The Chairman & Managing Directors/Managing Directors
Container Corporation of India Ltd., New Delhi
Dedicated Freight Corridor Corporation of India, Ltd., New Delhi
Indian Railway Finance Corporation Ltd., New Delhi
Indian Railway Catering & Tourism Corporation, New Delhi
Ircion International Ltd., New Delhi
Kolkata Metro Rail Corporation Ltd., Kolkata
Konkon Railway Corporation Ltd., Mumbai
Rail Vikas Nigam Ltd., New Delhi
Mumbai Railway Vikas Corporation Ltd., Mumbai
RITES Ltd., Gurgaon
RailTel Corporation of India Ltd., New Delhi
Braithwaite and Company Ltd., Kolkata
Burn Standard Company Ltd., Kolkata
Bharat Wagon & Engineering Ltd., Patna

Sub: Letters issued by Railway Board on Process Reforms

Following letters have been issued by Railway Board on Process Reforms:

1. Letter no 2017/Trans/01/Policy dated 16.11.2017 regarding mitigating the fear perception of vigilance investigations.

2. Letter no 2017/Trans/Process Reforms/Estt dated 29.11.2017 regarding Station/Headquarter leave permission for going abroad on leave.


Copies of the above mentioned letters are enclosed for information (copies are also available on Railway Board website (Transformation Cell page)).

DA/- As above

(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
Phone/fax: 011-23047542
04.12.2017

Copy: ED/PSU for information
No. 2017/Trans/01/Policy

New Delhi, dated: 16 - 11- 2017

The General Manager, All Indian Railways/PU, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Process Reforms - Improving Delivery & Performance

Indian Railways is the lifeline of the nation and it needs to serve the people of the country safely & efficiently. Field officials have to be empowered and instilled confidence in order to take decisions in the best interest of work, within the broad framework of rules. During various interactions with officials working in the field, it has emerged that the performance of the organization sometimes gets compromised because of over-emphasis on procedures and undue fear of vigilance.

The matter has been considered, and following instructions are issued to mitigate the fear perception of Vigilance investigations.

1. Guidelines to be followed for registration of a vigilance case:

1.1 Whereas Vigilance Angle is obvious in the acts listed in Para-1.4.1 of CVC Vigilance Manual 2017, with regards to other irregularities, Para-1.4.2 stipulates that the disciplinary authority (DA) with the help of the CVO may carefully examine the case and within the given circumstances ascertain whether there is a reasonable ground to doubt the integrity of the official concerned. This implies that, for actions under para 1.4.2, before registering a case against an official, first and foremost aspect, required to be examined by the DA, and the Vigilance is the integrity of the official in the context of the allegations. Accordingly following procedure may therefore be followed:

a) SDGM may first examine the case/complaint from the standpoint of vigilance angle, and in case no vigilance angle is prima-facie found, the case may be sent to PHOD concerned for further action as deemed fit.

b) In other cases, in order to have a comprehensive picture of the entire case, it is important that the views of the PHOD(s) concerned are also taken before registration of a case against an officer/official.

c) In partial modification of the existing procedure, the matter should therefore be referred to the PHOD(s) concerned for his/her reasoned views on the existence of a vigilance angle or otherwise in the matter before a final decision on registration of a case is taken. In case of a disagreement between PHOD & SDGM, final view may be taken by the General Manager in his capacity as the
Disciplinary Authority. The PHOD may, if required, consult DRM/CAO/CWM etc. However, in the interest of ensuring that the vigilance investigation is not delayed and processed as expeditiously as possible, it is important that the PHOD(s) concerned give his/their views within a period of 14 days. If this is not done, the case may be withdrawn from PHOD(s) and processed further without the views of the PHOD. This would be tantamount to disagreement between SDGM and PHOD and therefore case should be put up to GM as the DA.

c) The PHOD/DA while giving his reasoned order may also consider, among other things, the following:

i. Law of ordinary prudence be kept in mind for the evaluation of a case, and instructions which are not available in codes/manuals, or not readily available on websites, need not be the sole criteria for ascertaining the vigilance angle.

ii. Petty cases like a small difference found in the cash available with a cash handing official, or other minor procedural errors need not lead to the conclusion of a vigilance angle.

iii. Whether a pattern has emerged on the basis of which an inference that an officer/official was actuated by extraneous consideration can be drawn.

iv. Whether there has emerged from record, one or more circumstances which indicate that the decision which formed the basis of the charge of misconduct was not an honest exercise of the executive discretion and delegation of power.

v. The charge of misconduct against an executive must be distinguished from a purely erroneous decision whether on law, policy or fact.

