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

No. 2018/M(N)/951/20 New Delhi, Dated 24.01.2018

The Principal Chief Mechanical Engineers
All Zonal Railway and MCF, ICF, RCF

CAO/COFMOW, New Delhi
Director/IRIMEE, Jamalpur
Sr. Professor (Mech.) NAIR, Vadoara

EDS(Carriage), ED(QA)/Mech,
EDS(Wagon), RDSO Lucknow
ED(CAMTECH), Gwalior
ED(PS & EMU),RDSO, Lucknow

Sub: Minutes of Meeting of CME Conference Jan,2018.

The minutes of the CMEs conference held on 18th and 19th Jan,2018 can be downloaded from Railway Board's website www.indianrailways.gov.in by following the path *"About Indian Railways—Railway Board Directorates—Mechanical Engineering---Circulars---Mechanical(Freight) Sr.No.I/.Meeting and conference.*

The minutes has the approval of Board(MRS).

Vivek 24/01/18
(Vivek Mohan)
Dir. Mech. Engg. /Frt.
Railway Board

Copy to : PSO/MRS for kind information of MRS

AM(ME), AM(PU), PED (EnHM)

EDME(Chg.), EDME(W), EDME(Frt.), EDME(Proj.), EDME(Dev.), EDEE(G) for kind information.

Minutes of CME Conference held on 18th & 19th January, 2018 at Guwahati, NFR

S.No.	Action	By	Time Schedule
1.0	**Address by MRS.**		
1.1	Lot of progress has been made in Air & Road sector during the past decade. But railway sector – stations & trains- have not been able to show up much improvements. We need to run faster, reliable & trains with superior interiors & cleanliness which can give a pleasurable experience to the passengers while performing their journey.	**All PCMEs**	
1.2	On Freight, which is our bread & butter, we need to provide wagons which are loadable & do not require frequent repairs. We need to venture more into special commodity wagons, better materials & increasing pay load to tare ratio at faster speeds.	**ED/Wagon/RDSO**	
1.3	We must come out with new designs. RDSO & PUs must come out with some new designs in the areas of coaching as well as freight with increased speed potentials & reduced maintenance requirements.	**PCMEs RCF,ICF,MCF, ED/Wagon/RDSO, ED/Carriage/RDSO**	
1.4	All PUs must aim to come out with new bogie design which will allow the Rolling stock to run at higher speeds, for longer period & at lower maintenance cost.	**PCMEs,RCF, ICF,MCF**	
1.5	Items to be identified, which must be attended during POH. Schaku couplers are being overhauled in 1.5 years. These and such other items should be reviewed and a comprehensive list of must change /must attend items during POH should be drawn and strictly implemented.	**ED/Wagon/RDSO ED/Carriage/RDSO ED/PS&EMU**	
1.6	Upkeep & cleanliness is an area of concern. IR is spending an amount of Rs 2300Cr on cleaning activities. We should aim to get higher value for this investment. If we create an infrastructure which is easily cleanable less money will be spent on its cleanliness. We are using scrubbers & large quantity of water each time the coach comes to depot for maintenance which is costing money, consuming valuable time & leading coaches to corrosion. Surfaces which are easily cleanable must be created which	**All PCMEs**	

	require lower amount of scrubbing & scrubbing after longer durations.		
1.7	There are lots of complaints related to toilets from every sector. Toilets of good standards must be there in our trains. If the condition of toilets improves, 60% of the complaints on the cleanliness front will be reduced. Zonal Railways must come up with modification/designs in toilets for improvements. Railways are encouraged to innovate and try new/modified designs.	**All PCMEs**	
1.8	Biotoilets has brought another dimension of problem. The quantity of Inoculum used must be reviewed. All the officers must know & review the exact figures of Biotoilets not working. The level of involvement at ground level & HQ level office must improve.	**All PCMEs**	
1.9	In case of OBHS, people are not escorting up to the end, not undertaking periodic cleaning of toilets. General perception is that it is an unsupervised activity. Solutions to tackle this problem are available in the market. These have to identified & adopted. Some solutions like RFID tags in toilets, CCTV cameras & GPS enabled biometric attendance system using a Hand held device are available in the market. The SOP for procurement has been delegated to the zones. If contractor doesn't provide the module for biometric attendance then the Railways must provide it as it is also required from administrative & vigilance point of view.	**All PCMEs**	
1.10	Installation of Automatic Coach Washing Plant will lead to reduction of turn around time. Earlier requirement of 100m of straight line has been reduced to 30 to 40 mtrs. Identify as many locations which are suitable & send the proposals for sanction to Railway Board. Also the 1% Environmental cess can be utilized for this activity under water conservation.	**All PCMEs**	
1.11	300 Cr Umbrella works for improvement of Coaching maintenance, 300Cr for improvement to freight maintenance & 500 Cr for Improvement to the workshops have been included in the current year budget proposals. The works to be done must be immediately identified & kept ready to be sent to EDME(Proj) so that as soon as the budget is passed,	**All PCMEs**	

