



दक्षिण रेलवे/SOUTHERN RAILWAY

सं No.P(R) MC – 21 / Resignation form
Railway Service

प्रधानकार्यालय/Headquarters Office
कार्मिक शाखा/Personnel Branch
चेन्नै/Chennai - 600 003

दि. / Dated: 30-12-2019

MASTER CIRCULAR – 21

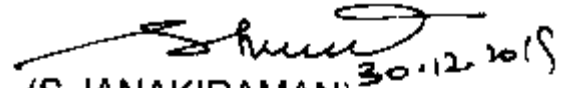
पी बी सी सं/ PBC No.302 / 2019

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops.

(As per mailing list-'A')

विषय/Sub:Master Circular – 21 "Resignation from Railway Service".

A copy of Railway Board's letter No. E(NG)I-2019/RG 1/Master Circular dated 17-12-2019 alongwith its enclosure on the above subject is enclosed for information guidance and necessary action.


(S.JANAKIRAMAN) 30.12.2019

वरिष्ठ कार्मिक अधिकारी/नियम

Senior Personnel Officer/Rules
For Principal Chief Personnel Officer

संलग्न/Encl: as above

प्रतिलिपि/Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA
The Genl Secy / NFIR



सत्यमेव जयते

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

रेल सेवा से त्यागपत्र — मास्टर परिपत्र

Resignation from Railway Service
- Master Circular

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

No.E(NG)I-2019/RG 1/Master Circular

New Delhi, dated / 7 .12.2019

The General Managers (P)
All Indian Railways &
Production Units.
(as per standard mailing list)

Sub: Master Circular on “Resignation from Railway Service”.

Master Circular No.21 on “**Resignation from Railway Service**” is a compilation of instructions on the subject and was last brought out and circulated to the Railways vide Board’s letter No.E(NG)I/90/RG 1/1 dated 21.01.1991. Since then certain provisions have undergone changes and some new provisions have been introduced. With the objective of bringing about all the current basic instructions on the subject at one place, the Master Circular has been updated by suitably incorporating the modification/addition to the instructions in the Revised updated Master Circular, which is as under:-

2. In case a Railway servant against whom an enquiry or investigation is pending (whether he has been placed under suspension or not) submits his resignation, such resignations should not normally be accepted. Where, however, the acceptance of resignation in such cases is considered necessary in the public interest, the same may be accepted with the prior approval of the authority competent to dismiss the Railway servant concerned provided one or more of the conditions laid down below are fulfilled:

- a) where the alleged offences do not involve moral turpitude ; OR
 - b) where the evidence against the delinquent officer is not strong enough to justify the assumption that if the departmental proceedings were continued the officer would be removed or dismissed from service ; OR
 - c) where the departmental proceedings are likely to be so protracted that it would be cheaper to the public exchequer to accept the resignation.
- [E(NG)II/70/RG/1 dated 24.06.1972]

2.1 In all cases of acceptance of resignation, it will be mandatory for the competent authority to obtain prior vigilance clearance, before taking a decision on the request of resignation. Expeditious consideration of the request for vigilance shall also be ensured by the authority competent to accord vigilance clearance. [E(NG)I-94/RG/2 dated 30.12.1994].

- 2.2 The question whether cost of training, if any, is recoverable or not should also be taken into account at the time of considering request of resignation.
3. In cases in which a Railway servant has committed an offence for which the penalty is dismissal or removal from service, his resignation should not be accepted. [Para 302 of IRE Code Vol. I]
4. Persons deputed to UN agencies and other International Organisations or those on bilateral assignments may resign from service without returning to India and to their parent departments if they choose to continue on foreign assignment. Government personnel deputed on ITEC assignment cannot resign while serving abroad as the Government of India in the Ministry of External Affairs bears the salary and other expenses of such persons.
5. When a Railway servant working on an important post resigns and it would take time to make alternative arrangements for filling the post, the resignations should not be accepted immediately but only when alternative arrangements for filling the post have been made. [Para 302 IRE Code Vol.I; No. E(NG)65/RG1/36 dated 26.10.1966 and E(NG)65/AG1/2 dated 30.06.1966]
6. A resignation should not be accepted from a retrospective effect. In order to ensure this, the resignations tendered by Railway employees while on deputation to Public Sector Undertakings etc. in order to get absorbed in such organisation, should be processed and orders accepting the same issued well before the expiry of the sanctioned deputation term.
7. Acceptance of the resignation should invariably be communicated formally to the employee concerned if there is no objection to the acceptance of the resignation. [E(NG)I/92/RG/2 dated 18.05.92]
8. A person who had resigned may be re-appointed in rare cases but the re-appointment should be in the post or in the channel of promotion in which the person was serving previously. The person concerned should be specifically warned at the time of re-appointment that the appointment is entirely a fresh one and that he is not entitled to any benefits or privileges of his past service. Therefore, such persons should not be asked to refund settlement dues. It should be clearly mentioned in the offer that the appointment is purely a temporary one and that he should take his seniority with the other temporary/officiating employees in the Grade. All such cases of re-appointment shall require the personal approval of the concerned co-ordinating Head of the Department (HOD). [E52 RC1/55/3 dated 14.03.1955 & E(NG)I/91/RG1/1 dated 27.12.1991]
- 8.1 The General Managers and other appointing authorities in the lower field formations do not have any powers to re-appoint or re-employ such staff as have retired from service voluntarily/prematurely on their own option available to them under the Rules and orders. [E(P&A)I-77/RT/46 dated 29.05.1984 & E(NG)I/91/RG1/1 dated 30.04.1992].