2. Guidelines to be followed regarding Vigilance Clearance in the matters of Career progression:

To avoid undue harassment to officials against frivolous complaints, and delays in their promotions etc., Railway Boards' letter E(D&A)92RG-149(B) dated 21.01.1993 (RBE No. 14/93) mentions that the following cases be brought to the notice of DPC (as the cases of sealed cover procedure):

a. Government servants under suspension;

b. Government servants in respect of whom a charge sheet has been issued and disciplinary proceedings are pending; and

c. Government servants in respect of whom prosecution for a criminal charge is pending.

In this regard DoPT's instructions issued vide Office Memorandum (OM) no F.No. 2203/4/2012 – Estt.(D) dated 02-11-2012 makes it clear that that vigilance clearance for promotion may be denied only in above mentioned three circumstances. DoPT's letter further clarifies that "Withholding of Vigilance clearance to a Government servant who is not under suspension or who has not been issued a charge sheet and the disciplinary proceedings are pending or against whom prosecution for criminal charge is not pending may not be legally tenable in view of the procedure laid down in the aforesaid O.Ms."

Above instructions may be followed scrupulously.
3. This is issued with the approval of the Chairman Railway Board. Kindly acknowledge the receipt and ensure compliance.

(T.K.Pandey)
Executive Director (Civil) Transformation

No. 2017/Trans/01/Policy

New Delhi, dated: 16-11-2017

Copy to:
1. SDGM All Indian Railways & Production Units, NFCon) & CORE
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways
4. The Director, Indian Railway Institute of Civil Engineering, Pune.
5. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
6. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
7. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
8. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
9. The Director, Indian Railway Institute of Transport Management, Lucknow.
10. The Registrar, Railway Claims Tribunal, Delhi.
11. The General Secretary, IRCA, New Delhi.
12. The Chief Commissioner of Railway Safety, Lucknow.
13. The Secretary, Railway Rates Tribunal, Chennai.

Copy to:
1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 255-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Copy to:
1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG(Pers), DG(S&T)
3. All AMS, Principal Executive Director & Executive Directors of Railway Board
4. Principal Executive Director (Vigilance) Railway Board.

(T.K.Pandey)
Executive Director (Civil) Transformation
No. 2017/Trans/Process Reforms/Estt. New Delhi, Dated: 29.11.2017

The General Manager, All Indian Railways/PU, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, IROAF

Sub: Process Reform - Regarding Station/Headquarter leave permission for going abroad on leave

During interactions with field officials it has emerged that time bound grant of permission to employees for leaving station/headquarters for going abroad while on leave is an issue. The matter has been considered and following instructions are issued.

2. Vide O.M. No F.No. 110138/2015-Estt.A-III dated 27th July 2015, Department of Personnel & Training (DOPT), Ministry of Personnel, Public Grievances and Pensions has circulated detailed instructions with regard to requirement of taking prior permission by government servants for leaving station/headquarters for going abroad while on leave. These instructions have been circulated vide Railway Board letter No. E(P&A) I-2015/CPC/LE-3 dated 18.09.2015 (RBE No 107/2015) to all Zonal Railways/PU and other railway offices.

3. The above mentioned O.M. of DOPT inter alia mentions that “...it is also desirable that requests of Government servants for such permission are dealt with expeditiously. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application. In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned within 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him”

4. It should be ensured that the above instructions of DOPT are implemented.

This issues with the approval of CRB.