	the sanctions may be processed for the individual works.		
1.12	In some of the railways high speed cameras have been placed at rolling in points. It must be implemented by all Zonal railways under Revenue or proposals may be sent to railway Board for sanction.	**All PCMEs**	
1.13	Monitoring of money allotted under PH 41 & 42 must be done from the day it is allotted. Full utilization of these funds must be ensured.	**All PCMEs**	
1.14	The condition of workshops must be improved especially the north lights. If the lighting of workshop is good, the work efficiency will automatically improve. CWMs have to be personally involved in improving the work conditions of the workshops particularly cleaning, housekeeping & natural lighting. Wherever needed, these may be outsourced.	**All PCMEs**	
1.15	KRA's have been issued for CRSE, CWE & CME/Planning & percentage weightage of that will reflect in their own and their PCMEs appraisal. The HODs must be involved in the work as everything can't be left at the level of PCMES.	**All PCMEs**	
1.16	Train sets are going to come in future & the first two are going to come in 2018. The Train set 20 project is expected to be come by 2020. We are planning to set up one train set depot each near Delhi & Mumbai. The land plan has to be frozen. Train set depot has to be planned in line with facilities available in Virar Depot or Metro depots. There can be arrangement of drop pits or jacking arrangement based on geographical conditions, both are applicable for train set depots.	**All PCMEs**	
1.17	Performance has deteriorated on Coaching side on overall basis- whether it is Ineffective, Detachments or Punctuality. Area of concern are repeated failures like Bolster spring failures on new coaches, vibrations in coaches or LHB disc failures. PUs & RDSO must get actively associated in tackling such issues.	**All PCMEs**	
1.18	PUs have an important responsibility that the product which comes out must be of best quality. Final product must be thoroughly inspected before turnout.	**PCMEs RCF,ICF,MCF**	
1.19	PUs & RDSO must weed out bad and non-performing vendors. Vendor feedback & warranty system must be in place and strictly implemented.	**PCMEs, RCF, ICF, MCF ED/Wagon/RDSO**	

		ED/Carraige/RDSO ED/PS&EMU	
1.20	PUs must support zonal Railways by way of material & warranty in case of defects in the turned out products. It is much easier for the PUs to purchase any item than the Zonal railways. PUs must start taking ownership of any problem. Please make sure that CQAM/CDEs get involved with what is happening in the field. PUs must ensure that the problem is rectified to the full satisfaction of the user.A system of product recall should be setup as prevalent in automobile sector.	**PCMEs RCF,ICF,MCF**	
1.21	Project SWARN will be extended to second level of trains. While selecting the trains the approach must not be elitist. The trains which are patronized by the poorest of the poor must also be identified.	**All PCMEs of ZRs**	
1.22	The Railways based on their capacities/capabilities may come out with proposals in any area in which they can deliver. Sanctions will be provided by Railway Board at the earliest.	**All PCMEs of ZRs**	
1.23	Workshops won't be getting the manpower at the rate attrition is going to take place. Hence outsourcing of activities must be planned & undertaken. For many of the maintenance activities, capacity/capability is available with the industry, which must be factored in, while planning for maintenance.	**All PCMEs**	
1.24	Productivity norms are very poor in PUs & workshops. PUs have to benchmark with the best. Productivity norms & timings have to be revised in line with change of technology which has led to increased productivity.	**All PCMEs**	
1.25	All workshops millwright organization & conditions of machinery must be got audited by each of the PCMEs, and report to be submitted in one month covering the number of machines available, how many are out of order & a detailed action plan to get them rectified. CWEs & CME/Plg have to visit workshops more frequently.	**All PCMEs of ZRs**	
2.0	**Address by AM/PU**		
2.1	Public interest items like cleanliness, amenities, safety and riding comfort are areas of concern. Railways need to address these areas on priority: ➢ Feedback has been received frequently that coach	**All PCMEs of ZRs**	

	toilets are not clean enough and give foul smell. Railways would be required to address these issues on high priority.		
	➢ The pace of fitment of bio-toilets in all coaches has to be maintained and increased so as to achieve the target of zero discharge of faecal matter on track by end of 2018.	**All PCMEs**	
	➢ Jerks from CBC in LHB coaches and abnormal vibrations in ICF coaches are new areas of concern. These issues need to be resolved at the earliest.	**All PCMEs**	
	➢ Railways should ensure good external look of coaches by ensuring well painted, colourful, good & clean condition and no broken glasses.	**All PCMEs**	
	➢ We are planning for accelerated replacement of ICF coaches by LHB. PUs must ensure that LHB production is accelerated, as planned. PU's will need to meet requirement of maintenance spares for the additional LHB coaches deployed on Zonal railways.	**PCMEs RCF, ICF,MCF**	
	➢ Workshops need to increase their productivity. All those areas, where new high productivity M&P have been deployed, the allowed times should be reviewed and linked to the machine capacities proven.	**All PCMEs of ZRs**	
	➢ All workshops and PUs need to ensure good quality of their product.	**All PCMEs**	
	➢ The new technical challenges regarding shelling of LHB coaches and breakage of wheels needs to be resolved.	**All PCMEs**	
2.2	**<u>FREIGHT ITEMS</u>** i) As regards the critical alerts generated by WILD, railways must ensure that the action as per JPO is taken and feedback uploaded to the system.	**All PCMEs of ZRs**	
	ii) Railways where WILD installations are there should set up system to analyse the maintenance alarms generated by WILD so as to find out any trends, which may be visible either on time basis or traffic type basis or coach/wagon type basis.	**All PCMEs of ZRs**	
	iii) Mechanical supervisors and officers I/C of WILD should undertake periodic site inspection to ensure	**All PCMEs of ZRs**	

