

**MEMORANDUM**

FOR THE

**ROYAL COMMISSION**

ON

**LABOUR IN INDIA**

**POST INDIAN RAILWAY**

Revised and reprinted 1930.

August 1929.

## EAST INDIAN RAILWAY.

### Memorandum for the Royal Commission on Labour.

In order to make this memorandum clear a word of explanation is necessary.

2. Up to 31st December 1924, the East Indian Railway was worked by the East Indian Railway Company. Its mileage was 2,771 and it was organised on the departmental system. The Agent in India was responsible to the Board of Directors in London as well as to the Government of India (Railway Board). The Chief Engineer controlled both new construction and maintenance of open line, the Locomotive Superintendent had under him the Locomotive Workshops and running sheds throughout the Railway and the Carriage and Wagon Superintendent was responsible for all rolling stock:

3. On the Oudh and Rohilkhand State Railway the Locomotive and Carriage and Wagon Superintendent controlled both the Charbagh (Loco.) and Alambagh (Carriage and Wagon) Workshops at Lucknow.

4. On 1st January 1925, the East Indian Railway was taken over by the State and on 1st July 1925 the Oudh and Rohilkhand State Railway was absorbed; certain sections of the old East Indian Railway were handed over to the North Western and Great Indian Peninsula Railways, the resulting mileage being 4,100.

5. In January 1925 the Divisional Organization was introduced and the Railway was divided into six Divisions. All staff concerned with the running of trains which includes the Way and Works Branch are now under the Divisional Superintendents who in turn are responsible to the Chief Operating Superintendent.

6. Workshops both Locomotive and Carriage and Wagon are now under the Chief Mechanical Engineer.

7. Other Heads of Departments are:—

The Chief Engineer,

The Chief Accounts Officer;

The Chief Electrical Engineer,

The Chief Medical Officer,

The Colliery Superintendent,

The Chief Commercial Manager,

The Controller of Stores,

The Superintendent, Watch and Ward Department.

The Printing Superintendent.

8. This Memorandum has been drawn up in four parts, each part dealing with different categories :—

- I. Workshop employees.
- II. Persons employed in mines.
- III. Operating staff.
- IV. Temporary labourers engaged for the construction of new lines or large capital works.

9. The Workshop at Tatanagar has not been dealt with in this memorandum as it is being conducted on an experimental basis on lines laid down by the Railway Board.

A. V. VENABLES,

*Deputy Agent,*

*East Indian Railway.*

*2nd August 1929.*

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\* This word should be read as indicating generally the changes in composition of the labour staff of an undertaking.

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## PART I.

**Workshop employees including the Mechanical, Electrical, Stores and Printing Departments and Block Signal Workshops, Howrah.**

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**(3) Existing Methods of Recruitment with suggestions for improvement.**

*Mechanical Department.*—Two grades of Apprentices are recruited for the Mechanical Workshops, viz.

(1) Youths between the ages of 16 and 19 years who have Matriculated and taken Mathematics as an optional subject or reached the Junior Cambridge standard. An examination of candidates is held annually at Jamalpur, the subjects being Mathematics, up to the standard of the Junior Cambridge or Matriculation examinations, General knowledge and elementary Drawing. Candidates are also examined in regard to physical qualifications by a Medical Officer. They are required to serve 5 years apprenticeship and to attend the Technical School, where instruction is given in Engineering subjects bearing on their craft. Examinations are held at the end of the 2nd, 3rd and 4th years and should an Apprentice fail in two successive examinations, his indenture may be cancelled. No guarantee of permanent employment is given but on completion of apprenticeship those required to fill vacancies are engaged as technically trained employees. During the training period they are provided with free board and lodging and are paid Rs. 10 to Rs. 30 per mensem, the annual increment being Rs. 5 per mensem.

(2) Youths between the ages of 16 and 18 years, usually the sons or relatives of Railway Workshop employees, are recruited as Workmen Apprentices. They are required to pass a medical examination and to serve 5 or 6 years apprenticeship in the Workshops. (The five year period will be adopted generally). Thereafter those required are appointed as skilled workmen and those who, having satisfactorily completed their training, cannot be absorbed immediately are subsequently offered employment as vacancies occur.

The training of this class of apprentice has been largely developed in the Jamalpur Locomotive Workshops and as a result, the proportion of semi-skilled to skilled labour has been steadily diminishing at that centre. Workmen Apprentices are also trained in the Lucknow Locomotive Workshops and this system is now being introduced in the Lillooah Carriage and Wagon Shops and will also be applied to the Lucknow Carriage and Wagon Shops.

It is noticeable that whereas formerly many of these youths were illiterate, the standard of education for present day entrants is usually the "Lower Primary" and many Workmen Apprentices are now being given elementary instruction in the Technical School.

During their training period, they live with their parents or guardians and are paid a small wage.

*Unskilled Labour.*—This class of labour is recruited locally at the several Workshop centres and generally the supply is in excess of the demand.

*Semi-skilled labour.*—This is usually recruited from unskilled labour which has acquired some skill while employed in the workshops.

*Skilled Labour.*—Time expired Workmen Apprentices are given preference when appointing skilled workmen and at Jamalpur, only a comparatively small proportion of the skilled labour required, is obtained from the semi-skilled class or from outside sources. In consequence there has been a marked increase in the efficiency of the workmen. At other workshop centres a deal of the skilled labour is obtained by promoting semi-skilled workmen who are considered fit for further advancement, or from outside sources, but extension of the Workmen Apprentice system which is popular with the staff, should materially alter this and result in increased efficiency.

*Electrical Department.*—Workmen Apprentices are engaged by this Department and are recruited from the sons and wards of the workmen. They are given a course of training for six years, on a wage of Rs. 7 to Rs. 12 per mensem on the first to the sixth year of training. After the expiration of apprenticeship, they are employed in the permanent establishment, provided there are vacancies existing and they are suitable therefor. They are required to sign an agreement. The Chief Electrical Engineer cannot suggest any better method of recruitment at present.

*Stores Department.*—The labour staff employed in the Stores Department very largely consist of coolies recruited locally. Labour staff is recruited as far as possible at the beginning of each month. Men seeking employment assemble at the time office gate of depôts and one of the senior staff is deputed to engage the required number of men. General physical fitness is the determining factor in the first instance and strict medical examination by the Railway Doctor is enforced before the staff is allowed to work in the Depot. The skilled labour, carpenters, tinmen, lettermen, etc., form a very small proportion of the total force and are generally men who have gained experience in the shops.



A better class of coolie labour could be obtained if the recruitment of labour was specially dealt with by one department, *i. e.*, a Labour Department, whose function would be to specially select them from the many sources which are available.

*Printing Department.*—Staff are engaged locally as required and this procedure has been found satisfactory as there is no scarcity of labour having sufficient knowledge in printing to suit our requirements.

*Block Signal Shops, Howrah.*—Recruitment of artisans for the Block Signal Shops, Howrah is generally made by selection from persons applying for employment and no difficulty is experienced in obtaining our requirements in this way. When specially skilled men are wanted charge hands are deputed to recruit individuals known to them to be skilled workmen. The only required qualification is skill in their particular trade. Educational attainments are not required. A certain number of lads numbering about 20 per cent. of the strength of the artisans employed are trained in the Workshops; and the services of such of them as develop into skilled workmen are retained. Practical instruction is imparted to these lads in the course of their training.

**Number of permanent employees on the Rolls of the Railway on the 1st of April 1925, and on the 1st of April 1929, respectively.**

	1st April.	
	1925	1929
Mechanical Department.		
Jamalpur Workshops .. ..	11,472	10,615
Lillooah Workshops .. ..	13,412	10,535
Lucknow Loco. Workshops .. ..	2,541	2,704
Lucknow Carriage and Wagon Workshops	2,969	3,175
<i>Electrical Department</i> .. ..	2,043	2,382
<i>Stores Department</i> .. ..	2,009	2,304
<i>Printing Department</i> .. ..	621	607

**Are the services of any Employment Agency utilised ?**

No

**(7) Unemployment. Number of Men Discharged in Each Class During the Last 5 Years Otherwise than on Grounds of Superannuation or Physical Unfitness. Number Discharged on Reduction of Establishment.**

## MECHANICAL DEPARTMENT.

*Jamalpur Workshops.—*

			Discharged.	Discharged on reduction of establishment.
Skilled	..	..	19	9
Unskilled	..	..	1,587	276
Total	..	..	<u>1,606</u>	<u>285</u>

*Lillooah Workshops.*—Figures for the last 5 years are not available as our records are not kept more than 3 years. From 1st July 1926, to 1st July 1929, 4,285 workmen were discharged on grounds other than those of superannuation and physical unfitness. Of the above number, 241 only were discharged on reduction of establishment. The turn over of workmen, especially in the unskilled grades has been high, as this class of labour is nomadic.

*Lucknow Locomotive Workshops.*—The total number of men discharged during the last 5 years was 462, and the number brought under reduction of establishment was 174.

*Lucknow, C. & W. Workshops.*—The number of men discharged was 4,348 and the number brought under reduction 158.

## ELECTRICAL DEPARTMENT.

During the last 5 years the following men were discharged from the service :—

- (a) Skilled and Semi-skilled—224.  
Unskilled—342.
- (b) Staff discharged on reduction of establishment—14 only.

## STORES DEPARTMENT.

(a) 2,923 of which 1,800 from Lucknow and 900 from Lillooah owing to men leaving of their own accord and failing to report to duty again after 20 days.

(b) 15.

## PRINTING DEPARTMENT.

Total 88 men, of this number 22 men were discharged on reduction of establishment.

## BLOCK SIGNAL SHOPS, HOWRAH.

150 men. Of these none were discharged on reduction of establishment.

**(8) Absenteeism Unauthorised Absence and its ratio to total strength and measures taken to correct it.**

**MECHANICAL DEPARTMENT.**

*Jamalpur Workshops.*—The ratio is 8 per cent, per month. Staff who are frequently guilty of unauthorised absence, or who have been absent without authority for a long period at a stretch, or for a large number of days in a year, are dealt with either by their increases being withheld, or discharge, according to the merits of the case.

*Lillooah Workshops.*—An average of  $5\frac{1}{4}$  per cent. of the total strength are absent daily without authority. A departmental Regulation, which lays down that a workman absent for over 3 days without authority is liable to be discharged, is in force with a view to minimising unauthorised absence. Full explanation is demanded from the absentee in every case, if his unauthorised absence exceeds 3 consecutive days, before he is allowed to resume work but legitimate excuses are accepted. This rule has improved attendance.

*Lucknow Locomotive Workshops.*—Statistics showing unauthorised absence are not maintained. Any workmen absent over 15 days continuously without permission is liable to discharge unless definite extenuating circumstances can be put forward.

*Lucknow Carriage and Wagon Workshops.*—The amount of unauthorised absence and its ratio to total strength is not available. In order to correct any unauthorised absence a rule is in force that men absent without leave for more than 15 days in the year are liable to discharge if a suitable excuse is not forthcoming.

**ELECTRICAL DEPARTMENT.**

From the last six months' return, the ratio of unauthorised absence to the total strength is 2 per cent. Men lose their wages for the period they remain absent without notice. In case of wilful absence from duty they are fined, in addition to loss of pay for the period of absence. Should an employee absent himself for more than 21 days without permission he is put up for discharge for absconding and such discharge is authorised by the Head of Department.

**STORES DEPARTMENT.**

About 7 per cent. of the staff are usually absent from duty. No pay is allowed as a measure to correct it, for prolonged unauthorised absence the men are discharged.

**PRINTING DEPARTMENT.**

Roughly 6 per cent. of the total strength are usually absent from duty without leave per month. Staff are first warned for unauthorised absence and discharged if absences are frequent. Staff forfeit their pay for absence without leave.

## 11. Selection of Managing staff.

*Mechanical Department.*—Workshop employees are directly under the supervision of Chargehands and Chargemen, under the control of Assistant Foremen and Foremen, who in turn are supervised by Assistant Managers and Managers. The general administration of the Jamalpur and Lillooah Workshops is in the hands of Deputy Chief Mechanical Engineers and at Lucknow, the Works Managers are responsible for the administration of the Locomotive and Carriage and Wagon Workshops, respectively. Employment Officers have recently been appointed at Lillooah and Jamalpur and the creation of a similar post at Lucknow is anticipated. The selection of Managing Staff is controlled by the Agent and Chief Mechanical Engineer and Administrative Officers are selected by the Railway Board.

*Electrical Department.*—Men work directly under the supervision of a qualified Indian or European Chargeman who in turn is under the control of either an Assistant Foreman, Foreman, or Power House Superintendent. Leave, increments, etc., are controlled by the District Officers, governed by the rules in force.

*Stores Department.*—The labour works immediately under Gunners. The District Controller of Stores controls the leave, increments, etc., on orders received from time to time from the Controller of Stores.

*Printing Department.*—Managing staff are appointed by the Agent. The subordinate supervising staff by the Printing Superintendent and are made either by promotion or engaged locally as required.

## 12. Recruitment and training of supervising staff.

### MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—A Workshop Instructor arranges the training of Apprentices in the various Shops. Apprentices careers, both in the Shops and Technical School, are watched and recorded throughout and rates of pay are fixed on completion of apprenticeship by the Deputy Chief Mechanical Engineer according to merit.

Promotions of workmen are made on merit, and not seniority only.

*Lilloah Workshops.*—Young workmen, who are dependents or relatives of old hands have in the past been engaged and attached to a senior hand, in the same trade, who is usually the guardian, with a view to their qualifying themselves as skilled workmen. This system is under revision and an arrangement similar to that in vogue at Jamalpur is being introduced. In future vacancies in the skilled workmen's grades will, as far as possible, be filled by time expired workmen apprentices. Unskilled labourers are always the first choice for filling vacancies in the semi-skilled grade and outstanding semi-skilled workmen have opportunity for promotion to the skilled grades. Illiteracy is a disadvantage and the literate mistry has more chance of promotion than the illiterate, other qualifications being equal.

*Lucknow Locomotive Workshops.*—No special facilities are provided for training and promotion beyond a carefully thought out curriculum in connection with the practical training of Workmen Apprentices and their attendance at the Government Technical School, Lucknow. Promotion to a higher grade is invariably made from the existing staff, length of service, attendance and suitability being factors which govern the selection.

*Lucknow Carriage and Wagon Workshops.*—In the case of promotion in these shops, men already in service are always given preference if their qualifications are such as to render their promotion justified. No special system of training exists.

#### ELECTRICAL DEPARTMENT.

A literate employee can if he qualifies himself rise from Rs. 10 per mensem to Rs. 150 and by selection to any of the higher grades in the supervising establishment. An illiterate employee can similarly rise from Rs. 10 to Rs. 84 per mensem, *vide* grades shown under item 96. The facilities for training are confined to the practice of posting the less qualified staff to work with more fully qualified staff and selections for promotion made by the supervisor in charge.

#### PRINTING DEPARTMENT.

All staff are eligible for increases in pay according to their occupations and grades. Promotions are made from the staff holding the required qualifications. There are no facilities for training supervising staff other than that gained at work.

### 13. Nature of relations between the Managing Staff and employees.

*Mechanical Department.*—Relations between the Managing Staff and employees have been generally satisfactory, except at Lillooah where labour has been disturbed by agitators.

A Welfare Committee has been organized at each Workshop centre for the purpose of discussing general matters concerning the welfare of employees and workmen are encouraged to represent their complaints to the Managing staff—

- (a) Through workmen-representatives of the Welfare Committees.
- (b) By petitions.
- (c) By personal interviews.

*Electrical Department.*—The relations are satisfactory. The members of the Managing staff control the men working directly under them. Should any disciplinary action be necessary against any workmen the Managing staff put forward their recommendation to the District Officer, who, if he considers necessary refers to the Chief Electrical Engineer for decision. Consequently the question of unfairness and hardship seldom arises; every case being decided upon its merit by the Officers mentioned.

Annual increments are regularly granted for efficient service up to the maximum of the grade in which an employee is posted and to ensure that no man's increment is unreasonably suspended a list of men whose increment it is proposed to stop is submitted to the Head of Department with reasons, for final decision. Complaints are, therefore, extremely rare and when investigated are found to be groundless.

*Stores Department.*—The relations between the Managing staff and employees are good. The Managing staff (Officers only) in charge of the Depot have the power to engage, dismiss, discharge and punish the workmen, but complaints as to unfairness or hardships are few.

*Printing Department.*—The relations between the managing staff and employees are good.

*Block Signal Shops, Howrah.*—The relations between the Managing staff and the subordinate and menial employees are generally speaking cordial, for although the menial and lower subordinate staff are under the direct control of the Upper subordinate staff, no form of punishment may be inflicted for any form of offence or irregularity unless the Inspector or Foreman concerned obtains the

permission of his immediate superior officer. In the case of an offence which calls for the termination of an employee's services, the immediate superior officer has to refer the matter to his Divisional or District Officer for orders.

**15. Extent and Nature of work given on contracts ; extent of sub-contracting ; control exercised over working conditions.**

*Mechanical Department.*—No work is given on contract.

*Electrical Department.*—No contract work is entered into in connection with the manufacture in the Electrical Workshop but contracts are entered into for wiring buildings by outside firms ; in the contract agreement no clauses exist at present, whereby any control over the labour employed by such contractor is effected.

Sub-contracting is on rare occasions permitted but only on the special approval of the Head of Department.

*Stores Department.*—There is no contract work in the Depots.

*Printing Department.*—No works is given out to contract.

**16. Housing. Extent to which housing is provided by Railways for their employees.**

(a) Free of rent.

and

(b) On payment of rent.

Workshop staff are not generally provided with quarters but certain quarters have been provided for the workshop staff at Ondal.

**ELECTRICAL DEPARTMENT.**

Quarters are provided on the old East Indian Railway Section for such staff as are required to live near or within the precincts of the electrical installations in which they are employed and who occupy menial type quarters free of charge. Staff occupying Drivers' type quarters are charged rent according to rules in force. On the old Oudh and Rohilkhand Section there are no rent free quarters.

**STORES DEPARTMENT.**

Fire Brigade staff have quarters free of rent.

Where men are not given Railway Quarters the conditions under which they live.

## MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—The major portion of the staff at Jamalpur is drawn from the agricultural class. These men live within a radius of 20 miles and are the owners of small plots of lands to which they prefer to return in the evening than live in Jamalpur. Others live in Jamalpur and Monghyr bazaars.

*Lilloah Workshops.*—Bengali workmen generally live in houses of their own or belonging to relatives, in urban or rural areas and would not wish to be housed elsewhere. Up-country workmen live in rented accommodation in the Howrah and Tikiapara areas. The conditions are not considered satisfactory and the question of providing quarters for these workmen is under consideration.

*Lucknow Workshops.*—The workmen live in Lucknow or in the neighbouring villages.

## ELECTRICAL DEPARTMENT.

Where no railway quarters are provided, employees make their own arrangements for accommodation, and in many cases this is preferred for the reason that they select a house surrounded by a piece of land which the family cultivate and thereby augment their income. The accommodation provided by the railway is at least equal in area to that usually occupied by the different type of employees in their village and is certainly more substantial and healthy.

## STORES DEPARTMENT.

*Howrah.*—The bulk of the labour reside in coolie quarters (villages only) on the outskirts of Howrah under very congested and bad conditions.

*Jamalpur.*—Labour staff is drawn from the surrounding country within a radius of about 20 miles—as they are mostly agriculturists and owners of small plots. They prefer returning to their homes.

*Lucknow.*—The men have their homes in the surrounding village but in many cases lodge in the various parts of the city.

**Whether arrangements exist for staff to live with their families and whether they generally do so.**

Dealt with in Part III Operating Department.



*Mechanical Workshops.*—With the exception of certain up country men employed in the Lillooah and Jamalpur Workshops, the large majority of workmen live with their families.

*Electrical Department.*—A great proportion do live with their families.

**Capital expenditure on staff quarters—**

- (1) Incurred since the construction of the Railway.
- (2) Incurred during the last 4 years and
- (3) Contemplated during the next two years.

18. Scale of accommodation provided for different classes.

19. Whether accommodation supplied is fully utilised by the employees.

20. Where rent is charged, the rate charged and the proportion it bears to wages.

21. Problems connected with sub-letting and eviction.

The replies to the above are embodied in Part III.

23. General conditions of health of employees with figures of mortality, birth rate and infant mortality.

**MECHANICAL DEPARTMENT.**

*Jamalpur and Lucknow Workshops.*—The general health of employees is good. Records of birth rate and infant mortality are not maintained.

*Lillooah Workshops.*—The health of employees is generally fair though epidemics in the bazzars and congested urban areas are frequent, usually just before the rains break and Malaria and Kalazar are diseases common in this Province. Mortality figures among workmen are on an average 110 or 1 per cent. per annum. Figures showing birth rate and infant mortality cannot be furnished.

**ELECTRICAL DEPARTMENT.**

The Chief Electrical Engineer has no reason to believe that the health of the employees, mortality and birth rate do not compare favourably with that of other communities.

## STORES DEPARTMENT.

The general health of the staff is fairly good except at Lillooah. An average of about 6 per day report sick. No figures of mortality, etc., are available.

**24 and 25. Medical facilities for employees and extent to which they are utilised.**

*Mechanical Department.*—Hospitals and dispensaries are provided. Treatment is free to railway employees and is freely availed of.

*Electrical Department.*—Men are treated free in the Railway hospitals by the Railway Doctors. Medical facilities offered to employees are, the Chief Electrical Engineer understands, fully utilised by them.

*Stores Department.*—The Railway has hospitals and dispensaries within a short distance of each Depot to which the staff are admitted and full advantage of these facilities is taken and the treatment is free.

There are no notoriously unhealthy places.

*Printing Department.*—Staff are treated free by the Railway Medical Authorities.

**26. Sanitary and Other Conditions in the places of work.**

## MECHANICAL DEPARTMENT.

*Jamalpur and Lillooah Workshops.*—Septic latrines are provided at convenient places in the Workshops. A number of hydrants and drinking water taps are also provided. Remodelling schemes for these workshops are under consideration.

*Lucknow Workshops.*—The shops are well ventilated and comply with the Factories Act in regard to breathing space. The latrine accommodation is always maintained in a sanitary condition. The provision of modern water-flushed latrines will be considered.

## ELECTRIC DEPARTMENT.

*Pucca* latrines are provided at each installation and the buildings occupied by the staff are well lighted and well ventilated.

## STORES DEPARTMENT.

Septic latrines are provided within easy reach of the staff and are in good working condition.

### PRINTING DEPARTMENT.

Modern sanitary arrangements are installed in both the Head Office and Riverside Shed Presses. Ample supply of filtered water is also available.

### BLOCK SIGNAL SHOPS, HOWRAH.

Filtered water from the Town Supplies with Septic Tank latrine.

### 32. Extent of, and Results Obtained from, The Working of Staff Committees.

#### MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—A Welfare Committee known as the Faidamand Panchayet was formed in Jamalpur in 1922. This Committee is composed of the following:—

*President.*—Deputy Chief Mechanical Engineer.

*Members.*—Personal Assistant.

Works Manager (Finishing).  
 Works Manager (Manufacturing).  
 Assistant Works Manager (Finishing).  
 Assistant Works Manager (Manufacturing).  
 District Electrical Engineer or a representative.  
 Electric Power Superintendent.  
 Electric Workshop Foreman In-Charge,  
 The Foreman of each Shop.  
 Employment Officer.  
 Time-Keeper, Works.  
 Shop-Sergeant.  
 One or two delegates from each Mechanical shop.  
 Four delegates from Electric Shops.

These delegates numbering 52 act as intermediaries between the Management and the staff. It is their duty to bring to the notice of the Management any discontent or complaints from the staff in their respective shops. They are also expected to communicate to the illiterate staff the contents of all orders and Circulars for their benefit from time to time. It has been found that the Welfare Committee forms a valuable link between the Management and the staff and the absence of staff trouble during the last few years goes to show that it should remain a permanent feature of the workshop organisation.

*Lillooah Workshops.*—The Welfare Committee recently formed consists of one to three elected representatives from each Shop, varying with the number of men employed in the Shop. There are in addition three officers, two supervising subordinates and a clerk on the Committee. The total average strength of the Committee is about 27 members of which only six are non-workmen. The formation of this Committee has been very beneficial for all concerned. The workmen have a constitutional outlet for grievances alleged or real, while the Management have a means whereby they can approach all the workmen.

*Lucknow Locomotive Workshops.*—A Welfare Committee or Faidamand Panchayet was instituted about a year ago, and meetings are held every month. The Committee comprises of:—

The Works Manager.

Assistant Works Manager.

All Foremen.

Office Superintendent and

Two delegates (one Hindu and one Mohamadan) from each Shop.

At these meetings the delegates put forward any general case of grievance, improvements that they consider should be introduced in the Works, proposals in connection with their comfort and the conditions under which they have to work. These meetings afford an opportunity to the workmen to have a redress of their grievances, which in the ordinary course of events, might not have come to the notice of the Management.

*Lucknow Carriage and Wagon Workshops.*—A Workshops Welfare Committee Meeting is held in the Carriage and Wagon Shops, Alam-bagh, monthly and consists of the Works Manager as President, Assistant Works Manager as Secretary and two delegates from each Shop. These are elected by the men themselves. Subjects to be brought up at the Welfare Meetings are discussed among the men themselves and submitted three days before the Meetings. Workmen have full liberty to bring up any grievances they may have to this Committee.

#### ELECTRICAL DEPARTMENT.

Staff Committees exist in the shape of delegates elected by the Workshop staff of the Mechanical Department and delegates elected by the staff of the Electrical Department are members of

these Committees. The composition of the Staff Committee are included in the replies submitted by the Mechanical Department.

#### STORES DEPARTMENT.

Staff Committees have not yet been formed. On receipt of any complaints, which are usually made in writing, the employees concerned or a few representing them, together with the two Senior Sirdars in charge of the particular coolie gang are sent for by the District Controller of Stores. If it is a matter with which he has the power to deal, it is then settled by him or the applicants are informed what action is being taken. The replies received from the Head of the Department to petitions are copied and sent to the parties who made the petition. The results obtained are satisfactory. At Lucknow Depot, however, a Committee has very recently been instituted in conjunction with the Divisional Committee, consisting of one nominated, and two members elected by the staff.

#### PRINTING DEPARTMENT.

None formed in this Department.

### 33. Employment Officers and Welfare Workers.

#### MECHANICAL DEPARTMENT.

*Jamalpur and Lillooch Workshops.*—There is no employment bureau : as regards the Welfare Committee see answer to Item 32.

Establishment of Employment Officers have been appointed to deal with routine and non-technical matters leave, passes and grievances and to act generally as connecting links between the staff and Workshop Officers.

*Lucknow Locomotive and Carriage and Wagon Workshops.*—There is no Employment Bureau in Lucknow. As regards Staff and Welfare Committees—See Answer 32.

The appointing of an Establishment Officer is being considered.

#### ELECTRICAL DEPARTMENT.

There is no Employment Bureau through which this department recruits staff. Reference to Welfare Committee is made at item 32.

## STORES DEPARTMENT.

There is no Employment Bureau in operation. Re Staff and Welfare Committees, orders have been issued for District Controller of Stores to get in touch with these Committees, recently introduced, in connection with the Divisional Organisation.

**Labour Exchange, whether arrangements exist for discharged employees to be re-employed at other places where employees may be required.**

*Mechanical Department.*—There is no labour exchange for the Mechanical Workshops, but staff whose discharge is not incidental to misdemeanour are given preference when re-appointing against vacancies. It is understood by the several Workshop managements that where possible transfers of surplus men from one centre to another should be arranged for but difficulties arise in this connection owing to varying conditions existing at Workshop Centres which are far apart from one another.

*Electrical Department.*—Few cases have occurred in this Department where it has been found necessary to reduce establishment but when this has happened each District Officer has endeavoured to absorb the discharged men on his District and in the case of specially deserving staff they have been re-employed on other Districts if they have agreed to the transfer.

**Disabilities under which the employees serve; what they are and what can be done to remove them.**

*Mechanical Department.*—The conditions under which the employees serve are considered to be satisfactory generally.

Welfare Committee Meetings, held at the several Workshop centres, afford workmen ample opportunities for representing disabilities or grievances and their representations are given careful consideration.

With the exception of the Lillooah Carriage and Wagon Workshop employees, there has been no serious disaffection amongst Workshop employees for some years and the recent disaffection at Lillooah is considered to have been largely due to agitation from outside sources. The terms of service applicable to the Lillooah workmen are now being re-considered.

*Electrical Department.*—No representation has been received regarding disabilities under which the employees work other than

complaints against the application of the Factories Act which curtails the hours of working per week and thereby reduces the pay earned.

*Stores Department.*—The greatest disability under which the staff work is the want of housing accommodation which is particularly felt at Howrah and Lillooah. The building of quarters by the Railway would remove the disability.

*Printing Department.*—It is not considered that the staff have any.

### (34) Nature of other welfare activities.

#### Institutes.

*Mechanical Department.*—Institutes for literate employees are provided at Lillooah and Jamalpur, respectively.

*Electrical Department.*—Railway Institutes are maintained by the Railway, at all principal stations on the line. These Institutes are invariably provided with library, sporting ground, &c., which provides recreation for the staff. Theatrical performances and Cinema shows are sometimes given.

#### Sports.

#### MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—Football and 'Hockey grounds are provided in Jamalpur.

*Lillooah Workshops.*—Athletic sports are held annually for workmen. A football Tournament on the "knock out" system is also held during the rains.

*Lucknow Loco. Shops.*—A Sports Club is attached to these Works for Indian employees.

*Lucknow Locomotive and Carriage and Wagon Workshops.*—All kinds of sports encouraged among the men and a Carriage and Wagon Sports Club has been formed and several valuable trophies have been put up for competition by the various Shop teams. This has proved very popular with the men.

#### ELECTRICAL DEPARTMENT.

Sports are encouraged by the Railway Administration and include inter division and inter railway competitions.

## STORES DEPARTMENT.

No separate facilities for sports are provided.

### Co-operative Stores.

*Mechanical Department.*—There is a Co-operative Association, Limited, at Jamalpur organised by the local East Indian Railway employees.

*Electrical Department.*—These exist at certain stations and are run by management consisting of railway employees. It is a debatable point whether they actually serve the purpose for which they are intended.

### Co-operative Credit Societies.

#### MECHANICAL DEPARTMENT.

*Jamalpur and Lillooah Workshops.*—The East Indian Railway Employees Co-operative Credit Society and the Indian Staff Loan Fund, grant loans to employees who are members of the Provident Fund. Advances to the extent of 12 months pay are also granted to members of the Provident Fund for the purpose of house building and are repayable in 48 instalments.

*Lucknow Workshops.*—A Co-operative Credit Society exists and is considered a most useful institution for preventing workmen from getting into the hands of money lenders when they require small loans.

#### ELECTRICAL DEPARTMENT.

East Indian Railway Employees Co-operative Credit Societies exist at Calcutta and Lucknow and the Indian Staff Loan Fund in Calcutta grant loans to employees according to their regulations.

#### STORES DEPARTMENT.

The East Indian Railway Employees Co-operative Credit Society and the Indian Staff Loan Fund grant loans to all staff who are members of the Provident Fund.

#### PRINTING DEPARTMENT.

Loans are granted to staff who are members of the Provident Fund from the East Indian Railway Employees Co-operative Credit Society and Indian Staff Loan Fund.



**(36) & (40). Educational facilities provided for Adult Workmen and for the children of Railway Servants.**

*Mechanical Department.*—Educational facilities are not provided for adult workmen other than Apprentices under training. The following schools, which are aided by grants from the Railway, have been provided at Jamalpur for the education of children of Railway employees :—(1) High English School for Indian boys of all denominations up to the Matriculation Standard. (2) Middle English School for Behari boys. (3) Middle English School for Mohammedan boys.

In the Lillooah and Lucknow areas facilities of the requisite standard are also available.

*Electrical Department.*—There are no educational facilities afforded to the adult workmen of this Department. The children of the employees may receive educational training in the Railway Schools (higher or lower standards) which exist in almost all important stations.

**(37) Extent to which Provident Fund benefits and Gratuities are allowed.**

Provident Fund benefits and Gratuities are granted according to the State Railway Provident Fund and Gratuity Rules.

**Any other benefits.**

Men who retire after 25 years of service are given free passes over the home line for themselves and families once each year.

**(43) Existing Regulations for the Safety of Employees and Methods of Enforcement.**

*Mechanical Department.*—Safety methods are employed throughout the Workshops and are inspected yearly by the Inspectors of Factories who indicates any changes or improvements which are considered necessary. All moving parts of machinery which are liable to come in contact with workmen are suitably fenced and suitable posters on the subject of "Safety First" are placed in prominent positions. Opportunity is taken at Welfare meetings to impress upon members the importance of warning workmen against carelessness which may result in injury.

*Electrical Department.*—Every precaution is taken to render electrically driven plant safe in the hands of unauthorised persons and few cases occur where an employee has been injured other than as a result of carelessness. Even with authorised persons contempt as a result of familiarity has resulted in men receiving severe shocks.

*Stores Department.*—This question does not affect the Stores staff to any extent as they are not exposed to danger. Warnings and Signals are generally placed at spots considered dangerous.

*Printing Department.*—Safety methods are installed throughout the Workshops and are periodically inspected by the Factory Inspectors.

*Block Signal Shops, Howrah.*—The regulations of the Indian Factories Act regarding the safety of labour are rigidly adhered to and men who disregard such rules are fined or otherwise suitably dealt with.

(44) Incidence of accidents.

(45) Causes.

(46) Accidents prevention (including "Safety First" Propaganda).

Most of the accidents which occur in the Workshops are due to carelessness on the part of the staff. "Safety First" posters have been placed in prominent places and endeavour is being made to educate the staff on "Safety First" principles. A report on the causes and incidence of accidents at Jamalpur by Dr. Laborda, is appended.

**Report on the causes and incidence of accidents in the East Indian Railway Workshops at Jamalpur by Dr. F. E. R. Laborda, M. R. C. S. (Eng.) L. R. C. P. (Lond.) D. P. H. R. C. P. & S. (Lond.) Medical Officer, East Indian Railway.—Dated July 1929.**

The East Indian Railway Workshops at Jamalpur, the principal Locomotive repair shops for the line, are situated in the Monghyr

district of Bihar, and employ 10,600 workmen. The majority of these are local men who live in villages scattered over an area of 300 square miles. The Monghyr district was famous until recently for iron work and most of the workmen employed at Jamalpur have a traditional connection with the working of metals; though for the most part illiterate, they are shrewd and intelligent, and are quick to see where their interest lies.

The shops themselves are very extensive and although industrially speaking much of the machinery is archaic and the lay out of the shops primitive, a very large amount of work is done in the repair of Locomotives, manufacture of parts appertaining thereto, manufacture of permanent way material, etc. The shops comprise:—

- |                               |                              |
|-------------------------------|------------------------------|
| (1) Boiler shop.              | (11) Loco. Machine shop.     |
| (2) Boiler shops, Structural. | (12) Forge shop.             |
| (3) Foundries.                | (13) Rolling Mill.           |
| (4) Mill wrights shop.        | (14) Tin & Coppersmith shop. |
| (5) Blacksmith shop.          | (15) Tool and Template shop. |
| (6) Boiler shop.              | (16) Pattern shop.           |
| (7) Wheel shop.               | (17) Brass finishing shop.   |
| (8) Erecting shop.            | (18) Paint shop.             |
| (9) Fitting shop.             | (19) Points and Signal shop. |
| (10) General Machine shop.    |                              |

The number of accidents occurring annually was formerly very large and the shops had an unenviable notoriety in this respect, but owing to an intensive "safety first" campaign which comprised increased protection of dangerous machinery, education of the staff, improvements in technique, disciplinary measures, and efficient and prompt medical attention, accidents have been reduced from 774 in 1922 to 256 in 1928, the strength of the staff having been reduced by approximately 13% during this period.

#### Accidents.

Year.	Minor.	Serious.	Fatal.	Total.	
1922	610	162	2	774	
1923	530	111	3	644	
1924	249	73	4	326	
1925	210	54	1	265	
1926	280	57	2	339	
1927	246	43	3	292	
1928	201	54	1	256	
<hr/>					
Total 1928	..	..	..	..	Rate per mille.
Day shift	..	..	..	..	23·3
Night shift	..	..	..	..	24·1
Overtime	..	..	..	..	10·5

## Accidents and man hours 1928.

Total	..	..	..	95,216	man hours per	accident.
Day shift	..	..	..	96,708	do.	do.
Night shift	..	..	..	91,928	do.	do.
Overtime	..	..	..	64,992	do.	do.

The incidence of accidents falls mainly upon the Operating staff and least upon the directing and administrating organisation, as would naturally be expected; when the directing staff suffer the result of an accident, the cause is usually to be found in some special operation too risky for the workmen, or some misadventure, as in one case where the heat specialist was scalded in reducing the temperature of a furnace, and in another where a chargeman was injured by the bursting of a compressed air cylinder, the fault of the man working the compressor.

The immediate cause of most of the accidents is carelessness, disregard of instructions, and that familiarity that breeds contempt, but I append a series of charts that give a clue to the causation of the physio psychological condition that is responsible for negligence that at first sight appears inexplicable. It is necessary at this stage to refer to the conditions under which most of our workmen live. They are scattered over more than three hundred square miles of country many of them live four five and in some cases eight miles from the railway. They have to rise at 4 a. m. in order to meet the train that conveys them to the shops.

In the cold weather insufficiently clad they are chilled in the early morning and although warmed by their walk, cool again in the train and arrive shaking with cold at the shops. In the hot weather fatigued by the heat—in the rains swimming wading and ploughing through mud, they have done what most of us would consider a day's work before they take up their daily task. Their diet also is not very generous, and investigations have shown me that the caloric value of the ordinary amount of food consumed daily by our workmen falls well below the 3500 calories considered necessary in the West for a man doing moderate muscular work.

These conditions of living are in my opinion responsible for the early onset of the condition of fatigue and I regard this as the principal cause of the negligence displayed by our workmen in the shops.

Chart A is an analysis hour by hour of the accidents occurring throughout the year in the shops during the working day. It will be seen that in the morning between 7—8 that is in the first hour of work, the number of accidents is fairly high and increases hourly until the hours of 10—11 when the highest number of accidents is recorded. Then comes one hour's rest (the accidents recorded in

the chart for this hour belong to Saturday when the men work continuously from 7 to 12). The beneficial effects of the hour's rest are well seen. Accidents are at a lower level and reaching a maximum between the hour of 2—3 are still well below the figures for the morning; between 3—4 the figure again drops, due I am informed, to the general slackening of activity consequent upon the approach of the end of the shift. That this is so seems to be borne out by the production figure shewn in broken line.

It will be seen that production and accidents rise *pari-passu* until 10—11 when production slackens and accidents increase—this is a well known fatigue phenomenon. In the afternoon production and accidents keep pace, at 3—4 production slackens and accidents decrease—obviously due to less activity and slackness, this, I am informed by Foremen and Supervising hands is actually the case. It is noteworthy that after the hour's rest production rises to a high level and is maintained until the hour between 3—4. One therefore may regard the accident figure in some degree as a measure of fatigue. The night shift chart is very different. It seems to indicate that the worker arrives fatigued, that the rest is insufficient and that the fatigue state very soon re-appears. Investigations have shown me that this is correct. The night shift men work on the land during the day and rush their work for the first two hours in order to snatch an hour or so of sleep. I am unable to obtain production figures but I am told that it is 20% below what it should be. It will be seen that the figures are high at the commencement of work, fall slightly in the third hour, rise in the fourth and then fall in the 5th and 6th; in the 7th hour, I am informed there is great slackness, and there is then a rush to complete the task which results in a very large number of accidents in the last hour of work:

The monthly figures show that accidents are more numerous in the cold weather, due in my opinion to the scanty clothing and unsatisfactory diet of the employee whose wits and muscles, dulled by the cold, do not work swiftly. The weekly chart indicates that the disuse of muscles or different employment on the rest days renders the employee more liable to accident for the first two days of the week—this settles down in mid week until the end of the week when there is a rise due to fatigue. This is confirmed by the detailed analysis hour by hour of the accidents occurring on each day of the week, Monday and Tuesday with their high initial rate are typical of the rest inefficiency complex.

In the last chart I show clock wise the cause of accidents—141 due to negligence of the employee himself, 20 due to carelessness of fellow employees, 94 due to misadventure and one due to defective material,—another chart in the same guise shows the casual agent of

accidents, material, machinery, foundry, etc. With material I have shaded a portion which represents the number of eye accidents. The very small proportion of machine accidents is a measure of the efficiency of their safe-guarding. As I regard fatigue and accidents as inseparately united, I have joined them together in this very rough report. I maintain that suitable pauses during the day's work would not only decrease the number of accidents but would increase output. I must again refer to chart A in this connection. Machinery may be improved, the most elaborate safeguarding apparatus may be used, but until it is remembered that the most infallible of machines is directed and operated by that most fallible of machines—the human animal, so long will unnecessary accidents persist; increased attention paid to the up-keep, repair, and maintenance of the human machine will result in fewer accidents and higher output.

Classification of accidents in the shops.

Name of shops	Total Number of accidents.	Class.				Rate per mille.
		I	II	III	IV	
Boiler shops .. .. .	42	12	26	4	..	24.5
Erecting shop .. .. .	30	9	15	6	..	24.1
Wheel shop .. .. .	10	1	9	..	..	44.8
Mill wright shop .. .. .	16	4	12	..	..	28.2
Fitting shop .. .. .	16	4	8	3	1	31.6
Brass Finishing shop .. .. .	5	1	4	..	..	12.5
General Machine shop .. .. .	2	..	2	..	..	5.2
Loco. Machine shop .. .. .	13	4	9	..	..	29.7
Production Department .. .. .	1	..	1	..	..	18.5
Tool & Template shop .. .. .	2	1	1	..	..	14.3
Coppersmith shop .. .. .	2	1	..	1	..	16.6
P. W. Foundry .. .. .	32	16	13	3	..	29.09
Points & Signal shop .. .. .	16	3	12	1	..	34.5
Brick shop .. .. .	4	4	..	..	..	21.2
Blacksmith shop .. .. .	20	12	7	1	..	33.7
General Iron Foundry .. .. .	10	4	6	..	..	16.2
Brass Foundry .. .. .	7	3	4	..	..	17.3
Forge shop .. .. .	11	5	6	..	..	73.8
Steel Foundry .. .. .	6	4	2	..	..	18.8
Yard Supervisor .. .. .	4	2	2	..	..	3.7
Pattern shop .. .. .	1	..	1	..	..	5.3
Rolling Mill .. .. .	5	1	3	1	..	64.9

N. B.—Accidents are classified as under according to causes in accordance with the Indian Factories Act—

Class I Misadventure.  
 .. II Injured persons own conduct.  
 .. III Conduct of fellow workmen.

Class IV Defective material.  
 .. V Other causes.

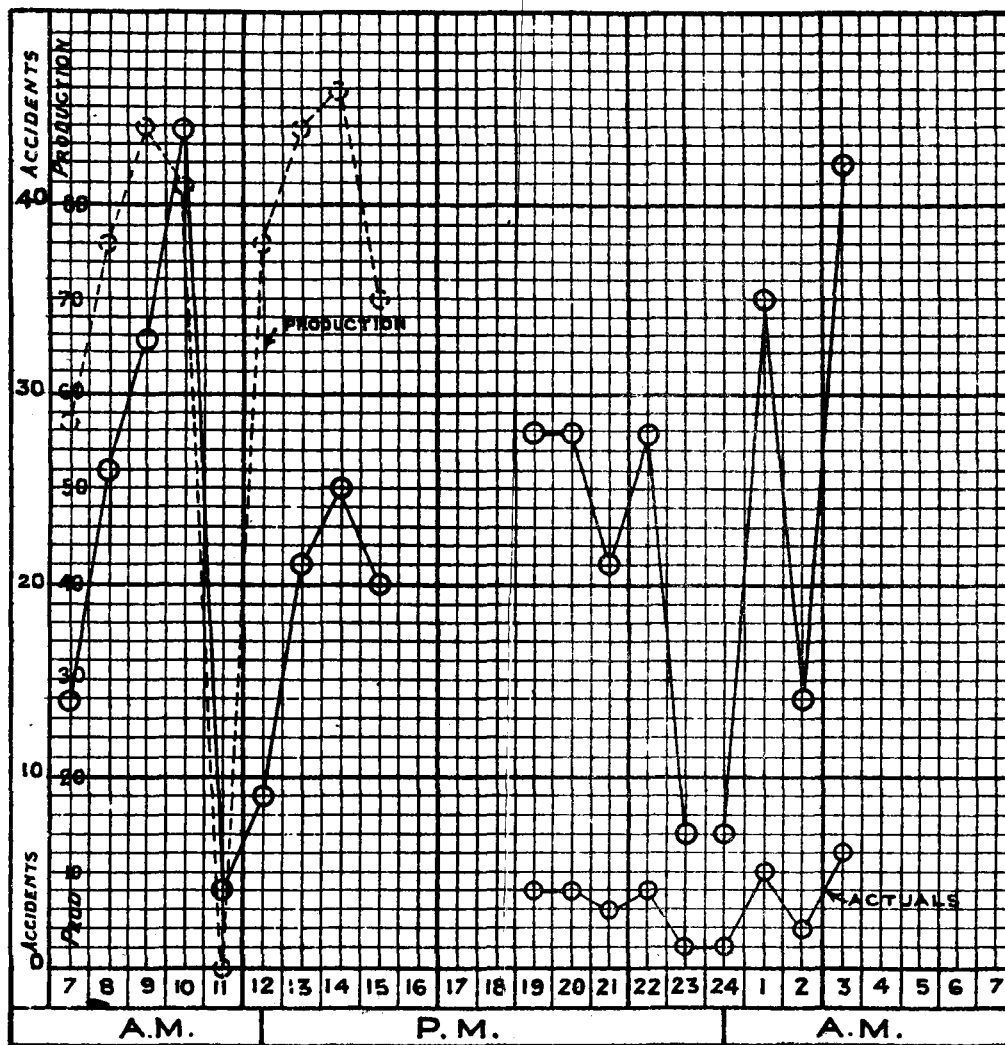
A

DAY SHIFT

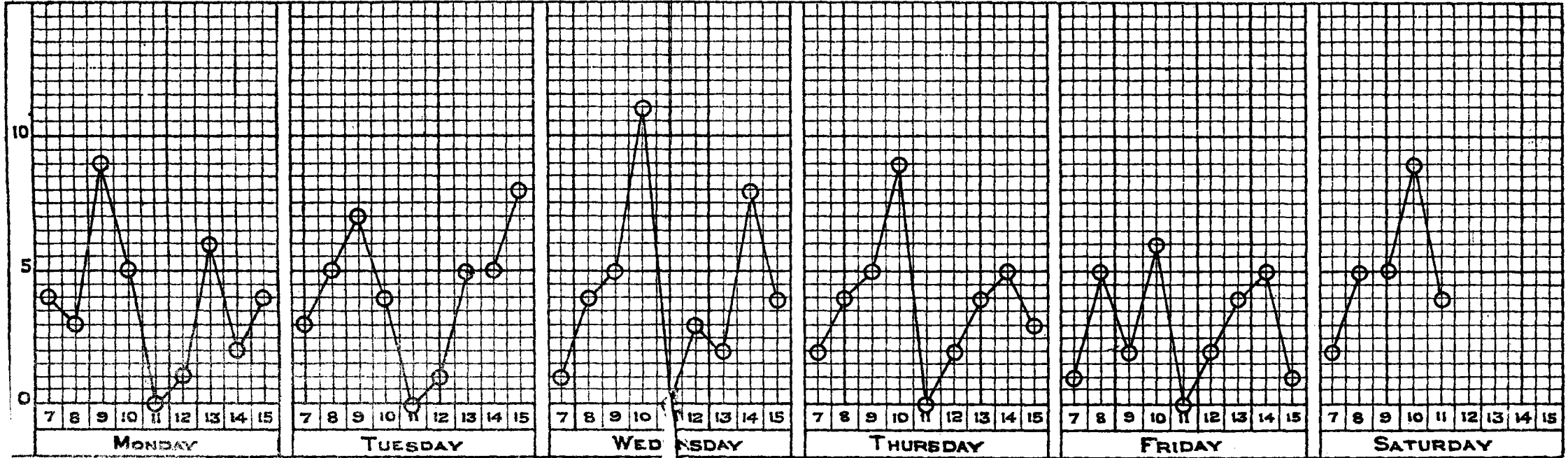
NIGHT SHIFT

HOUR BY HOUR ANALYSIS  
OF ACCIDENTS OCCURRING  
ON DAY SHIFT IN 1928  
COMPARED WITH HOURLY  
PRODUCTION OF BAR  
MACHINE PRODUCING  
STUDS 5/8 IN. DIA. X 1 IN.

- 1. ACCIDENTS SHOWN FULL
- 2. PRODUCTION " DOTTED



HOUR BY HOUR ANALYSIS  
OF ACCIDENTS OCCURRING  
ON NIGHT SHIFT IN 1928  
X 7 IN ORDER TO COMPARE  
WITH DAY SHIFT. ACTUALS  
GIVEN BELOW IN THIN LINE  
BY FORMULA  $V = 2 \sqrt{\frac{2M \cdot N}{U^3}}$   
A CORRECTION OF  $\pm$  [REDACTED] 0118  
FOR EACH INDIVIDUAL  
SHOULD BE MADE.  
BY FORMULA  
 $0.67450 Pt = \pm 29$

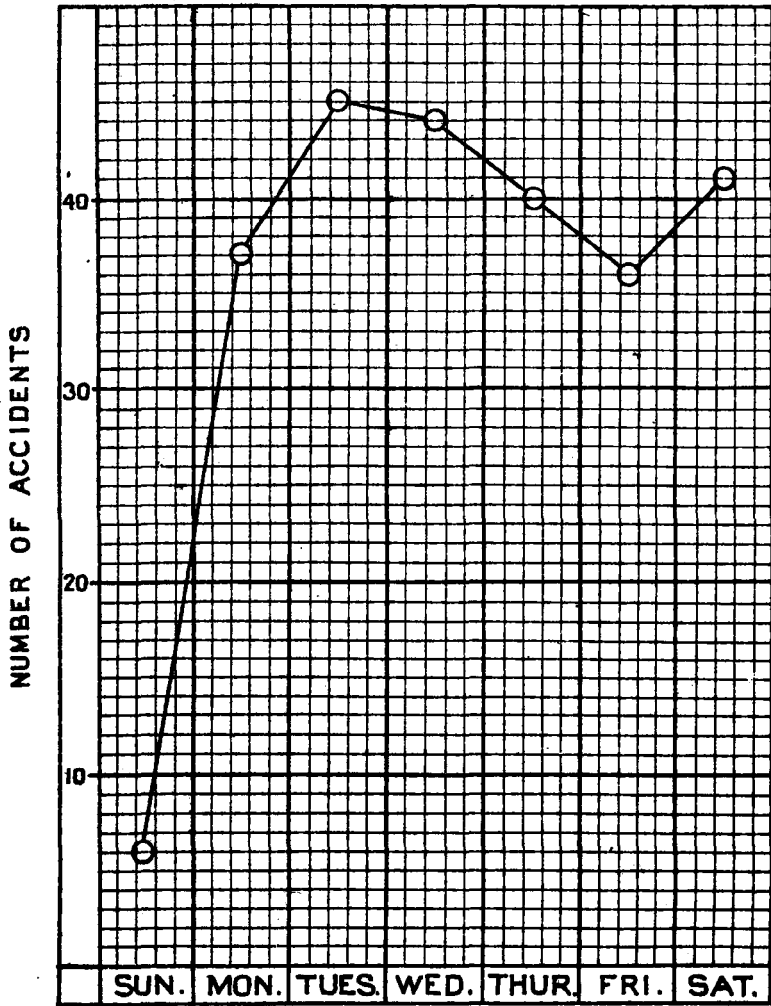


TOTAL NUMBER OF ACCIDENTS (HOUR BY HOUR ANALYSIS) DAY SHIFT

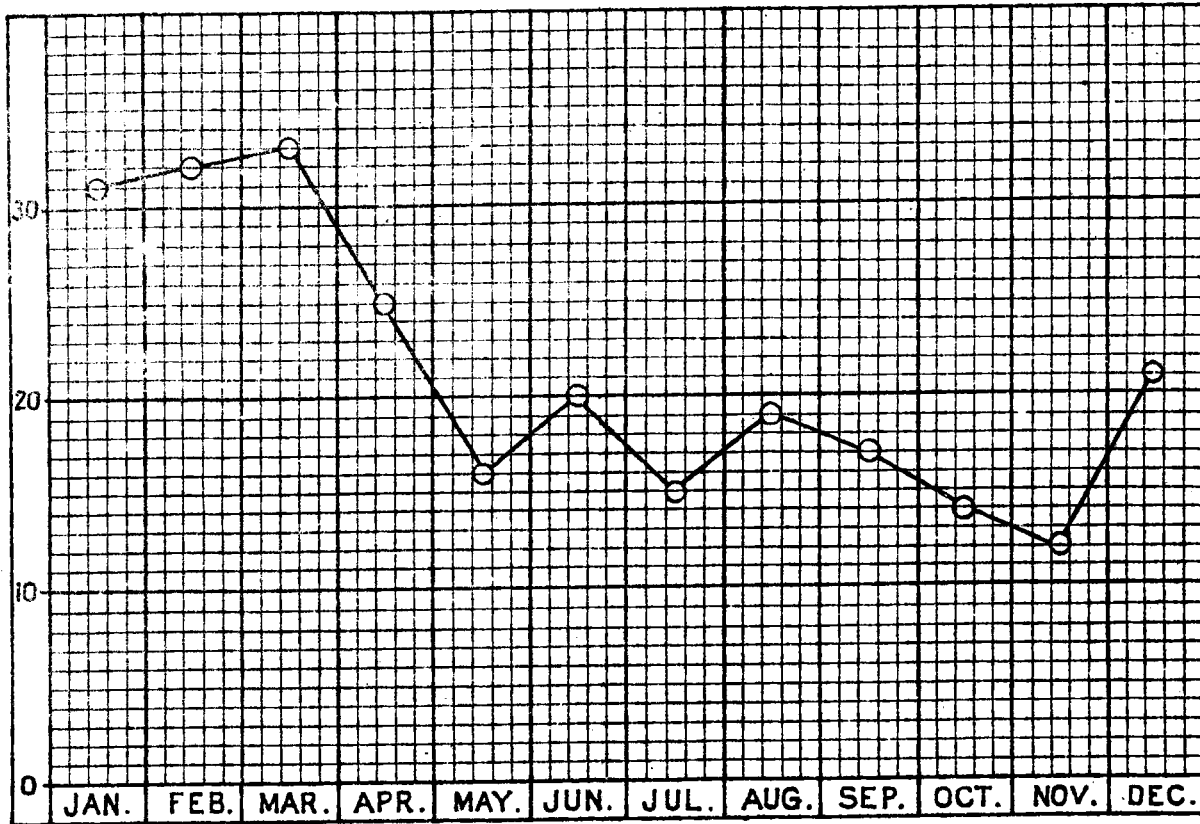


# C

TOTAL NUMBER OF ACCIDENTS DAY BY DAY  
THROUGHOUT THE YEAR



D



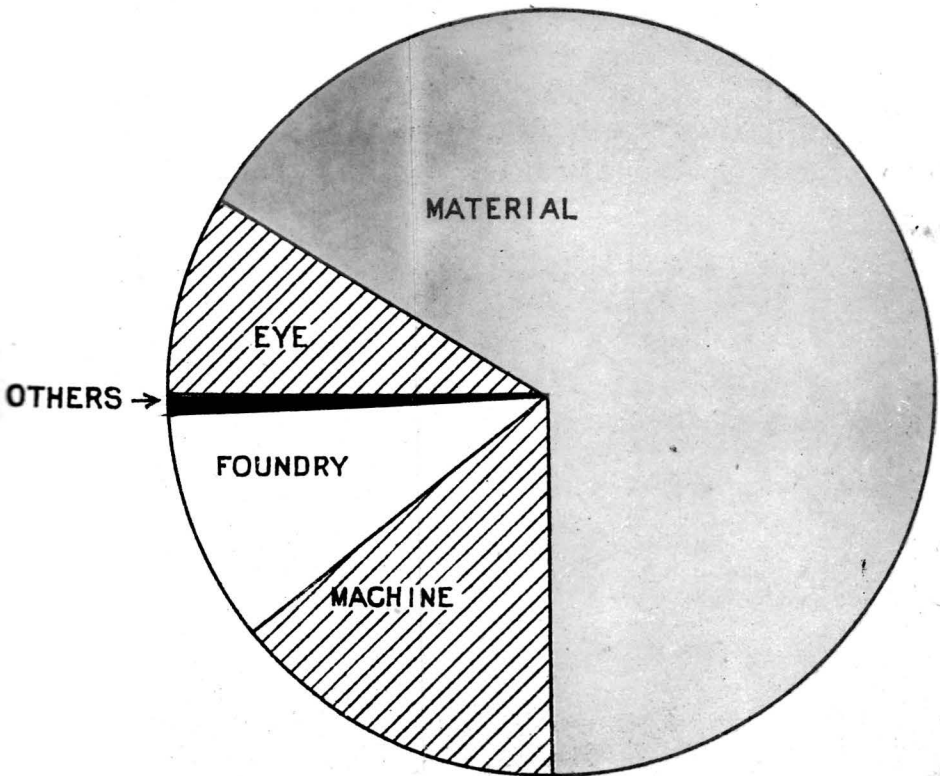
TOTAL NUMBER OF ACCIDENTS THROUGHOUT THE YEAR

MONTH BY MONTH

# E

## A. NATURE OF ACCIDENTS WITH TOTAL ACCIDENTS TO EYES INSET

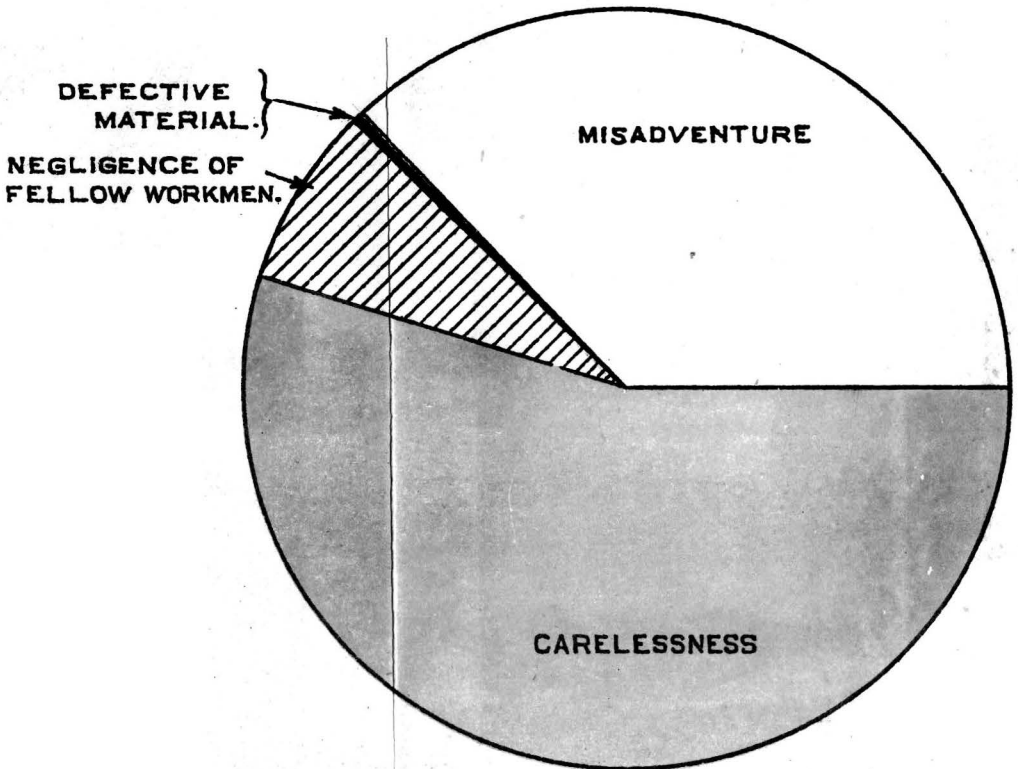
TOTAL 256



F

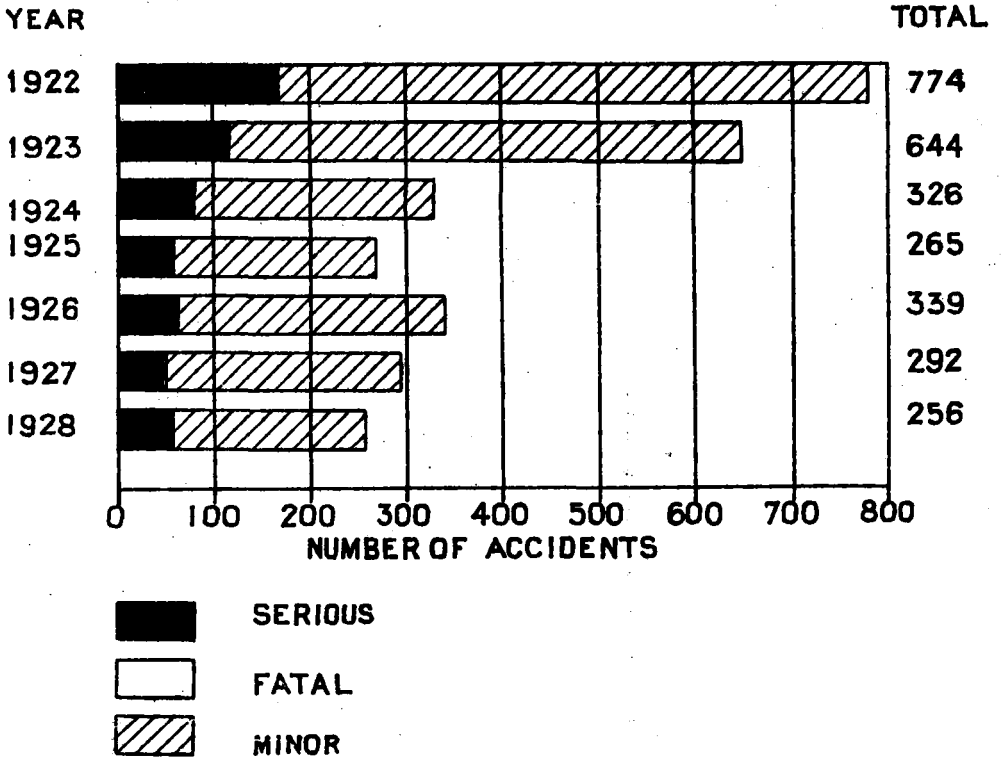
**B. RESPONSIBILITY FOR ACCIDENTS**

**TOTAL 256**



# G

## YEARLY COMPARISON OF NUMBER OF ACCIDENTS



(47) Accidents in non regulated establishments—No remarks.

