11.2.1964](#) and [E\(NG\)II/89/CL/1 dated 23.2.1990](#) (RBE 41/1990)]

**(d) Live register:**

The names of all open line casual labour, employed in a unit should be entered in a register (to be maintained unit-wise), entry in the register being made strictly in the order of the individual taking up casual appointment at the initial stage.

In the case of Project casual labour, the register will be maintained as per the territorial jurisdiction of the Division, including all the departments.

The register should have the following :-

1. Sl. No
2. Name & Designation
3. Father's name
4. Date of Birth
5. Educational Qualification
6. Personal marks of identification

- 7. Whether SC/ST/Ex. serviceman**
- 8. Age at initial casual employment**
- 9. Unit in which initially engaged.**
- 10. Date of giving monthly rate scale**
- 11. Date of absorption**
- 12. L.T.I. register number**
- 13. Casual Labour Card No**
- 14. Service Register number**
- 15. Permanent address**

**The live register will be a running record of the casual labour, working in a particular unit/Division in the case of Project casual labour, and also of those discharged casual labour waiting for re-engagement, but will exclude the names of the casual labour no longer entitled to be kept in the live register i.e.,**

- i. the names of casual labour who have been absorbed in regular posts;**
- ii. the names of casual labour who were discharged prior to 1.1.1981 and not re-engaged thereafter for any reason;**
- iii. the names of discharged casual labour who do not report for duty when called on two occasions on the availability of work.**

**The names of casual labour who are engaged for a very short duration viz., on occasions like restoration of breaches, through communication, accident relief etc., are however, not required to be included in the live register.**

**The live register should be maintained in duplicate and one copy from each unit should be lodged with the Divisional Office. In the case of Railway establishment other than the Zonal Railways, one copy should be with a nominated officer and the other with the respective units/supervisors. The register maintained in the units should be updated from time to time and reviewed annually, preferably during the first quarter of the year, to ensure proper maintenance, as per the instructions in force. The register maintained should also be scrutinised by a senior Gazetted Officer, at least once annually after the review has taken place, if not at the beginning and close of the year as is normally required, to ensure that no unauthorised entries are made, and signed by him in token of the scrutiny. A note should also be kept in the register as to when and by whom it had been checked.**

**The copy of the register maintained in the Divisional office should be updated once a year or atleast once in two years from the copy in the field units, after a verification of the authenticity of the additions/deletions, if any made in the field registers.**

**The names of all casual labour borne on the live casual labour register, alongwith other relevant particulars like father's name, unit in which employed, LTI register number etc., should be computerised and printouts secured.**

[Ref: Board's letters No. [E\(NG\)63/CL/13](#) dated [16.9.1963](#),  
[E\(NG\)II/78/CL/2](#) dated [21.2.1984](#) & [22.11.1984](#),  
[E\(NG\)II/78/CL/2](#) dated [25.4.1986](#) (RBE [82/1986](#)),  
[E\(NG\)II/87/CL/38](#) dated [12.6.1987](#)  
and [E\(NG\)II/78/CL/2](#) dated [08.12.1988](#)]

**(e) Supplementary live register:**

The names of casual labour, both in the open line and in the Projects who were discharged prior to 1.1.1981 for want of work or due to completion of work and not re-engaged thereafter and who had applied by 31.03.1987, claiming the benefit of inclusion in the seniority list prepared by the Administration for provision of employment will, after a verification of genuineness of the claims, by a committee of officers on each Division, be entered in the supplementary live register. For full details, para 7.7. to 7.9 above may be seen. The registers will be separate for the open line casual labour and the Project casual labour. The individuals borne on the supplementary live registers will have no preference over those borne on the live registers for purposes of consideration for absorption, re-engagement.

[Ref: Board's letters No. [E\(NG\)II/84/CL/41](#) dated [2.3.1987](#) (RBE [39/1987](#)),  
[E\(NG\)II/78/CL/2](#) dated [4.3.1987](#) (RBE [43/1987](#)),  
[E\(NG\)II/84/CL/41](#) dated [20.3.1987](#) (RBE [58/1987](#))  
and [E\(NG\)II/78/CL/2](#) dated [21.10.1987](#)]

**Absorption :**

17. All vacancies in Group 'D' posts, barring the following, becoming available upto 30.6.1992 would, as per the extant ad-hoc arrangement, be filled from amongst casual labour and substitutes empanelled on the basis of screening:

- i. Vacancies against which appointment on compassionate grounds is done;
- ii. Vacancies provided for recruitment of Sports persons and artists;
- iii. Vacancies reserved for recruitment of ex-service personnel;
- iv. Vacancies in Diesel & Electric Loco sheds &
- v. Vacancies in workshops in the Mech Deptt

Note : Due to special requirements of workshops in the Mech Deptt., vacancies in Gr. 'D' are filled, as per the instructions contained in Board's letter No. [E\(NG\)II/73/CL/41](#) dated [23.8.1973](#), inclusive of transfer of Railway servants who volunteer from other departments and transfer of Gangmen and Stores Khalasis against a prescribed limit. The resultant vacancies in other departments are available for the absorption of casual labour and Substitutes.

[Ref: Board's letters No. [E\(NG\)II/84/CL/92](#) dated [15.12.1984](#) and [E\(NG\)II/84/CL/5](#) dated [22.6.1990](#)]

17.1 On the Northeast Frontier Railway vacancies in Group 'D' should be filled to the extent of 50% from amongst casual labour and the rest through the Employment Exchange.