	that the condition of the WILD installations both from mechanical point of view and from track point of view is correct. The recent case of loose packing and pitted rails leading to unwarranted detachments be kept in mind.		
	iv) Railways to ensure usage of FMM-ROAMS-Yard module for generation of BPCs in all examination yards. The BPC issued from system should increase to about 100 percent from the current levels of about 30 percent of total number of examinations.	**All PCMEs of ZRs**	
	v) Paperless depot is being developed by CRIS at BSL/CR. Railways should send their nodal supervisors/officers to BSL to familiarise them with the paperless working.	**All PCMEs of ZRs**	
	vi) The matter of damages to wagons was discussed. Railways should ensure that the bills towards cost of damages and deficiencies are invariably raised. The bills raised should be increased so as to make sure that the value of bills is commensurate to the damages cost. Videography at locations known for damages be also undertaken to prove mishandling and impose heavy penalty.	**All PCMEs of ZRs**	
	vii) A presentation on consumption of two must change items, Knuckles and Lock was made. This brought out that: a) Workshops are not following must change items list. b) Serviceable parts allowed during POH are leading to generation of replacement requirements in ROH depot and/or also leading to cases of equipment failures. c) It was decided that railways will ensure the implementation of must change items, both for coaching and freight stock, during POH.	**All PCMEs of ZRs**	
	viii). All wagon workshops should develop facility to test and overhaul the BMBS components and accordingly procure necessary test benches.	**All PCMEs of ZRs**	
	ix) SCR will develop in house a computerised BMBS test bench.	**PCME SCR**	
	x) RDSO to undertake study for increasing POH/ROH periodicity of BOXNHL wagons to 6/2 years.	**ED/Wagon/RDSO**	

4.0	**Project items**		
4.1	On Railways like NER, NR, NFR and ECoR the expenditure is noted to be lower than even 50% over the budget allotment. Funds intended to be transferred in other Zonal Railways may be done in consultation with Budget Branch.	**All PCMEs**	
4.2	A list of projects with almost nil progress after 5 years of sanction was discussed. Individual Railways to indicate any special reasons for retaining these projects, failing which they will all be dropped.	**All PCMEs**	
4.3	105 works have been identified as last mile works by Zonal Railways. These needs to be closely monitored and additional funds if any required should be asked for in the Budget.	**All PCMEs**	
4.4	216 works are pending for more than 5 years. Out of which 124 works are more than 7 years old. Railways to review and indicate works to be dropped. This will reduce throw forward thus releasing margin for including fresh work proposals.	**All PCMEs**	
4.5	Works pertaining to setting up of MEMU sheds, expansion of capacity and LHB maintenance facilities should be speeded up. Those Railways which have no facility so far for LHB maintenance should make proposals accordingly.	**All PCMEs**	
4.6	Railways to submit list and cost of works which they would like to be provided from the sanctioned umbrella works.	**All PCMEs**	
4.7	Expenditure under PH-41is on the lower side. All Zonal Railways and COFMOW to closely monitor and expedite installation and commissioning of machines and release of payments in regard to machines already supplied. COFMOW should closely monitor the promised dispatch of machines.	**All PCMEs**	
4.8	Railways to take action to complete the sheds and track work etc. where installation of machines is awaiting completion of civil engineering works.	**All PCMEs**	
4.9	COFMOW should attempt liquidating of machines awaiting commissioning for more than one year from the date of supply.	**CAO/COFMOW**	
4.10	KRA of all Zonal Railways were discussed, NR, NCR, NFR, ECoR and WCR to make efforts to improve the KRA.	**PCMEs NR,NCR, NFR, ECoR, WCR**	

5.0	**Coaching Items**		
5.1	Punctuality performance of the Railways during April – December, 2017 has deteriorated as compared with the same period in 2016-17. Railways where punctuality performance on territorial basis has deteriorated substantially are ECoR, NR, SCR, SER, WR & WCR while punctuality performance on ownership basis has deteriorated over ECR, ECoR, NR, SCR, SER, SECR, WR & WCR. Railways should analyse the cause of deterioration in punctuality performance and take corrective action.	**All PCMEs of ZRs**	
5.2	The number of cases of delay on account of delay in shunting/DVS leading to late departure of the train have been booked on C&W account. Zonal Railways to take proactive approach for reconciling of such cases and booking them under proper head.	**All PCMEs of ZRs**	
5.3	The enroute coach detachments in the period April – December, 2017 have gone up to 67 as compared to 60 in the same period in 2016-17. One of the major reasons for enroute coach detachment are bogie and suspension gear defects of which 23 cases are on account of bolster spring breakage. Production Units to ensure that proper quality of material are provided on the coaches so as to avoid maintenance problems and detachments in the open line.	**All PCMEs of ZRs**	
5.4	The coaching ineffective has also gone up as compared to the same period of last year. Railways brought out that the main reason for these is various modification works being carried out in the coaches like fitment of bio-toilets, etc. Railways are advised to keep a watch on the ineffective percentage. Special care to be taken by ECR, ECoR, NCR, NER, NWR, SECR, WCR where the percentage increase in coaching effective is comparatively much higher.	**All PCMEs of ZRs**	