(48) First-aid and Medical Relief.

*Mechanical Department.*—First Aid Classes are held and qualified men are available at all Workshops for rendering first aid. Members of the staff are encouraged to join the classes and qualify themselves in First Aid.

Emergency boxes, containing necessary medicines, bandages, &c., as also stretchers, are provided at convenient places within the Workshops and patients are removed to hospital promptly, after first aid has been rendered.

*Electrical Department.*—First-Aid is given by the qualified employees when necessary. At each station there are some staff who have been given training in imparting First-Aid to the injured. First-Aid Emergency boxes, containing necessary medicines, bandages, etc., are kept in all the important installations. Hospitals are established in the big Workshops where men injured can be removed immediately to receive treatment.

An Inspector visits each Power House every six months as near as possible and instructs and examines the staff in the treatment of electric shock.

*Stores Department.*—All the Depots are within easy reach of Railway dispensaries and assistance from same is readily obtainable. First-Aid boxes are maintained in the Depots and the staff are encouraged to join the classes and qualify themselves in First Aid.

*Printing Department.*—First-Aid and medical relief are afforded to the staff by the Railway Medical Department.

(51) Workmen's compensation Number of cases resulting in death; total disablement and partial disablement and amount of compensation paid under Workmen's Compensation Act during the last 5 years.

MECHANICAL DEPARTMENT.

	No.	Amount of compensation paid.		
		Rs.	as.	p.
<i>Jamalpur Workshops.</i> —				
Number of cases resulting in death	6	4,800	0	0
Number of cases resulting in total disablement	Nil.	Nil.		
Number of cases resulting in partial disablement	4	908	4	0

	During 4 years.	Amount of compensation paid.
<i>Lillooah Workshops.—</i>		
Number of cases resulting in death	4	} Rs. 15,407-13-0
Number of cases resulting in total disablement	Nil.	
Number of cases resulting in partial disablement	31	

*Lucknow Locomotive Workshops.—*During the past 5 years there have been 3 deaths resulting from accidents. Total disablements—Nil and Partial disablement 9. The amount of compensation paid during the past 5 years was Rs. 6,262.

*Lucknow Carriage and Wagon Workshops.—*

	No.	Amount of compensation paid.
Number of cases resulting in death	4	} Rs. 2,481-9-6
Number of cases resulting in total disablement	Nil.	
Number of cases resulting in partial disablement	2	

**ELECTRICAL DEPARTMENT.**

The number of cases resulting in death during the last 5 years was 6. Total disablement Nil. Partial disablement 2.

Compensation under the Workmen's Compensation Act disbursed during the last 5 years was—

	Rs.
Case No. 1 .. .. .	1,050
Case No. 2 .. .. .	1,950
Total .. .. .	<u>3,000</u>

**STORES DEPARTMENT.**

4 cases resulting in death.

1 case total disablement.

2 cases partial disablement.

Rs. 5,308 compensation paid during the last 5 years under the Workmen's Compensation Act.

**Compensation paid otherwise than under the Act during the last 5 years.**

Nil.

(55) Hours worked per week and per day. (i) Normal hours of effective work, *i. e.*, as determined by custom or Agreement (ii) actual hours of effective work, *i. e.*, including overtime (iii) spreadover, *i. e.*, relation between hours of effective work and hours of duty during which the worker is on call.

#### MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—(i) 8 hours per day from Monday to Friday and 5 hours Saturday—per week 45 hours.

(ii) Approximately  $7\frac{1}{2}$  hours daily, plus overtime when necessary in accordance with Factory Act rules.

(iii) Hours of effective work  $7\frac{1}{2}$ . Hours of duty 8. Estimated ratio 7/10.

*Lillooah Workshops.*—(i)  $7\frac{1}{2}$  hours per day from Monday to Friday and 5 hours on Saturdays—per week  $42\frac{1}{2}$  hours.

(ii) Approximately 7 hours as normally no overtime is worked.

(iii) Hours of effective work 7. Hours of duty  $7\frac{1}{2}$ . Estimated ratio 7/10.

*Lucknow Locomotive and Carriage and Wagon Workshops.*—(i) 48 hours per week and  $8\frac{1}{2}$  hours per day from Monday to Friday and  $5\frac{1}{2}$  hours on Saturday. Per week 48 hours.

(ii) Approximately 8 hours plus overtime when necessary.

(iii) Hours of effective work 8. Hours of duty  $8\frac{1}{2}$ . Estimated ratio 7/10.

#### ELECTRICAL DEPARTMENT.

(i) Ordinary workmen work 8 hours per day and 45 hours per week.

(ii) Actual hours of effective work including overtime are limited to 11 hours per day and 60 hours per week; in some cases with the sanction of the Factory Inspector extended to 72 hours per week.

(iii) This is taken to mean staff whose duties are intermittent such as sub-station attendants, Pumpmen in charge of electric pumps, &c., in which case these men work 56 hours per week, *i. e.*, 7 days of 8 hours each, of which not more than 50 per cent. of the time is the employee called upon to work.



### STORES DEPARTMENT.

- (i) 7½ hours per day excluding one hour for meal.
- (ii) 9 hours when overtime is necessitated.
- (iii) Does not apply.

### PRINTING DEPARTMENT.

The maximum hours worked in the Press are as follows :—

Monday to Friday 7 a. m. to 7 p. m.      Intervals for meals—10 to 10-30 and  
1-30 to 2 p. m.

Saturday 7 a. m. to 12-30 p. m.      Interval for meal—10 to 10-30 a. m.

=65½ hours pay per week for 60 hours work.

It is not feasible to reduce these hours except by installing modern and other labour saving plant or by employing a large number of additional hands which would be neither economical nor desirable.

(i) The working hours and conditions now in force in the East Indian Railway Press, which have been found most suitable for the printing requirements of the Railway, have been in force many years and the staff are accustomed to working them.

(ii) A very large number of the men employed in the Printing Department of this Railway do not reside in Calcutta but have their homes in the villages surrounding the City and also many (including those of the old Oudh and Rohilkhand Railway Press) live at Lucknow, Cawnpore and in different places in Bengal, United Provinces and Bihar ; it might also be mentioned that practically the whole of the book binding staff of the Press have their homes in villages in the neighbourhood of Dacca in Eastern Bengal.

The whole of the above lodge in Calcutta under conditions of varying discomfort and they consider it is no hardship to work the hours they do at the Press as their labour is not hard, they are treated with consideration, have clean and healthy surroundings, ample water supply and good food obtainable at reasonable prices. The short hours worked on Saturday enables very many of them with the aid of passes, week-end and Privilege tickets to spend their week-ends at their homes, which they would not be able to do if they are required to work longer hours on Saturday.

## BLOCK SIGNAL SHOPS, HOWRAH.

45 hours per week.

8 hours per day Monday to Friday.

5 hours on Saturday.

(i) Eight hours from Monday to Friday.

Five hours on Saturday.

(ii) Overtime is not worked as a rule but when necessary the total number of hours worked per week does not exceed 60.

(iii) Does not apply to the Block Signal Works.

### 56. Weekly rest.

*Mechanical Department.*—Jamalpur, Lillooah, Lucknow Workshops—One day per week.

*Electrical Department.*—Weekly rest is given to employees in accordance with the provisions of the Factory Act wherever the Act applies.

*Stores Department.*—Half day Saturday, all Sundays.

*Printing Department.*—Half day Saturday and all Sundays.

*Block Signal Shops, Howrah.*—Sunday is observed as a holiday

### 57. Extent of Application of International Labour Conventions relating to (i) Hours—(ii) Periods of rest.

*Mechanical Department.*—The Workshops conform to the Factory Act Rules which legislate for (a) not more than 6 hours work without a break, (b) not more than 11 hours in one day, (c) not more than 60 hours a week, except in special cases where Factory Inspector's sanction is necessary (d) one day's rest per week.

*Electrical Department.*—Except in isolated cases all men are under the provisions of the Factory Act. In the isolated cases (small installations not falling under the Factory Act) the Washington and Geneva Conventions are applied.

*Stores Department.*—60 hours per week is the limit worked. No Sunday work is permitted.

*Block Signal Shops, Howrah.*—Workshop hands do not appear among the classes of labour dealt with in the extracts from the Conventions of the International Labour Conference on our files. The Convention's recommendations concerning this class of labour have most probably been incorporated in the Factories Act.

### 58. Possibility of Regulation.

The Indian Factories Act is consistently observed except in the Stores Depots where it does not apply.

60. Intervals (i)—In relation to fatigue ; (ii) In relation to workers' Meal Times.

#### MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—Break of one hour at midday and one hour at midnight where night shift is worked.

*Lillooh Workshops.*—An interval of  $\frac{1}{2}$  an hour from 12 to 12-30 P. M. is allowed for meals and rest. No other provision is made in the way of a general interval. This is considered ample and is acknowledged as such by the men who have objected to one hour interval.

*Lucknow Locomotive Workshops.*—These works are governed by the Factories Act, the provisions of which are rigidly observed. Meal hour on week days is from 11 a. m. to 12-30 p. m.

*Lucknow Carriage and Wagon Workshops.*—These are governed by the Factory Act.

#### ELECTRICAL DEPARTMENT.

(i) and (ii). Intervals are given according to the Factories Act Ruling in the various Provinces.

#### STORES DEPARTMENT.

(i) There are no fixed periods, (ii) One hour allowed.

#### BLOCK SIGNAL SHOPS, HOWRAH.

(i) The nature of the work is light and fatigue intervals are not necessary, (ii) One interval of half an hour between two work periods of four hours.

*Printing Department.*—The following intervals for meals are allowed to all Works staff—10 to 10-30 hours and 13-30 to 14 hours.

#### XII. WAGES.

96 and 97. Prevailing rates of Wages and Movements in recent years, *i.e.*, since 1920.

The information is embodied in the accompanying tables.

### Table of wages—Mechanical Department.

	Jamalpur Monthly rated.		Lillooh Monthly rated.				Lucknow Loco. Monthly rated.				Lucknow C. & W. Monthly rated.			
	Rs.		Rs.				Rs.				Rs.			
	350—400		290—390				185—350				185—350			
	270—330		230—270				110—250				100—190			
Chargemen .. ..	110		110				110				110			
Chargemen Tech. Trained time expired	— 250		— 250				— 250				— 250			
Grade I Apprentices..	150		150				150				150			
Chargemen Non- Technical .. ..	150—200		160—220				100—170				100—170			
Ditto .. ..	108—148		100—140 50—90 }				Daily Rated. Rs. 3-10 to Rs. 4-10				Daily Rated. Rs. 3-10 to Rs. 4-10			
	Monthly Rated.		Daily Rated.				Daily Rated.				Daily Rated.			
	1920	1929	1919—1920		1929		1920		1929		1920		1929	
	Rs.	Rs.	Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.
Chargemen Mistries .. ..	85—100	85—100	1 4 0—3 0 0	1 8 0—3 0 0	2 7 0—3 6 0	2 7 0—3 6 0	2 7 0—3 6 0	2 7 0—3 6 0	2 7 0—3 6 0	2 7 0—3 6 0	2 7 0—3 6 0	2 7 0—3 6 0	2 7 0—3 6 0	2 7 0—3 6 0
Skilled labour .. ..	20—60	20—60	0 6 0—2 8 0	0 12 0—2 8 0	1 0 0—2 4 0	1 0 0—2 4 0	1 0 0—2 4 0	1 0 0—2 4 0	1 0 0—2 4 0	1 0 0—2 4 0	1 0 0—2 4 0	1 0 0—2 4 0	1 0 0—2 4 0	1 0 0—2 4 0
Unskilled .. ..	12—19	12—20	0 5 6—1 8 0	0 11 0—1 8 0	1 0 0—1 12 0	1 0 0—1 12 0	0 10 0—1 2 0	0 10 0—1 2 0	0 10 0—1 2 0	0 10 0—1 2 0	0 10 0—1 2 0	0 10 0—1 2 0	0 10 0—1 2 0	0 10 0—1 2 0
Coolies .. ..	10—14	* 11—15 + Rs. 1 good attendance allowance.	0 5 6—0 11 0	0 10 6—0 11 6	0 7 8—0 10 4	0 9 0—0 10 4	No Grade.				0 9 0—0 10 4		0 9 0—0 10 4	
Boys .. ..	7—11	9—11 + 1/2 Rs. 1 good attendance allowance.	0 7 0—0 8 0	0 7 0—0 10 6	0 5 4—0 7 4	0 5 4—0 7 4	0 5 4—0 7 4	0 5 4—0 7 4	0 5 4—0 7 4	0 5 4—0 7 4	0 5 4—0 7 4	0 5 4—0 7 4	0 5 4—0 7 4	0 5 4—0 7 4

N. B.—1. Skilled Labour—There are several grades and promotion from a lower to a higher grade is dependent on vacancies occurring in the latter.  
 N. B.—2. A copy of the revised scales of pay for semi-skilled and unskilled employees in the Workshops and Store Yards is annexed.  
 \* Subject to a temporary overriding minimum of Rs. 12 per mensem.

*Extract from letter No. A. E. 1318/B., dated 6th August 1928, from the Agent, E. I. Ry., to the Secretary, Government of India, Railway Department (Railway Board), Simla.*

**Rates of pay of unskilled and lower paid semi-skilled staff at E. I. Ry. Workshops.**

With reference to previous D. O. correspondence and my discussion with the Board on the 3rd instant, I enclose herewith three statements showing my proposals as regards the Lillooah, Lucknow and Jamalpur Workshops.

2. Consequential on these enhanced rates it will also be necessary to make the following changes :—

- (a) The daily rates of pay for coolies at the Lillooah Store Depot should be altered from 9—1—12 annas to 10½—1—12 annas.
- (b) The monthly rates for coolies at the Howrah General Store Depot should be altered from the scale of Rs. 15—1—20 to Rs. 16—1—20.
- (c) Rates for coolies employed at our various Engineering Workshops in Howrah and vicinity should be assimilated to the proposed Lillooah Workshop rates.
- (d) Rates for coolies employed at the Store Depots in Lucknow should be assimilated to the rates proposed for the Lucknow Workshop coolies.
- (e) Rates for coolies, etc., employed at the Jamalpur Store Depot and in the Electrical Workshop at Jamalpur should be assimilated to the rates proposed for Jamalpur Loco. Workshop coolies. For my proposals please see statement D.

## STATEMENT A.

## Lillooah shops.

*Extra cost of increasing rate for coolies from 9 to 11 annas to 10½ and 11½ and raising the lower class of unskilled labour in proportion.*

Class of workmen.	Number of men.	Present rate.	Proposed rate.	At 25 days equivalent per month.	At 25 days equivalent per month.
		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
Coolies .. .. .	373	0 9 0	0 10 6	14 1 0	16 6 6
" .. .. .	289	0 10 0	0 10 6	15 10 0	16 6 6
" .. .. .	347	0 11 0	0 11 6	17 3 0	17 15 6
Strikers .. .. .	9	0 10 0	0 12 0	15 10 0	18 12 0
" .. .. .	24	0 11 0	0 13 0	17 3 0	20 5 0
Rubbers .. .. .	4	0 10 0	0 12 0	15 10 0	18 12 0
Paint shop .. .. .	64	0 11 0	0 13 0	17 3 0	20 5 0

## STATEMENT B.

## Carriage and Wagon Shops, Lucknow.

Lowest amount picked up per month on a 25 days' basis—

Designation.	Existing.		Proposed.	
	Rate. Rs. a p.	Rs. a p.	Rate. Rs.	Rs. a p.
Office Menials— Rs. 11/- -/8/- 15/- .. .. .	11 0 0	11 0 0	12/- 12/- -/8/- 15/-	13 0 0
Sweepers— Rs. 10/8/- -/8/- 13/8/- .. .. .	10 8 0	10 8 0	13/- 13/- -/8/- 14/-	13 0 0
Permanent coolies— As. -/7/8 -/-/8 -/10/4 .. .. .	0 7 8 per day	11 15 8	-/9/- per day	14 1 0
Temporary Coolies— As. -/7/8 -/-/8 -/10/4 .. .. .	0 7 8 per day	11 15 8	-/9/- per day	14 1 0

## Loco. Shops, Lucknow.

Office Menials— Rs. 11/- -/8/- 13/8/- 15/- .. .. .	11 0 0	11 0 0	12/- 12/- -/8/- 15/-	13 0 0
Sweepers— Rs. 10/8/- -/8/- 13/8/- .. .. .	10 8 0	10 8 0	13/- 13/- -/8/- 14/-	13 0 0
Permanent coolies— As. -/7/8 -/-/8 -/10/4 .. .. .	0 7 8 per day	11 15 8	-/9/- per day	14 1 0

## Jamalpur Workshops.

Designation.	Present grade.		Proposed grade.	
		Rs.		Rs.
Coolie .. .. .		10-1-14	*11-1-15	Pl <sup>ms</sup> Re. 1 good attendance allowance. Ditto.
Boy cooly (16 to 13 years old) ..		7-1-11	9-1-11	
Lascar .. .. .		12-1-16	12-1-18	
Hammerman ..	{ Gr. I	17-1-20	}	12-1-20
	{ Gr. II	12-1-16		
3rd class Mistrie .. .. .		10-1-19	12-1-19	
3rd class Mistrie .. .. .		20-1-22	20-1-22	
			23-1-25	
Furnaceman .. Gr. I		20-2-28	22-2-28	
Furnaceman .. Gr. II		12-1-19	12-1-20	
Tool keeper .. Gr. II		20-2-23	22-2-28	
Tool keeper .. Gr. III		12-1-19	12-1-20	
Steam Hammer Driver	{ Gr. I	12-1-20	}	12-1-20
	{ Gr. II	12-1-16		
Steam Hammer Driver (Boys) Gr. III		7-1-11	7-1-12	
Gas Producer man ..		10-1-16	12-1-20	
Rollerman (boys) .. Gr. IV		7-1-11	7-1-12	

\* Subject to a temporary overriding minimum of Rs. 12 per mensem.



## STATEMENT D.

## Jamalpur Store Depots and Electrical Shops.

Designation.	Existing grade.	Proposed grade.
	Rs.	Rs.
<i>Store Depots</i>		
Boy coolies (16 to 18 years) ..	7-1-11	9-1-11 <i>Plus Re. 1 good attendance allowance.</i>
Coolies .. ..	12-1-14	12-1-15 <i>Plus Re. 1 good attendance allowance.</i>
Female coolies .. ..	7-1-11	9-1-11
Painters .. ..	10-1-19	12-1-25
Carpenters .. ..	10-1-19	12-1-25
<i>Electrical Shops.</i>		
Coolies .. ..	10- $\frac{1}{2}$ -15	12-1-15 <i>Plus Re 1 good attendance allowance.</i>
Mistries , .. .. Gr. IV	10-1-24	12-1-25

## TABLE OF WAGES.

## Printing Department.

Compositor ..	..	From Rs. 16—80
Distributor ..	..	From Rs. 13—35
Impositor ..	..	From Rs. 16—35
Proof pullers ..	..	From Rs. 15—35
Machinemen ..	..	From Rs. 31—38
Inkmen ..	..	From Rs. 18—24
Handpressmen	..	From Rs. 20—38
Litho Machinemen	..	From Rs. 36—50
Mono Operators	..	From Rs. 40—100
Mono Caster ..	..	From Rs. 30—50
Lino Operator	..	From Rs. 60—80
Book Binders ..	..	From Rs. 10—34
Ticket Printers	..	From Rs. 16—43

There has been no increase or decrease in scales of wages of Works staff during the last five years.

## Stores Department.

The prevailing rates of wages for labour and menial staff in Head Office as well as in different depots are as follows :—

Rates in 1920.	Rates in 1929.
Howrah Depot From Rs. 14 to Rs. 20 per mensem.	Rs. 16 to Rs. 26 per mensem.
Lillooah From As. 6-6 to Rs. 1-8 per day.	As. 10½ to Rs. 1-12 per day.
Jamalpur From Rs. 10 to Rs. 19 per mensem.	From Rs. 12 to Rs. 25 per mensem.
Lucknow Re. 0-7-8 by Re 0-0-8 to Re. 0-9-0 per day.	Re. 0-9-0 by 0-0-8 to Re. 0-10-4 per day.

As regards movements in recent years only the coolie staff and menial staff at Head quarters have been graded. The question of the revision of the scale of pay or Tindals Mates, Sirdars, and Letter men is under consideration.

Before 1927 there were no grades fixed for menial staff, their pay ranged from Rs. 10 to 23. After 1927 the following grades have been sanctioned for Head Office menial staffs :—

Peons	..	..	Rs. 13 to Rs. 19
Jamadars	..	..	Rs. 25—1—30
Assistant Jamadars	..	..	Rs. 20—1—25
Duffries	..	..	Rs. 18—1—27
Record Suppliers	..	..	Rs. 16—2—40

### Electrical Department.

In April 1920, a general revision of pay of all classes of staff was made. The Workshop labour staff was graded as follows :—

Grade I	..	..	Rs. 100—10—150
.. II	..	..	Rs. 60—6—90
.. III	..	..	Rs. 40—5—80
.. IV	..	..	Rs. 15—3—36
Coolies	..	..	Rs. 10—1—15

A further revision was made with effect from the 1st August 1928, as follows :—

#### Class II.

(Literate in English).	{	Grade I	Rs. 100—10—150
		.. II	Rs. 54—6—90
		.. III	Rs. 39—3—51

#### Class III.

Workmen skilled and semi skilled.	{	Grade I	Rs. 54—5—84
		.. II	Rs. 39—3—51
		.. III	Rs. 15—3—36
		.. IV	Rs. 10—1—24

#### Class IV.

Labourers.	{	Grade I	Rs. 10—1—19	This grade is provided to cover various costs of living at different stations.
		.. II	Rs. 10—1—15	

## (96A) Other allowances and perquisites.

## MECHANICAL DEPARTMENT.

Overtime according to the Factory Act. Free Passes and Privilege Ticket Orders (Local and Foreign) according to the rules are granted to all staff dealt with in this Part.

Uniforms to the following staff :—

Fire Brigade, Shunters, Gunners and Chaprassis.

## ELECTRICAL DEPARTMENT.

The staff are granted the following allowances :—

Overtime allowance, travelling allowance, good conduct allowance on night duty and officiating allowance.

Overtime allowance is granted to all staff when they are required to work in excess of the prescribed hours of duty. This allowance is calculated on the actual number of hours worked in excess, at the ordinary rates of pay.

Travelling allowance is given to men when they are absent from their head-quarters on railway service. This allowance is calculated on schedule rates which vary according to the rates of pay. The allowance varies from annas four to Rs. 1-8-0 per day as follows :—

<i>As per East Indian Railway rules.</i>	<i>As per State Railway rules.</i>
Men drawing under Rs. 25—Re. 0-4-0 per night.	Menials—
Men drawing Rs. 15 to Rs. 49—Re. 0-8-0 per night.	Rs. 15 and less Re. 0-5-0 per day.
Men drawing Rs. 50 to Rs. 99—Re. 1 per night.	Over Rs. 15—Re. 0-6-0 per day.
Men drawing Rs. 100 to 199—Rs. 1-8-0 per night.	Subordinates—
	Rs. 50 and under—Re. 0-12-0 per day.
	Rs. 51 to Rs. 100—Re. 1 per day.
	Rs. 101 to Rs. 200—Rs. 1-8-0 per day.

*Good conduct allowance* to staff on night duty.

The attendance of staff on night duty in charge of important sections of the various installations, is checked by means of a chart attached to a thumb impression clock on which an impression is made every half hour during the night. Rs. 5 is sanctioned for each thumb impression clock and the amount is divided in proportion to the number of thumb prints of each man.

*Officiating allowance* is granted according to rules to men who perform the duties of those in higher grades when the latter are absent on privilege or sick leave.

Uniforms are allowed to the following staff, *viz.* :—

Sirdars, Mates, Tindals, Crane Drivers, Shunting staff, Firemen and Fire Brigade Staff.

In the case of menials of the office establishment, *i. e.*, peons, etc., washing allowance at the rate of Re. 0-6-0 per month. This applies to office peons and farashes in all departments.

### Stores Department.

Overtime at the rate of 1/8th of the daily wages, per hour.

Jamalpur Depot only, good attendance allowance at Re. 1 per mensem if present during whole month.

**Facilities provided or available for going from residence to places of work when the latter are situated at a considerable distance from the town or quarters.**

### MECHANICAL DEPARTMENT.

*Jamalpur and Lillooah Workshops.*—The majority of the workmen are conveyed to and from the Workshops by workmen's trains, free of charge.

*Lucknow Workshops.*—Facilities for the conveyance of workmen living in the neighbouring villages are not provided, and it may be necessary in future to consider their introduction if the Workshops expand. They are not necessary in the case of workmen living in Lucknow as their houses are situated within easy walking distance.

### ELECTRICAL DEPARTMENT.

Workmen's trains are provided, the staff are conveyed free of charge each man being given a train pass.

### STORES DEPARTMENT.

Facilities are not required at Howrah and Lucknow Depots. For Jamalpur and Lillooah Depots workmen's trains run.

### PRINTING DEPARTMENT.

Privilege tickets at one-third the cost of the ordinary Railway fares are granted to staff who reside out of Calcutta. They are also eligible for passes under the rules.

### BLOCK SIGNAL SHOPS, HOWRAH.

The majority of the men live within walking distance of the works. Those who come in by train travel on monthly season tickets which they can obtain at  $\frac{1}{3}$  public rates.

**101 and 103. Method of fixing wages, whether any agreements are made with the Employees ; the extent of Standardisation.**

*Mechanical Department, Jamalpur Workshops.*—Wages are fixed on the grade system, i. e., it is possible for a skilled workman to start as second class mistry and rise through the various grades to charge-men or even further. In fixing the grades for the lower classes, due attention has been paid to the minimum living wages in the locality. It is usual to appoint new hands on the minimum of the grade. In special cases exceptions can, however, be made. All staff drawing Rs. 20 and over are required to sign an agreement and become Provident Fund members.

*Lilloah Workshops.*—There are fixed minima and maxima with fixed annual increments, the whole operating on a time scale, for each grade of employees. No written agreement is made with the workmen employees on engagement but when an employee becomes eligible to be a member of the Provident Fund he is called upon to sign an agreement.

*Lucknow Locomotive Workshops.*—The minimum wage for a cooly has been based upon the cost of living for the particular locality concerned. The wages of semi-skilled and skilled workmen are in accordance with their length of service and ability. No agreements are made with the employees at the time of their engagement with the exception of workmen apprentices, but when an employee becomes eligible to be a member of the Provident Fund he is then called upon to sign a " Service Agreement."

*Lucknow Carriage and Wagon Workshops.*—No agreements are made with daily paid men earning less than 12 annas per day. Those earning more than 12 annas are under an agreement.

*Electrical Department.*—The method of fixing wages is based on the grade system, and men are usually appointed on the minimum of the grade. Exceptions are, however, made in the case of men possessing special qualifications and abilities. Service Agreements are executed by all staff in receipt of a pay of Rs. 20 and over. The various grades shown on page 38 do however provide an efficiency bar. An employee is eligible for promotion to the maximum pay of any grade and is only promoted to a higher grade should his abilities warrant such a course and a vacancy occurs.

*Stores Department.*—Wages are generally fixed on the local conditions prevailing and rates paid by Commercial Companies in

the vicinity as well as those paid in Railway Workshops. No agreements are entered into with any of the labour staff. Wages are not standardised but are based upon local conditions.

*Printing Department.*—Wages are fixed according to qualifications and local rates. All staff are engaged on graduated scales of pay. No agreements.

**104. Whether the Labour supply is affected by wage changes.**

No

**105. Relation of minimum wages given to the corresponding wages in other industrial undertakings in the locality and to what is generally accepted as the minimum living wage in the locality ?**

#### MECHANICAL DEPARTMENT

*Jamalpur Workshops.*—The minimum estimated living wage for an adult is Rs. 12 per mensem, and this minimum is invariably equivalent to that paid by industrial undertakings, taking into consideration the various privileges conceded to railway employees.

*Lilloah Workshops.*—Few if any of the other industrial undertakings in this locality have adopted the time scale. Even so the minimum wages in these Shops compare favourably with those current in other industrial undertakings in this area. The local minimum living wage for an unskilled labourer in permanent employment is estimated at Rs. 14-8-0 per month. The minimum wage for an unskilled adult labourer in these shops is Re. 0-10-6 per day of 7½ working hours or Rs. 15-12-0 per month.

*Lucknow Workshops Locomotive and Carriage and Wagon.*—The minimum wage paid at these workshops is 9 annas a day which enquiries made show compares favourably with the wages paid by other undertakings in this locality.

#### ELECTRICAL DEPARTMENT.

The minimum living wage for an adult ranges from Rs. 12 to Rs. 14 per mensem, depending on the cost of living at the various

stations and this minimum is invariably equivalent to that paid by industrial undertakings, taking into consideration the various privileges conceded to railway employees. It may be said that they are generally in receipt of a higher rate of pay than that paid by local industrial undertakings.

#### STORES DEPARTMENT.

The minimum wages given by the Railway are as shown below and are about the same as those given in other industrial undertakings in the locality:—

Howrah Depot	..	..	Rs. 16 per mensem.
Jamalpur Depot	..	..	Rs. 12 per mensem.
Lillooah Depot	..	..	Re. 0-10-6 per diem.
Lucknow Depots	..	..	Rs. 14-10-0 per mensem.

#### PRINTING DEPARTMENT.

From enquiries made of the staff it appears that the minimum living wage including cost of food, rent and clothing is about Rs. 15 per month.

#### GENERAL.

In industrial areas (Mills, Collieries, Ironworks, etc.) the wages paid by this railway are generally lower than those paid by industrial concerns for the same class of labour, whilst in rural areas the wages paid by the railway are probably higher than the current market rates.

In the first instance, that of industrial areas the inducements for working for the railway at a lower wage are possibly, greater security for permanent employment, certain privileges in the way of passes, good service gratuity on retirement and so forth, but the fact remains that in the industrial areas we do not get the best type of workmen, especially as regards the cooly class. Actually we import labour in such places but our experience is that the best of these men leave the railway to earn higher wages.

In the Agricultural areas one has to consider that these men have generally been working on the land for generations and they are not likely to leave it unless some monetary inducement is offered to them.



106. **Extent of deductions on account of fines, and what proportion they generally bear to gross wages and to net wages.**

#### MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—Total deductions on account of fines during the last 12 months amount to Rs. 1,443 which works out to As. 0-2-0 per workman per annum.

Proportion to gross wages '56 per cent.

Proportion to net wages '65 per cent.

*Lilloah Workshops.*—It is estimated that the total of fines realised from the workmen in these Shops, exclusive of fines for (a) actual theft and misuse of passes, does not exceed Rs. 650 per annum. This works out at under one anna per workman per annum. The average annual gross pay of a workman in these Shops is Rs. 414 per annum. The net pay received per annum by a workman depends on whether he is a Provident Fund member and whether he is paying back instalments of a loan. An average of Rs. 375 may be taken as the net pay per annum.

*Lucknow Locomotive Workshops.*—The proportion of the number of men who are fined during any particular month is so small that its relationship to the total wages would be insignificant. I find that fines amount to Rs. 30 for the month of June, and the average monthly wage bill is in the vicinity of one lakh of rupees.

*Lucknow Carriage and Wagon Workshops.*—Fines are seldom inflicted and then only when the case has been thoroughly gone into by the Works Manager.

#### ELECTRICAL DEPARTMENT.

Fines are imposed in terms of a day's pay; it varies from a quarter day's pay to two days' pay or more according to the gravity of offence.

Based on the averages for the last six months the amount realised on account of fines is '018 per cent. of the gross wages and '019 per cent. of the net wages. The extent to which fining of staff is resorted to is, therefore, negligible.

#### STORES DEPARTMENT.

The minimum fine is annas two, and maximum annas four and these are inflicted only when gross carelessness, resulting in

breakages, loss, etc., occur. The proportion is about one-fourth to one-half of a day's pay, or 125th part of the monthly pay.

### Offences for which Fines are generally inflicted.

*Mechanical Department.*—Late attendance, disobedience, infringement of pass rules, sleeping on duty, repeated carelessness and waisting time after having been previously warned.

*Electrical Department.*—Fines are generally inflicted for offences such as neglect of duty, disobedience of orders, breakages of special tools and appliances due to carelessness, careless operation of running plant, causing a disturbance or committing a nuisance, idling, &c. There are certain items which are considered as offences, and for which there are fixed fines, such as loss of free passes, loss of zinc train passes, non-return of pass receipts within a prescribed period after issue.

*Printing Department.*—Late attendance, insubordination, wasting time, carelessness and damaging State property.

### Utilisation of Fines.—

Fines are all credited to the Fine Fund which is dealt with in part III Operating.

### 107. Periods of wage payment and periods elapsing before payment.

#### MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—Period of wage payment—From the 1st to the last day of each month. Period elapsing before payment :—

1st class apprentices and chargemen	..	..	2 days.
Workmen (monthly paid) (expected to be reduced to 7 days)			10 days.
Piece-work staff	..	..	15 days.

*Lillooah Workshops.*—From the 1st to the last day of each month. Paid on an average on the 9th, 10th and 11th of the succeeding month.

*Lucknow Locomotive Workshops.*—The workmen are paid monthly and are generally paid their wages either the first six days of the month following that in which the wages are earned.

*Lucknow Carriage and Wagon Workshops.*—Wages are paid monthly and are generally paid within the first six days of the month following that in which the wages are earned.

#### ELECTRICAL DEPARTMENT.

Payments are made monthly. Payment for the month for which wages are due is made to the staff on the 12/15th of the following month, according to the remoteness of the station from the headquarters of audit.

#### STORES DEPARTMENT.

Calendar month, the period elapsing is 10 days. Payment is made on or about the 10th of each month, except at Jamalpur Depot where (it is reported) the payment is made between the 10th and 20th of each month.

#### PRINTING DEPARTMENT.

Payments made monthly—On or about the 9th of each month.

#### BLOCK SIGNAL WORKSHOPS, HOWRAH.

Monthly—Payment is made on or about the 13th for the previous month.

### 108. Indebtedness.

*Mechanical Department.*—It is believed that the practice of borrowing money from professional money-lenders is on the decrease. It is however impossible to furnish reliable information on the subject of indebtedness.

*Electrical Department.*—It is known that the borrowing of money is frequently indulged in and money-lenders thrive; it is, however, impossible to control or advise employees in this connection as cases seldom come to notice officially.

*Printing Department.*—About 80 per cent. of the staff are known to be in debt. Staff are granted loans from Provident Fund, Indian Staff Loan Fund and East Indian Railway Employees' Co-operative Credit Society.

### 109. Any scheme for granting Bonus to employees.

Nil.

### 110. Annual or other leave.

## MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—Monthly rated—Drawing Rs. 45 and above :—

- (i) 1 day privilege leave in 11 days uninterrupted service.
- (ii) Sick leave on half pay, not exceeding three years in total service.
- (iii) Special leave on half pay, not exceeding six months in total service.
- (iv) 15 days casual leave in a year.

Staff drawing, on completion of one year's service :—

Over Rs. 30 and under Rs. 45.

- |                      |                |
|----------------------|----------------|
| 15 days casual leave | } on full pay. |
| 15 days sick leave   |                |
| 15 days casual leave | } on half pay. |
| 15 days sick leave   |                |

Rs. 21 to Rs. 30 (both inclusive)—

- 15 days casual or sick leave on full pay in a year.
- 15 days casual or sick leave on half pay in a year.

Less than Rs. 21.

15 days Shop holidays.

*Lilloah Shops.*—Monthly rated staff appointed prior to 1st January 1925 :—

- (i) 1 day privilege leave in 11 days uninterrupted service.
- (ii) Sick leave on half pay.
- (iii) Special leave on half pay.
- (iv) 15 days casual leave.

Daily rated staff on completion of one year's service—

15 days Shop holidays.

*Lucknow Loco. and Carriage and Wagon Shops.*—Monthly rated—

- (i) 1 day leave on average pay after 11 days spent on duty.
- (ii) 2 days leave on half average pay after 11 days spent on duty.
- (iii) 15 days casual leave.

Daily rated staff on completion of one year's service—

15 days casual leave in a year.

## ELECTRICAL DEPARTMENT.

The leave admissible to staff is as follows :—

Men engaged prior to 1st January 1923 and who were made

provident fund members. :—

- (i) 15 days casual leave per Calendar year.
- (ii) Privilege leave at one-eleventh of the period spent on duty.
- (iii) Sick leave on half pay.
- (iv) Special leave on half pay.

Men engaged between 1st January 1923 and 31st December 1924.

Drawing Rs. 45 and over as above—

Over Rs. 30 and under Rs. 45 on completion of one year's service :—

15 days casual leave	} full pay.
15 days sick leave	
15 days casual leave	} half pay.
15 days sick leave	

Drawing Rs. 21 to Rs. 30.

15 days casual or sick leave—full pay.

15 days casual or sick leave—half pay.

Drawing under Rs. 21.

15 days Shop holidays.

Men engaged on and from 1st April 1925 after completion of one year's service get 15 days casual leave on full pay including Shop holidays.

The existence of two scales of leave is most undesirable and leads to considerable discontent amongst the staff.

#### STORES DEPARTMENT.

The amount of leave admissible to labour staff including holidays is 15 days in a year.

#### PRINTING DEPARTMENT.

Class "A" staff drawing Rs. 45 and over—

Privilege leave one month in a year.

Casual leave 15 days on full pay.

Class "B" drawing Rs. 31 to Rs. 44—

Casual leave 2 days on full pay.

Casual leave 15 days on half pay.

Sick leave 15 days on half pay.

Sick leave 15 days on full pay.

Class "C" staff drawing Rs. 21 to Rs. 30—

Casual leave 2 days on full pay.

Casual leave 15 days on half pay.

## BLOCK SIGNAL SHOPS, HOWRAH.

One month per year without pay.

**Extent of Annual leave generally taken and percentage of Absences on Leave to Total Strength.**

## MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—Average leave taken works out at 16 days per man per year—about 9 per cent.

*Lillooah Workshops.*—A workman is on the average absent for about 15 working days in the year, exclusive of Shop holidays and Sundays. The percentage of absence on leave is about 4·6 of the total strength.

*Lucknow Locomotive Workshops.*—Practically every workman takes his 15 days casual leave on full pay annually.

*Lucknow Carriage and Wagon Workshops.*—Most of the men take the leave to the full amount due. The percentage of absence on leave to the total strength for the last 5 years is as follows:—

1924.	1925.	1926.	1927.	1928.
7½%	9%	10%	8%	10%

## ELECTRICAL DEPARTMENT.

The extent of leave taken by each man shows an average of 22 days per year (including sick leave).

The percentage of absences on leave (including sick leave) is about 7 per cent. of the total strength.

## STORES DEPARTMENT.

Generally one month's leave is taken. The percentage varies from about 5 per cent. at Howrah, and Lillooah Depots to 9 to 10 per cent. at Jamalpur and Lucknow.

## PRINTING DEPARTMENT.

Except Class "A" staff, all the staff take full amount of leave, admissible. The absences on leave are about 5 per cent. of total strength.

## BLOCK SIGNAL SHOPS, HOWRAH.

Leave is almost invariably taken for the full period admissible. 5 per cent. of the total strength are usually on leave.

**Number of Annual Holidays Generally Allowed (a) on full pay and (b) without wages.**

*Mechanical Department—*

Jamalpur Workshops	(a)	15 days.
	(b)	28 days.
Lillooah Workshops	(a)	15 days.
	(b)	15 days.

Number of holidays without pay has been reduced from 21 to 15 days at the request of the workmen.

Lucknow Locomotive Workshops	(a)	16 days.
	(b)	25 days.
Lucknow Carriage & Wagon Workshops	(a)	16 days.
	(b)	25 days.

*Electrical Department.*—The number of recognised annual holidays granted to the staff differs in different provinces in which they are employed. On the average 32 days are granted as holidays; of these 15 days only are paid holidays, the remainder are without pay.

*Stores Department.*—(a) Labour staff are allowed the pay for holidays to the extent of 15 days in a year, number of holidays observed vary according to locality.

(b) Nil—except at Lucknow where the holidays number about 13 days.

*Printing Department.*—(a) 13 days on full pay.  
(b) Nil.

*Block Signal Shops, Howrah.*—(a) 15 days on full pay.  
(b) Nil.

**112 & 113, Comparative changes in efficiency of Railway Employees in India in Recent Years and Possible Methods of Securing Increased Efficiency.**

## MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—There has been a considerable increase in efficiency of employees in the Workshops during the last few

years. This is probably due to the intensive training given to apprentices, and also to the more up-to-date methods which are being introduced into the Workshops. Further efficiency will be obtained when the men acquire greater experience of the new methods. It is hoped gradually to introduce a piece-work system with a view to further increasing efficiency.

*Lillooah Workshops.*—There has been no voluntary increase in the efficiency of a workman. Better training and more careful supervision than was formerly available have however resulted in increased efficiency. It is universally recognised that systems of "piece-work" with bonus result in maximum efficiency. Such a system was introduced in 1912 but abolished in 1921 at the request of the workmen.

*Lucknow Loco. Shops.*—The average general efficiency has definitely improved in recent years. Greater facilities for sons of workmen to obtain primary education will enable them to understand more fully the working of modern methods adopted in Mechanical Engineering Workshops.

*Lucknow Carriage and Wagon Shops.*—In the opinion of the Works Manager the employees have become more efficient than they were 5 years ago.

#### ELECTRICAL DEPARTMENT.

From experience of this class of labour it is considered that there has been no appreciable change towards increased efficiency and the stimulus to such an up-lift does not at present exist amongst the employees themselves.

Many employees come from long distances and on account of their migratory character are very prone to resign on the slightest provocation for other employment.

Those that do remain in employment spend considerable time during the year in cultivating land in their own village and with the assistance of their family add considerably to their income thereby. They are, therefore, partially independent and at times adopt that attitude.

With regard to possible methods of securing increased efficiency at the majority of stations where this department is represented the number of skilled and semi-skilled staff is comparatively small, thus enabling close supervision to be exercised ; this in itself ensures a reasonably high standard of efficiency.



At Jamalpur Electrical Apprentices now attend Technical Classes and are thus able to make themselves conversant with the elementary stages of the technical side of their profession which it is anticipated will improve efficiency.

An employee who has land often prefers to remain on a lower pay providing he can retain his land and derive an income therefrom, in preference to moving into a thickly populated area where he is fully aware he must pay enhanced rates for the produce he would otherwise obtain from his holding.

Ambition while being prominent as regards higher rates of pay is not in the direction of more important work or responsibilities.

#### STORES DEPARTMENT.

The bulk of the labour employed consists of coolies and no noticeable changes in efficiency have been observed. The only possible method of securing increased efficiency is education combined with a greater number of supervisors.

#### PRINTING DEPARTMENT.

In general the standard of efficiency and technical knowledge of the works-staff of this department has improved considerably in recent years.

### 117. Extent of Organisation among Railway employees.

*Mechanical Department.*—Organisation amongst the workmen of Mechanical Workshops is of a very limited nature. There is one Union known as the "East Indian Railway Union" which is registered. It is controlled by outsiders and is not recognised by the Administration. It is believed that only a comparatively small number of the Workshop employees are members of this Union.

*Electrical Department.*—A small number of the staff subscribe to the various Unions.

*Stores Department.*—There is no organisation in force so far as Stores Depot is concerned.

*Printing Department.*—The staff of this department have shown little or no interest in Trade combinations and very few are members.

### 118. Effect of organisation of employees on their conditions generally.

#### MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—It would appear that the workings of the East Indian Railway Union up-to-date has not effected the conditions of the employees.

*Lillooah Workshops.*—No appreciable effects of these organisations on the conditions of employees generally are apparent.

*Electrical Department.*—The methods adopted by the various Unions as far as this Department is concerned are not constitutional.

*Stores Department.*—Does not apply to Depot Labour.

### 119. Nature of Activities.

*Mechanical Department.*—The activities of such organisations are generally confined to meetings, processions and correspondence relating to demands on the alleged behalf of the employees that they profess to represent.

*Electrical Department.*—The nature of the activities of these Unions has been confined to reporting alleged injustices. These have, however, been very few.

*Stores Department.*—No active Unions are in force among the staff ; at any rate no representations from Unions have been received. It is known, however, that the staff keep closely in touch with the Unions where such have been formed.

### 120. (i) History of Individual Trade Unions of Railway Employees.

#### MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*—There is one Union designated the East Indian Railway Union with headquarters at Khagole which has been registered under the Trade Union Act XVI of 1926 at Patna.

*Lillooah Workshops.*—A so called Trade Union was started by certain non-railway men on the alleged behalf of the workmen in these Shops in about October 1927. The strength and membership

of this Union have fluctuated considerably up-to-date. It has however always had as its leaders non-railway men who are also politicians. This Union, or more correctly the influence of its leaders, reached its peak in March 1928, when it was able to call a general strike of the workmen. It has since then been on the wane, and at present is not an important factor where the workmen are concerned. Its leaders are still outsiders.

**120. (ii) Attitude of employees and extent of their control.**

**MECHANICAL DEPARTMENT.**

*Jamalpur and Lillooah Workshops.*—Employees have no control, other than nominal for propaganda purposes, of the Union, except inasmuch as they supply a portion of its funds. At Lillooah, their attitude towards it was at first one of enthusiasm. Later on when they found that the Union could not do anything for them their attitude developed into one of indifference. They are not antagonistic to it except inasmuch as the majority of them resent paying any subscriptions as they do not receive value for their money. They at present look upon it as a well intentioned body, which however cannot do anything for them; and which for this reason it is not worth while to support specially by subscriptions or donations

**ELECTRICAL DEPARTMENT.**

The attitude of the employees is satisfactory with the exception of the staff at Moradabad, where they appear to be under the influence of a local Union whose methods are to say the least questionable.

*Stores Department.*—Does not apply.

**120. (iii) Relations of the Railway Trade Unions.**

*See replies to 119 and 121.*

**121. Extent to which Trade Unions of Railway employees have registered under the Trade Unions Act and have been recognised by the Railway.**

The Railway Administration does not recognise any so called Trade Union of its employees.

**123. Industrial Disputes Causes, including demands made by one party or the other, duration, number of employees involved and character, nature of settlement, Loss caused to the Railways and to the Employees.**

## MECHANICAL DEPARTMENT.

*Jamalpur Workshops.*— There was a strike in 1919 which covered a period from 2nd December 1919 to 14th January 1920, and another strike in 1922 from 13th February 1922 to 31st March 1922. The cause of the first strike was the introduction of daily rates of pay (all staff in these Workshops were and are monthly rated) and as a result of the strike the daily rates were withdrawn.

The second strike was engineered by outside agitators in sympathy with the general strike which took place all over the line.

On conclusion certain individuals who took a particularly active part were discharged with a month's pay in lieu of notice. No concessions were conceded to the staff.

Extent of loss to employees of Railway cannot be ascertained at this distant date.

In both cases the whole staff were out ; involving about 12,000 men.

Since the introduction of a Welfare Committee in 1922-23 there has been no further strike.

*Lilloah Workshops.*— There was a strike in 1921 which covered a period from 3rd February 1921 to 1st April 1921 and another in 1928 from 7th March 1928 to 10th July 1928. The second strike was preceded by a one day strike from 12 noon 23rd January 1928 to 12 noon on 24th January 1928 and followed by a "lock-out" from 31st July 1928 to 7th August 1928.

The first strike resulted from the political situation at the time and was brought about by outsiders. Increased wages and pay for holidays were demanded by strikers. At the conclusion of this strike the workmen were given 13 paid holidays in the year on certain festivals but no other demands were met with.

The second strike was caused by outside agitators. The workmen demanded 25 per cent. increase in wages, casual, privilege and sick leave, and free houses or housing allowance. On the conclusion of this strike none of the demands of the workmen were met. An undertaking was however given that the question of housing would be enquired into. 54 men, who were held responsible for disturbances necessitating a "lock-out", were discharged.

The extent of loss to the employees who were out on strike may be taken to be the total loss of wages for the periods. About 8,000 and 11,500 men respectively, were involved.

*Lucknow Loco. Shops.*—The last strike in the Locomotive Works, Charbagh, took place in February 1921, as a result of certain agitators from the Carriage and Wagon Works at Alambagh forcing the Charbagh workmen to down tools in sympathy with the total strike of their Works. The duration of strike was from 10th February to the 30th April 1921.

*Lucknow Carriage and Wagon Shops.*—The only strike of importance occurred in these Works in 1921. The Railway Board are in possession of full facts.

#### ELECTRICAL DEPARTMENT.

There have been no strikes in this Department but the electrical staff were affected during the strike at Lillooah and Asansol in 1928.

#### STORES DEPARTMENT.

The only strike which occurred within the last nine years was that of March 1928 which was confined to Howrah and Lillooah. The strike was due to the staff demanding increased pay in sympathy with the Workshop Staff at Lillooah, it lasted for 3 months and 19 days. The number of employees involved was 1,200 made up of the total labour staff in the above depots. The staff resumed duty without being granted increases, but were afterwards, in the case of the coolies, given a fixed scale, namely Rs. 16-1-20 per month. The loss to the Railway, *i. e.*, the difference between what was paid to the staff and the contractor who was brought into the Depot amounted to Rs. 14,000 per month. The cost of transporting the contractor's coolies to the depot amounted to about Rs. 3,000 per month.

The loss to the employees amounted to, approximately Rs. 53,000 for the time they struck work.

There was a strike at Lucknow in 1921, but no information or figures are available with regard to this strike.

#### PRINTING DEPARTMENT.

None have occurred. The staff are encouraged to represent their grievances to the Printing Superintendent direct.

**Opportunity afforded to employees to represent their grievances.**

*Mechanical Department Workshops.*—The Workshop Welfare Committees afford excellent opportunity to employees to represent their grievances and workmen delegates are encouraged to keep the Workshops Managements fully informed in regard to grievances.

*Electrical Department.*—All staff are entitled to appeal to higher authority through his immediate superior.

*Stores Department.*—Where grievances arise every opportunity is afforded to the parties to represent their case, both in writing and verbally, through the proper channel when thorough investigations are made and settlements arrived at.

#### **124. Any machinery for the settlement of disputes.**

*Mechanical Department.*—It is considered that the Workshop Welfare Committees will afford Workshop Management much useful assistance in connection with the settlement of disputes.

*Electrical Department.*—Disputes are dealt with by the District Officers and results forwarded to the Head of Department for information and confirmation if necessary.

*Stores Department.*—No special machinery exists so far as this department is concerned, but the District Controllers of Stores have been advised to get into touch with the Divisional Welfare Committees where they are functioning.

No use has been made of the Employers' and Workmen Disputes Act IX of 1860.

**141. Manner in which question affecting personnel are dealt with.**

#### **MECHANICAL DEPARTMENT.**

*Jamalpur and Lillooah Workshops.*—All questions affecting personnel are dealt with in the first instance by the Establishment Officer whose principal duty is to maintain intimate contact with all staff. This officer personally looks into all grievances and in the majority of cases is able to come to a satisfactory understanding with the parties concerned. In major cases the Deputy Chief Mechanical Engineer is consulted. There is no doubt that the appointment of Establishment Officers has had very beneficial results.

*Lucknow Workshops.*—Matters affecting the personnel are dealt with either direct by appeal from the man to the Works Manager or through the Welfare Committee.

#### ELECTRICAL DEPARTMENT.

All questions affecting personnel are dealt with in the first instance by the District Officers except in the case of Workshops where an Employment Officer exists in which case that officer deals with the case. In all cases the decision arrived at is confirmed by the Head of Department.

#### STORES DEPARTMENT.

In the case of questions of paramount importance the question is put in writing in petition form. In minor matters verbal representations are made to the Officers in charge and settled with the Petitioners immediately. In regard to the former, senior members of the gangs, etc., concerned are called and the matter discussed, after which the Petition is forwarded to the Head of the Department with the recommendations or remarks. On receipt of replies they are posted in the Depot and contents conveyed to the staff.

#### **Employment of Women and Boys.**

Women and boys are employed to a small extent at the Jamalpur Workshops as coolies (number 122) and in the Manauri Oil Factory as seed crushers (number 204).

No special protective measures are employed other than those applicable to ordinary workmen.

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## PART II.

**Persons employed in Mines.**

The East Indian Railway has Collieries at Giridih and Bokaro. The Giridih Collieries have been worked since 1870 but Bokaro was not started until August 1915.

**(3) Existing Methods of Recruitment with suggestions for improvement.**

At Giridih Collieries recruitment from other districts for the mines is unnecessary as the labour is drawn principally from our own estate and contiguous villages.

At the Collieries in the Bokaro Field all mining labour is recruited from the Central Provinces and Orissa by the coal raising contractors.

The recruitment of apprentices and improvers eventually to fill vacancies in the underground subordinate supervising staff is confined as far as possible to the sons of our own employees. There are at present the following apprentices and others undergoing training :—

- (a) Junior Deputy Overmen.
- (b) Apprentice Overmen.
- (c) Junior Assistant Overmen
- (d) Assistant Overmen.

The Junior Deputy Overmen are selected from amongst the illiterate labour as their training is entirely practical.

The Apprentice Overmen are recruited from amongst the more literate sons of employees as their training is both practical and theoretical.

The vacancies in the grade of Junior Assistant and Assistant Overmen are filled by promotion of selected candidates from the other grades.

Recruitment for the Workshops and Mechanical side is conducted as follows :—

Selected boys who have passed the Upper Primary Examination in Railway Schools are drafted annually into the Industrial School attached to the Workshops. Their training is partly in the School and partly in the Workshops.



A final Examination is held after three years' training and the successful boys are admitted into the Workshops as apprentice fitters, pattern makers and moulders, etc.

The following subjects are taught in the Vernacular in the Industrial School :—

1. Mathematics.
  - (a) Arithmetic.
  - (b) Mensuration, Plane and Solid.
  - (c) Applied Mechanics.
2. Machine Drawing.
3. Steam Engine.
4. Electricity.
5. Practical Geometry.
6. Metallurgy.

**Number of permanent employees on the Rolls of the Railway on the 1st April 1925, and on the 1st of April 1929, respectively.**

Number of persons employed in the Giridih and Bokaro Collieries :—

			1925.	1929.
Giridih	..	..	10,815	11,232
Bokaro	..	..	6,757	8,474
		Total	17,572	19,706

**Are the services of any Employment Agency utilised?**

No.

(7) Number of men discharged in each class during the last 5 years otherwise than on grounds of superannuation or physical unfitness. Number discharged on Reduction of Establishments should be shown.

None.

**8 (ii) Absenteeism :—**

- (a) Its ratio to total strength.
- (b) Measures taken to correct it.

(a) Coal cutters and ordinary casual labour are practically uncontrolled as far as unauthorised absence is concerned. They are cultivators and spend many days per annum in their fields. In the case of other employees the percentage of absentees to the total strength is probably 3 per cent. to 4 per cent.

(b) By warnings, temporary suspension and possibly ultimate discharge of offenders as a warning to others.

### **(11) Selection of managing staff.**

The underground labour at the collieries is supervised by Under-managers, Overmen, Assistant and Junior Assistant Overmen, Deputy Overmen and Sirdars. The surface labour is controlled by Engine-Wrights, Fitters-in-charge, Supervisors and Time-keepers.

The labour at the Workshops and the Bye-Product Coking Plant is supervised by Foremen.

All leave, increments, etc., are controlled by the Colliery Superintendent.

### **(12) Facilities offered to employees for training and promotion.**

Already dealt with under 3—Recruitment.

### **(13) Nature of Relations between the Managing staff and employees.**

Satisfactory.

Disciplinary powers are exercised by the Managing Staff :—

(a) Reprimands and warnings regarding conduct, etc.

(b) Fines (c) Reduction in pay subject to the sanction of the Colliery Superintendent. There have been no cases of genuine complaints of unfairness or hardship.

There are no Staff Committees.

### **(15) Extent and nature of work given on contracts extent of sub-contracting Control exercised over working conditions.—**

*Giridih Collieries.*—Three of the mines are let out to Raising Contractors. The Contractors are paid an inclusive rate per ton

for coal cut, and in two cases rates are on a sliding scale—the rates vary according to the maximum and minimum output. Underground haulages, surface screening and loading of coal are let out to petty contractors at rates varying with conditions at the different mines. Masonry work, both underground and on the surface, is given out on contract at Schedule rates. Brick-making, tile-making, road-making and repairs and carting of materials are let out to petty contractors at Schedule rates. At the Workshops, the manufacture and repairs of coal tubs, carpentry work, moulding in the foundry are done on contract at Schedule rates. The rates for all the above petty contracts are revised periodically. There is no Sub-Contracting.

*Bokaro Field.*—All the coal is raised and loaded into wagons by four contractors, who are paid fixed rates.

The removal of earth and rock from over the coal seam is done by contractors at Schedule Rates.

Masonry work, brick and tile making, road making and repairs, carting of materials and repairs to coal tubs are let to contractors at Schedule rates.

All contractors' labour have the right of appeal to the Managing Staff in the event of any ill-treatment or unfairness on the part of the contractors.

## **16. Extent to which housing is provided by Railways for their employees.**

- (a) Free of rent  
and
- (b) On payment of rent.

Suitable quarters are provided rent free for all classes of labour on the colliery premises and estate. Facilities exist for employees to live with their families and they generally do so.

### **Capital expenditure on staff quarters.**

- (1) Incurred since the construction of the Railway.
- (2) Incurred during the last 4 years ; and
- (3) Contemplated during the next two years.

The Capital expenditure on staff quarters has been—

Rs.

(1) Since 1924-25.—

Giridih	..	..	2,01,513	Previous to 1924-25 no Capital expenditure was incurred.
Bokaro	..	..	2,58,702	

(2) Incurred during period 1925-29.—

Giridih	..	..	1,65,213
Bokaro	..	..	1,89,810

(3) Contemplated during 1930-31.—

Giridih	..	..	1,00,000
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**18. Scale of accommodation provided for different classes.**

Standard types of quarters are now provided, consisting of one or two rooms 10 ft. × 10 ft. with a verandah and walled courtyard in front.

**19. Whether accommodation supplied is fully utilised by the employees.**

Yes.

**20. Where rent is charged the rate charged and the proportion it bears to wages.**

No rent is charged.

**21. Problems connected with sub-letting and eviction.**

None.

### 23. General Conditions of Health of Employees with Figures of Mortality, Birth-Rate and Infant Mortality.

The general health of the community is good. Below is given a statement of births, infant mortality and total mortality in the colliery area during a period of five years :—

			Births.	Infant mortality.	Total mortality.
1924-25	..	..	582	97	290
1925-26	..	..	534	109	250
1926-27	..	..	489	120	273
1927-28	..	..	481	113	276
1928-29	..	..	495	89	235

### 24 and 25. Medical facilities for employees and extent to which they are utilised.

There are well equipped hospitals at Giridih and Bokaro with a well qualified and efficient medical staff.

The Medical facilities are used to the fullest extent by the employees.

### Number of notoriously unhealthy places and number of staff employed therein.

There are none.

### 26. Sanitary and other conditions in the places of work.

Sanitary arrangements are provided as required by law. Adequate conservancy arrangements exist.

### 33. Employment Bureaux and Staff and Welfare Committees.

There are none.

Labour exchange, whether arrangements exist for discharged employees to be re-employed at other places where employees may be required.

Not necessary. The question of re-employment has not arisen up to the present.

**Any disabilities under which the employees serve. What they are and what can be done to remove them.**

There are no serious disabilities.

### **34. Other welfare activities.**

#### **Institutes.**

One European and one Indian Institute are provided for the staff.

#### **Sports.**

There are Sports Committees both at Giridih and Bokaro. Football and Hockey are the principal games indulged in. The matches are enthusiastically attended and much appreciated by the whole community.

#### **Co-operative Stores.**

There are none.

#### **Co-operative credit societies.**

None locally. There is an East Indian Railway Co-operative Credit Society in Calcutta.