17.2 Absorption i.e. appointment against a regular vacancy, will be on the basis of screening and not by selection. The Screening Committee should at least consist of three members including an officer belonging to SC/ST community and another to minority community.

[Ref: Board's letters No. [E\(NG\)II/70/CL/28](#) dated [20.7.1970](#), [E\(NG\)II/79/CL/16](#) dated [27.4.1979](#) and [E\(NG\)II/83/RR 1/7\(i\)](#) dated [01.06.1983](#)]

17.3 While drawing screened panels for absorption against normal Group 'D' vacancies, the Screening Committee should ensure intake of SCs/STs conforming to the percentages of reservation prescribed in their favour. In the event of shortfall in the intake of SCs/STs, the deficiency should be made good through Direct recruitment.

[Ref: Board's letters No. [E\(SCT\)74 CM 15/7](#) dated [27.4.1974](#) & [9.10.1974](#) and [88-E\(SCT\)I/28/1](#) dated [4.10.1988](#) (RBE 228/1988)]

17.4 For purposes of screening and absorption, the instructions provide as follows:-

- a. Casual labour employed in Projects should, as a rule, be considered for appointment on a regular basis against vacancies in Group 'D' posts required for operation and maintenance of new assets created viz., new lines, conversions, doubling, major yard remodeling i.e. the posts to be filled exclusively from Casual labour who have worked at the Project stage; An exception can be made, if there are open line casual labour in the area covered by the local recruitment units of the Inspector, who have worked for longer periods, than the Project casual labour.

[Ref: Board's letter No. [E\(NG\)II/72/CL/11](#) dated [7.3.1972](#)]

- b. Project casual labour are also eligible to be considered for appointment on any section of the open line and their consideration is not limited to the immediate area of the construction only. The total service as a casual labour should decide eligibility for consideration as between open line and Project casual labour.

[Ref: Board's letter No. [E\(NG\)II/72/CL/11](#) dated [3.5.1972](#)]

- c. A Division should be treated as a unit. Having, however, regard to the situation and varied practices on the Railways in regard to absorption of casual labour, it has been left to the individual Railways to evolve suitable guidelines, in consultation with recognised labour, for absorption of both Project casual labour and open line casual labour in regular employment, against normal vacancies as well as in posts sanctioned for decasualisation, in an equitable manner.

[Ref: Board's letter No. [E\(NG\)II-88 /CL-109](#) dated [17.2.1989](#) (RBE 53/1989)]

17.5 After working out the vacancies in Gr. 'D' to be provided for the absorption of casual labour in regular employment in accordance with the instructions in force, a list of casual labour eligible to be considered should be drawn equal to the number of vacancies worked out plus 25% thereof. In drawing the list, only those who are borne on the current casual labour register, excluding those who had been absent on two occasions when called for screening earlier, should be considered. The list should be prepared in the order of seniority of all eligible casual labour\* in the unit of screening which may be fixed by the Railway, based on the total service/ cumulative aggregate service.

(\*including those referred to in paras 17.6 & 17.7)

[Ref: Board's letter No. [E\(NG\)II/78/CL/18](#) dated [21.02.1984](#), [E\(NG\)II/79/CL/2](#) dated [3.3.1982](#) and [E\(NG\)88/CL/18](#) dated [01.10.1988](#) (RBE 250/1988)]

17.6 Casual labour working in the offices of the Railway Recruitment Boards should also be considered for absorption on the basis of screening along with other open line casual labour in the Division, where the office of the RRB is located.

[Ref: Board's letter No. [E\(NG\)II/81/RSC/48](#) dated [15.10.1981](#)]

17.7 Casual labour engaged seasonally viz. water carriers /Pankha puller etc., should also be considered for screening for absorption along with others based on their total length of service.

[Ref: Board's letter No. [E\(NG\)II/77/CL/N/4](#) dated [24.7.1979](#)]

17.8 Casual labour engaged in work-charged establishments, who are promoted to semi-skilled, skilled and highly skilled grades due to non-availability of departmental candidates and continue to work as such for a long period, may be absorbed in regular vacancies in skilled grades to the extent of 25% of the vacancies in the open line reserved for departmental promotion from the un-skilled and semi-skilled categories, provided they have passed the requisite trade test. Those so absorbed in skilled categories will be placed below the

departmental promotees. This facility of absorption will also apply to the casual labour, who were engaged initially directly in the skilled categories in work-charged establishments, after qualifying in the trade test.

[Ref: Board's letter No. [E\(NG\)62 CL/36](#) dated [16.1.1963](#),  
[E\(NG\)II/73/CL/70](#) dated [13.6.1974](#)  
and [E\(NG\)II/82/CL/6](#) dated [18/19.11.1983](#)]

17.9 At the time of screening of casual labour relaxation in age should be automatic if it is established that the individual was within the prescribed age limit and had been more or less regularly working. In old cases, where the age limit was not observed, relaxation of age should be considered sympathetically. The CPOs, DRMs and the Chief Engineers (Construction) are competent to grant the relaxation in age.

[Ref: Board's letter No. [E\(NG\)II/79/CL/5](#) dated [16.5.1979](#),  
[E\(NG\)II/83/CL/NR/39](#) dated [29.9.1980](#), [10.10.1980](#) & [19.5.1983](#)]

17.10 Relaxation of age to the extent of service rendered as Casual labour in skilled/ highly skilled grades (Gr. 'C') is admissible at the time of consideration of their cases for regularisation in Gr. 'C' skilled/ Highly skilled grades.