5.5	Railways were advised about the provision of PAPIS, CCTVs, LED/LCD Destination Boards in the coaches. Fire and Smoke Detection System in AC coaches and Fire Detection and Suppression System in pantry cars and power cars are to be provided in all newly manufactured coaches. Existing coaches are also to be retrofitted for which adequate RSP sanction is being obtained. Railways to expedite the work under RSP already allotted for these items.	**All PCMEs of ZRs**	
5.6	Railways were advised that silicon foam would be gradually utilized for cushioning material. Some coaches are already running on the Zonal Railways with silicon foam as cushioning material. Railways to continuously monitor the performance of silicon foam and send regular reports to RDSO.	**All PCMEs of ZRs**	
5.7	Automatic Coach Washing Plants are to be provided at all feasible locations of coaching depots. Recently, a meeting of Automatic Coach Washing Plant Manufacturers was held in which it was brought out that straight track of only to 30-40 meters is required for setting up the plant. COFMOW is revising the specifications. Railways may give their comments to COFMOW. Railways should plan provision of coach washing plants under 1% environmental cess.	**All PCMEs of ZRs**	
5.8	The number of passenger complaints on account of non-availability of water in coaches has gone up. With stoppage of trains being reduced at most of the stations, Zonal Railways should provide quick watering arrangements on priority at all en route watering stations. This will ensure proper watering of trains leading to reduction in passenger complaints. An umbrella sanction of □50 crore is likely to be obtained for this work in 2018-19.	**All PCMEs of ZRs**	
5.9	Zonal Railways should improve rolling-in infrastructure. Appropriate LED lights to be provided and staff given standard toolkits and training. All rolling-in examination areas should be provided with high speed cameras so as to record the condition of the underframe. Railways to provide the target date by which the cameras will be provided at all rolling-in	**All PCMEs of ZRs**	

	points.		
5.10	Instructions have already been issued to Zonal Railways to provide pit wheel lathes at depots with more than 500 coaches. With progressive increase in the LHB holding, provision of wheel lathes in the depots has to be expedited.	**All PCMEs of ZRs**	
5.11	Provision of 751 fully assembled LHB bogies has been made in the RSP. MCF should expedite the supply of the bogies under RSP already allotted. ICF & RCF should also plan for providing fully assembled LHB wheels and bogies to the Zonal Railways so as to ensure that downtime of coaches is reduced.	**PCMEs MCF, RCF, ICF**	
5.12	With the progressive increase in the replacement of ICF with LHB coaches, Railways should process for obtaining CRS clearance for running various types of LHB coaches on the various sections. All such clearances should be obtained in a time-bound manner within the next 6 months. At present, sanction for LS-5 coach is also not available over all the Zonal Railways. This needs to be expedited.	**All PCMEs of ZRs**	
5.13	A number of Railways have reported bogie cracks in ICF coaches. RDSO has issued a CAI in this regard and instructions regarding use of bogies of more than 12 years age. Railways should ensure implementation.	**All PCMEs of ZRs**	
5.14	Wheel disc failures on LHB coaches are a cause of concern. RDSO is in the process of revising the drawings of wheel discs. Railways should follow the RDSO procedure for checking of the wheel disc.	**All PCMEs of ZRs**	
5.15	There have been a number of cases of control arm becoming loose, axle box end cover missing, etc. Railways should audit their system of maintenance of the control arm, specially ensuring that some of the nuts provided are of self-locking type and should not be reused. Adequate availability of self-locking nuts as per specification should be available in the workshops as well as divisions and proper torquing of bolts should be ensured.	**All PCMEs of ZRs**	
5.16	Against the target of 22 green corridors, only 7 have been completed so far. Railways should expedite completion of identified green train corridors.	**All PCMEs of ZRs**	

