

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय /MINISTRY OF RAILWAYS
रेलवे बोर्ड/(RAILWAY BOARD)

No.2012/M(N)/951/29

New Delhi, dated 27.12.12

The Chief Mechanical Engineers
All Indian Railways

Sub:- Revision of designations of Group 'D' staff in Mechanical Department

Extracts of Note received from Pay Commission Directorate/Railway Board on the above mentioned subject are reproduced below:

"6th CPC in Para 2.2.9 of its report has recommended that all the present employees belonging to Group 'D' who possess the prescribed qualifications for entry level in Group 'C' will be placed in the Group 'C' running pay band straight away w.e.f. 01.01.2006. Other Group 'D' employees, who do not possess the prescribed qualifications are to be retained and thereafter upgraded and placed in the Group 'C' running pay band. Further, in para 3.7.9 of the CPC's report, it has also been mentioned that job description of the Group 'D' posts so upgraded and placed in Group 'C' shall be revised and re-defined with emphasis on multi skilling so that a single employee is able to perform various jobs. Accordingly, appropriate designations can be devised by individual departments for the erstwhile Group 'D' posts placed in PB-1 (Annexure-A).

Further, while issuing model recruitment rules for the erstwhile Group 'D' staff, DOP&T in their OM dated 30.4.2012 has stated that **designations of Multi-Tasking Staff** may be adopted for some common categories of posts. For other categories of posts, a single designation for posts whose duties are similar in nature and where the officials can easily be switched from one task to another may be adopted (Annexure -B).

Since, all the pre-revised scale of Group 'D' staff (Rs. 2550-3200, 2610-3540 & 2650-4000) have been merged and placed in a single revised pay structure PB-1, Grade Pay Rs. 1800 corresponding to pre-revised scale of Rs. 2750-4000, **revised designations for these staff on Railways are to be issued on consonance with the recommendations of 6th CPC.**

A list of existing standard designations of erstwhile Group 'D' staff of **Mechanical Department** as available in Pay Commission Directorate is enclosed (Annexure -C). There is likelihood of certain other non-standard designations in operation in various departments in Railways/PUs in analogous categories."

Keeping in view the recommendations of 6th CPC, instructions issued by DOP&T vide their OM, recruitment & promotion rules, Pay Commission Directorate of Railway Board has suggested to revise the designations of Group 'D' staff. It is requested to examine and suggest:

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- (i) Specific categories of erstwhile Group 'D' staff of Mechanical Department of your Railway, which can be grouped together/broad banded for the purpose of multi-skilling and revised designation for them;
- (ii) categories of erstwhile Group 'D' staff where multi-skilling is not feasible, indicating reasons for the same alongwith proposed revised designation for such staff.

The information may be furnished in the format given below:

Category/ Existing Designation	Pre-revised Pay Scale (Rs.)	Revised Pay Structure	Specific categories of erstwhile Gr. 'D' staff which can be grouped together for the purpose of multi-skilling and proposed revised designation for them	Categories of erstwhile Gr.'D' staff where multi-skilling is not feasible, indicating reasons for the same along with proposed revised designation for such staff

Kindly furnish the details at the earliest, **by 15.01.2013.**

A Mittal

(Archana Mittal)
Dir. Mech. Engg. (Frt.)
Railway Board

o/c

Sub:- Revision of designations of erstwhile Group 'D' staff – suggestions.

6th CPC in para 2.2.9 of its report has recommended that all the present employees belonging to Group 'D' who possess the prescribed qualifications for entry level in Group 'C', will be placed in the Group 'C' running pay band straight away w.e.f. 01-01-2006. Other Group 'D' employees, who do not possess the prescribed qualifications, are to be retrained and thereafter upgraded and placed in the Group 'C' running pay band. Further, in para 3.7.9 of 6th CPC's report, it has also been mentioned that job description of the Group 'D' posts so upgraded and placed Group 'C' shall also be revised and re-defined with emphasis on multi skilling so that a single employee is able to perform various jobs. Accordingly, appropriate designations can be devised by individual departments for the erstwhile Group 'D' posts placed in PB-1. (extracts - Annexure-'A')

Further, while issuing model recruitment rules for the erstwhile Group 'D' staff, DOP&T in their OM dated 30-04-2010 has stated that **designation of Multi-Tasking Staff** may be adopted for some common categories of posts. For other categories of posts, a single designation for posts whose duties are similar in nature and where the officials can easily be switched from one task to another, may be adopted (Annexure – 'B').

Since, all the pre-revised scale of Group 'D' staff (Rs.2550-3200, 2610-3540 & 2650-4000) have been merged and placed in a single revised pay structure PB-1, Grade Pay Rs.1800 corresponding to pre-revised scale of Rs.2750-4400, **revised designations for these staff on Railway are to be issued on consonance with the recommendations of 6th CPC.**

A list of existing standard designations of erstwhile Group 'D' staff of **Mechanical Department** as available in Pay Commission Directorate is enclosed (Annexure- 'C'). There is likelihood of certain other non-standard designations in operation in various departments in Railways/PUs in analogous categories.