### **36 and 40. Educational facilities provided for adult workmen and for the children of railway servants.**

There are no educational facilities for adult workmen. For the children of employees, ten Elementary, four Lower Primary, one Upper Primary and one Industrial School are provided and maintained by the Undertaking.

### **37. Provision for old age and death.**

**Extent to which Provident Fund Benefits and Gratuities are allowed.**

The information in regard to Provident Fund and Gratuities is not given as the East Indian Railway is State managed.

### **Any Other Benefits.**

There is Benefit Fund for the labour employed in the Colliery Department, details of which will be found in the rules printed as Appendix I.

### **43. Existing regulations for the safety of employees and methods of enforcement.**

The safety of employees is enforced by law, *viz.*, under the Indian Mines Act, Indian Factory Act and Indian Electricity Act.

The method of enforcement is punishment by fines, discharge or prosecution, depending on the seriousness of the offence.

### **44 and 45. Incidence and causes of accidents.**

Generally due to carelessness, ignorance and disregard of Rules and Regulations and Standing Orders.

### **46. Measures taken for accident prevention.**

Safety First Propaganda is carried on by the Supervising staff by verbal warnings and explanations as to dangers which might arise through negligence or otherwise.

### **47. Nil.**

### **48. First-aid and Medical Relief.**

(i) Members of the staff are trained in First Aid.

(ii) Adequate medical arrangements are provided and there are well equipped hospitals on the premises.

### **51. Workmen's Compensation. Number of cases resulting in death; Total disablement and partial disablement; and amount of compensation paid under Workmen's Compensation Act during the last 5 years.**

Number of cases resulting in death during the last five years was 13 and the amount of compensation paid totalled Rs. 4,886.

Number of cases of total disablement during the last five years was 3 and the amount of compensation paid totalled Rs. 1,280.

**Compensation paid otherwise than under the Act during the last five years.**

From 1st January 1919 to 1st July 1924, that is, during the five years before the Act came into force, in the case of fatal accidents, grants to dependents were paid from Railway funds to the extent of Rs. 1,010.

Relief from Colliery Benefit Fund for partial disablement Rs. 15,249.

**63. Hours worked per week and per day.**

(i) Coal cutters and underground labour 40 hours per week and 9 hours per day.

(ii) Day workers,

45 hours per week. 8 hours per day from Monday to Friday and 5 hours on Saturday.

(iii) Shift Workers,

48 hours per week. 8 hours per day for six days per week.

(iv) If working above ground, for no more than 60 hours in any one week or for more than 12 hours in any one day.

If working below ground, for no more than 54 hours in any one week or for more than 9 hours in any one day.

(v) Hours 7 to 12 and from 14 to 17 for day workers and 8 hours continually under changing conditions each week for shift workers.

**65. Extent of Application of International Labour Conventions relating to—**

(i) Hours

(ii) Periods of rest

Governed by the Provisions and Rules of Indian Mines Act and Indian Factory Act. Such Rules and Regulations being strictly observed.



**69. Intervals.**

(i) In relation to fatigue.

(ii) In relation to Workers' meal times.

(i) Nil.

(ii) *Day Workers*.—2 hours from 12 to 14 o'clock for meals.  
*Shift Workers*.—Half an hour for a meal at any time on a shift.

**70. Weekly rest.**

One day of 24 hours (usually Sunday).

**96 and 97. Prevailing rates of Wages and Movements in recent years, i.e., since 1920.**

**Giridih Collieries.**

	1920-23.	1924.	1925.	1926.	1927.	1928.	1929.
Coal Cutting ..	from Re. 0-6-0 to Re. 0-9-6 per tub.	from Re. 0-6-0 to Re. 0-10-0 per tub.	from Re. 0-6-0 to Re. 0-9-0 per tub.	from Re. 0-5-0 to Re. 0-9-0 per tub.	from Re. 0-6-0 to Re. 0-9-0 per tub.	from Re. 0-5-0 to Re. 0-10-0 per tub.	from Re. 0-5-0 to Re. 0-8-0 per tub.
	1920-25.		1926-27.		1928-29.		
Daily labour ..	from Re. 0-4-3 to Rs. 4-0-0 per day.		from Re. 0-4-3 to Rs. 4-8-0 per day.		from Re. 0-4-0 to Rs. 4-8-0 per day.		

**Details of Daily Labour—**

Kamins Re. 0-4-3 per day.

Lamp boys Re. 0-6-0 per day.

Hookmen, banksmen, trollymen, propping mistries, miners' time-keepers, oil munshies, signalmen, gunners, burhees, etc., from Re. 0-8-0 to Rs. 1-3-6 per day.

Chowkidars from Re. 0-5-0 to Re. 0-7-0 per day.

Chaprasies from Re. 0-8-0 to Re. 0-10-0 per day.

Coolies from Re. 0-7-3 to Re. 0-8-0 per day.

Stone cutters, Syces, etc., from Re. 0-8-0 to Re. 0-9-6 per day.

Sirdars from Re. 0-10-0 to Rs. 2-0-0 per day.

Deputy Overmen from Rs. 2-0-0 to Rs. 4-8-0 per day.

## Bokaro Collieries.

	1920.	1921-24.	1925.	1926-29.
Daily labour	From Re. 0-5-3 to Rs. 1-13-0 per day.	From Re. 0-5-3 to Rs. 1-14-0 per day.	From Re. 0-5-3 to Rs. 2-0-0 per day.	From Re. 0-5-3 to Rs. 3-0-0 per day.

## Detail of Daily labour—

Deputy Overmen from Rs. 1-4-0 to Rs. 3-0-0 per day.

Sirdars from Rs. 1-4-0 to Rs. 1-8-0 per day.

Tindal coolies from Re. 0-7-6 to Rs. 1-13-0 per day.

Machinemen, fitters, carpenters, etc., from Re. 0-11-0 to Rs. 2-0-0 per day.

Dykemen, hookmen, etc., from Re. 0-12-0 to Re. 0-15-0 per day.

Chowkidar from Re. 0-9-0 to Re. 0-11-0 per day.

Chaprasai from Re. 0-7-0 to Re. 0-10-0 per day.

Coolies and Kamins from Re. 0-5-3 to Re. 0-7-3 per day.

## 96A. Other allowances and requisites.

Free coal adequate for their needs.

Free water supply.

A maximum of two bighas of paddy land at a nominal rent, provided they work a minimum of 240 days per year.

A free allotment of "bari" land for growing cereal crops, etc.

Free Railway passes and concessions according to the Rules.

Uniforms, waterproofs and umbrellas are provided, when necessary, to certain of the employees.

Overtime is paid for urgent work for working after hours when permitted by law, *i.e.*, Regulations of Indian Mines Act and Factory Act.

Night allowance for leaving the station on duty, proportionate to rate of wages.

**101 and 103. Methods of fixing wages, whether any Agreements are made with the Employees ; the extent of Standardisation.**

The method of fixing the wages of the daily paid labour depends entirely on the nature of their work, their qualifications and length of service.

At Giridih coal cutters are paid a fixed rate per tub dependent on conditions under which they work in the various mines. The rate per tub varies from five annas to eight annas. No agreements are made. Rates are fixed by the Colliery Superintendent in consultation with the Managers.

**104. Whether the Labour supply is affected by wage changes.**

The labour supply is not affected by wage changes.

**105. Relation of minimum wages given to the corresponding wages in other industrial undertakings in the locality and to what is generally accepted as the minimum living wage in the locality ?**

The only other industry in the locality which can be compared is mica mining and the minimum wages of this industry are believed to be the same as those paid on the collieries, the minimum daily wage for an adult being eight annas per day.

**106. Deductions.**

**Extent of deductions on account of fines, and what proportion they generally bear to gross wages and to net wages.—**

One to three days pay depending on the seriousness of the offence. Fining is only resorted to after repeated warnings.

**Offences for which fines are generally inflicted.—**

Careless operation of valuable running plant.  
Bad or careless work, resulting in waste of time.  
Neglect or disobedience of orders.  
Idling.

**Utilization of fines.—**

For the benefit of the staff.

**107. Periods of wage payment and Periods elapsing before payment.**

One week—Three days wages being kept in hand.

**109. Any scheme for granting Bonuses to employees.**

Bonuses are granted to the staff for meritorious work on occasions, at the discretion of the Colliery Superintendent.

**110. Amount of leave admissible.**

- (i) East Indian Railway Rules.
- (ii) Non-European Leave Rules 1923.
- (iii) Fundamental Leave Rules.

**Extent of Annual leave (i) generally taken and (ii) percentage of absences on leave to total strength.**

- (i) 15 days casual leave and one month privilege leave.
- (ii) About 6 per cent. to 10 per cent.

**Number of Annual Holidays generally allowed (a) on full pay and (b) without wages.**

- (a) Monthly paid staff are allowed 13 days annual holidays with pay.
- (b) Daily paid labour get leave without pay and observe all local holidays and 'Pujahs' to the extent of about 20 days per year.

**112 and 113. Comparative changes in efficiency of Railway employees in India in recent years and possible methods of securing increased efficiency.**

The efficiency of the mining community remains unchanged and is satisfactory. Other employees have taken advantage of training and experience offered them and can be described as being more efficient than they were formerly.

117. Extent of organisation among railway employees.
118. Effect of organisation of employees on their conditions generally.
119. Nature of activities.
- 120 (i.) History of individual trade unions of railway employees.
- (ii.) Attitude of employees and extent of their control.
- (iii.) Relations of the Railway trade unions.

121. Extent to which trade unions of railway employees have registered under the trade unions act and have been recognised by the railway.

Such combinations or unions do not exist.

123. Strikes and lock outs on railways. Causes, including demands made by one party or the other, Duration, number of employees involved and character, nature of settlement, loss caused to the Railways and to the employees.

There have been two strikes during the last nine years. One in 1920 and one in 1922. In the first case the demand for increased rates was conceded. In the second case the strike was due to the Colliery Superintendent taking steps to prevent dishonest persons from being paid for a fictitious output of coal from the mines. The strike lasted ten days. The employees returned to work unconditionally.

In both cases the whole colliery was at a standstill. The loss to the undertaking in the first case, due to an increase of annas four per ton, amounted to Rs. 1,87,000 per annum. It is not possible to calculate the loss in the latter case, which was however not great and was subsequently compensated for by a correct and increased output.

124. Any Machinery for the settlement of disputes.

All disputes are finally settled by the Colliery Superintendent.

All employees have easy access to the Colliery Superintendent to represent their grievances at any time.

No use has been made of the employers' and workmen (disputes) act IX of 1860.

**141. Manner in which question affecting personnel are dealt with. The Colliery Superintendent, in consultation with his superior staff, deals personally with all such question.**

No special organisation exists as it has never been found necessary to create it.

**The extent to which women and boys are employed in the Collieries is as follows :—**

GIRIDIH COLLIERIES	{	Women—1,620.	
	{	Boys —(Above 13 & below 18)	1,015
BOKARO COLLIERY ..	{	Women—2,175.	
	{	Boys —(Above 13 & below 18)	410
SAWANG COLLIERY ..	{	Women—351.	
	{	Boys —(Above 13 & below 18)	48

The branches in which they are employed are as follows :—

**WOMEN.** (1) Loading.

(2) Cleaning Tramlines.

(3) Looking after the ventilation doors underground.

(4) Supplying drinking water.

**BOYS.** (1) Loading coal.

(2) Oiling machinery.

(3) Attendant to ventilation doors.

(4) Telephone attendant.

(5) Driving pumps.

(6) Cleaning engines.

According to the Regulations of the Indian Mines Act, boys under 13 years cannot be employed and women are to be eliminated from working in mines during the next ten years.

The protective measures adopted are :—

(1) Regulations of the Indian Mines Act.

(2) Special Rules.

(3) Standing Departmental Orders.

## PART III.

## Operating Staff.

(3) **Existing methods of recruitment with suggestions for improvement.**—Generally speaking the employees on the East Indian Railway have worked their way up from the bottom, having joined the service as boys or youths and it has not been necessary to institute special methods of recruitment. The service has always been and still is popular with the working classes and there is no lack of recruits.

Labour is generally recruited locally on each Division. It is found that a man already in the service will bring others from his village and endeavour to obtain employment for them on the Railway.

A youth will begin life as a porter for whom no qualifications beyond those required by the Medical Department are necessary and he will be trained by the Railway. He will rise to Pointsman, Signaller and Switchman or to Shunting porter and Gunner. Most of the Indian drivers have begun as cleaners and worked their way up to firemen, shunters and drivers. Guards, Assistant Station Masters, Ticket Collectors, Goods and Booking clerks are recruited from the educated classes. They have little difficulty in attaining the necessary qualifications at the numerous schools which exist in the provinces through which the East Indian Railway runs. They come before a Selection Committee of Officers before being engaged. Men who will be employed on train passing duties are usually engaged as probationary signallers and if found unsuitable are not confirmed in the appointment.

*Menial Staff* such as porters, hook porters, lampmen, Hindoo watermen, bhisties, gangmen and cleaners are recruited by the immediate supervising subordinates concerned *i.e.*, the Station Master, Running Shed Foreman, Permanent Way Inspector, Inspector of Works, Head Train Examiner.

*Lower Subordinates* such as Pointsmen and Signallers are usually selected from men who have been working in a lower grade and have been trained by the Station Masters. If an outsider is appointed he will be selected by the Superintendent Staff or his Assistant from among applicants who are literate in their own language, can read numerals and block letters in English besides being able to sign their names in English and read in English the

names of stations and who otherwise appear to be intelligent and robust. On passing the prescribed medical examination, the selected candidates are posted to an important yard for a fortnight's training after which they are examined in Pointsmen's duties by a Transportation Inspector and if successful are confirmed in their appointments.

*Cabin Signalmen* are recruited from the ranks of Pointsmen after passing the necessary examination.

*Shunting Porters* are recruited from the ranks of the menial staff or by direct appointment and are usually given a week's training before taking up their duties.

*Gunners* are recruited from the ranks of Shunting Porters and Cabin Signalmen after passing the necessary examination.

*Upper Subordinates.*—Unless the number of vacancies is sufficiently large to justify advertising for candidates (Note—It is seldom found necessary to advertise) upper subordinates, which include Guards, Probationary Signallers and Probationary Assistant Station Masters are recruited from applicants who have passed the Matriculation or the equivalent and can produce evidence of good character. The procedure is to register the applications from apparently suitable candidates which are received from time to time and, when it becomes necessary to fill vacancies, to summon such applicants to appear before a Divisional Selection Committee composed of the Divisional Superintendent, the Superintendent Staff, and the Superintendent Transportation. The Selection Committee orally examines each candidate with a view to gauging his powers of observation, intelligence and other qualities required in the vacant appointments and the selected candidates have then to undergo a written examination in English Composition and Dictation before being finally selected.

The appointment of Guards who have been selected by the Committee is, in the first instance, temporary, and after they have passed the medical examination they are given a month under trained Guards in which to learn their work and pass an examination in Guard's duties. If successful in their examination, newly appointed Guards are thereafter allowed to work trains independently but remain temporary until such time as they qualify in the duties of Assistant Station Master. Facilities for qualifying in Assistant Station Master's duties are provided in the Transportation Training Schools at Chandausi and Asansol and Guards desiring to go through the course are given the opportunity.



*Probationary Signallers and Probationary Assistant Station Masters.*—Appointed by the Divisional Selection Committee are sent to the Railway School of Transportation at Chandausi for a complete course of training in Telegraphy and Transportation and Commercial knowledge to fit them for their future duties. During the period of this training at Chandausi, which lasts for 9 months the probationers are paid an allowance of Rs. 25 per mensem.

*Signallers and Assistant Station Masters* are sometimes appointed from applicants who have passed the Matriculation or its equivalent, and who, in addition know signalling, which can be learnt in Signalling Schools or picked up privately. Selected candidates are sent to a Government Telegraph Traffic Supervisor who tests them. If passed they are sent to station to gain practical experience. When passed as fit to hold independent charge they are appointed to the Railway. Up to this time they are not given any pay or emoluments. Practical training usually lasts for a fortnight. While working as Signallers every opportunity and effort is made to let them pass the Assistant Station Master's examination. If they do so, they are posted as Assistant Station Masters when vacancies occur.

*In regard to Goods Clerks, Trains Clerks and Ticket Collectors,* our requirements of late years have been met chiefly by the retransfer of the old East Indian Railway staff from the sections handed over to the North Western and Great Indian Peninsula Railways. This supply is now exhausted. Some Goods Clerks are found by training them at stations. Selected candidates who have passed the Matriculation or equivalent are appointed as relieving clerks. They are often sons or relations of railway employees and have already picked up Coaching and Goods work and clerical work. When they can pass the prescribed test, they are posted independently.

*Menials, Coalmen, Cleaners, Firemen, Shunters and Drivers.*—The Running Shed Foremen select men from candidates who apply for work. The principal qualifications are physique and intelligence, preference being given to those who can read and write. Those selected are medically examined, particularly for eye sight, before being engaged. Their names are placed on a seniority list and they are then taught to clean engines, work as Brakesmen on engines in the shed and as vacancies occur they go out on shunting engines to learn Firemen's work.

This stage may last for several years. While doing Fireman's work an employee takes his shunter's examination. If he passes this he is sent to Asansol Training School for a final test as shunter.

The course at Asansol lasts a fortnight. If he passes this he is in due course promoted to shunter. While working as shunter the driver's examination has to be passed. First the employee is tested on the Division and then once more goes to Asansol for further test. If this is successfully passed he is promoted to Goods Driver when a vacancy occurs. After a term of years as Goods Driver, selected men, Indians, Anglo-Indians and Europeans are put on to the passenger service and from here they work up to the Mail service as vacancies occur.

From the time the men are engaged the men who have no education are given instruction in Schools in each running shed. They are taught to read and write their own language, to read the clock, and the Railway rules are explained to them.

Europeans and Anglo-Indians are engaged from 18 years of age and upwards at Rs. 80, 90 or 100 in accordance with age and physique. Prior training is not demanded. The principal qualifications are physique and a reasonable standard of education. They are selected after a personal interview at a Selection Committee. There are nearly always more applicants with the necessary qualifications than there are vacancies.

Rules for the employment of educated lads for training as drivers have recently (1st April 1929) been issued and a copy of the rules is attached. The results so far have been somewhat disappointing.

*Workshop Staff in Running Sheds.*—A limited number of European and Anglo-Indian skilled staff are employed in Running Sheds. These have hitherto been recruited from Shops or Shed trained apprentices. The recruitment of Shed apprentices having been discontinued, in future these posts (for which educational qualifications are necessary) will be recruited from Indian, Anglo-Indian or European first grade apprentices who have been trained at the Jamalpur and Lucknow Workshops Schools.

Skilled lower grade Shed Mechanics are recruited from Shed trained apprentices who are almost all sons of Railway servants. These lads work with the fitters but are given no special training and require no special qualifications before recruitment. It is not necessary for them to be educated.

*Rolling Stock Staff.*—Labourers are recruited locally by Head Train Examiners. The strongest and most likely men are selected and sent to the District Medical Officer for examination.

*Apprentice Train Examiners* are appointed and trained in accordance with the rules dated 8th February 1927, copy of which is attached. Before the introduction of these rules it had been the practice to recruit Assistant Train Examiners from the ranks of Stencillers and Number Takers and also by direct appointment of candidates who had passed the Matriculation or its equivalent.

Assistant Train Examiners are promoted as vacancies occur to Train Examiners.

**Gangmen.**—The vast majority of labour employed as gangmen, etc., is recruited from the nearest village by the Permanent Way Inspector and Inspector of Works.

Men who are intelligent and show capabilities beyond the average are in turn promoted to Keymen, and selected keymen in turn become mates of permanent way gangs. Really good mates may become mistries.

**Gate-keepers and Trolley-men, etc.,** are also recruited from Permanent Way gangs.

Many of our Gatemen are railway servants who have been partially disabled while on duty.

**Artisans** are also recruited by Permanent Way Inspectors and Inspectors of Works from the nearest source.

There is seldom or never any difficulty in obtaining all skilled or unskilled labour required.

All recruits have to pass a medical examination.

**Number of Permanent Employees on the rolls of the Railway on the 1st of April 1925 and on the 1st of April 1929 respectively.**

The Operating Department is divided into six divisions and figures are given for each Division separately :—

	On 1st April 1925.	On 1st April 1929.
Howrah .. ..	18,461	18,702
Asansol .. ..	19,564	20,681
Dinapore .. ..	13,000 (approx.)	16,607
Allahabad .. ..	15,728	14,329
Lucknow .. ..	9,689	11,128
Moradabad .. ..	9,443	11,946
<b>Total .. ..</b>	<b>85,885 (approx.)</b>	<b>93,393</b>

**The numbers of employees of certain selected classes are given below :—**

(iii) Labour employed in sheds .. ..	15,379
(iv) Labour employed on the maintenance of Permanent Way—	
Keymen .. ..	1,616
Mates .. ..	1,825
Gangmen .. ..	19,574
(v) Number of Gate-keepers .. ..	3,014
(vi) Inferior employees such as porters, pointsmen, watermen, sweepers, &c. .. ..	9,226

The total number of permanent employees on the rolls of the whole of the East Indian Railway on 1st April 1925 was 1,68,564 and on 1st April 1929 1,54,403. The difference 14,161 is due to reduction of staff.

### **Are the Services of any Employment Agency utilised.**

The services of no employment Agency are utilised.

### **RECOMMENDATIONS.**

The certificates produced by various applicants show that there are several private institutions in towns such as Calcutta, Delhi, Lucknow and Patna which teach students telegraphy and this is in most cases found to be an advantage in their future training, but the certificates granted by such institutions are not officially recognised by the Railway as qualifying a man for the post of a Signaller in a Telegraph Office.

Considering the large demand for staff on Railways and the popularity of a Railway career to the young Indian, it would be of mutual advantage to candidates and Railways alike if selected Government Aided Schools had special departments for teaching Railway working to students who evinced a desire to enter Railways on leaving school, and an added advantage, if the certificates granted by such schools for efficiency in Railway Transportation knowledge were of a standard which could be recognised as qualifying a candidate to take up independently the duties in which they declared him to be competent.

As difficulty is now experienced in filling vacancies in the posts of Goods Clerks it is suggested that provision should be made to train some Transportation Probationers at the Chandausi Training School in Goods duties.

### **Rules for the Employment of educated lads for training as Drivers.**

1. Candidates for appointment must have passed the Matriculation Examination or other examination of corresponding standard and be able to speak, read and write English. They must be of good physique and not less than 16 or above 20 years of age at the time of appointment. They will be required to obtain a First Class Health Certificate and to pass the prescribed Eye Sight Tests.

## 2. Pay, while under training, will be as follows :—

1st year	..	..	..	..	Rs. 30 per month.
2nd	..	..	..	..	.. " 35 " "
3rd	..	..	..	..	.. " 40 " "
4th	..	..	..	..	.. " 40 " "
5th	..	..	..	..	.. " 45 " "
6th	..	..	..	..	.. " 45 " "
7th	..	..	..	..	.. " 50 " "
8th	..	..	..	..	.. " 50 " "

3. The first three years of training will be spent in the Running Shed working with Fitting Staff and assisting in Shed work, during which period they will get bare pay, *i.e.*, no overtime must be incurred. The last five years of training will be spent on the footplate working as Firemen, during which period they will get pay as above plus overtime as detailed in the Overtime Rules. On completion of two years service on the footplate, they will be sent to the Training School, for a course of instruction concluding with an Examination in technical knowledge and rules and regulations. While in the Training School, they will get pay plus average Running allowance in accordance with the Rules. Their retention in the service will depend on the result of this examination combined with quality of work on the footplate and record of attendance.

4. On completing 5 years' training on the footplate, they will be eligible for promotion to Shunter Grade I subject to their passing the requisite Examination and vacancies existing, and will be paid as follows :—

1st year	..	..	Rs. 80 per month plus overtime in accordance with the Rules.
2nd	..	..	.. " 85 " " "
3rd	..	..	.. " 90 " " "

5. After working three months as Shunter on the maximum rate of pay, *viz.*, Rs. 90, they will be examined for Driver Grade II and if successful, they will be designated as Shunter (P), *i. e.*, Shunter passed as Driver.

6. After nine months' approved service as Shunter (P), they will be eligible for promotion to the grade of Driver, subject to vacancies existing and from the date of such promotion they will receive pay as follows :—

Driver Grade II—

1st year .. ..	Rs. 95 per month.
2nd „ .. ..	„ 100 „ „
3rd „ .. ..	„ 105 „ „
4th „ .. ..	„ 110 „ „
5th „ .. ..	„ 115 „ „
6th „ .. ..	„ 125 „ „

Driver Grade I :—

Rs. 140-10-200.

7. A Driver Grade II must work at least one year on the maximum of this grade, viz., Rs. 125, before being eligible for promotion to Driver Grade I. Such promotion will be by selection and will be subject to passing the requisite examination and a vacancy existing.

8. During the first three years of training, they will be eligible for leave in accordance with Rule 292 of supplementary rules and thereafter leave in accordance with the ordinary rules contained in the Fundamental Leave Rules for the time being in force until the new State Railway Leave Rules which are under preparation are issued; and on the introduction of the new State Railway Leave Rules these rules, shall apply to them.

9. On attaining the age of 18 years, they will subscribe to the Provident Fund in accordance with the Provident Fund Rules.

10. They will be liable to discharge during any period of training for misconduct, irregular attendance at work, or unsatisfactory progress.

Chief Operating Supdt.'s Office, } F. E. ROBERTSON,  
Calcutta, the 1st April 1929. } Chief Operating Superintendent.

## Rules for the appointment, training and grading of apprentice Train Examiners.

Reference  
Item 3 page 74

1. Candidates for appointment must have passed the Junior Cambridge or Matriculation Examination. They must be not less than 16 or above 20 years of age on appointment, of good physique and must pass a medical examination. Engagement is also subject to the condition that the lads have parents or guardians in the station who will house and look after them, after working hours.

2. Pay will be as follows :—

	Rs.
First year and until attaining 18 years of age	.. 30 per month.
Second year                    ..                    ..                    ..	.. 35 " "
Third year                    ..                    ..                    ..	.. 45 " "

3. The first year of training will be spent in the running shed where the apprentices' work will be supervised by grade I or II fitters. At the end of this period, they must pass tests in the use of hammer and chisel, file, scraper, taps and dies. They must also show that they are familiar with simple operations of machining and blacksmithing.

4. When apprentices have, in this manner, learnt the correct use and handling of tools, they will be transferred to the rolling stock sick lines, where they will work at all the operations of carriage and wagon maintenance and repair under the supervision of the Head Train Examiner as under :—

1. Three months in sick line learning to chip and file.
2. Three months learning to bed brasses.
3. Six months learning the vacuum brake and gearing.
4. Six months learning the work in a sick line generally.
5. Six months on train lighting under an Electrical Inspector.
6. Three months in the Head Train Examiner's Office, learning the office routine.

They will also be provided with necessary rule books, etc., to enable them to make themselves acquainted with all the rules applicable to train examiners.

5. At the end of the period of training, apprentices will be examined by an official or officials appointed by the Divisional Superintendent. This examination will be conducted to show whether the apprentice is proficient in the following subjects :—

- (a) The use of tools ; including the repacking of axle boxes, bedding of bearings, lifting of 4-wheeled and of bogie stock attaching and detaching of coaching and goods stock fittings.

- (b) Nomenclature and use of all carriage and wagon parts and fittings.
- (c) Nomenclature and purpose of different types of rolling stock.
- (d) Detection of defects in rolling stock including the use of wheel and tyre gauges, and dimension gauges.
- (e) Operation of the Automatic Vacuum Brake.
- (f) Rules applicable to Train Examiners.

6. On satisfactory completion of their training, apprentices will be eligible for appointment as train examiners in grades for which they are considered suitable according to ability. Such appointment is, however, subject to a vacancy existing.

7. Apprentices taken over from the late East Indian Railway Company are granted leave in accordance with clause 141 of the East Indian Railway Leave Rules. Apprentices appointed on and after 1st January 1925, the date on which this Railway came under State management and those who were employed under the old Oudh and Rohilkhand Railway, are granted leave in accordance with rule 292 of the Supplementary Rules.

8. On attaining the age of 18 years, apprentices will subscribe to the Provident Fund, in accordance with the Provident Fund Rules.

9. An apprentice may be discharged at any time for misconduct, irregular attendance at his work, or unsatisfactory progress in learning his work.

CHIEF OPERATING SUPD'T.'S OFFICE, } F. E. ROBERTSON,  
 Calcutta, the 8th February 1927. } Chief Operating Superintendent.

**7. Unemployment.**—Number of men discharged in each class during the last 5 years otherwise than on grounds of superannuation or physical unfitness. Number discharged on reductions of establishments should be shown.

*Howrah Division.*—Only one year's figures have been taken July 1928 to June 1929:—

Upper subordinates—100.

Lower subordinates menials (roughly)—814.

*Asansol Division.*—Transportation 457 of which 45 dismissed and 45 dismissed due to strike. Of the latter 37 were taken back.

Power 1151 of which 318 dismissed and 147 dismissed on account of strike and 73 reduction of establishment. Of men dismissed 126 taken back.



Engineering 61 of which 6 dismissed for strike, 6 discharged and 49 brought under reduction. One man dismissed on account of strike has been taken back.

Rolling stock 488 of which 19 have been dismissed, 12 on account of strike.

Amongst the strikers 7 have been taken back, 3 absconded, 1 failed in health examination and 1 is unable to take up duty owing to sickness.

On the Dinapore Division the number discharged in each class otherwise than on grounds of superannuation or physical unfitness :—

Number Takers .. ..	3	B. F. ..	742
Signallers .. ..	1		
Switchman .. ..	1	Pumper .. ..	1
Guards .. ..	11	Coolies .. ..	56
Office Clerk .. ..	1	Leading Firemen .. ..	7
Lamp Tindals .. ..	2	2nd Firemen .. ..	15
Porters .. ..	121	E. & A. I Firemen .. ..	3
Assistant Station Masters .. ..	8	Boiler Attendant .. ..	1
Office menials .. ..	3	Callmen .. ..	12
Lampmen .. ..	16	Pump Enginemen .. ..	3
Points & Signalmen .. ..	49	Crane Firemen .. ..	4
Head Parcels Clerk .. ..	1	Assistant Train Examiners .. ..	11
Assistant Booking Clerks .. ..	2	"    Gasmakers .. ..	2
Assistant Inspector Crews .. ..	1	Wheel Gaugers .. ..	52
Crew-in-Charge .. ..	3	Wheel Tapers .. ..	20
Crewmen .. ..	37	Fitters .. ..	49
Cabin Signalmen .. ..	4	Labourers .. ..	131
Watermen .. ..	33	Apprentice Fitters .. ..	8
P. W. I. Head Mistry .. ..	1	Fitter Coolies .. ..	29
Tally Clerks .. ..	4	Yard Cleaners .. ..	9
Sweepers .. ..	96	Trollymen .. ..	12
Shed Cleaners .. ..	25	Rivetter .. ..	1
Shunter .. ..	1	Holder Up .. ..	3
Shedmen .. ..	2	Vacuum Test Engine Drivers .. ..	2
Boilermaker .. ..	1	Carpenters .. ..	4
Steamman .. ..	1	Blacksmith .. ..	1
Cleaners .. ..	180	Gas Boilerman .. ..	1
Train Examiners .. ..	2	Gas Fireman .. ..	1
Coal Checkers .. ..	7	Punkha Coolies .. ..	4
Fuel Clerk .. ..	1	Cooks .. ..	5
Fuel Inspector's Peon .. ..	6	Shed Peons .. ..	4
Lifters .. ..	40	Fire-droppers .. ..	3
Repackers .. ..	33	Steam Coal Crane Driver .. ..	1
Oilers .. ..	30		
Bhisties .. ..	14		
Cleaner Jamadar .. ..	1		
C. O. .. ..	<u>742</u>	Total .. ..	<u>1,197</u>

## Number discharged on reduction of Establishment :—

			B. F.	..	89
Coal Coolies	..	46	Shed Cleaners	..	6
Pump Engine Firemen	..	2	Gas Runners	..	7
Steam Crane Firemen	..	5	Gas Labourers	..	2
Assistant Gasmaker	..	1	Sweepers	..	2
Fitters	..	14	Office Clerk	..	1
Labourers	..	4	Lampmen	..	4
Steammen	..	2	Watermen	..	3
Fitter Coolie	..	1	Lamp Jemadars	..	4
Pumpers	..	13	Engine Jemadars	..	2
Trolleyman	..	1			
		<hr/>			
C. O.	..	89	Total	..	120
		<hr/>			<hr/>

On the Allahabad Division the case of the Upper Subordinate and clerical staff, the number of men discharged during the 1st four years amounted to 79, and the number of men discharged on reduction of establishment 49.

In the case of the menial staff, this information is not available, as records are not maintained by the Supervising Subordinates. The discharged, however, is very great owing to the fact that a large number of men absent themselves without permission; and in the case of gangmen the number of men changed during the year may be equal to the total strength of the gang. In these cases, however, the men are paid for the actual time they work.

## On the Lucknow Division—

Lower Subordinates	..	..	..	..	64
Menials	..	..	..	..	119
					<hr/>
			Total	..	183
					<hr/>

These figures include discharges under reduction of Establishment.

## On Moradabad Division.—

	Superior	Menial	Period.
Transportation Staff	..	..	} From 1st April 1926 to 30th June 1929.
	*20	572	
Workshop staff	..	..	172—For the last 4 years.
Rolling Stock Staff	..	..	*185—For the last 3 years.
Running Staff including Guards, Drivers, Shunters and Firemen	..	..	11—For the last 4 years.
Engineering Labour	..	..	99—For the last 4 years.

\*Full figures not available.

### 8 (iii). Unauthorised absence and its ratio to total strength and measures taken to correct it.

The ratio of unauthorised absence to the total strength amongst the staff who are members of the Provident Fund is very small, less than 1 per cent. and in regard to non-members of the fund from 5 to 10 per cent.

Unauthorised absence among Permanent Way gangmen becomes serious at certain time of year in connection with agriculture.

Such absence results in loss of pay and leave allowances. Repeated cases lead to infliction of fines and even termination of service.

### 11. Selection of Managing Staff.

Managers of staff are selected from those who possess the following qualifications :—

1. Tactfulness in handling staff.
2. Must be thoroughly efficient in the work to be supervised and able to instruct those under them to carry out the work efficiently.

*Note.—*

<i>Class of Staff.</i>	<i>Supervising Subordinate.</i>
Staff on maintenance of permanent way	.. Permanent Way Inspector.
Staff on maintenance of buildings and Works	.. Inspector of Works.
Staff employed at Stations ..	.. Station Superintendent or Station Master.
Staff employed at important Goods Sheds	.. Goods Inspector.
Staff employed at important Yards	.. Yard Master.
Staff employed at Running Sheds	.. Running Shed Foreman.
Staff employed at Train Examining Depots	.. Head Train Examiner.

Supervising Subordinates are empowered to grant casual leave to staff. In the case of other kinds of leave, such as privilege leave or furlough, etc., such is granted by the Divisional Superintendents.

Increments are controlled by Divisional Superintendents on recommendations from the Supervisors.

### 12. Facilities offered to employees for training and promotion.

We have training schools at Chandausi, Asansol and Sahebgunge where facilities are provided for employees who have some knowledge of Railway working in its different aspects to be trained and examined. Successful students are earmarked for promotion to higher grades as vacancies arise.

### **13. Nature of relations between the Managing Staff and Employees.**

The relations between the Managing Staff and the Employees are generally good and it is invariably found that where there is discontent the feelings of the staff have been stirred up by agitators.

Disciplinary powers are exercised by supervising officers according to their status but certain selected senior subordinates have been delegated with powers to fine staff who are non-members of the Provident Fund up to a limit of two days pay and they can also discharge untrained menial staff with less than two years service. The arrangement is satisfactory.

The staff have the right to appeal and are not slow to take advantage of it if necessity arises.

It is significant that in the various area committees on which all grades of staff are represented very few complaints have so far been made against disciplinary action taken and also there have been few appeals to the Divisional Appellate Boards.

### **15. Extent and nature of work given on contracts extent of Sub-Contracting control exercised over working conditions.**

Practically all Engineering work other than maintenance of track is done by contract, contractors ranging from the Noonias who works himself and with his family only, to the big contractor who will take on work amounting to several lakhs of rupees.

Sub-Letting work by the big contractors is practically universal but is not recognised by the Railway.

The close touch between the Engineers and the labour working under contractors or sub-contractors has probably diminished in recent years but a measure of control is still exercised over working conditions. Generally sanitary and housing conditions are controlled by the Railway.

A copy of the conditions embodied in the Work Order Form E. 58 is printed at appendix II.

The following works are also given on contracts :—

- (a) Unloading and stacking of locomotive coal and coaling of engines cleaning ashpits, picking of cinders.
- (b) Contracts are given on agreements, the work is controlled by running shed foremen and cinder inspectors.
- (c) Supply of uniforms—Only the making of the uniform is given to contractors. Uniforms when ready are supplied to the Divisional Superintendent's office and the supplies are checked before issue to stations, etc.
- (d) Handling at stations is done by Station Masters at fixed rates, except at Howrah and for the Sakri-Manihari Ghat Ferry Service, where the handling is given to contractors under agreements.
- (e) The licensed coolies at important stations are also under a contractor.
- (f) Vending at stations—Vending at stations is done by contractors. This is controlled by an agreement and supervision is with the Station Masters.
- (g) Right of cutting grass and right of fishing in railway cuttings, etc., plucking of fruits, extract juice from trees are also let out to contractors. The Inspectors of the Way and Works Department look after these.

\* Agent's Circular No. 498/A, E. 1440, dated 11th May 1929 printed at appendix III gives instructions regarding the form of contracts to be used. A copy of the relevant forms is also attached.

## 16. Extent to which Housing is provided by Railways for their Employees.

(a) Free of rent

and

(b) On payment of rent.

General Rule No. 289 of the East Indian Railway lays down that no rent is charged for occupation of railway quarters by the following :—

Station Masters and Assistant Station Masters, Relieving Station Masters.

Indian employes whose duties require them to live within the precincts of the station.

Platform Inspectors, Yard Foremen and Platform Supervisors.

Luggage Inspectors and Ticket Collectors.

Permanent Way Gangs.

Permanent Way Inspectors, Assistant Permanent Way Inspectors and Sub-Inspectors of Permanent Way.

Train Examiners.

Chief Controller.

Deputy Group Controller.

Section Controller.

Head, Deputy and Assistant Yard Master.

General Rule 662 (11) says that :—

“ There will be no rent charge for the occupation of Company's quarters by the Station Staff. Where quarters are not available for Upper Subordinates whose duties require their presence near at hand, including Relieving clerks and Relieving Van Goods clerks at their headquarters stations, Telegraph Signallers, Booking clerks and Assistants, Parcels clerks and Assistants, Trains clerks and Ticket Collectors, a rent allowance based on the rents ruling in the neighbourhood, but not exceeding Rs. 3 per mensem, may be given. This ruling applies generally to stations throughout the line where from the nature of the work, men have in certain cases to work till late at night, or are liable to be called up at any hour to attend to the business of the Railway. Number-takers and Telephone clerks come under this rule, but the maximum allowance in their case will be Rs. 1-8-0.”

Lower grade staff, *i. e.*, menials, employed in running sheds are provided with free railway quarters when available. When quarters are not available they are not given any allowance in lieu.

Subordinate Staff of the Medical Department are granted free quarters.

Railway Board's letter No. 45 A-Code/21, dated 20th October 1922 reads as follows :—

“ The grant of free quarters to the subordinate staff on open lines of State Railways is only permitted in those cases where the employee under ordinary circumstances of work is liable to be called upon at any time without notice to attend to the business of the Railway.

The following are the classes of employes to whom free quarters have been admitted under the rule :—

*Station and Gate Staff.*—All subordinate Traffic and Telegraph staff, including Traffic and Operative Inspectors, Station Masters, Assistant Station Masters, Train Controllers, Ferry Superintendents, Yard Gunners, Letter Sorters, Telegraph Signallers, Booking and other Clerks, Gate Sergeants, Pointsmen, Semaphore Signalmen, Station and Telegraph Peons, Station Lampmen, Level Crossing Gate-Keepers, Chowkidars, Watchmen, Darwans on the Press, Menials, Bhisties, Hindu Watermen and Mehters.

*Note.*—Mehters of the Engineering Department are also entitled to free quarters

*Maintenance Staff.*—Inspectors and Sub-Inspectors of Maintenance in charge of lengths of line, Bridge Inspectors, Yard Inspectors, Telegraph Maintenance Inspectors and Batteryman of the Electrical Department, Assistant and Sub-Assistant Inspector of Signals, Interlocking Cabin Inspectors, Linemen or regular Permanent-way labourers, Trollymen of Engineer Officers and Permanent-way Inspectors, Bridge Watchmen and Sanitary Inspectors, Interlocking Fitters, Interlocking Khalasics, Electric Fitters employed under the Signal Engineers in maintaining train control, key transmitters and block instruments, Carpenters, Blacksmiths, Hammermen, Bellowmen under Permanent-way Inspectors, Coolies under Carpenters and Chowkidars.

*Note.*—Bridge-watchmen and Chowkidars are granted free quarters when they are compelled to reside close to their charges.

*Medical.*—All Medical Subordinates whether belonging to the Military or Civil Department, Sanitary Inspectors employed by the Railway and Domes.

*Police.*—Inspectors, Sub-Inspectors, Sergeants and Constables.

*Locomotive and Carriage and Wagon Department.*—Locomotive Inspectors and Locomotive Shed Foremen, Assistant Shed Foremen, Night Assistant Foremen, Carriage Examiners, and Assistant Carriage Examiners, also the following staff of Running Sheds, *viz.*, Chargemen, Boiler-makers, Fitters, Foremen, Vacuum Brake Chargemen, out-door Electricians, Cleaners, Engine-lighters, Wheel-tappers, Running Shed Fitters, Coalmen, or Khallasies, Trollymen, Running Shed Coolies, Greasers, Ghat Khallasies and Mistries, Wagon Ferry, Khallasies at Ghat Stations, Carriage Shed Trainmen, Tindals and Fitters of the Electrical Department who have to attend to the lightning of trains.

*Miscellaneous.*—Cash Office Treasury Guards, Magazine Chowkidars, Running staff, *e. g.*, Guards, Drivers, Firemen and Shunters are provided with quarters on payment of rent which may not exceed one-ninth of their pay.

Except at Howrah and a few other stations where the housing question is acute the majority of the staff are housed in quarters built by the Railway. Accurate figures are not available but it is estimated that about 30 per cent. are not provided with any housing facilities.

#### **Capital Expenditure on Staff Quarters—**

- (1) Incurred since the construction of the Railway.
- (2) Incurred during the last 4 years, and
- (3) Contemplated during the next two years.

It is found that the expenditure under staff quarters from the dates of purchase of the East Indian Railway Company (in 1879) and the Oudh and Rohilkhand Railway Company (in 1888) up to 1928-29 aggregates Rs. 4,12,21,373 ; and that Rs. 81,68,299 were spent during the last 4 years in the same way. It is however impossible to immediately ascertain exactly what proportion of these figures represent quarters built for officers, subordinates, or menials.

Prior to the purchase of the East Indian Railway Company in 1879, the expenditure under Station Buildings aggregates Rs. 2,67,01,086 ; but as the head of account is made up of four sub-heads as under, it cannot be definitely stated how much of this amount represents staff quarters :—

- Stations and offices,
- Workshops and Store buildings, etc.,
- Residential Buildings,
- Fixed Station Machinery.



The expenditure under "Station Buildings" on the Oudh and Rohilkhand Section of the line prior to the date of purchase in 1888 cannot be immediately ascertained from the Audit records, and seeing that like the expenditure referred to in para. 2 above, the cost of staff quarters cannot be separated from the other three sub-heads of account, it is obvious that its utility in this connection is of doubtful value.

The expenditure contemplated during the next two years is Rs. 36,40,000 in 1930-31, Rs. 23,00,000 in 1931-32.

### 18. Scale of Accommodation provided for Different Classes :—

The quarters built by the railway for their employees are in all cases "Pucca" that is the walls are masonry either stone or brick and the roofs are terraced or tiled. Temporary quarters with thatched roofs and "kutchra" or mud walls are not built.

The accommodation provided is as follows :—

For Permanent Way Gangmen ..	One room 10 ft. by 9 ft. Verandah 5 ft. wide.
For menials such as Porters and Lampmen.	One room 10 ft. by 10 ft. Verandah 5 ft. wide Courtyard.
For skilled workmen ..	One room 10 ft. by 10 ft. One room 10 ft. by 7 ft. Verandah 5 ft. wide Courtyard.
For clerks and outdoor staff (pay up to Rs. 120 and for drivers whose pay is above Rs. 60.)	One room, 12' by 10', One room, 10' by 10' Verandah, 5' wide, Cook Room, 10' by 7', Privy, Washing place, Courtyard.
For clerks and Outdoor staff pay Rs. 120 to Rs. 200.	Two rooms, 12' by 10', One Store Room, 10' by 7' Verandah, 5 ft. wide. Cook Room, 10' by 7' Privy, Washing place, Courtyard.
For clerks and Outdoor staff pay above Rs. 200.	One sitting Room, 15' by 10' with Verandah, 3' wide, Two rooms, 14' by 10', Verandah, 5' to 8' wide, Cook room 14' by 7', two Privies, Washing place, Courtyard.
Europeans and Anglo Indian Drivers and Guards.	2 or 3 rooms, 16' by 16', Kitchen, 15' by 9', Bathrooms, 8' by 6', Pantry 8' by 6', Verandah, 8' wide, Servants quarters, 10' by 10'.

### 19. Whether Accommodation supplied is fully utilised by the employes?

The accommodation is fully utilised by the employees.

**20. Where rent is charged, the rate charged and the proportion it bears to Wages.**

For staff under East Indian Railway rules rent is charged calculated at Rs. 3 per 100 square feet subject to a maximum of Rs. 6 per room per mensem and in no case the rent is to be higher than 10 per cent. of the monthly pay. The concession rate of Rs. 6 per room is admissible to subordinate staff drawing pay not exceeding Rs. 338 per month and to the extent of one room in case of single man, two rooms in case of men living with wife or dependent relatives and three rooms in case of men living with wife and children or dependent relatives.

*Note.*—Gunner guards stationed at Asansol, Ondal, Dhanbad, Jamalpur, Bandel, Raniganj and Sitarampur, are charged rent at a rate that shall not exceed Rs. 2-8 per room per mensem.

In addition to rent, a charge of Re. 1 per mensem for the first and annas 8 (eight) each for all other water taps inside and outside quarters is levied.

Staff governed by State Rules pay standard rent for the buildings or 10 per cent. of the occupants' emoluments whichever is less.

The standard rent is calculated as follows :—

(1) In the case of leased residences it shall be the sum paid to the lessor plus such allowance for maintenance and repairs, if these are a charge on the Government, as the latter may fix.

(2) In the case of residence acquired or constructed by Government, it shall be calculated on the cost of acquiring or constructing the residence including any capital expenditure incurred after acquisition or construction together with the cost or assessed value of the site and shall be a percentage of its cost equal to the rate of interest at which Government is borrowing money in the open market at the time of acquisition or construction plus such allowance for maintenance and repairs as the Government may fix.

The limit of 10 per cent. referred to does not include the adequate additional rent which would be charged for furniture, water supply and sanitary, heating and electric installations if these are supplied. All subordinate and menial staff living in railway quarters are exempt from payment of all taxes.

**21. Problems connected with sub-letting and Eviction :—**

Sub-letting of quarters by tenants is not permitted.

The necessity for eviction seldom arises except in the case of strikes when strikers at times refuse to vacate, in such cases the civil authorities are called upon to evict such men from their quarters.

**Where men are not given Railway Quarters the conditions under which they live.**

Certain classes of employees who are entitled to free quarters but for whom quarters are not available are given the actual house rent paid by them which must not exceed 10 per cent. of their salary. Other staff make their own arrangements. These as a rule cannot be considered satisfactory. The rent is generally high, the accommodation unsuitable and the locality insanitary and far from the place of work.

*Note.*—Certain junior Transportation staff employed at stations under East Indian Railway rules are generally granted house rent allowance where necessary at a rate not exceeding Rs. 3 and not less than Rs. 1-8 per mensem.

The conditions under which they live depends on the conditions prevailing or allowed to prevail in the bazaar or village by the local authorities. The majority of menials at roadside stations are local men and have their own huts.

**Whether arrangements exist for staff to live with their families and whether they generally do so.**

Quarters are built for both married men and bachelors. It may be said that the majority of married men live with their families except in the case of menials at some large stations where the accommodation is inadequate.

### **23. General conditions of health of employees with figures of mortality, birth-rate and infant mortality.**

The Health of employees on this Railway is well maintained. Mortality figures during the year 1928-29 including Colliery staff :—

	Deaths.	Strength of staff.	Mortality figures per 1000
Europeans .. .. .	16	4120	3·8
High Class Indians .. .. .	48	32391	1·4
Menials .. .. .	315	124030	2·5

Infant mortality impossible to obtain.

The diseases generally prevalent are malaria, respiratory diseases and diseases of the digestive system, the prevalence of which vary with the seasons of the year.

## 24 and 25. Medical facilities for employees and extent to which they are utilised.

Medical facilities for employees are provided by the Medical Department of this Railway consisting of a Chief Medical Officer :—

15	District Medical Officers.
16	Assistant Surgeons.
20	European Nurses.
4	Indian Nurses.
1	Analytical Chemist.
101	Sub-Assistant Surgeons.
109	Compounders.
34	Dressers.
12	Assistant Dressers.
20	Apprentice Dressers.

There are 5 District Hospitals each with its Nursing staff providing 224 beds for Europeans and Indians.

There are 40 Dispensaries providing 207 Emergency beds for Europeans and Indians.

There are 25 Dispensaries without beds.

There is a Central Laboratory at Allahabad.

During the year 1928-29 the total number of in-patients treated (including colliery staff) :—

Europeans	..	..	..	..	247
High Class Indians	..	..	..	..	243
Menials	..	..	..	..	1695

Total number of out-patients treated during the same period :—

Europeans	..	..	..	..	10561
High Class Indians	..	..	..	..	32360
Menials	..	..	..	..	79657

## 26. Sanitary and other conditions in the places of work.

So long ago as 1876 it was thought desirable that at stations where no Municipality existed Committees should be formed of officers selected from local Heads of Departments to take into consideration any measures necessary to remedy existing defects, and to lay down rules for the better sanitation of the Company's quarters.

This was the beginning of the Sanitary Committees which now function at all large stations.

Their constitution is as follows :—

### Chairman.

The Medical Officer in charge of the District.

### Vice-Chairman.

The senior officer resident in the station other than the Chairman or in the absence of an officer the senior member of the staff.

### Members.

All District Officers at their Head-quarters stations.

The Engineer-in-Charge of the station.

The Station Superintendent or Station Master at his own station.

The Permanent Way Inspector at his Head-quarters station.

The Inspector of Works in charge of the station.

The Running Shed Foreman or Driver in charge at his own station.

The Assistant Surgeon or Sub-Assistant Surgeon at his own station.

At Joint stations Foreign Railways are asked to appoint representatives as may be necessary.

The following orders have been issued regarding the working of the Committee :—

“At the call of the Chairman, each Sanitary Committee shall hold a meeting *at least once in each month*, for the discussion of any points which may arise in connection with the sanitation of the station ; for the consideration of any cases of neglect of sanitary rules and precautions on the part of individuals ; and of any matters of conservancy drainage, water supply, growth of jungle, cutting of trees or other redundant vegetation, the keeping of roads and footways clean, repair of fences and cleaning of tanks and water courses—which may call for notice ; and it will be an important part of the duties of the Committee to make personal inspections of the station periodically with a view to all these matters.

In fixing the date and time for the meeting the Chairman must as far as possible consult the convenience of the other members so that their presence at the meeting shall not interfere with their other

railway duties if this can be avoided. At least a week's notice of the meeting should ordinarily be given except in cases of urgency.

In addition to attending the regular monthly meetings of the Committee, it is hoped that the Vice-Chairman and other local members of the Committee will take a personal interest in the sanitation of their station and will endeavour to maintain the cleanliness of the Company's premises, on which the health of the staff so greatly depends, by every means in their power.

It is not necessary that the Committee should specially report individual cases of drains, ashbins, &c., which may not have been cleaned at the time of their inspection ; but where the Committee consider that there has been continued neglect to clean them, the matter should be recorded in their proceedings for such action as the Agent may consider necessary.

The Chairman shall submit the minutes of each monthly meeting on Forms M. 19 and M. 19A., in triplicate, directly after it is held to the Chief Medical Officer. The resolutions will be numbered in sequence throughout the calendar year and those concerning matters needing attention by the District Officers will be docketed to the Officer concerned by the Chief Medical Officer for necessary action. One copy of the Minutes will be returned to the Chairman and another will be sent to the District Engineer with the Chief Medical Officer's remarks, recommendations and action taken in the margin. The District Engineer will deal with any resolution within his powers and forward his copy of the Minutes to the Chief Engineer, who will send it to the Agent with his recommendations and any plans and estimates that may be necessary. The Agent will advise the Chief Medical Officer of the orders he has passed on the recommendations and the Chief Medical Officer will communicate these orders to the Chairman.

It is to be understood that the District Engineer will exercise his discretion in the matter of preparation of plans and estimates for large schemes which may be recommended by the Sanitary Committees, having regard to the undesirability of taking up the time of the Engineering Department staff with the preparation of schemes in detail which have perhaps received insufficient consideration.

The responsibility for the regularity of the meetings and submission of the Minutes will rest with the Chief Medical Officer."

The result of the working of these Committees is that the sanitary conditions under which the staff live and work are as good as possible.

In all large stations there are water borne sewage systems with septic tanks, and, where there is no Municipal supply of filtered water or, such as exists is inadequate, the undertaking has provided filtered water supply.

### 32. Extent of Welfare Work.

Station Welfare Committees were organised on the East Indian Railway early in 1925 at the following stations :—

Asansol.	Gaya.
Sahebgunge.	Allahabad.
Dhanbad.	Tundla.

They were conducted according to the rules dated 20th March 1925 (Appendix VIII).

Similar Committees were introduced at Lucknow and Moradabad in 1927.

A meeting of the Agent and Chief Operating Superintendent with Divisional Superintendents was held on 19th and 20th March 1928 to devise the most efficient means of forming divisional or regional committees on which the staff could best be represented, and the following is a copy of the minutes of the meeting.

*Welfare Committees.*—The Agent attended during the discussion of this subject. The object of the discussion was to devise the most efficient means of forming divisional or regional committees on which the staff could best be represented. It was realised that the chief difficulty would be the election of representatives of the lower grades of staff that are largely scattered throughout the divisions. Ultimately it was decided with the Agent's concurrence that the representatives of the staff should be as follows :—

- A. 2 representatives of the European and Anglo-Indian staff.
- B. 1 representative of Indian clerical staff (exclusive of station clerical staff, such as station masters, assistant station masters, goods clerks, booking clerks, etc.)
- C. 2 representatives of Indian station staff, *i. e.*, station masters, assistant station masters, goods clerks, booking clerks, signallers, etc., including relieving staff.
- D. 2 representatives of Indian running staff (both engine crews and guards), running shed staff, train examining staff, etc.
- E. 2 representatives of Indian Station staff, excluding those under head C.
- F. 1 representative of Indian permanent way staff.

2. It should be quite easy for representatives of staff under heads A and B to be elected. With regard to the other heads it will be left to Divisional Superintendents to arrange for the selection of men who will most adequately represent the staff in question. Direct election will be difficult. In the first instance in some cases at any rate it may be necessary to nominate them, but Divisional Superintendents were of the opinion that some form of indirect election would be possible by selecting a group of men representative of different zones of the division and allowing such groups to elect their representatives on the committees.

3. Under heads A, C, D and E there will be two representatives of each class of staff. For this purpose each division can be, if necessary, divided into two zones and each zone will have one representative under each head.

4. In addition to the staff representatives detailed above, there will be nominated by the Divisional Superintendent, official members not exceeding in number the staff representatives. The Divisional Superintendent will be the *ex-officio* Chairman of the Divisional Welfare Committee.

5. These Committees will have no executive functions in the way of sanitary matters, etc., but otherwise their functions and procedure will be as laid down in paras. 11 and 14 of the rules dated 20th March 1925 for Station Welfare Committees.

6. The representatives of the staff should serve for two years, but half should retire each year. Therefore, in the first instance half of them will only serve for one year.

7. It will be left to the discretion of Divisional Superintendents to retain existing Station Welfare Committees or not and even to create additional Station Welfare Committees if considered available.

The matter was further discussed at a meeting of Divisional Superintendents held on 24th January 1929. A copy of the minutes of this meeting is printed at appendix VIII.

On the Howrah Division there is a Divisional Welfare Committee which consists of :—

Divisional Superintendent in the Chair.

Nominated Members :—

8 Senior Scale Officers.



## Elected Members :—

- 2 Representatives of European and Anglo-Indian staff.
- 1 Representative of the Clerical staff other than Station staff.
- 2 Representatives of Station staff (Indian Station Masters, etc.)
- 2 Representatives of the Indian Running staff including Artisans and Technical.
- 1 Representative of the station staff (Indian other than Station Masters, etc.)

There are two vacancies in elected members, *viz.*—

1. Each for elected representative for
  - (a) Station staff other than Station Masters,  
and
  - (b) Indian Permanent Way staff.

This Committee has no executive functions but acts as an advisory body as laid down in Rules 11 and 14 for Station Welfare Committees issued by the Agent on 22nd September 1922 (*vide* appendix VIII).

The Committee has held 6 meetings since its inauguration, one meeting being held in each month.

The results obtained have been satisfactory and many differences have been solved and inconveniences redressed.

The scheme of Welfare Committees and Appellate Boards was further discussed at a meeting held at Moghalsarai on the 27th November 1929 and a copy of the minutes is attached. The scheme has since been extended to all Divisions in accordance with the Agent's notice, dated 18th December 1929 a copy of which is also attached.

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*Minutes of meeting held at Moghal Sarai on 27th November 1929.*

**SUBJECT No. 1.—Welfare Committees and Appellate Boards.**

**Present:**

- Mr. G. L. COLVIN, *Agent.*
- .. F. E. ROBERTSON, *Chief Operating Superintendent.*
- .. A. V. VENABLES, *Senior Deputy Agent.*
- .. A. O. EVANS, *Divisional Superintendent, Moradabad.*
- .. W. H. H. YOUNG, *Divisional Superintendent, Lucknow.*
- .. B. G. SMITH, *Divisional Superintendent, Allahabad.*
- .. R. E. RUTHERFORD, *Divisional Superintendent, Dinapore.*
- .. W. H. BURNAND, *Divisional Superintendent, Asansol.*
- .. J. A. BELL, *Divisional Superintendent, Howrah.*
- .. G. R. TRIMMING, *Deputy Chief Mechanical Engineer, Jamalpur.*
- .. R. E. BURY, *Works Manager, Lucknow.*
- .. F. C. BADHWAR, *Employment Officer, Lillooah.*

Mr. Burnand, Divisional Superintendent, Asansol, reported that the system of Area Welfare Committees and Divisional Appellate Boards has been working well on his Division. No individual case has come up to his Appellate Board.

Mr. Rutherford, Divisional Superintendent, Dinapore, considered that the system was not working quite as well as it might for two reasons :—

- (1) that many schemes have to be turned down because there is no money available.
- (2) that there is often delay in getting replies from headquarters on matters of policy.

Two cases have come up to his Appellate Board.

Mr. Young, Divisional Superintendent, Lucknow, reported that the system was working well on the Lucknow Division.

These three Divisional Superintendents were decidedly in favour of the system being carried on.

The opinion of the meeting was that as a result of the experience on the Asansol, Dinapore and Lucknow Divisions no modification of Mr. Colvin's scheme for Area Welfare Committees and Divisional Advisory Appellate Boards is necessary and the scheme should now be extended to the Howrah, Allahabad and Moradabad Divisions.

All Divisional Superintendents will report as soon as possible on the organization of the Committees on their Divisions, the Headquarters and limits of each Area Committee being given:

A notice will then be published in the Weekly Gazette.

Mr. Trimming on behalf of the Chief Electrical Engineer put forward a request that the Electrical Department should be represented on the Divisional Welfare Committees as well as on the Workshops Committees and this will be arranged.

## AGENCY NOTICE.

*In supersession of the similar notices issued with Weekly Gazettes, dated the 2nd and 8th January 1930.*

### Staff Welfare Committees and Advisory Appellate Boards.

In addition to the Divisional Welfare Committees, Divisional Area Welfare Committees and Divisional Advisory Appellate Boards in connection with them have been established on all Divisions, and it is my desire that the staff should be fully acquainted not only with the limits of the areas served by each Committee and its headquarters, but also the duties and functions of such Committees, and the use which they can make of them.

• These Committees consist of representatives of each class of staff (inclusive of representatives from the menial staff) some elected by the staff, and some nominated by the Divisional Superintendent, and have the power of dealing with subjects which fall within the following three categories :—

- (a) Cases of general interest which should, if considered desirable, be referred to the Divisional Welfare Committee with the recommendations of the Area Committee.
- (b) Individual grievances including disciplinary cases, and
- (c) Other cases which do not fall strictly under either of the above categories, but which the Committee think should be brought to the special notice of the Divisional Superintendent. These should be reported by the Area Committee direct to the Divisional Superintendent for such action as he may deem necessary.

