



PBC No: 116/2023

RBE No: --

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्यालय, कार्मिक विभाग, चेन्नै -600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R)608/P/Ex-cadre

दिनांक/Dated: 02.06.2023

All PHODs/DRMs/CWMs/CEWES/CAO/CPM/PDA.Dy.CPOs/Sr.DPOs/Secy to GM,
Chairmen-RRBs/MAS, TVC; Additional Registrar/RCT/MAS; Secy/RRT/MAS,
Principals-MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD;
DPOs/SPOs/WPOs/APOs of HQ/Divisions/Workshops/Units

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

In the GM PNM meeting held with SRMU on 27th and 28th January 2022, SRMU highlighted the contradiction between the PBC 169/2001 and PBC 72/2005, with that of the Railway Board order No. E(NG)1/2004/PM-1/19 dated 27.08.2004, which was circulated under RBE 191/2004 and PBC 206/2004.

In order to remove the ambiguity, and in supersession of PBC 169/2001 and PBC 72/2005, the following guidelines are issued with immediate effect for strict compliance.

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

- (v) While prescribing the method for filling up an ex-cadre post, care should be taken to ensure that it does not contain any provision which is inconsistent with or contrary to any provision/ instructions laid down by the Board e.g, the extant procedure inter alia requires that for each promotion, a person should render a minimum of two years' service in the immediate lower grade in which he/she should be working on a regular basis.
- (vi) In order to ensure that the staff selected for ex-cadre posts do not lose touch with the working of his parent post/cadre, a reasonable tenure say four years, but not exceeding five years may only be prescribed for an ex-cadre post. For that, a minimum cooling off period of two years should be made mandatory for consideration of an employee in one ex-cadre for posting to another ex-cadre post.
- (vii) In exceptional cases (e.g. "Instructors" post in Training Schools etc.), such cooling period can be reduced to one year only, with the approval of General Manager.
- (viii) Employees working in an ex-cadre post can be considered for another ex-cadre post subject to the condition that the total period of tenure in such ex-cadre posts taken together shall not exceed five years in total, as stated in para (vi) above.

All PHODs/HODs/DRMs/CWMs concerned should ensure that the above instructions are strictly adhered to.

This has the approval of General Manager.

**Deputy Chief Personnel Officer/ Co-ordn
for Principal Chief Personnel Officer**

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.