Keeping in view the recommendations of 6th CPC, instructions issued by DOP&T vide their OM *ibid*, recruitment & promotion rules, AVC etc., Directorate concerned may please examine and suggest (i) specific categories of erstwhile Group 'D' staff of their department, which can be grouped together/ broad banded for the purpose of multi-skilling and suggest revised designation for them; (ii) categories of erstwhile Group 'D' staff where multi-skilling is not feasible, indicating reasons for the same alongwith proposed revised designation for such staff.

The above details may please be sent to the undersigned expeditiously, latest by 20th November, 2012.


EDPC-II

EDME(Tr.)

2.2 The posts of Secretary to Government of India/equivalent and Cabinet Secretary/equivalent are proposed to be kept in distinct pay bands. While a separate running pay band, designated as -1S scale, is being recommended for posts belonging to Group 'D', however, the same shall not be counted for any purpose as no future recruitment is to be made in this grade and all the present employees belonging to Group 'D' who possess the prescribed qualifications for entry into Group 'C', will be placed in the Group 'C' running pay band straight away with effect from 1.1.2006. Other Group 'D' employees, who do not possess the prescribed qualifications, are to be retrained and thereafter upgraded and placed in the Group 'C' running pay band. Till such time they are retrained and are redeployed, they will be placed in the -1S scale. The Commission clarifies that -1S pay scale is not a regular or a permanent pay scale. Insofar as the present employees are concerned, the scale will operate only till the time all the existing Group 'D' staff is placed in the Group 'C' running pay band. The exact mechanism for placing Group 'D' staff in the revised Group 'C' running pay band has been discussed in detail in Chapter 3.7 relating to Group D staff. Group 'D' employees who are not placed in the Group 'C' pay band straightaway will be given the band after their retraining without any loss of seniority vis-à-vis those in Group 'D' who possessed higher qualifications, redeployed and were placed in the Group 'C' running pay band with effect from 1.1.2006. The retraining will also emphasize the multi-skilling of these employees so that one single employee is able to perform multiple jobs that hitherto were being done by many employees. This will ensure that higher scale of pay does not place any additional pecuniary burden on the Government. Ansari Report on restructuring of Group D posts in Railways also recommends such a mechanism where many Group D posts are to be upgraded with higher skills so that the number of employees required to do the job gets reduced.

3.2.9 Functioning of the Government has become more complex. It, therefore, needs people with greater skills. The Government need not employ fifth or eighth class pass people when the need of the hour is to have multi-skilled employees who can perform a variety of jobs. Maximum number of employees in Group D are employed in Ministry of Railways. In a study conducted by the Ministry of Railways (Ansari Report), it has been pointed out that most of the jobs being done by Group D staff have actually become skilled. The Report, therefore, recommends upgrading these jobs by way of employing lesser number of more skilled workers without any additional financial repercussions. These recommendations are justified and need to be acted upon. The Commission has, in chapter 2.2, recommended that all Group D pay scales in the Government will stand upgraded to Group C along with the incumbents (after suitable retraining, wherever required) with no further recruitment taking place in any of the existing Group D posts. The minimum grade in which all future recruitments takes place will be the PB-1 (Group C) pay band of Rs.4860-20200 with the grade pay of Rs.1800. The recruitment in this grade will be from amongst candidates possessing minimum qualifications of either 10 or ITI or equivalent. Insofar as the present incumbents in the 4 existing Group D pay scales are concerned, their salaries will be fixed as under:-

- i) Initially, all Group D employees shall be placed in the -1S pay scale with appropriate grade pay. The Commission would like to reiterate that -1S pay scale is not a regular pay scale. This pay scale has been devised mainly for the purpose of initial fixation of pay of the Group D employees who had already been recruited on a regular basis as on the date of implementation of this recommendation by the Government.
- ii) Thereafter, such of those Group D employees as already possess the revised minimum qualifications prescribed for entry into the Group C pay band along with a grade pay of Rs.1800 would be placed in that grade (i.e. pay band of Rs.4860-20200 along with a grade pay of Rs.1800) with effect from 1.1.2006. No fitment benefit would be given again for this fixation. The Commission has devised a fitment table (Table 3.7.1) for this fixation. All fixations should be done accordingly.
- iii) Such of those existing Group D employees who do not possess the minimum qualifications prescribed would need to be retrained. The training package would need to be evolved separately for each of the individual Ministry/Department/Organisation keeping in view their specific needs. Job description of the Group D posts so upgraded and placed in Group C shall also be revised and re-defined with emphasis on multi skilling so that a single employee is able to perform various jobs. After retraining with emphasis on multi-skilling, the Group D staff will be placed in the Pay Band PB-1 of Rs.4860-20200 with the grade pay of Rs.1800. Once placed in the PB-1 Pay Band, this category of Group D staff will regain their seniority vis-à-vis the other category of Group D staff that already possessed the minimum prescribed qualifications and were, therefore, placed in the PB-1 Pay Band immediately.
- iv) Inter-se seniority of all the employees in erstwhile Group D will be fully maintained with Group D employee in a higher Fifth CPC pay scale being placed higher vis-à-vis an employee in a lower pay scale. Within the same pre-revised pay scale, the seniority will be fixed on the basis of date on which the person came to be placed in that pay scale.
- v) Appropriate designations can be devised by individual departments for the erstwhile Group D posts placed in the PB-1 Pay Band. Alternatively, a common designation of Skilled Work Assistant can be extended to this category.