(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
Phone/fax: 011-23047542
29.11.2017

Copy: As per list enclosed
Copy for information to
1. The Director General, Railway Staff College, Vadodara.
2. The Director, Indian Railway Institute of Civil Engineering, Pune.
3. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
4. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
6. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
7. The Director, Indian Railway Institute of Transport Management, Lucknow.
8. The Registrar, Railway Claims Tribunal, Delhi.
9. The General Secretary, IRCA, New Delhi.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Secretary, Railway Rates Tribunal, Chennai.
12. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

Copy to:
1. The Genl. Secy., AIRF - Room No. 248, & NFIR - Room No. 256-C, Rail Bhavan
2. The Secy. Genl. IRPOF - Room No. 268, FROA - Room No. 256-A, & AIRPFA - Room No. 256-D Rail Bhavan

Copy to:
1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG (Pers), DG(S&T)
3. All AMs, PEDs & EDs of Railway Board

(Jeevendra Singh)
Executive Director (Elect)
Transformation Cell
The General Managers/FA&CAOs,
All Indian Railways and Production Units etc.

Sub: Requirement of taking permission by railway servant for leaving station/headquarters.


DA: As above.

(S. R. KANAUIJA) 15.9.15
Joint Director Estt.(P&A)
Railway Board

Copy forwarded to:-
1. The General Secretary, AIRF, R.No.253, Rail Bhawan, New Delhi.(with 35 spares).
2. The General Secretary, NFIR, R.No.256-E, Rail Bhawan, New Delhi.(with 35 spares).
3. The Members of the National Council, Departmental Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi.(with 60 spares).
4. The Secretary General, FROA, R.No.256-A, Rail Bhawan, New Delhi.(with 5 spares).
5. The Secretary, RBSS, Group ‘A’ Officer Association, R.No.402, Rail Bhawan (with 5 spares).
6. The President, Railway Board Class II Officers’ Association.
7. The Secretary General, IRPOF, Room No.341-C, Railway Board.
8. The President, Indian Railway Class II Officer Association.
9. The Secretary, Railway Board Ministerial Staff Association.
10. The Secretary, Railway Board Class IV Staff Association
11. The Secretary General, AIRPF Association.
12. The General Secretary, All India SC/ST Railway Employees Association, R.No.8, Ground Floor, Rail Bhawan, New Delhi-110001.
13. The General Secretary, Retired Railway Employees Welfare Association (Regd.), 490A/16, Gurudwara Road, Gurgaon.
14. The Chief Commissioner of Railway Safety, 16, Ashok Road, Lucknow.

For Secretary, Railway Board

Contd…..2/-
Copy to: PSOs/Sr.PPSs/PPSs/PSs/PAs to :- MR, MSR

CRB, FC, ME, ML, MM, MS, MT, AM(B), AM(CE), AM(C), AM(C&IS), AM(Elec), AM(F), AM(Plg), AM(Projects), AM(Sig), AM(MS), AM(Mech.), AM(PU), AM(RS), AM(T&C), AM(Telecom), AM(T), AM(Vig), AM(Works), Adv(AR), Adv(F), AM(Staff), Adv. (Safety), Adv(IR), DG/RHS, DG/RPF, Secretary., ED(Plg.), ED(A), ED(B), ED(C), ED(E&S), ED(E), ED(C&IS), ED(E&R), ED/EE(Dev.), EDE(E&F), EDE(S), EDE(Res.), EDF(C), EDF(E), EDF(S), EDF(B), EDF(RM), EDF(X), EDF(X)I, ED(H), ED(LM), ED(MIS), ED(GC), ED(T), ED(MPP), EDME(Chg.), EDME(FR), EDME(Tr.), EDME(TOT), EDME(Dev.), EDME(W), EDPC-I, EDPC-II, ED(PP), ED(Proj.), ED(Proj.-DMRC, ED(Re), EDRE(S&T), EDRE(S), ED(Safety), ED(Sig.), ED(S&EG), EDRS(C), EDRS(G), EDRS(P), EDRS(S), EDRS(W), ED(TD), EDTrack(M), EDTrack(MC), EDTrack(P), ED(T&G), ED(CP), ED(P), ED(T), EDTC(FM), EDTT(M), EDTT(FM), EDTT(M), EDTT(S), EDV(A), EDV(E), EDV(S), EDV(T), ED(W), IG/RPF(HQs), IG/RS, JS, JS(C), JS(D), JS(E), JS(G), JS(P), DPC-I, DPC-II, DE(N), DF(A/Cs), DE(G), DE(N), DJ, JDE(G), JDE(L), JDE(IS), JDE(W), JDE(B), JDE(F), JDE(E), JDE(N), JDE(Res.), DS(S), DS(P), US(A), DDE(D&A), DDE(P&A), DDE(L), DDF(E), DDF(E)I, DDF(E)II, DDF(E)III, DDF(E)IV (with 2 spares), DDE(W), DDP-C, DDP-C(V), & PAO,