8.2 A person who had resigned to contest an election on the symbol of any political party or as an independent candidate shall not be re-appointed either as a fresh entrant or otherwise. [E(NG)I/96/RG 1/1 dated 17.02.1997]

9. Resignation from a service or a post, unless it is allowed to be withdrawn in the public interest by the competent authority, entails forfeiture of past service. [F(E)III/77/PN1/11 dated 05.08.1977]

10. A resignation shall not entail forfeiture of past service if it has been submitted to take up, with proper permission, another appointment, under the Government, where service qualifies. Interruptions in service due to the two appointments being at different stations, not exceeding the joining time permissible, under the rules of transfer, shall be governed by grant of leave of any kind due to the employee on the date of relief or by formal condonation to the extent to which the period is not covered by leave due to him. [F(E)III/77/PN1/11 dated 05.08.1977]

The corresponding provisions of Railway Services (Pension) Rules, 1993 are indicated in Rule 41 thereof.

11. The authority competent to accept the resignation may permit a person to withdraw his resignation in the public interest on the following conditions:

- (i) that the resignation was tendered by the Railway servant for some compelling reasons which did not involve any reflection on his integrity, efficiency or conduct and the request for withdrawal has been made as a result of a material change in the circumstances which compelled him to tender his resignation originally;
- (ii) during the intervening period between the date of his resignation and the withdrawal, the conduct of the person was not improper;
- (iii) that the period of absence from duty between the date on which the resignation became effective and the date on which a person was allowed to resume duty as a result of permission granted for withdrawal of resignation, is not more than 90 days;
- (iv) that the post, which was vacated by the person or any other comparable post is available;
- (v) withdrawal of a resignation shall not be accepted where a Railway servant resigns his service or post with a view to take up a private employment or in a company wholly or substantially owned or controlled by the Government or under a body controlled or financed by the Government; and
- (vi) When an order is passed by the competent authority allowing a person to withdraw his resignation and to resume duty, the order shall be deemed to include condonation of interruption in service but the period of interruption shall not count for qualifying service. [F(E)III/77/PN1/11 dated 05.08.1977]

12. The provision at Para 9 is not applicable in the case of resignations prior to 01.04.1957.

13. Subject to the above:

- (a) The resignations of Group "A" & "B" Railway servants, other than those holding Administrative posts, serving on Railways may be accepted by the G.M. The acceptance of resignations of all other Group "A" servants shall require the sanction of the President and hence, should be referred to the Railway Ministry.
- (b) The resignations of a Group "C" & "D" Railway servant may be accepted by the authority competent to fill the post held by him. [Para 302 of IREC Vol.I]

14. In this connection, attention is also invited to the provisions contained in Chapter 3 of the Indian Railway Establishment Code Vol.I.

15. Technical Resignation & Lien:

Detailed consolidated instructions on Technical Resignation & Lien, contained in DoP&T's OM No.28020/1/2010-Estt.(C) dated 17.08.2016, which was circulated to the Zonal Railways/PUs, vide Railway Board's letter No. E(NG)I 2016/AP/2 dated 07.03.2017 (RBE No.21/2017) are enclosed as Annexure 'A'.

16. General:

- (a) While referring to this Circular, the original letters referred to herein should be read for a proper appreciation. This Circular is only a consolidation of the instructions issued so far and should not be treated as a substitution to the originals. In case of doubt, the original circular should be relied upon as authority.
- (b) The instructions contained in the original Circulars referred to have only prospective effect from the date of issue unless specifically indicated otherwise in the concerned circular. For dealing with old cases, the instructions in force at the relevant time should be referred to; and
- (c) If any circular on the subject, which has not been superseded, has not been taken into consideration in preparing this consolidated letter, the said circular, which has been missed through oversight, should be treated as valid and operative. Such a missing circular, if any, may be brought to the notice of the Railway Board.

Encl.: As above.


(D. Joseph)

**Joint Director/Estt.(N)
Railway Board**

Annexure 'A'

RB ESTT No. 21/2017

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

No.E(NG)I-2016/AP/2

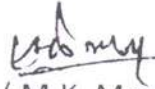
New Delhi, dated 07.03.2017

The General Managers (P)
All Zonal Railways & Production Units
(As per standard List).

