

RAIL VIKAS NIGAM LIMITED  
(A Govt of India Enterprise)

No.RVNL/1/51/HR

25-5-2015

POLICY NO. 04/2015

**Sub: REVISED ABSORPTION POLICY OF RAIL VIKAS NIGAM LTD.**

1. The manpower of Rail Vikas Nigam Ltd. (RVNL) comprises mainly of technical and support staff required for execution of rail infrastructure projects. The posts, in various grades, are filled through deputation, absorption, promotion and recruitment depending upon the requirements of the Company.
2. The Executive Cadre of RVNL has the following 10 grades as per the standard grades prescribed by DPE for Schedule 'A' CPSEs.

<b>Post</b>	<b>Grade</b>	<b>IDA Pay Scale (Rs)</b>
Executive Director	E9	62000-80000
General Manager	E8	51300-73000
Addl General Manager	E7	43200-66000
Jt General Manager	E6	36600-62000
Dy General Manager	E5	32900-58000
Sr Manager	E4	29100-54500
Manager	E3	24900-50500
Asstt Manager	E2	20600-46500
Sr Executive	E1	16400-40500
Executive	E0	12600-32500

In addition to the above, RVNL has 3 (three) non-executive grades which have been created with the approval of BoD. Details are as at Annexure.

3. Officials may be absorbed in RVNL in any of the grades mentioned in para 2 above through the following two sources –
  - 3.1 Absorption of existing officials on deputation in RVNL
  - 3.2 Absorption of experienced officials from Indian Railways, other Government departments, autonomous bodies, CPSEs etc by calling of

options on immediate absorption basis.

#### **4. ABSORPTION OF DEPUTATIONISTS WORKING in RVNL:**

- 4.1** Willing officials are required to submit their option for absorption in the prescribed format.
- 4.2** RVNL management may consider the request for absorption on a case-to-case basis at its discretion based on the requirement of the Company. A request for absorption does not mean automatic acceptance by the management. The decision of the RVNL Management regarding absorption or otherwise of the applicants will be final.
- 4.3** Deputationists working in RVNL will generally be offered permanent absorption in the post/grade against which he/she is working, provided that the post/grade is not more than one grade higher than his/her substantive grade in the parent cadre.
- 4.4** A concordance table indicating the equivalence of IDA pays scales/grades vis-à-vis CDA pay scales/grades is enclosed as **Annexure**.
- 4.5** A Committee, nominated by CMD, will screen the applicants and adjudge the suitability for absorption and will put up its recommendations to CMD for approval.
- 4.6** CMD may accept, ask for a review or reject the recommendations of the Committee. The decision of CMD will be final.
- 4.7** In cases where the request for absorption is considered positively, an offer for absorption indicating the Post, Pay scale, Terms & Conditions of service etc will be communicated to the employee.
- 4.8** The employee will be required to submit a letter of technical resignation from his/her parent department along with acceptance of the offer of absorption in RVNL. The letter of technical resignation of the employee will be forwarded to parent officer/cadre controlling authority requesting for acceptance of the resignation.
- 4.9** The employee will be absorbed in RVNL from the date following the date of acceptance of resignation from parent department.
- 4.10** After absorption in RVNL, the employee will be treated as a regular employee of RVNL and will be governed by the service conditions and rules of RVNL.
- 4.11** Once the employee accepts the offer of absorption in a post and has joined the regular cadre, no representation regarding any of the conditions of absorption will be considered at a later date.

## **5 IMMEDIATE ABSORPTION OF PERSONNEL OTHER THAN DEPUTATIONISTS:**

- 5.1** In case adequate manpower against a particular grade/ post is not available in the regular cadre or through deputation, options will be called through open advertisements of officials of Indian Railways, other government departments, autonomous bodies, CPSEs etc on immediate absorption basis.
- 5.2** The willing officials will have to apply for absorption in the specified format along with requisite documents.
- 5.3** RVNL Management will shortlist the applications based on the criteria specified in the advertisement and as per requirement of the Company. Only the shortlisted applicants will be called for screening and the decision of RVNL Management will be final in this regard.
- 5.4** A Screening committee consisting of ED/GGM/GMs as nominated will screen the shortlisted applicants and prepare a select list of suitable candidates. The list will be submitted to the Director level committee who will interview the recommended candidates and prepare a panel based on merit. The recommendations of the Director level Committee will be put up to CMD for a final decision on absorption of the applicants.
- 5.5** CMD may accept, ask for a review or reject the recommendations of the Committee. The decision of CMD will be final.
- 5.6** The selected candidates will be offered permanent absorption in the post and grade for which he/she is considered eligible, as per the criteria advertised, The offer will include the Terms & Conditions of service in RVNL, place of posting, etc.,
- 5.7** The selected candidates will have to join RVNL as per the offer within the stipulated date after resigning from his present service. The candidate will be absorbed in RVNL from the date he joins RVNL.
- 5.8** Once the employee accepts the offer of absorption in a post and has joined the regular cadre, no representation regarding any of the conditions of absorption will be considered at a later date.
- 5.9** After absorption in RVNL, the employee will be treated as a regular employee of RVNL and will be governed by the service conditions and rules of RVNL.
- 5.10** The officials taken on immediate absorption basis will be on probation for a period of two years from the date of joining service in RVNL.