With regard to (b) individual grievances may be discussed by the Area Welfare Committee, provided the following conditions have been fulfilled :—

- (a) The order against which the complaint is lodged has been obeyed.
- (b) An appeal against the order complained of, has been sent and been rejected and
- (c) The order complained against, is not one that has issued from a Head of a Department.

If the above conditions have been fulfilled and the majority of the members of the Area Welfare Committee are of opinion that no real grounds for complaint exist, the Committee should inform the complainant, that they are not prepared to support his demand for a reconsideration of the orders passed. If, however, the majority arrive at the conclusion that the matter is one that *prima facie* merits further consideration, the case should be referred by the Committee to the Divisional Superintendent with the request that he will refer it for re-examination by the Divisional Advisory Appellate Board.

## AGENCY NOTICE.—(Contd.)

The Divisional Advisory Appellate Boards consist of not less than 4 Senior Officers, who will meet when necessary to examine individual complaints referred to them by the Divisional Superintendent, to whom they will report with their recommendations.

I wish it to be clearly realised by all branches of the staff, that provided the conditions mentioned above have been complied with, it is open to any member of the staff to represent an individual grievance, and supervising staff should see that this is clearly understood by the illiterate staff under their charge.

The areas served by each Committee and their headquarters are as follows :—

**Allahabad Division.—**

1. Jeonathpur to Allahabad, with headquarters at ALLAHABAD,
2. Subedarganj to Cawnpore, with headquarters at CAWNPORE,
3. Panki to Tundla, including the Shikohabad and Agra branches.  
with headquarters at TUNDLA

and

4. Mitawali to Ghaziabad, including the Hathras and Khurja branches, with headquarters at ALIGARH.

**Moradabad Division.—**

1. Saharanpur to Najibabad (inclusive) including the Kotdwara Branch and Dehra Dun Branch, with headquarters at LHAKSAR.
2. Najibabad (exclusive) to Rampur (inclusive) including the Moradabad-Ghaziabad and Chandpur Siau Branches, Chandausi (exclusive) and Sambhal Hatim Sarai Branch, with headquarters at MORADABAD.
3. Rampur (exclusive) to Fatehganj (inclusive) and the Bareilly-Chandausi - Aligarh Branch, with headquarters at BAREILLY.
4. Fatehganj (exclusive) to Hardoi (exclusive) and from Rosa to Sitapur Cantt. (inclusive), with headquarters at SHAHJAHANPUR.
5. Hardoi (inclusive) to Lucknow and the Balamau Sitapur City Branch, exclusive of Sitapur City and the Balamau-Auhadpur Branch, with headquarters at BALAMAU.

## AGENCY NOTICE.—(Contd.)

**Lucknow Division.—**

1. Cawnpore Branch, Lucknow-Bahramghat, Barabanki-Daryabad (inclusive), Lucknow, Nigohan (inclusive), with headquarters at LUCKNOW.
2. Fyzabad-Daryabad (exclusive), Fyzabad-Sultanpur (inclusive), Fyzabad-Akbarpur (exclusive), with headquarters at FYZABAD.
3. Jaunpur-Akbarpur (inclusive), Akbarpur-Tanda, Jaunpur Zafrabad (exclusive), with headquarters at JAUNPUR.
4. Benares Cantt.-Zafrabad, Zafrabad-Janghai, Janghai-Moghal-sarai (exclusive), with headquarters at BENARES CANTT.
5. Partabgarh-Janghai (exclusive), Phaphamau-Janghai (exclusive), Allahabad (exclusive) to Sultanpur (exclusive), Partabgarh-Bani (exclusive), with headquarters at PARTABGARH.
6. Rae-Bareli-Bani (inclusive), Rae Bareli-Phaphamau (exclusive), Rae Bareli-Nigohan (exclusive), Unchahar-Dalmau, with headquarters at RAE BARELI.

**Asansol Division.—**

1. Including Ondal, Ondal-Sainthia Branch, Ondal-Gourangdi Section, Ondal to Jamuria (inclusive) and Ondal to Raniganj (exclusive), with headquarters at ONDAL.
2. Raniganj (inclusive) to Barakar (inclusive), Sitarampur to Salanpur (inclusive), Sitarampur to Baraboni (inclusive), with headquarters at ASANSOL.
3. Salanpur (exclusive) to Jhajha (exclusive) and Giridih and Deoghar Branches, with headquarters at MADHUPUR.
4. Barakar (exclusive) to Gomoh (exclusive) and all coal depots, stations and sections in the Jherriah coalfields, with headquarters at DHANBAD.
5. Gomoh (inclusive) to Manpur (exclusive), Gomoh-Chandrapura-Barkakana Section and the C. I. C. Railway to Barwadih (exclusive), with headquarters at GOMOH.

**Dinapore Division.—**

1. Jhajha to Mokameh on the main line to Baghi Bardih on the S. B. Branch and to Dharhara on the Jamalpur Loop, with headquarters at JHAJHA.
2. More to Kulhuria on the main, to Jehanabad on the P. G. Branch and Digha Ghat Branch, with headquarters at DINAPORE.

## AGENCY NOTICE.—(Concl'd.)

**Dinapore Division.—(Continued.)—**

3. Arrah to Dildarnagar on the main line and the Tari Ghat Branch, with headquarters at BUXAR.
4. Moghalsarai to Darauli on the main line and to Pusauli on the M. G. Chord, with headquarters at MOGHALSARAI.
5. Manpur to Rafiganj on the M. G. Chord, to Nawadah on the S. B. Branch, to Irki on the P. G. Branch, with headquarters at GAYA.
6. Jakhim to Kudra on the M. G. Chord and Daltonganj Branch, with headquarters at DEHRI-ON-SONE.

**Howrah Division.—**

1. Howrah Goods Area—to include Inward and Outward Goods Sheds, Goods Accounts Office, Shalimar, Sulkea, Punjab Line, Howrah Goods Yard and Ramkristopur. With headquarters at HOWRAH.
2. Bamangachee Area—to include Howrah Loco Depot. With head-quarters at BAMANGACHEE.
3. Howrah Area—to include Howrah Coaching Yard, Lillooah Sorting Yard and up to and including Sheoraphuli on the Main Line, and the Tarakeswar Branch. Also up to and including Palla Road on the Howrah-Burdwan Chord. With head-quarters at HOWRAH.
4. Bandel Area—to include Baidyabati, and up to and including Saktighar on the Main Line. Bandel to Gangatikuri both inclusive on the Bandel-Barharwa Line, and the Naihati Branch. With head-quarters at BANDEL.
5. Burdwan Area—From Gangpur and up to and including Pinjrapole on the Main Line, and Khana to Gadadharpur inclusive on the Loop Line. With head-quarters at BURDWAN.
6. Rampore Haut Area—From Salar to Barharwa both inclusive on the Bandel-Barharwa Line, Mollarpore to Taljhari on the Loop Line, Nalhati-Azimganj Branch, and Tinpahar-Rajmehal Branch. With head-quarters at RAMPORE HAUT.
7. Jamalpur-Sahebgunge Area—From Maharajpore to Jamalpur both inclusive on the Loop Line. Sakrigali-Sakrighat Branch, Bhagalpur-Mandar Hill Branch, and Jamalpur-Monghyr Branch. With head-quarters at SAHEBGUNGE.

This notice is being printed in the three vernaculars Urdu, Hindi and Bengali and is being distributed to the staff.

G. L. COLVIN,

Agent.

18th December, 1929.

**(33) Employment officers and welfare workers.—**

There are no employment bureaux on the East Indian Railway and Welfare Committees have been dealt with in para. 32.

There is no Labour Exchange on the East Indian Railway, but when it is found necessary to reduce the number of staff at any particular station, an effort is made to transfer such redundant staff to other stations where vacancies exist in order to avoid having to discharge them. A good many men have taken advantage of the offer to take up work at other Stations but a number of men especially those of the unskilled classes refuse to leave their home districts, hence there is no alternative but to dispense with them, but such men are always considered for re-employment as vacancies at their home station arise.

It has been pointed out that there is no serious attempt to encourage thrift amongst the staff. The old system of deducting optional allowance from the pay of the staff supplied this want. It must be realised that any amount deducted from the salary of an employee is not missed, whereas if he has to bank the amount himself it is usually spent, due to the fact that the amount is small, and he does not consider the trouble worth while.

Probably the chief disability under which the staff serve is the shortage of quarters and in certain cases some of the existing types of quarters are not considered suitable.

The leave arrangements are considered unsatisfactory which is chiefly due to insufficiency of relieving staff.

Facilities for education of employees children are hardly adequate especially at roadside stations.

Indian staff feel the want of women's medical aid for their wives and daughters.

Regarding maintenance labour throughout the line, the lack of medical facilities is a serious factor. Sick men cannot proceed to the

nearest railway dispensary for attendance and medicine. The labour mostly lives in the villages and it seems that more village dispensaries are required.

As far as funds permit quarters are provided, and the question of building a type of quarter which will be reasonably comfortable and at the same time offer a fair return on the cost is being considered by a Committee.

### (34) Other welfare activities.

Institutes are provided as follows :—

#### European Institutes.

Howrah.	Patherdihi.
Bamangachi.	Mokameh.
Lillooah.	Katrasgarh.
Bandel.	Gaya.
Burdwan.	Dinapore.
Ondal.	Buxar.
Sitarampur.	Moghal Sarai.
Asansol.	Mirzapur.
Dhanbad.	Allahabad.
Gomoh.	Cawnpore.
Madhupur.	Etawah.
Giridih.	Tundla.
Jhajha.	Aligarh.
Rampur Haut.	Lucknow.
Sahebgunge.	Fyzabad.
Jamalpur.	Bareilly.
	Moradabad.



### Indian Institutes.

Lillooah.	Jamalpur.
Bandel.	Pathardihi.
Burdwan.	Katrasgarh.
Ondal.	Gaya.
Sitarampur.	Dinapore.
Asansol.	Moghal Sarai.
Dhanbad.	Allahabad.
Gomoh.	Tundla.
Madhupur.	Fyzabad.
Giridih.	Benares Cantt
Jhajha.	Lucknow.
Rampur Haut.	Moradabad.
Sahebgunge.	Tatanagar.
Howrah.	

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### Sports.

Sports are encouraged by obtaining special grants from the Fine Fund and subscriptions from Officials and Senior Subordinates. The various European and Indian Institutes cater for the staff in this direction and sub-committees are formed under the Institute Committee. Leave, and passes are granted and also allowances for special tournaments.

#### On the Allahabad Division.—

Sports grounds are provided at 4 stations on the Division for European and Anglo Indian staff and 4 for Indian staff. In addition there are tennis courts at 7 stations for Europeans and Anglo Indians, and at 5 for Indians. Swimming baths have been provided for Europeans and Anglo Indians at 3 stations, (Allahabad, Cawnpore and Tundla.)

Grants are made from the Fine Fund towards the provision of gear for various sports.

Sports are organized on the Division by the Divisional Sports Committee, who control the activities for the whole of the Division and by local committee, who organize and run sports at each station.

Tournaments are arranged in which various teams on the Division take part also inter-divisional tournaments are held and tournaments in which local teams both Civil and Military take part.

The games played on the Division are football, hockey, tennis, bowles, water polo ; also fishing clubs are being organized at certain stations where suitable stretches of water are available, which are regularly stocked with spawn.

#### On the Lucknow Division.—

With the exception of Lucknow and Fyzabad where football and hockey grounds exist, also tennis courts, facilities for sports are meagre. At the same time it might be pointed out that outside the above mentioned places, no great demand appears to exist.

#### On the Moradabad Division.—

The activities of the staff in regard to their participation in sport is under the supervision of two Divisional officers (one European and one Indian) who organise local Football, Hockey and Cricket Tournaments.

As an experiment a Divisional Sports Tournament was held at Moradabad early this year, when staff from the whole of the Division participated in the sports. It was a great success, so it has been decided to make this an annual affair. Every opportunity is given to the staff to take part in any sport away from their head-quarters.

#### Co-operative Stores.

The records of the East Indian Railway show that in June 1867 there were Co-operative shops at Allahabad and Tundla and that in April 1877 there was also one at Asansol. In 1886 a site was given to the Co-operative Society at Tundla for building a Store. In 1892 a Branch of the Tundla Co-operative Society was opened at Cawnpore and there are records of the Allahabad Railway Co-operative Society in 1889 and of the Dinapore Co-operative Society in 1906/1909.

There are at present the following Co-operative Stores :—

At Asansol occupying a building which is the property of the Stores standing on railway land.

At Jamalpur and Cawnpore occupying railway houses on payment of rent.

At Tundla occupying a room on payment of rent and the building belonging to the Society standing on railway land.

## Co-operative Credit Societies.

In 1912 the Agent of the East Indian Railway wrote to the Board of Directors in London as follows :—

“ One of the great problems in India is how to deal with the indebtedness so frequently incurred by different classes of the staff and generally at exorbitant rates of interest. To alleviate this evil it is recognised that there are two courses open.

- (a) As means of alleviation, to provide facilities for loans at moderate rates of interest.
- (b) As means of prevention to encourage thrift by providing suitable opportunities for the investment of savings.”

Hence there have been instituted at different times in connection with the East Indian Railway the following institutions :—

- (1) The Savings Bank, started in 1866 (*i. e.* 16 years before the foundation of the Post Office Savings Bank) giving interest at the rate of 3% per annum open to all classes of staff.
- (2) The system of loans for certain specified purposes from the Provident Fund, *vide* rule 13. This rule is applicable to the European and East Indian staff only and was instituted originally in 1867, with subsequent modifications extending to 1908.
- (3) The recently formed loan fund—giving loans at 5 per cent. per annum to Indian staff drawing pay from Rs. 15 to Rs. 60 per mensem—for certain specified purposes.
  - (a) Religious ceremonies
  - (b) Domestic ceremonies
  - (c) Medical expenditure

It has been found however that in spite of the presence of these institutions there is still a large amount of serious indebtedness and that in the case of the lower paid European and East Indian staff particularly there are no existing means of preventing this state of affairs.

The East Indian Railway Employees' Co-operative Credit Society Ltd. was therefore formed as the best means of providing what is wanted. The Society has for its object :—

- (a) To raise funds by means of issuing shares borrowing money, accepting money on deposit at interest or otherwise.
- (b) To lend money to share holders at interest with or without security.
- (c) To invest the moneys or funds of the Society not required for object (b). Upon such securities and in such manner as may from time to time be determined.
- (d) To encourage thrift, self-help and co-operation among the share-holders.
- (e) To prevent share holders falling into permanent indebtedness and to assist them financially in times of difficulty and to help them to get out of debt.

Any East Indian Railway employees above the age of 18 years and who draw Rs. 15 or more per mensem are eligible for membership.

The Society is administered by a Committee consisting of—

Agent

Chief Accounts Officer

Chief Engineer

Deputy Chief Operating Superintendent

Deputy Chief Accounts Officer and 6 elected Indian Members.

The East Indian Railway is in no way responsible for the Society.

## Indian Staff Loan Fund.

In 1906 it was realised that a very small portion of the fines realised from the staff was devoted to the benefits of the Indian Staff who contributed to the Fine Fund.

After due consideration it was considered that the best means of utilising a fair proportion of the sum available was a fund from which money for extraordinary expenditure on Marriage Ceremonies and the like could be obtained at a reasonable rate of interest.

In 1908 definite proposals for the formation of the Indian Staff Loan Fund were made to the Board of Directors. It was proposed that the fund should be initiated by the grant of a sum of Rs. 10,000 from the Fine Fund and to limit its use to Indian employees' drawing pay, not less than Rs 15 and not exceeding Rs. 60 per mensem, for the following purposes :—

Religious Ceremonies.

Domestic Ceremonies.

Medical Expenditure.

A start was made in August 1909 with a Capital of Rs. 10,000 granted from the Fine Fund. The scheme was successful from the first. In 1910 the Capital was increased to Rs. 30,000 by a further grant of Rs. 20,000 from the Fine Fund.

In 1911, the capital was increased to Rs. 60,000 by a loan of Rs. 30,000 from the accumulated profits of the Savings Bank.

In 1918 a further grant of Rs. 20,000 was made from the Fine Fund and the loan from the Savings Bank was repaid.

In 1923 a further grant of Rs. 20,000 was given from the Fine Fund making the total advances from that fund Rs. 70,000.

A copy of the rules is printed at Appendix IX

The report by the Secretary to the Fund and statement of the accounts of the fund for the year ended 31st March 1928 printed at Appendix IV will show to what extent the fund fulfils the purpose for which it was initiated.

### 36 & 40. Educational facilities provided for adult workmen and for the children of railway servants.

#### 1. Number of Railway Schools maintained—

European and Anglo-Indian	..	..	No. 24 (a)— <i>Vide</i> list A.
Indian other than primary	..	..	No. 11— <i>Vide</i> list B.
Indian Primary	..	..	No. 54 (b).
Technical	..	..	No. 4 (c).

- (a) Including the three boarding schools at Oakgrove.  
 (b) Including 15 Schools at the Collieries and 37 Schools for Indian Adults of the Operating Department.  
 (c) Including the Training Schools at Asansol and Chandausi in which training is given to both European and Indian Employes. European and Indian pupils (apprentices) are dealt with together in the School at Jamalpur and only Indian apprentices in the school at the Collieries at Giridih.

#### 2. Number of pupils (children of railway employees only) on the 1st April 1929 at Railway Schools.—

			Boys.	Girls.
Europeans & Anglo-Indians	..	..	578	485
Indians & other than primary	..	..	1708	..
Indian Primary	..	..	7258	9
Technical	..	..	624	..

#### 3. Number of pupils (children of railway employees) at Railway Aided Schools on the 1st April 1929.—

			Boys.	Girls.
Europeans & Anglo-Indians	..	..	170	160
Indians	..	..	1456	297

#### 4. Total expenditure during the year 1928-29 from revenue on Railway Schools maintained.—

			Rs.
European & Anglo-Indian	..	..	2,07,116
Indian other than primary	..	..	26,221
Indian Primary	..	..	7,294
Technical	..	..	2,40,272

5. Total grants made during the year 1928-29 from revenue to parents, etc., in connection with the education of their children.—

				Rs.
Europeans and Anglo-Indians	..	..		51,672
Indians	..	..	..	836

6. Total grants made during the year 1928-29 from revenue to non-railway schools.—

				Rs.
Europeans & Anglo-Indians	..	..	..	5,133
Indians	..	..	..	4,444

7. Taxes paid to Municipal or other Local Authorities in the form of education tax during the year Nil.

8. Total capital expenditure during the year Rs. 12,671.

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### LIST A.

#### List of East Indian Railway European Schools.

- |                      |                                    |
|----------------------|------------------------------------|
| 1. Lillooah.         | 12. Jamalpur.                      |
| 2. Bandel.           | 13. Gaya.                          |
| 3. Burdwan.          | 14. Dinapore.                      |
| 4. Ondal.            | 15. Buxar.                         |
| 5. Asansol.          | 16. Moghal Sarai.                  |
| 6. Dhanbad.          | 17. Mirzapur.                      |
| 7. Gomoh.            | 18. Allahabad.                     |
| 8. Madhupur.         | 19. Cawnpore.                      |
| 9. Jhajha.           | 20. Tundla.                        |
| 10. Rampore Haut. .. | 21. Moradabad.                     |
| 11. Sahebgunge. ..   | .. and Oakgrove Schools, Mussoorie |

## LIST-B.

**List of East Indian Railway Schools for Indian Children.**

1. Asansol H. E.
2. Sahebgunge H. E.
3. Jamalpur H. E.
4. Dinapore H. E.
5. Tundla Anglo-Vernacular High.
6. Ondal Middle English.
7. Jhajha Middle English.
8. Keshavapur Behari Middle English.
9. Jamalpur Islamia Middle English.
10. Moghal Sarai Middle English.
11. Bareilly, Victoria Railway Middle English.

**List of Indian Adult Schools.**

Dock Junction.	Sahebgunge.
Azimganj.	Jamalpur.
Howrah Loco. Depot.	Jhajha.
Bandel Junction.	Mokameh.
Burdwan.	Dinapore.
Ondal.	Buxar.
Asansol.	Moghal Sarai.
Sitarampur.	Allahabad.
Barakar.	Cawnpore.
Madhupur.	Tundla.
Jasidih.	Ghaziabad.
Giridih.	Aligarh.
Pathardihi.	Lucknow.
Dhanbad.	Rosa.
Gujhandi.	Moradabad.
Katrasgarh.	Fyzabad.
Gomoh.	Partabgarh.
Gaya.	Barwadih.
Rampore Haut.	

Opened subsequently: —

Dehra-Dun from 20th July 1929.

Khan Alampura West from 23rd September 1929.

Lhaksar from 23rd September 1929.

Bareilly from 1st October 1929.



### **37. Provision for old age and death.**

Extent to which provident fund benefits are allowed.

**Gratuities.**

This information is not given as the East Indian Railway is State-managed and relevant evidence is being compiled by the Railway Board.

**Any other Benefits.**

Staff on retirement are allowed building material at concession rates, and free passes subject to certain conditions.

### **43. Existing regulations for the safety of employees and methods of enforcement.**

Machines in Running Shed shops are well protected by guards so that those working the machines cannot get caught by the gears or belting.

“Safety First” posters are put up in conspicuous places in Sheds and Sick Lines.

No engine is permitted to be moved in a Shed or Yard without the driver first sounding his whistle, and if cleaners are working on his engine, he must warn them verbally as well.

Points leading to sick lines are invariably padlocked and the key kept by the Head Train Examiner so that no vehicle can inadvertently be shunted into a sick line when staff are working at and under vehicles.

Red flags or red discs by day and red lamps by night are affixed to both ends of trains in yards on stations when being examined by Train Examining staff and there are strict orders against moving any train thus protected.

### **44 & 45. Incidence and causes of accidents.**

See answer to item 44 Part I (Mechanical).

**45. Measures taken for accident prevention safety first propaganda.**

See answer to (43).

**46 First aid and medical relief.**

A copy of Railway Board's Circular of 11th October 1928 relating to the provision of Medical Vehicles on accident relief trains and the distribution and maintenance of standard accident relief medical equipments of all kinds. may be seen printed at Appendix V. Steps are being taken to carry out all these instructions.

**XIV.—WORKMEN'S COMPENSATION.**

**51. Number of cases resulting in death : Total disablement and partial disablement and amount of compensation paid under Workmen's Compensation Act during the last 5 years.**

	Deaths.	Permanent disablement.	Partial disablement.	Amount. Rs.
Howrah Division	10	3	..	11,020
Asansol ..	28	..	..	2,973
Dinapore ..	24	..	..	29,925
Allahabad ..	28	5	..	13,767
Lucknow ..	6	9	..	1,843
Moradabad ..	22	4	..	22,296
				7,350
				13,353
				11,948
		Total	..	1,14,475

N. B.—As the Workmen's Compensation Act was brought into operation on 1st July 1924, figures are available for 4 years only at present.

**52. Compensation paid otherwise than under the act during the last 5 years.**

					Rs.
1924-25	..	..	..	..	18,494
1925-26	..	..	..	..	6,738
1926-27	..	..	..	..	870
1927-28	..	..	..	..	Nil.
					26,102

N. B.—As the Workmen's Compensation Act came into operation from 1st July 1924, figures are given for 4 years only.

**55. Hours worked per week and per day.****(i) Normal Hours of effective work, i. e., as determined by custom or Agreement.**

Transportation staff who are on continuous duty do 8 hours per day or 56 hours per week.

Staff who perform intermittent work are usually on 12 hours shift.

Way and Works Staff work 8 hours a day except on Sundays when they do only 4 hours or in a week they work for 52 hours.

**(ii) Actual hours of effective work, i. e., including overtime.**

For Running Staff from 9 to 12 hours.

**(iii) Spreadover, i. e., Relation between hours of Effective work and hours of duty during which the worker is on call.**

Where their work is of an intermittent nature the hours of actual effective work are about 50 per cent. of the whole and does not exceed 8 hours a day in any case.

**56. Weekly Rest.—**

Weekly rest is not generally in force yet. Ordinarily Goods shed staff and the Workshop staff of some Permanent Way Inspectors and Inspectors of Works do not work on Sundays. At small Goods sheds however where only one or two men are employed it is necessary under present conditions for the men to attend work on Sundays to submit returns and deliver perishables, etc.

Permanent Way gangmen and some Loco. menials have a half holiday every Sunday or a whole holiday every alternate Sunday.

Assistant Station Masters and Switchmen who work in shifts change duties once a week and so have a day off.

**57. Extent of application of international labour conventions relating to****(i) Hours.****(ii) Periods of rest.****Intervals.**

The International Labour Conventions have not yet been applied to the staff of the Operating Department.

**58. Possibility of regulation.**

Being dealt with by the Railway Board.

96 and 97. Prevailing rates of wages and movements in recent years, *i. e.*, since 1920. The information is embodied in the accompanying tables:—

*N. B. 1.*—Where no revision is shown the last rate given continues in force.

*N. B. 2.*—The scales shown under the column 1928 apply to new entrants.

Particulars.	E. L. Railway scales in 1920.		O. & R. Railway scales in 1920.		1926.	1928.
	Ra.	Ra.	Ra.	Ra.	Ra.	Ra.
<i>Running Staff.</i>						
Drivers—						
Mail ..	300-20-320	Gr. I 140-10-230	Gr. I 300 to 320	Gr. I 140-10-200		
Passenger ..	160-20-280	.. II 115 to 180	.. II 280	.. II 95-5-115		
1st class Goods	90-5-110	.. III 35 to 70	.. III 260	.. III 55-5-70		
2nd class Goods		.. IV 30 to 65	.. IV 160 to 240	.. IV 40-5-50		
1st class Goods	60-5-85	.....	.. V 90 to 110	.....		
2nd class Goods	45-5-55	.....	.. VI 65 to 85	.....		
2nd class Goods		.....	.. VII 45 to 60	.....		
Firemen ..	100-10-120	Gr. I 80 to 110	Gr. I 80 to 120	Gr. I 40-45/45-50/50		
		.. II 60 to 80	.. II 23	.. II 17/17/18		
		.. III 0/10/7 to 0/13/7	.. III 19 to 21	.. III 15 to 16		
		.. IV 0/7/6 to 0/10/6	.. IV 15 to 17	.....		
Shunters ..	140-10-150	Gr. I 120-10-130	Gr. I 140 to 150	Gr. I 80-5-90		
	30-5-40	.. II 90 to 100	.. II 30 to 40	.. II 25-5-35		
		.. III -/15/- to 1/2				
		.. IV -/12/ to -/15-				
Leading Firemen	Bet. 19 and 23	.....	.....	.....		
2nd. Firemen ..	Bet. 16 and 17	.....	Bet. 15 and 17	.....		
Guards—						
	Gr. I 100	Gr. I 140-10-180	Gr. I 105	Gr. I 90-10-180		
	110-10-210	.. II 100-10-130	110	.. II 30-5-70		
	.. II 45-5-100	.. III 60-5-80	.. II 45-5-100			
	Rtg. 100	.. IV 35-5-55				
	110					
Guards Conductor	100-10-200	.....	.....	100-10-180		
Guards Gunner ..	85-10-125	.....	.....	85-10-115		

## Table of Wages.—(Contd.)

N. B. 1.—Where no revision is shown the last rate given continues in force.

N. B. 2.—The scales shown under the column 1928 apply to new entrants.

Particulars.	E. I. Railway scales in 1920.	O. & R. Railway scales in 1920.	1926.	1928.
	Rs.	Rs.	Rs.	Rs.
Guards Pilot	130-10-210	35-5-55	.....	120-10-180
Parcel Express, Luggage and Parcel Clerk	.....	28-2-50	.....	45-5-70
Letter Delivery Clerk.	26-2-40	.....	.....	26-2-40
Van Goods Clerk & Tranship- ment Clerk.	45-4-85	.....	.....	45-5-70
Cooks (R. R.) ..	16-1-25 15-1-20	13 to 17 (E) 11 to 15 (I)	..... .....	..... .....
Head Bearers ..	15-1-25	} 10-12	.....	.....
Bearers .....	13-1-18			
Box Coolies ..	10-1-15	10-12	.....	.....
Call Peons ..	10-1-13	10-12	.....	.....
Sweepers (R. R.)	10-1-13	9-11	.....	.....
Van Goods Porters	13-1-17 11-1-15	} 12-13	.....	.....
Van Goods Cooks	15-1-23			
Matrons ..	30-4-70	.....	.....	30-4-70
Station Supdt.*	550-25-600	500-25-600	.....	525-25-550
Station Masters ..	430-20-530 300-10-350	425-25-475 350-25-400	Gr. I 430-20-530 .. II 360-10-400	Spl. *400-20-500 Gr. I 290-10-350
	360-10-400 130-10-170	300-10-340 150-10-290	.. III 300-10-350 .. IV 180-10-250	.. II 160-10-280 .. III 130-5-150
	85-5-120 52-4-80	100-5-140 78-3-90	.. V 130-10-170 .. VI 85-5-120	.. IV 95-5-120 .. V 78-4-90
		60-3-75	.. VII 52-4-80	.. VI 52-4-76
Assistant Station Masters,	300-10-350 100-5-120	260-10-290 150-10-250	Gr. I 300-10-350 .. II 130-5-250	Gr. I 260-10-280 .. II 120-10-230
	..... 80-5-95	100-5-140 78-3-90	.. III 100-5-120 .. IV 80-5-95	.. III 100-5-110 .. IV 70-5-95
	45-4-85 40-4-76	60-3-75 40-3-55	.. V 45-4-85 .. VI 40-4-76	.. V 40-4-68

NOTE.—The minimum wage for menials has been enhanced as shown in Agent's Circular, dated 20th October 1928 copy annexed.

\* Bandel, Burdwan, Sitarampur, Gaya, Allahabad Cawnpore, Tundla and Moradabad,

## Table of Wages.—(Contd.)

N. B. 1.—Where no revision is shown the last rate given continues in force.

N. B. 2.—The scales shown under the column 1928 apply to new entrants.

Particulars.	E. I. Railway scales. in 1920.	O. & R. Ry. scales in 1920.	1926.	1928.
	Rs.	Rs.	Rs.	Rs.
Dy. Station Supdt.	355—20—475	.....	.....	300—25—400
Rlg. General Asst.	80—5—95	.....	.....	70—5—95
Rlg. Asstt. Station Masters.	45—4—85 40—4—76	} .....	.....	40—4—68
Rlg. Clerks ..	80—5—110 30—5—80 30—4—70	} .....	.....	Gr. I 75—3—90 .. II 28—4—68
Yard Masters ..	490—20—530 415—20—475 360—10—400	200—10—300 300—10—350	..... .....	} Spl. 400—20—500†
Assistant Chief Yard Mrster.	.....	260—10—290	.....	300—10—350
Dy. Yard Masters	415—20—475	.....	.....	.....
Asst. Yard Masters	300—10—350	.....	.....	Gr. I 200—10—280 .. II 100—10—150
Chief Train Controller.	430—20—530	300—10—340	.....	400—20—500
Deputy Group Controller.	355—20—475	150—10—290	.....	310—10—350
Section Controller	Gr. I 300—10—400 .. II 85—10—155	..... .....	..... .....	Gr. I 200—10—300 .. II 85—10—145
Flag Station Masters.	.....	38—2—50	.....	.....
Cash Witness ..	.....	150—10—250	.....	.....
Yard Foremen ..	250—10—300 75—5—110	78—3—90 60—3—75	..... .....	Gr. I 180—10—200 .. II 60—5—100
Platform Assistant	280—10—330 ..... 100—5—120 80—5—95 45—4—85 40—4—76	..... ..... ..... ..... ..... .....	Gr. I 280—10—330 .. II 130—5—250 .. III 100—5—120 .. IV 80—5—95 .. V 45—4—85 .. VI 40—4—76	Gr. I 200—10—240 .. II 130—5—190 .. III 100—5—115 .. IV 78—3—90 .. V 40—4—76 .....
Station Sergeant..	200—10—300	.....	.....	180—10—220

† Howrah Goods, Ondal, Dhanbad and Moghalsarai.

## Table of Wages.—(Contd.)

N. B. 1.—Where no revision is shown the last rate given continues in force.

N. B. 2.—The scales shown under the column 1928 apply to new entrants.

Particulars.	E. I. Railway scales in 1920.	O. & R. Railway scales in 1920.	1926.	1928.
	Rs.	Rs.	Rs.	Rs.
Hall Supervisor, Howrah.	280-10-350	.....	.....	150-10-200
Head Ticket Examiner.	250-10-300	200-10-250	Gr. I 250-10-300	Gr. I 200-10-220
	180-10-230	140-10-180	" II 180-10-230	" II 150-10-190
Assistant Head Ticket Collector.	120-10-160	100-5-120	Grade III 120-10-160	75-5-140
Ticket Examiners and Ticket Collectors.	70-5-120 65-5-90 40-4-60	140-10-180 100-5-120 78-3-90	" IV 70-5-120 " V 65-5-90 " VI 40-4-60 " VII 22-1-32	Gr. I 70-5-100 " II 55-3-67 " III 28-2-50
		55-3-70 28-2-50	..... .....	..... .....
Female Ticket Collectors.	75-5-125	55-3-70	.....	75-5-125
Rtg. Ticket Collectors	70-5-120 40-4-60	.....	.....	Gr. I 70-5-100 " II 28-2-50
Flying Ticket Collectors	.....	55-3-70 28-2-50	..... .....	55-3-67 28-2-50
Locking Inspec- tors.	230-15-350	.....	.....	.....
Lock Examiners..	30-5-40	.....	.....	.....
Ticket Sorters ..	30-4-70	.....	.....	.....
Ticket Collectors B Grade	22-1-32	.....	.....	22-1-32
Platform Inspec- tors.	.....	200-10-250 140-10-180 100-5-120	..... ..... .....	..... ..... .....
Station Clerks' ..	75-5-110. 30-4-70	55-3-70 28-2-52	..... .....	Gr. I 55-3-70 " II 28-3-52
Head Trains Clerk	75-5-110	140-10-180	.....	75-5-90
Train Clerks ..	30-4-70	100-5-120 78-3-90	..... .....	..... 28-3-67
		55-3-70 38-2-50 28-2-36	..... ..... .....	..... ..... .....

## Table of Wages.—(Concl'd.)

N. B. 1.—Where no revision is shown the last rate given continues in force.

N. B. 2.—The scales shown under the column 1928 apply to new entrants.

Particulars.	E. I. Railway scales in 1920.	O. & R. Railway scales in 1920.	1926.	1928.
	Rs.	Rs.	Rs.	Rs.
Number Takers..	30—4—70	.....	.....	28—3 67
Gunners ..	36—3—66	28—2—36 40—3—55	..... .....	..... .....
Cabin Signalmen	20—1—25	.....	.....	.....
Engine Jemadars	18—1—25 20—1—26	..... .....	..... .....	..... .....
Platform Jemadars	22—1—32	.....	.....	.....
Switchman ..	30—2—40 22—1—32	..... .....	..... .....	..... .....
Lamp Supervisors	22—1—32	.....	.....	.....
Lamp Supervisors Tindals.	18—1—25	.....	.....	.....
Head Lampman..	15—1—20	13—14	.....	.....
Lampman ..	13— $\frac{1}{2}$ —18	10— $\frac{1}{2}$ —12	.....	.....
Porters ..	12— $\frac{1}{2}$ —18 10— $\frac{1}{2}$ —13	10—12 .....	..... .....	..... .....
Lock Porters ..	15— $\frac{1}{2}$ —16	.....	.....	.....
Head Motor Trollymen	14— $\frac{1}{2}$ —18	15	.....	.....
Trollymen ..	12— $\frac{1}{2}$ —16 10— $\frac{1}{2}$ —15	..... 10—14	..... .....	..... .....
Station Peons ..	11— $\frac{1}{2}$ —16 10— $\frac{1}{2}$ —12	10—12 .....	..... .....	..... .....
Sealman ..	15—1—20	.....	.....	.....
Stencillers ..	13— $\frac{1}{2}$ —17	.....	.....	.....
Markman ..	20—1—25 13— $\frac{1}{2}$ —17	..... .....	..... .....	..... .....
Ayas ..	11— $\frac{1}{2}$ —15 10— $\frac{1}{2}$ —12	10—12 .....	..... .....	..... .....
W. R. Bearer ..	.....	10—12	.....	.....

NOTE.—The minimum wage for menials has been enhanced as shown in Agent's Circular dated 20th October 1928 copy annexed.



## Table of Wages.

N. B. 1.—Where no revision is shown the last rate given continues in force.

N. B. 2.—The scales shown under the column 1928 apply to new entrants.

Particulars.	E. I. Railway scales in 1920.	O. & R. Railway scales in 1920,	1926.	1928.
	Rs.	Rs.	Rs.	Rs.
High Power Lamp Fitter.†	30-2-40	.....	.....	.....
High Power Lighter.†	13-1-17	.....	.....	.....
Gateman ..	13-1-17 10-1-14	9-11 .....	..... .....	..... .....
Craneman ..	.....	13-22	.....	.....
Pointsmen ..	13-1-18 11-1-16	..... .....	..... .....	12-1-18 12-1-20
Shunting Porters	11-1-16 15-1-20	..... .....	..... .....	..... .....
Porters ..	10-1-13 12-1-18	..... .....	..... .....	..... .....
Sweepers ..	10-1-12 11-1-15	..... .....	..... .....	..... .....
Bhistees ..	10-1-12 11-1-15	..... .....	..... .....	..... .....
Cleaners ..	10-1-15	.....	.....	.....
Rolling Stock skilled Workmen.	15-1-40	.....	.....	38-2-50 18-2-36
Power skilled Workmen.	56-5-76 39-3 51 16-2-6	.....	.....	38-2-50 18-2-36
Goods Inspectors*	430-20-530 320-10-400	..... .....	..... .....	Gr I 400-20-500 " II 290-10-350
Goods Accountant (Howrah).	430-20-530	.....	.....	400-20-500
Assistant Account- tant.	180-10-300	.....	.....	150-10-200
Assistant Goods Inspectors	180-10-300	.....	.....	150-10-200
Goods Clerks.† ..	400-20-500	.....	.....	400-20-460
Asst. Goods Clerks.†	180-10-300 115-10-145	140-180 100-120	..... .....	150-10-200 Gr. I 100-5-130

\* Cawnpore Collectorgunge and Mokameh Ghat.

† Staff transferred to R.-S. Section.

‡ Howrah.

NOTE.—The minimum wage for menials has been enhanced as shown in Agent's Circular dated 20th October 1928, copy annexed.

## Table of Wages.

*N. B. 1.*—Where no revision is shown the last rate given continues in force.

*N. B. 2.*—The scales shown under the column 1928 apply to new entrants.

Particulars.	E. I. Railway scales in 1920.	O. & R. Railway scales in 1920.	1926.	1928.
	Rs.	Rs.	Rs.	Rs.
Asst. Goods Clerks.*	30—5—80	78—90	.....	Gr. II 70—5—95
	30—4—70	55—70	.....	Gr. III 30—4—66
		28—50	.....	.....
Time-keeper and Shed Sergeant.	200—10—300	.....	.....	200—10—250
Shed Foreman ..	180—10—300	.....	.....	Gr. I 180—10—250
	180—10—230	.....	.....	Gr. II 150—10—170
Warehouse keeper	115—10—145	.....	.....	115—10—145
Goods Supervisor	115—10—145	.....	.....	Gr. I 100—5—130
General Assistants	100—5—120	.....	.....	Gr. I 100—5—110
	45—4—85	.....	.....	Gr. II 45—5—80
	40—4—76	.....	.....	Gr. III 30—3—42
	30—4—70	.....	.....	.....
	60—10—150	.....	.....	.....
Weigh Clerks ..	140—10—150	.....	.....	Gr. I 100—10—130
	100—5—115	.....	.....	Gr. II 70—5—95
	75—5—110	.....	.....	Gr. III 55—5—65
Assistant Weigh Clerks.	30—5—80	.....	.....	30—5—45
	30—4—70	.....	.....	.....
Gate keeper (Howrah Goods)	100—5—150	.....	.....	100—5—150
Transhipment Clerk.	80—5—110	55—3—70	.....	Gr. I 75—5—90
	30—4—70	28—2—50	.....	Gr. III 28—3—67
Head Parcels Clerks.†	355—20—475	.....	.....	280—10—300
Assistant Parcels Clerks.	210—10—350	.....	.....	200—5—210 10—270
Ditto ..	200—10—210	.....	.....	.....
Parcel Clerks ..	115—10—145	.....	.....	Gr. I 140—10—160
	80—5—110	100—5—120	.....	Gr. II 100—5—120
	30—5—80	78—3—90	.....	Gr. III 78—3—90
	30—4—70	55—3—70	.....	Gr. IV 55—3—64
		28—2—50	.....	Gr. V 28—3—52
Parcels Loaders ..	80—5—110	.....	.....	78—3—90

\* Other stations.

† Howrah.

‡ Allahabad, Cawnpore City and Lucknow.

## Table of Wages.

N. B. 1.—Where no revision is shown the last rate given continues in force.

N. B. 2.—The scales shown under the column 1928 apply to new entrants.

Particulars.	E. I. Railway scales in 1920.	O: & R. Railway scales in 1920.	1926.	1928.
	Rs.	Rs.	Rs.	Rs.
Weighment Inspectors	160-10-260	.....	.....	160-10-240
Chief Accounts Booking Clerk.	300-10-400	.....	.....	290-10-340
Assistant Inspector of Station Accounts.	100-10-200	.....	.....	.....
Outstanding Inspector.	....	100-5-140	.....	.....
Section Clerk ..	30	.....	.....	.....
Luggages and Parcels Supervisor.	280-10-350	200-10-250 140-10-180 100-5-120	..... ..... .....	Gr. I 200-10-250 " II 80-5-100 .....
Head Booking Clerks.*	160-10-180 115-10-145 80-5-110	140-10-180 100-5-120 78-3-90	..... ..... .....	Gr. I 140-10-160 " II 100-5-120 " III 78-3-90
Head Female Booking clerks.	100-10-150	.....	.....	100-10-150
Booking Clerks ..	30-5-80 30-4-70	..... 55-3-70 28-2-50	..... ..... .....	..... Gr. I 55-3-64 " II 28-3-52
Female Booking Clerks.	75-5-125	.....	.....	75-5-120
Enquiry Clerk	160-10-180 80-5-110	78-3-90 .....	..... .....	Gr. I 100-5-145 " II 80-5-100
Luggage Inspector	115-10-145 80-5-110	140-10-180 100-5-120	..... .....	Gr. I 100-10-140 " II 80-5-95
Jn. Verifiers ..	126-8-150 105-5-120 84-4-100 28-4-80 75-5-110 30-4-70	..... 100-5-120 78-3-90 55-3-70	..... ..... ..... ..... .....	Gr. I 105-5-120 " II 75-5-90 " III 55-3-70 " IV 28-3-52

\* Allahabad, Cawnpore City and Lucknow.

## Table of Wages.

N. B. 1.—Where no revision is shown the last rate given continues in force.

N. B. 2.—The scales shown under the column 1928 apply to new entrants.

Particulars.	E. I. Railway scales in 1920.	O. & R. Railway scales in 1920.	1926.	1928.
	Rs. 20—2—32	Rs. .....	Rs. .....	Rs. .....
Vehicle Move- ment Clerks (at station.)	26—2—40	.....	.....	26—2—40
Coal Probationers Clerks.	15—1—20	.....	.....	.....
Weigh Bridge Porters.	12— $\frac{1}{2}$ —18	.....	.....	.....
Coal Coolies ..	12— $\frac{1}{2}$ —18	.....	.....	.....
Crane Gunners ..	90—5—145	.....	.....	90—5—145
Head Signallers ..	200—10—250	130—5—140	Gr. I 200—10—250	Gr. I 120—10—200.
	120—10—170	100—5—120	.. II 120—10—170	.. II 80—5—115
		78—3—90	.. III 75—5—115	.. III 70—5—75
Assistant Head Signallers.	75—5—115	60—3—75	.....	60—3—69
Signallers ..	30—4—70	40—2—52	.....	Gr. I 40—2—50
	.....	30—2—38	.....	.. II 30—2—38
Exchange Opera- tor.	Gr. I 90—5—120	.....	.....	.....
	.. II 28—4—80	.....	.....	.....
Checking Clerks..	75—5—115	.....	.....	28—3—52
Inspecting Head Signallers	120—10—170	.....	.....	.....
Telephone Clerks	28—4—80	.....	.....	28—3—52
Telegraph Peons	12— $\frac{1}{2}$ —18	12—14	.....	.....
	10— $\frac{1}{2}$ —12	.....	.....	.....
Telephone Atten- dants.	16—2—26	.....	.....	16—2—26
Chauffeur Agent's Car	200	.....	.....	.....
Motor Lorry Drivers.	100—10—150 80—5—120 70—5—100 45—3—60	.....	.....	.....

NOTE.—The minimum wage for menials has been enhanced as shown in Agent's Circular dated 20th Oct ber 1928, copy annexed.

## Table of Wages.

N. B. 1—Where no revision is shown the last rate given continues in force.

N. B. 2—The scales shown under the column 1928 apply to new entrants.

Particulars.	E. I. Railway scales in 1920.	O. & R. Railway scales in 1920.	1926.	1928.	
	Ra.	Ra.	Ra.	Ra.	
<i>Rolling Stock staff.</i>					
Train Examiners	Gr. I 300—25—400 " II 200—20—280 " III 120—15—180 " IV 60—10—100 " V 35—5—55 " VI 20—5—40	Spl.—300—350 A —200—300 B —100—190 C —55—95	..... ..... ..... .....	Gr. I 240—20—340 " II 170—15—230 " III 100—10—150 " IV 55—5—95	
Asstt. Train Examiners.	20—5—35	25—3—40	.....	25—5—40	
App. Train Examiners.	(45—75 8—38)	24—2—28	.....	30—5—35—10—45	
Vacuum Plant Testing Engine Driver.*	15—1—40	....	.....	18—2—36	
Labourer ..	12— $\frac{1}{2}$ —16	} 7/- 8	.....	....	
Store Cooly ..	12— $\frac{1}{2}$ —16		11— $\frac{1}{2}$ —14	.....	....
Trollymen ..	12— $\frac{1}{2}$ —16		10— $\frac{1}{2}$ —14	.....	....
Peon ..	10— $\frac{1}{2}$ —14		11—15 10	.....	....
Head Trollymen	....		10	.....	....
<i>Running Shed.</i>					
Steam Coal Crane Driver.	20—2—30	....	.....	20—2—26	
Shed Apprentices	Gr. I 30—35—45 " II 7—1—12	..... .....	..... .....	30—5—40 ....	
Gunners ..	Gr. I 85—10—165 " II 50—5—100	..... .....	..... .....	Gr. I 80—10—130 " II 40—5—75	
Steam Crane drivers.	Gr. I 100—10—150 " II 30—3—60	..... .....	..... .....	Gr. I 100—10—140 " II 40—5—80	
Sec. Boiler maker	360—20—400	.....	.....	350—20—390	
Mechanics	Gr. I 350—25—400 " II 270—20—330 " III 90—20—250 " IV 56—5—76 " V 39—3—51 " VI 16—2—36	..... 185—15—350 3/6/-0/4/-4/2/0 2/3/-0/3/-3/2/0 1/12/-0/2/-2/0/0 1/0/-0/2/-1/10/0 0/12/-0/1/-0/15/0	..... ..... ..... ..... ..... .....	Gr. I 240—20—340 " II 80—15—230 " III 54—4—74 " IV 38—2—50 " V 18—2—36 ..... .....	
R. R. Supervisor	100/0	.....	.....	80—10—100	
R. R. Matron ..	100/0	.....	.....	80—10—100	
Cinder Supervisor	350—25—400	.....	.....	350—20—390	
Asstt. " "	200—20—321	.....	.....	200—20—300	
Cinder Inspector	130—10—190	.....	.....	130—10—170	
Asstt. " "	100—10—120	.....	.....	110—10—120	

Vide \* Agent's Minute No. A. E. 1392 of 19th July 1928.

NOTE.—The minimum wage for menials has been enhanced as shown in Agent's Circular dated 20th October 1928, copy annexed.

## CIRCULAR No. 488-A. E. 1093.

Reference to  
items 96 and  
97.

## EAST INDIAN RAILWAY.

Agent's Office,

Calcutta, 20th October 1928.

In view of the cost of living in the various areas traversed by the East Indian Railway, I have had under consideration, the question of temporarily raising the minimum pay of adult male menial classes, having regard to the areas in which they are required to work.

As a result of my investigation, and in consultation with my Principal Officers, I have decided, as a temporary measure, that the minimum wage for all adult male menials on the East Indian Railway will be Rs. 11 per mensem, except at certain selected stations, where, my enquiries show, the cost of living for the menial classes, is somewhat greater than at average stations.—For these selected stations, the minima for adult male menials, will be as follows :—

## (a) At all stations—

- (i) Howrah to Bally, both inclusive.
- (ii) Ondal Junction to Salanpur both inclusive.
- (iii) Ondal-Sainthia Branch to Pandaveswar inclusive.
- (iv) Ondal Loop, and Baraboni-Sitarampur loop.
- (v) Sitarampur to Gomoh inclusive.
- (vi) Dhanbad-Katras Branch.
- (vii) Dhanbad-Jherriah-Pathardih Branch.
- (viii) Nichitpur, Tetulmari and Pathardih-Pradhan-khuntha links.
- (ix) Gomoh-Chandrapura-Barkakana Section.

the minimum wage will be Rs. 14 per mensem.

- (b) At all stations Uttarpara to Burdwan inclusive, on the Howrah-Burdwan Chord, and up to Katwa inclusive, the minimum wage will be Rs. 13 per mensem.

(c) At the following stations the minimum wage will be Rs. 12 per mensem—

(i) Stations Burdwan (exclusive) to Ondal (exclusive) and to Sainthia (inclusive.)

(ii) Rampur Haut	Moghal Sarai
Pakur	Buxar
Sahebgunge	Dinapore
Patna Junction	Mokameh Junction.
Mokameh Ghat	Jhajha
Gaya	Allahabad
Cawnpore	Tundla
Aligarh	Ghaziabad
Jamalpur	

(iii) Lucknow and stations in Lucknow Area.

(iv) All stations Lhaksar to Dehra Dun, excluding Lhaksar, Jawalapur, Hardwar and Dehra Dun.

In sanctioning the temporary increases, I have in mind the maintenance of the existing scales, and the increases may be introduced as temporary overriding minima, as shown in the following example:—

Assuming a temporary over-riding minimum of Rs. 12 a man appointed to the scale of Rs. 10—1—15 would draw as follows:—

1st year	..	Rs. 10 plus Rs 2 temporary allowance	Rs. 12
2nd ..	..	" 11 " 1 "	Rs. 12
3rd ..	..	" 12	Rs. 12
4th ..	..	" 13	Rs. 13

and so on.

The orders, which do not apply to Engineering gangmen, will have effect from 1st October 1928.

G. L. COLVIN,

*Agent.*

## Table of wages.

### Way and Works Artizans and menials.

*Note.*—The wages of the Way and Works Artizans, etc., staff on Divisions are not on fixed grades. The rates differ in various localities according to ability and the following are the general minima and maxima given :—

			1928.	1920.
			Rs.	Rs.
Head Mistry	..	..	.. 20-130	21-90
Blacksmiths	..	..	.. 18-74	16-53
Carpenters	..	..	.. 20-64	12-50
Fitters	..	..	.. 13-80	12-104
Painters and letterers		..	.. 20-59	12-45
Tinsmiths	..	..	.. 20-41	20-36
Vicemen	..	..	.. 21-50	21-45
Hammermen	..	..	.. 13-30	12-30
Masons	..	..	.. 20-60	14-68
Turners	..	..	.. 22-47	12-42
Rivetters	..	..	.. 18-48	16-71
Sawyers	..	..	.. 15-40	13-23
Moulders	..	..	.. 35-63	12-34
Mates and Sardars	..	..	.. 13-39	12-35
Keymen	..	..	.. 12-16	12-16
Gangmen	..	..	.. 12-16	12-16
Trolley-men	..	..	.. 12-16	12-16
Gatemen	..	..	.. 10-17	12-16
Chowkidars	..	..	.. 12-19	12-19
Sweepers, etc.	..	..	.. 12-14½	12-14½

### 96 A. Other allowances and perquisites.

**Facilities provided or available for going from residence to places of work when the latter are situated at a considerable distance from the town or quarters.**

On the Howrah Division a composite carriage runs between Bamangachi Running Shed and Howrah station 4 times a day and on the Asansol Division coolie trains are run for conveying employees to and from work.

Where employees live in their own homes and travel some distance to their work by trains they are charged reduced fares.



Local allowance on a fixed scale is allowed to certain specified classes of staff employed at Howrah Coaching Station while all staff under East Indian Railway rules excepting certain classes of menials employed in the Howrah Goods warehouse including the Goods Yard, Lilloah Sorting Yard, Ramkristopur, Sulkea and Shalimar Goods Depots, are paid one day's extra pay for working more than 4 hours on Sundays and certain specified holidays. Similarly when certain classes of stationary staff under the East Indian Railway rules are called upon to work beyond 8 hours in a day, they are allowed overtime on the basis of one eighth day's pay for every extra hour worked. Certain classes of the lower paid staff are granted an allowance not exceeding Rs. 2 per mensem provided their attendance at work is regular-termed Good Attendance Allowance. The clerical and menial staff employed at Gajhandi are allowed a local allowance of Rs. 5 and Re. 1 per mensem respectively.

The following are considered unhealthy places and special allowances are given as stated :—

*On the Moradabad Division.—*

Places.	No. of staff employed there.	Compensatory allowance given.
Lhaksar ..	109	½rd pay for each day the staff are on duty during August, September and October.
Hardwar ..	81	Rs. 5 per mensem to Indian Station Masters,
Raiwala ..	12	Assistant Station Masters drawing under
Kansral ..	8	Rs. 200, Signallers, Trains clerks, Booking
Doiwala ..	13	clerks and Ticket Collectors and Re. 1
Harrawala ..	7	per mensem to the Transportation menial
Rikhikesh ..	8	staff. Rs. 3 per mensem to the Loco. staff up to Rs. 25 and Rs. 5 above Rs. 25; Rs. 5 for upper subordinates and Re. 1 for menial staff of Operating Department stationed at Rikhikesh.

In addition, 185 men of the Engineering Department and 30 men of the Operating Department are employed on this section, but receive no allowance.

**Uniforms.**—A list of staff who are given uniforms is at Appendix VI.

**Free Passes—**

Staff drawing Rs. 116 and above .. Second class Passes—after one year's service—  
one set—may include wife, family and dependents.

After 3 to 5 years service—two sets. Over 5 years service—three sets. Durga Puja holiday passes according to the discretion of the head of Department.

*Note.*—Mechanical and other subordinate staff drawing Rs. 116 and over are allowed 3 sets of passes in a year irrespective of service.

Staff drawing Rs. 75 to Rs. 115 .. Inter. class—after one year's service—  
one set—may include wife, family and dependents.

After 3 to 5 years service—two sets. After 5 years service—three sets. Durga Puja holiday passes according to the discretion of the head of Department.

Staff drawing Rs. 20 to Rs. 74 .. Third class Passes—one set each year after  
one year's service and may include wife, family and dependents.

After 3 years service two sets of passes per year. After 5 years service 3 sets of passes per year. Durga Puja holiday passes in addition at the discretion of the head of Department after completion of 3 years.

*Note.*—Non-mechanic Staff one set of over Rs. 20 are allowed only 2 sets of passes with or without family after 3 years service.

Clerical staff are granted Inter. class passes.

Menials drawing below Rs. 20 .. Third class passes—after one years service—  
one set for self only and after 3 years service a pass with or without family once a year but not dependents.

*Note.*—Menials drawing over Rs. 20 may after one year's service be allowed one set of passes for self or with family and after 3 years service two set of passes each year with or without family but not for dependents.

One set of Foreign line passes is granted to subordinate employees after 2 years' service in accordance with Conference Regulations.

Menials are not granted Foreign line passes.

*Privilege Ticket Orders.*—Foreign or home line family Privilege Ticket Orders.—  
Four per year on completion of two years' service.  
Local Privilege Ticket Orders for self only—No restriction as to the number of sets.

**101. Methods of fixing wages, whether any agreements are made with the employees. The extent of standardization.**

Wages of menials are fixed with reference to the market rate for labour prevailing in the district concerned and the cost of living. It follows therefore that wages are higher in some districts than in others.

Wages of running and station staff are fixed according to the qualifications demanded.

The following forms of agreement are in use and copies are printed as Appendix VII.

Indians drawing Rs. 15 and upwards except menials.

Europeans and Anglo-Indians.

There are fixed graded scales of pay for all classes of employees.

#### 104. Whether the Labour Supply is affected by Wage Changes.

The labour supply is affected by wage changes in as much as whenever the railway rates of pay fall below the prevailing market rates of pay, there is a shortage of labour. This happens in the agricultural districts after a good monsoon when there are heavy crops to be dealt with. There follows a great demand for labour in the fields and consequent rise in the market rate of pay. These rises are only temporary and it is unusual to alter the railway rates of pay.

#### 105. Relation of Minimum Wages given to the Corresponding Wages in other Industrial Undertakings in the Locality and to what is generally accepted as the Minimum Living Wage in the Locality.

In Industrial areas (Mills, Collieries, Iron Works, etc.) the wages paid by the East Indian Railway are generally lower than those paid by Industrial Concerns for the same class of labour, whilst in rural areas the wages paid by the Railway are probably higher than the current market rates.

In the first instance, that of Industrial areas the inducements for working for the Railway at a lower wage are greater security for permanent employment, certain privileges in the way of passes, good service gratuity on retirement and so forth, but the fact remains that in the Industrial areas we do not get the best type of workmen, especially as regards the cooly class. Actually we import labour in such places but our experience is that the best of these men leave the railway to earn higher wages.

In the Agricultural areas one has to consider that these men have generally been working on the land for generations and they are not likely to leave it unless some monetary inducement is offered to them.

The matter of a minimum living wage has recently been given much attention and opinions as to what constitutes a living wage vary a great deal. In rural areas our rates of wages are considered to be in advance of the minimum living wage in the locality. This is borne out by the fact that we have no difficulty in keeping gangs up to strength in such areas.

**106. Extent of deductions on account of fines, and what proportion they generally bear to gross wages and to net wages.**

Amount of fines realised during 1928—29 ..	..	Rs. 60,000
The proportion on gross wages ..	..	0·12 per cent.
Do. on net wages ..	..	0·13 "

**Offences for which fines are generally inflicted.**

Neglect of duty.

Obstructive working.

Insubordination.

Incivility towards public.

Disregard or infringement of orders.

Detentions to trains.

Irregular and unsatisfactory working.

Unauthorized absence.

Delay to telegrams in despatch.

Wrong preparation of returns, guidance and other documents of similar nature.

Sleeping on duty or refusal of duty.

Staff not in proper uniform or without uniform.

Moving of engines by unauthorized persons.

Loss of tools and engine parts.

Loss of passes.

Accidents.

Late attendance.

Assaults and quarrels.

Misdespatch of packages.

For not signing call book.

Misconduct.

Claiming rest unnecessarily.

Engines getting low in steam.

Wasting time while on duty.

**Utilisation of fines.—**

Fine Fund Account for the year ended 31st March 1928 is attached.

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EAST INDIAN RAILWAY.

Fine Fund Account.

For the year ended 31st March 1928.

Months.	RECEIPTS.							DISBURSEMENTS.											Closing balance.
	Opening balance.	Fines.	Repayment of advances to employes for outfit of their Children at Hill School, &c.	Interest on investments, &c.	Forfeited Provident Fund contribution.	Gain on revaluation of Government Securities.	Total.	Grants in Aid to Schools, vide Appendix A.	Fines refunded.	Grants to Institutes, vide Appendix B.	Compassionate allowances and Gratuities.	Contribution to Hospitals	Advances to E. I. Ry. employes for initial outfit of their children at Hill School.	Forfeited Bonus.	Loss on Government Securities.	Unclaimed Provident Fund Subscription.	Misc. payments, vide Appendix C.	Total.	
1927.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
April ..	7,52,693	7,602	394	1,288	....	....	9,284	1,347	160	2,550	....	....	....	....	....	1,996	19,413	25,466	7,36,511
May ..	7,36,511	8,287	84	727	....	....	9,098	1,723	354	15,765	....	2,000	....	....	....	1,247	2,628	23,717	7,21,892
June ..	7,21,892	9,635	117	....	32	....	9,784	1,107	65	12,385	....	....	....	....	....	360	426	14,343	7,17,333
July ..	7,17,333	8,863	90	932	....	....	9,885	2,099	129	289	100	....	....	....	....	1,347	240	4,204	7,23,014
August ..	7,23,014	8,558	575	5,333	....	....	14,466	2,015	107	2,000	....	....	....	....	....	1,756	4,750	10,628	7,26,852
September ..	7,26,852	10,561	60	....	....	....	10,621	1,766	99	2,117	....	900	....	89	....	232	1,686	6,889	7,30,584
October ..	7,30,584	4,995	....	4,574	....	....	9,569	826	27	3,010	....	....	....	....	....	292	144	4,299	7,35,854
November ..	7,35,854	7,674	30	727	....	....	8,431	1,961	868	4,380	....	....	....	....	....	311	304	7,824	7,36,461
December ..	7,36,461	7,010	119	....	....	....	7,129	1,488	154	20,775	32	....	....	169	....	....	2,209	24,827	7,18,763
1928.																			
January ..	7,18,763	6,025	....	931	346	....	7,302	1,631	272	3,016	18	200	120	....	....	949	2,109	8,315	7,17,750
February ..	7,17,750	7,066	1,008	3,232	....	....	11,306	1,628	134	6,210	....	100	120	....	....	100	6,968	15,260	7,13,796
March ..	7,13,796	5,785	581	24,576	....	....	30,942	1,618	251	2,081	97	200	....	....	10,762	....	33,451	48,460	6,96,278
Total ..	7,52,693	92,061	3,058	42,320	378	....	1,37,817	19,209	2,620	74,578	247	3,400	240	258	10,762	8,590	74,328	1,94,232	6,96,278

Accounts Office,  
Calcutta, th March 1930.