Sub:- Technical Resignation & Lien-Consolidated guidelines.

Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)'s Office Memorandum No.28020/1/2010/Estt.(C) dated 17.08.2016, containing policy guidelines on the various subjects including that of technical resignation, lien etc.is enclosed herewith for necessary action and compliance. The instructions/guidelines contained therein will apply mutatis mutandis on Zonal Railways also.

Please acknowledge receipt.


(M.K. Meena)
Deputy Director Estt.(N)
Railway Board

DA:- As above.

आरबी स्था. सं. 21/2017

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

सं. ई (एनजी)I-2016/एपी/2

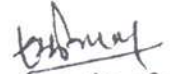
नई दिल्ली, दिनांक: 07.03.2017

महाप्रबंधक (कार्मिक),
सभी भारतीय रेलों और उत्पादन इकाइयां,

विषय: तकनीकी त्यागपत्र एवं लियन से संबंधित मार्गनिर्देशों का संकलन।

कार्मिक, जन शिकायत एवं पेंशन मंत्रालय (कार्मिक एवं प्रशिक्षण विभाग) के दिनांक 17.08.2016 के कार्यालय ज्ञापन सं.28020/1/2010/ईस्ट(सी), जिसमें तकनीकी त्यागपत्र, लियन आदि से संबंधित नीतिगत मार्ग-निर्देशों सहित विभिन्न विषयों पर नीतिगत मार्गनिर्देश अंतर्विष्ट हैं, सूचना एवं अनुपालन के लिए इस पत्र के साथ संलग्न है। इसमें अन्तर्विष्ट अनुदेश/मार्गनिर्देश, यथोचित परिवर्तनों सहित क्षेत्रीय रेलों पर भी लागू होंगे।

कृपया पावती दें।



(एम. के. मीना)

उपनिदेशक स्था.(एन)

रेलवे बोर्ड

संलग्न: यथोक्त

No. 28020/1/2010-Estt.(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated 17th August, 2016

OFFICE MEMORANDUM

Subject: Technical Resignation & Lien- Consolidated guidelines.

The undersigned is directed to refer to this Department's OM of even number dated the 26th December, 2013 on the above subject and to say that guidelines/ instructions regarding Technical Resignation have been issued from time to time. It is now proposed to further consolidate these instructions, as the Department continues to receive frequent references on these issues.

2.1 Technical Resignation

2.1.1 As per the Ministry of Finance OM No. 3379-E.III (B)/65 dated the 17th June, 1965, the resignation is treated as a technical formality where a Government servant has applied through proper channel for a post in the same or some other Department, and is on selection, required to resign the previous post for administrative reasons. The resignation will be treated as technical resignation if these conditions are met, even if the Government servant has not mentioned the word "Technical" while submitting his resignation. The benefit of past service, if otherwise admissible under rules, may be given in such cases. Resignation in other cases including where competent authority has not allowed the Government servant to forward the application through proper channel will not be treated as a technical resignation and benefit of past service will not be admissible. Also, no question of benefit of a resignation being treated as a technical resignation arises in case of it being from a post held on *ad hoc* basis.

2.1.2 This benefit is also admissible to Government servants who have applied before joining the Government service and on that account the application was not routed through proper channel. The benefit of past service is allowed in such cases subject to the fulfillment of the following conditions:

- (i) the Government servant should intimate the details of such application immediately on their joining;
- (ii) the Government servant at the time of resignation should specifically make a request, indicating that he is resigning to take up another appointment under the Government for which he applied before joining the Government service;
- (iii) the authority accepting the resignation should satisfy itself that had the employee been in service on the date of application for the post mentioned by the employee, his application would have been forwarded through proper channel.

(DOPT's O.M.No.13/24/92-Estt(Pay-1) dated 22.01.1993)

2.2 Carry forward of Leave benefits

- (i) In terms of Rule 9(2) of the CCS (Leave) Rules, 1972, technical resignation shall not result in the lapse of leave to the credit of the Government servant. The balance of unutilized Child Care Leave (CCL) as well as all other leaves of the kind due & admissible will be carried forward.
- (ii) As per rule 39-D of the CCS (Leave) Rules, 1972, in case of permanent absorption in PSUs/ Autonomous Bodies/ State Government etc., the Government servant shall be granted cash equivalent of leave salary in respect of EL & HPL at his credit subject to overall limit of 300 days.

2.3 Carry forward of LTC

Entitlement to LTC may be carried forward in case of a Central Government Servant who joins another post after having submitted Technical Resignation. In case of a Government Servant who resigns within 8 years of his appointment and joins another post in the Government after Technical Resignation, the Government Servant will be treated as a fresh recruit for a period of 8 years from the date of his initial appointment under Government. Thus if a Government Servant joins another Department after serving in Government for 4 years, he will be treated as a fresh recruit for 4 years in the new Department.