[Ref: Board's letter No. [E\(NG\)II-74 CL/26](#) dated [25.2.1975](#)]

17.11 As per the requirement prescribed, casual labour will be eligible to be considered for absorption against Group 'D' vacancies in all the wings of the Electrical, Mechanical, in the workshops of the S&T Departments, only if they have the minimum qualification of ITI or they are Course completed Act Apprentices. However, this requirement has been kept in abeyance upto 30.06.1992.

(Ref: Board's letter No. [E\(NG\)II/84/CL/85](#) dated [31.7.1985](#) (RBE 222/1985) & [13.9.1985](#)  
and [E\(NG\)II/84/RR 1/26](#) dated [4.9.1986](#) (RBE 159/1986),  
[15.12.1988](#) (RBE 271/1988) & [15.07.1991](#) (RBE 132/1991))

17.12 Physical fitness of the casual labour who are proposed to be absorbed should be considered i.e. they should be in good bodily health and free from any deficiency/ defect, likely to interfere with or affect the efficient performance of the duties of the post to which they may be appointed after absorption. Subject to what has been mentioned in paras 17.13 to 17.15, casual labour empanelled for absorption should be medically examined in the appropriate category before absorption.

17.13 If the casual labours have been medically examined, at the time of initial engagement in the appropriate medical category, they need not be examined any further at the time of their regularisation.

However, they will have to be examined regarding the periodicity of examination while in service, as required for regular employees. As per extent rules, these examinations will require the Railway servant to have medical standard(s) as applicable at the time of re-examination during service. The casual labours are now to be medically examined preferably before they are given temporary status for the category in which they are to be eventually absorbed.

[Ref: Board's letter No. [E\(NG\)II/87/CL/89 dated 4.1.1988](#) (RBE 3/1988)]

17.14 Casual Labour, who have rendered a minimum of 6 years of service, whether continuous or in broken periods and who are empanelled for regular appointment and who have not been medically examined earlier should be sent for medical examination which should be a relaxed standard as prescribed for medical re-examination of Railway servants during service.

[Ref: Board's letter No. [E\(NG\)II-71/CL/84 dated 13.12.1972 & 10.5.1973](#) and [E\(NG\)II/80/CL/29 dated 29.8.1983](#)]

17.15 Such of the casual labour as have rendered a minimum of 6 years of service are found on medical examination, unfit for the particular category for which they are sent for medical examination, despite the relaxed standard applied, may be considered for an alternative category requiring a lower medical classification, subject to the possibility of absorption in an alternative category with lower medical classification existing and the individual concerned is adjudged suitable to be absorbed in the alternative category.

[Ref: Board's letter No. [E\(NG\)II-71/CL/84 dated 13.12.1972 & 10.5.1973](#)]

17.16 Casual labour with temporary status, who are medically decategorised due to injuries sustained by them in the course of duty, could get their names registered in the special Employment Exchanged for the physically handicapped. If their names are so registered as physically handicapped in the said Exchange, their candidature would be considered by the Rly. administration, along with other eligible physically handicapped candidates nominated by the special Employment Exchange and vocational rehabilitation centres as and when the next recruitment against the quota for the physically handicapped, takes place.

[Ref: Board's letter No. [E\(NG\)II/88/CL/68 dated 17.9.1990](#)]

17.17 Casual labours, who have attained temporary status, when called for screening may be issued passes for their journey wherever involved and the periods spend for the purpose may be treated as duty.

[Ref: Board's letter No. [E\(NG\)II/82/CL/W/5 dated 21.4.1983](#)]

**17.18 Casual labour with temporary status on absorption in regular group 'D' posts will be allowed fixation of pay as follows:-**

- a. Those drawing pay in identical grades will have their pay fixed with reference to the last pay drawn;
- b. Those working in semi-skilled and skilled grades but absorbed in group 'D' unskilled grades will have their pay fixed by granting increments in the unskilled grade with reference to their earlier service as casual labour in higher or equivalent grades.

[Ref: Board's letter No. [E\(NG\)II/76/CL/79 dated 5.11.1976](#)]

**17.19 Casual labour engaged in the MPTs at Bombay, Delhi and Madras should be considered for absorption on the Central, Northern and Southern Railways respectively alongwith the open line casual labour and project casual labour of the respective Railways.**

They should also be considered for absorption against the posts in Group 'D' sanctioned for maintaining the assets created by these MTP Organisations as and when the posts are actually sanctioned.

[Ref: Board's letter No. [E\(NG\)II/84/PO/MTP/13 dated 13.2.1985](#)]

**17.20 The staff of cooperative societies, canteen, commission vendor/Bearers etc. can be considered for regular absorption in Group 'D' after eligible Casual Labour and substitutes have been considered, i.e. in the list of screening, they will be below all casual labour and substitutes.**

[Ref: Board's letter No. [E\(NG\)III/77/RR 1/5 dated 26.08.1977](#)]

#### Termination/Retrenchment :

**18. Except, where notice is required to be served under any statutory obligation, no notice is required for the termination of the services of casual labour. Their services will be deemed to have been terminated when they absent themselves.**

Where retrenchment is necessary, due to non-availability of work, the unit for their retrenchment will be the unit of their recruitment i.e. the Inspector or the establishment of the Senior Subordinate viz., IOW, PWI, S.M., Tfc Inspector, L.F., as the case may be. The junior most will be retrenched first, subject to what has been mentioned in para 18.9. Casual Labour diverted from one unit to another will rank junior most in the new unit. On projects, the jurisdiction of the XEN will be the unit for retrenchment.