H. G. EMMERSON,  
Chief Accounts Officer.

## 107. Periods of Wage Payment and Periods Elapsing before Payment.

### Howrah Division.

Particulars of staff charged for.	Period for which pay is charged.	Due date of payment.
<i>Locomotive.</i>		
E. & A. I. Running Staff, <i>i. e.</i> Drivers, Shunters and Firemen from Divisional Superintendent's office.	1st to 30th	5th.
E. & A. I. Running Shed Staff from Running Shed direct	1st to 30th	5th.
Indian Running Shed staff from Running Shed direct	1st to 30th	15th.
Indian Running Staff, <i>i. e.</i> , Drivers, Firemen, Shunters and Cleaners from Divisional Superintendent's office.	1st to 30th	15th.
<i>Carriage and Wagon.</i>		
E. & A. I. and Indian Train Examining Staff including menials from Divisional Superintendent's office.	1st to 30th	20th.
<i>Engineering.</i>		
Menials Staff under Block Signalling Inspectors from Divisional Superintendent's office.	1st to 30th	14th.
Menials Staff under Signal Inspectors from Divisional Superintendent's office.	16th to 15th	7th latest.
Trolley-men and Chainmen under S. S. W., S. W.'s and Surveyors.	16th to 15th	7th latest.
Subordinate Establishment Line .. ..	1st to 30th	6th.
Subordinate—Works .. ..	16th to 15th	7th latest.
<i>Traffic.</i>		
Howrah Goods Warehouse and Yard Staff from Divisional Superintendent's office.	1st to 30th	9th.
Howrah Goods Menials Staff from Divisional Superintendent's office.	1st to 30th	15th.
Train Staff including overtime allowance from Divisional Superintendent's office.	1st to 30th	11th.
Train Controllers, Howrah .. ..	1st to 30th	4th.
Station Staff paysheets .. ..	1st to 30th	16th & 17th latest.
Relieving Staff, Howrah from Divisional Superintendent's office.	1st to 30th	16th.
Relieving Staff, Sahebgunge from Divisional Superintendent's office.	1st to 30th	16th.
Relieving Staff Menials, Howrah and Sahebgunge from Divisional Superintendent's office.	1st to 30th	16th.
Crew Station Staff from Divisional Superintendent's office.	1st to 30th	17th latest.

## Asansol Division.

Particulars of staff (E. & A. I.)	Period of wage payment.	Period elapsing before payment.
Locomotive Running Staff .. .. .	1st to 31st	8 days.
Traffic Running Staff .. .. .	1st to 31st	12 days.
Station Staff .. .. .	1st to 31st	6 to 17 days.
1. Running Shed Menial Staff .. .. .	1st to 31st	20 days.
2. Indian Locomotive Running and Engine Menial Staff, Carriage and Wagon Menial Staff.	1st to 31st	20 days.
3. Menial Staff under I. O. Ws. and Permanent-way Inspector in Head-quarters.	16th to 15th of the following month.	12 days.
4. Do do other than Head-quarters Staff.	16th to 15th of the following month.	20 days.
5. Chowkidars, material sircars, etc. .. .. .	1st to 31st	7 days.
6. Menials under Block Signalling Department ..	1st to 31st	15 days.



### **Dinapore Division.**

The staff are paid monthly on definite dates which are the same every month for each particular class of staff. Payments commence from the first of the month and are completed by the 19th.

### **Allahabad Division.**

The Transportation, Station and Running Staff are paid between the 15th and 18th of the month following the month for which they have earned salaries.

All Locomotive European, Running and Shed Staff are paid between the 7th and 9th of the month following and all Indian Locomotive Running and Shed Staff are paid between the 16th and 20th of the month following.

All Rolling Stock Staff are paid on the 17th of the month following.

In the case of the Engineering Staff, payment is made on the 1st of the month following, but their salary is reckoned as having been earned from the 16th of one month to the 15th of the following month.

### **Lucknow Division.**

The question of reducing the period elapsing between the date up to which pay is earned and that on which payment is made has been receiving attention and an experiment is being tried on the Lucknow Division which if found successful will be extended to other divisions. The scheme provides for the closing of Muster Rolls for the different groups of staff at varying dates spread evenly over the whole calendar month, and by assuming in each case a certain number of days duty beyond the date of closing of the Muster Roll, it has been found possible to make payment not more than five days after the date up to which pay has been reckoned. The attached statement illustrates the scheme as introduced on the Lucknow Division.

## Lucknow Division.

Statement showing the dates on which various classes of pay bills should be closed, submitted to audit and paid, so that payment is made within 5 days of the date up to which pay is drawn.

No.	Class of bills		Muster Rolls to be closed on.		Pay to be drawn up to		To be submitted to Account's Office.		Payment to commence on or about.	
	Department.	Staff.	Present date.	Proposed date.	Present date.	Proposed date.	Present date.	Proposed date.	Present date.	Proposed date.
<i>(a) Those prepared by Divisional Superintendent's office.</i>										
1	D. S. Office .. ..	Office .. ..	19th ..	15th ..	End of month ..	25th ..	27th ..	25th ..	1st ..	1st ..
2	Do. .. ..	Menials .. ..	End of month ..	20th ..	Do. ..	25th ..	25th ..	25th ..	10th ..	1st ..
3	Locomotive .. ..	Running superior .. ..	20th ..	15th ..	Do. ..	25th ..	27th ..	25th ..	1st ..	1st ..
4	.....	LKO. Do. other stations .. ..	20th ..	15th ..	Do. ..	25th ..	1st ..	25th ..	12th ..	1st ..
5	Locomotive .. ..	Running inferior .. ..	20th ..	20th ..	Do. ..	25th ..	1st ..	25th ..	12th ..	1st ..
6	Traffic .. ..	Relieving superior .. ..	20th ..	15th ..	End of month ..	25th ..	1st ..	25th ..	12th ..	1st ..
7	Do. .. ..	Relieving inferior .. ..	25th ..	5th ..	25th ..	10th ..	1st ..	9th ..	12th ..	15th ..
8	MTI, PTI and RWIs .. ..	.....	20th ..	15th ..	End of month ..	25th ..	1st ..	25th ..	12th ..	1st ..
9	Traffic .. ..	Running Lucknow .. ..	15th ..	15th ..	Do. ..	25th ..	27th ..	25th ..	1st ..	1st ..
10	Do. .. ..	Other stations .. ..	20th ..	15th ..	Do. ..	25th ..	1st ..	25th ..	12th ..	1st ..
<i>(b) Those prepared by stations, sheds, etc.</i>										
1	Traffic St, LKO. & FD. ..	Station superior PBH & BSB. ..	20th ..	End of month ..	End of month ..	5th ..	25th ..	3rd ..	LKO 1st other 12th	10th ..
2	Do. .. ..	Station other stations .. ..	25th ..	End of month ..	Do. ..	5th ..	28th ..	3rd ..	12th ..	10th ..
3	Do. .. ..	Station inferior .. ..	25th ..	5th ..	Do. ..	10th ..	28th ..	7th ..	12th ..	15th ..
4	Locomotive .. ..	Shed superior .. ..	Sunday ..	Sunday near 30th ..	Do. ..	5th ..	25th ..	3rd ..	12th ..	10th ..
5	Do. .. ..	Do. inferior .. ..	near 20th ..	30th near 5th ..	Sunday near 28th ..	10th ..	1st ..	7th ..	12th ..	15th ..
6	Carriage and Wagon .. ..	Do. superior .. ..	20th ..	End of month ..	End of month ..	5th ..	25th ..	3rd ..	12th ..	10th ..
7	Do. .. ..	Do. inferior .. ..	25th ..	5th ..	25th ..	10th ..	1st ..	7th ..	12th ..	15th ..
8	Engineering .. ..	Upper Sub. and office .. ..	20th ..	End of month ..	End of month ..	5th ..	25th ..	3rd ..	12th ..	10th ..
9	Do. .. ..	Gangmen .. ..	28th ..	10th ..	28th ..	15th ..	12th ..	16th ..	23rd ..	20th ..
10	T. A. Bills .. ..	All .. ..	End of month ..	End of month ..	End of month ..	End of month ..	10th ..	10th ..	25th ..	25th ..

### SUMMARY.

Statement showing the dates on which various classes of bills should be closed, submitted to audit and paid, so that payment is made within 5 days of the date up to which pay is drawn.

### LUCKNOW DIVISION:

Serial No.	Classes of bills.	Muster Rolls to be closed on.	Pay to be drawn up to	To be submitted to Account's Office.	Payment to commence on or about.	Remarks.
	<i>(a) Those compiled in Divisional Superintendent's office.</i>					
1	Superior staff .. .. }	15th	25th	25th	1st	
2	Inferior staff .. .. }					
	(i) Do. all except Traffic Relieving staff.	20th	25th	Do.	Do.	
	(ii) Do. Tr. Relieving staff ..	4th	10th	9th	15th	
	<i>Those compiled by station, sheds, etc.</i>					
1	Superior staff .. ..	End of month	5th	3rd	10th	
2	Inferior .. ..	5th	10th	7th	15th	
3	Engineering Gangmen .. ..	10th	15th	16th	20th	
4	T. A. Bills .. ..	End of month.	End of month.	10th	25th	

## MORADABAD DIVISION.

Particulars of staff charged for in Establishment bills or Labour Paysheets.	Period for which pay is charged, e. g., from 1st to 30th or from 16th of one month to 15th of the following month.	Due date of payment.
1. Divisional Superintendent's office .. ..	1st to 30th of Permanent and 21st to 20th of Temporary staff.	1st
2. Menials attached to above .. ..	Do.	"
3. Controller, Moradabad .. ..	Do.	"
4. Traffic Inspector (Movements) .. ..	Do.	6th
5. Commercial Traffic Inspectors .. ..	Do.	"
6. P. W. Inspector, Bareilly and Moradabad .. ..	Do.	"
7. P. T. I., Moradabad .. ..	Do.	7th
8. S. T. I., Moradabad .. ..	Do.	"
9. Staff Inspector, Shahjahanpur .. ..	Do.	"
10. Office staff including R. S. F. of Locomotive Running Shed, Moradabad.	Do.	6th
Do. do. Shahjahanpur .. ..	Do.	7th
Do. do. Lhaksar, Dehra Dun and Khan Alampura West.	Do.	"
Do. do. Pump Inspector .. ..	Do.	"
11. Electric Inspector Office staff, Moradabad .. ..	Do.	"
Do. do. Bareilly .. ..	Do.	6th
Do. Saharanpur and Dehra Dun .. ..	Do.	7th
12. Gas Overseers Subordinate staff, Moradabad .. ..	Do.	6th
13. Carriage and Wagon Shed Sub Office staff Balamau	Do.	7th
Do. do. Bareilly .. ..	Do.	"
Do. do. Moradabad .. ..	Do.	6th
Do. Saharanpur, Khan Alampura and Dehra Dun.	Do.	7th
14. Relieving staff at stations .. ..	Do.	15th
15. " Relieving staff .. ..	Do.	"
16. Signal subordinate staff other than menials .. ..	Do.	8 to 10th
17. Engineering do. do. .. ..	Do.	10th
18. Guards, Lucknow .. ..	Do.	"
Do. Bareilly and Aligarh .. ..	Do.	"
Do. Sambhal Hatim Sarai and Chandpur-Siau .. ..	Do.	"

## MORADABAD DIVISION.—(Contd.)

Particulars of staff charged for in Establishment bills or Labour Paysheets.	Period for which pay is charged, e. g., from 1st to 30th or from 16th of one month to 15th of the following month.	Due date of payment.
18a. Guards, Dehra Dun, Lhaksar Junction, Hardwar and Saharanpur.	1st to 30th of Permanent and 21st to 20th of Temporary staff.	10th
Indian Guards, Moradabad .. ..	Do.	..
European Guards, Moradabad .. ..	Do.	4th
19. European Drivers, Moradabad .. ..	Do.	8th
Indian Drivers, Moradabad .. ..	25th to 24th of each month.	12th
20. Drivers, Rosa .. ..	Do.	15th
Do. Bareilly .. ..	Do.	..
Do. Hapur .. ..	Do.	..
Do. Dehra Dun .. ..	Do.	..
Do. Khan Alampura West .. ..	Do.	..
Do. Lhaksar .. ..	Do.	..
21. Manual Labour staff of Locomotive Running Shed, Balamau and Shahjahanpur.	1st to 30th	15th
Do. Bareilly .. ..	Do.	..
Do. Moradabad .. ..	Do.	..
Do. Saharanpur and Khan Alampura .. ..	Do.	..
Do. Hardwar and Dehra Dun .. ..	Do.	..
22. Electric Labour staff, Bareilly and Moradabad .. ..	Do.	..
23. Gas Do. Moradabad .. ..	Do.	..
24. Station Permanent staff .. ..	1st to 30th of Permanent Subordinate staff and 21st to 20th of Temporary staff and Menials.	20th
25. Engineering Department P. W. I. Gangs .. ..	1st to 30th	25th

### 108. Indebtedness.

The general opinion is held that a very large percentage of the Railway Staff are in debt to money-lenders who charge exorbitant rates of interest.

In spite of the fact that loans are obtainable on favourable terms from the Employees Co-operative Credit Society, Indian Staff Loan Fund and Provident Fund cases of Court attachment orders are numerous. On the Asansol Division a Committee assisted by a Railway Pleader, help the staff when they are involved to such an extent that insolvency proceedings are the only real remedy and advises him throughout the proceedings.

Reasons given for the indebtedness are :—

(a) (i) In the case of European and Anglo-Indian staff a very large percentage are in debt brought about by ill health of the employee himself or members of his family.

(ii) Education of his children.

(iii) The fact that it is difficult for his children to find employment when they are of an age to start work.

(iv) His standard of living is high for India and shop keepers look upon him as fair game and charge him higher rates for all his requirements.

(b) In the case of Indian clerical staff also a large percentage are in debt, chiefly due to expenses incurred in connection with marriage ceremonies. These men also have to keep up appearances and there are certain menial offices they are unable to perform, which necessitates employment of servants.

In the lower grades this becomes a severe tax on the existing standard of wages.

(c) In the case of the menial staff indebtedness is also fairly prevalent where marriage expenses are a drain, but it may be taken that most of the men who are in debt, are those who change from one post to another fairly frequently and spend long intervals resting at home.

Their position is aggravated by the fact that they are compelled to borrow money at extortional rates of interest from professional money-lenders of the Kabuli type.

**109. Any scheme for granting bonuses to employees.—**

Bonuses and rewards are allowed in accordance with the following general rules prescribed by Government :—

A Government servant may be granted an honorarium from general revenues, or permitted to receive an honorarium or a recurring or nonrecurring fee from a private person or body, or from a public body, including a body administering a local fund, or from an Indian State, in return for work performed either within or outside the course of his ordinary duties, when the work is of such exceptional merit or of such an arduous or peculiar nature as to justify a special reward. The reasons for the grant of the honorarium or fee shall be recorded in writing by the sanctioning authority.

Subject to the conditions prescribed below an honorarium may be granted to a Government servant or the acceptance by such Government servant of an honorarium or a fee from a source other than general revenues may be permitted by a competent authority. No Government servant may accept an honorarium or fee without such sanction.

The amount of an honorarium or fee must be fixed with due regard to the value of the service in return for which it is given.

When the service rendered falls within the scope of the ordinary duties of the Government servant performing it, the test of exceptional merit must be very strictly applied.

Sanction must not be given to the acceptance of an honorarium or fee from a source other than general revenues unless the work for which it is offered has been undertaken with the knowledge and sanction of a competent authority, who must certify that its performance will involve no detriment to the official duties of the Government servant performing it. When an honorarium or fee is paid from a source other than general revenues for work done by a Government servant during time which would otherwise be spent in the performance of official duties, the honorarium or fee must be credited to general revenues ; provided that a competent authority may, for special reasons which should be recorded, direct that the whole or any part of it may be paid to the Government servant.

A Government servant called upon by a court of law to act as a commission to give evidence on technical matters may comply with the request provided that the case is not of such a nature as will be likely to come before him in the course of his official duties and may accept such fees as are fixed by the court.

Under these rules rewards are frequently granted to individual employees as in the following examples taken at hazard :—

From Rs. 10 to Rs. 50 to each of 34 men, guards, apprentices, Drivers, Assistant Station Masters, time-keepers, etc., for supervision of the work of repairing breaches in the line at Bhita on 9th September 1925 caused by abnormal floods.

Rs. 500 to a cupola chageman for attempting at personal risk to save the life of a cooly who fell into the cupola at Jamalpur Workshops. He was awarded the Edward Medal and the Royal Humane Society Medal by the Government.

Rs. 15 to a driver for prompt action in extinguishing a fire in a covered wagon loaded with coal.

Rs. 30 to a porter for his gallant action in saving the life of a child of three years who was sitting in the centre of the line and would have been run over but for the action of the porter.

Rs. 30 to two guards for their prompt action in rescuing two ladies from danger in attempting to alight from a moving train.

Rs. 30 to an Assistant Station Master for his prompt action by which a collision between a parted portion of a train and another train was averted.

Rs 500 to a blacksmith foreman for devising and introducing a hydraulic ram for extracting buffer plungers and straightening buffer cases resulting in a large saving in expense to the railway.



## 110. Amount of leave admissible.

## I.—LATE E. I. RAILWAY COMPANY'S EMPLOYEES :—

Kinds of Leave.	For Europeans.	For Anglo Indians.	For Indians.
	SUBORDINATES.		
Privilege Leave ..	Up to 4 months at a time.	No difference.	No difference.
Special leave on half pay	6 months in service	Ditto.	Ditto.
Short sick leave on full pay.	Up to 60 days in a year.	Not admissible.	Not admissible
Commutated sick leave on full pay.	Up to 8 months and not exceeding one year in service and counting against the aggregate period of 3 years for which sick leave with pay is admissible.	No difference.	Ditto.
Sick leave on half pay ..	Up to 3 years less twice the period of sick leave on full pay availed of.	Ditto	Up to 3 years.
Ordinary furlough ..	After 7 years service up to 18 months at a time subject to aggregate of furlough sick leave and special leave not exceeding 6 years in service.	After 12 years service up to 18 months at a time (except in case of retirement under age limit where it is limited to 12 months) subject to aggregate furlough not exceeding 3 years.	Not admissible
Language leave on full pay.	Up to 2 months to Gov. subordinates once during service.	Not admissible.	Not admissible.

NOTE.—Ordinary furlough can be commuted to furlough on full pay which counts as ordinary furlough for twice the period. Period allowed is up to 8 months at a time and not exceeding 12 months in service.

Casual leave .. 15 days. 15 days. 15 days.

**Lower subordinate and Menial Staff appointed on or after  
1st January 1923.**

Staff drawing over Rs. 30 and under Rs. 45.	15 days' Casual leave	Full pay.
	15 days' Sick leave	Half pay.
	15 days' Casual leave	Full pay.
	15 days' Sick leave	Half pay.
Staff drawing Rs. 21 to Rs. 30 (both inclusive.)	15 days' Casual or Sick leave on full pay.	
	15 days' Casual or Sick leave on half pay.	
Staff under Rs. 21	.. 15 days' casual or Sick leave on full pay.	

The above is given on completion of one year's service.

Lower Subordinates appointed prior to 1st January 1923 get leave as under :—

Drawing Rs. 20 per month and over.	..	<i>Under one year's service</i> Sick leave 7 days on full pay.
		<i>Over one year's service—</i> 15 days' Sick leave in one calendar year on full pay.
		15 days' Casual leave in one calendar year on full pay.
		15 days' Sick leave in one calendar year on half pay.
		15 days' casual leave in one calendar year on half pay.
Drawing under Rs. 20	..	<i>Under one year's service—</i> 7 days' Sick leave on full pay.
		<i>Over one year's service—</i> 14 days' casual leave on full pay in one calendar year.

If not availed of, casual leave may be allowed to accumulate to the extent of one month's leave on full pay after 2 years' service.

7 days' Sick leave on full pay in one calendar year.
7 days' sick leave on half pay in one calendar year.

**Office Menials.**

One month's leave on full pay in a calendar year after completion of one year's service.

*Note.*—Quarantine leave is given to all staff as certified by the Medical Officer in consequence of the presence of infectious diseases in the family or household of the person concerned.

## II.—STATE RAILWAY STAFF.

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### Subordinates.

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Leave is earned up to 2/11th of the period spent on duty.

Leave on average pay may be granted to the extent of half the above subject to a maximum of four months at a time and on half average pay for twice the remaining period.

Casual leave up to 15 days in a year.

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### Office Menials.

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Generally speaking, staff get 15 days' leave with pay per year.

Office menial get leave as follows :—

1. Leave is earned up to 2/11ths of the period spent on duty.
2. Leave on average pay may be granted to the extent of half the above subject to a maximum of four months at a time and on half average pay for twice the remaining period subject to the condition that no extra expenditure is incurred by the grant of leave.

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### Other Menials *i. e.*, Station Menials, etc.

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15 days' leave on full pay in a year after completion of one year's service, provided no extra expenditure is incurred.

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*Note.*—Quarantine leave is given to all staff as certified by the Medical Officer in consequence of the presence of infectious diseases in the family or household of the person concerned.

**Extent of annual leave generally taken and percentage of absences on leaves to total strength.**

The annual leave generally taken by the staff must be distinguished from the leave applied for.

On the Howrah Division the amount of leave (including sick leave) taken by the upper subordinate staff averages roughly 40 days in a year while the percentage of men absent on leave (including sickness) is about 13 per cent.

Among the lower subordinate staff the amount of absence from work on leave (which includes sickness and absence without leave on medical certificate) averages well over 50 days in the year and the percentage of men absent is over 19 per cent.

On the Asansol Division 80 per cent of the staff have the leave to which they are entitled and the percentage of absentees to total strength is approximately 20 per cent.

On the Dinapore Division the average amount of leave is —

Subordinate staff 39 days a year.

Menials 15 days a year.

and the percentage of absence on leave total strength is 6 to 7 per cent.

On the Allahabad Division in the case of European staff who are allowed 60 days sick leave a year, they are generally absent on sick leave for about a month a year ; they take about three quarters the privilege leave due to them, that is about three weeks a year. Only a very small percentage avail themselves of furlough as they cannot afford to leave the country.

In the case of Anglo-Indian staff, there 15 days casual leave a year is used up in connection with sickness and at least half their privilege leave also. As a rule these men take the rest of the leave due to them and go somewhere for a change. Furlough, however, is very rarely taken.

In the case of Indian clerical staff, conditions are very similar to those of the Anglo-Indian staff.

In the case of Indian menial staff, the period of leave varies from 7 days on full pay and 7 days on half pay to 15 days on full and 15 days half pay.

A reserve force for relieving purposes exists in cases of certain of the staff, and these men are generally given a fair amount of the leave due them but in the case of the lower menial staff, no relief is provided and the men can only be allowed to go on leave on pay when a substitute is not engaged. This means very little leave on full pay is given to this class of employee.

On the Lucknow Division the proportion of absences on leave to total strength is 27 per cent.

On the Moradabad Division the figures are as follows :—

	Extent of annual leave taken.	Percentage of absences of leave to total strength.
Transportation clerical staff ..	.. 39 days.	10·6
.. menial skilled..	.. 23 ..	6·2
.. .. unskilled	.. 12 ..	3·1
Loco. & Carr. & Wagon Mechanic menial staff.	15 ..	3·5
Engineering Mechanic & menial staff	.. 8 ..	2·0
Loco. Running Staff ..	.. 24 ..	7·7

### Number of annual Holidays generally allowed

(a) On full pay.  
and

(b) Without wages.

As a rule no holidays are allowed to Operating staff beyond the leave allowed under the rules.

Monthly paid labour staff are allowed 15 days leave with pay in a year which period includes the number of holidays with pay allowed to workshop staff which are usually 13 days in addition to alternate Sundays.

**(112 & 113) Comparative changes in efficiency of Railway employees in India in recent years and possible methods of securing increased efficiency.**

In the past few years the efficiency of railway employees has increased in most grades on the Operating side of this Railway. Public demand has necessitated this increased efficiency which has been brought about mainly by the institution and utilization of Training Schools and the unremitting attention of the Supervising staff. Continuance of these two important functions combined with more careful recruitment and ruthless eradication of weeds throughout all grades of the services should secure greater efficiency.

Indian labour, whilst it has become to a certain extent more highly trained with an improvement in physique probably requires rather more supervision to obtain the same amount of work per unit. With good supervision good work is obtained throughout the line and *vice versa*.

As to the possible means of securing increased efficiency. The physique of the class of labour under discussion will undoubtedly be improved by the betterment of social and sanitary conditions, standard of living and by paying higher wages, the latter will also perhaps, by attracting a larger number of applicants enable the employer to use more discrimination and selection in recruiting. Whether it will be possible to obtain work better in quantity and quality from the better class of workman is not so certain.

It will be necessary to maintain the traditional standard of energy and efficiency of Engineers, Inspectors and Foremen. If this is done better results should undoubtedly be obtained.

**117. Extent of organisation among Railway employees.**

**118. Effect of organisation.**

**119. Nature of Activities.**

**120. History of Individual Trade Unions of Railway Employees.**

**121. Extent to which Trade Unions of Railway employees have registered under the Trade Unions Act and have been recognised by the Railway.**

There is no real organisation among the railway employees themselves which represents the bulk of the employees.

So called Railway Unions have been formed at Patna, Lucknow and Moradabad and large numbers of the employees have been prevailed upon to join these unions but it is doubtful whether the members have continued to pay their subscriptions for more than a few months.

The organisers are usually political agitators and sometimes men who have been discharged from the service of the Railway.

There is no doubt whatever that the objects the organisers have in view are not the well-being of the railway employees but the desire to stir up unrest and defiance of properly constituted authority.

There is also no doubt that one union at least has been provided with funds from revolutionary organisations.

These Unions have not effected any improvement whatever in the conditions under which employees work and live. On the contrary they have been the cause of much distress to large numbers of employees by persuading them to go on strike.

The Agent, East Indian Railway, has informed the Secretary of the East Indian Railway Union at Moradabad that he is prepared to allow railway employees leave and passes to attend meetings of the Union or to transact business of the Union provided that the leave and passes are taken as part of such leave and passes as they may be entitled to, a further condition in the matter of leave being that this can only be granted when it is possible to do so without interfering with the men's railway duties. The Agent regrets that he is unable to allow any passes or leave in excess of what railway servants are entitled to under the conditions of their service.

The Agent will have no objection to the use of Indian Institutes for meetings of the Union subject to the consent of the local Governing Committee.

The Agent is prepared to deal with the Union in all matters affecting the interests of the staff generally but not to discuss individual cases.

The East Indian Railway Labour Union (Khagole) was registered under the Trades Union Act at Patna on 15th March 1928 and the East Indian Railway Union Moradabad was registered at Lucknow on 14th November 1927. It is believed the Lucknow Union was not registered.

Up to May 1924 the Oudh and Rohilkhand Union at Lucknow was officially recognised by the Agent, Oudh and Rohilkhand Railway. Since then no Union has been officially recognised.

## XVIII. STRIKES AND LOCK OUTS ON RAILWAYS.

123. Causes, including demands made by one party on the other, duration, number of employees involved, character, nature of settlement, loss caused to the Railways and to the employees.

Department.	Total strength of staff.	Number of Workmen involved in the strike.	Average No. of vacancies caused by the strike per day during the strike period.	Causes.	Demands made.	Duration.	No. of men and character.	Nature of settlement.	Loss caused to the Railway employees.
1	2	3	4	5	6	7	8	9	10
Carriage and Wagon Department, Lillooah.	5,000-6,000 (Daily rated staff)	5,000	5,000	No representation received.	Same of the daily rated men desired to be brought on the permanent establishment with a fixed monthly salary, pay to be granted for Sundays and Holidays and to be members of the Provident Fund increase to be given from 1st Jan. 1919.	29-7-19 to 10-8-19	5,000-Daily rated Staff	Resumed unconditionally.	
Loco. Department, Jamalpur	..	10,000	10,000	....	..	1-12-19 to 15-1-20	10,000-Indian Staff ..	Do.	
Stores Department ..	..	Labour staff Howrah General Stores except a few.	..	Intimidation by Lillooah strikers.	..	11-2-21	As per column (3) ..	..	..
Traffic Department ..	11	10	10	....	..	18-2-22	10-Zamania Station Staff	..	..
Carriage and Wagon Department, Lillooah.	..	7,000	..	....	..	3-2-21 to 1-4-21	7,000-workmen Lillooah shops.	Resumed unconditionally.	..
O. and R. Railway Stores Staff of Charbagh and Alambagh..	255	255	..	Intimidation from the staff of the Loco. shop.	..	6-11-18 to 7-11-18	255-Stores staff of Charbagh and Alambagh.	..	..
Loco. Running, Traffic, Carriage and Engineering.	..	..	..	Alleged assault on a fireman.	..	2-2-22 to 18-4-22	Indian Loco. staff, Tundla-spread to other department and stations.	..	..
Electrical, Mechanical, Stores, Howrah Division Engineering Department (Block Signal shops) Asansol Division.	19,608	16,172	13,474	Dircharge of 2 of the workmen.	Demand for increased pay all round.	7-3-28 to 10-7-28	16,172-2workshop staff Lillooah, but spread to Ondal, Howrah and Asansol.	Wages increased in some cases question of quarters for Lillooah men is under consideration.	1,409,554-1-6 lost by the men.



## XV. INDUSTRIAL DISPUTES.

### 124. Conciliation and Arbitration Machinery.

The staff are given every opportunity to represent their grievances to the Divisional Officers. Senior subordinates have instructions to bring to notice any individual case which is delayed.

The representation of grievance is one of the objects of the Area and Divisional Welfare Committees.

In the ordinary course of events, every employee has the right (and it is freely exercised) to state or submit any grievance he may have to his immediate superior. If satisfaction is not received he can submit his grievance in writing through his immediate superior to higher authority. If he obtains no satisfaction or reply from the officer responsible for his branch, resort is made in some cases to representing his case in writing direct to the Divisional Superintendent, who invariably after duly ascertaining all facts relevant to the case passes orders. If an employee is dissatisfied with orders (sent to him in writing), he is at liberty (with certain restrictions) of representing his case to his Area Welfare Committee, who, if they consider the case merits further consideration, submit it to the Advisory Appellate Board, who in turn submit their opinion to the Divisional Superintendent. The latter then passes final orders on the case.

There is no special machinery for the settlement of disputes.

**132. No use has been made of the Employers' and Workmen (Disputes) Act IX of 1860.**

**141. Manner in which question affecting personnel are dealt with.**

In the Divisional Office there is a Staff Section which is the largest Section in the Office. The Head of the Section is the Superintendent Staff, a Senior Scale Officer, with an Assistant Officer.

To facilitate the distribution and allocation of work the staff are classified under the following categories :—

#### **Transportation, Power, Rolling Stock and Way and Works**

and the Establishment Section is divided into corresponding groups which respectively deal with all routine matters affecting the classes of staff allotted to each particular group.

Cases involving decisions on the application of rules, grant of privileges, transfers, promotions, increases, etc., are according to their importance dealt with personally by the Superintendent, Staff, or his Assistant and where the need for this is indicated, the executive officers under whom the staff concerned, directly work, are consulted. Staff of all grades are at the same time given every facility to interview any executive officer including the Superintendent, Staff, and his Assistant should they desire to make their representation in person either in office or on the line.

Important cases and those on which there is any doubt are referred to the Divisional Superintendent and no employee may be dismissed from the service without the approval of the Divisional Superintendent.

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**PART IV.****Temporary labourers engaged for the construction of new lines or large capital works.**

On the East Indian Railway the number of temporary unskilled labourers engaged by the Administration for the construction of new lines or large capital works is so small as to be almost negligible. All such labour is recruited and controlled by Contractors.

The information which follows concerns only the few skilled men such as blacksmiths, carpenters, fitters, portable engine drivers, ballast train engine drivers and guards also the Permanent Way men who are employed by the Railway.

**I. RECRUITMENT.****(3) Methods of Recruitment.**

No special system of recruitment exists nor is it necessary. The men generally follow the Engineers from one job to another.

**II. STAFF ORGANISATION.****(11) Selection of Managing Staff.**

Employees (skilled workmen) are under the direct supervision of the workshop foreman; Ballast train Guards, Engine Drivers, etc. are under the supervision of the officer-in-charge of the Works Office peons and other menials under the direct supervision of the Head Clerk of the office in which they are employed. The authority controlling their leave, increments of wages, etc. is vested in the Officer in executive charge of the work.

**(12) Facilities offered to employees for Training and Promotion.**

There is no system of training to staff but they are subject to promotion on exhibiting sufficient ability and zeal.

**(13) Nature of relations between the Managing Staff and employees.**

The relations are generally quite good. The subordinate managing staff have no powers except that they can impose fines subject to the approval of an Officer. As a rule this does not lead to any complaint except where a workman is not worthy.

**15. Extent and nature of work given on contracts, extent of Sub-contracting control exercised over working conditions.**

On constructions practically all work is given out on contract.

No sub-letting of contracts is permitted except with the approval of an officer.

The officer in executive charge of the work exercises what control is necessary over the working conditions. This amounts to seeing as far as possible that the contractors' labour works in safety and is paid regularly. Also medical treatment in case of illness, epidemics and accidents is available.

### III. HOUSING.

Temporary quarters are provided on Construction for practically all the staff on East Indian Railway Construction.

Rent free quarters are provided for men drawing pay up to Rs. 30 and below.

For men drawing above Rs. 30 quarters are provided and rent is charged according to the Rules.

For men drawing Rs. 126 to	Rs. 200	...	...	3 rooms—one 12'×10' and two 10'×7' 1 kitchen, 1 verandah with privy and courtyard.
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For men drawing up to	Rs. 120	..	..	2 rooms—one 12'×10' and one 10'×10', 1 kitchen, 1 verandah with privy and courtyard.
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For men drawing up to	Rs. 80	...	..	2 rooms 10'×10' and 10'×7', 1 kitchen with verandah and courtyard.
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For menials	..	..	..	1 room—10'×10'
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On the Calcutta Chord Railway rent is only recovered from supervising staff—artisans and labourers get free quarters.

Quarters are of a very primitive type—designed to last a few years only *i. e.* the period of construction of this project.

Casual Labour gets little more than a shelter.

Artisans drawing less than Rs. 80 per mensem are given an "E" type quarters consisting of a room 10'×10', a verandah 10'×5' and a courtyard 10'×10'—rent free.

If unmarried 2 or even 3 men occupy this unit.

Staff from Rs. 80 to Rs. 100 per month are given a "D." type quarter, one 10'×10', one 10'×7', a verandah 10'×18' Courtyard if married, if unmarried then as above 2 or 3 men occupy a quarter. Rent free.

Staff from Rs. 100 to Rs. 150 per month a "C" type quarter, one 12'×10', one 10'+10', a 24'×5' verandah, and courtyard 15'×12' and a latrine, cookroom and washing platform. Such staff is usually married. Rent is recovered at Rs. 5 per month.

Staff from Rs. 150 to Rs. 200 per month a "B" type—2 rooms 12'×10', one 7'×10', one 33'×5' verandah, Latrine, cookroom and washing place and courtyard 20'×25'. Rent recovered at Rs. 7-8 per month.

Staff over Rs. 200 per mensem an "A" type—one room 15'×10', two rooms 14'×10', 2 Verandahs 28'×5' and 8'×8', cookroom 14'×7', 2 Bathrooms and washing place and 2 latrines, Courtyard 20'×21' and 12'×12'. Rent Rs. 10 per month.

Menials are given free quarters 10'×10' with an open verandah 10'×5'. Two or three might occupy one such—cooking being done in the verandah.

#### IV. HEALTH.

Hospitals and dispensaries are built on all constructions. Medical attendance is fully provided free to Railway servants and on payment to Contractors' men.

#### V. WELFARE.

(32) Extent of, and results obtained from, the working of Staff Committees.

No staff committees exist.

#### IX. HOURS OF WORK.

8 hours a day and 52 hours a week.

**XII. WAGES.**

In the case of unskilled labour the rates prevailing are :—

Permanent Way mates	..	Rs. 20	to Rs. 25	per mensem.
Coolies	..	..	" " 14 " " 20	" "
Peons	..	..	" " 14 " " 18	" "
Sweepers	..	..	" " 12 " " 14	" "

and in the case of skilled labour :—

Blacksmiths	..	..	Rs. 45	to Rs. 75	per mensem
Carpenters	..	..	" 45	" " 75	" "
Mistry	..	..	" 60	" " 65	" "
Fitter	..	..	" 40	" " 90	" "
Portable Engine driver	..	..	" 50	" " 60	" "
Ballast Train Engine driver	..	..	" 60	" " 85	" "
" " Guard	..	..	" 75	" " 160	" "

**LEAVE.**

On the Calcutta Chord Railway Project the leave rules in force on the East Indian Railway are observed.

Official Meeting Resolution 469 of 1926-27 shows that temporary labour on construction may be granted casual leave on the same terms as permanent labour.

**OTHER ALLOWANCES AND PERQUISITES.**

Peons are supplied with uniforms and khallasies, etc., are given putties and blankets.

After one year's approved service, passes and P. T. O.'s on joining service are allowed over Home Line to all departmental staff. The issue of passes is governed by Home Line Rules.

**XIII. EFFICIENCY.**

The opinion is held that there has been some slight improvement in the efficiency of workmen due to better education and it is suggested that further improvement is to be looked for chiefly from the same cause.

**XVII. ADMINISTRATION.**

All questions concerning the staff are dealt with in a personal manner by the Officer in charge.

## APPENDIX I.

## EAST INDIAN RAILWAY.

## COLLIERY BENEFIT FUND RULES (GIRIDIH).

## GENERAL RULES.

The Fund shall be called the East Indian Railway Colliery Benefit Fund. The Fund is called the E. I. Ry. Colliery Benefit Fund.

O. M. Reso.	207 of 1893.
" "	811 of 1893.
" "	115 of 1894.
" "	393 of 1894.
" "	192 of 1895.
" "	1284 of 1902.
" "	807 of 1915-16.
" "	1169 of 1915-16.
" "	1170 of 1915-16.
" "	699 of 1916-17.

2. All Indian employees engaged in manual labour or the supervision thereof either directly for the East Indian Railway (hereinafter called the Administration), or for their Contractors and all heads of families resident on the East Indian Railway estate at the time the Fund is started, are eligible for and must join the Fund. Provided always that no member of the East Indian Railway Provident Fund is eligible. Persons who are eligible for the Fund.

3. All outsiders, that is, persons not resident on the estate but employed in the collieries or in connection therewith who begin to work after the Fund is started and also members absenting themselves without leave are to work for one month after commencing or re-commencing work before being allowed to join or rejoin the Fund. Provided that outsiders temporarily discharged in consequence of short work may continue their subscriptions at the discretion of the Sub-Committee or may rejoin after working one week and provided that no birth allowance will be paid to any one who has not been a member of the Fund for 9 months before the birth took place. Outsiders and members absenting without leave to work for one month before being allowed to join the Fund.

4. A Register will be kept of all members of the Fund. A Register to be kept of all members.

5. All men to pay at the rate of two pice per week to the Fund and all women and children at the rate of one pice per week. In the case of persons working for Contractors, the subscription will be recovered from the latter at the rate of one pice per rupee on all their bills. Rates of contributions.

Recovery of contributions from Administration's and Contractors' employees.

6. The contributions as laid down in Rule 5 will, in the case of Administration's employees, be deducted from their wages weekly. In the case of Contractor's employees, the Contractors shall remit each Monday to the Treasurer the amount of contributions with a statement of number of men, women and children represented and when required the names and addresses of all these persons. They shall also remit fines and unpaid wages accompanied by a list giving the names of the persons unpaid or fined.

Fines levied on colliery employees to be credited to the Fund.

7. All fines levied under the rules of the Administration on Colliery employees who are or have been members of the Fund shall, from the date of its establishment, be credited to the Fund.

Unpaid wages when lapsed to be credited to the Fund.

8. All available unpaid wages on the date of formation of Fund and those accruing hereafter shall, when lapsed, be credited to the Fund.

Benefits allowed by the Fund to subscribers.

9. The benefits to be allowed by the Fund to subscribers are as follows :—

O. M. Reso. 1794 of 1908,  
Board's No. 11 of 1909, para.  
22, O. M. Reso. 309 of 1909.

	For Sickness.			Rs.	As.	P.
Men per week	..	..	..	..	1	2 0
Women	..	..	..	..	0	12 0
Children	..	..	..	..	0	6 0
For living birth	..	..	..	..	4	8 0
	For Deaths.					
Adults	..	..	..	..	5	0 0
Children not under 3 years old	..	..	..	..	2	0 0

Sick benefits to be paid only for such members of a family as are subscribers. These amounts are liable to revision from time to time.

10. Sick benefits shall not be given for less than 6 days' certified absence and the payments shall be :—

				Rs.	As.	P.
Men per day	..	..	..	..	0	3 0
Women	..	..	..	..	0	2 0
Children	..	..	..	..	0	1 0



11. No payments shall be made to in-patients of the Administration's Hospital at Giridih, while in receipt of pay.

12. All benefits to be paid weekly.

13. The Fund shall be managed by a Committee consisting of :— Committee of Management.

Colliery Superintendent.  
 Colliery Managers.  
 Assistant Colliery Managers.  
 Colliery Head Clerk.  
 Indian Inspectors (two).  
 Sub-Assistant Surgeons (two).  
 Zamindary Assistant.  
 Deputy Overmen (eleven).  
 Indian Contractors (six).  
 Sirdars (four).

The Colliery Superintendent or in his absence his Assistant shall be Chairman.

14. Ten members of the Committee, one of whom must be a member qualified under Rule 13 to act as Chairman, shall form a quorum.

15. The Committee of Management shall transact the ordinary business of the Fund but shall have no power to alter or suspend any of these Rules without the sanction of the Agent. They shall meet monthly or oftener, if necessary, and their proceedings shall be regularly recorded by the Secretary in a Minute Book to be kept for the purpose. Functions of Committee of Management.

16. The Committee of Management shall submit to the Agent, as soon as possible after the close of the year, for the information of the Railway Board, a statement of the receipts and disbursements of the Fund and a yearly report and shall also furnish such other accounts or information as may be from time to time required by the Railway Board or the Agent.

17. A Sub-Committee to be nominated for each Colliery by the Committee of Management and consisting of one European employee, two Contractors and all Sirdars, shall prepare weekly a paysheet for Sick or Birth or Death payments and shall submit Sub-Committee and its functions.

these paysheets after countersignature by the Colliery Assistant Surgeon, to the Colliery Superintendent who after approval will transmit them to the Treasurer of the Fund for payment.

18. A European or Indian employee officiating for European and any two others shall form a quorum of the Sub-Committee.

Colliery Head Clerk to be the Secretary and Treasurer to keep Accounts of the Fund.

19. The Colliery Head Clerk shall be the Secretary and Treasurer of the Fund and shall keep a record of the contributions and payments in the form attached and shall send a copy monthly to the Chief Accounts Officer. The copy of the account sent to the Chief Accounts Officer should be accompanied by the Fund paysheet for disbursements.

Arrangement for payment of benefits.

20. The Treasurer shall, under the orders of the Committee of Management, send the weekly payments made up in boxes to each Colliery by the pay clerk to be paid to those who shall be entitled to receive them.

Unpaid wages not claimed for 12 months after being earned to be paid to credit of Fund.

21. Unpaid wages not claimed for 12 months after being earned will be paid to the credit of the Fund. The Colliery Superintendent will submit monthly to the Accounts Office, a statement of all wages that have been unclaimed for more than 12 months and the amount of this statement will after audit be paid to the Fund.

Disposal of the cash balance in hand.

22. The Chief Accounts Officer will, each month after the receipt of the account mentioned in Rule 19, bring to the notice of the Agent the cash balance in hand, and it will then be determined in communication with the Managing Committee, whether any portion of it should be deposited in the Government Savings Bank in the joint name of the Colliery Superintendent and the Colliery Head Clerk as Trustees for the Fund, or in what other manner it is to be disposed of.

Aggregate of contributions levied from the employees to be noted in the paysheet and made over to Treasurer. Fines levied to be similarly dealt with.

23. The aggregate of the contributions levied in respect of the employees in each Colliery paysheet should be noted on the paysheet by the Colliery Superintendent and afterwards made over to the Treasurer. Fines levied in accordance with Rule 7 should be similarly dealt with unless recovered at pay time when they will be remitted by Supervising Officer to the Treasurer.

All Benefit Fund money to be kept distinct from other moneys in the Colliery cash safe.

24. All Benefit Fund money in hand is to be kept in the Colliery cash safe in a separate cash box, distinct from other Colliery moneys.

25. The Administration to assist the Fund, guarantee to the subscribers during the 1st five years the benefit allowances herein laid down subject to a maximum expenditure in such allowances of a sum equivalent to the contributions levied by the Fund from subscribers, such assistance being moreover limited to Rs. 200 in any month, and Rs. 2,000 in a year. The Administration accepts no responsibility in respect of the distribution of benefits for which the Committee of Management must be entirely accountable with one exception, *viz.*, that in respect of Old Age Pensions as provided for under Rule 28 below the Administration undertakes to accept liability for such pensions under the conditions laid down up to but not exceeding a limit of Rs. 7,000 per annum and the extra cost up to the limit of Rs. 5,000 involved being met from the Fund. Amounts paid by the Administration under the guarantee referred to above to be considered as advances to the Fund to be re-paid as soon as in the opinion of the Agent of the Administration the Fund is in a position to make the re-payment. The benefits to be allowed by the Fund not to be increased beyond the amounts now fixed as long as any such advances remain unpaid.

Advances by the Administration to the Fund and their re-payment.

26. Advances to the Fund under the previous rule will be made from the Fine Fund of the Administration under the authority of the Agent on applications from the Committee of Management.

Advances to Fund to be made from Fine Fund.

27. An allowance of Rs. 6\* may be granted in each case on the occasion of the first recognized marriage of a Colliery Indian employee or children of such employee on the conditions that the aggregate payment of such allowances shall not exceed Rs. 2,000 per annum and that if in any year the surplus income, after payment of all allowances including those for marriages, falls short of Rs. 2,000 the previous rate of Rs. 5 in each case should be reverted to.

Allowance for marriages. \* Previously it was Rs. 5.

O. M. Reso. 1426 of 1899.  
1427 of 1899.  
Board's No. 200 of 1899,  
para. 16.  
O. M. Reso. 1178 of 1903.

*Note.*—The Board consider that a reserved Fund of Rs. 15,000 should be fixed and that subject to its not being reduced below this sum, the details of the allocation of the Fund may properly be left to be settled by the Agent on the recommendation of the Managing Committee, under the general control of the Board, and should not call for the sanction of the Government—*vide* para. 7 of Board's No. 78 of 1903.

The Government of India leave the management of the Fund wholly to the Railway authorities. All proposals affecting the Fund should be recorded in the minutes of Official Meetings—*vide* O. M. Reso. 1178 of 1903.

28. Rules for the Grant of Old Age Pensions.

Pensions shall be granted by Central Committee on applications from Sub-Committees.

1. Pensions shall be granted only by the Central Committee, which meet monthly and of which the Colliery Superintendent is the *ex-officio* Chairman, on applications from the Sub-Committees of Kurhurbaree and Serampur.

Conditions for the grant of pensions.

2. Pensions will, with effect from 1st April 1915, be awarded under the following conditions :—

- (a) Applicants must already be subscribers to the Colliery Benefit Fund.
- (b) Applicants must ordinarily have attained the age of 50, but in exceptional cases of infirmity consideration will be given by the Committee to those who have attained the age of 45.
- (c) They must have worked 15 years or more continuously in the East Indian Railway Collieries.
- (d) They must be unfit to the satisfaction of the Benefit Fund Committee for further work either under the East Indian Railway or elsewhere.

Subject to meeting the above conditions they will be given a pension of :—

Rs. 1-2-0 per week for males.

Re. 1-0-0 per week for females.

payable weekly or monthly, at the discretion of the Committee, of which the Colliery Superintendent is *ex-officio* Chairman. In case of serious division of opinion among the Committee, the decision of the Colliery Superintendent shall be accepted as final.

29. Rules for the Grant of Allowances to Widows, Orphans and Disabled Employees.

Powers of Central Committee to grant temporary aid to Administration's employees and their dependents.

1. The Central Committee may grant at their discretion, and on the recommendation of one or other of the two Sub-Committees, temporary aid, to the following classes of the Administration's employees or their dependents :—

Board's No. 238 of 1899, para. 1.  
Board's No. 78 of 1903, para. 7.

O. M. Reso. 1490 of 1899.  
" " 231 of 1900.  
" " 133 of 1914-15.  
" " 240 of 1928-29.

1st.—To those left widows and who, at the time of their bereavement, are unable to earn their own living and that of those who may be dependent on them.

The scale of relief to be :—

Widows Rs. 1 per week.

For each child under 13—Re. 0-10-0 per week.

2nd.—To orphans of an employee who may be temporarily destitute either by sickness or through not being of age to get employment in the mines or works of the Administration.

The scale of payment to be :—

For each child under 13—Re. 0-10-0 per week.

3rd.—Any employee (male or female) who may be deprived of his powers by accident or sickness, and whose sick allowance is inadequate to support his family.

The scale of allowance to be :—

In case of a man who is technically barred from sick benefit Rs. 1-2-0 per week.

In case of a woman who is technically barred from sick benefit Re. 1-0-0 per week.

For each child dependent as in the former case Re. 0-10-0 per week.

2. Any employee stricken with blindness or other disability and who, in the opinion of the Committee, is entitled to relief, but does not come under the pension rule, scale to be the same as in the last case.

3. In all cases where it can be done the assistance shall be for a definite time, and where this is difficult to decide, the payments shall cease at the end of three months and it shall be the duty of the Beneficure to apply for further assistance.

### 30. Rules for the Grant of Loans.

1. Loans shall be made up to Rs. 25 to each person approved, and no more. Limit of loans.

O. M. Reso. 1430 of 1895.  
" " 1509 of 1896.

O. M. Reso. 1867 of 1898.  
" " 1491 of 1900.

2. Interest shall be payable on such loans at one pice per rupee per mensem. Fourteen days and less shall be considered  $\frac{1}{2}$  month. Fifteen days and over a full month. Interest to be charged on balance due on 1st day of each month, simple interest only to be charged. Interest on loans.

- Persons to whom loans shall be made. 3. A loan may be made from the Fund, of an amount not exceeding Rs. 25 in each case, to any servant of the Administration who is a subscriber to the Fund, provided he is of good character, and can give security which is satisfactory to the Committee.
- Application for loans and their security. 4. All applications for loans shall be made on Mondays at Benefit Fund Meetings and a security for each man shall also appear and agree to be security. Applicants shall be chosen by ballot of Sirdars in which a majority shall decide. Successful applicants and their security will be required—the former to give a receipt and security, the latter to enter into a Surety Bond, in the forms appended below.
- Payments of loans to be made on paysheets. 5. Successful applicants will be paid at usual places of payment with other Benefit payments on paysheets prepared by the Colliery Office.
- Re-payments of loans. 6. Re-payments shall be weekly and not less than 8 annas shall be re-paid each time except the last payment to close the account. Re-payments shall be deducted in paysheets just as the weekly subscriptions to the Fund are collected.
- The security to re-pay loan in case of death or non-payment. 7. In case of death or non-payment from other causes the security shall re-pay the loan in full.
- Ledger and Cash Book. 8. A ledger and cash book of all transactions shall be kept in the Colliery Superintendent's Office and be audited by the Office of the Chief Accounts Officer.
- Total amount out on loan shall not exceed two-thirds of the balance at credit of the Fund. 9. The total amount out on loan shall not exceed two-thirds of the balance at credit of the Colliery Benefit Fund, information as to which shall be furnished weekly to the Committee before the consideration of applications for loans is taken up. Should the amount out on loan be found to be in excess of two-thirds of the balance at credit of the Colliery Benefit Fund, the granting of further loans must be at once suspended until the amount on loan is brought down to below the two-thirds of credit balance.
- Limit advances to the Colliery employees. 10. In addition to the restrictions in the amount out on loan laid down in Rule (9) above, the maximum amount of such loan is fixed at Rs. 7,000. This amount must on no account be exceeded.
- Form of receipt to be given for loan. 11. The receipt given for the loan shall be in a form authorising the Administration to recover the money in case of default from any moneys due to the Administration as well as by distraint on any property of the debtor.

12. A statement of defaulters to be sent quarterly to the Agent and should the amount in default reach at any time Rs. 500 all loans by the Committee are to be suspended until the entire defaults is cleared.

13. Rules for Scholarships for Boys in the Colliery Schools.

Scholarships of not more than annas 8 per week per head for boys who go up for the Upper Primary Standard, subject to the total monthly expenditure on this account not exceeding Rs. 25, are sanctioned with effect from 1st March 1915, to be met out of the Colliery Benefit Fund. All details as to the disposal of these scholarships to be settled by the Colliery School Committee.

Scholarshi  
for boys o  
Colliery school  
who go up for  
Upper Primary  
Standard.

---

## EAST INDIAN RAILWAY.

## COLLIERY DEPARTMENT.

## Form of Surety Bond.

I \_\_\_\_\_ of \_\_\_\_\_  
 Father's name \_\_\_\_\_ by caste \_\_\_\_\_  
 hereby agree to be surety for the repayment to the East Indian  
 Railway Administration by \_\_\_\_\_ of Rs. \_\_\_\_\_  
 with interest in the event of his dying absconding or failing to pay  
 the same as per his bond dated the \_\_\_\_\_ and I authorise  
 the Administration at their option to deduct the said sum and the  
 interest from any moneys payable to me by the Administration as  
 wages or otherwise and as security for the payment of the said  
 sum and the interest I hereby pledge and charge to the Admini-  
 stration all my property cattle and goods with full power to the  
 Administration in case of default on my part in payment of the  
 same to terminate the lease of the land held by me from the Ad-  
 ministration and to seize and take possession of and cause my said  
 property to be sold and the proceeds applied in payment of the  
 said sum and the interest.

Signature \_\_\_\_\_

Date \_\_\_\_\_ 19 .

## EAST INDIAN RAILWAY.

## COLLIERY DEPARTMENT.

## Form of Receipt.

I \_\_\_\_\_ of \_\_\_\_\_  
 Father's name \_\_\_\_\_ by caste \_\_\_\_\_  
 have this \_\_\_\_\_ day of \_\_\_\_\_  
 received the sum of Rupees \_\_\_\_\_ as a loan from the  
 Benefit Fund Committee of the East Indian Railway's \_\_\_\_\_  
 \_\_\_\_\_ Colliery to be repaid by me with interest at the rate \_\_\_\_\_



of one pice per rupee per mensem by instalments of not less than 8 annas per week and I authorise the Railway at their option to deduct the amount of the said loan and the interest of the said instalments from any moneys payable to me by the Railway as wages or otherwise and as security for the loan and the interest I hereby pledge and charge to the Railway all my property cattle and goods with full power to the Railway in case of default on my part in payment of the loan and interest to terminate the lease of the land held by me from the Railway and to seize and take possession of and cause my said property to be sold and the proceeds applied in payment of the said loan and the interest.

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_ 19 .





Appendix to  
Part III.  
Reference  
Item 15.

APPENDIX II.  
(In Quadruplicate.)

E. 58.

EAST INDIAN RAILWAY.

No. \_\_\_\_\_

WORK ORDER.

District \_\_\_\_\_  
Division \_\_\_\_\_

Division \_\_\_\_\_  
Sub-division \_\_\_\_\_

To \_\_\_\_\_

Arrange to start work at once on \_\_\_\_\_

under the \_\_\_\_\_

at the following rates—

Description of work.	Rates and units.		Allocation.	Work to be completed by	Initials of Officer issuing order.
	In figures.	In words.			

For conditions under which the order is issued, see back.

Asst. or Resident Engineer.  
Sub-Divisional Engineer.

Date \_\_\_\_\_ 19 .

I agree to carry out the work at the rates and on the terms stated herein.

Contractor.

Approved.

District Engineer.  
Divisional Supdt., Way & Works.

Date \_\_\_\_\_ 19 .

Date \_\_\_\_\_ 19 .

This order is given on the clear understanding :—

(1.) If the District Engineer  
Divl. Supdt. Way & Works does not approve of the work being proceeded with, he has the right to countermand the order within a reasonable time, and you can only claim for work done up to the time the order is countermanded at the rates entered in the Work Order.

(2.) If the District Engineer  
Divl. Supdt. Way and Works does not approve of the rates entered in the Work Order he has the right to alter them within a reasonable time.

(3.) Any alteration in any rate referred to in the Work Order that may be made must be entered in writing and initialled and dated by the District Engineer  
Divl. Supdt. Way & Works .

(4.) Should your work in the opinion of the Engineer-in-Charge not prove satisfactory he will give you notice in writing to this effect and if after a reasonable time your work is, in his opinion, still unsatisfactory he has the right of stopping your work altogether on giving you fifteen days' notice in writing within which time you must remove all your belongings off the Railway premises and on the expiration of which time you must appear for final measurement of the works done by you.

(5.) In the event of any dispute between you and the Engineer-in-Charge on any matter in connection with this Work Order the decision of the District Engineer  
Divl. Supdt. Way & Works shall be final and binding.

(6.) A deduction of 10 per cent. on all account payments is to be made as a security deposit and this deduction will be retained by the Railway Administration until final settlement and will be forfeited in the event of your failing to perform your contract to the satisfaction of the District Engineer  
Divl. Supdt. Way & Works .

(7.) *Penalty.*—As time is of the essence of the contract and delay in completion of the work involves loss and inconvenience to the Railway, the works mentioned in this Work Order shall be completed by \_\_\_\_\_ failing which a sum of Re. \_\_\_\_\_ per day during the time the works remain uncompleted after the above-stated date will be deducted from the final bill of the contractor by way of liquidated damages to the Railway Administration, provided that such delay is not due to late supply of materials by the Railway Administration or any other cause which in the opinion of the District Engineer \_\_\_\_\_ Divl. Supdt. Way & Works was unavoidable on the part of the contractor.

(8.) That the contractor further agrees to indemnify the said East Indian Railway Administration against all claims for compensation by or on behalf of any workman (coolie or labourer as the case may be) employed by him in connection with the present contract for injury or death by accident under the Workmen's Compensation Act—Act VIII of 1923—and the said East Indian Railway Administration shall be entitled to deduct from any sum of money due and payable to the said contractor the amount of compensation thus payable to or on account of any such workman or paid by the said Railway Administration on such account under the terms of Section 12 of the said Act together with all and any costs incurred by them in such connection and the contractor further agrees that the decision of the Railway Administration with respect to the amount of such indemnity will be accepted by him as final.

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## APPENDIX III.

CIRCULAR No. 498/A. E. 1440.

Annexure to  
Part III.  
Reference  
item 15.**EAST INDIAN RAILWAY.**Agent's Office,  
Calcutta, 11th May 1929.**Leasing of Railway lands, etc.**

The following forms of licenses for letting out Railway lands, etc., are authorised for use :—

- (a) For letting land to outsiders for the purpose of laying pipe lines, building warehouses, etc. (Form E. 95).
- (b) For letting land to outsiders for the purpose of stacking or storing coal, stone, timber or other materials. (Form E. 92).
- (c) For letting land to Railway employees for the purpose of cultivation. (Form E. 87).  
No license for the purpose of cultivation in the Sonthal Paraganas is to be granted to any person in any circumstances.
- (d) For letting vacant Railway buildings, quarters or other structures to outsiders. (Form E. 97).
- (e) For letting land to outsiders for the purpose of erection of bulk oil depots or for storing oils in tins or in barrels at stations. (Form E. 85).
- (f) For letting land to outsiders for the purpose of constructing a godown for storing petrol in bulk or in tins. (Form E. 77).
- (g) For plucking fruits, extracting juice, fishing in the cuttings, etc. (Form E. 70).
- (h) For cutting and removing grass. (Form E. 106).
- (i) For grazing cattle. (Form E. 98).
- (j) For angling in tanks with rods, taking water from borrow-pits or from tanks, and using tanks or borrow-pits as Dhobighats. (Form E. 107).
- (k) For vending refreshments including milk, betel, fruits, etc., and miscellaneous articles. (Form E. 99).

For the purpose of carrying overhead electric wires and underground cables by outsiders an agreement has to be executed in each case in consultation with the Chief Electrical Engineer.

For the purpose of granting the right of constructing a level crossing for individual use or putting in drain connection, etc., separate forms of agreements have to be executed to suit each individual case.

Leasing of land for laying pipes, building ware-houses, etc.