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<tr><td>5.17</td><td>Project Swarn – Railways should expedite completion of Project Swarn. NR, ECR, SR & WR should pull up the work and ensure early completion. Three Committees comprising 3 officers each have formed to audit the rakes completed to Swarn standards. Railways may inform the committee members for audit of the train once the rake is completed.</td><td>All PCMEs of ZRs</td><td></td></tr>
<tr><td>5.18</td><td>Trains nominated by the Zonal Railways for upgradation under the Flagship train scheme should be planned and timelines for completing the work advised to board.</td><td>All PCMEs of ZRs</td><td></td></tr>
<tr><td>5.19</td><td>The issue of OHE wiring of washing lines was raised by the CMEs. The issue was discussed. Washing and cleaning of coaches is undertaken on the washing lines and rooftop attention is also given to the coaches on the washing lines. Providing OHE wiring will not only hamper this work but might also pose a safety hazard to the staff working on the washing lines. In view of this, it was decided that OHE wiring of washing lines cannot be permitted.</td><td>All PCMEs of ZRs</td><td></td></tr>
<tr><td>6.0</td><td>Development Items</td><td></td><td></td></tr>
<tr><td>6.1</td><td>Retro-fitment target issued to zonal Railways have to be met by all Railways. Zonal Railways where progress is less than 75% of their target after 3rd quarter, have to pull up and ensure that target for 2017-18 is met.</td><td>PCMEs ECR, NCR, NER,NFR,NWR,SE CRWCR,WR</td><td>31.03.18</td></tr>
<tr><td>6.2</td><td>As on 15.01.18 coverage for 7800 coach set bio-tanks for ICF coach is available. Railway wise qty is as under:
<table>
<tr><td>CR-378</td><td>ECoR-260</td><td>ECR-785</td><td>ER-858</td></tr>
<tr><td>NCR-402</td><td>NER-144</td><td>NFR-631</td><td>NR-761</td></tr>
<tr><td>NWR-379</td><td>SCR-747</td><td>SEC-300</td><td>SER-310</td></tr>
<tr><td>SR-960</td><td>SWR-263</td><td>WCR-198</td><td>WR-424</td></tr>
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Railways to ensure that the above quantity is exhausted by April, 2018.</td><td>All PCMEs of ZRs</td><td>31.04.18</td></tr>
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<tr><td>6.3</td><td>The target of fitment of bio-toilet in all coaches is December 2018. Some Railways will have more than 1000 ICF design coaches balance after present procurement cycle. These are as under:<table><tr><td>CR</td><td>1528</td><td>SER</td><td>1677</td></tr><tr><td>ECR</td><td>1030</td><td>SR</td><td>1600</td></tr><tr><td>NWR</td><td>1100</td><td>WR</td><td>2196</td></tr><tr><td>SCR</td><td>1010</td><td></td><td></td></tr></table>Railways to make their monthly fitment plan for achieving the target date. The required consignee details to be advised by 31.01.18</td><td>PCMEs CR, SER, ECR, SR,NWR, WR,SCR</td><td>31.01.18</td></tr>
<tr><td>6.4</td><td>Railways have been advised to procure and fit Bio-Tanks in OCVs, RAs and any other coach where bio-tank design is different from Railway Board’s procurement design. The expenditure to be booked in bio-tanks RSP head. Fund requirement may be addressed by 7.02.18</td><td>All PCMEs of ZRs</td><td>07.02.18</td></tr>
<tr><td>6.5</td><td>RDSO has mandated testing of effluent discharge parameter of Bio-tanks on monthly basis. The total sampling per month is 5% of the total coach holding with minimum 01 coach of each type. All railways to give confirmation of adopting new testing periodicity.</td><td>All PCMEs of ZRs</td><td>07.02.18</td></tr>
<tr><td>6.6</td><td>All coaching depot to ensure that effluent discharge parameters are met. The requirement of Inoculum for topping to be maintained and monthly report to be sent to CAMTECH for compilation and liasioning with DRDE/GWL.
The last 9 months data of Inoculum requirement was analysed for zonal railways. Topping was highest in ECR and lowest in SWR. Reasons for the same to be studies by the Railways and corrective action taken to ensure that bio-toilets function properly. Railways to monitor the Inoculum topping requirement in KL/100BT/month and CAMTECH to analyse the data with DRDE/GWL.</td><td>All PCMEs of ZRs ED/CAMTECH</td><td></td></tr>
<tr><td>6.7</td><td>ER has fitted house hold type shallow flush toilet with Pedal flushing arrangement from M/S HINDWARE in two coaches. RDSO to study the design and examine its feasibility of adoption for Indian style and Western style toilets. After development of this design it should be tried out in one rake by ER.</td><td>ED/Carr/RDSO, PCME ER</td><td>28.02.18</td></tr>
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6.8	The flushing efficiency of Jaquar type flush valve and ring type flushing system was shown. There is a need to study the design of toilet in holistic perspective. A committee of CME/ICF, CME/RCF, CME/MCF, ED/Carr/RDSO & ED/QA/RDSO to go through all aspect of toilet design, its modular arrangement, replacement interval & life cycle costing analysis etc. The committee to submit its report by 15th February, 2018.	**PCME/ICF PCME/RCF PCME/MCF ED/Carr./RDSO ED/QA/RDSO**	15.02.18
6.9	A committee consisting of CWE/CR & CWE/WR to study the feasibility of providing separate exhaust fan in each toilet during POH in ICF & LHB coaches and report to be submitted to board by 15.02.18	**PCME/WR PCME/CR**	15.02.18
6.10	RDSO to finalize the design for fitment of bio-toilets in all leftover coaches by 31.01.18	**ED/Carr./RDSO**	31.01.18
6.11	NR to fit bio-tank in one SLR as per RDSO scheme at AMV workshop and its performance be monitored by RDSO.	**PCME/NR ED/Carr./RDSO**	28.02.18
6.12	Motibagh workshop to manufacture 500 bio-tanks of LHB design by March 2018.	**PCME/SECR**	31.03.18
6.13	All coaching depot & workshop should create facility for storage & maintenance of bio-toilet. Railways to go for AMOC for maintenance of bio-toilets.	**All PCMEs of ZRs**	
6.14	There is a need for aggressive Public awareness about bio-toilets among travelling passengers. The effort of SR is appreciable. All zonal railways to ensure aggressive public awareness about bio-toilet through different all media.	**All PCMEs of ZRs**	15.02.18
6.15	The re-routing of electrical junction box of LHB coach and fitment of bracket for installation of bio-tanks to be undertaken by zonal railways before the bulk supply of LHB bio-tanks is received by ZRs.	**All PCMEs of ZRs**	31.03.18
6.16	CR & NR to monitor the effluent parameter of Bio-Vac toilet fitted in Tejas express & one FAC of Kaifiet exp. The effluent of these coaches be monitored in each trip and data to be shared with CAMTECH/GWL. CAMTECH to liason with DRDE/GWL to get the clearance of DRDO for effectiveness of inoculum with Bio-Vac toilet.	**PCME/NR PCME/CR ED/CAMTECH ED/Carr/RDSO**	31.03.18