[Ref: Board's letter No. [E\(LL\)71/AT/ID/1-7 dated 22.1.1974](#)]



**18.1** In the case of casual labour who has attained temporary status, termination of services otherwise than due to completion of work or want of work or due to being rendered surplus requires the procedure prescribed under the Disc. & Appeal Rules to be followed.

**18.2** In terms of the provisions of the Industrial Disputes Act, a worker means any individual doing either Manual or clerical or technical work and includes all casual labour employed on the Railways i.e. open line, Project and Construction. For purposes of effecting retrenchment, wherever it becomes necessary, the unit concerned should prepare and display seniority list(s) of the particular categories of Casual Labour employed therein including those who have attained temporary status.

**18.3 Notice**

Casual labour, who have worked for a period of not less than 240 days in the preceding twelve calendar months should be given a notice of one month in writing as per the proforma prescribed indicating the reasons for retrenchment or paid in lieu of such notice, wages for the period of notice. One month's notice as required under the relevant provisions of the I.D. Act should invariably be given rather than payment of wages in lieu of notice. The total service rendered by casual labour under different subordinates in a Division or under a Personnel Office would count for the purpose of providing the retrenchment benefits.

[Ref: Board's letter No. [E\(L\)58 AT 4/10 dated 26.12.1959](#)]

**18.4** No notice is required, if the retrenchment is under an agreement, which specifies a date for the termination of service. A direct written communication to the casual labour concerned will be necessary, wherever the engagement is for a specific period.

**18.5 Retrenchment Compensation:**

Upon termination of service on due notice or payment of wages in lieu of notice period, compensation as laid down in Section 25(F) of the I.D. Act i.e. compensation equivalent to 15 days' average pay for each completed year of service or any part thereof in excess of 6 months, is payable to casual labour, who have been employed for not less than 240 days in the preceding 12 months in

- a. Construction work or a project which has been going on for a period of more than two years; and
- b. Other than construction work or project.

**18.6** Casual labour should be deemed to have completed continuous service for one year under an employer if he has worked for 240 days (calculated in terms of Section 25(B)(2) of the I.D. ACT) in a period of 12 month proceeding the date with reference to which

calculation in to be made, even though the casual labour might not have been in service for the whole year. Similarly, service rendered in excess of 6 months with not less than 120 working days therein will count as the whole year. However, in a service of more than 6 months, if the casual labour have not put in actual work for not less than 120 days, compensation will not be payable for that period and the casual labour will be eligible to be paid only for the completed years of service.

Retrenchment compensation, where due, should invariably be paid, at the time of retrenchment.

[Ref: Board letter No. [E\(L\)58 AT 4/10 dated 26.12.1959](#),  
[E\(LWA\)67 AT/ID/1-16 dated 20.1.1968](#),  
[E\(LL\)81/AT/ID/1-18 dated 23.2.1982](#)  
& [E\(LL\)72/AT/ID/1-2 dated 5.3.1973](#)]

18.7 In case of refusal by any casual labour to accept the retrenchment compensation a certificate from three or four witnesses, who may include co-workers and other Railway servants employed, may be recorded on the voucher with the date, mentioning that the casual labour concerned, who was tendered retrenchment compensation refused to accept the same. An intimation to this effect should be sent to the LEO(C)/ALC(C) of the area immediately.

[Ref Board's letter No. [E\(LL\)80/AT/ID/1-31 dated 31.8.1982](#)]

18.8 Where the services of casual labour who have worked under employers for not less than one year are terminated following their failure at the screening done for regular employment. the conditions precedent to retrenchment as laid down in the relevant sections of the I.D. Act have to be complied with.

[Ref: Board's letter No. [E\(LL\)78/AT/ID/1-26 dated 21.12.1978](#)]

18.9 While effecting retrenchment of casual labour, ordinarily the principle of 'last come first to go' should be adopted, in terms of the provisions of Section 25-G of I.D. Act. The employer may however, depart from this principle for reasons to be recorded in writing.

Thus, at the time of retrenchment if junior Sch. Caste/ Sch. Tribes have to be protected from retrenchment when there is deficiency in their representation, such a protection will be justified and this reason will have to be recorded while retrenching the seniors in preference to the junior Sch. Castes/Tribes.

[Ref: Board's letter No. [E\(LL\)76 AT/ID/1-16 dated 17.2.1978](#)]

If no quota for the representation of Sch. Castes/Sch. Tribes was kept in view in the recruitment of casual labour at the initial stage, it would still be open to the Administration to fix quota within

reasonable limits at the time of retrenchment for purposes of protection of Sch. Castes/Tribes.

[Ref: Board's letter No. [E\(LL\)76/AT/ID/1-16 dated 23.11.1978](#)]

**18.10** Sixty days before a unit is expected to discharge or retrench casual labour/is expected to close down, intimation should be given to the nearest Employment Exchange on the prescribed proforma, \* if alternative employment for them on the Railways is unlikely, so as to enable the Employment exchange to render employment assistance if possible, even before they are discharged.

