



सत्यमेव जयते

भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
(रेलवे बोर्ड Railway Board)

भारतीय रेलों पर स्काउट-गतिविधियां  
मास्टर परिपत्र

**Master Circular**

ON

**Scout Activities on the Indian Railways**

REC/AS/1/20

GOVERNMENT OF INDIA (BHARAT SARKAR)  
MINISTRY OF RAILWAYS (Rail Mantralaya)  
(Railway Board)

NO.B(W)90-WE6-6.

New Delhi, dated 20-8-90.

The General Managers,  
All Indian Railways,  
Production Units etc. etc.

Sub:- Scout activities on the Indian Railways-  
Master Circular.

At present, the orders relating to "Scouting activities on the Indian Railway" are scattered in a number of office circulars/orders issued from time to time. The question of consolidation of these existing orders/circulars into one Master Circular has been under consideration of the Ministry of Railways. They have now decided to issue a consolidated order on the subject as below for the information and guidance of all concerned.

2. The Chairman, Railway Board in his D.O. of 11-1-90 to all General Managers observed on the importance and relevance of scout activities on the Indian Railways as under:-

"The Scouts and Guides movement, which is a world-wide one, aims at building character and inculcating a sense of discipline in those who join the organisation. These, in fact, are the very qualities expected of those engaged in public service, but are sadly lacking nowadays, both among public servants and among the public. A large number of Railway staff come in contact with public. Their courteous behaviour towards the users and uprightness in dealings will go a long way in building the Railways' image. As such, those who have gone through the scout movement are likely to prove more effective as Railwaymen in the day-to-day discharge of their duties".

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

LEAVE:

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

(Nos.5926F dated 23-11-40, E(W)57WE6-30 dated 22-11-57 and E(W)58WE6-6 dated 23-5-58).

Contd...2/-

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

(No.E(W)86WE6-3 dated 4-12-86).

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

(No.E(W)83SP1-4 dated 12-8-83).

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

(No.E(W)80WE6-2 dated 5-1-83).

PASSES:

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

(Nos.5926F dated 23-11-40 and E(W)57WE6-30 dated 22-11-57).

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

(No.E(W)57WE6-13 dated 14-12-57).

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

(No.E(W)57WE6-13 dated 14-12-57).

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

(No.E(W)65WE6-23 dated 26-4-66).

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

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

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

(No.E(W)84PS5-18/1 dated 22-1-85).

TA/DA to Railway employees on Scouting duties:

✓ (j) TA/DA as on tour at the rates appropriate to the pay of employees subject to a maximum of 15 days in a calendar year paid to scouts/guides/adult leaders/commissioners/rovers/rangers for the following activities:

- ✓ (a) When deputed to attend training camps/courses organised by the State/Distt. Scout Associations, Himalyan Wood Badge Training Courses or for imparting training to children, Scouts/Guides/Rovers/Rangers.
- ✓ (b) When deputed to assist the Railway Administration in supplementing Railway's efforts during Melas, Festivals, Accidents, Natural calamities like floods, cyclones, breaches, etc.
- ✓ (c) Scouts/Guides officials who are deputed to attend meetings of the State/National Body; and
- ✓ (d) Railway employees who are deputed to impart training or organise major scout/guide events, such as rallies, jamborettes, conferences, etc. at the State or National levels.

✓ NOTE:- 1. The expenditure on TA/DA is to be met from Revenue.

2. Grant of 15 days TA/DA should be within the ceiling of 30 days/45 days of Special Casual Leave.

(Nos.E(W)80WE6-1 dated 27-9-82, 7-5-83 and E(W)84-WE6-7 dated 16-10-84).

RECRUITMENT:

- (k) Special quota for recruitment of Scouts and Guides against cultural-cum-scouts and Guides quota has been fixed by the Railway Board as under:-

Group 'C' : Four per year per Railway  
One per year per Production Unit.

Group 'D' : Not more than two per Division per year.

(Nos.E(NG)III-79/RR1/25 dated 25-8-80, E(NG)II-84/RR2/1 dated 14-9-84 and E(NG)II-88/RR2/1 dated 5-6-89).

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

(Nos.E(W)86/FU1-1 dated 14-5-87, E(W)64-WE6/22 dated 27-7-65 and E(W)82WE6-2 dated 28-1-84).

5. In view of the purely non-commercial nature of activities of the Bharat Scouts and Guides organisation and the need to encourage the scouts and guides movement, it has been decided by the Railway Board to charge a nominal licence fee of Re.20/- per annum only in respect of building/structure licensed to the Bharat Scouts and Guides organisation.