2.4 Pay Protection, eligibility of past service for reckoning of the minimum period for grant of Annual Increment

In cases of appointment of a Government servant to another post in Government on acceptance of technical resignation, the protection of pay is given in terms of the Ministry of Finance OM No. 3379-E.III (B)/65 dated the 17th June, 1965 read with proviso to FR-22-B. Thus, if the pay fixed in the new post is less than his pay in the post he holds substantively, he will draw the presumptive pay of the pay he holds substantively as defined in FR-9(24). Past service rendered by such a Government servant is taken into account for reckoning of the minimum period for grant of annual increment in the new post/ service/ cadre in Government under the provisions of FR 26 read with Rule 10 of CCS (RP) Rules, 2016. In case the Government servant rejoins his earlier posts, he will be entitled to increments for the period of his absence from that post.

2.5 GPF transfer

Transfer of GPF on technical resignation would be governed by Rule 35 of the General Provident Fund (Central Services) Rules, 1960.

2.6 Seniority

On technical resignation, seniority in the post held by the Government servant on substantive basis continues to be protected. However, in case of a Government servant deciding to rejoin his substantive post, the period spent in another department which he had joined after submitting his technical resignation will not count for minimum qualifying service for promotion in the higher post.

2.7 Applicability of Pension Scheme

In cases where Government servants, who had originally joined government service prior to 01.01.2004, apply for posts in the same or other Departments and on selection they are asked to tender technical resignation, the past services are counted towards pension if the new post is in a pensionable establishment in terms of Rule 26(2) of CCS(Pension) Rules 1972. They will thus continue to be covered under the CCS(Pension) Rules, 1972 even if they join the new post after 1.1.2004.

(Department of Pension & Pensioners Welfare's O.M.No.28/30/2004-P&PW(B)
dated 26.07.2005)

2.8 New Pension Scheme

In case of 'Technical Resignation' of Government servant covered under National Pension System (NPS), the balance standing to their Personal Retirement Account (PRA) along-with their PRAN will be carried forward to the new office.

2.9 Transfer of Service Book from parent Department to present Department.

As per SR- 198, the Service Book is to be maintained for a Government servant from the date of his/her first appointment to Government service and it must be kept in the custody of the Head of Office in which he is serving and transferred with him from office to office.

2.10 Need for Medical examination.

In cases where a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination.

2.11 Verification of Character & Antecedents

In the case of a person who was originally employed in an office of the Central Government, if the period intervening between date of discharge from his previous office and the date of securing a new appointment, is less than a year, it would be sufficient if the appointing authority, before making the appointment, satisfies itself by a reference to the office in which the candidate was previously employed that (a) that office have verified his character and antecedents; and (b) his conduct while in the employ in that office did not render him unsuitable for employment under Government. If however, more than a year has lapsed after the discharge of the person from his previous office, verification should be carried out in full/afresh, in accordance with O.M.No.18011/9(s)/78-Estt(B) dated 2nd July,1982.

3.1 Lien

3.1.1 Lien is defined in FR 9(13). It represents the right of a Government employee to hold a regular post, whether permanent or temporary, either immediately or on the termination of the period of absence. The benefit of having a lien in a post/service/cadre is enjoyed by all employees who are confirmed in the post/service/cadre of entry or who have been promoted to a higher post, declared as having completed the probation where it is prescribed. It is also available to those

who have been promoted on regular basis to a higher post where no probation is prescribed under the rules, as the case may be.

3.1.2 The above right will, however, be subject to the condition that the junior-most person in the cadre will be liable to be reverted to the lower post/service/cadre if at any time the number of persons so entitled is more than the posts available in that cadre/service.

(DOPT's O.M.No.18011/1/86-Estt (D) dated 28.03.1998)

3.2 Lien on a post

A Government servant who has acquired a lien on a post retains a lien on that post-

- (a) while performing the duties of that post;
- (b) while on foreign service, or holding a temporary post or officiating in another post;
- (c) during joining time on transfer to another post; unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
- (d) while on leave; and
- (e) while under suspension.

A Government servant on acquiring a lien on a post will cease to hold any lien previously acquired on any other post.

3.3 Retention of lien for appointment in another central government office/ State Government

- (i) A permanent Government servant appointed in another Central Government Department/Office/ State Government, has to resign from his parent department unless he reverts to that department within a period of 2 years, or 3 years in exceptional cases. An undertaking to abide by this condition may be taken from him at the time of forwarding of his application to other departments/offices.
- (ii) The exceptional cases may be when the Government servant is not confirmed in the department/office where he has joined within a period of 2 years. In such cases he may be permitted to retain the lien in the parent department/ office for one more year. While granting such permission, a fresh undertaking similar to the one indicated above may be taken from the employee.
- (iii) Timely action should be taken to ensure extension/ reversion/ resignation of the employees to their parent cadres on completion of the prescribed period of 2/3 years. In cases, where employees do not respond to instructions, suitable action should be initiated against them for violating the agreement/ undertaking given by them as per (i) and (ii) above and for termination of their lien. Adequate opportunity may, however, be given to the officer prior to such consideration.
- (iv) Temporary Government servants will be required to sever connections with the Government in case of their selection for outside posts. No lien will be retained in such cases.