6.17	COFMOW to finalize the procurement of portable sewage suction machine at the earliest to be distributed to ZR & Workshops.	**CAO/COFMOW**	31.03.18
7.0	**Electrical (Coaching Items)**		
7.1	There is deterioration in punctuality performance on AC account by 26.8% as compared to corresponding period of previous year. Worst performing Railways are NFR, NER, ECoR, ECR and SER. These Railways should take appropriate action to improve the performance.	**PCME NFR,NER, ECoR,ECR,SER**	
7.2	Out of total 498 punctuality loss cases, 125 are on account of late start of train due to sick marking of coach. Railway should closely monitor such cases to bring down figures.	**All PCMEs of ZRs**	
7.3	Zonal Railways should take appropriate action to reduce cases of V- belt failure. RDSO should reiterate instruction for maintaining proper alignment, tensioning arrangement and storage of V- belts. RDSO should conduct quality audits of some of the coaching depot.	**All PCMEs of ZRs**	
7.4	CME/ SCR has asked for procurement of single grade V- belt instead of permissible 48 to 52 grade V- belt for maintaining set. RDSO should examine this issue and give its recommendation.	**ED/PS&EMU**	
7.5	Zonal Railways have reported poor performance of V- belt. PUs should take appropriate action following extant procedure	**PCMEs MCF,RCF,ICF**	
7.6	Against target of 64 trains during 2017-18, zonal Railways have so far converted 36 trains into HOG. Zonal Railways should expedite the conversion work to complete the target. Planning should be made by zonal Railways to convert all LHB EOG coaches to HOG compliant.	**All PCMEs of ZRs**	
7.7	Target for provision of LED light fitting as given by MR cell is Dec'18. Progress so far made by Zonal Railways is far from satisfactory. All out efforts should be made by zonal Railways to provide LED fittings in all coaches.	**All PCMEs of ZRs**	

7.8	Master plan should be made by all zonal Railways for planning of new sheds and augmentation of existing sheds in wake of huge induction of MEMU trains in future. Planning should be made to home 20 car MEMU length in a shed	**All PCMEs of ZRs**	
7.9	It has been decided that CCTV camera in coaches will be provided by Rolling stock department. Railways will be advised about sanction in due course. Work should accordingly be planned.	**All PCMEs of ZRs**	
7.10	Railways are not timely uploading equipment failure data on RDSO web portal. For instance, many of the Railways have not yet uploaded data for calendar year 2016. RDSO stressed for timely uploading of failure data as the same is essential for improving the quality of equipment and upgrading/downgrading of status of approved vendors.	**All PCMEs of ZRs**	
8.0	**EnHM Items**		
8.1	Standard Bid Document and Model Schedule of Powers have already been issued. General Condition of Contracts (GCC) for services is likely to issued shortly. CMEs were informed that the Transformation Dte. has already issued instructions regarding implementation of SBD in one depot in each division. (a) On some railways, contractors are reportedly under performing on the plea of hike in minimum wages not being compensated. With revised delegation, it should be possible to settle the issue. (b) In order to adequately account for labour, including price variation, it is essential that the manpower proposed to be deployed by the contractor is clearly brought out in the contract. (c) Integration of contract, leveraging technology to monitor performance, extended duration of contacts and training & certification of competency are essential of SBD and therefore must be taken care of during framing of tender conditions.	**All PCMEs of ZRs**	
8.2	On overall IR basis, the proportionate percentage of complaints have improved for cleanliness of stations, maintenance and cleanliness of coaches, non-	**All PCMEs of ZRs**	