2. Railway land required by outsiders for a purpose, which can be fairly held to be a purpose of the Undertaking, such as laying pipe lines, etc., may be leased on execution of the Agreement Form E. 95 (printed as Appendix A) which should be renewed periodically say once in three years.

Leasing of land for stacking or storing coal or other materials.

3. The Agreement Form E. 92 (printed as Appendix B) should be used for all purposes under item (b) of paragraph 1, for which lands may be let out within station limits as well as alongside the Siding Accommodations in connection with the working of the railway such as, for stacking or storing coal, stone, timber or other materials intended for despatch by the Railway or which have been carried by the Railway. The land should be demarcated at the cost of the applicant by the Divisional Superintendent, and a plan must be attached to the agreement in each case.

The Agreement should be renewed once in three years and no license should be granted for more than this period.

A security deposit of a sum equal to six months' rent should be taken in connection with licenses granted for item (b) and the license should not be granted till the licensee has deposited the amount with the Treasurer.

Leasing of land for cultivation purposes.

4. Railway lands may be let out for cultivation to Railway servants of all departments on the following conditions and an Agreement Form E. 87 (printed as Appendix C) should be executed in each case. (This form may also be used for cultivating waternuts or other aquatic plants grown in borrow-pits and tanks).

- (i) Different plots of land available for cultivation may be let out by auction as in the case of grass-cutting at the discretion of the Divisional Superintendent.
- (ii) No employee should be allowed to lease plots of land in different sections of the line at good distances from each other or which are not close to his station or his home.
- (iii) The area of land that may be leased to an employee should be small and fixed at the discretion of the Divisional Superintendent. In each case, the Divisional Superintendent concerned should certify that cultivation of the land proposed to be leased, would not interfere with the legitimate duties of the applicant as a Railway servant.
- (iv) Agreement for cultivation should ordinarily be granted for only one season and must be renewed every year.



The Divisional Superintendents may for minimizing work prepare one plan for the different plots of land to be let out in a section, and if only the plot number and plan number are inserted in the agreement, it will be sufficient for the purpose of completing it when it is not to be registered, but where a document requires registration it should have a separate plan (to be prepared in triplicate.)

Land is not to be let out ordinarily to out-siders for the purpose of cultivation except in special cases when suitable agreements in Form E. 87 (printed as Appendix C) should be drawn up to meet the requirements of each case and sanctioned by the Railway Board.

5. The Agreement in Form E. 97 (printed as Appendix D) should be used when Railway vacant quarters are let out to out-siders in accordance with Clause 295 of the Hand Book and should invariably state for what period such quarters are let out; it should not ordinarily be for more than one year. Leasing of quarters to outsiders.

6. The Divisional Superintendent will deal with the allotments of lands to out-siders for the purpose of erection of bulk oil depots or petrol godowns at stations and arrange for the execution of the agreement Forms E. 85 & E. 77 (printed as Appendices E and F) in each case respectively. Leasing of land for oil depots and petrol godowns.

7. For granting right of plucking fruits, extracting juice, catching fish in tanks or in cuttings with nets, etc., agreement Form E. 70 (printed as Appendix G) should be used in each case. Leasing of rights for plucking fruits, fishing and cutting grass, etc.

8. Right to cut or remove grass should be sold by public auction, or by tender by the Divisional Superintendents on payment of a security deposit and rent in advance. Agreement Form E. 106 (printed in Appendix H) should be executed in each case.

The Licenses for items (g) and (h) of paragraph 1 referred to in paragraphs 7 and 8 above should ordinarily be for one year, and should not be granted for a period exceeding three years.

9. Permits or licenses for one season only for grazing cattle on Railway land, for angling in tanks with rods and for taking water from borrow-pits or tanks and for using Railway tanks or borrow-pits as Dhobighats may be granted by the Divisional Superintendents in the appropriate Forms E. 98 and E. 107 (Appendices I and J).

10. In respect of vendors plying at stations the license Form E. 99 (Appendix K) must be issued by the Divisional Superintendent and the procedure laid down in Clause 310 of the Hand Book must be followed. Leasing of vending rights at stations.

These licenses should not be granted for a period exceeding one year and must be renewed every year.

General Ins-  
tructions.

11. All licenses under forms printed in Appendices "A" to "K" will be issued by the Divisional Superintendents concerned to whom applications should be made by persons seeking them.

12. The Agreement Forms referred to in connection with items (a), (b), (c), (d), (e) and (f) of paragraph 1 should be filled in the office of the Divisional Superintendents concerned, and should be submitted to the Vakil in the Head Office at Calcutta for scrutiny and approval, and for advice as to whether stamp and registration are necessary.

After the Agreement forms have been received back from the Vakil, they should be stamped at the cost of the licensees, and signed by the licensees, and by the Divisional Superintendents on behalf of the Administration. The agreements, registration of which have been so advised, should be registered at the Local Sub-Registry of the District at the expense of the licensees.

After final completion, the Agreements shall be filed in the offices of the respective Divisional Superintendents and the Chief Operating Superintendent, the Chief Commercial Manager, the Chief Engineer, advised of the transactions according as they are concerned.

13. Licenses relating to erection of over-head electric wires, laying of under-ground cables, putting up level crossings, drain connections or for other special rights or privileges, should have to be approved by the Agent, and the Agreements in respect thereof can then be signed by the Divisional Superintendents.

14. In case of licenses under items (a), (b), (c), (d), (e) and (f) referred to in paragraph 1, the Divisional Superintendents concerned shall submit Rent Cards (printed as Appendix L) and Statements in Form E. 100 (printed as Appendix M) relative to the same to the Chief Account Officer. The Divisional Superintendents granting the licenses will be responsible for realising the first instalment of rent and noting of the same on the Rent Card. All further payments will be noted by the Accounts Office. The remittances other than the first instalment must show number and year of the Agreement.

15. The Divisional Superintendents are authorised to allow the licensee to enter on Railway lands after he has signed the agreement and has paid the first instalment of rent.

16. When any of the lands referred to in the foregoing paras. is vacated or relinquished, the Divisional Superintendents will forward a statement in Form E. 104 (printed as Appendix N) to the Chief Accounts Officer direct, quoting the No. and date of the Form E. 100 (printed as Appendix M) intimating the allotment in connection, in the column 7 thereof.

17. The above instructions do not apply to leases of Railway land to miners by the Colliery Superintendent which will be dealt with by the Colliery Superintendents as at present, or to leases of land, etc., let to Foreign Railways, the Agreements for which will be drawn up as occasions arise and as may be sanctioned by the Agent.

18. Rent Cards are not necessary in case of allotments where only one payment is to be made, such as for grass cutting, plucking fruits, angling or fishing in tanks, for letting lands for cultivation and for grazing cattle, etc. In such cases the statement in Form E. 100 (printed in Appendix M) only should be submitted to the Chief Accounts Officer, the details of payment of rent having been invariably noted therein.

19. When lands or buildings or rooms are let to Government Railway Police Staff, Postal Department and East Indian Railway Regiment, Auxiliary Force, India, no agreement or Rent Card is necessary. In such cases the statement in Form E. 100 (printed in Appendix M) only need be submitted by the Divisional Superintendents to the Chief Accounts Officer, shewing therein the full description of the accommodation and the Capital cost thereof, but in case of Municipalities, District Boards and other local bodies, agreements in proper forms as herein contained must be executed.

20. The Accounts office will prepare the following statements correcting the previous statements from time to time as required from the changes received from the Divisional Superintendents. Such changes must be advised promptly. These statements will not be recorded at Official Meeting but will be printed under the signature of the Chief Accounts Officer and copies will be submitted to the Agent and Departments concerned :—

- |  |              |
|--|--------------|
| 1. Lands, houses, etc., let to outsiders ..                        | yearly.      |
| 2. Accommodation for Government Railway Police ..                  | half-yearly. |
| 3. Accommodation for Postal Department ..                          | half-yearly. |
| 4. Accommodation for Telegraph Department ..                       | half-yearly. |
| 5. Accommodation for E. I. Ry. Regiment, Auxiliary Force, India .. | half-yearly. |

21. As a lump sum charge is now made to Messrs. Kellner & Co., for rent of refreshment rooms, half-yearly statement of accommodation provided is not necessary, but all changes in accommodation must continue to be advised to enable the Chief Accounts Officer to keep the statement of accommodation provided for Messrs. Kellner & Co., up to date.

22. The procedure described in this Circular will apply on and from 1st April 1929 and cancels the previous Circular No. 418 of 1922.

F. E. ROBERTSON,

*Agent.*

*per T. G. P.*

## APPENDIX A.

E. 95.

Agreement No. \_\_\_\_\_ of 19

Space for Stamp.
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**EAST INDIAN RAILWAY.****Agreement by Way of License.**

AN AGREEMENT by way of license made this  
 day of \_\_\_\_\_ 19\_\_\_\_, between the Secretary  
 of State for India in Council as represented by the East Indian Railway  
 Administration through its Divisional Superintendent, at  
 \_\_\_\_\_, hereinafter called "the Administration" of the one  
 part and \_\_\_\_\_ son of  
 resident of \_\_\_\_\_ and carrying on business as  
 \_\_\_\_\_ at,  
 hereinafter called "the Licensee" of the other part for the tempo-  
 rary occupation of land belonging to the Administration.  
 WHEREBY it is agreed :—

1. That the Licensee shall have temporary use and occupation  
 of the piece/pieces of land described in the schedule hereto and shewn  
 in plan No. \_\_\_\_\_ annexed herewith situate at/between Mile  
 \_\_\_\_\_ or \_\_\_\_\_ Station for the period  
 extending from the \_\_\_\_\_ to the \_\_\_\_\_  
 \_\_\_\_\_, for the purpose of laying/erecting/retaining  
 \_\_\_\_\_ subject to such rules, regulations and bye-  
 laws as may from time to time be made by or on behalf of the Ad-  
 ministration or by or on behalf of any Local Authority in relation  
 thereto and subject to the conditions herein contained as below.

2. That the Licensee shall use the land referred hereunder  
 solely and only for the purpose as aforesaid for which it is licensed  
 and not otherwise and shall not occupy any land beyond what is  
 described in the schedule and shewn in the plan No. \_\_\_\_\_ an-  
 nexed herewith.

3. The Licensee shall not stack or deposit coal, timber or other  
 materials within six feet of the outer edge of the station wharf  
 adjoining the line or within five feet nine inches horizontal distance  
 from outside the nearest rail.

4. That the Licensee shall not transfer or sublet the privileges mentioned in clause 1 hereof without obtaining the previous consent in writing of the Divisional Superintendent of the Administration, at

5. That the Licensee shall have only temporary occupation of the land and shall on being served with one calendar month's notice under the signature of the Divisional Superintendent of the Administration, at \_\_\_\_\_, or on his behalf, the Licensee shall quit and vacate the said plot of land entirely, or a portion of it, as he may be so required under the said notice, and shall pull down and remove all structures, materials or other property thereon or thereunder before the expiration of such notice; and the Licensee on vacating shall restore the land occupied to its original state. In case, the Licensee fails to comply with such notice or to remove any of the properties as aforesaid from the said plot of land or from a portion of it as required by the notice, it shall be lawful for the said Divisional Superintendent forthwith on the expiration of such notice at his option either to pull down and remove or to sell the same at the sole risk and expense of the Licensee and in such manner as the said Divisional Superintendent shall think fit without the Administration being responsible for any loss arising therefrom.

6. That the Licensee shall not erect any structures of any kind whatsoever in upon or under the said land without the previous permission in writing of the Divisional Superintendent referred to above; the general arrangement of all such structures must also be approved of by the said Divisional Superintendent and any permission obtained in all such cases apply only to the erection of structures of a purely temporary character and all structures erected by the Licensee on the land licensed to him hereunder shall, for the purpose of this agreement, be regarded and treated as temporary structures.

7. That the Licensee shall always keep the plot of land in clean and sanitary condition and shall remove all waste and unsaleable properties or whatever other materials or refuse there may be, from the said plot of land and on his failing to do so the Divisional Superintendent referred to above may after giving 24 hours' notice forthwith remove at the expense of the Licensee and dispose of the same in such manner as the said Divisional Superintendent may, in his absolute discretion, think fit and such expenses shall be re-paid on demand by the Licensee to the Administration.

8. That the Licensee shall pay on occupation money for the temporary use of the said plot of land a sum of Rs. \_\_\_\_\_ per mensem/half-year in advance prior to the commencement of the period to which the advance payment applies. The Licensee shall further pay a sum of Rs. \_\_\_\_\_ per mensem/half-year in advance for rent of office accommodation provided.

9. That the amount of money which may be agreed upon for occupation as noted below shall be paid half-yearly or any shorter period that may be decided by the Administration, in advance by the Licensee to the Administration. Provided always that it is hereby expressly agreed that if any such notice as provided above be given to the Licensee before the expiration of the period for which the occupation money shall have been paid in advance the Licensee shall be bound as aforesaid to quit and vacate the said land on the expiration of such notice but he shall be entitled to receive from the Administration a proportionate refund of such money paid by him in advance for the unexpired portion of such period. Any notice hereunder shall be deemed duly served on the Licensee if delivered or sent by registered post to his above-mentioned address.

10. In all cases where the said plot of land is adjacent to any lines or sidings over which trains are worked or shunting operations are conducted, the Licensee shall appoint a responsible person who shall be present at all times whenever any labour is engaged on the said plot to take all precautions to prevent accidents to life or property and more especially to see that all children are kept at a safe distance from the lines of rails.

11. That the Administration shall not be responsible for any loss or damage of any sort which may happen to the property of the Licensee or to which Licensee may be put from whatever cause arising.

12. That the Licensee shall at all times keep the Administration indemnified against and shall reimburse to the Administration all claims, demands, suits, losses, damages, costs charges and expenses whatsoever which the Administration may sustain or incur by reason or in consequence of any injury to any person or to any property, resulting directly or indirectly from the presence of the said structures, buildings, works or conveniences upon or under the said land or by reason or in consequence of the non-observance or non-compliance on the part of the Licensee with any rule, regulation or bye-law referred to in clause 1 hereof.

13. Nothing herein contained shall be construed to create a tenancy or any claim for any right, interest or easement in favour of the Licensee in or over the said premises and the Administration may of its mere motion upon the determination of this license re-enter upon and re-take and absolutely retain possession of the said land.

14. In the event of the Licensee failing to comply with or committing any breach of any of the terms of this agreement the Licensee agree to be responsible for all loss or damage caused by such failure, and it shall be lawful for the Administration upon any such

failure or committal of any breach to without any previous notice to the Licensee forthwith determine this agreement, and at its option either to pull down and remove at the sole risk and expense of the Licensee as aforesaid any building or structure and all materials or other property belonging to the Licensee from the said ground, or to sell the same as aforesaid at the sole risk and expense of the Licensee as aforesaid.

15. The Licensee shall pay all the cost of and incidental to the preparation, stamping and execution and registration of this agreement.

SCHEDULE.

All that/those plot/plots of  
land measuring :—

\_\_\_\_\_ ft. long by \_\_\_\_\_ ft. wide \_\_\_\_\_

Sq. ft. or \_\_\_\_\_ bigha \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

as shown in red on plan No. \_\_\_\_\_ annexed herewith and bounded on the

North by \_\_\_\_\_

East by \_\_\_\_\_

South by \_\_\_\_\_

West by \_\_\_\_\_

AS WITNESS the signatures of the parties hereto.

For and on behalf of the Secretary  
of State for India in Council,

*Divisional Superintendent,*  
*East Indian Railway.*

Witness.

Witness.

Licensee.



## APPENDIX B.

E. 92.

Agreement No. \_\_\_\_\_ of 19 .

Space for Stamp.
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**EAST INDIAN RAILWAY.****Agreement by Way of License.**

"N. B.—Any person infringing the rule in respect of stacking material, &c., within 6 feet of the outer edge of the station wharf adjoining the line or within 5 feet 9 inches horizontal distance from the outside of the nearest rail as fixed by Government orders from time to time is liable on conviction to fine or imprisonment or both under sections 128 and 129 of the Railway Act."

AN AGREEMENT by way of license made this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_, between the Secretary of State for India in Council as represented by the East Indian Railway Administration through its Divisional Superintendent at \_\_\_\_\_ hereinafter called "the Administration" of the one part and \_\_\_\_\_ son of \_\_\_\_\_ resident of Village \_\_\_\_\_ thana \_\_\_\_\_ District \_\_\_\_\_, and carrying on business as \_\_\_\_\_ hereinafter called "the Licensee" of the other part.

WHEREBY it is agreed :—

1. That the Licensee shall have temporary use and occupation of the plot of land known as plot No. \_\_\_\_\_ railway station at \_\_\_\_\_ measuring \_\_\_\_\_ for the period extending from the \_\_\_\_\_ to the \_\_\_\_\_, for the purpose of stacking or storing coal, stone, timber or other materials intended for despatch by the East Indian Railway, or which have been carried by the East Indian Railway subject to such rules, regulations and bye-laws as may from time to time be made by or on behalf of the Administration, or by or on behalf of any Local Authority in relation thereto, and subject to the conditions herein contained as below.

2. That the Licensee shall use the said plot of land solely and only for the purpose of stacking or storing coal, stone, timber or other materials intended for despatch by the said East Indian Railway or which have been carried by the said Railway as aforesaid and not otherwise, and in particular not to use such plot of land for the purpose of dumping stone intended to be broken up and sold locally for road ballast or other purposes.

The Licensee shall not stack or deposit coal, stone, timber or other materials within 6 feet of the outer edge of the station wharf adjoining the line or within 5 feet 9 inches horizontal distance on a straight line from the outside of the nearest rail.

3. That the Licensee shall not transfer or sub-let the privileges mentioned in clause 1 hereto without obtaining the previous consent in writing of the Divisional Superintendent of the Administration at

4. That the Licensee shall have only temporary occupation of the land, and shall on being served with one calendar month's notice under the signature of the Divisional Superintendent of the Administration at \_\_\_\_\_ or on his behalf, the Licensee shall quit and vacate the said plot of land, entirely, or a portion of it as he may be so required under the said notice, and shall remove all coal, stone, structure, materials or other property thereon before the expiration of the said notice, and the Licensee on vacating shall restore the land occupied to its original state. In case, the Licensee fails to comply with such notice, or to remove any of the properties as aforesaid from the said plot of land or from a portion of it as required by the notice, it shall be lawful for the said Divisional Superintendent forthwith on the expiration of such notice at its option either to pull down and remove or to sell the same at the sole risk and expense of the Licensee and in such manner as the said Divisional Superintendent shall think fit without the Administration being responsible for any loss arising therefrom.

5. That the Licensee shall not erect any structures of any kind whatsoever in upon or under the said land without the previous permission in writing of the Divisional Superintendent referred to above; the general arrangement of all such structures must also be approved of by the said Divisional Superintendent, and any permission obtained in all such cases apply only to the erection of structures of a purely temporary character, and all structures erected by the Licensee on the land licensed to him hereunder shall, for the purpose of this agreement, be regarded and treated as temporary structures.

6. That the Licensee shall always keep the plot of land in clean and sanitary condition, and shall remove all waste and unsaleable properties, or whatever other materials and refuse there may be, from the said plot of land, and on his failing to do so, the Divisional Superintendent referred to above may after giving 24 hours notice remove at the expense of the Licensee, and dispose of the same in such manner as the said Divisional Superintendent may in his absolute discretion thinks fit, and all such expenses shall be repaid on demand by the Licensee to the Administration.

7. The Licensee shall pay an occupation money for the temporary use of the said plot of land a sum of Rs.....per mensem/half-year in advance prior to the commencement of the period to which the advance payment applies.

The Licensee shall further pay a sum of Rs.....per mensem/half-year in advance for rent of office accommodation provided.

8. That the Licensee has already deposited with the Administration (which the Administration hereby acknowledges) a sum of Rs. .... being the amount equal to 6 months rent as security, and in case, the Licensee makes any default in the payment of the rent or any freight or other charges that may be due to the Administration, the Administration shall be at liberty to recover such rent or other dues from the said amount of security deposit, forfeit the balance, if any, as liquidated damage, forthwith determine the license granted hereunder without any previous notice to the Licensee, and proceed to resume possession in manner more particularly described in clause 14 below. Provided that the said security deposit will on the determination of the license be refunded on the Licensee's having fully paid all rent and all other dues and charges on any account whatsoever, and on his giving back quiet possession of the plot of land licensed hereunder subject to the terms and conditions of this license.

9. The Licensee shall not remove from the said plot of land of any coal, stone, timber or other materials until all claims of the Administration not only for freight, wharfage, demurrage or other charges on such coal, stone, timber or other materials but for any other arrears of freight, wharfage, demurrage or other charges due by and from the Licensee to the said Administration on any account whatsoever have been fully satisfied, and to hold all such coal, stone, timber or other materials in trust for the said Administration and subject to their lien for freight, wharfage, demurrage or other charges with power to them at all times to exercise and enforce such lien in all respect as if the said coal, stone, timber or other materials were in the custody or possession of the Administration and liable to be dealt with under sections 55 and 56 of the Railway Act 1890.

10. In all cases where the said plot of land is adjacent to any lines or sidings over which trains are worked or shunting operations are conducted, the Licensee shall appoint a responsible person who shall be present at all times whenever any labour is engaged on the said plot to take all precautions to prevent accidents to life or property, and more especially to see that all children are kept at a safe distance from the lines of rails.

11. The Licensee shall at all times keep the Administration indemnified against, and shall reimburse to the Administration all claims, demands, suits, losses, damages, costs, charges and expenses whatsoever which the Administration may sustain or incur by reason, or in consequence of any injury to any person or to any property resulting directly or indirectly from the presence of the said structures, buildings, works and conveniences upon or under the said land or by reason or in consequence of the non-observances or non-compliance on the part of the Licensee with any rule, regulation or bye-law referred to in clause 1 hereof.

12. Nothing herein contained shall be construed to create a tenancy or any claim for any right, interest or easement in favour of the Licensee in or over the said premises, and the Administration may of its more motion upon the determination of this license re- enter upon and re-take and absolutely retain possession of the said land.

13. That the Administration shall not be responsible for any loss or damage of any sort which may happen to the property of the licensee or to which Licensee may be put from whatever cause arising.

14. In the event of the Licensee failing to comply with or committing any breach of any of the terms of this agreement, the Licensee agree to be responsible for all loss or damage caused by such failure, and it shall be lawful for the Administration upon any such failure or committal of any breach to forfeit the security deposit and without any previous notice to the Licensee forthwith determine this agreement, and at its option either to pull down and remove at the sole risk and expense of the Licensee as aforesaid any building or structure and all coal, stone, materials, or other property belonging to the Licensee from the said ground, or to sell the same as aforesaid at the sole risk and expense of the Licensee as aforesaid.

15. The Licensee shall pay all the costs of, and incidental to the preparation, stamping and execution and registration of this Agreement.

AS WITNESS the signatures of the parties hereto.

For and on behalf of the Secretary  
of State for India in Council.

Witness.....Divisional Superintendent,  
E. I. Railway.....  
(Station).

Witness..... Licensee.

Agreement No. \_\_\_\_\_ of 19 ,

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## **EAST INDIAN RAILWAY.**

### **Agreement by Way of License.**

AN AGREEMENT by way of license made this                      day  
of                      19 , between the Secretary of State for India in  
Council as represented by the East Indian Railway Administration  
through its Divisional Superintendent at                      , herein-  
after called " the Administration " of the one part and  
                    son of                      resident  
of Village                      Thana                      District  
and by occupation a                      under the said Ad-  
ministration at present stationed at                      hereinafter called  
" the Licensee " of the other part.

WHEREBY IT IS AGREED as follows :—

1. The Licensee shall have temporary use occupation of the  
piece of land measuring                      more or less described  
in the Schedule hereto and shown in plan No.                      annexed here-  
with for the period extending from                      19 to  
                    19 for the purpose of cultivation subject to  
such rules, regulations and bye-laws as may from time to time  
be made by or on behalf of the Administration or by or on behalf of  
the Government or any Local Authority and subject to the condi-  
tions hereinafter contained.

2. The Licensee shall pay to the Administration a rent of Rs.                       
in advance for the period of the license and shall pay all rates  
and taxes payable to the Government or to any Local Authority for  
the time being in respect of the said plot of land.

3. The Licensee shall not transfer or sub-let the privileges in  
clause 1 hereof mentioned without surrendering the rights granted  
hereunder and without determining this Agreement.

4. The said privileges in clause 1 hereof mentioned are granted  
on the express understanding that either party may be at liberty to  
determine and put an end to this license by giving to the other at

any time three calendar months' notice in writing, and the said privileges may be so determined by the Administration without any claim for compensation whatever on the part of the Licensee, and on expiration of such notice given under the signature of the Divisional Superintendent of the Administration, at the Licensee shall discontinue to use and shall yield up to the Administration the said land free of all crops and plants.

5. At the expiration of the notice, the Administration shall be entitled to enter into and take possession of the said land, and cut down and remove the crops and plants and whatever else may be standing thereon, without being liable for any damages to the Licensee therefor.

6. Nothing herein contained shall be construed to create any right, title, interest or easement in favour of the Licensee in the said land, or in neighbouring lands of the Administration; and the Administration may of its own motion upon the determination of the license re-enter upon and re-take and absolutely retain possession of the land.

7. The Licensee shall pay all the costs of an incidental to the preparation, stamping, execution and registration of this Agreement.

#### SCHEDULE.

All that plot/plots of land lying within the Railway premises at mile—between— and —stations or at —stations as shown in red on plan No.—annexed herewith and measuring about —bounded on the—

North by—

East by—

South by—

West by—

AS WITNESS the signatures of the parties hereto.

For and on behalf of the Secretary  
of State for India in Council.

\_\_\_\_\_  
Witness.

\_\_\_\_\_  
Divisional Superintendent,  
East Indian Railway.

\_\_\_\_\_  
Witness.

\_\_\_\_\_  
Licensee.

Agreement No.                      of 19 .

Space for Stamp.

## EAST INDIAN RAILWAY.

### Agreement by Way of License.

AN AGREEMENT by way of License made this day the  
day of                      19 , between the Secretary of State for  
India in Council as represented by the East Indian Railway Ad-  
ministration through its Divisional Superintendent at .

, hereinafter called the "Administration" of the one part,  
and                      son of

resident of

by occupation

hereinafter called the "Tenant "

of the other part :

WHEREBY IT IS AGREED as follows :—

1. The Administration hereby lets the property known as  
situated at                      on a month-  
ly tenancy to the Tenant for the period extending from the  
to the                      at a rent of Rs.  
per mensem.

2. The Tenant shall pay the above rent regularly in advance  
for each month for which the rent is due.

3. The Tenant shall quit and vacate the said property on being  
served at any time with fifteen days' notice to vacate under the signa-  
ture of the Divisional Superintendent of the Administration at  
. In case of the tenancy being so determined on  
such notice, and of the Tenant yielding peaceful and quiet possession  
to the Administration, the balance of rent for the unoccupied period  
of the month will be refunded.

4. The Tenant shall be bound by the ordinary rules and regu-  
lations—sanitary and otherwise—applicable to East Indian Railway  
property, and must keep the premises, main buildings, out-houses,  
and lands, in sanitary order and condition to the satisfaction of the  
Divisional Superintendent referred to above. The Tenant agrees

to give the said Divisional Superintendent the right of entry to the property on due notice being given, either for himself or his representative, and he may be accompanied by the Railway Medical Officer or his representative and by such assistants as he may consider necessary.

5. The Tenant shall not without the consent of the said Divisional Superintendent make any alterations or additions, whether of a temporary or a permanent nature, to the property, and shall not erect or construct any additional hut or structure of any kind, either temporary or permanent, on land pertaining to the property, or elsewhere on the property of the Administration.

6. The Tenant shall use the property as

7. The Tenant shall have no power to assign or sublet the property or any part thereof without the written consent of the said Divisional Superintendent.

8. The Tenant shall always allow access to the Railway servant or labourers for the purpose of making necessary repairs, etc., after due notice thereof, but the Administration shall be under no obligation to repair the property.

9. Breach of any of these conditions will render the Tenant liable to an immediate closure of the tenancy.

10. The Licensee shall pay all the cost of and incidental to the preparation, stamping, execution and registration of this Agreement.

AS WITNESS the signatures of the parties hereto.

For and on behalf of the Secretary  
of State for India in Council,

Witness

Divisional Superintendent,  
East Indian Railway.

Witness.

Licensee.



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Agreement No. \_\_\_\_\_ of 19 .

## EAST INDIAN RAILWAY.

### Agreement by Way of License.

AN AGREEMENT by way of license made this day of \_\_\_\_\_ 19 \_\_\_\_\_, between the Secretary of State for India in Council as represented by the East Indian Railway Administration through its Divisional Superintendent at \_\_\_\_\_, hereinafter called "the Administration" of the one part and \_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_ carrying on business at \_\_\_\_\_ hereinafter called "the Licensee" of the other part.

WHEREBY IT IS AGREED as follows :—

1. The Licensee shall have the temporary use or occupation of the pieces of land within the Railway fencing at the different stations named in the schedule annexed and as shown on the different plans attached hereto for the period extending from the \_\_\_\_\_ to the \_\_\_\_\_, solely and entirely, for the purpose of constructing and maintaining thereon tanks, buildings and other conveniences for the reception and storage of and receiving and storing therein kerosine oil in bulk which has been carried by the said Railway Administration subject to such rules, regulations and bye-laws as may from time to time be made by or on behalf of the Administration or by or on behalf of any local authority in relation to the transport, discharge and storage of kerosine oil and subject to the conditions hereinafter contained.

2. The oil shall be stored or placed on the said land in some tank or receptacle capable of holding not less than 4,000 gallons or in tins or barrels properly secured and covered, the tins or barrels tanks or receptacles size and make of such being approved by the Divisional Superintendent of the Administration at \_\_\_\_\_ or any other Officer of the Administration authorized in that behalf and such tanks or receptacles or tins or barrels shall be placed in such a position and under the direction of the said Divisional Su-

perintendent or such other Officer as aforesaid shall be surrounded with walls or masonry or earth with trenches in such a manner that it will be impossible for the escaping oil in the event of the containing vessel or tank giving way altogether to reach neighbouring buildings, stores or other premises, and so that the capacity of the space formed by the surrounding wall or of the trench shall be sufficient to hold the contents of the tank (or all the tanks if more than one) so surrounded, or in the case, where tins or barrels are stored, of all the tins and barrels which are surrounded. To prevent detention or loaded bulk oil wagons at destination, the receptacle or receptacles at a depot station must invariably be sufficiently emptied to be capable of receiving 4,000 gallons or the equivalent of the capacity of a Railway tank wagon before further supplies of bulk oil are booked to that depot. No kerosin oil in bulk will be booked to any station unless such receptacles or tanks are provided as in this clause provided.

3. No kerosine oil in bulk will be booked to any station unless there is erected such receptacle or tank at that station as referred to in clause 2 above, and such receptacle or tank is provided with a pipe line leading to the oil sidings for discharge of oil from the tank wagon, the pipe line being provided with proper valves at the sump; no oil to remain in the pipe line after completion of discharge of a tank wagon.

4. The Licensee before proceeding to construct any tank or other receptacle for oil as aforesaid or any building or other structure on the said land or laying any pipe line as referred to in clause 3 shall give notice in writing thereof to the said Divisional Superintendent specifying the proposed site of the convenience intended to be constructed and furnish to him a detailed plan, elevation and specification of such convenience and the Licensee shall not construct such convenience save on such site and in accordance with such plan, elevation and specification thereof as shall be first approved by the said Divisional Superintendent or such other Officer as aforesaid.

5. The Licensee shall allow the said Divisional Superintendent or other Officer of the Administration authorized in that behalf free access at all times to the said land and to all tanks, buildings, works and conveniences of the Licensee thereon whether completed or in the course of construction and the Licensee shall whenever so requested by the said Divisional Superintendent forthwith pull down, re-build, replace or repair any part or parts of such tanks, buildings, works or conveniences which the said Divisional Superintendent shall consider to be improperly situated or of defective design, construction or material or in want of repair.

6. If the Administration or their representative so desire, the Administration may execute and carry out the works mentioned in clauses 2 and 3 at the expense of the Licensee including therein reasonable supervision charges, and in such case the Licensee shall deposit with the Administration, in advance the cost of such works as estimated by the Administration and shall pay on demand such cost as may actually be incurred in the execution on their behalf of the said works.

7. The Licensee shall pay to the Administration the sum of rupees two and annas eight per thousand square feet as rent for the plots of land occupied by them from time to time as noted in the schedule attached herewith from the date on which such lands are occupied, such amount of rent being payable each and every month in advance within the first week of the month for which the same shall become due and shall also duly pay all cesses, rates and taxes payable as from the said date in respect of the said land and the tanks, buildings, works and conveniences of the Licensee thereon for the time being and the proportion of all the cesses, rates and taxes of the station premises applicable to the said land, tanks, buildings, works and conveniences if the same be not separately assessed in respect thereof.

8. The Licensee shall not transfer or sublet the privileges in clause 1 hereof mentioned without surrendering the rights granted hereunder and without determination of the agreement.

9. No sale of oil shall take place at any depot without the prior consent in each case of the Local Civil Authorities which must be obtained by and at the cost of the Licensee.

10. The Licensee shall in particular strictly observe the following rules:—

- (1) No discharging of oil shall take place between sunset and sunrise.
- (2) No smoking shall be allowed or lights permitted in the vicinity of discharging operations.

11. The said privileges in clause 1 hereof mentioned are granted on the express understanding that either party may be at liberty to determine and put an end to this license by giving to the other of them at any time three calendar months' notice in writing, and such privileges may be so determined by the Administration by a notice given under the signature of the said Divisional Superintendent, without any claim for compensation whatever on the part of the Licensee, and on the expiration of such notice the Licensee shall discontinue to use and shall yield up to the Administration the said land together with all such tanks, buildings, works, pipe lines and conveniences of the Licensee thereon as the Administration shall elect to purchase as hereinafter mentioned.

Upon such notice of determination being given as aforesaid the Administration shall have the option to be signified by the said Divisional Superintendent by notice in writing to the Licensee at any time before the date on which this license shall determine, of purchasing all or any of the tanks, buildings, works, pipe lines and conveniences of the Licensee upon the said land at a price equal to the actual cost of construction thereof less a reasonable depreciation, to be decided by the Chief Engineer of the Administration in each case.

Such of the said tanks, buildings, works, pipe lines and conveniences as the Administration shall not elect to purchase shall be pulled down and removed from the said land by the Licensee at the Licensee's own expense within two calendar months after the determination of this License, and the Licensee shall within the period last aforesaid at the Licensee's own expense restore to its former condition the land forming the site thereof, and if default shall be made herein the Administration may after the expiry of the said period carry out so much of such pulling down, removal and restoration as the Licensee shall fail to complete and may sell any materials and things so removed and all expenses incurred therein shall be paid by the Licensee to the Administration on demand; and the proceeds of sale of any materials and things as aforesaid shall be retained by the Administration as 'protanto' satisfaction towards all sums that may be owing by the Licensee to the Administration in respect of this Agreement or otherwise.

12. Nothing herein contained shall be construed to create a tenancy in favour of the Licensee of the said premises or to prejudice or affect the rights and powers of the Administration in and over and in relation to the said land and the use and enjoyment thereof and the exercise by the Licensee of the liberties and licenses hereby granted shall in all respects be subject to the control of the Administration or the said Divisional Superintendent who shall have full and absolute power from time to time to direct in what manner such liberties and licenses shall be exercised and enjoyed and the Licensee shall not be at liberty to exercise the said liberties and licenses otherwise than in such manner as the Administration or the said Divisional Superintendent shall from time to time direct nor to do or suffer or cause to be done or suffered in relation to the exercise of the said liberties and licenses anything that may be a nuisance to the neighbourhood or dangerous to the adjoining premises or to the servants or agents of the Administration or to any other persons; and the Administration may of its mere motion upon the determination of this license re-enter upon and re-take and absolutely retain possession of the said land.

13. The Licensee shall at all times keep the Administration indemnified against and shall reimburse to the Administration all claims, demands, suits, losses, damages, costs, charges and expenses whatsoever which the Administration may sustain or incur by reason or in consequence of any injury to any person or to any property resulting directly or indirectly from the explosion, combustion or leakage of any oil kept or placed by the Licensee upon the said land or by reason or in consequence of the exercise by the Licensee of any of the liberties and licenses hereby granted the non-observance or non-compliance on the part of the Licensee with any rule, regulation and bye-law referred to in clause 1 hereof.

14. The Licensee shall pay all the cost of and incidental to the preparation, stamping, execution and registration of this agreement.

15. Any notice to be given to the Licensee may be given by sending it by registered post in a prepaid envelope addressed to the Licensee at its or his last known business address or by affixing the same to some portion of the kerosine oil tank or receptacle or to the land license hereunder ; any notice to the Administration may be given by sending it by registered post in a prepaid envelope addressed to the said Divisional Superintendent at his office at

and any notice so sent by post shall be deemed to have been given at the time when the same would in the ordinary course be delivered.

AS WITNESS the signatures of the parties hereto.

Witness to the signature of the  
Divisional Superintendent, E. I.  
Ry. at \_\_\_\_\_ for and on  
behalf of the S. O. S. for India in  
Council.

For and on behalf of the  
Secretary of State for India in  
Council.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
*Divisional Superintendent,*  
**EAST INDIAN RAILWAY.**

Witness to the signature of the  
abovenamed

the Licensee by the hand of \_\_\_\_\_

\_\_\_\_\_  
*Licensee.*

Agreement No. ————— 19 .

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**EAST INDIAN RAILWAY.****Agreement by Way of License.**

AN AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and twenty \_\_\_\_\_ BE-  
TWEEN THE SECRETARY OF STATE FOR INDIA IN  
COUNCIL AS REPRESENTED BY THE EAST INDIAN  
RAILWAY Administration through its Divisional Superintendent  
at \_\_\_\_\_ (hereinafter called "the Administration")  
of the one part and MESSRS. \_\_\_\_\_ a registered  
Company or a firm carrying on business as \_\_\_\_\_ at  
\_\_\_\_\_ in the Sub-District of \_\_\_\_\_ in the District of  
\_\_\_\_\_ in the Province of \_\_\_\_\_ (hereinafter called "the  
Licensee" which expression shall where the context so admits  
include the partners for the time being of the said firm) of the other  
part WHEREBY IT IS AGREED as follows :—

1.—The Licensee shall have the temporary use or occupation  
of the piece of land at \_\_\_\_\_ in the Sub-District of \_\_\_\_\_  
\_\_\_\_\_ in the District of \_\_\_\_\_ in the  
Province of \_\_\_\_\_ as more particularly delineated in  
the Plan hereto annexed and therein enclosed by a red boundary  
line for the period extending from the \_\_\_\_\_ to the \_\_\_\_\_, solely  
and entirely for the purpose of constructing and maintaining thereon  
a godown or building with a surrounding yard and boundary works  
for the reception and storage of and the receiving and storing therein  
*petrol* in tins subject to such regulations and bye-laws as may from  
time to time be made by or on behalf of the Administration or by or  
on behalf of any Government or Local authority in relation to the  
transport, discharge and storage of petrol and subject to the condi-  
tions herein contained.

2.—The Licensee shall forthwith erect on a part of the said  
land a suitable building or godown (hereinafter referred to as "*Petrol  
Godown*") capable of holding not less than 5 thousand gallons of  
petrol in bulk in a special container or *in tins* of the customary size  
in which petrol is issued by the suppliers thereof for retail delivery

to the public. The said godown shall be of such nature and placed in such position on the said land as shall have been *previously approved by the Divisional Superintendent* for the time being of the Administration at \_\_\_\_\_, hereinafter referred to as ("the said Divisional Superintendent") or any other officer of the said Administration authorized in that behalf and under the direction of the said Divisional Superintendent or such other office as aforesaid such petrol godown shall be surrounded with walls of masonry or of earth with trenches in such a manner and placed at such distance from the petrol godown so that it will be impossible for any petrol escaping from the petrol godown or any fire occurring in or on the petrol godown reaching neighbouring buildings or other premises. If the said yard is surrounded by a trench the capacity and nature of the trench shall be sufficient to hold and retain from overflowing petrol to the amount of five thousand gallons:

3.—The Licensee before proceeding to construct any godown for petrol as aforesaid or any building or other structure or works on or in connection with the said land shall give notice in writing of his intention so to do to the said Divisional Superintendent and at the same time furnish to him a detailed plan and elevation with full specifications of the petrol godown and other buildings and work intended to be erected on the said land and of the aforesaid boundary walls or trenches and of the laying out of the said yard and shall give all such further information as the said Divisional Superintendent shall require and the Licensee shall not construct such petrol godown buildings or works save and in accordance with such plan elevation and specifications thereof as shall have been first approved by the said Divisional Superintendent or such other officer as aforesaid. The Licensee shall after such approval has been duly given forthwith proceed with the erection and construction of the said petrol godown buildings and works as aforesaid in accordance with the said plan elevation and specifications or such modification thereof as shall have been previously approved in writing by the said Divisional Superintendent or such other officers aforesaid.

4.—The Licensee shall allow the said Divisional Superintendent or other officer of the Administration authorized in that behalf free access at all times to the said land and to the petrol godown and all other buildings and works of the Licensee thereon whether completed or in the course of construction and the Licensee shall whenever so requested by the said Divisional Superintendent forthwith pull down re-build replace or repair such petrol godown buildings and works or any part or parts thereof which the said Divisional Superintendent shall consider to be improperly situated or of defective design construction or material or in want of repair.

5.—If the Administration or their representative so desire the Administration may execute and carry out the works mentioned in Clauses 2 and 3 hereof at the expense of the Licensee including therein reasonable supervision charges and in such case the Licensee shall deposit with the Administration in advance the cost of such work as estimated by the Administration and shall pay on demand such cost as may actually be incurred in the execution on their behalf of the said works.

6.—The Licensee shall make payment to the Administration for such license as aforesaid at the rate of *Rupees five per thousand* square feet for every month or part thereof in return for the use of the plot of land occupied by him as aforesaid from the date on which occupation of such land is given or offered by the Administration to the Licensee such payment being due and payable each and every month in advance within the first week of the month for which the same shall become due and shall also duly pay all cesses, rates and taxes payable as from the said date in respect of the said land and the petrol godown buildings and works of the Licensee thereon for the time being and the proportion of all the cesses, rates and taxes of the station premises attributable to the said land petrol godown buildings and works if the same be not separately assessed in respect thereof included in any assessment made against the Administration. The term "month" shall mean month according to the English calendar.

7.—The Licensee shall not transfer or sublet or in any way part with the privileges in clause 1 hereof mentioned without surrendering the rights granted hereunder and without determination of the agreement and on the dissolution of the firm of the Licensee or on the death of any sole Licensee the said privileges shall thereupon cease and determine subject to the provision of Clause II hereof.

8.—No sale of petrol shall take place on the said land without the prior consent in writing of the proper Local Civil Authorities which must be obtained by and at the cost of the Licensee and produced when called for to the Administration.

9.—In order that it may be possible for all petrol to be unloaded at once into the petrol godown upon the same being received at—  
 —————the Licensee shall not book further supplies of petrol above the quantity which he will be able to store in the petrol godown immediately on delivery and for the reason aforesaid the Administration will not book and shall not be liable to book any petrol consigned to the Licensee at—  
 —————by rail unless on notice of such consignment offered to the Administration having been given by the



Administration to the Licensee the Licensee certifies in writing to the Administration that sufficient space in the petrol godown is available to receive and store the quantity of petrol in tins so offered on consignment and the Administration shall not be liable for refusing to book as aforesaid nor for any consequences arising from such refusal.

10.—The Licensee shall in particular strictly observe the following rules :—

- (1) No receipt or delivery of petrol shall take place between sunset and sunrise.
- (2) No smoking shall be allowed or lights permitted within the said surrounding the petrol godown.
- (3) No petrol shall be brought into the petrol godown or the yard except in properly sealed tins and after the same have been carefully inspected and no tin of petrol shall be opened or its seal broken within the petrol godown or the said yard.
- (4) No empty tins shall be placed within the petrol godown but shall be stored if necessary in the said yard in a space set apart for empty tins.
- (5) All opened tins shall be inspected before being received in the said yard and shall not be received for storage or deposit there unless empty.

11.—In the event of the Licensee being guilty of the breach of any of the provisions of this License it shall be lawful for the Administration to determine and cancel this License upon seven clear days written notice to the Licensee and at the expiration of such notice this License shall be determined and cancelled unless the Administration shall have previously revoked the said notice.

12.—The said privileges on Clause 1 hereof mentioned are granted on the express understanding that either party may be at liberty to determine and put an end to this License by giving to the other of them at any time three calendar months' notice in writing and such privileges may be so determined by the Administration without any claim for compensation whatever on the part of the Licensee and on the expiration of such notice or of any notice under clause II hereof given under the signature of the said Divisional Superintendent, or upon the dissolution of the firm of the Licensee or upon the death of any sole Licensee, the Licensee or his personal representatives as the case may be, shall discontinue to use and shall yield up to the Administration the said land together with such of

the petrol godown buildings erections and works of the Licensee thereon as the Administration shall elect to purchase as hereinafter mentioned. On or before the expiration of any such notice as aforesaid, the Licensee, or in case of the death of the Licensee, then his personal representative within seven days of the said death shall remove from the said land and from every building thereon all tins of petrol and all empty tins. If the Licensee, or his personal representatives, as the case may be, shall fail to do so, the Administration may take such steps as it shall think fit to remove the same, and either sell them or store them elsewhere, and pending such removal may retain them on the said land. Such tins of petrol and empty tins shall be at the risk of the Licensee, or of his personal representatives as the case may be, who shall be solely responsible for, and shall keep indemnified the Administration in respect of the same, and any loss or damage arising in connection therewith. All expenses incurred by the Administration in respect of such removal, sale or storage as aforesaid, shall be borne by the Licensee, or his personal representatives as the case may be, and repaid to the Administration, who shall be entitled to a charge over the said tins and to retain the sale proceeds thereof as 'protanto' satisfaction of the amounts due. Upon any such notice of determination being given as aforesaid the Administration shall have the option to be signified by the said Divisional Superintendent by notice in writing to the Licensee at any time before the date on which this License shall determine of purchasing all or any of the petrol godown buildings erections and works of the Licensee upon the said land at a price equal to the actual cost of construction thereof less an amount representing a reasonable depreciation after taking into consideration the costs of any repairs properly executed by the Licensee to be assessed by the Chief Engineer of the Administration. Such option in the event of this License being determined by the dissolution of the firm of the Licensee or by the death of a sole Licensee as the case may be exercised by the Administration within ten days such dissolution or death being reported to the said Divisional Superintendent. Such of the said petrol godown buildings erections and works as the Administration shall not elect to purchase shall be pulled down and removed from the said land by the Licensee at the Licensee's own expense or in the case of the death of the Licensee by and at the expense of the personal representatives of the Licensee within two calendar months after the determination of this License and the Licensee or his personal representatives as the case may be shall within the period last aforesaid at the expense of the Licensee or of his personal representatives as the case may be restored to its former condition the land forming the site thereof, and if default shall be made herein the Administration may after the expiry of the said period carry out so much of such pulling down removal and restoration as the Licensee or his personal representatives as the case

may be shall have failed to complete, and may sell any materials and things so removed and all expenses incurred therein shall be paid by the Licensee or his personal representatives as the case may be, to the Administration on demand, and the proceeds of sale of any materials and things as aforesaid shall be retained by the Administration as 'protanto' satisfaction towards all sums that may be owing by the Licensee to the Administration in respect of this agreement or otherwise.

13.—Nothing herein contained shall be construed to create a tenancy in favour of the Licensee of the said premises, or to prejudice or affect the rights and powers of the Administration in and over and in relation to the said land and the use and enjoyment thereof and the exercise by the Licensee of the liberties and Licenses hereby granted shall in all respects be subject to the control of the Administration, or the said Divisional Superintendent, who shall have full and absolute power from time to time to direct in what manner such liberties and Licenses shall be exercised and enjoyed, and the Licensee shall not be at liberty to exercise the said liberties and Licenses otherwise than in such manner as the Administration or the said Divisional Superintendent shall from time to time direct nor to do or suffer or cause to be done or suffered in relation to the exercise of the said liberties and Licenses anything that may be a nuisance to the neighbourhood or dangerous to the adjoining premises or to the servants or agents of the Administration or to any other persons and the Administration may of their mere motion upon the determination of this license re-enter upon and re-take and absolutely retain the possession of the said land.

14.—The Licensee shall at all times keep the Administration indemnified against and shall reimburse to the Administration all claims demands suits, losses, damages, costs, charges and expenses whatsoever which the Administration may sustain or incur by reason or in consequence of any injury nuisance or annoyance to any persons or to any property resulting directly or indirectly from the explosion, combustion, leakage or storage of any petrol kept or placed by the Licensee upon the said land or by or in connection with the receipt on or delivery from the said land of any petrol or petrol tins or by reason or in consequence of the exercise by the Licensee of any of the liberties and Licenses hereby granted or the non-observance of or non-compliance with on the part of the Licensee any rule regulation and bye-law referred to in Clause 1 hereof.

15.—Any notice to be given to the Licensee may be given by sending it by registered post in a prepaid envelope addressed to the Licensee at its or his last known business address or by affixing the

same to some portion of the Petrol godown or to the said land ; and any notice to the Administration may be given by sending it by registered post in a prepaid envelope addressed to the said Divisional Superintendent at his Office at \_\_\_\_\_ and any notice so sent by post shall be deemed to have been given at the time when the same would in the ordinary course be delivered.

16.—The Licensee shall pay all the cost of and incidental to the preparation, stamping, execution and registration of this agreement.

AS WITNESS the signatures of the parties hereto

For and on behalf of The  
Secretary of State for India in  
Council.

Witness to the signature of the  
Divisional Superintendent, E. I.  
Ry., at \_\_\_\_\_  
for and on behalf of the Secretary  
of State for India in Council.

*Divisional Superintendent,*  
EAST INDIAN RAILWAY.

Witness to the signature of the  
abovenamed

the Licensee by the hand of  
a member of the said firm of

*Licensee.*

Agreement No.—of 19 .

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**EAST INDIAN RAILWAY.**

**Agreement by Way of License.**

AN AGREEMENT by way of license made this——day of—  
19—between the Secretary of State for India in Council as represented by the East Indian Railway Administration through its Divisional Superintendent at——hereinafter called “the Administration” of the one part and  
hereinafter called “the Licensee”  
of the other part. WHEREBY IT IS AGREED as follows :—

1. The Administration hereby grants unto the Licensee the liberty and license—

Strike out those which are not included in this license.

- (a) to pluck fruits from——trees.
- (b) to extract juice from——trees.
- \* (c) to fish in the cuttings or tanks  
——with nets or by other  
means.
- \* (d) to pluck waternuts in the cuttings or tanks situated between  
mile——and mile——  
described in the schedule below for the period of——  
——years from——to  
——

2. The Licensee shall pay to the Administration a sum of Rs.—  
——in advance for the liberty and license hereby granted to him as above.

\* Drag nets should not be used in catching fish or collecting waternuts.

3. The Licensee shall so exercise the liberty and license granted hereunder as not to cause any harm or damage to any property of the Administration.

4. The Licensee shall remove all fruits or other products licensed hereunder within 24 hours of their severance from the properties of the Administration and also remove all refuse or rejected articles from the premises of the Administration.

5. The Licensee will not be permitted to deal with the subjects of this license after the expiry of the period of this license. In case any portion of the subject of this license is not removed by the said date the Administration will be entitled to take possession of them and re-sell or otherwise dispose of them without being liable to refund to the Licensee any portion of the consideration paid by him.

6. The Licensee or his agents shall only be permitted to enter the premises of the Administration on passes or other authority granted by the Divisional Superintendent of the Administration at on such behalf.

7. The Administration does not undertake to prevent and shall not be responsible for any loss to the Licensee within the period of this license through theft or destruction or damage by any cause whatever of the subjects of this license.

8. In case of any of the subjects included in this license being required for the purposes of the Administration or the Government, the Administration will be entitled to take possession of the same and not be liable for any compensation for loss of prospective profit thereof to the Licensee, but the Licensee will be granted a refund of a portion of the consideration paid by him according to the discretion of the said Divisional Superintendent, which shall be final and binding upon the Licensee.

9. In case of breach of any of the above conditions the license shall be cancelled on a fortnight's notice being given to the Licensee by the said Divisional Superintendent.

SCHEDULE.

All \_\_\_\_\_ situated between mile \_\_\_\_\_ and mile \_\_\_\_\_ between  
\_\_\_\_\_ and \_\_\_\_\_ stations or at mile \_\_\_\_\_ as shewn in red on plan  
No. \_\_\_\_\_ annexed, bounded on the

North by \_\_\_\_\_

East by \_\_\_\_\_

South by \_\_\_\_\_

West by \_\_\_\_\_

AS WITNESS the signatures of the parties hereto.

For and on behalf of the  
Secretary of State for  
India in Council.

Witness \_\_\_\_\_

\_\_\_\_\_  
Divisional Superintendent, E. I. Ry.

Witness \_\_\_\_\_

\_\_\_\_\_  
Licensee.

Agreement No. \_\_\_\_\_ 19 . . .

Space for Stamp.

## EAST INDIAN RAILWAY.

### Agreement by Way of License.

AN AGREEMENT by way of license made this \_\_\_\_\_  
 day of \_\_\_\_\_ 19 \_\_\_\_\_ between the Secretary of State for  
 India in Council as represented by the East Indian Railway Ad-  
 ministration through its Divisional Superintendent at \_\_\_\_\_,  
 hereinafter called " the Administration " of the one part and  
 hereinafter called " the  
 Licensee " of the other part.

WHEREBY IT IS AGREED as follows :—

1. The Administration hereby grants unto the Licensee the liberty and license to cut and remove all the grass growing on the land of the Administration between mile \_\_\_\_\_ and mile \_\_\_\_\_ except that excluded in the schedule below for a consideration of Rs. \_\_\_\_\_ for the period extending from the \_\_\_\_\_ to the \_\_\_\_\_

2. The Licensee shall allow the employees of the Administration and the water contractors to graze their cattle on their obtaining passes from the Divisional Superintendent of the Administration at \_\_\_\_\_ to graze in the station compounds.

3. Such passes will not however permit the holders thereof to cut or remove grass from such compounds nor disentitle the Licensee to cut and remove grass from such station compounds.



4. The Licensee shall cut and remove all grass from the premises of the Administration before the expiry of the period of this license, and any grass left uncut and unremoved, will be cut and removed or otherwise disposed of by the Administration at the expense of the Licensee.

5. The Licensee shall not cause any harm or damage to any tree standing or to the wires or fencing or to any other property of the premises of the Administration and shall be liable to compensate the Administration for any loss arising out of the negligence or non-observance of any of the conditions of this license by the Licensee or by his agents.

6. The Administration will not undertake to prevent and shall not be responsible for loss or destruction by theft or fire or from any cause whatsoever of the grass either standing or cut and stacked on Railway land.

7. In the event of any servant of the Administration being detected cutting and removing the grass or any portion of it, the Licensee shall in the first instance report the matter to the Divisional Superintendent, referred to above, and the said Divisional Superintendent, will deal with such servant as the circumstances of the case seem necessary to him in his discretion.

8. The Administration will not accept any responsibility for accidents arising to the Licensee or his agents or employees while cutting or proceeding to cut grass under this license.

9. In case of any portion of the land hereunder included being required for the purposes of the Administration or for the Government, the Administration will be entitled on giving one month's notice under Signature of the said Divisional Superintendent to the Licensee to take possession of the same without being liable to pay any damage or compensation to the Licensee who will however be granted a refund of a portion of the consideration paid by him according to the discretion of the said Divisional Superintendent, which shall be final and binding upon the Licensee.

10. The Licensee will deposit a sum of Rs. \_\_\_\_\_ which sum will be liable to be forfeited to the Administration for any breach of the conditions of this license, which breach shall further entail the termination of this license without any notice. The sum deposited will be refunded on the proper completion of the work.

11. The Licensee or his agents shall only be permitted to enter the premises of the Administration on permits or other authorities granted by and under the signature of the said Divisional Superintendent, on such behalf.

SCHEDULE.

The following station yards and  
are excluded from this license and cutting of grass within the limits  
of these stations is not allowed.

AS WITNESS the signatures of the parties hereto.

For and on behalf of the Secretary  
of State for India in Council.

\_\_\_\_\_  
Witness.

\_\_\_\_\_  
Divisional Superintendent,

E. I. Ry. \_\_\_\_\_

\_\_\_\_\_  
Witness.

\_\_\_\_\_  
Licensee. .

E. 98.

**EAST INDIAN RAILWAY.**

*License for grazing cattle.*

This license is granted to \_\_\_\_\_

as a permit to graze \_\_\_\_\_ heads of cattle at \_\_\_\_\_  
or between mile \_\_\_\_\_ and mile \_\_\_\_\_ for the period from  
\_\_\_\_\_ to \_\_\_\_\_ 19 for a consideration of  
Rs. ( ) subject to the conditions  
printed on the reverse.

By order,

*Divisional Superintendent.*  
East Indian Railway.

E. 98.

**EAST INDIAN RAILWAY.**

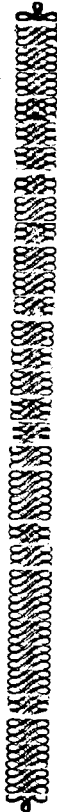
*License for grazing cattle.*

This license is granted to \_\_\_\_\_

as a permit to graze \_\_\_\_\_ heads of cattle at \_\_\_\_\_  
or between mile \_\_\_\_\_ and mile \_\_\_\_\_ for the period  
from \_\_\_\_\_ to \_\_\_\_\_ 19 for a consideration  
of Rs. ( ) subject to the conditions  
printed on the reverse.

By order,

*Divisional Superintendent.*  
East Indian Railway.



## CONDITIONS.

---

- (1) Cattle should be properly tethered and should be properly looked after.
- (2) Some person must always be in charge of the cattle whenever they are in the railway premises.
- (3) The owner is liable to prosecution under Section 125 of Railways Act if cattle strays on the railway line.
- (4) The owner shall be solely responsible for any injury done to cattle or for any accident due to the cattle straying on to the railway line. The Railway Administration will not be liable for any injury to or the death of any cattle from any cause whatsoever.
- (5) This license enables the holder to graze the cattle between the limits noted on the reverse but he shall not have any right to cut grass or to prevent the grass contractor from cutting grass on the land included in his contract.
- (6) Non-observance of any of the above conditions will entail the cancellation of this license.

## CONDITIONS.

---

- (1) Cattle should be properly tethered and should be properly looked after.
- (2) Some person must always be in charge of the cattle whenever they are in the railway premises.
- (3) The owner is liable to prosecution under Section 125 of Railways Act if cattle strays on the railway line.
- (4) The owner shall be solely responsible for any injury done to cattle or for any accident due to the cattle straying on to the railway line. The Railway Administration will not be liable for any injury to or the death of any cattle from any cause whatsoever.
- (5) This license enables the holder to graze the cattle between the limits noted on the reverse but he shall not have any right to cut the grass or to prevent the grass contractor from cutting grass on the land included in his contract.
- (6) Non-observance of any of the above conditions will entail the cancellation of this license.

EAST INDIAN RAILWAY. E. 107.

License { For angling in tanks with rods.  
For taking water from borrowpits or tanks.  
For using tanks or borrowpits as Dhobi ghats.

This license is granted to \_\_\_\_\_

for permission <sup>to angle in the tanks with rods</sup> to take water from borrowpits or tanks situate at  
<sub>to use tanks or borrowpits as Dhobi ghats.</sub>  
Mile \_\_\_\_\_ for the period from \_\_\_\_\_ to  
\_\_\_\_\_ 19— for a consideration of  
Rs. \_\_\_\_\_ ( \_\_\_\_\_ ) subject to the con-  
ditions printed on the reverse.

By order,

*Divl. Superintendent, E. I. Ry.*

EAST INDIAN RAILWAY. E. 107.

License { For angling in tanks with rods.  
For taking water from borrowpits or tanks.  
For using tanks or borrowpits as Dhobi ghats.

This license is granted to \_\_\_\_\_

for permission <sup>to angle in the tanks with rods</sup> to take water from borrowpits or tanks situate at  
<sub>to use tanks or borrowpits as Dhobi ghats.</sub>  
Mile \_\_\_\_\_ for the period from \_\_\_\_\_ to  
\_\_\_\_\_ 19— for a consideration  
of Rs. \_\_\_\_\_ ( \_\_\_\_\_ ) subject  
to the conditions printed on the reverse.

By order,

*Divl. Superintendent, E. I. Ry.*

## CONDITIONS.

---

1. Only the person to whom this license is granted may enter the Railway premises.
2. The license-holder shall not abuse the privilege granted to him in any way.
3. The Railway Administration shall not in any way be responsible for any accident or injury done to the license-holder or his properties while on the Railway premises.
4. Non-observance of any of the above conditions will render this license void and the privilege granted hereunder will be withdrawn.

## CONDITIONS.

---

1. Only the person to whom this license is granted may enter the Railway premises.
2. The license-holder shall not abuse the privilege granted to him in any way.
3. The Railway Administration shall not in any way be responsible for any accident or injury done to the license-holder or his properties while on the Railway premises.
4. Non-observance of any of the above conditions will render this license void and the privilege granted hereunder will be withdrawn.

Form No.