(No.88LM(B)3/38/Scouts dated 18-12-89).

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

(No.E(NG)I-88CR4 dated 12-5-89).

7. The Ministry of Railways (Railway Board) have set up an Apex Body called the Railways Scouts and Guides Board consisting of:

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|------------------|--|
| 1. Chairman      | : Advisor (Staff), Railway Board.                |
| 2. Vice-Chairman | : Executive Director, Estt. Railway Board.       |
| 3. Treasurer     | : Joint Director, Finance (Estt.) Railway Board. |

4. Secretary : Joint Director, Estt.(Welfare),  
Railway Board.

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

8. Objectives of the Apex Body:

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

9. General:

- (i) Scouts and Guides should be encouraged to adopt a village near their place of work for imparting training/undertaking work on adult literacy, hygiene, civic sense, etc. including organising entertainment programmes for the benefit of local population. (No.E(W)86WE6-8 dated 7-5-86).
- (ii) Scout and Guide activities should be encouraged in Railway schools, particularly Primary and Middle schools etc. to inculcate the spirit of selfless service and self-discipline amongst the children. (No.E(W)84-SC-2/10 dated 19-9-88).
- (iii) When lectures are delivered on "staff welfare" in Railway Staff College, Zonal Training Schools and all other training institutes, the activities of the Railway Scout Organisations should be highlighted so that the employees may be induced to take interest in such activities. (No.E(W)88WE6-5 dated 16-5-88 and 9-9-88).

10.(i) While referring to the synopsis as above, the original circulars referred to should be read for proper appreciation. The synopsis given in the Master Circulars should be construed only as a key to the original circular and not as a substitution. In case of any doubt, the original circular(s), referred to in the Master Circulars, will be relied upon as authority.

(ii) It should be noted that the orders/instructions issued under the various circulars have only prospective effect from the date of issue of the relevant original letter(s), unless specifically stated otherwise in the concerned letter. Hence, for dealing with old cases, the instructions in force at the relevant time have to be referred.

(iii) Though all efforts have been taken to include all the relevant circulars on the subject, if any circular which has not been superseded, happens to be omitted, that circular,

which has been omitted through oversight, will still hold the field. Anyone coming across such a circular may bring it to the notice of the Railway Board for suitable action for issuing a Supplementary Circular."

Please acknowledge receipt.

  
( T.K. BALASUBRAMANIAN )  
Joint Director, Estt.(Welfare)  
Railway Board.

The consolidation has been made from the following letters:

1. No.5926-8 dated 23-11-1940.
2. No.E(W)57-WE6/30 dated 22-11-57.
3. No.E(W)57-WE6/15 dated 14-12-57.
4. No.E(W)58-WE6/6 dated 24-5-58.
5. No.E(W)64-WE6/22 dated 27-7-65.
6. No.E(W)65-WE6/23 dated 26-4-66.
7. No.E(NG)III-79/RR1/25 dated 25-8-80.
8. No.E(W)80-WE6/1 dated 27-9-82.
9. No.E(W)80-WE6/2 dated 5-1-83.
10. No.E(W)80-WE6/1 dated 7-5-83.
11. No.E(W)83SP1-4 dated 12-8-83.
12. No.E(W)82WE6-2 dated 28-1-84.
13. No.E(NG)II-84/RR2/1 dated 14-9-84.
14. No.E(W)84-WE6/7 dated 16-10-84.
15. No.E(W)84-PS5/18/1 dated 22-1-85.
16. No.E(W)86-WE6/8 dated 7-5-86.
17. No.E(W)86WE6/3 dated 4-12-86.
18. No.E(W)86FU1/1 dated 14-5-87.
19. No.E(W)88WE6/5 dated 16-5-88.
20. No.E(W)88WE6/5 dated 9-9-88.
21. No.E(W)84SC2/10 dated 19-9-88.
22. No.E(NG)I/88/CR/4 dated 12-5-89.
23. No.E(NG)II-88/RR2/1 dated 5-6-89.
24. No.88/LM(B)/3/38/Scouts dated 18-12-89.

E W 90 / WE-6-6, dated 10-6-1992  
 E(W) II / 96 / RR-2/2, dated 10-3-1988 and 19-4-1989  
 E(NG) II / 99 / RR-2/3, dated 4-5-2000  
 E(W) 2000 / WE-6 / 5, dated 4-9-2001

EWS 2000 / WE-6 /  
dated