

MASTER CIRCULAR

Master Circular No. 3

Railway Institutes/Clubs

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RAILWAY INSTITUTES/CLUBS

At present the orders relating to Railway Clubs/Institutes are contained 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 above subject as below for the information and guidance of all concerned.

2. The Railway Administrations provide, as part of staff amenity, Institutes/Clubs to promote *esprit de corps* among Railway employees and also to encourage them to participate in sports, cultural programmes, etc. As such a Railway Institute should be looked upon as a club provided by the Railway, rent-free for the benefit of its employees. On principle, therefore the Railway Administrations should provide everything which a landlord ordinarily would and the Institute/Club should pay for all that a tenant would usually be liable.

3. The Railway Administration will bear: -

- i. The first cost of the building including the cost of electric installations (including electric fans) with necessary furniture, roads, fences, tennis courts and other playgrounds. Wherever possible, a garden will also be provided.

Note: The term "furniture" is not intended to include billiards table, pianos and pictures. It includes lamps, other than billiards table lamps and locks and keys of almirahs.

- ii. The cost of maintenance and alterations except in the case of tennis courts and other playgrounds, the Railway Administration will bear only the cost of ordinary Engineering repairs.

4. The institute/club funds will bear:-

- a. the cost of rolling, watering, grass-cutting and other maintenance charges of playgrounds, other than engineering repairs.
- b. the cost of maintenance of its gardens and ornamental grounds;
- c. the cost of maintenance and renewal, whether partial or complete, of electrical installations including fans payable at a Hat rate of Rs. 5 per annum on the capital cost of the installations ;
- d. the cost of electric current consumed and hire of meter,

- e. occupiers' share of Municipal taxes for specific direct services rendered to an institute by a Municipality such as conservancy, water and the like taxes as distinct from taxes of general nature:
- f. water charges calculated at so much per tap, each Railway Administration fixing its own rate of charges.

Note : In the case where large quantities of water are supplied as in case of swimming pools, the actual cost of water supplied should be recovered. However, in cases where waste water from the swimming pools is utilised for definite railway purposes, e.g. flushing of sewers and watering of grounds, etc. no charges for supply of water of swimming pools should be recovered.

5. No rent is recoverable in the case of Institutes/Clubs where the building is erected by the Institute/ Club at its cost on Railway land. Also, no rent is recoverable in the case of Institutes/ Clubs :

- i. if the buildings are specifically constructed after obtaining the sanction from the Railway Board;
- ii. if any additional expenditure is incurred in converting an existing building into a Club/ Institute or providing ancillaries to make it suitable as an institute/club had the prior approval of the Railway Board.

6. The Class-IV Staff employed in Railway Institutes/Clubs may be given residential accommodation rent-free if such accommodation forms part and parcel of the Institute/ Club building and is not required for any other Railway purpose or cannot be rented to outsiders and would otherwise lie vacant.

[Paras 2802 to 2811 of IREM, 1968 -for paras 2 to 6]

[Paras [2202 to 2211](#) of IREM, 1989 -for paras 2 to 6]

7. The General Managers of the Railways are competent to frame rules with regard to the running of the Railway Institutes/Clubs taking into account the local requirement of the Railway Administration and other circumstances of the place.

[Para 2817 of IREM, 1968 {[2217](#) of IREM 1989}]

8. The Membership of the Institute/Club is optional. The running of Institutes/Clubs are to be managed by a committee, representing its members. The committee engage such staff as are required and meet the cost of their wages and allowances. The cost of running the Institutes/ Clubs is met from funds at the disposal of the Institutes Management Committees derived from membership fees and grants from the Staff Benefit Fund. In view of the limited funds available at the disposal of the Managing Committee, they should employ only part-time workers and the whole-time workers should be engaged only when absolutely necessary in which case they should be paid adequate wages in consonance with such market conditions.

[No. E(W)86-ISI-1 dated 21.01.1987 (RBE 8/87),
No. E(W)80/IS 1/1 dated Oct. 1980,
No. E 55-LR1/4 dated 25.04.1956]

8.1. The whole-time staff of the Railway Institutes may also be issued privilege passes as indicated below:

First two years of service :	NIL
3rd to 20th year of service :	One set of passes per annum
21 st year onward :	Two sets of passes per annum

[No. E(G)58 PS5-4/1 dated 09.11.1959,
No. E(G)58 PS5-4/1 dated 18.03.1960,
No. E(W)79 PS5-4/1 dated 08.01.1980]

9. Since the staff of the Institutes/Clubs are not regular Railway employees, the Managing Committees should add a suitable clause to this effect while giving offer of appointment to the entrant in their employ. Existing staff should also be suitably advised of this. In this connection the Supreme Court in their recent judgement in Civil Writ No. 1389 of 1987 dated 27.2.90 upheld the contention of the Ministry of Railways (Railway Board) that the staff employed by the Railway Institutes/Clubs are not regular Railway employees and hence dismissed the Petition.

