



PBC.No: 106 / 2024

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

सं/No: P(G)534/XVI/Group "A"

दिनांक/Dated: 19.06.2024

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS, TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub: Instructions regarding Additional Post Allowance (APA)
matters.

A copy of Railway Board's letter No. 2024/E(O)-II/22/16 dated 12.06.2024 is enclosed for information guidance and necessary action.

Railway Board's letter dated 09.01.2023 (RBE No.08/2023) referred therein have been issued as PBC No. 09/2023.

Encl. 03 pages


19.06.2024

(Shikha Lal)
Deputy Chief Personnel Officer / Gaz
For Principal Chief Personnel Officer

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.

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 2024/E(O)-II/22/16

New Delhi, dated 12/06/2024

**The General Managers/ Pr.CAOs/DGs,
All Zonal Railways,
Production Units &
Training Institutes.**

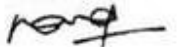
Sub:- Instructions regarding Additional Post Allowance (APA) matters.

Proposals for Board's approval regarding sanction for payment of Additional Post Allowance (APA), are forwarded by Zonal Railways/PUs/Training Institutes, for Board's sanction as per extant instructions/Rules. However, it has been noticed that such proposals are often forwarded to Board's office with various discrepancies and insufficient documents/information which cause undue delay. Accordingly, it is advised that the following documents/information are required for speedy disposal of APA matters and the same may invariably be provided along with the proposals in such matters:

- i. Charge Assumption report made by the officer of the additional charge.
- ii. Charge relinquishing report made by the officer of the additional charge.
- iii. Office Order making the dual charge arrangement.
- iv. Officer Order of ending the dual charge arrangement.
- v. Concurrence of Associate Finance of the concerned Railway.
- vi. Essentiality certificate.
- vii. Certificate that the officer has performed full duties of the additional charge.
- viii. Certificate regarding independence of both the posts in question.
- ix. Post codes of both the posts in question.
- x. Approval of GM for payment of first three months in case of officer is in SAG.
- xi. Approval of GM for sending proposal to Railway Board for payment beyond three months.
- xii. Certificate for fulfillment of conditions stipulated in para 3(e) of DoP&T's OM dated 08/08/2018.
- xiii. Approval of Board/Post-facto approval of Board to the looking after arrangement wherever applicable.
- xiv. Calculation of first three months of APA may be done as per Rule 103 (32) of IREC Vol.I.

2. It is also advised that compliance of Board's instruction issued vide letter No. 2021/F(E)Spl./FR/1/1 dated 09/01/2023 (RBE No. 08/2023), a copy of which is enclosed, may be ensured before sending the proposals to Board's office.

DA: *al above.*


**(Manoj Kumar)
Joint Secretary (Deputation)
Railway Board**

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Government of India (Bharat Sarkar)
Ministry of Railways (Rail Mantralaya)
(Railway Board)



RBE No. 128 / 2023

No. 2021/F(E)Spl./FR/1/1

New Delhi, Dated: 09.01.2023

The General Managers and PFAs
All Indian Railways & Production Units
(As per standard list)

Sub: Grant of 'Additional Post Allowance'- clarification reg.

Ref: Letter No. F(E)Spl./2019/FR/1/3 (7th CPC) dated 05.09.2018 (RBE No.128/2018).

Pursuant to abolition of "dual charge allowance" and replaced of the same with "additional post allowance", instructions were issued to railways vide letter under reference circulating an OM dated 08.8.2018 from DoP&T for mutatis-mutandis adoption.

2. Para 3(e) of aforesaid instructions stipulates as under:-

- (i) This arrangement cannot continue for a particular vacant post for more than one year and for a particular employee for more than six months at a stretch; and
- (ii) There shall be a minimum gap of one year between two such successive appointments of a particular employee.

3. It has come to the notice of this Ministry that despite specific instructions as brought out above, additional charge being made/ continued beyond the stipulated period of one year (for a particular post)/ six months (for a particular employee) in some cases. Although, in such cases APA is being paid maximum for six (06) months only to a particular employee holding the additional charge, but the arrangement beyond the period stipulated in the said instructions is in deviation to the instructions.