(DOPT O.M.No.8/4/70-Estt(C) dated 06.03.1974)

3.4 Termination of Lien

3.4.1 A Government servant's lien on a post may in no circumstances be terminated even with his consent if the result will be to leave him without a lien upon a permanent post. Unless his lien is transferred, a Government servant holding substantively a permanent post retains lien on that post. It will not be correct to deny a Government servant lien to a post he was holding substantively on the plea that he had not requested for retention of lien while submitting his Technical Resignation, or to relieve such a Government servant with a condition on that no lien will be retained.

3.4.2 A Government employee's lien on a post shall stand terminated on his acquiring a lien on a permanent post (whether under the Central Government or a State Government) outside the cadre on which he is borne.

3.4.3 No lien shall be retained:

- a. where a Government servant has proceeded on immediate absorption basis to a post or service outside his service/ cadre/ post in the Government from the date of absorption; and
- b. on foreign service/ deputation beyond the maximum limit admissible under the orders of the Government issued from time to time.

(Notification No.28020/1/96-Estt(C) dated 09.02.1998)

3.5 Transfer of Lien

The lien of a Government servant, who is not performing the duties of the post to which the lien pertains, can be transferred to another post in the same cadre subject to the provisions of Fundamental Rule 15.

(Notification No.28020/1/96-Estt(C) dated 09.02.1998)

3.6 Joining Time, Joining Time Pay & Travelling Allowance

Provisions relating to joining time are as follows:

3.6.1 For appointment to posts under the Central Government on results of a competition and/or interview open to Government servants and others, Central Government employees and permanent/ provisionally permanent State Government employees will be entitled to joining time under the CCS (Joining Time) Rules, 1979. Joining time will be included as qualifying service in the new job.

3.6.2 A Government servant on joining time shall be regarded as on duty during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post. He will also be entitled to Dearness Allowance, if any, appropriate to the joining time pay. In addition, he can also draw compensatory allowances like House Rent Allowance as applicable to the old station from which he was transferred. He shall not be allowed Conveyance Allowance or permanent Travelling Allowance.

3.6.3 For appointments to posts under the Central Government on the basis of results of a competition and /or interview open to Government servants and others, Central Government employees and permanent/ provisionally permanent State Government employees shall be entitled to Transfer Travelling Allowance(TTA). However, temporary Central Government employees with less than 3 years of regular continuous service would not be entitled for TTA, as they are not entitled joining time pay under Joining Time Rules.

4. All Ministries/ Departments are requested to bring the instructions/ guidelines to the notice of all concerned.


(Mukesh Chaturvedi)
Director (Estt.)
Telefax: 23093176

To
All Secretaries of Ministries / Departments.

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi.
9. The Secretary, Union Public Service Commission, New Delhi.
10. Central Vigilance Commission, New Delhi.
11. Central Bureau of Investigation, New Delhi.
12. All Union Territory Administration.
13. Secretary, Staff side, National Council (JCM), 13 C, Ferozeshah Road, New Delhi.
14. ADG (M&C), Press Information Bureau, DoP&T.
- ✓ 15. NIC Cell with request to upload it under OMs and Orders, Establishment, Lien and also 'What is New'.
16. Hindi Section, DOP&T.


(Mukesh Chaturvedi)
Director (Estt.)

मास्टर परिपत्र सं. 21/2019

(दिसंबर, 2019 तक अद्यतन)

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

सं. ई(एनजी)।-2019/आरजी 1/मास्टर परिपत्र

नई दिल्ली, दिनांक 17.12.2019

महाप्रबंधक (कार्मिक)

सभी भारतीय रेलें एवं उत्पादन इकाइयां
(मानक डाक सूची के अनुसार)

विषय : "रेल सेवा से त्यागपत्र" पर मास्टर परिपत्र ।

"रेल सेवा से त्यागपत्र" पर मास्टर परिपत्र सं. 21 उक्त विषय पर अनुदेशों का समेकन है जिन्हें इससे पहले बोर्ड के दिनांक 21.01.1991 के पत्र सं. ई(एनजी)।/90/आरजी 1/1 द्वारा रेलों को परिपत्रित किया गया था । तब से कुछ प्रावधानों में बदलाव हुए हैं तथा कुछ नए प्रावधान जोड़े गए हैं । इस विषय पर सभी वर्तमान मूल अनुदेशों को एक स्थान पर लाने के उद्देश्य से, संशोधित अद्यतन मास्टर परिपत्र में अनुदेशों को उपयुक्त रूप से आशोधन/समावेशन कर मास्टर परिपत्र को अद्यतन किया गया है जो निम्नानुसार है :-