Vendor's License No. \_\_\_\_\_ of 19

Space for Stamp.

**EAST INDIAN RAILWAY.**

**Vendor's License for the sale of Indian Refreshments including milk, betel and fruit, etc., and other miscellaneous articles.**

I, \_\_\_\_\_  
Badge No. (s) \_\_\_\_\_ in consideration of my  
being permitted to vend\* \_\_\_\_\_

\*Here enter the articles allowed to be sold and also if the privilege is for the Platform, the Station Yard or for both.

at \_\_\_\_\_ Station for the period extending from the \_\_\_\_\_ to the \_\_\_\_\_

do hereby bind myself to the Secretary of State for India in Council as represented by the East Indian Railway Administration through its Divisional Superintendent at \_\_\_\_\_, hereinafter referred to as "the Administration," to abide by the following conditions :—

1. To deposit with the Administration as security a sum of Rs. .... for the right of vending the articles detailed above.

Amounts to be entered in words.

2. To pay in advance on the first day of each month a sum of Rs. .... on account of \_\_\_\_\_

†Here enter "hawker's fees" or "rent of Stall."

3. To always have on hand good and fresh articles and wares and to sell them at the rates fixed by the Administration and give full weight.

4. The refreshments offered for sale shall be subject daily at all times to the inspection and approval of any duly authorised officer of the Administration who shall have the right to reject and prohibit the sale of unwholesome or objectionable articles and to order their removal from the premises.

5. That myself and my Assistants when employed in the sale of the articles specified in this License shall be cleanly dressed in uniform and wear the badges to be supplied by the Administration at my cost.

6. To be subject in all matters relating to this License to the orders of the Administration and of the officer authorised by him in such connection.

7. Not to sublet the privilege of vending the above-mentioned commodities to any other person.

8. That the number of Assistants to be employed by me in vending on the Railway premises shall be limited to such number which the Administration may fix.

9. To pay at the sole discretion of the Administration a fine not exceeding a sum of Rs. 10 for each substantiated complaint in regard to bad or stale articles of food, short weight, breach of Tariff Rates, subletting of contract and absence of salemen.

10. To forfeit at the discretion of the Divisional Superintendent of the Administration at \_\_\_\_\_ my privilege of selling, and the amount or part of the amount of any security deposit for repeated complaints or for non-observance of the conditions of this License.

11. I further agree that the Administration shall have the right of cancelling my license of a vendor at any time it may consider it advisable to do so without assigning any reason to me for its action, and on such cancellation of my license I shall give up my badge (s), the value being refunded to me.

Dated \_\_\_\_\_

\_\_\_\_\_ 19 .

Signature \_\_\_\_\_

\_\_\_\_\_ Name

\_\_\_\_\_ Father's name

\_\_\_\_\_ Occupation.

} Residence and full address.

\_\_\_\_\_  
Witness.



From

E. 108.

**THE DIVISIONAL SUPERINTENDENT,***To***THE CHIEF ACCOUNTS OFFICER,***Calcutta.*

Vendor \_\_\_\_\_ Badge No. \_\_\_\_\_  
 whose Agreement is overleaf has ceased to vend at \_\_\_\_\_  
 Station on and from \_\_\_\_\_.

Will you please refund him through the Station Master \_\_\_\_\_  
 Station the sum of R. \_\_\_\_\_ his deposit with the East Indian  
 Railway Administration.

\_\_\_\_\_19 .

*Divisional Superintendent.*

RECEIVED from the East Indian Railway Administration the  
 sum of Rs. \_\_\_\_\_ being my deposit with the said Adminis-  
 tration on account of vending \_\_\_\_\_  
 at \_\_\_\_\_ Station.

Signature \_\_\_\_\_

Stamp \_\_\_\_\_

\_\_\_\_\_  
 Witness (Station Master).

\_\_\_\_\_19 .

**EAST INDIAN RAILWAY.***Spaces at stations and other accommodation allotted to outsiders.*

The following accommodation has been let on hire.

1 Station.	2 Description of accommodation.	3 Agreement No.	4 By whom occupied.	5 Date of allotment.	6 Period of license.	7 Rent payable.	8 Purpose for which required.	9 Rent to be collected by

221

No. \_\_\_\_\_

Forwarded to the Chief Accounts Officer, Calcutta.

\_\_\_\_\_  
OFFICE,\_\_\_\_\_  
19 . }\_\_\_\_\_  
Divisional Superintendent.

**EAST INDIAN RAILWAY.***Spaces at stations and other accommodation allotted to outsiders,*

The following accommodation was vacated on the dates noted.—

1 Station.	2 Description of accommodation.	3 Agreement No.	4 By whom occupied.	5 Rent payable.	6 Purpose for which required.	7 Reference to the allotment No. and date of the statement.	8 Date of vacation.	9 Rent collected by.

222

No. \_\_\_\_\_

Forwarded to the Chief Accounts Officer, Calcutta.

\_\_\_\_\_  
OFFICE,\_\_\_\_\_  
19 . }\_\_\_\_\_  
*Divisional Superintendent.*

APPENDIX IV,  
EAST INDIAN RAILWAY.

**Indian Staff Loan Fund.**

*Calcutta, 2nd May 1929.*

To

THE COMMITTEE,

Gentlemen,

I beg to submit herewith for your information a statement of the accounts of the Fund for year ended 31st March 1928. An analysis of loans sanctioned during the period is also attached, *vide* Appendix A

	Rs.	As.	P.
2. The original Capital of the Fund represented by grants from the Fine Fund ( <i>vide</i> Official Meeting Resos. 910 of 1909 and 774 of 1910) is ..	30,000	0	0

This has been supplemented by further grants from the Fine Fund on 27th June 1918, 21st January 1924 and on 9th November 1927 ( <i>vide</i> Official Meeting Resos. 321 of 1918, 1170 of 1923-24 and Railway Board's letter No. 2689 F. of 5th October 1927, copy received with docket No. A.E 281 of 9th November 1927, from the Secretary to Agent to this office) which amount to .. .. .	70,000	0	0
--	--------	---	---

The accumulated profits amount to—

	Rs.	As.	P.
1910 .. .. .	277	11	10
1911 .. .. .	1,188	12	3
1912 .. .. .	1,398	4	1
1913 .. .. .	1,833	11	6
1914 .. .. .	1,357	12	3
1915 .. .. .	1,447	7	5
1916 .. .. .	1,200	7	1
1917 .. .. .	1,196	3	11
1918 .. .. .	1,103	1	7
1919 .. .. .	1,852	8	6
1920 .. .. .	1,946	11	3

				Rs.	As.	P.
1921	..	..	..	2,014	5	11
1922	..	..	..	2,057	6	9
1923	..	..	..	2,139	2	11
1924	..	..	..	2,368	2	2
1925	..	..	..	2,495	2	8
1926	..	..	..	2,483	3	10
1927	..	..	..	1,497	0	3
1928	..	..	..	2,450	8	4
				<hr/>		
				32,307	13	6
				<hr/>		
				1,32,307	13	6
The deposit received from Sir W. A. Dring Scholarship Fund, bearing interest at 5 per cent. is				11,000	0	0
				<hr/>		
Total Working Capital at March 31st, 1928 ..				1,43,307	13	6
				<hr/>		

3. The loans sanctioned during the year compare with previous years as follows :—

Years ended June.	No. of loans.	Amount. Rs.
1928††	1,062	93,280
1927†	739	59,880
1926	813	68,160
1925	1,009	69,430
1924	887	77,350
1923	572	53,610
1922	486	50,805
1921	467	49,985
1920	377	48,555
1919	399	47,470
1918	428	46,530
1917	405	51,825
1916	439	51,080
1915	427	47,715
1914	529	53,720
1913	603	57,320
1912	406	39,460
1911	340	31,825
1910*	173	11,893

\* 11 months only—the Fund having started in August 1909.

† 9 months only ending March 31st, 1927.

†† Year ending March 31st, 1928.

4. The following is a comparison of the income, working expenditure and profits of the Fund since its initiation :—

Year.	1	2	3	4	5	6
	Interest received on loans.	Net interest, i. e., after deduction of interest paid on loans, etc.	Working expenditure.	Profits.	Original Capital plus accumulated profits.	Per cent. of profit on original Capital plus accumulated profits.
	Rs. As. P.	Rs. As. P.	Rs. As. P.	Rs. As. P.	Rs. As. P.	Rs.
1928 ..	5,674 10 10	5,124 10 10	2,674 2 6	2,450 8 4	1,32,307 13 6	1.85
1927* ..	3,843 14 3	3,431 6 3	1,934 6 0	1,497 0 3	99,857 5 2	1.50
1926 ..	5,277 4 10	4,727 4 10	2,244 1 0	2,483 3 10	98,360 4 11	2.52
1925 ..	5,071 2 8	4,475 2 8	1,980 0 0	2,495 2 8	95,877 1 1	2.60
1924 ..	4,402 13 2	3,852 13 2	1,484 11 0	2,368 2 2	93,381 14 5	2.54
1923 ..	3,829 2 11	3,279 2 11	1,140 0 0	2,139 2 11	71,013 12 3	3.01
1922 ..	3,747 6 9	3,197 6 9	1,140 0 0	2,057 6 9	68,874 9 4	2.99
1921 ..	3,704 5 11	3,154 5 11	1,140 0 0	2,014 5 11	66,817 2 7	3.01
1920 ..	3,636 11 3	3,086 11 3	1,140 0 0	1,946 11 3	64,802 12 8	3.00
1919 ..	3,482 8 6	2,932 8 6	1,080 0 0	1,852 8 6	62,856 1 5	2.95
1918 ..	3,878 12 9	2,183 1 7	1,080 0 0	1,103 1 7	41,003 8 11	2.69
1917 ..	3,876 3 11	2,276 3 11	1,080 0 0	1,196 3 11	39,900 7 4	3.00
1916 ..	3,852 2 0	2,252 2 0	1,051 10 11	1,200 7 1	38,704 3 5	3.10
1915 ..	3,770 12 9	2,467 7 5	1,020 0 0	1,447 7 5	37,503 12 4	3.85
1914 ..	3,697 10 5	2,418 7 9	1,060 11 6	1,357 12 3	36,056 4 11	3.76
1913 ..	3,620 5 3	2,404 11 6	571 0 0	1,833 11 6	34,698 8 8	5.28
1912 ..	1,518 4 1	1,518 4 1	120 0 0	1,398 4 1	32,864 13 2	4.25
1911 ..	1,306 5 3	1,306 5 3	117 8 0	1,188 13 3	31,466 9 1	3.77
1910† ..	330 3 10	330 3 10	52 8 0	277 11 10	10,277 11 10	2.70
Total ..	68,520 13 4	54,418 8 5	22,110 10 11	32,307 13 6	..	..

\* 9 months only.

† 11 months only.

5. Since the initiation of the Fund in August 1909, 17,658 applications for loans have been received and 10,561 have been granted at 5 per cent. per annum.

6. The loans granted during the year together with those for previous years still under recovery number 2,646.

7. Of the amounts Rs. 1,008-4-4 shewn as arrears in the loan account and Rs. 63-1-4, in the Capital account on account of interest outstanding, Rs. 244-14-1 and Rs. 13-10-11, respectively, have since been recovered and the balance is under recovery.

8. I was appointed to act as Secretary of the Fund with effect from 7th June 1928.

Yours faithfully,

T. B. MARTIN,

Secretary.

### Indian Staff Loan Fund.

Statement of Accounts for the year ended 31st March 1928.

Dr.	CAPITAL ACCOUNT.		Cr.
	Rs.	As. P.	
To loans outstanding bearing interest at 5 per cent. per annum ..	1,30,424	0 0	By grant from Fine Fund in 1909
			Ditto 1910
To balance on "SRPF" — "I. S. L. F." Accounts ..	7,565	8 1	Ditto 1918
Less—Warrants outstanding ..	5,309	8 0	Ditto 1924
			1927
			1,00,000 0 0
	2,256	0 1	
Amount awaiting Accountal by S.R.P.F.—I.S.L.F. ..	11,720	5 9	By Deposit received from Sir W. A. Dring Scholarship Fund Committee at 5 per cent. on six months' notice—
Interest due to the Fund to March 1928—			Rs. As. P.
Current ..	437	8 3	April 1912 ..
Arrears ..	63	1 4	June 1912 ..
			November 1913
	500	9 7	11,000 0 0
Less—Interest accrued on deposit for March 1928 ..	45	13 4	By Outstandings other than interest ..
			1,547 4 7
	454	12 3	By Accumulated profits to date ..
			32,307 13 6
Total ..	1,44,855	2 1	Total ..
			1,44,855 2 1





## APPENDIX A.

*Analysis of loans sanctioned during year ended 31st March 1928.*

Months.	Daughter's marriage.		Medical treatment.		Other domestic and religious ceremonies.		Total.	
	No. of loans.	Amount of loans.	No. of loans.	Amount of loans.	No. of loans.	Amount of loans.	No. of loans.	Amount of loans.
		Rs.		Rs.		Rs.		Rs.
April 1927 ..	..	..	..	..	..	..	..	..
May 1927 ..	121	10,380	2	190	29	2,560	152	13,130
June 1927 ..	..	..	..	..	..	..	..	..
July 1927 ..	..	..	..	..	..	..	..	..
August 1927 ..	135	10,880	8	470	37	2,890	180	14,240
September 1927 ..	..	..	..	..	..	..	..	..
October 1927 ..	..	..	..	..	..	..	..	..
November 1927 ..	129	11,135	14	1,145	34	2,785	177	15,035
December 1927 ..	156	15,240	13	1,240	40	3,610	209	20,090
January 1928 ..	139	14,185	5	510	30	2,890	174	17,585
February 1928 ..	..	..	..	..	..	..	..	..
March 1928 ..	126	9,885	10	620	34	2,665	170	13,170
<b>Total ..</b>	<b>806</b>	<b>71,705</b>	<b>52</b>	<b>4,175</b>	<b>204</b>	<b>17,400</b>	<b>1,062</b>	<b>93,280</b>

## APPENDIX V.

Annexure to  
Part III.  
Reference  
item 46.

## GOVERNMENT OF INDIA RAILWAY DEPARTMENT.

(Railway Board).

No. 2673-T.

Simla, dated the 11th October 1928.

To

The Agent,

E. I. Railway.

Dear Sir,

Instructions relating to Standardisation of Accident Relief Medical Equipments of all kinds.

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With reference to this office Memorandum No. 1113-S., dated the 24th December 1926, with which the Minute of the Standing Advisory Committee of Medical Officers on the Standardisation of Accident Equipment of all kinds was circulated, I am directed to forward herewith copies of the revised instructions relating to the distribution and maintenance of Standard Accident Relief Medical Equipments of all kinds and to state that the Railway Board desires that in supersession of all previous instructions on the subject these instructions should be followed on your Railway.

2. I am to say that the new designs for the special Medical vehicles for use on Accident Relief trains mentioned in the Instructions have not yet been approved by the Railway Board and that the same will be sent to you as soon as possible.

3. I am to request that the Board may be furnished in due course with copies of the departmental rules issued in this connection.

4. I am to say that in Scale "A" and Scale "E" equipments (*vide* Appendices I and II of the instructions) the sizes of the boxes into which the various articles are to be packed have not been given as it has not yet been possible to work out revised specifications for the boxes. These will be sent to you later,

5. I am to state that the Railway Board desire that, pending the receipt of the new designs for standard medical vehicles and the sizes of boxes, the present medical vehicles should be equipped according to the standard of medical equipment laid down in these instructions.

6. I am to add that, if more copies of the Instructions are required, they may be obtained direct from the Chief Medical Officer, North Western Railway, Lahore.

Yours faithfully,

*Sd/-*

D. A. Instruction referred to. *for Secretary, Railway Board.*

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Government of India.

RAILWAY DEPARTMENT.

(RAILWAY BOARD.)

**INSTRUCTIONS RELATING TO THE PROVISION OF  
MEDICAL VEHICLES ON ACCIDENT RELIEF TRAINS  
AND THE DISTRIBUTION AND MAINTENANCE OF  
STANDARD ACCIDENT RELIEF MEDICAL EQUIP-  
MENTS OF ALL KINDS.**

The following instructions are issued in supersession of all previous instructions :—

**1. ACCIDENT RELIEF TRAINS, MEDICAL VEHICLES—THEIR  
DISTRIBUTION AND FUNCTIONS.**

For the purposes of these instructions, accident relief trains are to be regarded as coming under two classes, *viz.*—

*First class accident relief trains—*

Stationed at divisional or district headquarters, or other selected important places.

*Second class accident relief trains—*

Other than those detailed above.

At the places where accident relief trains are stationed, there is generally a hospital or dispensary with a railway (whole-time or subsidized) medical officer or medical subordinate in charge.

A special medical vehicle is required on all first class accident relief trains, to act as a base for medical relief and first-aid. The primary function of this vehicle will be to carry medical personnel and a few medical stores to the scene of accident elaborate first-aid treatment of the injured on the spot should not be aimed at. The interests of the suffering patients will be met, rather, by prompt removal to hospital. As the transportation of patients will not be the primary function of the medical vehicle, permanent arrangements for the removal of large numbers of cases will not be specially provided. Arrangements for carrying a few stretcher cases only will be made in the medical vehicle. Room will be provided for the medical equipment, which, with the exception of such items as survey umbrellas, mattresses, etc., is to be packed into boxes, *vide* Appendix I.

## II.—STANDARD ACCIDENT RELIEF MEDICAL EQUIPMENTS OF ALL KINDS—THEIR DISTRIBUTION AND MAINTENANCE.

No.	Location.	Description of medical equipment.	Place where equipment carried or kept.	Contents.	Equipment designed to be used by.
1	On accident relief trains.	<i>First class accident relief trains.</i> Accident relief medical equipment, Scale A. First-aid box ..	Medical vehicle .. Breakdown-van ..	See Appendix 1. Do. do 4 (Item No. 1)	Medical men. Persons trained in first-aid.
		<i>Second class accident relief trains.</i> Accident relief medical equipment, Scale B. First-aid box ..	Breakdown-van .. Do, ..	See Appendix 2. Do do 4 (Item No. 1)	Medical men. Persons trained in first-aid.
2	At selected stations where there is no accident relief train, but where there is a hospital or dispensary with a railway (whole-time or subsidized) medical officer or medical subordinate in charge.	Accident relief medical equipment, Scale C. First-aid box ..	Station master's office. Do, ..	See Appendix 3. Do do 4 (Item No. 1)	Medical men. Persons trained in first-aid.
3	At selected stations other than those mentioned above, and except unimportant roadside stations.	First-aid equipment	Station master's office.	See Appendix 4	Persons trained in first-aid.
4	At large marshalling yards and other such places not adjacent to passenger stations.	First-aid equipment.	Yard master's office and/or signal cabins conveniently situated.	See Appendix 4	Persons trained in first-aid.

**II.—STANDARD ACCIDENT RELIEF MEDICAL EQUIPMENTS OF ALL KINDS—THEIR DISTRIBUTION AND MAINTENANCE—(Contd.)**

No.	Location.	Description of medical equipment.	Place where equipment carried or kept.	Contents.	Equipment desired to be used by.
5	In workshops .. ..	First-aid equipment.	Workshop foreman's office, and at other places suitably distributed throughout the workshops, clear instructions being posted up to show where the first-aid equipments are located and in whose immediate charge they are.	See Appendix 4	Persons trained in first-aid.
6	In running sheds ..	First-aid equipment.	Office of loco foreman or driver in charge.	See Appendix 4.	Persons trained in first-aid.
7	In all trains carrying passengers	First-aid box ..	With guard ..	See Appendix 4 (Item No. 1)	Persons trained in first-aid.

**NOTES REGARDING (1) MAINTENANCE OF KEYS, (2) DISPLAY OF LISTS OF CONTENTS OF BOXES, AND (3) INSPECTIONS AND REPLENISHMENTS OF EQUIPMENTS.**

**NOTE 1.—Keys.—First class accident relief trains.—(i)** The keys of the locks on the various external doors of the medical vehicle will be in duplicate, one set to be in the charge of the loco foreman and the other in charge of the medical officer or medical subordinate.

**II.—STANDARD ACCIDENT RELIEF MEDICAL EQUIPMENTS OF ALL KINDS—THEIR DISTRIBUTION AND MAINTENANCE.—(Contd.)**

(ii) The keys to open locks within the vehicle, *viz.*, the keys of the door of the store-room, those of the boxes containing the medical equipment and those of the kitchen and pantry are also to be in duplicate, one set to be in charge of the medical officer or medical subordinate, and the other set to be hung in a sealed case with glass front, fixed at a suitable place inside the vehicle, say, on the wall of the main compartment.

(iii) The keys of the wall cupboard in the breakdown-van containing the first-aid box will also be in duplicate, one set to be in charge of the medical officer or medical subordinate, and the other set to be hung in a sealed case with glass front, fixed at a suitable place inside the vehicle.

**Do. —Second class accident relief trains.—**The keys of the boxes and of the wall cupboard containing the first-aid box will be in duplicate, one set to be in the charge of the medical officer or medical subordinate and the other to be hung in a sealed case with glass front, fixed on the wall inside the van in which the equipment is kept.

**Do. —Station masters' offices with Scale C equipment.—**The keys of the boxes and of the wall cupboard containing the first-aid box will be in duplicate, one set to be in the charge of the medical officer or medical subordinate, and the other to be hung in a sealed case with glass front, fixed on the wall in the station master's office.

**Do. —Places where "First-aid equipment" kept.—**The key of the first-aid box will be hung in a sealed case with glass front, fixed on the wall.

**II.—STANDARD ACCIDENT RELIEF MEDICAL EQUIPMENTS OF ALL KINDS—THEIR DISTRIBUTION AND MAINTENANCE—(Concl'd.)**

**Do. 2.—Contents of boxes.—Lists to be displayed—**On the walls inside medical vehicles of first class accident relief trains, printed lists showing the full details of all the Scale A equipment will be affixed in a prominent place. A printed list of contents of each box in Scale A, Scale B and Scale C equipments will be affixed to the inside of the lid of the box. Similarly a list of contents will be affixed to the inside of the lid of each first-aid box. The outside of each of the boxes of Scale A, Scale B and Scale C equipments will be marked, as shown in column 5 of appendixes 1, 2 and 3, so as to indicate the contents.

**Do. 3.—Inspections and replenishments of equipments.—**Railway administrations will issue clear instructions about regular inspections of equipments at suitable intervals say, quarterly, fixing responsibility for such inspections, and laying down procedure for prompt replenishment of equipment in cases where in giving aid to injured persons equipment is used up or rendered unserviceable for further use, or where equipment is found defective at the times of the inspections. The replenishment arrangements must be well organized so that delays do not occur. Control of supplies of first-aid boxes will be effected by a system under which each box will be numbered and accounted for (Numbers may need to be stamped on the box and carrier.)

**Simla :**

*Dated the 1st October 1928.*

**D.A.—Appendices 1 to 4.**

**P. H. MAFLIN,**

*Secretary Railway Board.*



## APPENDIX 1.

*Accident Relief Medical Equipment—Scale A.*

Item No.	Names of articles.	Quantity.	Government Medical Stores, P. V. No.†	Arrangement in boxes.
1	2	3	4	5
1	Apparatus, saline infusion, Horrocks', in case.	No. 1	1359	} Box No. 1.—Marked "Surgical Instruments and Appliances, Hypodermic case, Surgeon's soap and Towels".
2	Aprons, jaconet .. ..	Nos. 2	2278	
3	Do longcloth .. ..	Nos. 6	2279	
4	Bowls, E. I. (10" size) .. ..	Nos. 8	2294	
5	Brushes, nail, in tin case .. ..	Nos. 2	2299	
6	Housewife, complete .. ..	No. 1	and 2300	
7	Hypodermic case .. ..	Case 1	2603	
	<b>Contents.</b>		....	
	2 Syringes hypodermic, record 2 c.c., with 2 rustless steel needles and 4 tubes of hypodermic tablets, viz., 2 of morphine sulph. gr. $\frac{1}{2}$ , and 2 of strychnine gr. $\frac{1}{10}$ .			
	*12 Ampoules of morphine sulph. (gr. $\frac{1}{2}$ ) solution.			
	Do strychnine (gr. $\frac{1}{10}$ ) solution.			
	*12 Do adrenalin (c.c.) solution.			
	*12 Do pituitrin (2 c.c.) solution.	..	286	
8	Irrigator, E. I., with I. R. tubing, vulcanite nozzle and push cock.	No. 1	1468	
9	Orderly's dressing case, complete ..	No. 1	2580	
10	Pins, common, packet of 1 oz. ..	Pkts. 2	2427	
11	Do safety, box of 30 .. ..	Boxes 2	2429	
12	Scissors, shop, 6" .. ..	No. 1	1079	
13	Soap, carbolic .. ..	Cakes 2	2466	
14	Surgeon's instruments and ligatures in case (or roll).	Case 1	....	
	<b>Contents.</b>			
	1 Knife, amputation .. ..	..	879	
	3 Scalpels, assorted .. ..	..	1049	
	1 Saw, amputation .. ..	..	1035	
	1 Probe .. ..	..	1006	
	1 Director .. ..	..	650	
	1 Bone forceps .. ..	..	680	
	1 Needleholder .. ..	..	930	
	1 Scissors, blunt pointed .. ..	..	1052	
	1 Do sharp pointed .. ..	..	1056	
	12 Artery forceps, Spencer Wells ..	..	687	

\* To be renewed every six months.

† Government Medical Stores P. V. numbers are given against many of the articles, for information and guidance. Various of these articles can, however, be also obtained from the St. John Ambulance Stores Depot.

## APPENDIX 1.—(Contd.)

## Accident Relief Medical Equipment—Scale A.—(Contd.)

Item No.	Names of articles.	Quantity.	Government Medical Stores P. V. No.†	Arrangement in boxes.
1	2	3	4	5
	<b>Contents.</b>			
	½ Razor, metal handle .. ..	..	..	
	1 Tongue forceps .. ..	..	744	
	1 Catheter, G. S., male, No. 8 .. ..	..	590	
	1 Esmarch's tourniquet .. ..	..	1683	
	1 Vulcanite case with 6 curved and 6 straight needles. .. ..	..	958	
	Ligatures, catgut, with needles attached, boxes, of 12 capsules, sizes 1, 2 and 3, four boxes of each size. .. ..	..	....	
	Ligatures, linen, sterilized, 1 box of 12 envelopes, 30' in each (6 envelopes of size O, 4 of size 2, and 2 of size 5). .. ..	..	1660	} Box No. 1.—Marked "Surgical Instruments and Appliances, Hypodermic case, Surgeon's soap and Towels."
15	Stethoscope, metal, screw .. ..	No. 1	1603	
16	Sterilizer for instruments only .. ..	No. 1	1585	
17	Tourniquet, Esmarch's, I. R., bandage and cord in tin case. .. ..	Nos. 6	1683	
18	Towels, hand, surgeon's .. ..	Nos. 12	....	
19	Trays, E. I., for instruments, 12"×8" .. ..	Nos. 2	2488	
20	Chloroform, in 1 oz. tubes .. ..	Tubes 12	77	} Box No. 2.—Marked "Chloroform, Antiseptics, Drugs, Measure glasses, Corkscrew and Stopper loosener".
21	Forceps, tongue .. ..	No. 1	744	
22	Inhalers, chloroform, Skinner's .. ..	Nos. 2	1455	
23	Liqr. morphia hydrochlor. in stoppered bottle. .. ..	Oz. 1	196	
24	Lysol, in stoppered bottle (labelled "To be used in the strength of 2 drachms to 1 pint of water"). .. ..	Lbs. 2	203	
25	Picric acid solution, 1 per cent. in stoppered bottle. .. ..	Do 4	20	
26	Spirit ammon. aromat., in stoppered bottle. .. ..	Lb. 1	349	
27	Do etheris in stoppered bottle .. ..	Ozs. 2	347	
28	Do methylatus, in stoppered bottle .. ..	Lbs. 6	350	
29	Tablets, disinfectant, hydrarg. perchlor., 8½ grs., in stoppered bottle. .. ..	Nos. 100	366	
30	Tablets, intravenous saline co., 36 grs., tube of 12. .. ..	Tubes 4	409	
31	Tincture iodi mitis, in stoppered-bottle. .. ..	Ozs. 12	490	
32	Corkscrew, folding .. ..	No. 1	2317	
33	Measure glass, minimum and tumbler, in case, .. ..	Nos. 2	2383	

†Government Medical Stores P. V. numbers are given against many of the articles, for information and guidance. Various of these articles can, however, be also obtained from the St. John Ambulance Stores Depot.

## APPENDIX 1.—(Contd.)

## Accident Relief Medical Equipment—Scale A.—(Contd.)

Item No.	Names of articles.	Quantity.	Government Medical Stores P. V. No.†	Arrangement in boxes.
1	2	3	4	5
34	Stopper loosener .. ..	No. 1	2479	} Box No. 3.—Marked "Cloth, Gauze, Adhesive plaster, Swabs, Wool, Bandages, First Field Dressings and Sheets".
35	Gauze, plain, compressed, packet of 3 yds.	Pkts. 25	1731	
36	Lint, plain, compressed, packet of 1 oz.	Do 16	1738	
37	Plaster, adhesive, 1" tape ..	Reels 6	2432	
38	Swabs, gauze, sterilized, in tins of 25	Tins 8	1740	
39	Wool, cotton, absorbent, compressed, packet of 2 ozs.	Pkts. 100	1750	
40	Do do do 1 lb. packets	Do 6	1749	
41	Bandages, loose woven, compressed	Nos. 100	1721	
42	Do triangular, compressed ..	Nos. 50	1724	
43	First field dressings, army pattern ..	Nos. 100	1725	
44	Sheets, bed, cotton, 7'×5' ..	Nos. 6	....	
45	Splint, knee, Thomas', 23" ring ..	No. 1	1549	
46	Do do do 26" ring ..	No. 1	1549	
47	Do do do sliding foot piece for.	Nos. 2	1550	
48	Do do do heel clips for	Nos. 2	1551	
49	Do arm, do Sinclair's swivel pattern.	Nos. 2	....	
50	Splints, arm and forearm, wooden, set of 9.	Sets 2	1538.	} Box No. 4.—Marked "Splints, Sand bags, Waterproof sheeting, Hammer, Nails, Chisel, and Saw".
51	Do, wooden, extensible, set of 6	Do 4	St. John Ambulance Stores Depot.	
52	Splinting, wooden, Gooch's, roll of 48"×22".	Roll 1	1575	
53	Splints, thigh Liston's, wooden, set of 4.	Sets 2	1569	

†Government Medical Stores P. V. numbers are given against many of the articles, for information and guidance. Various of these articles can, however, be also obtained from the St. John Ambulance Stores Depot.

## APPENDIX 1.—(Contd.)

## Accident Relief Medical Equipment—Scale A.—(Contd.)

Item No.	Names of articles.	Quantity.	Government Medical Stores P. V. No.†	Arrangement in boxes.
1	2	3	4	5
54	Sand bags, 3'×6" ..	Nos. 6	....	} Box No. 4—Marked "Splints, Sand bags, Waterproof sheeting, Hammer, Nails, Chisel, and Saw."
55	Waterproof sheeting, 31 wide, rolled on roller.	Yds. 8	2501	
56	Hammer, lb. size .. ..	No. 1	....	
57	Nails, wire, assorted sizes	Lb. 1	....	
58	Chisel, 1" blade .. ..	No. 1	....	
59	Saw, 1' long .. ..	No. 1	....	
60	Brandy (Exshaw No. A1 or equivalent).	Bots. 2	....	
*61	Bovril or equivalent, in bottles of 2 oz. each.	Ozs. 4	....	
*62	Mellin's Good or equivalent	Bots. 2	....	
*63	Milk, condensed, unsweetened, ½ lb. tins.	Tins 12	....	
64	Sugar, in lever-lid tin .. ..	Lbs. 4	....	} Box No. 5.—Marked "Medical Comforts, Tumblers, Feeding Cups and Soap".
65	Tea, Brooke Bond, or equivalent, in lever-lid tin.	Lb. 1	....	
66	Etna, with 2 cups and stove ..	Nos. 2	2327	
67	Soap, carbolic .. ..	Cakes 4	2466	
68	Spoons, tea .. ..	Nos. 4	2475	
69	Teapot, E. I. (4-cup size) ..	No. 1	....	
70	Tin opener .. ..	No. 1	2486	
71	Tumblers, aluminium, large ..	Nos. 4	2495	
72	Cups, feeding, E. I. .. ..	Nos. 4	2319	
73	Bottles, hot-water, copper, of sizes	Nos. 4	....	
74	Degchies, aluminium, with covers, the largest not more than 8" dia., set of 4.	Set 1	....	} Box No. 6.—Marked "Hot-water Bottles, Degchies, Kettle, Punkhas, Chagals, Water-bottles, Note-books, Wash-hand Basins, Jugs and Buckets."
75	Kettle, aluminium, 2-quart size ..	No. 1	....	
76	Hand punkhas (Brab tree palm) ..	Nos. 12	....	
77	Chagals, canvas .. ..	Nos. 6	....	
78	Water-bottles with drinking cup and strap.	Nos. 4	....	
79	Note-books with pencil ..	Nos. 2	....	
80	Tally-books with pencil ..	Nos. 2	....	
81	Basins, wash-hand, E. I. 10" dia. ..	Nos. 2	....	
82	Buckets, G. I., 1-gallon size ..	Nos. 2	....	
83	Jug, water, E. I., medium size ..	Nos. 2	....	

\*To be renewed every six months.

† Government Medical Stores P. V. numbers are given against many of the articles, for information and guidance. Various of these articles can, however, be also obtained from the St. John Ambulance Stores Depot.

## APPENDIX 1.—(Concl'd.)

## \*Accident Relief Medical Equipment—Scale A.—(Concl'd.)

Item No.	Names of articles.	Quantity.	Government Medical Stores P. V. No.†	Arrangement in boxes.	
1	2	3	4	5	
84	Tarpaulin, 10'—8' ..	No. 1	....	} Box No. 7.—Marked "Tarpaulin, Bed Pan and Urinal".	
85	Pan, bed, E. I., slipper-shaped ..	No. 1	2401		
86	Urinal, male, E. I. ..	No. 1	2498		
87	Stove Primus, 4 burners ..	No. 1	....	} Box No. 8.—Marked "Primus Stoves, Lamps and Kerosine oil".	
88	Do do single burner ..	No. 1	....		
89	Lamps, hand, hurricane ..	Nos. 4	....		
90	Oil, kerosine, Snow Flake or equivalent,	Tin 1	....		
91	Lamps, petrol, incandescent ..	Nos. 2	....	} Box No. 9.—Marked "Blankets".	
92	Blankets, 7'×5', in dust-proof metal or metal-lined box.	Nos. 6	....		
	Do do do	Nos. 6	....		Do No. 10.— Do do.
	Do do do	Nos. 6	....		Do No. 11.— Do do.
	Do do do	Nos. 6	....	Do No. 12.— Do do.	
93	Stretchers, folding ..	Nos. 3	St. John Ambulance Stores Depot.	Do No. 13.—Marked "Stretchers".	
	Do do ..	Nos. 3	Do.	Do No. 14.— Do do.	
94	Camp stools, folding ..	Nos. 4	....	Not packed in boxes.	
95	Do tables, do ..	Nos. 2	....	Do do.	
96	Mattresses, coir (enclosed in gunny bag to prevent being solid by dust).	Nos. 4	....	Do do.	
97	Pillows, coir (enclosed in gunny bag to prevent being solid by dust).	Nos. 4	....	Do do.	
98	Umbrellas, survey ..	Nos. 3	....	Do do.	

† Government Medical Stores P. V. numbers are given against many of the articles, for information and guidance. Various of these articles can, however, be also obtained from the St. John Ambulance Stores Depot.

## APPENDIX 2.

*Accident Relief Medical Equipment—Scale B.*

Item No.	Names of articles.	Quantity.	Government Medical Stores P. V. No.†	Arrangement in boxes.
1	2	3	4	5
1	Apparatus saline infusion, Horrocks', in case.	No. 1	1359	} Box No. 1.—Marked "Surgical instruments and appliances, Hypodermic case, Surgeons' soap and towels".
2	Apron, jaconet .. ..	No. 1	2278	
3	Bowls, E. I. (10" size) ..	Nos. 2	2294 2299	
4	Brushes, nail, in tin case ..	No. 1	} and 2300	
5	Housewife, complete .. ..	No. 1	2603	
6	Hypodermic case .. ..	Case 1	....	
	<b>Contents.</b>			
	2 Syringes hypodermic, record 2 c.c., with 2 rustless steel needles and 4 tubes of hypodermic tablets, viz., 2 of morphine sulph. gr. $\frac{1}{8}$ , and 2 of strychnine gr. $\frac{1}{80}$ .			
	*12 Ampoules of morphine sulph. (gr. $\frac{1}{8}$ ) solution.			
	*12 Do strychnine (gr. $\frac{1}{80}$ ) solution.			
	*12 Do adrenalin ( $\frac{1}{2}$ c.c.) solution.			
	*12 Do pituitrin ( $\frac{1}{2}$ c.c.) solution .. ..	....	286	
7	Orderly's dressing case, complete ..	No. 1	2580	
8	Pins, common, packet of 1 oz. ..	Pkt. 1	2427	
9	Do, safety, box of 30 .. ..	Box 1	2429	
10	Scissors, shop, 6" .. ..	No. 1	1079	
11	Soap, Carbolic .. ..	Cakes 2	2466	
12	Surgeon's instruments and ligatures in case (or roll).	Case 1	....	
	<b>Contents.</b>			
	1 Knife, amputation .. ..	..	879	
	3 Scalpels, assorted .. ..	..	1049	
	1 Saw, amputation .. ..	..	1035	
	1 Probe .. ..	..	1006	
	1 Director .. ..	..	650	

\* To be renewed every six months.

† Government Medical Stores P. V. numbers are given against many of the articles, for information and guidance. Various of these articles can, however, be also obtained from the St. John Ambulance Stores Depot.

## APPENDIX 2.—(Contd.)

## Accident Relief Medical Equipment—Scale B.—(Contd.)

Item No.	Names of articles.	Quantity.	Government Medical Stores P. V. No.†	Arrangement in boxes.
1	2	3	4	5
	<b>Contents.</b>			
	1 Bone forceps .. ..	..	680	} Box No. 1.—Marked "Surgical instruments and appliances, Hypocermic case Surgeons soap and towels".
	1 Needleholder .. ..	..	930	
	1 Scissors, blunt pointed .. ..	..	1052	
	1 Do sharp do. .. ..	..	1056	
	12 Artery forceps, Spencer Wells' .. ..	..	678	
	1 Razor, metal handle .. ..	..	....	
	1 Tongue forceps .. ..	..	744	
	1 Catheter, G. S. male, No. 8 .. ..	..	590	
	1 Esmarch's tourniquet .. ..	..	1683	
	1 Vulcanite case with 6 covered and 6 straight needles.	..	958	
	Ligatures, catgut, with needles attached, boxes of 12 capsules, sizes 1, 2 and 3, four boxes of each size.	..	1760	
	Ligatures, linen, sterilized, 1 box of 12 envelopes, 30" in each (6 envelopes of size 0, 4 of size 2, and 2 of size 5)	..	1760	
13	Stethoscope, metal screw .. ..	No. 1	1603	
14	Sterilizer for instruments only .. ..	No. 1	1585	
15	Towels, hand, surgeon's .. ..	Nos. 6	....	
16	Tray, E. L., for instruments, 12"×8" .. ..	No. 1	2488	
17	Chloroform, in 1 oz. tubes .. ..	Tubes 12	77	
18	Inhalers, chloroform, Skinner's .. ..	No. 1	1455	
19	Liq. morphia hydrochlor., in stoppered bottle.	Oz. 1	196	
20	Lysol, in stoppered bottle (labelled "To be used in the strength of 2 drachms to 1 pint of water").	Lb. 1	203	
21	Picric acid solution, 1 per cent. in stoppered bottle.	Lbs. 2	20	
22	Spirit, ammon. aromat., in stoppered bottle.	Ozs. 4	349	
23	Do methylatus, in stoppered bottle	Lbs. 4	350	
24	Tablets, disinfectant, hydrarg. perchlor., 8½ grs. in stoppered bottle.	Nos. 50	366	
				} Box No. 2.—Marked "Chloroform, Antiseptics, Drugs, Measure glasses, Corkscrew, Stopper loosener".

\* To be renewed every six months.

† Government Medical Stores P. V. numbers are given against many of the articles, for information and guidance. Various of these articles can, however, be also obtained from the St. John Ambulance Stores Depot.

## APPENDIX 2.—(Contd.)

## Accident Relief Medical Equipment—Scale B.—(Contd.)

Item No.	Names of articles.	Quantity.	Government Medical Stores P. V. No.†	Arrangement in boxes
1	2	3	4	5
25	Tablets, intravenous saline co., 36 grs. tube of 12.	Tubes 2	409	} Box No. 2.—Marked "Chloroform, Antiseptics, Drugs, Measure glasses, Corkscrew, Stopper loosener."
26	Tincture iodi mitis, in stoppered bottle.	Ozs. 6	490	
27	Corkscrew, folding .. ..	No. 1	2317	
28	Measure glass, minimum and tumbler, in case.	No. 1	2383	
29	Stopper loosener .. ..	No. 1	2479	
30	Gauze, plain, compressed, packet of 3 yds.	Pkts. 10	1731	} Box No. 3.—Marked "Gauze, Lint, Adhesive plaster, Wool, Bandages First field dressings".
31	Lint, plain, compressed, packet of 1 oz.	Do 8	1738	
32	Plaster, adhesive, 1" tape ..	Ree. 1	2432	
33	Wool, cotton, absorbent, compressed, packet of 2 oz.	Pkts. 32	1750	
34	Do do do 1 lb. packet	Do 3	1749	
35	Bandages, loose woven, compressed	Nos. 50	1721	
36	Do, triangular, compressed ..	Nos. 25	1724	
37	First field dressings, army pattern ..	Nos. 25	1725	
38	Splints, knee, Thomas', 23" ring ..	No. 1	1549	
39	Do do do 26" do ..	No. 1	1549	
40	Do do do sliding foot piece for.	Nos. 2	1550	} Box No. 4.—Marked "Splints and Clasp knife".
41	Do do do heel clips for	Nos. 2	1551	
42	Do arm, do Sinclair's swivel pattern.	No. 1	....	
43	Do do and forearm, wooden, set of 9.	Set 1	1538	
44	Do wooden, extensible, set of 6..	Sets 2	St. John Ambulance Stores Depot. 1575	
45	Splinting, wooden, Gooch's, roll of 48" x 22".	Roll 1	1575	
45	Splints, thigh, Liston's, wooden, set of 4.	Set 1	1569	
47	Clasp knife .. ..	No. 1	....	

† Government Medical Stores P. V. numbers are given against many of the articles, for information and guidance. Various of these articles can, however, be also obtained from the St. John Ambulance Stores Depot.



## APPENDIX 2—(Concl'd.)

## Accident Relief Medical Equipment—Scale B.—(Concl'd.)

Item No.	Names of articles.	Quantity.	Government Medical Stores P. V. No.†	Arrangement in boxes.
1	2	3	4	5
48	Brandy (Exshaw No. 1 or equivalent)	Bot. 1	....	} Box No. 5.—Marked "Medical comforts, Teapot, Kettle, Primus stove, Cups, Water bottles, Note-books".
*49	Bovril, or equivalent, in 2 oz. bottle	Bots. 2	....	
*50	Mellin's Food or equivalent ..	Bot. 1	....	
*51	Milk, condensed, unsweetened, $\frac{1}{4}$ lb. tins.	Tins 6	....	
52	Sugar, in lever-lid tin .. ..	Lb. 1	....	
53	Tea, Brooke Bond, or equivalent, in lever-lid tin.	Lb. 1	....	
54	Cup and saucer, E. I. .. ..	Nos. 2	....	
55	Spoons, tea .. ..	Nos. 2	2475	
56	Stove, Primus, single burner ..	No. 1	....	
57	Etna, with 2 cups and stove ..	No. 1	2327	
58	Teapot, E. I., small .. ..	No. 1	....	} Box No. 5.—Marked "Medical comforts, Teapot, Kettle, Primus stove, Cups, Water bottles, Note-books".
59	Kettle, aluminium, small ..	No. 1	....	
60	Water bottles, with drinking cup and strap.	Nos. 2	....	
61	Note-books with pencil ..	Nos. 2	....	
62	Tally-books with pencil ..	Nos. 2	....	
63	Blankets, 7'x5', in dust-proof metal or metal-lined box.	Nos. 6	....	
	Do do do	Nos. 6	....	Box No. 6.—Marked "Blankets".
	Do do do	Nos. 6	....	Do No. 7.— Do do.
	Do do do	Nos. 6	....	Do No. 8.— Do do.
	Do do do	Nos. 6	....	Do No. 9.— Do do.
64	Stretchers, folding .. ..	Nos. 3	St. John Ambulance Stores Depot.	Do No. 10.— Do Stretchers.
	Do do .. ..	Nos. 3	Do	Do No. 11.— Do do.

\* To be renewed every six months.

† Government Medical Stores P. V. numbers are given against many of the articles, for information and guidance. Various of these articles can, however, be also obtained from the St. John Ambulance Stores Depot.

## APPENDIX 3.

*Accident Relief Medical Equipment—Scale C.*

Item No.	Names of articles.	Quantity.	Government Medical Stores P. V. No.†	Arrangement in boxes.
1	2	3	4	5
	Boxes Nos. 1 to 5 as in Scale B, Appendix 2.	..	....	Boxes numbered 1 to 5 and marked as shown in Scale B, Appendix 2, Col. 5.
	Blankets, 7'×5', in dust-proof metal or metal-lined box.	Nos. 6	....	Box No. 6.—Marked "Blankets".
	Stretchers, folding .. ..	Nos. 3	St. John Ambulance Stores Depot.	Box No. 7.—Marked "Stretchers".

† Government Medical Stores P. V. numbers are given against many of the articles, for information and guidance. Various of these articles can, however, be also obtained from the St. John Ambulance Stores Depot.



## APPENDIX 4.—(Contd.)

*First-aid equipment.*

## NOTES.

**Note (i).**—*The First-aid Box for Accident Relief Train Break-down-vans, Station Masters offices and trains carrying passengers.*—The quantities of the items contained in the box should be as shown above. The box itself should be made of metal, with the lid fitting well down over the sides so as to be dust-proof and may be placed inside a canvas case or basket, or other carrier. In accident relief train breakdown-vans and in Station Masters offices, it should be kept in a small wall cupboard, marked "First-aid Box" and having a lock and key. In trains carrying passengers it should be part of the guard's equipment while on duty with the train to be handed to the relieving guard or to the Station Master at the place where the guard relinquishes the train. The lid of the First-aid Box with guards should have a seal.

**(ii).**—*The First-aid Box for yards, workshops and running sheds.*—The quantities of the items contained in the box may, according to local requirements, be increased beyond those shown above, and also additional items as may be necessary and as are approved by the C. M. O. can be provided, e. g.,—Tinct. iodine, oz. 2, in "St. John" iodine application bottle (St. John Ambulance Stores Depot), Soda bicarb, oz. 4, in dredger (St. John Ambulance Stores Depot), etc.

With regard to the pattern of the box, the St. John Ambulance Stores Depot supply a box named "Factory First-aid Outfit B" which is a suitable pattern.

**(iii).**—The following list of instructions is considered suitable. It can be printed on a sheet placed inside the First-aid Box, with the list of contents :—

### INSTRUCTIONS REGARDING TREATMENT OF MINOR INJURIES.

*(To be painted on a sheet placed inside the First-aid Box.)*

The equipment contained in this box is only for first-aid, and is for the use of those trained in first-aid.

## A Scratch or Slight Wound.

Treat every scratch or slight wound immediately.

Apply tincture of iodine over the broken surface once and allow to dry.

Do not attempt to wash the wound at all.

Apply a "sterilized dressing". A bandage can be applied over this dressing if necessary. Do not touch the part of the sterilized dressing which is put next to the wound.

Blood poisoning or septic infection of a wound is caused by introducing germs into it. A sterilized dressing should, therefore, always be used, as it is free from germs. Iodine sterilizes the wound and makes any dirt harmless.

Hands are never free from germs and should never touch the wound or the part of the dressing to be applied to the wound.

## A Burn or Scald.

Cover the injured part with a dry "sterilized burn dressing".

NOTE.—Ointment or oil, such as Carron oil, should not be used for a first-aid dressing. Carron oil is not sterile. Its use may also interfere with any subsequent treatment by a Doctor.

Do not prick a blister, except under medical advice. It is no part of the first-aid treatment.

## A Foreign Body in the Eye.

Apply a drop or two of the castor oil to the inner side of the lower lid.

The eye can then be covered with a pad (e. g., a clean handkerchief folded), which should be gently bandaged on.

Go to a Doctor at once.

Do not try to remove any particle which cannot be brushed away.

APPENDIX VI.

Uniforms—The following staff are given uniform by the Railway :—

Serial No.	Designation.	SUMMER				WINTER				Remarks.
		Name of garment or article.	Reference to description.	Reference to type.	Issues.	Name of garment or article.	Reference to description.	Reference to type.	Issues.	
1	2	3	4	5	6	7	8	9	10	11
1	Jemadars, Office Peons, Message Boys, Bearers of Head Office, including Peons of Inspectors, Inspectors of Works, Transportation, etc.	Coat ..	4	W	2 yearly ..	Coat ..	10	..	1 alternate years.	N. B.—Warm pyjamas to be given to Upper Divisions staff only and Officers' and Inspectors' personal peons of the 3 Lower Divisions who are required to go on the line during winter months. Putties to be issued with winter uniforms excepting in cases when an employee receives his summer uniforms as his first supply during service.
		Pyjamas ..	5	..	2 pairs yearly.	Pugree ..	11	..	1 yearly ..	
		Pugree ..	6	..	2 yearly ..	Putties ..	9	..	1 .. ..	
		Cross Belt	7	}	1 .. ..	Pyjamas ..	99	..	1 alternate years.	
		Waist Belt	8							
2	Chowkidars, Durwans ..	Blouse ..	16	..	1 .. ..	Blouse ..	16	..	1 yearly ..	Engineering Department Chowkidars should be given red pugrees.
		Pugree ..	17	..	1 .. ..	Pugree ..	17	..	1 .. ..	
		Putties ..	18	..	1 .. ..					
		Belt ..	..	..	Once during service.					

Annexure to Part III.  
Reference item 96 A.

3	Saloon attendants ..	Coat ..	19	S	2 yearly ..	Coat ..	22	..	Every 2 years.
		Pyjamas ..	20	..	2 .. ..				
		Pugree ..	21	..	2 .. ..	Pyjamas ..	23	..	" ..
4	Station Superintendent, Howrah Asansol, Moghalserai and Lucknow.	Special uniform.							
5	Station Masters, European Yard Masters, Deputy Station Superintendents, Head Travelling Ticket Inspectors, Chief Yard Masters, Head Train Examiners, Deputy Yard Masters, Assistant Yard Masters, Foreman, Train Examiners and Grade I, Train Examiners.	Coat ..	12	D	2 yearly ..	Coat ..	13	E	1 yearly ..
		Trousers	27	..	3 .. ..	Trousers	100	..	1 pair yearly.
		Helmet ..	54	..	Every 2 years.	Cap ..	55	..	1 yearly ..
6	Assistant Station Masters, Platform Supervisors, Platform Inspectors, Platform Assistants, European Relieving Assistant Station Masters, Cabin Masters, Enquiry Clerks at Howrah, Cabin Assistants, Intermediate class waiting room Supervisor, Head Parcels Clerk, Howrah, Train Examiner Grade I, Luggage Inspector, Signaller-in-charge, Station Sergeants, Luggage and Parcel Supervisor, Assistant Head Parcels Clerk, Electrical Inspectors, Travelling Ticket Inspectors, Grade II, Train Examiners.	Coat ..	14	..	2 yearly ..	Coat ..	15	..	1 .. ..
		Trousers	27	..	3 .. ..	Trousers	25	..	" ..
		Helmet ..	54	..	Every 2 years.	Cap ..	72	..	" ..
						Overcoat	94	..	Every 3 years.

3 White suits to be supplied yearly at cost of Rs. 57 and Rs. 90 for a winter suit to last for 2 years plus a cap at a cost of Rs. 20 to last for 2 years and a cap badge at a cost of Rs. 40 once during service.

Head Train Examiner, Howrah Coaching to have block top cap.

Overcoats to be issued to Platform Inspectors, Luggage Inspectors, Travelling Ticket Inspectors and the rests of the staff mentioned under this item who are stationed on the 3 upper divisions.

# Uniforms :—

Serial No.	Designation.	SUMMER.				WINTER.				Remarks.
		Name of garment or article.	Reference to description.	Reference to type.	Issues.	Name of garment or article.	Reference to description.	Reference to type.	Issues.	
1	2	3	4	5	6	7	8	9	10	11
7	Guards, Relieving Guards, Gunner Guards, Conductor Guards, Assistant Yard Foremen, Ticket Collectors and Examiners, Train Examiners, Assistant Train Examiners, Electricians, Pilot Guards, Train Examiners below Gr. II, Assistant Train Examiners.	Coat ..	26	F	6 first issue 3 yearly thereafter.	Coat ..	28	F	1 yearly ..	Guards will in addition be supplied with a leather Cross Belt with E. I. R. monogram. Watch pouch and whistle once in service; to be replaced when condemned.  D. class Guards of the original O. & R. Ry. and Grade Guards of the original E. I. Ry. are to be provided with white helmets.
Trousers		27	..	..	Trousers	25	..	.. ..		
Helmet ..		64	..	Every 2 years.	Overcoat	94	..	Every 3 years.		
8	Imperial Mail Train attendants ..	Coat ..	1	A	6 yearly ..	Coats ..	2	B	2 yearly ..	
Trousers		39	..	6 pairs yearly.	Trousers ..	101	..	2 .. ..		
Helmet ..		68	..	Every 2 years.	Cap ..	69	..	1 .. ..		
9	Female Ticket Collectors, Booking Clerks.	Overalls ..	3	C	6 first issue 3 yearly thereafter.	Blouse ..	102	C	1 .. ..	Cloth may be issued at the option of the wearers to be made-up at their own expense, but all such uniform must be of the standard pattern authorised by this Railway.
					Skirt ..	103	C	1 .. ..		



		Hats	..	60	..	1 yearly ..							
10	Indian Guards, Second Guards ..	Coat	..	26	F	6 first issue 3 yearly thereafter.	Coat	..	28	F	1 .. ..	Indian Guards are permitted to wear Pugrees instead of Caps when they belong to a race which ordinarily wear Pugrees.	
		Trousers		27	..	6 pairs first issue. 3 yearly thereafter.	Trousers		25	..	1 pair yearly.		
		Cap or	..	65	..	1 yearly ..	Overcoat		94	..	Every 3 years.		
		Pugree	..	6	..	2 .. ..							
11	Indian Passenger Superintendents, Civil and Military.	Coat	..	57	K	3 .. ..	Coat	..	31	I	Every 2nd year	Arm badges with "Passenger Superintendent" embroidered in Block letters on red cloth in English, Urdu, Hindi and Bengalee will be worn in both arms.	
		Trousers		27 or 30	..	3 pairs yearly.	Trousers		100	..	.. ..		
		Pugree	..	56	..	2 yearly ..	Pugree	..	32	..	1 yearly ..		
							Overcoat		95	..	Every 3 years.		
12	Indian Assistant and Relieving Station Masters at Howrah.	Coat	..	33	F	2 .. ..	Coat	..	28	F	1 yearly ..	To Assistant Station Masters at Dhanbad, Barakar, Gomoh, Gaya, Sahebgunge, Jamalpur, Patna Jn., Mirzapur, Fatehpur, Etawah, Hathras, Low Leve Aligarh, Benares Cantt., Jaunpur, Fyzabad Jn., Barabanki, Lucknow, Rae Bareli, Shahjahanpur, Bareilly Jn., Moradabad, Lhaksar, Roorkee, Haridwar, Dehra Dun and Partabgarh and Platform Assistant Kiul, Mokameh are also supplied with the same uniform as prescribed for Indian Assistant Station Masters at Howrah.	
		Trousers		27	..	3 .. ..	Trousers		25	..	1 pair yearly.		
		Cap	..	89	..	1 .. ..							

# Uniforms :—

SUMMER.						WINTER.				
Serial No.	Designation.	Name of garment or article.	Reference to description.	Reference to type.	Issues.	Name of garment or article.	Reference to description.	Reference to type.	Issues.	Remarks.
1	2	3	4	5	6	7	8	9	10	11
1.	Indian Station Masters, Assistant Station Masters, Stock Takers, Weigh Clerks, Assistant Booking Clerks, Flag Station Masters, Booking Clerks, Luggage Clerks, Parcel Clerks, Train Clerks, Number Takers, General Clerks at Way Side Stations, Goods and Assistant Goods Clerks, Signallers, Indian Despatch Delivery Clerks, Head Parcels Clerks, Parcels Delivery Clerks, Head Trains Clerks, Head Booking Clerks, Head Goods Clerks, Through Goods Clerks, Store Goods Clerks, Head Signallers, Relieving Signallers, Shed Clerks, (Transportation) Loading and Octroi Clerks, Tally Clerks, Relieving Asst.	Coat .. or Chapkan ..  Trousers ..  Cap .. or Pugree ..	33 .. 27 90 6	F .. .. .. ..	1 yearly .. 1 .. .. 2 pairs yearly. 1 yearly .. 1 .. ..	Coat ..  Trousers ..  Overcoat ..	28  25 94	F .. ..	1 yearly ..  (See margin.)  Every 3 years.	D and C class Station Masters of the Oudh and Rohilkhand Sections to have European Style of coats, alpaca 2 yearly and 3 pairs trousers.  One pair warm trousers yearly for each to be issued to men of the upper divisions only, Moradabad, Lucknow and Allahabad.  Overcoats to be issued to Luggage Loaders, Number Takers and Van Goods Clerks only.

Station Masters, Van Goods Clerks, Cabin Assistants, General Assistants, Assistant Parcel Clerks, Assistant Trains Clerks, Enquiry Clerks, Assistant Enquiry Clerks, Head Despatch Clerks, Assistant Despatch Clerks, Gate Pass Clerk and Collectors, Assistant Gate Pass Clerk and Collectors, Street Delivery Clerks, Supervisors of Calcutta City Booking Offices, Indoor Assistant Station Masters, Van Clerks, Relieving Clerks, Sub Assistant Goods Clerks, Unloading Clerks, Mill Siding Clerks, Mineral Clerks, Junction and Invoice Clerks.

Annually—  
Coat alpaca .. 1  
Tousers .. 2 pairs

14	Indian Head Gunners and Gunners, Shunting Jemadars.	Coat ..	46	F	2 yearly ..	Coat ..	28	F	1 yearly ..
		Trousers	66	..	2 pairs yearly.	Trousers ..	25	..	(See margin.)
		Cap with designation scroll or Pugre	59	..	1 yearly ..	Putties ..	40	..	1 pair yearly.
			21	..	2 " ..	Overcoat ..	94	..	Every 3 years.
15	Indian Yard Foremen, Luggage Loaders, Supervisors, Inspectors.	Coat ..	26	F	2 " ..	Coat ..	28	F	1 yearly ..
		Trousers	27	..	2 pairs yearly.	Trousers ..	25	..	1 pair yearly.
		Cap ..	65	..	1 yearly.				

Indian Gunners are permitted to wear pugrees instead of caps when they belong to a race which ordinarily wears pugrees. Metal scrolls "Indian Gunner" will be supplied for use with pugrees.

Warm trousers for winter to be issued to men of the three upper divisions only (Allahabad, Lucknow and Moradabad).

Khaki drill trousers to be issued to the Staff of the Upper Divisions only and putties to be issued to the Staff of the Lower Divisions only.

# Uniforms :—

SUMMER.						WINTER.				
Serial No.	Designation.	Name of garment or article.	Reference to description.	Reference to type.	Issues.	Name of garment or article.	Reference to description.	Reference to type.	Issues.	Remarks.
1	2	3	4	5	6	7	8	9	10	11
17	Shunting Porters, Telegraph Peons, Signalmen, Pointsmen, Box Coolies, Station Lampmen, and Sweepers, Bhisties, Porters, Trolley Signalmen, Watch Jemadars, Traffic Menials employed on Bridges, Gate-keepers, Crane-men, Carriage Cleaners, Carpenters, Electric Khalasies, Travelling Oilers, Trollymen, Sweepers, Bridge Jemadars, Ballast train flagmen, Hindu watermen, Guards running room callmen, Running Shed callmen, Loco. Yard Pointsmen, Lamp Supervisors, Entrance Gate-keepers at Howrah Chainmen, Carriage Fitters, Running Shed Pointsmen, Cabin Jemadars, Tindals, Sealmen and Rolling Stock Staff who are on train passing duties.	Blouse .. Pugree .. Dhoti .. or Pyjamas	34 17 or 86 35 58	P .. .. ..	1 half-yearly. 1 half-yearly. 2 yearly .. 1 pair yearly.	Jersey .. Putties ..	37 18	.. ..	1 yearly .. 1 pair yearly.	Rolling Stock Staff should be supplied with one pair pyjamas half-yearly instead of dhoti. The following men should be supplied with leather belts and brass badges according to their respective designation :—  Pointsmen, Cabin Jemadars, Telegraph Peons, Gate-keepers and Arm badges to Hindu Watermen, Bhisties and Sweepers.  Cyclist Telegraph Peons to be issued with the same uniforms as Cyclists as per serial No. 25.  Gate-keepers and Chainmen will get red and blue pugrees.  Cross belts with pouches for Messages and sockets for pencils to be issued to Telegraph Peons only. To be issued once during service—and replaced when worn out.