4. The provisions of para-3(e) of instructions circulated vide RBE No. 128/2018 are, therefore, being reiterated and should be adhered to strictly.

(A.S. Bhasin)

Deputy Director Finance (E)-IV
Railway Board

Tele No. 23047025

Email ID- avinder.bhasin@gov.in
4th floor, Room No.445

No. 2021/F(E)Spl./FR/1/1

New Delhi, Dated: 09.01.2023

Copy forwarded to :

1. The Director General & Ex.Officio General Manager, RDSO, Lucknow
2. The General Manager and FA&CAO, Metro Railway, Kolkata.
3. The Director General, National Academy of Indian Railways (NAIR), Vadodara.
4. The General Manager, Modern Coach Factory, Lalganj, Raebareilly, U.P. -229120
5. The Director, IRICEN/Pune, IRIEEN/Nasik Road, IRIMEE/Jamalpur & IRISSET/ Secunderabad.
6. The CMDs/ IRCQN, IRFC, MRVC, IRC&TC, RITES, CONCOR, CRIS, RVNL, KRCL, Railtel, Managing Director CRIS, IRWO.
7. The Chairman RCT/New Delhi.
8. The Chairman, RCC, Lok Sabha Secretariat/New Delhi.
9. The Chairman, RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubneshwar, Chandigarh, Chennai, Kolkata, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivendrum.
10. The Pay & Accounts Officer, Ministry of Railways (Railway Board).
11. The Chief Commissioner of Railway Safety, Lucknow.
12. The Editor, "Indian Railways" and Bhartiya Rail.
13. The Vice Chairman, RLDA, Near Safdarjung Railway Station, Moti Bagh-1, New Delhi-110021.
14. The CAO, Indian Railway Organization for Alternate Fuels, 12th Floor, Core-1, Scope Minar, District Centre, Laxmi Nagar, Delhi-92.


(A.S. Bhasin)
Deputy Director Finance (E)-IV
Railway Board

No. 2021/F(E)Spl./FR/1/1

New Delhi, Dated: 09 .01.2023

Copy forwarded to:-

1. The General Secretary, NFIR, Room No.256-E, Rail Bhawan, New Delhi.
2. The General Secretary, AIRF, Room No.253, Rail Bhawan, New Delhi.
3. The Member of the National Council, Departmental Council and Secretary, Staff Side National Council, 13-C, Feroze Shah Road, New Delhi.
4. The Secretary General, FROA, Room No. 256-A, Rail Bhawan, New Delhi.
5. The Secretary, RBSS, Group 'A' Officers Association, Rail Bhawan, New Delhi.
6. The Secretary, RBSS, Group 'B' Officers Association, Rail Bhawan, New Delhi.
7. The General Secretary, RBSSSA, Room No.451-A, Rail Bhawan, New Delhi.
8. The Secretary General, IRPOF, Room No. 268, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Class- IV Staff Association, Rail Bhawan, New Delhi.
11. The General Secretary, All India RPF Association, Room No.256-D Rail Bhawan, New Delhi.
12. The Secretary, Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan.
13. The General Secretary, All India SC/ST Railway Employees Association, Room No.7 Ground Floor, Rail Bhawan.
14. The General Secretary, All India OBC Railway Employees Association, Room No.48, Rail Bhawan.


for PED/IR/ Railway Board.

Copy to: PPS/PS/PAs to CRB, MF, M(Infra.), MT&RS, MO&BD, DG(RHS), DG(RPF), All AMs / PEDs/EDs/JS and Directors. IG/RPF, IG/RPSF, JDE(N), JDE(P&A), JDE(L), JDE(W), DS(G), PAO, DDF(E)II, DDF(E)III, DDE(LR)I, DDE(LR)II, DDE(Rep), US(Protocol), Cash-I, II & III, E(P&A) I & II, E(G), Budget, PG, PC-IV, V, VI & VII, G(Acc.), F(E)II & III, O&M, E(Trg.), E(GR)I & II, Sec.(E), Sec.(Spl.), Protocol Cell, ERB-I, II, III & IV, E(O)I, II & III, E(GP), E(GC), Accounts-III, Code Revision Cell, E(Rep)I, II & III and C&IS Branches, Railway Board.

Rail Bhawan, Raisina Road, New Delhi-110001