(\* Prescribed vide Min. of Labour's O.M. No. EE1/9/44/71 dated 25.05.1972 circulated with Board's No. [E\(NG\)II/72/CL/72 dated 26.8.1972](#))

**18.11** If a Survey Project is closed down for any reason whatsoever, Casual labours who have been in continuous service for not less than one year in the said Survey Project immediately before the closure, will be entitled to retrenchment notice and compensation in accordance with the provision of the Industrial Disputes Act.

[Ref: Board's letter No. [E\(LL\)77/AT/ID/1-23 dated 28.6.1979](#)]

**18.12** Retrenchment compensation need not be paid, to the discharged casual labour, who after discharge, are immediately offered re-engagement under the same employer in the same area/locality within a radius of 5 miles/ 8 kms. and who refuse to accept the same.

**18.13** The Railway Administration should gear up machinery in following the provision of I.D. Act, so that statutory provisions of I.D. Act are followed while terminating the services of Railway Employee/ casual labour to avoid huge expenditure towards compensation, wages etc.

[Ref: Board's letter No. [E\(LL\)82AT/ID /1-39 dated 5/11.05.1989](#) (RBE 122/1989)]

#### Payment of Gratuity :

**19.** All casual labour on the Railways whether on daily rates or on monthly wage are eligible, on demitting service due to superannuation, retirement, retrenchment, resignation, death or disablement, to the payment of gratuity, as may be due in accordance with the provisions of the Payment of Gratuity Act, 1972. The payment of gratuity would be applicable to all cases from 16.9.1972 viz., the date of commencement of the Act/ Legislation which provided for the benefit. The procedure for dealing the

claims pertaining to the period from 16.9.1972 to 25.2.1986 has been spelt out.

[Ref: Board's letter No. [E\(LL\)85 AT/GRA/1-1 dated 26.2.1986](#) (RBE 46/1986) and [E\(LL\)86/AT/GRA/1-2 dated 06.11.1990](#) (RBE 199/1990)]

19.1 Gratuity is payable to casual labour employed seasonally i.e. hot weather water carrier, water tightening staff etc., engaged for short duration. Gratuity under the Payment of Gratuity Act is admissible, in addition to retrenchment compensation payable under the Industrial Disputes Act.

[Ref: Board's letter No. [E\(LL\)86 AT/GRA/1-2 dated 7.8.1989](#) (RBE 199/1989)]

#### Other Provisions:

20.

- i. It is not necessary to create temporary posts to accommodate casual labour, who have acquired temporary status, for allowing the attendant benefits like regular time scale of pay, annual increment etc.

[Ref: Board's letter No. [E\(NG\)64 CL/25 dated 4.9.1965](#)]

- ii. Labour shall not be employed against regular vacancies, whether permanent or temporary, on casual labour turns.

[Ref: Board's letter No. [E\(NG\)64 CL/23 dated 12.10.1965](#)]

- iii. If casual labour with temporary status fails to resume duty on expiry of maximum period of extra-ordinary leave granted to him or where he is granted a lesser period of leave than the maximum admissible and his continuous absence exceeds the maximum limit upto which he could have been granted leave under sub-rule(1) of Rule 732 R.I. (1971), his services may be terminated after the service of notice, as is required in the case of temporary Railway servants, duly keeping in view Rule 149- R.I. (1971) and also after complying with the relevant provisions of I.D. Act, 1947 wherever applicable, treating the case as one of retrenchment from service for reasons other than availability of work and intimation given to the concerned authorities under the I.D. Act, 1947.

[Ref: Board's letter No. [E\(NG\)II-88/CL/13 dated 12.1.1989](#) (RBE 15/1989)]

- iv. There should be an effective watch over the strength of total casual labour force on a system and efforts should be made to bring about

a steady reduction. To monitor the progress in this direction, while no 'fresh face' should be engaged without the prior personal approval of the General Manager and similarly no offer of reengagement of discharged labour borne on the live register should be made without the G.M's prior personal approval, as a further check each supervisor should certify under his signature in the muster sheets, as to whether any names not figuring in the previous bill have been included. Wherever new names have been included, the details thereof along with the authority for their engagement should be furnished in a statement to accompany the bill. In the Accounts Office, the inclusion of the certificate by the Supervisors concerned should be verified, Also a few test checks should be conducted by the concerned authorities to verify the correctness of inclusions made from live registers and the sanctions issued for their engagement as well as the engagement of fresh faces wherever done. Failure/lapses in this behalf should be seriously viewed and action under D&A Rules initiated against the Railway servant responsible.

[Ref: Board's letter No. No. [E\(NG\)II/88/CL/113 dated 16.5.1989](#)]

- v. Casual labour are not eligible to become members/office bearers of the recognised Unions on the Railways as they are not Railway servants in terms of [Rule 102](#) (13) - Estt. Code Vol. I.

[Ref: Board's letter No. [E\(LR\)I/80/UTP/4 dated 25.6.1987](#) to Northern Railway]

- vi. The practice of entrusting establishment work to casual labour/substitute Khalasis in executive offices is to be stepped forthwith.

[Ref: Board's letter No. [E\(G\)82/ALI/9 dated 20.08.1985](#) (RBE 244/1985)]

- vii. The continuous temporary service rendered by Project casual labour also, prior to their absorption, can be counted towards the qualifying service for the purpose of promotion from Group D to Group C and the same will be admissible only if the same is rendered on similar fields. In respect of open line casual labour the same benefit was extended vide Board's No. [E\(NG\)/64/CL/25 dated 25.07.1964](#).