2. जब ऐसा रेल सेवक जिस पर पूछताछ तथा जांच लंबित है (चाहे उसे निलंबित किया गया है या नहीं) अपना त्यागपत्र प्रस्तुत करता है तो, सामान्यतः ऐसे त्यागपत्र स्वीकार नहीं किए जाने चाहिए । हालांकि, जहां ऐसे मामलों में त्यागपत्र स्वीकार करना जनहित के लिए आवश्यक समझा जाता है, वहां रेल सेवक को बर्खास्त कर सकने वाले सक्षम प्राधिकारी की पूर्वानुमति से उक्त को स्वीकार किया जा सकता है बशर्ते निम्नलिखित में से एक या अधिक शर्तें पूरी हो रही हों :

- क) जहां कथित अपराधों में नैतिक अधमता शामिल नहीं है ; अथवा
- ख) जहां दोषी अधिकारी के विरुद्ध सबूत उतने मजबूत नहीं है कि जिससे इस धारणा को न्यायोचित कहा जा सके कि यदि विभागीय कार्यवाही चलती है तो अधिकारी को सेवा से हटाया या बर्खास्त कर दिया जाएगा ; अथवा
- ग) जहां विभागीय कार्यवाही इतनी लंबी होने की संभावना हो कि त्यागपत्र स्वीकार करना जन कोष के लिए अनुदार होगा ।

[ई(एनजी)।/70/आरजी/1 दिनांक 24.06.1972]

- 2.1 त्यागपत्र स्वीकार किए जाने के सभी मामलों में, सक्षम प्राधिकारी के लिए अनिवार्य होगा कि वह त्यागपत्र के अनुरोध पर निर्णय लेने से पहले सतर्कता क्लीयरेंस प्राप्त कर लें। सक्षम प्राधिकारी द्वारा यह भी सुनिश्चित किया जाए कि सतर्कता क्लीयरेंस लेने के लिए सतर्कता के लिए निवेदन पर शीघ्र विचार किया जाए। [ई(एनजी)1-94/आरजी/2 दिनांक 30.12.1994]
- 2.2 त्यागपत्र के आवेदन पर विचार करते समय इस प्रश्न को भी ध्यान में रखा जाए कि प्रशिक्षण की लागत, यदि कोई है, वसूली-योग्य है या नहीं।
3. ऐसे मामलों में जिसमें रेल सेवक द्वारा किए गए अपराध का दंड बर्खास्तगी या हटाया जाना है, तो उसका त्यागपत्र स्वीकार नहीं किया जाना चाहिए। [भारतीय रेल स्थापना संहिता जिल्द- 1 का पैरा 302]
4. संयुक्त राष्ट्र एजेंसियों तथा अंतर्राष्ट्रीय संगठनों में अथवा द्विपक्षीय एसाइनमेंट पर प्रतिनियुक्त व्यक्ति यदि विदेशी एसाइनमेंट पर बने रहना चाहते हैं तो वह भारत तथा अपने मूल विभाग में लौटे बिना सेवा से त्यागपत्र दे सकते हैं। आईटीईसी एसाइनमेंट पर प्रतिनियुक्त सरकारी कर्मचारी विदेश में सेवारत रहते हुए त्यागपत्र नहीं दे सकते क्योंकि ऐसे व्यक्तियों का वेतन एवं अन्य खर्चे भारत सरकार में विदेश मंत्रालय वहन करता है।
5. यदि किसी महत्वपूर्ण पद पर काम कर रहा रेल सेवक त्यागपत्र देता है तथा पद को भरने के लिए वैकल्पिक व्यवस्था करने में समय लगेगा, तब त्यागपत्र तुरंत स्वीकार न कर के, केवल तभी स्वीकार किए जाने चाहिए जब पद भरने के लिए वैकल्पिक व्यवस्था हो गई हो। [भारतीय रेल स्थापना संहिता जिल्द- 1 का पैरा 302; सं. ई(एनजी)65/आरजी 1/36, दिनांक 26.10.1966 तथा ई(एनजी)65/एजी1/2 दिनांक 30.06.1966]
6. त्यागपत्र भूतलक्षी प्रभाव से स्वीकार नहीं किए जाने चाहिए। यह सुनिश्चित करने के लिए, सार्वजनिक क्षेत्र उपक्रम आदि में प्रतिनियुक्त रेल सेवक द्वारा ऐसे संस्थान में आमेलित होने के लिए दिए गए त्यागपत्र पर कार्यवाही कर उक्त की स्वीकृति के आदेश संस्वीकृत प्रतिनियुक्ति अवधि खत्म होने से पहले ही जारी कर दिए जाने चाहिए।
7. यदि त्यागपत्र स्वीकार किए जाने में कोई आपत्ति नहीं है तब संबंधित कर्मचारी को त्यागपत्र की स्वीकृति के विषय में निरपवाद रूप से औपचारिक सूचना दे दी जानी चाहिए। [ई(एनजी)1/92/आरजी/2 दिनांक 18.05.92]
8. जिस व्यक्ति ने त्यागपत्र दे दिया है उसे विरल मामलों में पुनर्नियुक्त किया जा सकता है किंतु पुनर्नियुक्ति उसी पद पर या पदोन्नति के चैनल में होगी जिसमें वह पहले सेवारत था। पुनर्नियुक्ति के समय