*****
Subject: Requirement of taking prior permission for leaving station/ headquarters for going abroad while on leave.

Undersigned is directed to refer to the Office Memorandum mentioned in the margin and to say that as per the existing instructions, when Government servant applies for leave for going abroad on a private visit, separately prior permission of the Competent authority for such visit is also required. While granting such permission, many factors are required to be kept in view. For example, permission may be denied in the interest of security. Individuals facing investigation/inquiry on serious charges, who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the country. On the other hand, it is also desirable that requests of Government servants for such permission are dealt with expeditiously.

2. Keeping the above in view, it has been decided that requests for permission for private visits abroad may be processed in the attached formats. As clarified vide the OM dated 1st September, 2008, the competent authority for granting permission will be as per instructions issued by the Cadre Authority/administrative Ministry/Department. In the absence of any such instructions, it is the leave sanctioning authority. In case due to specific nature of work in a Department, administrative exigencies, or some adverse factors against the Government servant etc., it is not expedient to grant permission to the Government servant, such decision for refusal should not be taken below the level of Head of Department. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application. In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned with 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him.

3. If in case some modifications are considered necessary due to specialised nature of work handled by any organisation, changes may be made with the approval of this Department.

Under Secretary to the Government of India

(M P Rama Rao)

To

The Secretaries of All Ministries/Departments
(as per the standard list)
Copy to:

1. President’s Secretariat, New Delhi.
2. Vice-President’s Secretariat, New Delhi.
3. The Prime Minister’s Office, New Delhi.
5. Rajya Sabha Secretariat/Loksabha Secretariat, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders ➔ Establishment ➔ CCS (Conduct Rules))
17. Hindi Section, DoP&T

Under Secretary to the Government of India

(M. P. Rama Rao)
PERFORMA FOR TAKING PRIOR PERMISSION BY
RAILWAY SERVANTS FOR PRIVATE VISITS ABROAD

Part A – To be filed by the Railway servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry/Department
4. Passport No.
5. Details of Private foreign travels to be undertaken;

<table>
<thead>
<tr>
<th>Period of travel</th>
<th>Name of foreign countries to be visited</th>
<th>Purpose</th>
<th>Estimated expenditure (travel, board, lodging, visa, misc., etc.)</th>
<th>Source of funds</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

6. Details of private foreign travel undertaken during the last four years

<table>
<thead>
<tr>
<th>Period of travel</th>
<th>Name of foreign countries to be visited</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature

Date:

Name and Designation

Part B – To be filled by the Administration

1. Whether the Railway servant is handling large amounts of railway cash.
2. Whether the Railway servant is dealing with secret/top secret matters.
3. Whether any case involving serious charges against the Railway servant is under investigation (Details).
4. Whether the Railway servant is under suspension.
5. Whether any disciplinary proceeding/criminal case is pending against the Railway servant (Details).

Signature

Date:

Name and Designation
No. 2017/Trans/Process Reforms/Estt. New Delhi, Dated: 29.11.2017

The General Manager, All Indian Railways/PU, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, IROAF

Sub: Process Reforms – Regarding Vigilance/D&AR clearance requirement for going abroad on Duty

During interactions with field officials it has emerged that in Zonal Railways there is a practice of obtaining Vigilance/D&AR clearance in cases of officials/staff who are nominated to go abroad on Duty e.g. for attending meetings, workshops/conferences etc.

2. In this connection, following instructions are issued with the approval of CRB:

“Vigilance/D&AR clearance is not required in case of officers/staff nominated to go abroad on Duty”.

(Jeeetendra Singh)
Executive Director (Elect)
Transformation Cell
Phone/fax: 011-23047542
29.11.2017

Copy: As per list enclosed
Copy for information to
1. The Director General, Railway Staff College, Vadodara.
2. The Director, Indian Railway Institute of Civil Engineering, Pune.
3. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
4. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
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3. All AMs, PEDs & EDs of Railway Board

(Jeetendra Singh)
Executive Director(Elect)
Transformation Cell