[Ref: Bd's letter No. [E\(NG\)II/85/CFP/3 dated 31.07.1987](#) (RBE 196/1978)]

21.

- i. While referring to this master circular the original letters/references mentioned herein should be read for a proper appreciation. This circular is only a consolidation of the existing

instructions and should not be treated as substitutes of the original letters. In case of doubt, the original letters should be relied upon as authority;

- ii. The instructions contained in the original letters referred to have only prospective application, unless indicated otherwise; and
- iii. If any letter, having a bearing on the subject which has not been superseded, has been lost sight of in the preparation of this master circular, the said letter, which has been missed through oversight, should not be ignored but should be treated as valid and operative.

22.

The letters relied upon for the preparation of this master circular have been indicated in the enclosure.

List of Letters, with reference number and date, relied upon for the Master Circular.

1. No. [E\(L\)58 AT 4/10 dated 26.12.1959](#)
2. No. [E\(NG\)60 CL/13 dated 22.8.1962](#)
3. No. [E\(NG\)60 CL/13 dated 1.9.1962](#)
4. No. [E\(NG\)63/CL/4 dated 29.10.1962](#)
5. No. [E\(NG\)62 CL/36 dated 16.1.1963](#)
6. No. [E\(NG\)63/CL/13 dated 16.9.1963](#)
7. No. [E\(Trg.\)68 Adj/29 dated 17.12.1963](#)
8. No. [E\(LL\)62 HL 1/3 dated 17.1.1964](#)
9. No. [E\(G\)63 FR 1/1 dated 11.2.1964](#)
- 10.No. [E\(NG\)63 CL/42 dated 24.3.1964](#)
- 11.No. [E\(NG\)64 CL/25 dated 4.9.1965](#)
- 12.No. [E\(NG\)64 CL/23 dated 12.10.1965](#)
- 13.No. [E\(NG\)64 CL/25 dated 29.1.1966](#)
- 14.No. [E\(LWA\)66 AT/MW/1-14 dated 21.12.1966](#)
- 15.No. [E\(L\)66 HL 1/12 dated 30.12.1966](#)
- 16.No. [E\(NG\)66 CL/21 dated 1.2.1967](#)
- 17.No. [E\(L\)67 HL/3 dated 27.4.1967](#)
- 18.No. [E\(LWA\)67 AT/ID/1-16 dated 20.1.1968](#)
- 19.No. [E\(LWA\)67/HER/25 dated 14.5.1968](#)
- 20.No. [E\(NG\)II/70/CL/28 dated 20.7.1970](#)
- 21.No. [E\(NG\)II/71/CL/5 dated 30.11.1971](#)
- 22.No. [E\(NG\)II/72/CL/11 dated 7.3.1972](#)
- 23.No. [66/H\(FW\)/6/74 dated 15.3.1972](#)

- 24.No. [E\(NG\)II/72/CL/11 dated 3.5.1972](#)
- 25.No. [E\(NG\)II/72/CL/72 dated 26.8.1972](#)
- 26.No. [E\(NG\)II-71/CL/84 dated 13.12.1972](#)
- 27.No. [E\(LL\)72/AT/ID/1-2 dated 5.3.1973](#)
- 28.No. [E\(NG\)II-71/CL/84 dated 10.5.1973](#)
- 29.No. [E\(NG\)II/71/CL/83 dated 11.5.1973](#)
- 30.No. [E\(LWA\)69/HER/42 dated 26.5.1973](#)
- 31.No. [65/H\(FP\)/6/74 dated 7.6.1973](#)
- 32.No. [PC-72/RLT/69/3\(i\) dated 12.7.1973](#)
- 33.No. [E\(LL\)72/AT/MW/1-2 dated 17.7.1973](#)
- 34.No. [E\(LL\)72/AT/MW/1-2 dated 24.12.1973](#)
- 35.No. [E\(NG\)II/73/CL/41 dated 23.8.1973](#)
- 36.No. [PC-72/RLT/72/89/3\(i\) dated 17.9.1973](#)
- 37.No. [PC-72/RLT/69/3\(ii\) dated 17.9.1973](#)
- 38.No. [PC-72/RLT/69/3 dated 19.11.1973](#)
- 39.No. [E\(LL\)72/AT/MW/1-2 dated 24.12.1973](#)
- 40.No. [E\(LL\)71/AT/ID/1-7 dated 22.1.1974](#)
- 41.No. [E\(SCT\)74 CM 15/7 dated 27.4.1974](#)
- 42.No. [E\(NG\)II/73/CL/70 dated 13.6.1974](#)
- 43.No. [E\(LL\)71/AT/MW/1-1 dated 18.7.1974](#)
- 44.No. [E\(SCT\)74 CM 15/7 dated 9.10.1974](#)
- 45.No. [E\(NG\)II-74 CL/26 dated 25.2.1975](#)
- 46.No. [PC/76/CL/79 dated 21.8.1976](#)
- 47.No. [E\(NG\)II/76/CL/79 dated 5.11.1976](#)
- 48.No. [E\(NG\)II/76/CL/63 dated 22.1.1977](#)
- 49.No. [E\(NG\)II/76/CL/116 dated 21.3.1977](#)
- 50.No. [E\(NG\)II/77/CL/1 dated 30.4.1977](#)
- 51.No. [PC-75/RLT/69/7 dated 13.7.1977](#)
- 52.No. [E\(LL\)76 AT/ID/1-16 dated 17.2.1978](#)
- 53.No. [E\(NG\)II/77/CL/2 dated 3.5.1978](#)
- 54.No. [E\(NG\)II/78/CL/8 dated 7.8.1978](#)
- 55.No. [E\(NG\)II/78/CL/30 dated 13.9.1978](#)
- 56.No. [E\(NG\)II/77/CL/2 dated 8.11.1978](#)
- 57.No. [E\(NG\)II/78/CL/14 dated 22.11.1978](#)
- 58.No. [E\(LL\)76/AT/ID/1-16 dated 23.11.1978](#)
- 59.No. [E\(LL\)78/AT/ID/1-26 dated 21.12.1978](#)
- 60.No. [E\(NG\)II/78/CL/14 dated 27.12.1978](#)
- 61.No. [78/H \(FW\)/9/5 dated 15.2.1979](#)
- 62.No. [79-E\(SCT\)15/1 dated 10.3.1979](#)