## **6 OTHER CONDITIONS OF ABSORPTION**

Normally, the following conditions shall be observed while considering applications for absorption: -

- 6.1 Priority for absorption will be given to employees working in departments/trades/grades in which RVNL is facing shortage of manpower or where deputationists are not available.
- 6.2 Applicants willing to work in difficult/LWE/unpopular areas where deputationists are reluctant to be posted shall be given preference for absorption.
- 6.3 Deputationists whose retirement is due before completion of their five years' deputation term shall normally not be considered for absorption.
- 6.4 Generally, absorption of Stenographers/Secretaries will not be considered.
- 6.5 CMD/RVNL has full powers to decide on an application for absorption of an employee by relaxing any of the conditions mentioned above or to make any changes in the rules mentioned herein.

#### **SENIORITY OF PERSONS TAKEN ON ABSORPTION:**

All seniority lists in RVNL are maintained Department/Stream- wise and Grade-wise. The criteria for placing absorbees in their respective seniority lists are as under: -

#### **6.6 Staff whose applications were received before initial cadre closure date (31.10.2010)**

7.1.1 The inter-se seniority of the parent cadre of Railway officials, who had applied for absorption before the cadre closure date i.e. 31.10.2010, has been maintained while fixing seniority. This is irrespective of the actual date of absorption in the company.

7.1.2 An example for fixation of seniority is also shown below:

	(x)	(y)	(z)
Status in parent office on the date of joining RVNL	SAG (Since Jan. 1999)	SG	SG
Date of joining RVNL on deputation	18.07.2005	01.08.2004	01.10.2004
Designation/Grade in RVNL	GM	GM	GM
Promoted under NBR	--	05.06.2005	--
Date of absorption	20.01.2008	20.01.2008	20.01.2008
Grade in which absorbed	GM	GM	GM
Seniority position	1	2	3

**Note:** The above illustration is as per inter-se seniority in the Railways for the optees at the time of initial absorption policy being implemented in RVNL.

## **6.7 Staff whose applications are received after cadre closure date**

**7.2.1** As per the policy, in case of deputationists who apply for absorption after 31.10.2010, their seniority in the post /grade in which they are absorbed will be reckoned with reference to their date of joining RVNL on permanent basis after their resignation is accepted by their department.

**7.2.2** However, if officers belonging to Group 'A' services of Indian Railways, working either on deputation or being considered for immediate absorption in RVNL, belong to the same seniority group in the parent department apply for absorption and are called to attend screening on a particular date for absorption in RVNL, their inter-se seniority in RVNL will be fixed as per their seniority in the parent Department at the time of absorption in RVNL irrespective of the date of acceptance of resignation in their parent department. This is subject to the condition that they tender technical resignation from Railway service within one month of offer of absorption in RVNL.

This policy will be with prospective effect.

### **FIXATION OF PAY**

The fixation of pay of absorbees will be as per the extant policy of RVNL.

### **POWERS TO RELAX**

CMD will have full powers to revise, review, relax and modify the rules and conditions related to the policy for absorption in RVNL.

**(Ajay Kumar)**  
**Group General Manager (HR)**

**Encl: As Above**

Copy to:

Secy. to CMD (for information of CMD)  
DPE,DO,DF,DP,CVO  
All Officers & Staff in Corporate Office & Units  
Notice Board

**ANNEXURE 1****CONCORDANCE TABLE FOR ABSORPTION**

Post	Grade	Pay Scale (IDA)	Equivalent CDA Scale	Eligibility Conditions for the Grade
<b>Executive Cadre</b>				
ED	<b>E9</b>	62000-80000	PB-4 + GP Rs.10000	PB-4 + GP Rs 10 000 with 23 yrs in Gr 'A'
GM	<b>E8</b>	51300-73000	PB-4 + GP Rs.10000	PB-4 + GP Rs 10 000 or PB-4 + GP Rs 8700 with 17 yrs in Gr. 'A'
AGM	<b>E7</b>	43200-66000	PB-4 + GP Rs. 8900	PB-4 + GP Rs 8700
JGM	<b>E6</b>	36600-62000	PB-4 + GP Rs. 8700 (SG)	JAG with 8 years of Gr A service
DGM	<b>E5</b>	32900-58000	PB-3 + GP Rs. 7600 (JAG)	PB-3 + GP Rs 6600 with 5 yrs of Gr A service or in Sr. Scale with 8 years of Gr B service.
Sr Manager	<b>E4</b>	29100-54500	PB-3 + GP Rs. 6600 (SS)	PB -3 + GP Rs. 6600 or PB-3 + GP Rs 5400 with 4 yrs in Gr. 'B'
Manager	<b>E3</b>	24900-50500	PB-3 + GP Rs. 5400 (JS)	Gr. 'B' in PB-2 + GP Rs 4800/5400(A/c)
A Manager	<b>E2</b>	20600-46500	PB-2 + GP Rs. 4800 (AS)	PB-2 + GP Rs 4600/4800 (A/c)
Sr Executive	<b>E1</b>	16400-40500	PB-2 + GP Rs. 4600	PB-2 + GP Rs 4200
Executive	<b>E0</b>	12600-32500	PB-2 + GP Rs. 4200	PB-2 + GP Rs 2800/2400
<b>Non-Executive Cadre</b>				
Asstt Executive	<b>S2</b>	10700-21400	PB-1 + GP Rs. 2800	PB-1 + GP Rs1900
Jr. Executive	<b>S1</b>	8000-16000	PB-1 + GP Rs. 2000/1900	PB-1 + GP Rs1800
Office	<b>S0</b>	6000-12000	PB-1+GP Rs. 1800	PB-1+GP Rs. 1800

Note: The eligibility for absorption of employees working in IDA scales in other CPSEs will be as per the R&P Rules of RVNL.