[No. E(W)86-ISI-1 dated 21.01.1987 (RBE 8/87),
No. E(W)87 ISI -12 dated 30.04.1990 (RBE 75/90)]

10. The following procedure should be followed by all the Railways in the matter of giving permission of recognised unions for holding meetings in Railway Institutes/Clubs:

- i. Prior permission of the Railway would be necessary before the Railway Institutes/ Clubs could be used;
- ii. The request for permission should reach the Administration at least three days before the meeting is sought to be held;
- iii. No political subject would be discussed in the meeting but the Railway Administration would not insist for a copy of the agenda;
- iv. In addition to obtaining permission from the Railway Administration, the responsibility for obtaining permission from the civil authorities or the Managing Committee of the Institutes/Clubs, whenever necessary, would be with the trade unions concerned;
- v. The time and date of the meeting should also be intimated by the Union while applying for permission.

The Railway Administration should ensure that granting of refusing permission are issued promptly to the Unions. Permission cannot be given to use Railway Land/premises by the unrecognised unions for holding meetings etc.

- vi. There would be a ban on the use of railway premises for any religious function except that the functions for which permission had been given in the past for being held in a particular railway premises would be allowed as hithertofore.

It is desirable that specific mention is made by the Railway Administrations in their local Rules framed with regard to running of the Railway Institutes/Clubs on the above aspect.

[No. [E\(L\)60-UT1-33](#) dated [09.02.1960](#),
No. [E\(LR\)III/80](#) UT3/23 dated [08.05.1980](#),
No. [E\(W\)86-ISI-2](#) dated [03.06.1986](#) (RBE 105/86),
No. [E\(W\)87SC2-13](#) dated [20.01.1988](#) (RBE 15/88)]

11. It has been decided that where direct recruitment to Group 'D' posts is made from the open market in the Workshops or in Electrical/Diesel Loco Sheds, as permissible under extant instructions, persons employed in Railway Institutes attached independently to a Workshop (not to the Division) may apply direct provided they possess the educational qualification prescribed for the said direct recruitment. Applications of such persons can be considered by the Railway Administration alongwith other applications. Such candidates can also be allowed age concession to the extent of five years or service rendered in the institutes, whichever is less for absorption in Class-IV categories and appearing before Railway Recruitment Board for selection of Class-III categories.

[No. [E\(NG\)III/73/RR-1/27](#) dated [30.10.1973](#),
No. [E\(NG\)II 87/RR-4/5](#) dated [23.08.1988](#) (RBE 191/88)]

12. The Railway Board have no objection to the checking of Institutes/Clubs Accounts being done by selected Accounts staff outside their office hours on payment of a fee from the Institutes/Cubs fund.

[No. [E. 53-FU1/3](#) dated [30.05.1955](#)]

13. General:

- a. The consolidation made in the Master Circular should be construed only as a key to the original circular and not a substitution. In case of any doubt, the original circular(s) referred to in the Master Circular will be relied upon as authority.
- b. It should be noted that 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.
- c. 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, the 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 a Railway Board for suitable action for issuing a supplementary circular.

Original Orders/Circulars from which Consolidation has been made

1. No. [E 49-ISI/3 dated 09.02.1950](#)
2. No. [E 49-ISI/3 dated 12.09.1950](#)
3. No. [E. 53-FU1/3 dated 30.05.1955](#)
4. No. [E 55-LR1/4 dated 25.04.1956](#)
5. No. [E\(G\)58 PS5-4/1 dated 09.11.1959](#)
6. No. [E\(L\)60-UT1-33 dated 09.02.1960](#)
7. No. [E\(G\)58 PS5-4/1 dated 18.03.1960](#)
8. No. [E\(NG\)III/73/RR-1/27 dated 30.10.1973](#)
9. No. [E\(LR\)III/80 UT3/23 dated 08.05.1980](#)
- 10.No. [E\(W\)80/IS 1/1 dated Oct. 1980](#)
- 11.No. [E\(W\)79 PS5-4/1 dated 08.01.1980](#)
- 12.No. [E\(W\)86-ISI-2 dated 03.06.1986](#) (RBE 105/86)
- 13.No. [E\(W\)86-ISI-1 dated 21.01.1987](#) (RBE 8/87)
- 14.No. [E\(W\)87SC2-13 dated 20.01.1988](#) (RBE 15/88)
- 15.No. [E\(NG\)II 87/RR-4/5 dated 23.08.1988](#) (RBE 191/88)
16. Supreme Court Judgement dated 27.02.1990 on Writ Petition No. 1389 of 1987 (forwarded to Railways under No. [E\(W\)87 ISI -12 dated 30.04.1990](#) (RBE 75/90))

Orders issued subsequently

1. **Supplementary circular no. 1 vide Railway Board's letter No. [E\(W\)90/IS1-3, dated 8.11.1991](#) (RBE 194/1991).**
2. No. [E\(W\)91 IS1-3 dated 02.12.1992](#) (RBE 204/92).