- 63.No. [E\(NG\)II/79/CL/7 dated 13.3.1979](#)
- 64.No. [E\(NG\)II/79/CL/16 dated 27.4.1979](#)
- 65.No. [E\(NG\)II/79/CL/5 dated 16.5.1979](#)
- 66.No. [E\(NG\)II/77/CL/N/4 dated 24.7.1979](#)
- 67.No. [E\(NG\)II/79/CL/26 dated 28.7.1979](#)
- 68.No. [E\(LL\)77/AT/ID/1-23 dated 28.6.1979](#)
- 69.No. [E\(P&A\)II/79/PLB/1 dated 24.1.1980](#)
- 70.No. [80/H/FW/7/1 dated 7.2.1980](#)
- 71.No. [E\(LR\)III/78/HL 1/4 dated 23.2.1980](#)
- 72.No. [E\(NG\)II/83/CL/NR/39 dated 29.9.1980](#)
- 73.No. [E\(NG\)II/78/CL/12 dated 14/16.10.1980](#)
- 74.No. [E\(NG\)II/80/CL/25 dated 21.10.1980](#)
- 75.No. [E\(NG\)II/80/CL/19 dated 31.1.1981](#)
- 76.No. [E\(NG\)II/80/CL/25 dated 2.4.1981](#)
- 77.No. [E\(NG\)II/77/CL/46 dated 8.6.1981](#)
- 78.No. [E\(NG\)II/81/RSC/48 dated 15.10.1981](#)
- 79.No. [80-E\(SCT\)15/15 dated 26.10.1981](#)
- 80.No. [E\(NG\)II/80/CL/22 dated 28.10.1981](#)
- 81.No. [E\(NG\)II/77/CL/46 dated 18.11.1981](#)
- 82.No. [E\(NG\)II/81/LG-2/28 dated 15.1.1982](#)
- 83.No. [E\(NG\)II/81/CL/9 dated 21.2.1982](#)
- 84.No. [E\(NG\)II/79/CL/2 dated 3.3.1982](#)
- 85.No. [E\(LL\)81/AT/ID/1-18 dated 23.2.1982](#)
- 86.No. [E\(LL\)80/AT/ID/1-31 dated 31.8.1982](#)
- 87.No. [E\(NG\)II/82/CL/W/5 dated 21.4.1983](#)
- 88.No. [E\(NG\)II/83/CL/SC/9 dated 7.5.1983](#)
- 89.No. [E\(NG\)II/83/CL/NR/39 dated 19.5.1983](#)
- 90.No. [E\(NG\)II/82/LG 5/4 dated 6.6.1983](#)
- 91.No. [E\(NG\)II/80/CL/18 dated 29.7.1983](#)
- 92.No. [E\(NG\)II/80/CL/29 dated 29.8.1983](#)
- 93.No. [E\(NG\)II/80/CL/25 dated 8.9.1983](#)
- 94.No. [E\(NG\)II/80/CL/18 dated 7.10.1983](#)
- 95.No. [E\(NG\)II/82/CL/6 dated 18/19.11.1983](#)
- 96.No. [E\(P&A\)II/82/1/PLB/6 dated 10.1.1984](#)
- 97.No. [E\(NG\)II/83/CL/74 dated 4.2.1984](#)
- 98.No. [E\(NG\)II/78/CL/2 dated 21.2.1984](#)
- 99.No. [E\(NG\)II/84/CL/28 dated 4.5.1984](#)
100. No. [E\(NG\)II/80/CL/25 dated 14.5.1984](#)
101. No. [E\(NG\)II/84/CL/41 dated 1.6.1984](#)