Amr. - P
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No.AB-14017/6/2009-Estt (RR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 30th April 2010

OFFICE MEMORANDUM

Subject:- Model Recruitment Rules for Group 'C' posts in Pay Band-1, with Grade Pay of Rs.1800/- (pre-revised Group 'D' posts)

The 6th CPC recommended that all Group 'D' posts in the Government will stand upgraded to Group 'C', Pay Band-1 with Grade Pay of Rs.1800, along with the incumbents (after suitable training, wherever required). The other recommendations of the Commission, in this regard include:

- (i) There will be no further recruitment in Group 'D'.
- (ii) The existing Group 'D' posts will be placed in Group 'C' Pay Band-1 with Grade Pay of Rs.1800.
- (iii) The minimum qualification for appointment to this level will be either 10th pass or ITI equivalent
- (iv) Multi- skilling, with one employee performing jobs hitherto performed by different Group 'D' employees.
- (v) Common Designation for these posts.

2. Model Recruitment Rules (Annex-I) have been framed keeping in view the recommendations of the Pay Commission. All the Ministries/ Departments are requested to amend the Recruitment Rules for the erstwhile Group 'D' posts as per the Model RRs and the recommendations of the Pay Commission.

3. Powers for framing/ amendment of RRs for Group 'C' posts have already been delegated to Ministries/ Departments. Therefore the RRs may be framed accordingly, in consultation with Ministry of Law without further reference to this Department. This Department needs to be consulted only if any deviations from the model RRs are proposed.

(.....2/-)

ANNEX-I

Model Recruitment Rules for the posts which were in Group 'D' Scales prior to Sixth Pay Commission and which have been placed in Group 'C'- Pay Band – 1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/-

- | | |
|---|---|
| 1. Name of Post | १११
(To be indicated by the Ministry/Department/Organization concerned) |
| 2. Number of Post | (number) * (year of framing) |
| 3. Classification | *Subject to variation dependent on workload
General Central Service Group 'C'
Non-Gazetted, Non-Ministerial |
| 4. Pay Band and Grade Pay | Pay Band – 1 (Rs. 5200-20200)
+ Grade Pay Rs. 1800/- |
| 5. Whether selection post or non selection post | Not applicable |
| 6. Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972 | Not applicable |
| 7. Age limit for direct recruitment | Between 18 and 25 years of age |

Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.

१११ (Designation of MULTI-TASKING STAFF may be adopted for some of the more common categories as indicated in Annex II).

ANNEX-II

DESIGNATION AND INDICATIVE LIST OF DUTIES

(Erstwhile Group 'D' posts of Peon, Daftary, Jamadar, Junior Gestetner Operator, Farash, Chowkidar, Safaiwala, Mali etc)

New suggested designation: MULTI-TASKING STAFF

The duties would broadly include:

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section/ Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/ Unit.
- f) Assisting in routine office work like diary, despatch etc., including on computer
- g) Delivering of dak (outside the building).
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualifications, if it exists.
- n) Driving of vehicles, if in possession of valid driving licence.
- o) Upkeep of parks, lawns, potted plants etc.
- p) Any other work assigned by the superior authority.

NOTE: The above list of duties is only illustrative and not exhaustive. Ministries/ Departments may add to the list, duties of similar nature ordinarily performed by officials at this level.

Annex-10

Category/Existing Designation	Pre-revised Pay Scale (Rs.)	Revised Pay Structure	specific categories of erstwhile Gr.'D' staff, which can be grouped together for the purpose of multi-skilling and proposed revised designation for them.	Categories of erstwhile Gr. 'D' staff where multi-skilling is not feasible, indicating reasons for the same alongwith proposed revised designation for such staff.
1 MECHANICAL ENGINEERING DEPARTMENT :				
1.1 Laboratory Staff :				
Lab Attendant-III	2550-3200	PB-1, GP		
Lab Attendant-II	2610-3540	Rs.1800		
Lab Attendant-I	2650-4000			
Lab Assisatant-III	3050-4590			
1.2 Artisan Helpers :				
Helper Gr.II	2550-3200	PB-1, GP		
Helper Gr.I	2650-4000	Rs.1800		
Technician Gr.III	3050-4590			
1.3 Misc. Group 'D' Staff :				
Cook (Running Rooms)	3050-4590			
Cook (Running Rooms)	2650-4000	PB-1, GP Rs.1800		
1.4 Peon/Jamadar Peons etc.	2550-3200	PB-1, GP		
	2610-3540	Rs.1800		