संबंधित व्यक्ति को विशेष रूप से यह चेतावनी दे दी जाए कि यह पूर्ण रूप से नई नियुक्ति है तथा वह अपनी पिछली सेवा के किसी लाभ तथा विशेषाधिकार का हकदार नहीं है। अतः, ऐसे व्यक्तियों से पावने की राशि वापस करने को न कहा जाए। प्रस्ताव में यह स्पष्ट रूप से उल्लेख किया जाए कि नियुक्ति पूर्णतः अस्थायी है तथा वह ग्रेड में अन्य अस्थायी/स्थानापन्न कर्मचारियों के साथ अपनी वरिष्ठता लेगा। पुनर्नियुक्ति के ऐसे सभी मामलों में संबंधित समन्वय विभागाध्यक्ष का व्यक्तिगत अनुमोदन आवश्यक होगा। [ई52 आरसी1/55/3, दिनांक 14.03.1955 तथा ई(एनजी)1/91/आरजी1/1 दिनांक 27.12.1991]

8.1 लोअर फील्ड फॉर्मेशन के महाप्रबंधकों तथा अन्य नियुक्ति प्राधिकारियों के पास ऐसे कर्मचारियों को पुनर्नियुक्त अथवा पुनर्नियोजित करने की कोई शक्ति नहीं है जिन्होंने उपलब्ध नियमों तथा आदेशों के अंतर्गत स्वेच्छा/समय से पहले सेवानिवृत्ति ली है। [ई (पी & ए) 1-77/आरटी/46 दिनांक 29.05.1984 तथा ई(एनजी)1/91/आरजी1/1 दिनांक 30.04.1992]

8.2 ऐसा व्यक्ति, जिसने किसी राजनैतिक दल के चिह्न पर अथवा स्वतंत्र उम्मीदवार के रूप में चुनाव लड़ने हेतु त्यागपत्र दिया हो, उसकी नए प्रवेशी या अन्यथा किसी भी रूप में पुनर्नियुक्ति नहीं की जाएगी। [ई(एनजी)1/96/आरजी1/1 दिनांक 17.02.1997]

9. किसी सेवा या पद से त्यागपत्र देने पर, जब तक सक्षम प्राधिकारी द्वारा जनहित में इसे वापस लेने की अनुमति नहीं दी जाती, पिछली सेवा समपहत हो जाएगी। [एफ(ई)111/77/पीएन1/11 दिनांक 05.08.1977]

10. पदत्याग से विगत सेवा का समहिरण नहीं होगा यदि ऐसा पदत्याग समुचित अनुज्ञा से, सरकार के अधीन, वहां जहां सेवा अर्हक होती हो, ग्रहण करने के लिए किया गया हो। सेवा का व्यवधान जो दो नियुक्तियों के दो विभिन्न स्थानों पर होने के कारण हुआ हो और स्थानांतरण के नियमों के अधीन अनुज्ञेय कार्यभार ग्रहण करने की अवधि से अधिक का न हो, कर्मचारी को उसके कार्यभार छोड़ने की तारीख को बाकी किसी भी प्रकार की छुट्टी देकर या उस सीमा तक उसे औपचारिक रूप से माफ करके जिस सीमा तक वह अवधि सरकारी सेवक की बाकी छुट्टी से पूरी न होती हो, दूर कर दिया जाएगा। [एफ(ई)111/77/पीएन1/11 दिनांक 05.08.1977]

रेल सेवा (पेंशन) नियम, 1993 के तदनुसूची प्रावधान उसके नियम 41 में दिए गए हैं।

11. त्यागपत्र स्वीकार करने के लिए सक्षम प्राधिकारी निम्नलिखित शर्तों के अधीन किसी व्यक्ति को जनहित में अपना त्यागपत्र वापस लेने की अनुमति दे सकता है :

(i) यह कि त्यागपत्र रेल सेवक द्वारा कुछ ऐसे विवशतापूर्ण कारणों से दिया गया था जो उसकी सत्यनिष्ठा, दक्षता या आचरण पर कोई प्रभाव नहीं डालता और त्यागपत्र की वापसी के लिए प्रार्थना