102. No. [E\(NG\)II/83/CL/107 dated 4.6.1984](#)
103. No. [E\(NG\)II/80/CL/5 dated 7.6.1984](#)
104. No. [E\(NG\)II/84/CL/41 dated 25.6.1984](#)
105. No. [E\(NG\)II/84/CL/41 dated 27.7.1984](#)
106. No. [E\(NG\)II/78/CL/2 dated 22.11.1984](#)
107. No. [E\(NG\)II/80/CL/5 dated 10.12.1984](#)
108. No. [E\(NG\)II/84/CL/92 dated 15.12.1984](#)
109. No. [E\(NG\)II/80/CL/5 dated 20.12.1984](#)
110. No. [80/H/FW/7/1 dated 30.12.1984](#)
111. No. [E\(NG\)II/83/CL/117 dated 25.1.1985](#)(RBE 33/1985)
112. No. [E\(NG\)II/84/PO/MTP/13 dated 13.2.1985](#)
113. No. [E\(LL\)84/AT/MW/1-5 dated 7.6.1985](#)(RBE 159/1985)
114. No. [E\(NG\)II/84/CL/85 dated 31.7.1985](#)(RBE 222/1985)
115. No. [E\(NG\)III/84/CL/85 dated 13.9.1985](#)
116. No. [80/H/F\(W\)7/1 dated 3.8.1985](#)
117. No. [E\(NG\)II/83/CL/117 dated 10.12.1985](#)
118. No. [E\(NG\)II/84/CL/58 dated 20.12.1985](#)
119. No. [E\(LL\)85 AT/GRA/1-1 dated 26.2.1986](#)(RBE 46/1986)
120. No. [E\(NG\)II/78/CL/2 dated 25.4.1986](#)(RBE 82/1986)
121. No. [E\(NG\)II/84/RR 1/26 dated 4.9.1986](#)(RBE 159/1986)
122. No. [E\(NG\)II/84/CL/41 dated 11.9.1986](#)(RBE 167/1986)
123. No. [E\(NG\)II/85/CL/6 dated 28.11.1986](#)
124. No. [E\(NG\)II/84/CL/28 dated 31.12.1986](#)(RBE 256/1986)
125. No. [E\(NG\)II/84/CL/41 dated 2.3.1987](#)(RBE 39/1987)
126. No. [E\(NG\)II/78/CL/2 dated 4.3.1987](#)(RBE 43/1987)
127. No. [E\(NG\)II/85/CL/6 dated 19.5.1987](#)
128. No. [E\(NG\)II/87/CL/38 dated 12.6.1987](#)
129. No. [E\(LR\)I/80/UTP/4 dated 25.6.1987](#) (N. Railway)
130. No. [E\(NG\)II/84/CL/24 dated 24.9.1987](#)
131. No. [E\(NG\)II/84/CL/41 dated 21.10.1987](#)
132. No. [E\(NG\)II/88/CL/18 dated 1.11.1988](#)(RBE 251/1988)
133. No. [88-E\(SCT\)I/28/1 dated 4.10.1988](#)(RBE 228/1988)
134. No. [E\(NG\)II/88/CL/34 dated 22.4.1988](#)(RBE 87/1988)
135. No. [E\(NG\)II-84/RR-1/26 dated 15.12.1988](#)(RBE 271/1988)
136. No. [E\(NG\)II-88/CL/13 dated 12.1.1989](#)(RBE 15/1989)
137. No. [E\(NG\)II-88 /CL-109 dated 17.2.1989](#)(RBE 53/1989)
138. No. [E\(NG\)II/88/CL/113 dated 16.5.1989](#)
139. No. [E\(LL\)86 AT/GRA/1-2 dated 7.8.1989](#)(RBE 199/1989)
140. No. [E\(NG\)II/89/CL/SE/41 dated 28.9.1989](#)

141. No. [E\(NG\)II/84/CL/28 dated 6.12.1989](#)
142. No. [89-E \(SCT\)I/80/23 dated 11.12.1989](#)(RBE 304/1989)
143. No. [E\(NG\)II/88/CL/86 dated 14.2.1990](#)
144. No. [E\(NG\)II/89/CL/1 dated 23.2.1990](#)(RBE 41/1990)
145. No. [E\(NG\)II/89/CL/NR/27 dated 13.3.1990](#)
146. No. [E\(NG\)II/84/CL/5 dated 22.6.1990](#)
147. No. [E\(NG\)II/88/CL/68 dated 17.9.1990](#)
148. No. [E\(W\)87 UN 1/14 dated 26.7.1990](#)
149. No. [E\(NG\)II/86/CL/34 dated 20.1.1987](#)

**Supplementary Circular and subsequent letters from Railway Board.**

Railway Board's Letter No. [E\(NG\)II/92/CL/27 dated 27.07.1993](#) (RBE 111/93) :- Benefit of medical treatment to the family members of Casual Labour with temporary status in open line/project.

Supplementary Circular No 2 - Revised Rate of Daily Allowance vide Railway Board's letter No. [E\(NG\)II/90/CL/1, dated 03.02.1994](#) (RBE 8/1994).

Supplementary Circular No. 3- Filling of Group 'D' (Class IV) vacancies by empanelment of Casual Labour and Substitutes – Extension of screening procedure - No. [E\(NG\)II/84/ CL/85, dated 11.1.1995](#) (RBE 3/1995).

Supplementary Circular No. 4 - Clarification on promotion of casual Labour - No. [E\(NG\)II/93/CL/RE/116 dated 29.05.1995](#) (RBE 49/1995).

Supplementary Circular No. 5 - Engagement and absorption of Project Casual Labour of Extra-Zonal Workcharged Organisations - [E\(NG\)II/94/CL/RE/8 dated 27.07.1995](#) (RBE 75/1995).

Supplementary Circular No. 6 - Designation of Casual Labour - No. [E\(NG\)II/95/CL/54. dated 13.10.1995](#) (RBE 116/1995).

Supplementary Circular No. 7 - Engagement and absorption of Project Casual Labour of Extra-Zonal Workcharged Organisations - [E\(NG\)II/95/CL/55 dated 2.11.1995](#) (RBE 122/1995)