	availability/ poor quality of bedroll and non-availability of water. However, some railways have shown deterioration in performance. The reasons need to be examined and remedial action taken.		
8.3	OBHS needs to be closely monitored for improving performance. Essential elements are :- (a) Provision of GPS tagged Bio-metric attendance system. This will enable monitoring of attendance and therefore eliminate problems due to short deployment and also OBHS staff detraining enroute. (b) Railways need to examine ways of increasing complement of OBHS staff for late running of trains. Additional unscheduled watering at intermediate stations, if required, also needs to be monitored. (c) Instructions regarding rationalization of AC coach attendants, linen attendants and OBHS staff have already been issued and reiterated. With this rationalization, it should also be possible to extend limited OBH assistance in trains not covered by OBHS. Such trains also need to be personally examined by CMEs for the reasons of their exclusion from formal OBHS. (d) General class passengers travelling in non-vestibule general coaches are not being provided assistance either through OBHS or CTS. CMEs were requested to examine feasibility of providing OBHS assistance to them through suitable means. (e) Railways need to take care of collection of garbage at nominated points. Similarly, system of pantry waste and food waste collection needs to be examined. (f) Standard uniform for OBHS staff has been connected. The same should be implemented.	**All PCMEs of ZRs**	
8.4	Clean train stations provide focused mechanized cleaning at nominated stations, in addition to essential backup for cleaning assistance in case of failure of OBHS. Trains with halt less than 15 minutes are not being served currently. With the emphasis on speeding up of the trains revision of	**All PCMEs of ZRs**	

	criteria of one work station consist of three men for two coaches may be examined so as to cover essential scope of services on trains with lesser halt. (a) The score sheet and passenger feedback should be digitised to facilitate monitoring. This is also in conformance with SBD. (b) CTS at Moradabad on NR is not operational as stoppage have been reduced. This may be reviwed as above. Tender for Nagpur on CR has been discharged and for ERODE on SR is under finalization. These need to be expedited.		
8.5	**Mechanised coach cleaning**- Some railways have implemented automatic commode seat cleaning system. The same can be replicated or improved by other Zonal Railways. Railways may also examine and sent their recommendation on provision of Indian style/ western style seats in higher class coaches. (a) The type of chemical being used and system of accountal on the same needs to be kept under watch. One way of preventing misuse is to ensure acceptance of chemical quantities only when accompanied by original invoice. (b) The vacation of pantry cars/ mini pantry needs to be ensured for effective pest & rodent control and cleaning.	**All PCMEs of ZRs**	
8.6	**Linen:-** (a) Washing of blankets using hot water causes heavy lint loss and shorten its life. Railway must review the cleaning practice. Current directions are for dry cleaning of blankets. Revision of specification of blanket including material and size along with cleaning frequency and life is under process at Railway Board. (b) Railways should take care of standardization of laundry tender specifications particularly the commercial terms related to eligibility criteria etc. (c) The laundry capacity also needs to be augmented to 100% of the requirement in the year 2018-19. The requirements need to take care of blanket cleaning also.	**All PCMEs of ZRs**	

8.7	**Pest & Rodent Control**: Coaching depots premises, stations area and stabling yards to be covered. Pest & Rodent control contracts should cover termite control within same schedule while inviting tender. Fumigation/ misting treatment should be carried out in the coach whenever it is detached from the rakes for IHO/ POH in the sick lines/ workshops. Pest & Rodent control contract may be executed with agencies having valid license of executing pest & rodent contracts as per revised Min eligibility criteria which has made stricter.	**All PCMEs of ZRs**	
8.8	Features of Government of India's regulation regarding 'Make In India' were discussed. Participants were briefed regarding the additional screens being put up in e-tender site which will assist Make In India implementation. They were advised that the requirements are sacrosanct and must be taken care of including during the formation of tender document.	**All PCMEs of ZRs**	
9.0	**Workshop Items**		
9.1	All Workshops to meet their POH targets. Any special circumstances affecting the outturn to be reported to Board within 10 days.	**All PCMEs of ZRs**	
9.2	Productivity is low, and revision of timings, especially in context of the new CNC controlled machines, is necessary.	**All PCMEs of ZRs**	
9.3	Local passing at NBQ Workshop is high. The Workshop to examine the reasons for the same and take necessary action.	**PCME NFR**	
9.4	The cost of POH of coaches at Matunga and Lower Parel Workshops are substantially different. CWEs to conduct a cross audit.	**PCME CR,WR**	
9.5	Lack of north light is causing use of artificial energy. CWMs to arrange cleaning of north light transparent sheets.	**All PCMEs of ZRs**	
9.6	PUs to be sensitive to the response of the customers for the products being turned out. CDEs & CQM of PUs to maintain adequate liaison with the field units and promptly deal with problems experienced.	**PCME,MCF, ICF,RCF**	
9.7	Conversion of camping coaches should be taken up in right earnest. All Zonal Railways to help by	**All PCMEs of ZRs**	

	providing coaches with some residual life for conversion.		
9.8	ECR, NR, SER and WCR are not fully utilizing their training slots for apprentices which should be done.	**PCME,ECR, NR,SER,WCR**	
9.9	All PUs to pull up the production to atleast meet their targets, if not exceed them.	**PCME,MCF, ICF,RCF**	
9.10	DMW, DLW and ICF to furnish necessary information in regard to the posts identified for transfer to MCF.	**PCME,DMW, DLW,ICF**	
9.11	Kharagpur, Liluah, Izzatnagar and Jagadari Workshops are much higher in POH cost vis-à-vis other Workshops like New Bongaigaon, Lower Parel, Jodhpur, Bhavnagar and Ajmer. CWEs to go into the details of higher cost of POH and make efforts for reduction.	**PCME,MCF, ICF,RCF**	
9.12	Local passing is high in Matunga and Mancheswar Workshops for coaches and New Bongaigaon for wagons. These Workshops to analyze and report reasons for higher local passing and draw up an action plan for controlling the same.	**PCME CR, ECoR, NFR**	
10.0	**Agenda of other Zonal Railways**		
10.1	WR On MEMU coaches higher capacity underslung water tanks are required: By Jan end RCF will provide drawings for retrofitment.	**PCME RCF**	
10.2	SWR (a).In ICF Coaches RMPU FRP cover droppage cases are there. RDSO to standardize the LHB design for ICF Coaches also (b).MEMU rake composition to be standardized for infrastructure planning. Taking into account 3 level platform 20 coach maximum composition standardized infrastructure design to be finalized.	**ED/PS&EMU EDEE/G**	
10.3	SECR Coaches coming from POH and CBC retrofitment should be aggregated & given to zones as complete rakes by workshops.	**All PCMEs**	
10.4	SR Orders for biotoilets must be placed in next one month to achieve the target of 31.12.18.It was decided that Railways may go for backup supply contracts directly if needed.	**All PCMEs**	