- उन परिस्थितियों में तात्त्विक परिवर्तन होने के परिणामस्वरूप की गई है जिनके कारण वह मूलतः त्यागपत्र देने के लिए विवश हुआ था;
- (ii) यह कि त्यागपत्र देने तथा त्यागपत्र वापसी के निवेदन के बीच की अवधि के बीच में व्यक्ति का आचरण अनुचित नहीं था।
 - (iii) यह कि त्यागपत्र प्रभावी होने की तारीख और त्यागपत्र वापस लेने की अनुज्ञा के परिणामस्वरूप कार्य पुनः आरंभ करने के लिए अनुज्ञात तारीख के बीच कार्य से अनुपस्थित रहने की अवधि 90 दिनों से अधिक नहीं है;
 - (iv) यह कि जो पद द्वारा रिक्त किया गया था अथवा कोई अन्य समान पद उपलब्ध है;
 - (v) जहां रेल सेवक प्राइवेट रोजगार अथवा ऐसी कंपनी जो पूर्णतः अथवा अंशतः सरकार के स्वामित्व अथवा नियंत्रण वाली अथवा सरकार द्वारा नियंत्रित अथवा वित्तपोषित निकाय के अंतर्गत नौकरी लेने के लिए अपनी सेवा अथवा पद से त्यागपत्र देता है तो त्यागपत्र वापसी स्वीकृत नहीं की जाएगी।
 - (vi) जब सक्षम प्राधिकारी द्वारा कोई आदेश किसी व्यक्ति को अपना त्यागपत्र वापिस लेने और कर्तव्य पुनः आरंभ करने की अनुज्ञा देते हुए पारित किया जाता है, वहां उस आदेश के बारे में यह समझा जाएगा कि उसके अंतर्गत सेवा में व्यवधान को माफी भी है किंतु उस व्यवधान की अवधि की गणना अर्हक सेवा के रूप में नहीं की जाएगी।
12. पैरा 9 में दिए गए प्रावधान 01.04.1957 से पहले के त्यागपत्रों के मामलों में लागू नहीं होगा।
13. उपरोक्त के अधीन :
- (क) रेलों में सेवारत ग्रुप 'ए' तथा 'बी' के रेल सेवकों, प्रशासनिक पद धारकों के इतर, के त्यागपत्र महाप्रबंधक द्वारा स्वीकृत किए जा सकते हैं। अन्य सभी ग्रुप 'ए' सेवकों के त्यागपत्र के लिए राष्ट्रपति की मंजूरी आवश्यक होगी तथा इसलिए, रेल मंत्रालय को भेजे जाएं।
 - (ख) ग्रुप 'सी' तथा 'डी' के रेल सेवकों के त्यागपत्र उस सक्षम प्राधिकारी द्वारा स्वीकार किए जा सकते हैं जो उसके द्वारा धारित पदों को भर सकता है। [भारतीय रेल स्थापना संहिता जिल्द. I का पैरा 302]
14. इस संबंध में भारतीय रेल स्थापना संहिता जिल्द. I के अध्याय 3 में दिए प्रावधानों की ओर भी ध्यान दिलाया जाता है।
15. **तकनीकी त्यागपत्र तथा लियन :**
कार्मिक एवं प्रशिक्षण विभाग के दिनांक 17.08.2016 के कार्यालय ज्ञापन सं. 28020/1/2010-इस्टे(सी) में तकनीकी त्यागपत्र तथा लियन पर विस्तृत समेकित अनुदेश जो क्षेत्रीय रेलों/उत्पादन

इकाइयों में रेलवे बोर्ड के दिनांक 07.03.2017 के पत्र सं. ई(एनजी)। 2016/एपी/2 द्वारा परिपत्रित किए गए थे, अनुलग्नक 'क' के रूप में संलग्न हैं।

16. सामान्य :

(क) इस परिपत्र को देखते हुए इसमें संदर्भित सभी पत्रों को उचित तरीके से पढ़ा जाए। यह परिपत्र अभी तक जारी किए गए अनुदेशों का समेकन है तथा इन्हें मूल का प्रतिस्थापन न माना जाए। शंका के मामले में, मूल परिपत्र को प्राधिकार के रूप में माना जाए।

(ख) उपरोक्त संदर्भित मूल परिपत्र में अंतर्विष्ट अनुदेशों का उनके जारी होने की तिथि से ही भावी प्रभाव होगा जब तक कि संबंधित परिपत्र में अन्यथा विशेष रूप से न दिया जाए। पुराने मामलों पर कार्रवाई के लिए, उस समय पर लागू अनुदेशों का संदर्भ लिया जाना चाहिए; और

(ग) यदि इस समेकित पत्र को तैयार करते समय इस विषय पर कोई परिपत्र जिसे हटाया नहीं गया है, पर विचार नहीं किया गया है, तो उक्त परिपत्र, जो चूक के कारण छूट गया है, को वैध एवं लागू माना जाएगा। ऐसा छूट गया परिपत्र, यदि कोई है, तो उसे रेलवे बोर्ड के ध्यान में लाया जाए।

संलग्नक : यथोक्त

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