18	Line Jemadars, Switchmen, Cabin Jemadars. Cabin Signal men.	Chapkan	36	..	1 half-yearly.	Jersey ..	37	..	1 yearly ..	Line Jemadars and Cabin Signalmen to have white fringes to their pugrees. Line Jemadars to have leather belts and brass Badges.
		Pyjamas ..	5	..	1 pair half-yearly.					
		Pagree ..	17	..	1 half-yearly.					
19	Steam Crane Drivers (other than Relieving Crane Drivers,) Locomotive Cleaner, Tindals, Coal Tindals, Callman Tindals, Tube Cleaning Tindals.	Blouse ..	34	P	1 half-yearly.	Jersey ..	37	..	.. ..	Caps to be issued to Tube Cleaning Tindals only instead of pugrees.
		Pyjamas ..	58	..	1 half-yearly.					
		Pugrees ..	17	..	1 half-yearly.					
		or Cap ..	96	..	1 half-yearly.					
20	Fire Brigade Porters, Electric Fitters.	Coat ..	38	O	1 half-yearly.	Jersey ..	37	..	.. ..	
		Shorts ..	39	..	1 pair half-yearly.					
		Putties ..	40	..	1 pair yearly.					
		Cap or Pugree.	59	..	1 yearly ..					
21	European Drivers, Shunters and Firemen	....	..	....	Pea Jacket	71	L	.. ..		
22	Indian Locomotive Drivers, Shunters, Relief Crane Drivers, Shed men, Boiler Washers.	Jacket ..	44	M	2 yearly ..	Cap Jacket ..	70 45	.. M	.. ..	
		Pyjamas ..	58	..	2 .. ..	Pyjamas	76	..	1 pair yearly.	
		Cap ..	96	..	1 .. ..					
		or Pugree ..	104	..	2 .. ..					
23	Indian Locomotive Firemen, of all grade.	Blouses ..	34	P	2 yearly ..	Jacket ..	63	N	1 yearly ..	
		Pyjamas ..	58	..	2 pairs yearly.	Pyjamas ..	76	..	1 pair yearly.	
24	Motor Van Drivers and Steam Lorry Driver.	Coat ..	46	..	2 yearly ..	Coat ..	47	..	1 yearly ..	
		Trousers ..	66	..	2 .. ..	Trousers	67	..	1 pair yearly.	
		Pugree ..	17	..	1 .. ..	Pugree ..	17	..	1 yearly ..	
		or Topee ..	64	..	1 .. ..	Cap ..	59	..	.. ..	

## Uniforms :—

SUMMER.						WINTER.				
Serial No.	Designation.	Name of garment or article.	Reference to description.	Reference to type.	Issues.	Name of garment or article.	Reference to description.	Reference to type.	Issues.	Remarks.
1	2	3	4	5	6	7	8	9	10	11
25	Cyclists, Clock Winders, Liftmen.	Tunic ..	48	T	2 yearly ..	Tunic ..	50	T	1 yearly	
		Knickers	49	..	2 pairs yearly	Knickers	57	..	1 pair yearly.	
		Pugree ..	17	..	2 yearly ..	Putties ..	18	..	" ..	
26	Waiting room Bearers, Inspectors, Rest room and Running room Bearers.	Coat ..	4	R	2 yearly ..	Coat ..	61	R	1 yearly ..	Warm Coats for waiting room bearers only.
		Pyjamas ..	5	..	2 pairs yearly.					
		Pugrees ..	6	..	2 yearly ..					
27	Waiting room Ayahs ..	Skirts ..	42	..	1 .. ..	Jackets ..	62	..	.. ..	Warm Skirts to be issued to the Ayahs of the 3 upper divisions only.
		Jackets ..	41	..	2 .. ..	Skirts ..	105	..	.. ..	
		Dupattas	43	..	2 .. ..					
28	Licensed Coolies and Sweetmeat Vendors.	Tunic ..	16	Q	..	..	..	..	..	Not provided by Railway.
		Pugree ..	21	..	..					
		Arm Badges.								

29	Store Delivery Clerks and Sircars	Coats ..	46	..	2 yearly ..	Coats	28	..	1 yearly.
		Trousers	66	..	2 pairs yearly.	Trousers	25	..	1 pair yearly.
30	Store Delivery Coolies and Section Coolies.	Tunic ..	48	..	2 yearly ..	Tunic ..	50	..	Every 3 years. 1 yearly.
		Pugree ..	21	..	1 half-yearly.	Pugree ..	21	..	1 half-yearly.
31	Store Sirdars .. ..	Coat ..	46	..	1 yearly ..	.....	..	..	.....
		Cap ..	96	..	1 "				
32	Indian Ticket Collectors, Transhipment Clerks, Platform Assistants, Checking Clerks, Assistant Transhipment Clerks, Assistant Checking Clerks.	Coat or Chapkan	33	F	1 ..	Coat or Chapkan	28	F	1 yearly ..
		Trousers	27	..	2 pairs yearly.	Trousers	25	..	(See margin).
		Cap ..	65	..	1 yearly ..	.....	..	..	.....
33	Shed Sergeants at Howrah Goods.	Coats ..	46	..	3 "	Coats ..	47	..	1 yearly.
		Trousers	66	..	3 pairs yearly.	Trousers	67	..	1 pair yearly.
		Topee ..	64	..	1 yearly ..	Cap ..	65	..	1 yearly.
34	Conservancy Jemadars, Sirdar Mates.	Coats ..	38	..	1 " ..	.....	..	..	.....
		Pugree ..	86	..	2 " ..	.....	..	..	.....
35	Mathranies .. ..	Short Kurtas, Cloth red and blue for Sarees.	106	..	1 " ..	.....	..	..	.....
			86	..	6 yds. of each yearly.				
36	Treasure Guards .. ..	Pugrees ..	111	..	2 " ..	.....	..	..	.....
		Coats ..	109	..	1 " ..	.....	..	..	.....
37	Treasure Khalasies .. ..	Coats ..	110	..	1 half-yearly.	.....	..	..	.....
		Pugrees ..	111	..	2 yearly.				
38	Indian Female Booking Clerks	Carad Blouses.			3 "	Fine Serge Blouses.			2 yearly.

Warm trousers to be issued to men of the three upper divisions only.

**Statement showing out-door Employees to whom the grant of warm coats is sanctioned every 3 years.**

Guards, Platform and Luggage Inspectors, Platform Supervisors, Yard Foremen, Gunners, Inspectors and Assistant Inspectors of Chowkidars, Luggage Loaders, Number Takers, Van Goods Clerks, Indian Passenger Superintendents, Ticket Collectors, Ticket Jemadars, Switchmen, Signalmen, Pointsmen, Points Jemadars, Chowkidars, Motor Trollymen, Telegraph Peons, Cabin Jemadars, Store Delivery Coolies, Section coolies and Sirdars.

Remarks.

After an Overcoat or Great coat has been in wear for three cold seasons, it shall become the property of the staff.

Should any one of the staff leave the service within one year after a coat is supplied to him, he will be at liberty to retain the Overcoat on refunding the full sum paid by this Railway towards its purchase. If within two years and above one year, on payment of half the sum paid by the Railway. Over two years but within three years, no charge will be made.

The Railway regulation bottoms must be handed over whenever a coat is retained by the staff under any of the above named conditions.

Three Blanket Overcoats will be kept in each Divisional and Sub-Divisional Office for use of Peons who carry the Dak on the line.

In the Chief Engineer's Office, and the Chief Operating Superintendent's Office, four blanket Overcoats will be kept for this purpose.

Each Inspector and Sub-Inspector of Works in-charge of a length of line which is outside his headquarters station, will be allowed three overcoats every third year for use of men sent out to do repairs, etc., in the cold weather.



**Statement shewing additional out-door employees who are required to work out of doors to whom the grant of warm coats is sanctioned (To be issued every third year).**

**TO APPLY TO ALLAHABAD, LUCKNOW AND MORADABAD ONLY.**

Carriage Cleaners, Pointsmen, Vacuum Brake Coolies, Gas Fitter Coolies, Watch and Ward Staff, Carriage and Wagon Fitters, Fuel Coolies, Train Examiner Coolies, Fuel Mates, Gas Fitters, Lampmen, Coal Coolies, Lifters, Lifters up, Re-packers and Oilers, Storemen, Call Boys, Assistant Vacuum Brake Fitters, Number Takers Assistant Carriage and Wagon Fitters, Wheel Tappers, Wheel Gaugers, Bhisties, Sweepers, Wrenchmen, Coupling Examiner, Oilers, Saloon Khallasies, Permanent Way Mates and Gangmen (including Keymen) Trollymen, Gatekeepers, Cleaners (Inter-locking on lines) Signal Shop Chowkidars, Stores Chowkidars, Office Chowkidars, Brigade Chowkidar, Batterymen (Inter-locking on line), Night Soil Cartsmen, Conservancy Sweepers, Conservancy Jemadars, Conservancy Staff in general, Electric Cleaners, Workshop Chowkidars, Chowkidars, Jemadars.

Remarks.

Regarding retention and return of coats see remarks above.

**List of staff to whom waterproof clothing is sanctioned (to be issued every third year).**

**Rolling Stock and Power.**

Train Examiners.  
Assistant Train Examiners.  
Electric Inspectors.  
Gas Makers.  
Locomotive Drivers.  
" Shunters.  
Running Shed Foremen.  
Assistant Running Shed Foremen.  
Indian Electrician.  
Shed Assistants on Lucknow and Moradabad Divisions.  
Steam Crane Drivers.  
Gunnars.  
Drivers-in-charge.  
Locomotive Firemen.  
Coal Checkers.  
Out-door Fitters.  
Fitters under Outdoor Fitters.

**Transportation and Miscellaneous.**

European and Indian Station Masters and Assistant Station Masters.  
Guards of all grades Main Line, Pilot and Goods.  
Yard Foremen.  
Luggage and Platform Inspectors.  
Trains Clerks.  
Relieving Station Masters.  
Parcels Clerks and Booking Clerks Joint.  
Free Service Clerks.  
Transshipment Clerks.  
Van Goods Clerks.  
Van Clerks.  
Gunnars.  
Luggage Clerks.  
Assistant Luggage and Parcels Clerks.  
Travelling Ticket Inspectors.  
Inspectors of Chowkidars (Howrah Goods).

**List of staff to whom waterproof clothing is sanctioned  
(to be issued every third year).—(Contd.)**

**Transportation and Miscellaneous.—  
(Contd.)**

Stock Takers.  
Ticket Examiners.  
Luggage and Parcels Supervisors.

Checking Clerks.  
Platform Assistants.  
General Assistants.

Head Parcels Clerks, Assistant Head  
Parcels Clerks and Assistant Parcels  
Clerks.

Head Trains Clerks.  
Assistant Trains Clerks.  
Assistant Transhipment Clerks.

Night Assistants (Running Sheds).  
Cinder Inspectors.  
Assistant Cinder Inspectors.

Flood Watchmen.  
Chowkidars.  
Electricians.

Number Takers.  
Relieving Clerks.  
Siding Clerks.

Motor Trollymen (Waterproof caps  
only).

Cyclist Peons (Waterproof caps only).  
Store Delivery Clerks.

Store Delivery Sircars.  
Apprentices of the Engineering Depart  
ment.

Inspectors of Works.  
P. W. Inspectors.

Signal Inspectors.  
Block Inspectors.

Sanitary Inspector.  
Bridge Inspectors.  
Surveyors.

**Transportation and Miscellaneous.—  
(Contd.)**

Assistant and Sub-Assistant Signal and  
Block Signal Inspectors.  
Apprentices.

Assistant Permanent Way Inspectors  
and Inspectors of Works.  
Time-keepers.

Store-keepers.  
Workshop Foremen.  
Plant Foremen.

Bridge Foremen.  
Testors.  
Interlocking Foremen.

Ballast Train Guards.  
Brick Field Munshies.  
Materials Sircars.

Head Mistries.  
Gunnors of Ballast Trains.  
Flagmen of Ballast Trains.

Conservancy Jemadars.

Bridge Watchmen, Chowkidars and  
Special Construction Staff as sanction-  
ed by the Head of Departments.

Trollymen.  
Petrollers.

**Electrical.**

Electrical Foremen, Howrah.

Power House Assistants of Lillooah.  
Howrah, Jamalpur and Asansol.

Electric Power Superintendent, Giridih.

Electric Lamp Trimmers, Linesmen  
and Battery Truck Drivers.

Motor Van Drivers.



Railways, the Subsidiary Working Rules in force for the time being on the East Indian Railway, as well as all regulations for the time being in force in the Railway Department that affect his duties as a railway servant serving under the Railway Administration, and also all or any further instructions that may from time to time be issued by the Government of India, the Railway Board, the Agent of the East Indian Railway, or any other person at any time having authority over him.

4. The said Railway servant shall join the East Indian Railway Provident Institution and shall contribute to the same according to the rules from time to time in force.

5. The said Railway servant shall, if required, become a member of the Railway Institute, if any such institute exists at the place where he is posted on appointment or on transfer and shall continue therein so long as he is stationed there, unless specially excused by the Agent of the Railway Administration, according to the rules and regulations applicable thereto.

6. The said Railway servant, so long as he shall continue in the service of the Railway Administration, undertakes to have himself vaccinated against small-pox whenever called upon to do so by a competent authority.

7. The said Railway servant will not, without the permission in writing, to be first obtained of the Agent of the East Indian Railway, carry on or be interested in any money lending business or in any other business or trade of any kind whatsoever, either directly or indirectly, and that if he does so he will render himself liable to dismissal from service and forfeiture of all claims to bonus in the Railway Provident Institution Fund on his such dismissal.

8. The said Railway servant shall, from time to time and at all times, faithfully, diligently and honestly discharge each and all of the duties of the office for the time being held by him under the Railway Administration, and implicitly obey all lawful orders of his superior officer which may be communicated to him.

9. The Railway Administration may from time to time recover from the Railway servant, by deductions from his salary or other sums at any time due to him, or otherwise, the value of any loss at any time suffered or sustained by the Railway Administration by reason of the neglect, default or misconduct of the said Railway servant.

10.\* The said Railway servant hereby acknowledges that he has received a copy of the Government Servants Conduct Rules, the General Rules for Indian Railways, and the Subsidiary Working Rules in force on the East Indian Railway referred to in paragraph 3 as at present in force.

\*For all staff other than clerical staff.

10 A.† The said Railway servant hereby acknowledges to have received copy of the Government Servants Conduct Rules and a copy of paragraphs 242, 242 (a) and 243 of General Rules for Indian State Railways.

†For all clerical staff.

11. The said Railway servant shall continue to be subject to this agreement in whatever capacity he may hereafter be employed on the said East Indian Railway.

As witness our hands the day and year above written.

*Signature of employee.*

	}		
Designation _____		_____ (Designation.)	
Station _____		_____ (Station.)	
_____		_____	
Designation _____		<i>Head of Department or District Officer, East Indian Railway, for and on behalf of the Secretary of State for India in Council.</i>	
Station _____		_____ (Designation.)	
		_____ (Station.)	

Witnesses.

*Note.*—The instrument should be dated otherwise if not executed by both parties on the same day, viz., as follows :—

“ As witness our hands on the dates hereinafter mentioned respectively.”

Date \_\_\_\_\_

Date \_\_\_\_\_

In such case, the instrument should bear the date of first execution by either party.

(Enclosure to service agreement to be given to the employee on signing the Agreement in accordance with clause 10 A.)

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Paras. 242, 242 (a) and 243 of General Rules for Indian State Railways with Subsidiary rules of the East Indian Railway.

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242. Every Railway servant shall, before leaving the service, give the Railway Administration the notice specified in his agreement (if any) or, if no notice is so specified then one month's notice in writing.

Notice before leaving service.

242 (a) Under this rule a Railway servant is bound to give a months notice of his intention to leave the service failing which he renders himself liable (under Rule 359 (1) of General Rules for Indian State Railways) to a fine which may extend to Rs. 50 in addition to the forfeiture of a month's pay. An employee who when required to serve out his month's notice prescribed in this rule leaves the service without doing so, can also be treated as absconded, thereby constituting a dismissal for misconduct to be dealt with under para. 29, Appendix I, State Railway Open Line Code, Volume II, by the forfeiture of the whole or any part of his bonus in the Provident Institution at the discretion of the Agent.

243. When a Railway servant leaves the service he must deliver up to the Railway Administration, or to a person appointed by the Railway Administration, in this behalf, any property in his custody which belongs to the Railway Administration.

Surrender of Railway property on leaving service.

## SERVICE AGREEMENT.

Referen  
item 1-1

Europeans and Anglo-Indians.

AGREEMENT of hiring and service made the

day of \_\_\_\_\_ 192<sup>7</sup>, between  
(hereinafter called the RAILWAY SERVANT) of the one part,  
and the Secretary of State for India in Council acting by and through  
the \_\_\_\_\_ of the East Indian Railway (hereinafter called the  
RAILWAY ADMINISTRATION) of the other part.

This AGREEMENT witnesseth as follows:—

1. The said RAILWAY SERVANT shall serve the RAILWAY ADMINISTRATION as \_\_\_\_\_ or in any other capacity to which he may from time to time be appointed whether on promotion, reduction, or otherwise, in any place situate on the East Indian Railway within or beyond the limits of British India, in accordance with each and all of the terms and conditions hereinafter specified.

2. The said RAILWAY SERVANT shall serve subject to the following conditions of service, namely, that such service is permanent and non-pensionable and terminable at any time by the RAILWAY ADMINISTRATION on one month's notice, or without notice on payment of one month's pay and by the RAILWAY SERVANT on giving one month's notice only; that under no circumstances shall he be entitled to gratuity or pension, though he will be eligible for a gratuity for good, efficient, faithful and continuous service at the discretion of the Railway Board; that the authority which appoints him has full power and authority at any time, for any reason that may to him appear sufficient, to suspend or dismiss the said RAILWAY SERVANT, or otherwise punish him according to the rules of service in which he is for the time being employed.

3. The said RAILWAY SERVANT shall at all times obey and abide by all instructions and regulations for the time being in force and contained in the Government Servants Conduct Rules, the State Railway Open Line Codes, the General Rules for Indian Railways, the Subsidiary Working Rules in force for the time being on the East Indian Railway, as well as all regulations for the time being in force in the Railway Department that affect

his duties as a railway servant serving under the Railway Administration, and also all or any further instructions that may from time to time be issued by the Government of India, the Railway Board, the Agent of the East Indian Railway, or any other person at any time having authority over him.

4. The said RAILWAY SERVANT shall join the East Indian Railway Provident Institution and shall contribute to the same according to the rules from time to time in force.

5. The said RAILWAY SERVANT shall, if required, become a member of the Railway Institute, if any such institute exists at the place where he is posted on appointment or on transfer and shall continue therein so long as he is stationed there, unless specially excused by the Agent of the RAILWAY ADMINISTRATION, according to the rules and regulations applicable thereto.

6. The said RAILWAY SERVANT shall also take such steps as may be necessary to become a member of the Railway Battalion or such other branch of the Auxiliary Military Force of India as shall be approved by the Agent, and shall during the whole time of his employment as a railway servant, unless specially excused by the Agent, continue to be a member of the said Battalion or other branch of the Auxiliary Military Force of India and shall undergo such courses of Military training as may be required to keep himself an efficient member of the Force.

7. The said RAILWAY SERVANT, so long as he shall continue in the service of the RAILWAY ADMINISTRATION, undertakes to have himself vaccinated against small-pox whenever called upon to do so by a competent authority.

8. The said RAILWAY SERVANT will not, without the permission in writing, to be first obtained of the Agent of the East Indian Railway, carry on or be interested in any money lending business or in any other business or trade of any kind whatsoever, either directly or indirectly, and that if he does so he will render himself liable to dismissal from service and forfeiture of all claims to bonus in the Railway Provident Institution Fund on his such dismissal.

9. The said RAILWAY SERVANT shall, from time to time and at all times, faithfully, diligently and honestly discharge each and all of the duties of the office for the time being held by him under the RAILWAY ADMINISTRATION, and implicitly



obey all lawful orders of his superior officer which may be communicated to him.

10. The RAILWAY ADMINISTRATION may from time to time recover from the RAILWAY SERVANT, by deductions from his salary or other sums at any time due to him, or otherwise, the value of any loss at any time suffered or sustained by the RAILWAY ADMINISTRATION by reason of the neglect, default or misconduct of the said RAILWAY SERVANT.

11.\* The RAILWAY SERVANT hereby acknowledges that he has received a copy of the Government Servants Conduct Rules, the General Rules for Indian Railways, and the Subsidiary Working Rules in force on the East Indian Railway referred to in paragraph 3 as at present in force. \*For all other clerical staff

11A.† The said RAILWAY SERVANT hereby acknowledges to have received a copy of the Government Servants Conduct Rules and a copy of paragraphs 242, 242 (a) and 243 of General Rules for Indian State Railways. †For clerical staff

12. The said RAILWAY SERVANT shall continue to be subject to this AGREEMENT in whatever capacity he may hereafter be employed on the said East Indian Railway.

AS WITNESS our hands the day and year above written

*Signature of employee.*

	} Witnesses:	
Designation		(Designation.)
Station		(Station.)
Designation	} Witnesses:	
Station		
		<p><i>Head of Department or District Officer, East Indian Railway, for and on behalf of the Secretary of State for India in Council.</i></p> <p style="text-align: right;">(Designation.)</p> <p style="text-align: right;">(Station.)</p>

*Note.*—The instrument should be dated otherwise if not executed by both parties on the same day, viz., as follows:—

“As witness our hands on the dates hereinafter mentioned respectively.”

Date \_\_\_\_\_  
Date \_\_\_\_\_

In such case, the instrument should bear the date of first execution by either party.

**(Enclosure to service agreement to be given to the employee on signing the Agreement in accordance with clause 11A.)**

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Paras. 242, 242 (a) and 243 of General Rules for Indian State Railways with Subsidiary rules of the East Indian Railway.

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242. Every Railway servant shall, before leaving the service, give the Railway Administration the notice specified in his agreement (if any) or, if no notice is so specified then one month's notice in writing.

242 (a). Under this rule a Railway servant is bound to give a month's notice of his intention to leave the service failing which he renders himself liable (under Rule 359 (1) of General Rules for Indian State Railways) to a fine which may extend to Rs. 50 in addition to the forfeiture of a month's pay. An employee who when required to serve out his month's notice prescribed in this rule leaves the service without doing so, can also be treated as absconded, thereby constituting a dismissal for misconduct to be dealt with under para. 29, Appendix I, State Railway Open Line Code, Volume II, by the forfeiture of the whole or any part of his bonus in the Provident Institution at the discretion of the Agent.

243. When a Railway servant leaves the service he must deliver up to the Railway Administration, or to a person appointed by the Railway Administration, in this behalf, any property in his custody which belongs to the Railway Administration.

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APPENDIX VIII.  
EAST INDIAN RAILWAY.

Annexure to  
Part III.  
Reference  
item 32.

Station Welfare Committees.

RULES.

1. The Station Welfare Committee at \_\_\_\_\_ will consist of sixteen members of whom eight will be representatives of the railway administration and eight representatives of the staff.

2. The Divisional Engineer, the Medical Officer and the Resident or Assistant Engineer of the section will be *ex-officio* members of the Committee as representatives of the administration. The remaining representatives of the administration will be nominated by the Divisional Superintendent. These nominated representatives may be drawn from officers, supervising subordinate staff or subordinate staff, European, Anglo-Indian or Indian.

3. The eight representatives of the staff will consist of the following :—

- (a) Two Europeans or Anglo-Indians, one elected by the European and Anglo-Indian running staff, and one elected by other European and Anglo-Indian staff.
- (b) Two of the Indian clerical staff elected by the Indian clerical staff of the station.
- (c) Two of the lower subordinate Indian staff drawing Rs. 20 a month or over, one Hindu, elected by Hindu members of such staff, and one Mahomedan, elected by Mahomedan members of such staff.
- (d) Two of the lower subordinate Indian staff drawing less than Rs. 20 a month, one Hindu, elected by Hindu members of such staff, and one Mahomedan, elected by Mahomedan members of such staff.

4. Each representative of the staff must be a member of the section of the staff he represents and must be resident in the station. No employee with less than five years continuous service on the East Indian Railway since his last appointment will be eligible for election to the Committee. All elections will be subject to the Agent's approval.

5. The nomination of representatives of the Administration will be made annually for twelve months and elections of representatives

of the staff, who also will serve for twelve months, will be held annually. Vacancies, whether caused by resignation, transfer, promotion or otherwise, will be filled by fresh nominations or by bye-elections, as the case may be. It should be noted that, if a representative of one section of the staff, through promotion or an increase of pay, becomes a member of another section of the staff he ceases to be a member of the Committee.

6. The names of all candidates for election should be submitted to the Chairman of the Committee one week before the date fixed for the election. The method of election for each section of the staff will be as follows :—

Election of classes laid down in items (a) and (b) of para. 3 of the rules. This will be by means of books, in which each member of the staff will enter his own name and opposite it the name of the candidate he wishes to represent him. Two books for this purpose will be kept in the Running shed office for the staff referred to in item (a) and two books for the staff referred to in item (b) will be kept in the office of the Assistant Station Master or Platform Assistant at the station.

The books will be kept open for a week.

Para. 4 of the rules will be entered as a heading to each book.

The method of election for the classes of staff mentioned in para. 3 items (c) and (d) will be as follows :—

On pay days books will be opened in which each member of the staff will enter his name, or affix his thumb impression under the name of the candidate he wishes to represent him. These signatures or thumb impressions will be attested by representative members of the classes concerned and another person appointed by the Divisional Superintendent.

7. The Chairman, Vice-Chairman and Honorary Secretary will be appointed by the Divisional Superintendent. In the event of both the Chairman and Vice-Chairman being unable to attend a meeting, the former will depute another Officer to take the Chair. The Chairman of any meeting will have a casting vote, when necessary.

8. The duties of the Committee will be :—

(a) Executive.

(b) Advisory.

9. As an executive body the chief duty of the Committee will be to see that the premises of the railway within the limits of the settlement are kept in a clean and sanitary condition. The Committee will take over the functions of the Sanitary Committee of the station, which will then cease to exist. It will control the conservancy, drainage, lighting, care and plantation of trees and the keeping clean of roads, pathways and of the railway premises generally, where such duties are not done by the existing municipality. It will, however, have no control over any electric lights, which will as now, be in the care of the Electrical department of the railway. The actual upkeep and repair of roads will be outside the scope of the Committee.

10. The revenue of the Committee will be from grants made by the railway, based on the amounts spent in recent years on the conservancy, lighting, plantation and general outside upkeep of the settlement. The accounts will be kept in the office of the Divisional Engineer or in that of the Assistant Engineer of the station, and the execution of work will be under the supervision of the Assistant Engineer.

11. As an advisory body the Committee may discuss questions such as quarters, water supply, schools, hospitals, medical attendance and matters concerning the comfort, welfare and recreation of the staff, in fact, generally the conditions under which the staff work and live. Any matter affecting the employees in the station generally or any section of them may be brought forward by any member for discussion, but under no circumstances may any question affecting an individual member of the staff form the subject of discussion by the Committee. Such cases must be represented by the individual concerned through the proper channel to his superior officers. The final decision as to whether any particular matter should be discussed will rest with the Chairman.

12. Minutes of meetings will be kept by the Honorary Secretary. Although the discussion of subjects affecting the staff will, it is hoped, prove beneficial, the keeping of voluminous records of proceedings is to be deprecated. Members should always bear in mind that the time of the Officers is otherwise very fully occupied, apart from attendance at these meetings, and they should refrain from raising discussions of an unprofitable nature. The Chairman will use his discretion in putting the closure on such discussions.

13. When action by the local officers cannot dispose of any matter, the recommendations of the Committee should be forwarded by the Chairman to the Divisional Superintendent but it should be clearly understood that no resolution of the Committee will in any way be binding on the Divisional Superintendent.

14. Questions regarding scales of pay and allowances may be discussed by the Committee, and the nominees of the railway administration should enter into such discussions, so far as it is necessary to ascertain from representatives of the staff the nature of and the grounds for requests for any improvements or enhancements. It will, however, not be permissible for them to associate themselves with any recommendations the representatives of the staff may wish to make. Regarding such matters, therefore, the entries in the Minutes should read somewhat as follows:—

“ \_\_\_\_\_, representing the \_\_\_\_\_, raised the question of \_\_\_\_\_.”

After discussion, the Committee agreed that the following entry should be made in the Minutes:—

Nature of request \_\_\_\_\_

Reasons given for request \_\_\_\_\_

As the nominated Members of the Committee reserved giving any opinion, it was decided that the matter should be left for the Agent's decision.”

15. Monthly inspections of the railway premises should be made by the Committee in the same way as has been done in the past by the Sanitary Committee. Monthly meetings of the Committee should also be held to dispose of any necessary business. Whether these meetings should be held in conjunction with the inspections or not is optional. At least a week's notice of any meeting should be given and with the notice the Agenda for the meeting should be circulated. Any member of the Committee may object to the discussion of any matter not on the Agenda, and the Chairman, at his discretion, may rule it out of order or permit its discussion. Regular attendance at meetings is incumbent on all members, and absence, unless unavoidable, will render a member liable to the cancellation of his election or nomination.

CALCUTTA, }

20th March 1925. }

G. L. COLVIN,

Agent.

per W. I. F.

## EAST INDIAN RAILWAY.

Annexure to  
Part III.  
Item 32.

Meeting of Divisional Superintendents.

## MEETING No. 12.

*Minutes of meeting held at Moghal Sarai on 24th January 1929.*

Present :

- Mr. H. A. M. HANNAY, *Chief Operating Superintendent.*  
 .. F. E. ROBERTSON, *Officer on Special duty.*  
 .. A. V. VENABLES, M. C., *Diol. Superintendent, Howrah.*  
 .. W. H. H. YOUNG, M. C., *Diol. Superintendent, Asansol.*  
 .. R. E. RUTHERFORD, *Diol. Superintendent, Dinapore.*  
 .. B. G. SMITH, O. B. E., *Diol. Superintendent, Allahabad.*  
 .. R. C. BRIGGS, *Diol. Superintendent, Lucknow.*  
 .. D. M. S. ROBERTSON, *Diol. Superintendent, Moradabad.*

2

## LIST OF SUBJECTS.

1. Divisional or Regional Committees.

2. \* \* \*

3. \* \* \*

## Subject No. 1.

*Divisional or Regional Committees.*—The Agent, Mr. G. L. Colvin, attended the meeting during the discussion of this subject. The proposals contained in his note of 5th December 1928 (printed as Appendix A) were considered and discussed. Mr. Colvin's proposals were accepted, but it was considered inadvisable to adopt them forthwith on all six divisions. With the Agent's approval it was agreed that the Divisional Superintendents of Asansol, Dinapore and Lucknow should give the proposals a trial.

2. During the discussion it was accepted that subjects referred to the Area Welfare Committees would fall into the three following categories :—

- (a) Disciplinary cases in connection with individuals. These would, if the Area Welfare Committee thought fit, be referred to the Divisional Advisory Appellate Board.
- (b) Cases of general interest, which should, if considered desirable, be referred to the Divisional Welfare Committee.
- (c) Other cases which would not be included in the above two categories, but which the Area Welfare Committees should be competent to consider. Such cases should, if necessary, be referred to the Divisional Superintendent for such action as may be necessary.

3. It was agreed that inspectors should be nominated to the Area Welfare Committees and those bodies encouraged to make use of them. In many cases, either through their personal knowledge of the cases or through their experience generally, the inspectors would be able to help the Area Welfare Committees during the discussion of the cases. In addition the Committees could ask the inspectors to make enquiries into the facts of cases during their weekly visits to the divisional offices. In this manner inspectors should be able to dispose of a number of cases to the satisfaction of the Area Welfare Committees, either by rectifying matters that may be wrong, or by explaining to the Committees the real facts. By adopting this procedure, it is hoped, that a good many references to the Divisional Advisory Appellate Board, the Divisional Welfare Committee and the Divisional Superintendent will be saved.

4. Divisional Superintendents, Asansol, Dinapore and Lucknow will report on the experiments by 1st August 1929.

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## APPENDIX A.

Annexure I  
Part III.  
Item 32.

## Welfare Committee.

1. The enclosed pamphlet contains some interesting information as to what is being done on three other Railways about Welfare Committees. It will be seen that on two of these Railways individual complaints are treated as coming within the jurisdiction of Welfare Committees. The Bengal Nagpur Railway would seem to have gone furthest in this direction, but it must not be overlooked that the scheme is designed to meet conditions that exist on a Railway organised under a departmental system, whereas the East Indian Railway has got the divisional system of organisation.

2. Personally I am beginning to doubt if our Operating staff will ever take much interest in any scheme of Welfare Committees if individual grievances are absolutely ruled out as coming within the competence of all such committees. At the same time I see tremendous objections in *individual* questions of discipline, super-sessions, promotions, etc., being discussed by committees consisting of officers and subordinates. To meet this objection, and also to get over the difficulty that the scheme adopted by the Bengal Nagpur Railway is one designed to fit in with a departmental organisation which does not exist on this Railway, I have tried to devise a scheme which might be more suitable to this Railway. This tentative scheme is as follows :—

3. Each division should be divided up into a certain number of areas (say half a dozen) and for each of these areas there should be an Area Welfare Committee, consisting entirely of subordinates. A portion of these should be upper subordinates nominated by the Divisional Superintendent and the balance should consist of upper and lower subordinates chosen by the staff of the area. There will be no general restriction as to the matters to be discussed by the Area Committees and cases concerning individual grievances may be discussed under the conditions laid down in the next paragraph. As regards matters of general interest (as opposed to case concerning individual cases) these questions which cannot be disposed of locally by the "Area Welfare Committee" should be put up by the Area Committee with their recommendations to the Central "Divisional Welfare Committees," which are already in existence on most Divisions.

4. As regards individual complaints, the rules and procedure will be as follows. Such cases can be discussed provided the following conditions are fulfilled :—

- (a) The order against which it is complained has been obeyed.
- (b) An appeal against the order complained of has been sent to the Divisional Superintendent and has been ' turned down.'
- (c) The order complained against is not one that has issued from a head of a department.

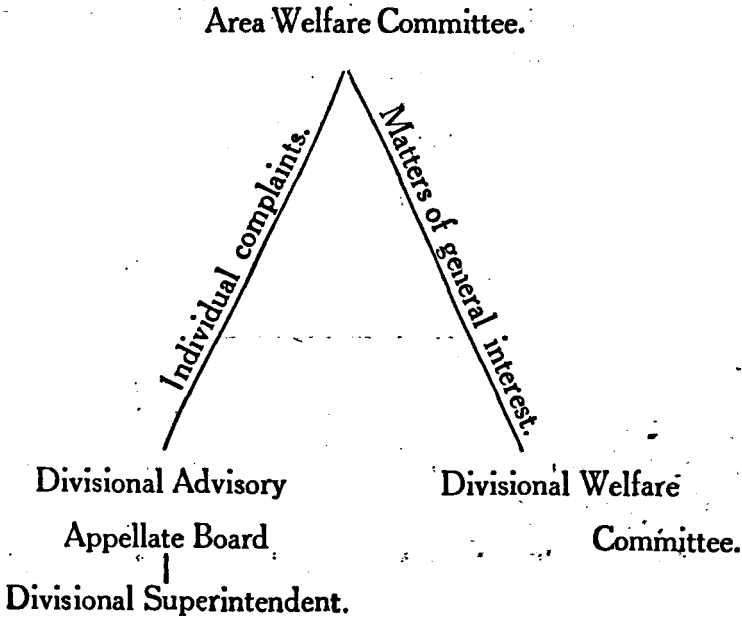
Subject to above conditions, individual complaints can be discussed. If the majority of the committee are of the opinion that no real grounds for complaint exist, the committee should inform the complainant that they are not prepared to support his demand for a reconsideration of the orders passed. If, however, the majority come to the opinion that the matter is one that *prima facie* merits further consideration, the case should be referred by the committee to the Divisional Superintendent with the request that he will have it re-examined by his " Divisional or Advisory Appellate Board " (which is described in the next paragraph).

5. The Divisional Advisory Appellate Board referred to above should consist of not less than four senior officers nominated by the Divisional Superintendent. They should meet when necessary to examine individual complaints referred to them by the Divisional Superintendent and report to him with their recommendations. The officer who passed the order forming the subject of the complaint should always be one of the members. If necessary majority and minority reports can be submitted. No subordinates will be on this Board.

6. It will be seen that normally all cases that come to this Divisional Advisory Appellate Board will reach them through the Area Welfare Committees. Where, however, a man has received a notice of discharge I am inclined to think that it might be as well to give him the right *whilst he is still in the service* of asking the Divisional Superintendent direct to have his case referred to this Board, for I do not think the Area Welfare Committees should be allowed to discuss complaints made by men who are no longer in the service.

7. It will, of course, be entirely open to the Divisional Superintendent to accept or to reject the advice of the Divisional Advisory Appellate Board but I would suggest that in all cases he should advise the Area Welfare Committee of his final decision as regards individual complaints forwarded to him by them for re-consideration. He need not, unless he desires, give the reasons on which he has come to his decision.

8. The above mentioned scheme can be illustrated by the following diagram :—



5th December 1928.

G. L. COLVIN.

**Extract from the East Indian Railway Station Welfare  
Committees Rules, Dated the 22nd September 1922.**

\* \* \* \* \*

11. As an advisory body the Committee may discuss questions such as quarters, water supply, schools, hospitals, medical attendance and matters concerning the comfort, welfare and recreation of the staff, in fact, generally the conditions under which the staff work and live. Any matter affecting the employees in the station generally or any section of them may be brought forward by any member for discussion, but under no circumstances may any question affecting an individual member of the staff form the subject of discussion by the Committee. Such cases must be represented by the individual concerned through the proper channel to his superior officers. The final decision as to whether any particular matter should be discussed will rest with the Chairman.

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**Extract from the East Indian Railway Station Welfare  
Committees Rules, Dated the 22nd September 1922.**

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14. Questions regarding scales of pay and allowances may be discussed by the Committee, and the nominees of the railway administration should enter into such discussions, so far as it is necessary, to ascertain from representatives of the staff the nature of and the grounds for requests for any improvements or enhancements. It will, however, not be permissible for them to associate themselves with any recommendations the representatives of the staff may wish to make. Regarding such matters, therefore the entries in the minutes should read somewhat as follows :—

“ .....representing  
the .....raised the  
question of.....  
..... ..

After discussion, the Committee agreed that the following entry should be made in the Minutes :—

Nature of request.....  
 .....  
 .....  
 Reasons given for request.....  
 .....  
 .....

As the nominated Members of the Committee reserved giving any opinion, it was decided that the matter should be left for the Agent's decision."

\* \* \* \* \*

On the Asansol Division Area Welfare Committee have been started in the following areas :—

Ondal  
 Asansol  
 Madhupur  
 Dhanbad  
 Gomoh

Six members were nominated by the Divisional Superintendent for each of the Area Welfare Committees and the staff were allowed to elect six members for each Welfare Committee from the following classes of staff :—

- 1 European and Anglo-Indian representative of the Power staff, who may be either of the Shed or Running staff.
- 1 Indian representative of the Power staff, who may be either of the Shed, Running or Clerical staff.
- 1 European and Anglo-Indian representative of the Transportation staff, who may be either of the Running, Control or Station staff.
- 1 Indian representative of the Transportation staff, who may be either of the Running, Control, Station or Clerical staff.
- 1 Indian representative of the Rolling Stock staff.
- 1 Indian representative of the Engineering Branch.

The staff were notified as to what cases could be put forward, and they were advised that they should represent their cases to the nominated or elected members either in writing or verbally or send their representations through the Inspectors of their sections, who would hand them over to the Chairman of the Area Welfare Committee.

Meetings have been held once a month and general questions relating to water supply, lighting, sanitation, Institutes, staff quarters, supply of uniforms and other matters of general interest concerning the staff were put forward. Area Welfare Committees have been kept advised by the Divisional Superintendent of the action taken or given reasons when no action could be taken on their representations. A special feature of these Area Welfare Committees is that although the staff have been allotted to put forward individual complaints, *vide* para. 4 of Agent's Circular, dated 5th December 1928, no case has been put up at any of the Welfare Committee meetings through the Divisional Welfare Committee for enquiry by the Divisional Appellate Board. This point to the staff being satisfied with the result of their direct appeals to the Divisional Superintendent.

It appears that these Area Welfare Committees tend to establish a feeling amongst the staff that their representations are looked into by the higher authority on the division, and gives them the satisfaction of knowing that suggestions put up at the Welfare Committees have a greater effect than spasmodic applications by one or more individuals. Sufficient time has not, however, lapsed since the introduction of these Committees for the Divisional Superintendent to state definitely whether it suitably meets the desires and wishes of the staff.

Shortage of funds has to a large extent restricted the scope of the utility of these Welfare Committees, more especially as the Chief Engineer has ruled that alterations to quarters and courtyards are not to be undertaken until such time as staff without quarters are provided for.

With the introduction of Area Welfare and Divisional Welfare Committees as also the Divisional Appellate Board, the necessity for Station Welfare Committees ceased.

Formerly there were 2 Station Welfare Committees at Asansol and Dhanbad, which in addition functioned as Sanitary Committees. The Asansol Station Welfare Committees has been abolished, as

in addition to its duties there is also a Municipal Ward Committee here which looks after the sanitation of the station. The Dhanbad Station Welfare Committee is now purely a Sanitary Committee.

In addition to the Area Welfare Committees there is a Divisional Welfare Committee consisting of 11 nominated members and 11 representatives elected by all classes of staff employed on the division. The members at the meeting of the Divisional Welfare Committee have brought up matters concerning questions of pay, allowances, quarters, house allowance, Institutes, uniforms, leave, passes, street lighting, sanitation, etc. The special advantage of the Divisional Welfare Committee is that it consists of subordinates as well as Senior Officers of the Division and the staff through their representatives get a better chance of representing their grievances at these meetings instead of by application, as used to be the case before. Certain proposals put forward by Area Welfare Committees have also been referred by the Divisional Superintendent to the Divisional Welfare Committee.

During any unrest these Area Welfare Committees and Divisional Welfare Committee may form an important link between the staff and the Administration.

On the Dinapore Division—Committees have only been in operation for a few months.

The procedure detailed in Agent's printed Circular, dated 20th March 1925 and Divisional Superintendent's Meetings No. 10 (Subject No. 12) and 12 (Subject No. 1) dated 19/20th March 1928, and 24th January 1929 respectively has been observed in forming the Staff Committees. Representatives are drawn by two sources, viz :—

- (a) Nomination  
and
  - (b) Election
- (a) Nominated members generally belong to the Supervising Staff.
  - (b) The results of the election show that the Workmen Class have captured 90 per cent. seats.

It follows from the above that the proportion of the representatives of the workmen class as compared with the Supervising Staff on the Regional Welfare Committees is 45 per cent. There are 6 Regional Welfare Committees on this Division and the total

number of workmen representatives comes to 54 out of 60, the total number of elected members.

There are already distinct signs that the staff are alive to this method of bringing forward matters affecting their welfare.

No personal appeals have so far been put forward.

The election scheme worked very well. Of the elected members 90 per cent. came from classes other than senior supervising staff, which is presumably what was intended.

Of the large number of matters put up, about half are general, and half local. Of the general matters, a number are criticisms of rules and orders of the Administration. These need very careful and firm handling primarily in the Regional committees. This is distinctly not obtaining at present in the Regional Committees, who show a tendency to pass on everything to the Central Committee without proper examination. Unless matters improve, it will probably be necessary to have nominated Chairman from Officers or senior staff who will better direct and control as well as explain difficulties of the Administration.

Regional Committees are the foundation of the whole scheme, and if they are allowed to develop into "disgruntled grievance committees" they will defeat their purpose, and be a menace, instead of a help.

Direction, Control and Explanation of Difficulties must be effective at the time matters are put up, and while in Direct Contact with Staff Elected Representatives.

At present the scheme cannot be said to be a success, but with further experience and some re-organisation, it may be made to work satisfactorily.

The present weaknesses apparent are —

- (1) Regional Committees seem to take up the attitude that if redress is not given at once, Administration is not out to help.
- (2) Weakness of Control in Regional Committees.
- (3) Large number of matters beyond the competence of Divisional Superintendent, and failure of Administration to reply to them promptly.
- (4) Paucity of Funds necessitating postponement of almost everything costing money.



Solomon said "Hope deferred maketh the heart sick," and it is "Hope deferred" which is going to wreck the scheme and make it ineffective.

The most urgent matter is to make replies, decisions, and actions prompt, or at least reasonably speedy.

The Committees cause a great deal of extra work. This will not be grudged if effective good is done. At present in view of items (3) and (4) above, there is a feeling that it is wasted labour.

The following suggestions are put forward :—

- (1) Regional Committees should not be held monthly but quarterly—*Central Committee* the same.
- (2) If after further experience, there is no improvement in working of Regional Committees, carefully selected Chairman be appointed to them.
- (3) More generous allotment of funds to enable Divisional Superintendent to remove the most pressing grievances.
- (4) Organisation in Head Office and in Railway Board for dealing promptly with Welfare Committee matters.

In spite of all the preceding criticism, some important matters, which had previously been overlooked, have been brought to light, so it may be said that some good has been done.

On the Allahabad Division, the Divisional Welfare Committee deals with all subjects relating to housing sanitation education recreation and other matters affecting the well being of the staff in general. This Committee has done useful work and has undoubtedly helped to bring about improved conditions.

The Lucknow Division has been divided up into six regions with a Committee for each region known as the Area Welfare Committee.

Lucknow,	Fyzabad,	Jaunpur,
Benares,	Partabgarh	and Rae-Bareli.

These Committees meet once a month. The number of members is kept as low as possible consistent with all branches being represented. Three or four members are nominated by the Divisional Superintendent. The rest are elected. In each case the Secretary is an Inspector. Menials are well represented. 33 per cent. of the members of the Lucknow Committees are menials and 45 per cent. of the Jaunpur Committee.

There is also a Divisional Welfare Committee consisting of Senior Scale Officers with the Divisional Superintendent as President which meets once in two months.

The main subjects discussed are—

- (a) Quarters.
- (b) Clothing.
- (c) Education.
- (d) Miscellaneous.

The majority of items relate to quarters and water supply.

All members do not hesitate to put forward grievances. The greatest handicap is the prevailing lack of funds. If this continues the Committee will lose their enthusiasm and the system of Welfare Committees will be a failure.

A Divisional Welfare Committee was formed on the Moradabad Division in June 1928 and the results so far have justified its existence.

The Committee consists of 20 members representative of all classes of staff on the Division, 10 of whom are elected by the staff as laid down below, the remaining 10 being nominated by the Divisional Superintendent but includes Divisional Superintendent as *ex-Officio* Chairman and a Secretary. The different classes of staff are as follows :—

- (a) 2 representatives of the European and Anglo-Indian staff.
- (b) 1 representative of Indian Clerical staff excluding all station clerical staff, such as, Station Masters, Assistant Station Masters, Goods Clerks and Booking Clerks. This class is therefore practically confined to all clerical office establishment.
- (c) 2 representatives of Indian Station staff, *i. e.*, Station Masters, Assistant Station Masters, Goods Clerks and Booking Clerks, all Station clerical staff in fact and including the relieving staff.
- (d) 2 representatives of the Indian Running staff. This includes Drivers, Firemen, Running Shed staff, Train Examining staff and Guards.

- (e) 2 representatives of the Indian station staff excluding those under(c). This class will represent Gunners, Shunting Porters, Signal points staff and all station menial establishment.
- (f) 1 representative of the Indian Permanent Way staff. This excludes clerical staff and is therefore confined to Mistries, Gangmen and other workers on the line.

The nominated members are not necessarily entirely officials. It is the intention to nominate a good many members who will be representatives of different classes of staff in addition to the elected members.

The object of this Committee is mainly—

- (a) to give the staff of all grades an opportunity of maintaining touch with the Divisional Superintendent and the officers on the Division.
- (b) to give the members of the staff representing any particular body the opportunity to ventilate any difficulties which they may feel are affecting them either in their work or in their manner of living.
- (c) to permit the members to discuss such questions as quarters, water supply, schools, hospitals, Medical attendance and any matters which concern the comfort, welfare and recreation of staff.
- (d) to allow the members to bring forward for discussion matters affecting the working hours of any class in general.

Matters affecting individual grievances or disciplinary action cannot be discussed but there is no objection to instances of pay and allowances being received late, or not received, being brought up with a view to such instances being noted and such troubles being remedied.

Any particular class of staff wishing to bring up any matter for discussion will notify the secretary one week prior to the date on which the meeting will be held. The dates of meetings will always be circulated one month before they are held.

The following methods will be adopted in order to ensure proper election of the members of the different classes :—

*Class A.*—Registers will be opened simultaneously at the following stations on the Division :—

Khan Alampura.	Dehra Dun.	Lhaksar.
Moradabad.	Bareilly.	Shahjahanpur.

The Register will remain open for a day. Each man wishing to vote will enter the name of his representative in the register and sign the same. The two men receiving most votes will be elected automatically. No votes can be recorded by proxy but men living at out stations may despatch the names of their representative to the Station Master either at Moradabad or to the nearest station, the Station Master of which will duly enter the name in the register and sign it retaining the slip for record.

*Class B.*—The Election will be on the same lines as Class A. A register will be opened in the Divisional Superintendent's Office under the charge of the Office Superintendent who will be responsible that the election is properly conducted.

*Class C.*—The Division will be divided into four zones which will correspond with the sections each Movement Traffic Inspector is responsible for. On a date which will presently be stated each Traffic Inspector will travel throughout his section with a register. Each station will then record the names of three men whom they propose as representatives. Subsequently the names of the men receiving the greatest number of votes will be published and in the event of more than two members receiving an equal majority of votes a further ballot will be held.

*Class D.*—The same arrangement as classes A and B. In this case registers will be opened at the following stations :—

Khan Alampura,	Lhaksar,	Dehra Dun,	Hardwar,
Moradabad,	Hapur,	Chandausi,	Bareilly,
	Shahjahanpur and	Balamau.	

The staff stationed on the two following branches will submit their voting papers to the Station Master, Lhaksar :—

- (i) Najibabad-Kotdwara Branch.
- (ii) Hardwar-Rikhikesh Branch.

*Class E.*—This will be treated in exactly the same way as Class C. The Traffic Inspectors being responsible for obtaining names in the registers which they will arrange to do on the same day.

*Class F.*—The Division will be divided into six zones which will correspond with the Sub-Divisions under each Assistant Superintendent, Way and Works. Each Assistant Superintendent, Way and Works will call upon the Staff under each Permanent Way Inspector or Sub-Permanent Way Inspector to nominate 3 representatives. After this nomination is made the names will be published and the men asked to vote for one of the men. The man obtaining the greatest number of votes will be elected.

In all classes if the voting is so close as to cause doubt whether the man elected is truly representative of the class a fresh election for that class will be held.

Each member elected will serve on the Committee for 2 years but half of whom will retire each year ; therefore in the first instance half of them will only serve for one year.

The Committee will ordinarily meet once quarterly but extra meetings can be called if necessity arises. Any class of staff wishing to bring up any matter urgently may give notice to the Secretary at any time. The names of the Nominated and Elected members will be published along with the date of first meeting in due course.

## APPENDIX IX.

Annexure to Part III,  
item 34.

## EAST INDIAN RAILWAY.

## INDIAN STAFF LOAN FUND.

## RULES AND REGULATIONS.

Object and constitution of  
the Fund.

1. The fund is established by the East Indian Railway with the approval of the Secretary of State for India, for the purpose of assisting certain classes of Indian servants of the Railway Administration as defined in clause 3, with loans on favourable terms for all or any of the following purposes namely :—

- (i) Religious ceremonies.
- (ii) Domestic ceremonies.
- (iii) Medical expenditure.

\*The Capital of the  
Fund authorized now  
amounts to Rs. 1,00,000.

The Fund at the outset to consist of a grant of Rs. 10,000 from the "Fine Fund" of the Railway, and is intended to be supplemented\* with further grants from the same source as may from time to time be required, subject to the approval of the Railway Board; the interest received upon loans granted from the Fund to be credited to the Fund.

Management.

2. Subject to the general control of the Railway Board, the Fund shall be managed in India by a Committee consisting of the following officers of the Railway for the time being :— The Agent, the Chief Accounts Officer and the Chief Operating Superintendent, and also three members of the Indian staff to be nominated by the Agent and approved by the Railway Board. The Committee, subject to the control aforesaid, may from time to time appoint any person (either from the Railway's servants or otherwise) to perform the services of Secretary of the Committee and the general routine duties of management of the business of the Fund, and may remove, suspend and dismiss such employee. They may also, if they think proper and subject as aforesaid, pay him a salary at their discretion. The expenses of management of the Fund shall be defrayed out of the Fund, but the accounts of the Fund shall be kept in the Accounts Office under the immediate direction of the Deputy Chief Accounts Officer.

To whom loans may be  
made.

3. A loan may be advanced for all or any of the purposes aforesaid to any Indian servant of the Railway Administration whose age is not less than 18 years and whose pay or wages are not less than Rs. 15 nor more than Rs. 60 per mensem at the time the loan is made.

Amount of loan.

No loan shall be advanced for a sum exceeding either (1) six months' pay or wages of the servant to whom the loan is made (calculated at the rate of his pay or wages at the time the loan is made) or (2) the sum which at the time the loan is made is at the credit of the servant in the Provident Fund represented by his own subscriptions thereto.

Interest to be charged.

4. Interest at the rate of 5 per cent. per annum, payable monthly, shall be charged on all loans from the date of advance until repayment.

## LOAN FUND FOR INDIAN STAFF. Chap. VIII.

### Rules and Regulations.

5. The principal sum of every loan shall ordinarily be repaid by 36 equal monthly instalments, and when the loan is not advanced by instalments, the first of such monthly instalments shall become due on the day when the second issue of pay after the date of the loan is made, and with every monthly instalment of principal there shall also be paid the interest due in respect of the loan calculated up to the date of payment. Loans how to be repaid.

A loan may be advanced by three equal monthly instalments if so desired by the applicant, and in such case the first monthly instalment in repayment of the loan and interest thereon, shall become due on the day when the second issue of pay after the last instalment of the loan is advanced is made.

6. Payment of the monthly instalments by which a loan is repayable or of the whole loan when it is repayable in one sum, shall ordinarily be made by deduction of the amount from the pay or wages of the servant, and such deduction shall be made by the Accounts office in the salary paysheets, the amount of such deductions being paid by the Accounts office to the Committee of the Fund.

7. A servant obtaining a loan shall be at liberty at any time, or from time to time during the currency of the loan to pay off the whole or any part of the loan for the time being outstanding provided that he at the same time pays all interest due on such loan calculated up to the date of payment.

All such payments shall be made to the Treasurer of the East Indian Railway to be placed to the credit of the Committee of the Fund.

8. A servant of the Railway desirous of obtaining a loan under these rules shall make his application for the same in the form, attached, through his departmental superior, who, when forwarding the same to the Committee, shall state whether he does or does not recommend the loan being made. Loans how obtained.

9. The members of the Committee shall be the Trustees of the Fund, and all the moneys of the Fund shall be passed by debit or credit to "State Railway Provident Fund" under a separate sub-head "Indian Staff Loan Fund." The withdrawal of the moneys of the Fund, as may from time to time be necessary on the ordinary business of the Fund, shall be made by warrants issued by the Secretary of the Fund, who will prepare a Journal voucher for the total monthly payments by credit to "Traffic Earnings" and debit to "State Railway Provident Fund—Indian Staff Loan Fund" Loan Funds to be deposited with State Railway Provident Fund.

10. Always provided that the Railway Board shall at their discretion have power to re-transfer from the Fund to the Fine Fund any assets which may not be required for the purposes of the Fund, and that when the Fund is closed its assets shall be re-transferred to the Fine Fund. Transfers from Loan Fund and ultimate disposal of Fund.

## Chap. VIII. LOAN FUND FOR INDIAN STAFF.

### Rules and Regulations.

Making up of accounts of Loan Fund.

11. A full statement of the affairs of the Fund shall be submitted annually to the Railway Board.

Alteration of rules.

12. The foregoing Rules and Regulations and all new or altered Rules and Regulations to be framed in pursuance of this Rule may from time to time be altered or added to or rescinded as the Railway with the approval of the Government of India, may think proper and determine.

### SUBSIDIARY REGULATIONS.

Applications to be countersigned by two employees drawing Rs. 50 or over.

894. (1) Applications must be countersigned by two employees of standing in the Railways' service, drawing salaries not less than Rs. 50 per mensem, who must satisfy themselves that the particulars given in the application are correct.

Weekly Gazette, Part I, dated 14th August 1909, para. 356.  
 Ditto ditto dated 11th September 1909, para. 388.  
 Ditto Part II, dated 3rd September 1910, para. 631.  
 Ditto ditto dated 31st August 1912, para 568.  
 Weekly Gazette, Part I, dated 8th February 1913, para. 70.

Applications and communications should be addressed to Secretary.

(2) Applications for loans must be submitted, and communications in connection therewith addressed to the Secretary, Indian Staff Loan Fund, Chief Accounts Officer's Office, Calcutta.

Applications when to be submitted.

(2a.) Applications may be submitted at any time within 30 days of the date the loan is required.

Interest how calculated.

(3) Loans granted on or before the 15th of a month will be charged interest for the full month in which granted and loans granted after the 15th of a month will be charged interest from the first of the following month.

Clear explanations of purposes for which loans required should be given in the application.

(4) The staff should in their own interests afford clear explanations of the purposes for which loans are required. It must also be clearly stated in the application for loans for domestic or religious ceremonies to be performed for persons other than a wife or children whether such persons are entirely dependent on them or not.

Applications for loans on account of Medical expenditure should be supported by Medical certificates.

(5) Applications for loans on account of medical expenditure should be supported by Medical certificates signed or countersigned by a Medical Officer of the Railway. Departmental Officers should see that this is done before sending in the applications.

Warrants for loans are valid for one month only from the date of issue.

(6) Warrants on account of loans granted by the Fund are current for one month only from the date of issue and all warrants presented after one month to be cashed, should be refused. Warrants not cashed within a month should at once be returned to this office. Fresh warrants will not be issued, until fresh applications for loans with explanations as to why the warrants were not cashed in the first instance are received and considered by the Committee.



**LOAN FUND FOR INDIAN STAFF. Chap. VIII.**

This application may be submitted at any time within  
30 days of the date the loan is required.

Au. 712.  
L. F.

**Application for Loan.**

To

THE SECRETARY, INDIAN STAFF LOAN FUND

I \_\_\_\_\_ of \_\_\_\_\_ (1) Here state occupation.

being a (1) \_\_\_\_\_ in the employment of the Railway  
at a monthly wage of Rs. \_\_\_\_\_ request that a loan of Rs. \_\_\_\_\_  
may be made to me under the rules of the Indian Staff Loan Fund  
for the purpose stated below, and I undertake to apply the said  
sum for that purpose only.

Religious Ceremonies (2) \_\_\_\_\_ (2) Strike out whichever

Domestic Ceremonies \_\_\_\_\_ of these is inappropriate

Medical Expenditure \_\_\_\_\_ and give brief details

I declare that I am \_\_\_\_\_ years \_\_\_\_\_ months of age. showing the date on

Station \_\_\_\_\_ for whom, the expendi-  
Date \_\_\_\_\_ 193 \_\_\_\_\_ ture has been or will be

incurred.

In the case of loans for

medical expenditure,

attach certificate of

a Medical Officer of the

Railway Administration.

*Signature in full and Staff number.*

*P. F. Account Number.*

This application must be countersigned by two employees  
of standing in the service of the Railway Administration  
drawing not less than Rs. 50 per mensem, who must satisfy  
themselves that the particulars given in the application are  
correct.

Signature in full\* } \_\_\_\_\_ Signature in full\* } \_\_\_\_\_ \*To be written legibly.

Designation \_\_\_\_\_ Designation \_\_\_\_\_

Pay Rs. \_\_\_\_\_ Staff No. \_\_\_\_\_ Pay Rs. \_\_\_\_\_ Staff No. \_\_\_\_\_

No. \_\_\_\_\_ dated \_\_\_\_\_

Length of service of the applicant

\_\_\_\_\_ years \_\_\_\_\_ months.

Particulars of previous loan from this Fund, if any :—

Amount \_\_\_\_\_ Advice No. \_\_\_\_\_ Date \_\_\_\_\_ 19

I (3) \_\_\_\_\_ recommend that the loan be made.

(3) Here insert the words  
"do not" if such is the  
case.

*Head of Dept. or Divl. Officer.*

*Station* \_\_\_\_\_

*Certificates to be filled in at Head Office.*

Certified that salary of above man is Rs. \_\_\_\_\_ per month.

*Accounts Officer.*

*Establishment Section.*

Certified that the amount at credit of above man in the Provi-  
dent Fund represented by his own subscriptions thereto is  
Rs. \_\_\_\_\_ on \_\_\_\_\_ (date.)

*Accounts Officer, Provident Fund.*

W. O. No. 5323-100-24-1-30.