10.5	SER In brake binding cases of coaches nothing is found during depot investigation: MRS instructed that all the depots must have functional air dryers & test benches for testing of DVs.Air Brake testing to be done as per laid down procedures.	**All PCMEs**	
10.6	SCR Certain modifications & initiatives have been taken up by SCR for arresting V belt failures in coaches.MRS instructed RDSO to study these initiatives & conduct audit of V belt maintenance in some workshops.	**ED/ PS & EMU**	
10.7	NCR (a).Conversion of UIC & Diamond type bogies in Military wagons must be undertaken: MRS instructed NCR & RB to coordinate with MoD for getting the work of conversion done. (b).There have been 3 & 17 cases in NCR of Primary & secondary springs respectively in LHB coaches: MRS directed all zonal railways to report all such cases to RDSO & RDSO to maintain a central register of all coach detachment cases.	**PCME NCR** **EDME/Fr** **ED/Carriage**	
10.8	ECoR (a). Group Incentive review at Manceshwar Workshop is not been undertaken by RITES. Permission for RVNL to undertake the work is required from Board. (b). BOXNS spares are not available: It was decided that ECoR & SECR will send their indents for coverage to Railway Board.	**EDME/W**	
10.9	NR (a). Funds for PA PIS systems are required (b).CBC retrofittment of 100 coaches may be allotted to NR.	**EDME/Chg**	
10.10	ECR Repair of Centre sill breakage wagons is to be undertaken by the manufacturers: MRS instructed that all such wagons must be sent in a rake form to KGPW workshop where they will be attended by the manufacturers.	**ED/Wagon** **EDME/Fr**	

10.11	CR After closure of Parel workshop the work of POH of 140 t Crane & manufacture of NG locos has to be re-alloted: MRS instructed that the POH of 140 T crane will be undertaken by AII workshop & manufacture of NG locos will be undertaken by Kurduwadi workshop.	**EDME/W PCME/CR PCME/NWR**	
10.12	NFR (a). NFR has an allotment of 16 LHB bogies which are yet to be supplied : MRS instructed RCF to supply 10 Coach set LHB bogies each month from March to May,2018.RCF will also be given an additional RSP of 100 LHB bogies. (b).Coaches coming from RCF to NFR are intercepted on way: MRS instructed that all coaches to NFR will be sent in rake form.	**EDME/Chg PCME/RCF PCME/ICF PCME/MCF**	
10.13	RCF RCF was given 500 Nos CBC Head stock RSP. Material has started coming to RCF but Railways are not lifting the material.- MRS instructed that Railways to pick up the material & stop manufacturing in house at ARSW, MYS,HUBLI & other places.	**EDME/Chg All PCMEs**	
11.0	**QA ITEMS**		
11.1	A presentation was given by EDQA/ Mech /RDSO on the quality audit of workshops of IR.	**All PCMEs of ZRs**	
11.2	The relative performance of the workshops in the quality audit is also to be communicated to individual workshops.	**All PCMEs of ZRs**	
11.3	All PCMEs to ensure that all non conformities raised in the audit are addressed and complied by 31.03.18	**All PCMEs of ZRs**	
11.4	All CWEs to visit and inspect each workshop every month.	**All PCMEs of ZRs**	
12.0	**IRIMEE items**		
12.1	IRIMEE has completed a follow up Audit of all the IO STCs further to the last Audit in Dec 16/Jan 17. Almost all STCs have shown improvement in the audit evaluation criteria – standard of training, training infrastructure, training amenities and support facilities. The best STC-Jhasi and runner up STC-SC	**All PCMEs of ZRs**	

	were each of presented a shield and certificate. All CMEs are requested to go through the Audit Report made by IRIMEE and facilitate their respective STCs to improve further.		
12.2	Director IRIMEE gave a presentation on e-learning IRIMEE has done commendable work in developing about 30 training videos on various topics. While IRIMEE may continue to develop more training video IRIMEE may approach CRIS for expanding the scope for e-learning, by incorporating additional features like on-line examination, dash board for brainers, trainees and administrators etc.	**Director/IRIMEE**	
12.3	Director IRIMEE gave a presentation wherein suggestions for improvement is the quality of welding and training of welders in the workshop and production units.	**Director/IRIMEE**	